

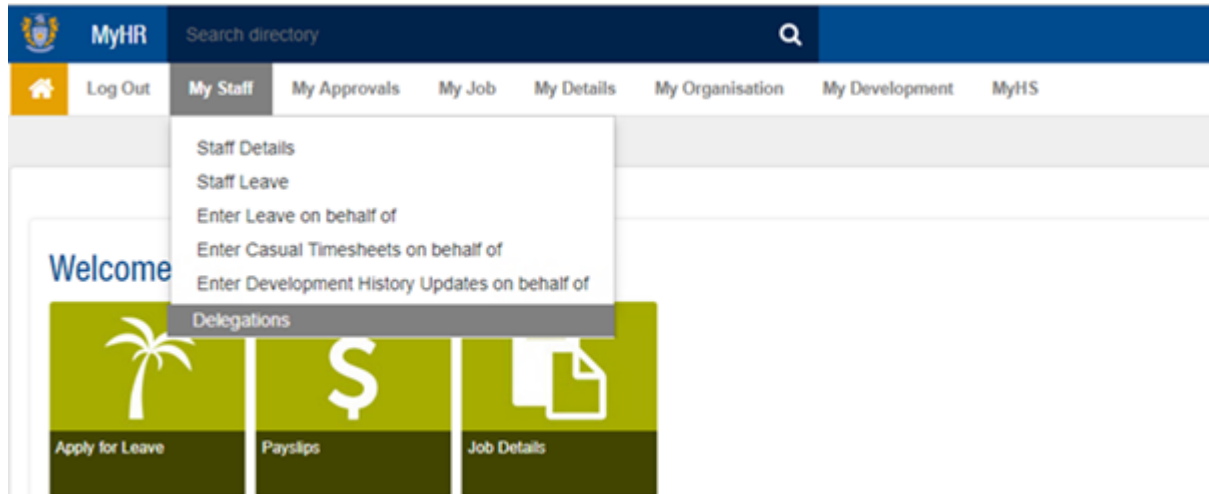
# Frequently Asked Questions



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

									<a href="#">Add Delegation</a>	<a href="#">Assign Temporary Delegation</a>
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	<a href="#">EDIT</a>	
Cecily Fung	DIRECTOR - INFORMATION MANAGEMENT	MU00423	Band Delegation	Band B	GL19370	01 Jan 2018		Approved	<a href="#">EDIT</a>	
Corale Weller	EXECUTIVE ASSISTANT	MU00077	Band Delegation	Band C	GL19317	01 Jan 2018		Approved	<a href="#">EDIT</a>	
Fiona McMoran	MANAGER - HUMAN RESOURCES	MU00173	Band Delegation	Band B	GL19317	01 Jan 2018		Approved	<a href="#">EDIT</a>	
Geraldine Richardson	MANAGER - ICT	MU00804	Band Delegation	Band D	GL19317	01 Jan 2018		Approved	<a href="#">EDIT</a>	
Jodie Banner	DIRECTOR - RISK	MU00358	Band Delegation	Band B	GL19311	01 Jan 2018		Approved	<a href="#">EDIT</a>	
Kylie Morgans	ADVISOR - HUMAN RESOURCES	MU00464	Band Delegation	Band B	GL19317	01 Jan 2018		Approved	<a href="#">EDIT</a>	
Lynn McDougall	MANAGER - HUMAN RESOURCES	MU00455	Band Delegation	Band B	GL19317	01 Jan 2018		Approved	<a href="#">EDIT</a>	
Nigel Barker	MANAGER - HUMAN RESOURCES	MU00692	Band Delegation	Band B	GL19317	01 Jan 2018		Approved	<a href="#">EDIT</a>	
Nigel Barker	MANAGER - HUMAN RESOURCES	MU00692	Band Delegation	Band B	GL19366	01 Jan 2018		Approved	<a href="#">EDIT</a>	
Paul Robertson	MANAGER - HUMAN RESOURCES	MU00175	Band Delegation	Band B	GL19317	01 Jan 2018		Approved	<a href="#">EDIT</a>	

## 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.

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## 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](mailto: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.*