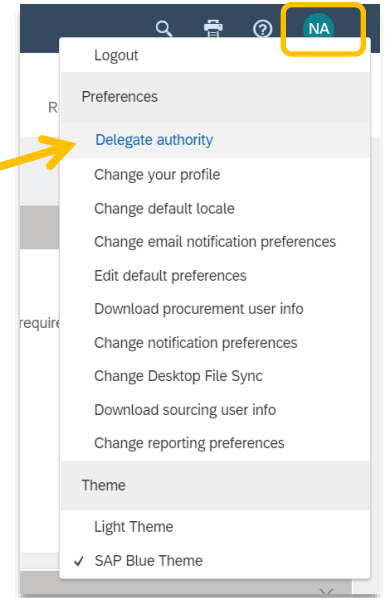


EPIC – How to Delegate Your Authority

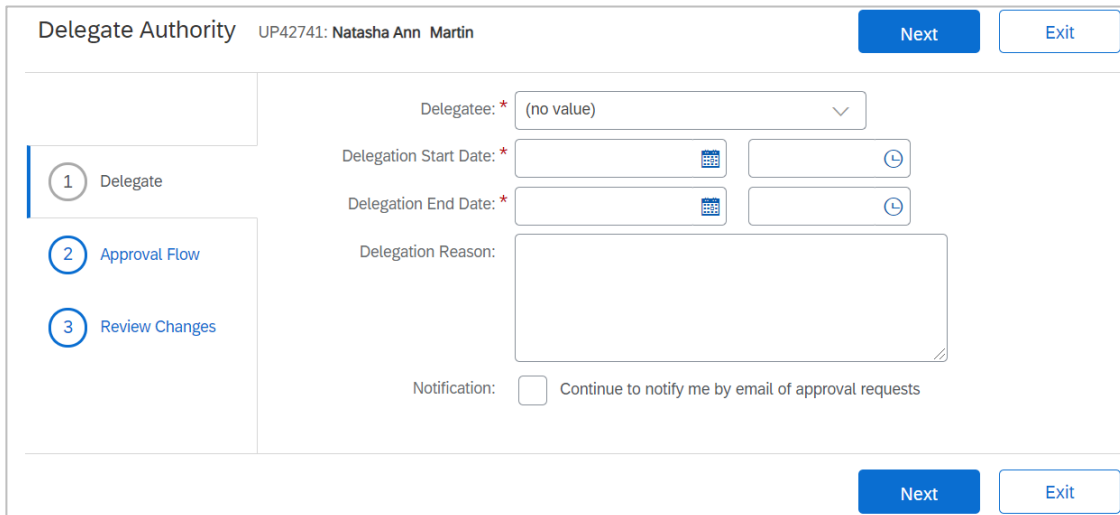
If you are going to be away from the office, you can delegate your authority to another individual for a defined period of time so that they can continue to manage your EPIC tasks during your absence. The individual will be able to act on your behalf in resolving Invoice Reconciliations, completing Receiving, approving requests, and creating documents.

Delegating Authority

1) Click on **your initial** in the top right corner of your EPIC page then select **Delegate Authority** from the drop down list that appears.



2) The delegate authority page will open.



To create a delegation, you must enter the following fields:

- **Delegatee** - the person who will have the authority to act on your behalf
- **Delegation Start and End date**
- **Delegation Reason**
- Select whether or not to continue to receive notifications of approval requests during this time.

- a) To select a **Delegatee**:
- i. Click the downward arrow in the Delegatee field then, select **Search More**.
 - ii. In the window that appears, enter the name of the individual in the field provided then click **Search**.
 - iii. Once you locate the individual's name in the search results, click **Select** beside their name.

Delegatee: * (no value) 

Choose Value for Delegatee

Found more than 500 items. The results shown here include unique items from the first 500 items found.

Name Search

Name ↑	PasswordAdapter	
. Jacqueline Tiew Jin Ye	Enterprise User	Select
. Navdeep Kaur Sangha	Enterprise User	Select
. Olivia	Enterprise User	Select

Choose Value for Delegatee

Name Search

Name ↑	PasswordAdapter	
(no value)		Select
Krista Detillieux	Enterprise User	Select

Done

- b) Choose a **Delegation Start and End date**:
- i. Click the **calendar icon** and select a date in each field.

Delegation Start Date: * 8/24/2020  12:00 AM 

Delegation End Date: * 8/28/2020  11:59 PM 

You can specify a time as well by clicking the clock icon and choosing a time.

Note: You can delegate your authority to a maximum period of 6 months. If you will be away for longer, contact Aurora Finance to discuss the best options.

- c) You can enter a comment for the reason of your delegation and choose whether to continue to receive email notifications of approval requests.

Delegation Reason:

Notification: Continue to notify me by email of approval requests

3) Click **Next** to proceed to the next step.

The screenshot shows the 'Delegate Authority' form for user UP42741: Natasha Ann Martin. The form is in the 'Delegate' step. The 'Next' button at the top right is highlighted with a yellow box. The form fields include: Delegatee: * Krista Detillieux; Delegation Start Date: * 8/24/2020 12:00 AM; Delegation End Date: * 8/28/2020 11:59 PM; Delegation Reason: On vacation; Notification: Continue to notify me by email of approval requests. A sidebar on the left shows steps: 1 Delegate, 2 Approval Flow, 3 Review Changes.

4) Approval is not required so you can click on **Next** again to proceed to Review Changes.

5) If all information is correct, click **Submit** to finalize the delegation.

The screenshot shows the 'Delegate Authority' form for user UP42741: Natasha Ann Martin. The form is in the 'Review Changes' step. The 'Submit' button at the top right is highlighted with a yellow box. The form displays a summary table of the delegation details. The sidebar on the left shows steps: 1 Delegate, 2 Approval Flow, 3 Review Changes.

Change	From	To
Delegatee	(no value)	Krista Detillieux
Delegation Start Date		8/24/2020
Delegation End Date		8/28/2020
Delegation Reason		On vacation.



TIP: If an individual is away unexpectedly, contact Aurora Finance with their supervisor's approval to request a delegation to be setup on their behalf.