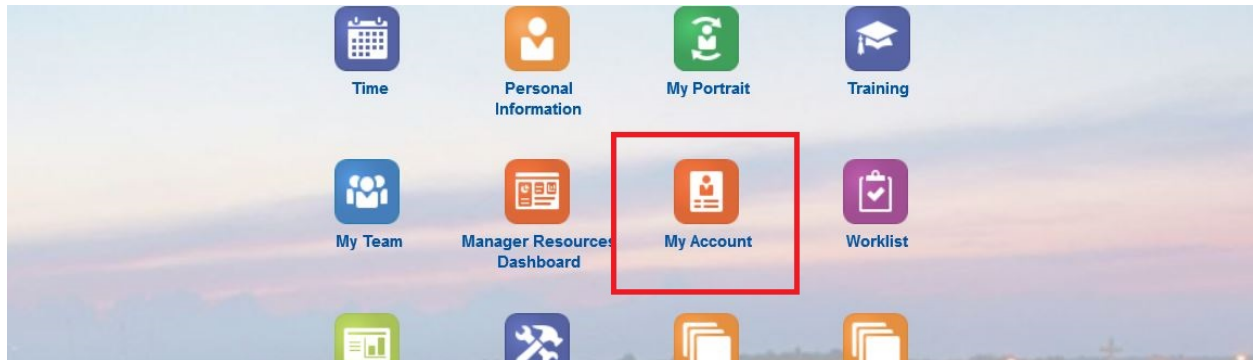


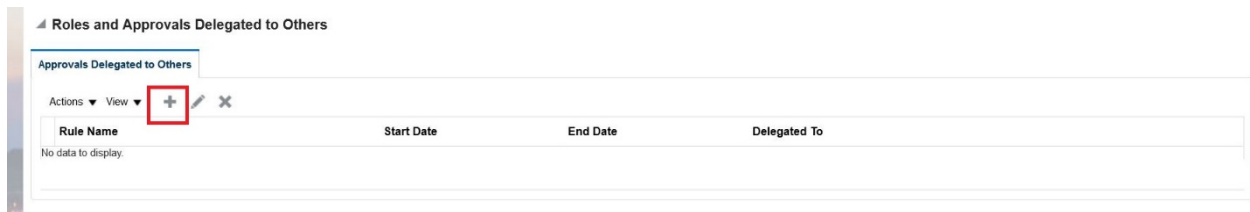
## Approval Delegation in myHR

Purpose: When a manager is out of the office, they can delegate their approvals to another manager, so that employees who submit their time cards, get the time approved.

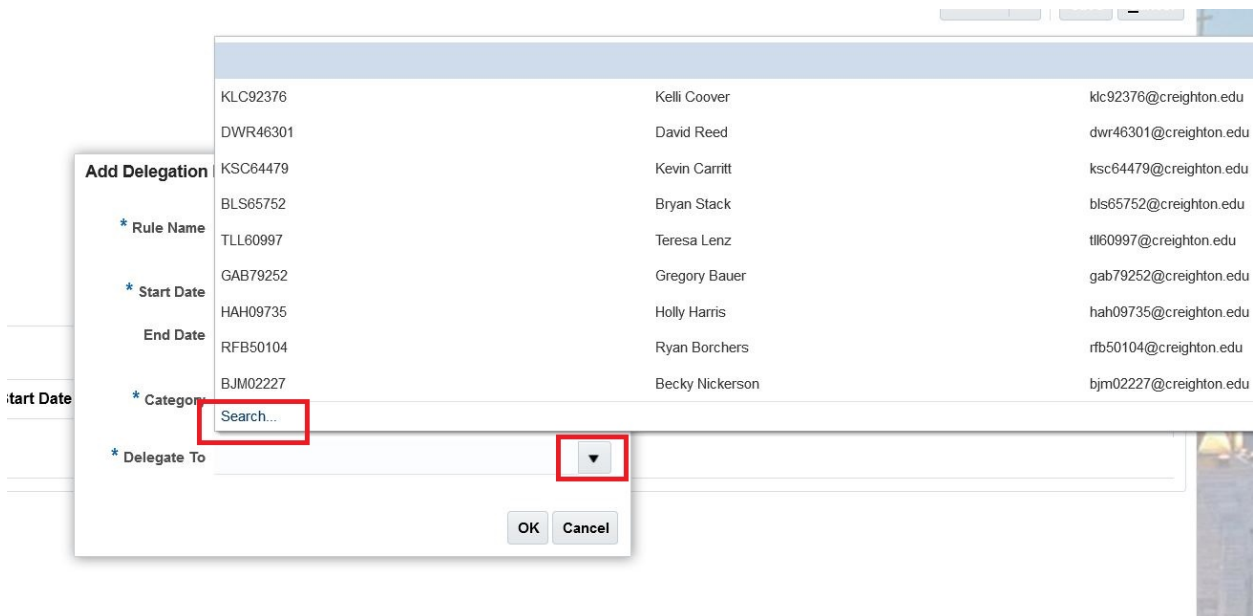
1. Select My Account icon



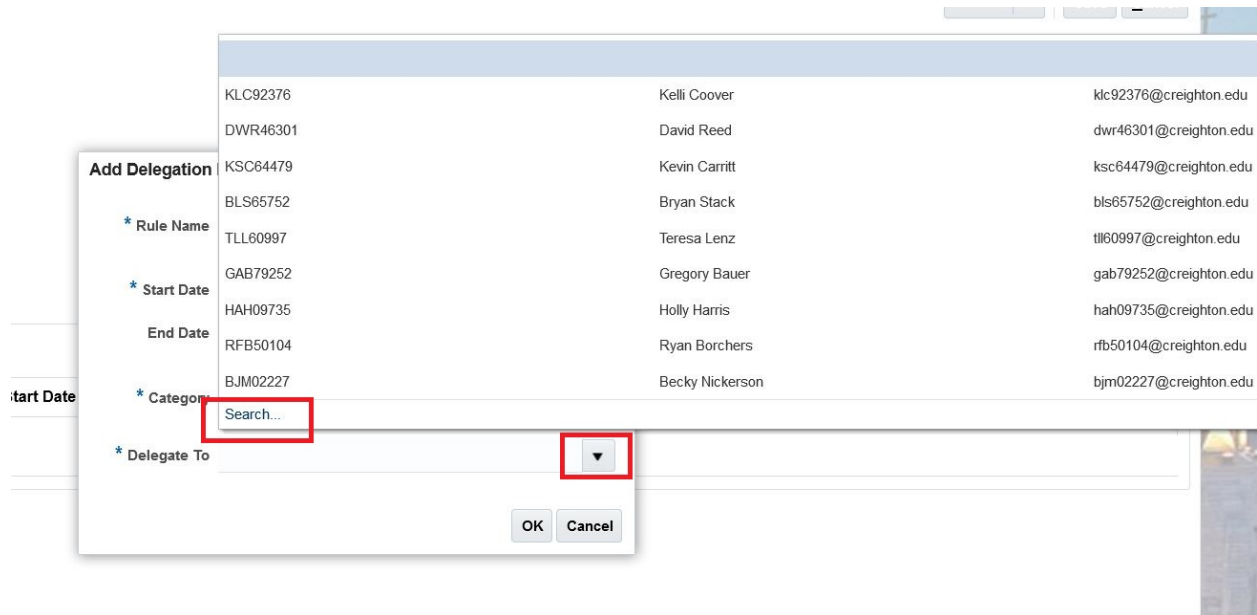
2. Select + sign



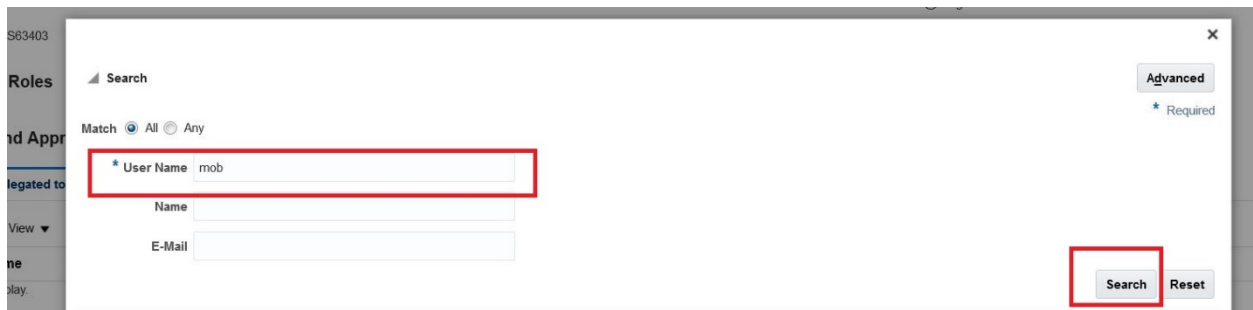
3. Enter Rule Name, Start & End Date, and category
  - a. Time and Labor is biweekly time cards
  - b. HTCatgry.GlobalAbsenceApproval is monthly absences



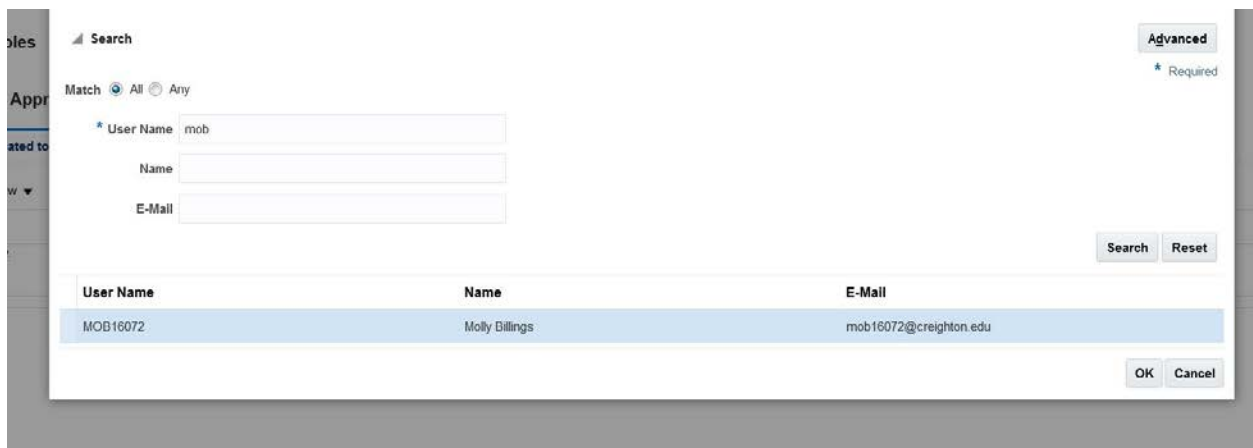
4. Click on the drop down menu for Delegate to. Select search



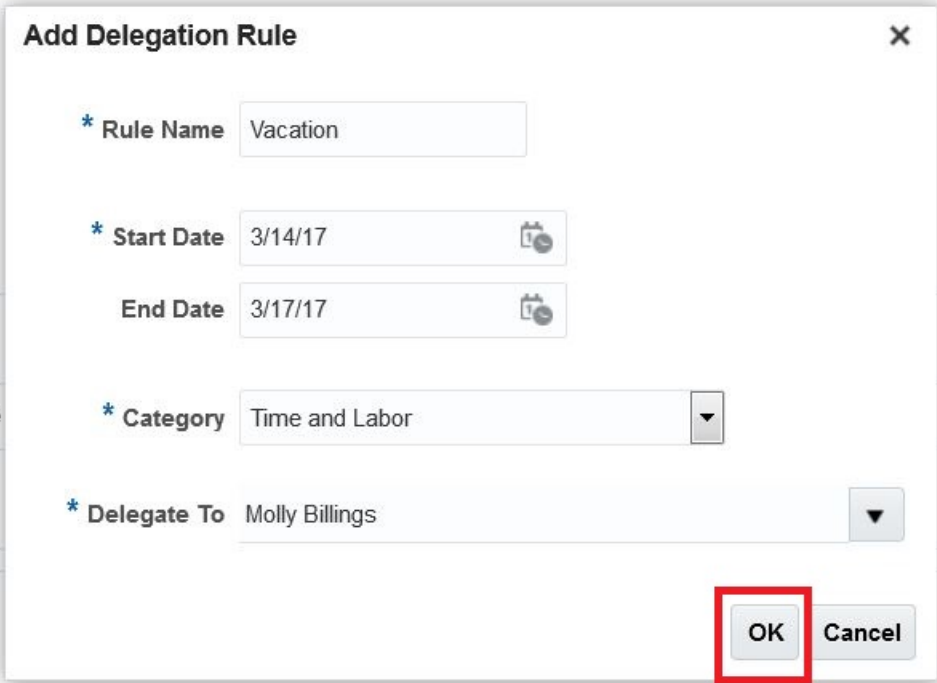
5. Search by person's netid



6. Click on person's name and select Ok.



7. Review Delegation Rule pop up. Select Ok.

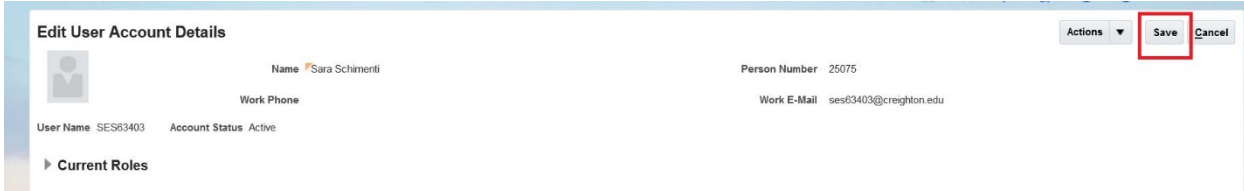


The image shows a dialog box titled "Add Delegation Rule" with a close button (X) in the top right corner. The dialog contains the following fields:

- \* Rule Name:** A text input field containing "Vacation".
- \* Start Date:** A date picker field showing "3/14/17" with a calendar icon.
- End Date:** A date picker field showing "3/17/17" with a calendar icon.
- \* Category:** A dropdown menu with "Time and Labor" selected.
- \* Delegate To:** A dropdown menu with "Molly Billings" selected.

At the bottom right of the dialog, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular border.

8. Select Save



The image shows a web page titled "Edit User Account Details". The page displays user information for Sara Schimenti:

- Name:** Sara Schimenti
- Person Number:** 25075
- Work Phone:** (empty field)
- Work E-Mail:** ses63403@creighton.edu
- User Name:** SES63403
- Account Status:** Active

At the bottom left, there is a section for "Current Roles" with a right-pointing arrow. In the top right corner, there is an "Actions" dropdown menu with a downward arrow. The "Save" button is highlighted with a red rectangular border, and the "Cancel" button is visible to its right.