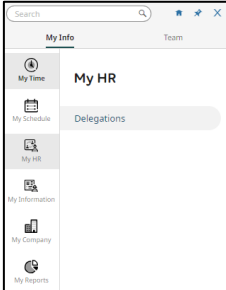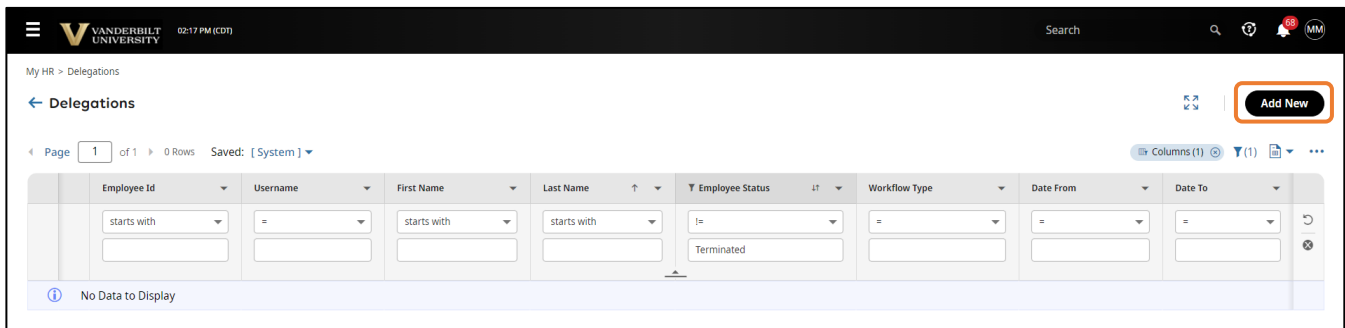# Quick Guide:
Manager Delegate

There may be times when a manager needs to delegate their approvals while out of the office. To delegate workflows, such as Time Off Requests and Timesheets, follow the directions below:
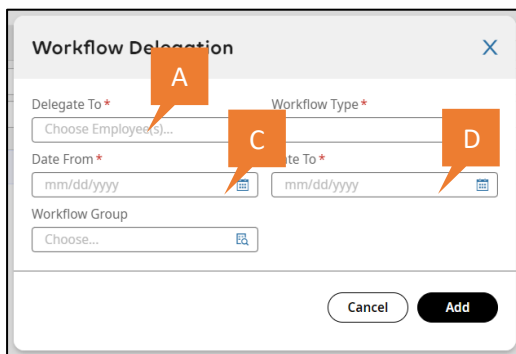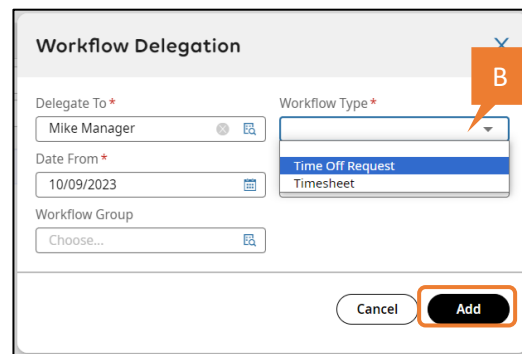
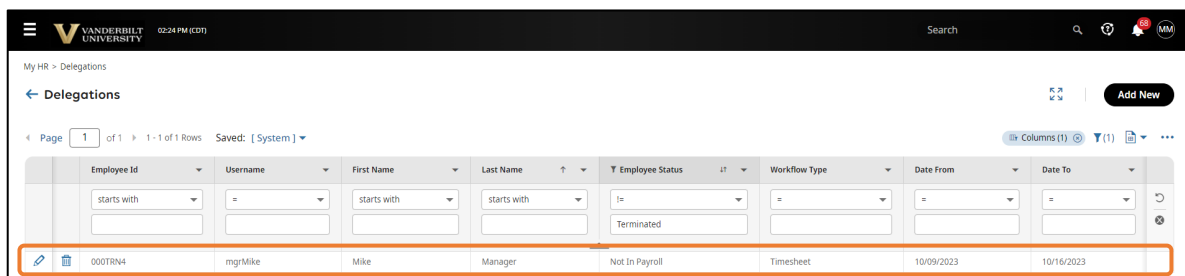1. Navigate: Hamburger > My Info > My HR > Delegations

2. Click on the Add New Button

3. Fill out the pop-up form to determine the Delegate To (A), Workflow Type (B), Date From (C), Date To (D)… and select Add

4. Once you've added the Delegate, they will appear at the bottom of the report, allowing you to edit or delete them.