



STATEWIDE PERSONNEL  
— S Y S T E M —

**Delegate a Task in Your Inbox**

January 2020



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## Delegate a Task in Your Inbox

How do delegations work? A worker that can initiate, approve or perform other tasks may need (or want) to have someone else initiate or approve certain business processes. If you receive tasks in your inbox that are a part of a business process, you can delegate these task, as needed.

Delegations can be done on a one time basis, for a specific period of time. For example, if the is person that would normally perform the task is on vacation.

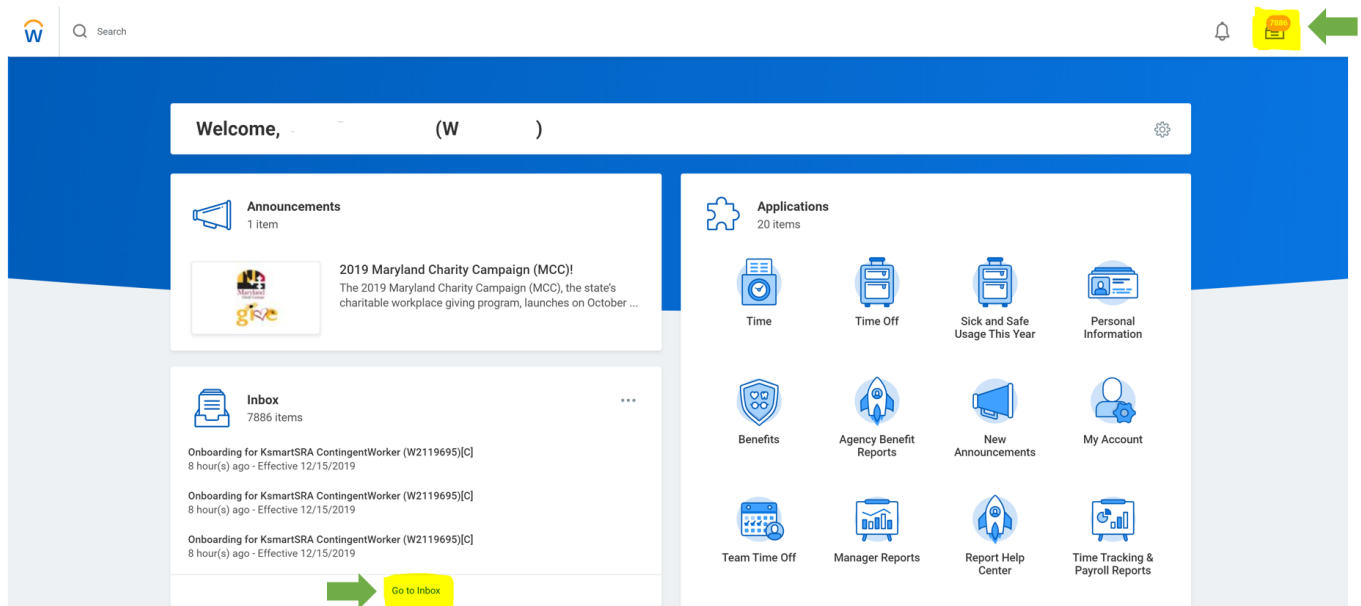
### NOTE:


- If a supervisory organization has more than one person who holds some assigned roles, delegation may not be necessary as others in the unit with that role can initiate or approve as appropriate
- Delegation begins at 12:00:01am on the Begin Date and ends at 11:59:59pm on the End Date.
- You can maintain access to your inbox during the delegation period, if desired.
- Your delegate also receives confirmation that he or she will be acting as your delegate for the specified period of time.

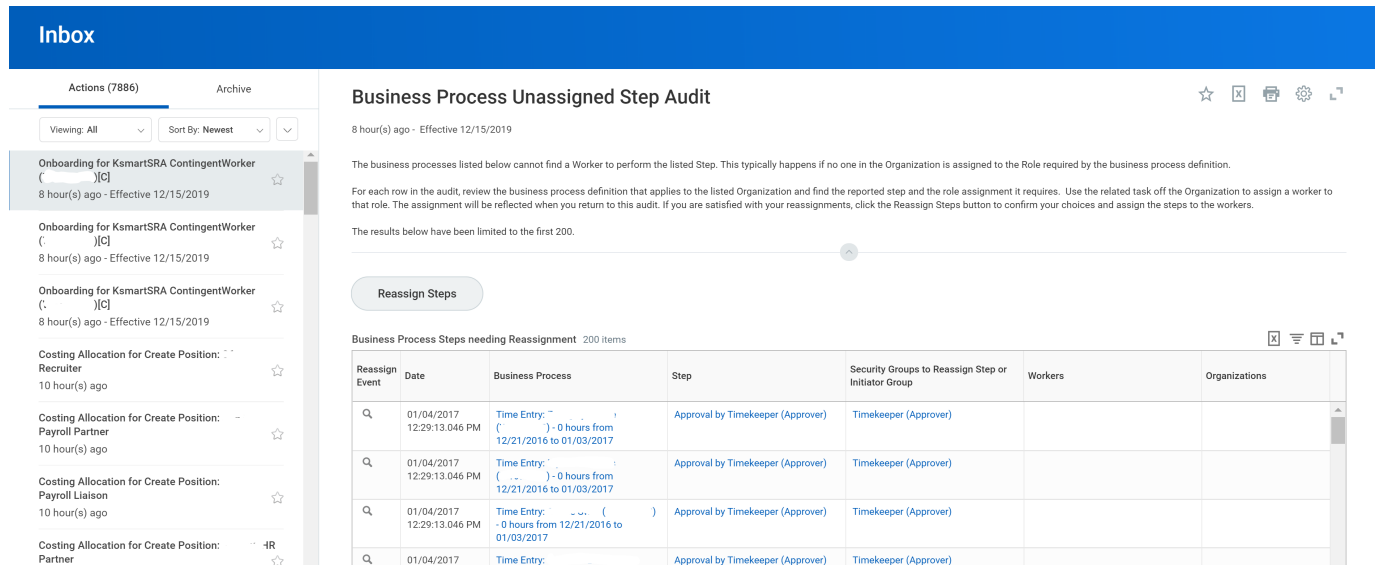
The procedure to delegate tasks in your inbox follows.

### Procedure:

1. Navigate to your inbox from the Home Screen.



2. Click the **"Go to Inbox"** link or the inbox icon  .



**Inbox**

Actions (7886) Archive

Viewing: All Sort By: Newest

Onboarding for KsmartSRA ContingentWorker (W2119695)[C]  
8 hour(s) ago - Effective 12/15/2019

Onboarding for KsmartSRA ContingentWorker (W2119695)[C]  
8 hour(s) ago - Effective 12/15/2019

Onboarding for KsmartSRA ContingentWorker (W2119695)[C]  
8 hour(s) ago - Effective 12/15/2019

Costing Allocation for Create Position: Recruiter  
10 hour(s) ago

Costing Allocation for Create Position: Payroll Partner  
10 hour(s) ago

Costing Allocation for Create Position: Payroll Liaison  
10 hour(s) ago

Costing Allocation for Create Position: HR Partner

**Business Process Unassigned Step Audit**

8 hour(s) ago - Effective 12/15/2019

The business processes listed below cannot find a Worker to perform the listed Step. This typically happens if no one in the Organization is assigned to the Role required by the business process definition.

For each row in the audit, review the business process definition that applies to the listed Organization and find the reported step and the role assignment it requires. Use the related task off the Organization to assign a worker to that role. The assignment will be reflected when you return to this audit. If you are satisfied with your reassignments, click the Reassign Steps button to confirm your choices and assign the steps to the workers.

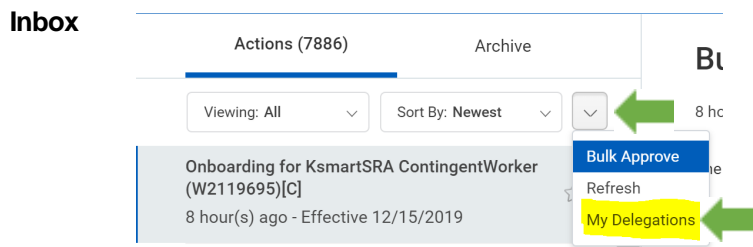
The results below have been limited to the first 200.

Reassign Steps

Business Process Steps needing Reassignment 200 items

Reassign Event	Date	Business Process	Step	Security Groups to Reassign Step or Initiator Group	Workers	Organizations
Q	01/04/2017 12:29:13.046 PM	Time Entry: ( ) - 0 hours from 12/21/2016 to 01/03/2017	Approval by Timekeeper (Approver)	Timekeeper (Approver)		
Q	01/04/2017 12:29:13.046 PM	Time Entry: ( ) - 0 hours from 12/21/2016 to 01/03/2017	Approval by Timekeeper (Approver)	Timekeeper (Approver)		
Q	01/04/2017 12:29:13.046 PM	Time Entry: ( ) - 0 hours from 12/21/2016 to 01/03/2017	Approval by Timekeeper (Approver)	Timekeeper (Approver)		
Q	01/04/2017	Time Entry: ( )	Approval by Timekeeper (Approver)	Timekeeper (Approver)		

3. On the Actions tab, click the **Drop down arrow**.



**Inbox**

Actions (7886) Archive

Viewing: All Sort By: Newest

Onboarding for KsmartSRA ContingentWorker (W2119695)[C]  
8 hour(s) ago - Effective 12/15/2019

Bulk Approve  
Refresh  
My Delegations

4. Click the **My Delegations** option.



## My Delegations

### My Delegations

For

Current Delegations    Current Task Delegations    Delegation History    Delegated Tasks    Business Processes allowed for Delegation

0 Items

Begin Date	End Date	Delegate	Retain Access to Delegated Tasks in Inbox
No Data			

Manage Delegations

5. Click the **Manage Delegations** button.

## Manage Delegations

### Manage Delegations

**Business Processes allowed for Delegation**

New Delegation 1 Item

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
<input type="button" value="−"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input checked="" type="radio"/> None of the above <input type="checkbox"/> Retain Access to Delegated Tasks in Inbox Delegation Rule

enter your comment

6. If desired, click the arrow next to the Business Process allowed for Delegation section. View the tasks that you are allowed to delegate to others. **Business Processes allowed for Delegation**
7. Click the Calendar button to select the Begin Date.
8. Click the Calendar button to select the End Date.



**Information:** To delegate for a single day, enter the same Begin Date and End Date.


9. Type or use the prompt to select the Delegate.



**Information:** You can delegate tasks to your peers (e.g., other individuals that are assigned your same role within your supervisory organization) or to your superiors (e.g., individuals in your management chain).



**Information:** You can select more than one person to whom you will delegate tasks. Click each name you want to add. The names display in the Delegate field once selected.

10. Select whether to delegate all business processes, specific business processes, or none of the above in the Do Inbox Tasks On My Behalf column.
11. If you wish to retain access to your Inbox tasks during delegation, click the Retain Access to Delegated Tasks in Inbox checkbox.
12. When you are done, click the Submit  button.

You will receive an orange alert:

**Alert**

1. [New Delegation \(Row 1\)](#)

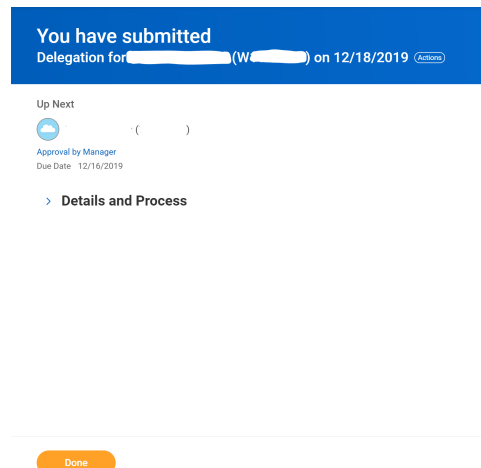
When you delegate the creation of an item, you give the delegate access to all of your previously created items of that type.



**Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

### Manage Delegations



13. Click the Done  button.



**Information:**

- The delegation request has been submitted. Delegated tasks require approval by a manager. This is the next step in the process.
- Your delegate also receives confirmation that he or she will be acting as your delegate for the specified period of time.
- Delegation requests can be updated or canceled at a later date, if needed. See the *Update or Cancel a Delegation Request* guide for details.



**Tip:** After completing a task in a business process, you can view the next step.

- Click the arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.

14. The System Task is complete.