DELEGATION

Some Department Heads have assigned designees to complete certain tasks on their behalf. In order for the designees to perform these managerial tasks, the Department Heads and Designees must go through the delegation processes in CUNYfirst. After delegation processes have been completed in CUNYfirst, the Department Heads must also fill out the delegation form on-line. The Delegation Form can be accessed through the Hostos website by clicking on the following links: Faculty and Staff, Dept of Human Resources, Delegation of CUNYfirst Managerial Authority Form.

A Department Head can authorize another to serve as his or her representative for a particular task of responsibility for a specified period of time through Manage Delegation in CUNYfirst. With the delegation feature, users can authorize others to initiate or approve managerial transactions on their behalf. These managerial tasks should only be delegated to responsible, trained staff members.

Create Delegation Request
To delegate responsibilities navigate to the Manage Delegation page. Go to the Self Service, Manage Delegation, and Create Delegation Request links. When you create a delegation request, you’ll need to specify the From Date and To Date. A blank To Date indicates that the delegation is in effect indefinitely. After entering the desired period of delegation, select the following tasks to be delegated to the designee.

Available Managerial Tasks That May Be Delegated
- Initiate new/change position
- Approve new/change position
- Initiate discretionary salary change
- Approve discretionary salary change
- Initiate employee separation
- Approve employee separation

After the delegation request has been submitted, the Department Head and Designee will receive an e-mail notification.
**Approve Delegation Request**
Once a delegation request is received, the Designee may review the responsibilities associated with the request. To approve or deny the delegation request navigate to Self Service, Manage Delegation, and Review My Delegated Authorities links. The Designee must accept and approve the request to become a proxy and take over the responsibilities for the indicated amount of time. If the Designee chooses to deny, the delegation request will not be executed.

**Revoke Delegation Request**
After a delegation request has been accepted by the designee, the decision to delegate may be revoked at any time. In order to cancel the delegation, the department head must revoke the request and navigate to Self Service, Manage Delegation, and Review My Proxies links.

**View Delegated Transactions**
The Department Head and Designee can also view delegated transactions through the following links:

- Review My Proxies: to view a list of transactions you have delegated to proxies
- Review My Delegated Authorities: to view a list of transactions that have been delegated to you

**Note:**
Refer to the attached guides for complete step-by-step instructions on how to create, approve, and revoke a delegation request.
INSTRUCTIONS TO CREATE A DELEGATION REQUEST

1. Log in to CUNYFirst.

2. In the Enterprise Menu click on HR/Campus Solutions.

3. Navigate to the following:
   
   • Self Service
   
   • Manage Delegation
   
   • Create Delegation Request

4. On the Create Delegation Request page enter the effective delegation dates:
   
   "from date" and "to date" – if you do not enter an end date, the delegation will
   
   be in effect indefinitely.

5. Click the Next button.

6. Select the transaction(s) you wish to delegate to a proxy.

7. Click the Next button.

8. Select the proxy within your hierarchy (employees that are listed).

9. Click the next button.

10. On the delegation detail page, click the notify delegator option.

11. Click the “submit” and “OK” buttons.

12. The delegation request will now be sent to the designated proxy and the
    
    delegator by e-mail.
INSTRUCTIONS TO APPROVE A DELEGATION REQUEST

13. Log in to CUNYFirst.

14. In the Enterprise Menu click on HR/Campus Solutions.

15. Navigate to the following:
   - Self Service
   - Manage Delegation
   - Review My Delegated Authorities

16. On the Review My Delegated Authorities page select the delegated transaction(s).

17. Click the Accept or Reject buttons.

18. Click OK.

19. If accepted, the selected transaction(s) have now been delegated to you and e-mail notifications will be sent to you and the delegator.
INSTRUCTIONS TO REVOKE A DELEGATION REQUEST

20. Log in to CUNYFirst.

21. In the Enterprise Menu click on HR/Campus Solutions.

22. Navigate to the following:
   - Self Service
   - Manage Delegation
   - Review My Proxies

23. On the Review Proxies page select the delegated transaction(s).

24. Click the Revoke button.

25. Click Yes – Continue button.

26. Click OK.

27. You and the proxy will receive an e-mail notification that the delegation has been revoked.
Delegation of CUNYFirst Managerial Authority

Click the "Key" and enter the CUNYFirst 5-digit department code - refer to your department profile. Select the action checkbox and assign the delegation task(s). The listed department head will receive a confirmation of the submission. Please note that you must also assign the same changes of the delegation tasks in the CUNYFirst's Self Service page - contact Human Resources if you need assistance.

Department - Code & Name:
Current Department Head:
Current Designee:

Action:

☐ Update
Delegation request is being submitted for the current Designee to perform the managerial tasks indicated below.

Effective period of delegation: / /  to / /
☐ Initiate new/change position
☐ Approve new/change position
☐ Initiate discretionary salary change
☐ Approve discretionary salary change
☐ Initiate employee separation
☐ Approve employee separation

☐ Revoke
Delegation request is being revoked by the Department Head indicated above. The current designee as shown above can no longer act on behalf of the Department Head. Remove his/her Manager Role in the CUNYFirst.

Effective date of revocation: / / 

☐ Replace
Delegation request is now being submitted for his/her replacement, for the managerial tasks selected below.

Name of new designee:

Effective period of delegation: / /  to / /
☐ Initiate new/change position
☐ Approve new/change position
☐ Initiate discretionary salary change
☐ Approve discretionary salary change
☐ Initiate employee separation
☐ Approve employee separation

Department Head Signature

Date

Eugenio María de Hostos Community College
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*Please complete the form online - refer to page 1 of the attached Delegation Guide #2 for instructions on how to access the form.*