

	Guidelines: Approval Delegation myHR
Date: December 1, 2016	

Scope:

The purpose of these guidelines is to provide best practices around the delegation of approvals of Time and Labor (timecard approval) and Absence Approval (e.g. sick and vacation requests) within the myHR system. The delegation of approval enables a manager to allow another manager to approve specific tasks normally performed by the manager.

Guidelines:

1. Delegation of approvals should only be used by a manager when he/she will be absent from work for any reason and will be unable to perform the approval actions.
2. Delegation of approvals should only last for the duration of the absence
 - a. Delegation of approval should not extend beyond 30 days.
 - b. Managers should contact HR to discuss absences extending beyond 30 days.
3. Delegation of approval should not be given to a person lower in the management hierarchy (i.e. a direct report, or person who reports up to him/her through subordinate managers).
Delegation of approval of timecards and absence management to an employee lower in the management hierarchy will allow the employee to approve his/her own timecard and absence request.

Procedure: Time & Labor – timecard approvals

1. The manager will log on to myHR and navigate to the ‘My Account’ page.
2. On the ‘My Account’ page the manager will click the plus/add button under the ‘Delegate Approvals to Others’
3. Manager will determine a name of the rule and designate the time period covered.
4. In ‘category’ manager will select ‘Time and labor’
5. In ‘delegate to’ search for the manger by netId
6. Select manager and click ‘OK’
7. Click ‘OK’
8. Click ‘Save’

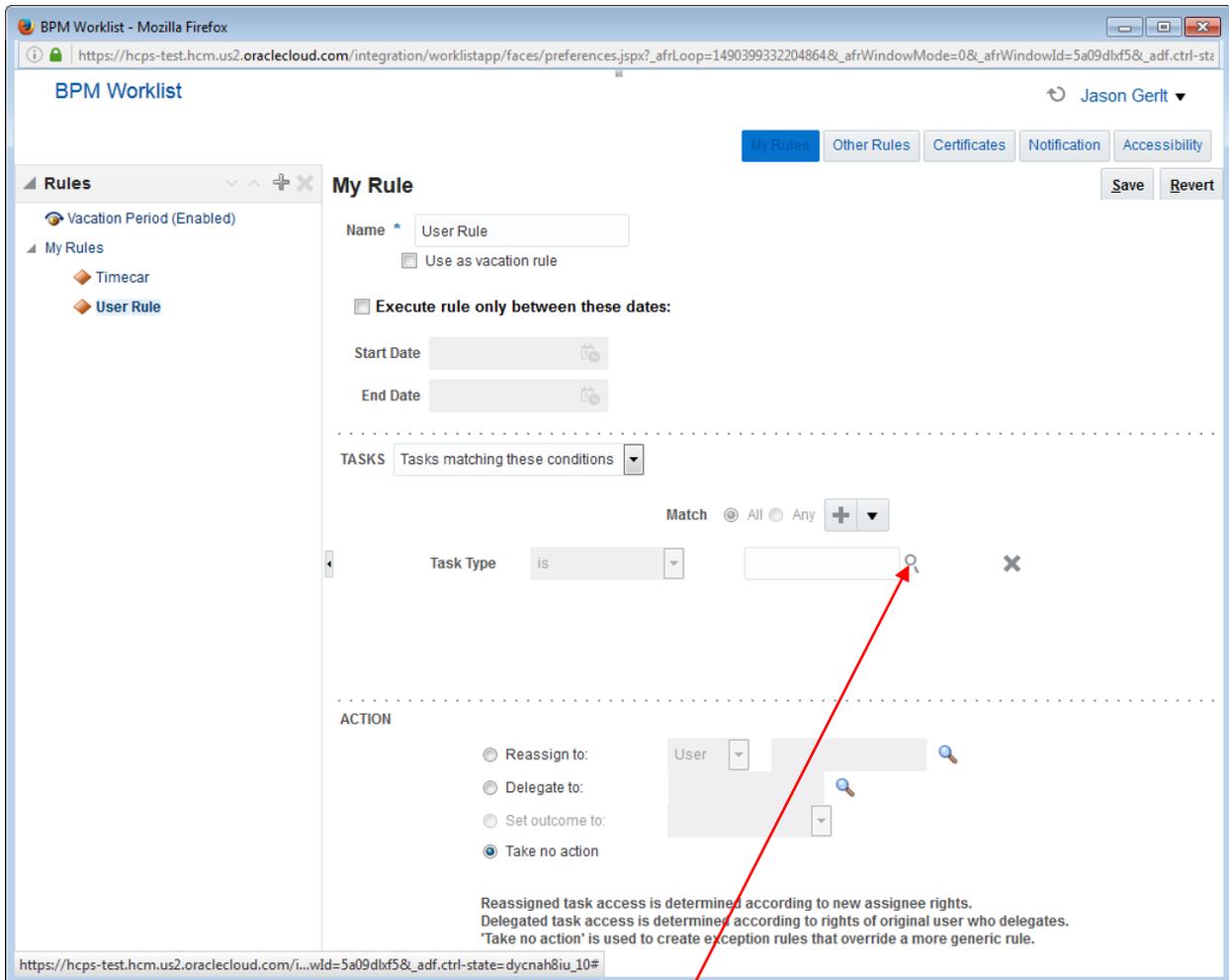
Procedure: Absence Management – sick and vacation requests

1. From the home page click on the bell
2. Click ‘More Details’ and Select ‘Human Capital Management’ (see screen shot)

- Click on 'My Rules' then click on the '+' sign (add)



- You should see the following screen



- Enter a name for the rule
- Click 'Execute rule only between these dates:'
- Enter a start and end date
- In the middle section click on the magnifying glass to search for the task

10. Select 'HCMBblAbsenceRecording'

Task Type Browser

Search

Task Type	Process Name	Description	Outcomes
AbsenceApprovalServic...	HcmEmploymentAbsence...		Ok
AbsenceCaseHumanT...	HcmEmploymentAbsence...		Approve, Rejec
AbsenceCatchAllExcep...	HcmEmploymentAbsence...		Ok
AbsencesApproval	HcmEmploymentAbsence...		Approve, Rejec
AbsencesApprovalsTask	HcmGblAbsencesRecordi...		Approve, Rejec
AddContactApproval	HcmPeopleProcessAddCo...		Approve, Rejec
AddContingentWorkerA...	HcmEmploymentCwkCom...		Approve, Rejec
AddDelegateWkrExcept...	HcmCompWorkbenchDele...		Approve, Rejec
AddDelegateWkrFyi	HcmCompWorkbenchDele...		Ok
AddDelegateWkrTask	HcmCompWorkbenchDele...		Approve, Rejec
AddNewAssignmentAp...	HcmEmploymentManageA...		Approve, Rejec
AddNewTermApproval	HcmEmploymentManageA...		Approve, Rejec
AddNonWorkerApproval	HcmEmploymentNwkCom...		Approve, Rejec
AddPendingWorkerApp...	HcmEmploymentPwkCom...		Approve, Rejec
AddWorkRelationshipA...	HcmEmploymentWrComp...		Approve, Rejec
AdminHumanTask	HcmEngmtVideoSharePre...		HTOutcomeDele
AllocateChecklistTask...	HcmEmploymentChecklist...		Rejected, Outs'
AllocatedChecklistTask...	HcmEmploymentChecklist...		Done
AllocatedHumantask	HcmEmploymentChecklist...		Completed, Re

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11. Scroll down and click 'OK'

- In the lower section of the screen (Action) click the radial button 'Delegate To'
- Click the magnifying glass as search for user

name User Rule

Use as vacation rule

Execute rule only between these dates:

Start Date

End Date

TASKS Tasks matching these conditions

Match All Any +

Task Type is AbsencesApprovalsTa

ACTION

Reassign to: User

Delegate to:

Set outcome to: REJECT

Take no action

Reassigned task access is determined according to new assignee rights.
 Delegated task access is determined according to rights of original user who delegates.
 'Take no action' is used to create exception rules that override a more generic rule.

- Enter user name or first and last name and click search
- Select user and click 'OK'

Users mob

Advanced

First Name Last Name

Email ID

Search Reset

Select	First Name	Last Name	Email	Title	Manager	Organization
<input checked="" type="radio"/>	mob1	Molly	Billings	mob16072@cr...		jcb49009

OK Cancel

- Click save
- Exit out of BPM
- To verify rule navigate to 'My Account'