UKG Learning Guide

EPPA THE URGENCY ROOM

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.