**Role Delegation is used if you would like a collaborator (another colleague in your department) to approve timesheets for you during for a certain period of time. Please note this delegation MUST be set up before students submit those timesheets in order for the delegation to occur.**

On your home screen you should see a Roles and Delegations tile. Click on that.
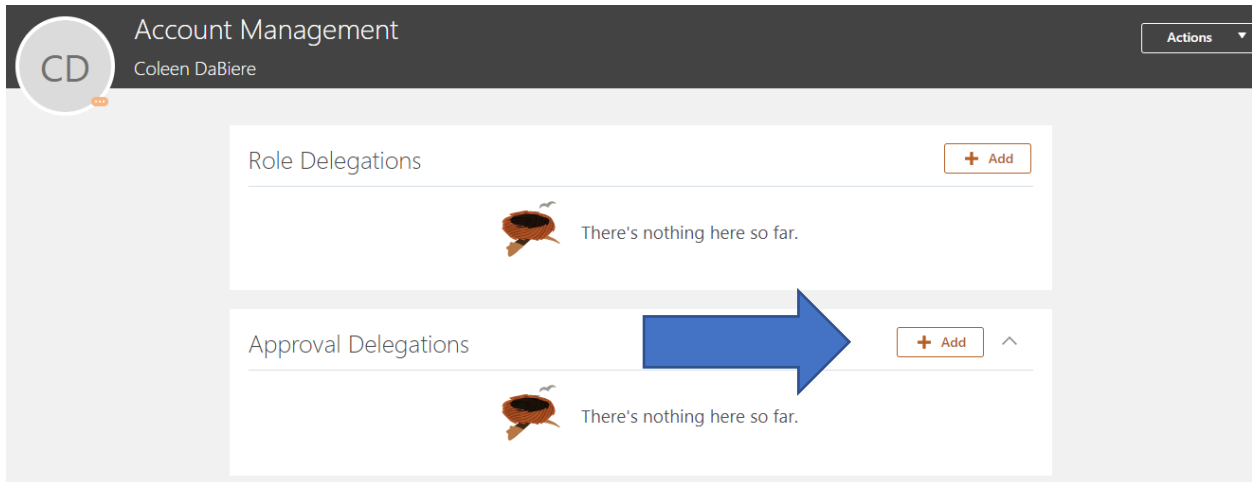

On this next screen, do <u>not</u> click on role delegations. (That is for a different function.) You want to do down to Approval Delegations.

You'll see a drop down box when you click the carrot icon. See below.
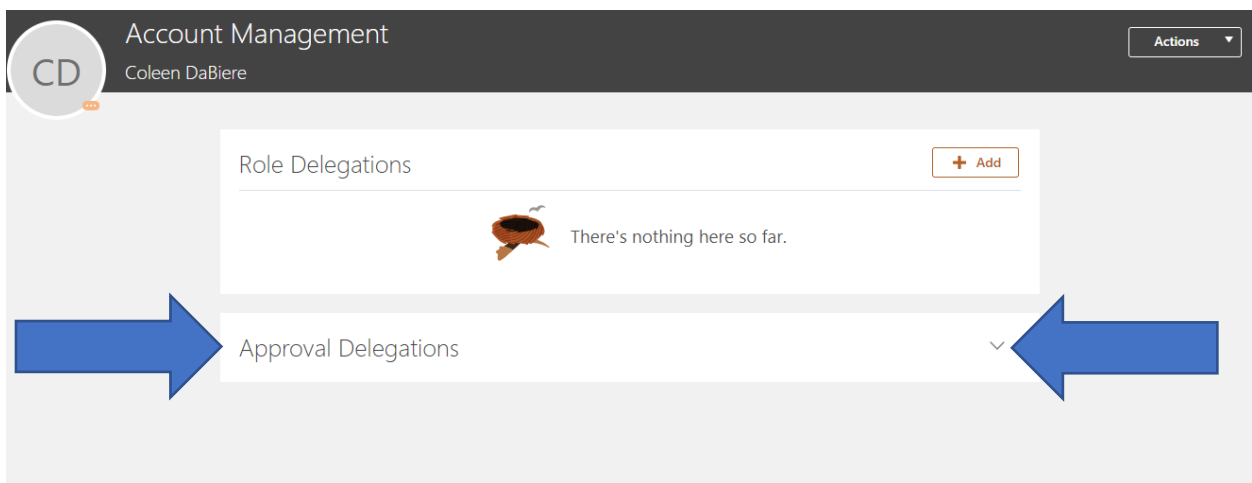
Will bring you to this next screen.

Under approval delegations, use the +Add function

You'll have a box like above appear. Under rule name you can indicate the reason for the delegation.

Indicate the start date and an end date. If you do not indicate an end date, the change will be indefinite so indicate the end date.

Under category select time and labor. And then finally indicate the person you would like to delegate to.

Do not check the "allow this user to approve their own transaction" box.

And click save.