

# Staff Services Online Temporary Delegation

## Introduction

Staff Services Online Delegation (Proxy) is used when a supervisor of staff delegates their leave approval or timesheet validation authority to another staff member. This delegation of duty typically occurs in the event that the Supervisor is absent for a period of time (for example, on leave or travelling overseas).

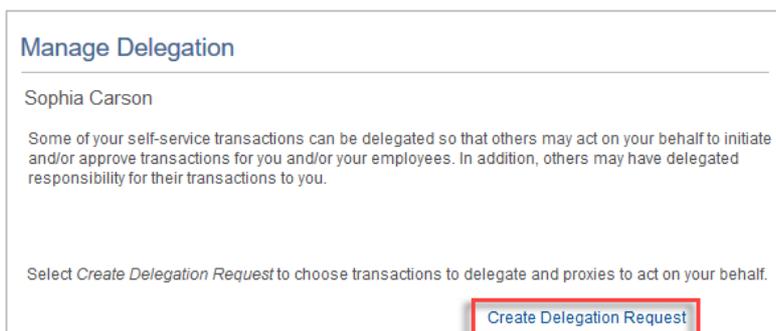
## Procedure

### Create Delegation Request for Absence Requests/Timesheet Validations

1. Log into SSO
2. Click on the **Delegations** tile.



3. Click on **Create Delegation Request link**



4. Enter the **From & To Date**, (please note the date range has be to be less than 28 days) and click **Next**.

The screenshot shows the 'Create Delegation Request' form with the 'Enter Dates' section active. The user is identified as a 'Higher Education Officer Lvl 5'. The 'Delegation Dates' section contains two date pickers: 'From Date' set to 05/04/2019 and 'To Date' set to 25/04/2019. Both date pickers and the 'Next' button are highlighted with red boxes. The 'Cancel' button is also visible.

5. Select the **Transactions** that you want to delegate to a proxy. You can select one or many transactions, and click **Next** :

The screenshot shows the 'Create Delegation Request' form with the 'Select Transactions' section active. The user is identified as a 'Higher Education Officer Lvl 5'. The 'Delegate Transactions' section contains a list of 14 transaction types, each with an unchecked checkbox. The entire list is enclosed in a red box. Below the list are 'Select All' and 'Deselect All' links. At the bottom, there are three buttons: 'Previous', 'Next' (highlighted with a red box), and 'Cancel'.

6. Select the **Proxy Delegate name**, and click **Next**.

**Create Delegation Request**

**Select Proxy by Hierarchy**

Higher Education Officer Lvl 5

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.

[Search by Name](#)

**Choose Delegate**

Name	Empl ID	Organisational Relationship	Job Title	Department	Supervisor Name
<input checked="" type="radio"/> [Name]	[Empl ID]	Employee	Higher Education Officer Lvl 7	Human Resources	[Supervisor Name]
<input type="radio"/> [Name]	[Empl ID]	Employee	Higher Education Officer Lvl 5	Human Resources	[Supervisor Name]
<input type="radio"/> [Name]	[Empl ID]	Employee	Higher Education Officer Lvl 5	Human Resources	[Supervisor Name]

Previous Next Cancel

7. **Check the box** for 'Notify Delegator', and **Submit**

**Create Delegation Request**

**Delegation Detail**

Higher Education Officer Lvl 5

Proxy Maria Bartolo

From Date 05/04/2019

To Date 25/04/2019

**Transactions**

Manage Casual Timesheets

Notify Delegator

Submit Previous Cancel

8. **Email Notifications:**

The Proxy will receive an email to action the '**Delegation Request**', the Delegator will receive an email notifying them that the delegation has been accepted.

If the Proxy declines the '**Delegation Request**', the Delegator will receive an email notifying them that the delegation has been denied.

### To approve/reject delegation requests

1. Navigate to the **Employee SSO > Delegations** screen and click on **Review My Delegated Authorities** or click the direct link from the email notification.
2. Tick the transaction link (e.g. Multiple Transactions) and click either **Accept** or **Reject**.
3. The delegator will receive email notification of rejected or accepted delegation requests.

### To review your proxies

Navigate to **Employee SSO > Delegations > Manage Delegation > Review My Proxies** to review the employees who you have nominated as proxies.

## My Delegated Authorities

My user role:

Higher Education Officer Lvl 7

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

Choose Delegate							
Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/> Multiple Transactions	[Redacted]	Higher Education Officer Lvl 9	08/07/2015	14/07/2015	Submitted	Inactive	<a href="#">i</a>

Select All Deselect All

[Return to Manage Delegation](#)

### What happens when you are a proxy?

*If you are not a manager already, you will automatically receive access to SSO Manager.*

#### Leave approvals

- You receive an email from [sso-online@adelaide.edu.au](mailto:sso-online@adelaide.edu.au) notifying when leave has been submitted
- Use the direct link from the email notification to view the leave request
- Access any transactions via the **Pending Approvals** pagelet on the **Manager Homepage** or navigate to **Manager Home > Absence Management**

#### Timesheet Validations

- You will receive an email prompt from [sso-online@adelaide.edu.au](mailto:sso-online@adelaide.edu.au) early on Tuesday morning, after the CAPS [fortnightly deadline](#) notifying that a timesheet is awaiting validation
- Use the direct link from the email notification to view the Timesheet Validation
- Access any transactions via **CAPS SSO** and navigate to **Admin tasks**.

## Assign a leave assessor

To assign a leave assessor to check your staff's absence requests permanently, see information on Updating Leave Assessor in **Manager SSO > Absence Management > Update Absence Assessor**.