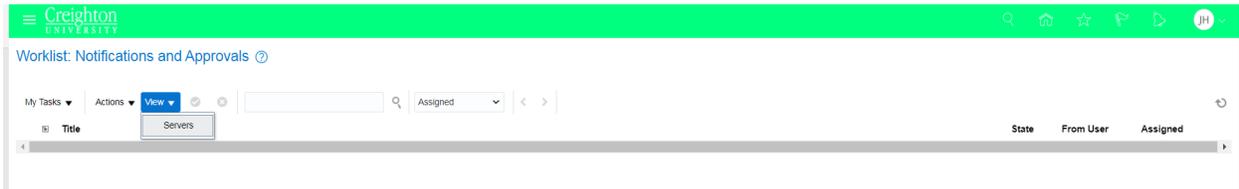
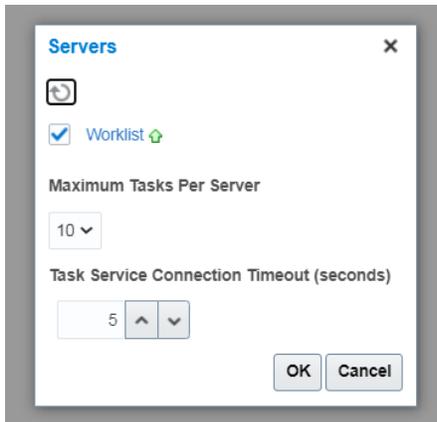


Create Delegation of Approval Rule for Absence Requests

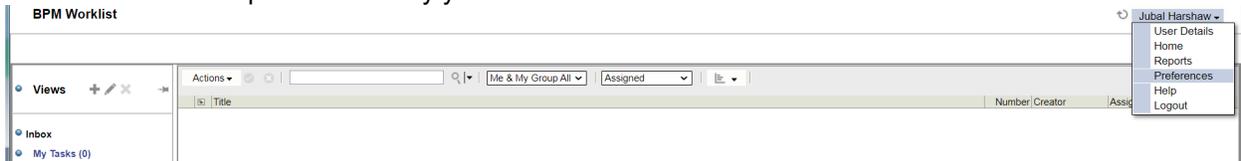
1. Log into myHR
2. Click the Other tab
3. Click on the Worklist Icon
4. Click the View dropdown and click on Servers



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

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)

BPM Worklist Jubal Harshaw

My Rules | Certificates | Notification | Accessibility

Rules

- Vacation Period (Disabled)
- My Rules
 - User Rule

My Rule [Save] [Revert]

Name: User Rule

Use as vacation rule

Execute rule only between these dates:

Start Date: [m/d/yyyy h:mm a] [Calendar]

End Date: [m/d/yyyy h:mm a] [Calendar]

TASKS Tasks matching these conditions

Match: All Any

Task Type: is

ACTION

Reassign to: [User] [Search]
 Delegate to: [Search]
 Set outcome to: [REJECT]
 Take no action

Reassigned task access is determined according to new assignee rights.
Delegated task access is determined according to rights of original user who delegates.
'Take no action' is used to create exception rules that override a more generic rule.

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

Task Type Browser

Search

Task Type	Process Name	Description	Outcomes
AbsenceApprovalServiceExcep...	HcmEmploy...		Ok
AbsenceCaseHumanTask	HcmEmploy...		Approve,Reject
AbsenceCatchAllExceptionFYI	HcmEmploy...		Ok
AbsenceMultiAssignmentAppro...	HcmGblAbsen...		Approve,Reject
AbsencePlanBalanceDisburse...	HcmGblAbsen...		Approve,Reject
AbsencePlanBalanceDisburse...	HcmGblAbsen...		Ok
AbsencePlanBalanceDonation...	HcmGblAbsen...		Approve,Reject
AbsencePlanBalanceDonation...	HcmGblAbsen...		Ok
AbsencesApproval	HcmEmploy...		Approve,Reject
AbsencesApprovalsTask	HcmGblAbsen...		Approve,Reject
AcknowledgmentRejectedFyi	PrcPoApprova...		Approve,Reject

OK Cancel

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

ACTION

Reassign to: [User] [Search]
 Delegate to: [Search]
 Set outcome to: REJECT
 Take no action

Reassigned task access is determined according to new assignee rights.
Delegated task access is determined according to rights of original user who delegates.
'Take no action' is used to create exception rules that override a more generic rule.

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

The screenshot shows the 'Identity Browser' window. At the top, there is a dropdown menu set to 'Users' and a search input field. Below this, the 'Advanced' search option is checked. There are input fields for 'First Name', 'Last Name' (containing 'Gerit'), and 'Email'. There are also 'Search' and 'Reset' buttons. Below the search fields is a table with the following data:

ID	First Name	Last Name	Email	Title	Manager	Organizati
jason	Jason	Gerit				
jge94	Jason	Gerit	JasonGerit@c...		mob16072	

At the bottom of the window, there are 'OK' and 'Cancel' buttons.

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

The screenshot shows the 'BPM Worklist' window. The 'My Rule' section is active. The rule name is 'User Rule'. There are options to 'Use as vacation rule' and 'Execute rule only between these dates'. The start and end dates are both set to '10/19/20 10:21 AM'. Below this, the 'TASKS' section shows a condition: 'Task Type is AbsencesApproval'. The 'ACTION' section has the following options:

- Reassign to:
- Delegate to: jge94804
- Set outcome to: REJECT
- Take no action

At the bottom, there is a 'Save' button and a 'Revert' button. A note at the bottom states: 'Reassigned task access is determined according to new assignee rights. Delegated task access is determined according to rights of original user who delegates. *Take no action* is used to create exception rules that override a more generic rule.'

18. Click Save
19. Exit the window