

501 TA365 Accept/Reject a Delegation as the Proxy

About Accept/Reject a Delegation as the Proxy

The steps below provide step-by-step instructions for the proxy accepting / rejecting a delegation request.

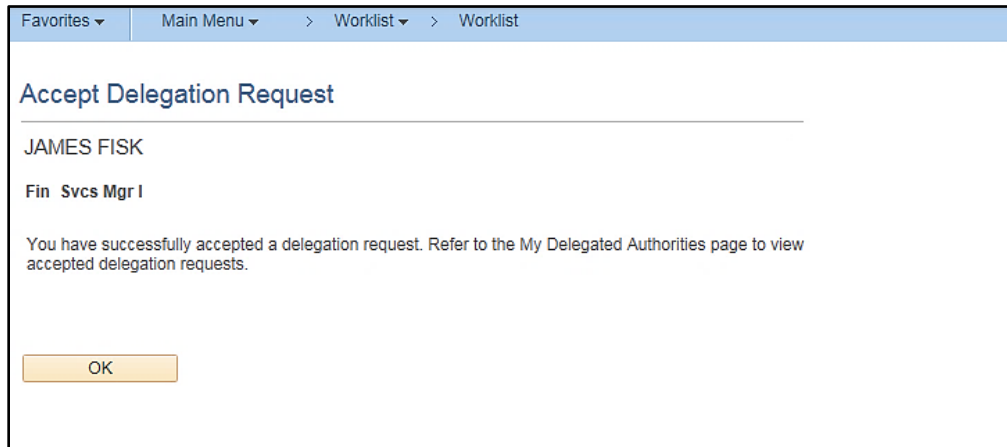
The following steps show you how to accept or reject the delegation of a manager's worklist as the Proxy in the Time & Attendance process.

1. Click on the **Worklist** link.

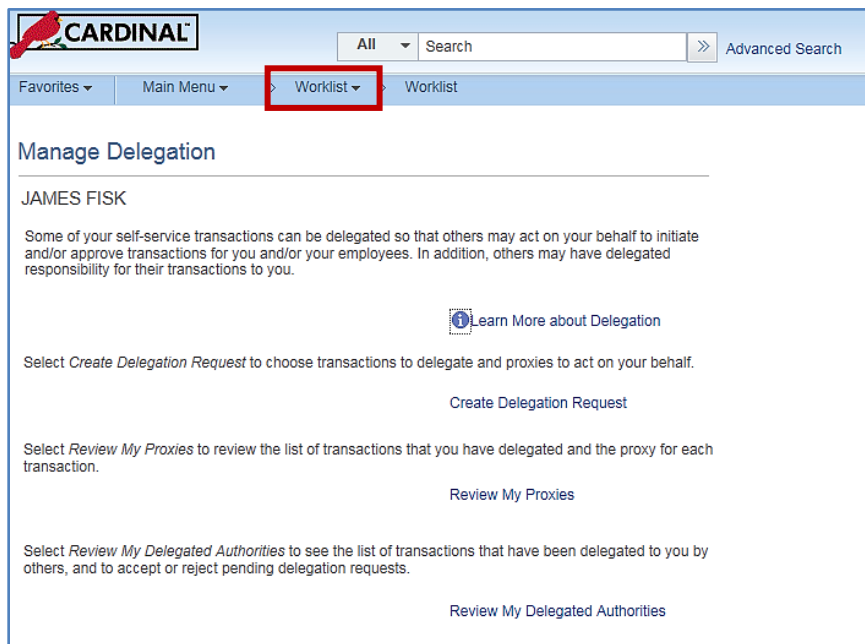
Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/> Manage Approve Payable Time	JOHN SMITH	Fin Svcs Mgr I	01/19/2017	01/19/2017	Submitted	Inactive	i
<input checked="" type="checkbox"/> Manage Approve Payable Time	TOM SMITH	Fin Svcs Specialist I	01/19/2017	01/31/2017	Submitted	Inactive	i

2. The **My Delegated Authorities** page displays. Click the check box next to each transaction that has been delegated. **Note:** If the proxy rejects the delegation, the delegator will receive a notification that the proxy rejected the delegation. The **Delegation Status** on the page gets set to **Rejected**.

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3. Click the **OK** button.



4. The **My Delegated Authorities** page displays. Click the **Worklist** link.



Time & Attendance Job Aid

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Worklist New Window | Help | Personalize Page

Worklist for JAMES.FISK: FISK,JAMES

Detail View Worklist Filters: Approval Reassign Feed

Worklist Items						Personalize Find View All	
From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
FISK,JAMES	01/19/2017	Approval Reassign	Approval Workflow	3-Low	TLPayableTime: 15761099 TLByPosMgmt: 1501-01-01, N, 0, TRANSACTIONID: 1 EOAWDEFN_ID: TLByPosMgmt EMPLID: EMP00000002 EMPL RCD: RDCRS: 1.A	Mark Worked	Reassign
FISK,JAMES	01/19/2017	Approval Reassign	Approval Workflow	3-Low	TLPayableTime: 15761105 TLByPosMgmt: 1501-01-01, N, 0, TRANSACTIONID: 1 EOAWDEFN_ID: TLByPosMgmt EMPLID: EMP00000002 EMPL RCD: RDCRS: 1.A	Mark Worked	Reassign

- Items that were on the other employee's worklist are now added to the proxy's worklist. These items are noted in the **Work Item** column as **Approval Reassign**. The proxy is now able to access and approve as appropriate.

Note:

If the **From Date** is in the future and not today the proxy will have to wait until that day arrives to be able to accept the delegation. The proxy receives an email on the day the delegation request has been added to either accept or reject the delegation.

Any unapproved worklist items are returned to the originator / delegator when the delegation expires, i.e., when the current date = **From Date** entered on the delegation request.