

With Manager's Self Service, supervisors have the ability to delegate their tasks to another supervisor. 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> <u>Overview Page</u>, once delegation has been successfully set up.

-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 Manage	Self-Service Student Services Enterprise Services my UK					
Overview   Home						
Work Overview Page	Work On: O My Items on Behalf Of					
Home Work Overview	Alerts Tasks (5 / 5) Notifications Tracking					
Team	Show: New and In Progress Tasks (5 / 5) 💌 Select a Subview	Al V				
Organization Performance Management	🛱 Subject !	From	Sent Date	Priority	v ð	Due Date
Burden a	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.



QRG – MSS – Working on Delegated Task

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11057271	Kelly Lynn Dick	1005	HOURS WORKED	10/01/2012	10/31/2012			Approve Al 💌	*
11063419	Kelly Lynn Dick	1005	HOURS WORKED	10/01/2012	10/31/2012		4.81	Approve All	
								Reject All	

-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.

Click <u>here</u> for additional details on reviewing working time and leave requests.