



Revoke Time Approval Authority

Introduction

Managers/Supervisors who are time approvers in **SSTA** have the ability to delegate their time approval responsibilities to another Manager/Supervisor set up as a time approver for situations in which they will be out of the office or unable to approve their employee's time.

As an approver you can delegate to another time approver based on your Agency policy. You still have the ability to log in to **HR/CMS** and review your employee's time during the delegation period; however, you will not be able to approve time. You can revoke the delegation at any time, if needed. Approvers and delegates will be notified automatically through a system generated e-mail.

Delegation is an interactive process. The delegator must send the request and the proxy must accept the delegated authority. System generated e-mails are sent throughout the process.

Delegation Functionality in SSTA

When delegating time approval to another Manager/Supervisor:

- Ensure the time approval responsibilities follow the hierarchical reporting structure of your department. An approver's manager can access a direct report's employees without delegation by entering the direct report's **Time Reporter Group** and Department (Dept ID) on the **Time and Labor Work Center** or **Timesheet Summary**.
- Ensure the time approval delegation is only for a set period of time (for Example, if you are on vacation). It is not designed to allow permanent delegation of time approval responsibilities.

*Note: **Time Reporter Group** is a system generated number that is tied to your direct report employees and is defaulted on the **Time and Labor Work Center** and **Timesheet**.*

During the delegation time period, the delegate will appear on reports as the approver for your employees and will receive system notifications for time approval, if applicable.

Important Reminders

- Agency Human Resources or Payroll Offices and the **MassHR Employee Service Center** will monitor the use of time approval delegation.
- Delegation of time approval responsibilities happens in real time and cannot be retroactively assigned.



- The deadline for time approval is each Friday at 12:00PM; if you approve time for employees who work 2nd or 3rd shift on Friday or anytime Saturday, the deadline for time approval is Sunday at 6:00PM.

Before You Begin

N/A

Additional Information You May Need

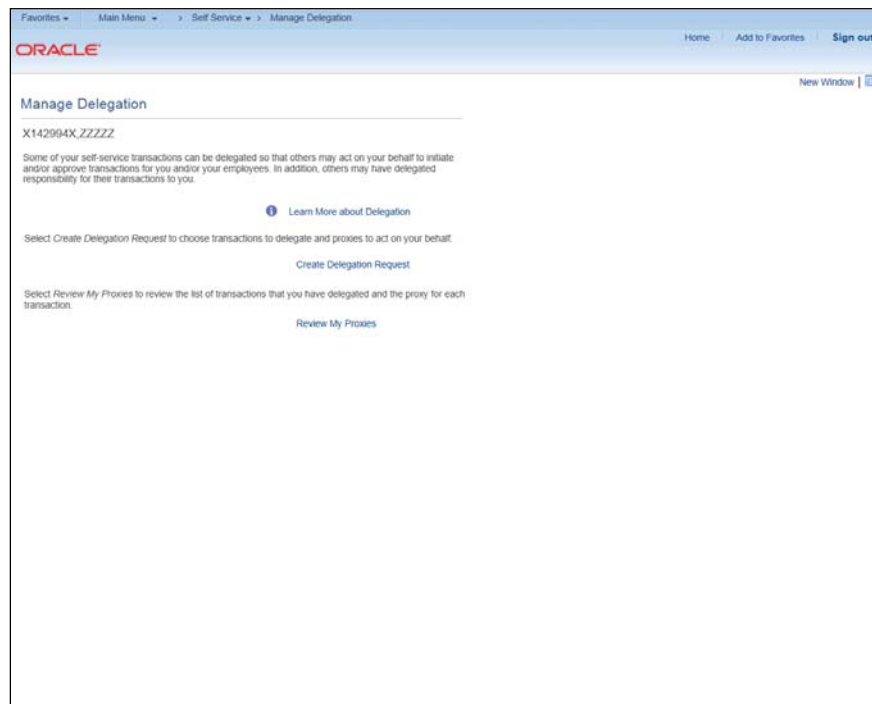
None



Procedure

Navigation: Main Menu > Self Service > Manage Delegation

In this Job Aid you will learn how to **Revoke Time Approval Authority**.



Step	Action
1.	Click the Review My Proxies link. Review My Proxies



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My Proxies

X142994X.ZZZZZ

Program Manager Specialist X

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 type="checkbox"/> Manage Approve Reported Time	X105142X.ZZZZZ	Administrator IX	04/17/2015	04/30/2015	Submitted	Inactive	
<input type="checkbox"/> Manage Reported Time	X105142X.ZZZZZ	Administrator IX	04/17/2015	04/30/2015	Submitted	Inactive	

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Step	Action
2.	Click the Manage Approve Reported Time option. <input type="checkbox"/>



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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 Reported Time	X105142X.ZZZZZ	Administrator IX	04/17/2015	04/30/2015	Submitted	Inactive	
<input type="checkbox"/> Manage Reported Time	X105142X.ZZZZZ	Administrator IX	04/17/2015	04/30/2015	Submitted	Inactive	

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Step	Action
3.	Click the Manage Reported Time option. 



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My Proxies

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Program Manager Specialist X

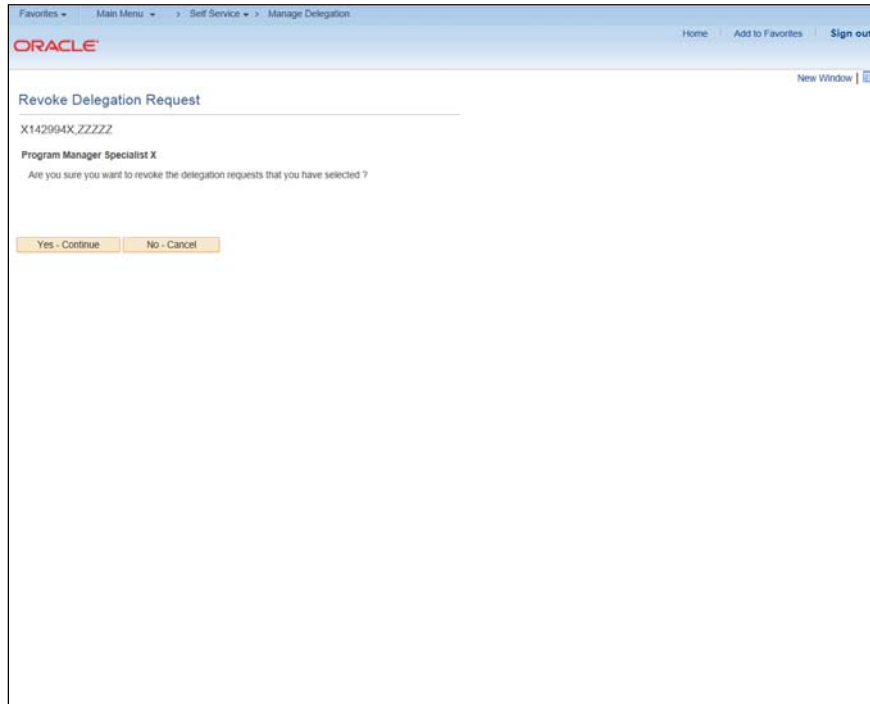
This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select Refresh to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select Revoke.


Show Requests by Status:

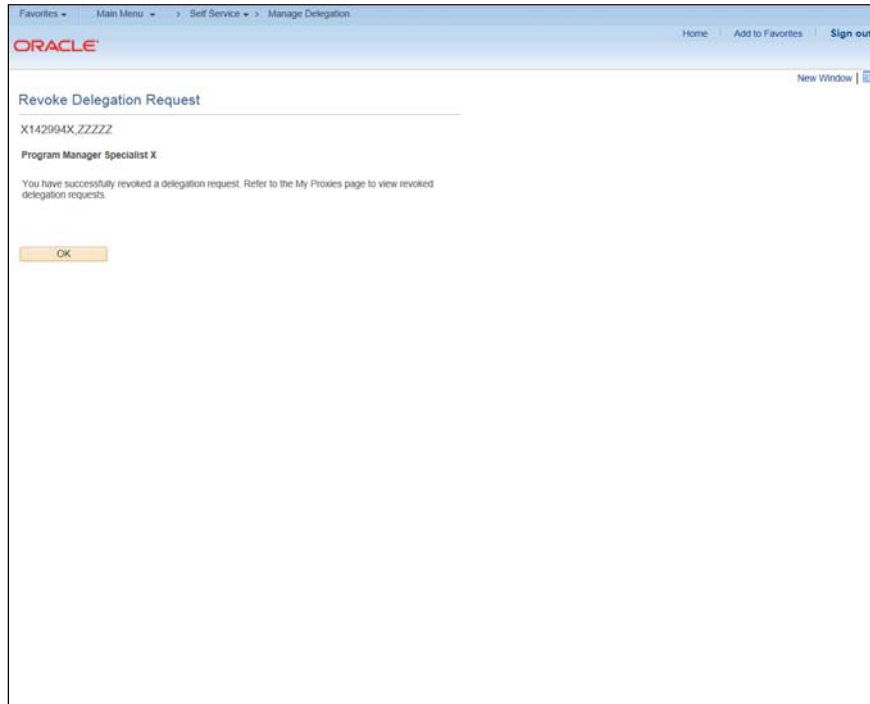
Choose Delegate								
Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details	
<input type="checkbox"/>	Manage Approve Reported Time	X105142X.ZZZZZ	Administrator IX	04/17/2015	04/30/2015	Submitted	Inactive	
<input type="checkbox"/>	Manage Reported Time	X105142X.ZZZZZ	Administrator IX	04/17/2015	04/30/2015	Submitted	Inactive	

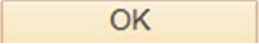
[Return to Manage Delegation](#)

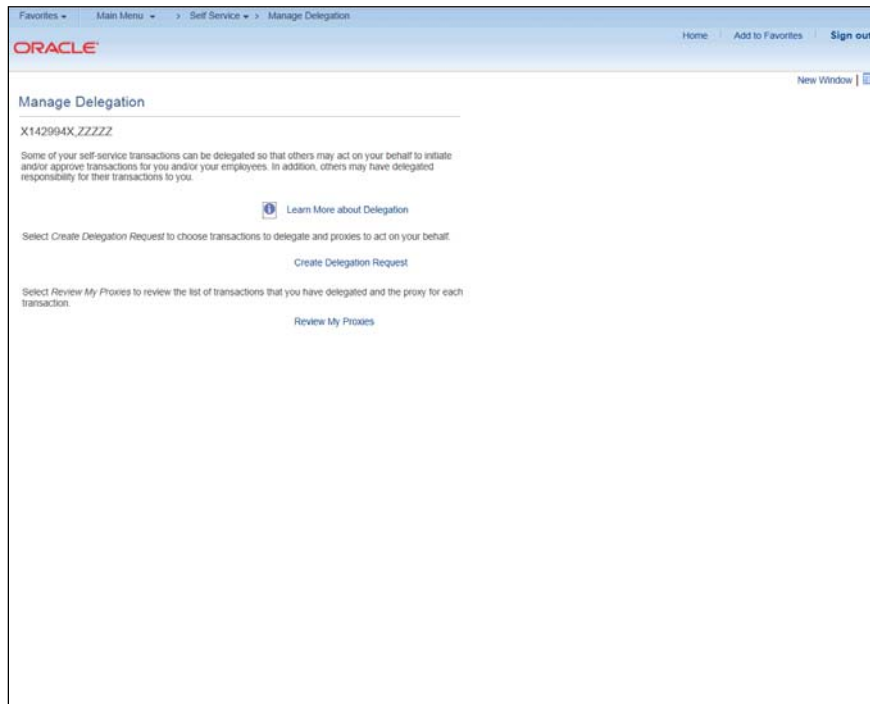
Step	Action
4.	Click the Revoke button. <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Revoke"/> </div>



Step	Action
5.	Click the Yes - Continue button. 



Step	Action
6.	Click the OK button. 



Step	Action
7.	In this Job Aid you successfully Revoked Time Approval Authority. End of Procedure.