



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

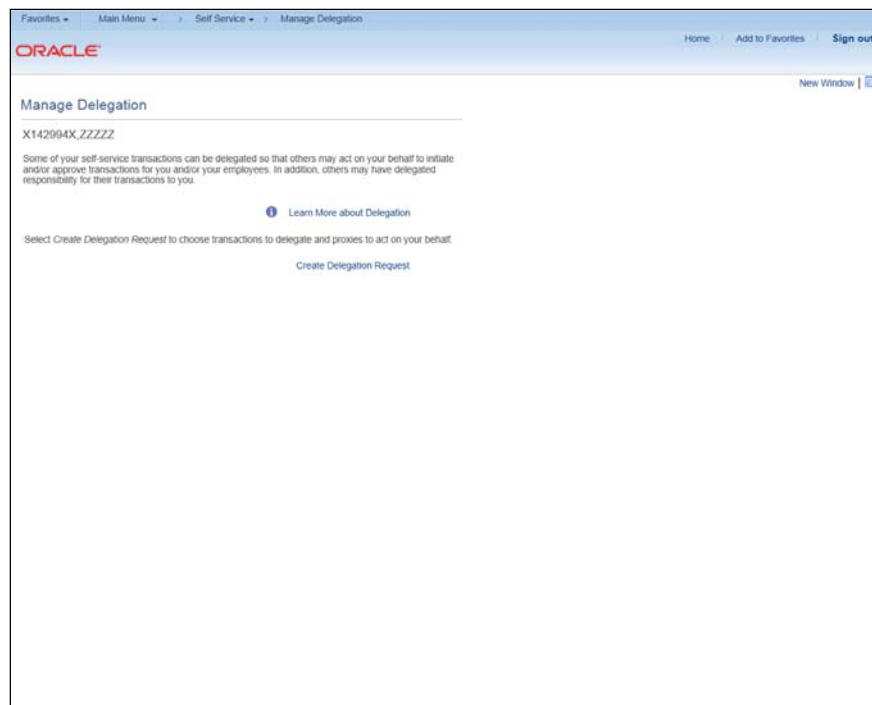
None



Procedure

Navigation: Main Menu > Self Service > Manage Delegation

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



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



Oracle HR/CMS 9.2 Self Service - Manage Delegation

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Create Delegation Request

Enter Dates

X142994X.ZZZZZ

Program Manager Specialist X

Enter the dates for your delegation request. Enter a From Date that is today 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: []

Next | Cancel

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



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Create Delegation Request

Enter Dates

X142994X.ZZZZZ

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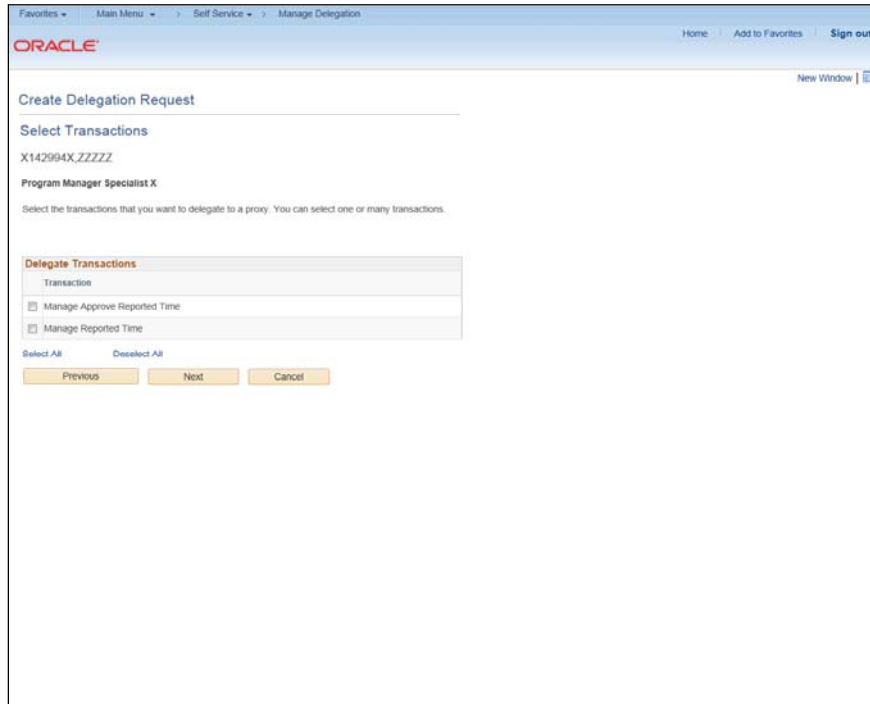
Delegation Dates

From Date 04/17/2015

To Date 04/30/2015

Next Cancel

Step	Action
3.	Click the Next button. 



Step	Action
4.	Click the Manage Approve Reported Time option. <input type="checkbox"/>



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Create Delegation Request

Select Transactions

X142994X.ZZZZZ


Program Manager Specialist X

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Transaction
<input type="checkbox"/> Manage Approve Reported Time
<input type="checkbox"/> Manage Reported Time

Select All Deselect All

Previous Next Cancel

Step	Action
5.	Click the Next button. 



Oracle HR/CMS 9.2 interface showing the 'Create Delegation Request' page. The page title is 'Select Proxy by Hierarchy' and the user ID is 'X142994X,ZZZZZ'. The page displays a list of employees within the hierarchy, with columns for Name, Emp# ID, Organizational Relationship, Job Title, Department, and Supervisor Name. The first row, 'X105142X,ZZZZZ', is highlighted in yellow.

Name	Emp# ID	Organizational Relationship	Job Title	Department	Supervisor Name
X105142X,ZZZZZ	105142	Employee	Administrator IX	Human Resources Division	X143577X,ZZZZZ
X109997X,ZZZZZ	109997	Employee	Administrator IX	Human Resources Division	X143677X,ZZZZZ
X117274X,ZZZZZ	117274	Employee	Administrator VII	Human Resources Division	X142994X,ZZZZZ
X122732X,ZZZZZ	122732	Employee	Administrator IX	Human Resources Division	X143577X,ZZZZZ
X127590X,ZZZZZ	127590	Employee	Administrative Secretary II	Human Resources Division	X142994X,ZZZZZ
X138852X,ZZZZZ	138852	Employee	Administrator X	Human Resources Division	X143577X,ZZZZZ
X140590X,ZZZZZ	140590	Employee	Program Manager VI	Human Resources Division	X143577X,ZZZZZ
X143577X,ZZZZZ	143577	Employee	Administrator XII	Human Resources Division	X127814X,ZZZZZ
X144626X,ZZZZZ	144626	Employee	Administrator XI	Human Resources Division	X143577X,ZZZZZ
X148883X,ZZZZZ	148883	Employee	Program Mgr Specialist VIII	Human Resources Division	X142994X,ZZZZZ
X247059X,ZZZZZ	247059	Employee	Administrator IX	Human Resources Division	X143577X,ZZZZZ
X274620X,ZZZZZ	274620	Employee	Administrator VI	Human Resources Division	X142994X,ZZZZZ
X282474X,ZZZZZ	282474	Employee	Paralegal Specialist	Human Resources Division	X142994X,ZZZZZ

Step	Action
6.	Click the X105142X,ZZZZZ option.



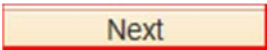


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<input type="radio"/>	X127590X,ZZZZZ	127590	Employee	Administrative Secretary II	Human Resources Division	X142994X,ZZZZZ
<input type="radio"/>	X138852X,ZZZZZ	138852	Employee	Administrator X	Human Resources Division	X143577X,ZZZZZ
<input type="radio"/>	X140590X,ZZZZZ	140590	Employee	Program Manager VI	Human Resources Division	X143577X,ZZZZZ
<input type="radio"/>	X143577X,ZZZZZ	143577	Employee	Administrator XII	Human Resources Division	X127814X,ZZZZZ
<input type="radio"/>	X144626X,ZZZZZ	144626	Employee	Administrator XI	Human Resources Division	X143577X,ZZZZZ
<input type="radio"/>	X148883X,ZZZZZ	148883	Employee	Program Mgr Specialist VIII	Human Resources Division	X142994X,ZZZZZ
<input type="radio"/>	X247059X,ZZZZZ	247059	Employee	Administrator IX	Human Resources Division	X143577X,ZZZZZ
<input type="radio"/>	X274620X,ZZZZZ	274620	Employee	Administrator VI	Human Resources Division	X142994X,ZZZZZ
<input type="radio"/>	X282474X,ZZZZZ	282474	Employee	Paralegal Specialist	Human Resources Division	X142994X,ZZZZZ
<input type="radio"/>	X436400X,ZZZZZ	436400	Employee	Counsel II	Human Resources Division	X142994X,ZZZZZ

Step	Action
7.	Click the Next button. 



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Create Delegation Request New Window |

Delegation Detail

X142994X.ZZZZZ

Program Manager Specialist X

Proxy X109142X.ZZZZZ

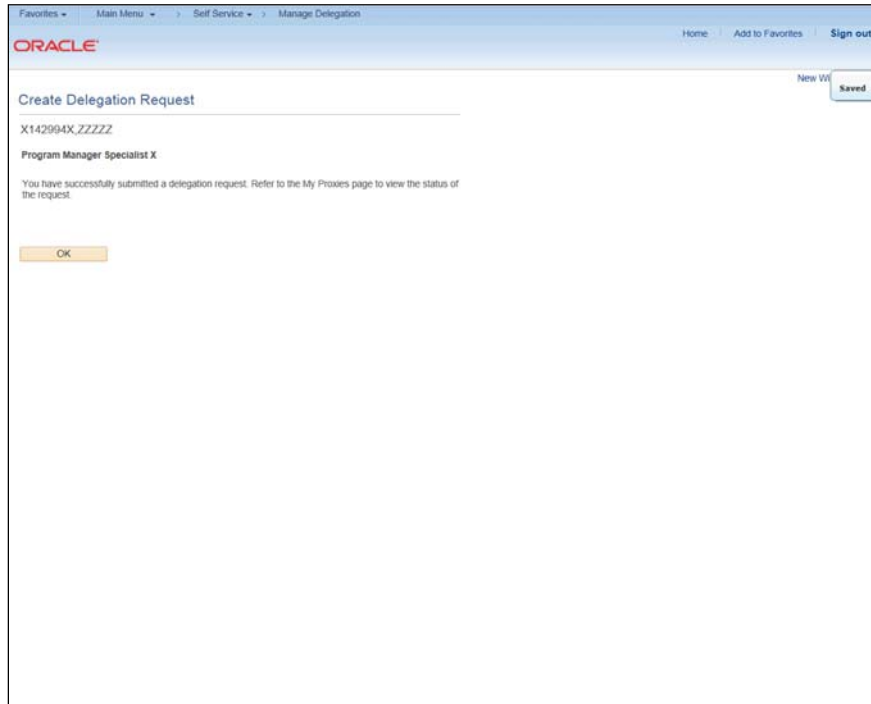
From Date 04/17/2015


To Date 04/30/2015

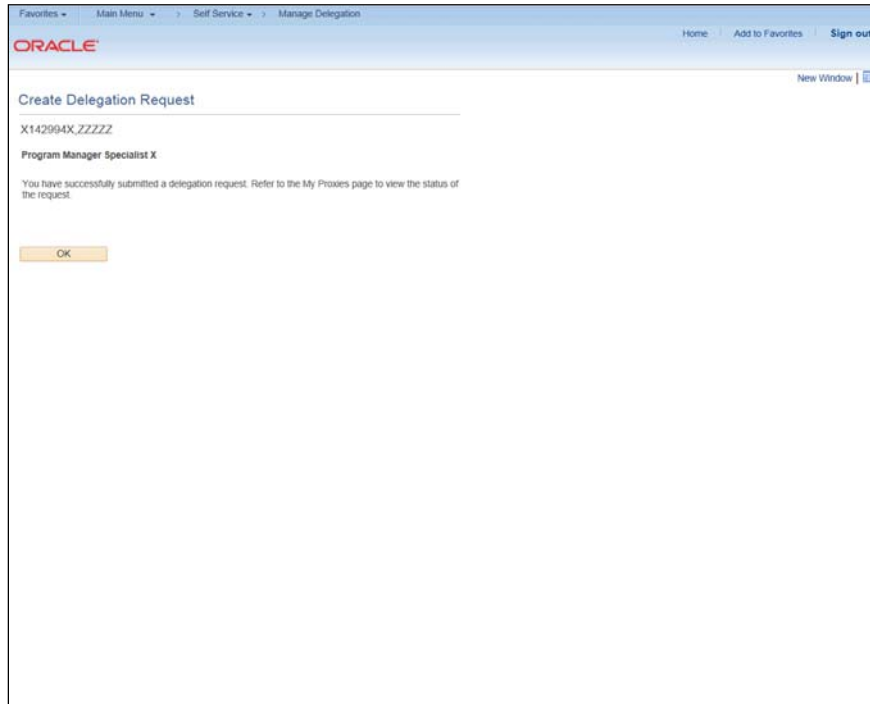
Transactions

Manage Reported Time

Step	Action
8.	Click the Submit button. <input data-bbox="302 1213 500 1262" type="button" value="Submit"/>



Step	Action
9.	Click the OK button. 



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