

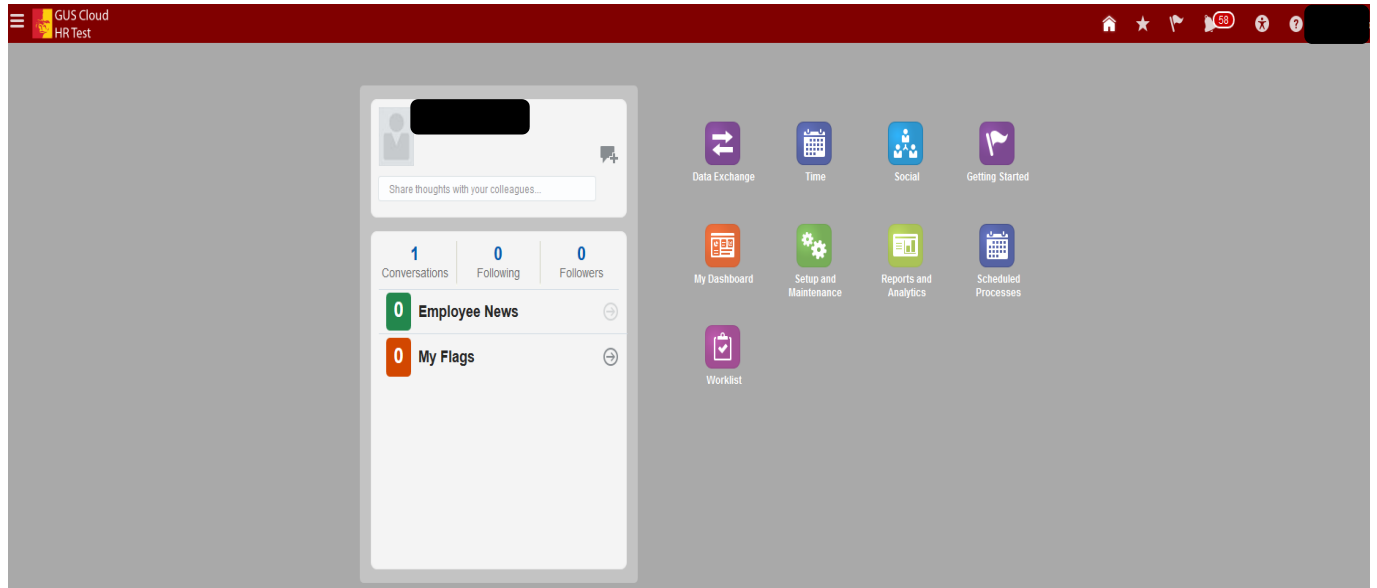
Job Aid


Delegating Approvals



This Job Aid walks through delegating time card approvals as a supervisor or line manager while on leave. You can reference the GUS Cloud Delegation Policy by visiting the Pitt State home page and searching GUS Cloud Delegation Policy.

To delegate approvals, click on the home button which takes you to the Gus Cloud springboard

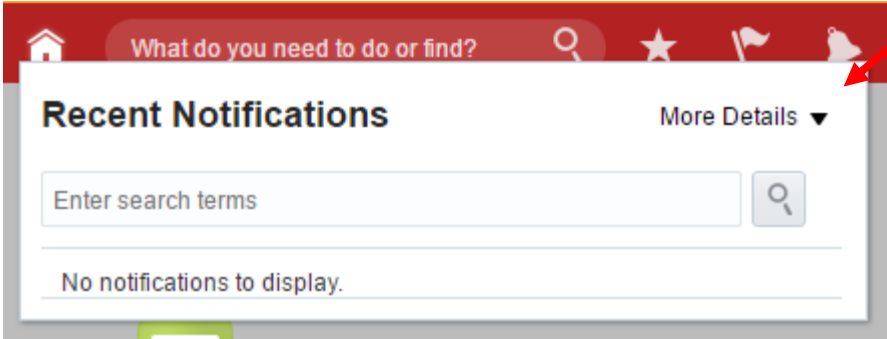
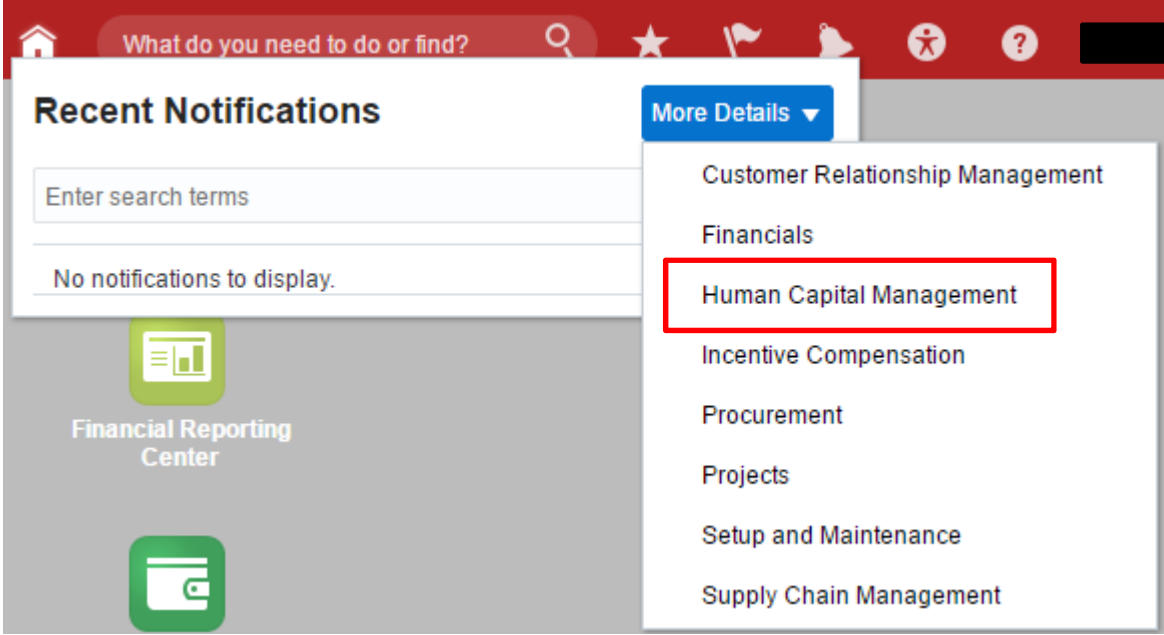


Step	Action
1.	From the Springboard, click on the notifications icon. 

Job Aid

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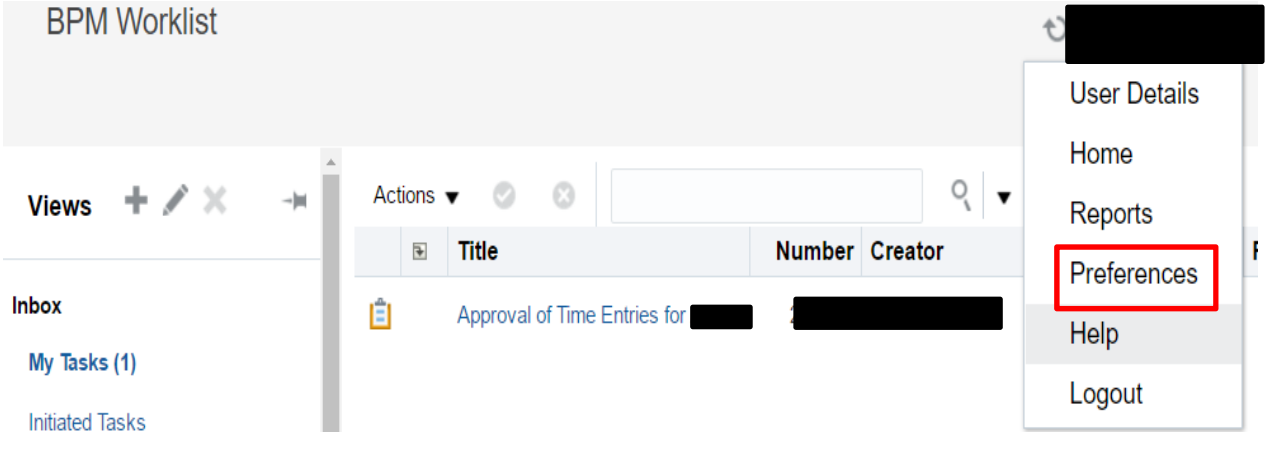
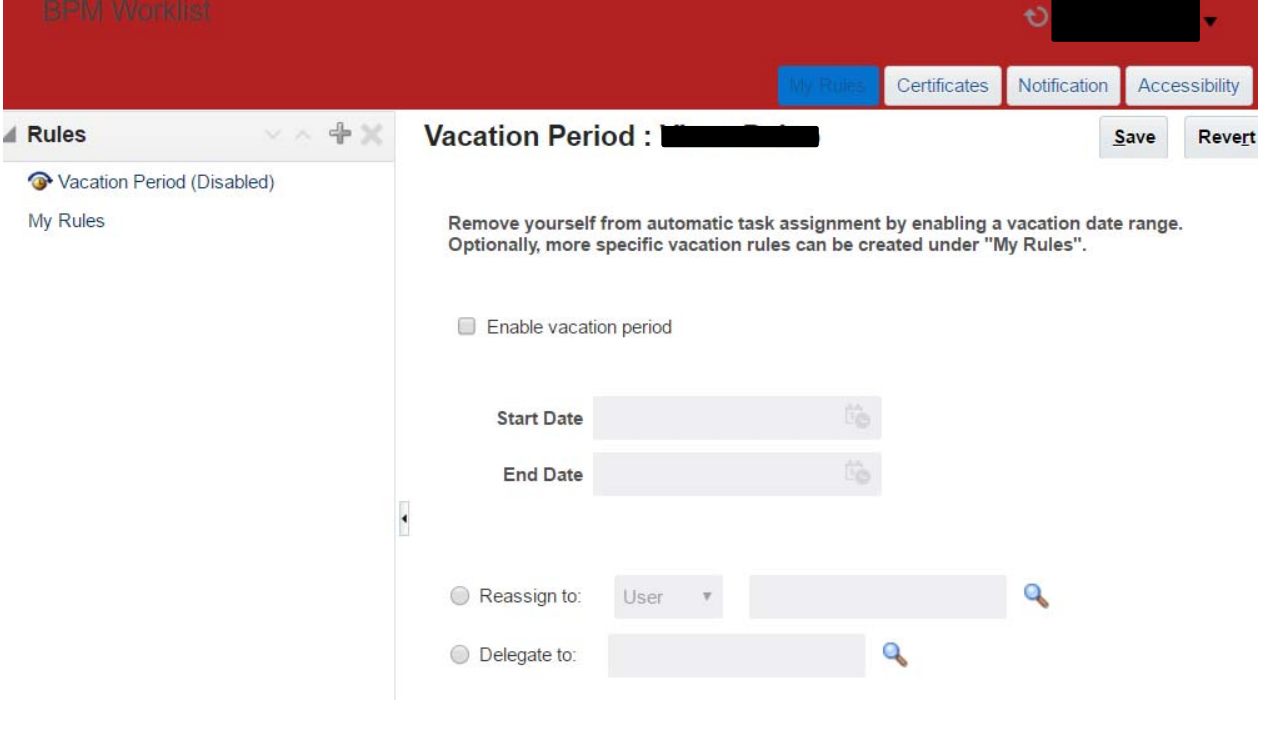


Step	Action
2.	Select More details. 
3.	From the drop down, select Human Capital Management. 

Job Aid

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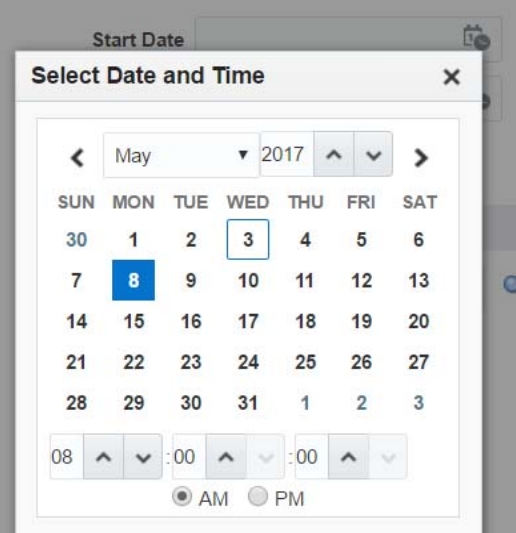







Step	Action
4.	<p>From the BPM Worklist click on your name. In the drop down select Preferences.</p> 
5.	
6.	<p>Check the box next to Enable vacation period.</p> <p><input checked="" type="checkbox"/> Enable vacation period</p>

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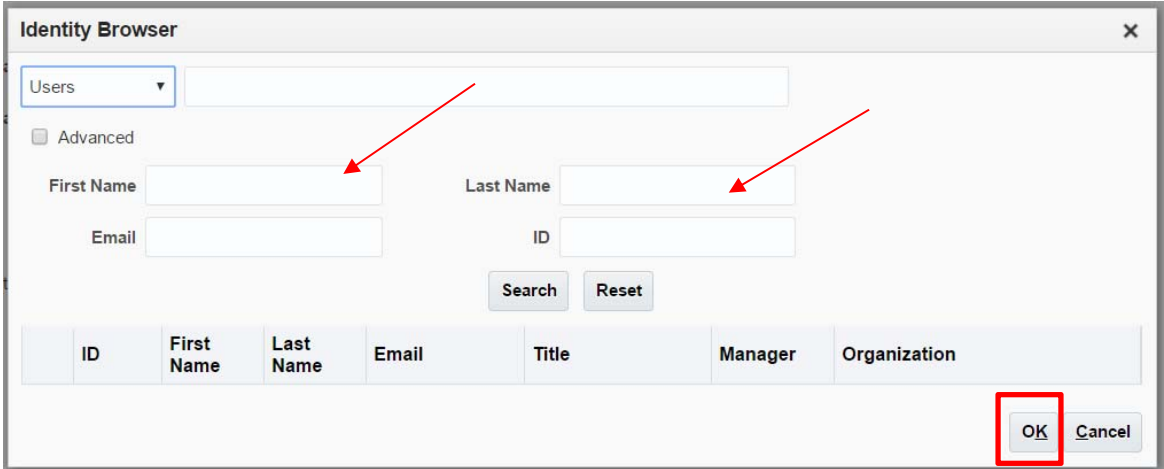




Step	Action
7.	<p>Click the calendar icon  next to Start Date. Select the start date and start time your leave period will begin. Click OK. Repeat this process on End Date. Click OK.</p> 
8.	<p>Vacation Period : </p> <p>Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".</p> <p><input checked="" type="checkbox"/> Enable vacation period</p> <p>Start Date <input type="text" value="5/8/17 8:00 AM"/> </p> <p>End Date <input type="text" value="5/12/17 4:30 PM"/> </p> <p><input type="radio"/> Reassign to: <input type="text" value="User"/> </p> <p><input type="radio"/> Delegate to: <input type="text"/> </p> <p>Whatever date and time you select for these boxes will be the window of time your delegate will have to approve time cards and absence requests.</p>

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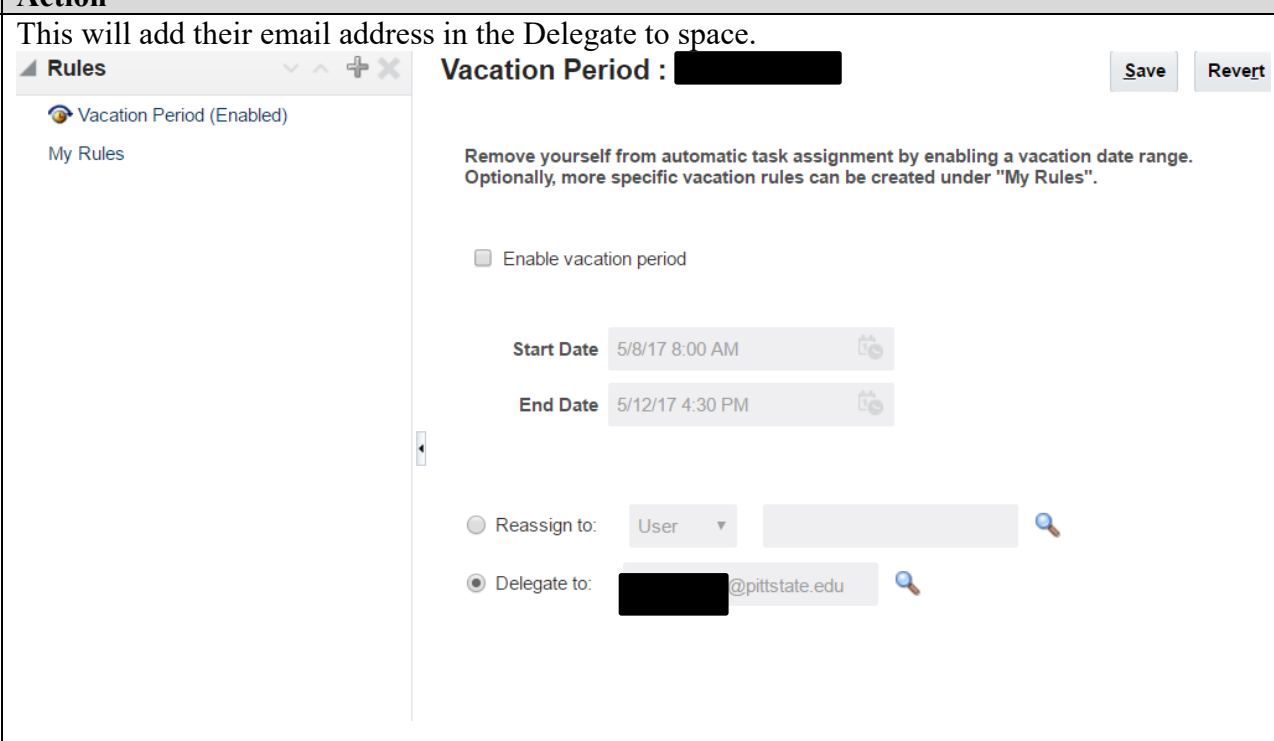
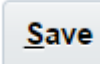

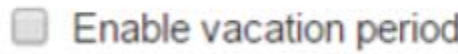


Step	Action
9.	Click on the radio button next to Delegate to. 
10.	Click on the magnifying glass icon to the right of Delegate to. 
11.	Fill in the First Name and Last Name and click OK. 
12.	Select the appropriate person from the list. 
13.	Select OK. 

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Step	Action
14.	<p>This will add their email address in the Delegate to space.</p>  <p>Vacation Period : [Redacted] Save Revert</p> <p>Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".</p> <p><input type="checkbox"/> Enable vacation period</p> <p>Start Date 5/8/17 8:00 AM </p> <p>End Date 5/12/17 4:30 PM </p> <p><input type="radio"/> Reassign to: User </p> <p><input checked="" type="radio"/> Delegate to: [Redacted]@pittstate.edu </p>
15.	<p>Click Save.</p>  <p>This delegation period will automatically end at the set date.</p>
16.	<p>If you need to undo this delegation, click on the revert button or you can uncheck the “Enable vacation period” box.</p>  <p>or</p> 
17.	<p>Click save.</p> 