

Accepting Temporary Delegation eForm

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

Delegation Holder -
 Start date of transfer - 06/09/2016
 End date of transfer - 07/09/2016
 eForm ID - [53112](#)

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	1673818

Period of Temporary Delegation	
Start Date	19/01/2016
End Date	22/01/2016

Accept/ Withdraw/Decline a Temporary Delegation eForm

1. Temporary Delegate receives a **Temporary Delegation Acceptance 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

Temporary Delegation eForm – Quick Reference Guide

HR Approver Roles & Information	
<u>Role</u>	<u>Area of Responsibility</u>
1 Casual Contract Delegation Authority	Human Resources
<input checked="" type="checkbox"/> Set Up Leave Proxy	
Temporary Delegate	
*Name	Case Sensitive
Employee ID	1673816
Period of Temporary Delegation	
Start Date	19/01/2016
End Date	22/01/2016
Access and Usage Agreement	
<p>Access and Usage Agreement</p> <p>The University Management Information System/s contain personal information of individuals and information that is confidential to the University. You should only access and use information as necessary for you to undertake your role at the University. Inappropriate access to or use of personal information or confidential information would be a breach of your obligations to the University and may be subject to disciplinary action, including dismissal from employment.</p> <p>Responsibility and Accountability Statement</p> <p>By submitting this form, you are accepting the authority to make decisions and complete specific tasks associated with the position of the substantive delegation holder. You will be responsible to exercise these delegations in line with the responsibilities of the substantive delegation holder, and are accountable for your actions in accordance with University Policy and the Code of Conduct.</p>	
<input type="checkbox"/> I Accept	
<input type="button" value="Add File Attachment"/>	
Comments	
Your Comment:	
Comment History:	
<input type="button" value="Accept"/> <input type="button" value="Withdraw"/> <input type="button" value="Decline"/>	

5. Read through the Access and Usage Agreement and check the 'I accept' box, to indicate that you have accepted the terms.
6. To attach a file, please refer to the [Attaching a File Quick Reference Guide](#)
7. Comments can be added in the **Your Comment** box if required.
8. Click **Accept**, **Withdraw** or **Decline**.
Note: If withdrawing or declining a form, a comment is required to record why this action was taken.
9. Answer **Yes** to the displayed form message.

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

Accept will workflow the form to the approver.

Decline will workflow the form back to the form initiator.

Temporary Delegation eForm – Quick Reference Guide

Evaluate a Temporary Delegation eForm

Step 2 of 2: Form Finalized

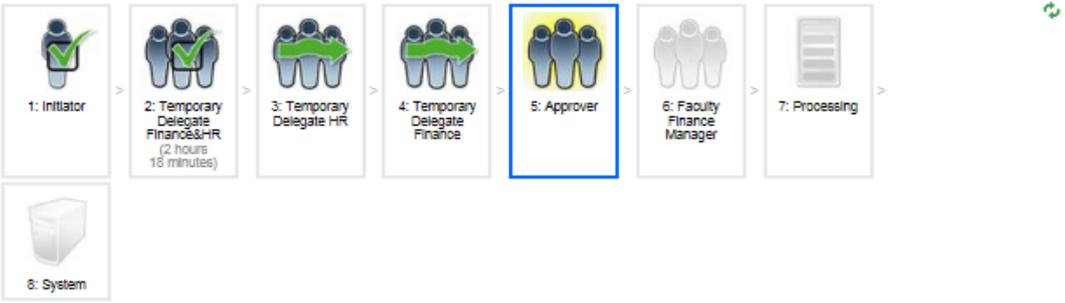
Delegation Holder

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 Approver for further processing.

Process Visualiser



The Process Visualiser shows a sequence of 8 steps. Step 5, 'Approver', is currently active and highlighted with a blue border. The other steps are shown as greyed-out icons with their respective roles and durations.

10. The **Visualiser** will be displayed. The visualiser will show you what steps have been undertaken and where the task is currently sitting.
11. 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 3 of 3
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			