

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).

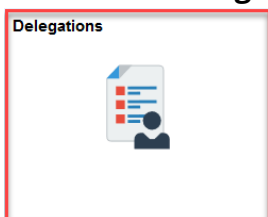
Procedure

Create Delegation Request for Absence Requests/Timesheet Validations

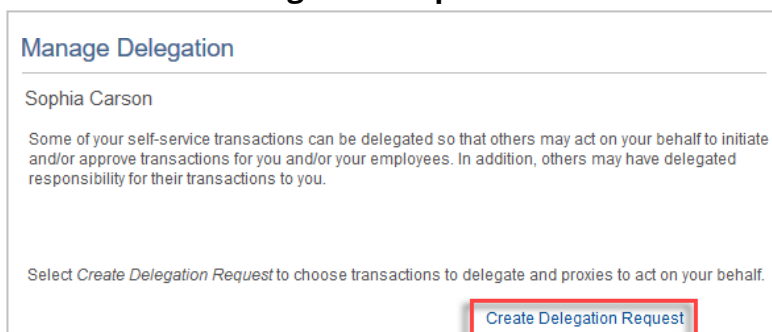
1. Log into SSO
2. Click on the **HR Online Forms** tile



3. Click on the **Delegations** tile



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



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

Create Delegation Request

Enter Dates

Higher Education Officer Lvl 5

Instructions
This page allows you to define the period during which a proxy exercises your leave and / or timesheet management delegations.

Note
Delegation is only for short term administration of leave and / or timesheet submissions and is therefore limited to 28 days. To assign a delegation period greater than 28 days please contact the HR Service Centre on 8313 1111.

Delegation Dates

From Date: 05/04/2019

To Date: 25/04/2019

Next Cancel

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

Select Transactions

Higher Education Officer

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 Cancelation
<input type="checkbox"/> Apply for Employee's Leave
<input type="checkbox"/> Approve Employee Resignation
<input type="checkbox"/> Approve Employee Retirement
<input type="checkbox"/> Approve Leave Cancel Request
<input type="checkbox"/> Approve Leave Request
<input type="checkbox"/> Manage Casual Timesheets
<input type="checkbox"/> Manage Non-Casual Timesheets
<input type="checkbox"/> View Employee Absences
<input type="checkbox"/> View Employee Leave History

Select All Deselect All

Previous Next Cancel

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

Create Delegation Request

Select Proxy by Hierarchy

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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

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

Create Delegation Request

Delegation Detail

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Proxy Maria Bartolo

From Date 05/04/2019

To Date 25/04/2019

Transactions

Manage Casual Timesheets

Notify Delegator

Submit Previous Cancel

9. **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 Delegation

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	i	

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 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 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**.