

Oracle Fusion Cloud Human Resources

How do I delegate my journeys and tasks?



Oracle Fusion Cloud Human Resources
How do I delegate my journeys and tasks?

G44590-02

Copyright © 2025, Oracle and/or its affiliates.

Author: Santosh Radhakrishnan

Contents

Get Help	i
1 Delegate Journeys and Tasks	1
Introduction	1
Example of Delegating Access for Journeys and Tasks	1
Considerations for Proxy	2

Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

Get Help in the Applications

Some application pages have help icons  to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

Get Training

Increase your knowledge of Oracle Cloud by taking courses at [Oracle University](#).

Join Our Community

Use [Cloud Customer Connect](#) to get information from industry experts at Oracle and in the partner community. You can join forums to connect with other customers, post questions, suggest [ideas](#) for product enhancements, and watch events.

Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to oracle_fusion_applications_help_ww_grp@oracle.com.

Thanks for helping us improve our user assistance!

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 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**.

After these steps, Megan can access the Journeys app.

Note:

- Megan won't receive any journey or task notifications. Notifications will continue to be sent to Priya. However, 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.

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