



Managing My Delegations

You can delegate your workflows to other users for a specified time such as when you are on vacation.

Add a delegate

- 1 In the Menu, click the **My Info** tab, then navigate to **My HR > Delegations**.
- 2 Click **Add New**.
- 3 In the **Delegate To** field, select the employee(s) you want to delegate to.
- 4 Select the **All Workflows** in the **Workflow Type** section.
- 5 Select the **Date From**.
- 6 Select the **Date To**.
- 7 Select **Your name** in the **Workflow Group** section.
- 8 Click **Add**.

Note:
All workflows, except Performance Review, may be selected, and each type of workflow may have a different user designated.

The screenshot shows the 'Workflow Delegation' form with the following fields and callouts:

- 3** points to the 'Delegate To *' field containing 'Jane Smith'.
- 4** points to the 'Workflow Type *' dropdown menu set to 'All Workflows'.
- 5** points to the 'Date From *' field containing '06/01/2024'.
- 6** points to the 'Date To *' field containing '07/01/2024'.
- 7** points to the 'Workflow Group' field containing 'John Smith'.
- 8** points to the 'Add' button at the bottom right of the form.