

# How to...

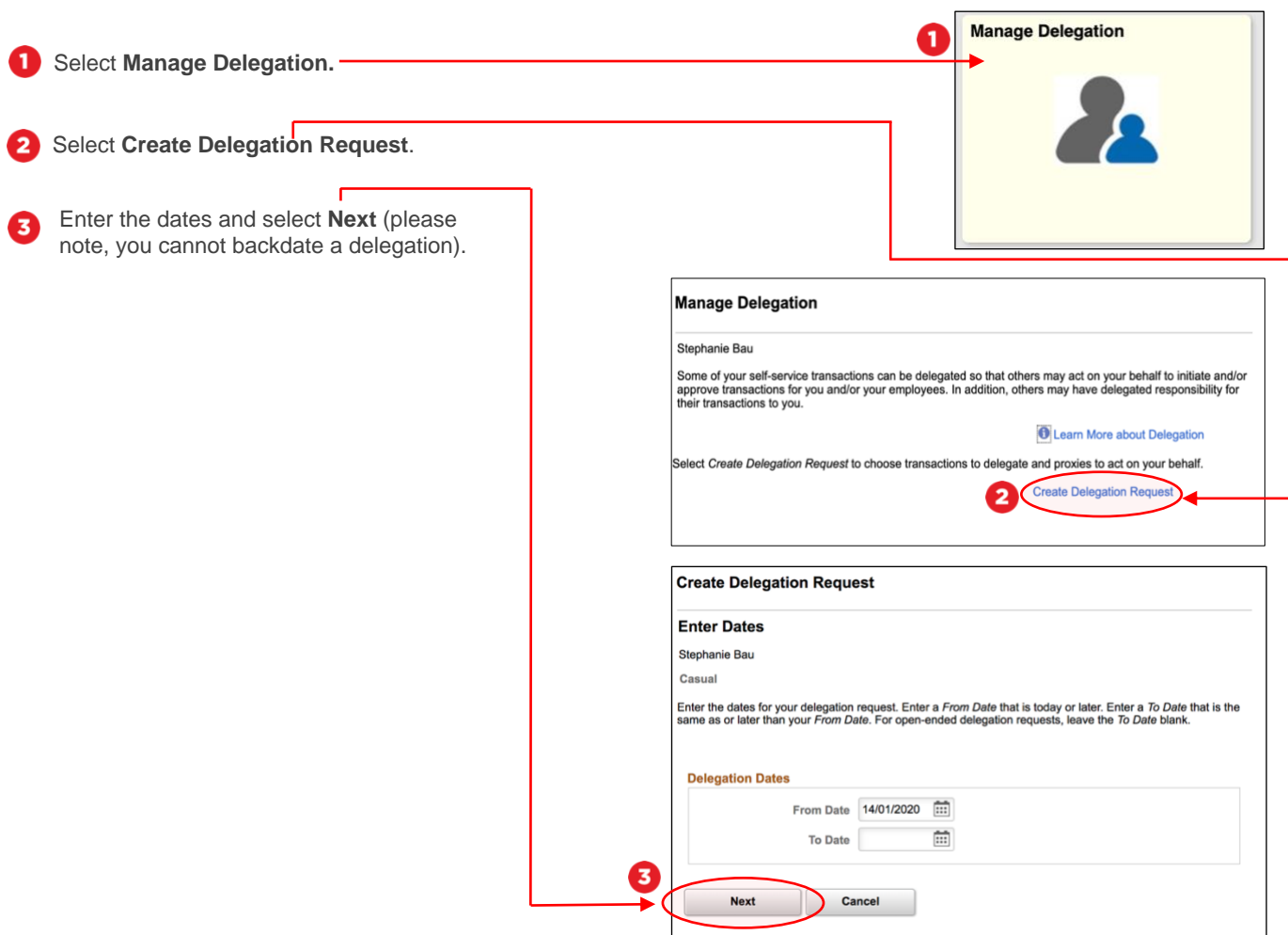
*Delegate proxy timesheet and leave approval supervisors*

## Introduction

You may wish to delegate your Manager self-service transactions (such as timesheet and leave approvals) to someone else for some time, for example, if you are taking leave. This guide will show you how to do this through the staff portal.

## Step 1: Navigate to the Manage Delegation page

- Log in to the **Staff Portal** and select **My Staff Page**.



**1** Select **Manage Delegation**.

**2** Select **Create Delegation Request**.

**3** Enter the dates and select **Next** (please note, you cannot backdate a delegation).

**Manage Delegation**

Stephanie Bau

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 More about Delegation](#)

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

**2** [Create Delegation Request](#)

**Create Delegation Request**

**Enter Dates**

Stephanie Bau  
Casual

Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

**Delegation Dates**

From Date 14/01/2020

To Date

**3** [Next](#) [Cancel](#)

## Step 2: Manage delegations

**1** Select the **transactions** you wish to delegate, then select **Next**.

**2** Choose a **proxy** from the list, then select **Next**.

**3** Confirm the details of your delegation, then select **Submit**.

When the confirmation message appears, select **OK**.

**Delegate Transactions**

Transaction
<input type="checkbox"/> Approve Timesheets
<input type="checkbox"/> Authority to Commence Payment
<input type="checkbox"/> Campus/Reports To Change
<input type="checkbox"/> End of Fixed Term Request

Select All      Deselect All

Previous **1** **Next** Cancel

**Choose Delegate**

Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
[Name] [ID]	123456789	Employee	Adjunct Professor	[Department]	[Supervisor Name]
[Name] [ID]	987654321	Employee	Professor Emeritus	[Department]	[Supervisor Name]
[Name] [ID]	112233445	Employee	Director, Research Centre	[Department]	[Supervisor Name]
[Name] [ID]	556677889	Employee	Head of School	[Department]	[Supervisor Name]

**Create Delegation Request**

**Delegation Detail**

Dean Academic

Proxy [Name] [ID]

From Date 02/07/2020

To Date

**Transactions**

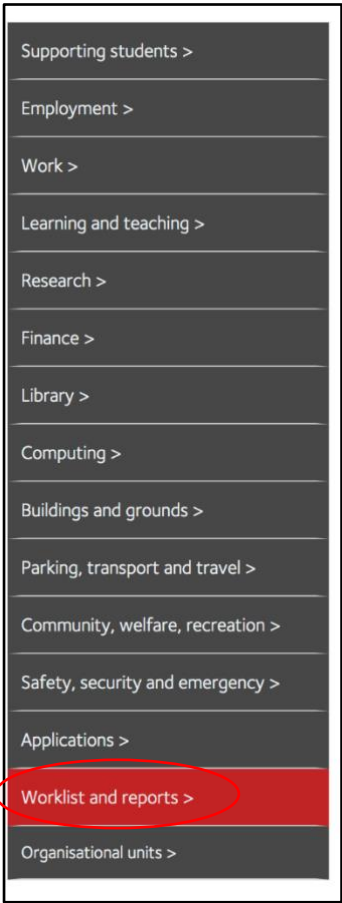
Approve Timesheets

Submit **3** Previous Cancel

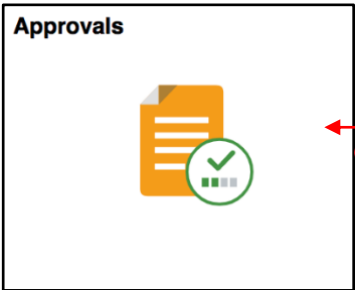
## Step 3: Accept delegation request

- The person you have delegated to must accept the delegations for the workflow to begin. If you have been delegated to approve timesheets or leave, there are three ways to view the notification.


**1** Access **Worklist** on the **Staff Portal**, OR



**2** Select the **Approvals** tile on the **My Staff Page**, and then view the notification under the **Delegation of Authority** menu item, OR

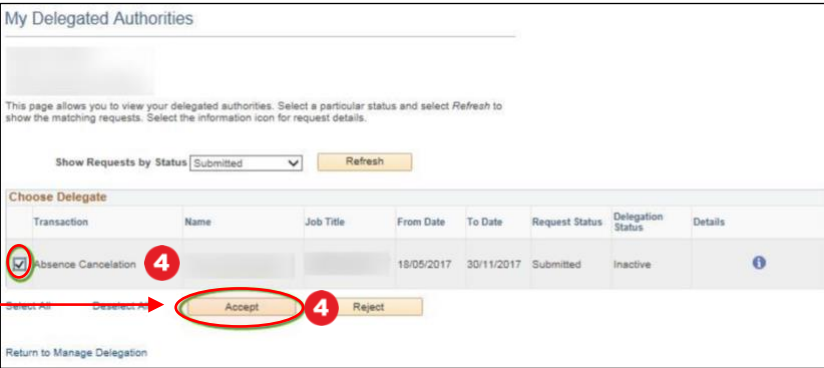
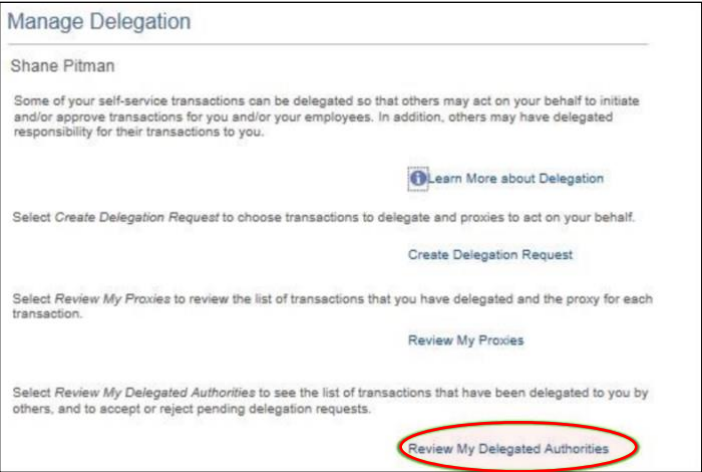


**3** Select the **Manage Delegation** tile on the **My Staff Page**.

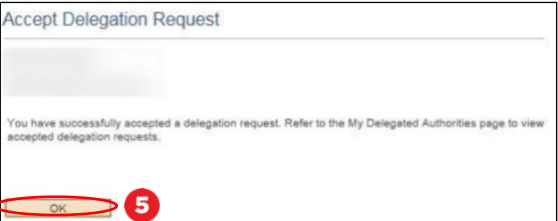


**4** Select **Absence Cancellation** and then **Accept**.

**5** Select **OK**.



Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/> Absence Cancellation			18/05/2017	30/11/2017	Submitted	Inactive	<a href="#">i</a>



For more information contact:

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