Acting on Delegation Requests

If you have never performed approval duties, complete the appropriate course: “Approving Time and Absence” or “Recruiters: Offer, Accept, & Prepare for Hire” (for job offer approvals).

1. Navigate to the Manage Delegation page in one of two ways:
   • Click the link in the email notification, OR
   • Click the Manager Info tab in MyU, then click <Delegate Approval>.

   The My Delegated Authorities page is displayed.

3. On the My Delegated Authorities page, review the delegation request:
   • If the request is for multiple transactions, click the <Multiple Transactions> link to display which transactions the request is for.
   • Review the From Date and To Date to understand how long your approver duties will last.

4. To act on the request, in the Choose Delegate section, select the checkbox next to the Transaction link.
   • To accept the request, click <Accept>. If you accept and then confirm your acceptance of the delegation request, the system sets the Request Status at “Accepted.” The Delegation Status becomes “Active” on the date displayed in the From Date of the request.
   • To deny the request, click <Reject>. The system sets the request status to “Rejected.” The Delegation Status remains “Inactive.”