Delegation of CUNYFirst
Managerial Authority

Enter the CUNYFirst 5-digit code and department name. Select the action checkbox and assign the delegation task(s). The listed department head will receive a confirmation of the submission. Contact Human Resources if you need assistance.

Department - Code & Name:

 Current Department Head:

 Current Designee:

Action:

☐ **Update**   Delegation request is being submitted for the current Designee to perform the managerial tasks indicated below.

Effective period of delegation: ___/ /___ to ___/ /___

* please use "01/01/1900" to indicate an indefinite time

☐ Initiate new/change position
☐ Approve new/change position
☐ Initiate discretionary salary change
☐ Approve discretionary salary change
☐ Initiate employee separation
☐ Approve employee separation

☐ **Revoke**   Delegation request is being revoked by the Department Head indicated above. The current designee as shown above can no longer act in behalf of the Department Head. Remove his/her Manager Role in the CUNYFirst.

Effective date of revocation: ___/ /___

☐ **Replace**   Delegation request is now being submitted for his/her replacement, for the managerial tasks selected below.

Name of new designee: _____

Effective period of delegation: ___/ /___ to ___/ /___

* please use "01/01/1900" to indicate an indefinite time

☐ Initiate new/change position
☐ Approve new/change position
☐ Initiate discretionary salary change
☐ Approve discretionary salary change
☐ Initiate employee separation
☐ Approve employee separation

_____   _____
Department Head Signature   **Date**

_____