How Do I Delegate Authority to Another Person to Work Transactions on My Behalf?

Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **Delegation** tile.
4. On the **Manage Delegation** page, click the **Create Delegation Request** link.

Define the Delegation Date Range

5. On the **Create Delegation Request** page, enter the date range for the delegation authorization.
    a. Click the **Choose a date (Calendar)** icon for the **From Date** field and select a begin date for the delegation authorization.
    b. Click the **Choose a date (Calendar)** icon for the **To Date** field and select an end date for the delegation authorization.
6. Click the **Next** button.

Select the Transaction(s) to Delegate

7. On the **Select Transactions** page, select one or more authorities to delegate.
8. Click the **Next** button.

Select the Delegate

9. On the **Select Proxy by Hierarchy** page, select the name of the person to serve as your delegate for the selected transactions.
10. Click the **Next** button.

Review the Delegation Information

11. On the **Delegation Detail** page, validate the information associated with the delegation request. To make a change, click **Previous** to return to the selection page.

Submit the Delegation Request

12. After validating the delegation information, click the **Submit** button.
13. The system displays an informational message, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the **Submit** button again, as needed.
14. When the message indicates the submittal was successfully completed, click the **OK** button.

Review Your Delegation Request (Proxy) History

15. To view your delegation request (proxy) history, click the **Review My Proxies** link on the **Manage Delegation** page.
16. The **Review My Proxies** page displays a list of delegation requests, along with their status. NOTE: Delegation requests will be set to Inactive until the proxy accepts the delegation responsibility.
17. Click the **Information** icon associated with the proxy to view more details.
18. After reviewing the proxy information, click the **Return to My Proxies** link displayed at the bottom of the page.
19. Click the **Return to Manage Delegation** link displayed at the bottom of the page.

Revoke a Proxy

20. To revoke a proxy, click the **Review My Proxies** link on the **Manage Delegation** page.
21. On the **My Proxies** page, click the check box associated with the delegation request to revoke.
22. Click the **Revoke** button.

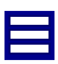
23. When the **Confirmation** page is displayed, click the **Yes-Continue** button to complete the revocation task.
24. Then, click the **OK** button.

Filter the Proxy List

25. Click the **Review My Proxies** link on the **Manage Delegation** page.
26. To filter the transaction listing on the **My Proxies** page, click the desired status in the **Show Requests by Status** field listing, and then click the **Refresh** button.
27. To remove the filter, click the **Drop Down** icon again.
28. Select the “blank” status row (at the top of the listing) and click the **Refresh** button.
29. Click the **Return to Manage Delegation** link displayed at the bottom of the page.

Complete the Task/Sign Out of Application

30. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



31. Click the **Sign Out** option in the listing.