How Supervisors CanDelegate their Timesheet Approvals to Another Supervisor and Revoke Delegation

**Important:**
*Delegation processes should be used when supervisors are out of the office and unable to approve timesheets.*

*The delegate MUST accept the delegation in order to have access to the delegator’s direct reports.*

*Once your direct reports are delegated you will no longer see them on your list for approvals. You will only see them when you discard/revoke the delegation.*

*Remember to discard/revoke delegation once you return.*

*For emergency situations where delegation was not established please contact your assigned payroll and benefits coordinator.*

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1. Access PeopleSoft Employee Self Service (ESS) using the following link: [https://ess.wi.gov](https://ess.wi.gov)
2. Log in to PeopleSoft using your IAM account.
3. Navigate to **Manage Delegation** using the breadcrumbs below:

   Main Menu ‹ ‹ Self Service ‹ ‹ Manage Delegation

4. Click **Create Delegation Request**.

   This is the name of the supervisor requesting to delegate their timesheet approvals.
5. Enter a **From Date** that is today or later. Enter a **To Date** that is the same day or later than your **From Date**. Click **Next**.

   **Create Delegation Request**

   **Enter Dates**

   * Supervisor’s Name
   * Supervisor’s Title

   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](image)

   This is the name and title of the supervisor requesting to delegate their timesheet approvals.

6. Select the checkbox next to the following (see snapshot below):
   - **Manage Approve Payable Time**: This allows the proxy to approve payable time for the supervisor/delegator’s direct reports.
   - **Manager Absence Request**: This allows the proxy to enter absences on behalf of the supervisor/delegators direct reports into absence management.

7. Once you have selected the appropriate checkboxes click **Next**.

   ![Delegate Transactions](image)

8. From the list populated, choose the person you would like to request to be your delegate (also called proxy). Click **Next**.

   *Note: Supervisors must select another supervisor or manager.*
9. Once you have reviewed the request click **Submit**.

Create Delegation Request

<table>
<thead>
<tr>
<th>Delegation Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor’s Name</td>
</tr>
<tr>
<td>Supervisor’s Title</td>
</tr>
</tbody>
</table>

This is the name and title of the supervisor requesting to delegate their timesheet approvals.

Proxy

<table>
<thead>
<tr>
<th>From Date</th>
<th>10/20/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Date</td>
<td>11/06/2015</td>
</tr>
</tbody>
</table>

Transactions

- Manage Approve Payable Time
- Manage Reported Time
- Manager Absence Request

| Submit | Previous | Cancel |

Here, the name of the supervisor/manager that is being assigned temporary delegation will be shown.

10. A message will appear stating the delegation request was successfully submitted (see below). Click **OK**.

Create Delegation Request

<table>
<thead>
<tr>
<th>Supervisor’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor’s Title</td>
</tr>
</tbody>
</table>

You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of this request.

OK

This is the name and title of the supervisor requesting to delegate their timesheet approvals.

11. Once your delegation request has been submitted, your delegate will receive an email notification to either accept or reject the request.

12. Once your delegate accepts your request, they will see the screen below and need to click **OK**.

Accept Delegation Request

<table>
<thead>
<tr>
<th>Delegate’s Name</th>
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</table>

You have successfully accepted a delegation request. Refer to the My Delegated Authorities page to view accepted delegation requests.

OK

This is the name of the supervisor/manager that is being assigned temporary delegation.
How to Revoke Delegation

1. Access PeopleSoft Employee Self Service (ESS) using the following link: [https://ess.wi.gov](https://ess.wi.gov)
2. Log in to PeopleSoft using your IAM account.
3. Navigate to Manage Delegation using the breadcrumbs below:

   ![Main Menu](> Self Service > Manage Delegation)


   ![Manage Delegation](Supervisor's Name Delegate's Name Supervisor's Title)

   This is the name of the supervisor requesting to delegate their timesheet approvals.

5. Select the box next to their name and click Revoke.

   ![Choose Delegate](Transaction Name Job Title From Date To Date Request Status Delegation Status Details)

   Select All Deselect All
   Return to Manage Delegation

   This is the name of the supervisor requesting to delegate their timesheet approvals.

6. Click Yes – Continue.

   ![Revoke Delegation Request](Supervisor's Name Supervisor's Title)

   Are you sure you want to revoke the delegation requests that you have selected?

   Yes - Continue No - Cancel

7. Click OK.