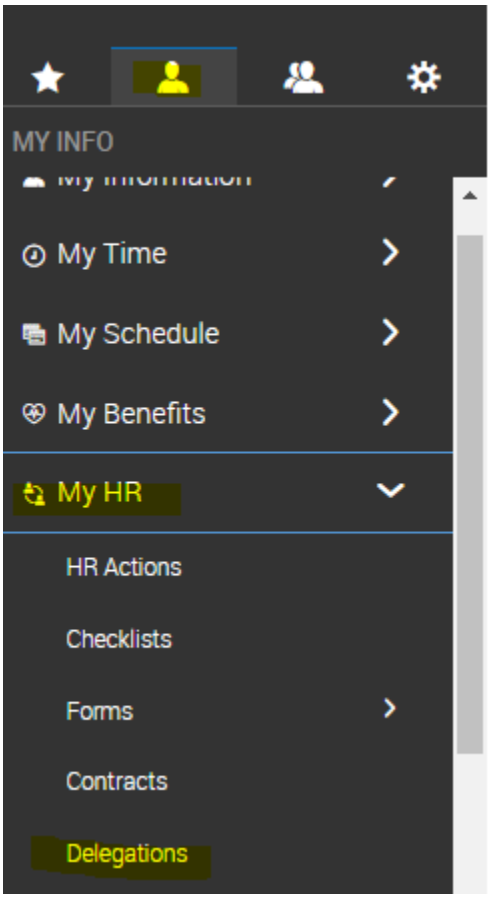
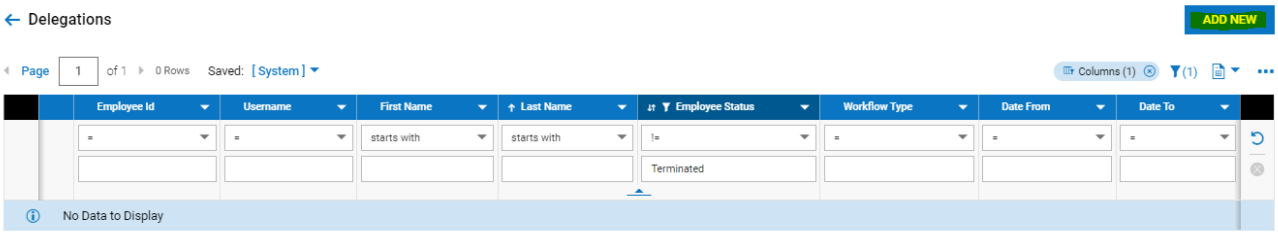
DELEGATIONS

The purpose of Delegations is to allow another employee to approve To Do items in your absence. These include approving/rejecting Time Off Requests, Timesheet Change Requests, and Timesheets.

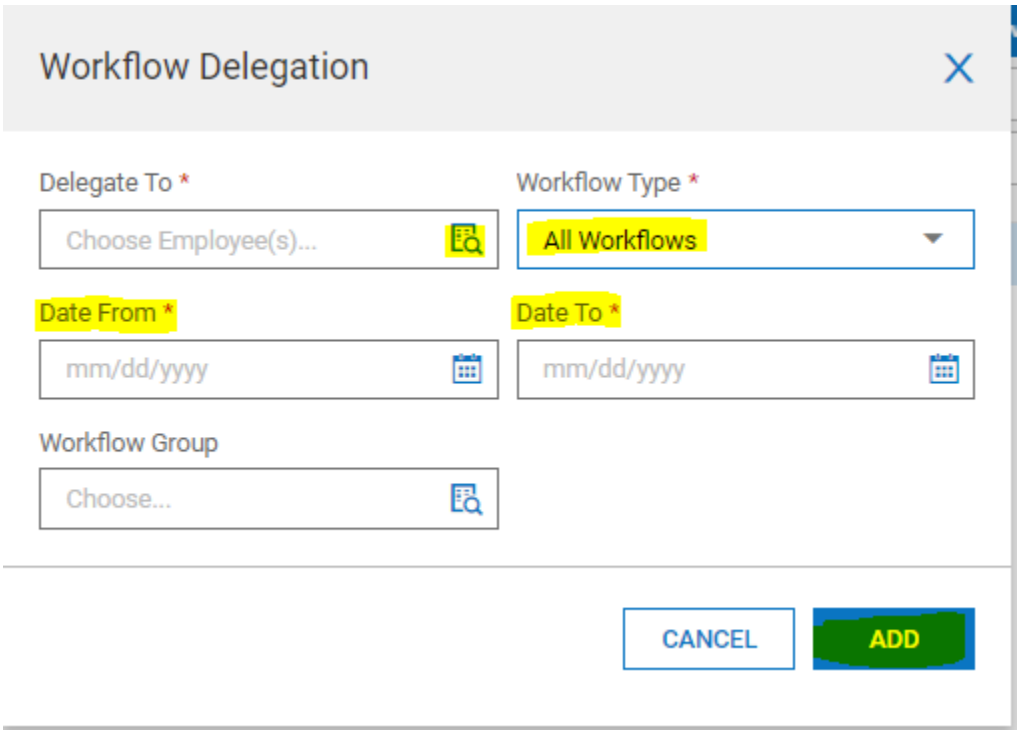
Go to **Show Menu** (“Hamburger” icon) > **My Info** > **My HR** > **Delegations**



Click “Add New”



Search for the employee that will be handling your To Do items in your absence. Select that employee and click “Apply”. This employee must also have Supervisor permissions.
Choose the All Workflows “Workflow Type”.
Enter the “Date From” and “Date To”.
Click “Add”.



The delegated to employee will start receiving the “To Do” notifications starting on the Date From date and will end on the Date To date.

***Important Note** – Make sure that you have approved/rejected all pending To Do items prior to the Workflow Delegation start date. The delegated to employee will not be able to access any items prior to the Date From date.