

Manager Delegation

PROCESS OVERVIEW

The purpose of this reference guide is to assist you as you perform the Time & Labor Supervisor and/or Time Administrator duties. This document is set up according to the steps a Supervisor/Time Administrator will complete in order to approve reported time.

1. Click **MyBGSU**
2. Enter **Username** and **Password**
3. Navigate Employee Self Service > Manager Information > Manage Delegation
4. Click **Create Delegation Request**
5. **Enter Delegation Dates (To and From)**
6. Select **Delegation Activities**
7. Click **Next**
8. Choose **Delegate (Proxy)**
9. Click **Next**
10. Delegation Details – Click **Submit**
11. Click **OK** on Create Delegation Request page

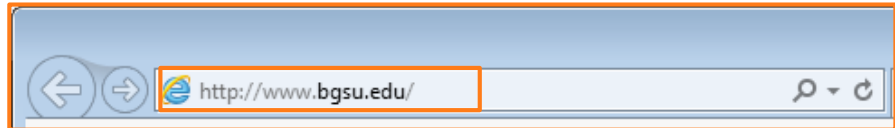
Where do I go?

MyBGSU > Employee Self-Service > Manager Information > Manage Delegation

SECTION I NAVIGATION

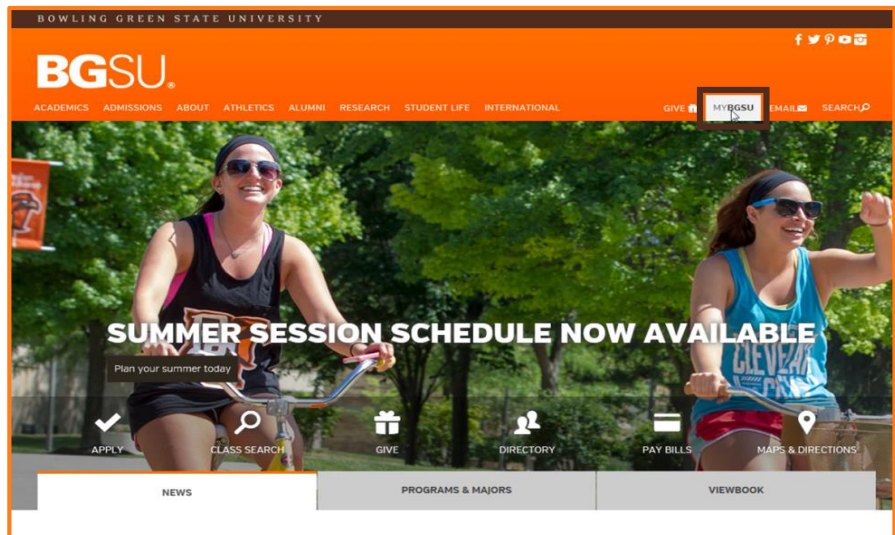
Begin the process at the bgsu.edu home page.

Note: Please use Internet Explorer



Step 1: Click MyBGSU

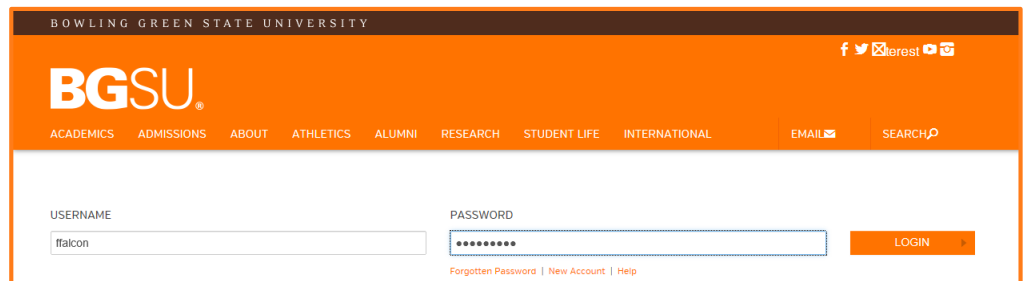
Supervisors & Time Administrators approve employee's time through the MyBGSU portal.



Step 2: Enter USERNAME and PASSWORD

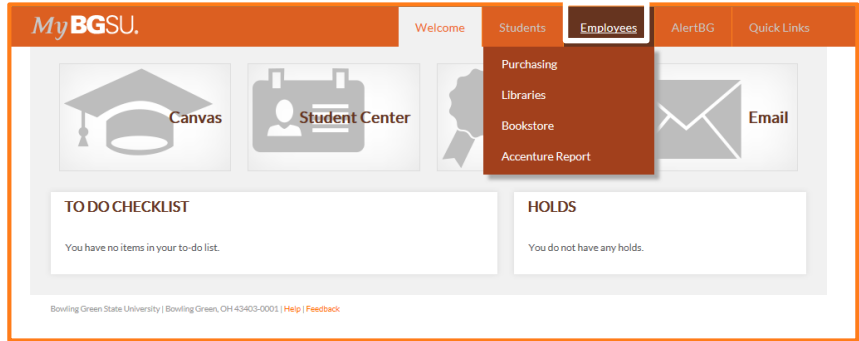
Note: These will be your BGSU network credentials.

Step 2a: Click Login

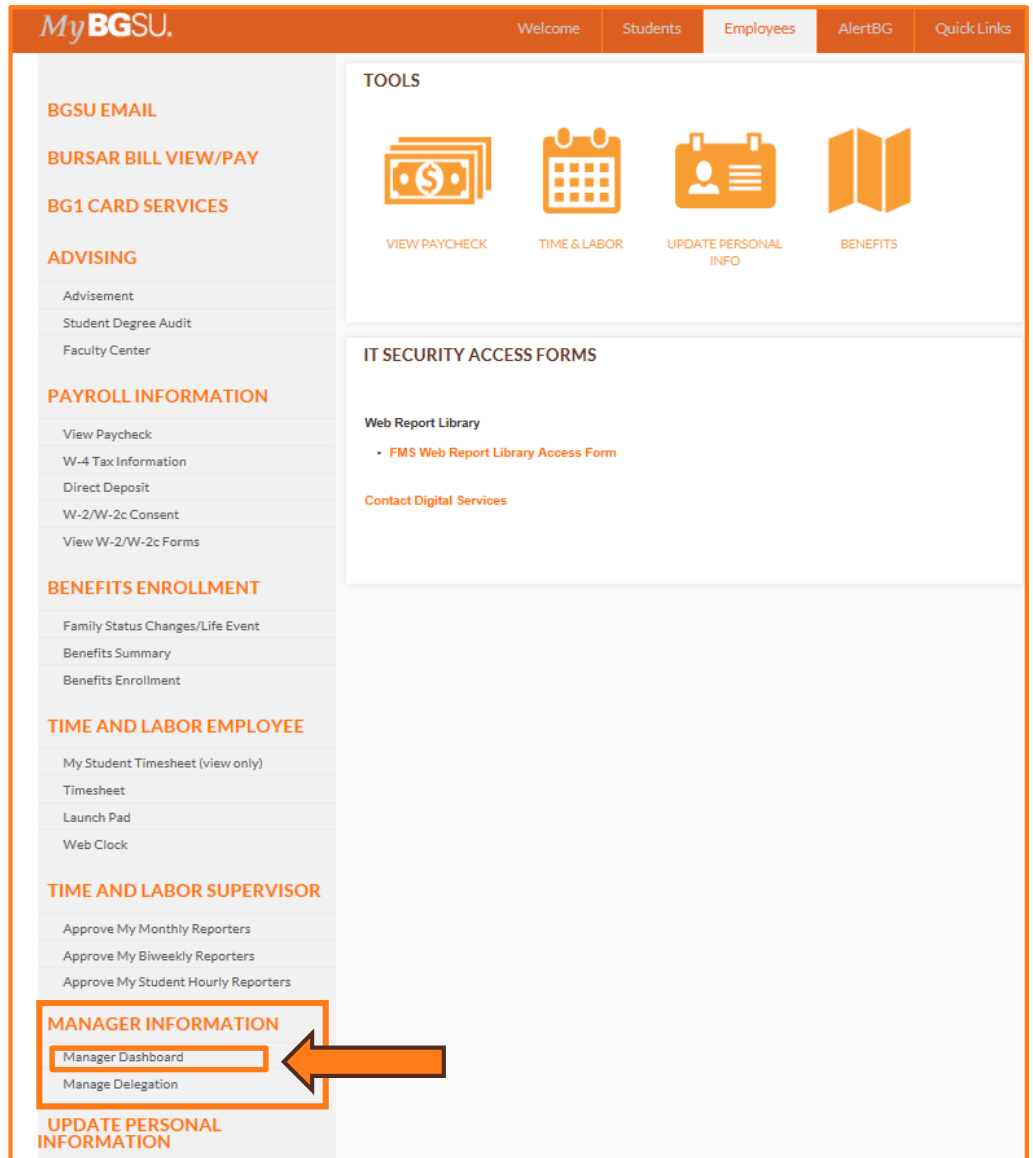


Manager Delegation

Step 3: Click Employees



Step 4: Under the Manager Information section, • Click Manager Dashboard

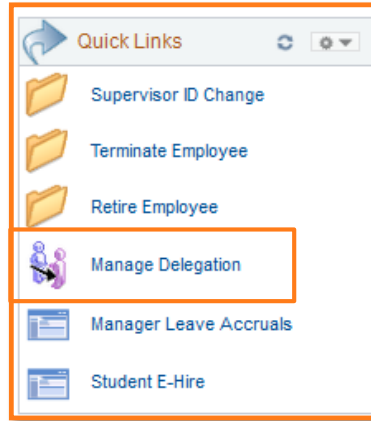


Manager Delegation

SECTION II: CREATE DELEGATION REQUEST

Manager Self Service offers the option to delegate Time and Labor transactions to another while out of the office.

Step 1: Click on



The Manage Delegation page appears.

Step 2: Click



Manage Delegation

Freddie Falcon

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you 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](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)

Step 3: Enter the Delegation Dates (To and From)

Step 4: Click [Next](#)

Create Delegation Request

Enter Dates

Freddie Falcon

Director

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 03/25/2015


To Date 03/31/2015

[Next](#)

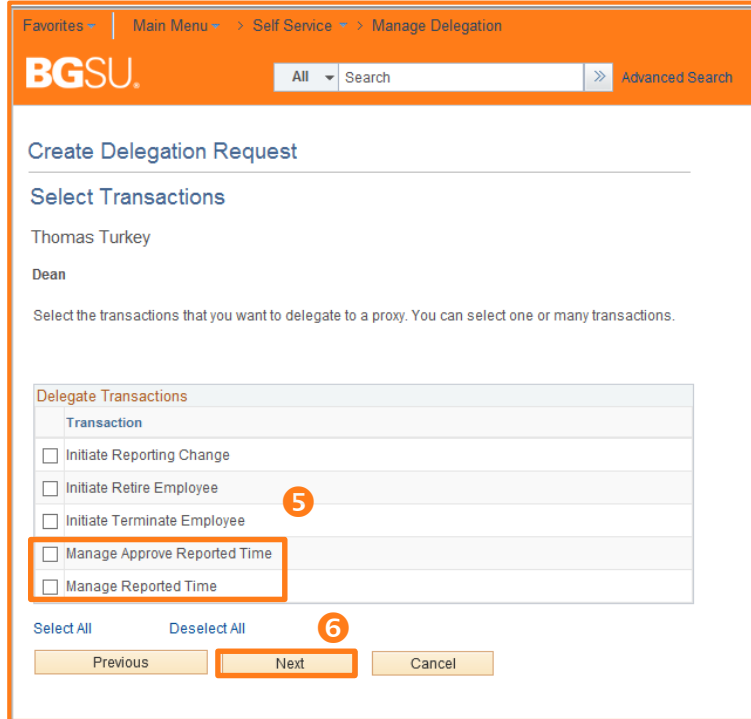
[Cancel](#)

Manager Delegation

Step 5: Select the Time and Labor transactions you wish to delegate.

- Place a  in the box next to the transaction the delegate is allowed to perform.

Step 6: Click 



Favorites | Main Menu | Self Service | Manage Delegation
BGSU. All Search >> Advanced Search

Create Delegation Request

Select Transactions

Thomas Turkey
Dean

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

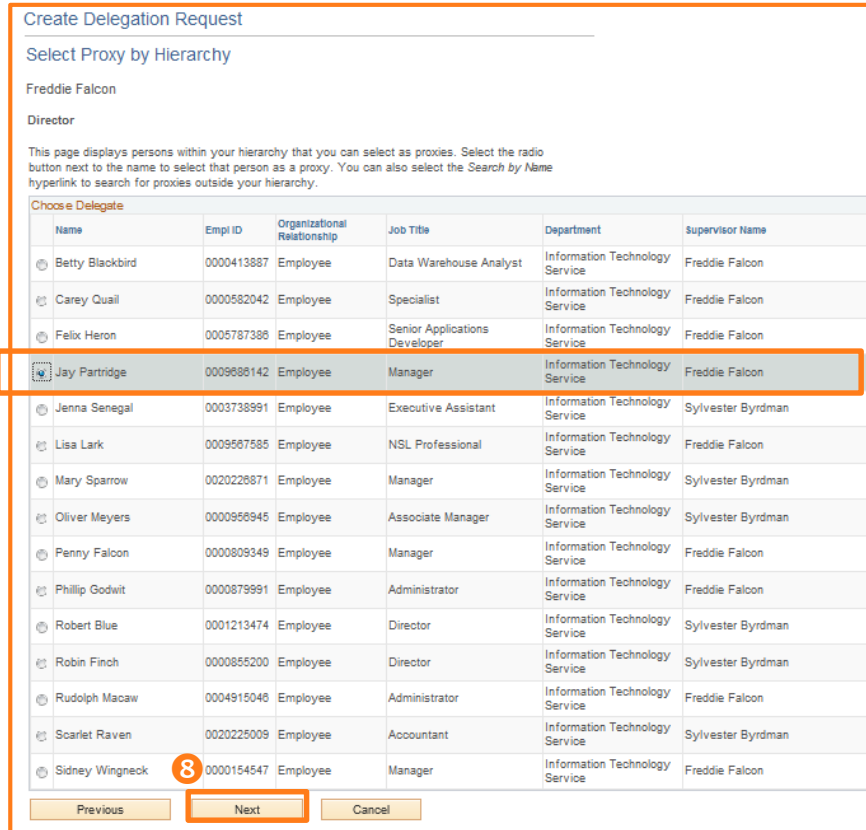
Delegate Transactions	
Transaction	
<input type="checkbox"/>	Initiate Reporting Change
<input type="checkbox"/>	Initiate Retire Employee
<input type="checkbox"/>	Initiate Terminate Employee
<input type="checkbox"/>	Manage Approve Reported Time
<input type="checkbox"/>	Manage Reported Time

Select All Deselect All **Next**

Previous Next Cancel

Step 7: Choose the employee that will be the Delegate.

Step 8: Click 



Create Delegation Request

Select Proxy by Hierarchy

Freddie Falcon
Director

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the Search by Name hyperlink to search for proxies outside your hierarchy.

Choose Delegate					
Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
<input type="radio"/> Betty Blackbird	0000413887	Employee	Data Warehouse Analyst	Information Technology Service	Freddie Falcon
<input type="radio"/> Carey Quail	0000582042	Employee	Specialist	Information Technology Service	Freddie Falcon
<input type="radio"/> Felix Heron	0005787388	Employee	Senior Applications Developer	Information Technology Service	Freddie Falcon
<input checked="" type="radio"/> Jay Partridge	0009896142	Employee	Manager	Information Technology Service	Freddie Falcon
<input type="radio"/> Jenna Senegal	0003738991	Employee	Executive Assistant	Information Technology Service	Sylvester Byrdman
<input type="radio"/> Lisa Lark	0009587585	Employee	NSL Professional	Information Technology Service	Freddie Falcon
<input type="radio"/> Mary Sparrow	0020226871	Employee	Manager	Information Technology Service	Sylvester Byrdman
<input type="radio"/> Oliver Meyers	0000958945	Employee	Associate Manager	Information Technology Service	Sylvester Byrdman
<input type="radio"/> Penny Falcon	0000809349	Employee	Manager	Information Technology Service	Freddie Falcon
<input type="radio"/> Phillip Godwit	0000879991	Employee	Administrator	Information Technology Service	Freddie Falcon
<input type="radio"/> Robert Blue	0001213474	Employee	Director	Information Technology Service	Sylvester Byrdman
<input type="radio"/> Robin Finch	0000855200	Employee	Director	Information Technology Service	Sylvester Byrdman
<input type="radio"/> Rudolph Macaw	0004915048	Employee	Administrator	Information Technology Service	Freddie Falcon
<input type="radio"/> Scarlet Raven	0020225009	Employee	Accountant	Information Technology Service	Sylvester Byrdman
<input type="radio"/> Sidney Wingneck	0000154547	Employee	Manager	Information Technology Service	Freddie Falcon

Previous Next Cancel

Manager Delegation

Step 9: The **Delegation Detail** page will appear. The summary page lists:

- Proxy – the Delegate
- Start Date of Delegation
- End Date of Delegation
- Transaction listing of what the Proxy will be able to perform.

Click

Submit

Create Delegation Request

Delegation Detail

Freddie Falcon

Director

Proxy Jay Partridge

From Date 03/25/2015

To Date 03/31/2015

Transactions

Manage Approve Reported Time

Manage Reported Time

9

Submit

Previous

Cancel

Step 10: **Create Delegation Request** page appears. This page states you have successfully submitted a delegation request.

Click

OK

Create Delegation Request

Freddie Falcon

Director

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

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OK

You are directed back to the Manage Delegation page.

You have successfully created a Delegation Request.

Manage Delegation

Freddie Falcon

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[Create Delegation Request](#)

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[Review My Proxies](#)