

Accept Delegate Authority

This job aid explains how you can accept the delegation request submitted to you.

Accept a Delegate Request

1. In the **My Notifications** tile, select Tasks. The Control Center will open.
2. Select the delegation notification.
3. Check the details.
4. Select one of the following:
 - Accept
 - Reject
5. Enter a Comment - Optional.
6. Select Submit.
7. Log out and log in again to be able to switch roles.

Complete Tasks for the Other Person

1. Next to your name, to access the Employee Settings menu.
2. Select the name of the person whose authority you are accepting.

Important:

You cannot see the **delegated roles** if the start date is in the future.

3. Complete the tasks as needed on behalf of the other person.
4. To return to your own role, select Switch Roles. Select Myself.

