
Manager's Self Service - Guidance for Delegate

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 log into GEMS and click the notification flag located at the top right-hand corner. Within the Actions section, there will be a notification regarding the delegation request. Click this notification and a screen to accept the delegation request will open. *Please allow a few hours for the MSS Home*

Page access to be granted.
