State of Delaware
eSTAR
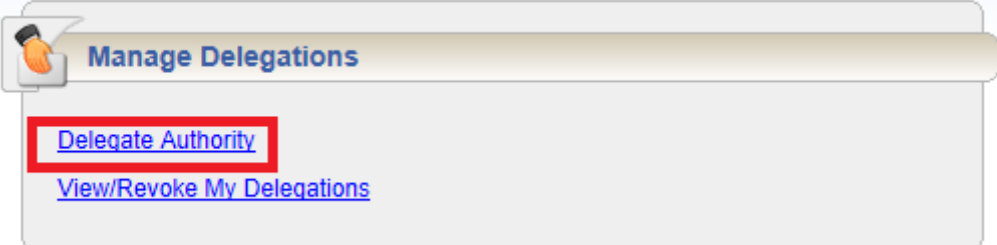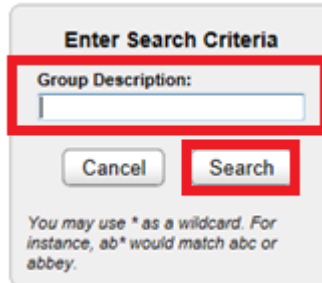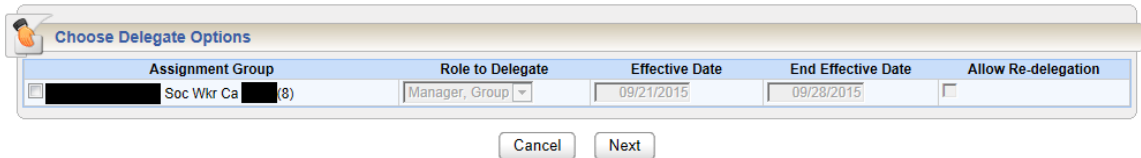Employee State Time & Attendance Reporting

DHSS Job Aid 20: Delegation and Removal

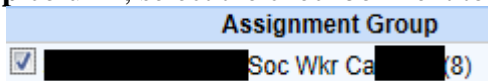|	
1.	Delegations are to be used on a temporary basis when a Manager or Auditor is out of the office. A Manager can only delegate to another Manager. An Auditor can only delegate to another Auditor. Remember that leave information is confidential and delegations need to be appropriate.
2.	On your home page under **Settings** select **Manage Delegations**.
3.	Under **Manager Delegations** select **Delegate Authority.**

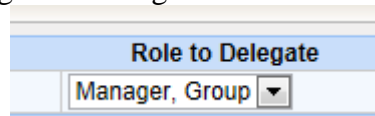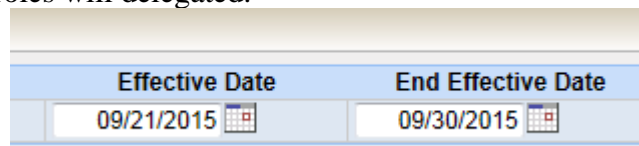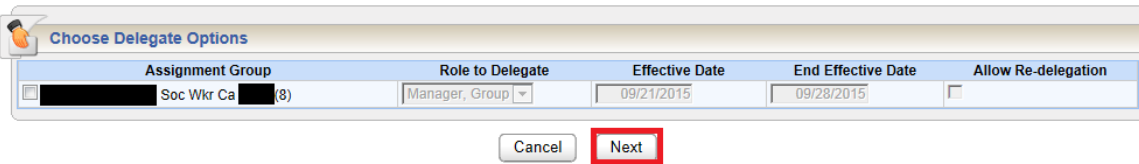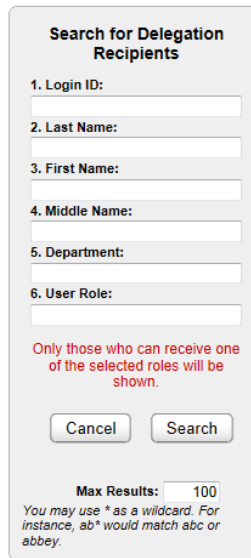| 4.	The **Enter Search Criteria** window appears. This lets you search for one or more assignment groups that you have access to. Click **Search.** <mark>You can also leave the **Enter Search Criteria** "blank" and click **Search** to see the groups assigned to you.</mark> Enter Search Criteria Group Description: [ ] Cancel Search *You may use * as a wildcard. For instance, ab* would match abc or abbey.*
5.	The **Choose Delegation Options** window appears listing the assignment groups, along with the roles you are granted for each group. Choose Delegate Options Assignment Group: ████ Soc Wkr Ca████ (8) — Role to Delegate: Manager, Group — Effective Date: 09/21/2015 — End Effective Date: 09/28/2015 — Allow Re-delegation: [ ] Cancel Next
6.	For each assignment group being delegated, choose your options. • In the **Assignment Group** column, select the checkbox next to the assignment group name. Assignment Group [✓] ████ Soc Wkr Ca████ (8) • 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) Role to Delegate Manager, Group [▼] • In the **Effective Date** and **End Effective Date** columns, enter the dates during which the assignment group roles will delegated. Effective Date — End Effective Date 09/21/2015 — 09/30/2015

7.	After choosing all your delegation options, click **Next.**
	The **Search for Delegation Recipients** window appears.
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.
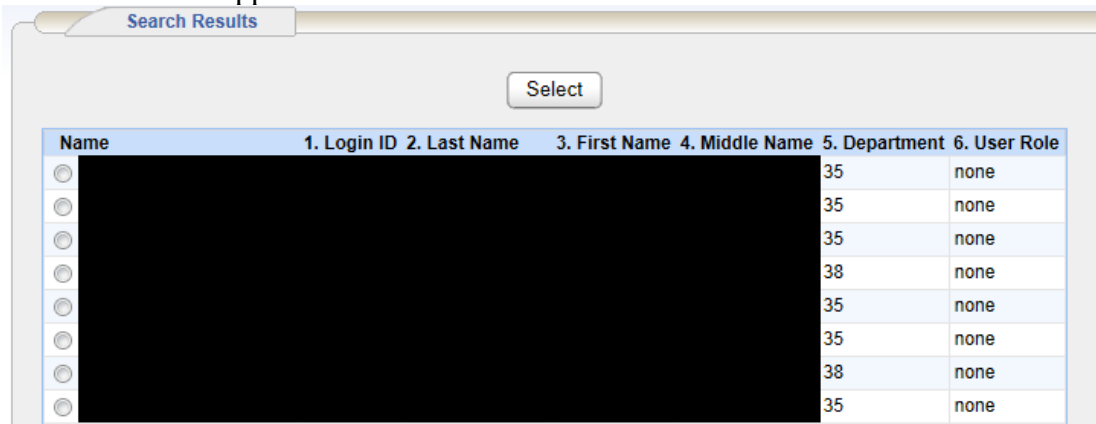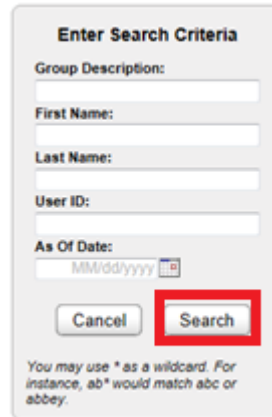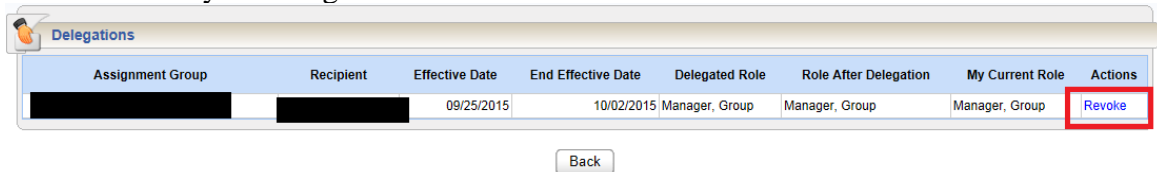
10.	From the list, select only **one** user. Click **Select.**
11.	A confirmation message appears that indicates a successful delegation. Click **Continue.**
12.	If any delegation fails, a status message appears listing the unsuccessful delegation and why it failed. For example, a delegation could fail because the assignment group is currently delegated to the selected user.
13.	To remove a delegation, under the **Manage Delegation** window, select **View/Revoke My Delegation.**

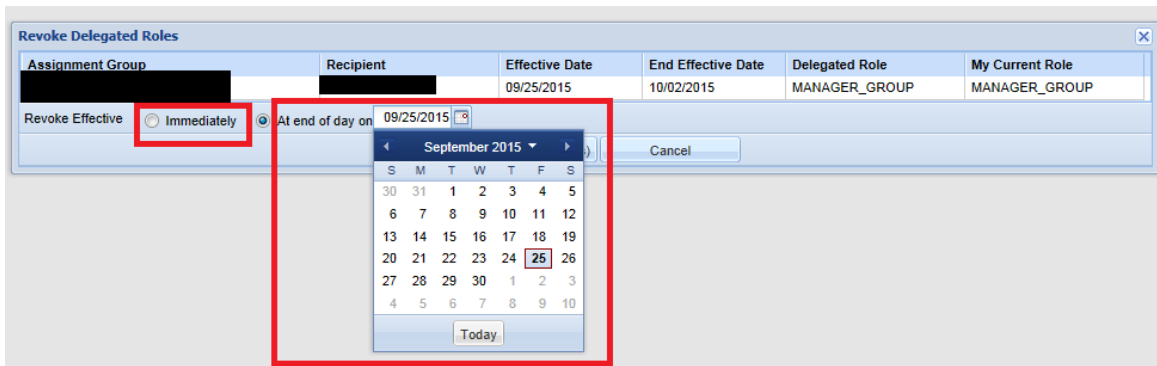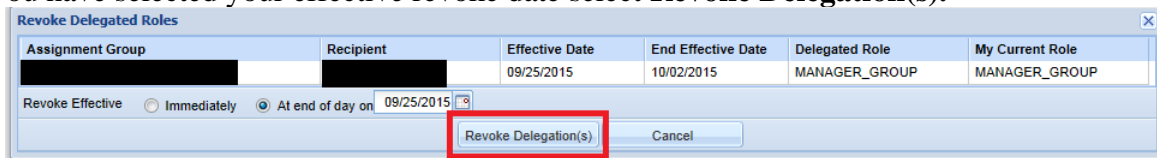| 14.	The **Enter Search Criteria** window appears. This lets you search for one or more of your assignment groups. In the search window, enter your search criteria or leave it blank, then click **Search**. Enter Search Criteria Group Description: First Name: Last Name: User ID: As Of Date: MM/dd/yyyy Cancel Search You may use * as a wildcard. For instance, ab* would match abc or abbey.
15.	A window appears with your delegations. Here you can view your delegations and revoke your delegation. To revoke your delegation select **Revoke.** Delegations | Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	Role After Delegation	My Current Role	Actions
		09/25/2015	10/02/2015	Manager, Group	Manager, Group	Manager, Group	Revoke	 Back
16.	The **Revoke Delegated Roles** window appears. Here you can decide if you want to revoke immediately or on a certain date. Revoke Delegated Roles 	Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	My Current Role
		09/25/2015	10/02/2015	MANAGER_GROUP	MANAGER_GROUP	 Revoke Effective ○ Immediately ● At end of day on 09/25/2015 September 2015 S M T W T F S 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 **25** 26 27 28 29 30 1 2 3 4 5 6 7 8 9 10 Today Cancel
17.	Once you have selected your effective revoke date select **Revoke Delegation(s).** Revoke Delegated Roles 	Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	My Current Role
		09/25/2015	10/02/2015	MANAGER_GROUP	MANAGER_GROUP	 Revoke Effective ○ Immediately ● At end of day on 09/25/2015 Revoke Delegation(s) Cancel
18.	The system displays the operation performed successfully message in the banner. Operation performed successfully.