

With Manager's Self Service, supervisors have the ability to delegate their tasks <u>to another supervisor</u>. Click <u>here</u> to access complete instruction on setting up a delegation. Once delegation is successfully set up, the delegated supervisor must utilize the <u>MSS Work Overview Page</u> link (not the Time Approval link) to work on those tasks. This document is to provide guidance on how to work on the tasks via the <u>Work</u> **Overview Page**, once delegation has been successfully set up.

Business

Center

-Click on the MSS tab

-Click the Work Overview Page link



-Click on the Tasks tab

-If you have the "all items" button selected you should see all current tasks assigned to you directly, as well as tasks that have been delegated to you.

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Employee Self Service Manager	Self-Service Student Services Enterprise Services my UK					
Overview   Home						
Work Overview Page						
Detailed Navigation	Work On: O My Item O Items on Behalf Of	l Items				
Home	Alerts Tasks (5 / 5) Notifications Tracking					
Work Overview Team Organization	Show: New and In Progress Tasks (5 / 5)					
Performance Management	民 Subject	! From	Sent Date	Priority	¥ 8	Due Date
-	Time Approval		Sep 2, 2014	High		ASAP
Services	Lesve Request		Today	Medium		
Work Overview Page	Approval of Working Times		Today	Medium		

-To work on an item, click on that link. If you click on the "**Approval of Working Times**" link, you can collectively review all working time entries at once. You can approve all or reject all.



## Working on Delegated Task

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057271	Kelly Lynn Dick	1005	HOURS WORKED	10/01/2012	10/31/2012		2.8	Approve A8	+
063419	Kelly Lynn Dick	1005	HOURS WORKED	10/01/2012	10/31/2012		4.11	Approve All	-
								Reject All	
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Business Center

-To approve all, click the **Review** button. This will display the details. Click **SAVE** to approve time.

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<u>Note</u>: If you prefer to approve time individually, you may click on the number of hours entered (red number box). Review time, approve or reject, and then click the **Transfer** button.

<u>Note</u>: If you would like to include comments, then you will need to approve the time individually.