



Capital Health

HASP

Health Administrative
Systems Project

Setting up a delegate (MSS)

Healthy People, Healthy Communities



Setting Up Delegates Through MSS

- Log into MSS > click “Work Overview” > click “Portal Inbox”

Welcome MSS 1030 ZPortal1

HASP – Better processes. Better information. Better care.

Manager Self-Service | SAP Access | Reporting

Overview | Employee Information | Work Overview | Employee Working Times | Organizational Profile | Employee Change Requests

Manager Self-Service (MSS) provides you with easy access to information and services. This page gives you an overview of everything you can access through MSS.

Employee Information
Quick Link Services
[Team Overview](#)
[Employee Profile](#)

Approve Working Time
Approve time data charged to your cost center(s) for payroll.
Quick Link Services
[Approve Employee Time](#)

Employee Change Request
Submit change forms for your employees.
Quick Link Services
[Employee Change Request](#)
[External Hire / External Transfer](#)

Work Overview
Monitor and manage the status of your submitted change forms.
[Quick Link Services](#)
[Portal Inbox](#)
[Submit Change Form](#)

Organizational Profile
Manage your organizational structure and positions.
Quick Link Services
[Organizational Profile](#)
[Request to Create/Change Position](#)



Setting Up Delegates Through MSS

- Click “Create Rule”

The screenshot shows a web browser window with the URL `http://hasphq.cfms.gov.ns.ca:58100 - Task - HASP - Better Processes. Better Information. Bette - Microsoft Int...`. The page title is **Manage Substitution Rules**. Below the title is a paragraph of instructions: "You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in')." Below this is a section titled **My Substitution Rules** with buttons for **Create Rule ...** (circled in red), **Delete**, and **Refresh**. A table follows with columns: **Tasks**, **Assignee**, **What To Do**, **Status**, **Rule Activation**, and a **Turn On** button. The first row contains: **All**, **ZPORTAL7, null**, **Receives my tasks**, and **Turn On**. Below the table is a pagination control showing **Row 1 of 1**. A second section titled **Other Users' Substitution Rules** contains a table with columns: **Task Owner**, **Tasks**, **What To Do**, **Status**, and a blank column. The table is currently empty. Below it is a pagination control showing **Row 0 of 0**. The browser's status bar at the bottom shows **Done** and **Internet**.



Setting Up Delegates Through MSS

- Choose “Assignee” > click “Select”

http://hasphpq.cfms.gov.ns.ca:58100 - Task - HASP - Better Processes. Better Information. Bette - M

Create a Substitution Rule

You can define which tasks you want to assign to an assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).

1 Define Rule 2 Set Rule Activation

Assignee:

Assign These Tasks:
The assignee is the substitute for all tasks

I Want the Assignee To: Receive My Tasks
You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule

Fill In For Me
If you are unexpectedly absent, the assignee can take over your tasks completely.



Setting Up Delegates Through MSS

- Type person's full name or their USERID > hit "search" > highlight the delegate by clicking on the box beside the delegate's name > click "apply"

1st

2nd

3rd

Must search by name EXACTLY as set up in SAP. You can also use the delegate's USERID which eliminates issues if there is more than one person of the same name in CDHA. If you click on the underlined name, a pop up window will appear. This will verify the USERID of your delegate.



Setting Up Delegates Through MSS

- Select which tasks the “delegate” will be responsible for > choose “I want the Assignee to” > click “next”

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Create a Substitution Rule

You can define which tasks you want to assign to an assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).

1 Define Rule 2 Set Rule Activation

Assignee: Delegate's name will appear here

Assign These Tasks: All
The assignee is the substitute for all tasks

I Want the Assignee To: Receive My Tasks
You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule
 Fill In For Me
If you are unexpectedly absent, the assignee can take over your tasks completely.

"Assign these tasks" and "I want the assignee to" are set to defaults. These should not be changed. **Always choose "All" and "Receives my Tasks"**



Setting Up Delegates Through MSS

- Define the rule activation > click “save”

http://hasphpq.cfms.gov.ns.ca:58100 - Task - HASP - Better Processes. Better Information. Bette - Micr...

Create a Substitution Rule

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1 Define Rule 2 Set Rule Activation

On saving, turn the following rule on:

On - The rule will be enabled

At Once

On

Off - The rule will not be enabled

You can turn the rule on or off at any time on the Substitution Rules Management screen.

Previous **Save** Cancel

Once saved, you will be taken back to the “Manage Substitution Rules” page, managers can then turn on/off the rule. Managers can have multiple rules.



Delegation

Complete the SAP All Districts Frontline Users Access Request Form located on the SAP Business Support website <http://cdhaintra.cdha.nshealth.ca/sapsupport> and submit it to the IT Service Desk, at ituserids@cdha.nshealth.ca.

Multiple Managers to a Single Delegate

Managerial Delegation supports multiple managers delegating to a single manager or non-manager delegate. If delegating to a non-managerial delegate the appropriate security role needs to be in place.

Manager Delegates to Multiple Delegates

Managerial Delegation supports multiple delegates for a single manager (see activating/deactivating substitution rules).

Notes: A Manager to Manager relationship cannot have delegate rules set up for each other at the same time. You must create the rule when necessary and then delete it before the other manager creates a reciprocal delegate relationship.

A non-managerial delegate cannot create a delegation rule.