

User Guide

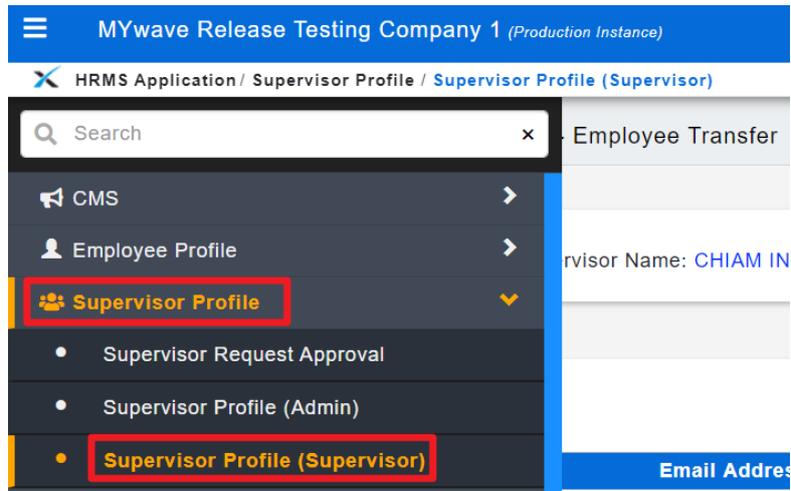
Supervisor Profile (Supervisor)

How to delegate to another supervisor



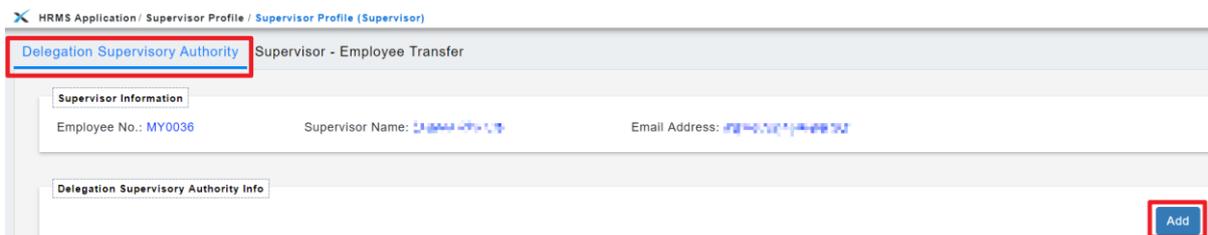
HOW TO DELEGATE TO ANOTHER SUPERVISOR

1. Go to Supervisor Profile -> Supervisor Profile (Supervisor) module.

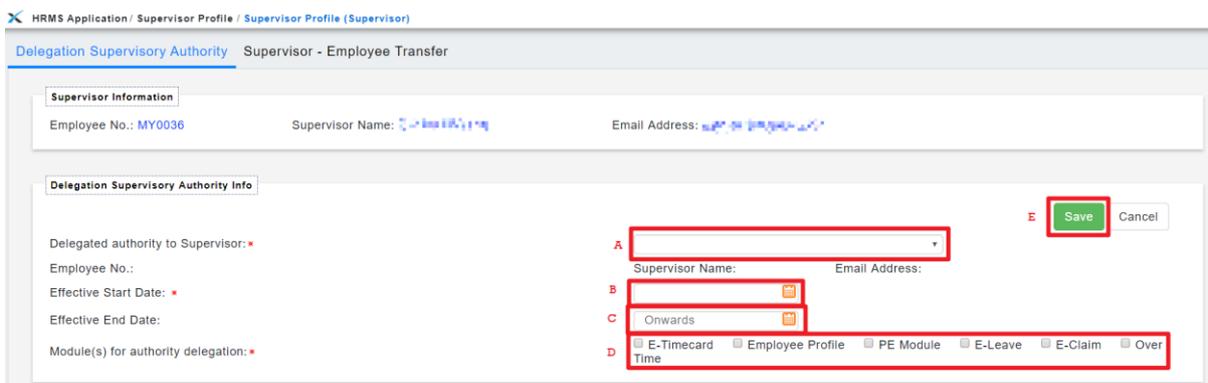


2. From the 1st tab [Delegation Supervisory Authority].

3. Click **Add**.



4. Click on (A) to choose the supervisor that you want to delegate -> wait for loading the Supervisor Name and Email Address information.
5. Click on (B) to insert the Effective Start Date for the delegate supervisor.
6. Click on (C) to insert the Effective End Date if the delegate supervisor only for certain period.
7. Tick on (D) on which module(s) that you allow to access for the delegate supervisor.
8. Once all done, click (E) **Save**.



Sample of Successfully delegated:

HRMS Application / Supervisor Profile / Supervisor Profile (Supervisor)

Delegation Supervisory Authority Supervisor - Employee Transfer

Supervisor Information

Employee No.: MY0036 Supervisor Name: Test Sup Email Address: test.sup@hrms.com

Delegation Supervisory Authority Info

Record save successfully Add

Employee No.	Supervisor Name	Email Address	Start Date	End Date	Authorized Module(s)	Action
SUP001	Test Sup	test.sup@hrms.com	2020-03-31	2020-04-30	E-Leave E-Claim Over Time	Edit Delete