Manager Delegation

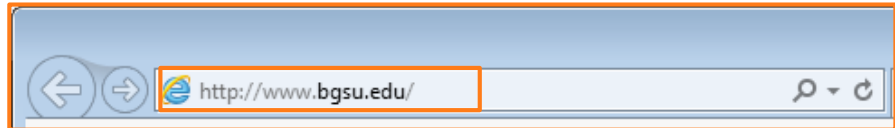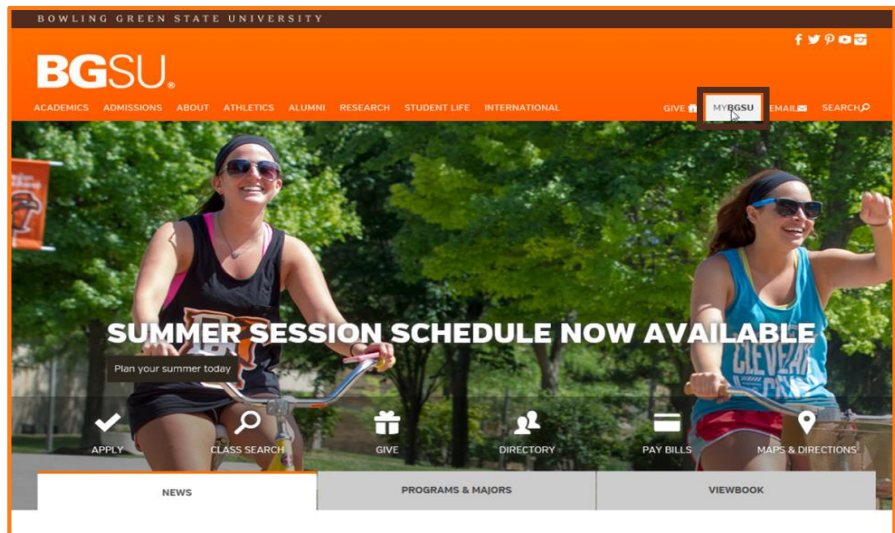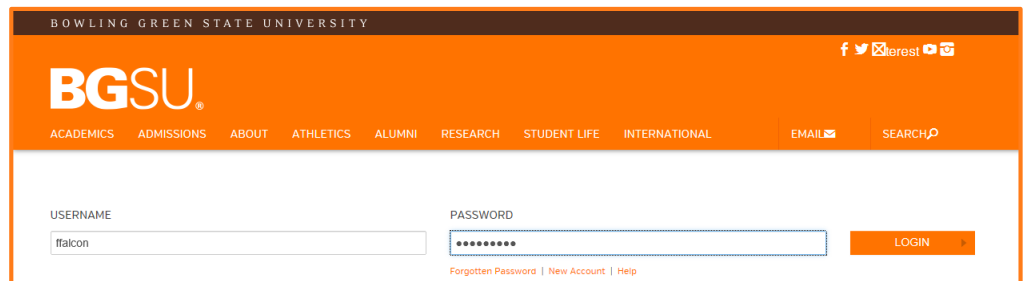|	
PROCESS OVERVIEW	The purpose of this reference guide is to assist you as you perform the Time & Labor Supervisor and/or Time Administrator duties. This document is set up according to the steps a Supervisor/Time Administrator will complete in order to approve reported time. 1. Click **MyBGSU** 2. 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*	http://www.bgsu.edu/
Step 1: Click MyBGSU Supervisors & Time Administrators approve employee's time through the MyBGSU portal.	BOWLING GREEN STATE UNIVERSITY **BGSU.** ACADEMICS ADMISSIONS ABOUT ATHLETICS ALUMNI RESEARCH STUDENT LIFE INTERNATIONAL GIVE MYBGSU EMAIL SEARCH SUMMER SESSION SCHEDULE NOW AVAILABLE Plan your summer today APPLY CLASS SEARCH GIVE DIRECTORY PAY BILLS MAPS & DIRECTIONS NEWS PROGRAMS & MAJORS VIEWBOOK
Step 2: Enter USERNAME and **PASSWORD** *Note: These will be your BGSU network credentials.* **Step 2a: Click Login**	BOWLING GREEN STATE UNIVERSITY **BGSU.** ACADEMICS ADMISSIONS ABOUT ATHLETICS ALUMNI RESEARCH STUDENT LIFE INTERNATIONAL EMAIL SEARCH USERNAME ffalcon PASSWORD ●●●●●●●● LOGIN Forgotten Password	New Account	Help
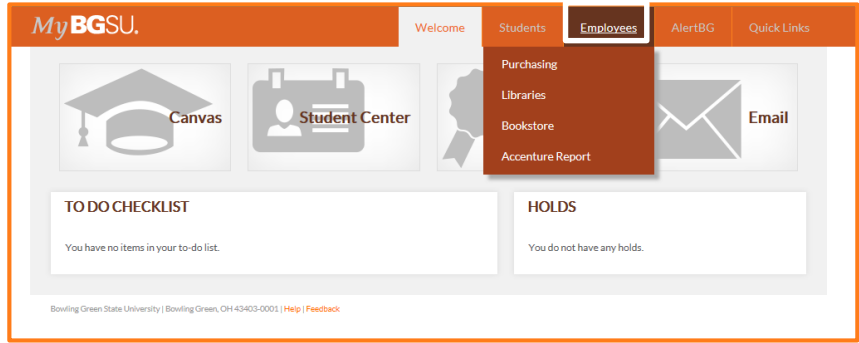
Step 3: Click Employees	
Step 4: Under the Manager Information section, • **Click Manager Dashboard**	
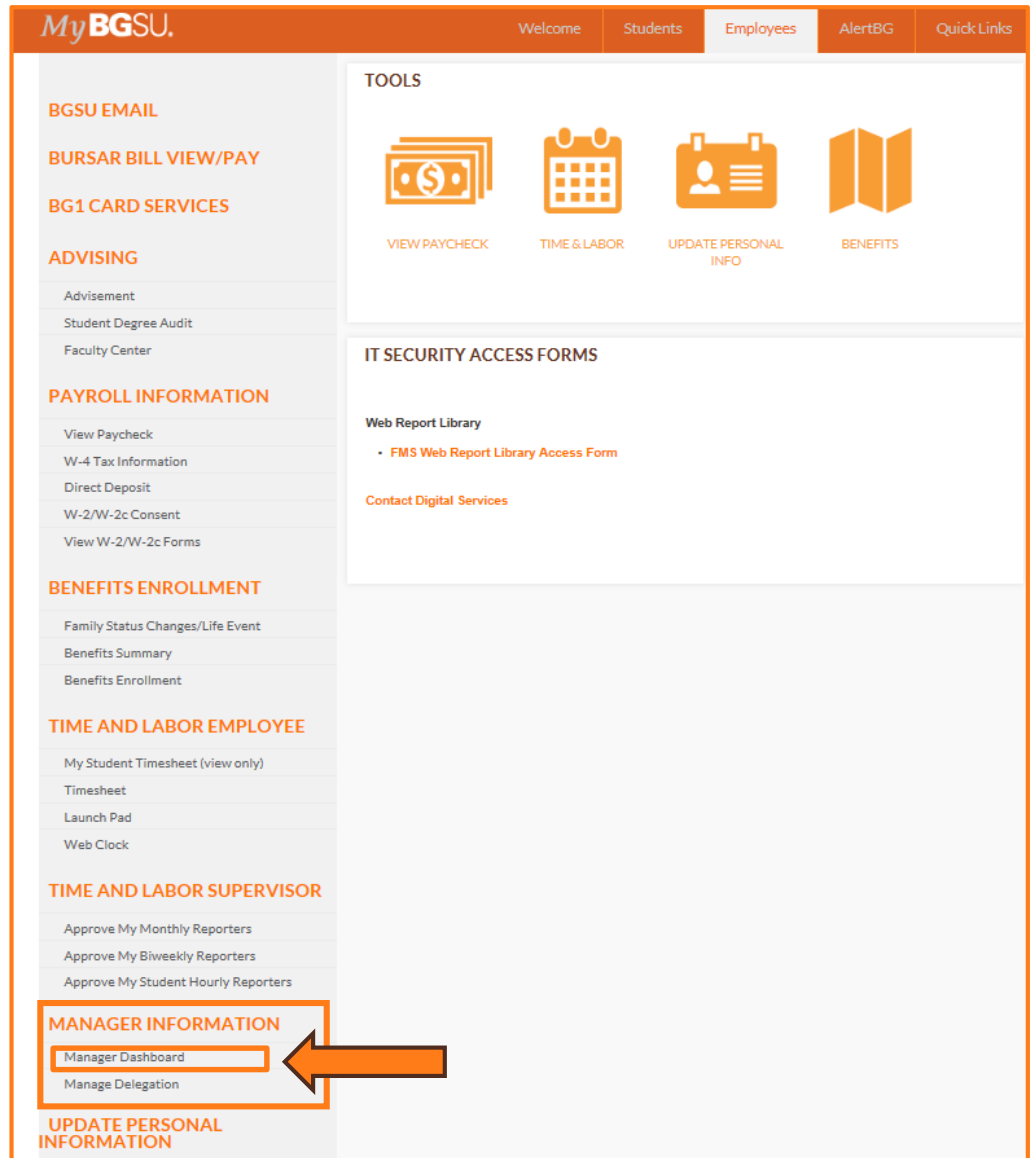
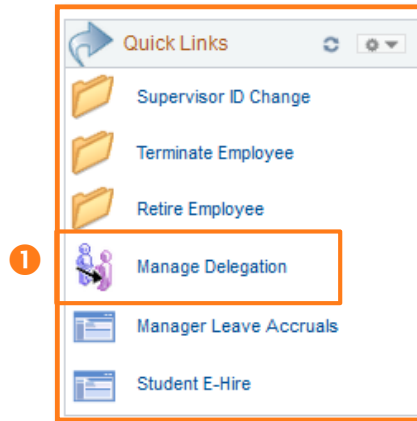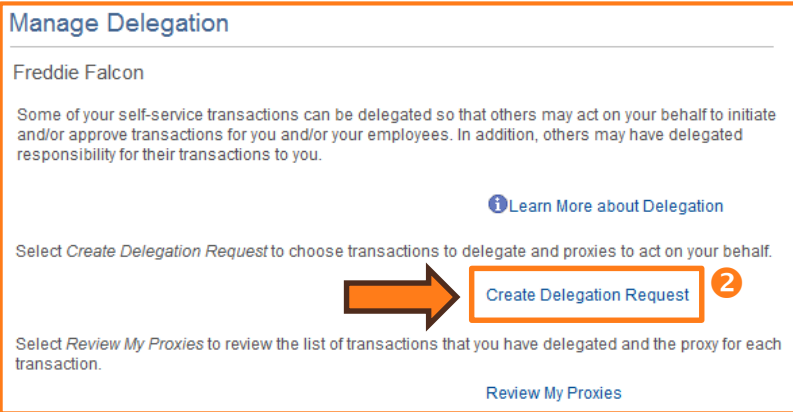|	
SECTION II: **CREATE DELEGATION REQUEST** Manager Self Service offers the option to delegate Time and Labor transactions to another while out of the office. **Step 1: Click on** Manage Delegation	**Quick Links** Supervisor ID Change Terminate Employee Retire Employee ❶ Manage Delegation Manager Leave Accruals Student E-Hire
The Manage Delegation page appears. **Step 2: Click** Create Delegation Request	**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 ❷ 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 📅 ❸ To Date 03/31/2015 📅 ❹ Next Cancel

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 Next

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

Step 8: Click Next

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 ❾ 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. ❿ OK
You are directed back to the Manage Delegation page. **You have successfully created a Delegation Request.**	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