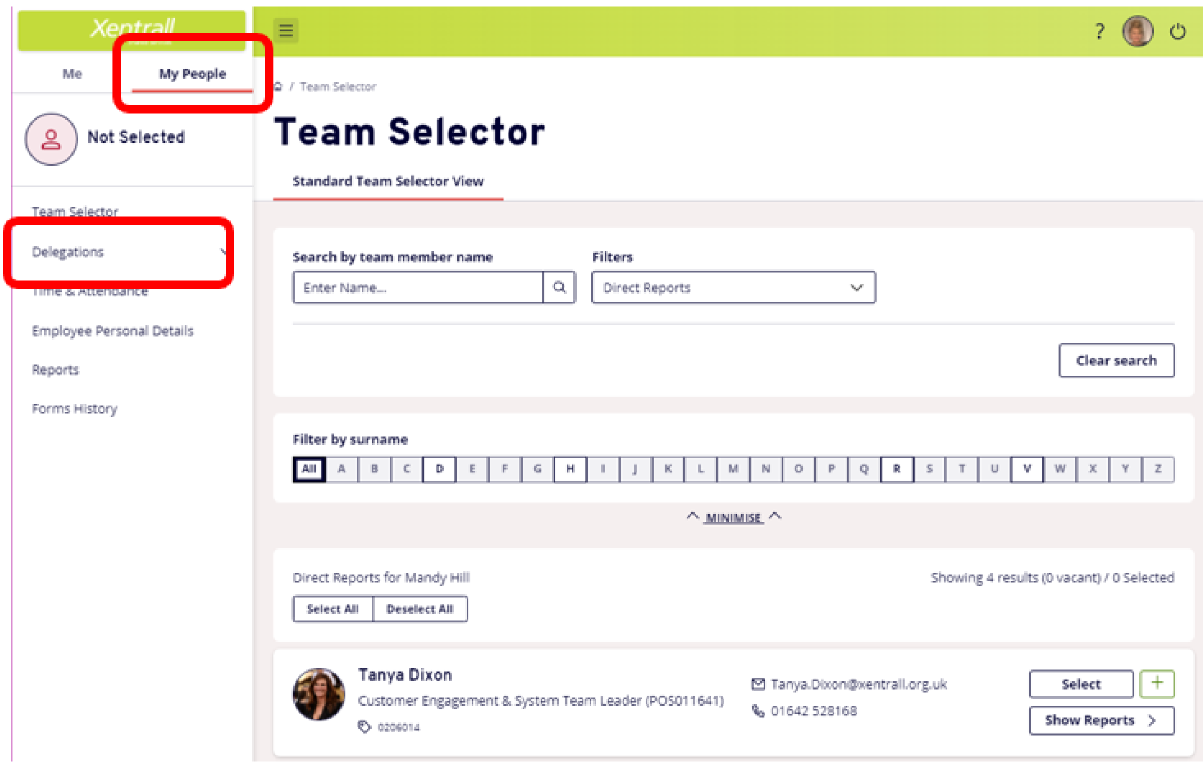
This document was classified as: OFFICIAL

Delegating Authorisation

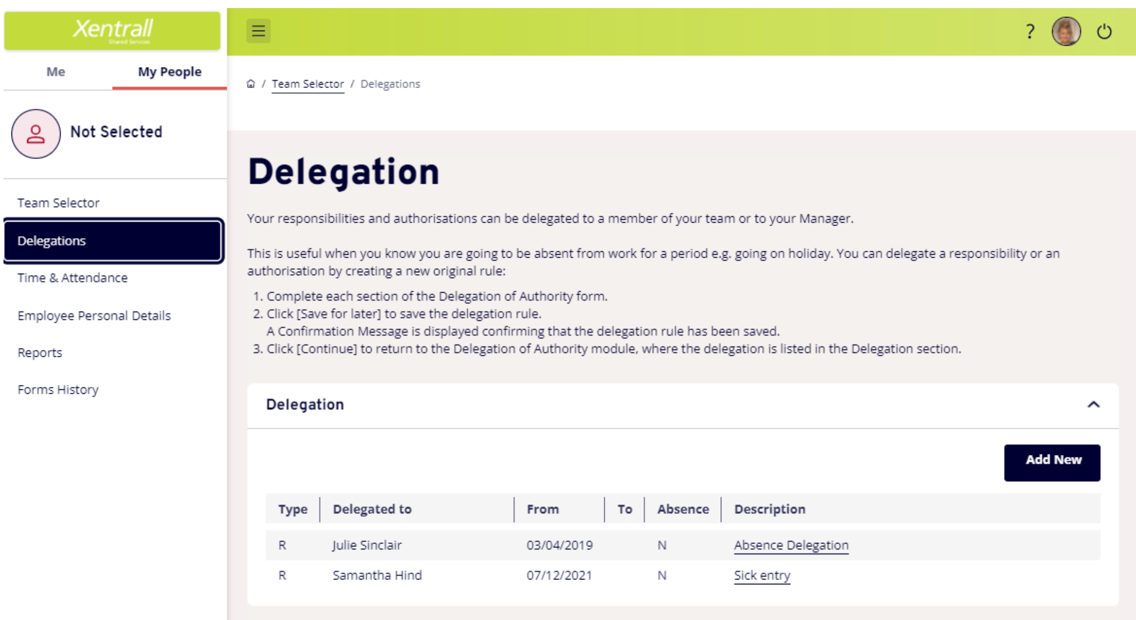
Log in to **MyHR**

Click on **My People**

Click on **Delegations**

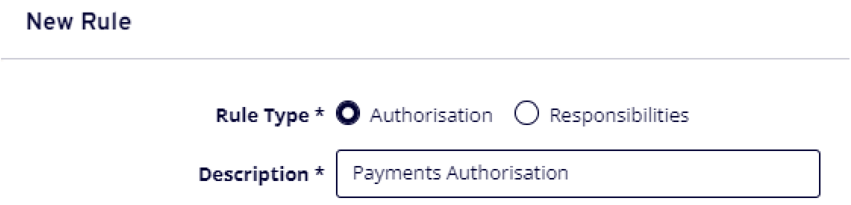


Click on **Add New**



Select **Authorisation**

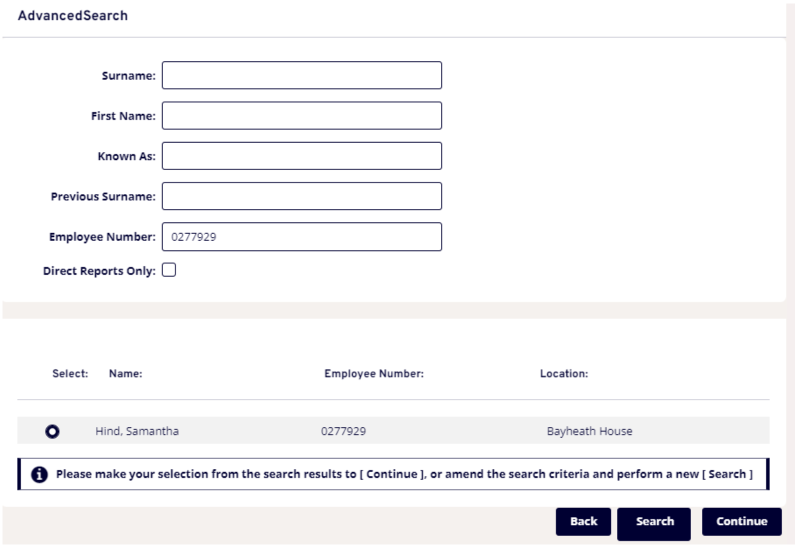
Type in a Description



Move to Delegate To

Click **Search**

Use the search fields to locate the required employee



Select the employee

Click **Continue**

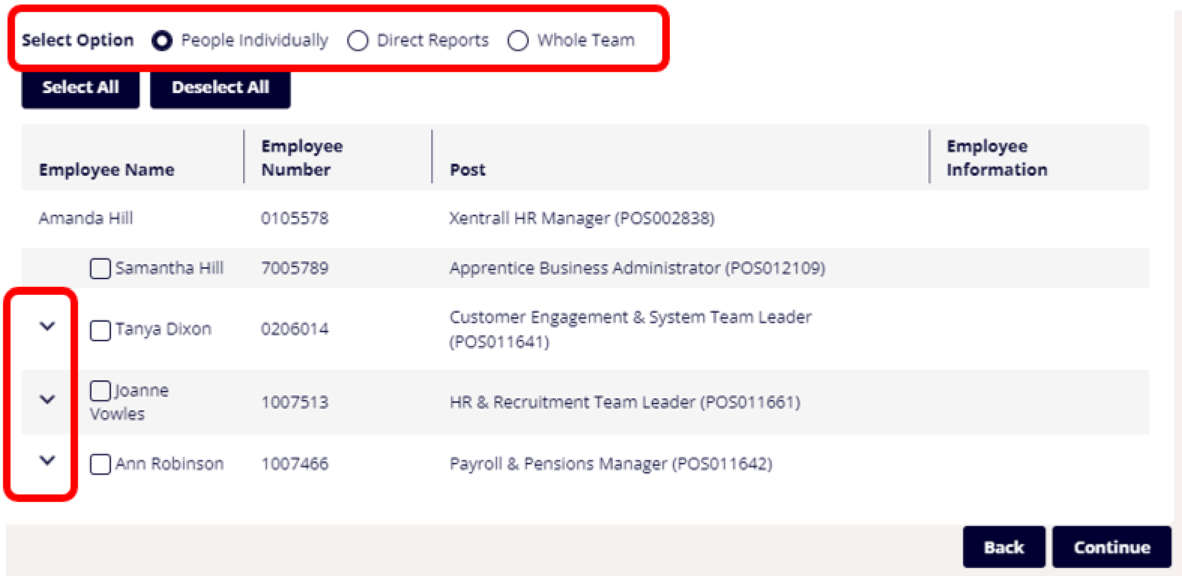
Move to Delegate For

Click 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

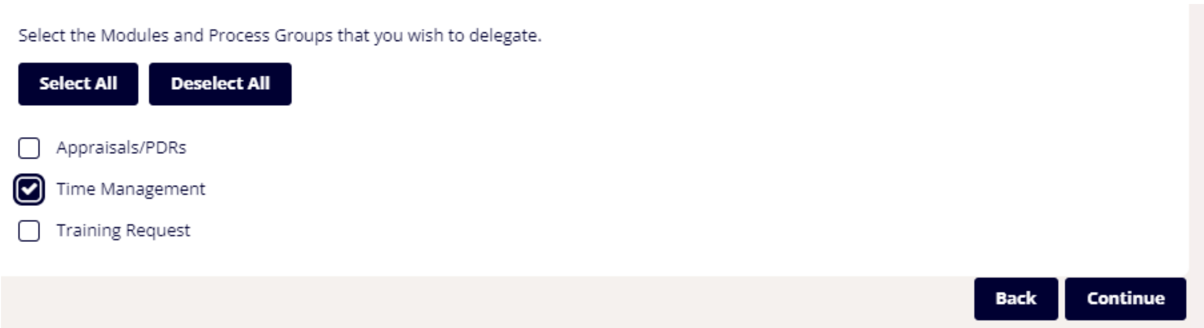


Click **Continue**

Move to Module/Process Group

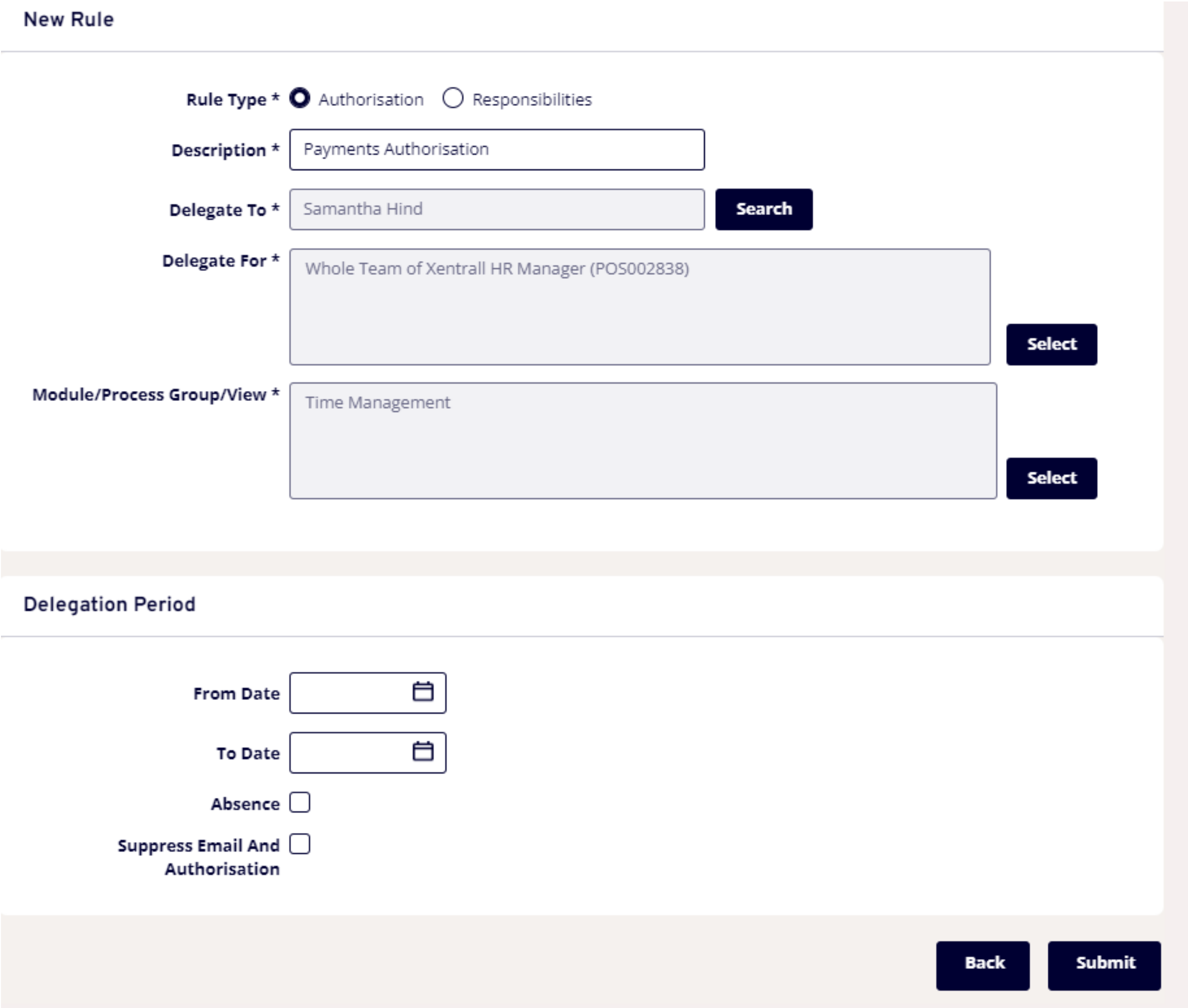
Click **Select**

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



Click **Continue**

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



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.