SSO Delegations – Create Delegation for Absence Requests

Navigation: Employee Home -> Delegations -> Manage Delegation -> Create Delegation Request

1. Navigate to the Manage Delegation screen and click on Create Delegation Request (this option is only available to managers).
2. Enter From Date for the start of delegation.
3. Enter the To Date, for the end date of the delegation (max. 28 days).
4. Click Next.
5. Choose one or more transactions by ticking the boxes.
6. Click Next.
7. Click the radio button next to a name of a person in your reporting hierarchy to select that person as a proxy.
8. Alternatively, you can click on Search by Name to find another person in the organisation.
9. Click Next.
10. Tick the Notify Delegator checkbox to receive all the notifications that your proxy receives whilst acting on your behalf.
11. Click Submit.
12. Your proxy will receive a notification email and can accept or reject your delegation request. You will be notified by email of their decision.
SSO Delegations – Review My Delegated Authorities

Navigation: Employee Home -> Delegations -> Manage Delegation -> Review My Delegated Authorities

To approve/reject delegation requests:
1. Navigate to the Manage 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 Home -> 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.

What happens when you are a proxy?
• You receive an email from sso-online@adelaide.edu.au notifying when leave has been submitted
• Use the direct link from the email notification to view the leave request
• If you are not a manager already, you will automatically receive access to SSO Manager.
• Access any transactions via the Pending Approvals pagelet on the Manager Homepage or navigate to Manager Home > Absence Management