

Delegate Time Approval Authority

Introduction

Managers/Supervisors who are time approvers in **SSTA** have the ability to delegate their time approval responsibilities to another Manager/Supervisor set up as a time approver for situations in which they will be out of the office or unable to approve their employee's time.

As an approver you can delegate to another time approver based on your Agency policy. You still have the ability to log in to **HR/CMS** and review your employee's time during the delegation period; however, you will not be able to approve time. You can revoke the delegation at any time, if needed. Approvers and delegates will be notified automatically through a system generated e-mail.

Delegation is an interactive process. The delegator must send the request and the proxy must accept the delegated authority. System generated e-mails are sent throughout the process.

Delegation Functionality in SSTA

When delegating time approval to another Manager/Supervisor:

- Ensure the time approval responsibilities follow the hierarchical reporting structure of your department. An approver's manager can access a direct report's employees without delegation by entering the direct report's **Time Reporter Group** and Department (Dept ID) on the **Time and Labor Work Center** or **Timesheet Summary**.
- Ensure the time approval delegation is only for a set period of time (for Example, if you are on vacation). It is not designed to allow permanent delegation of time approval responsibilities.

Note: **Time Reporter Group** is a system generated number that is tied to your direct report employees and is defaulted on the **Time and Labor Work Center** and **Timesheet**.

During the delegation time period, the delegate will appear on reports as the approver for your employees and will receive system notifications for time approval, if applicable.

Important Reminders

- Agency Human Resources or Payroll Offices and the **MassHR Employee Service Center** will monitor the use of time approval delegation.
- Delegation of time approval responsibilities happens in real time and cannot be retroactively assigned.



 The deadline for time approval is each Friday at 12:00PM; if you approve time for employees who work 2nd or 3rd shift on Friday or anytime Saturday, the deadline for time approval is Sunday at 6:00PM.

Before You Begin

N/A

Additional Information You May Need

None



Procedure

Navigation: Main Menu > Self Service > Manage Delegation

In this Job Aid you will learn how to **Delegate Time Approval Authority**.

Favorites • Main Menu • > Self Service • > Manage Delegation	
ORACLE	Home Add to Favorites Sign out
Manage Delegation	New Window
Manage Delegation	
X142994X_ZZZZZ	
Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve framsactions for your and/or your employees. In addition, others may have delegated responsibility for their transactions to you.	
Learn More about Delegation	
Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.	
Create Delegation Request	

Step	Action
1.	Click the Create Delegation Request link.
	Create Delegation Request



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Create Delegation Request	
Enter Dates	
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Program Manager Specialist X	
Enter the dates for your delegation request. Enter a From Date that is locary or later. Enter a To Date that is the same as or later than your From Date. For open-ended delegation requests, leave the To Date blank.	
Delegation Dates	
From Date 04/17/2015	
To Date	

Step	Action
2.	Enter "04/30/2015" in the To Date field.



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Program Manager Specialist X	
Enter the dates for your delegation request. Enter a From Date that is locary or later. Enter a To Date that is the same as or later than your From Date. For open-ended delegation requests, leave the To Date blank.	
Delegation Dates	
From Date 04/17/2015	
To Date 04/30/2015	

Step	Action
3.	Click the Next button.



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Delegate Transactions	
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Step	Action
4.	Click the Manage Approve Reported Time option.



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Step	Action
5.	Click the Next button.
	Next



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Step	Action
6.	Click the X105142X,ZZZZZ option.



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Step	Action
7.	Click the Next button.
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Proxy X105142X,ZZZZZ	
From Date 04/17/2015	
To Date 04/30/2015	
Transactions	
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Step	Action
8.	Click the Submit button.



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Create Delegation Request	Saved.
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Program Manager Specialist X	
You have successfully submitted a delegation request. Refer to the My Proxes page to view the status of the request.	
OK	

Step	Action
9.	Click the OK button.
	OK



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Program Manager Specialist X	
You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.	
OK	

Step	Action
10.	In this Job Aid you have learned how to Delegate Time Approval Authority . End of Procedure.