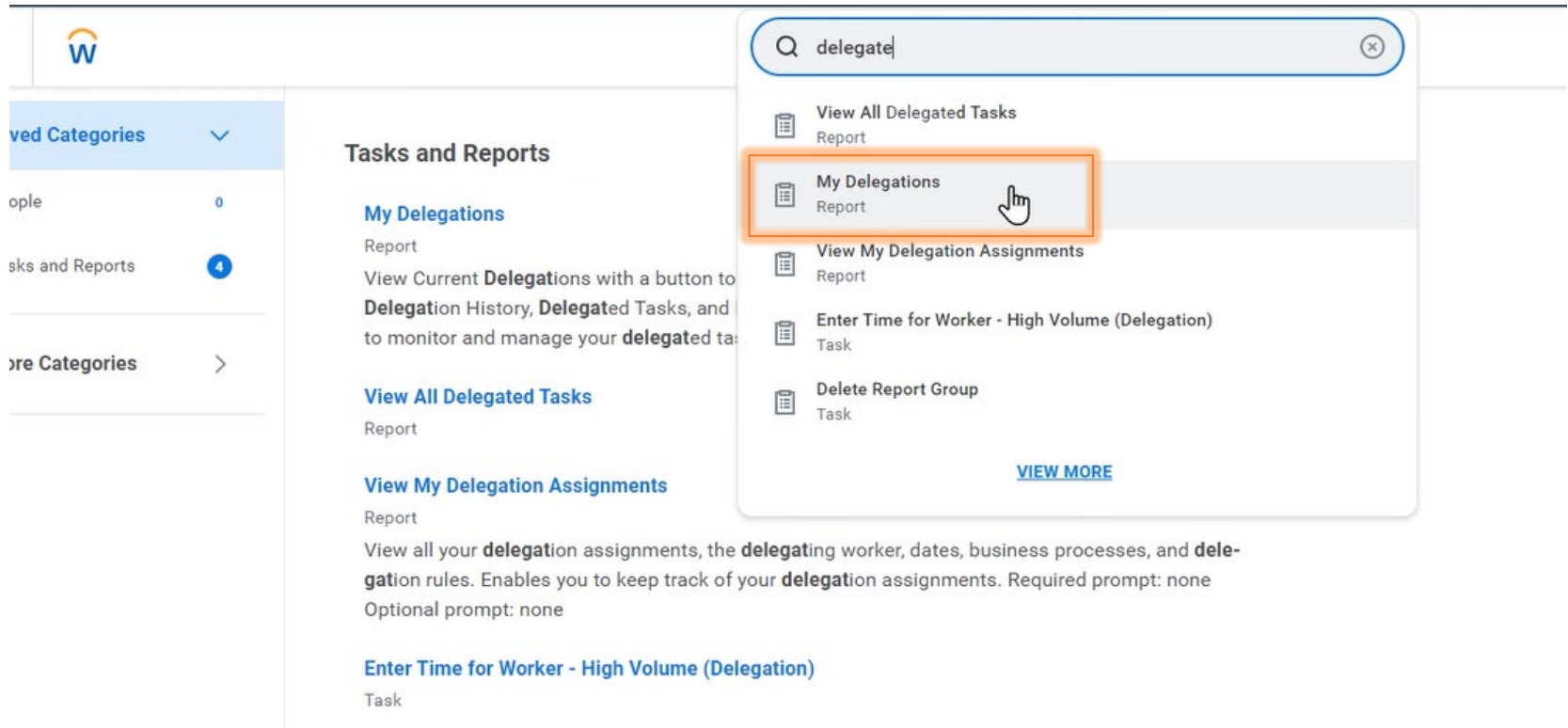




Alternate Approver/Delegate

Action: Manager

Type Delegate in search bar and click *My Delegations*



The screenshot displays a software interface with a search bar at the top right containing the text "delegate". A dropdown menu is open below the search bar, listing several options:

- View All Delegated Tasks Report
- My Delegations Report** (highlighted with an orange box and a hand cursor)
- View My Delegation Assignments Report
- Enter Time for Worker - High Volume (Delegation) Task
- Delete Report Group Task

Below the search bar, the main content area is titled "Tasks and Reports". It features a "My Delegations" section with a "Report" link and a description: "View Current Delegations with a button to Delegation History, Delegated Tasks, and to monitor and manage your delegated ta". Below this is a "View All Delegated Tasks" section with a "Report" link. Further down is a "View My Delegation Assignments" section with a "Report" link and a description: "View all your delegation assignments, the delegating worker, dates, business processes, and delegation rules. Enables you to keep track of your delegation assignments. Required prompt: none Optional prompt: none". At the bottom of this section is a "Enter Time for Worker - High Volume (Delegation)" section with a "Task" link. A "VIEW MORE" link is located at the bottom right of the dropdown menu.

Click *Manage Delegations*

My Delegations

For

Current Delegations Current Task Delegations Delegation History Delegated Tasks Business Processes allowed for Delegation

0 items

Begin Date	End Date	Delegate	Retain Access to Delegated Tasks within My Tasks
No items available.			

Manage Delegations

Fill out and submit

New Delegation 1 item

*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
03/18/2024	04/05/2024	...	<ul style="list-style-type: none">Enter Time for Worker (delegation only)Enter Time for Worker - High Volume (Delegation)Review Time (delegation only)Correct AbsenceEnter Absence	<p><input type="radio"/> For all Business Processes</p> <p><input checked="" type="radio"/> For Business Process</p> <ul style="list-style-type: none">Enter TimeRequest Time OffUpdate Time Off RequestsCorrect Time OffAbsence Calendar <p><input type="radio"/> None of the above</p> <p>Retain Access to Delegated Tasks within My Tasks <input checked="" type="checkbox"/></p> <p>Delegation Rule</p>

Submit Save for Later Cancel

Enter dates of delegation

Enter the name of Delegate

Enter tasks to be delegated

Use these for timesheets and absences

An awareness pop up may show, if so, click submit again