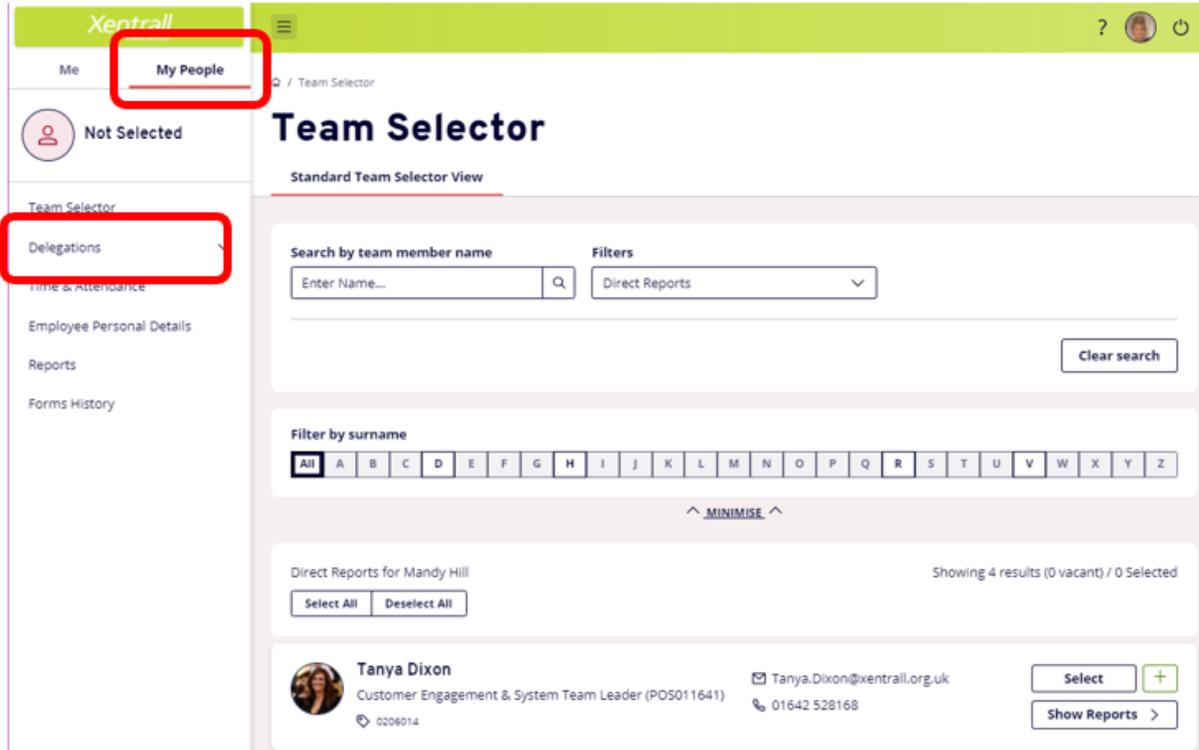


Delegating Authorisation

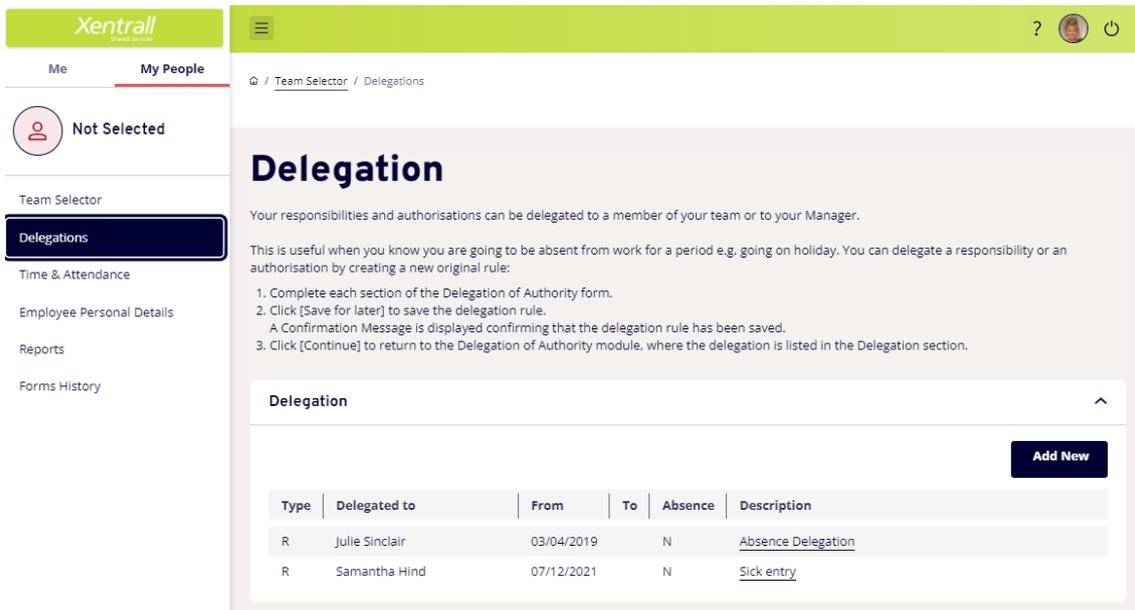
Log in to **MyHR**

Click on **My People**

Click on **Delegations**



Click on **Add New**



Select **Authorisation**

Type in a Description

New Rule

Rule Type * Authorisation Responsibilities

Description *

Move to Delegate To

Delegate To *

Click **Search**

Use the search fields to locate the required employee

AdvancedSearch

Surname:

First Name:

Known As:

Previous Surname:

Employee Number:

Direct Reports Only:

Select:	Name:	Employee Number:	Location:
<input checked="" type="radio"/>	Hind, Samantha	0277929	Bayheath House

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

Select the employee

Click **Continue**

Move to Delegate For

Click Select

Delegate For *

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)	
<input type="checkbox"/> Samantha Hill	7005789	Apprentice Business Administrator (POS012109)	
<input type="checkbox"/> Tanya Dixon	0206014	Customer Engagement & System Team Leader (POS011641)	
<input type="checkbox"/> Joanne Vowles	1007513	HR & Recruitment Team Leader (POS011661)	
<input type="checkbox"/> Ann Robinson	1007466	Payroll & Pensions Manager (POS011642)	

Back Continue

Click **Continue**

Move to Module/Process Group

Click **Select**

Module/Process Group/View *

Select

Select **Time Management** (for payment authorisation)

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

Select All Deselect All

Appraisals/PDRs

Time Management

Training Request

Back Continue

Click **Continue**

If this is an open-ended delegation – click **Continue**

New Rule

Rule Type * Authorisation Responsibilities

Description *

Delegate To * **Search**

Delegate For * **Select**

Module/Process Group/View * **Select**

Delegation Period

From Date 

To Date 

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.