

## Delegation of Authority (DA)

### Delegate Instructions

1. Review the Delegation of Authority document named: Step1\_General Information.
2. Determine the answers to questions on Step2\_Delegation Questions to Answer in preparation to complete the request in the Delegation of Authority application online.
  - a. Document answers to these questions for each delegate before beginning each request.
  - b. VC Direct reports should have division staff collect this information for each delegate.
  - c. Provide delegate with the Banner ID of the appropriate Delegator for their request.
  - d. Utilize a division or departmental Organization Chart (O-Chart) in determining who should approve for each organization in a division.
3. To begin a request, the delegate should go to <https://pirateport.ecu.edu/connect> and log in using their pirate id and password.
4. Click Tools. Under the Finance header, click "**Delegation of Authority**".
5. Click "**Create New Request**".

The screenshot shows the 'Delegation of Authority' application interface. At the top, there is a navigation bar with a purple background and a white arrow pointing right. Below the navigation bar, the title 'Delegation of Authority' is centered. A help icon (question mark) is located to the right of the title. Below the title, there is a filter box with the text: 'To filter the request results, enter field values or select a value in the fields below and exit the fields. The filtered results will display below.' The filter box contains the following fields: 'Request ID:' with a text input field; 'Status:' with a dropdown menu showing 'ANY'; a checkbox labeled 'Requests Awaiting My Approval'; 'Delegate:' with a text input field; 'Delegator:' with a text input field; 'Effective From:' with a date picker; and 'Effective To:' with a date picker. A 'Clear filters' button is located to the right of the 'Effective To' field. Below the filter box, there are three navigation links: 'Create NEW Request' with a plus icon, 'Approver Maintenance' with a person icon, and 'Create VC Request' with a document icon. Below these links, there is a paragraph of text: 'To create a new Delegation of Authority request, click the 'Create NEW Request' button. Click on any column header to sort the request listing based on the column values. For a quick view of the authority items and orgs delegated by a request, click the image in the details column. To view/process a request, click the request ID link'.

6. Under the Delegator Search enter the ECU ID (ex. B00000000) **OR** enter the Last Name and First Name of the delegator and "Tab" **OR** "Enter" on the keyboard which begins the query.
7. Click the "**Select**" link by the name of the desired delegator in the results section.

Delegator Search

To search, enter your search data then press ENTER or click the Search button. The results of the search will display. Click the associated 'select' link to select a delegator and continue with the request process. To view the granted authority, click the image within the authority column. Click the 'cancel' button to cancel the new request and return to the request listing.

ECU ID:     
 last name:  first name:

|                                       | ecu ID    | last name | first name | middle | home org                            | job title                 | authority |
|---------------------------------------|-----------|-----------|------------|--------|-------------------------------------|---------------------------|-----------|
| <input type="button" value="select"/> | B00004187 | Bowling   | Desiree    | C      | 240001 AFH Financial Services Admin | Associate Vice Chancellor |           |

**\*\* Enter the dates the authority should be effective. \*\***

Authority Effective Dates (mm/dd/yyyy)

Click the calendar icon to select the Start and End dates for which the requested authority will be effective, then click the 'Submit Dates' button. Start date is required.

Start Date:  End Date:

8. In the **Authority Effective Dates** Start Date box at the bottom of the screen, enter today's date or a future date if appropriate. Use the format of mm/dd/yyyy or by selecting the date from the calendar option. Date options and restrictions are listed below. Click, "**Submit Dates**" when dates are correctly entered.
  - a. Effective Start Date – Current day is the earliest date that can be selected. For the action to become effective today, the request must complete the approval process with System Administrator approval. Otherwise the system sets the first available effective start date as the date the request is approved by the System Administrator. A lag between submission and System Administrator approval will create a lag in the effective start date. Future effective start dates are loaded with the date selected by the delegate.
  - b. Effective End Date – This field may be left blank or a future end date may be entered.
  - c. Future start and end dates are allowed for known situations where signature authority needs to change.
  - d. Requests with future dates will remain in a "Pending" status until the start date becomes the current date. An automated process will run nightly to change the status from pending to active when the start date arrives.
  
9. Follow the directions on the next page to enter comments and select orgs associated with the requested authority.
  - a. Only organizations and transaction types the delegator has authority for are enabled on the Delegation of Authority request form. If a type is disabled, the delegator has not been granted open authority for that type.

- b. If applicable, the requests listed on the form in the transaction section represent current authority granted by the delegator of the request. The organizations associated with a request can be viewed by holding the mouse over the request ID.

10. Click the “Plus” sign in the green circle on the right side of the form, to **“Add/Modify Orgs associated with this request”**.

Enter any request comments (optional), select the org(s) associated with the requested authority, and select the authorization item(s) that you're requesting authorization for. You must click the Guidelines link, read the acknowledgement agreement that will be presented, and select the acknowledgement box. Then, click the "SUBMIT" button below to forward the request to obtain the appropriate signatures and approvals.

**Financial Services Delegation Of Authority Request**

Delegator's Name: Desiree C Bowling    Delegator's Home Org: 240001 - AFH Financial Services Admin    Request Date: 01/19/17

Effective Dates: 01/19/2017 -

Comments:  \* Restrict comments to 150 characters or less.

Click the button below to select the orgs that are to be associated with the authority you are requesting. To select multiple orgs, hold down the CTRL key while selected.

Add/Modify ORGs associated with this request

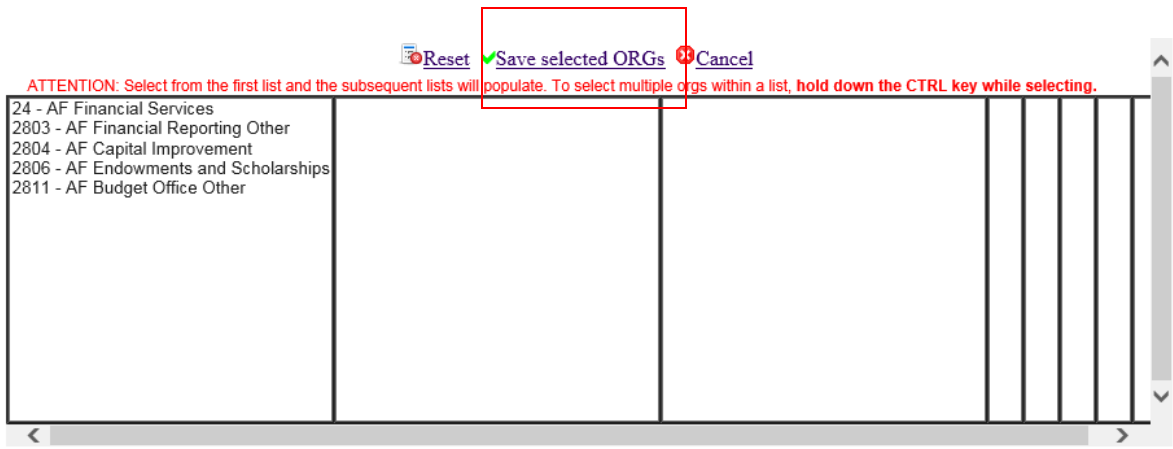
Please select the box associated with the item(s) for which you are requesting authority. For each item, any approved authority delegated by the delegator are listed below. If you are associated with the existing delegation, you may request that the delegation be terminated by clicking the associated icon. You will be notified once the delegation has been terminated by the system administrator.

Direct Payment Forms

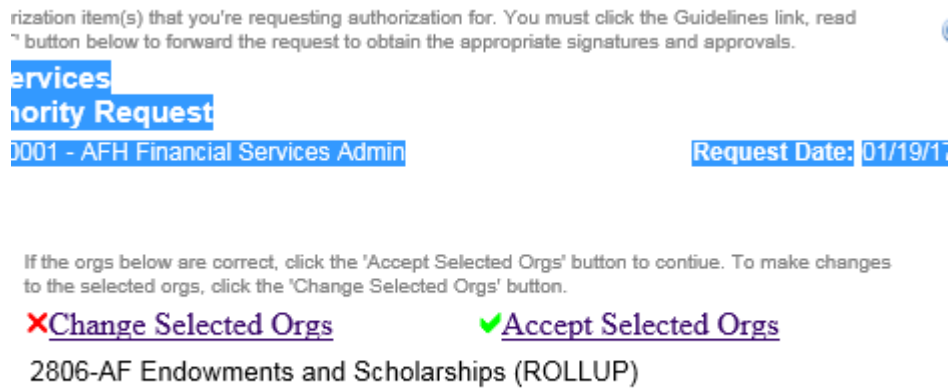
Designate me as the primary authority for this item:  YES  NO

| Request ID          | Current Status | Effective Dates | Delegate          | Home Org                            | Primary? |
|---------------------|----------------|-----------------|-------------------|-------------------------------------|----------|
| <a href="#">164</a> | ACTIVE         | 06/04/12 -      | Debra Bailey      | 240205:AFH Cashier                  | Y -      |
| <a href="#">701</a> | ACTIVE         | 09/28/15 -      | Sherrilyn Johnson | 240001:AFH Financial Services Admin | Y -      |
| <a href="#">702</a> | ACTIVE         | 09/28/15 -      | Nancy Phelps      | 241001:AFH Budget Office            | Y -      |
| <a href="#">700</a> | ACTIVE         | 09/28/15 -      | Apple Wilson      | 240001:AFH Systems Configuration    | Y        |

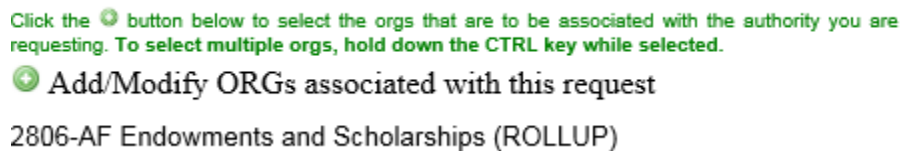
- The list of Organizations displayed in the Org selection window is limited to only Organizations the Delegator has been granted authority.
- The initial window may include Organizations at **ANY LEVEL** on the Organization Hierarchy. There might be an Organization level 2 listed along with an Organization level 3 or 4 (see the example below for how this would appear).
- Rollup organizations may not be selected if there is one organization within that level where authority should be excluded.
- **Hold the CONTROL KEY down to select multiple organizations**



11. **“Select org from the first list and the subsequent list will populate”** in the window to the right. Continue to select the values until the desired organization level access is selected. If rollup organizations are selected, access to new organizations at this rollup level will be automatic without a new DA request form. This is an important distinction when selecting the organizations.
12. Once appropriate organizations have been selected, click **“Save selected ORGs above the window”**.
13. Review orgs that were selected click Accept Selected Orgs if they are correct or Change Selected Orgs to start this step over.



14. The selected organizations will be displayed as shown below. This example shows that the 2806 is selected.



15. After the organizations have been selected, the delegate should select the transaction types displayed in the lower portion of the screen. **Check** the boxes to the left of Direct Payment, Budget, Journal Entry, Position Change, Pre Travel and Post Travel Forms for all transaction types that are appropriate for this authority request. If the user only works with Budget, then only that transaction type should be selected.

**Direct Payment Forms**

Designate me as the primary authority for this item:  YES  NO

Existing Delegations:

| Request ID          | Current Status | Effective Dates | Delegate          |
|---------------------|----------------|-----------------|-------------------|
| <a href="#">98</a>  | ACTIVE         | 10/04/11 -      | Anne Jenkins      |
| <a href="#">155</a> | ACTIVE         | 11/18/11 -      | Stephanie Coleman |
| <a href="#">152</a> | ACTIVE         | 11/18/11 -      | Stephanie Coleman |
| <a href="#">154</a> | ACTIVE         | 11/18/11 -      | Stephanie Coleman |
| <a href="#">378</a> | ACTIVE         | 12/13/12 -      | Petula Rose       |

**Budget Forms**

Designate me as the primary authority for this item:  YES  NO

Existing Delegations:

| Request ID          | Current Status | Effective Dates | Delegate          |
|---------------------|----------------|-----------------|-------------------|
| <a href="#">98</a>  | ACTIVE         | 10/04/11 -      | Anne Jenkins      |
| <a href="#">155</a> | ACTIVE         | 11/18/11 -      | Stephanie Coleman |
| <a href="#">152</a> | ACTIVE         | 11/18/11 -      | Stephanie Coleman |
| <a href="#">154</a> | ACTIVE         | 11/18/11 -      | Stephanie Coleman |
| <a href="#">378</a> | ACTIVE         | 12/13/12 -      | Petula Rose       |

**Journal Entry Forms**

Designate me as the primary authority for this item:  YES  NO

Existing Delegations:

| Request ID          | Current Status | Effective Dates | Delegate          |
|---------------------|----------------|-----------------|-------------------|
| <a href="#">98</a>  | ACTIVE         | 10/04/11 -      | Anne Jenkins      |
| <a href="#">155</a> | ACTIVE         | 11/18/11 -      | Stephanie Coleman |
| <a href="#">152</a> | ACTIVE         | 11/18/11 -      | Stephanie Coleman |
| <a href="#">154</a> | ACTIVE         | 11/18/11 -      | Stephanie Coleman |
| <a href="#">378</a> | ACTIVE         | 12/13/12 -      | Petula Rose       |

**Position Change Forms**

Designate me as the primary authority for this item:  YES  NO

Existing Delegations:

| Request ID          | Current Status | Effective Dates | Delegate          |
|---------------------|----------------|-----------------|-------------------|
| <a href="#">98</a>  | ACTIVE         | 10/04/11 -      | Anne Jenkins      |
| <a href="#">154</a> | ACTIVE         | 11/18/11 -      | Stephanie Coleman |
| <a href="#">155</a> | ACTIVE         | 11/18/11 -      | Stephanie Coleman |

16. The Primary Authority radio button must be selected as “Yes” or “No”. The default is “No”. Primary approver data will be used to automatically route electronic forms for approval in future projects. Key points to consider when setting the primary approver for each transaction type:

- a. If you are the person that is most often the main approver for a particular organization and transaction type, then select “Yes”.
- b. If you are the primary authority for some organizations but not all, then one request must be submitted with the types and orgs for primary authority selected. A separate request for the organizations and types with non-primary authority is needed.
- c. If a request is approved to set a second person as the Primary, the System automatically leaves the first primary with authority to approve but changes their primary data field from Yes to No for a specific delegator/transaction type/org combination.

16. The check box on the line that begins “**I certify....**” must be selected to enable the **Submit** button. Please read the document link carefully as it explains responsibilities in the delegation of authority process. Note the naming of a delegate does not relieve the disbursing authority of the ultimate fiscal responsibility and accountability of funds under his or her control. By appointing others to sign on his or her behalf, the disbursing authority is not delegating responsibility but merely the authorization to approve transactions.

|                     |        |            |             |                   |
|---------------------|--------|------------|-------------|-------------------|
| <a href="#">378</a> | ACTIVE | 12/13/12 - | Petula Rose | 240901:AFH System |
|---------------------|--------|------------|-------------|-------------------|

I certify that I have read and agree to follow the [Guidelines for the Delegation of Authority Form](#).

cancel SUBMIT

17. Click the “**Submit**” button. An email notification is automatically sent to the delegator requesting authority approval.

**Post-Travel Forms**

Designate me as the primary authority for this item:  YES  NO

Existing Delegations:

| Request ID          | Current Status | Effective Dates | Delegate          | Home Org                                  |
|---------------------|----------------|-----------------|-------------------|---|
| <a href="#">98</a>  | ACTIVE         | 10/04/11 -      | Anne Jenkins      | 240101:AFH Financial Services Admin Other |
| <a href="#">155</a> | ACTIVE         | 11/18/11 -      | Stephanie Coleman | 240101:AFH Financial Services Admin Other |
| <a href="#">154</a> | ACTIVE         | 11/18/11 -      | Stephanie Coleman | 240101:AFH Financial Services Admin Other |
| <a href="#">378</a> | ACTIVE         | 12/13/12 -      | Petula Rose       | 240901:AFH Systems Coordination           |

I certify that I have read and agree to follow the [Guidelines for the Delegation of Authority Form](#).

cancel SUBMIT

**Delegation of Authority Routing Process:**

- a. Delegate completes and submits the request which generates an automatic email notice to the Delegator with instructions for them to approve or deny the request.
- b. The Delegator approves the request which generates an automatic email notification to the division approver.
- c. The Division Approver is determined by Home Organization of the Delegator on form PEAEMPL in Banner Human Resources. An automatic email notice is generated to the System Administrator to let them know a request is waiting for their approval.
- d. The System Administrator approves the request which updates the request status to active as of Today or Pending if the Effective Start Date is in the future. An automatic email notification is sent to both the Delegate and Delegator advising that the request has been approved.
- e. Next approver information can be found from the main menu of the Delegation of Authority application. Click the “Details” column for the specific request and the next approver information appears in a pop-up box.

[Create NEW Request](#)

[Approver Maintenance](#)

[Create VC Request](#)

To create a new Delegation of Authority request, click the 'Create NEW Request' button. Click on any column header to sort the request listing based on the column values. For a quick view of the authority items and orgs delegated by a request, click the image in the details column. To view/process a request, click the request ID link.

| request ID | delegator     | delegate         | status    | effective start | effective end | scope | once active | details |
|------------|---------------|------------------|-----------|-----------------|---------------|-------|-------------|---------|
| 574        | Angela Wilson | Stephanie Stroud | SUBMITTED | 06/08/17        |               |       | N           |         |

**Next Approver:** [wilsona@ecu.edu](mailto:wilsona@ecu.edu)

**Comments**  
none

**Selected Authority Item(s):**

|                       |         |
|-----------------------|---------|
| Authority Type        | Primary |
| Direct Payment Forms  | N       |
| Budget Forms          | N       |
| Journal Entry Forms   | N       |
| Position Change Forms | N       |
| Pre-Travel Forms      | N       |
| Post-Travel Forms     | N       |

**Delegated Orgs**  
502:AA Graduate School (ROLLUP)

**Termination of Delegation of Authority** - Terminating an active DA request may be done using several methods.

- Follow steps 1, 2, and 3 to log into the Delegation of Authority Application.
- A history of Delegation of Authority requests for user activity as a delegate, delegator or division approval will be displayed in the lower portion of the screen. **Select** the request number that needs to be terminated.
- Either the delegate or delegator may initiate a request to end authority by entering an effective date and selecting the “Terminate Request” button. The termination date defaults to today but can be changed. This action sends an email notification to the System Administrator to terminate the record in the DA System.

Post-Travel Forms


Designate delegate as the primary authority for this item:  YES  NO

Existing Delegations:

| Request ID          | Current Status | Effective Dates | Delegate     | Home Org                   | Primary? |
|---------------------|----------------|-----------------|--------------|----------------------------|----------|
| <a href="#">261</a> | ACTIVE         | 06/03/13 -      | Sondra Bland | 720101:AAH Graduate School | N        |

Authority Scope: I certify my approval for this delegate to further authorize signature authority to other employees. No( RES

Click the 'Cancel' button to return to the request listing. To update the modifiable fields on the request, make the desired changes and click the 'Update' button. To terminated, Click the 'Terminate' button

Termination Date: 


- Once the Systems Administrator terminates the request, automatic emails are sent to the delegate and delegator notifying them of the action.
- If a delegate is in the process of creating a new DA request and realizes they already have authority, clicking the **RED** icon with a white X will terminate the existing authority and allow the delegate to submit a new request after completing all the required sections.

Selected Authority Item(s):

Direct Payment Forms

Designate delegate as the primary authority for this item:  YES  NO

Existing Delegations:

| Request ID         | Current Status | Effective Dates | Delegate     | Home Org                                  | Primary? |
|--------------------|----------------|-----------------|--------------|---|----------|
| <a href="#">98</a> | ACTIVE         | 10/04/11 -      | Anne Jenkins | 240101:AFH Financial Services Admin Other | Y        |



**Changes in Delegation of Authority** - The system administrator or the delegator may change the primary field between Yes or No without requiring a new request.

- a. This modification will not change the active status for signature authority.
- b. The effective date on the request does not change.
- c. The activity date does change to reflect the most recent update.
- d. When no staff turnover has occurred, a new request must be submitted for all changes other than the Yes/No value on the Primary authority field.
- e. When staff turnover has occurred, there is a separate process in place to handle transfer of authority for large groups within an organization.

Last Revised: 1/3/23

Contact: syscoord@ecu.edu