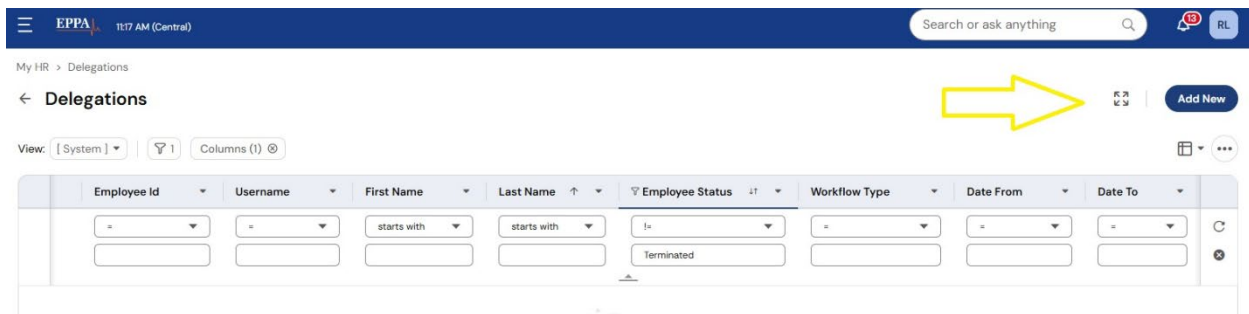


How to Set Up a Delegation

1. Navigate to the **Main Menu**
2. Go to **My Info > My HR > Delegations**
3. Click **Add New** in the top right corner.
4. Search for the person you want to **Delegate To**.
 1. Note: This individual usually must already have a Manager License.
5. Select the **Workflow Type** (e.g., "All Workflows") and set the **Date From** and **Date To**.
6. Click **Save** or **Submit**. The delegate will receive a notification to Accept or Reject the request.



The screenshot shows the EPPA interface for managing delegations. At the top, there is a search bar and a notification icon. Below the search bar, the breadcrumb path is "My HR > Delegations". The main heading is "Delegations" with a back arrow. To the right of the heading is an "Add New" button, which is highlighted by a yellow arrow. Below the heading, there are filters for "View" (set to "System") and "Columns" (set to "1"). A table is displayed with the following columns: Employee Id, Username, First Name, Last Name, Employee Status, Workflow Type, Date From, and Date To. The table currently contains one row with the status "Terminated".