Fact Sheet: Supervisory Delegations

Signing timesheets and absence requests are an important supervisory responsibility. Why? By signing these documents in HR Links, the supervisor is (1) certifying that the Time and Attendance record is correct, and (2) approving the disbursement of government funds (the employee's paycheck). How do they handle this big responsibility when they're out of the office? There are two options:

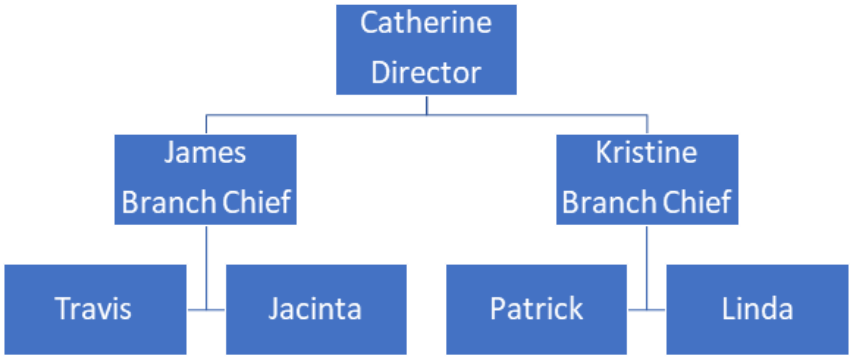
1. Ask the 2nd level supervisor to handle leave requests and timesheets **(this is the preferred option)**, or
2. Establish a delegation in HR Links before going on leave.

Below are details on each option.

Option 1 (PREFERRED): 2nd level supervisor approves timesheets and leave requests

Managers always have access to the timesheets and absence requests of **all** employees who are under them in the position hierarchy.

Example: Catherine is the director of a Center. James and Kristine are branch chiefs who report to Catherine. Kristine supervises two supervisors -- Patrick and Linda. If Kristine is out of the office, Catherine can approve Patrick and Linda's timesheets and leave requests. If Patrick is out of the office, Catherine can approve his employee's timesheets and leave requests as well.



Timesheets
To access the timesheets of employees in his/her hierarchy, the manager simply “drills down” to the employee on the Manager Time tile.

Example: If supervisor Kristine is out of the office, Kristine’s supervisor (Catherine) can sign the timesheets of Kristine’s staff. She does this by locating Kristine’s timesheet, then clicking the “show direct reports” link:

From the timesheet, the supervisor can approve both absence requests, and the timesheet itself by clicking the Approve button on the timesheet.

Option 2 : Set a Delegation	
What is a delegation?	A HR Links feature that allows a supervisor to delegate supervisory tasks to another employee (the “proxy”).
How does it work?	While the delegation is active, both the delegator (supervisor of record) and the proxy: ● Can approve/deny any transaction that has been delegated. ● Will receive email notifications when transactions are submitted that need to be approved (e.g., leave requests, timesheets).
When are delegations an appropriate tool to use?	Only when **ALL 5** of the below conditions are met: 1. Supervisor is **unable** to sign timesheets and leave requests while out of the office on a planned absence 2. Supervisor only delegates time-related tasks 3. Supervisor sets an end date to the delegation that corresponds with the date the supervisor returns to the office 4. Supervisor approves any transactions (leave requests, timesheets) submitted by the proxy BEFORE initiating the delegation 5. The 2nd level supervisor is unavailable to sign timesheets/leave requests during the absence

Why are delegations NOT recommended?	Several reasons: • Supervisors can use them inappropriately (they use them to delegate supervisory tasks when they are not out of the office) • Supervisors often delegate ALL tasks without fully understanding what they are delegating. • Supervisors often forget to set an end date to the delegation. When this happens, transactions will continue to route to the proxy until the delegation is inactivated.
Who can a supervisor delegate to?	Whoever the supervisor designates as "acting" during the absence. While the proxy doesn't have to be a supervisor, *"(d)elegation to a non-supervisory employee should be used rarely and only for very limited time periods when that employee has been designated in an acting capacity (i.e., supervisor is on leave for short duration and has designated a non-supervisory employee as acting)."* Reference: HRM 6010.1B, Time and Leave Administration Policy, Chapter 1, Section 3a
How does a manager set up a delegation?	The **supervisor (delegator)** must: • Approve any transactions (leave requests, timesheets) submitted by the proxy BEFORE initiating the delegation • Initiate the delegation before he/she goes on leave using the Job Aid The **proxy** must: • Accept the delegation using the Job Aid
Are there supervisory tasks that cannot be delegated?	Yes. The proxy cannot be delegated the ability to: • Create a new performance plan. *(However, if the supervisor delegates performance, the proxy can edit an **existing** performance plan, enter comments, and submit a rating on behalf of the supervisor.)* • Approve a telework agreement • Approve HR transactions submitted via MSS Admin (Create New Position, Update/Fill Position, and Initiate SF-52).
Once the proxy accepts the delegation, when does it become effective?	Delegations are effective immediately after the proxy accepts the delegation request, **unless** the supervisor sets the delegation to be effective on a future date. Examples: • If today is March 11, and the supervisor requested a delegation that starts on March 11, the delegation will be effective immediately after the proxy accepts the delegation. • If today is March 11, and the supervisor requested a delegation that

	starts on March 13, the delegation will be effective in the early morning hours of March 13 (assuming that the proxy accepted it). Future-dated delegations are activated during an overnight process.
How can I tell if a delegation is in place?	Contact your Servicing HR Office. They can run an "Active Delegations Query" to determine if the manager set a delegation prior to his/her absence.
What causes a delegation to end?	1. The End Date is reached *(The End Date can be entered by the supervisor when setting up the delegation.)* 2. The delegator manually revokes the delegation *(via the Delegations > My Delegates tiles)* 3. The Proxy is no longer employed by GSA 4. The IBM Help Desk manually revokes the delegation *(This can be requested by submitting a Help Desk ticket in HR Links, and is the only way to end the delegation if the delegator is no longer employed by GSA. In the ticket, provide the name or Employee ID of both the delegator and the proxy.)*
What if the delegator set up a delegation but did not include an End Date	Neither the delegator nor the proxy can enter an End Date once the delegation is in place. The IBM Help Desk cannot insert an end date either. If the delegation is no longer needed, the delegator can revoke the existing delegation *(via the Delegations > My Delegates tiles)* If the delegation is still needed, but an End Date needs to be inserted, then the delegator should revoke the existing delegation *(via the Delegations > My Delegates tiles)*, then create a new delegation that includes an End Date.
What if the delegator separates from GSA without revoking the delegation?	Submit a Help Desk ticket in HR Links. In the ticket, indicate that you need to have a delegation ended because the delegator separated from the agency. In your ticket, provide the name or Employee ID of both the delegator and the proxy.

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