

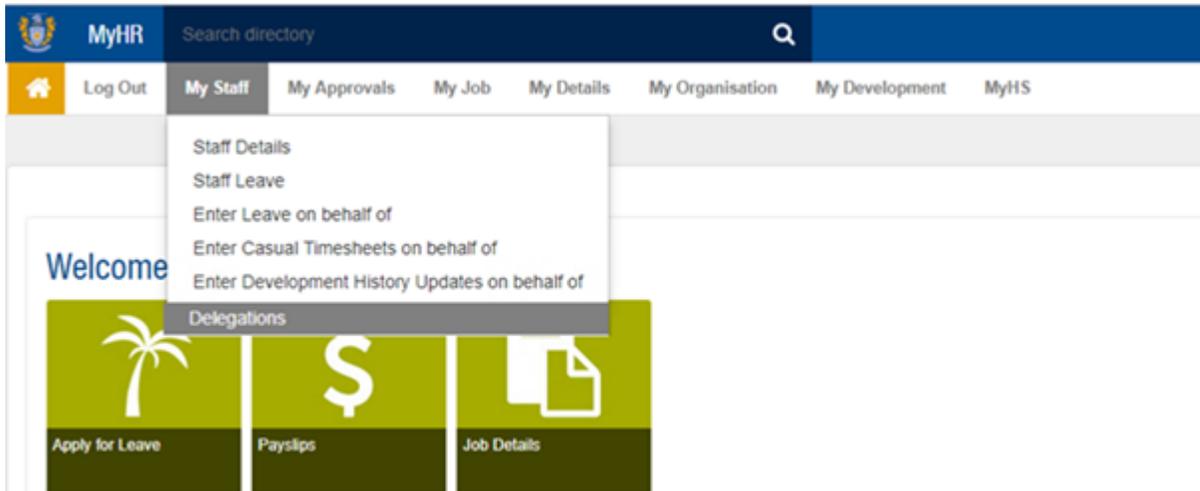
Frequently Asked Questions



Delegations are now assigned to **POSITIONS**. Where there are multiple staff in the same position, the assigned authority band will be the same.

1. How do I request a temporary delegation?

Managers with an **A** or **B** band delegation can request a temporary delegation by using the **Assign Temporary Delegation** option under **My Staff > Delegations** within MyHR.



Delegations - 040335 - Alan Davis

My Delegation Details

Delegation Type	Level	Budget Centre	Date Start	Date expires
Band Delegation	Band A	RL78	01 Jan 2018	

My Staff Delegation Details

Staff Member	Job Title	Org Unit	Delegation Type	Level	Budget Centre	Date start	Date expires	Status	
Angela Robertson	MANAGER - HUMAN RESOURCES	MU00602	Band Delegation	Band B	GL19317	01 Jan 2018		Approved	EDIT
Cecily Fung	DIRECTOR - INFORMATION MANAGEMENT	MU00423	Band Delegation	Band B	GL19370	01 Jan 2018		Approved	EDIT
Corale Weller	EXECUTIVE ASSISTANT	MU00077	Band Delegation	Band C	GL19317	01 Jan 2018		Approved	EDIT
Fiona McMoran	MANAGER - HUMAN RESOURCES	MU00173	Band Delegation	Band B	GL19317	01 Jan 2018		Approved	EDIT
Geraldine Richardson	MANAGER - ICT	MU00804	Band Delegation	Band D	GL19317	01 Jan 2018		Approved	EDIT
Jodie Banner	DIRECTOR - RISK	MU00358	Band Delegation	Band B	GL19311	01 Jan 2018		Approved	EDIT
Kylie Morgans	ADVISOR - HUMAN RESOURCES	MU00454	Band Delegation	Band B	GL19317	01 Jan 2018		Approved	EDIT
Lynn McDougal	MANAGER - HUMAN RESOURCES	MU00455	Band Delegation	Band B	GL19317	01 Jan 2018		Approved	EDIT
Nigel Barker	MANAGER - HUMAN RESOURCES	MU00692	Band Delegation	Band B	GL19317	01 Jan 2018		Approved	EDIT
Nigel Barker	MANAGER - HUMAN RESOURCES	MU00692	Band Delegation	Band B	GL19366	01 Jan 2018		Approved	EDIT
Paul Robertson	MANAGER - HUMAN RESOURCES	MU00175	Band Delegation	Band B	GL19317	01 Jan 2018		Approved	EDIT

[Add Delegation](#) [Assign Temporary Delegation](#)

2. When do I use 'Assign Temporary Delegation'?

- The delegated person is going to be away for more than 2 weeks, and
- Their line manager is not available, or
- There is no-one available with the appropriate level of delegation

If the staff member is on leave for two weeks or longer a temporary delegation can be entered. This must be completed by an **A** or **B** Band Manager or through the Risk and Assurance Office.

Please consider carefully if a temporary delegation is required for staff other than A or B band as approvals below these levels may be escalated up or to another position with the unit that also hold appropriate authority.

3. I need a different delegation band to the one I have been assigned – what do I do to change it?

Click on edit of the line that needs modification or cancelling. Select an expiry date, provide a reason and comment. Click Submit. Managers with an **A** or **B** Delegation can then request the correct band by selecting Add Delegation.

4. I have a staff member who is leaving their position at the University – what do I need to do to cancel their delegations?

Nothing. This process is managed by HR. The system will automatically send a notification to update Finance of the changes.

5. I need authority to an additional GL/PR/NP/RM account?

Managers with an **A** or **B** delegation can request this for you by Adding a Delegation (within the Managers MyHR>My Staff > Delegations). However, please note that as delegations are position based any changes made will be applied to all staff within that position.

6. I am going on leave and I want to split my delegations between several of my colleagues – what do I need to do to put this in place?

Delegations are not able to split.

Please consider carefully if a temporary delegation is required for staff other than A or B band as approvals below these levels may be escalated up or to another position with the unit that also hold appropriate authority.

7. Who has the authority to add a delegation?

Managers with an **A** or **B** delegation

8. What is the process to set up a staff member as a timesheet approver?

The staff member who is the nominated timesheet approver needs to have an **E** band or above delegation in place, as this is an opex expense. A request to be set up as a timesheet approver must be sent to the HR Helpdesk.

9. I am being seconded from one position to another – what does this mean for my delegations?

HR Admin will manage the change from one position to another and an automated notification will be sent to Finance requesting they make the necessary changes to the delegations.

10. I need to assign my delegations temporarily to another staff member who is outside of my reporting line.

Requests to assign a delegation to someone who is not within your reporting line need to be sent to the Risk and Assurance Office to be loaded manually. Please email or send a memo to riskmanagement@massey.ac.nz advising who you wish to delegate to and for what time period.

Please consider carefully if a temporary delegation is required for staff other than A or B band as approvals below these levels may be escalated up or to another position with the unit that also hold appropriate authority.