


Manager Guide to Delegation in Aston Staff Portal

Delegation

The 'Delegation' widget allows Expense Approvers to delegate responsibility for this role to another member of staff on a temporary basis.

On the Manager Dashboard, Click on the tab called **Approvals**.

The screenshot shows the user interface for Margaret Simpson, a Zumba Instructor in Human Resources. The profile header includes a 100% profile completeness indicator and a 'My Profile' button. The left sidebar contains 'My Team' and 'Approvals' (highlighted with a red box). The main content area is split into two sections: 'My Approvals' and 'Delegation'. The 'My Approvals' section displays a list of leave requests from Jay Price, Systems Specialist in Human Resources, each with a duration of 1 day and a submission date of 13 days ago. The 'Delegation' section is currently empty, showing 'No data to display', and features a red '+' icon and a filter icon.

You can use the  symbol to filter your **Delegation** history.

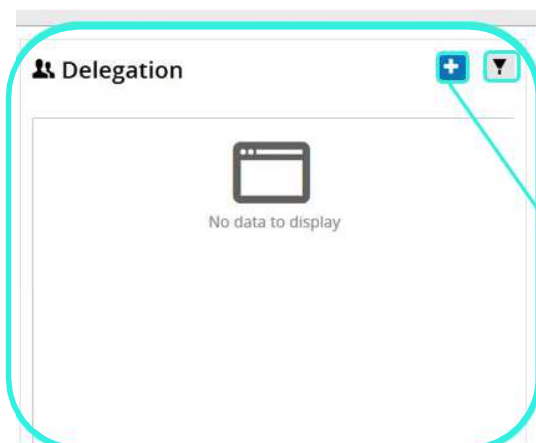
Click on the  symbol to enter a new 'Delegation'.

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To Delegate Expense Approvals

The expense approver delegation function allows expense approvers to delegate responsibility for approving expense claims to another member of staff within their department.

During the period of delegation any claims submitted to the specified expense approver will also be available to be approved by the delegated member of staff, e-mails generated notifying of new claims will be sent to both the approver and delegated member of staff.



Click on the  symbol to enter a new 'Delegation'.

Type
Expense

Delegate To
Julie Rogers

From Date
26/05/16

To Date
28/05/16

Reason
Out of office

I authorise this individual to approve on my behalf

Cancel Save

Select 'Expense' as the type

Select employee you wish to delegate to from the drop down list

Enter the dates from and to for the period you wish the delegation to last

Please note: An end date must be entered

Enter the reason for the delegation

Slide the bar over to authorise the delegation

Click the 'Save' button to save the changes

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The delegation will run until the end date that you entered, and then the responsibility will revert to you.

If you wish to cancel the delegation at any time, simply click the action button next to the delegation in your manager dashboard, and select Delete.

