



# BOKUflow: Workflow „Delegate vacation approval“

This documentation includes instructions on how to perform the „Delegate vacation approval“ workflow.

**Target audience:** Secretaries, Leaders & Deputies

**Please send requests to:** [boku-it@boku.ac.at](mailto:boku-it@boku.ac.at)

## Contents

1	Delegate vacation approval.....	2
2	System login .....	3
3	BOKUflow .....	4
3.1	Start page .....	4
3.2	Navigation.....	4
3.3	"Start workflow" area.....	4
4	The Workflow „Delegate vacation approval“ .....	6
4.1	The first input form .....	6
4.2	Approve new assignment.....	7
4.3	Confirm new assignment .....	7
5	Completed workflow.....	9

## 1 Delegate vacation approval

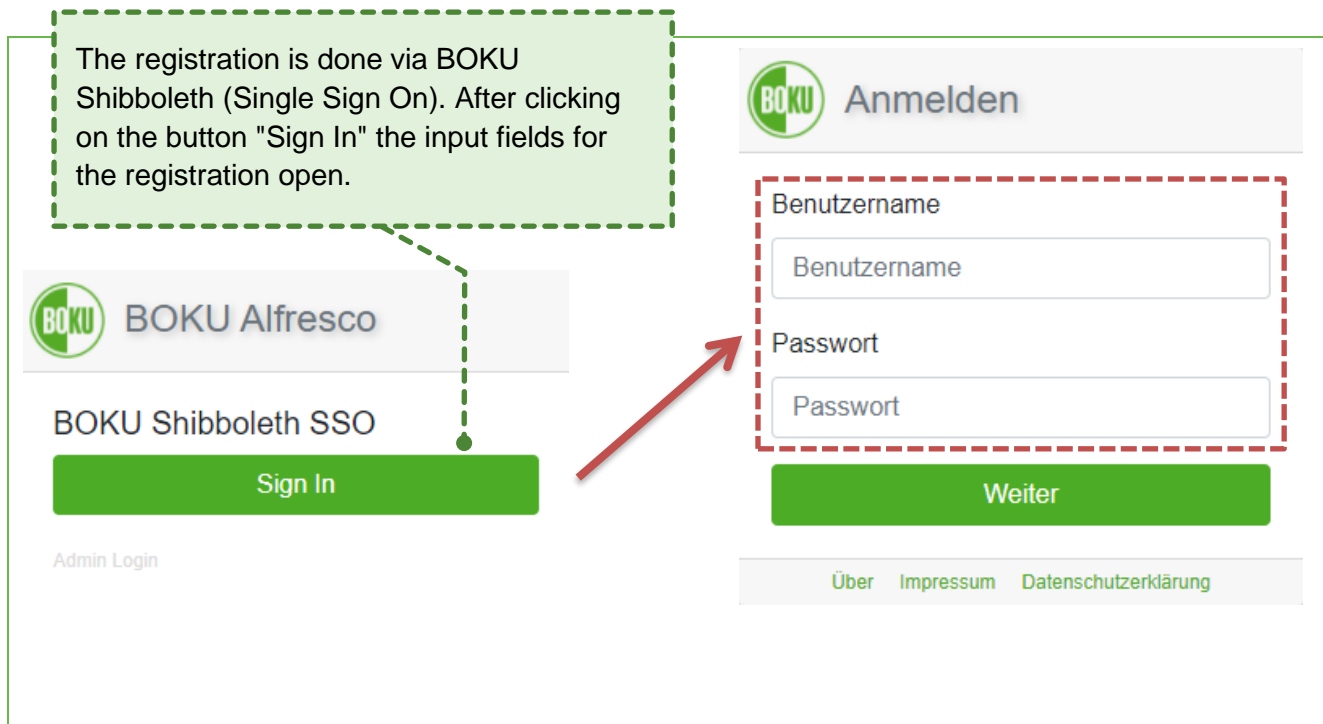
As of January 2023, a digital leave management system will be introduced for all BOKU employees. By default, the head of the organizational unit is responsible for processing the leave requests of all employees. If this responsibility is to be delegated to someone else (e.g. work group leader, team leader), this can be specified with the **workflow "Delegate vacation approval"**. Secretaries, leaders and their deputies are authorized to start the workflow in BOKUflow.

## BOKU-IT

### 2 System login

BOKUflow, the system in which the workflow is available, is accessed via <https://flow.boku.ac.at/>.

The registration is done via BOKU Shibboleth (Single Sign On). After clicking on the button "Sign In" the input fields for the registration open.



**BOKU Alfresco**

BOKU Shibboleth SSO

Sign In

Admin Login

**BOKU Anmelden**

Benutzername

Benutzername

Passwort

Passwort

Weiter

Über Impressum Datenschutzerklärung

Illustration 1: Login

## BOKU-IT

### 3 BOKUflow

#### 3.1 Start page

On the start page there is an overview of the areas. These are displayed next to each other with a heading, icon and short description. Depending on the user's permissions, only those areas to which access is possible are displayed. The "Delegate vacation approval" workflow can be found in the "Start workflow" area and can be started by secretaries, managers and their deputies:

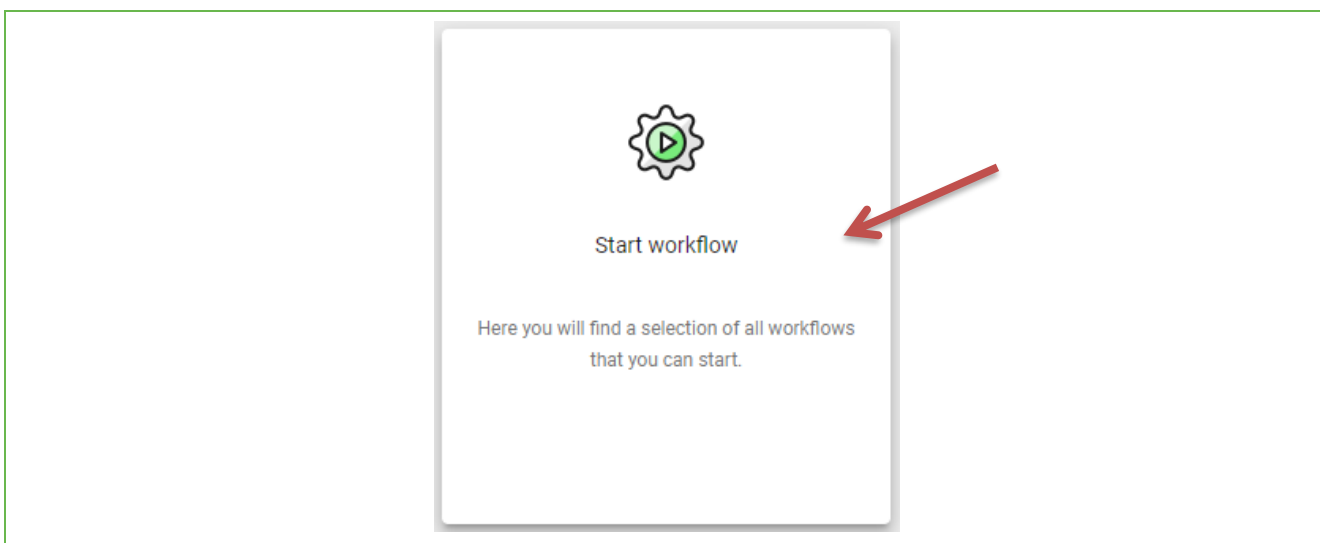


Illustration 2: Start page area „Start workflow“

#### 3.2 Navigation

The areas can be accessed via the navigation menu (three horizontal, parallel lines) at the top right of the header. Furthermore, the language selection, the privacy policy, the imprint and the field to unsubscribe from the system are accessible via the menu.

#### 3.3 "Start workflow" area

After clicking on this area, you will now see all workflows authorized for you in the system. Select the "Delegate vacation approval" workflow:

## BOKU-IT

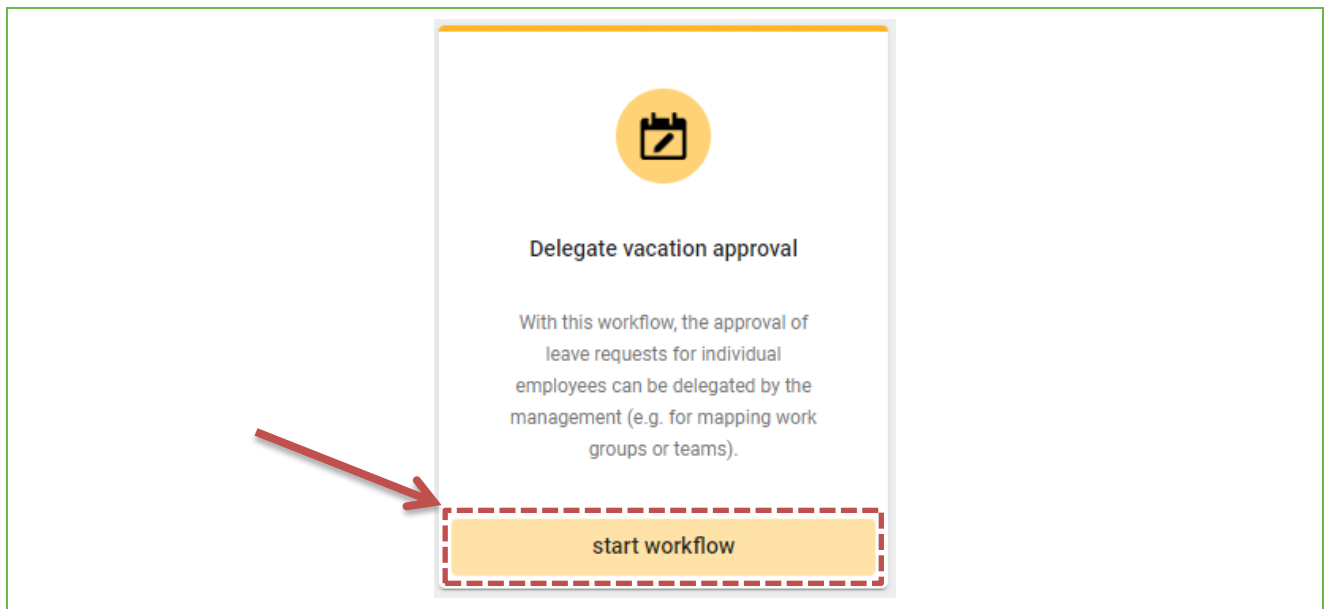
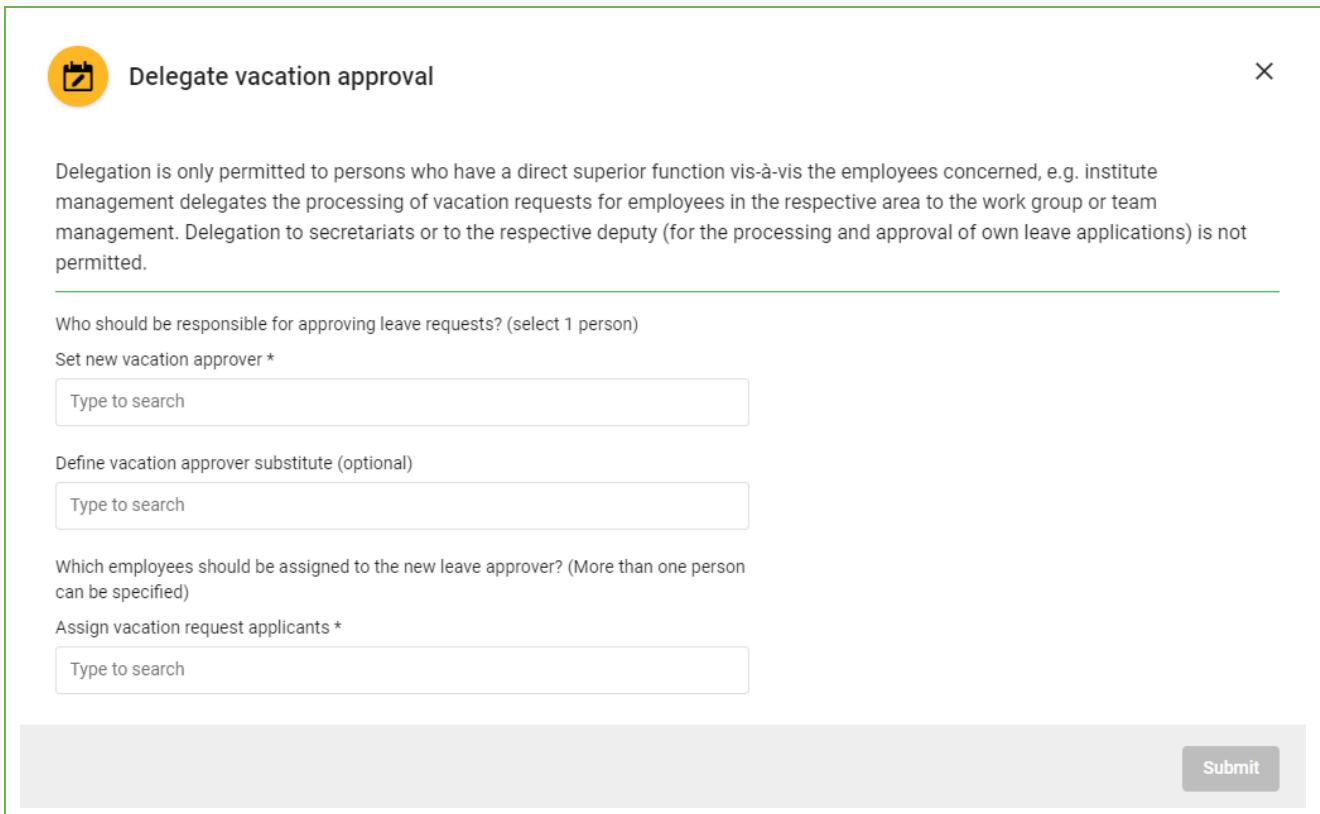


Illustration 3: Select the "Delegate vacation approval" workflow

Clicking on the "Start workflow" button already opens the first input form.

## 4 The Workflow „Delegate vacation approval“

### 4.1 The first input form



**Delegate vacation approval** ×

Delegation is only permitted to persons who have a direct superior function vis-à-vis the employees concerned, e.g. institute management delegates the processing of vacation requests for employees in the respective area to the work group or team management. Delegation to secretariats or to the respective deputy (for the processing and approval of own leave applications) is not permitted.

---

Who should be responsible for approving leave requests? (select 1 person)

Set new vacation approver \*

Define vacation approver substitute (optional)

Which employees should be assigned to the new leave approver? (More than one person can be specified)

Assign vacation request applicants \*

**Submit**

Illustration 4: The first input form of the "Delegate vacation approval" workflow

**Important note:** The workflow has not yet been started at this point. All data cannot be saved here yet. After clicking on "Submit" you will receive an email to confirm your entered data.

#### Set new vacation approver

In this field you have to select the person who is authorized to approve the vacations for a workgroup or a team. Note: only one person can be specified here. A new workflow must be started for each new approver.

#### Define vacation approver substitute (optional)

By default, the responsible head of the organizational unit is defined as the deputy. If another person is to be nominated as deputy, this can be specified here. This is a person-related deputization that is directly linked to the person of the approver and not to the general role as workgroup/team leader. Delegation is only permitted to persons who have a direct superior function vis-à-vis the employees concerned. **Delegations to secretaries are therefore not permitted!**

## BOKU-IT

### Assign vacation request applicants

The employees who are to be assigned to the new leave approver must be listed here. Note: Multiple selection is possible (technically there is no limit to the number of persons that can be assigned here). By clicking on "Submit", the workflow is started and the heads of the leave applicants receive a notification by e-mail that a new delegation has been requested. The leaders can then approve or reject.

### 4.2 Approve new assignment

All leaders of the selected leave applicants will now receive this task in the "Open tasks" section:

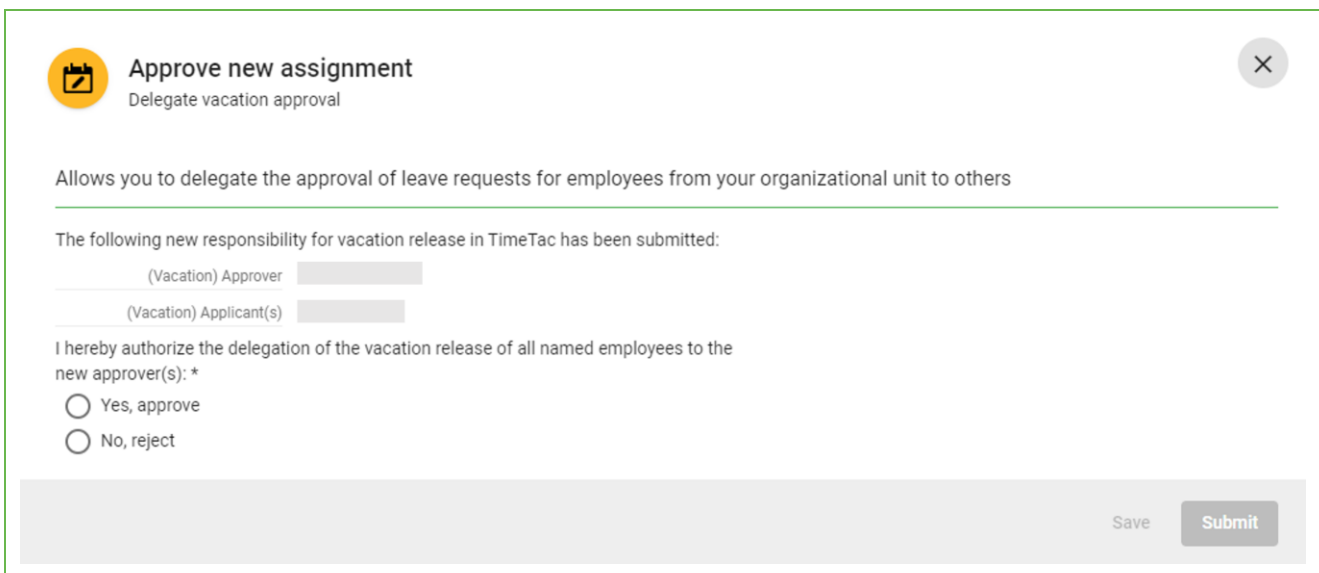


Illustration 5: Approve new assignment

#### Yes, approve

If you select "Yes, approve" and then click "Submit", you agree to the new assignment and approve the entry of a new structure in TimeTac.

#### No, reject

Once you have selected this option, a new mandatory field will open. In this text field you must enter a reason for the rejection. After you have clicked on "Submit", the process initiator and any other leaders (in the case of multiple use) will receive a mail notification that the delegation has been canceled. This email will also include your reasoning.

### 4.3 Confirm new assignment

As soon as all leaders have approved the request, the new responsibility must be transferred to TimeTac by BOKU-IT. As soon as this has been done, all persons concerned (process initiator, leaders, new approver and requestor) will receive a mail notification that the leave release has



## BOKU-IT

been successfully delegated. Note: If the approver for one or more of the specified requestors changes in the future, a new workflow must be started to determine the new responsibility.



## BOKU-IT

### 5 Completed workflow

The workflow is complete when the delegation of leave release has been rejected or approved.

#### Approval

The newly defined vacation approver and the deputy (if selected) will find a confirmation of the delegated responsibility in BOKUflow under "My documents".

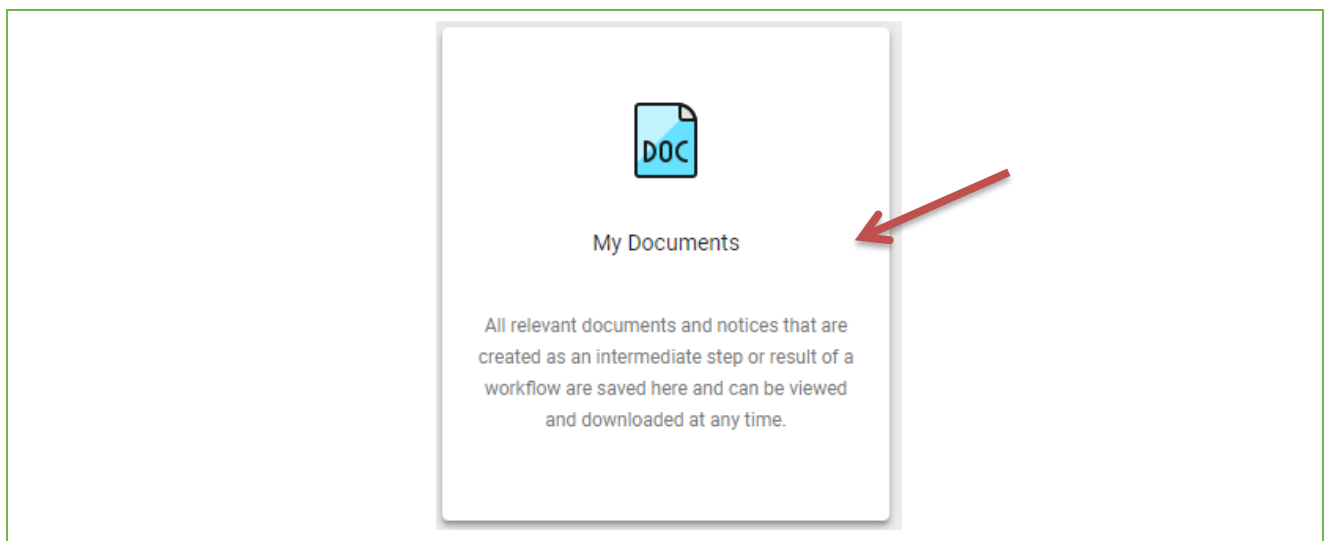


Abbildung 6: My documents

## BOKU-IT

### History

**Last change:** 13. Jänner 2023

The current version of this documentation can be found on the BOKU-IT service pages at:

<https://short.boku.ac.at/workflow-delegate-vacation-approval>

Document		<b>BOKUflow: Workflow „Delegate vacation approval“</b>	BOKUflow_Urлаubsfreigabe_delegieren_DE_V.1.0.0.docx
Source document		BOKU	---
<b>Update Date/ Author</b>	<b>Version</b>	<b>Changes</b>	
2022-12-23 (LS/BOKU-IT)	1.0.0	Creation	