



## **User Guide**

# **Delegating/Proxy Timesheet and Leave Approval - Supervisors**

## **Brief Document Description**

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### **Overview**

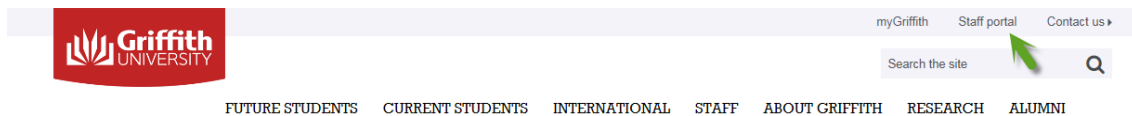
This user guide is for a Supervisor who is going on leave or absent from the University to delegate/proxy their approvals to another person.

## Steps

<a href="#">Step 1</a>	Log in to Griffith Staff Portal
<a href="#">Step 2</a>	Navigate to Manage My Delegation
<a href="#">Step 3</a>	What is Delegation?
<a href="#">Step 4</a>	Create Delegation Request
<a href="#">Step 5</a>	Accept the Delegation Request

## Step 1 - Login in to Griffith Staff Portal

Open the Griffith Home Page. Click on Staff Portal in the top right hand corner of the screen.



Log into the Staff Portal using your Griffith ID and Password

**Griffith Single Sign-On**

**Username**

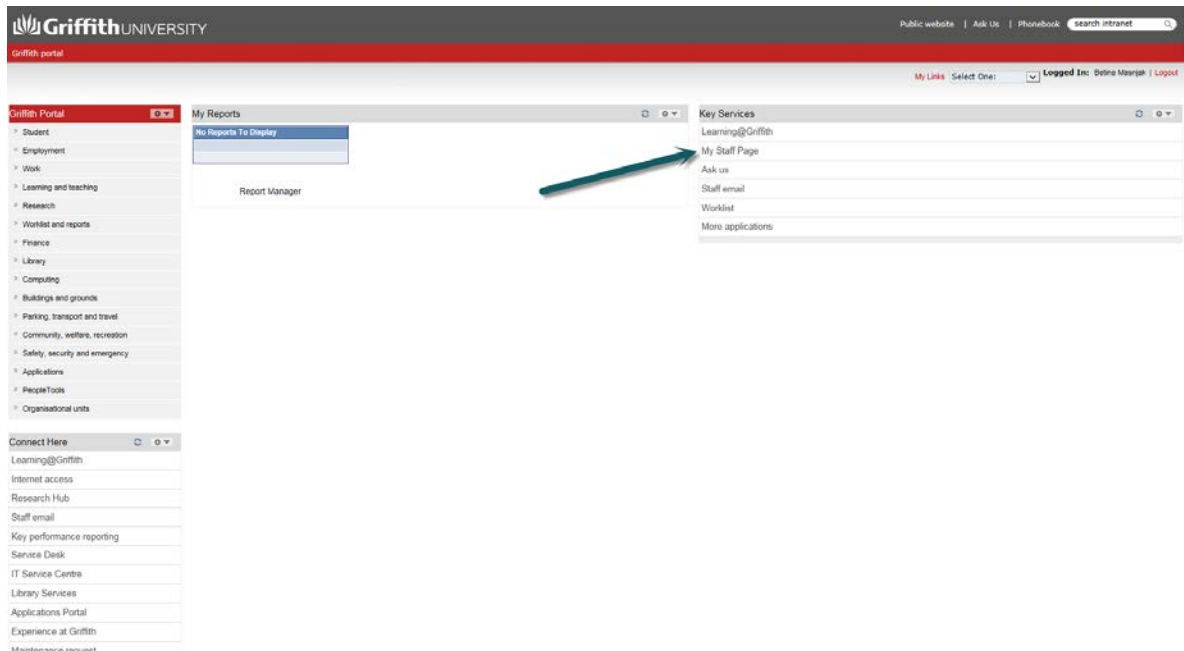
**Password**

**login** >>

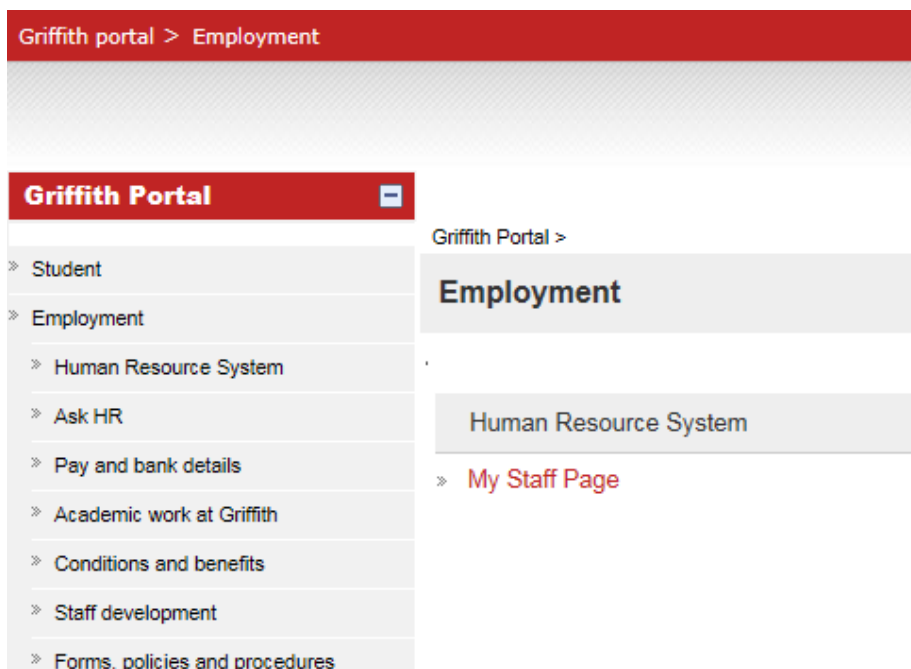
**Code of practice**  
 Information technology resources are essential for accomplishing Griffith University's mission. Members of the University community are granted shared access to these resources on condition they are used in accordance with the University's Information Technology Code of Practice. This Code of Practice applies irrespective of where the University information technology resources are accessed and used, and includes use at home. You can expect sanctions if you act irresponsibly and disregard your obligations under the Code of Practice. It is your responsibility to become familiar with the Code of Practice.

The Staff Portal Page displays. My Staff Page can be accessed in two locations within the Staff Portal.

The first location is by clicking on My Staff Page under “Key Services”

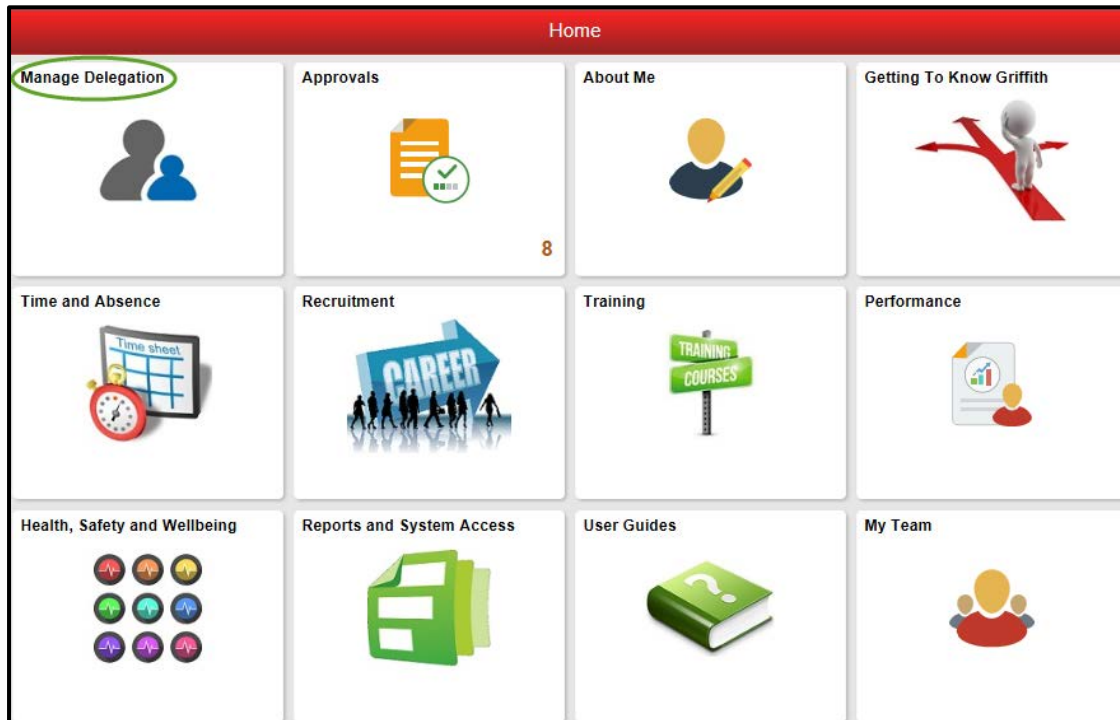


Alternatively you can select Employment from the left hand side navigation menu, and click My Staff Page under “Human Resource Management”



## Step 2 - Navigate to Manage My Delegation

A series of 'tiles' will appear on your Home Page once you have logged in to My Staff Page. Click on 'Manage My Delegation' tile.

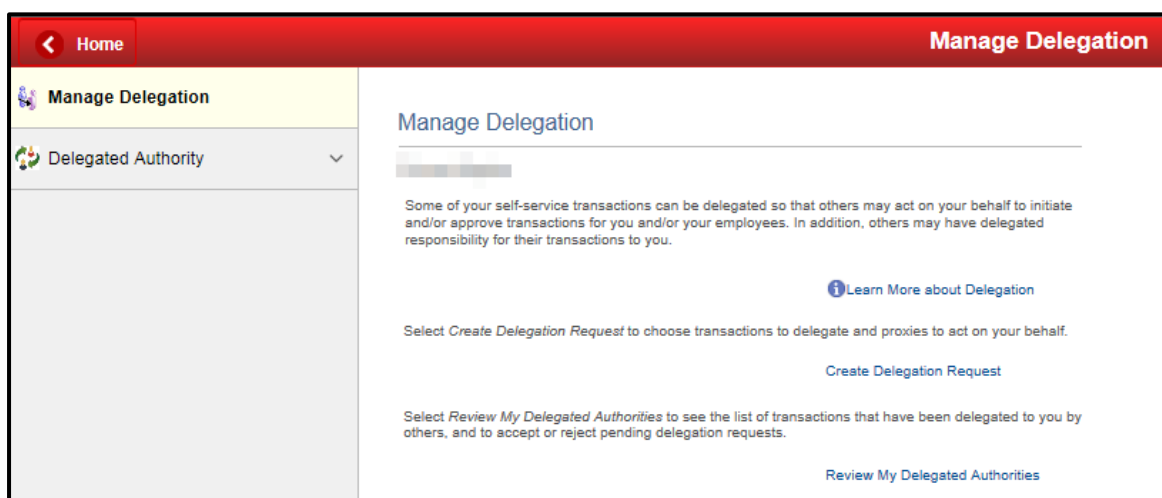


## Step 3 - Manage Delegation



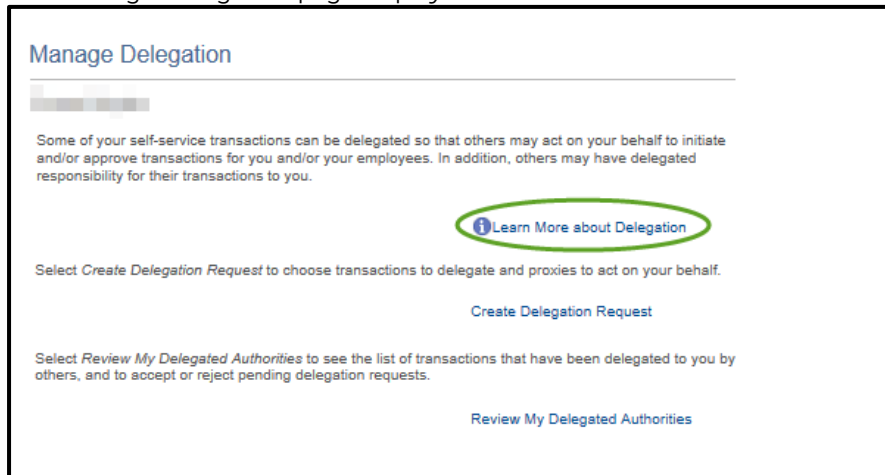
The layout of the Manage Delegation dashboard page has changed. The new page is divided into two sections.

**Left hand menu** - lists all the menu items under each main heading. **The right hand screen** - provides functionalities of the menu item chosen on the left hand screen.



# What is Delegation?

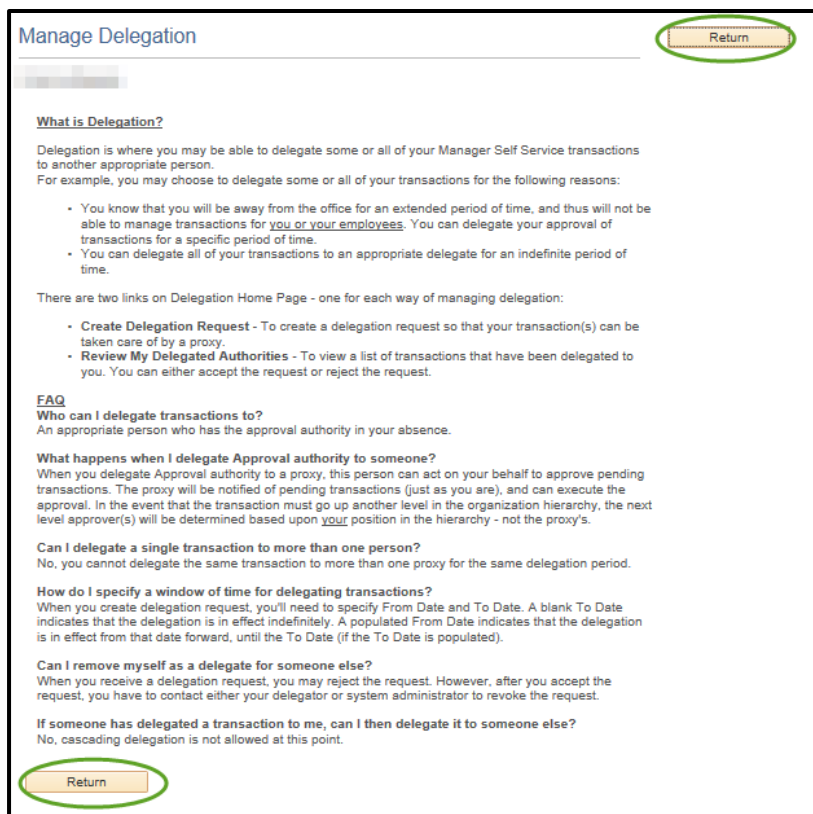
The Manage Delegation page displays.



Click on 'Learn More about Delegation' for information about delegations.

This page provides information on:

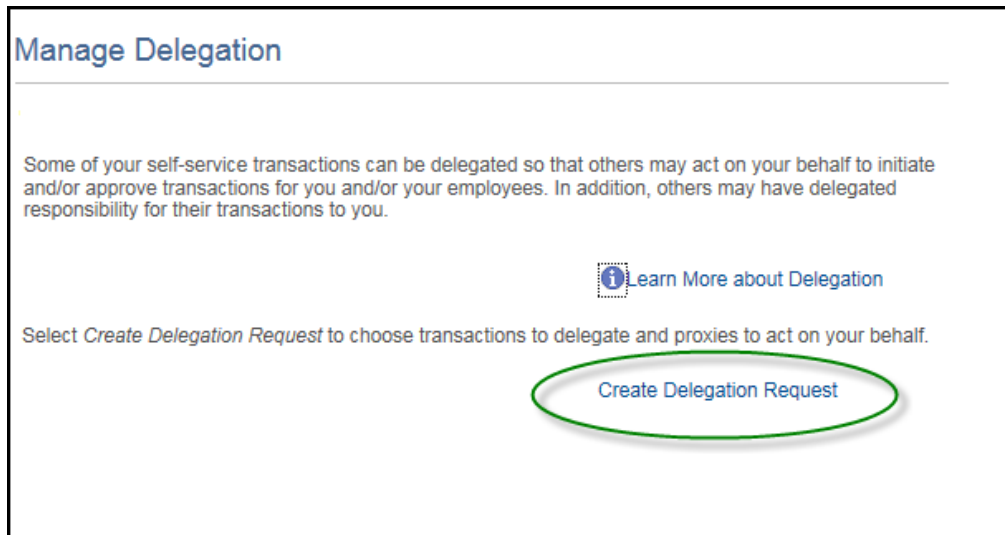
- When you can delegate
- Who you can delegate to
- Answers to frequently asked questions



Click on 'Return'.

## Step 4 - Create Delegation Request

Click on Create Delegation Request



**Manage Delegation**

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.

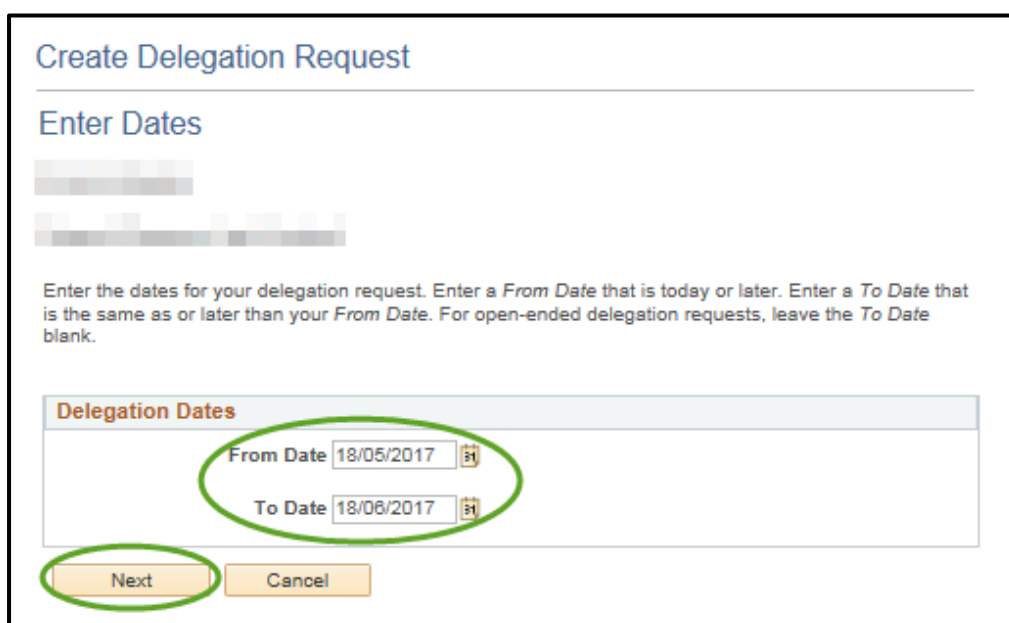
[Create Delegation Request](#)

The Create Delegation Request page displays.

Enter the start ('From Date') and end dates ('To Date') that your delegation period is for.

**NOTE:** You cannot backdate delegation.

Click 'Next'.



**Create Delegation Request**

**Enter Dates**

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: 18/05/2017

To Date: 18/06/2017

[Next](#) [Cancel](#)

The 'Delegate Transaction' box will now display.

Click 'Approve Leave' or 'Approve Timesheets' or both to delegate these actions.

Click on 'Next'.

## Create Delegation Request

### Select Transactions

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions	
	Transaction
<input type="checkbox"/>	Absence Cancellation
<input type="checkbox"/>	Approve Ad Hoc Salary Change
<input type="checkbox"/>	Approve Demotion
<input type="checkbox"/>	Approve Full/Part Time Change
<input checked="" type="checkbox"/>	Approve Leave
<input type="checkbox"/>	Approve Location Change
<input type="checkbox"/>	Approve Promotion
<input type="checkbox"/>	Approve Reporting Change
<input type="checkbox"/>	Approve Retirement
<input type="checkbox"/>	Approve Termination
<input checked="" type="checkbox"/>	Approve Timesheets
<input type="checkbox"/>	Approve Transfer
<input type="checkbox"/>	Authority to Commence Payment
<input type="checkbox"/>	Initiate Ad Hoc Salary Change
<input type="checkbox"/>	Initiate Demotion

[Select All](#) [Deselect All](#)

[Previous](#) [Next](#) [Cancel](#)



The Select Proxy by Hierarchy page displays.

Select from the list whom you wish to delegate.

Click on 'Next'.

Create Delegation Request

Select Proxy by Hierarchy

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the [Search by Name](#) hyperlink to search for proxies outside your hierarchy.

Choose Delegate					
Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
<input checked="" type="radio"/> [Name]	[ID]	Employee	Griffith General Staff Level 7	HR Client Services	[Supervisor]
<input type="radio"/> [Name]	[ID]	Employee	Griffith General Staff Level 8	HR Client Services	[Supervisor]
<input type="radio"/> [Name]	[ID]	Employee	Griffith General Staff Level 8	HR Client Services	[Supervisor]
<input type="radio"/> [Name]	[ID]	Employee	Griffith General Staff Level 8	HR Client Services	[Supervisor]

Previous Next Cancel

The Delegation Detail page displays.

Confirm the details of your delegation.

Click 'Submit' to action or click 'Cancel' to remove.

Create Delegation Request

Delegation Detail

Proxy

From Date 18/05/2017

To Date 18/06/2017

Transactions
Approve Leave
Approve Timesheets

Submit Previous Cancel

A confirmation message displays.

Click 'OK'.

Create Delegation Request

You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.

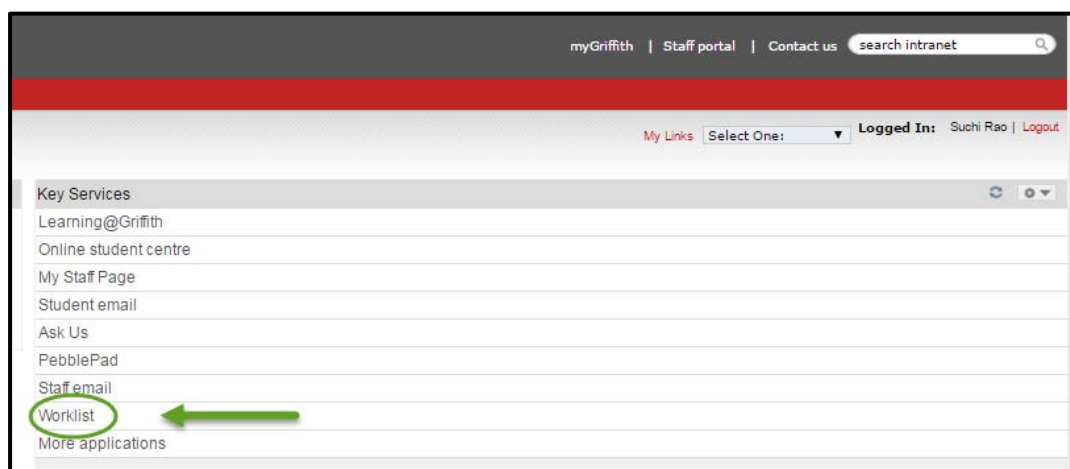
OK

## Step 5 - Accept Delegation Request

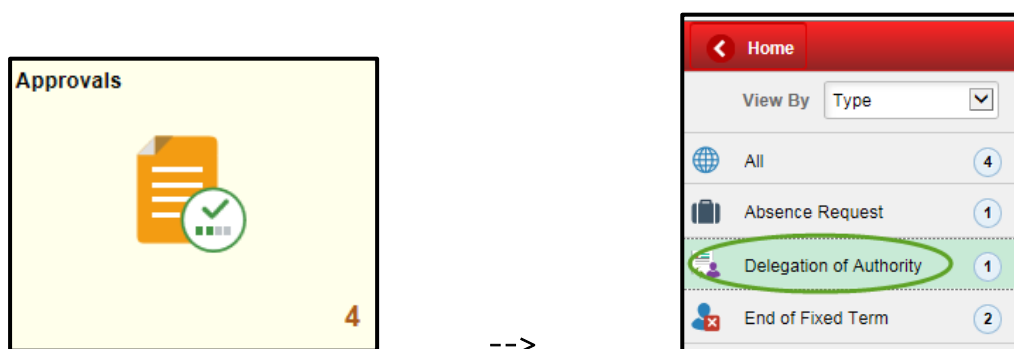
The person you have delegated to must Accept the delegations in order for the workflow to begin.

If you have been delegated approval to approve timesheets or leave then, there are three ways to view the notification.

1. Access 'Worklist' within the Staff Portal



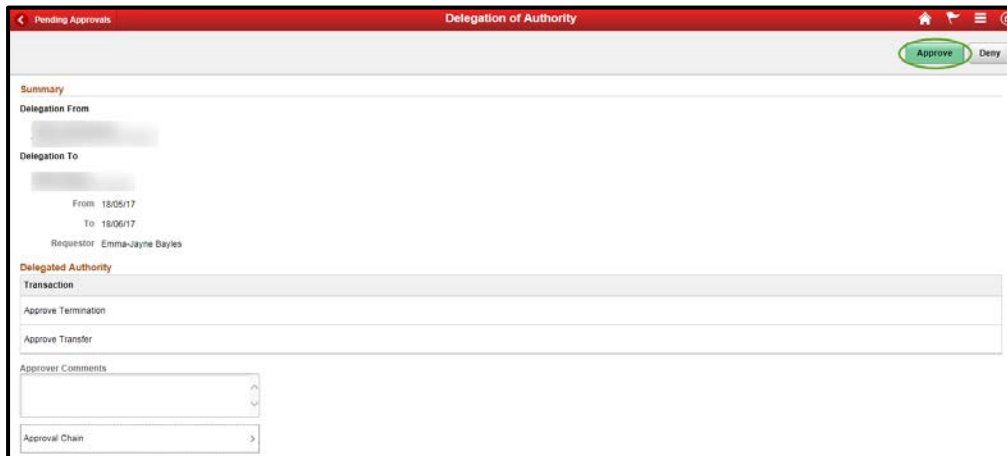
2. Or, Click on the 'Approvals' tile on the home page and view the notification under 'Delegation of Authority' menu item.



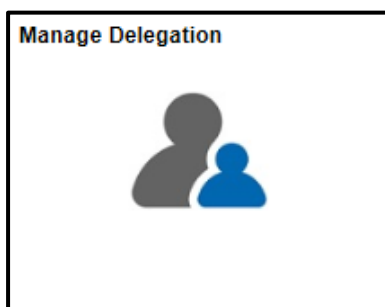
Within the right side pane double click the 'Delegation of Authority' record you wish to approve.



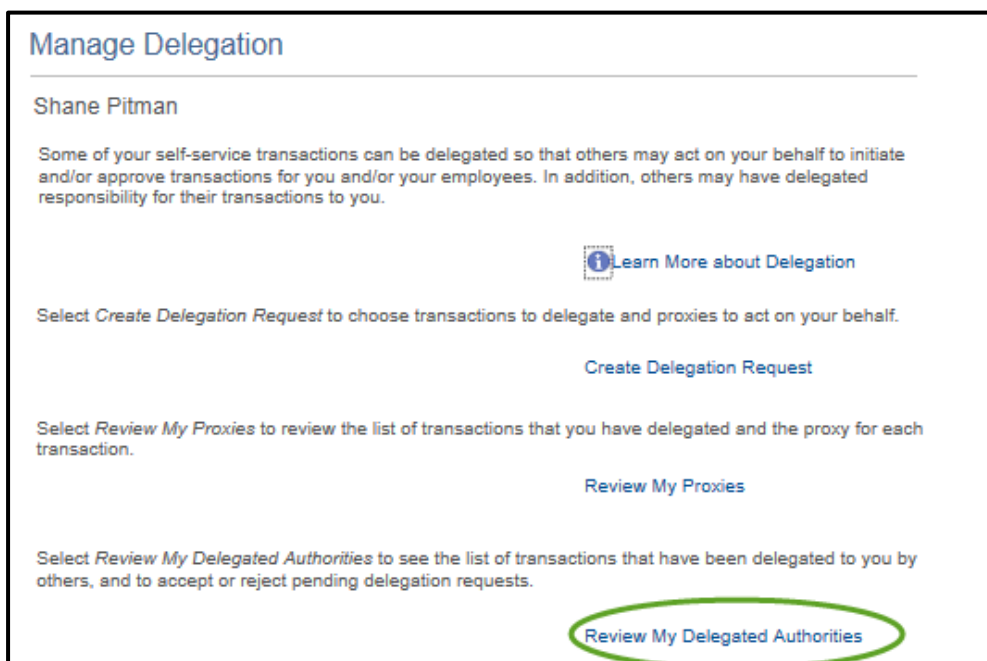
Click 'Approve' to complete the Delegation of Authority process.



3. Or, the third option to accept delegation request, click on the Manage Delegation tile on the home page.



Click on 'Review My Delegated Authorities' link.



Select the box for 'Absence Cancellation' and 'Accept'.

**My Delegated Authorities**

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Show Requests by Status Submitted Refresh

**Choose Delegate**

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>

[Select All](#) [Deselect All](#) Accept Reject

[Return to Manage Delegation](#)

Click on 'OK'.

**Accept Delegation Request**

You have successfully accepted a delegation request. Refer to the My Delegated Authorities page to view accepted delegation requests.

OK

### ***Further information***

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