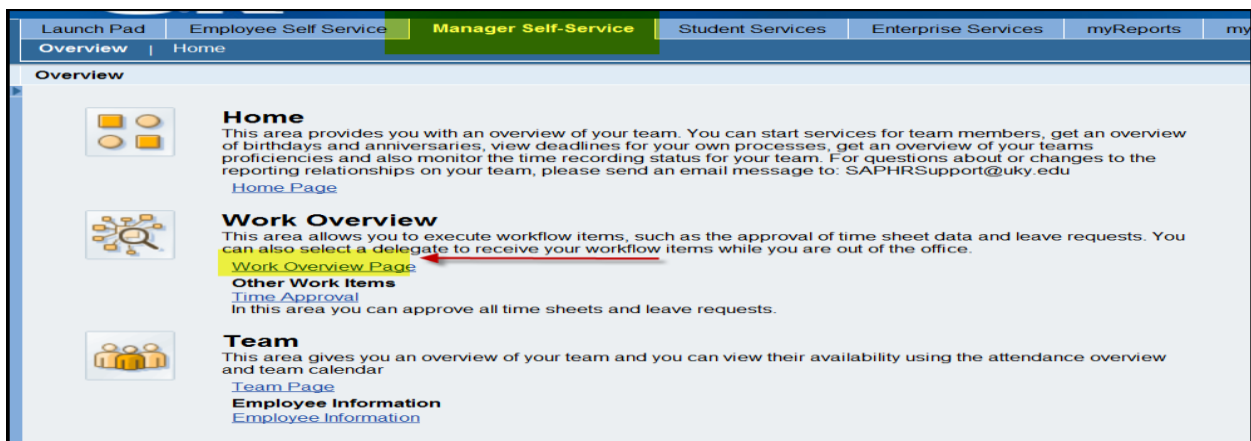


With Manager’s Self Service, supervisors have the ability to delegate their tasks to another supervisor. Click [here](#) to access complete instruction on setting up a delegation. Once delegation is successfully set up, the delegated supervisor must utilize the **MSS Work Overview Page** link (not the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

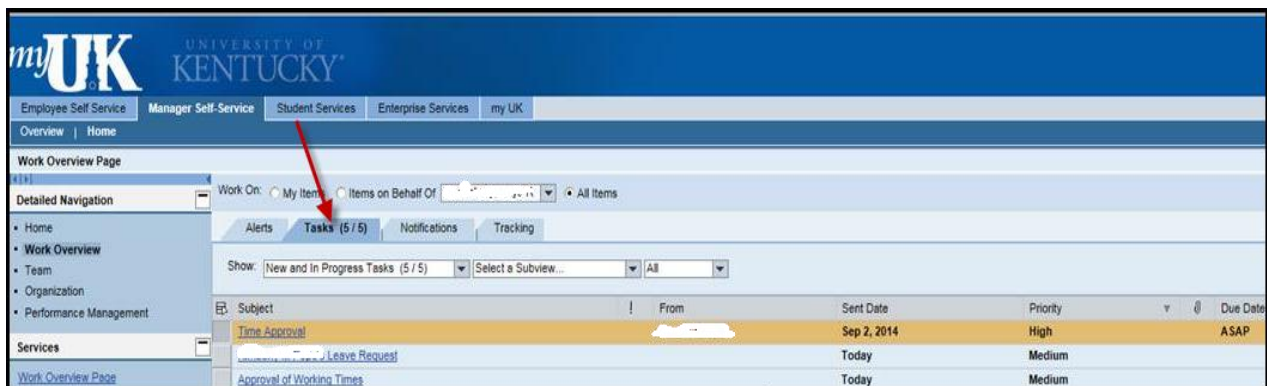
-Click on the MSS tab

-Click the **Work Overview Page** link



-Click on the **Tasks** tab

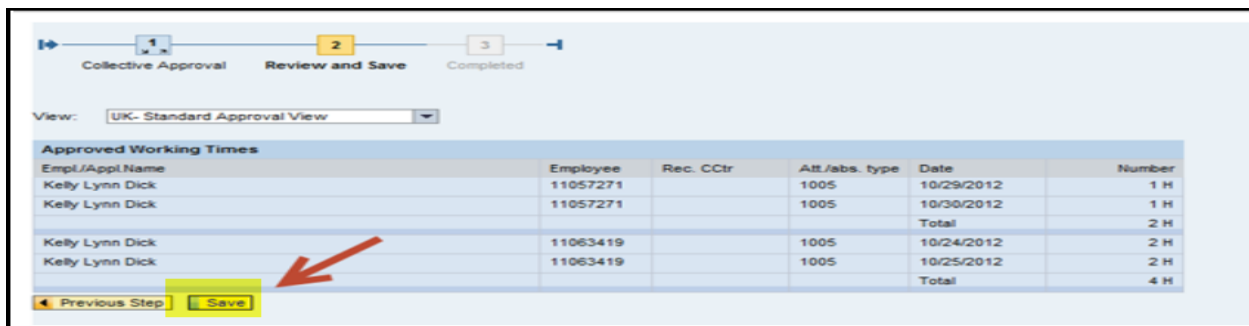
-If you have the “all items” button selected you should see all current tasks assigned to you directly, as well as tasks that have been delegated to you.



-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.



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



Note: 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.

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

Click [here](#) for additional details on reviewing working time and leave requests.