

Line managers have the option to delegate their approval responsibility to another user for a specified period of time using the Vacation Period assignment task. This function can also be used by an approver's delegate. The following steps outline the process.

Instructions

1. On the home page, navigate to the **Notifications** bell icon.
2. A list of all notifications will appear, in the upper right-hand corner, select **Show All**.
3. In the Notifications page, click **Worklist** in the upper right-hand corner.
4. A pop-up will appear. In the upper right-hand corner, click the drop-down arrow and select **Preferences**.

Vacation Period Approver Assignment

1

2

3

4

	Number	Creator	Assign
il Task Approval For Vik	266339		06/01/2020 2:37 PM 3
il Task Approval For Ce	266338		06/01/2020 2:35 PM 3
9 Manual Task Approva	266337		06/01/2020 2:35 PM 3
9 Manual Task Approva	266336		06/01/2020 2:35 PM 3
nual Task Approval Fo	266333		06/01/2020 2:37 PM 3
nual Task Approval Fo	266332		06/01/2020 2:35 PM 3
3 (Requisition REQ00C	266312	Mickey Cochran	05/31/2020 12:38 PM 3

Instructions

5. Here, you can assign approval responsibilities to a user for a designated period. First select the **Enable vacation period** check box. Next specify the **Start and End Date** for the delegations and specify the delegate in the **Delegate to** field. When finished, click **Save**.

Assigning Time Card Approval


5


Vacation Period : BU_ConfigUser_S Save Revert



[My Rules](#) [Other Rules](#) [Certificates](#) [Notification](#) [Accessibility](#)

Remove yourself from automatic task assignment by enabling a vacation date range.
Optionally, more specific vacation rules can be created under "My Rules".

Enable vacation period

Start Date: 06/02/2020 9:36 AM 

End Date: 06/05/2020 9:36 AM 

Reassign to: User  

Delegate to: Test User 