

## How to Delegate Authority

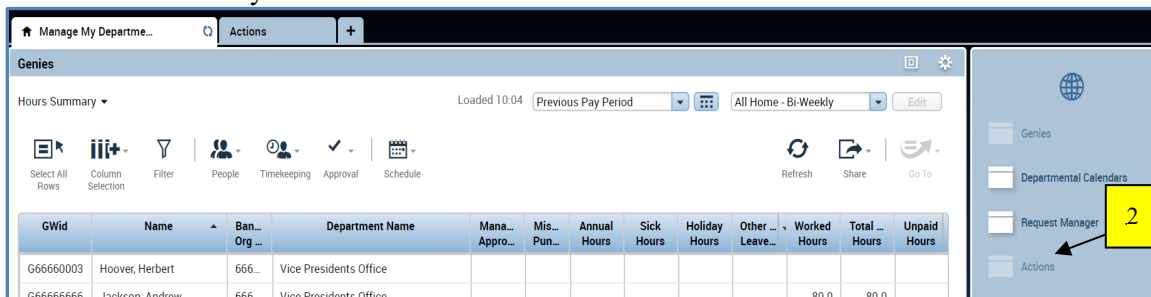
When a manager/timekeeper role is unavailable to reconcile time/time off for their employees, they have the ability to delegate their authority to another manager/timekeeper. Within delegation, the delegate has the ability to see and edit the tasks of the manager/timekeeper. It is possible to delegate to more than one person at a time to ensure coverage within a department.

It is also possible for one individual to accept more than one delegation at a time. It is not possible to “piggyback” delegations.

**For example:** one manager/timekeeper delegates to a second manager, then the second manager needs to delegate to a third. The third delegate will not be able to see the first manager’s employees and information.

Below are the instructions on how to process the delegation request and how to access the information.

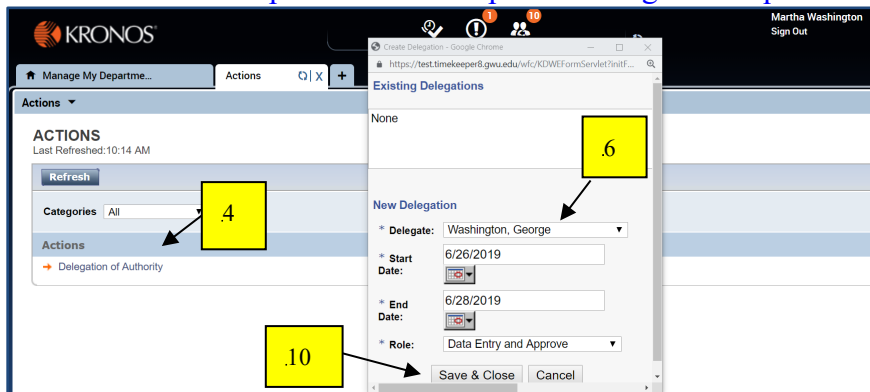
- 1) Log into the Time Reporting System (<https://go.gwu.edu/trs>)
- 2) Select **Actions** from your Related Items.



The screenshot shows the 'Manage My Department' page with a table of employees. The 'Actions' menu is highlighted with a yellow box containing the number 2. The table below shows employee data:

GWid	Name	Ban... Org ...	Department Name	Mana... Appro...	Mis... Pun...	Annual Hours	Sick Hours	Holiday Hours	Other ... Leave...	Worked Hours	Total ... Hours	Unpaid Hours
G66660003	Hoover, Herbert	666...	Vice Presidents Office									
G66666666	Jackson, Andrew	666...	Vice Presidents Office							80.0	80.0	

- 3) An additional Tab will open up
- 4) Select **Delegation of Authority** under Actions.
- 5) The **Existing Delegations** Window will appear.
- 6) To Delegate use the drop down arrow to scroll through the available delegates.
  - a. If the person you need to delegate to is not there, please send this information to [timerep@gwu.edu](mailto:timerep@gwu.edu).
  - b. The delegate must have timekeeper “**Edit Approval**” or “**Edit**” access in order to receive the Delegation.
- 7) Click on the Calendar icon and choose the date the delegation is to begin.
- 8) Enter the date the delegation is to end.
- 9) Role – Select **Data Entry and Approve** or **Data Entry**.
- 10) Click **Save & Close** – this will send the delegation request to the delegate.
- 11) **If the timekeeper Declines Delegation it is still the Delegators responsibility to approve the payroll or find another timekeeper that will accept their delegation request.**



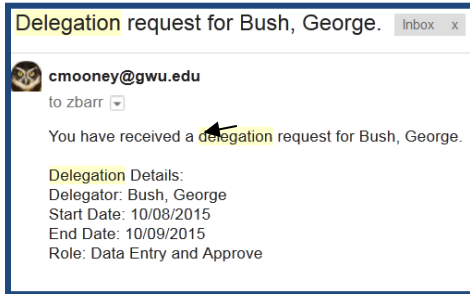
The screenshot shows the 'Existing Delegations' window with the 'New Delegation' form. The form fields are:
 

- \* Delegate: Washington, George
- \* Start Date: 6/26/2019
- \* End Date: 6/28/2019
- \* Role: Data Entry and Approve

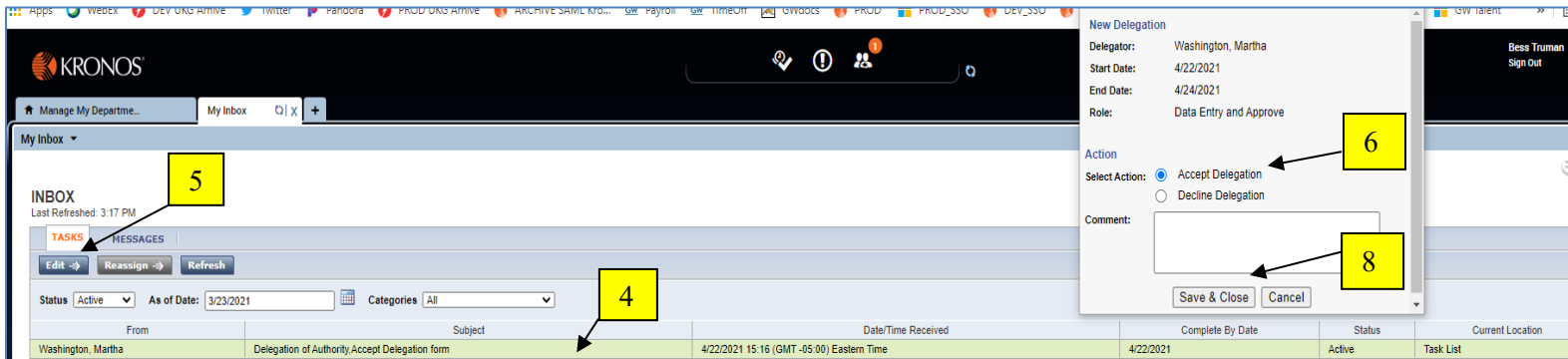
 The 'Save & Close' button is highlighted with a yellow box and the number 10. The 'Categories' dropdown in the background is highlighted with a yellow box and the number 4. The 'Delegation of Authority' link is highlighted with a yellow box and the number 6.

## Accepting the Delegation Request

- 1) You will receive an mail in your GW email and your TRS inbox letting you know that you have received a delegation request.



- 2) Log into TRS.
- 3) Select **Inbox** from Related Items.
- 4) Select the **Task** from the list in your inbox.
- 5) Select **Edit**, this will open the task.
- 6) Select “**Accept Delegation**” or “**Decline Delegation**”.
- 7) If Declining Delegation, please enter a comment as to the reason why.
- 8) Click **Save & Close** to complete the process.
- 9) If the timekeeper Declines Delegation it is still the Delegators responsibility to approve the payroll or find another timekeeper that will accept their delegation request.



## How to Delegate Authority

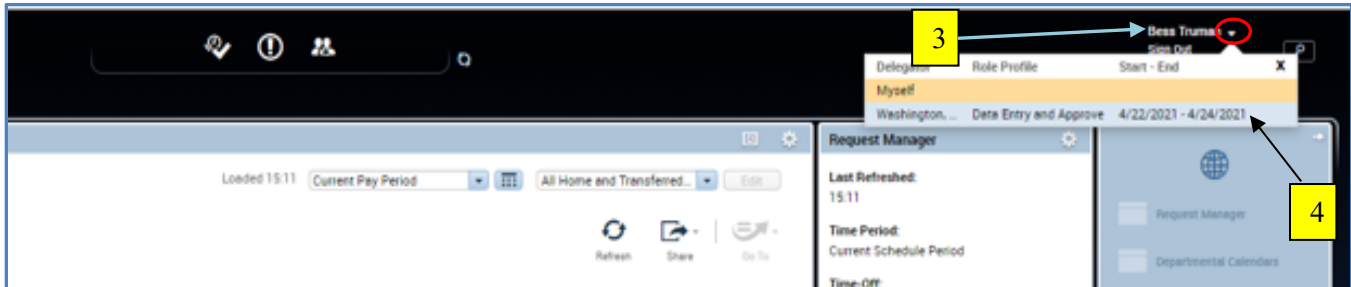
- 10) If the Delegation is accepted the Delegator will receive an email like the one below. If not you will receive an email saying it was declined.



## Switching Roles from Self to Delegatee

Once you have accepted the delegation it becomes necessary to switch roles from “**Myself**” to the delegating Manager.

- 1) **Log off of TRS** and **Log back on to TRS** to complete the delegation process.
- 2) Next to the timekeepers name you will see a **upside down triangle**.
- 3) Select the **upside down triangle** to Switch Roles to toggle between Myself and the delegating manager.
- 4) Select Delegation you want to perform.



- 5) You are now logged in to perform your duties as the delegating manager.
- 6) When you have completed time for your delegatee click on “**Myself**” or “**log off**” to go back to your profile.

