

# Delegations Basics

## Initiating a Delegation Request



Managers can delegate the initiation and approval of MSS employment actions to other GEMS users.

Starting from the Manager Self Service Homepage, click on the [Create Delegation Request](#) link.

As you determine who you will grant delegation to, we encourage you to speak to your HR Liaison (Dept. HR) to determine if a business process has been put in place to identify who can serve as a Delegate within the Department/Unit.

**Please Note** If a Manager (Dean, Chair, Director, etc.) assigns a Delegate, that Delegate will have access to initiate actions for all employees within their reporting tree.

On the [Delegation Dates](#) screen, update the following information:

**Start Date** Enter the date the delegation will be effective.

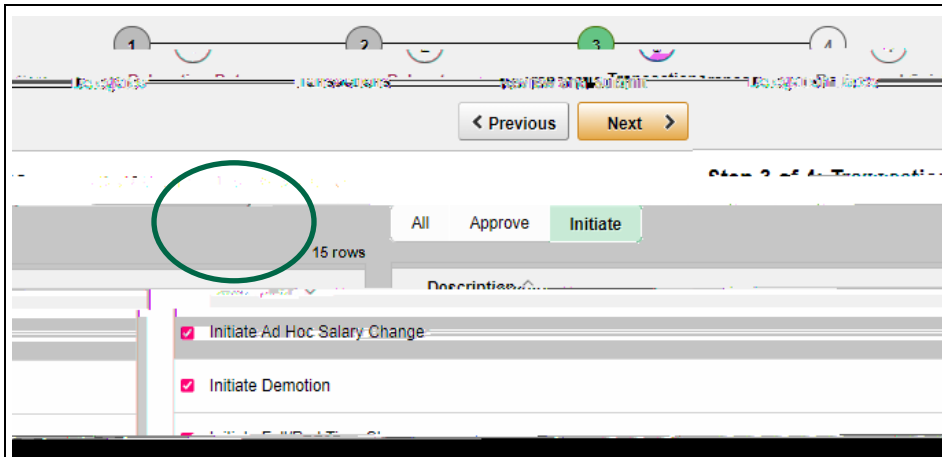
**End Date** If the delegation will only be in place for a set time period, enter an end date. Otherwise, leave it blank.

**Comment** Must be supplied. Include information on reason for the delegation and its purpose. Please note that delegates assigned by Unit Approvers must be in line and listed on the salary delegation authority list.

**Please Note** If no end date is entered, the delegation will remain in effect until it is revoked by the Manager or a Delegation Administrator.

Click [Next](#)





On the **Transactions** screen, select the **"Initiate"** tab. This will list all of the transactions the delegates will be able to Initiate on your behalf.

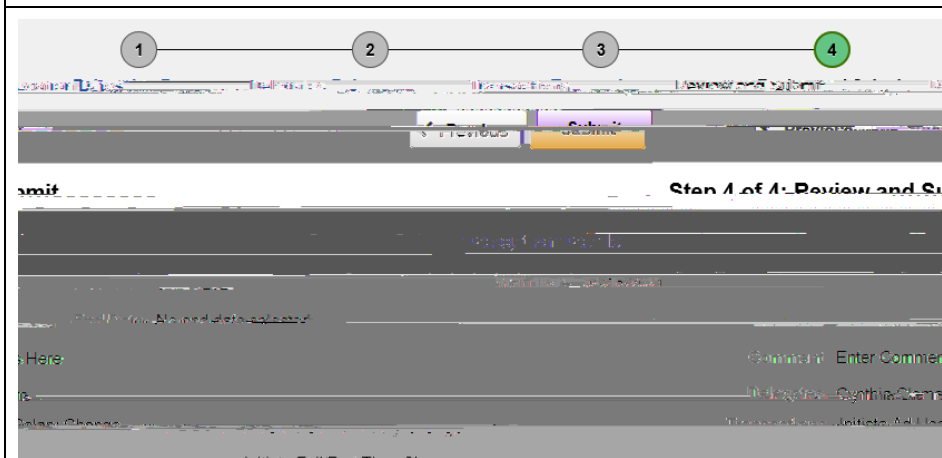
Select the check box for each transaction you wish to the Delegate

Click **Next**

**Please Note**

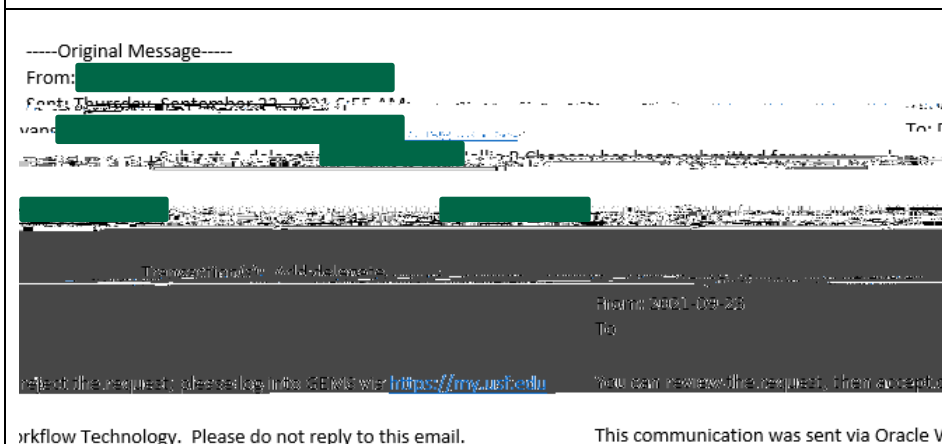
If you are a **Manager**, please select all transactions listed in the **"Initiate"** tab.

If you a **HR Liaison** or **Unit Approver** and wish to delegate your 'approval' authority, you will need to click the **"Approve"** tab and select the applicable transactions.



On the **Review and Submit** screen, review the Delegation Details.

If all of the information looks correct, click **Submit**



Delegates will receive an email notification to **Accept** **Reject** the delegation request

Once the Delegate logs into GEMS they will be able to accept or reject the delegation request.

## *Accepting/Rejecting a Delegation Request*

---

Upon receiving the email notification, delegates can log into GEMSto Accept/Reject the delegation request

Goto the *Manager Self Service* homepage.(If you do not have this home page see note below)

Click on the My Delegated Authorities tile.

Under the *Submitted* tab, delegates will see a listing of transactions that have been delegated to them as well as the time period.

Select the box next to the transaction and click *Accept* or *Reject*

An email notification will be sent out to the Delegator denoting the acceptance or rejection. (h)4.1 (e 430.2 5i)0.( )0.s **Rejec376**

