

# Job Aid: Search/View Delegations of Authority (Delegations)

Delegations of Authority System

## Business Rules to Remember

- Delegations are associated with positions; people are associated with positions.
- When a position is vacant, the delegations remain associated with that position until a subsequent action is taken (e.g., transfer to a new position, remove a delegation).
- If delegations are tied to a position where there is more than one incumbent (multiple headcount), then all individuals with that position number will have those authorities. Positions with delegations should be limited to one incumbent..
- A delegator must have an authority to be able to subdelegate to someone else.
- Delegators remain responsible for any authorities that they choose to subdelegate.
- Delegators may only delegate authorities to positions that report to them.
- Delegators may restrict further subdelegations of an authority.

## Viewing Delegations of Authority

1. Go to **delegations.umn.edu**.
2. Enter a value in one or more of the search fields. The more fields that are completed, the narrower the results will be.
  - a. Delegator (internet ID or position number)
    - i. If you do not know the internet ID for the individual you're seeking, click on the question mark next to the Delegator label.
  - b. Delegatee (internet ID or position number)
    - i. If you do not know the internet ID for the individual you're seeking, click on the question mark next to the Delegatee label.
  - c. Authority code (select from the dropdown list or click on the question mark next to the Authority Code label)
  - d. University-wide, Campus, or College Code (select from the dropdown list)
  - e. Department ID (optional)

*Note: In the rare instance that the position number you're entering is associated with more than one incumbent, all names associated with the position will appear. Multiple individuals sharing the same position will automatically have the same delegations. Also, if the individual you're seeking (internet ID), has delegations associated with two or more position numbers, the position number will appear on the individual*

*delegation rows.. To limit your search to a specific position, replace the internet ID in the search box with the position #.*

3. View results.
  - a. The standard setting is to display 10 results. You may choose to display more rows by selecting a different number on the "Show Results" dropdown located near the top left of the screen.
  - b. If you wish to further refine or sort the results, enter a keyword or phrase in the filter filter at the top right, or change the sort order by selecting the arrows to the left of the column label.
4. Print/export options
  - a. Print to printer or PDF
  - b. Export a CSV (comma- separated values) file to Excel.