


<b>Category</b>	DTU Fusion – Manager guideline	
<b>Subject</b>	L18 – How to substitute (delegating staff responsibilities)	
<b>Responsible</b>	Corporate HR	
<b>Updated</b>	November 2025	

As a manager, you can delegate your role and/or your approvals to another manager with staff responsibilities. In principle, there are two reasons for why you might need to delegate your role:


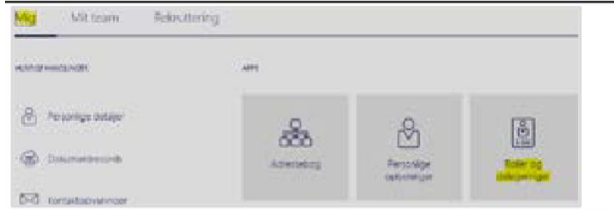
### In case of absence—delegate role


You can temporarily transfer the staff responsibility for your employees to another manager with staff responsibilities, e.g. a head of administration, in connection with extended periods of absence, or similar. ‘Role’ means your access to viewing and maintaining master data, employment status, leave, etc. for your employees as well as to editing the employment of your employees. These employees will also be included in any reports.

### For central administration of employees—delegate approvals

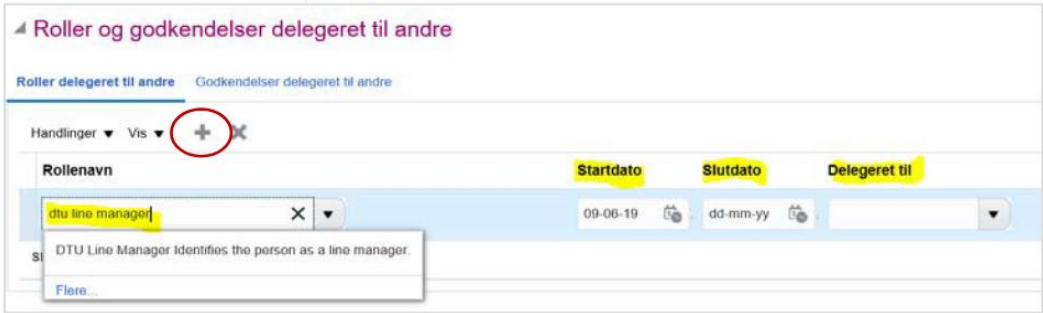
Because of the local organizational structure, HR is gathered under specific managers who are not necessarily line managers themselves. This can also be used for extended periods of absence, or similar. ‘Approvals’ means decisions of whether a request from an employee, e.g. documentation for secondary employment, should be approved or rejected. Notification of approval will also be sent to your substitute.

You can see who has delegated staff responsibility to you and whom you have delegated to in Roles and Delegations in DTU Fusion.


Step	Explanation	Navigation
Open DTU Fusion	Open <a href="#">DTU Fusion</a> in Google Chrome.  Log in with your initials.  If you do not have a password, <a href="#">click here</a> .	
Select Roles and delegations	Select <b>Me</b> and click on <b>Roles and delegations</b> .	
Delegate role		
Delegate Role	Click the <b>plus sign</b> to create a rule for the delegation of your HR responsibilities for a given time period. Search by the role name ‘DTU Line manager’.  Enter <b>start date</b> and <b>end date</b> for the period of the rule. Under ‘delegated to’, enter the name of the manager that you want to delegate you responsibilities to. Click on the name when it appears in the search.	

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Select Save



Click on **Save** in the top right-hand corner of the screen.



You have now delegated your role.

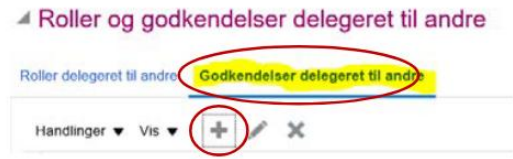
If you want to delegate your approvals, continue reading this guide.

**Delegate approvals**

Select Tab

Click the **tab** 'Approvals delegated to others'.

Click the **plus sign** to create a new rule for the delegation of your approval responsibilities for a given time period.



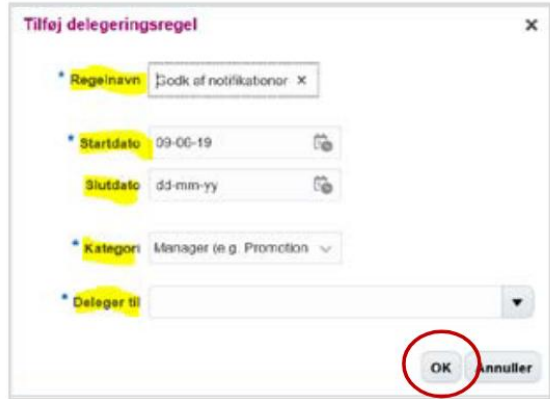
Delegate Approvals


Enter the **Rule name**.


Enter **start date** and **end date** for the period of the rule.

Under category, (always) select 'Manager'.





Under 'delegate to', enter the initials of the manager that you want to delegate you responsibilities to. Click on the name when it appears in the search.





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Select Save	<p>Click <b>Ok</b>.</p> <p>Click on <b>Save</b> in the top right-hand corner of the screen.</p> <div style="text-align: center;">  </div> <p>You have now delegated your approvals.</p>
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**Especially to the line manager who has received the delegation of role from another line manager:  
Here is how to access another line manager's staff**

Open DTU Fusion	<p>Open <a href="#">DTU Fusion</a> in Google Chrome.</p> <p>Log in with your initials.</p> <p>If you do not have a password, <a href="#">click here</a>.</p>	
Select Me and address book	<p>Click on <b>Me</b> in the menu and click on <b>Address book</b>.</p>	
Select Employee	<p>Select the relevant employee.</p> <p>All employees that have this specific name will appear in the search.</p> <p>Click on <b>relevant employee name</b> to access the employee's master data.</p>	
Select Document Records	<p>Click <b>Find more</b> on the left side of the screen and select <b>Document Records</b>.</p> <p>You can create a request by clicking <b>+Add</b>.</p>	

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<p>Bonus info</p>	<p>You can get an overview of all employees in the delegated group/section etc.</p> <p>Click <b>See organizational chart</b>, which you find next to the employee name.</p>	
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