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

Manage Delegation	
Mark Mc Caul	
Some of your self-service transactions co and/or approve transactions for you and responsibility for their transactions to you	an be delegated so that others may act on your behalf to initiate for your employees. In addition, others may have delegated u.
	Cearn More about Delegation
Select Create Delegation Request to cho	pose transactions to delegate and proxies to act on your behalf.
	Create Delegation Request



- 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

From Date 03/29/2017	81
To Date	31

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**

	Transaction
	Employee Absence Balance
	Employee Absence History
	Employee Absence Request
	Manage Approve Reported Time
	Manage Reported Time
	Manager Absence Approve
	Manager Absence Balance
	Manager Absence History
	Manager Absence Request
ele	ct All Deselect All

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**



Manager Delegation of Timesheet and Absence Activity

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

Delegation Detail	
Mark Mc Caul	
Supervisor - Coord - TECH	
Proxy /	Angelo Diplatzi
From Date (03/29/2017
To Date (03/30/2017
Transactions	
Manage Approve Reported	Time
Manage Reported Time	
Submit Previo	Cancel

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.

Mark Mc Caul	
Some of your self-service transactions can be and/or approve transactions for you and/or you responsibility for their transactions to you.	e delegated so that others may act on your behalf to initiate our employees. In addition, others may have delegated
	Learn More about Delegation
Select Create Delegation Request to choose	transactions to delegate and proxies to act on your behall
	Create Delegation Request
Select Review My Proxies to review the list o each transaction.	f transactions that you have delegated and the proxy for
	Review My Proxies

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.

		Show Requests by Stat	us	Submitted v	Refresh	
	Cho	ose Delegate		Accepted		
l		Transaction	Na	Rejected Revoked	Job Title	From Date
		Manager Absence Request	Cr	Submitted aig Enright	Mgr - Dept Admin - HMRS	08/01/2016

Sup	ervisor - Coord - TECH							
This part requ	page allows you to view your cular status and select Refree lest details. To revoke request Show Requests by Sta	proxies and the require to show the matching select the request, to select the request, the select the request.	vest status for each de ng requests. Select th then select Revoke.	legation reques e information ico h	t. Select a on to view			
Ch	oose Delegate							
			Job Title	From Date	To Date	Request Status	Delegation	Details
	Transaction	Name	200 1100				Status	
	Transaction Manage Reported Time	Angelo Diplatzi	Other - TECH	03/29/2017	03/29/2017	Submitted	Inactive	0

To revoke a delegation:

- 1. 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
- 2. Click Revoke button
- 3. Click **Yes Continue** on the next screen to confirm your transaction
- 4. 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 **1** 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
- 2. 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.

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