

DELEGATING TEAM APPROVALS WHILE OUT OF OFFICE

Hamburger bars> My Info > My HR > Delegations

>Add New

Use the drop down list to choose who you want approval requests to be sent to.

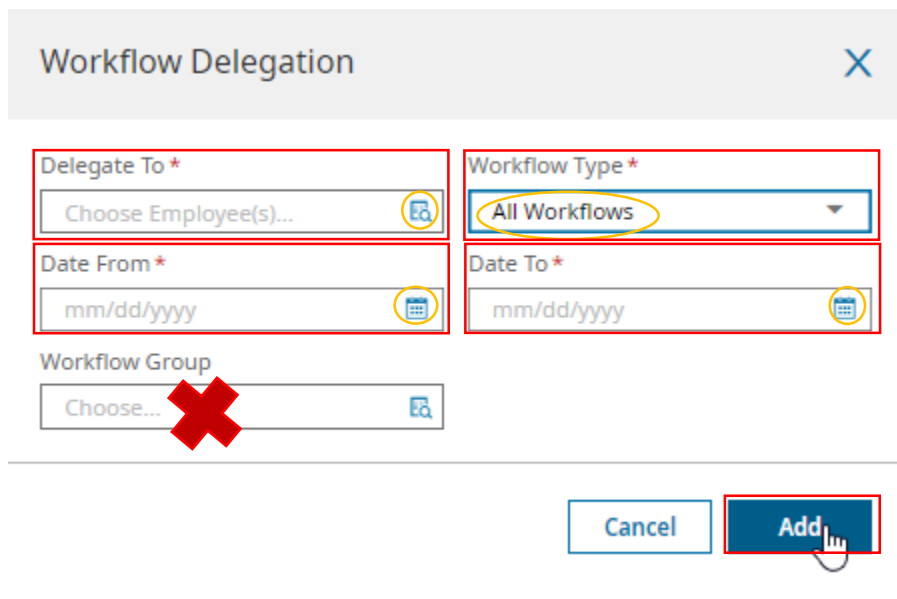
Use the drop down list to select "All Workflows."

Date From: Indicate the very first day you want these approvals to be routed.

Date To: Indicate the day you want this reroute to end.

Ignore the Workflow Group.

Select Add.



Workflow Delegation

Delegate To *

Choose Employee(s)...

Workflow Type *

All Workflows

Date From *

mm/dd/yyyy

Date To *

mm/dd/yyyy

Workflow Group

Choose...

Cancel Add

Items to keep in mind:

Delegations must be turn on by the manager himself/herself. Neither HR or other managers can turn it on for another manager.

Also, delegations can only go to someone with Manager Security Profiles. If an employee is not already a manager, they cannot be delegated to.