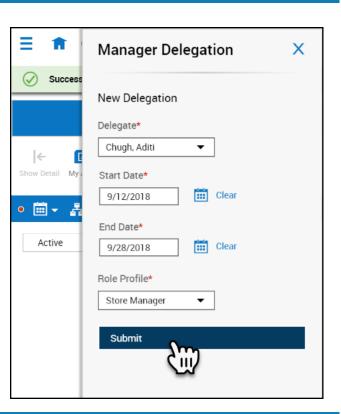# Delegate Authority

Job Aid

This job aid explains how you can delegate your access to another manager in your absence.

About Manager Delegation

- When a manager or administrator expects to be unavailable — such as to take a vacation — that person can delegate authority to another manager or administrator — the delegate — to access and receive the absent person's notifications and complete tasks during the absence.

- Example: The delegate approves time-off requests while the regular manager is on vacation.

To delegate your access:

1. Click **Home**.

2. In the **My Notifications** tile, click **Tasks**. The Control Center will open.

3. In Control Center, click **My Actions**. Select **Business Processes** > **Manager Delegation** or **Admin Delegation**.

4. In **Delegate Profile**, select the person who will take authority during your absence.

5. Select the **Start Date** and **End Date** from the calendars. The dates are in the time zone of the requester.

6. Select your role in the **Role Profile** list.

7. Click **Submit**.

To cancel your delegation:

You can cancel a delegation after you submit it and before the delegate accepts it.

1. In the **My Notifications** tile, click **Tasks**. The Control Center will open.

2. Select the delegation process you wish to cancel.

3. Click **Cancel Delegation**.

To accept a delegate request:

1. In the **My Notifications tile,** click **Tasks**. The Control Center will open.

2. Select the delegation notification.

3. Check the details.

4. Select one of the following:
   - Accept
   - Reject

5. Optionally, enter a **Comment**.

6. Click **Submit**.

7. Log out and log in again to be able to switch roles.

Complete tasks for the other person

1. Below your name, photo, and **Edit Profile**, click **Switch Roles**. Select the name of the person whose authority you are taking.

   Important: You cannot see the **Switch Roles** button if the start date is in the future.

2. Complete the tasks as needed on behalf of the other person.

3. To return to your own role, click **Switch Roles**. Select **Myself**.