



Actioning ANU delegation requests in HORUS



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Actioning delegation requests in Manager Self Service

A staff member who has HORUS access can submit a delegation request to:

1. Assign new delegations to a position or update existing position delegations
2. Assign short-term acting delegations
3. Assign new delegations to a VaHA (a.k.a. POI in HRMS) or update existing delegations held by a VaHA

Each delegation request is required a Senior Delegate to authorise prior to the delegation assignment information being updated in the HRMS and available to be used in the consumer systems.

A Senior Delegate can action the delegation requests using Manager Self Service within HORUS.

The following sections describe the steps to be taken by the Senior Delegate to action the delegation requests that have been submitted for their actions.

1. Actioning short-term acting delegations

a. Using the link in the email notification

Step 1:

After the submitter has selected a Senior Delegate for her/his delegation request, the system generates and sends an email notification to the selected Senior Delegate. The email contains a URL link that will direct the Senior Delegate to the authorisation stage.

Step 2:

Senior Delegate receives email notification and clicks the link provided in the email:





Step 3:

Senior Delegate signs in HORUS

Step 4:

If there is only one delegation request awaiting for actioning, the authorisation page will be displayed. If there are multiple delegation requests awaiting for actioning, a summary of requests will be displayed. The Senior Delegate can select which request to action by clicking Select against the employee name.

Authorise short-term acting delegations

Short-term acting delegations awaiting approval Personalise | Find | | First 1-4 of 4 Last

Employee	Position	
1 4		Select
2 4		Select
3 4		Select
4 1025814	Specter,Harvey 00005196 Senior Lecturer	Select

Save Notify

Step 5:

The Senior Delegate to review the delegation assignment details displayed.

Authorise delgn short-term acting

Acting employee: Specter,Harvey Acting empl ID: 1025814 Empl Record: 0 Request ID: 00000090
 Department: 63200 Law School Created By: Lynch,Anneli Carina

The above short-term acting employee undertakes delegation associated with position 00005196 - Senior Lecturer for the period between 10 April 2017 and 24 April 2017. The delegations are:

Delegation Profiles Find First 1 of 1 Last

Profile Type	Profile ID	Delegations
BANDED	D6	Delegation Band 6

Individual Delegations Find | View All | First 1 of 1 Last

Delegation ID	Cluster	Description	Legislative
1			<input type="checkbox"/>

Reviewer Comments:

*I authorise the assignment and exercise of the delegations specified above to this staff member

Please provide a reason if declining

Step 6:

The Senior Delegate either click Authorise to approve the request or click Decline to reject the request. In case of Decline, the Senior Delegate needs to provide some



comments in the "Please provide a reason if declining" section prior to clicking Decline.

Authorise delgn short-term acting

Acting employee: Specter,Harvey Acting empl ID: 1025814 Empl Record: 0 Request ID: 00000090
 Department: 63200 Law School Created By: Lynch,Anneli Carina

The above short-term acting employee undertakes delegation associated with position 00005196 - Senior Lecturer for the period between 10 April 2017 and 24 April 2017. The delegations are:

Delegation Profiles			
Profile Type	Profile ID	Delegations	
BANDED	D6	Delegation Band 6	

Individual Delegations			
Delegation ID	Cluster	Description	Legislative
1			<input type="checkbox"/>

Reviewer Comments:

*I authorise the assignment and exercise of the delegations specified above to this staff member

Please provide a reason if declining

Step 7:

If the request is authorised, the system generates and sends an email notification to the submitter notifying them that their request has been authorised. The acting employee will also be notified via email that they have been granted the short-term delegations.

Step 8:

If the request is declined, the system generates and sends an email notification to the submitter notifying them that their request has been declined. The acting employee will also **not** be notified of the declined request.

b. Actioning by logging into HORUS

Step 1:

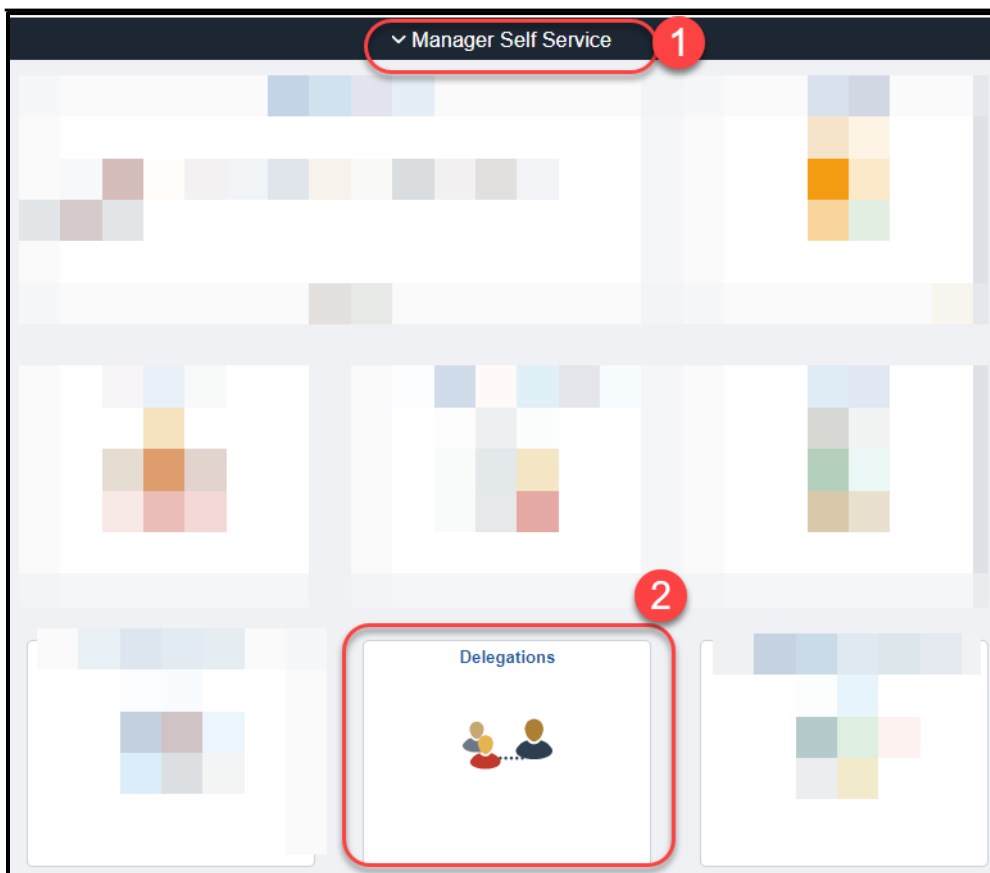
The Senior Delegate can check if there are any delegation requests submitted to them for actioning by logging into HORUS.

Step 2:

Senior Delegate signs in HORUS (<https://horus.anu.edu.au>)

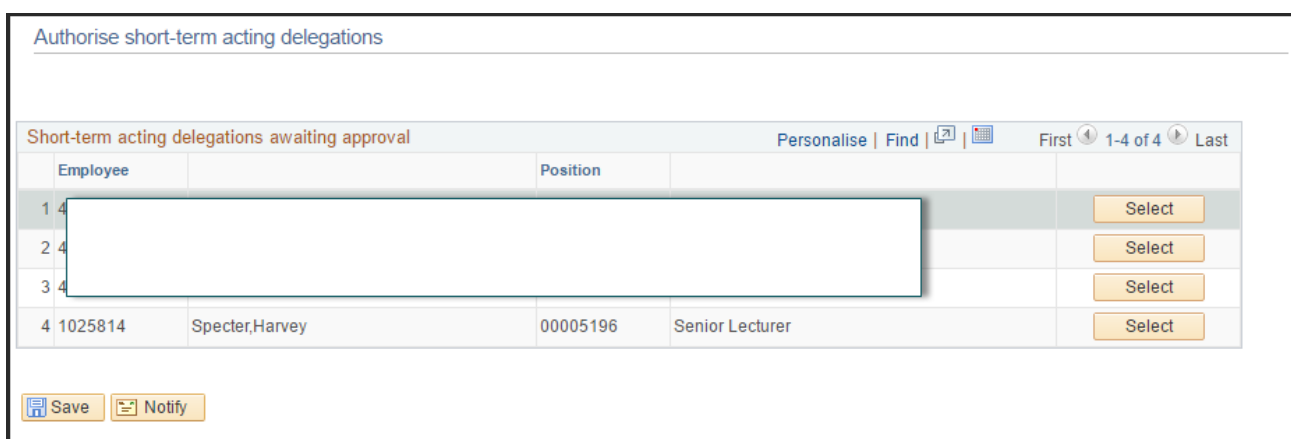
Step 3:

Navigate to: **Manager Self Service > Delegations > Authorise short-trm actng dlgn**



Step 4:

If there is only one delegation request awaiting for actioning, the authorisation page will be displayed. If there are multiple delegation requests awaiting for actioning, a summary of requests will be displayed. The Senior Delegate can select which request to action by clicking Select against the employee name.



Step 5:

The Senior Delegate to review the delegation assignment details displayed.



Authorise delgn short-term acting

Acting employee: Specter,Harvey Acting empl ID: 1025814 Empl Record: 0 Request ID: 00000090
 Department: 63200 Law School Created By: Lynch,Anneli Carina

The above short-term acting employee undertakes delegation associated with position 00005196 - Senior Lecturer for the period between 10 April 2017 and 24 April 2017. The delegations are:

Delegation Profiles			
Profile Type	Profile ID		Delegations
BANDED	D6	Delegation Band 6	

Individual Delegations			
Delegation ID	Cluster	Description	Legislative
1			<input type="checkbox"/>

Reviewer Comments:

*I authorise the assignment and exercise of the delegations specified above to this staff member

Please provide a reason if declining

Step 6:

The Senior Delegate either clicks Authorise to approve the request or clicks Decline to reject the request. In case of Decline, the Senior Delegate needs to provide some comments in the "Please provide a reason if declining" section prior to clicking Decline.

Authorise delgn short-term acting

Acting employee: Specter,Harvey Acting empl ID: 1025814 Empl Record: 0 Request ID: 00000090
 Department: 63200 Law School Created By: Lynch,Anneli Carina

The above short-term acting employee undertakes delegation associated with position 00005196 - Senior Lecturer for the period between 10 April 2017 and 24 April 2017. The delegations are:

Delegation Profiles			
Profile Type	Profile ID		Delegations
BANDED	D6	Delegation Band 6	

Individual Delegations			
Delegation ID	Cluster	Description	Legislative
1			<input type="checkbox"/>

Reviewer Comments:

*I authorise the assignment and exercise of the delegations specified above to this staff member

Please provide a reason if declining

Step 7:

If the request is authorised, the system generates and sends an email notification to



the submitter notifying them that their request has been authorised. The acting employee will also be notified via email that they have been granted the short-term delegations.

Step 8:

If the request is declined, the system generates and sends an email notification to the submitter notifying them that their request has been declined. The acting employee will **not** be notified of the declined request.



2. Actioning position delegations

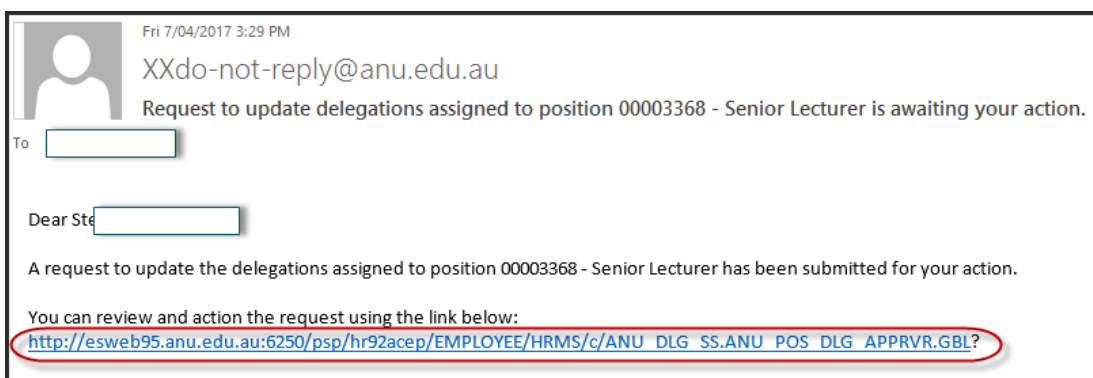
a. Using the link in the email notification

Step 1:

After the submitter has selected a Senior Delegate for her/his delegation request, the system generates and sends an email notification to the selected Senior Delegate. The email contains a URL link that will direct the Senior Delegate to the authorisation stage.

Step 2:

Senior Delegate receives email notification and clicks the link provided in the email:

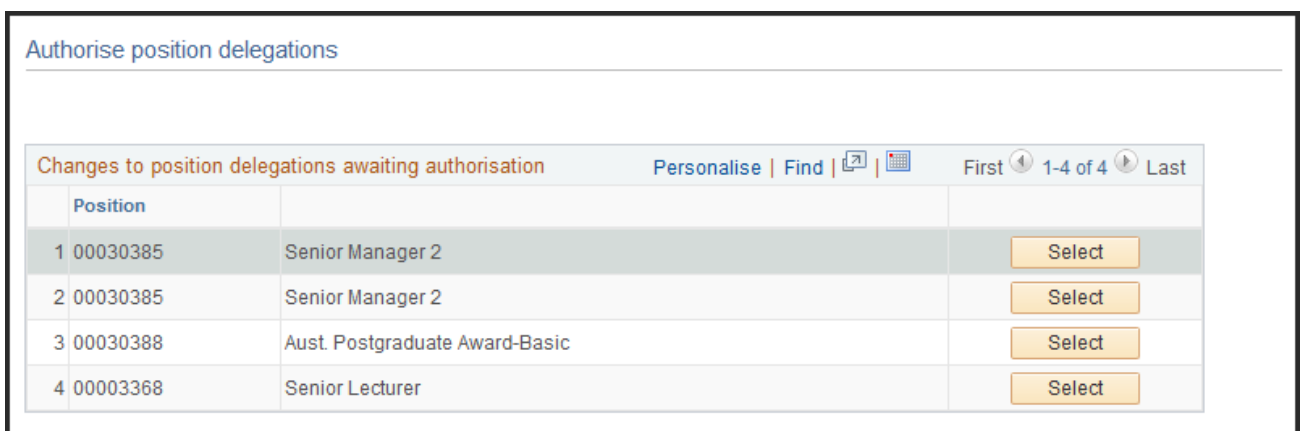


Step 3:

Senior Delegate signs in HORUS

Step 4:

If there is only one delegation request awaiting for actioning, the authorisation page will be displayed. If there are multiple delegation requests awaiting for actioning, a summary of requests will be displayed. The Senior Delegate can select which request to action by clicking Select against the employee name.



Step 5:

The Senior Delegate to review the delegation assignment details displayed.



Authorise delegations assigned to a position
Use this form to authorise delegations assigned to a position.

Request ID: 00000094 Created By:

Position 00003368 - Senior Lecturer in Department 63200 - Law School has the following delegations added to, or amended, effective from 10 April 2017:

Delegation Profiles Find First 1 of 1 Last

*Profile Type	*Profile ID	Delegations
BANDED	D6	Delegation Band 6

Individual Delegations Find | View All | First 1 of 1 Last

Delegation ID	Cluster	Description	Legislative
1			<input type="checkbox"/>

Requestor Comments:

*I authorise the assignment and exercise of the delegations specified above to this Position

Please provide a reason if declining

Step 6:

The Senior Delegate either click Authorise to approve the request or click Decline to reject the request. In case of Decline, the Senior Delegate needs to provide some comments in the "Please provide a reason if declining" section prior to clicking Decline.

Authorise delegations assigned to a position
Use this form to authorise delegations assigned to a position.

Request ID: 00000094 Created By:

Position 00003368 - Senior Lecturer in Department 63200 - Law School has the following delegations added to, or amended, effective from 10 April 2017:

Delegation Profiles Find First 1 of 1 Last

*Profile Type	*Profile ID	Delegations
BANDED	D6	Delegation Band 6

Individual Delegations Find | View All | First 1 of 1 Last

Delegation ID	Cluster	Description	Legislative
1			<input type="checkbox"/>

Requestor Comments:

*I authorise the assignment and exercise of the delegations specified above to this Position

Please provide a reason if declining

Step 7:

If the request is authorised, the system generates and sends an email notification to the submitter notifying them that their request has been authorised. All the incumbents of the position will also be notified via email that they have been granted the delegations. Any employee acting in that position will also be notified

via email that they have been granted the delegations.

Step 8:

If the request is declined, the system generates and sends an email notification to the submitter notifying them that their request has been declined. The incumbents of the position will **not** be notified of the declined request.

b. Actioning by logging into HORUS**Step 1:**

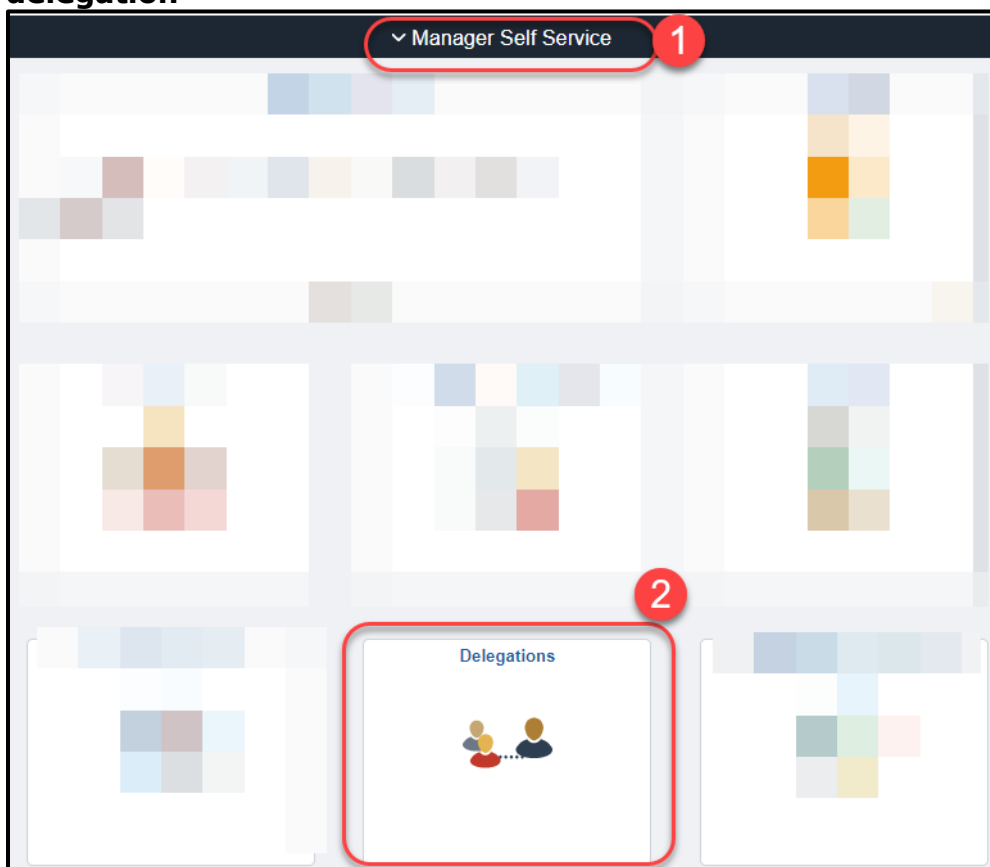
The Senior Delegate can check if there are any delegation requests submitted to them for actioning by logging into HORUS.

Step 2:

Senior Delegate signs in HORUS (<https://horus.anu.edu.au>)

Step 3:

Navigate to: **Manager Self Service > Delegations > Authorise position delegation**

**Step 4:**

If there is only one delegation request awaiting for actioning, the authorisation page will be displayed. If there are multiple delegation requests awaiting for actioning, a summary of requests will be displayed. The Senior Delegate can select which request to action by clicking Select against the employee name.



Authorise delegations assigned to a position
Use this form to authorise delegations assigned to a position.

Request ID: 00000094 Created By:

Position 00003368 - Senior Lecturer in Department 63200 - Law School has the following delegations added to, or amended, effective from 10 April 2017:

Delegation Profiles Find First 1 of 1 Last

*Profile Type	*Profile ID	Delegations
BANDED	D6	Delegation Band 6

Individual Delegations Find | View All | First 1 of 1 Last

Delegation ID	Cluster	Description	Legislative
1			<input type="checkbox"/>

Requestor Comments:

*I authorise the assignment and exercise of the delegations specified above to this Position

Please provide a reason if declining

Step 5:

The Senior Delegate to review the delegation assignment details displayed.

Authorise delegations assigned to a position
Use this form to authorise delegations assigned to a position.

Request ID: 00000094 Created By:

Position 00003368 - Senior Lecturer in Department 63200 - Law School has the following delegations added to, or amended, effective from 10 April 2017:

Delegation Profiles Find First 1 of 1 Last

*Profile Type	*Profile ID	Delegations
BANDED	D6	Delegation Band 6

Individual Delegations Find | View All | First 1 of 1 Last

Delegation ID	Cluster	Description	Legislative
1			<input type="checkbox"/>

Requestor Comments:

*I authorise the assignment and exercise of the delegations specified above to this Position

Please provide a reason if declining

Step 6:

The Senior Delegate either clicks Authorise to approve the request or clicks Decline to reject the request. In case of Decline, the Senior Delegate needs to provide some comments in the "Please provide a reason if declining" section prior to clicking Decline.



Authorise delegations assigned to a position
Use this form to authorise delegations assigned to a position.

Request ID: 00000094 Created By:

Position 00003368 - Senior Lecturer in Department 63200 - Law School has the following delegations added to, or amended, effective from 10 April 2017:

Delegation Profiles Find First 1 of 1 Last

*Profile Type	*Profile ID	Delegations
BANDED	D6	Delegation Band 6

Individual Delegations Find | View All | First 1 of 1 Last

Delegation ID	Cluster	Description	Legislative
1			<input type="checkbox"/>

Requestor Comments: Needed to approve purchase goods and services

*I authorise the assignment and exercise of the delegations specified above to this Position

Please provide a reason if declining

Step 7:

If the request is authorised, the system generates and sends an email notification to the submitter notifying them that their request has been authorised. All the incumbents of the position will also be notified via email that they have been granted the delegations. Any employee acting in that position will also be notified via email that they have been granted the delegations.

Step 8:

If the request is declined, the system generates and sends an email notification to the submitter notifying them that their request has been declined. The incumbents of the position will **not** be notified of the declined request.

3. Actioning POI delegations

a. Using the link in the email notification

Step 1:

After the submitter has selected a Senior Delegate for her/his delegation request, the system generates and sends an email notification to the selected Senior Delegate. The email contains a URL link that will direct the Senior Delegate to the authorisation stage.

Step 2:

Senior Delegate receives email notification and clicks the link provided in the email:



Fri 7/04/2017 3:46 PM
 XXdo-not-reply@anu.edu.au
 Request to assign delegations to Mike Ross is awaiting your action.

To [redacted]

Dear S[redacted]

A request to assign delegations to Mike Ross has been submitted for your action.

You can review and action the request using the link below:
http://esweb95.anu.edu.au:6250/psp/hr92acep/EMPLOYEE/HRMS/c/ANU_DLG_SS.ANU_POI_DLG_REQ_AP.GBL?Page=ANU_POI_DLG_REQ_AP&Action=U&ANU_DLG_REQ_ID=POI00076

Step 3:

Senior Delegate signs in HORUS

Step 4:

The Senior Delegate will be directly taken to the authorisation page. The Senior Delegate to review the delegation assignment details displayed.

Authorise delegations assigned to a Person-of-Interest (POI)

Use this request to authorise delegations requested for a POI.

Person ID:	1025802	Ross, Mike	Request ID:	POI00040
Person of Interest Type:	00021	Student Visitor	Request Date:	30/03/2017
Department ID:	63200	Law School	Requested By:	[redacted]

The above person has been assigned the following delegations for the period between 01 April 2017 to 01 May 2017:

Delegation Profiles				Find	First	1 of 1	Last
Profile Type	Profile ID	Delegations					
ADMINOTHER	RO	Responsible Officer		▶			

Individual Delegations				Find	View All	First	1 of 1	Last
Delegation ID	Cluster	Description	Legislative					
1			<input type="checkbox"/>					

Requestor Comments: filling in for john smith who is absence for a month

*I authorise the assignment and exercise of the delegations specified above to this person

Decline Authorise

Please provide reason if declining:

[redacted]

Return to Search Previous in List Next in List

Step 6:

The Senior Delegate either click Authorise to approve the request or click Decline to reject the request. In case of Decline, the Senior Delegate needs to provide some comments in the "Please provide a reason if declining" section prior to clicking Decline.



Authorise delegations assigned to a Person-of-Interest (POI)

Use this request to authorise delegations requested for a POI.

Person ID: 1025802 Ross, Mike **Request ID:** POI00040
Person of Interest Type: 00021 Student Visitor **Request Date:** 30/03/2017
Department ID: 63200 Law School **Requested By:**

The above person has been assigned the following delegations for the period between 01 April 2017 to 01 May 2017:

Delegation Profiles			Find	First	1 of 1	Last
Profile Type	Profile ID	Delegations				
ADMINOTHER	RO	Responsible Officer				

Individual Delegations				Find	View All	First	1 of 1	Last
Delegation ID	Cluster	Description	Legislative					
1			<input type="checkbox"/>					

Requestor Comments:

*I authorise the assignment and exercise of the delegations specified above to this person

Please provide reason if declining:

Step 7:

If the request is authorised, the system generates and sends an email notification to the submitter notifying them that their request has been authorised. The POI will also be notified via email that they have been granted the delegations.

Step 8:

If the request is declined, the system generates and sends an email notification to the submitter notifying them that their request has been declined. The POI will **not** be notified of the declined request.

b. Actioning by logging into HORUS

Step 1:

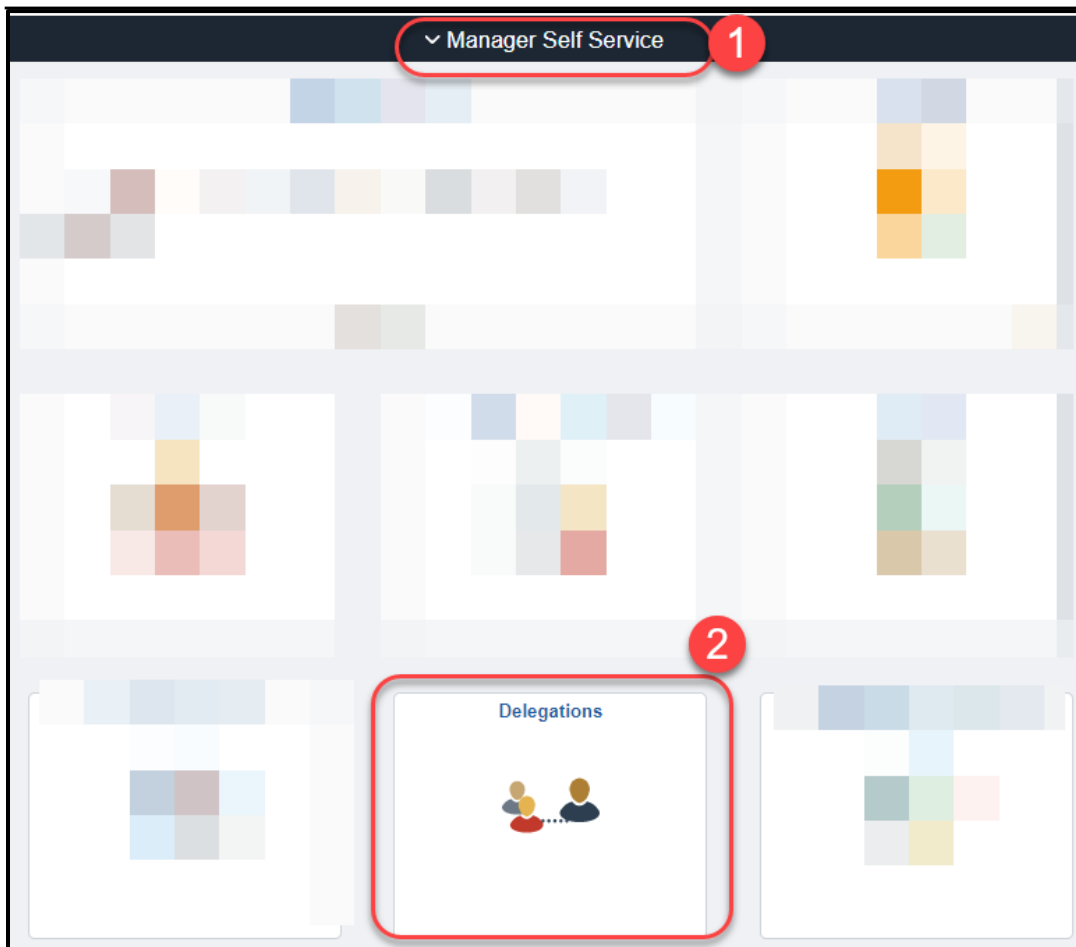
The Senior Delegate can check if there are any delegation requests submitted to them for actioning by logging into HORUS.

Step 2:

Senior Delegate signs in HORUS (<https://horus.anu.edu.au>)

Step 3:

Navigate to: **Manager Self Service > Delegations > Authorise POI delegation**



Step 4:

If there is only one delegation request awaiting for actioning, the authorisation page will be displayed. If there are multiple delegation requests awaiting for actioning, a search page will be displayed.

Authorise POI delegation

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria


Request ID:

Person ID:

Department ID:

[Basic Search](#)

Step 5:

If known, the Senior Delegate can enter the Request ID, Person ID, or Department ID or a combination of them. Click the  besides Person ID and Department ID to



look up a person or a department. Click **Search** button.

A list of all requested submitted to the Senior Delegate matching the search criteria will be displayed. Click the request ID of the POI for whom the delegation was requested.

Authorise POI delegation

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Request ID: begins with ▼ POI00042

Person ID: begins with ▼

Department ID: begins with ▼

[Basic Search](#)

Search Results

View All First 1 of 1 Last

Request ID	Request Status	Request Date	Person ID	Name	Department ID	Department Description
POI00042	Submitted	30/03/2017	1025814	Specter,Harvey	63200	Law School

Step 6:

The Senior Delegate to review the delegation assignment details displayed.



Authorise delegations assigned to a Person-of-Interest (POI)

Use this request to authorise delegations requested for a POI.

Person ID:	1025802	Ross, Mike	Request ID:	POI00040
Person of Interest Type:	00021	Student Visitor	Request Date:	30/03/2017
Department ID:	63200	Law School	Requested By:	<input type="text"/>

The above person has been assigned the following delegations for the period between 01 April 2017 to 01 May 2017:

Delegation Profiles			Find	First	1 of 1	Last
Profile Type	Profile ID	Delegations				
ADMINOTHER	RO	Responsible Officer	▶			

Individual Delegations				Find	View All	First	1 of 1	Last
Delegation ID	Cluster	Description	Legislative					
1			<input type="checkbox"/>					

Requestor Comments:

*I authorise the assignment and exercise of the delegations specified above to this person

Please provide reason if declining:

Step 7:

The Senior Delegate either clicks Authorise to approve the request or clicks Decline to reject the request. In case of Decline, the Senior Delegate needs to provide some comments in the "Please provide a reason if declining" section prior to clicking Decline.



Authorise delegations assigned to a Person-of-Interest (POI)

Use this request to authorise delegations requested for a POI.

Person ID:	1025802	Ross, Mike	Request ID:	POI00040
Person of Interest Type:	00021	Student Visitor	Request Date:	30/03/2017
Department ID:	63200	Law School	Requested By:	<input type="text"/>

The above person has been assigned the following delegations for the period between 01 April 2017 to 01 May 2017:

Delegation Profiles			Find	First	1 of 1	Last
Profile Type	Profile ID	Delegations				
ADMINOTHER	RO	Responsible Officer	▶			

Individual Delegations				Find	View All	First	1 of 1	Last
Delegation ID	Cluster	Description	Legislative					
1			<input type="checkbox"/>					

Requestor Comments:

*I authorise the assignment and exercise of the delegations specified above to this person

Please provide reason if declining:

Step 8:

If the request is authorised, the system generates and sends an email notification to the submitter notifying them that their request has been authorised. The POI will also be notified via email that they have been granted the delegations.

Step 9:

If the request is declined, the system generates and sends an email notification to the submitter notifying them that their request has been declined. The POI will **not** be notified of the declined request.

End of guide