

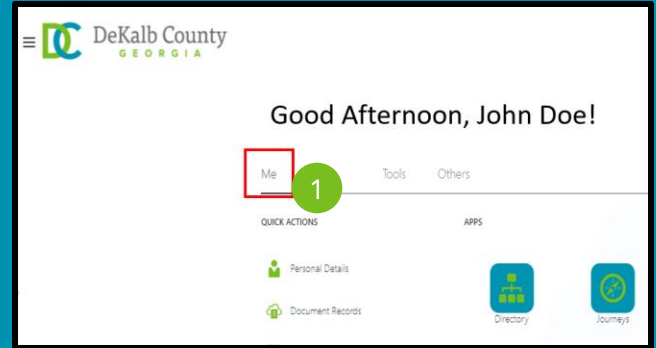
Manager Self-Service: Create a Delegation Rule for Absence Approvals

Create a Delegation Rule for Absence Approvals

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

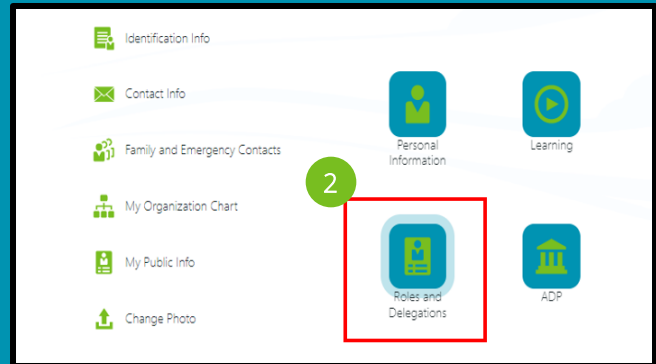
1

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



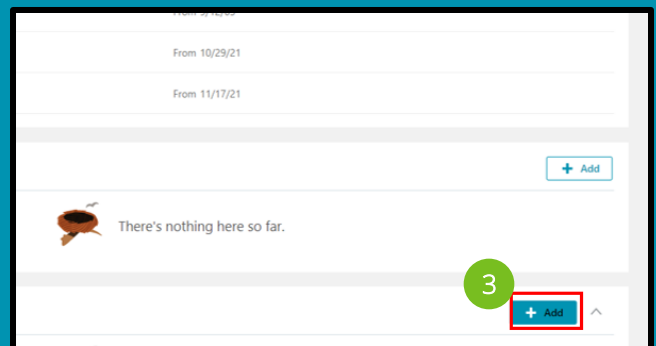
2

Select the **Roles and Delegations** tile.



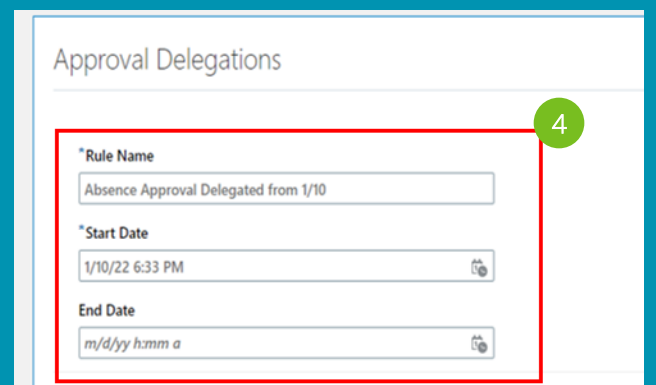
3

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.



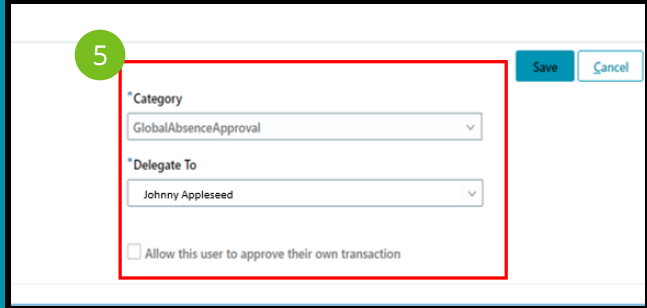
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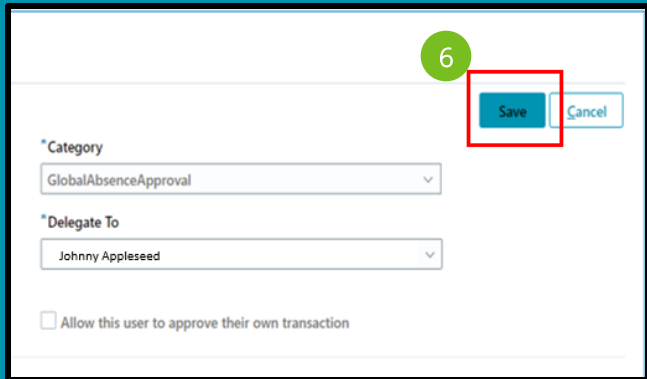
5

Select **GlobalAbsenceApproval** from the **Category** drop-down list, and select the appropriate Employee from the **Delegate To** drop-down list.



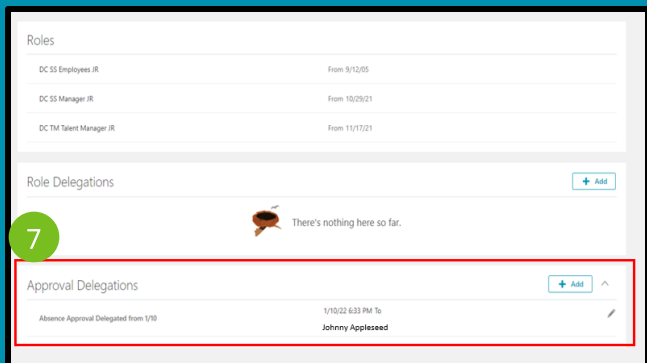
6

Select the **Save** button.



7

To remove an existing Approval Delegation, select the **Edit** Pencil Icon. Do NOT select the **Delete** button!



Approval Delegations	From	To
Absence Approval Delegated from 1/10	1/10/22 6:33 PM	Johnny Appleseed