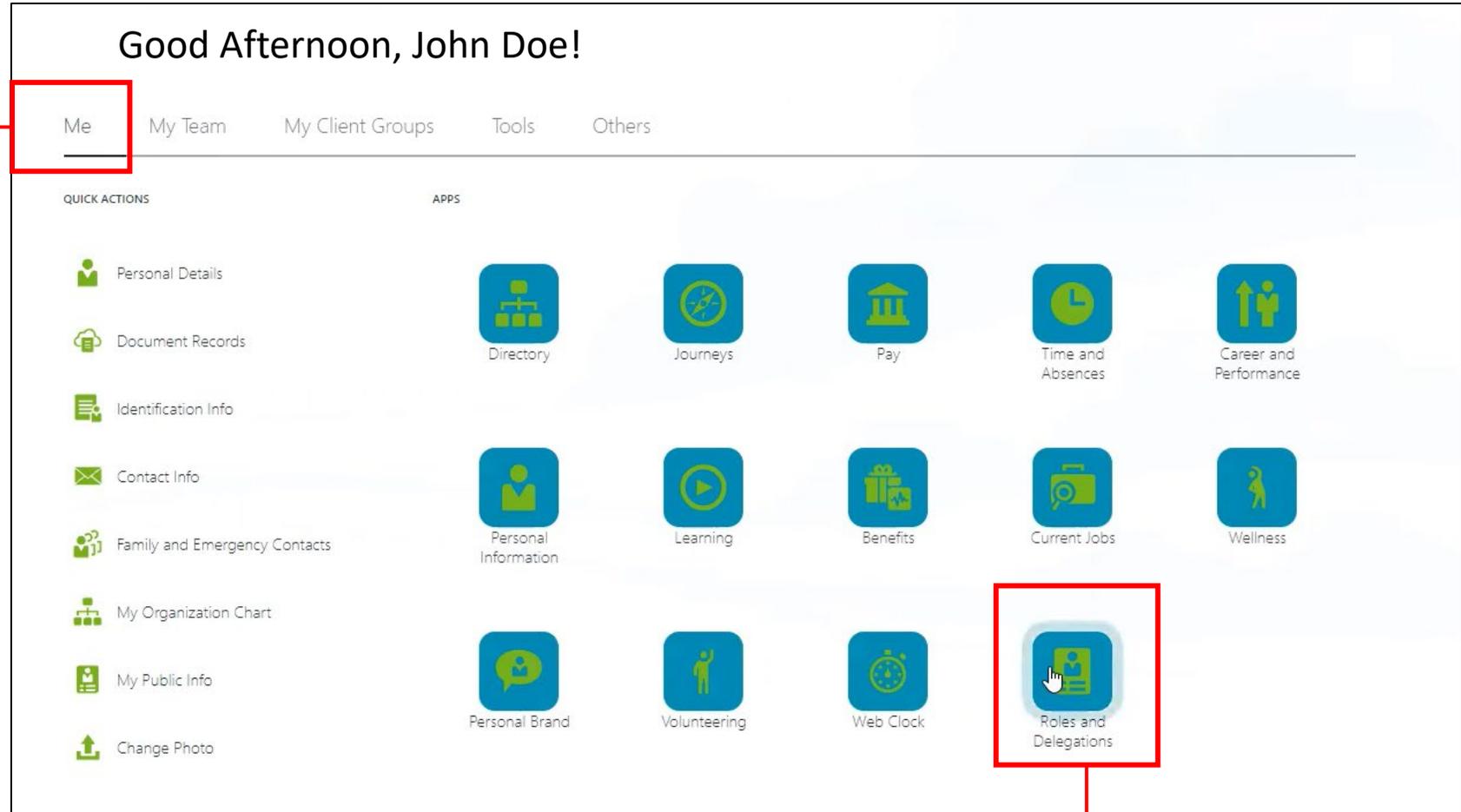


# Create a Delegation Rule for Approvals

1

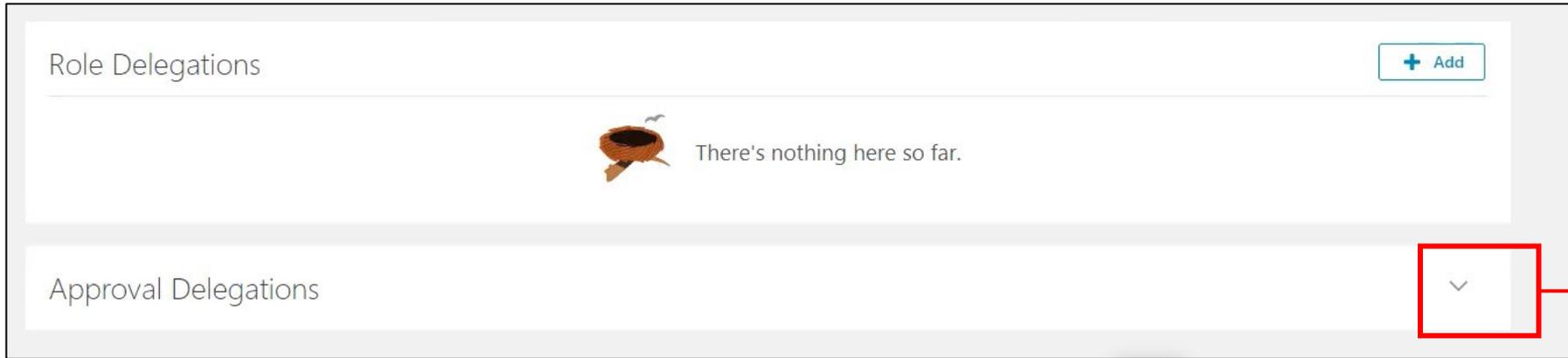
Select the **Me** tab from the CV360 homepage



2

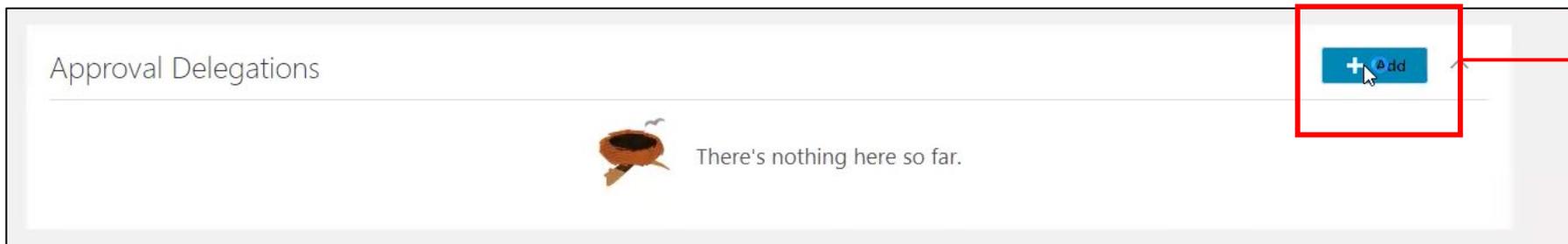
Select the **Roles and Delegations** tile from the Apps section

# Create a Delegation Rule for Approvals



3

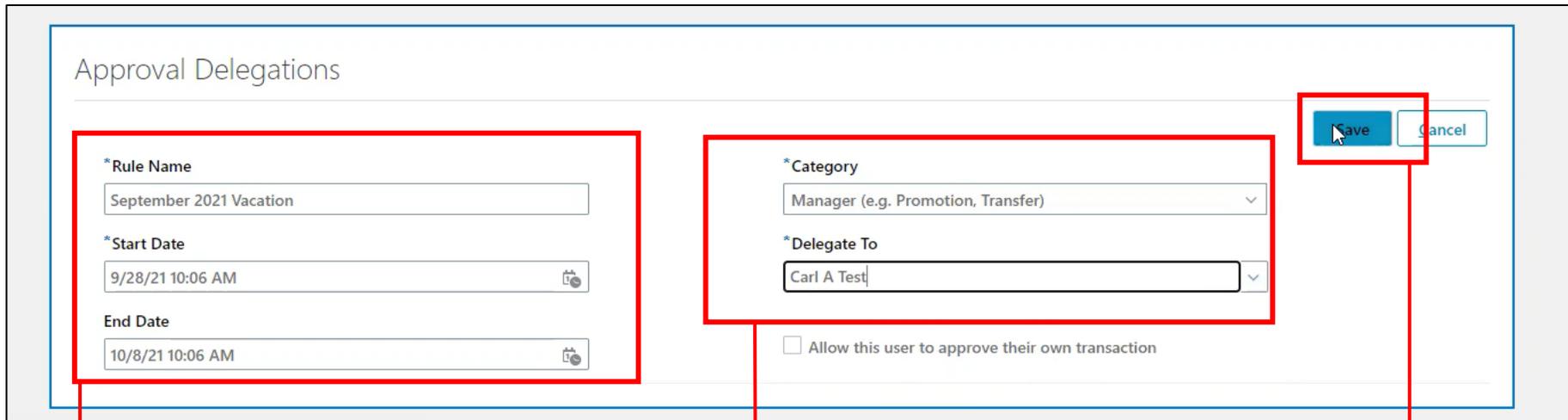
Select the drop-down chevron in the Approval Delegations section



4

Select the +Add button

# Create a Delegation Rule for Approvals



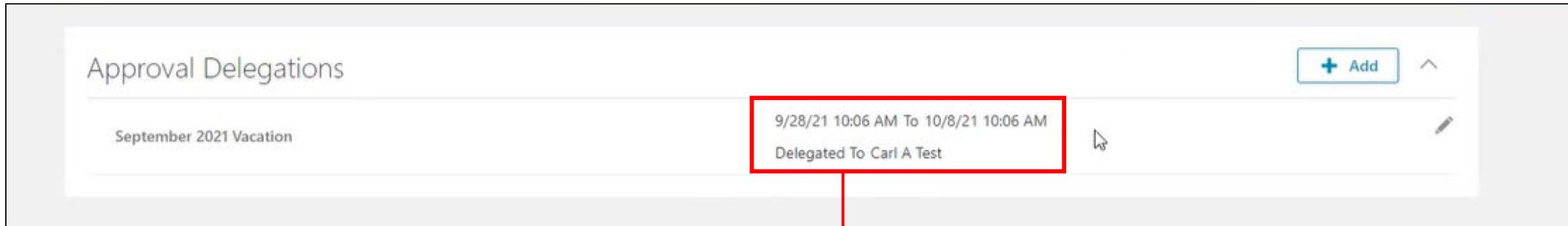
The screenshot shows a web form titled "Approval Delegations". It contains several input fields and buttons. A red box highlights the "Rule Name" field (containing "September 2021 Vacation"), the "Start Date" field (containing "9/28/21 10:06 AM"), and the "End Date" field (containing "10/8/21 10:06 AM"). Another red box highlights the "Category" dropdown (containing "Manager (e.g. Promotion, Transfer)") and the "Delegate To" dropdown (containing "Carl A Test"). A third red box highlights the "Save" button. Below the form, three numbered callouts (5, 6, and 7) are connected to these highlighted areas by red lines.

5 Key in the appropriate **Rule Name**, **Start Date**, and **End Date** for the Approval Delegation you wish to create

6 Key in the appropriate information for the **Category** of the Approval Delegation and who you wish to **Delegate To**

7 Select the **Save** button

# Create a Delegation Rule for Approvals



Approval Delegations

September 2021 Vacation

9/28/21 10:06 AM To 10/8/21 10:06 AM  
Delegated To Carl A Test

+ Add ^



The delegated Employee Name should now appear under the Approval Delegations section