Delegate Role Process

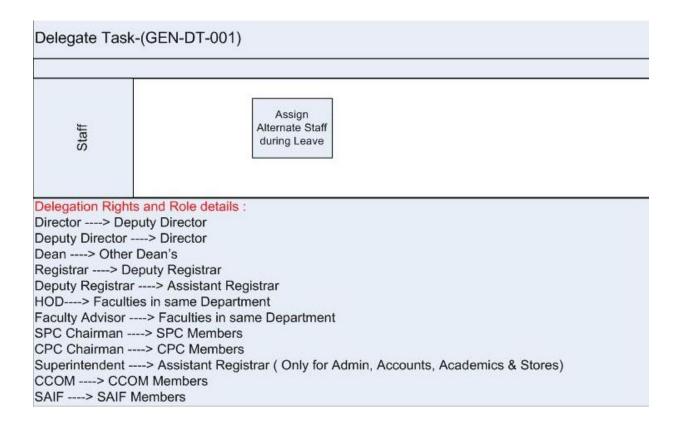
Overview:

1.1 Scope:

The Delegate Role Process is enabled for HOD, Dean Registrar, Deputy Registrar, faculty/staff for approving the pending task when they are on leave.

1.2 Flowchart:

Flowchart for the delegate role process is given below



1.3 User Roles:

User	Roles
Staff	Assign alternate Staff during leave

2.2.1 Process description:

2.2.1.1 Functional Specifications

1. In the delegation details section, certain details like (employee id, employee name, designation, Section, telephone number are pre-populated) and non-editable.

2.Address during the above leave: User shall enter the address.

3.Delegate from: User shall pick the date from the date picker.

4. **Delegate to**: User shall pick the date from the date picker.

5. **Employee ID:** User shall pick the faculty/staff to assign delegate.

6. Submit Delegate Request: User shall check the address.

7. **Remarks:** User shall enter the remarks in the textbox.

2.2.1.2 User Interface Design:

Step 1: Delegation Details Screen:

When the user invokes the 'delegate role process', then System generate the delegation details screen. This process menu is available for all HOD, Dean Registrar, Deputy Registrar, faculty/staff.

Menu: Human Resources -> Delegate Role

Delegate Role - IIT Madras

Delegation Details			
Employee Id		England Name	
Employee Id	008315	Employee Name	Arun E
Designation	JR.TECH.SUPERINTENDENT	Section	
Telephone Number	4978		
Address during the above leave *	Paris		
Delegate From *	01/01/2020	Delegate To *	09/01/2020
Duration in Days	9		

Step2: Delegate Role Screen

User can pick the faculty/staff by using the look-up icon against the role to be delegated.

** Delete the Rows for which Delegation is not Required. Delegation is Mandatory for atleast one Role.

Delegate Roles *			×
Role *	Employee Id	Name	
PRB	Ē	ਕ	

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Address during the above leave	*	Looku	ıp Results		
Delegate From *		Delega	oyeeld	NAME	
Duration in Days	0				
** Delete the Rows for which	Delegation is not Required. Delegation is Mand	atory for a 0027	07	Sriram P	
Delegate Roles *		0027	95	Koshy Varghese	
		0080	74	Anil Prabhakar	
Role *	Employee Id	0082	99	Rahul Marathe	
PRB		0086	06	Rupesh Nasre	
		Page	1 of 2		н н. н.
Dana 1/1					
Page 1/1					OK Cancel

Delegate Role - IIT Madras

Step3: Recommended Action:

User shall either check submit delegate role and enter remarks and finally submit the task.

Recommended Actions	
Submit Delegate Request	
Remarks * Max 500 characters	Delegate Role