

Oracle Fusion Cloud Human Resources

How do I delegate my journeys and tasks?

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G44590-03

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1 Delegate Journeys and Tasks

Introduction

Role delegation is the assignment of a role from one user, known as the delegator, to another user, known as the proxy. The delegation can be either for a specified period, such as a planned absence, or indefinite.

The proxy user can perform the tasks of the delegated role on the relevant data. For example, a line manager can manage assigned journeys for his or her reports. If that manager delegates the journey role, then the proxy can also manage the journeys of the delegator's reports. The delegator doesn't lose the role while it's delegated.

The proxy user signs in using his or her own user name but has extra function and data privileges from the delegated role.

Related Topics

- [Role Delegation](#)
- [Configure Access to List of Proxy Users in Role Delegation](#)
- [How You Enable Delegation for a Role](#)

Example of Delegating Access for Journeys and Tasks

Priya Krishnan is a Line Manager who wants to delegate her journeys and tasks access, including notification access to her peer Megan Miller before proceeding on a long leave.

This example assumes that Priya has the delegation-allowed role named **Vision_Journeys Manager** having the **Manage Journey By Manager** duty role. After this custom role is delegated to Megan, she will be able to access assigned journeys for Priya's directs.

Delegate the Custom Role to Megan

1. Go to **Me > Roles and Delegations**.
2. In the **Role Delegations** area, click **Add**.
3. Select the **Vision_Journeys Manager** custom role and the start date.
4. Select Megan to delegate the custom role and click **Save**.

Note:

- Megan can access the journeys and tasks from the Journeys app.
- Only roles that have the **Delegation Allowed** check box enabled appear in the list of roles to delegate.
- Only roles that have been directly assigned to a user can be delegated by the user. A role that is part of another role and not directly assigned to a user can't be delegated, even if the **Delegation Allowed** check box is enabled for that nested role. For example, the Vision_Journeys Manager role is assigned to the user. The Vision_Document Records Manager role is part of the Vision_Journeys Manager role. In this case, the Vision_Document Records Manager role can't be delegated by the user.
- The person to whom a role is delegated can't further delegate that role. For example, if Priya has delegated a role to Megan, Megan can't delegate that role.

Delegate the Notifications to Megan

1. In the **Approval Delegations** area, click **Add**.
2. Enter the rule name **Vision Journeys Onboarding Rule** and the start date.
3. Select **Journeys** for the Category and **On Boarding** for the Sub category.
4. Select Megan to delegate the notifications and click **Save**.

Note:

- After these steps, Megan will also receive journey or task notifications along with Priya.
- If the same journey category rule is delegated to more than one person, only the first-person record in the Approval Delegation section is delegated. You can have only one proxy for a specific journey category and subcategory combination.
- Seeded and user-defined journey subcategories are supported for delegation.
- These journey subcategories are not supported for delegation:
 - Guided Journey
 - Survey
 - Enterprise Onboarding
- If an existing journey subcategory is renamed or a new subcategory is created in the Journey Category Security UI, the change is populated in the Approval Delegation section.

Considerations for Proxy

- A proxy is considered as Other User. Therefore, if you need the proxy to act on the delegated task, ensure that these display properties are set to **Allow for Other User**:
 - Task Access
 - Mark Task as Complete
 - Mark Task as Not Applicable
- The proxy needs to have access to the selected action or task of the selected worker for these task types:
 - Application task
 - Embedded application task
- These task types can only be viewed, but not performed by the proxy:
 - Electronic Signature – DocuSign
 - Electronic Signature - Native eSign
 - HireRight I9

