People and Money system

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Line Manager- How to Delegate Your Reportee's Absence Approvals

Line Manager’s Manager

Estimated time to complete: 2 minutes

Assumed Knowledge:

1. An end date should always be entered to avoid open delegations.
2. The lowest unit of absence is an hour.

In Brief...

This is a simple overview of the process.

1. From the Homepage, click the Bell icon at the top right of the screen.
2. Select Show All
3. Select Worklist
4. Select My Staff Tasks under Inbox
5. Review the tasks assigned to that particular employee and decide whether you want to assign any to yourself. If yes, select the relevant task
6. In the new window that opens up, select Claim to assign it to yourself.
7. Alternatively, click the Actions drop down on the top right corner and select Reassign
8. Type your Name to assign to yourself and then press Submit

For detailed guidance, see the next section.

In Detail...
1. From the Homepage, click the **Bell** icon at the top right of the screen

2. Select **Show All**
3. Select **Worklist**

![Worklist Image]

4. Select **My Staff Tasks** under Inbox

![My Staff Tasks Image]
5. Review the tasks assigned to that particular employee and decide whether you want to assign any to yourself. If yes, select the relevant task.

6. In the new window that opens up, select **Claim** to assign it to yourself.
7. Alternatively, click the **Actions** drop down on the top right corner and select **Reassign**.

8. Type your **Name** to assign to yourself and then press **Submit**.

Please refer to **Glossary**