How Do I Work Delegated Transactions as a Proxy?

Managers have the ability to delegate authority to a proxy to handle transactions if they are unavailable to complete these tasks. If you have been made a proxy for a manager, this job aid details how to accept or reject the delegation request, how to approve delegated transactions and how to initiate transactions.

**Accept or Reject the Delegation Request**

1. Log into OneUSG Connect.
2. Click the **Notifications** flag (there will be a number indicating if you have any actions or alerts).
3. Delegation Requests are listed under the **Actions** tab. Click the **Delegation** request link.
4. On the **My Delegated Authorities** page, any delegation requests are listed. The navigation path to this page is **NavBar icon > Navigator > Self Service > Manage Delegation > Review My Delegated Authorities**.
5. Click the **Transaction** link to review the types of transactions you will serve as a proxy for. When finished, click **Return**.
6. Select the transaction line and click **Accept** or **Reject**.
7. Click **OK**.

**As a Proxy Approve/Deny Reported Time**

1. Log into OneUSG Connect.
2. Click the **Navbar** icon.
3. Click the **Navigator** icon.
4. Click **Manager Self Service**.
5. Click **Time Management**.
6. Click **Approve Time and Exceptions**.
7. Click **Reported Time**.
8. Select the person who delegated authority to you and click **Continue**.
9. Click the **GetEmployees** button to retrieve all employees who have reported time and that you are authorized to approve that reported time.
10. Select the **LastName** link of an employee you need to approve reported time.
11. Select the lines to approve and click **Approve** or **Deny**. For more detailed instructions, see Job Aid MS311.01 – How Do I Approve Time?
12. Click **Yes**.
13. Click **OK**.

**As a Proxy Approve/Deny Delegated Absence Management Transactions or Personnel Action Transactions**

1. Log into OneUSG Connect.
2. Click the **NavBar** icon.
3. Click the **Navigator** icon.
4. Click **Worklist**
5. Click **Worklist** or **Worklist Details**.
6. Select the transaction **link**.
7. Review the details and click **Approve**, **Deny** or **Push Back**. For more detailed instructions, see Job Aid "MS007.01 – How Do I Approve or Deny an Absence Request?" for Absence Requests or Job Aid "MS001.02 – How Do I Approve or Deny a Submitted Transaction Request?" for Personnel Actions.
8. Click **Yes**.
9. Click **OK**.

**As a Proxy Initiate a Personnel Action**

1. Log into OneUSG Connect.
2. Click the **NavBar** icon.
3. Click the **Navigator** icon.
4. Click **Manager Self Service**.

5. Click **Time Management** to initiate any of the following and follow the steps in the associated job aid [in the “acting as” field, select **Proxy for (Name)** and then select the employee]:
   a. **Submit Request to Change Time and Absence Approver** (MS315.20).
   b. **Submit Request to Adjust Leave Balance** (MS007.10)

6. Click **Job and Personal Information** to initiate any of the following and follow the steps in the associated job aid [in the “acting as” field, select **Proxy for (Name)** and then select the employee]:
   a. **Submit Reporting Chg Request** (MS001.02)
   b. **Submit Retirement Request** (MS001.05)
   c. **Submit Termination Request** (MS001.08)
   d. **Submit Ad Hoc Salary Change** (MS001.13)
   e. **Submit Supplemental Pay Request** (MS001.14)
   f. **Submit Transfer Request** (MS001.20)
   g. **Submit Promotion Request** (MS001.21)
   h. **Submit Location Change Request** (MS001.22)
   i. **Submit Demotion Request** (MS001.23)

7. Click **Position and Funding** to initiate any of the following and follow the steps in the associated job aid [in the “acting as” field, select **Proxy for (Name)** and then select the employee]:
   a. **Add Position and Funding** (MS002.01)
   b. **Change Position and Funding** (MS002.02)
   c. **Inactivate Position and Funding** (MS002.03)

8. Click **Forms** to initiate any of the following and follow the steps in the associated job aid [in the “acting as” field, select **Proxy for (Name)** and then select the employee]:
   a. **Submit Security Request** (MS001.25)