



## System User Guide

# How to Set Up Delegation for a Planned or Unplanned Absence

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## Introduction

This guide covers key tasks in the 'Setting up Delegation for a Planned or Unplanned Absence' system process.

### Before you start

Familiarise yourself with the [Guide to Employment and Finance Approvals](#).

To ensure that delegation is utilised appropriately and consistently, the following Standard Delegation criteria must be adopted:

- Delegation is for ALL People and Money approval responsibilities to a single person, this must be to a UoE employee.
- Delegation is in response to a short term need i.e. annual leave, specific work priorities compromising capacity for a period, a period of someone acting up to cover additional responsibilities.
- Delegation must have an end date (exception is where someone is on long term sickness).
- Delegation is for a maximum of 3 months.
- Delegation must be to someone on a higher job grade, same grade or a maximum of two job grades below with the caveat that delegation should not be to a member of staff below a grade 6 (it is deemed appropriate that a manager passes their responsibilities to a depute for a period of time).
- Delegation should be to an appropriate deputy rather than all managers in a School/Department delegating to a single person.
- To ensure financial control and segregation of duties, where a line manager has delegated to one of their reports the delegatee must not submit transactions during the period of delegation.

### Delegation during a period of planned absence

- Delegation will begin after the date of set up, if there are any 'in flight' approval tasks assigned to you before the start date of the delegation period, these will continue to sit in your worklist for action. It is important to review and approve any inflight transactions before setting up a delegation period.
- An end date should always be provided to avoid open delegations.

### Notifications during a Delegation Period

- Once the delegation period has been set up all system notifications will route to the delegatee during that time.
- The delegator will still see the tasks for approval within the worklist via the bell notification icon and can still approve these tasks if required during or after the period of delegation.

### Delegation during a period of unplanned absence

- In this situation line manager of the absent employee can request that a delegation period be set up by raising a Service request>Forms> Role Delegation for Longer Term Absences. Please provide the start and estimated end date and the name of the person you wish to delegate to.
- If there are any individual tasks in flight that need to be reassigned during a period of absence line managers can action this, please see below.

### Delegation of Procurement Requestor Tasks

Please read the guidance within [PM3247- Receiving Goods or Services using Goods Receipt Notice \(GRN\)](#) (page 7) to understand the process the delegatee must follow to goods receipt goods or services.

## In Brief

This section is a simple overview and should be used as a reminder. More detailed information on each outcome is provided later in this guide.

### Delegating Approval Responsibilities for a Specific Time Period

1. From the Homepage, click the **Bell** icon at the top right of the screen.
2. Select **Show All**
3. Select **Worklist**
4. Select the drop down arrow next to the User Name and select **Preferences**.
5. Select **Enable vacation period** and input the **start and end date** for the period of delegation (note you can set up a future start date if required)
6. Select the '**Delegate to**' option, then click **Search** icon and enter the details of the person you are delegating to and click **OK**.
7. Select **Save** to update.

### Ending a delegation period early

1. From the Homepage, click the **Bell** icon at the top right of the screen.
2. Select **Show All**.
3. Select **Worklist**
4. Select the drop down arrow next to the User Name and select **Preferences**.
5. **Untick** the **Enable vacation period** button and press **Save**.

### Line Managers - How to action or reassign in flight tasks of a direct report during a period of absence

Line Managers can review the worklist of their absent employee to ensure that any in flight tasks requiring approval or action during the period of absence are actioned appropriately.

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.

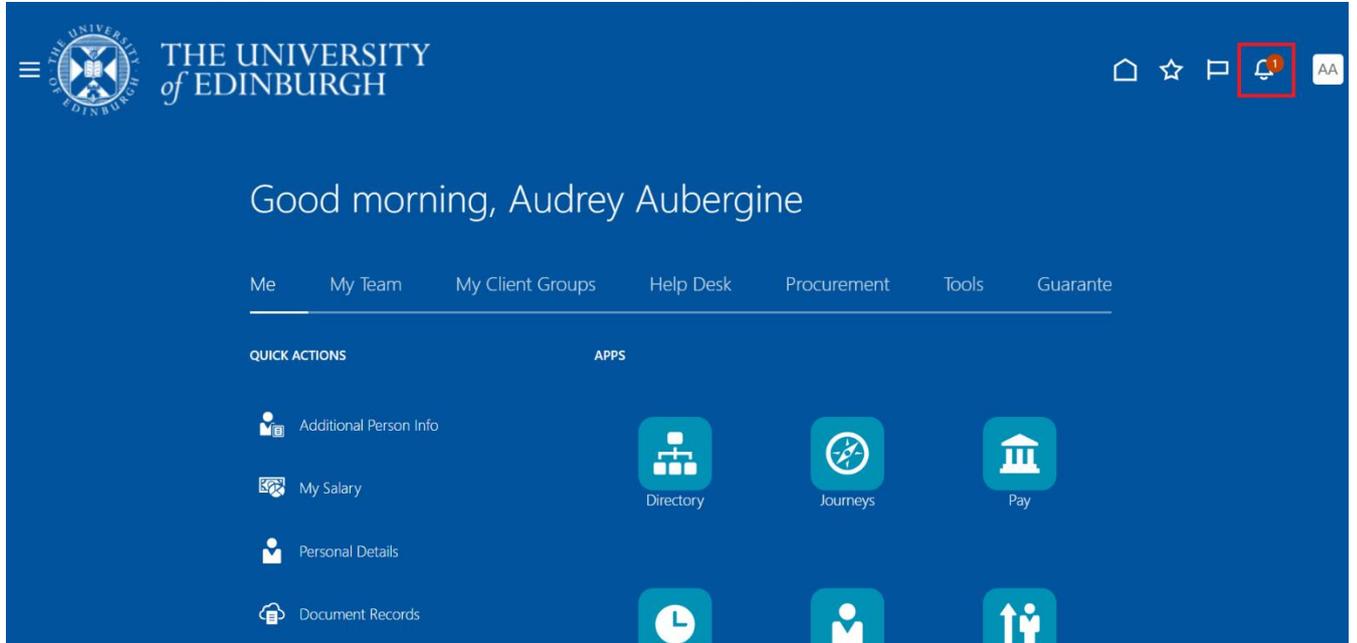
Review the tasks assigned to that particular employee and decide whether you want to action any yourself. If yes, **select** the relevant task which opens the approval window from where you can view the task details and approve or reject the transaction by clicking on the relevant button. For finance transactions you can also request information, reassign or route the task to another approver. Further details is covered within the finance approvals user guides available on the [Finance Sharepoint](#).

## In Detail

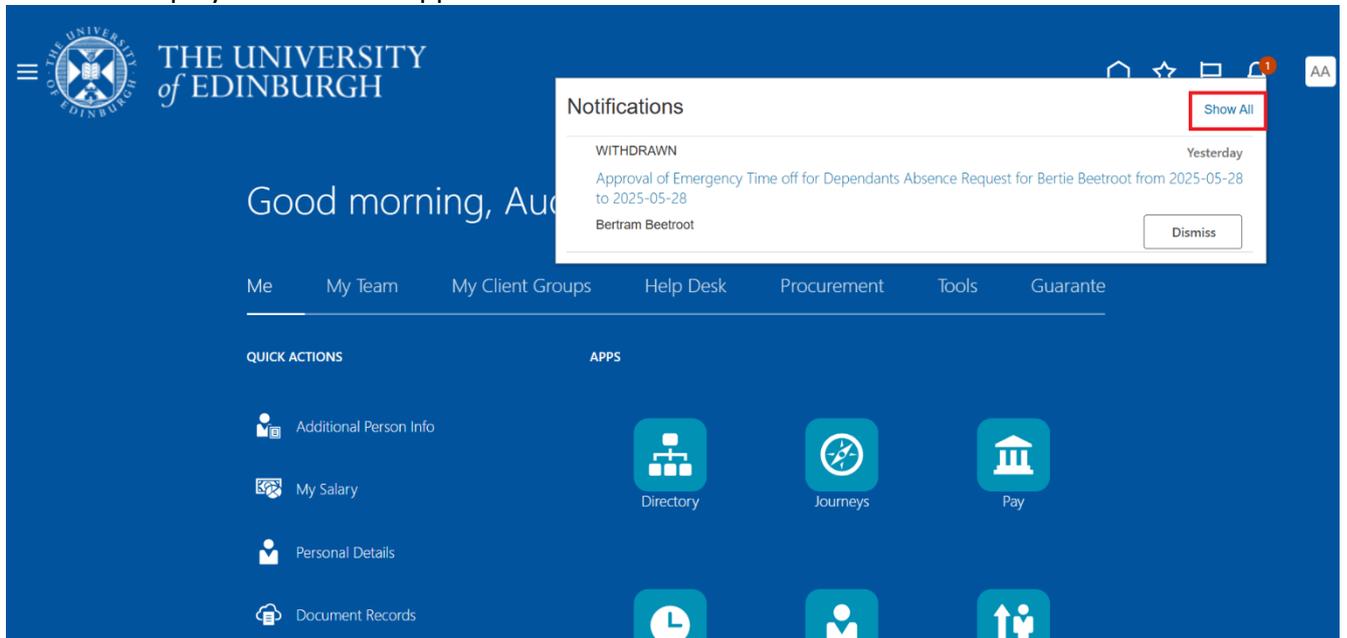
This section provides the detailed steps and includes relevant screenshots from the system.

### Delegating Approval Responsibilities for a Specific Time Period

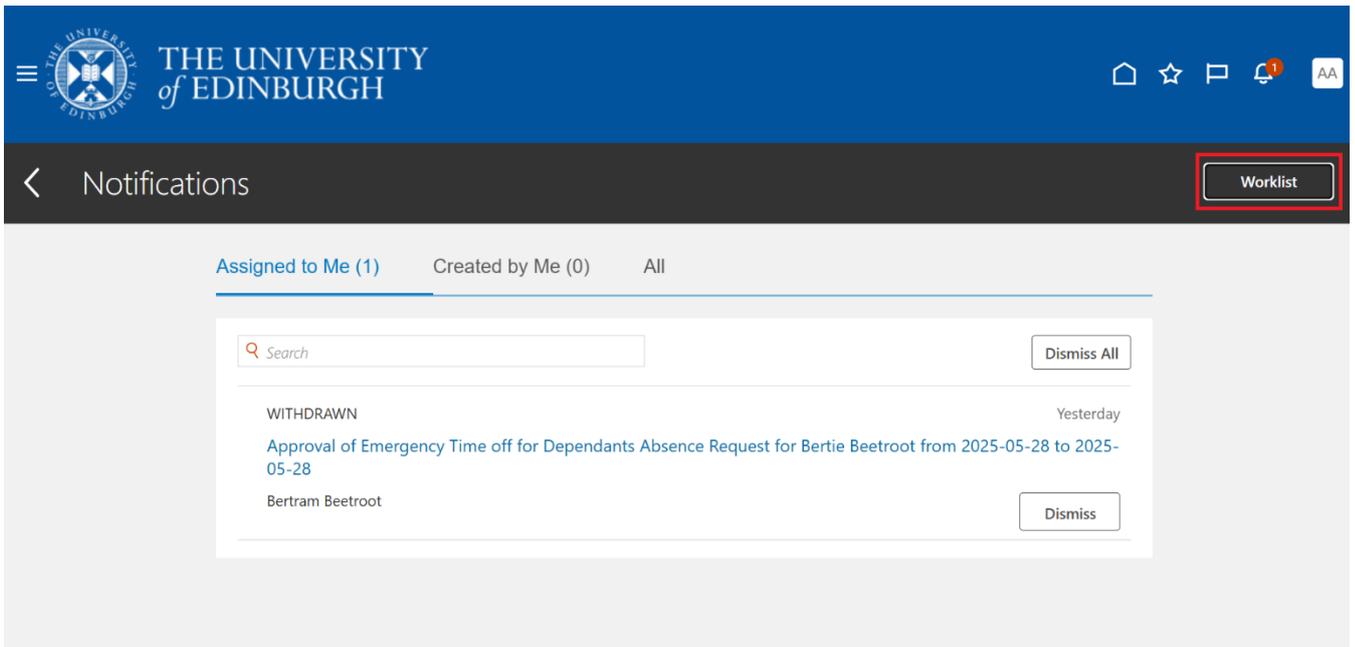
1. From the Home page, click the **Bell** icon located at the top right.



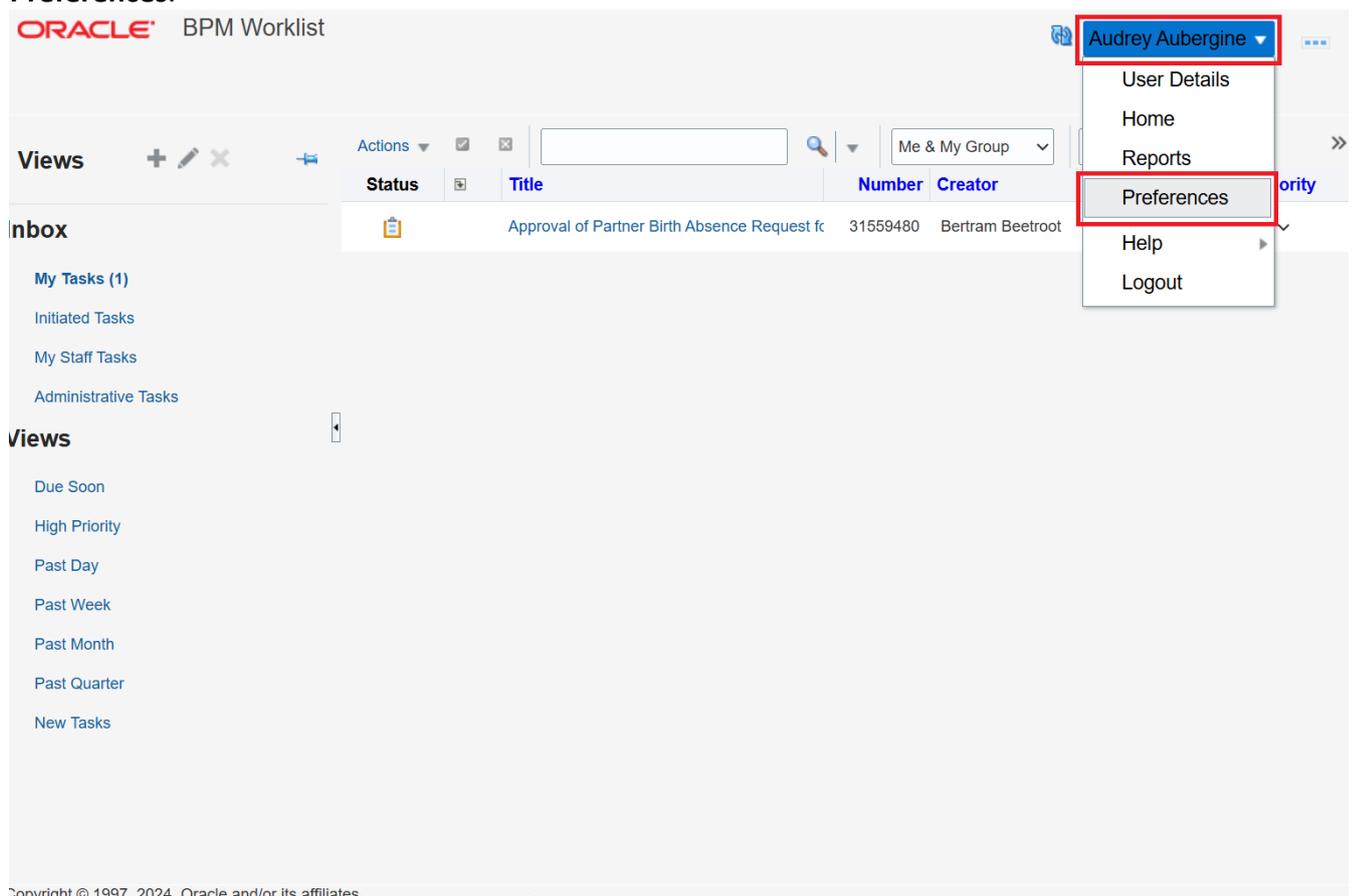
2. From the display window that appears select **Show All**.



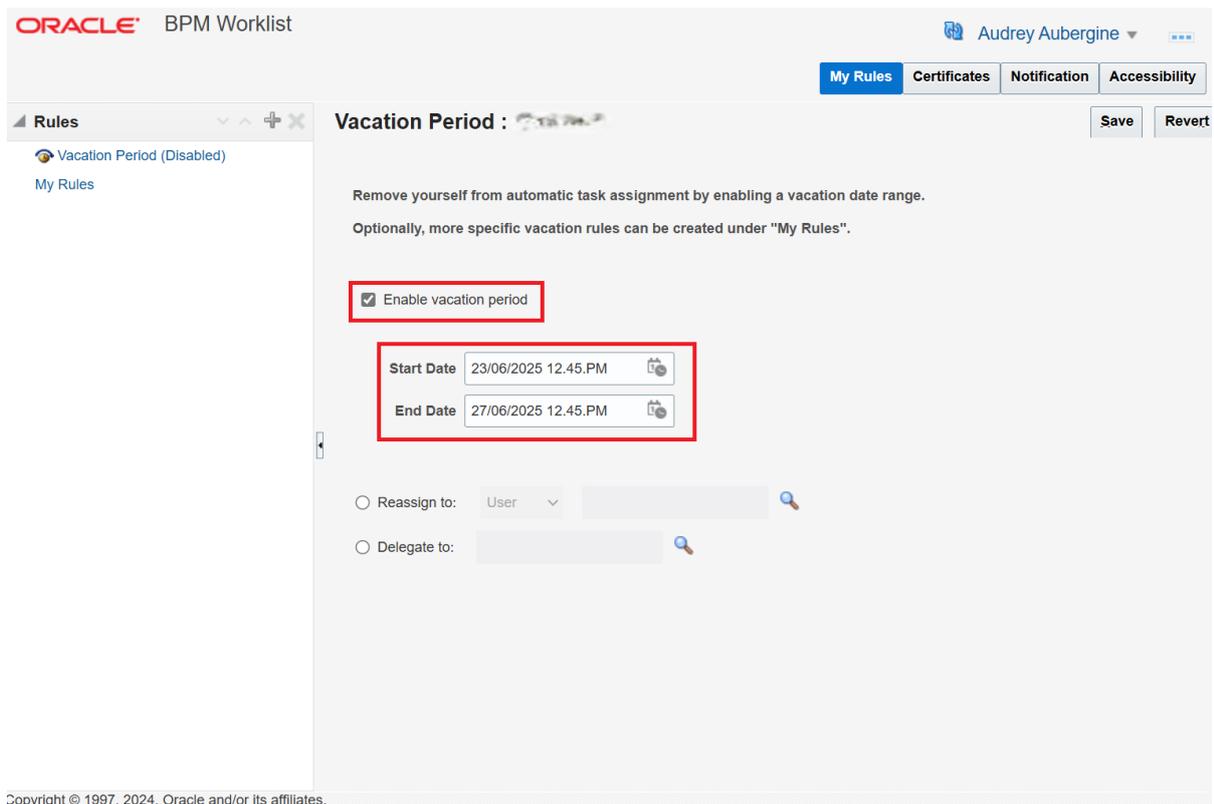
3. In the **Notifications** bar select **Worklist**.



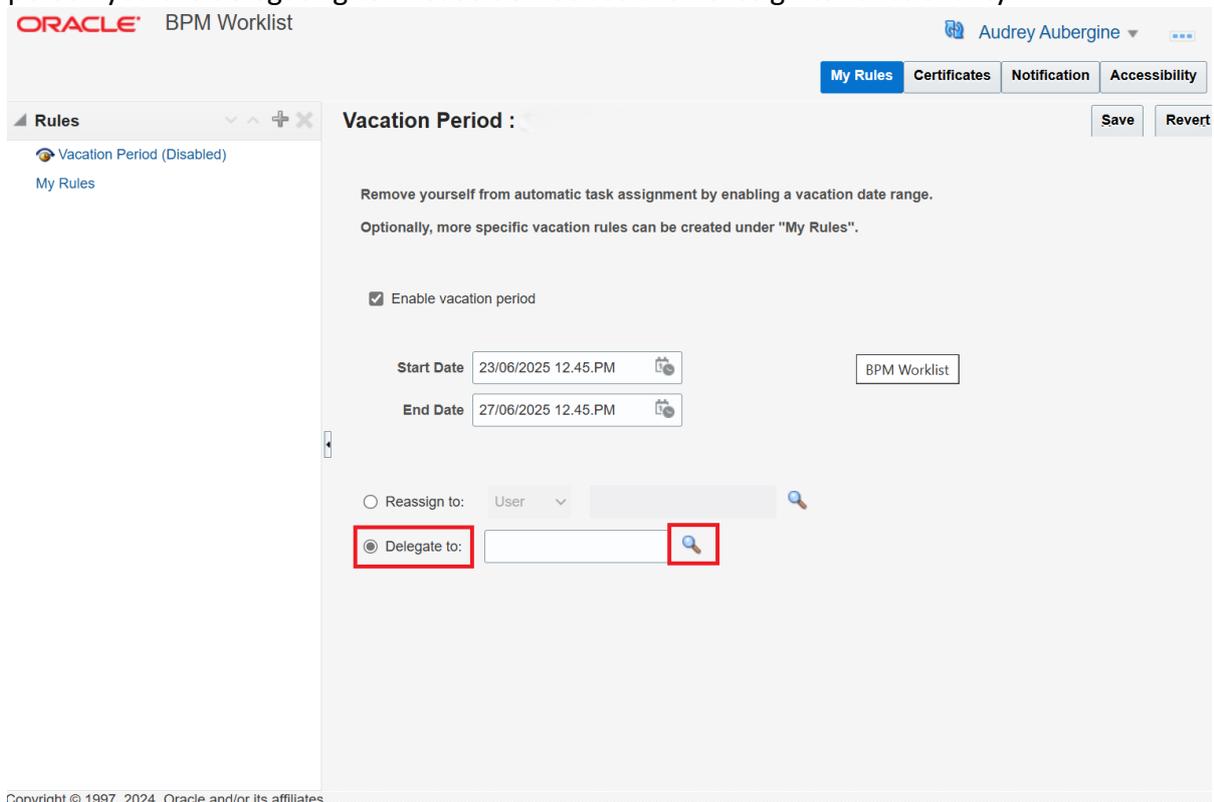
4. A new window will appear. Select the dropdown arrow next to the username, then select **Preferences**.



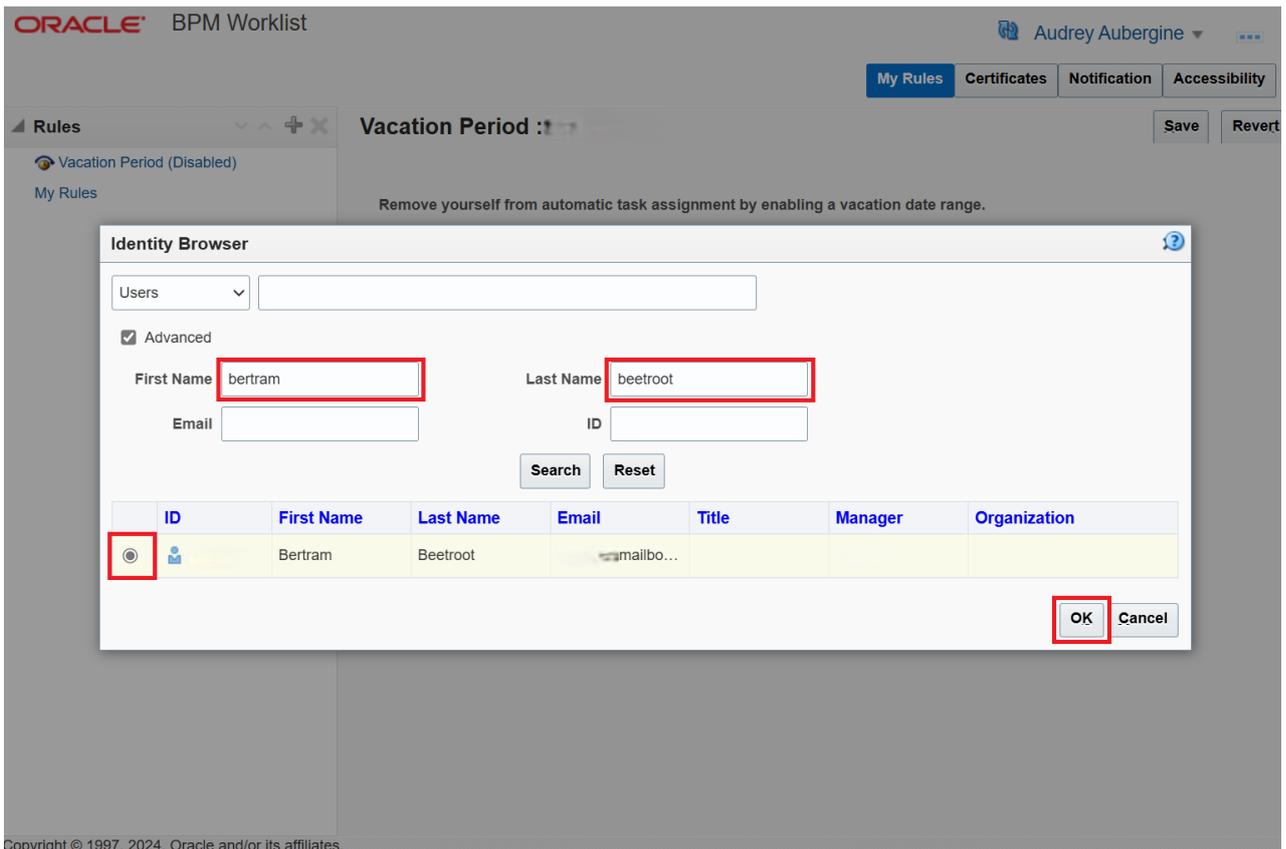
5. Tick the **Enable vacation period** box and click on the calendar icons to select the **Start** and **End Dates** as well as the start and end times of the delegation period. Note you can select a future start date if required.



6. Select the **Delegate to** option and click on the **magnifying glass icon** to search for the name of the person you are delegating to. Please **do not** use the Reassign to functionality.

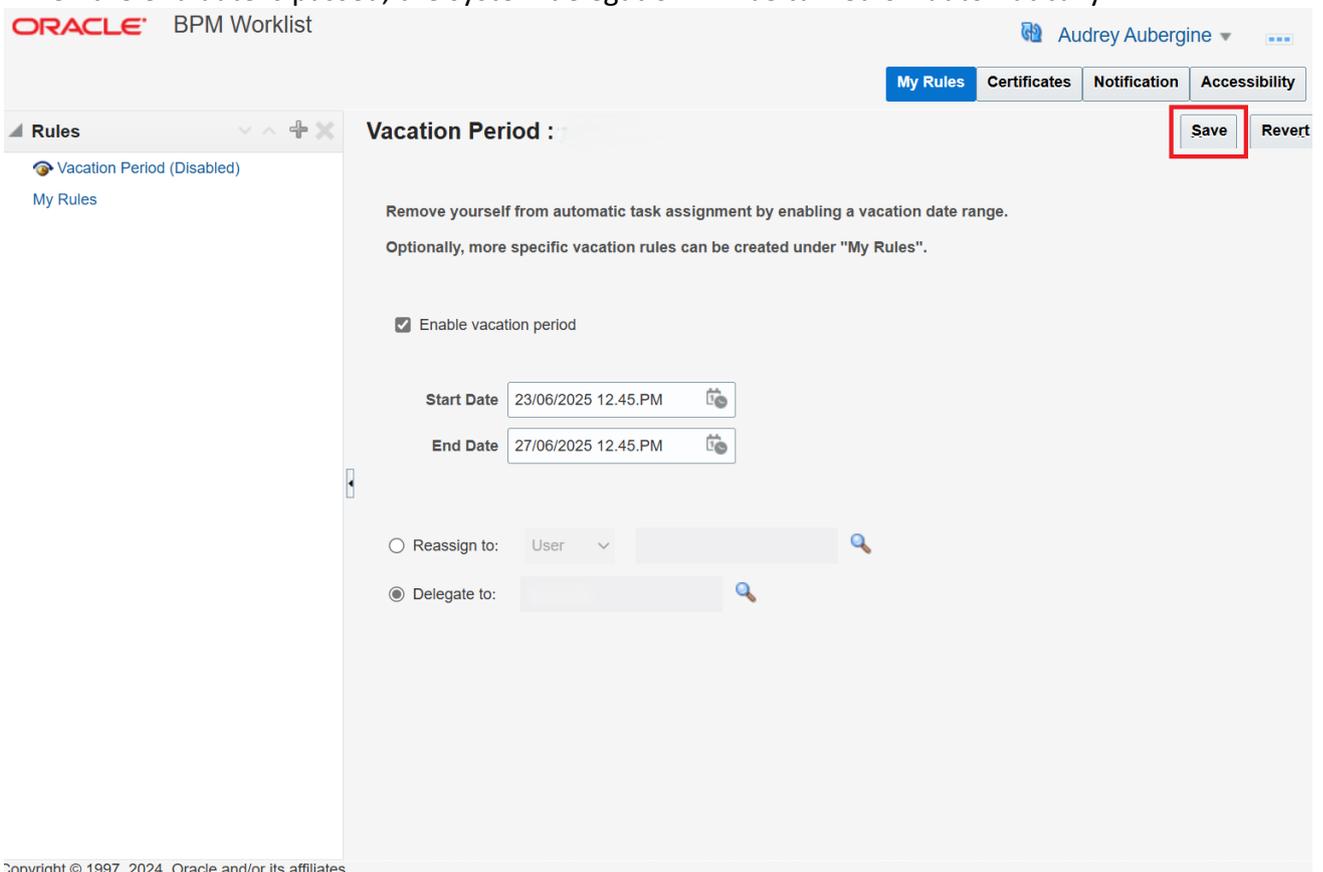


7. Search by the individual's name and select the correct result by clicking the box next to their name. Press **OK** to confirm.



- To complete the process press **Save**. Note that selecting save re-sets the start and end times to 12:00 am and 11:59 pm from whatever you entered previously.

When the end date is passed, the system delegation will be turned off automatically.

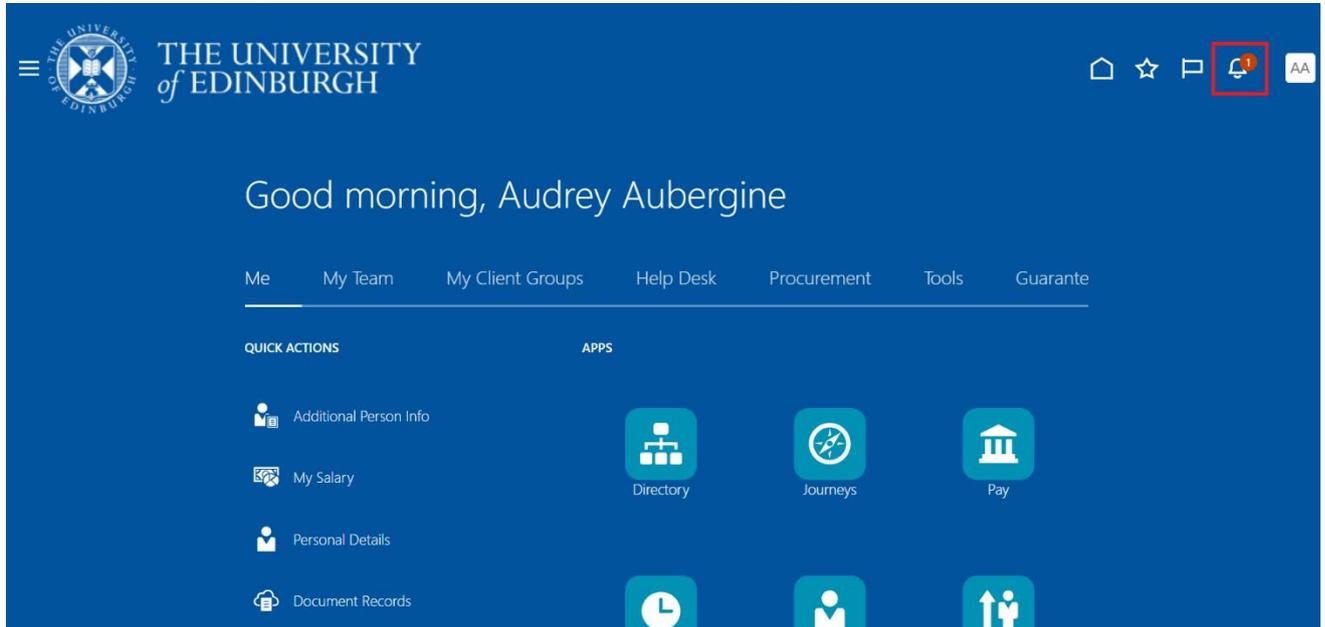


A message that says “Rule is saved successfully” will appear, click **OK**. You can now close the Worklist screen.

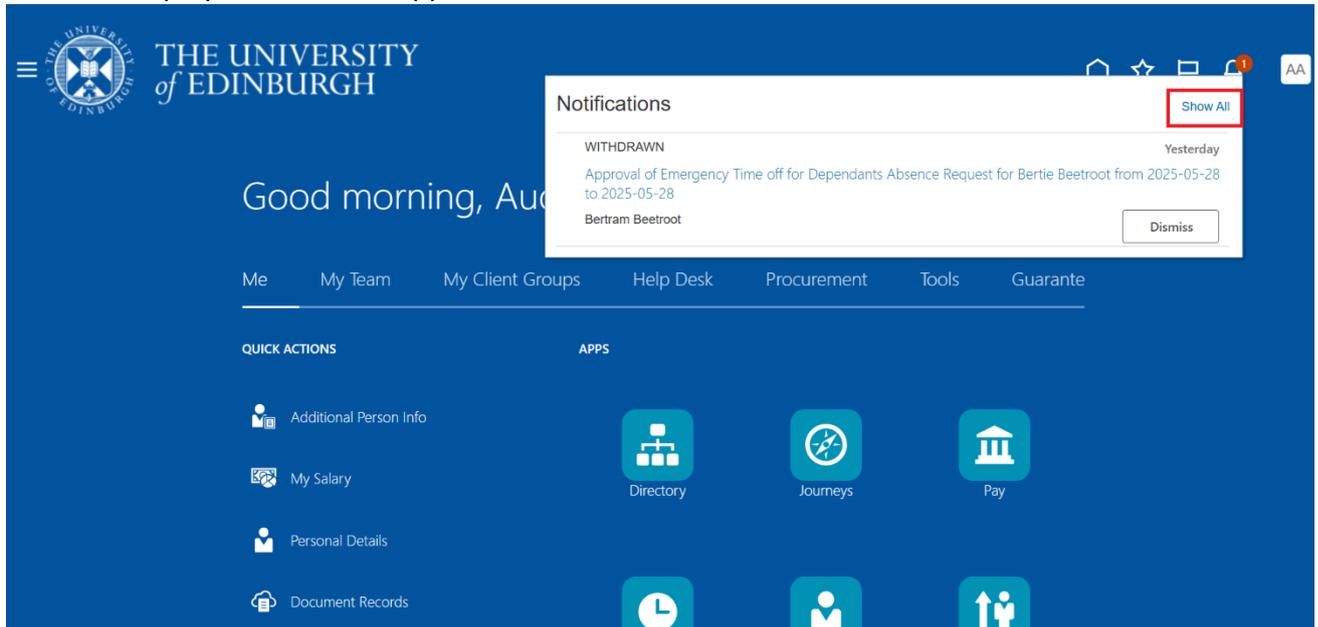
## Ending a delegation period early

The steps below need only be followed if you want to end the delegation period earlier than expected, for example if the person returns to work.

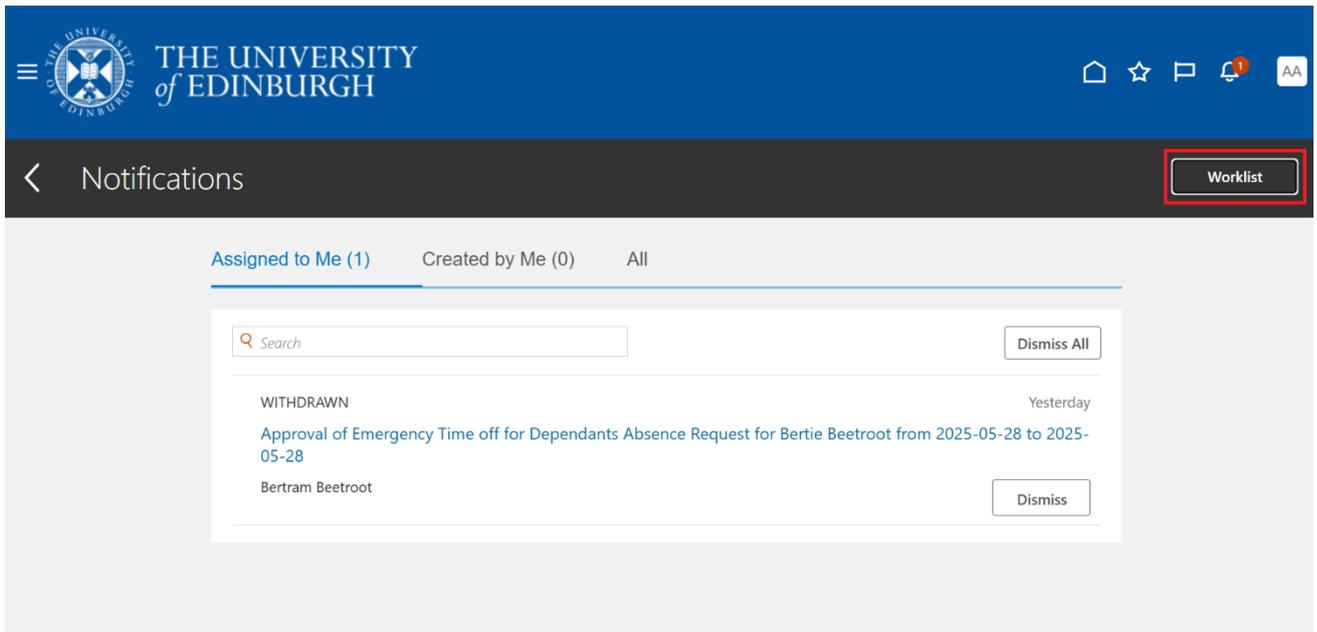
1. From the Home page, click the **Bell** icon located at the top right.



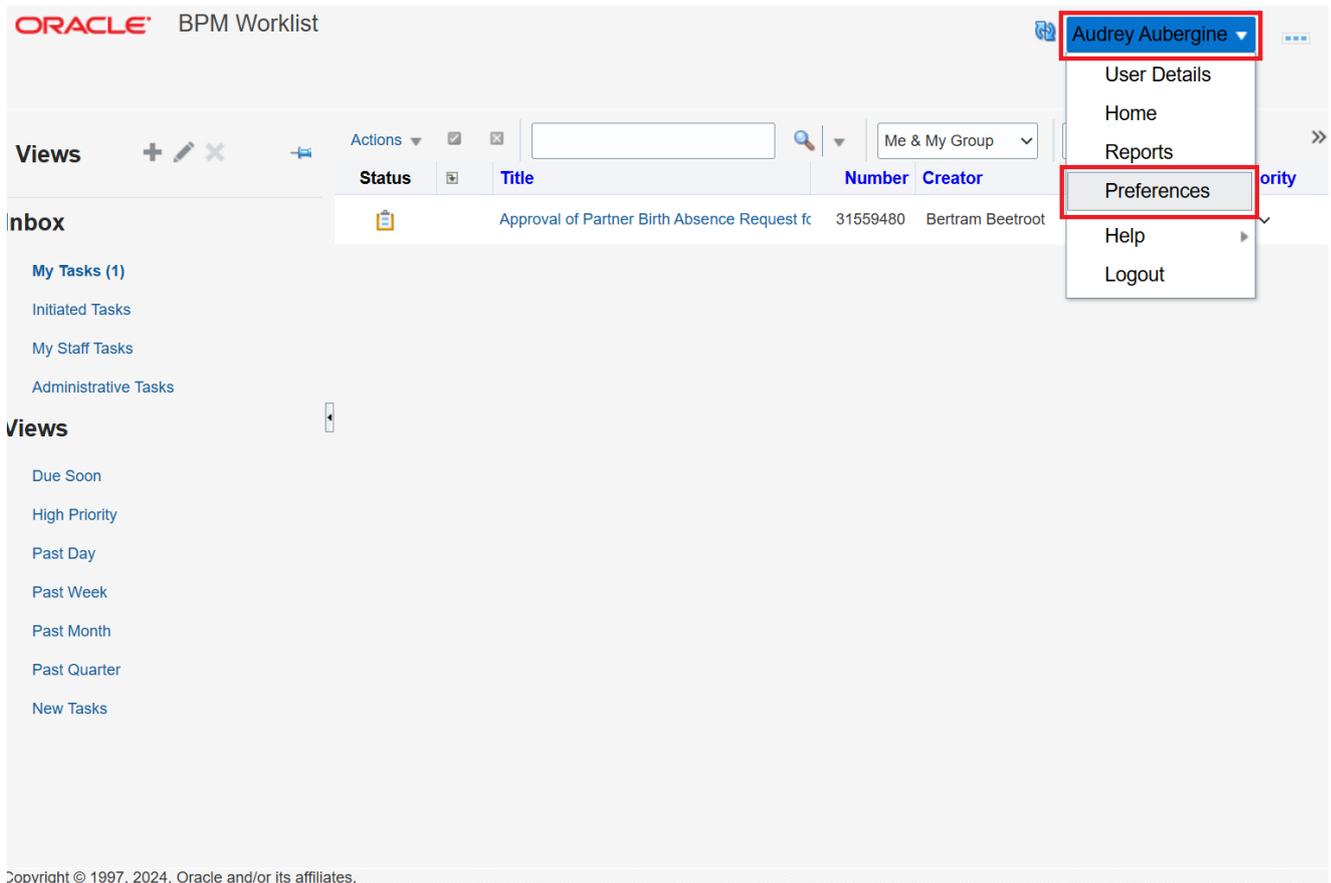
2. From the display window that appears select **Show All**.



3. In the **Notifications** bar select **Worklist**.



4. A new window will appear. Select the dropdown arrow next to the username, then select **Preferences**.



5. **Untick the Enable vacation period box and press Save.**

ORACLE BPM Worklist Audrey Aubergine

**My Rules** Certificates Notification Accessibility

**Rules** **Save** Revert

- Vacation Period (Enabled)
- My Rules

### Vacation Period :

Remove yourself from automatic task assignment by enabling a vacation date range.  
Optionally, more specific vacation rules can be created under "My Rules".

Enable vacation period

Start Date

End Date

Reassign to: User

Delegate to:

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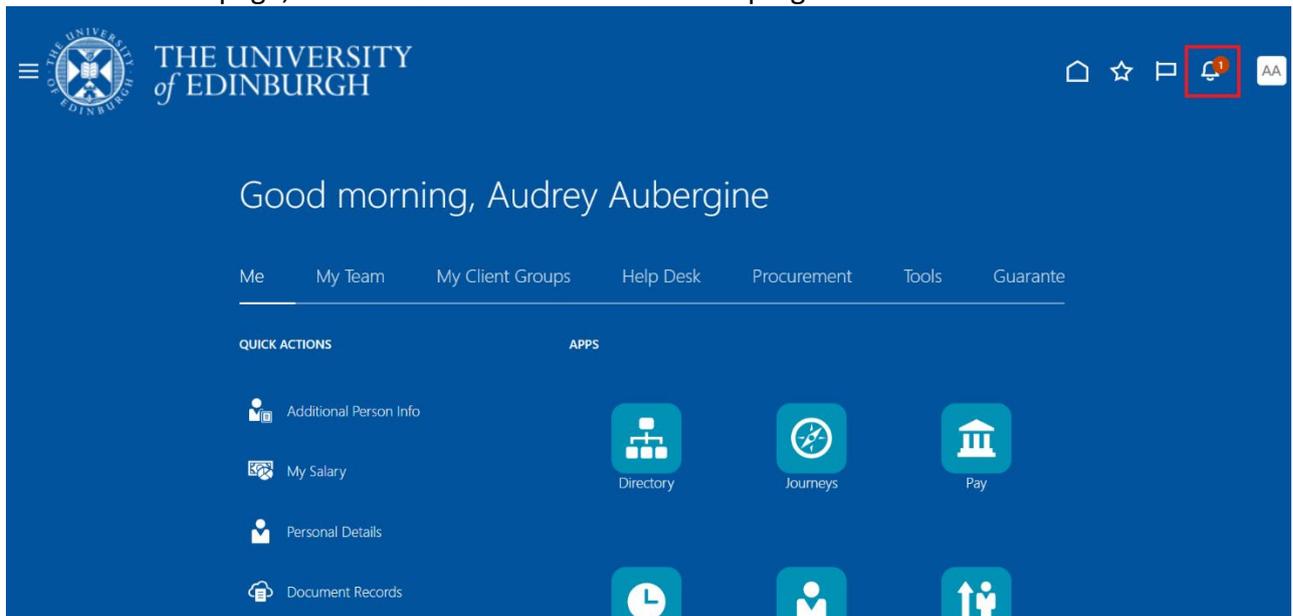
A message that says "Rule is saved successfully" will appear, click **OK**. You can now close the Worklist screen.

## Line Managers – How to action or reassign tasks for a direct report during a period of absence or on an ad-hoc basis

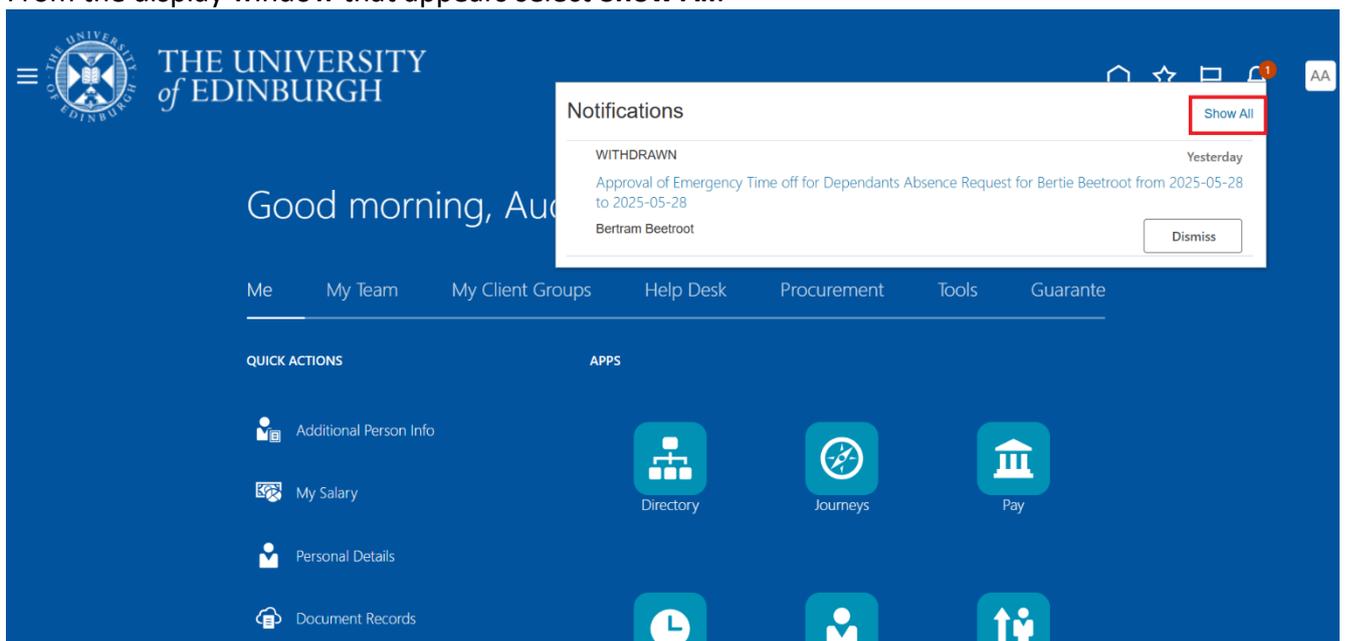
A line manager can review the open in flight tasks of their direct reports and choose to complete the task or reassign these to someone else if required. For Finance tasks, you can also choose to reassign or re-route an approval task if their reportee is unable to do it on an ad hoc basis (or if additional approval is needed from someone outline the standard approval line).

Line Managers **should also** request that any future approvals are delegated by raising a Service Request and using the Forms > Role Delegation for Longer Term Absences category. Please provide the start date, estimated end date and the name of the delegatee.

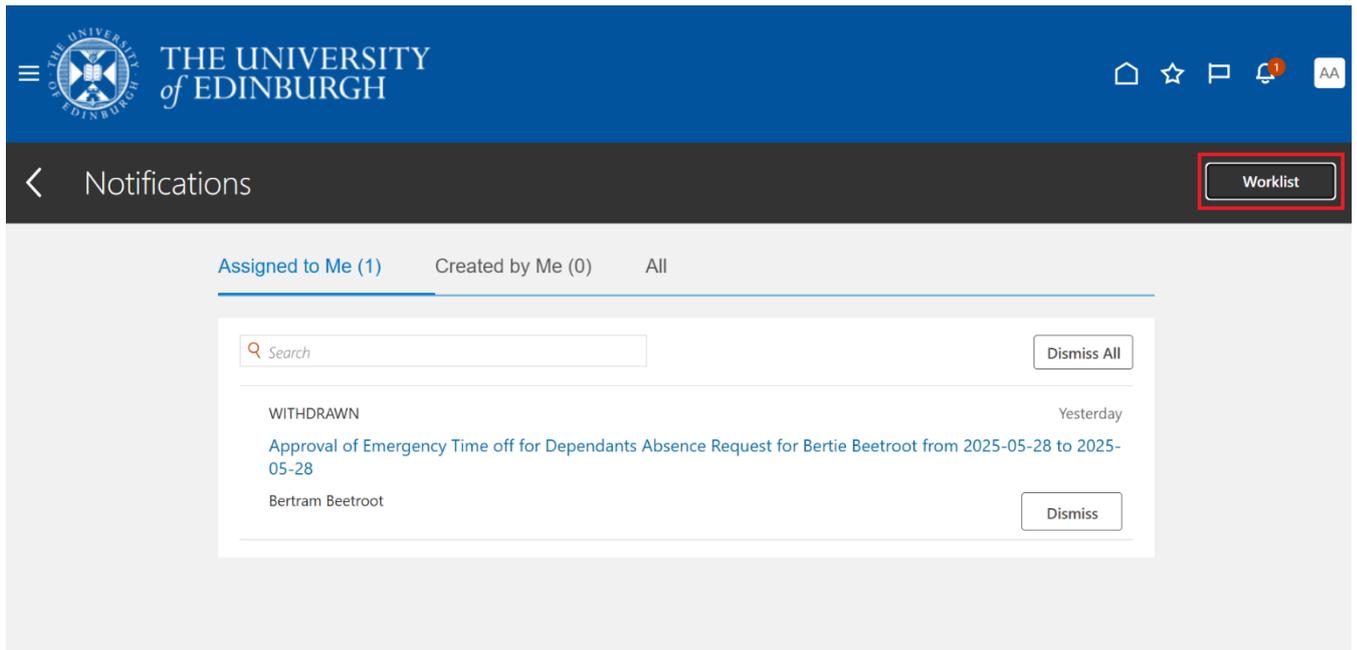
1. From the Home page, click the **Bell** icon located at the top right.



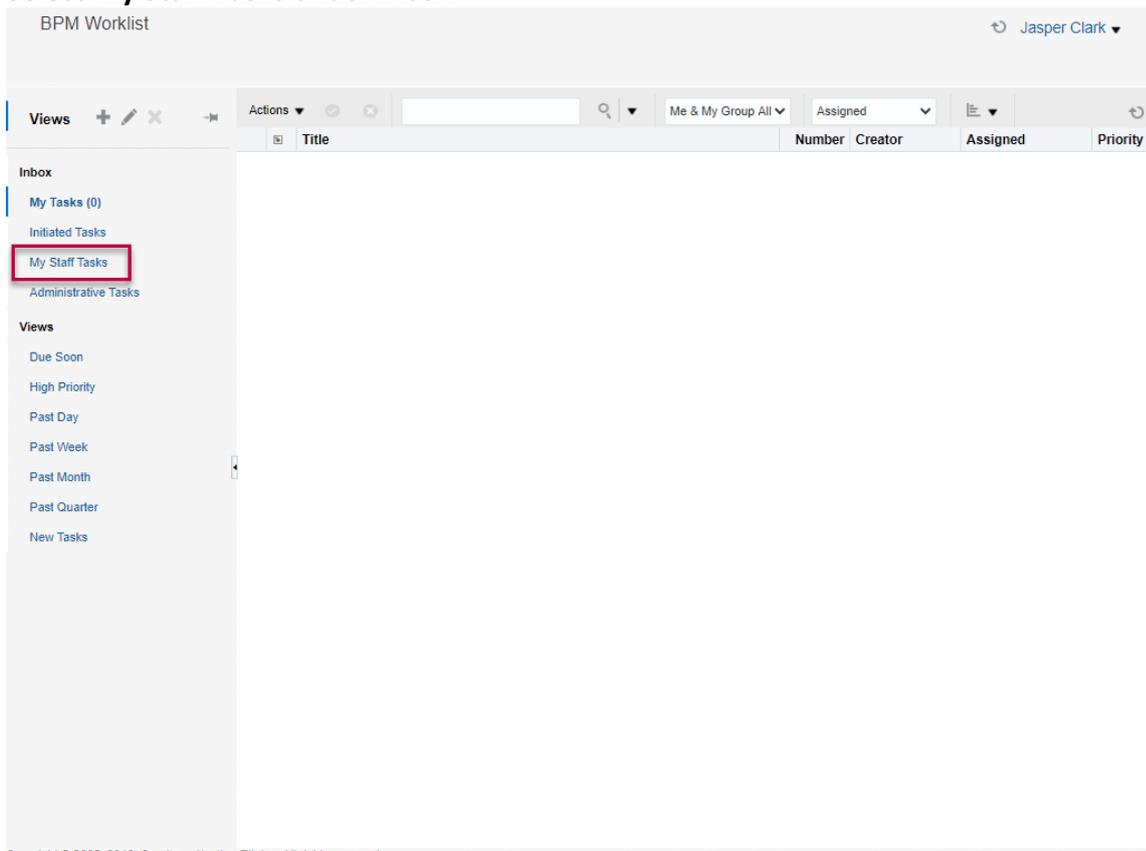
2. From the display window that appears select **Show All**.



3. In the **Notifications** bar select **Worklist**.



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

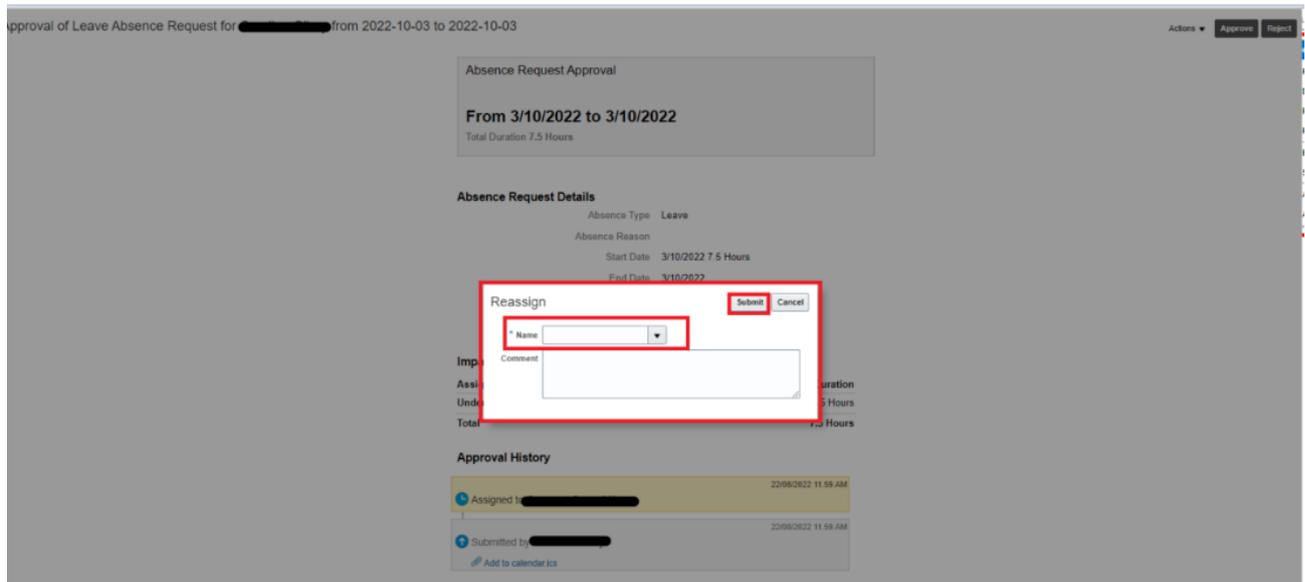


5. Review the tasks assigned to that particular employee and decide whether you want to approve or reject any or reassign any to someone else. If yes, **select** the relevant task



Approval Routing Actions	Functionality	Recommendation
Reassign	<p>Reassigns approval task but not approval level to another user.</p> <p>After approval by the assignee, the approval workflow follows the assignee's hierarchy if further approval is required.</p>	<p>Use with guidance. Where approval needs to be completed by a specific budget holder and then their line manager hierarchy.</p>
Route Task	<p>Approve and add an additional approver to the approval workflow (directly after current approver).</p> <p>After approval by the additional approver the approval workflow returns to the original approval hierarchy if further approval is required.</p>	<p>Use with guidance. Adding a budget holder or interested person into the approval hierarchy.</p>

7. If you are reassigning or re-routing the task elsewhere, Type the **Name** of the person to assign to and then press **Submit**.



## Version History

Version	Date	Description	Approved By
1.1	N/A	Draft	
2.0	09 June 2025	Updated guide to new format.	ME

## Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.