



HELP GUIDE

REQUEST AND MANAGE AUTHORISATIONS

Parliamentarians can delegate specific authorisations to their staff, such as approving staff leave or travel expenses and access to expenditure reporting or budget information.

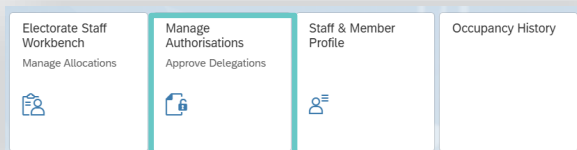
By default, parliamentarians have all authorisations, and MOP(S) Act staff have no authorisations. Without additional authorisations staff can still perform basic functions, such as creating office and travel expenses.

The instructions below explain how to request and manage authorisations, and the following pages outline the different authorisations available.

Request authorisation/s for staff

Authorisations can be initiated by Parliamentarians or MOP(S) Act Staff. Staff can request authorisations for themselves or for another staff member. Multiple requests can be made in the same submission. **Only Parliamentarians can approve authorisation requests.**

1. Log into PEMS and select the **Manage Authorisations** tile.



2. Click **Create Request** at the bottom of the screen. Agree to the Terms and Conditions on the next page.

Create Request

☒ I acknowledge I have read and understood the [Privacy Collection Notice](#)

3. A request details form will appear. Ensure the User Authorisation is set to **New**.

4. Select the access start date and enter the reason for the authorisation request.
5. Click the plus '+' icon to add the user/s (multiple can be added).
6. Select required authorisations (multiple can be added - see the list of authorisations on the following pages).
7. Parliamentarians, click the **Approve And Process** button. Staff, click the **Submit** button.

Approve/Reject or cancel requests

1. From the **Manage Authorisations** tile, click on the relevant record and review the request.

Request Id	Description	Requestor	Requested Start Date	Status	Approver	Days Elapsed	Created On
100000321	Request for New Authorisation	Jarrod Greaney	17.01.2025	Processed	Ryan Davies Davies	19 days ago	17.01.2025
100000322	Request for New Authorisation	Jarrod Greaney	17.01.2025	Rejected	Ryan Davies Davies	19 days ago	17.01.2025
100000318	Request to Revoke Authorisation	Jarrod Greaney	08.01.2025	Pending Approval	Ryan Davies Davies	28 days ago	08.01.2025
100000289	Request for New Authorisation	Jarrod Greaney	16.10.2024	Processed	Ryan Davies Davies	56 days ago	16.10.2024

2. Parliamentarians can either **Reject** or **Approve And Process** the authorisation request.

Reject

Approve And Process

Note: Parliamentarians have authority to make and approve their own requests.

3. Staff can cancel a request by clicking **Cancel Request**.

Cancel Request

Revoke access

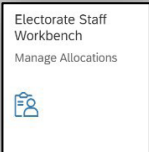
Authorisations can be revoked by the Parliamentarian only.

1. From the **Manage Authorisations** tile, click **Create Request** and agree to the Terms and Conditions.
2. Ensure the User Authorisation is set to **Revoke**.
3. Select the start date and enter the reason for the revocation.
4. Click the plus '+' icon to add the user/s and authorisation/s to revoke.
5. Click **Approve And Process**.

Save

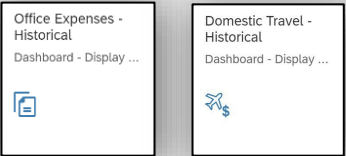
Reject

Approve And Process

AUTHORISATION NAME	PEMS TILE OR WEB LINK
Appoint/Engage Staff	 Read-only tile MaPS website link: • Employing a casual employee • Employing a non-ongoing employee • Employing an ongoing employee • Variation to an existing employment agreement
Approve Casual Hours	MaPS website link: • Casual Record of Hours Form
Approve Higher Duties	MaPS website link: • Variation to an existing employment agreement
Withhold Increment	Contact: mpshelp@finance.gov.au
Approve Competency Advancement	MaPS website link: • Competency assessment - from Electorate Officer A to Electorate Officer B • Competency assessment – from Electorate Officer B to Electorate Officer C
Approve Salary Advancement	MaPS website link: • Variation to an existing employment agreement

AUTHORISATION NAME	PEMS TILE OR WEB LINK
Allocate Electorate Staff Allowance	Read-only tile MaPS website link: • Electorate staff allowance allocation
Approve Relocation	MaPS website link: • Relocation of MOP(S) Act employees • Claim for reimbursement of relocation expenses forms
Terminate Employment	MaPS website link: • Termination of employment
Recommend Studies Assistance /Ad Hoc Training	PWSS website link: • Studies assistance and study leave application
Agree to Time Off in Lieu (TOIL)	TOIL is an internal office arrangement.
Approve Leave	Read-only tiles MaPS website link: • Parental leave application • Long service leave application

AUTHORISATION NAME	PEMS TILE OR WEB LINK
Access Staff Details	Electorate Staff Workbench Manage Allocations  Staff Leave Display details for le...  Team Calendar Displays Team Calen...  Read-only tiles
View Senator or Members Budgets	Reporting – Office Information  Office Expenses Create/Manage Claims  40 Awaiting Action Travel Expenses Create/Manage Claims  34 Awaiting Action
View Expenditure Reports	Certify Expenditure Reports Review/Certify Expen...  19 Awaiting Action

AUTHORISATION NAME	PEMS TILE OR WEB LINK
Approve Travel	PEMS: Approve travel claims using: Approve Expense Claims tile. Approve MoPS Act staff travel related forms.  IPEA website link: • Travel forms > MOP(S) Act staff
Receive personal advice IPEA Act s12(1C)	IPEA website link: • Travel personal advice • Office personal advice
Authorise loss or damage claims to employee property	MaPS website link: • Claim for loss or damage to clothing or personal effects
Office Manager	PEMS: View access to: • 'Domestic Travel - Historical' tile – Display Travel claims between 1 Jul 2018 and 30 Jun 2022. • 'Office Expenses - Historical' tile – Display Office claims between 1 Jul 2018 and 30 Jun 2022.  Read-only tiles

Last updated: August 2026

For further information or support please contact


02 6215 3333


mpshelp@finance.gov.au


maps.finance.gov.au