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.

Need Help? Contact Aurora Finance Customer Service at 204.480.1001 or email us at epic@umanitoba.ca
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.

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

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

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.

💡 **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.