

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

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Worklist: Notifications and Approvals ⑦						
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5. Click on Worklist

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Maximum Tasks Per Server	I
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Task Service Connection Timeout (seconds)	I
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OK Cancel	

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





Human Resources

7. click 'My Rules'

BPM Worklist		🕲 Jubal Harshaw 🗸
		My Rules Certificates Notification Accessibility
🗆 Rules 🛛 🗸 🔶 🗶	Vacation Period : jharshaw	Save Revert
[Vacation Period (Disabled)] My Rules	Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".	
	Start Date [mid/yy h.mm a] End Date [mid/yy h.mm a] O Reassign to: User > Q	

- 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 Auton Period (Disabled) M Rules Mule M Rules	My Rule Name - User Rule Use as vacation rule Execute rule only between these dates: Start Date mid/by hmm a Po End Date mid/by hmm a Po TASKS Tasks matching these conditions v Task Type R	v	Match @All ○Any ∔İ*	Save Revert
		CReasign to: Delegate to Set outcome to: Take no action Reassigned tak acces Delegated tak acces Take no action' is use	User	gates.

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

T	Fask Type Browser				×					
	Search									
Lſ	Task Type	Process Name	Description	Outcomes						
11	AbsenceApprovalServiceExcep	HcmEmploym		Ok						
[AbsenceCaseHumanTask	HcmEmploym		Approve,Reject						
	AbsenceCatchAllExceptionFYI	HcmEmploym		Ok						
	AbsenceMultiAssignmentAppro	HcmGblAbsen		Approve,Reject						
	AbsencePlanBalanceDisburse	HcmGblAbsen		Approve,Reject						
	AbsencePlanBalanceDisburse	HcmGblAbsen		Ok						
	AbsencePlanBalanceDonation	HcmGblAbsen		Approve,Reject						
	AbsencePlanBalanceDonation	HcmGblAbsen		Ok						
	AbsencesApproval	HcmEmploym		Approve,Reject						
	AbsencesApprovalsTask	HcmGblAbsen		Approve,Reject						
	AcknowledgmentRejectedFyi	PrcPoApprova		Approve,Reject	-					
	4									
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14. In the Action Pane click 'Delegate to:' and click the search magnifying glass

ACTION	Reassign to: User User Oset outcome to: 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)

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- Select employee and hit OK
 Person username should display in delegate to box

BPM Worklist				🕹 Jubal Harshaw 🗸
				My Rules Certificates Notification Accessibility
🗆 Rules 💎 🗠 🔶	My Rule			Save Revert
 ♦ Vacation Period (Disabled) My Rules ♦ User Rule 	Name * User Rule			
	Execute rule only between these dates: Start Date 10/19/20 10/21 AM End Date 10/30/20 10/21 AM			
	TASKS Tasks matching these conditions 🗸			
	Task Type is	~	Match ® All O Any + - AbsencesApproval	×
	ACTION			
		 Reassign to: Delegate to: Set outcome to: Take no action 	User v Jge94804 REJECT v	
		Reassigned task acce Delegated task access 'Take no action' is use	ss is determined according to new assignee rights. is determined according to rights of original user who delegates. I to create exception rules that override a more generic rule.	

- 18. Click Save
- 19. Exit the window