With Manager's Self Service, supervisors have the ability to delegate their tasks to another supervisor. Click here to access complete instruction on setting up a delegation. Once delegation is successfully set up, the delegated supervisor must utilize the **MSS Work Overview Page** link (not the Time Approval link) to work on those tasks. This document is to provide guidance on how to work on the tasks via the **Work Overview Page**, once delegation has been successfully set up.
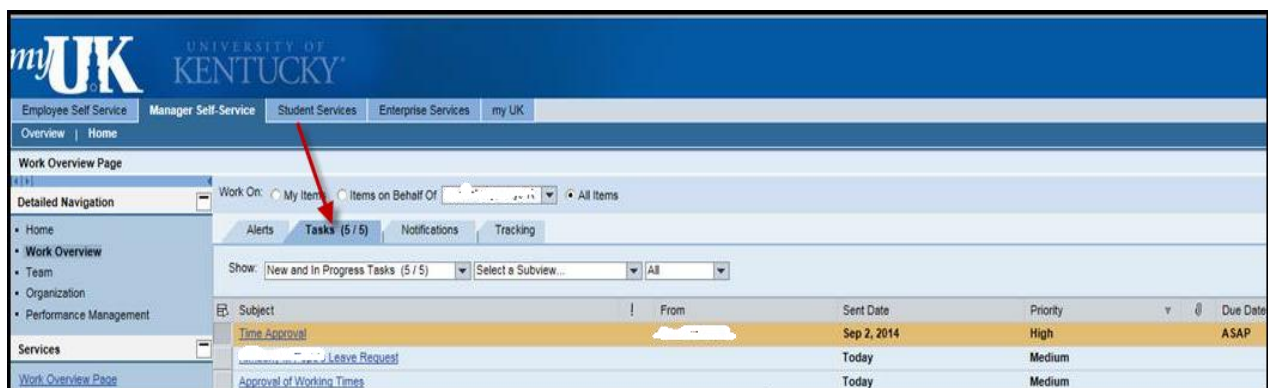
-Click on the MSS tab

-Click the **Work Overview Page** link
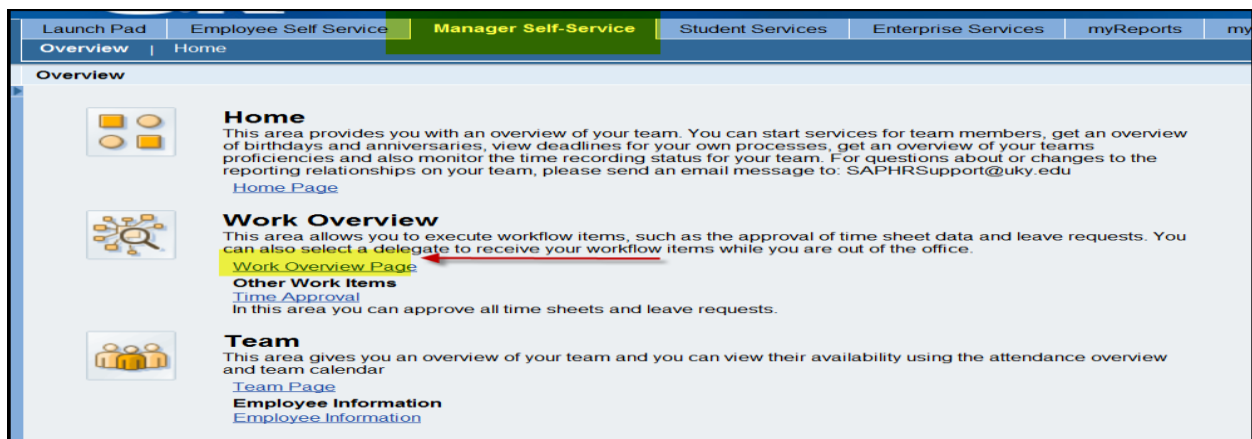

-Click on the **Tasks** tab

-If you have the "all items" button selected you should see all current tasks assigned to you directly, as well as tasks that have been delegated to you.

-To work on an item, click on that link. If you click on the "**Approval of Working Times**" link, you can collectively review all working time entries at once. You can approve all or reject all.

-To approve all, click the **Review** button. This will display the details. Click **SAVE** to approve time.
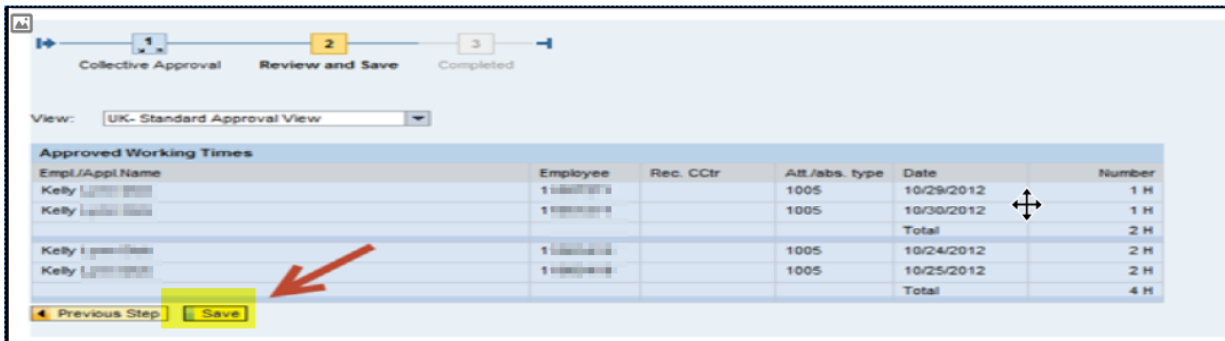
Note: If you prefer to approve time individually, you may click on the number of hours entered (red number box). Review time, approve or reject, and then click the **Transfer** button.

Note: If you would like to include comments, then you will need to approve the time individually.