

HRMS - CREATING APPROVAL PROXY

Supervisors have access to the HR Manager Self Service to delegate transactions approval to proxy to <u>approve</u> transactions on their behalf.

Supervisors may choose to delegate your transactions for the following reasons:

• Supervisor will be away from the office for an extended period of time, and thus won't be able to manage transactions for <u>employees</u>. Supervisors can delegate transactions to someone else for a specific period of time.

Note: The short term acting delegation form have an option to assign proxy to the acting employee as well. Further information can be found on <u>ANU Delegations page</u>.

• Supervisor prefer to have an assistant process all of transactions. Supervisor can delegate all transactions to someone else for an indefinite period of time.

Further information about Supervisor setting up approval proxy via Manager Self Service can be found under <u>User guides</u>.

This guide is for HR practitioners to create and review approval proxy on behalf of supervisor.

Navigation: NavBar > Menu > Enterprise Components > Delegation

- Administer Create Delegation To create a new delegation request so that transaction(s) can be taken care of by a proxy.
- Administer Delegation To view a list of transactions that have been delegated to proxies and to revoke the delegated authority of proxies.

CONTENTS

HRMS - Creating Approval Proxy	1
Creating a new delegation authority	2
Accepting approval proxy request	8
Reviewing list of proxies	11
Revoking an Approval Proxy	12
Frequently Asked Questions	15



Creating a new delegation authority

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	User ID Create Delegation Request	Menu > Enterprise Component Recently Visited Favorites Favorites Menu ■ Administer Delegation ■ Administer Create Delegation	n Ilegation
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3.	Alternatively, Enter "SS_U" p	plus the UniID of the delegator in the User ID field.	
	Australian National University	Human Resources	
	Administer Delegation	Select Delegator	
		User ID SS_U1234567	
4.	Nominate the Start and End button. Note: For ongoing delegation	dates for the approval proxy, enter a comment, select the Next on leave the end date blank.	
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	Step 1 of 4: Delegation Dates		
	*Start Da	15/06/2022	
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5.	Select the individual you wis	sh to act as proxy, select the Next button.	



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	If the person doesn't app	ear here follow the ste	ps below, otherwise g	o to step 9.
6.	OR, if the person does no	ot appear, click the Add	d Delegate button.	
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Done button.	Last Name ≎ SS_U" plus the UniID o Add Delega er ID SS_U1234567 Employee ID	Lookup First Name O	Empl ID 🗘

Quick Guide



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	Delegation Details				
	Start Date	29/07/2022			
	End Date	01/08/2022			
	Comment	x			
	Delegates	S			
	Transactions	Manager Absence Approve			
		Timesheet Approvals			
12.	The delegation request succe page that we are investigating	essfully submitted. g further, no actior	(Note: there is c n required).	urrently an error message	e on this
	The selected person will rece accept the pending delegation	ive an email with a n request in order	a link to accept th for it to become a	ne proxy. The proxy will n active.	eed to
	End of Procedure.				

Accepting approval proxy request

1. 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:

Option 1:

Navigation: Employee Self Service > Approval Proxy > My Delegated Authorities



Create Delegation Request	My Delegates	My Delegated Authorities
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Accept Reject		L1
Transactions	Delegator	Start Date / End Date Request Status 22/07/2022
ANU Work Schedule Approval, Academic Timeshee	Approvals I	25/07/2022 Submitted >
Are you gure you want to accept the colocted		
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Se		
From 29/07/22		
To 01/08/22		
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Transaction		
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Timesheet Approvals		
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Reviewing list of proxies

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✓ Process List	Administer Dele	gation	ar: Menu
Administer Delegation	Mair Add	ntain Delegated Authorities I Delegation Request	y Visited Menu > Enterprise Component
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Description	Delegator	Delegator	Proxy	Delegate
Manager Absence Approve	SS_U		SS_U	
Request Leave of Absence	ss_u		SS_U	
Request Leave of Absence	ss_u		ss_u	
Timesheet Approvals	SS_U		SS_U	

Revoking an Approval Proxy

1.	Navigation: NavBar > Menu > Enterprise Components > Delegation > Administer Create Delegation									
	Australian National University	Australian National University Human Resources								
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	Selection Criteria	~	Chard Date	(iii)	\heartsuit					
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	Transaction Name	`	Request Status Delegation Status		Menu	Administer Delegat				
			Search	Clear	1 Alexandre	E Administer Create				
2.	Enter parameters required eg Delegator or Proxy name, click on Search.									
	Requests that are currently active have a request status of Accepted and delegation status of Active.									
	Requests that are in the future have a request status of Accepted or Submitted and delegation status of Active or Inactive.									



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	Timesheet Approvals	SS_U		SS_U				
(Select All	Deselect All	Revoke					
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	02/08/2022		17/08/2022		Submitted		
	02/08/2022		17/08/2022			Submitted	
	02/08/2022		17/08/2022			Submitted	
Selec	Select All Revoke						
The revoke delegation confirmation page appears. Are you sure you want to revoke the selected delegations? Yes No							
Click the Yes	Click the Yes button to continue with the revocation.						
Yes	Yes						
End of Proce	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 the delegator.

What happens when I delegate approval authority to someone?

When you delegate approval authority to a proxy, this person can act on delegator's behalf to approve pending transactions. The proxy will be notified of pending transactions (just as the delegator 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 the delegator's position in the hierarchy - not the proxy's.

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 HR team to revoke the request.