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".
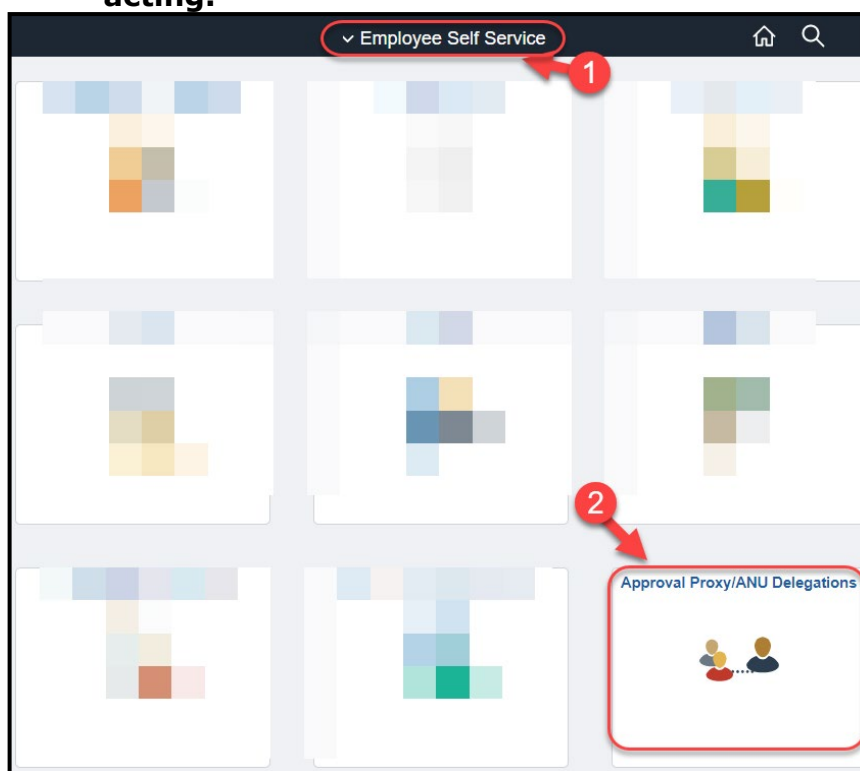
Table of contents:
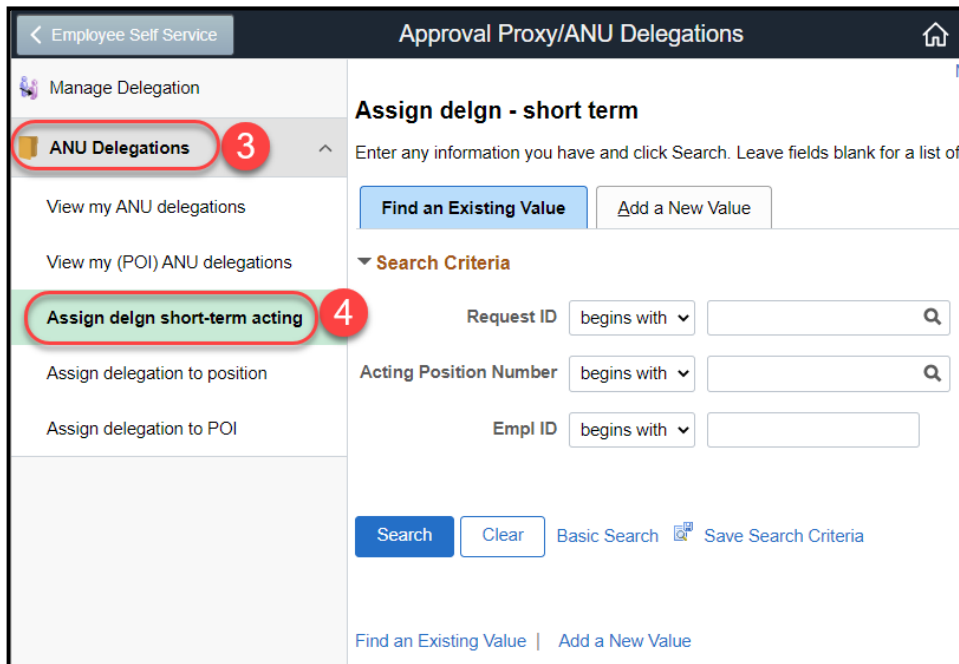
Glossary of terms:

- **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)

2.   Navigate to: **Employee Self Service > Approval Proxy/ANU Delegations > ANU delegations > Assign delgn short-term acting.**

3.

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

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

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.

5. Select **Find Senior Delegate** at the bottom of the screen
*Note: to complete the form late, select the **save** option*

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

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


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)

2. Navigate to: **Employee Self Service > Approval Proxy/ANU Delegations > ANU delegations > Assign delegation to position**
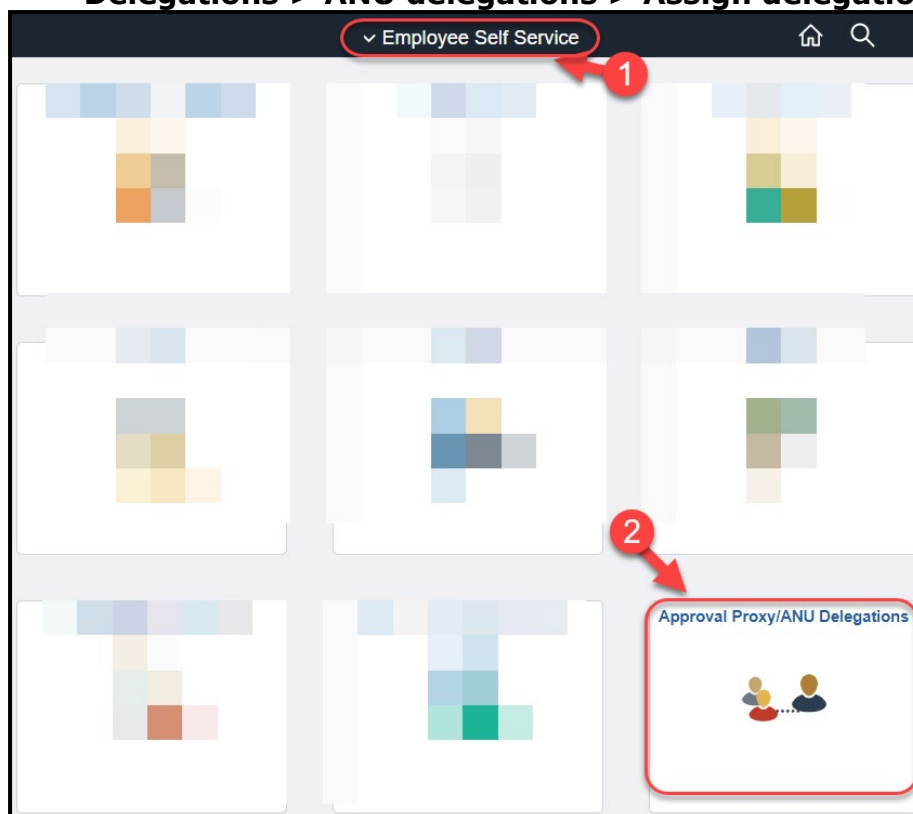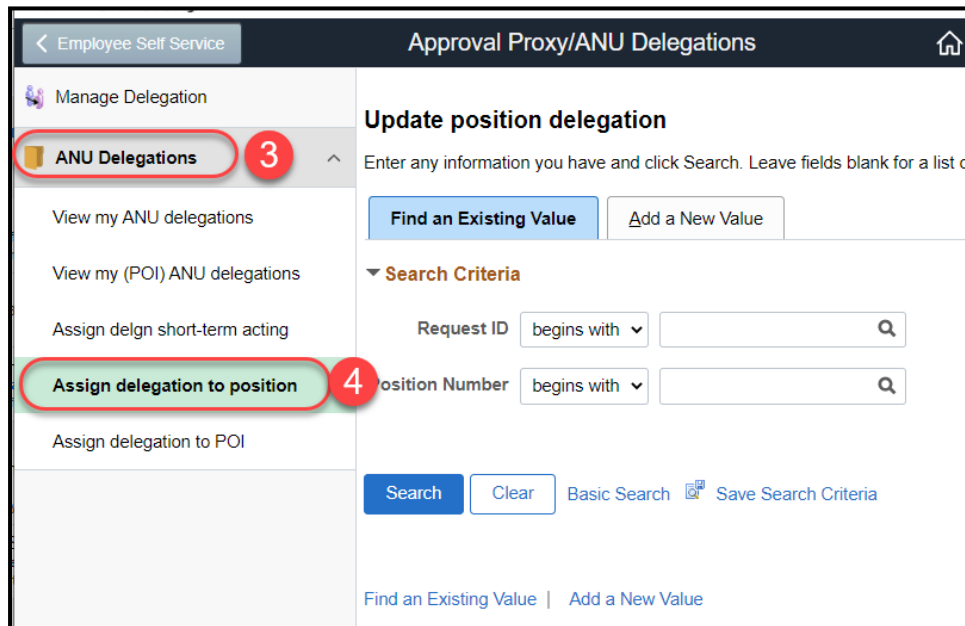
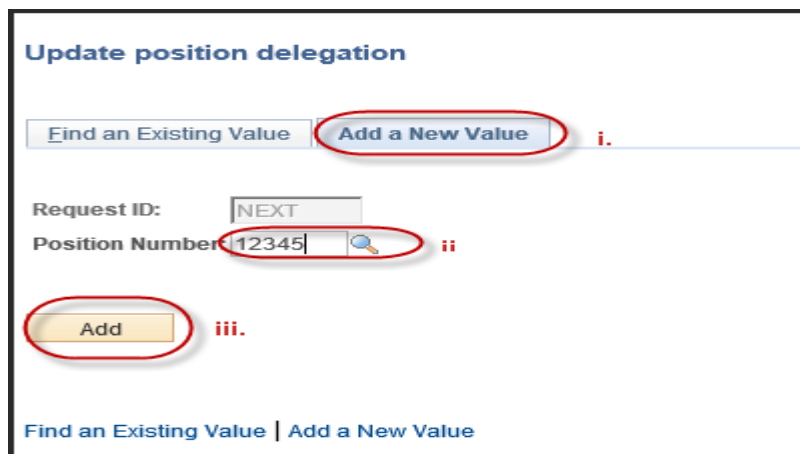**a.** When initiating a request for a position and an employee-even for yourself, for the first time:

     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: begins with ⌄ [   ] 🔍
Position Number: begins with ⌄ [   ] 🔍

[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: begins with ⌄ [   ] 🔍
Position Number: begins with ⌄ [   ] 🔍

[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:
   a. The effective date of assignment in the corresponding field
   b. The profile Type and ID
   c. The individual delegations

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

5. Select **Find Senior Delegate** at the bottom of the screen
*Note: to complete the form late, select the **save** option*

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

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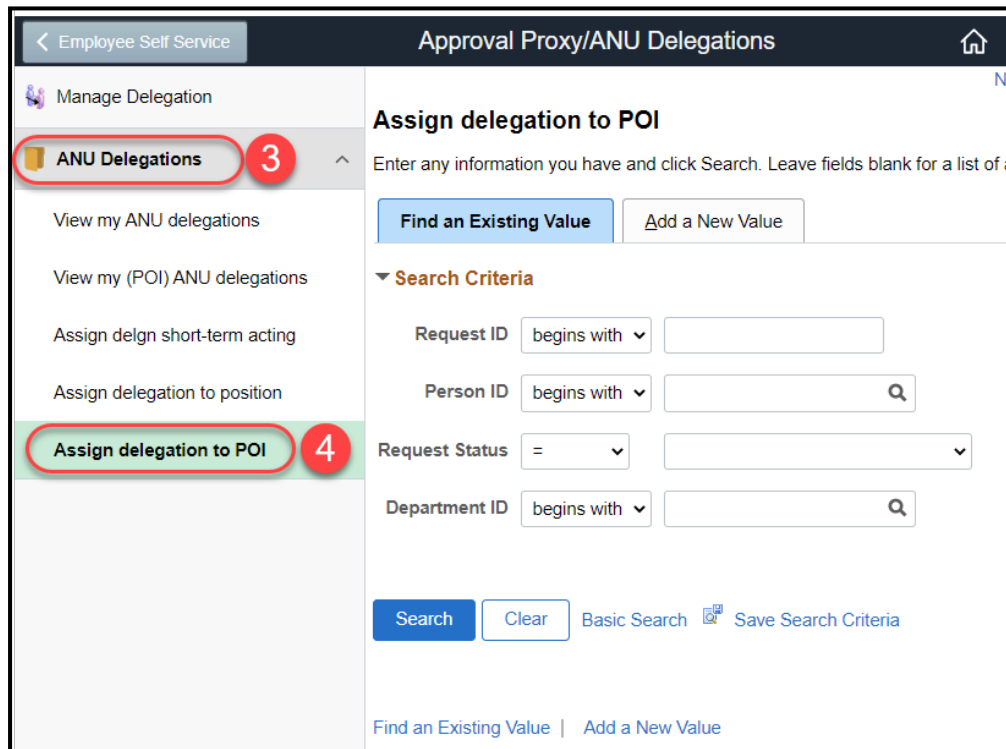
Once your request has been authorised or declined, you as the requestor/initiator, will receive an email notification.

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**
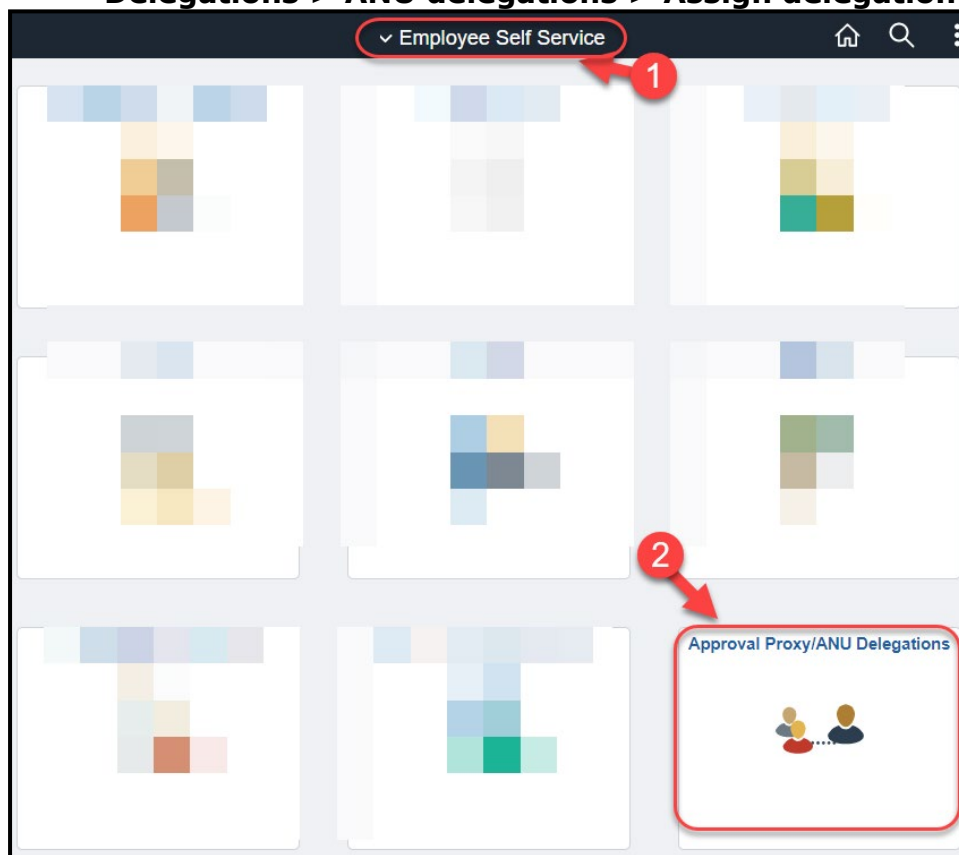
3.

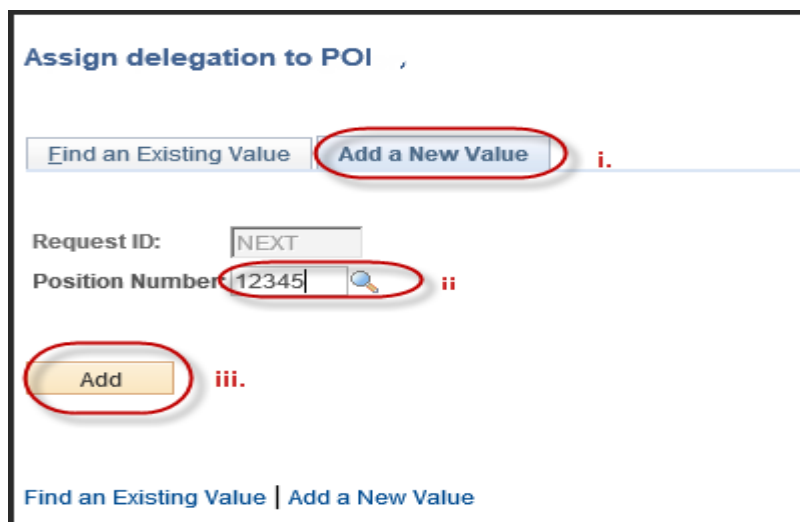**a.** If you are initiating a request for a position and an employee-   even for yourself for the first time:

> **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

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

5. Select **Find Senior Delegate** at the bottom of the screen
*Note: to complete the form late, select the **save** option*

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

7. Submit for approval by selecting the corresponding button

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_R EQ_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 - Evolutio 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