



STATEWIDE PERSONNEL
— S Y S T E M —

Update or Cancel a Delegation Request

January 2020



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Update or Cancel an Existing Delegation Request

Modify an existing delegation at any time by:

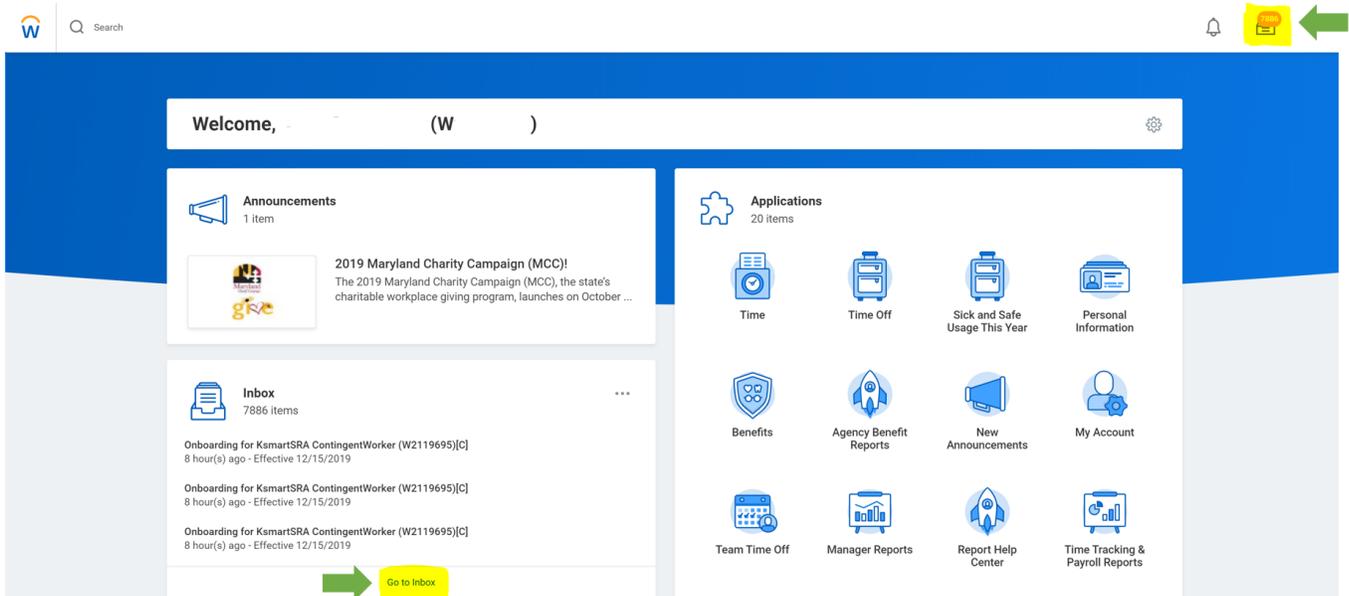
- Updating the delegation period (extend or shorten the delegation time)
- Adding or changing the people to whom you are delegating tasks
- Updating the tasks that are being delegated
- Canceling a delegation

Your delegate(s) will receive a notification informing them of any approved changes.

The procedure to modify an existing delegation follows.

Procedure:

1. Navigate to your inbox from the Home Screen.





Inbox

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 10 hour(s) ago

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.

5. On the My Delegations page, view current delegations, delegated tasks, and delegation history, if desired.

For

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

1 Item

| Begin Date | End Date | Delegate | Start On My Behalf | For all Business Processes | Retain Access to Delegated Tasks in Inbox |
|------------|------------|-------------------------------|--------------------|----------------------------|---|
| 12/18/2019 | 12/21/2019 | Delegated Employee (W9999999) | Change Job | Yes | No |

Manage Delegations



Information: Currently active delegations display on the **Current Delegations** and **Current Task Delegations** tabs.

Tasks delegated to you display on the **Delegated Tasks** tab.

You can also view your **Delegation History** as well, detailing any of your past delegations by clicking on each delegation link.

6. 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 |
|--|-------------|------------|-----------------------------------|--------------------|---|
| | 12/18/2019 | 12/21/2019 | Delegated Employee (W9999999) ... | Change Job | <input checked="" type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input type="radio"/> None of the above <input type="checkbox"/> Retain Access to Delegated Tasks in Inbox Delegation Rule |

enter your comment

Submit

Save for Later

Cancel

7. To cancel a delegation, click the Remove Row icon at the beginning of the row.

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 |
|-------------|------------|---------------------------------|---|---|
| 12/18/2019 | 12/21/2019 | X Delegated Employee (W9999999) | <ul style="list-style-type: none"> Change Job Change Default Compensation Change Job Expense Report Event Hire Receipt Spend Authorization | <input checked="" type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input type="radio"/> None of the above <input type="checkbox"/> Retain Access to Delegated Tasks in Inbox Delegation Rule |

enter your comment

Submit Save for Later Cancel

8. To update an existing delegation, change one or more of the following fields:

- Begin Date (if delegation period has not already started)
- End Date
- Delegate
- Start on My Behalf (if you initiate one or more business processes)
- Fields in the Do Inbox Tasks on My Behalf column (for approvers and others that do initiate but receive tasks in their inbox)

9. Click the **Submit** button.



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

You have submitted
 Delegation for [redacted] (W [redacted]) on 12/18/2019 [Action](#)

Up Next

 ()

Approval by Manager
 Due Date 12/16/2019

> [Details and Process](#)

Done

10. Click the **Done**  button.



Information:

You have submitted the delegation update/cancellation request. Updates to a delegation may be sent for approval to a manager.

Your delegate(s) will receive a notification informing them of any approved changes.



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

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

11. The System Task is complete.