Short-term delegations for the Business Office staff are handled differently when an area has been deployed into the new workflow.

If your area has NOT deployed yet, follow the Vacation Period Approver Assignment instructions on page 2 of the Delegation Type Fact Sheet found in Guided Learning and on the Ignite website.

Key Points to consider:
- Each Role in the dropdown menu needs to be set up.
  - One per department
- Items started, but not submitted before the delegation start date will not follow the workflow.
- Delegated items must be “claimed” to process the transaction.
- Delegations should only be lateral or upward – never down.
  - FA to FA, FA to FM, FA to BO, FM to FM, FM to BO, BO to BO
  - NOT FM to FA, BO to FM, BO to FA
  - Discuss with your Business Officer if a delegation needs to be made outside the unit.

Instructions:
1. From the Ignite Homepage, click the Me tab, and then select the Roles & Delegations tile.

2. Scroll down to Role Delegations and click Add.

3. Select a Role Name from the dropdown menu.
   - If multiple roles are listed, you must enter a delegation for each role.
4. Enter a Start Date & End Date – you are strongly advised to start the delegation 1 day before you leave.
5. In the Delegated To field, start typing the name of the person you want as your delegate. Select the person’s name when it appears.
6. Click Save.
7. Repeat the above steps for all Roles in the dropdown menu.

Note: The Approval Delegations section found below the Role Delegations section relates only to the HCM module, so no action is needed in that section.