DELEGATING ABSENCE APPROVALS

As a Manager you have access to the HR Management System to approve your subordinate’s absence events. This is automatically granted to you as a manager and you can access it through HORUS.

When delegating transactions, you are allowing a proxy to approve transactions on your behalf. You may choose to delegate your transactions for the following reasons:

- You know that you’ll be away from the office for an extended period of time, and thus won’t be able to manage transactions for you or your employees. You can delegate your transactions to someone else for a specific period of time.
- You prefer to have an assistant process all of your transactions. You can delegate all of your transactions to someone else for an indefinite period of time.

There are three links on Delegation Home Page - one for each way of managing delegation:

- **Create Delegation Request** - To create a new delegation request so that your transaction(s) can be taken care of by a proxy.
- **Review My Proxies** - To view a list of transactions that you have delegated to proxies and to revoke the delegated authority of proxies.
- **Review My Approval Proxies** - To view a list of transactions that have been delegated to you. You can either accept the request or reject the request.
Creating a new delegation authority

1. **Navigation:** Main Menu>HORUS>Manage Delegation

2. Click on the Create an Approval Proxy link.
3. Nominate the Begin and End dates for the delegation, select the Next button.

Note: For ongoing delegation leave the end date blank.

4. Select the transaction you wish to delegate, click the Next button.
5. Select the individual you wish to act as your proxy.

If the person doesn’t appear here follow the steps below, otherwise go to step 10.

6. OR, if the person does not appear here, click the Search for Name link.

Search by Name

7. The Search page displays.
8. Enter the Parameters to search for the person and Click the Search button.

   Last Name: HRDEFUEGO  
   First Name: C  

   [Search button]

9. The search results are returned.

   [Table of search results]

10. Select the Radio Button corresponding with the individual you wish to act as your proxy. Click the Next button.

   [Next button]

11. Click the Submit button.

   [Submit button]
12. The Delegation Request Successfully Submitted message appears.

13. When submitted, the selected person will receive an email with a link to accept the proxy. The proxy will need to accept the pending delegation request in order for it to become active.

Proxy accepts delegation request:
Quick Guide

End of Procedure.
Reviewing your list of proxies

1. **Navigation:** Main Menu>HORUS>Manage Delegation

![Manage Absence Approval Proxy]

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

Learn about an Approval Proxy

Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.

Create an Approval Proxy

Select Review My Proxies to review the list of transactions that you have delegated and the proxy for each transaction.

2. **Click the Review My Proxies link.**

![Review My Proxies]

3. **A list of your delegations will be displayed.**

![My Proxies]
4. Click the Information icon to view details of this delegation.

5. The Delegation Request Details page displays.

6. Click the Return button to return to your list.

End of Procedure.
Revoking an Absence Approval Proxy

1. Navigation: Main Menu>HORUS>Manage Delegation

2. Click the Review My Proxies link.

3. A list of your delegations will be displayed.
4. Select the Checkbox corresponding to the Delegation you wish to Revoke.

5. Click the Revoke button

6. The Revoke Delegation confirmation page appears.

7. Click the Yes- Continue button to continue with the revocation.

End of Procedure.
Frequently Asked Questions

Who can I delegate transactions to?
Just about anyone. The other person does not have to be a manager, and they don't have to report to you.

What happens when I delegate Approval authority to someone?
When you delegate Approval authority to a proxy, this person can act on your behalf to approve pending transactions. The proxy will be notified of pending transactions (just as you are), and can execute the approval. In the event that the transaction must go up another level in the organization hierarchy, the next level approver(s) will be determined based upon your position in the hierarchy - not the proxy's.

Can I delegate a single transaction to more than one person?
No, you cannot delegate the same transaction to more than one proxy for the same delegation period.

How do I specify a window of time for delegating transactions?
When you create a delegation request, you'll need to specify From Date and To Date. A blank To Date indicates that the delegation is in effect indefinitely. A populated From Date indicates that the delegation is in effect from that date forward, until the To Date (if the To Date is populated).

Can I remove myself as a delegate for someone else?
When you receive a delegation request, you may reject the request. However, after you accept the request, you have to contact either your delegator or system administrator to revoke the request.

If someone has delegated a transaction to me, can I then delegate it to someone else?
No, cascading delegation is not allowed at this point.