

## Delegations on MyHR

Managers can delegate their holiday request authorisations, sickness management responsibilities, timesheets management responsibilities and authorisation and planners to another individual, such as a team member or a manager at the next level. Delegations can be open ended with no restrictions, for each occasion the manager is on annual leave, or for a fixed period.

### What information can I delegate?

There are currently 6 types of delegations that can be set up:

- 1) Holiday Request Authorisations - accepting or rejecting leave
- 2) Sickness management responsibilities – inputting sickness for an employee
- 3) Holiday Request Planner Responsibilities – viewing individual planners with holiday entitlement
- 4) Peer Planner Responsibilities – viewing individual and group planners
- 5) Timesheets Responsibilities – submitting details of hours and making budget code recharges
- 6) Timesheets Authorisation – authorising or rejecting timesheets

### How to view the delegated module(s):

#### 1) Holiday Request Authorisations

- Click on 'Delegated Responsibilities/Authorities'
- Under the Authorisations heading, any holiday requests awaiting a reply will be shown (if none, the Authorisation section will be empty) – outstanding holiday requests will also be shown on the MyHR menu page
- Click on the line showing the person's holiday request
- Scroll to the bottom of the planner screen to view the request form
- Review the details and click on either Authorise or Reject to respond – if rejecting, please input a reason

#### 2) Sickness management responsibilities

- Click on 'Delegated Responsibilities/Authorities'

- Under the Responsibilities heading, click on Sickness Notifications
- Click on the person's name to view their sickness summary
- Scroll to the bottom of the sickness summary screen and click [Notify Sickness] if you would like to input an occasion of sickness

### 3) Holiday Request Planner Responsibilities

- Click on 'Delegated Responsibilities/Authorities'
- Under the Responsibilities heading, click on Holiday Request
- Click on the person's name to view their planner, which includes their entitlement

### 4) Peer Planner Responsibilities

- Click on 'Delegated Responsibilities/Authorities'

- Under the Responsibilities heading, click Peer Planner

### 5) Timesheets Authorisations

- Click on 'Delegated Responsibilities/Authorities'
- Under the Authorisations heading, click on an employee's timesheet to open it to authorise or reject

### 6) Timesheets Responsibilities

- Click on 'Delegated Responsibilities/Authorities'
- Under the Responsibilities heading, click on Timesheets

- To view an individual person's planner, click on person's name
- To view the group planner, click on Select All - this will show a planner for either the manager's direct reports or whole team (depending on which option has been delegated), including sickness

## Setting up a delegation rule

Type of delegation	Instruction Pages
Holiday Request Authorisations	4 - 11
Sickness management responsibilities	12 - 19
Peer Planner & Holiday Request Planner responsibilities	20 - 26
Timesheets Authorisations	27 - 34
Timesheets Responsibilities	35 - 42

## 1) Holiday Request Authorisations

1. From the main menu, click on either: a) [Delegation](#) or b) [Manager View](#) then module of [Delegation of authority/responsibility](#):



### Delegation

Delegate your role to another



### Manager View

Click to **manage your team**

b-ii)



### Manager Summary

The team below are a list of staff that should report to you. If you feel that this is incorrect or there is missing data then please contact the HR Systems team on [hr-systems@qmul.ac.uk](mailto:hr-systems@qmul.ac.uk)


[How To Reject Leave \(Manager\) Movie Tour](#)  
[FAQ's](#)

Checking the box next to a persons name enables you to select a module from the list to the right, such as sickness notifications.

Please note that all leave requests that come to you for authorisation will be escalated after 10 days of inactivity to your next manager in the chain.

Authorisations: 0 

Team[Select All][Deselect All]

- CHRISTOPHER KEARNEY (Emp: 230894, Post Ilo: C00503, Post Desc: HR MANAGER - INFORMATION & SYSTEMS) 
- << VACANT >> (Post Ilo: C00350, Post Desc: HR ANALYST - INFORMATION & SYSTEMS)
- << VACANT >> (Post Ilo: XU0002, Post Desc: HR ASSISTANT (&S) HR)
- ALASTAIR BAYLISS (Emp: 508517, Post Ilo: C00597, Post Desc: HR ANALYST, SYSTEMS & PROJECTS HR)
- JAMES MARSHALL (Emp: 509078, Post Ilo: C00602, Post Desc: HR ANALYST, INFORMATION & PROJECTS HR)
- TIINA LACEY (Emp: 515521, Post Ilo: XU0038, Post Desc: HR ASSISTANT INFORMATION SYSTEMS HR)

Modules

- Delegation of authority/responsibility
- Holiday Request
- Peer Planner
- Sickness Notifications

Note: If a [holiday request authorisation](#) delegation is not set up, pending authorisations will be escalated after 10 days.

2. Select [ Add New ]:



### Delegation of authority/responsibility

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

Delegation

[ Add New ]

3. Complete the delegation form:

a) Select **Authorisation**



### Delegation of authority/responsibility

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

#### New Rule

Rule Type \*  Authorisation  Responsibilities

b) Input **Description**, eg Holiday Authorisation delegation to <Employee A>

Description \*

c) In **Delegate To**, click [ **Search** ] in order to specify person to be delegated to:

**Delegate To \***  [ **Search** ]



### Delegation of authority/responsibility

#### AdvancedSearch

Surname:

First Name:

Known As:

Previous Surname:

Employee Number:

Direct Reports Only:

Search for person to be delegated to

Please complete search criteria entry, use [ **Search** ] to retrieve matching employee data

Click [ **Search** ] Back [ **Search** ]

Select:	Name:	Employee Number:	Location:
<input checked="" type="radio"/>	BAYLISS, ALASTAIR		MILE END

Please make your selection from the search results to [ **Continue** ], or amend the search criteria and perform a new [ **Search** ]

Click [ **Continue** ] Back [ **Search** ] [ **Continue** ]

The **Delegate To** field will now be populated:

**Delegate To \***  [ **Search** ]

d) In **Delegate For**, click [ **Select** ] in order to specify persons you wish to delegate the leave requests for:

Delegate For \*

[ **Select** ]

Select the appropriate **Option** then click [ **Continue** ]:

- i. **People Individually** – select this option if you wish to tick individuals to delegate leave requests for and do not wish to include everyone in the delegation; **this list will need to be manually updated when staff leave and new staff start**
- ii. **Direct Reports** – select this option if you wish to delegate leave requests for the line manager’s direct reports only; this list will be automatically updated
- iii. **Whole Team** – select this option if you wish to delegate leave request for the line manager’s whole team (this will include all line managers that report to you and their teams, including other line managers); this list will be automatically updated



### Delegation of authority/responsibility

MYHR ADMINISTRATOR > CHIEF ADMINISTRATIVE OFFICER > HEAD OF HR OPERATIONS HR > HR MANAGER - INFORMATION & SYSTEMS

**Select Option**  People Individually  Direct Reports  Whole Team  
[ **Select All** ] [ **Deselect All** ]

Employee Name	Employee Number	Post	Employee Information
<input checked="" type="checkbox"/> CHRISTOPHER KEARNEY		HR MANAGER - INFORMATION & SYSTEMS	
<input type="checkbox"/> JAMES MARSHALL		HR ANALYST, INFORMATION & PROJECTS HR	
<input type="checkbox"/> ALASTAIR BAYLISS		HR ANALYST, SYSTEMS & PROJECTS HR	
<input type="checkbox"/> TINA LACEY		HR ASSISTANT INFORMATION SYSTEMS HR	

[ **Back** ] [ **Continue** ]

NB: If you select the option of **People Individually**, you will need to tick the boxes for the individuals that you wish to delegate.

The **Delegate For** field will now be populated:

Delegate For \*

Direct Reports of HR MANAGER - INFORMATION & SYSTEMS

e) In **Module/Process Group**, click [ **Select** ], tick **Holiday Request** and **Peer Planner** then click [ **Continue** ]:

Module/Process Group \*

[ **Select** ]



### Delegation of authority/responsibility

[Help with delegation \(.pdf\)](#)

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

Select the Modules and Process Groups that you wish to delegate.

[ **Select All** ] [ **Deselect All** ]

- Holiday Request
- Peer Planner
- Sickness Notifications

[ **Back** ] [ **Continue** ]

By ticking **Peer Planner**, the person who you have delegated to will be able to view an individual's planner when a leave request from them is pending but not when it has been approved.

If you would like the person who you have delegated to to see the planner the rest of the time (ie not just when a leave request is pending), you will need to delegate the responsibility of the **Holiday Request** planner as well. (See instructions for Peer Planner & Holiday Request Planner responsibilities from page 17.)

The **Module/Process Group** field will now be populated:


Module/Process Group \*

Holiday Request  
Peer Planner



f) Select, or input, today's date in **From Date**:

**Delegation Period**

**From Date**   [Click icon to show calendar](#)

g) Select, or input, end date in **To Date** if required – leave blank if you wish for the delegation to be continuous:

**To Date**   [Click icon to show calendar](#)

h) To delegate when line manager is absent only (eg when on annual leave), tick **Absence** – do not tick if you wish for the delegation to be continuous and not restricted to absence:

**Absence**

i) To turn off your annual leave request notifications for those delegated, tick **Suppress Authorisation & Emails**:

**Suppress Authorisation & Emails**

j) Check that you have correctly completed the form – here is an example showing direct reports, without an end date and for periods of absence only:



## Delegation of authority/responsibility

### New Rule

Rule Type *	<input checked="" type="radio"/> Authorisation <input type="radio"/> Responsibilities
Description *	<input type="text" value="Holiday request delegation to Alastair Bayliss"/>
Delegate To *	<input type="text" value="ALASTAIR BAYLISS"/> [ Search ]
Delegate For *	<input type="text" value="Direct Reports of HR MANAGER - INFORMATION &amp; SYSTEMS"/> [ Select ]
Module/Process Group *	<input type="text" value="Holiday Request&lt;br/&gt;Peer Planner"/> [ Select ]

**Delegation Period**

From Date	<input type="text" value="31/03/2011"/>
To Date	<input type="text"/>
Absence	<input checked="" type="checkbox"/>
Suppress Authorisation & Emails	<input type="checkbox"/>

k) To finish click [ Save ]. You will receive a confirmation message:



### Confirmation Message

Successfully created your delegation record

l) You will then be returned to the Delegation screen, which lists the delegation rules:



### Delegation of authority/responsibility

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

**Delegation** [ Add New ]

Type	Delegated to	From	To	Absence	Description
A	ALASTAIR BAYLISS	31/03/2011		Y	<a href="#">Holiday request delegation to Alastair Bayliss</a>

Shows delegation rules that you have set up

**Delegated rules**

Type	Delegated from	From	To	Absence	Description
------	----------------	------	----	---------	-------------

Shows modules that have been delegated to you

## 2) Sickness management responsibilities

1. From the main menu, click on either: a) [Delegation](#) or b) [Manager View](#) then module of [Delegation of authority/responsibility](#):



### Delegation

Delegate your role to another



### Manager View

Click to **manage your team**

b-ii)



### Manager Summary

The team below are a list of staff that should report to you. If you feel that this is incorrect or there is missing data then please contact the HR Systems team on [hr-systems@qmul.ac.uk](mailto:hr-systems@qmul.ac.uk)

[How To Reject Leave \(Manager\) Movie Tour FAQ's](#)

Checking the box next to a persons name enables you to select a module from the list to the right, such as sickness notifications.

Please note that all leave requests that come to you for authorisation will be escalated after 10 days of inactivity to your next manager in the chain.

Authorisations: 0

Team[Select All][Deselect All]

- CHRISTOPHER KEARNEY (Emp: 230894, Post No: C00503, Post Desc: HR MANAGER - INFORMATION & SYSTEMS)
- << VACANT >> (Post No: C00350, Post Desc: HR ANALYST - INFORMATION & SYSTEMS)
- << VACANT >> (Post No: XU0002, Post Desc: HR ASSISTANT (I&S) HR)
- ALASTAIR BAYLISS (Emp: 508517, Post No: C00597, Post Desc: HR ANALYST, SYSTEMS & PROJECTS HR)
- JAMES MARSHALL (Emp: 509078, Post No: C00602, Post Desc: HR ANALYST, INFORMATION & PROJECTS HR)
- TIINA LACEY (Emp: 515521, Post No: XU0038, Post Desc: HR ASSISTANT INFORMATION SYSTEMS HR)

Modules

- Delegation of authority/responsibility
- Holiday Request
- Peer Planner
- Sickness Notifications

2. Select [ Add New ]:



### Delegation of authority/responsibility

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

Delegation

[ Add New ]

3. Complete the delegation form:

a) Select **Responsibilities**



### Delegation of authority/responsibility

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

**New Rule**

Rule Type \*  Authorisation  Responsibilities

b) Input **Description**, eg Sickness inputting delegation to <Employee A>

Description \* Sickness inputting delegation to Alastair Bayliss

c) In **Delegate To**, click [ Search ] in order to specify person to be delegated to:

Delegate To \* [ Search ]



## Delegation of authority/responsibility

### AdvancedSearch

Surname:

First Name:

Known As:

Previous Surname:

Employee Number:

Direct Reports Only:

Search for person to be delegated to

Please complete search criteria entry, use [ Search ] to retrieve matching employee data

Click [ Search ]

Back ] [ Search ]

Select:	Name:	Employee Number:	Location:
<input type="radio"/>	BAYLISS, ALASTAIR		MILE END

Please make your selection from the search results to [ Continue ], or amend the search criteria and perform a new [ Search ]

Click [ Continue ]

Back ] [ Search ] [ Continue ]

The Delegate To field will now be populated:

Delegate To \*

ALASTAIR BAYLISS

[ Search ]


d) In Delegate For, click [ Select ] in order to specify persons you wish to delegate the leave requests for:

Delegate For \*

[ Select ]

Select the appropriate [Option](#) then click [\[ Continue \]](#):

- i. People Individually – select this option if you wish to tick individuals to delegate leave requests for and do not wish to include everyone in the delegation; **this list will need to be manually updated when staff leave and new staff start**
- ii. Direct Reports – select this option if you wish to delegate leave requests for the line manager’s direct reports only; this list will be automatically updated
- iii. Whole Team – select this option if you wish to delegate leave request for the line manager’s whole team (this will include all line managers that report to you and their teams, including other line managers); this list will be automatically updated



### Delegation of authority/responsibility

MYHR ADMINISTRATOR > CHIEF ADMINISTRATIVE OFFICER > HEAD OF HR OPERATIONS HR > HR MANAGER - INFORMATION & SYSTEMS

Select Option  People Individually  Direct Reports  Whole Team  
[\[ Select All \]](#) [\[ Deselect All \]](#)

Employee Name	Employee Number	Post	Employee Information
<input checked="" type="checkbox"/> CHRISTOPHER KEARNEY		HR MANAGER - INFORMATION & SYSTEMS	
<input type="checkbox"/> JAMES MARSHALL		HR ANALYST, INFORMATION & PROJECTS HR	
<input type="checkbox"/> ALASTAIR BAYLISS		HR ANALYST, SYSTEMS & PROJECTS HR	
<input type="checkbox"/> TINA LACEY		HR ASSISTANT INFORMATION SYSTEMS HR	

[\[ Back \]](#) [\[ Continue \]](#)

NB: If you select the option of People Individually, you will need to tick the boxes for the individuals that you wish to delegate.

The [Delegate For](#) field will now be populated:

e) In **Module/Process Group**, click [ **Select** ], tick **Sickness Notifications**, change from View Only to **Submit** then click [ **Continue** ]:

**Module/Process Group \***  [ **Select** ]



### Delegation of authority/responsibility

[Help with delegation \(.pdf\)](#)

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

Select the Modules and Process Groups that you wish to delegate.

[ **Select All** ] [ **Deselect All** ] **View Only** [ **Set All** ]

- Holiday Request **View Only**
- Peer Planner **View Only**
- Sickness Notifications** **Submit**

[ **Back** ] [ **Continue** ]

The **Module/Process Group** field will now be populated: **Module/Process Group \*** Sickness Notifications - Submit

f) Select, or input, today's date in **From Date**:

**Delegation Period**

**From Date** 31/03/2011  [Click icon to show calendar](#)

g) Select, or input, end date in **To Date** if required – leave blank if you wish for the delegation to be continuous:


**To Date**   [Click icon to show calendar](#)



h) To delegate when line manager is absent only (eg when on annual leave), tick Absence – do not tick if you wish for the delegation to be continuous and not restricted to absence:

Absence

i) Check that you have correctly completed the form – here is an example showing direct reports and without an end date:



### Delegation of authority/responsibility

[Help with delegation \(.pdf\)](#)

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

#### Edit Delegation

Rule Type  Authorisation  Responsibilities

Description \*

Delegate To

Delegate For \*

Module/Process Group \*

#### Delegation Period

From

To

Absence

Suppress Authorisation & Emails

j) To finish click [ [Save](#) ]. You will receive a confirmation message:



**Confirmation Message**

Successfully created your delegation record

k) You will then be returned to the Delegation screen, which lists the delegation rules:



## Delegation of authority/responsibility

[Help with delegation \(.pdf\)](#)

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

### Delegation

[\[ Add New \]](#)

Type	Delegated to	From	To	Absence	Description
A	ALASTAIR BAYLISS	31/03/2011		N	<a href="#">Holiday request delegation to Alastair Bayliss</a>
R	ALASTAIR BAYLISS	31/03/2011		N	<a href="#">Sickness inputting delegation to Alastair Bayliss</a>

**Shows delegation rules that you have set up**

### Delegated rules

Type	Delegated from	From	To	Absence	Description
------	----------------	------	----	---------	-------------

**Shows modules that have been delegated to you**

### 3) Peer Planner & Holiday Request Planner responsibilities

1. From the main menu, click on either: a) [Delegation](#) or b) [Manager View](#) then module of [Delegation of authority/responsibility](#):



#### Delegation

Delegate your role to another

a)



#### Manager View

Click to **manage your team**

b-i)

b-ii)



#### Manager Summary

The team below are a list of staff that should report to you. If you feel that this is incorrect or there is missing data then please contact the HR Systems team on [hr-systems@qmul.ac.uk](mailto:hr-systems@qmul.ac.uk)

[How To Reject Leave \(Manager\) Movie Tour](#)  
[FAQ's](#)

Checking the box next to a persons name enables you to select a module from the list to the right, such as sickness notifications.

Please note that all leave requests that come to you for authorisation will be escalated after 10 days of inactivity to your next manager in the chain.

Authorisations: 0 +

---

Team[Select All][Deselect All]

<input checked="" type="checkbox"/>	CHRISTOPHER KEARNEY (Emp: 230894, Post No: C00503, Post Desc: HR MANAGER - INFORMATION & SYSTEMS)
<input type="checkbox"/>	<< VACANT >> (Post No: C00350, Post Desc: HR ANALYST - INFORMATION & SYSTEMS)
<input type="checkbox"/>	<< VACANT >> (Post No: XU0002, Post Desc: HR ASSISTANT (&S) HR)
<input type="checkbox"/>	ALASTAIR BAYLISS (Emp: 508517, Post No: C00597, Post Desc: HR ANALYST, SYSTEMS & PROJECTS HR)
<input type="checkbox"/>	JAMES MARSHALL (Emp: 509078, Post No: C00602, Post Desc: HR ANALYST, INFORMATION & PROJECTS HR)
<input type="checkbox"/>	TINA LACEY (Emp: 515521, Post No: XU0038, Post Desc: HR ASSISTANT INFORMATION SYSTEMS HR)

Modules

- Delegation of authority/responsibility
- Holiday Request
- Peer Planner
- Sickness Notifications

2. Select [ Add New ]:



### Delegation of authority/responsibility

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

Delegation

[ Add New ]

3. Complete the delegation form:

a) Select **Responsibilities**



### Delegation of authority/responsibility

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

New Rule

Rule Type \*  Authorisation  Responsibilities

b) Input **Description**, eg Responsibility of Planners delegation to <Employee A>

Description \* Responsibility of Planners delegation to Alastair Bayliss

c) In **Delegate To**, click [ Search ] in order to specify person to be delegated to:

Delegate To \* [ Search ]



## Delegation of authority/responsibility

### AdvancedSearch

Surname:

First Name:

Known As:

Previous Surname:

Employee Number:

Direct Reports Only:

Search for person to be delegated to

Please complete search criteria entry, use [ Search ] to retrieve matching employee data

Click [ Search ] Back ] [ Search ]

Select:	Name:	Employee Number:	Location:
<input type="radio"/>	BAYLISS, ALASTAIR		MILE END

Please make your selection from the search results to [ Continue ], or amend the search criteria and perform a new [ Search ]

Click [ Continue ] Back ] [ Search ] [ Continue ]

The Delegate To field will now be populated:

Delegate To \* ALASTAIR BAYLISS [ Search ]

d) In Delegate For, click [ Select ] in order to specify persons you wish to delegate the leave requests for:

Delegate For \*  [ Select ]

Select the appropriate [Option](#) then click [ [Continue](#) ]:

- i. People Individually – select this option if you wish to tick individuals to delegate leave requests for and do not wish to include everyone in the delegation; **this list will need to be manually updated when staff leave and new staff start**
- ii. Direct Reports – select this option if you wish to delegate leave requests for the line manager’s direct reports only; this list will be automatically updated
- iii. Whole Team – select this option if you wish to delegate leave request for the line manager’s whole team (this will include all line managers that report to you and their teams, including other line managers); this list will be automatically updated



### Delegation of authority/responsibility

MYHR ADMINISTRATOR > CHIEF ADMINISTRATIVE OFFICER > HEAD OF HR OPERATIONS HR > HR MANAGER - INFORMATION & SYSTEMS

Select Option  People Individually  Direct Reports  Whole Team  
[ Select All ] [ Deselect All ]

Employee Name	Employee Number	Post	Employee Information
<input checked="" type="checkbox"/> CHRISTOPHER KEARNEY		HR MANAGER - INFORMATION & SYSTEMS	
<input type="checkbox"/> JAMES MARSHALL		HR ANALYST, INFORMATION & PROJECTS HR	
<input type="checkbox"/> ALASTAIR BAYLISS		HR ANALYST, SYSTEMS & PROJECTS HR	
<input type="checkbox"/> TINA LACEY		HR ASSISTANT INFORMATION SYSTEMS HR	

[ Back ] [ [Continue](#) ]

NB: If you select the option of People Individually, you will need to tick the boxes for the individuals that you wish to delegate.

The [Delegate For](#) field will now be populated:

e) In **Module/Process Group**, click [ **Select** ], tick **Holiday Request** and **Peer Planner** (with **View Only** displayed) then click [ **Continue** ]:

**Module/Process Group \***  [ **Select** ]



### Delegation of authority/responsibility

[Help with delegation \(.pdf\)](#)

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

Select the Modules and Process Groups that you wish to delegate.

[ **Select All** ] [ **Deselect All** ] **View Only** [ **Set All** ]

<input checked="" type="checkbox"/>	Holiday Request	<b>View Only</b>
<input checked="" type="checkbox"/>	Peer Planner	<b>View Only</b>
<input type="checkbox"/>	Sickness Notifications	<b>View Only</b>

[ **Back** ] [ **Continue** ]

The **Module/Process Group** field will now be populated:

**Module/Process Group \*** Holiday Request - View Only  
Peer Planner - View Only

f) Select, or input, today's date in **From Date**:

**Delegation Period**

**From Date**  [Click icon to show calendar](#)

g) Select, or input, end date in **To Date** if required – leave blank if you wish for the delegation to be continuous:


**To Date**  [Click icon to show calendar](#)



h) To delegate when line manager is absent only (eg when on annual leave), tick **Absence** – do not tick if you wish for the delegation to be continuous and not restricted to absence:

Absence

i) Check that you have correctly completed the form – here is an example showing direct reports and without an end date:



### Delegation of authority/responsibility

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

---

#### Edit Delegation

Rule Type  Authorisation  Responsibilities

Description \*

Delegate To

Delegate For \*

Module/Process Group \*

---

#### Delegation Period

From

To

Absence

Suppress Authorisation & Emails

j) To finish click [ Save ]. You will receive a confirmation message:



### Confirmation Message

Successfully created your delegation record

k) You will then be returned to the Delegation screen, which lists the delegation rules:



### Delegation of authority/responsibility

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

[Help with delegation \(.pdf\)](#)

#### Delegation

[\[ Add New \]](#)

Type	Delegated to	From	To	Absence	Description
A	ALASTAIR BAYLISS	31/03/2011		N	<b>Holiday request delegation to Alastair Bayliss</b>
R	ALASTAIR BAYLISS	31/03/2011		N	<b>Responsibility of Planners delegation to Alastair Bayliss</b>
R	ALASTAIR BAYLISS	31/03/2011		N	<b>Sickness inputting delegation to Alastair Bayliss</b>

**Shows delegation rules that you have set up**

#### Delegated rules

Type	Delegated from	From	To	Absence	Description
------	----------------	------	----	---------	-------------

**Shows modules that have been delegated to you**

## 4) Timesheets Authorisations

1. From the main menu, click on either: a) [Delegation](#) or b) [Manager View](#) then module of [Delegation of authority/responsibility](#):



### Delegation


Delegate your role to another



### Manager View

Click to **manage your team**

b-ii)



### Manager Summary

The team below are a list of staff that should report to you. If you feel that this is incorrect or there is missing data then please contact your HR team contact

- Checking the box next to a persons name enables you to select a module from the list to the right, such as sickness notifications.
- Please note that all leave requests that come to you for authorisation will be escalated after 10 days of inactivity to your next manager in the chain.

**Data Protection:** Logging in to MyHR as a manager can give you access to substantial amounts of personal data such as salaries, sickness records etc. Therefore please ensure you:

- Comply with the QMUL Data Protection Policy
- Comply with the Data Protection Act 1998

You can read the [guidance presentation here](#) or [click here](#) for the full data protection guidelines.

Modules

- Delegation of authority/responsibility**
- Holiday Request
- Manager Reports
- Peer Planner
- Sickness Notifications
- Timesheets
- Training Request

Process Groups

- Manager's View of Employee Details

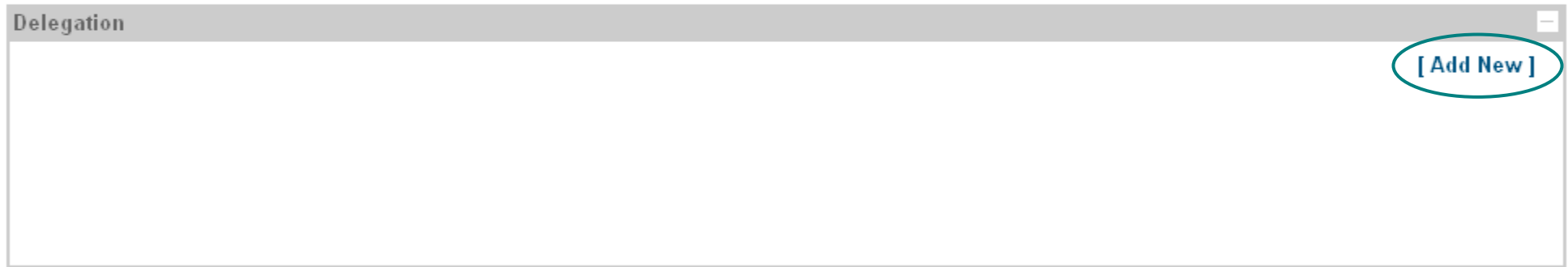
Choose 'Delegation of authority/responsibility'

2. Select [ Add New ]:



### Delegation of authority/responsibility

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.



3. Complete the delegation form:

a) Select [Authorisation](#)



## Delegation of authority/responsibility

[Help with delegation \(.pdf\)](#)

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

### New Rule

Rule Type \*

Authorisation  Responsibilities

Description \*

Timesheets authorisation to Chris Kearney

b) In **Delegate To**, click [ Search ] in order to specify person to be delegated to:

Delegate To \*

[ Search ]



## Delegation of authority/responsibility

[Help with delegation \(.pdf\)](#)

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

### Advanced Search

Surname:

First Name:

Known As:

Previous Surname:

Employee Number:

Direct Reports Only:

Search for person to be delegated to

Select:	Name:	Employee Number:	Location:
<input checked="" type="radio"/>	KEARNEY, CHRISTOPHER	230894	Not Available

Please make your selection from the search results to [Continue](#) or amend the search criteria and perform a new [Search](#)

Click [ Continue ]

Click [ Search ]

The **Delegate To** field will now be populated:

Rule Type *	<input checked="" type="radio"/> Authorisation <input type="radio"/> Responsibilities
Description *	Timesheets authorisation to Chris Kearney
Delegate To *	CHRISTOPHER KEARNEY

d) In **Delegate For**, click [ **Select** ] in order to specify persons you wish to delegate the leave requests for:

Delegate For \*

[ **Select** ]

Select the appropriate **Option** then click [ **Continue** ]:

- i. **People Individually** – select this option if you wish to tick individuals to delegate leave requests for and do not wish to include everyone in the delegation; **this list will need to be manually updated when staff leave and new staff start**
- ii. **Direct Reports** – select this option if you wish to delegate leave requests for the line manager’s direct reports only; this list will be automatically updated
- iii. **Whole Team** – select this option if you wish to delegate leave request for the line manager’s whole team (this will include all line managers that report to you and their teams, including other line managers); this list will be automatically updated



### Delegation of authority/responsibility

**Select Option**    **People Individually**    **Direct Reports**    **Whole Team**

[ **Select All** ]   [ **Deselect All** ]

Employee Name	Employee Number	Post
<input type="checkbox"/> GARY ROWETT G02287	aaw514	NIGHT CLEANING MANAGER
<input type="checkbox"/> PAUL CADDIS Q00440	511761	DOMESTIC ASSISTANT
<input type="checkbox"/> SALLY GLEESON Q00351	511647	DOMESTIC ASSISTANT

NB: If you select the option of **People Individually**, you will need to tick the boxes for the individuals that you wish to delegate.

The **Delegate For** field will now be populated:

Delegate For \* Direct Reports of NIGHT CLEANING MANAGER

e) In **Module/Process Group**, click [ **Select** ], tick **Timesheets** then click [ **Continue** ]:

Module/Process Group \* [ Select ]

 **Delegation of authority/responsibility**

Select the Modules and Process Groups that you wish to delegate.  
[ Select All ] [ Deselect All ]


- Change Post Within Team
- Employee Changes
- Holiday Request
- Manager's View of Employee Details
- One-off Payments / Demonstrators
- Peer Planner
- Peer Review Nominations
- Process a Leaver
- Sickness Notifications
- Talent Succession Planning
- Timesheets
- Training Request



The **Module/Process Group** field will now be populated:

Module/Process Group/View *	Timesheets
-----------------------------	------------

f) Select, or input, today's date in **From Date**:

<b>Delegation Period</b>	
From Date	01/03/2016 

Click icon to show calendar

g) Select, or input, end date in **To Date** if required – leave blank if you wish for the delegation to be continuous:

To Date	<input type="text"/> 
---------	--

Click icon to show calendar




h) To delegate when line manager is absent only (eg when on annual leave), tick **Absence** – do not tick if you wish for the delegation to be continuous and not restricted to absence:

Absence

i) To turn off your annual leave request notifications for those delegated, tick **Suppress Authorisation & Emails**:

Suppress Authorisation & Emails

j) Check that you have correctly completed the form – here is an example showing direct reports, without an end date and for periods of absence only:

 <b>Delegation of authority/responsibility</b>	
<b>New Rule</b>	
Rule Type *	<input checked="" type="radio"/> Authorisation <input type="radio"/> Responsibilities
Description *	Timesheets authorisation to Chris Kearney
Delegate To *	CHRISTOPHER KEARNEY [ Search ]
Delegate For *	Direct Reports of NIGHT CLEANING MANAGER
Module/Process Group/View *	Timesheets
<b>Delegation Period</b>	
From Date	01/03/2016 
To Date	<input type="text"/> 
Absence	<input type="checkbox"/>
Suppress Authorisation & Emails	<input type="checkbox"/>


k) To finish click [ Save ]. You will receive a confirmation message: click [ Continue ]



### Confirmation Message

Successfully created your delegation record

l) You will then be returned to the Delegation screen, which lists the delegation rules:



## Delegation of authority/responsibility

[Help with delegation \(.pdf\)](#)

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

### Delegation

**Shows delegation rules that you have set up** [\[ Add New \]](#)

Type	Delegated to	From	To	Absence	Description
A	CHRISTOPHER KEARNEY	01/03/2016		N	Timesheets authorisation to Chris Kearney
A		01/02/2016		N	Rowett authority given to Hartles
R	KEVIN SUMMERFIELD	03/02/2016		N	Rowett's team delegated to Summerfield responsibility
R	MARIA FABBRINI	01/02/2016		N	Rowett's team delegated to Fabbrini responsibility

### Delegated rules

**Shows modules that have been delegated to you**

Type	Delegated from	From	To	Absence	Description
A		01/08/2012		N	Hol aut to
A	PANOS PAVLAKIS	01/02/2016		N	Pavla
R	ANT	01/08/2012	15/03/2013	N	Peer planner for
R	HELI	01/08/2012		N	Peer planner for
R	LUCI	01/08/2012		N	Sickness resp to

## 5) Timesheets Responsibilities

From the main menu, click on either: a) [Delegation](#) or b) [Manager View](#) then module of [Delegation of authority/responsibility](#):



### Delegation

Delegate your role to another

a)




### Manager View

Click to manage your team

b-i)

b-ii)



### Manager Summary

The team below are a list of staff that should report to you. If you feel that this is incorrect or there is missing data then please contact your HR team contact

- Checking the box next to a persons name enables you to select a module from the list to the right, such as sickness notifications.
- Please note that all leave requests that come to you for authorisation will be escalated after 10 days of inactivity to your next manager in the chain.

**Data Protection:** Logging in to MyHR as a manager can give you access to substantial amounts of personal data such as salaries, sickness records etc. Therefore please ensure you:

- Comply with the QMUL Data Protection Policy
- Comply with the Data Protection Act 1998

You can read the [guidance presentation here](#) or [click here](#) for the full data protection guidelines.

Modules

- Delegation of authority/responsibility**
- Holiday Request
- Manager Reports
- Peer Planner
- Sickness Notifications
- Timesheets
- Training Request

Process Groups

- Manager's View of Employee Details

Choose 'Delegation of authority/responsibility'

5. Select [ Add New ]:



### Delegation of authority/responsibility

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.



6. Complete the delegation form:

- a. Select [Responsibilities](#)



## Delegation of authority/responsibility

[Help with delegation \(.pdf\)](#)

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

### New Rule

Rule Type \*

Authorisation  Responsibilities

Description \*

Timesheets - submission to Ashley Turner

b) In **Delegate To**, click [ Search ] in order to specify person to be delegated to:

Delegate To \*

[ Search ]



## Delegation of authority/responsibility

[Help with delegation \(.pdf\)](#)

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

### Advanced Search

Surname:

First Name:

Known As:

Previous Surname:

Employee Number:

Direct Reports Only:

Search for person to be delegated to

Select:	Name:	Employee Number:	Location:
<input checked="" type="radio"/>	TURNER, ASHLEY	526940	MILE END

Please make your selection from the search results to

Click [ Continue ]

Click [ Search ]

7. The **Delegate To** field will now be populated:

Rule Type *	<input type="radio"/> Authorisation <input checked="" type="radio"/> Responsibilities
Description *	<input type="text" value="Timesheets - submission to Ashley Turner"/>
Delegate To *	<input type="text" value="ASHLEY TURNER"/>

d) In **Delegate For**, click [ **Select** ] in order to specify persons you wish to delegate the leave requests for:

Delegate For \*

[ **Select** ]

Select the appropriate **Option** then click [ **Continue** ]:

- i. **People Individually** – select this option if you wish to tick individuals to delegate leave requests for and do not wish to include everyone in the delegation; **this list will need to be manually updated when staff leave and new staff start**
- ii. **Direct Reports** – select this option if you wish to delegate leave requests for the line manager’s direct reports only; this list will be automatically updated
- iii. **Whole Team** – select this option if you wish to delegate leave request for the line manager’s whole team (this will include all line managers that report to you and their teams, including other line managers); this list will be automatically updated



### Delegation of authority/responsibility

**Select Option**  People Individually  Direct Reports  Whole Team  
[ **Select All** ] [ **Deselect All** ]

Employee Name	Employee Number	Post
GARY ROWETT G02287	aaw514	NIGHT CLEANING MANAGER
<input type="checkbox"/> PAUL CADDIS Q00440	511761	DOMESTIC ASSISTANT
<input type="checkbox"/> SALLY GLEESON Q00351	511647	DOMESTIC ASSISTANT

NB: If you select the option of **People Individually**, you will need to tick the boxes for the individuals that you wish to delegate.

The **Delegate For** field will now be populated:

Delegate For \* Direct Reports of NIGHT CLEANING MANAGER

e) In **Module/Process Group**, click [ **Select** ], tick **Timesheets** then click [ **Continue** ]:

Module/Process Group \* [ Select ]

f) In **Delegation of authority/responsibility**, click [ **Select** ], tick **Timesheets**, choose **Save & Submit** then click [ **Continue** ]:

 **Delegation of authority/responsibility**

Select the Modules, Process Groups and Views that you wish to delegate.  
[ Select All ] [ Deselect All ] View Only [ Set All ]


<input type="checkbox"/> Holiday Request	View Only
<input type="checkbox"/> Manager's View of Employee Details	View Only
<input type="checkbox"/> Peer Planner	View Only
<input type="checkbox"/> Sickness Notifications	View Only
<input checked="" type="checkbox"/> Timesheets	Save & Submit
<input type="checkbox"/> Training Request	View Only

The **Module/Process Group** field will now be populated:

Module/Process Group/View \* Timesheets - Save & Submit



f) Select, or input, today's date in **From Date**:

<b>Delegation Period</b>	
<b>From Date</b>	01/03/2016 

Click icon to show calendar

g) Select, or input, end date in **To Date** if required – leave blank if you wish for the delegation to be continuous:

<b>To Date</b>	<input type="text"/> 
----------------	--

Click icon to show calendar


h) To delegate when line manager is absent only (eg when on annual leave), tick **Absence** – do not tick if you wish for the delegation to be continuous and not restricted to absence:

**Absence**

i) To turn off your annual leave request notifications for those delegated, tick **Suppress Authorisation & Emails**:

**Suppress Authorisation & Emails**

j) Check that you have correctly completed the form – here is an example showing direct reports, without an end date and for periods of absence only:



### Delegation of authority/responsibility

The delegation of authority and responsibility module enables line managers to delegate responsibilities and an individual. This is typically a member of your team, or your manager at the next level. For example, a line manager and wants to delegate all holiday authorisations to employee A while they are away.

---

#### Edit Delegation

Rule Type:  Authorisation  Responsibilities

Description \*: Timesheets - submission to Ashley Turner

Delegate To: ASHLEY TURNER

Delegate For \*: Direct Reports of NIGHT CLEANING MANAGER

Module/Process Group/View \*: Timesheets - Save & Submit

---

#### Delegation Period

From: 01/03/2016

To:

Absence:

Suppress Authorisation & Emails:


k) To finish click [ Save ]. You will receive a confirmation message: click [ Continue ]



**Confirmation Message**

Successfully created your delegation record

l) You will then be returned to the Delegation screen, which lists the delegation rules:



### Delegation of authority/responsibility

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

[Help with delegation \(.pdf\)](#)

**Delegation**

Shows delegation rules that you have set up
[ Add New ]

Type	Delegated to	From	To	Absence	Description
A	CHRISTOPHER KEARNEY	01/03/2016		N	Timesheets authorisation to Chris Kearney
A		01/02/2016		N	Rowett authority given to Hartles
R	ASHLEY TURNER	01/03/2016		N	Timesheets - submission to Ashley Turner
R	KEVIN SUMMERFIELD	03/02/2016		N	Rowett's team delegated to Summerfield responsibility

**Delegated rules**

Type	Delegated from	From	To	Absence	Description
A	LU	01/08/2012		N	Hol auth to
A	PANOS PAVLAKIS	01/02/2016		N	Pavlakis as
R	AI	01/08/2012	15/03/2013	N	Peer planner
R	HE	01/08/2012		N	Peer planner for
R	L	01/08/2012		N	Sickness resp to

Shows modules that have been delegated to you

## Viewing, amending and deleting a delegation rule

Delegation rules that you have created are listed in the [Delegation](#) section:



### Delegation of authority/responsibility

The delegation of authority and responsibility module enables line managers to delegate responsibilities and authorisations to another individual. This is typically a member of your team, or your manager at the next level. For example, a line manager may be going on holiday and wants to delegate all holiday authorisations to employee A while they are away.

[Help with delegation \(.pdf\)](#)

Delegation						
Type	Delegated to	From	To	Absence	Description	
A	ALASTAIR BAYLISS	31/03/2011		N	<a href="#">Holiday request delegation to Alastair Bayliss</a>	
R	ALASTAIR BAYLISS	31/03/2011		N	<a href="#">Responsibility of Planners delegation to Alastair Bayliss</a>	
R	ALASTAIR BAYLISS	31/03/2011		N	<a href="#">Sickness inputting delegation to Alastair Bayliss</a>	

Delegated rules						
Type	Delegated from	From	To	Absence	Description	

1. Click on the [Description](#)
2. Click [\[ Edit \]](#)
3. Amend as required and then click [\[ Save \]](#) or to delete, click [\[ Delete \]](#)
4. A confirmation message will be displayed.
5. Click [\[ Continue \]](#) to return to the [Delegation of authority/responsibility](#) module.