Delegating Authorisation

Log in to MyHR

Click on My People

Click on **Delegations**

Xentrall	= ? 🕚 (5
Me My People	Q / Team Selector	
2 Not Selected	Team Selector	
	Standard Team Selector View	
Team Selector Delegations	Search by team member name Filters	
Time & Attendance	Enter Name Q Direct Reports V	
Employee Personal Details		
Reports	Clear search	
Forms History		
	All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	
	<u>∧ MINIMISE</u> ∧	
	Direct Reports for Mandy Hill Showing 4 results (0 vacant) / 0 Selected	
	Tanya Dixon ☑ Tanya.Dixon@xentrall.org.uk Select + Customer Engagement & System Team Leader (POS011641) % 01642 528168 Show Reports >	

Click on Add New

Xentrall States Servers	2 🗐 C		
Me My People			
Not Selected			
	Delegation		
Team Selector	Your responsibilities and authorisations can be delegated to a member of your team or to your Manager.		
Delegations	This is useful when you know you are going to be absent from work for a period e.g. going on holiday. You can delegate a responsibility or an		
Time & Attendance	authorisation by creating a new original rule:		
Employee Personal Details	Complete each section of the Delegation of Authority form. Click [Save for later] to save the delegation rule. A Confirmation Message is displayed confirming that the delegation rule has been saved.		
Reports	3. Click [Continue] to return to the Delegation of Authority module, where the delegation is listed in the Delegation section.		
Forms History	Delegation		
	Add New		
	Type Delegated to From To Absence Description		
	R Julie Sinclair 03/04/2019 N Absence Delegation		
	R Samantha Hind 07/12/2021 N <u>Sick entry</u>		
Team Selector Delegations Time & Attendance Employee Personal Details Reports Forms History	Percegation Your responsibilities and authorisations can be delegated to a member of your team or to your Manager. This is useful when you know you are going to be absent from work for a period e.g. going on holiday. You can delegate a responsibility or an authorisation by creating a new original rule: 1. Complete each section of the Delegation of Authority form. 2. Click [Save for later] to save the delegation rule. A Confirmation Message is displayed confirming that the delegation rule has been saved. 3. Click [Continue] to return to the Delegation of Authority module, where the delegation is listed in the Delegation section. Delegation Type Delegated to From To Absence Description R Julie Sinclair 03/04/2019 N Absence Delegation R Samantha Hind 07/12/2021 N Sick entry		

Select Authorisation

Type in a Description

N	ew Rule			
		Rule Type *	• Authorisation	O Responsibilities
		Description *	Payments Autho	risation

Move to De	legate To
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Delegate To *		Search
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Click Search

Use the search fields to locate the required employee

AdvancedSearch		
Surname:]	
First Name:		
Known As:		
Previous Surname:		
Employee Number:	0277929	
Direct Reports Only:)	
Select: Name:	Employee Number:	Location:
O Hind, Samanth	ia 0277929	Bayheath House
Please make your se	lection from the search results to [Continue], or a	amend the search criteria and perform a new [Search]
		Back Search Continu

Select the employee

Click Continue

Move to Delegate For

Click Select

Delegate For *	
	Select

Select the staff you would like to delegate

Use the Whole Team option if you would like to delegate everyone (go straight to continue if selecting Whole Team)

Alternatively, use the V to expand the teams and tick individuals

Select Option People Individually Direct Reports Whole Team Select All Deselect All			
Employee Name	Employee Number	Post	Employee Information
Amanda Hill	0105578	Xentrall HR Manager (POS002838)	
Samantha Hill	7005789	Apprentice Business Administrator (POS012109)	
✓ Tanya Dixon	0206014	Customer Engagement & System Team Leader (POS011641)	
✓ Joanne Vowles	1007513	HR & Recruitment Team Leader (POS011661)	
✓ Ann Robinson	1007466	Payroll & Pensions Manager (POS011642)	
			Back Continue

Click Continue

Move to Module/Process Group

Click Select



Select Time Management (for payment authorisation)



This document was classified as: OFFICIAL

Click Continue

If this is an open-ended delegation – click Continue

New Rule		
Rule Type *	• Authorisation O Responsibilities	
Description *	Payments Authorisation	
Delegate To *	Samantha Hind Search	
Delegate For *	Whole Team of Xentrall HR Manager (POS002838)	
	Select	
Module/Process Group/View *	Time Management	
	Select	
Delegation Period		
	в	
From Date		
To Date	H	
Absence		
Suppress Email And (Authorisation		
	Back Submit	

If the delegation is only required for a specific period, use the Delegation Period date fields to determine the duration.

The delegation will automatically stop at the end of this period.

The delegated employee will now have access to authorise any payments that are sent to you. They will be copied into any triggered emails that notify you of pending requests.