Job Aide – Delegation to Approve Time and Absences

The following are step necessary to delegate someone else to approve time and absence requests:

1. From Manager Self Service
2. Select the “Delegation” Tile
3. Click on “Create Delegation Request”
4. Enter the dates of delegation
5. Click “Next”
6. In the list of items:
   a. Select “Manage Approved Reported Time”
   b. Select “Manage Absence Approve”
   c. Click “Next”
7. A list of possible delegates will be displayed
   a. Select the person to whom you want to delegate
   b. Click on “Next”
8. Your delegate will be notified and they will need to accept the delegation.