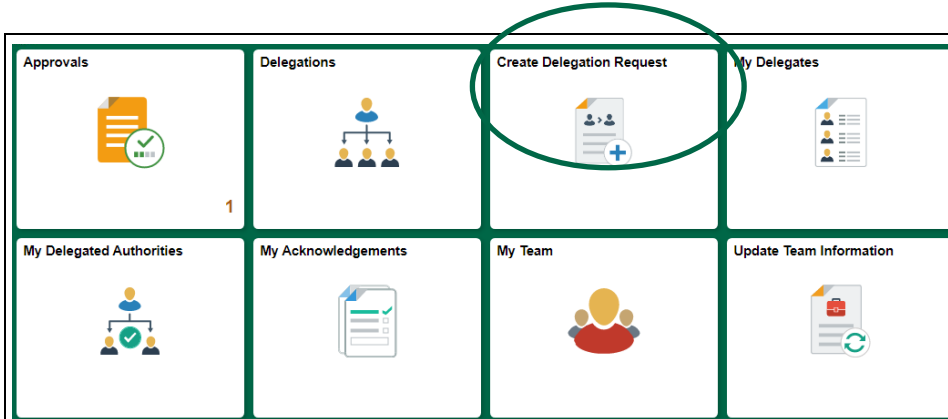


Delegations Basics

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** tile.

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.



Step 1 of 4: Delegation Dates

*Start Date

End Date

Leave blank for open-ended delegations

*Comment

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.

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.

Click **Next**


1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit

◀ Previous Next ▶

Step 2 of 4: Delegates

99 rows

Select All Clear All Add Delegate

Name	Email ID	Phone
<input type="checkbox"/>  Amy Davis	bsr@usf.edu	813/505-7507

Cancel Add Delegate Done

User ID

On the **Delegates** screen, scroll the list for the employee(s) that you would like to initiate transactions on your behalf.

Select the Check Box to the left of their name.

If there are employees who are not listed, you can add them by clicking **Add Delegate**.

The **Add Delegate** window will appear. Click on the magnifying glass to open the **Lookup** window.

Please Note: GEMS will intuitively pull a list of employees from your department to list as a Delegate. You are not required to choose one of them. If you have been given direction from your HR Liaison (Dept. HR) on who can serve as a Delegate within the Department/Unit, please follow those guidelines.

Search for: User ID

Show Operators

User ID (begins with)

Last Name (begins with) CLEMENTS

First Name (begins with) CYNTHIA

Empl ID (begins with)

1 row

User ID	Last Name	First Name	Empl ID
CLEMENTS2	CLEMENTS	CYNTHIA	00000135578

Click on the arrow to the left of **Search Criteria** to search by Employee Name or ID.

Click **Search**.

Under the **Search Results**, click on the row containing the employee's information.

When returned back to the **Add Delegate** window, click **Done**.


1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit

◀ Previous Next ▶

Step 2 of 4: Delegates

2 rows

Select All Clear All Add Delegate

Name	Email ID	Phone
<input checked="" type="checkbox"/>  Cynthia Clements		

The employee will now appear at the bottom of the Delegates list with the checkbox selected.

Repeat the **Add Delegate** steps above if there are any additional employees you wish to be a delegate.

Click **Next**

Please Note: You are able to assign multiple Delegates in one request.

1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit

< Previous Next >

Step 3 of 4: Transactions

All Approve **Initiate**

15 rows

Description
<input checked="" type="checkbox"/> Initiate Ad Hoc Salary Change
<input checked="" type="checkbox"/> Initiate Demotion
<input checked="" type="checkbox"/> Initiate Full/Part Time Change

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.

1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit

< Previous Submit

Step 4 of 4: Review and Submit

Delegation Details

Start Date 04/15/2021

End Date No end date selected

Comment Enter Comments Here

Delegates Cynthia Clements

Transactions Initiate Ad Hoc Salary Change
Initiate Full/Part Time Change

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

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

-----Original Message-----

From: [REDACTED]

Sent: Thursday, September 23, 2021 6:55 AM

To: [REDACTED]

Subject: A delegation request from [REDACTED] has been submitted for review and acceptance

[REDACTED] or an administrator on behalf of [REDACTED] has submitted a delegation request to you.

Transaction(s): Add delegate

From: 2021-09-23

To:

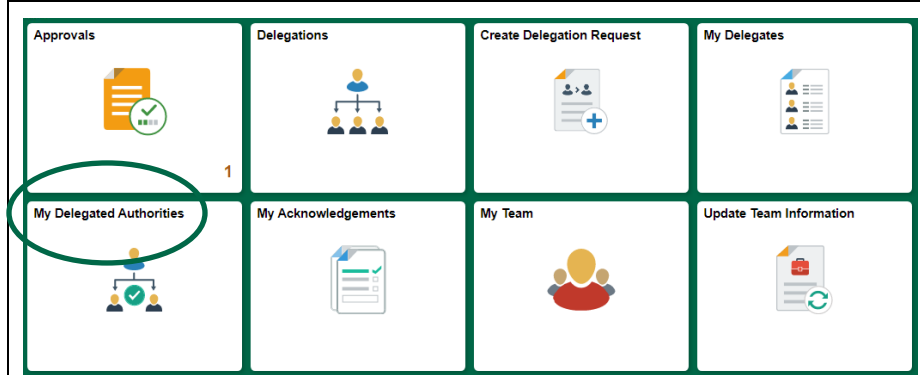
You can review the request, then accept or reject the request, please log into GEMS via <https://my.usf.edu>

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

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

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

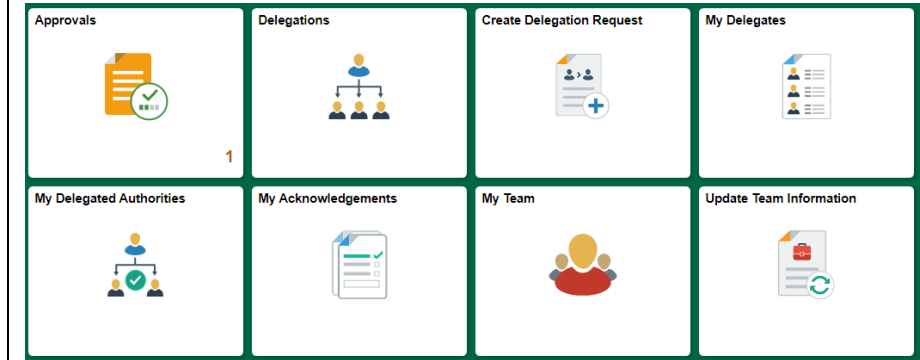
Accepting/Rejecting a Delegation Request



Active Accepted Ended Rejected Revoked **Submitted**

Accept Reject

Transactions	Delegator	Start Date / End Date	Request Status
<input checked="" type="checkbox"/> Initiate Full/Part Time Change, Request Paid Leave of Absence, Initiate Ad Hoc Salary Change, Initiate Transfer	Tiffany Jackson	04/15/2021 05/03/2021	Submitted



Active Accepted Ended Rejected Revoked Submitted

Revoke

Transactions	Delegates	Start Date / End Date	Request Status
<input type="checkbox"/> Initiate Ad Hoc Salary Change	Alexandre Shanafelt	04/15/2021 05/06/2021	Submitted
<input type="checkbox"/> Initiate Full/Part Time Change, Request Paid Leave of Absence, Initiate Ad Hoc Salary Change, Initiate Transfer	Cynthia Clements	04/15/2021 05/03/2021	Accepted

Upon receiving the email notification, delegates can log into GEMS to Accept/Reject the delegation request.

Go to 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.

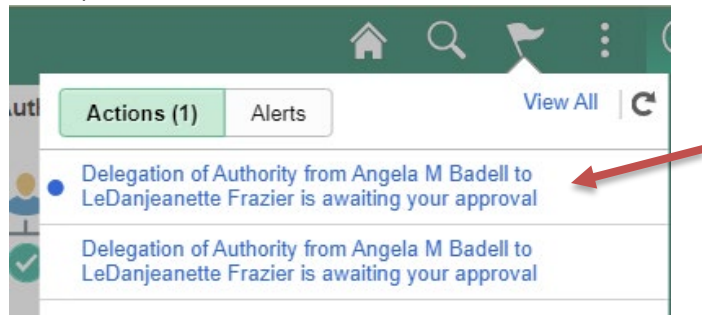
Select the box next to the transaction and click **Accept** or **Reject**

An email notification will be sent out to the Delegator denoting the acceptance or rejection of the delegation. Delegators can also see their active delegations on the **My Delegates** tile.

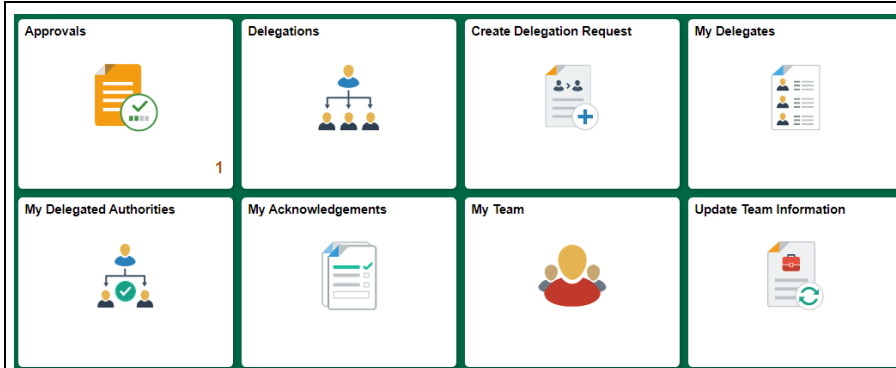
Please Note: If you do not currently have the **Manager Self Service** tab, click the notification flag located at the top

right hand corner.

Within Actions, there will be a notification regarding the delegation request. Click this notification and the screen to accept the delegation request will open.



Revoking Delegated Authority



Managers can revoke delegated transactions at any time.

From the *Manager Self Service* homepage, click on the *My Delegates* tile.

Under the *Active* tab, select the checkbox next to the delegation you would like to revoke.

Click *Revoke*.

Active Accepted Ended Rejected Revoked Submitted

Revoke ←

Transactions	Delegates
<input checked="" type="checkbox"/> Initiate Full/Part Time Change, Request Paid Leave of Absence, Initiate Ad Hoc Salary Change, Initiate Transfer	Cynthia Clements

Please Note: If the original delegation request included multiple users and transactions, the removal of the delegated authority will apply to **ALL** users and transactions from that request.