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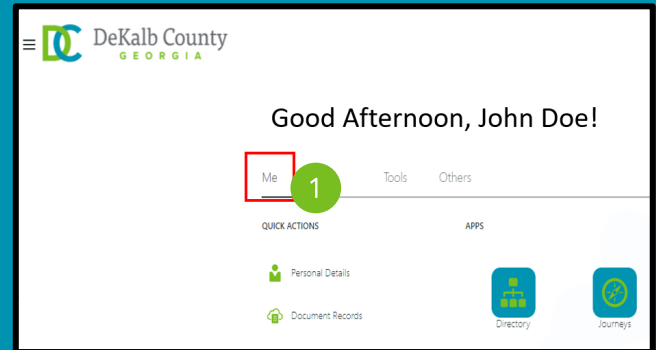# Create a Delegation Rule for Approvals

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

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

2 Select the **Roles and Delegations** tile

3 Select the **+** button in the Approval Delegation section

Manager Self-Service: Create a Delegation Rule for Approvals

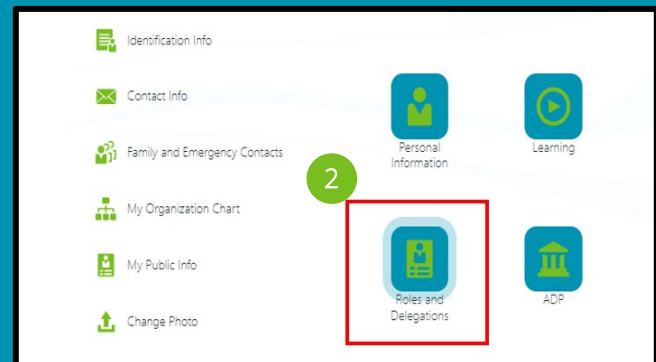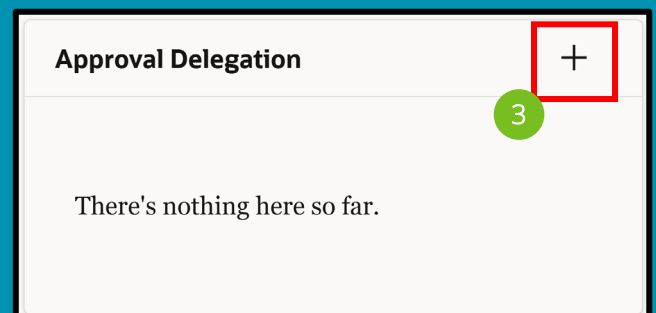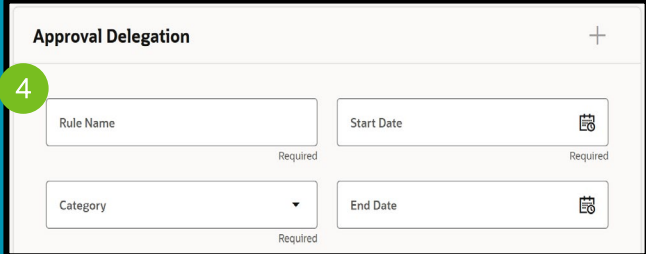This is an overview of the steps to Create a Delegation Rule for Approvals in CV360

4 Key in the appropriate **Rule Name**, **Start Date**, **Category** and **End Date**
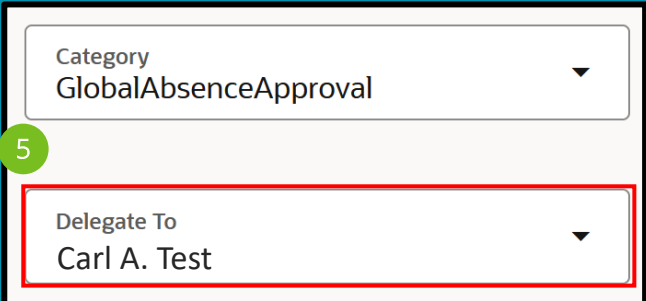
Approval Delegation +

4

Rule Name
Required

Start Date
Required

Category ▾
Required

End Date

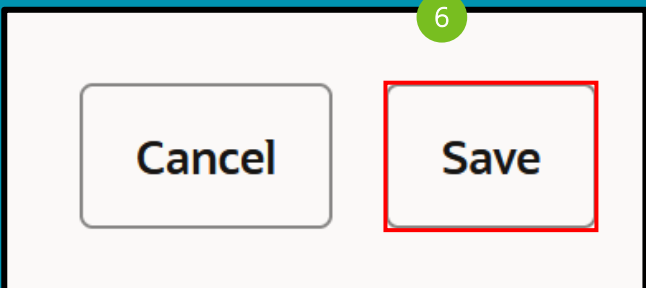**5** Key in the name of the person you wish to **Delegate To**

Category
GlobalAbsenceApproval ▾
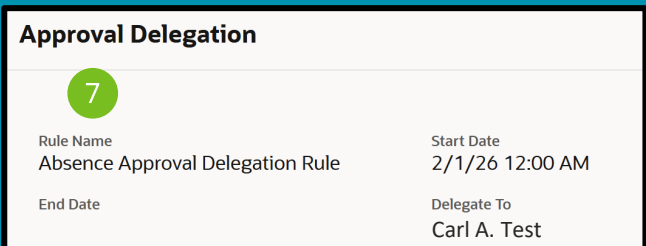
5

Delegate To
Carl A. Test ▾

6 Select the **Save** button

6

Cancel   Save

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

Approval Delegation

7

Rule Name
Absence Approval Delegation Rule

Start Date
2/1/26 12:00 AM

End Date

Delegate To
Carl A. Test