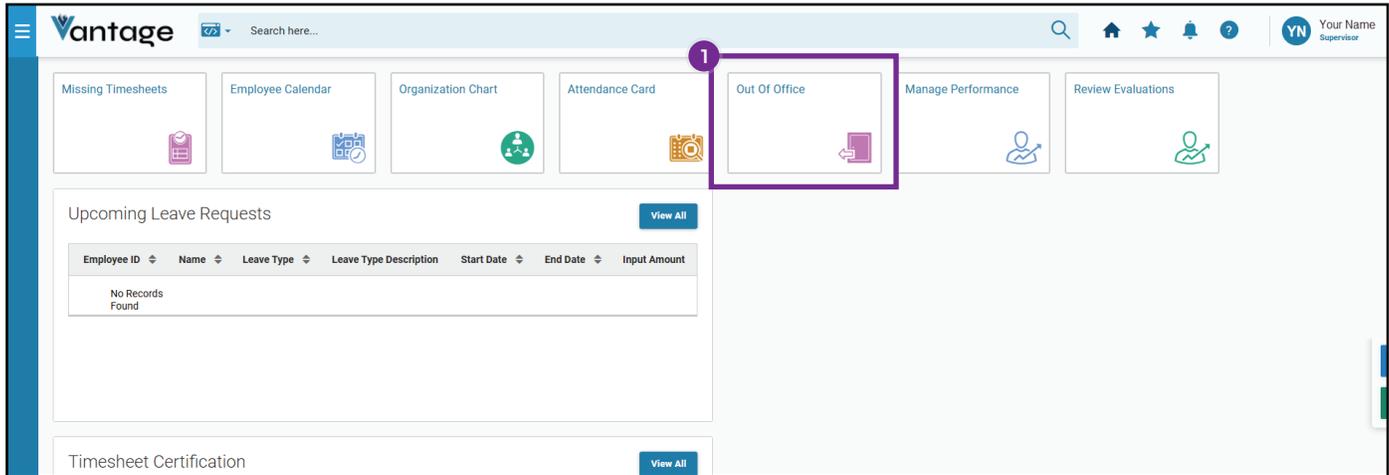


Set up a Delegate Approver for out of office

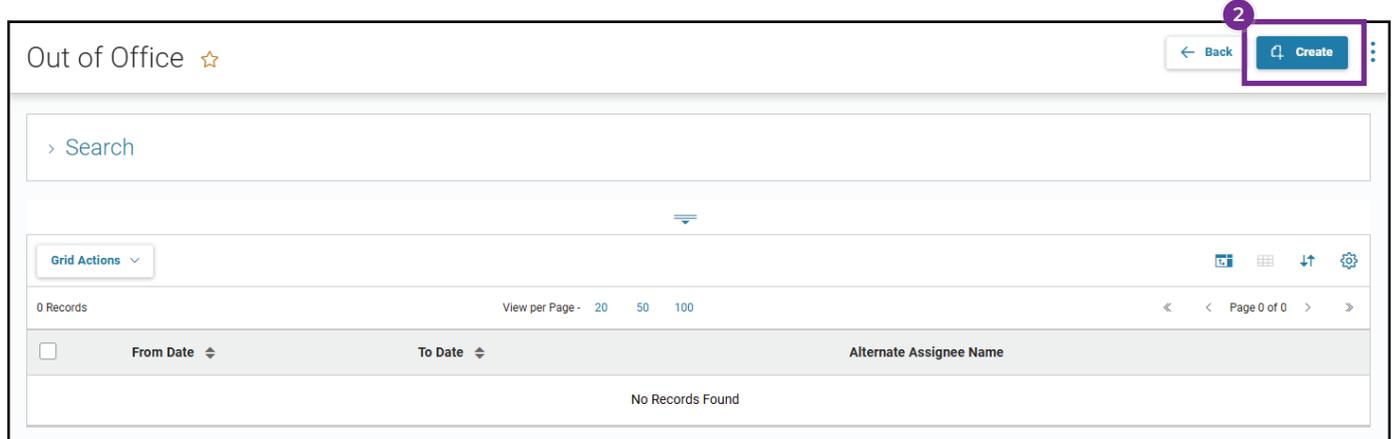
Instructions

1. From your Manager Self-Service landing page, select the **Out Of Office** tile.



This opens your **Out Of Office** landing page. You'll see approvers, including dates, that have been assigned in the past.

2. Click the **Create** button at the top of your page.



3. Enter the relevant **From Date** and **To Date**. Select your designated delegate from the **Alternative Approver ID** pick-list. Typically, you'll choose the designated delegate from a list of employees within your reporting chain.

Note: Be sure to notify your designated delegate before assigning them.

4. After entering all your details, hit **Save**.

Create Out of Office

Save

Save & Close

Cancel

* Required fields

* From Date

* To Date

MM/DD/YYYY

MM/DD/YYYY

Alternative Approver ID

3

4

The delegation becomes active during the date range you set. The delegate will see assigned tasks appear in their **Worklist**.

Ending or Modifying a Delegation

You can return to the **Out of Office** page at any time to end or modify a delegation. For example, if you return early from vacation, simply end the delegation by clicking the **3-dot menu**  and selecting **Return to Office**, and confirming the change so tasks route back to you.

Out of Office ☆

← Back

📄 Create

> Search

Grid Actions ▾

📄 📅 ⬆️ ⚙️

1 - 1 of 1 Records

View per Page - 20 50 100

< < Page 1 of 1 > >

From Date ▾ To Date ▾ Alternate Assignee Name

▶ 11/21/2025

11/25/2025

🗑️ Return to Office

TIPS FOR SUCCESS



- Always notify your delegate before assigning them.
- Choose someone familiar with your team's workflows.
- Set realistic date ranges so delegations don't extend longer than needed.
- Review your Worklist after returning to ensure all items were handled.