



Manager Dashboard – Delt Mini Guide

Manager Dashboard – Amended Car & New Car Approvals

08/02/2021

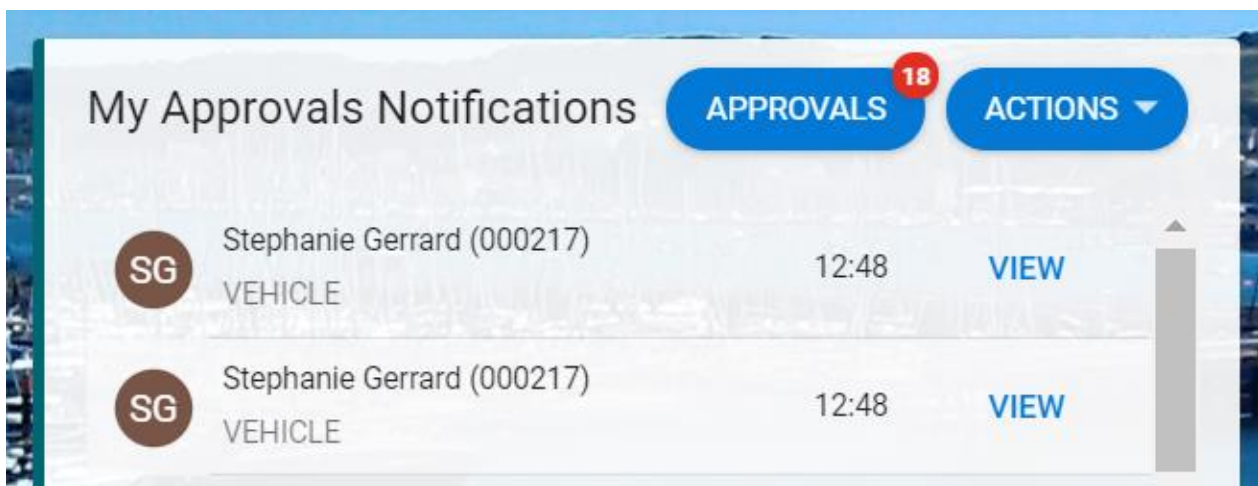
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Employee has Updated their vehicle details or Created a new Vehicle.

Managers will receive notification that Employees have updated their vehicle details or created a new vehicle, via an Employee Request.

Managers should navigate to the Manager Dashboard > Click on the 'My Approvals Notifications'

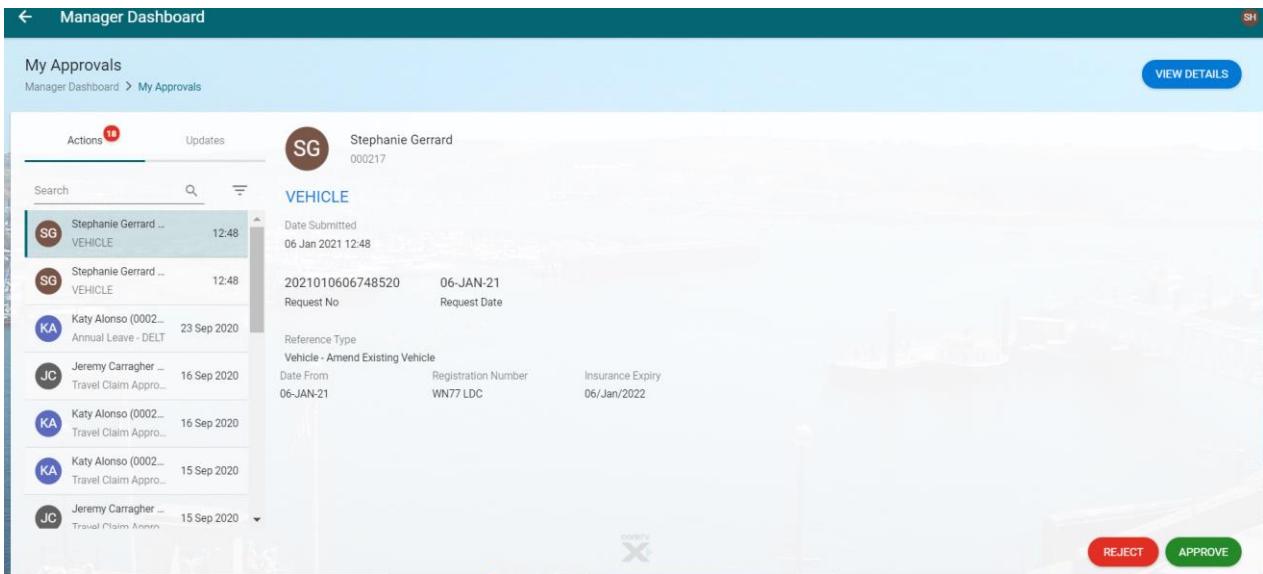
These types of Notifications will appear with the name 'VEHICLE' in the title.



Click on the View button and read through the approval.

There are two types of VEHICLE approvals.

- Approval for when an Employee Amends an existing Vehicle.
- Approval for when an Employee Creates a New Vehicle.



Once you are happy with the content of the notification, being extra careful to check the Insurance Expiry Dates, please either APPROVE or if necessary, REJECT, please ensure that if you reject this, that you give an explanation to the employee.

APPROVE – The CoreHR Systems Team will update the system within 24 hours – **Please note that until a manager has approved this, the Employee will be unable to claim mileage. Managers should refer to their own organisation’s guidance, but the approval process is to ensure that managers are confirming that they have seen the insurance certificate for their employees.**

REJECT – The Employee will receive a notification to say this has been rejected and they must make any necessary amends and resubmit the Employee request again.