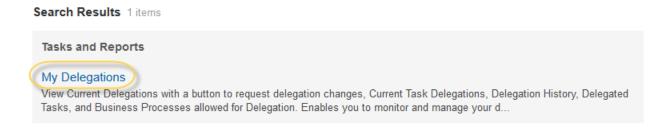
## SUPERVISORS: DELEGATE TIME OFF APPROVAL FOR EXEMPT EMPLOYEES

If you are planning on being out of the office and you supervise Exempt employees, you should delegate Time Off Approval to another worker.

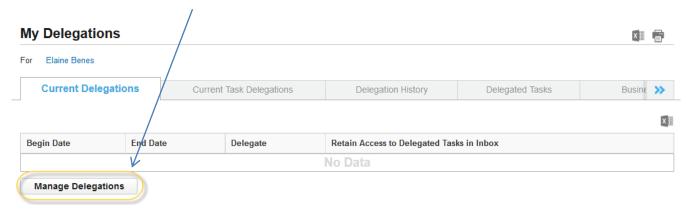
1. In the Workday **Search** Bar (top left corner), search for **My Delegations**.



2. Click on My Delegations in the search results.

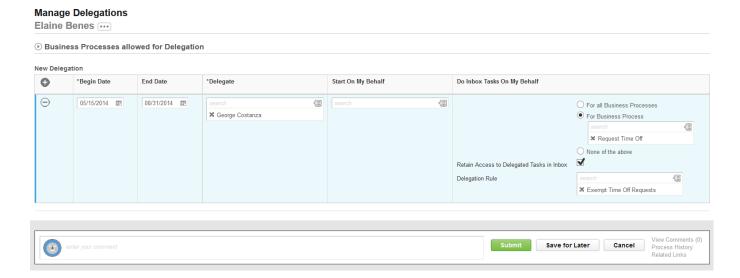


3. Click the Manage Delegations button under the Current Delegations tab.



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- 4. Set up the Manage Delegations screen using the information below, to delegate Time Off Approval for Exempt Employees that report to you:
  - **Begin Date** = When the delegation should begin
  - End Date = When the delegation should end
  - Delegate = Who you want to send the Time Off requests to
  - Start On My Behalf = leave blank
  - Do Inbox Tasks On My Behalf
    - For Business Process = Request Time Off
    - Retain Access to Delegated Tasks in Inbox = Check this box if you want to retain access to the items in your inbox.
  - Delegation Rule = Exempt Time Off Requests



Press the green **Submit** button when you are done.

Human Resources must approve your Delegation Request before it will go into effect. Once HR has approved your delegation, you see receive a **Notification** in your **Workday Inbox**.

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