VIEWING DELEGATIONS INFORMATION IN HORUS (SELF-SERVICE)

This quick guide describes the steps to view the Delegations of Authority information in HORUS self-service. It has two parts:
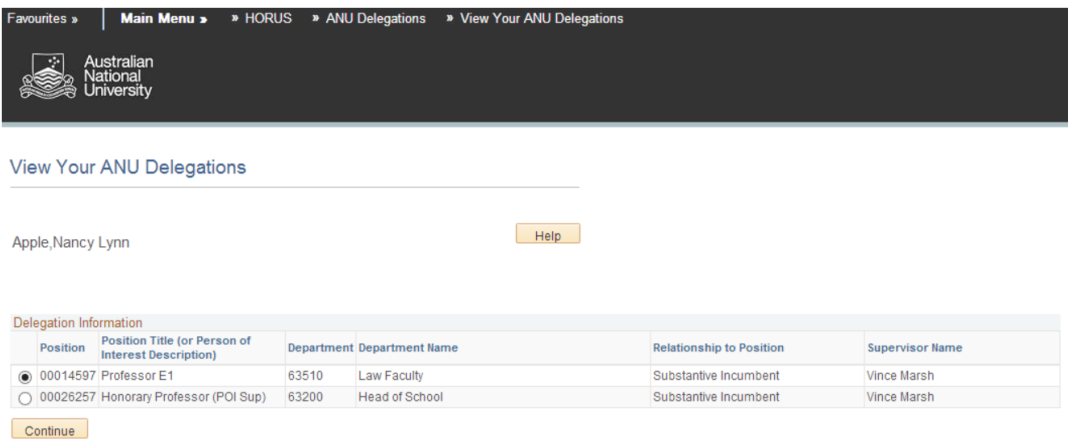
a) Part 1 is about viewing the Delegations you hold (or held) in a substantive and/or acting capacity,

b) Part 2 is about viewing the Delegations your staff hold (or held), if you have staff reporting to you.

Should you find information that appears to be out of date or inaccurate, please inform your local HR contacts so that they can investigate and arrange to update HRMS accordingly.

PART 1 – Viewing your own Delegations.

Navigation: Main Menu, HORUS, ANU Delegations, View Your ANU Delegations.

Step	Action
	Start of Part 1 Procedure.
1	Sign in HORUS.
2	Go to Main Menu, HORUS, ANU Delegations, View Your ANU Delegations.

Step	Action
3	* If you hold (or held) delegations for one position, a screen similar to the one shown in Step 4 will be displayed. * If you hold (or held) delegations for multiple positions, a summary screen similar to the one below will be displayed: Favourites » **Main Menu** » » HORUS » ANU Delegations » View Your ANU Delegations Australian National University View Your ANU Delegations Apple,Nancy Lynn Help Delegation Information | Position	Position Title (or Person of Interest Description)	Department	Department Name	Relationship to Position	Supervisor Name | |---|---|---|---|---|---| | ⦿ 00014597 | Professor E1 | 63510 | Law Faculty | Substantive Incumbent | Vince Marsh | | ○ 00026257 | Honorary Professor (POI Sup) | 63200 | Head of School | Substantive Incumbent | Vince Marsh | Continue The **Delegation Information** group box lists various delegation assignments you hold or held. **Position** column: this shows the position number for which you currently hold (or held) delegations. **Position Title** column: this shows the title of the position or if you are a Person of Interest in HRMS, it will be the description of your POI type. **Department** column: this shows the department code of the position. **Department Name** column: this shows the department name. **Relationship to Position** column: this show the relationship between yourself and the position for which you hold (held) delegations. If you are (were) a principal occupant of the position, it would show "Substantive Incumbent". If you are (were) a temporary occupant of the position, it would show "Temporary Incumbent". If there is no relationship displayed, it means you are (were) not an occupant of the position i.e. you could be "acting informally" in the position. **Supervisor Name** column: this shows the incumbent of the position this position reports to. To view the details of each position's delegation, click radio button of the position then click the Continue button. Continue

Step	Action
4	If your delegations are of "individual delegation" type, a screen similar to the one below will be displayed.

View Your ANU Delegations

Apple,Nancy Lynn
Professor E1
Law Faculty

[Help]

Delegation From:	01/09/2006	To:	01/10/2011

Profiles

	Profile Type	Profile ID	Description	Details
1				Details

Individual Delegations

	Delegation ID	Cluster	Description	Legislative	Details
1	000222	1	Monthly expenditure via purchase cards, within budget limit *Up to $5,000*	☐	Details

[Return]

In the above example, Nancy held an "individual delegation", 000222, cluster 1, for position Professor E1 in department Law Faculty between 1 September 2006 and 1 October 2011.

To view the Overrides details of an individual delegation ID, click the Details link in the **Details** column.

View Your ANU Delegations

Apple,Nancy Lynn
Professor E1
Law Faculty

[Help]

Delegation ID:	000222	Cluster:	1

Up to $5,000

Overrides

	Department	Limit Amount	Job Classification	GL Fund	GL Department	GL Project
1				S	63510	60

[Return]

In the above example, the delegation 000222 held by Nancy has Overrides of GL Department 63510, GL Fund S and GL Project 60.

Step	Action
4a	If your delegations are of "profile delegation" type, a screen similar to the one below will be displayed.

View Your ANU Delegations

Apple,Nancy Lynn
Honorary Professor (POI Sup)
Head of School

Help

Delegation From:	12/06/2013	To:

Profiles

	Profile Type	Profile ID	Description	Details
1	BANDED	D6	Delegation Band 6	Details

Individual Delegations

	Delegation ID	Cluster	Description	Legislative	Details
1				☐	Details

Return

In the above example, Nancy holds "profile delegation" BANDED-D6, as a Honorary Professor in department Head of School since 12 June 2013.

To view the details of a profile delegation including the Overrides information, click the Details link in the **Details** column within **Profiles** section.

View Your ANU Delegations

Apple,Nancy Lynn
Honorary Professor (POI Sup)
Head of School

Help

Profile Type	BANDED	Profile ID:	D6	Delegation Band 6
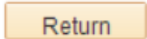
Delegations

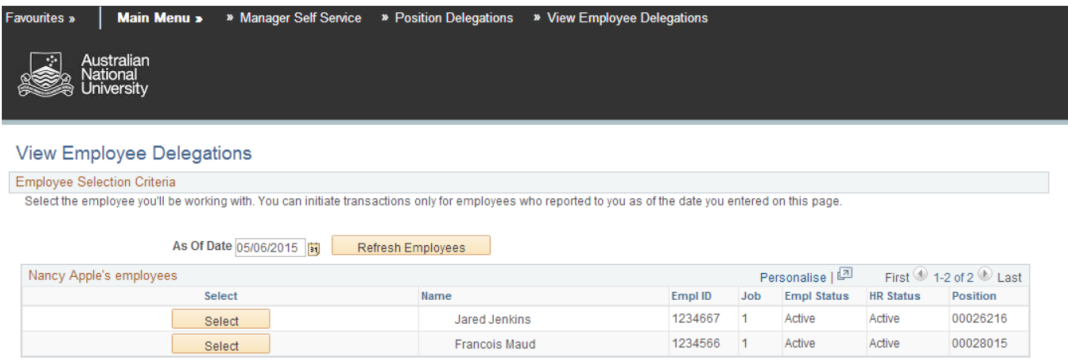|	Delegation ID	Cluster	Description	Legislative
1	000165		Approve casual sessional academic payments	☐
2	000166		Approve casual timesheets for general staff	☐
3	000175	1	Approve incremental progression for academic and general staff in accordance with University procedure *Staff under the direction of a nominated supervisor*	☐
4	000182		Approve transfers of general and academic staff	☐
5	000183	1	Approve leave of absence of general and academic staff *Paid leave, including purchased leave and LWOP for periods of less than 12 months*	☐
6	000220	1	Purchase goods and services (including the signing of related purchasing contracts) within budget limit *Up to $50,000 (excluding GST per transaction)*	☐

Overrides

	Department	Limit Amount	Job Classification	GL Fund	GL Department	GL Project
1		$5000.00		S	63510	60
2		$5000.00		Q	63510	33

Return

Step	Action
5	Click the Return button to exit the current screen. Return
	End of Part 1 Procedure.

PART 2 – Viewing your staff's Delegations.
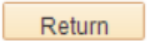
Navigation: Main Menu, Manager Self Service, Position Delegations, View Employee Delegations.

Step	Action
	Start of Part 2 Procedure.
1	Sign in HORUS.
2	Go to Main Menu, Manager Self Service, Position Delegations, View Employee Delegations.
3	A list of your staff name(s) as of the date appears in the **As Of Date** field will be displayed. **As Of Date** field: when you first enter this screen, today's date will be displayed in this field. You can select a different date and click the Refresh Employees button to bring up a list of your staff name(s) as of that date.
4	Click the Select button next to name of the staff member whom you wish to view their delegations.

Step	Action
5	For staff member who is not a delegate for any position, a screen similar to the one below will be displayed. View Employee Delegations Jenkins,Jared Help **Jenkins,Jared has no Delegations.** Return

Step	Action
5a	For staff members who hold (or held) delegations for one position, a screen similar to the one below will be displayed.

In the above example, employee Francois is a current delegate for his own position, Research Assistant (position number 28015), in department Law Faculty. Francois has both "profile delegation" BANDED-D6, and "individual delegation" 000426.

* To view the details of profile BANDED-D6 including the Overrides information, click the Details link in the **Details** column of **Profiles** section.

* To view the Overrides details of the delegation 000426, click the Details link in the **Details** column of **Individual Delegations** section.

Step	Action
	View Employee Delegations Maud,Francois Research Assistant Law Faculty [Help] Delegation ID: 000426 Cluster: Approve form of thesis Overrides |	Department	Limit Amount	Job Classification	GL Fund	GL Department	GL Project
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1	63510						 [Return]
5b	For staff members who hold (held) delegations for multiple positions, a summary screen similar to the one below will be displayed. View Employee Delegations Xerox,Jess Ann Louise [Help] Delegation Information 	Position	Position Title (or Person of Interest Description)	Department	Department Name	Relationship to Position	Supervisor Name
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● 00007802	Deputy Marketing Manager	62510	Administration	Substantive Incumbent	Anne Aziz-Parker
○ 00017183	Marketing Manager	62510	Administration	Temporary Incumbent	Patricia Boling	 [Continue] [Return] The **Delegation Information** group box lists various delegation assignments. **Position** column: this shows the position number for which your staff holds (or held). **Position Title** column: this shows the title of the position; if your staff is a Person of Interest in HRMS, it will be the description of their POI type. **Department** column: this shows the department code of the position. **Department Name** column: this shows the department name. **Relationship to Position** column: this show the relationship between the delegate and the position. If the delegate is a principal occupant of the position, it would show "Substantive Incumbent". If the delegate is a temporary occupant of the position, it would show "Temporary Incumbent". If there is no relationship displayed, it means the person is not an occupant of the position i.e. they could be "acting informally" in the position. **Supervisor Name** column: this shows the incumbent of the position this position reports to. To view the details of each position's delegation, click radio button of the position then click the Continue button. [Continue] A screen similar to the one shown in Step 5a will be displayed.

Step	Action
6	Click the Return button to exit the current screen. Return
	End of Part 2 Procedure.

Created 10-June-2015