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## 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.

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