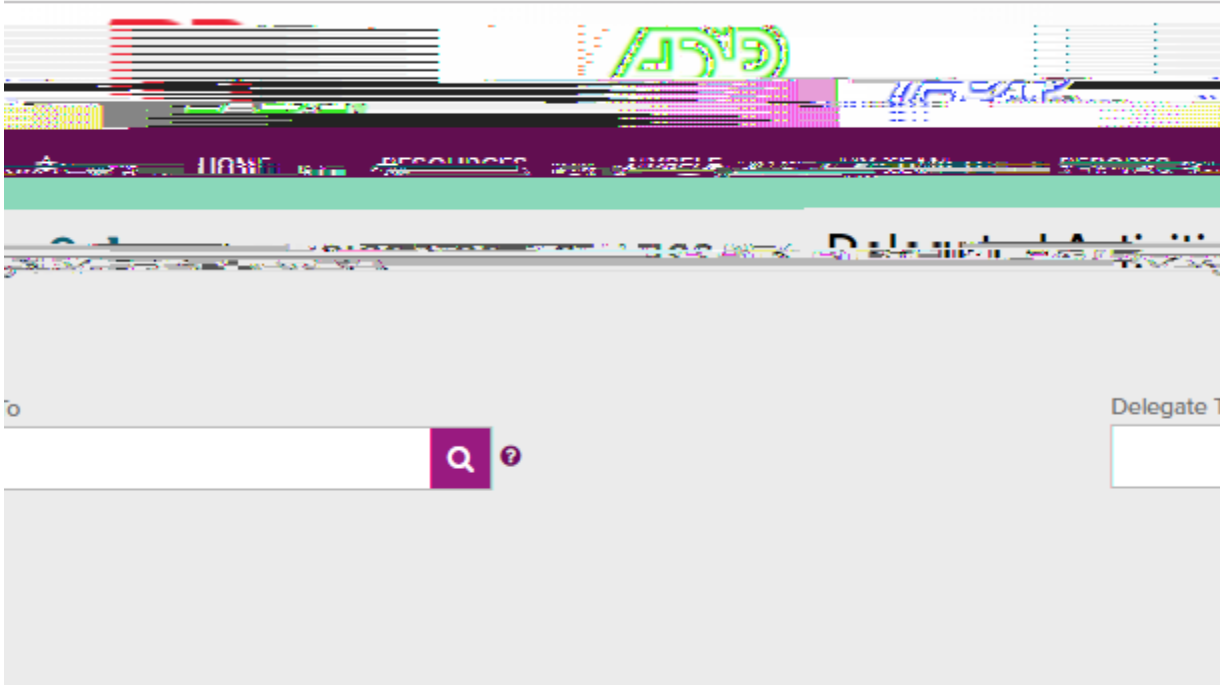


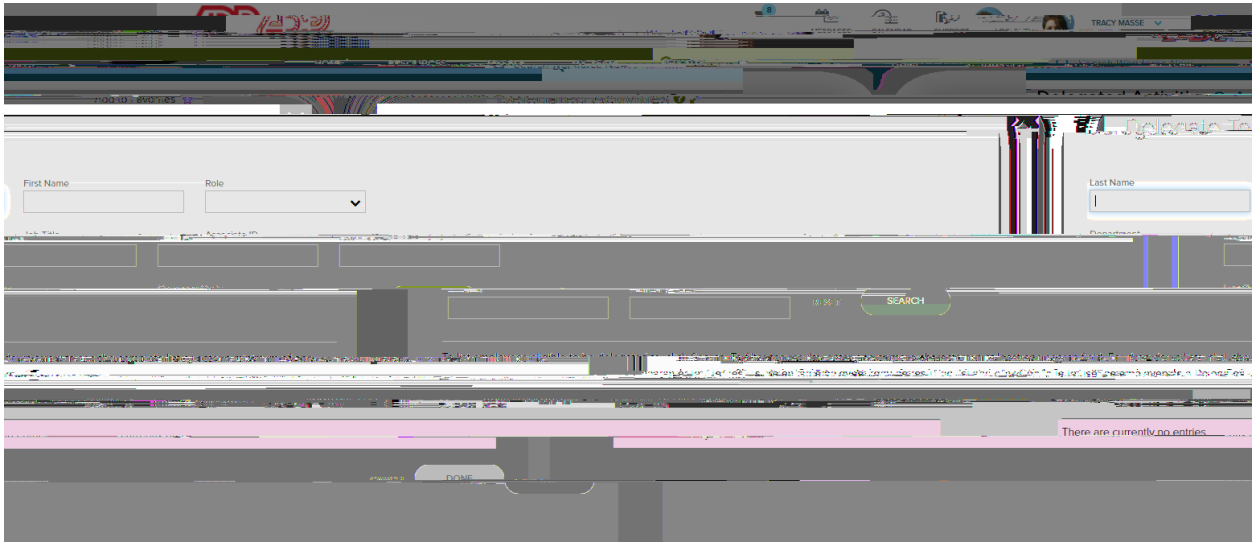
My Team / Delegated Activities



Click "Add"

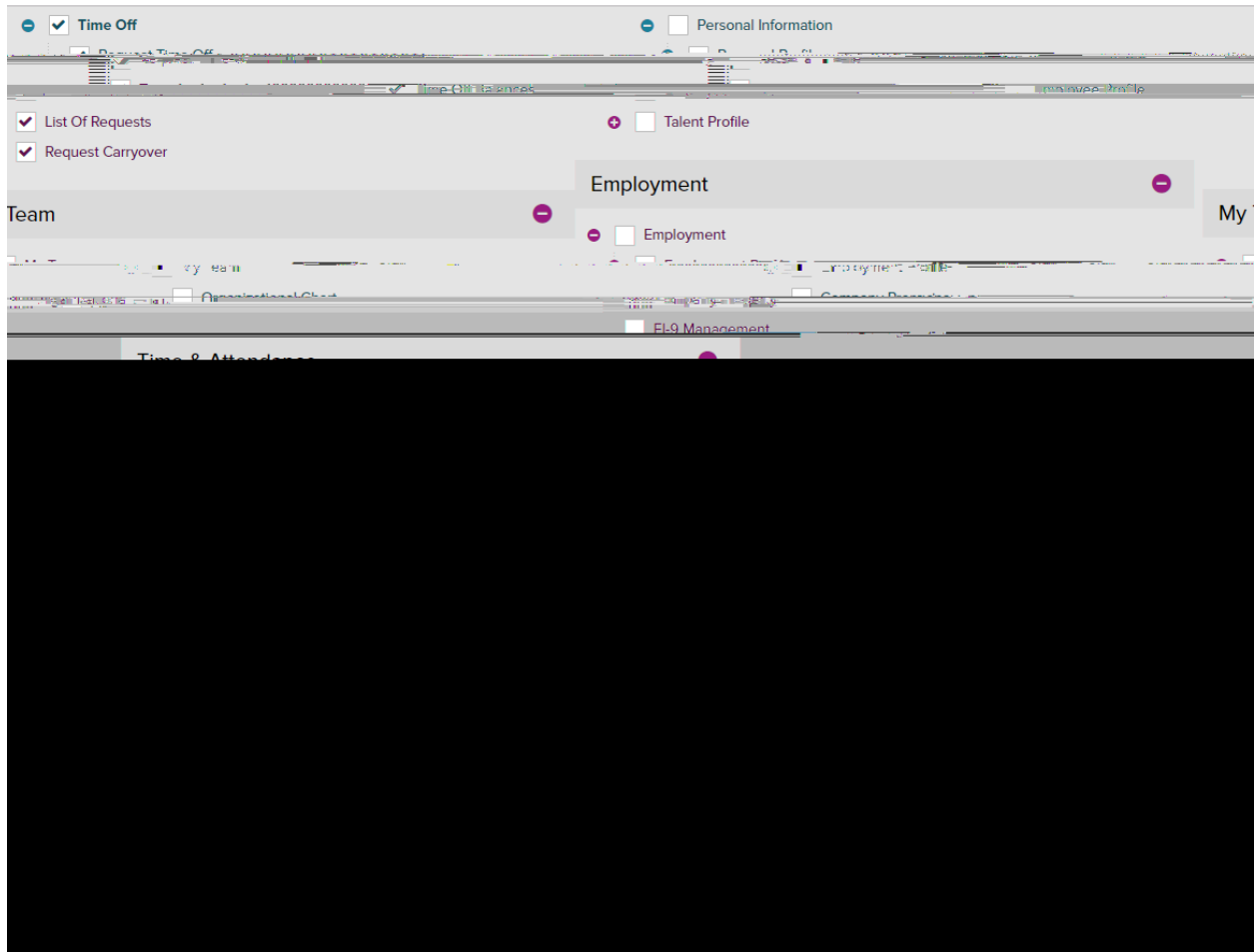


Click on the magnifying glass to use the search bar to find the person you want to delegate



You can type in the last name to filter your search

In this example, I



The next screen you will select the areas of responsibility you want to delegate, if you are on vacation or out of the office for an extended period of time, you may want to delegate Time Off and Time & Attendance. If you click the box next to each bolded title, it will auto select all the boxes beneath it.