

Delegate Authority

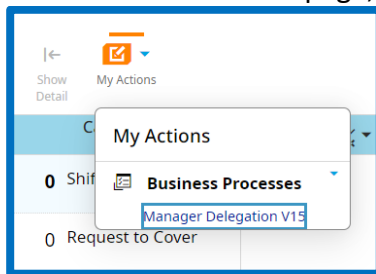
This job aid explains how you can delegate your access to another manager in your absence.

About Manager Delegation

- When a manager or administrator expects to be unavailable — such as to take a vacation — that person can delegate authority to another manager or administrator — the delegate — to access and receive the absent person's notifications and complete tasks during the absence.
- Example: The delegate approves time-off requests while the regular manager is on vacation.

Delegate your Access

1. Select Home.
2. In the My **Notifications** tile, select Tasks. The Control Center will open.
3. On the **Control Center** page, select My Actions. Select Business Processes > Manager Delegation V15.



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 time zone of the requester.
6. Select **HUH Manager** in the Role Profile list.
7. Select **Submit** to send request to the manager. **Note: Delegation requests will expire in 24 hours**
8. Select **Cancel** to cancel the request and start over.

Manager Delegation V11 X

New Delegation

Delegate*

Select the person who will take authority during your absence

Start Date*

Enter start and end dates

End Date*

Enter start and end dates

Role Profile*

Select Role Profile (HUH Manager)

Click Submit

9. Once the manager has taken action, you will receive a notification indicating that they have either accepted or rejected the request. **(Left – Rejected, Right – Accepted)**

 JONES, TERRIE Job Mgr .../Mgr	 AL-GAILANI, OMAR Job Anlyst .../Anlyst
Subject Delegation Request Rejected by AL-GAILANI, OMAR (700487H)	Subject Delegation Request Accepted by JONES, TERRIE (700196H)
Body Delegation Request Rejected by AL-GAILANI, OMAR (700487H)	Body Delegation Request Accepted by JONES, TERRIE (700196H)
Delegator Name JONES, TERRIE (700196H)	Delegator Name AL-GAILANI, OMAR (700487H)
Delegate Name AL-GAILANI, OMAR	Delegate Name JONES, TERRIE

Cancel your Delegation

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

1. In the **My Notifications** tile, select **Tasks**. You will have to scroll to the bottom. The Control Center will Open.
2. Select the delegation process you wish to cancel. If only one is active, go to step 3.
3. Select **Cancel Delegation**.

My Notifications	Manager Delegation V15
Employee Requests 1 >	Delegation Cancellation Form
Timekeeping 0 >	You have successfully sent a delegation request as described below. To cancel the request, click Cancel Delegation.
Timekeeping Requests 0 >	Delegate Name
My Requests 0 >	AL-GAILANI, OMAR (700487H)
Attendance 0 >	Start Date
System Messages 2 >	12/28/2024
Tasks 1 >	End Date
	12/29/2024
	Role Name
	HUH Manager
	Cancel Delegation

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