Manager Self Service: Create a Delegation Rule for Absence Approvals

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This is an overview of the steps to Create a Delegation Rule for Absence Approvals in CV360



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Select a **Category** for the rule, and an Employee to **Delegate To** from the drop down menus

Select the **Save** button

	Allow this user to app	prove their own tr	ransaction		
			6		
			0		
Category				Save	<u>C</u> ancel
GlobalAbsenceA	oproval		~		
Delegate To					
lahaan Aaalaaa	ad		~		

Category

GlobalAbsenceApprova

Johnny Appleseed

Allow this user to approve their own transaction



7	

To Delete an existing Approval Delegation, select the **Edit** Pencil Icon

Roles		
DC SS Employees JR	From 9/12/05	
DC SS Manager JR	From 10/29/21	
DC TM Talent Manager JR	From 11/17/21	
Role Delegations		+ Add
	There's nothing here so far.	
7		
Approval Delegations		+ Add
Absence Amongal Dalamated from 1/10	1/10/22 6:33 PM To	/
Absonce Approval Leasonated from 1/11		