How to Delegate Authority

When a manager or timekeeper role is unavailable to reconcile time/time off for their employees, they have the ability to delegate their authority. Managers may delegate to either another manager or timekeeper. A timekeeper may delegate to another timekeeper.

Once delegation occurs, the delegate has the ability to see and edit the tasks of the person who has delegated to them. It is possible to delegate to more than one person at a time to ensure coverage within a department. It is also possible for one individual to accept more than one delegation at a time. However, it is not possible to “piggyback” delegations.

For example: One manager delegates to a second manager, then the second manager needs to delegate to a third. The third delegate will not be able to see the first manager’s employees and information.

Below are the instructions on how to process the delegation request and how to access the information.

1) Log into the Time Reporting System (https://go.gwu.edu/trs)
2) Select Actions from your Related Items.

3) An additional tab will open up
4) Select Delegation of Authority under Actions.
5) The Existing Delegations Window will appear.
6) To delegate use the drop down arrow to scroll through the available delegates.
7) Click on the Calendar icon and choose the date the delegation is to begin.
8) Enter the date the delegation is to end. If the delegation is open ended, select 1/1/2099 as the date.
9) Role – Select Data Entry and Approve or Data Entry.
10) Click Save & Close – this will send the delegation request to the delegate.
11) If the person to whom you wish to delegate, declines delegation it is still your responsibility as the Delegator to approve payroll/time off requests (as applicable), or find another eligible delegate.
Accepting the Delegation Request

1) You will receive an mail in your GW email and your TRS inbox letting you know that you have received a delegation request.

2) Log into TRS.
3) Select Inbox from Related Items.
4) Select the Task from the list in your inbox.
5) Select Edit, this will open the task.
6) Select “Accept Delegation” or “Decline Delegation”.
7) If declining delegation, please enter a comment as to the reason why.
8) Click Save & Close to complete the process.
9) If the person to whom you wish to delegate, declines delegation it is still your responsibility as the delegator to approve payroll/time off requests (as applicable), or find another eligible delegate.

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10) If the delegation is accepted the Delegator will receive an email similar to the one below. If not, you will receive an email saying the delegation was declined.
Switching Roles from Self to Delegatee

Once you have accepted the delegation it becomes necessary to switch between your role and the person who delegated their authority to you.

1) Log off of TRS.
2) Log back on to TRS to complete the delegation process.
3) Next to your name you will see an upside down triangle.
4) Select the upside down triangle to switch roles and toggle between "myself" and the delegating manager or timekeeper.
5) Left click on the delegation task under “Switch Roles” to complete the toggle and perform duties as the delegating manager or timekeeper.

6) You are now logged in to perform your duties as the delegating manager or timekeeper.
7) When you complete time/off for your delegatee, click “myself” or “log off” to return to your profile.