



HOW TO GUIDE

MANAGE AUTHORISATIONS

This guide will explain how a parliamentarian can delegate specific authorisations to staff such as approving leave or managing office expenses.

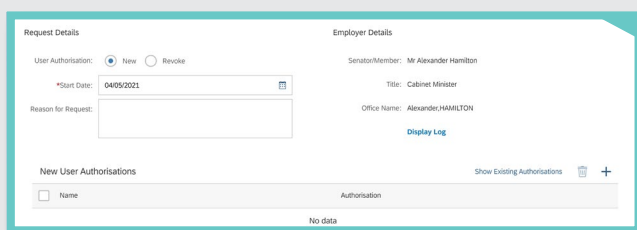
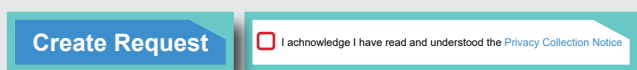
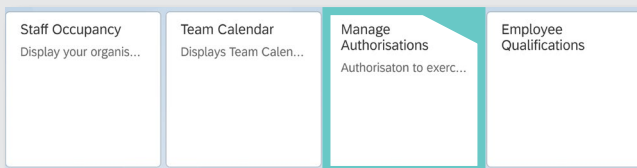
Authorisations are allocated to Parliamentarians by default and **ONLY** they can delegate access to MOP(S) Act Employees in their organisational unit.

***NOTE:** Requests can **ONLY** be approved by the Parliamentarian.

How to create a request for authorisation

1. Log in to PEMS and then select the **Manage Authorisations** tile
2. Click the create request button and agree to the terms and conditions
3. A request details form will appear, ensure the user delegation is set to new
4. Select the access start date and the reason
5. Click the 'plus' icon to add a user
6. Select required authorisations (it will differ)
7. Save the request
8. Submit the request (multiple requests can be made in one batch)

***NOTE:** Authorisations can be initiated by Parliamentarians or MOP(S) Act Employees. Staff can also request another staff member be given an authorisation. However **ONLY** Parliamentarians can approve requests for authorisation.



How to approve and/or cancel requests

The **Request Items** screen displays all authorisation requests including all requests made by employees.

To approve:

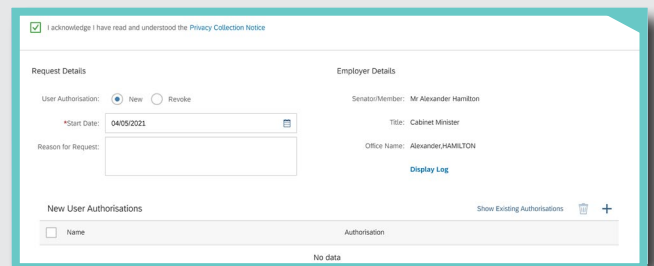
1. Review the request
2. Select approve

*Keep in mind that Parliamentarians have authority to make and approve their own requests

To cancel a request that is pending approval:

3. Click on the request which shows the details
4. Click cancel located at the bottom right hand corner

Request ID	Description	Requestor	Request Date	Status	Approver	Days Elapsed
100000295	Request for New Authorisation	All Hamilton	05/05/2021	Processed	All Hamilton	15 days ago
100000298	Request for New Authorisation	Jack Oram	05/05/2021	Pending Approval	All Hamilton	15 days ago
100000296	Request for New Authorisation	Jack Oram	05/05/2021	Cancelled Request	All Hamilton	15 days ago
100000299	Request for New Authorisation	Jack Oram	05/05/2021	Pending Approval	All Hamilton	15 days ago
100000297	Request for New Authorisation	Jack Oram	05/05/2021	Processed	All Hamilton	15 days ago
100000300	Request to Revoke Authorisation	All Hamilton	05/05/2021	Processed	All Hamilton	15 days ago
100000301	Request to Revoke Authorisation	All Hamilton	05/05/2021	Processed	All Hamilton	15 days ago
100000309	Request for New Authorisation	All Hamilton	24/05/2021	Processed	All Hamilton	14 days ago
100000310	Request for New Authorisation	All Hamilton	24/05/2021	Processed	All Hamilton	14 days ago



How to revoke access

A Parliamentarian can revoke access at any time:

1. Initiate a new request
2. Select revoke and the user delegation
3. Add the staff members
4. Enter the date from which it will take effect and the reason
5. Click save and submit

I acknowledge I have read and understood the Privacy Collection Notice

Request Details

User Authorisation: New Revoke

*Revoke Date: 04/05/2021

Reason for Request:

Employer Details

Senator/Member: Mr Alexander Hamilton

Title: Cabinet Minister

Office Name: Alexander:HAMILTON

[Display Log](#)

Existing User Authorisations

Name	Authorisation	Valid From	Valid To
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+ Add

For further information or support:

MaPS

Non-travel related work expenses and HR services and advice.



maps.finance.gov.au

IPEA

Travel related advice, travel claim or reporting enquiries relating to parliamentarians and their employees.



ipea.gov.au