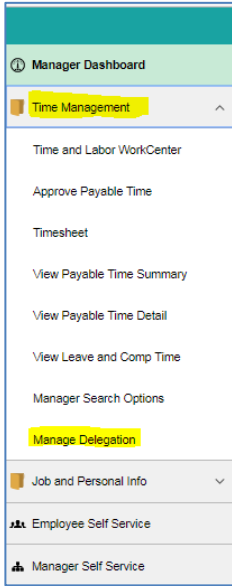


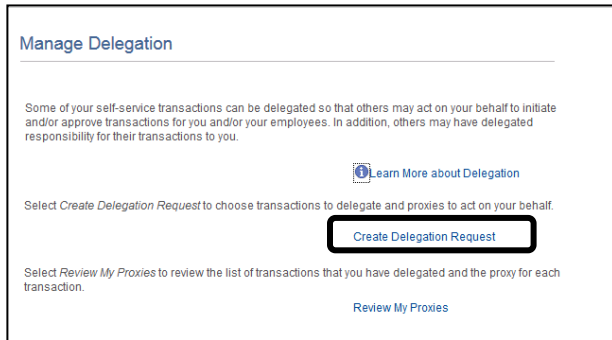
# MANAGE DELEGATION – QUICK REFERENCE

After logging into the Portal

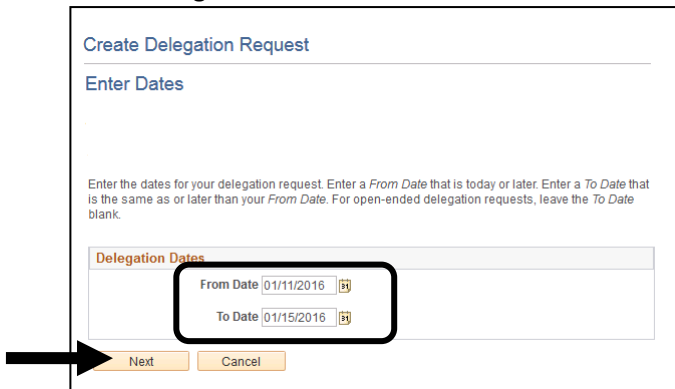
1. Click on
  - a. Manager Service Center
  - b. Time Management
  - c. Manage Delegation



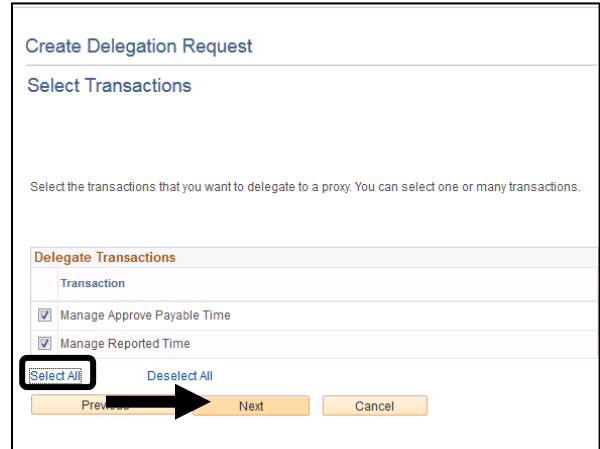
2. Click on Create Delegation Request



3. Enter Delegation Dates and Click Next

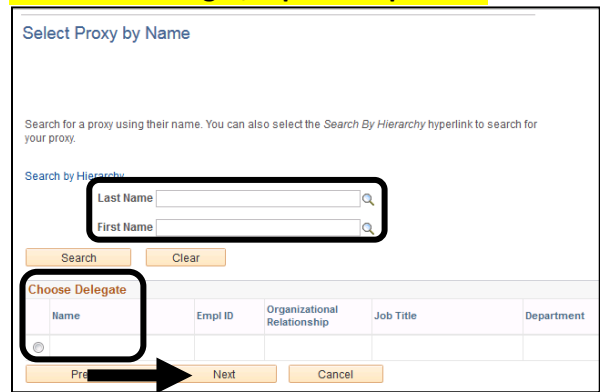


4. Indicate Transactions by clicking Select all and Next



5. Select Proxy by Searching by Name or choosing from list; Click Next

**NOTE: A delegate/proxy should be in a lateral or next level manager/supervisor position**



6. Review Request and Submit

