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## Manager's Self Service - Guidance for Delegate

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### What is a Delegate?

A Delegate is an individual that has been chosen by a Manager to initiate employment actions via MSS on the Manager's behalf. The Delegate assumes the expectations and boundaries of authority with initiating the employment actions on behalf of the Manager.

### Who can serve as a Delegate?

A Delegate will need to understand that the Manager will be instilling a level of trust that requires the ability to handle employment actions with a level of confidentiality. This understanding will apply to all accepted delegation assignments from any Manager as the Delegate may accept delegation from more than one Manager.

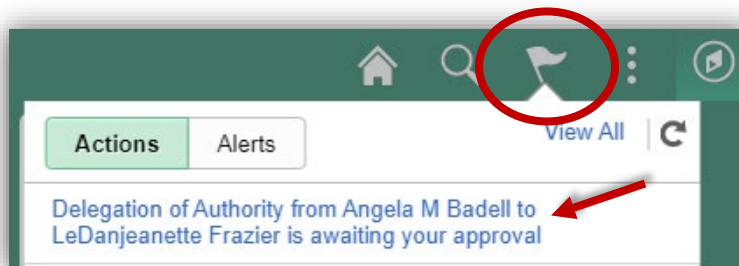
The Delegate will be held responsible for submitting current and accurate information with every employment action.

A Department/Unit may identify those that may serve as Delegates for Managers. Please check with your HR Liaison (Dept HR) to determine if you can be assigned delegation.

### How do I accept a delegate assignment?

Please visit the [Delegation Basics](#) for step-by-step instructions on accepting an assignment.

If you do not currently have the Manager Self Service tab, log into GEMS and click the notification flag located at the top right-hand corner. Within the Actions section, there will be a notification regarding the delegation request. Click this notification and a screen to accept the delegation request will open. Please allow a few hours for the MSS Home Page access to be granted.



### How do I access MSS to initiate an employment action?

You can access MSS by logging into GEMS and clicking on the Manager Self Service home page. Click [here](#) to access step-by-step instructions for submitting actions.

### How do I know what employment actions to initiate in MSS?

Before an employment action is entered you should **review and complete any department processes or flows with your HR Liaison (Dept HR)**. Then, you will initiate the employment action in MSS based on the guidance you have received.

For example, an employee has provided their letter of resignation. Once you have spoken to your HR Liaison (Dept HR), log into GEMS and access MSS to initiate the Terminate Employee action. Please make sure you attach a copy of the resignation letter along with any other applicable documents or notes your department may require at the time of submittal.

### How do I know when an action has been fully approved?

If you are submitting the action, you will receive an email notification once the action has been saved into GEMS. Employees within the Central and Branch HR offices will be auditing to ensure employment changes are processed accordingly. Questions related to the submitted action should be referred to your HR Liaison (Dept HR).