

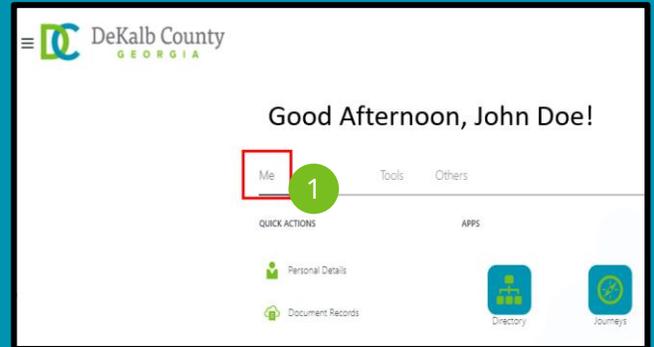
Manager Self Service: Create a Delegation Rule for Absence Approvals

Create a Delegation Rule for Absence Approvals

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

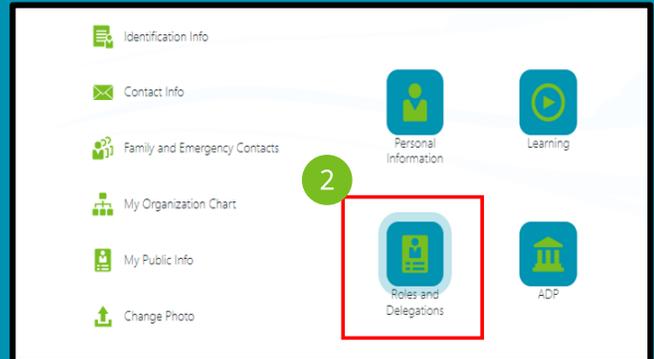
1

Select the **Me** tab from the CV360 homepage



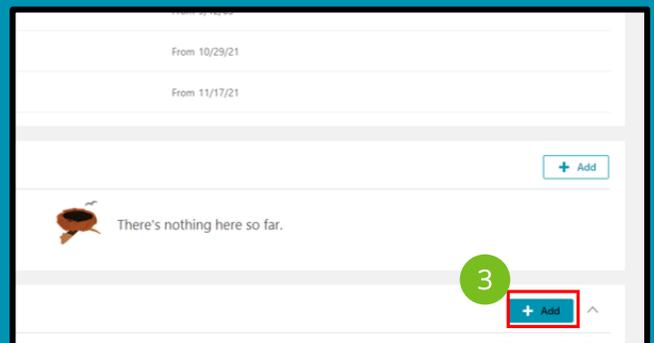
2

Select the **Roles and Delegations** tile



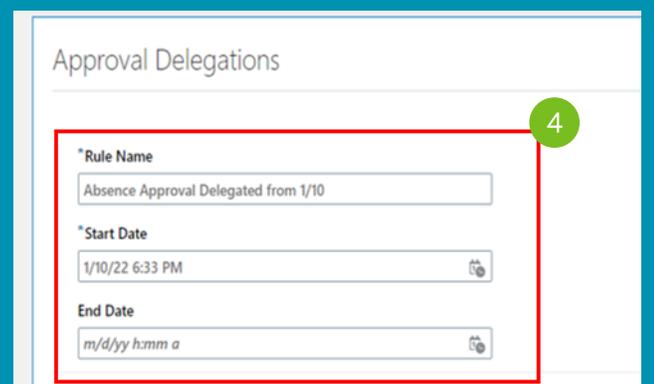
3

Select the **+Add** button from the Approval Delegations section



4

Key in a **Rule Name**, and select a **Start Date** and an **End Date** for the Approval Delegation



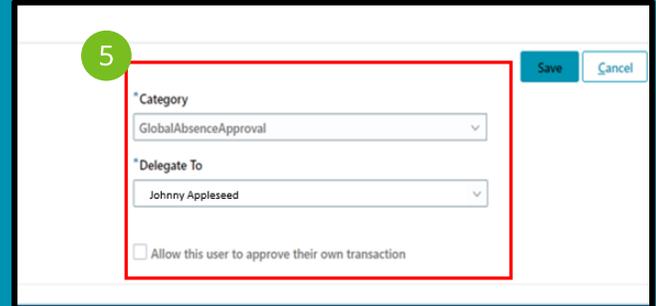
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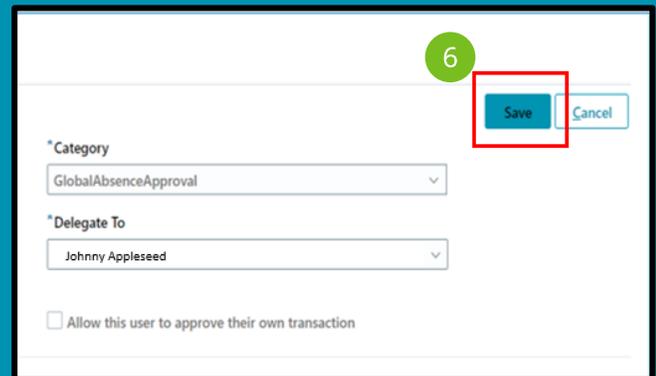
5

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



6

Select the **Save** button



7

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

