Delegation

Access and authority can be delegated to another manager in your absence.

Delegate Your Access

A manager who expects to be on vacation or unavailable can delegate authority to another manager.

The delegate can access and receive the absent person's notifications and complete tasks during the absence.

Navigation: Home Page > My Notifications tile

1. Select **Tasks**.

   The Control Center appears.

2. Select **My Actions**.

3. Select **Business Processes > Manager Delegation**.

4. On the Manager Delegation slider, select the **person** who will take authority during your absence.

5. Select the **Start Date** and **End Date** from the calendars.

   The dates are in the requester time zone.

6. From the Role Profile drop-down list, select your **role.**

7. Select **Submit.**

Cancel Your Delegation

You can cancel a delegation after you submit it and before the delegate accepts it.

Navigation: Home Page > My Notifications tile

1. Select **Tasks**.

   The Control Center appears.

2. Select the delegation **process** you wish to cancel.

3. Select **Cancel Delegation**.

Accept a Delegate Request

A delegate request must be accepted or rejected for it to take effect.

Navigation: Home Page > My Notifications tile

1. Select **Tasks.**

   The Control Center appears.

2. Select the **delegation notification**.

3. Review the details.

4. Select one of the following:

   a. **Accept**

   b. **Reject**

5. (Optional) Enter a **Comment**.

6. Select **Submit**.

7. To switch roles, log out and then log in again.

Complete Tasks for Another Person

Use the Edit Profile feature to complete tasks for another manager.

Navigation: Main Menu

1. Select your **name** to display the Employee Settings Menu.

2. Scroll to the Delegated Roles section and select the **name** of the person whose authority you are taking.

3. Complete the tasks as needed on behalf of the other person.

4. To return to your own role, from the Employee Settings Menu, select **Initial Role**.

> **Note** Initial Role is the default name assigned to your primary role. If your organization has renamed your initial role to a name specific to you, such as Scheduling Manager, select the name of that role.