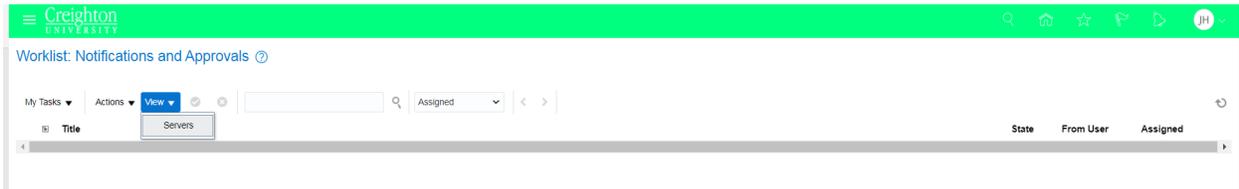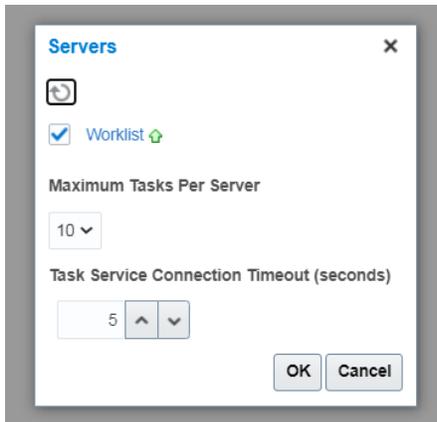**Creighton**
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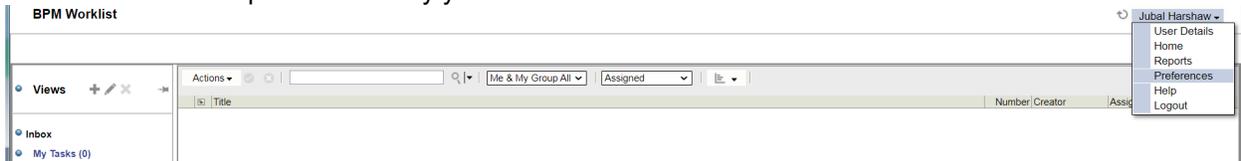## Create Delegation of Approval Rule for Absence Requests

1. Log into myHR
2. Click the Other tab
3. Click on the Worklist Icon
4. Click the View dropdown and click on Servers

5. Click on Worklist

6. Click the dropdown arrow by your name and select Preferences

7. click 'My Rules'

8. click the plus sign "+" to add new rule

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9. Name the rule. Must be unique
10. Click the 'Execute rule only between these dates' option
11. Enter start and end date (use the calendar button)

12. In the Tasks Pane, click the search magnifying glass
13. Select 'AbsenceApproval' (HcmEmploymentAbsenceComposite) and click OK

14. In the Action Pane click 'Delegate to:' and click the search magnifying glass

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15. Search for employee (make sure to click the search button, hitting enter will exit the search function)

16. Select employee and hit OK
17. Person username should display in delegate to box

18. Click Save
19. Exit the window