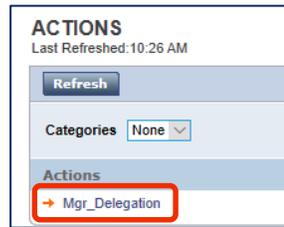
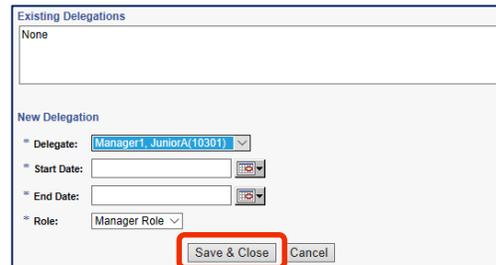


Requesting Backup Coverage

1. Select **Temporary Delegation** from the **Related Items** pane.
2. Select **Mgr_Delegation**.



3. Select the **Delegate** from the drop-down. Click the **Create New Delegation** button, click the **Next** button.
NOTE: If existing delegation assignments are present, an Action window displays.
4. Select the **Start Date** and **End Date**.
5. Select the profile that identifies the tasks to be delegated from the **Role** drop-down.
6. Click **Save & Close**. The delegation request is sent to the Manager/Supervisor's Inbox.



Existing Delegations
None

New Delegation

* Delegate: Manager1_JuniorA(10301)

* Start Date: []

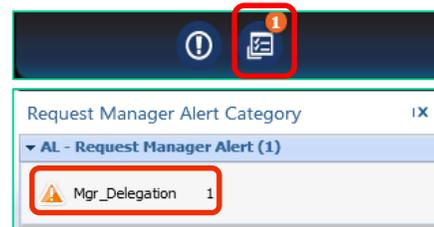
* End Date: []

* Role: Manager Role

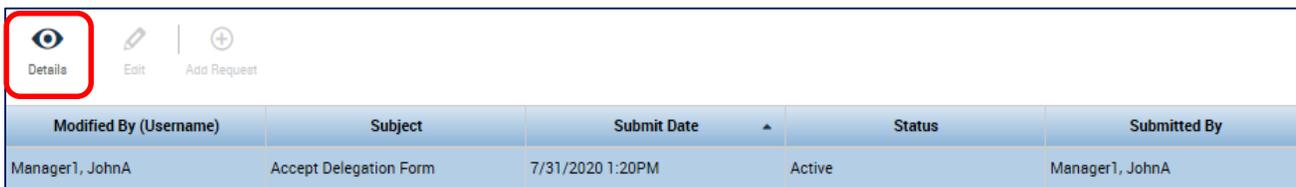
Save & Close Cancel

Accepting or Declining Backup Coverage Requests

1. Select the **Request Manager Alert** icon to open it.
2. Click on **Mgr_Delegation**.



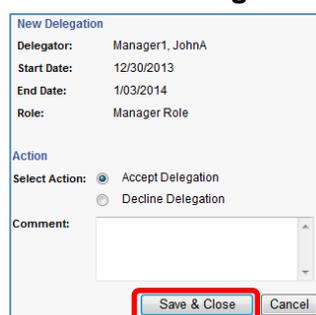
3. The **Manage My Requests** widget displays. Highlight the request and click the **Details** button.



Details Edit Add Request

Modified By (Username)	Subject	Submit Date	Status	Submitted By
Manager1, JohnA	Accept Delegation Form	7/31/2020 1:20PM	Active	Manager1, JohnA

4. Click the **Accept Delegation** or **Decline Delegation** radio button. Add a comment, if desired.
5. Click **Save & Close**.



New Delegation

Delegator: Manager1, JohnA

Start Date: 12/30/2013

End Date: 1/03/2014

Role: Manager Role

Action

Select Action: Accept Delegation
 Decline Delegation

Comment:

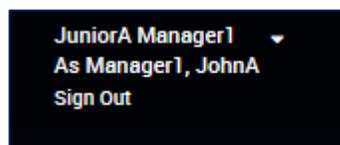
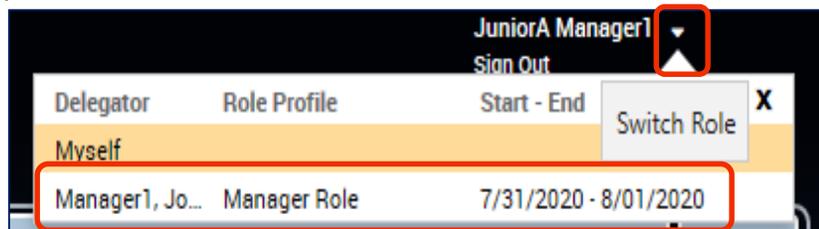
Save & Close Cancel

Switching to Delegated Roles

1. Click the **Switch Role** quick link  .

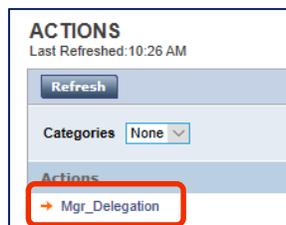
NOTE: If the arrow does not display, log off and then log on again using your user name and password.

2. Select the Manager/Supervisor whose tasks you will perform as his or her delegate. The workspace view changes to that of the delegated manager. Repeat the process and select **Myself** to return to your own workspace.

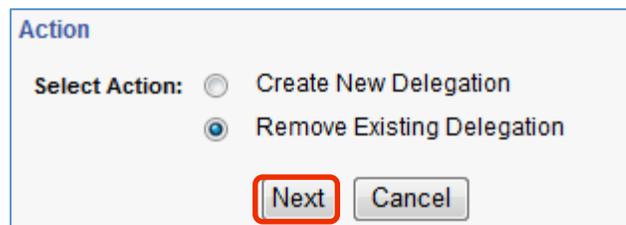


Cancel the Delegation

1. Select **Temporary Delegation** from the **Related Items** pane.
2. Select **Mgr_Delegation**.



3. Click **Remove Existing Delegation**.
4. Click the **Next** button.



5. Select the existing Manager/Supervisor delegation to be cancelled and click the **Delete** button.

