SSO Delegations (Proxy)

Information Sheet

Overview

Staff Services Online Delegation (Proxy) is used when a supervisor of staff delegates their leave approval or timesheet validation authority to another staff member. This delegation of duty typically occurs in the event that the Supervisor is absent for a period of time (for example, on leave or travelling overseas).

The delegation of duties occurs on a short-term basis and is usually for a defined period of time.

School/Branch Responsibilities

To initiate the SSO delegation (Proxy) the following process should be followed:

1. Conduct a discussion with the staff member due to take on the SSO responsibilities. Outline any expectations and process requirements.

2. Notify the staff member going on leave to set up their SSO Delegation (Proxy).

3. Consider if the following Financial Services forms are required for positions that also hold Financial Delegation:

   Acting Finance Delegation - to request Finance Delegation (if applicable).
   Financial Business System (PeopleSoft) Access Request Form - to enable the Financial Delegation if the staff member does not already have PeopleSoft Finance access.
   Travel & Entertainment (T&E) Approver amendment form - to approve T&E transactions.

4. Notify the staff member going on leave to visit the ITS DIY guide to setup the following (where appropriate):

   Email vacation messages
   Email forwarding
   Remote Files
   Voicemail
   Global Roaming
   Desk Phone Diversion

   Renewal: To renew this arrangement for a further period repeat the above process.

HR Responsibilities

If the period is greater than 28 calendar days, HR will set up the SSO Delegation (Proxy) as per the SSO Delegation (Proxy) instructions.

How to set up a SSO Delegation (Proxy)?

Period of 28 calendar days or less

To initiate the SSO Proxy for a period of 28 calendar days or less, the following process should be followed:

Conduct a discussion with the staff member due to take on the SSO responsibilities. Outline any expectations and process requirements.

The staff member going on leave to setup a SSO Delegation (Proxy) via SSO. To do this, follow instructions on the Quick reference