Delegate Approval Requests in MyU for Proxies

An approver is an individual who reviews transactions, ensuring compliance with University policies and procedures. When an approver is temporarily unavailable, they delegate the approval authority to an authorized employee willing to act on their behalf. Authorized employees acting on behalf of the primary approver are called proxies. Once a request for delegation has been initiated by the manager, the proxy receives an email requesting approval or denial of the request. To act on this request, click the link in the email or go to MyU.

Log in to MyU (myu.umn.edu). Navigate to: Manager Info > Delegate Approval.

REVIEW AND RESPOND TO DELEGATED REQUEST

1. Click <Review My Delegated Authorities>.
2. On the My Delegated Authorities page, review the delegation request:
   a. If the request is for multiple transactions, click <Multiple Transactions> to view which transactions are included in the request. Click <Return>.
3. Review the From Date and To Date to understand how long the approver duties will last.
4. Select the checkbox next to the transaction link.
5. Click <Accept> or <Reject>.
   a. Accepting the request sets the status of the request as “Accepted” in the system. The Delegation Status becomes “Active.”
   b. Rejecting the request sets the status of the request as “Rejected” in the system. The Delegation Status becomes “Inactive.”
6. A confirmation screen indicates your response and emails the approver.
7. Click <OK>.

The delegation will expire based on the To Date entered in the delegation request. If the approver returns to work earlier than anticipated, they may revoke the delegation prior to the end date.