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).
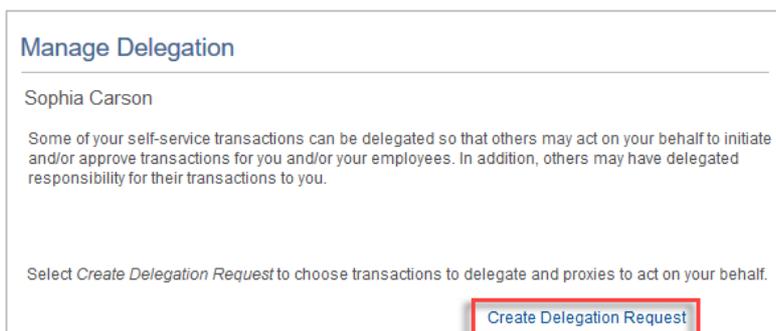
Procedure

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.**

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

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

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

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 and 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.

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**.