

DELEGATIONS: MY INBOX

HrOnlineLux 02_1_Delegations- Manager & HR

HRonline
Help cards

The screenshot displays the 'My Delegations' page in the HRonline system. The top header includes the 'securex human capital matters' logo, an 'Inbox' button, and a user profile dropdown for 'HERNZ Hans' with a red notification badge. The main content area is divided into two sections: 'My Current Delegations' and 'People who delegate to me'. Both sections indicate 'No current delegations' and 'No current substitutions' respectively. A 'My Details' sidebar on the left shows the user's ID as 80000038 and position as ACCOUNTANT M... A 'PROD' environment indicator is in the top right corner. A yellow circle with the number 1 highlights the user's name in the header.

PREAMBLE: the delegation allows you to transfer your rights to another employee for a defined period. It is generally advisable to delegate your managerial rights to another manager.
Example: I use the delegation when I go on holiday and I wish that one of my colleague accepts / rejects the requests of absence / presence of my team.

- 1 Click your name in the header and then in **My box**.

DELEGATIONS: ADD A DELEGATION

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Add a new delegation 1

Enter the name of the person you want to delegate to:

☒ Notify this person by e-mail

AURENT < 80002476 > 2

Select the action(s) the person will be able to do on your behalf:

☒ All 3

☐ Specific

☐ Time

☐ Workforce Administration

Select the validity period of the delegation (dates are inclusive):

From 28 . 06 . 2016 To 28 . 07 . 2016 4

Please indicate the activity status of this delegation. You can change this status at any time in the future:

☒ Activate this delegation immediately ! 5

Cancel Add the delegation

- 1 In the delegations tab of your Inbox, click **Add a new delegation**.
 - 2 Fill in the name of the person to whom you want to delegate your actions, and check the box if this person must be informed by email of this delegation.
 - 3 Determine what actions you want to delegate or delegate all actions. NB: the pannel of authorized shares depends on the level of clearance.
 - 4 Indicate the start and end of the delegation.
 - 5 Click **Add** to save the delegation.
- ! Check this box to enable the delegation immediately.

DELEGATIONS: REMOVAL

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My Current Delegations

To	Delegation	Validity period	Activity
<input checked="" type="checkbox"/>	LIERARD Jean-Pierre	All	13.02.2014 - 13.03.2014

[Delete](#) ☐ Notify this person by e-mail [Add a new delegation](#)

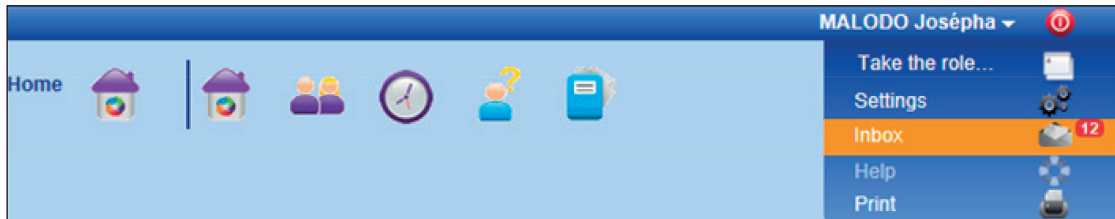
People who delegate to me
No current substitutions

- 1 Check the delegation concerned and click on **Delete** to suppress the delegation.
- ! *It is not possible to alter a delegation. If for example you want to change the date of validity of a delegation, we must first remove the existing and then create a new one with the correct date of validity delegation.*

DELEGATIONS: ACCEPT A DELEGATION

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Check the delegation concerned and click on **Delete** to suppress the delegation.

DELEGATIONS: «TAKE THE ROLE OF»

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The screenshot displays the 'My Workspace' section of the Securex HRonline application. The interface is divided into a left sidebar and a main content area. The sidebar contains 'My Details' for 'HOFSTAT Samuel' with ID '80002474' and 'My Selections' under 'Controlling Area' with a checked box for 'BUSINESS TRAVEL (4)'. Below this is a list of selected users: JOLY Valentin, MALODO Josépha, PARIS Sophie, and WOODEN Salomé, each with a unique ID and a color-coded icon. The main content area shows 'Time Views' with tabs for 'Time Views', 'Quota', and 'Reporting'. The 'Time Views' tab is active, displaying a 'Monthly Calendar' for May 2016. The calendar shows days of the week and dates, with some dates marked as 'Holiday paid (H)'. A 'Select view' button and a 'Filter' link are also visible.

My Workspace

My Details

HOFSTAT Samuel

ID Position

☐ 80002474 Responsable de...

My Selections

Controlling Area [Groups](#)

☒ BUSINESS TRAVEL (4)

[Search](#)

☒ JOLY Valentin [80002473]

☒ MALODO Josépha [80002642]

☒ PARIS Sophie [80002470]

☒ WOODEN Salomé [80002471]

[Clear Selection](#)

[Advanced Search](#)

Time Views **Quota** **Reporting**

Monthly Calendar

Select view [Filter](#)

May 2016 Today

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30
02	03	04	05	06	07
Holiday paid (H)					
09	10	11	12	13	14
Holiday paid (H)					

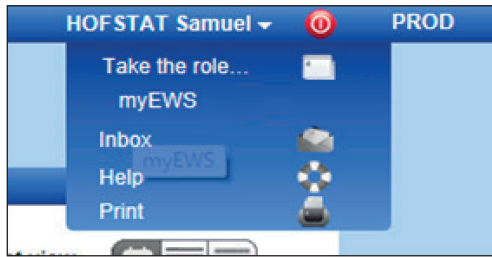
You are connected to the account of the person who gave you their rights.

Here, only the rights related to the management time are delegated.

Then, you receive emails and notifications applications for absences and attendances from members of your colleague.

DELEGATIONS: «TAKE THE ROLE BACK»

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To return to your account, click on **Take the role of myEWS**.
You will come back so automatically on your home page.