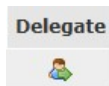# How to delegate authorisation rights to another supervisor/manager.

You will be able to transfer your approval rights for expenses, timesheets and annual leave whilst you are on leave, but only to another supervisor for that activity. i.e. to delegate approval of expenses, the manager/supervisor must also have approval rights for expenses in EASY.

Where you see the delegate icon in your Self Service section you will be able to delegate approval rights for that activity.

Find the activity you wish to delegate approval rights for and you will see at the end of the line under the Delegate column a small person icon. Click on the icon to set up your delegate.

▾ My Access			
Activity	**Right**	**Data Limits**	**Delegate**
Expenses.Claims	Authorisation	Supervised Employees	👤

Search for the employee you wish to delegate to by using the magnifying glass icon on the recipient field to open the search box and search for employee using assignment number or name.

Select employee.

Enter the start and end dates of the delegation period.

Save.

If the employee does not have the approval right, for the activity you are trying to delegate your approval right too, then you will get an error message and will not be able to delegate to this employee.

Once set up you can see your delegate under the Delegated Access banner.

▾ Delegated Access					
Delegated To	**Activity**	**Right**	**Effective From**	**Effective To**	
Employee name	Expenses.Claims	Authorisation	31 Jan 2019	1 Feb 2019	✏️

If you do not see the delegate icon raise a query with HR Direct who will arrange for you to have access to the delegate function if appropriate.

How to delegate your PA expenses input on your behalf.

You will be able to delegate your PA to be able to input expenses on your behalf.
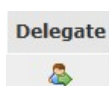
Where you see the delegate icon in your Self Service section you will be able to delegate your PA to be able to input expenses on your behalf.

For the Self Service.Expenses activity you will see at the end of the line under the Delegate column a small person icon. Click on the icon to set up your delegate.

Search for the employee you wish to delegate to by using the magnifying glass icon on the recipient field to open the search box and search for employee using assignment number or name.

Select employee.

Enter the start and end dates of the delegation period (enter a date for a few years into the future if to be a long-term delegation).

Save.

Once set up you can see your delegate under the Delegated Access banner.

When your delegate logs into EASY using their own log in they will be able to choose to input claims for you by selecting your name from the drop-down box at the top of the screen.

If you do not see the delegate icon raise a query with HR Direct who will arrange for you to have access to the delegate function.

How to amend or remove delegations

You can extend the length of the delegation period or remove (cancel) the delegation at any time.

Find the delegate under the delegated access banner.

To extend the delegation period, click on the pencil icon at the end of the line, change the 'effective to' date and click the Save button. To remove the delegation, click on the withdraw Withdraw button to remove the delegation.