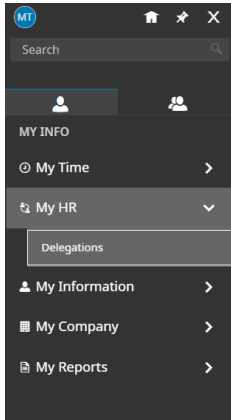


Manage My Delegations

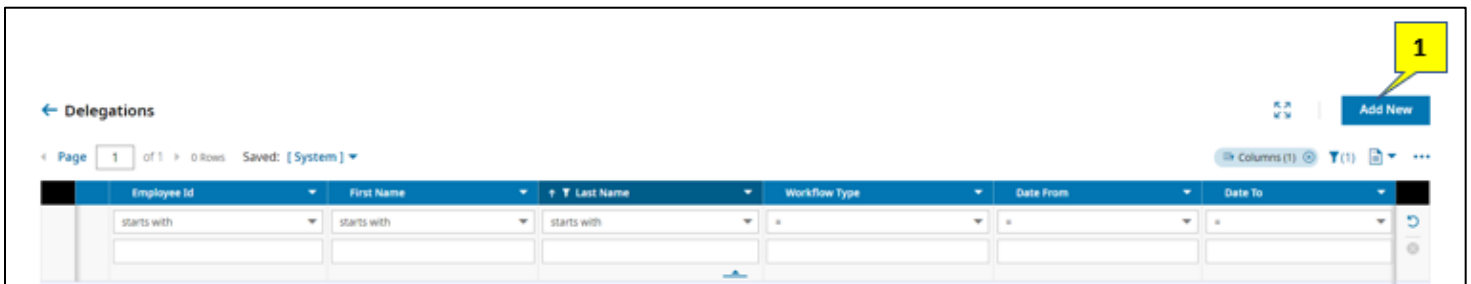
You can delegate your workflows to other users for a specified time such as when you are on vacation.

Add a delegate

Navigation: My Info tab > My HR > Delegations



1. Select **Add New**.



2. In the **Delegate To** field, select the employee(s) you want to delegate to, then select **Apply**.
3. Select the **Workflow Type** from the drop-down menu. **Note:** All workflows, except Performance Review may be selected and each type of workflow may have a different user designated.
4. Select the **Date From**.
5. Select the **Date To**.
6. Leave the **Workflow Group** blank.
7. Select **Add**.

A screenshot of a 'Workflow Delegation' form. The form has a title bar with a close button (X). It contains several fields:

- 2**: 'Delegate To *' field with a search icon and a dropdown arrow.
- 3**: 'Workflow Type *' field with a dropdown arrow.
- 4**: 'Date From *' field with a date picker icon.
- 5**: 'Date To *' field with a date picker icon.
- 6**: 'Workflow Group' field with a search icon and a dropdown arrow.

 At the bottom of the form, there are two buttons: 'Cancel' and 'Add'. The 'Add' button is highlighted with a yellow callout box containing the number '7'.