

How to Delegate Responsibility & Authorisations in MyView

If you as an authoriser know you will be on leave or long-term absence you are now able to delegate your team requests to other colleagues to ensure leave requests are processed during your period of leave. You can do this by selecting the 'My Delegation' tab and pressing 'Add New'

You can enter a reason for your delegation in the description field and click search to select who you wish to delegate to

The screenshot shows the 'Delegation of Responsibility And Auth' form. On the left is a navigation menu for 'KATIE, Senior Human Resources Assistant'. The main form area is titled 'New Rule' and contains the following fields:

- Rule Type ***: Radio buttons for 'Authorisation' (selected) and 'Responsibilities'.
- Description ***: Text input field containing 'Please approve my requests during my period of lk'.
- Delegate To ***: Text input field with a 'Search' button to its right.
- Delegate For ***: Large empty text input field with a 'Select' button to its right.
- Module/Process Group/View ***: Large empty text input field with a 'Select' button to its right.

Enter your chosen delegates name and search, their details will appear as follows, click continue

The screenshot shows the 'AdvancedSearch' form. On the left is the same navigation menu as in the previous screenshot. The main form area contains the following search criteria:

- Surname:** Text input field containing 'Swift'.
- First Name:** Text input field containing 'Jennifer'.
- Known As:** Text input field.
- Previous Surname:** Text input field.
- Employee Number:** Text input field.
- Direct Reports Only:** A checkbox that is currently unchecked.

Below the search criteria is a table of search results:

Select:	Name:	Employee Number:	Location:
<input checked="" type="radio"/>	SWIFT, JENNIFER	5006850	Atlas House

At the bottom of the search results area, there is a message: 'Please make your selection from the search results to [Continue], or amend the search criteria and perform a new [Search]'. Below this message are three buttons: 'Back', 'Search', and 'Continue'.

In the 'Delegate For' box you can select which staff you wish to delegate any leave requests for

You will then need to select Module/Process Group/View and ensure you tick the Leave Management and Time Management options below then select continue

KATIE
Senior Human Resources Assistant

Dashboard
My Details
My Pay Documents
My Leave
My Claims
My Expenses
My Authorisations
My Delegation
MyView History

Delegation of Responsibility And Auth

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

Select All **Deselect All**

Leave Management
 Time Management

Back **Continue**

You can enter the dates of your absence, and tick the below boxes, by selecting these it will confirm you are absent during this period and suppress any email and authorisation requests then submit

Me My People

KATIE
Senior Human Resources Assistant

Dashboard
My Details
My Pay Documents
My Leave
My Claims
My Expenses
My Authorisations
My Delegation
MyView History

Description * Please approve my requests during my period of li

Delegate To * JENNIFER SWIFT **Search**

Delegate For * KIRSTY RIGBY (Emp: 5010885, Post Human Resources Assistant (CCM111)) **Select**

Module/Process Group/View * Leave Management
Time Management **Select**

Delegation Period

From Date 04/03/2022

To Date 31/03/2022

Absence

Suppress Email And Authorisation

Submit