# Managing Delegation Of Approvals

<table>
<thead>
<tr>
<th>Terms</th>
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<tbody>
<tr>
<td><strong>Delegator</strong>: person assigned authority to another user for approvals</td>
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<tr>
<td><strong>Proxy</strong>: person who accepts delegated authority and acts on another's behalf</td>
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## Delegation Process

Approvers unable to attend to approvals in (BUSS) PeopleSoft may delegate approvals to a colleague for single or multiple transactions. These delegation requests must be accepted by the colleague before they become active. Enter the start (required) and end dates (optional) for the delegation period and (BUSS) PeopleSoft automatically performs the routing of existing and future approvals for that period. The delegator can revoke the delegation at any time or allow the period to expire according to the time frame designated. Open ended periods, those with no end date, will continue until revoked.

## Getting Started

Using your UNet log into access BUSS at https://buss.brandeis.edu

## Important

- Users can select any colleague to be a proxy.
- If user 1 grants delegation approval to user 2 who already has given approval to a proxy, the system will roll the request up to user 2's proxy.
- Proxy users may work items requiring approval only. They cannot login as the delegator/user they are covering and initiate transactions.
- The proxy does not need the original user password to access (BUSS) PeopleSoft.

## Contact

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## Creating/Reviewing Delegation Request

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