

DELEGATION TRANSACTION LIST

TRANSACTION	TRANSACTION TYPE	DESCRIPTION	FOR	EXAMPLE	NAVIGATION
Employee Absence Balance	Initiation	Delegate the initiation of absence balance inquiries	Yourself	If you delegate this to Moana, Moana can review your personal balances using the NavBar navigation	Self Service > Time Reporting > View Time > Time > Absence Balances
Employee Absence Balance Fluid	Initiation	Delegate the initiation of absence balance inquiries in fluid	Yourself	If you delegate this to Moana, Moana can review your personal balances in ESS	ESS > Absence Balances
Employee Absence Cancel Fluid	Initiation	Delegate the initiation of absence cancellations in fluid	Yourself	If you delegate this to Moana, Moana can cancel your leave requests in ESS	ESS > Cancel Absences
Employee Absence History	Initiation	Delegate the initiation of absence history inquiries	Yourself	If you delegate this to Moana, Moana can view your leave history by using the NavBar navigation	Self Service > Time Reporting > View Time > Time > View Requests
Employee Absence History Fluid	Initiation	Delegate the initiation of absence history inquiries in fluid	Yourself	If you delegate this to Moana, Moana can view your leave history in ESS	ESS > View Requests
Employee Absence Request	Initiation	Delegate the initiation of absence requests	Yourself	If you delegate this to Moana, Moana can request leave on your behalf by using the NavBar navigation	Self Service > Time Reporting > Report Time > Request Absence
Employee Absence Request Fluid	Initiation	Delegate the initiation of absence requests in fluid	Yourself	If you delegate this to Moana, Moana can request leave on your behalf in ESS	ESS > Request Absence
Manage Approve Absence	Approval	Delegate the approval of absence requests	Direct Reports	If Kai reports to me and I delegate this transaction to Moana, Moana can approve Kai's absence requests	MSS > Approvals
Manage Approve Absence Cancel	Approval	Delegate the approval of absence cancellation requests	Direct Reports	If Kai reports to me and I delegate this transaction to Moana, Moana can approve Kai's absence cancellation requests	MSS > Approvals
Manage Approve OT Request	Approval	Delegate the approval of overtime request	Direct Reports	If Kai reports to me and I delegate this transaction to Moana, Moana can approve Kai's overtime requests	MSS > Approvals
Manage Approve Payable Time	Approval	Delegate the approval of payable time	Direct Reports	If Kai reports to me and I delegate this transaction to Moana, Moana can approve Kai's payable time	MSS > Approvals
Manager Abs Cancelation Fluid	Initiation	Delegate the initiation of absence cancellations in fluid	Direct Reports	If Kai reports to me and I delegate this transaction to Moana, Moana can cancel Kai's leave request in MSS	MSS > Team Time > Cancel Absences
Manager Absence Balance	Initiation	Delegate the initiation of absence balance inquiries	Direct Reports	If Kai reports to me and I delegate this transaction to Moana, Moana can view Kai's leave balances by using the NavBar navigation	Manager Self Service > Time Management > View Time > Absence Balances
Manager Absence Balance Fluid	Initiation	Delegate the initiation of absence balance inquires in fluid	Direct Reports	If Kai reports to me and I delegate this transaction to Moana, Moana can view Kai's leave balance in MSS	MSS > Team Time > View Absence Balances
Manager Absence History	Initiation	Delegate the initiation of absence history inquiries	Direct Reports	If Kai reports to me and I delegate this transaction to Moana, Moana can view Kai's leave history by using the NavBar navigation	Manager Self Service > Time Management > View Time > Absence Balances
Manager Absence History Fluid	Initiation	Delegate the initiation of absence history inquiries in fluid	Direct Reports	If Kai reports to me and I delegate this transaction to Moana, Moana can view Kai's leave history in MSS	MSS > Team Time > View Requests
Manager Absence Request	Initiation	Delegate the initiation of absence requests	Direct Reports	If Kai reports to me and I delegate this transaction to Moana, Moana can request leave on Kai's behalf by using the NavBar navigation	Manager Self Service > Time Management > Report Time > Request Absence
Manager Absence Request Fluid	Initiation	Delegate the initiation of absence requests in fluid	Direct Reports	If Kai reports to me and I delegate this transaction to Moana, Moana can request leave on Kai's behalf in MSS	MSS > Team Time > Request Absence
Manager Report Time Fluid	Initiation	Delegate the initiation of reported time in fluid	Direct Reports	If Kai reports to me and I delegate this to Moana, Moana can enter time on Kai's timesheet in MSS	MSS > Team Time > Report Time
Manager Reported Time	Initiation	Delegate the initiation of reported time	Direct Reports	If Kai reports to me and I delegate this to Moana, Moana can enter time on Kai's timesheet using the NavBar navigation	Manager Self Service > Time Management > Report Time > Timesheet