


## Quick Guide: Delegation

Overview: Supervisors can delegate all approval tasks to another supervisor within the MyTime system. Approvals include timesheet and change requests, time off, and leave approvals.

Login to Dashboard > Home Tab > My Information > My Workflow Delegations

1. Select the *Add New* button, top right of the form 
2. In the *Workflow Delegation* pop up:
  - a. *Delegate To*: The name of the person who will complete the task on your behalf
  - b. *Workflow Type*: Select All Workflows
  - c. *Date From*: Select the begin date
  - d. *Date To*: Select the end date
3. Workflow Group: leave blank
4. Click the *Add* button

**Note:**

- To delete the delegation, click the trash can icon in your My Workflow Delegations list
- Tasks will continue to show in your *My To Do* and can continue to be acted upon.
- The delegate receives an Outlook email and an In App notification, but an approval of acceptance is not required.