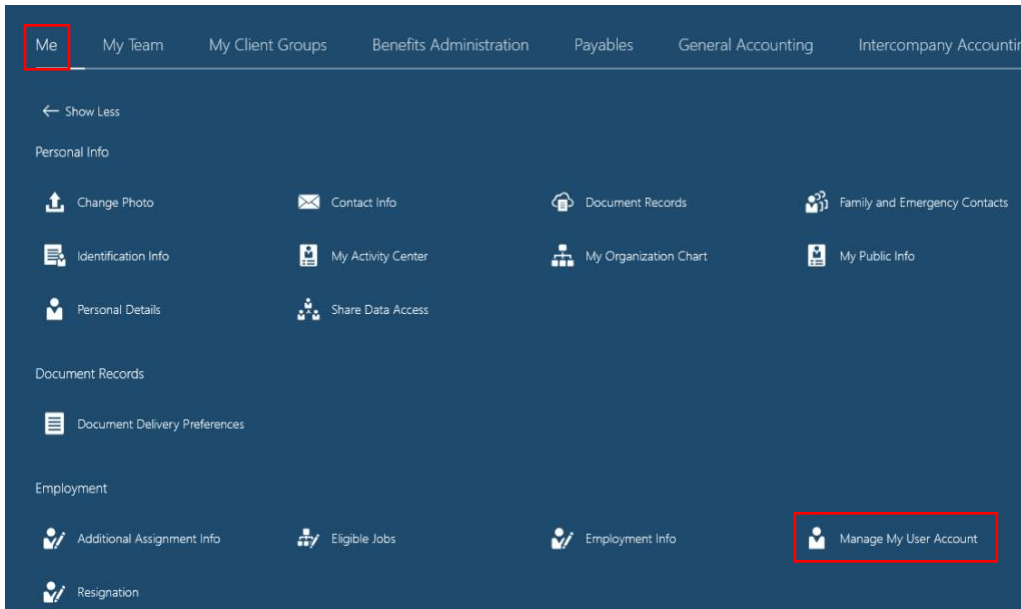


Delegating Approvals

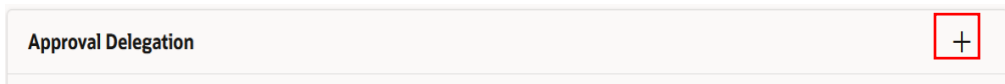
Use this job aid to delegate approvals.

We will use Absence approval delegation in this example.

1. Navigate to Manage My User Account. Me > Employment > Manage My User Account



2. Scroll down until you see Approval Delegation. Click the + icon to add a new approval delegation.



3. Create a Rule Name (this can be whatever you want it to be and is unique to the rule you are creating), the Category (Global Absence Approval in this instance) and begin typing in the name of the person you wish to delegate the task to.

The screenshot shows the 'Approval Delegation' form. The 'Rule Name' field contains 'Absence Approval'. The 'Category' dropdown is set to 'GlobalAbsenceApproval'. The 'Delegate To' field is empty. There is a checkbox for 'Allow this user to approve their own transaction' which is unchecked. At the bottom, there are 'Cancel', 'Delete', and 'Save' buttons.