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# Viewing your ANU Delegations in HORUS

This guide shows you the different pages in HORUS where you can view your own (ANU) delegations.

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## Glossary of terms:

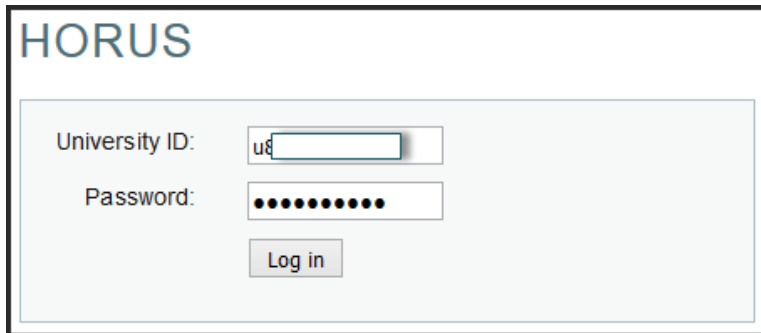
- **Current Position:** The position you are currently the occupant of. This may or may not be the position of your delegations.
- **Delegation From** date, is the date from which the position held delegations, or the date from which an acting employee held the delegation.
- *Note:* All existing delegations converted to the new framework will have a **Delegation From** date of 29/03/2017, being the date when delegation data was converted into the new delegations framework.
- **Delegation To** date: the date at which the delegations end. Where you are the substantive occupant of the position, there might not be a delegation end date.
- **Position Number:** Refers to the position against which you currently hold delegations. This may or may not be the same as your Current Position.
- **Delegation Type:** Can be either of the following;
  - "*Individually assigned*" refers to a short-term acting position or
  - "*Job Position*" refers to your substantive position.

# 1 Employee – Viewing your own (ANU) delegations

## a. Viewing delegations as at the current date

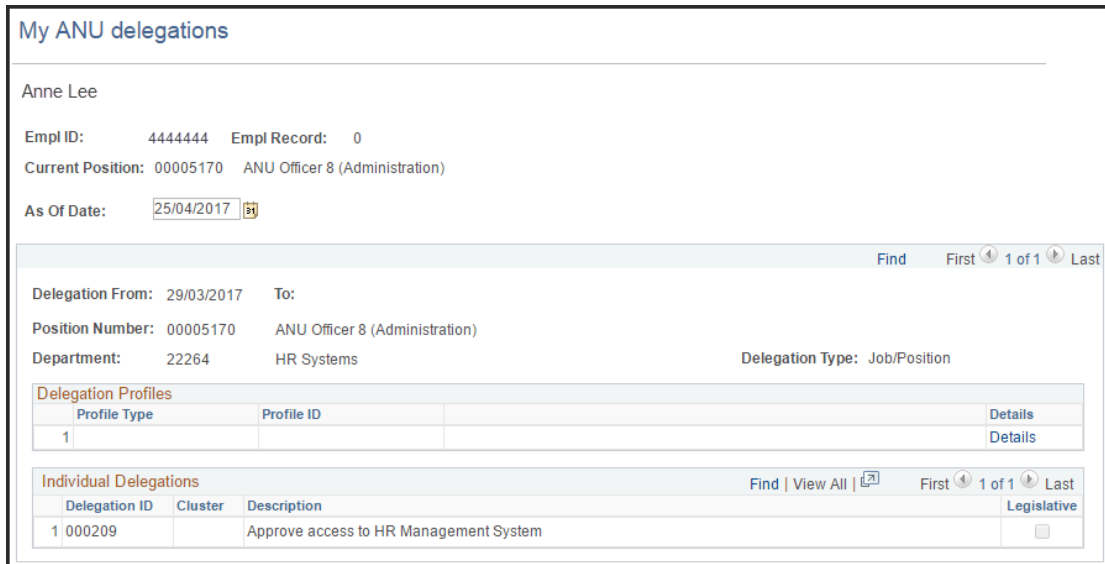
### Step 1:

Login into [HORUS](https://horus.anu.edu.au) (https://horus.anu.edu.au)



### Step 2:

Navigate to: **Main Menu > HORUS > ANU delegations > View my delegations**



My ANU delegations

Anne Lee

Empl ID: 4444444 Empl Record: 0

Current Position: 00005170 ANU Officer 8 (Administration)

As Of Date: 25/04/2017

Delegation From: 29/03/2017 To:

Position Number: 00005170 ANU Officer 8 (Administration)

Department: 22264 HR Systems Delegation Type: Job/Position

Delegation Profiles		
Profile Type	Profile ID	Details
1		Details

Individual Delegations		
Delegation ID	Cluster	Description
1 000209		Approve access to HR Management System

**b. Viewing delegations at a specific point in time****Step 3:**

Change the **As Of Date** in the corresponding field:



My ANU delegations

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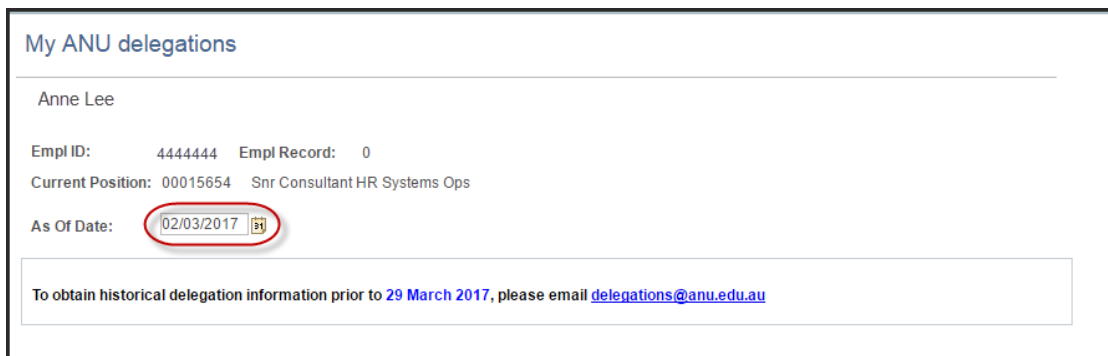
Anne Lee

Empl ID: 4444444 Empl Record: 0

Current Position: 00005170 ANU Officer 8 (Administration)

As Of Date: 20/04/2017

Note: The new delegations framework came into effect on the 31 March 2017. For delegations prior to this date, you will need to contact [delegations@anu.edu.au](mailto:delegations@anu.edu.au)



My ANU delegations

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Anne Lee

Empl ID: 4444444 Empl Record: 0

Current Position: 00015654 Snr Consultant HR Systems Ops

As Of Date: 02/03/2017

To obtain historical delegation information prior to 29 March 2017, please email [delegations@anu.edu.au](mailto:delegations@anu.edu.au)

**Step 4:**

select the **Details** link in the view Delegation Profiles panel:

**My ANU delegations**

Anne Lee

Empl ID: 4444444      Empl Record: 0

Current Position: 00015654    Snr Consultant HR Systems Ops

As Of Date:

Find    First 1 of 1 Last

Delegation From: 29/03/2017    To:

Position Number: 00015654    Snr Consultant HR Systems Ops

Department: 22264    HR Systems      Delegation Type: Job/Position

Delegation Profiles			
Profile Type	Profile ID		Details
1 BANDED	D8	Delegation Band 8	<a href="#">Details</a>

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

Find | View All |     First 1 of 1 Last

**My ANU delegations**

Anne Lee

Profile Type: BANDED    Profile ID: D8    Delegation Band 8

Position Number: 00015654    Snr Consultant HR Systems Ops

Department: 22264    HR Systems

Delegation Details			
Delegation ID	Cluster	Description	Legislative
1 000165		Approve casual sessional academic payments	<input type="checkbox"/>
2 000166		Approve casual timesheets for general staff	<input type="checkbox"/>
3 000175	1	Approve incremental progression for academic and general staff in accordance with University procedure <i>Staff under the direction of a nominated supervisor</i>	<input type="checkbox"/>
4 000182		Approve transfers of general and academic staff	<input type="checkbox"/>
5 000183	1	Approve leave of absence of general and academic staff <i>Paid leave, including purchased leave and LWOP for periods of less than 12 months</i>	<input type="checkbox"/>
6 000220	1	Purchase goods and services (including the signing of related purchasing contracts) within budget limit, in one transaction or series of transactions (excluding GST) <i>Up to \$5,000</i>	<input type="checkbox"/>

Personalise | Find |     First 1-6 of 6 Last

If you hold delegations across multiple positions during the selected **As of date**, the delegation details for both positions will display:

**My ANU delegations**

Anne Lee

Empl ID: 4444444 Empl Record: 0  
 Current Position: 00005170 ANU Officer 8 (Administration)

As Of Date: 20/04/2017

Find First 1-2 of 2 Last

Delegation From: 18/04/2017 To: 21/04/2017

Position Number: 00013264 Associate Director HR Systems  
 Department: 22264 HR Systems

Delegation Type: Individually assigned

Short-term (acting) position

Delegation Profiles

Profile Type	Profile ID		Details
1 BANDED	D6	Delegation Band 6	Details

Individual Delegations Find | View All |  First 1-2 of 2 Last

Delegation ID	Cluster	Description	Legislative
1 000209		Approve access to HR Management System	<input type="checkbox"/>
2 000210		Authorise data changes/minor modifications to HR Management system	<input type="checkbox"/>

Delegation From: 29/03/2017 To:

Position Number: 00005170 ANU Officer 8 (Administration)  
 Department: 22264 HR Systems

Delegation Type: Job/Position

Substantive position

Delegation Profiles

Profile Type	Profile ID		Details
1			Details

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

Delegation ID	Cluster	Description	Legislative
1 000209		Approve access to HR Management System	<input type="checkbox"/>

**Note:**

- A delegation type of "Individually assigned" refers to a short-term acting position
- A delegation type of "Job Position" refers to your substantive position.

## 2 VaHA – Viewing my (POI) ANU delegations

If you have access to HORUS, follow the below steps to view your own delegations.

### a. Viewing delegations as at the current date

#### Step 1:

Login into HORUS (<https://horus.anu.edu.au>)

## HORUS

University ID:

Password:

**Step 2:**

Navigate to: **Main Menu > HORUS > ANU delegations > View my (POI) ANU delegations**

### My (POI) ANU delegations

Leo Lai

As Of Date:

	POI Type		Department	Department Name
<input type="radio"/>	00014	Academic Visitor	41060	Evolution Ecology & Genetics
<input type="radio"/>	00028	Emeritus Academic	41060	Evolution Ecology & Genetics

**Step 3:**

Select the appointment type (nee POI type) you want to view delegations for and **continue**:

### My (POI) ANU delegations

Leo Lai

As Of Date:

	POI Type		Department	Department Name
<input checked="" type="radio"/>	00014	Academic Visitor	41060	Evolution Ecology & Genetics
<input type="radio"/>	00028	Emeritus Academic	41060	Evolution Ecology & Genetics

- \* **As Of Date:** system defaults this date to today's date.
- \* **Department:** shows the department ID of your delegations.
- \* **Department Name:** shows the name of the department ID.

**Step 4:**

Select the **Details** link to view the delegation details:

My (POI) ANU delegations

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Leo Lai

Person ID: 2222222

Person of Interest Type: 00014 Academic Visitor

Department ID: 41060 Evolution Ecology & Genetics

As Of Date: 20/04/2017

Delegation From: 20/04/2017 To: 27/04/2017

Profiles			
Profile Type	Profile ID		Details
1 ACAD	DAC	Delegated Authority Coursework	<a href="#">Details</a>

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

[Return](#)

**b. Viewing delegations at a specific point in time**

**Step 5:**

Change the **As Of Date** in the corresponding field:

My (POI) ANU delegations

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Leo Lai

Person ID: 2222222

Person of Interest Type: 00014 Academic Visitor

Department ID: 41060 Evolution Ecology & Genetics

As Of Date: 18/04/2017

**You hold no ANU delegations for this date.**

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**Step 6:**

To view the delegation details, select the corresponding link

**My (POI) ANU delegations**

Leo Lai

Person ID: 2222222  
 Person of Interest Type: 00014 Academic Visitor  
 Department ID: 41060 Evolution Ecology & Genetics  
 As Of Date: 20/04/2017

Delegation From: 20/04/2017 To: 27/04/2017

Profiles			
Profile Type	Profile ID		Details
1 ACAD	DAC	Delegated Authority Coursework	<a href="#">Details</a>

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

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

[Return](#)

Profile Type: ACAD Profile ID: DAC Delegated Authority Coursework

Delegation Details Personalise | Find | 1-24 of 24 | Last

Delegation ID	Cluster	Description	Legislative
1 000036		Admit or deny admission of student to program	<input checked="" type="checkbox"/>
2 000037		Approve deferment of offer of admission to an undergraduate program for up to twelve months without penalty	<input checked="" type="checkbox"/>
3 000038		Determine status for students for courses/work undertaken within periods prescribed in the relevant Rules prior to date of application	<input checked="" type="checkbox"/>
4 000040		Admit student to Honours year	<input checked="" type="checkbox"/>
5 000041		Approve the undertaking of concurrent programs except combined programs	<input checked="" type="checkbox"/>
6 000044		Appoint supervisors for graduate coursework programs	<input checked="" type="checkbox"/>
7 000046		Approve transfer between graduate coursework programs: For students transferring within or into own College	<input checked="" type="checkbox"/>
8 000047		Approve student leave of absence from program	<input checked="" type="checkbox"/>
9 000048		Approve adjustment of time limits	<input checked="" type="checkbox"/>
10 000049		Approve variation of a coursework program outside requirements in the Orders	<input checked="" type="checkbox"/>
11 000050		Authority to cancel enrolment of student in an undergraduate honours program	<input checked="" type="checkbox"/>
12 000051		Determine re-enrolment in a course after two failures for coursework students	<input checked="" type="checkbox"/>
13 000053		Approve exclusion from undergraduate or graduate coursework for coursework students	<input checked="" type="checkbox"/>
14 000058	2	Approve special examination arrangements (for students with a temporary or chronic disability) as per Assessment Rules <i>For all students other than under Assessment Rules 8(2)</i>	<input checked="" type="checkbox"/>
15 000059		Approve deferred examinations as per Assessment Rules for coursework courses	<input checked="" type="checkbox"/>
16 000060		Approve offer of supplementary assessment for coursework courses	<input checked="" type="checkbox"/>
17 000061		Approve form of supplementary assessment for coursework courses	<input checked="" type="checkbox"/>
18 000062		Approve enrolment of a student in a course, pending result of supplementary assessment in a course which is a prerequisite for enrolment in that course	<input checked="" type="checkbox"/>
19 000063		Appoint Chairs of Examiners for coursework courses	<input checked="" type="checkbox"/>
20 000064		Appoint examiners for coursework courses and theses	<input checked="" type="checkbox"/>
21 000065		Approve results for courses	<input checked="" type="checkbox"/>
22 000066		Approve release of results for courses	<input checked="" type="checkbox"/>
23 000067		Approve completion of program requirements for coursework programs	<input checked="" type="checkbox"/>
24 000070		Approve/amend enrolment of student pending outcome of review	<input checked="" type="checkbox"/>

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**End guide**