
Initiating ANU Delegations in HORUS Employee Self-Service

Delegation requests can be submitted for approval by a senior delegate via HORUS. Requests can be made for you, your position, or a colleague.

Authorised request details are recorded in the HRMS and available for other enterprise systems, such as eForms, to consume. You can also view authorised delegation information using the menu item "View my (ANU) delegations" or "View my POI (ANU) delegations".

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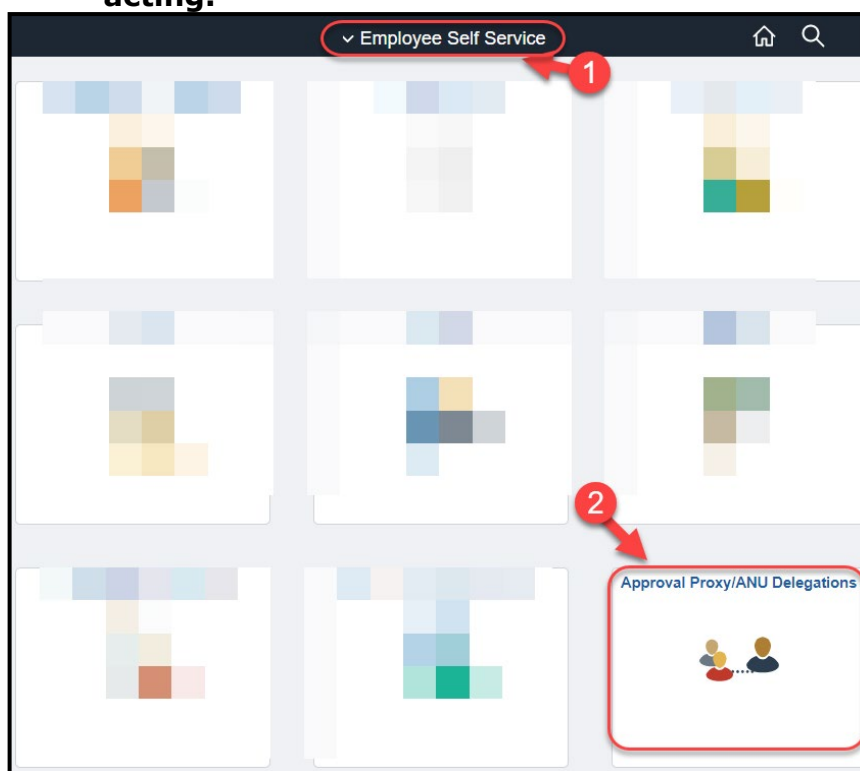
Glossary of terms:

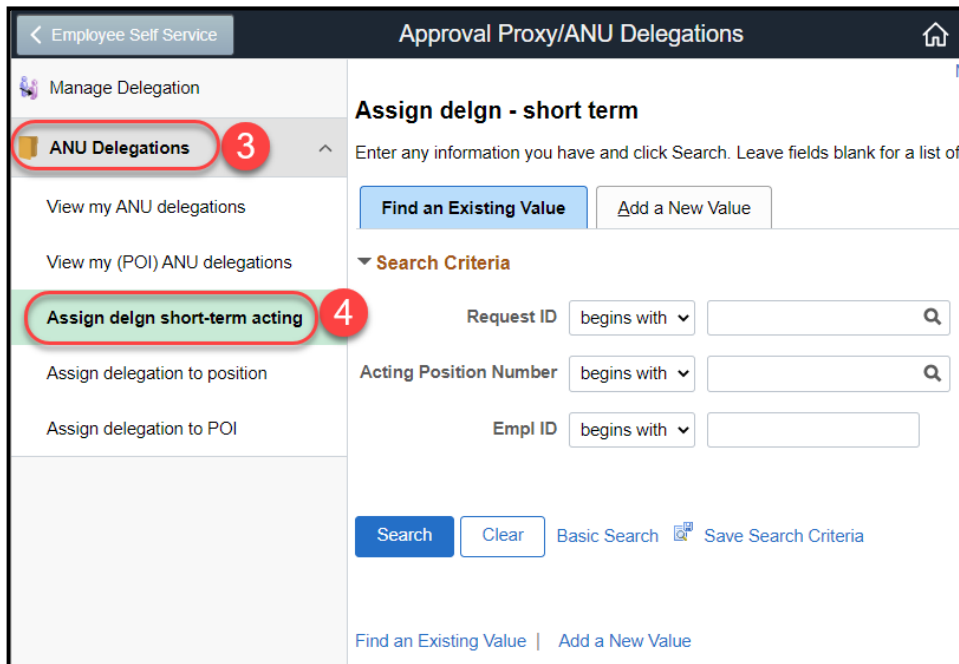
- **Request Status:** shows the status of your request, whether it is awaiting authorisation (i.e. Submitted), or it has been saved without submission (i.e. New), etc. The default value is *New*
- **Acting empl ID:** the employee ID of the acting-in employee in this field.
- **Empl Record:** click the magnifying glass to select a valid record number.
- **Acting from (delegation from):** start date of the short-term acting delegation assignment. (This date cannot be prior to 29/3/2017 which is the date when we converted the delegation data from the old framework to the current framework). It also cannot overlap with any delegation dates, for the same position, that the acting-in employee may already have.
- **To:** end date of the short-term acting delegation assignment. It cannot be more than 4 weeks from the Acting from date.
- **Delegation Profiles section:** this is a display-only section; the HRMS extracts the delegation profiles that have been assigned to the acting position, and displays the data here.
- **Individual Delegations section:** same as explained in the above item.
- **Requestor Comments section:** this is where you enter notes or commentaries, in relation to the request, that you would like to inform your Senior Delegate. Your Senior Delegate will see your notes when he or she opens the request in Manager Self Service.
- **Find Senior Delegate button:** select this button and system will search for a Senior Delegate. The search begins at the supervisor of the acting position, and follows the supervisory chain until it finds the first person who holds a D3 or D2 or D1 delegation (aka Senior Delegate). Once a Senior Delegate is found, system returns the person's name in the Approver list and stops the search. See screen capture below as an example:

Assigning short term acting delegations

You can initiate a short-term acting delegation request which lasts up to four weeks from the delegation start date. This is most commonly required when an employee is out of office for a short period, and requires another employee (usually his or her direct report) to act in their position during this time.

1. Login into [HORUS](https://horus.anu.edu.au) (<https://horus.anu.edu.au>)
2. Navigate to: **Employee Self Service > Approval Proxy/ANU Delegations > ANU delegations > Assign delgn short-term acting.**





Employee Self Service | Approval Proxy/ANU Delegations

Manage Delegation

ANU Delegations 3

View my ANU delegations

View my (POI) ANU delegations

Assign delgn short-term acting 4

Assign delegation to position

Assign delegation to POI

Assign delgn - short term

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

[Find an Existing Value](#) | [Add a New Value](#)

Search Criteria

Request ID begins with

Acting Position Number begins with

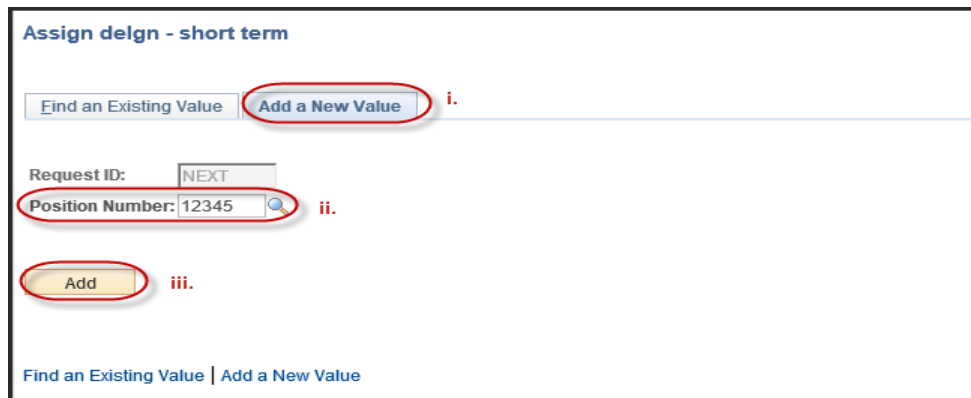
Empl ID begins with

[Search](#) | [Clear](#) | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

3.

- a. When initiating a request for the first time:
- i. select **Add a New Value**
 - ii. Enter the **Position Number**
 - iii. Select **Add**



Assign delgn - short term

[Find an Existing Value](#) | **Add a New Value** i.

Request ID:

Position Number: 12345 ii.

Add iii.

[Find an Existing Value](#) | [Add a New Value](#)

- b. Continuing with a saved request or initiating a subsequent request:
- iv. Select **Search** and chose the relevant request from the results:

Assign delgn - short term

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

Find an Existing Value | Add a New Value

Search Criteria

Request ID: begins with

Position Number: begins with

Empl ID: begins with

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Assign delgn - short term

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

Find an Existing Value | Add a New Value

Search Criteria

Request ID: begins with

Position Number: begins with

Empl ID: begins with

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-26 of 26 Last

Request ID	Position Number	Request Status	Empl ID	Name	Empl Record
00000091	00010446	Submitted	1234567	Lindsay,Honor	0
00000089	00005135	Submitted	1234571	Saville,Tim	0
00000086	00005135	Rejected	1234571	Saville,Tim	0
00000031	00000115	Approved	1234574	Gentle,George	0
00000030	00024945	New	1234573	Hayford,Lee	0

4. Enter or update/check:
 - a. The Acting employee's ID in the **Acting empl ID** field
 - b. The date from which the delegation is required in the **Acting from** field
 - c. The date when the delegation should end in the **To** field.
Note: This date cannot be more than four weeks from the Acting from date.

Assign delgn short-term acting

Use this request to assign position delegations to a short-term acting employee.

Acting in position: 00007601 Fellow (Level C) Position effective date: 29/03/2017 Request ID: NEXT
 Department: 40401 School of Demography Position effective status: Active Request Status: New
 Acting empl ID: Empl Record:

Acting from (delegation from): *To:

Delegation Profiles Find First 1-3 of 3 Last

Profile Type	Profile ID	Delegations
ACAD	ASSOCDEAN Associate Dean	Delegations
ACAD	DA Delegated Authority	Delegations
BANDED	D6 Delegation Band 6	Delegations

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

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

Requestor Comments:

Approver

5. Select **Find Senior Delegate** at the bottom of the screen

*Note: to complete the form late, select the **save** option*

Approver

6. Select the relevant senior delegate from the list using the radio button

Approver

Please select a Senior Delegate from the list and click Submit for Approval button

Approver ID	Approver Name	Department	Department Description
<input type="radio"/> 1234557	Harlow,Adrian	21100	Vice-Chancellor's Office

7. Submit for approval by selecting the corresponding button or save

Approver

Please select a Senior Delegate from the list and click Submit for Approval button

Approver ID	Approver Name	Department	Department Description
<input checked="" type="radio"/> 1234557	Harlow,Adrian	21100	Vice-Chancellor's Office

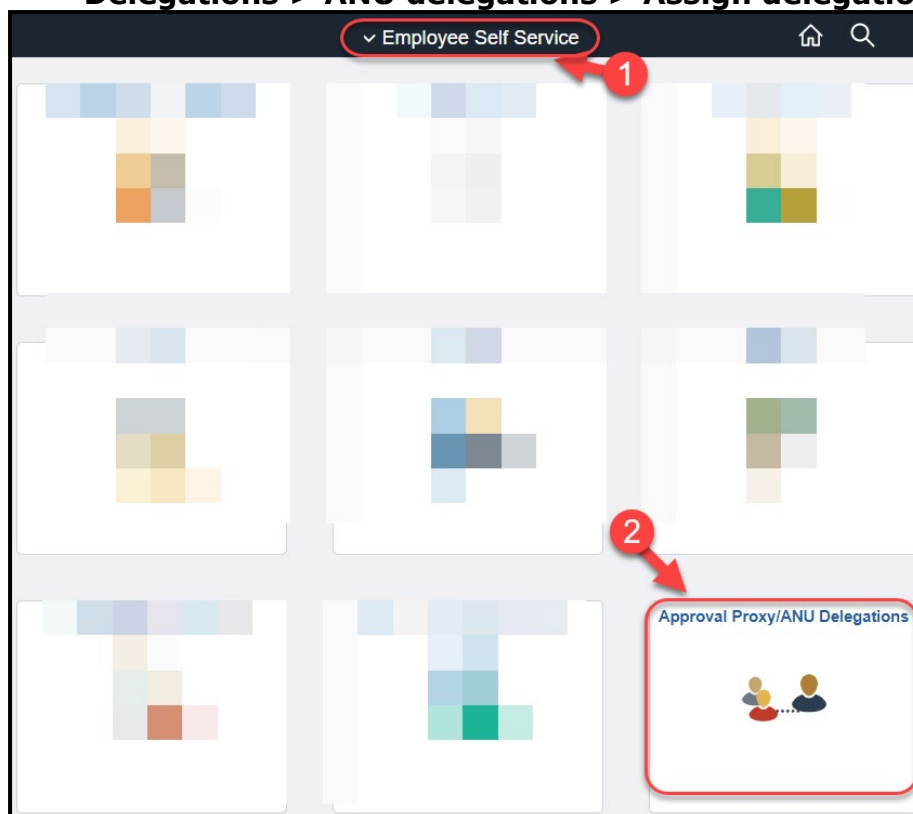
Following your request submission, system will generate and send an email notification to the selected senior delegate.

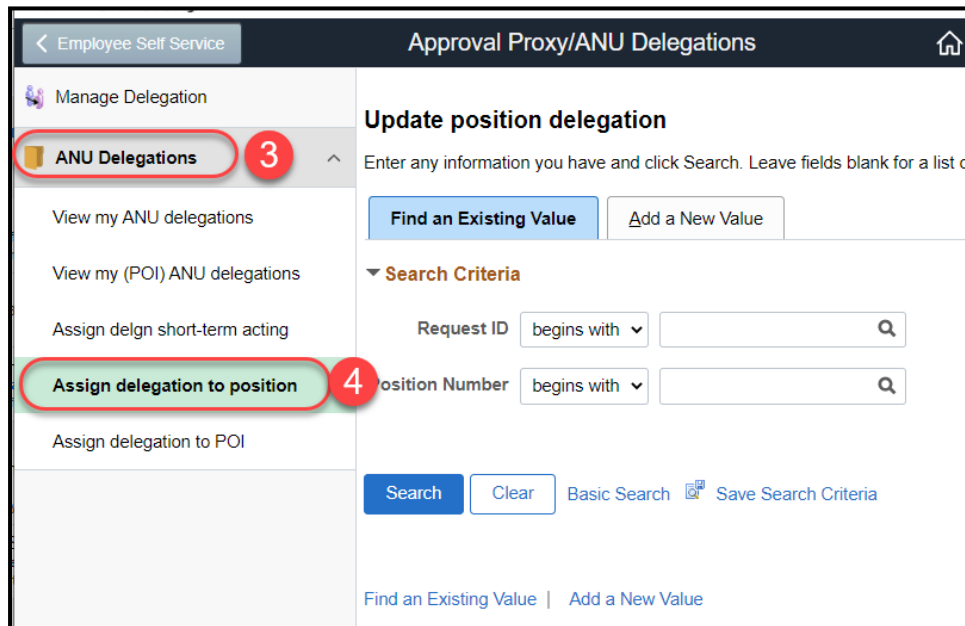
Once your request has been authorised or declined, you as the requestor/initiator, will receive an email notification.

Assigning or updating position delegations

You can initiate a request to update position delegation when you want to assign new delegations to an existing position, or update existing delegations belonging to a position. The position needs to be of Active status in order to be assigned delegations.

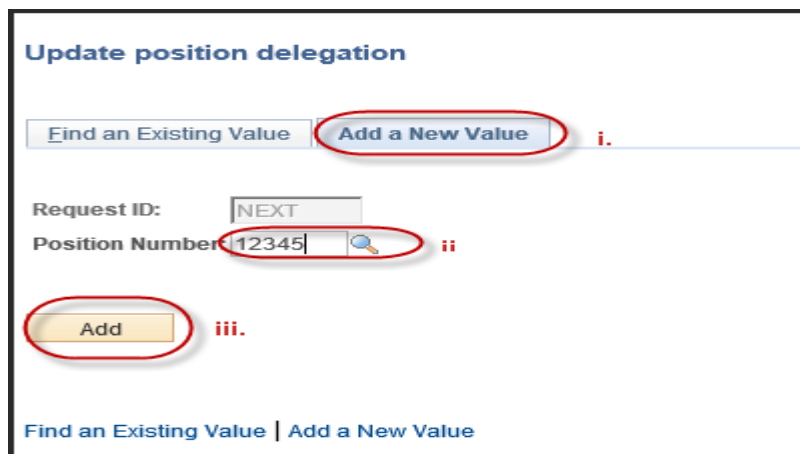
1. Login into [HORUS](https://horus.anu.edu.au) (<https://horus.anu.edu.au>)
2. Navigate to: **Employee Self Service > Approval Proxy/ANU Delegations > ANU delegations > Assign delegation to position**





a. When initiating a request for a position and an employee—even for yourself, for the first time:

- i. select **Add a New Value**
- ii. Enter the **Position Number**
- iii. Select **Add**



- b. If you are continuing with a saved request or initiating a subsequent request:
- i. Select **Search** and chose the relevant request from the results

Update position delegation


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

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Request ID: 🔍

Position Number: 🔍

Search [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Update position delegation


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

[Find an Existing Value](#) [Add a New Value](#)



▼ **Search Criteria**

Request ID: 🔍

Position Number: 🔍

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First  1 of 1  Last

Request ID	Position Number	Request Status
00000034	00012345	New

[Find an Existing Value](#) | [Add a New Value](#)

4. Enter or update/check:
- The effective date of assignment in the corresponding field
 - The profile Type and ID
 - The individual delegations

Note: You can add or remove Delegation profiles or individual delegations using the corresponding + or - buttons

Assign delegation to position
Use this request to assign delegations to a position or to update delegations held by a position.

Position Number: 00012345 Flow Cytometry Specialist Position effective date: 09/12/2010 Request ID: 00000034
 Department: 42560 Imaging & Cytometry Facility Position effective status: Active Request Status: New
 *Effective date of assignment: 21/06/2017 Created By: 4443723

Delegation Profiles Find First 1 of 1 Last

*Profile Type: BANDED *Profile ID: D4 Delegation Band 4 Delegations: [+] [-]

Individual Delegations Find | View All | [?] First 1 of 1 Last

Delegation ID	Cluster	Description	Legislative
1	[v]		[+] [-]

Requestor Comments: []

Approver

[Find Senior Delegate]

[Save] [Return to Search] [Add] [Update/Display]

5. Select Find Senior Delegate at the bottom of the screen

*Note: to complete the form late, select the **save** option*

Approver

[Find Senior Delegate]

[Save] [Add] [Update/Display]

6. Select the relevant senior delegate from the list using the radio button

Approver

[Find Senior Delegate] [Submit for Approval]

Please select a Senior Delegate from the list and click Submit for Approval button

Approver ID	Approver Name	Department	Department Description
<input checked="" type="radio"/> 1234557	Harlow, Adrian	21100	Vice-Chancellor's Office

7. Submit for approval by selecting the corresponding button, or select Save to return to the request at a later date

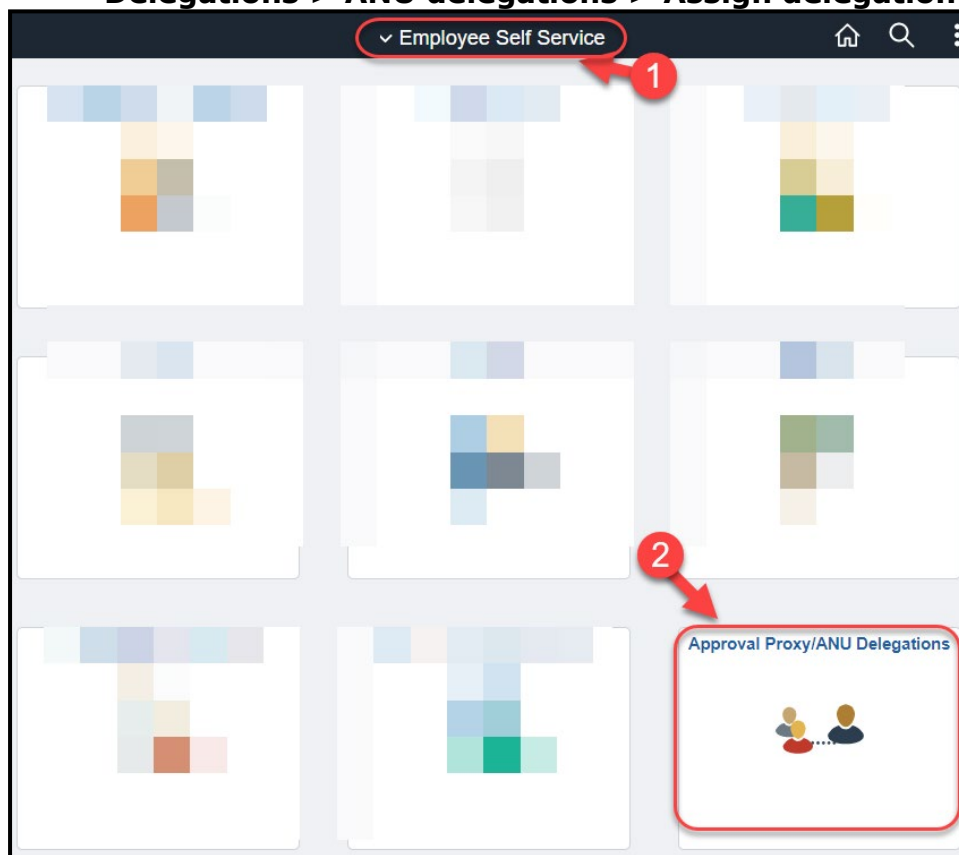
Following your request submission, system will generate and send an email notification to the selected senior delegate.

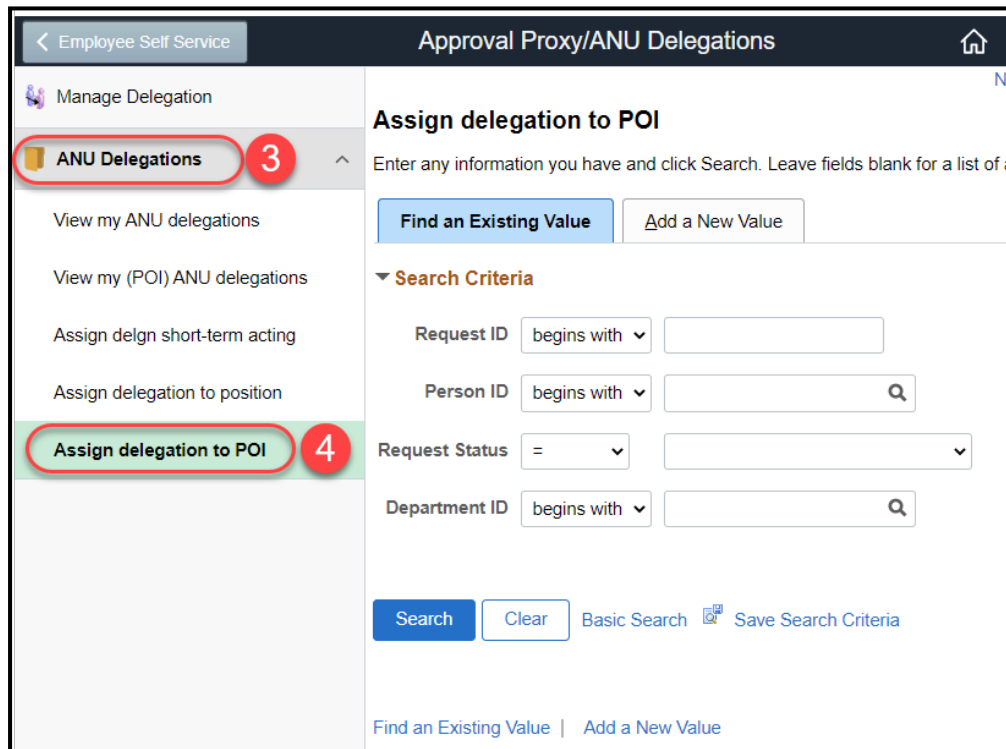
Once your request has been authorised or declined, you as the requestor/initiator, will receive an email notification.

Assigning or updating VaHA (nee POI) delegations

You can submit this request to assign new delegations to a VaHA (known as POI in the HRMS), or to update existing delegations held by a VaHA. Unlike employees who hold delegations that are defined at the position level, VaHA delegations are defined at the person level, in combination with two other attributes: VaHA type and department ID.

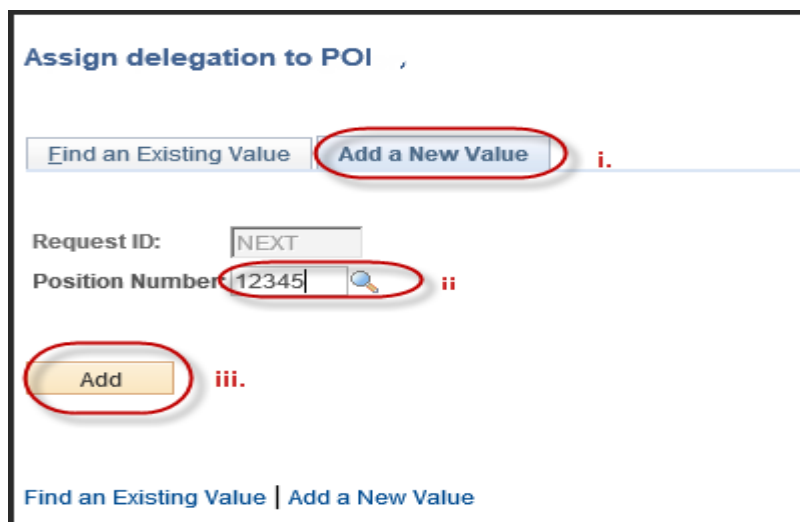
1. Login into [HORUS](https://horus.anu.edu.au) (<https://horus.anu.edu.au>)
2. Navigate to: **Employee Self Service > Approval Proxy/ANU Delegations > ANU delegations > Assign delegation to POI**





3.

- a. If you are initiating a request for a position and an employee- even for yourself for the first time:
 - ii. select **Add a New Value**
 - iii. Enter the **Position Number**
 - iv. Select **Add**



- b. If you are continuing with a saved request or initiating a subsequent request:
 - i. Select **Search** and chose the relevant request from the results

Assign delegation to POI

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

▼ Search Criteria

Request ID:

Position Number:

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Assign delegation to POI

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

▼ Search Criteria

Request ID:

Person ID:

Request Status:

Department ID:

[Basic Search](#)

Search Results

View All First 1 of 1 Last

Request ID	Person ID	Name	Request Status	Request Date	Department ID	Department Description
POI00010	1000165	Harrison, Suzanne New		20/06/2017	63510	Law Faculty

4. Enter or update/check:
 - a. Person ID (nee POI id)
 - b. Person of interest type
 - c. Department ID

- d. Delegation from and Delegation to dates
- e. Delegation reason
- f. Delegation profiles and
- g. Individual delegations

Note: You can add or remove Delegation profiles or individual delegations using the corresponding + or - buttons

Assign delegations to a Person of Interest (POI)

Use this request to assign delegations to a POI or to update an existing delegation assignment.

*Person ID: Harrison, Suzanne
 *Person of Interest Type: Pre-Employee
 *Department ID: Law Faculty
 *Delegation From: *Delegation To:
 *Delegation Reason:

Request ID: POI00010
 Request Status: New
 Request Date: 20/06/2017

Delegation Profiles Find First 1 of 1 Last

*Profile Type	*Profile ID	Delegations
ADMINOTHER	HRM	HR Manager

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

Delegation ID	Cluster	Description
1		

Requestor Comments:

5. Select Find Senior Delegate at the bottom of the screen

Note: to complete the form late, select the **save** option

Approver

6. Select the relevant senior delegate from the list using the radio button

Approver

Please select a Senior Delegate from the list and click Submit for Approval button

Approver ID	Approver Name	Department	Department Description
<input type="radio"/> 1234557	Harlow, Adrian	21100	Vice-Chancellor's Office

7. Submit for approval by selecting the corresponding button

Approver

Find Senior Delegate **Submit for Approval**

Please select a Senior Delegate from the list and click Submit for Approval button

	Approver ID	Approver Name	Department	Department Description
<input checked="" type="radio"/>	1234557	Harlow, Adrian	21100	Vice-Chancellor's Office

Following your request submission, system will generate and send an email notification to the selected senior delegate.

Once your request has been authorised or declined, you as the requestor/initiator, will receive an email notification.

Email notifications

Following submission

Following your request submission, system will generate and send an email notification to the selected Senior Delegate. An example of the email is provided below:

From: XXdo-not-reply@anu.edu.au <XXdo-not-reply@anu.edu.au>
Sent: Tuesday, 18 April 2017 10:42 AM
To: Janelle Chan
Subject: Request to assign delegations to Leila Horst is awaiting your action.

Dear Janelle Chan,

A request to assign delegations to Leila Horst 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=POI00080

Declined requests

If your request has been declined, you as the requestor/initiator, will be informed by way of an email notification. An example of the email is provided below:

From: XXdo-not-reply@anu.edu.au <XXdo-not-reply@anu.edu.au>
Sent: Wednesday, 19 April 2017 10:06 AM
To: Paul Joe
Subject: Request to assign delegations to Leila Horst has been declined.

Dear Paul Joe,

Your request to assign delegations to Leila Horst has been declined.

REASON FOR DECLINE:
testing only

Authorised requests

If your request has been authorised, you as the requestor/initiator, will be informed by way of an email notification. An example of the email is provided below:

From: XXdo-not-reply@anu.edu.au <XXdo-not-reply@anu.edu.au>
Sent: Wednesday, 19 April 2017 10:12 AM
To: Paul Joe
Subject: Request to assign delegations to Leila Horst has been authorised.

Dear Paul Joe,

Your request to assign the ANU delegations to Leila Horst, for 41060 - Evolution Ecology & Genetics, effective from 3 April 2017 to 30 May 2017, has been authorised.

Delegation holder

The delegation holder will be notified about his or her authorised delegation assignment. An example of the email is provided below:

From: XXdo-not-reply@anu.edu.au <XXdo-not-reply@anu.edu.au>
Sent: Wednesday, 19 April 2017 10:13 AM
To: Grant Chien
Subject: For your information -- delegation at the ANU.

Dear Grant Chien,

This is to inform you that you have been assigned delegations at the ANU, or your current delegation assignment at the ANU has been amended.

END OF GUIDE