

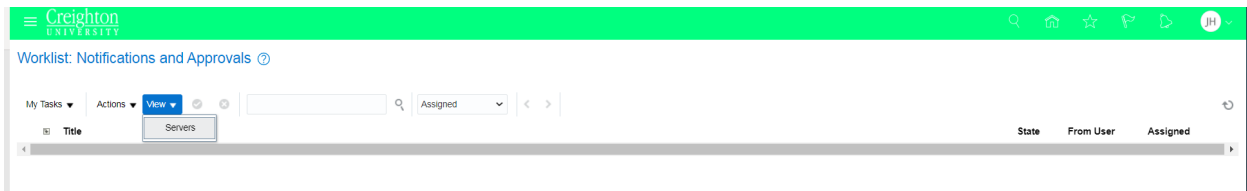
## Create Delegation of Approval Rule for Time-Cards and Absences

### Timecard Approval Delegation

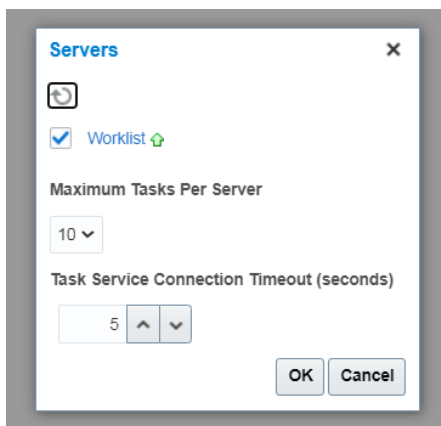
1. Click on the 'Others' tab
2. Click on the 'Roles and Delegations' icon
3. On the 'My Account' page the manager will click the plus/add button under the 'Approvals Delegated to Others'
4. Manager will determine a name of the rule and designate the time period covered.
5. In 'category' manager will select 'Time and labor'
6. In 'delegate to' search for the manger by netId
7. Select manager and click 'Ok'
8. Click 'Ok'
9. Click 'Save'

### Absence Approval Delegation

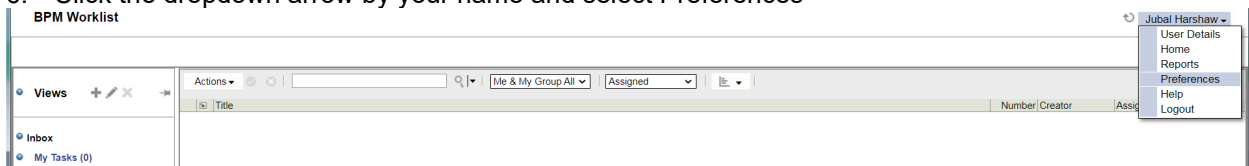
1. Log into myHR
2. Click the Other tab
3. Click on the Worklist Icon
4. Click the View dropdown and click on Servers



5. Click on Worklist



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



7. click 'My Rules'

The screenshot shows the 'Vacation Period' rule configuration page in the BPM Worklist. The page title is 'Vacation Period : jharshaw'. On the left, there is a 'Rules' sidebar with 'Vacation Period (Disabled)' and 'My Rules'. The main content area contains the following options:

- Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".
- Enable vacation period
- Start Date:  (with calendar icon)
- End Date:  (with calendar icon)
- Reassign to: User  (with search icon)
- Delegate to:  (with search icon)

Buttons for 'Save' and 'Revert' are located in the top right corner.

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)

The screenshot shows the 'My Rule' configuration page in the BPM Worklist. The page title is 'My Rule'. On the left, the 'Rules' sidebar shows 'Vacation Period (Disabled)', 'My Rules', and 'User Rule'. The main content area contains the following options:

- Name:
- Use as vacation rule
- Execute rule only between these dates
- Start Date:  (with calendar icon)
- End Date:  (with calendar icon)
- TASKS:
- Match:  All  Any  (with search icon)
- Task Type:  (with dropdown arrow)
- ACTION:
  - Reassign to: User  (with search icon)
  - Delegate to:  (with search icon)
  - Set outcome to:
  - Take no action

Buttons for 'Save' and 'Revert' are located in the top right corner. A note at the bottom explains that '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

The screenshot shows the 'Task Type Browser' dialog box. It has a search bar at the top with a magnifying glass icon. Below the search bar is a table with the following columns: Task Type, Process Name, Description, and Outcomes.

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

Buttons for 'OK' and 'Cancel' are located at the bottom right of the dialog box.

