

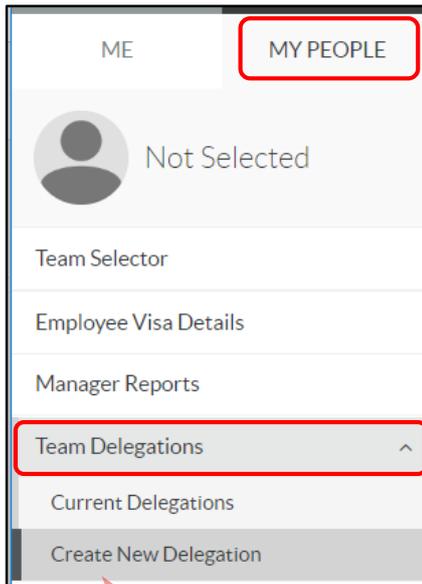
# Delegation in MyView

## Step 1 → Overview of delegation

Managers at the School can create delegations to assign authorisations and responsibilities to another member of their team. This may be on a continuous basis or for a set period of time, for example, when you have annual leave scheduled.

A common delegated action is authorisation for approval for one or more tasks. While the delegation is in effect, the colleague you have delegated authorisation to has the responsibility to review and approve/reject requests submitted by your direct reports.

**Important:** you can only delegate authorisation and responsibilities to colleagues who are within your team hierarchy and are above or at an equal level to you.



## Step 2 → Adding a delegation

From the My People Navigation menu, select the **Team Delegations** drop-down list icon.

**Important:** only managers and delegated authorities with access to the My People dashboard are able to create delegations.

Select **Create New Delegation**. The Delegation of Responsibility and Authorisations window is displayed.

Select the **Authorisation** radio button.

Delegation of Responsibility And Auth

This is where you can delegate modules to a team member. You can also see if any module have been delegated to you.

New Rule

**Rule Type \***  Authorisation  Responsibilities

**Description \***

**Delegate To \***

**Description:** enter a description of the responsibilities you are delegating. In the example below, Holidays approval delegation is entered.

**Delegate To:** Click Search. The Advanced Search window is displayed.

# Delegation in MyView

## Step 2 → Adding a delegation (continued)

You can use the Advanced Search window to locate the employee you want to delegate your authority to.

**Surname:** enter the surname of the employee you are searching for. Alternatively, enter information in to any of the search Fields.

Do not select the **Direct Reports** checkbox as you cannot delegate to your direct reports.

Select the employee you want to delegate authority to. In the example below, Mohammad Rehman is selected.

Click **Continue**.

Delegation of Responsibility And Auth

AdvancedSearch

**Surname:**

**First Name:**

**Known As:**

**Previous Surname:**

**Employee Number:**

**Direct Reports Only:**

Select:  Name: REHMAN, MOHAMMAD Employee Number: 030242 Location: Not Available

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

[Back](#) [Search](#) [Continue](#)

**Delegate For \***

[Select](#)

**Delegate For:** click **Select** to search for an employee.

A list of your direct reports is displayed. Select the employee(s) who you want to delegate authority for.

In this example Mohammad Rehman is given authorisation responsibilities for the TEST EMPLOYEE.

Delegation of Responsibility And Auth

Select Option  People Individually  Direct Reports  Whole Team

[Select All](#) [Deselect All](#)

Employee Name	Employee Number	Post	Information
TEST MANAGER	030559	HR Manager, Information (701019)	
<input checked="" type="checkbox"/> TEST EMPLOYEE	030560	HR Analyst (710725)	

[Back](#) [Continue](#)

By confirming this action, the manager you delegate authority to must review and approve/reject your employees' sickness absence episodes.

Click **Continue**.

# Delegation in MyView

## Step 2 → Adding a delegation (continued)

The Delegation of Responsibility and Authorisations window displays again.. You must now select which processes or request types you want to delegate authorisation for.

**Module/Process Group/View:** click **Select** to search for an employee.

Module/Process Group/View \*  
Authorisation  
Holiday Request  
Select

A list of your responsibilities and authorisation tasks is displayed.

Select the checkboxes for the tasks you want to delegate. In this example, Authorisation and Holiday Requests have been delegated. This means the team member you delegate authority to can approve or reject annual leave requests for your selected reports.

When you have selected all the required checkboxes, click **Continue**.

You are returned to the Delegation of Responsibility and Authorisations window. You must now select the delegation period.

Scroll down to the Delegation Period fields. Here you must select the date range for the delegated authority.

Delegation of Responsibility And Auth  
Select the Modules and Process Groups that you wish to delegate.  
Select All Deselect All  
 Authorisation  
 Delegated Responsibilities  
 Delegation of Responsibility And Auth  
 Holiday Request  
 Manager  
 Manager Reports  
 Personal Details  
 Time Management  
 eForm  
Back Continue

**From Date:** type a date to delegate your authorisation from in a dd/mm/yyyy format.

**To Date:** type a date to delegate your authorisation to in a dd/mm/yyyy format.

**Note:** you can also click the **Calendar** icon to open the Calendar tool and select a date.

Delegation Period  
From Date 09/01/2019  
To Date 11/01/2019  
Absence   
Suppress Email Notifications   
Back Submit/Update

January 2019 X  
<< < Today > >>  
S M T W T F S  
1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30 31

Select the **Absence** checkbox if you will be absent from work for the duration of the delegation period. This means all tasks and authorisations will be workflowed to your delegated authority for this duration.

Select the **Suppress Email Notifications** checkbox to pause all authorisation emails for the duration of the delegation period.

Click **Submit/Update** to submit the delegation in MyView. This is processed automatically. A success message is displayed confirming you have submitted the new delegation.

## Step 3 → Managing delegations

### Viewing and amending your delegations

You can use MyView to review all of your existing delegations. This allows you to keep track of the tasks that you have delegated to your colleagues to authorise. To view your delegations:

Click the **My People** dashboard.

Click the **Team Delegations** drop-down list icon.

Select **Current Delegations** from the Team Delegations drop-down list. The Current Delegations window is displayed where you can view your delegations. In the example below, there is one delegation displayed to Mohammad Rehman.

To view the delegation details, or amend the delegation, click the **Description**.

ME MY PEOPLE Team Selector > Current Delegations

Not Selected

Team Selector

Employee Visa Details

Manager Reports

Team Delegations

Current Delegations

Create New Delegation

My Team Absence

### Delegation of Responsibility And Auth

This is where you can delegate modules to a team member. You can also see if any module have been delegated to you.

Delegation ⊖

[Add New](#)

Type	Delegated to	From	To	Absence	Description
A	MOHAMMAD REHMAN	09/01/2019	11/01/2019	Y	approval delegation

Post Delegation ⊖

Post Delegated rules ⊖

An overview of the delegation is displayed. You cannot edit any of the delegation fields from here. If you want to edit the delegation, scroll to the end of the window.

Click **Edit**. The Delegation of Responsibility and Authorisations window is displayed. From here you can edit any of the fields you set up when creating the delegation.

**Note:** for guidance on how to complete and submit the delegation, see step 2 *Adding a delegation*.

Team Selector

Employee Visa Details

Manager Reports

Team Delegations

Current Delegations

Create New Delegation

My Team Absence

Holiday Request

Delegation Period

**From** 09/01/2019

**To** 11/01/2019

**Absence**

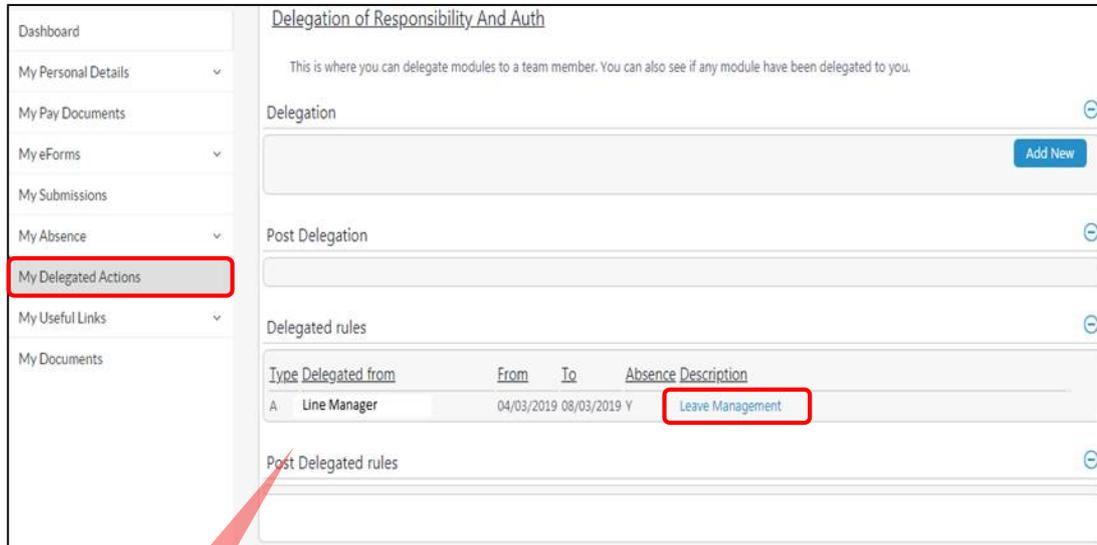
**Suppress Email Notifications**

[Back](#) [Edit](#)

## Step 4 → Actions delegated to you (placeholder)

### Viewing responsibilities delegated to you

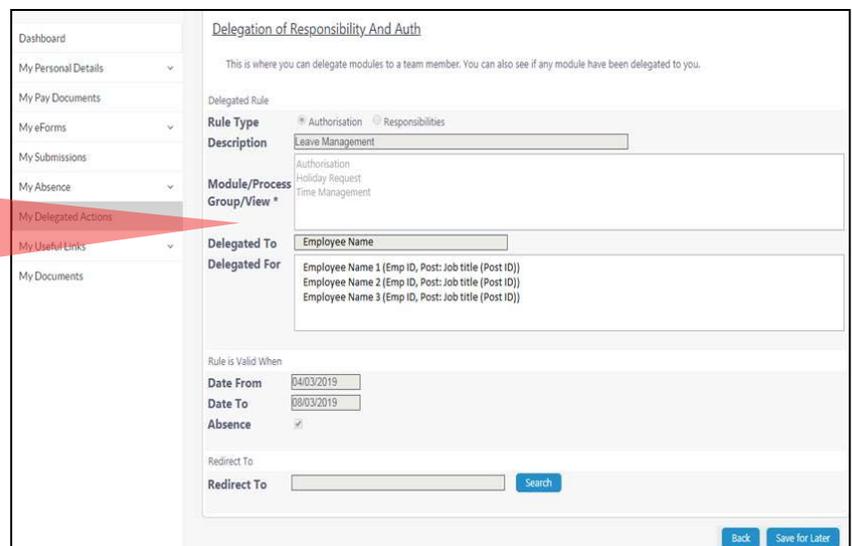
You can view the delegated responsibilities to you, by clicking on **'My Delegated Actions'**.



Any responsibilities delegated to you, are in the 'Delegated rules' section. In the example above, you can see that the 'Line Manager' has delegated **leave management** responsibilities to the user from the **4 – 8 March 2019**.

By clicking on **'Leave Management'** (highlighted above) you can review further details of the delegation responsibility that has been given to you.

In this example you can see that **Authorisation, Holiday Request** and **Time Management** for three employees, has been delegated to you.



## Where to find support

**My Useful Links:** you can find supporting information in the My Useful Links drop-down list. This is found in the MyView Navigation menu.

**HR contacts :** <https://info.lse.ac.uk/Staff/Divisions/Human-Resources/HR-people>

For further information, guidance and videos on using MyView please visit the **MyView webpages**.