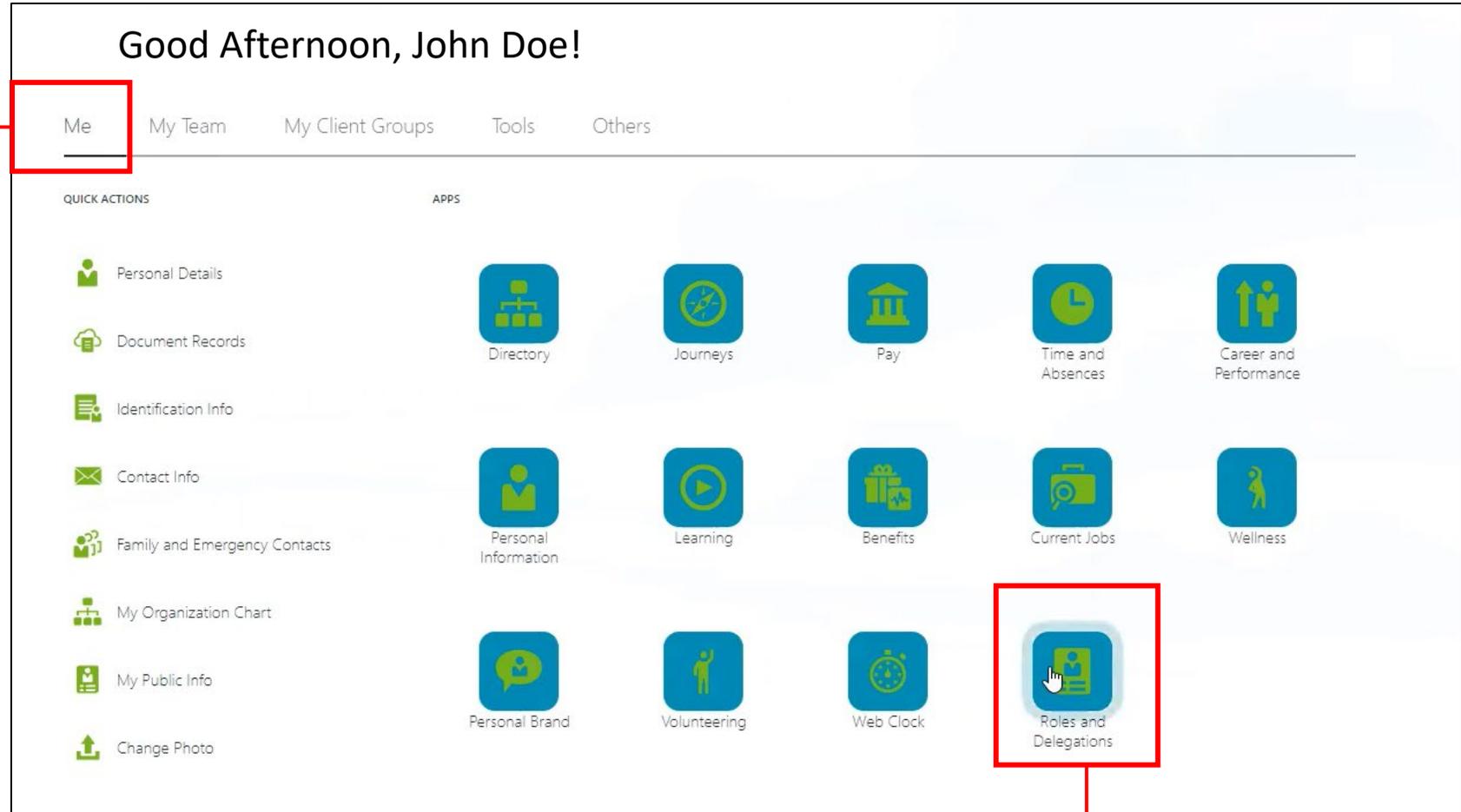# Create a Delegation Rule for Approvals

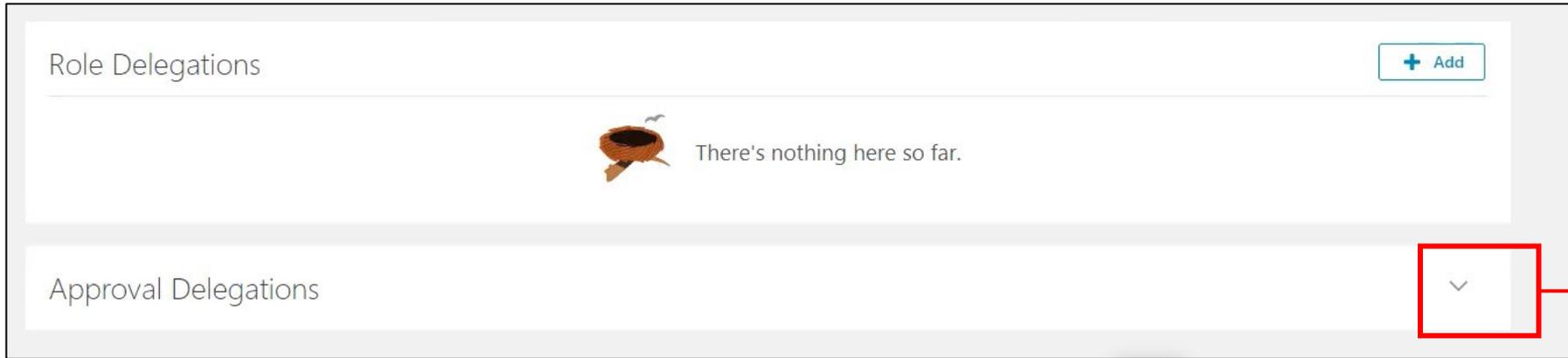
1 Select the **Me** tab from the CV360 homepage
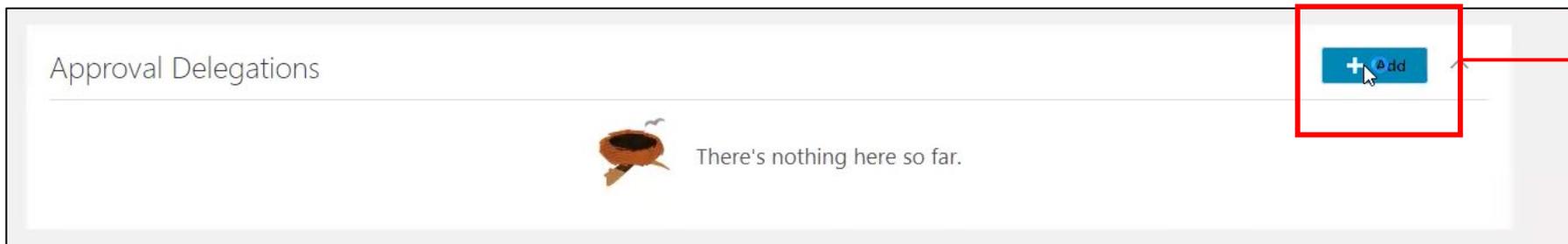
2 Select the **Roles and Delegations** tile from the Apps section
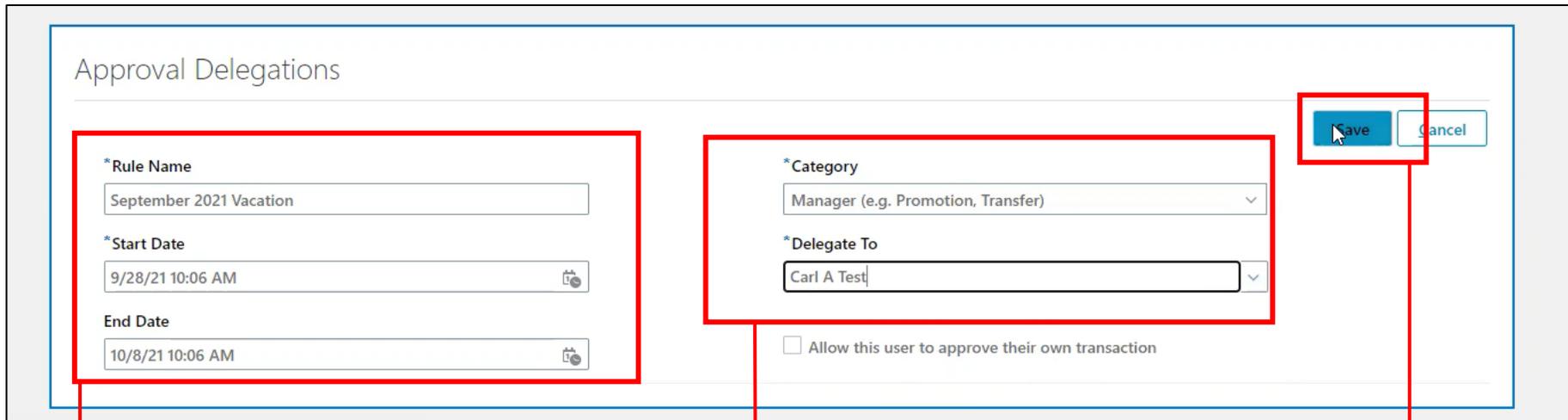
Create a Delegation Rule for Approvals

Role Delegations   + Add

There's nothing here so far.

Approval Delegations   ⌄

3

Select the drop-down chevron in the Approval Delegations section

Approval Delegations   + Add

There's nothing here so far.

4

Select the **+Add** button

Create a Delegation Rule for Approvals

Approval Delegations

*Rule Name

September 2021 Vacation

*Start Date

9/28/21 10:06 AM

End Date

10/8/21 10:06 AM

*Category

Manager (e.g. Promotion, Transfer)

*Delegate To

Carl A Test

☐ Allow this user to approve their own transaction

Save   Cancel

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
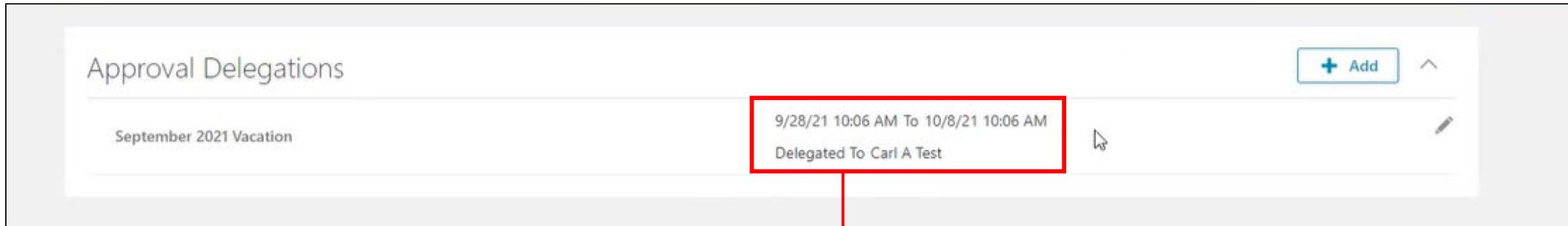
Approval Delegations   + Add

September 2021 Vacation   9/28/21 10:06 AM To 10/8/21 10:06 AM
                                 Delegated To Carl A Test

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