# Delegation of Authority (DA)

## General Information

The ECU Pirate Port application, Delegation of Authority, provides a method for electronically documenting signature authority for all divisions on campus. Delegation of Authority may be set up for the following types of processes: direct payments, journal entries, budget forms, position change forms, pre-travel forms, and post-travel forms. The Delegation of Authority will be based on the organization structure in Banner. Once authorities for all divisions are completed, the stored data can be queried by Accounts Payable and other areas within Administration and Finance to identify users with signature authority.

A request moves from the originator, the delegate, to several phases of approval through the Delegation of Authority application. The approvers, in this order, are the delegator, the division approver and the system administrator. As the request moves from one person to the next, emails are sent with detailed instructions to allow the request to move along in the queue. Signature authority begins at the moment the request is finalized and obtains system administrator approval.

To help facilitate this process, a short question form has been developed that will walk a delegate through the information that is needed in order to complete a request. Also, there are three sets of instructions depending on the type of user an employee may be for a request (Delegate, Delegator Approval, and Division Approver).

## DA Terminology

**Delegate** –The user requesting signature authority from another employee.

**Delegator** – The user that approves a delegate to receive signature authority.

**Organization(s)** – Department or organizational unit(s) for which transactions occur. The application allows for multiple Organizations to be selected as long as the selected delegator has access to each chosen organization. Most often a rollup Organization may be selected to avoid individual requests for each Organization.

**Transaction Types** – Direct Payment, Budget, Journal Entry, Position Change, Pre-Travel, and Post-Travel Forms.

**Primary Authority** – Identify who the primary approver should be for each rollup or individual Organization granted access. The primary authority data field will be used in future projects to programmatically determine the one person that should approve for a departmental Organization. There may only be one primary approver for each Organization level on the Hierarchy.

**Authority Scope** – Identify whether selected delegate may or may not further designate signature authority.

- **Restricted Authority** – The system defaults to **No (Restricted)** which means the delegate is authorized to approve a specific transaction type for a specific organization but is not allowed to grant authority to other user(s) to approve.

- **Open Authority** – Delegator must select **Yes (Open)** to allow the delegate to grant signature authority to other user(s).

**DA Helpful Tips**

---

**Status Definitions** – Found in two locations. 1) Hovering over the status on the main screen displays a popup box of the status definition.  2) Delegation of Authority filter Status drop down box in the Pirate Port application.

a. Submitted – Request is waiting for approval by the Delegator.

b. Signed – Request is waiting for Division Approval.

c. Approved – Request is waiting for final approval by the System Administrator.

d. Active – Request is currently active.

e. Pending – Request has been approved by the System Administrator but the effective start date is in the future.  The request will sit at a Pending status until the start date is current day.  A program will run and change the status column to Active and the once active column to Y(Yes).

f. Terminated - Request is terminated or never made active.

**Transfers of Signature Authority in the Delegation of Authority system** – Within the DA system, **Administrator** functionality exists to allow authority granted by a delegator to be transferred to their replacement when turnover occurs.  The transfer process may be used for any Delegator at any level.  This transfer process eliminates the need for individual new user requests for an entire division or department.

In the Delegator (query) box, put in the name of the delegator who terminated/transferred.  Press tab or enter to get a list all of the requests that they approved.  Individually select each active request on the list to open it up and then press Transfer at the bottom.  This action sends a request to the new Delegator for them to approve the transfer of that individual.  When the Transfer option is requested, the DA application terminated the request for the delegates under the old delegator and the new delegator will receive an e-mail from the application saying that the authority will be transferred.  The DA Administrator manually terminates the old delegator.

**Adding a new Vice Chancellor record to Delegation of Authority system** – When turnover occurs at the Vice Chancellor level, only the System Administrator may add their authority.  The Division should notify the System Administrator when this is needed.  As of November 2022 the administrator can be contacted at syscoord@ecu.edu or 328-2475.