## 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.

≡	MYwave Release Testing Company 1 (Production Instance)				
X	HRMS Application / Supervisor Profile / Supervisor Profile (Supervisor)				
Q	Search		×	Employee Transfer	
<b>A</b>	смѕ	:			
	Employee Profile	:		rvisor Name: CHIAM IN	
*	Supervisor Profile	•			
•	Supervisor Request A	pproval			
•	Supervisor Profile (Ad	imin)			
·	Supervisor Profile (	Supervisor)		Email Addres	

- 2. From the 1<sup>st</sup> tab [Delegation Supervisory Authority].
- 3. Click Add

×	🗙 HRMS Application/ Supervisor Profile / Supervisor Profile (Supervisor)							
De	legation Supervisory Authority	Supervisor - Employee Transfer						
	Supervisor Information Employee No.: MY0036	Supervisor Name: 🚺 🛶 👘 👣	Email Address:					
	Delegation Supervisory Authority	nto		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

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Delegation Supervisory Authority Supervisor - Employee Transfer								
ess:	Supervisor Information Employee No.: MY0036 Supervisor Name: 📜 🖛 🗰 👯 👔 🖏							
E Save Cancel	Delegation Supervisory Authority Info							
	Delegated authority to Supervisor: .							
sor Name: Email Address:	Employee No.:							
	Effective Start Date: •							
rds 🔟	Effective End Date:							
necard Employee Profile PE Module E-Leave E-Claim Over	Module(s) for authority delegation: •							
255:	Supervisor Information   Employee No.: MY0036   Delegation Supervisory Authority Info   Delegated authority to Supervisor: •   Employee No.:   Effective Start Date: •   Effective End Date:   Module(s) for authority delegation: •							

## Sample of Successfully delegated:

K HR	HRMS Application / Supervisor Profile / Supervisor Profile (Supervisor)							
Deleç	gation Supervisory A	Authority Supervisor - En	nployee Transfer					
	Supervisor Information	1						
	Employee No.: MY003	ployee No.: MY0036 Supervisor Name: 🐢		Email Address:		i.		
	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	s gerählte ihren hit.	2020-03-31	2020-04-30	E-Leave E-Claim Over Time	Edit   Delete	