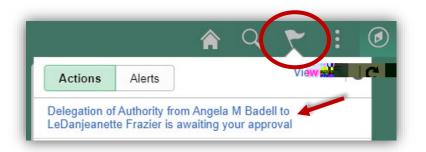
## What is a Delegate?

A Delegate is an individual that has been chosen by a Manager to initiate employment actions via MSS on the Manager's behalf. The Delegate assumes the expectations and boundaries of authority with initiating the employment actions on behalf of the Manager.

## Who can serve as a Delegate?

A Delegate will need to understand that the Manager will be instilling a level of trust that requires the ability to handle employaee entraction of the state of

there will be a notification regarding the delegation request. Click ation request will open.



and complete any department processes or flows with

your HR Liaison (Dept HR). Then, you will initiate the employment action in MSS based on the guidance you have received.

For example, an employee has provided their letter of resignation. Once you have spoken to your HR Liaison (Dept HR), log into GEMS and access MSS to initiate the \_\_\_\_\_\_ action. Please make sure you attach a copy of the resignation letter along with any other applicable documents or notes your department may require at the time of submittal.

## How do I know when an action has been fully approved?

If you are submitting the action, you will receive an email notification once the action has been saved into GEMS. Employees within the Central and Branch HR offices will be auditing to ensure employment changes are processed accordingly. Questions related to the submitted action should be referred to your HR Lialson (Dept HR).