GUS Cloud

Delegating Approvals Policy

Implementation of the new approval process within Oracle Cloud will be a significant campus culture change that will need support at the highest levels of campus administration. Functionality within the Oracle Cloud system would allow an individual employee to delegate or reassign their approval tasks to another employee. It is our recommendation that the University restrict the delegation of approvals to employees trained in GUS Cloud and at a position level that is the same or higher, and in no instances more than one level below the employee delegating their approvals. In no instance would it be appropriate for a delegate to be a student or graduate assistant.

The following are **examples** of an employee delegating their approvals that we believe appropriate:

- Chair to Department Faculty Member
- Dean to Associate Dean/Chair/Director
- Director to Assistant Director
- Vice President to Associate Vice President/Dean/Director
- Department Admin to Department Admin (Time & Labor and Absence approvals only)

It would not be appropriate for an employee to delegate their approvals on either a permanent or temporary basis, to an Administrative Assistant, Accountant, or another employee who is preparing or processing financial transactions in GUS Finance or GUS Procurement. In the instance where the Department Chair and Faculty are unavailable (e.g. summer break), approvals should be delegated to an employee of a higher position level, such as the Dean. In addition, it would not be acceptable for an employee to permanently or for a prolonged duration delegate their approvals to another person. Delegating approvals should provide only temporary continuity of business while the employee is unable to complete the approvals because of vacation, medical leave, etc.

The approval process is an internal control procedure that encourages efficiency, compliance with laws, regulations, and university policy and seeks to eliminate fraud and abuse. Delegation at an inappropriate level or for an inappropriate duration is counter-productive to the underlying purpose of the process.