

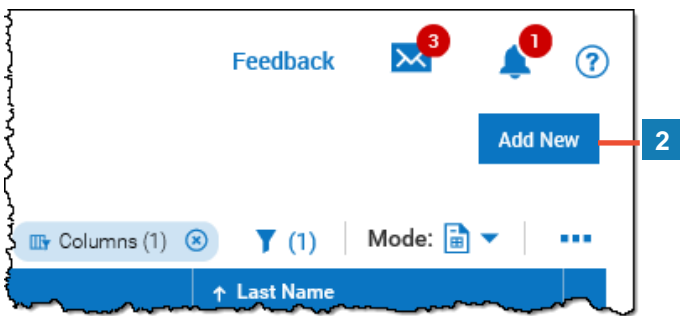


# Managing My Delegations

You can delegate your workflows to other users for a specified time such as when you are on vacation.

## Add a delegate

- 1 In the Menu, click the **My Info** tab, then navigate to **My HR > My Delegations**.
- 2 Click **Add New**.
- 3 In the **Delegate To** field, select the employee(s) you want to delegate to.
- 4 Select the Workflow Type.
- 5 Select the **Date From**.
- 6 Select the **Date To**.
- 7 Select the Workflow Group.
- 8 Click **Save**.



**Note:**  
All workflows, except Performance Review, may be selected, and each type of workflow may have a different user designated.

