

Approving a Temporary Delegation eForm

Please review your [work list](#) for a temporary delegation transfer request which requires your approval:

Delegation Holder -
 Temporary Delegate -
 Start date of transfer - 08/12/2016
 End date of transfer - 09/12/2016
 eForm ID - [53022](#)

Evaluate a Temporary Delegation eForm

Step 1 of 2: Review Temporary Delegation Data

Finance Delegation Transfer
 HR Delegation Transfer

Delegation Holder

Name	Position Number	9715
Employee ID	1634783	Position Title
eForm ID	52933	

Finance Approver Information

Limit Amount	Area of Responsibility
1 20000	Human Resources
2 2000000	Human Resources

HR Approver Roles & Information

Role	Area of Responsibility
1 Casual Contract Delegation Authority	Human Resources

Set Up Leave Proxy

Temporary Delegate

*Name Case Sensitive
 Employee ID 1673816
 The Temporary Delegate has agreed to the Access & Usage Agreement/ the Responsibility & Accountability Statement

Period of Temporary Delegation

Start Date 19/01/2016 End Date 22/01/2016

[Add File Attachment](#)

Comments

Your Comment:

[Approve](#) [Withdraw](#)
[Decline](#)

Approve will workflow the form to the next approver, if required. Otherwise the form will be processed.

Withdraw will end the form and the form will not be processed.

Decline will workflow the form back to the form initiator.

Approve/ Withdraw/Decline a Temporary Delegation eForm

1. Approver receives a **Temporary Delegation Approval Required** email notification.
2. Click on the **eForm ID** link in the body of the email.
3. The eForm is displayed.
4. Review request from initiator.
5. To attach a file, please refer to the [Attaching a File Quick Reference Guide](#)
6. Comments can be added in the **Your Comment** box if required.
7. Click **Approve, Withdraw** or **Decline**.
Note: If withdrawing or declining a form, a comment is required to record why this action was taken.
8. Answer **Yes** to the displayed form message.

Temporary Delegation eForm – Quick Reference Guide

Evaluate a Temporary Delegation eForm

Step 2 of 2: Form Finalized

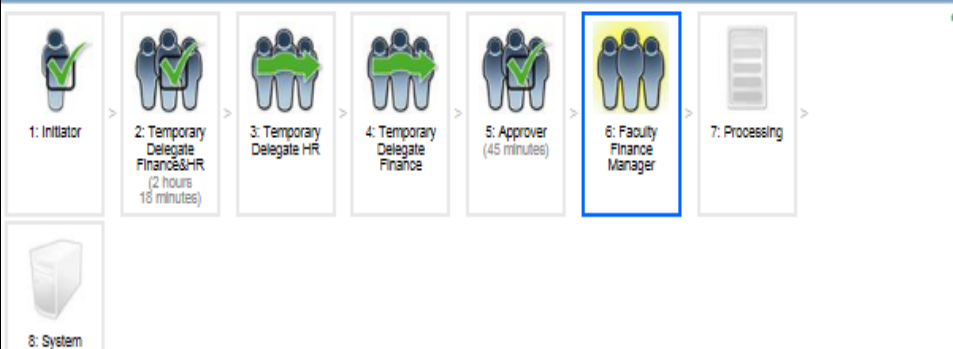
Delegation Holder

Name	Position Number	9715
Employee ID	1634783	Position Title
eForm ID	52933	

Form Status

You have just APPROVED this form. This action passed the form to Faculty Finance Manager for further processing.

Process Visualiser



The Process Visualiser shows a sequence of 8 steps. Step 6, 'Faculty Finance Manager', is highlighted with a blue border, indicating the current step. Step 2 includes a duration of 2 hours and 18 minutes, and Step 5 includes a duration of 45 minutes.

9. The **Visualiser** will be displayed. The visualiser will show you what steps have been undertaken and where the task is currently sitting.
10. To check the status of any forms submitted, refer to the [Viewing Form Status – Quick Reference Guide](#)

Further Information

If you require further information please contact the HR Service Centre at 8313 1111, complete the [online enquiry form](#) or view [CRAFT FAQs](#).

HR Handbook	Information sheet Temporary Delegation eForm	Effective Date:	TBA	Version 1.0
Authorised by	Associate Director, Client Services	Review Date:	TBA	Page 2 of 2
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