

# Manager Delegation of Timesheet and Absence Activity

As a manager, you are responsible for reviewing and approving absence requests and timesheets for your direct reports. These requests and timesheets are sent to you via PAC based on who reports to you.

However, in order to ensure that absence requests and timesheets are reviewed and approved in a timely fashion, you have the ability to delegate your review and approval authority to another manager (a proxy) within your School/Admin Unit. The proxy can then act on your behalf during the designated delegation period. Only those transactions submitted during the period of delegation will be visible to the proxy. Delegation periods should not exceed 3 months.

## Access Manager Delegation Page

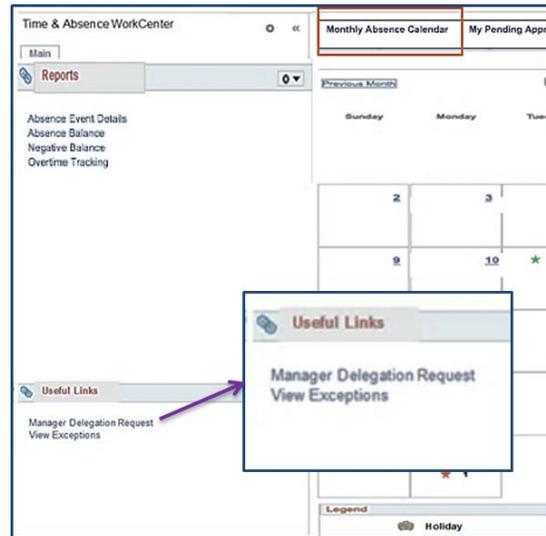
The Manager Delegation page can be easily accessed from the WorkCenter. The WorkCenter is a 'one stop shop' location that consolidates time and absence data providing managers a dashboard from which activities can be completed.

### Log in to PAC Time and Absence

1. Open your browser and navigate to my.columbia.edu
2. Click "Log In Now"
3. Enter your UNI and Password
4. Click "Login." You are on the Faculty and Staff page
5. Click the "Time and Absence WorkCenter" link in the PAC Time and Absence section

**Important:** Delegation requests should not exceed 3 months. If a longer period of delegation is required, please contact your Departmental Time Administrator.

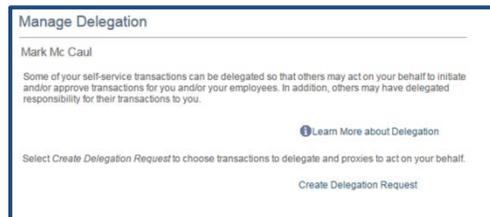
When you arrive on the WorkCenter, you will first land on the *Monthly Absence Calendar* page. From here, click the "Manager Delegation Request" link in the "Useful Links" section of the page.



If you are already logged into PAC, the menu navigation is **Self-Service > Manage Delegation**.

## Create a Delegation Request

1. Click **Create Delegation Request**



2. Specify the period of time for your delegation request and then click **Next**
  - a. In the **From Date** field, enter the first day that your Time and Absence approval authority should be delegated to another manager
  - b. In the **To Date** field, enter the last day of the delegation period

3. On the Select Transactions screen check off all transactions that you are going to delegate to a proxy. To delegate all of them, click **select all**. Then click **Next**

4. On the Select Proxy by Hierarchy screen, you will be able to select from a list of other managers within your department to whom you can delegate your approval authority. Use the radio button to select your proxy and then click **Next**

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## Create a Delegation Request, cont.

- On the Delegation Detail screen, confirm that both your manager and transaction selections are correct and then click the **Submit** button. Click **OK** to return to the Manage Delegation home screen

An email will be sent to the manager you selected as a proxy. The delegate must accept the delegation in order for it to go into effect.

## Viewing/Managing Proxy Requests

To review your delegation requests and their status, click on the **Review My Proxies** link.

**Important!** Submitted proxy requests cannot be edited. To make a change to a submitted or accepted request revoke the request and resubmit the corrected request.

## Revoke a Delegation (Proxy) Request

If you decide to revoke a delegation request, you can do so on this page. Only accepted or submitted requests can be revoked. You can search for requests by their status.

To revoke a delegation:

- Use the checkbox in the left-hand column to select the delegation request to be revoked. You can use the **select all** to select all transactions on the page
- Click **Revoke** button
- Click **Yes – Continue** on the next screen to confirm your transaction
- Click **OK** to return to the **Manage Delegation** page

## Accepting/Rejecting Delegate Requests

To accept a delegation request sent to you, click on the **Review my Delegated Authorities** link.

If another manager in your School/Admin Unit selects you as a proxy for Time and Absence activities, you must accept the request before it can go into effect.

You can review the list of transactions delegated to you, and accept or reject the request(s) on this page. To view the details of the delegation request, click on the  in the **Details** column

To accept or reject a delegation request:

- Use the checkbox in the left-hand column to select the transaction(s). You can use the **select all** to select all transactions on the page
- Click **Approve** or **Reject**

An email will be sent to the individual that delegated his/her authority to you with a confirmation of your response.

## Delegation Key Points

- When a proxy approves absence requests he/she will be given a choice to select between his/her own transactions to approve and those of the delegator
- Transactions that were submitted and pending manager approval *before the Active delegation period* will not be accessible by the proxy. Any transactions that originally routed to the manager via workflow for approval will stay in that manager's queue. However, the delegator will still have a view of all transactions submitted during the delegation period
- Once a period of delegation has ended, a system process runs to clear out expired delegations. Until this process runs, any open delegations will remain active in the system and transactions will continue to route to the proxy via workflow. Additionally, if a manager cancels a delegation request he/she had previously submitted and the proxy already accepted the delegation request, the proxy will remain active until this process runs and any transactions submitted during this time would still route to the proxy.