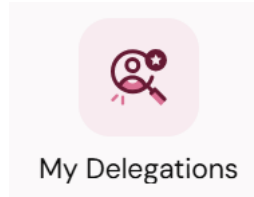


# HOW TO DELEGATE WORKFLOW

This training document is intended to provide instruction on how to delegate workflow

- Go to Delegations on your dashboard.



- Select "Add New" on your screen.

My HR > Delegations

< Delegations



- Select the Employee(s) to delegate to
- Workflow Type
- Dates
- Workflow Group

A screenshot of a "Workflow Delegation" form. The form has a title bar with "Workflow Delegation" and a close button (X). It contains several input fields: "Delegate To \*" with a search icon and the text "Choose Employee(s)..."; "Workflow Type \*" with a dropdown arrow; "Date From \*" with a calendar icon and the text "mm/dd/yyyy"; "Date To \*" with a calendar icon and the text "mm/dd/yyyy"; and "Workflow Group" with a search icon and the text "Choose...". At the bottom right, there are two buttons: "Cancel" and "Add".

- Once completed, select **Add**.
- Once added, the assigned delegate will be listed.

← Delegations



Add New

View: [ System ] | 1 Columns (1) ☺



	Employee Id	Username	First Name	Last Name	Employee Status	Workflow Type	
	starts with	=	starts with	starts with	!=	=	⌂
							✕
	149948	ggodinezroaro@luc.edu	GUSTAVO	GODINEZ ROARO	Active	All Workflows	⋮