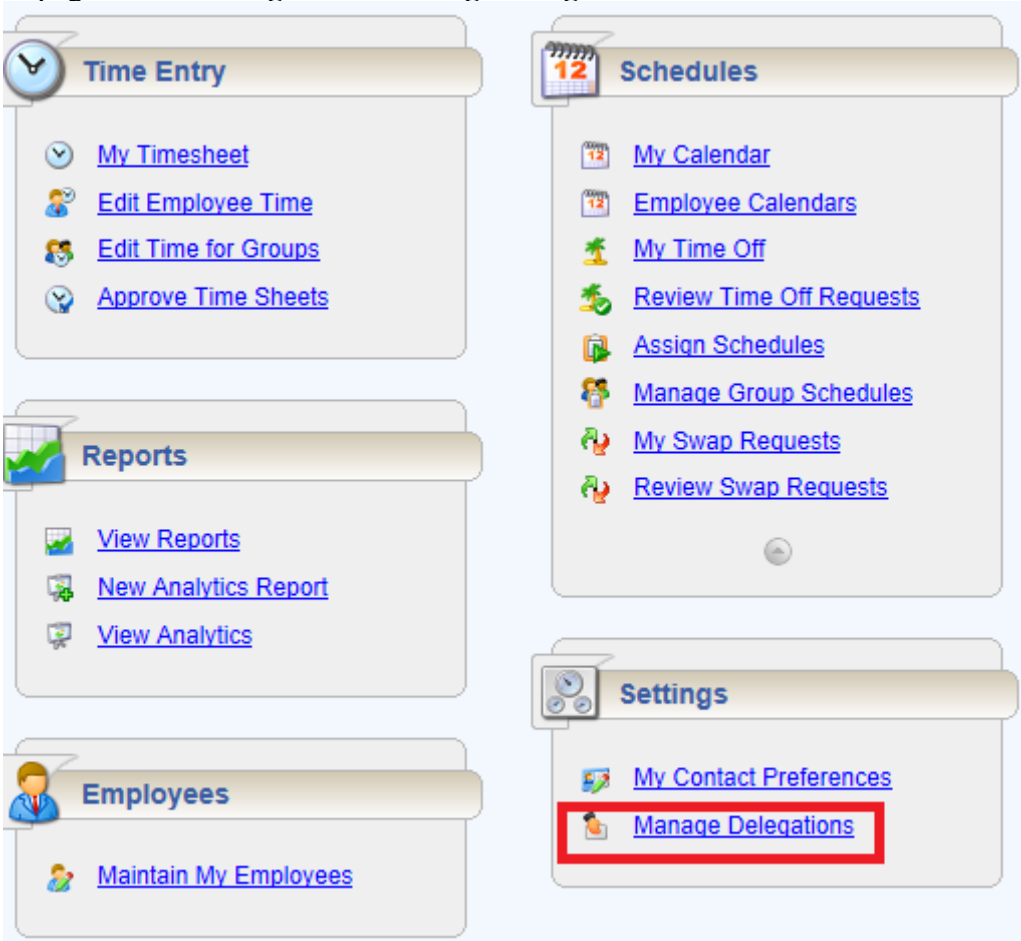
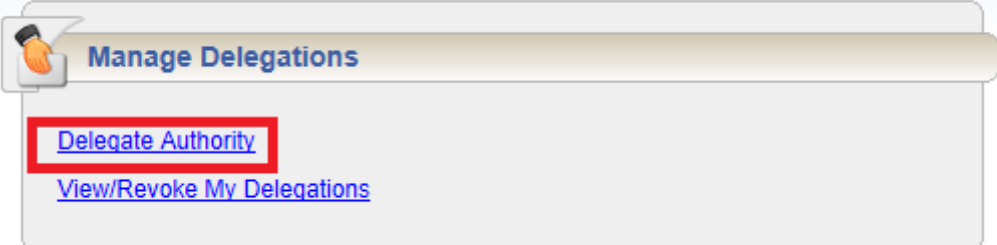
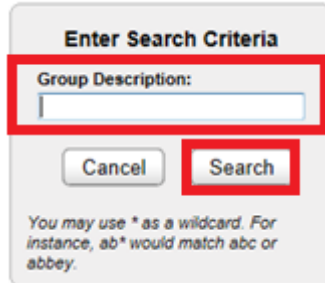


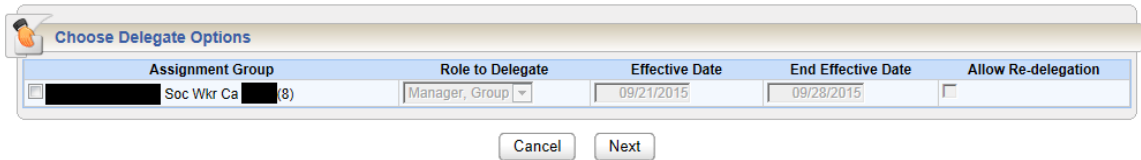
Job Aid 20: Delegation and Removal

1.	<p>Delegations are to be used on a temporary basis when a Manager or Auditor is out of the office. A Manager can only delegate to another Manager. An Auditor can only delegate to another Auditor. Remember that leave information is confidential and delegations need to be appropriate.</p>
2.	<p>On your home page under Settings select Manage Delegations.</p>  <p>The screenshot shows the eSTAR home page with several menu categories: Time Entry, Schedules, Reports, and Employees. The 'Settings' category is expanded, and the 'Manage Delegations' link is highlighted with a red rectangular box.</p>
3.	<p>Under Manager Delegations select Delegate Authority.</p>  <p>The screenshot shows the 'Manage Delegations' page with three links: 'Delegate Authority', 'View/Revoke My Delegations', and 'Manage Delegations'. The 'Delegate Authority' link is highlighted with a red rectangular box.</p>

4. The **Enter Search Criteria** window appears. This lets you search for one or more assignment groups that you have access to. Click **Search**. You can also leave the **Enter Search Criteria** “blank” and click **Search** to see the groups assigned to you.

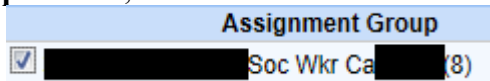
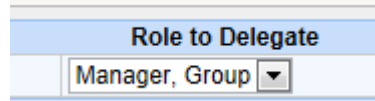
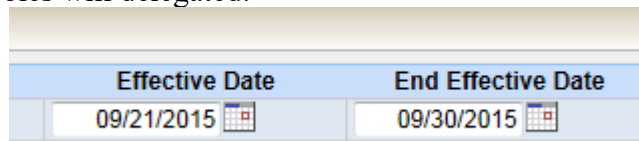


5. The **Choose Delegation Options** window appears listing the assignment groups, along with the roles you are granted for each group.



Assignment Group	Role to Delegate	Effective Date	End Effective Date	Allow Re-delegation
<input checked="" type="checkbox"/> [Redacted] Soc Wkr Ca [Redacted] (8)	Manager, Group	09/21/2015	09/28/2015	<input type="checkbox"/>

6. For each assignment group being delegated, choose your options.
- In the **Assignment Group** column, select the checkbox next to the assignment group name.
 - In the **Role To Delegate** column, use the drop-down menu to select the roles to be delegated for the assignment group. (Manager to Manager or Auditor to Auditor)
 - In the **Effective Date** and **End Effective Date** columns, enter the dates during which the assignment group roles will be delegated.

7. After choosing all your delegation options, click **Next**.

Assignment Group	Role to Delegate	Effective Date	End Effective Date	Allow Re-delegation
Soc Wkr Ca (8)	Manager, Group	09/21/2015	09/28/2015	<input type="checkbox"/>

Cancel Next

The **Search for Delegation Recipients** window appears.

Search for Delegation Recipients

1. Login ID:

2. Last Name:

3. First Name:

4. Middle Name:

5. Department:

6. User Role:

Only those who can receive one of the selected roles will be shown.

Cancel Search

Max Results:

You may use * as a wildcard. For instance, ab* would match abc or abbey.

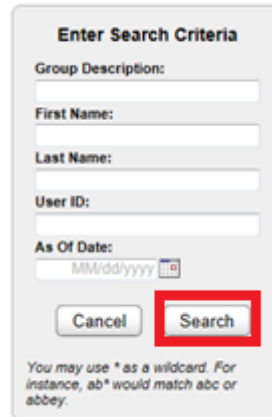
8. In the search window, enter your search criteria. If blank, this will show all users in that role at DHSS. Enter the name of the manager/auditor you want to delegate to. You can use a character string and/or the wildcard character (*) to retrieve a list of users matching the characters you enter.

- If you are including a wildcard, use the **Max Results** field to limit the number of displayed records.

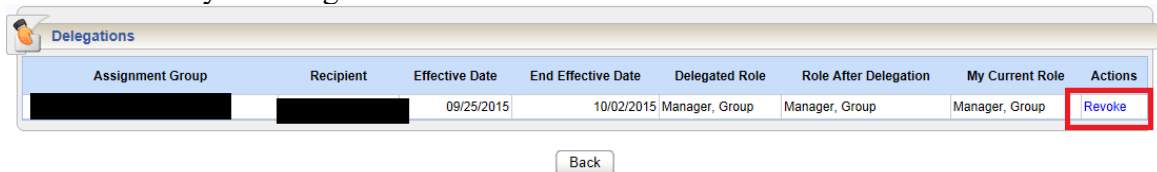
9. Click **Search**. A window appears with the results of the search.

Name	1. Login ID	2. Last Name	3. First Name	4. Middle Name	5. Department	6. User Role
[Redacted]					35	none
[Redacted]					35	none
[Redacted]					35	none
[Redacted]					38	none
[Redacted]					35	none
[Redacted]					35	none
[Redacted]					38	none
[Redacted]					35	none

14. The **Enter Search Criteria** window appears. This lets you search for one or more of your assignment groups. In the search window, enter your search criteria or leave it blank, then click **Search**.

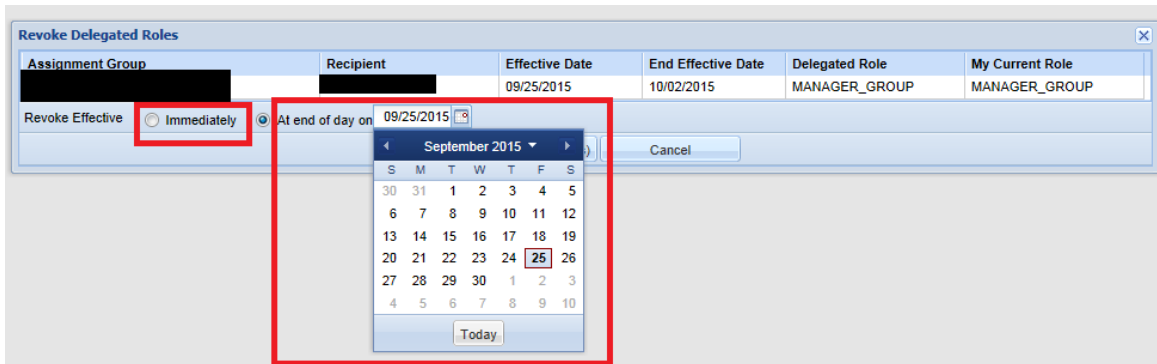


15. A window appears with your delegations. Here you can view your delegations and revoke your delegation. To revoke your delegation select **Revoke**.

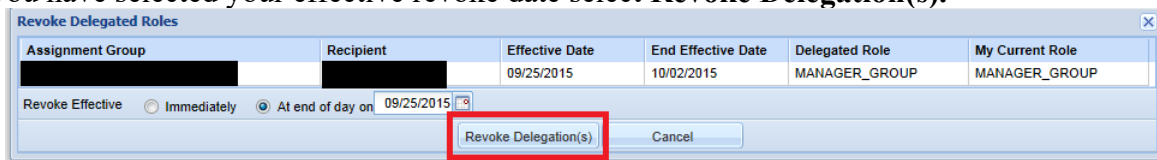


Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	Role After Delegation	My Current Role	Actions
[Redacted]	[Redacted]	09/25/2015	10/02/2015	Manager, Group	Manager, Group	Manager, Group	Revoke

16. The **Revoke Delegated Roles** window appears. Here you can decide if you want to revoke immediately or on a certain date.



17. Once you have selected your effective revoke date select **Revoke Delegation(s)**.



18. The system displays the operation performed successfully message in the banner.

Operation performed successfully.