



# Manager Delegation

**Important:**

- Discuss delegation with the proxy you will be delegating responsibilities to before starting the process in STAR.
- You can delegate different supervisor responsibilities to different supervisors; however, you can only delegate each responsibility to one proxy at a time.
- The proxy must accept the request in order to have access to those responsibilities.
- Per HR Policy and Procedure 405 – Time Entry and Approval supervisory responsibilities within the STAR system are allowed to be delegated only to another supervisor within the organizational chain of command.

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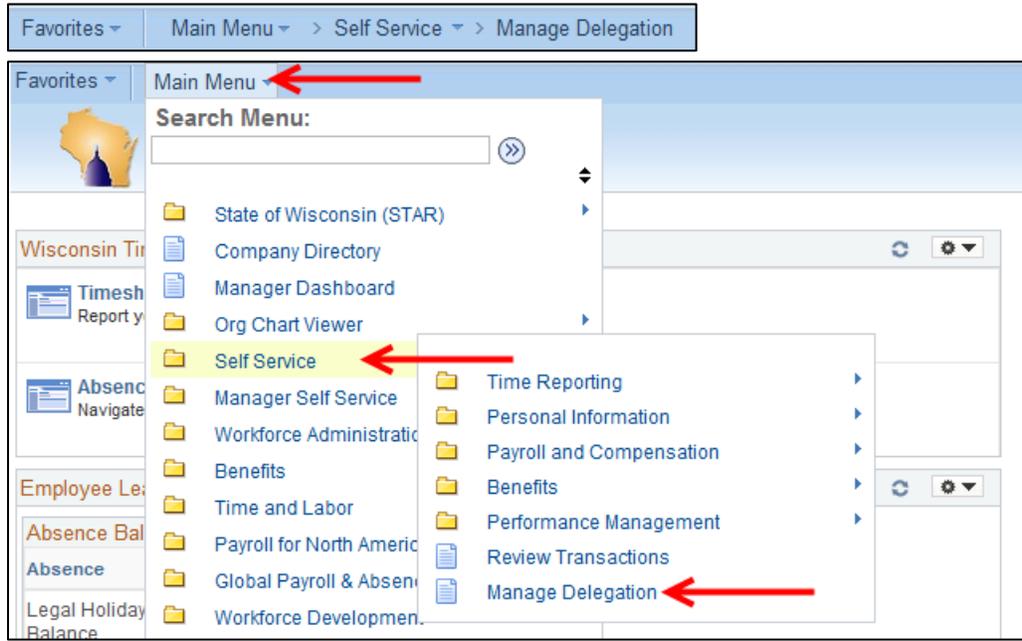
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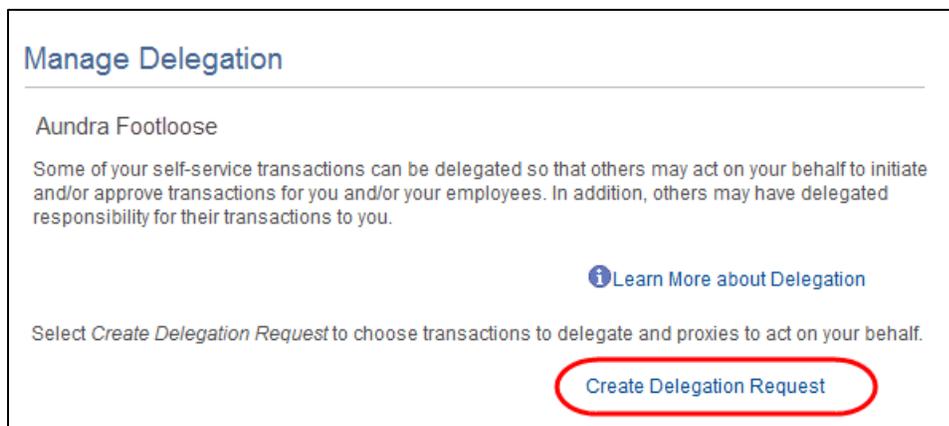
## How to Delegate to a Proxy

1. Click the following link or type the address into a Web browser.
  - <https://ess.wi.gov/>
2. Log in to STAR using your IAM account.
3. Go to the **Manage Delegation** page.



Note: If you have multiple positions, you are prompted to select which position you will be creating the delegation for.

4. Click **Create Delegation Request**.



5. In the **From Date** field, enter the date the delegation should begin. This date can be no earlier than the current date. You can use the **Calendar** icon to select a date or enter the date in the format MM/DD/YYYY.

**Create Delegation Request**

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**Enter Dates**

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Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

**Delegation Dates**

From Date

To Date

- In the **To Date** field, enter date the delegation should end. For open-ended requests, leave the **To Date** field blank.

**Create Delegation Request**

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**Enter Dates**

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Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

**Delegation Dates**

From Date

To Date

For open-ended requests, leave blank.

- Click **Next**.

**Delegation Dates**

From Date

To Date

- The **Create Delegation Request** page appears. To delegate timesheet entry and approval, select the following checkboxes:

**Create Delegation Request**

**Select Transactions**

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Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions	
Transaction	
<input type="checkbox"/>	Employee Absence Balance
<input type="checkbox"/>	Employee Absence History
<input type="checkbox"/>	Employee Absence Request
<input checked="" type="checkbox"/>	Manage Approve Payable Time
<input type="checkbox"/>	Manage Approve Reported Time
<input type="checkbox"/>	Manage Reported Time
<input type="checkbox"/>	Manager Absence Approve
<input type="checkbox"/>	Manager Absence Balance
<input type="checkbox"/>	Manager Absence History
<input checked="" type="checkbox"/>	Manager Absence Request

Select All      Deselect All

Previous      Next      Cancel

- Manage Approve Payable Time:** This option allows the proxy to approve payable time for the delegator's direct reports.
- Manager Absence Request:** This option allows the proxy to enter absences on behalf of the delegator's direct reports.

9. After you have made the appropriate selections, click **Next**.

<input type="checkbox"/>	Manager Absence History
<input checked="" type="checkbox"/>	Manager Absence Request

Select All      Deselect All

Previous      **Next**      Cancel

10. Choose the person you would like to request to be your proxy. Click **Next**.

**Create Delegation Request**

**Select Proxy by Hierarchy**

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This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the [Search by Name](#) hyperlink to search for proxies outside your hierarchy.

Choose Delegate						
Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name	
<input type="radio"/> Comfort The		Employee	TRAINING OFFICER-SENIOR	Bur Enrollment Mgmt	Krista Ventura	
<input checked="" type="radio"/> Kelly Breakfast		Employee	HEALTH CARE PROGRAM MANAGER	Bur Enrollment Mgmt	Krista Ventura	
<input type="radio"/> Krista Club		Employee	TRAINING OFFICER-SENIOR	Bur Enrollment Mgmt	Renda Finkle	
<input type="radio"/> Lashone Top		Employee	TRAINING OFFICER-SENIOR	Bur Enrollment Mgmt	Krista Ventura	
<input type="radio"/> Lei Gun		Employee	TRAINING OFFICER-SENIOR	Bur Enrollment Mgmt	Krista Ventura	
<input type="radio"/> Marty Roadhouse		Employee	TRAINING OFFICER-SENIOR	Bur Enrollment Mgmt	Krista Ventura	
<input type="radio"/> Natali Smokey		Employee	TRAINING OFFICER-SENIOR	Bur Enrollment Mgmt	Krista Ventura	
<input type="radio"/> Trisa Bandit		Employee	TRAINING OFFICER-SENIOR	Bur Enrollment Mgmt	Krista Ventura	

Previous   **Next**   Cancel

Note: Per HR Policy and Procedure 405 – Timesheet Entry and Approval supervisory responsibilities within the STAR system are allowed to be delegated only to another supervisor within the organizational chain of command.

- Review the information on the **Delegation Detail** page, paying close attention to the proxy name, dates, and transactions. Click **Submit** after you have reviewed the request.

**Create Delegation Request**

**Delegation Detail**

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Proxy Kelly Breakfast

From Date 12/01/2015

To Date 12/08/2015

Transactions
Manage Approve Payable Time
Manager Absence Request

**Submit**   Previous   Cancel

- After you submit the request, the system sends an email to the proxy asking her or him to either accept or deny the delegation. Below is an example of the email:

From: Aundra.Footloose@dhs.wisconsin.gov [mailto:Aundra.Footloose@dhs.wisconsin.gov]  
 Sent: Tuesday, December 01, 2015 9:40 AM  
 To: Footloose, Aundra - DHS; Breakfast, Kelly - DHS  
 Subject: A delegation request from Aundra Footloose has been submitted for review and acceptance

Aundra Footloose or an administrator on behalf of Aundra Footloose has submitted a delegation request to you. Here are the details:  
 Transaction(s): Manage Approve Payable Time, Manager Absence Request

From: 2015-12-01  
 To: 2015-12-08  
 System to notify Aundra Footloose of each request: N

You can review the request, then accept or reject the request, using the link below.

[https://wi-phrdev.wi.gov/psp/phrsbx/EMPLOYEE/HRMS/c/HCDL\\_ALL.HCDL\\_MGR\\_DLG\\_HOME.GBL?Page=HCDL\\_MGR\\_DLG\\_HOME&Action=U&DELEGATOR\\_&DELEGATOR\\_&DELEGATOR\\_RCD=0&TRANSACTION\\_NAME=TL\\_SRCH\\_APPRV\\_GRP&TRANS\\_ALLOWED=A&FROM\\_DATE=2015-12-01](https://wi-phrdev.wi.gov/psp/phrsbx/EMPLOYEE/HRMS/c/HCDL_ALL.HCDL_MGR_DLG_HOME.GBL?Page=HCDL_MGR_DLG_HOME&Action=U&DELEGATOR_&DELEGATOR_&DELEGATOR_RCD=0&TRANSACTION_NAME=TL_SRCH_APPRV_GRP&TRANS_ALLOWED=A&FROM_DATE=2015-12-01)

- After the proxy responds, you receive an email that contains the response.

Kelly Breakfast has accepted a delegation request that you submitted. Here are the details:

Request Status: accepted  
 Transaction: Manage Approve Payable Time, Manager Absence Request  
 From: 2015-12-01  
 To: 2015-12-08  
 System to notify Aundra Footloose of each request: N Delegation Status: A

You can review the status of the request using the link below.

[https://wi-phrdev.wi.gov/psp/phrsbx/EMPLOYEE/HRMS/c/HCDL\\_ALL.HCDL\\_MGR\\_DLG\\_HOME.GBL?Page=HCDL\\_MGR\\_DLG\\_HOME&Action=U&DELEGATORU&DELEGATOR\\_&DELEGATOR\\_RCD=0&TRANSACTION\\_NAME=TL\\_SRCH\\_APPRV\\_GRP&TRANS\\_ALLOWED=A&FROM\\_DATE=2015-12-01](https://wi-phrdev.wi.gov/psp/phrsbx/EMPLOYEE/HRMS/c/HCDL_ALL.HCDL_MGR_DLG_HOME.GBL?Page=HCDL_MGR_DLG_HOME&Action=U&DELEGATORU&DELEGATOR_&DELEGATOR_RCD=0&TRANSACTION_NAME=TL_SRCH_APPRV_GRP&TRANS_ALLOWED=A&FROM_DATE=2015-12-01)

12. Click **OK** to complete the delegation request.

### Create Delegation Request

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Aundra Footloose

HEALTH CARE SUPERVISOR

You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.

OK

## Revoke a Delegation

Since you can delegate to only one proxy, you will need to revoke the proxy's access before selecting another proxy. Note that the system automatically revokes proxy access if you entered a delegation end date when you set up the proxy.

1. Click the following link or type the address into a Web browser.
  - <https://ess.wi.gov/>
2. Log in to STAR using your IAM account.
3. Go to the **Manage Delegation** page.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Manage Delegation

Note: If you have multiple positions, you are prompted to select which position you will be creating the delegation for.

4. Click **Review My Proxies**.

### Manage Delegation

Aundra Footloose

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)

5. Choose the transaction(s) you wish to revoke, or click the **Select All** link to revoke all transactions.

### My Proxies

Aundra Footloose

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This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select *Refresh* to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select *Revoke*.

Show Requests by Status  [Refresh](#)

Choose Delegate								
Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details	
<input checked="" type="checkbox"/> Manage Approve Payable Time	Kelly Breakfast	HEALTH CARE PROGRAM MANAGER	12/01/2015	12/08/2015	Accepted	Active	<a href="#">i</a>	
<input checked="" type="checkbox"/> Manager Absence Request	Kelly Breakfast	HEALTH CARE PROGRAM MANAGER	12/01/2015	12/08/2015	Accepted	Active	<a href="#">i</a>	

[Select All](#) [Deselect All](#) [Revoke](#)

[Return to Manage Delegation](#)

6. Click **Revoke**.

**My Proxies**

Aundra Footloose  
HEALTH CARE SUPERVISOR

This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select *Refresh* to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select *Revoke*.

Show Requests by Status

**Choose Delegate**

Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/> Manage Approve Payable Time	Kelly Breakfast	HEALTH CARE PROGRAM MANAGER	12/01/2015	12/08/2015	Accepted	Active	
<input checked="" type="checkbox"/> Manager Absence Request	Kelly Breakfast	HEALTH CARE PROGRAM MANAGER	12/01/2015	12/08/2015	Accepted	Active	

Select All    Deselect All   

[Return to Manage Delegation](#)

Note: The system sends an email to the proxy, letting her or him know you will be revoking their access for each transaction selected. For example, the above screenshot shows two transactions will be revoked from Kelly Breakfast. After you click the **Revoke** button, Kelly Breakfast receives two emails.

- The **Revoke Delegation Request** page appears for you to review the information. Click the **Yes-Continue** button to revoke the delegation.

**Revoke Delegation Request**

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HEALTH CARE SUPERVISOR

Are you sure you want to revoke the delegation requests that you have selected ?

- The **Revoke Delegation Request** page displays a success message. Click **OK**.

**Revoke Delegation Request**

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You have successfully revoked a delegation request. Refer to the My Proxies page to view revoked delegation requests.

## Review Your Proxies

1. Click the following link or type the address into a Web browser.

- <https://ess.wi.gov/>

2. Log in to STAR using your IAM account.
3. Go to the **Manage Delegation** page.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Manage Delegation

Note: If you have multiple positions, you are prompted to select which position you will be reviewing the delegation for.

4. Click **Review My Proxies**. This link only appears if you set up a delegation.

### Manage Delegation

Aundra Footloose

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)

5. The system displays all of your proxies, past and present. If you want to view your proxies by request status for each delegation, select the status in the **Show Requests by Status** drop-down menu.

### My Proxies

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This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select **Refresh** to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select **Revoke**.

Show Requests by Status: Accepted Ended Rejected Revoked Submitted Refresh

Choose Delegate

Transaction	Name		From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/> Manage Approve Payable Time	Kelly Breakfast	HEALTH CARE PROGRAM MANAGER	12/01/2015	12/08/2015	Revoked	Inactive	<a href="#">i</a>
<input type="checkbox"/> Manager Absence Request	Kelly Breakfast	HEALTH CARE PROGRAM MANAGER	12/01/2015	12/08/2015	Revoked	Inactive	<a href="#">i</a>

Select All    Deselect All  
Return to Manage Delegation

6. Click **Refresh** to view the specific transactions with the status you selected.

**My Proxies**

Aundra Footlose  
HEALTH CARE SUPERVISOR

This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select *Refresh* to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select *Revoke*.

Show Requests by Status  Revoked   Pending  Expired  All

Choose Delegate

Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/> Manage Approve Payable Time	Kelly Breakfast	HEALTH CARE PROGRAM MANAGER	12/01/2015	12/08/2015	Revoked	Inactive	
<input type="checkbox"/> Manager Absence Request	Kelly Breakfast	HEALTH CARE PROGRAM MANAGER	12/01/2015	12/08/2015	Revoked	Inactive	

Select All

## Accepting or Declining a Delegation Request as a Proxy

1. After a manager submits a delegation request, the system sends a notification email asking the proxy to accept or reject the request. Below is an example email:

From: [Kelly.Breakfast@dhs.wisconsin.gov](mailto:Kelly.Breakfast@dhs.wisconsin.gov) [mailto:[Kelly.Breakfast@dhs.wisconsin.gov](mailto:Kelly.Breakfast@dhs.wisconsin.gov)]  
Sent: Wednesday, December 02, 2015 3:32 PM  
To: Breakfast, Kelly - DHS; Footlose, Aundra - DHS  
Subject: A delegation request from Kelly Breakfast has been submitted for review and acceptance

Kelly Breakfast or an administrator on behalf of Kelly Breakfast has submitted a delegation request to you. Here are the details:  
Transaction(s): Manage Approve Payable Time, Manager Absence Request  
From: 2015-12-02  
To: 2015-12-08  
System to notify Kelly Breakfast of each request: N

You can review the request, then accept or reject the request, using the link below.

[https://wi-phrdev.wi.gov/psp/phrsbx/EMPLOYEE/HRMS/c/HCDL\\_ALL.HCDL\\_MGR\\_DLG\\_HOME.GBL?Page=HCDL\\_MGR\\_DLG\\_HOME&Action=U&DELEGATOR\\_U&DELEGATOR\\_DELEGATOR\\_RCD=0&TRANSACTION\\_NAME=TL\\_SRCH\\_12-02](https://wi-phrdev.wi.gov/psp/phrsbx/EMPLOYEE/HRMS/c/HCDL_ALL.HCDL_MGR_DLG_HOME.GBL?Page=HCDL_MGR_DLG_HOME&Action=U&DELEGATOR_U&DELEGATOR_DELEGATOR_RCD=0&TRANSACTION_NAME=TL_SRCH_12-02)

2. Click the link provided in the email to go to the **Manage Delegation** page in STAR.

System to notify Kelly Breakfast of each request: N

You can review the request, then accept or reject the request, using the link below.

[https://wi-phrdev.wi.gov/psp/phrsbx/EMPLOYEE/HRMS/c/HCDL\\_ALL.HCDL\\_MGR\\_DLG\\_HOME.GBL?Page=HCDL\\_MGR\\_DLG\\_HOME&Action=U&DELEGATOR\\_U&DELEGATOR\\_DELEGATOR\\_RCD=0&TRANSACTION\\_NAME=TL\\_SRCH\\_12-02](https://wi-phrdev.wi.gov/psp/phrsbx/EMPLOYEE/HRMS/c/HCDL_ALL.HCDL_MGR_DLG_HOME.GBL?Page=HCDL_MGR_DLG_HOME&Action=U&DELEGATOR_U&DELEGATOR_DELEGATOR_RCD=0&TRANSACTION_NAME=TL_SRCH_12-02) 

- a. You may need to log in to STAR using your IAM account.

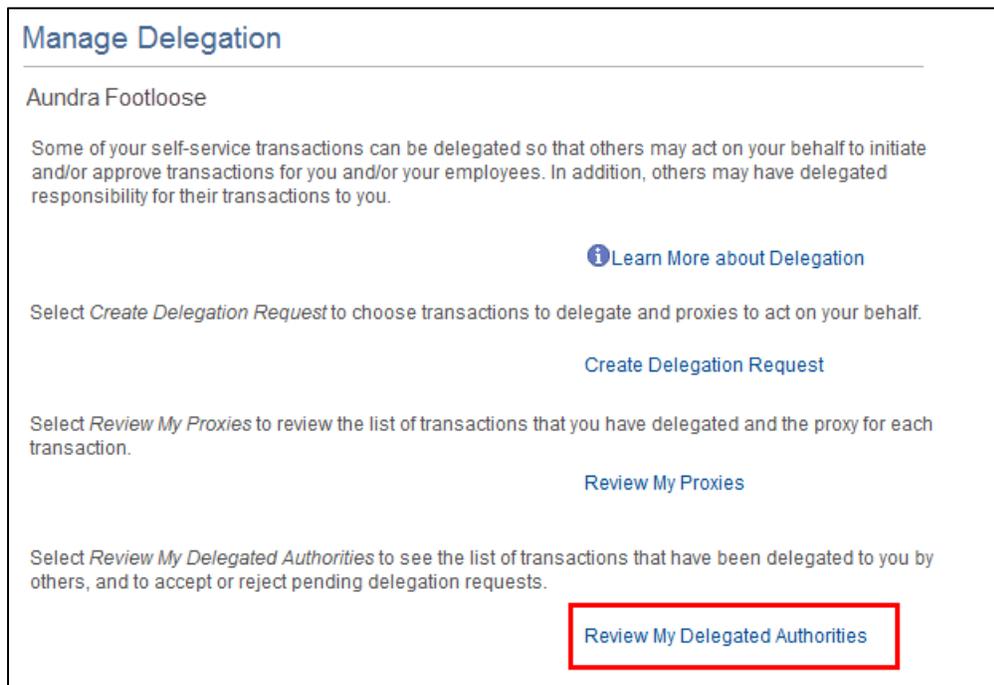


The image shows the Oracle PeopleSoft Enterprise login page. At the top, the Oracle logo is displayed in red, followed by "PEOPLESOFT ENTERPRISE" in black. Below this, there is a login form with two input fields: "User ID" and "Password". A "Sign In" button is positioned below the password field. To the right of the login form, there is a "Select a Language" section with a list of language links: English, Dansk, Français, Italiano, Nederlands, Polski, Română, Svenska, Čeština, 한국어, ไทย, 繁體中文, UK English, Español, Deutsch, Français du Canada, Maqyar, Norsk, Português, Suomi, Türkçe, 日本語, Русский, 简体中文, and العربية. At the bottom left of the login form area, there is a link for "Set Trace Flags".

- b. Go to the **Manage Delegation** page.



3. Click **Review My Delegated Authorities**.



The image shows the "Manage Delegation" page for Aundra Footloose. The page title is "Manage Delegation". Below the title, the user's name "Aundra Footloose" is displayed. The main content area contains the following text: "Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you." Below this text, there is a link: "Learn More about Delegation". The next section contains the text: "Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf." Below this text, there is a link: "Create Delegation Request". The next section contains the text: "Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction." Below this text, there is a link: "Review My Proxies". The final section contains the text: "Select *Review My Delegated Authorities* to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests." Below this text, there is a link: "Review My Delegated Authorities", which is highlighted with a red rectangular box.

4. The **My Delegated Authorities** page appears. Review the transactions, name, dates, and statuses.

- a. For multiple transactions, click the **Multiple Transactions** link to view all the transactions that have been delegated to you.

**My Delegated Authorities**

Aundra Footloose  
HEALTH CARE SUPERVISOR

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Show Requests by Status: Submitted

Choose Delegate							
Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/> <b>Multiple Transactions</b>	Kelly Breakfast	HEALTH CARE PROGRAM MANAGER	12/02/2015	12/08/2015	Submitted	Inactive	<a href="#">i</a>

Select All   Deselect All     

[Return to Manage Delegation](#)

- b. The **Multiple Transactions** page appears for you to review the transactions that have been delegated to you, the person who delegated them, dates, and statuses.

**Multiple Transactions** [Help](#)

Transaction	Name	From Date	To Date	Request Status	Delegation Status
Manager Absence Request	Kelly Breakfast	12/02/2015	12/08/2015	Submitted	Inactive
Manage Approve Payable Time	Kelly Breakfast	12/02/2015	12/08/2015	Submitted	Inactive

- c. Click **Return** to return to the **My Delegated Authorities** page.

5. Select the delegation(s) you would like to accept and click **Accept**.

**My Delegated Authorities**

Aundra Footloose  
HEALTH CARE SUPERVISOR

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Show Requests by Status: Submitted

Choose Delegate							
Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/> <b>Multiple Transactions</b>	Kelly Breakfast	HEALTH CARE PROGRAM MANAGER	12/02/2015	12/08/2015	Submitted	Inactive	<a href="#">i</a>

Select All   Deselect All     

[Return to Manage Delegation](#)

- a. To decline the delegation, select the delegation and click **Reject**.

**My Delegated Authorities**

Aundra Footloose  
HEALTH CARE SUPERVISOR

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Show Requests by Status: Submitted

**Choose Delegate**

Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/> Multiple Transactions	Kelly Breakfast	HEALTH CARE PROGRAM MANAGER	12/02/2015	12/08/2015	Submitted	Inactive	<a href="#">i</a>

Select All   Deselect All     

[Return to Manage Delegation](#)

6. The **Accept Delegation Request** or **Reject Delegation Request** page appears with a message if you have successfully accepted or rejected the delegation. Click **OK**.

**Accept Delegation Request**

Aundra Footloose  
HEALTH CARE SUPERVISOR

You have successfully accepted a delegation request. Refer to the [My Delegated Authorities](#) page to view accepted delegation requests.

7. The system sends an email to the delegator informing them you have accepted or rejected the delegation.