



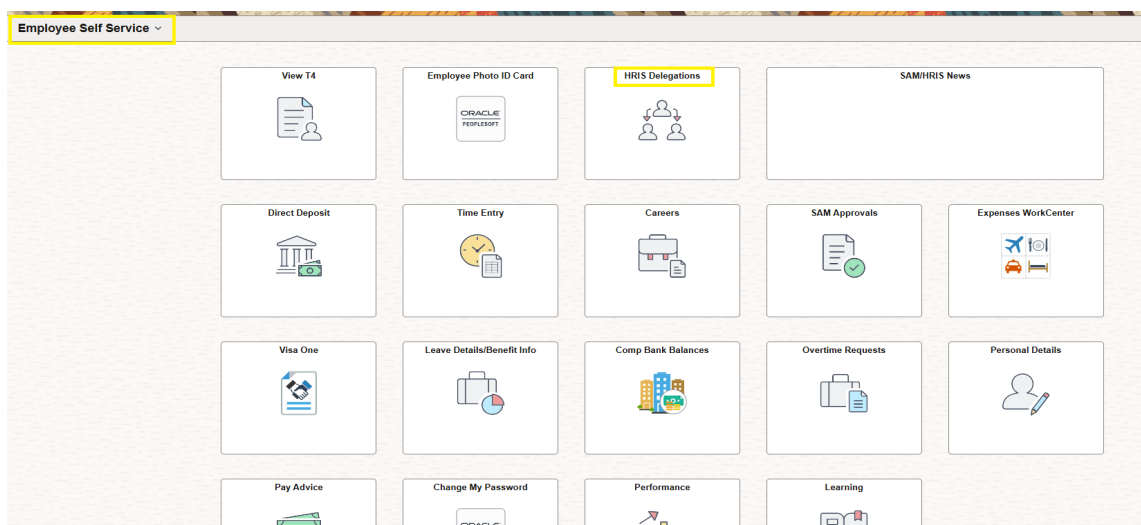
Fluid Delegations

Overview:

- Delegator submits a delegation request.
- Delegate (proxy) reviews and either accepts or rejects it.
- Delegations can be revoked by the delegator if needed.

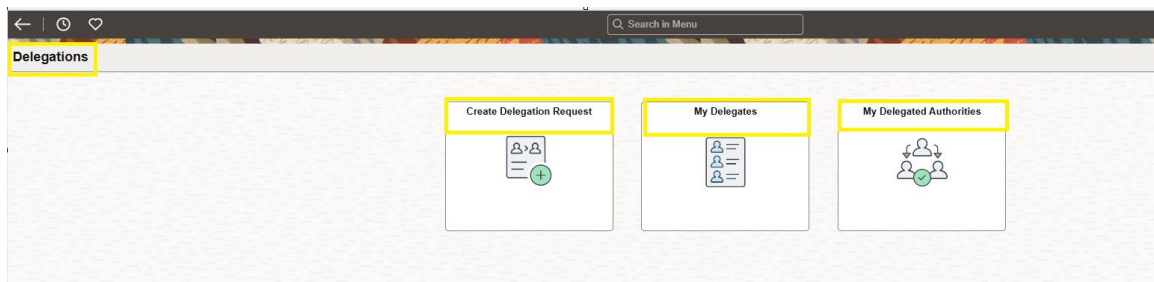
Navigation:

- HRIS - Employee Self Service → HRIS Delegations tile



HRIS Delegations consists of three tiles:

- **Create Delegation Request**
- **My Delegates**
- **My Delegated Authorities**





Create Delegation Request

Step 1 - Select Delegation Dates

- Enter the start and end dates for the delegation period

Delegation Request

1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit

Next >

Step 1 of 4: Delegation Dates

*Start Date 04/21/2026

End Date 04/30/2026

Leave blank for open-ended delegations

*Comment test

Step 2 - Choose Delegate(s).

- Select one or more employees from the list or add an employee who is outside of the group

Delegation Request

1 Delegation Dates 2 Delegates 3 Transactions

Step 2 of 4: Delegates

Select All Clear All Add Delegate

Name

Cancel Add Delegate Done

User ID

- Searching by User ID opens a detailed search with options to search by user ID, employee ID, and first and last names

Cancel Lookup

Search for: User ID

Search Criteria Show Operators

User ID (begins with)

Last Name (begins with)

First Name (begins with)

Empl ID (begins with)

Search Clear

Search Results

Only the first 300 results can be displayed

300 rows

User ID	Last Name	First Name	Empl ID
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Step 3 - Select Transactions.

- Choose the transactions that need to be delegated

Delegation Request

1 Delegation Dates 2 Delegates 3 Transactions

Step 3 of 4: Transactions

All Approve Initiate

Select All Clear All

Description ↑↓

- Approve Job Opening
- Approve Performance Document
- Manage Approve Overtime
- Manage Approve Reported Time
- Manage Reported Time

Step 4 - Review and Submit

- Review the details and submit the request

Delegation Request

1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit

← Previous Submit

Step 4 of 4: Review and Submit

Delegation Details

Start Date: 04/21/2026
End Date: 04/30/2026
Comment: test
Delegates: [redacted]
Transactions: Manage Approve Overtime, Manage Approve Reported Time, Manage Reported Time

- An email notification is automatically sent to the delegator and the delegate

A delegation request from [redacted] has been submitted for review and acceptance Summarize

Do-Not-Reply3@gov.nt.ca
To: [redacted]

Reply Reply All Forward ...

Tue 4/21/2026 2:56 PM

[redacted] or an administrator on behalf of [redacted] has submitted a delegation request to you.

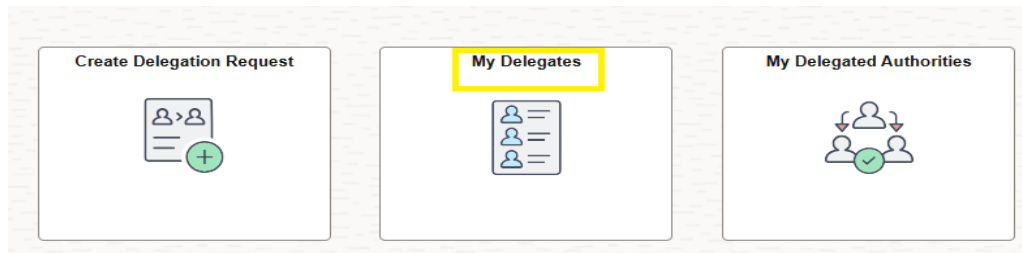
Transaction(s): TEST: Manage Approve Overtime, Manage Approve Reported Time, Manage Reported Time
From: 2026-04-21
To: 2026-04-30

You can review the request, then accept or reject the request, using the link below.
http://localhost/ps/ps/EMPLOYEE/HRMS/c/EODL_ALL.EODL_LANDING.GBL?Page=EODL_LANDING_FL&Action=U&EODL_DELEGATOR_OID=emma.stamour&EODL_DELEGATOR_RCD=0&TRANSACTION_NAME=TL_MSS_EE_SRCH_PRD&EODL_TRANSACTION_ALLOWED=I&FROM_DATE=2026-04-21&EODL_PROXY_OID=carole.musialek



My Delegates

- Delegates (proxies) will appear in My Delegates tile



My Delegates

Active | Accepted | Rejected | Revoked | Submitted | Ended Group Transactions

All Active transaction(s) (Individual)

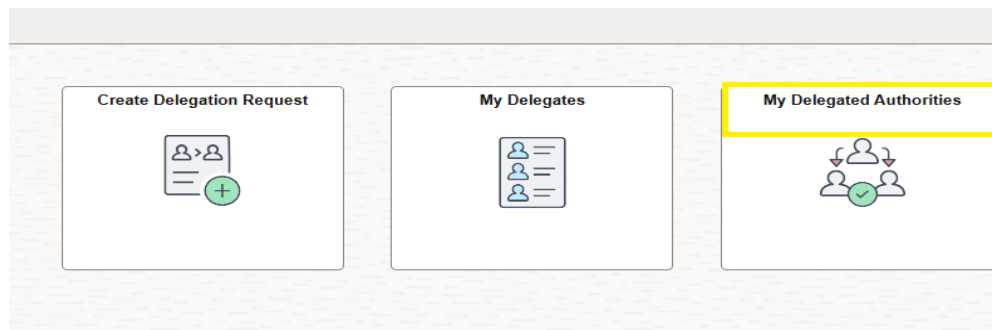
Revoke

Delegates	Start Date / End Date	Transactions	Status
<input type="checkbox"/>	04/21/2026 04/30/2026	Manage Approve Overtime	Accepted
<input checked="" type="checkbox"/>	04/21/2026 04/30/2026	Manage Approve Reported Time	Accepted
<input checked="" type="checkbox"/>	04/21/2026 04/30/2026	Manage Reported Time	Accepted

- Active delegations can be revoked any time by the delegator.
 - The delegator may select specific transactions to revoke.

My Delegated Authority

- All delegations can be accessed in My Delegated Authorities, where they may be reviewed, accepted or rejected



My Delegated Authorities

Active | Accepted | Rejected | Revoked | Submitted | Ended Group Transactions

All Active transaction(s) (Grouped)

Accept Reject 11

Delegator	Start Date / End Date	Transactions	Status
<input type="checkbox"/>	04/21/2026 04/30/2026	View Details ³	Accepted



- Detailed delegation transactions can be viewed by clicking the Group Transactions button

My Delegates

Active Accepted Rejected Revoked Submitted Ended Group Transactions No

All Active transaction(s) (Individual)

Revoke ↑↓

Delegates	Start Date / End Date	Transactions	Status
<input type="checkbox"/>	04/21/2026 04/30/2026	Manage Approve Overtime	Accepted
<input type="checkbox"/>	04/21/2026 04/30/2026	Manage Approve Reported Time	Accepted
<input type="checkbox"/>	04/21/2026 04/30/2026	Manage Reported Time	Accepted

Notifications

- Accepted (active) delegation request (s) will be visible on the HRIS Delegations tile

Employee Self Service

View T4

Employee Photo ID Card

HRIS Delegations

3 Active Delegations

SAMHRIS News

Direct Deposit

Time Entry

Careers

SAM Approvals

Expenses WorkCenter

- Email notifications are sent when a delegation request is accepted, revoked or rejected.