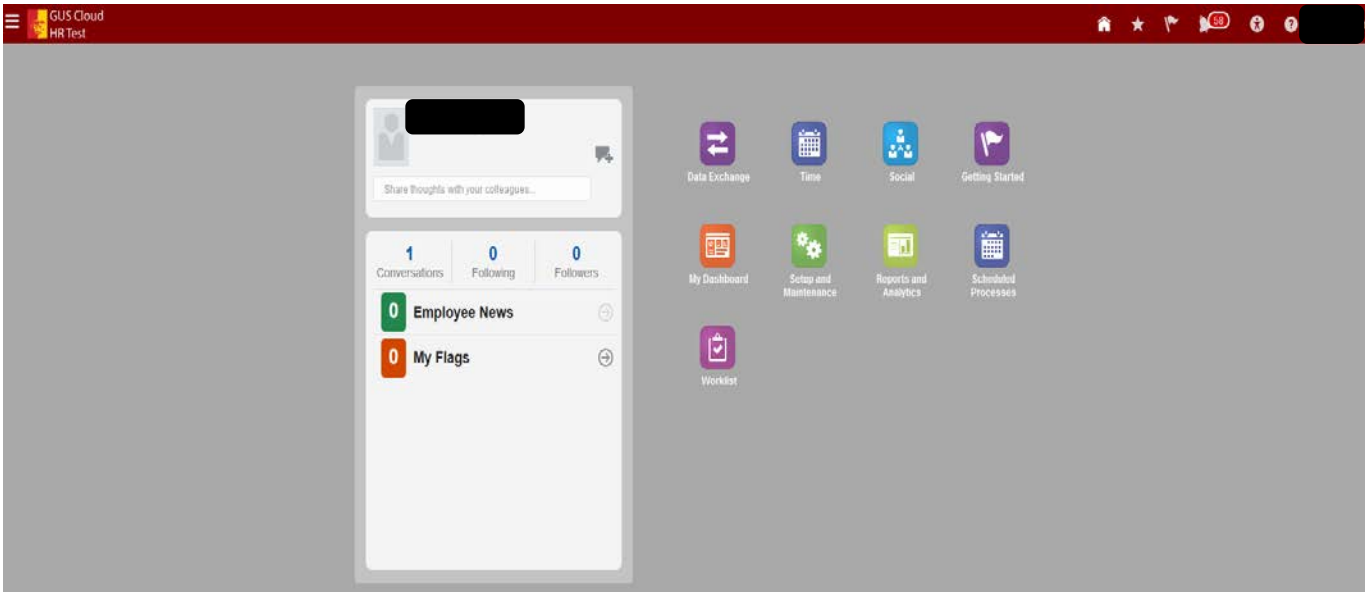
# Job Aid

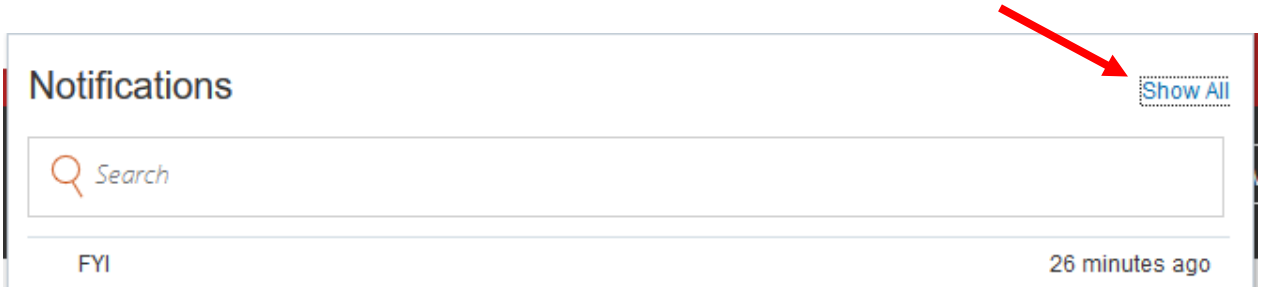
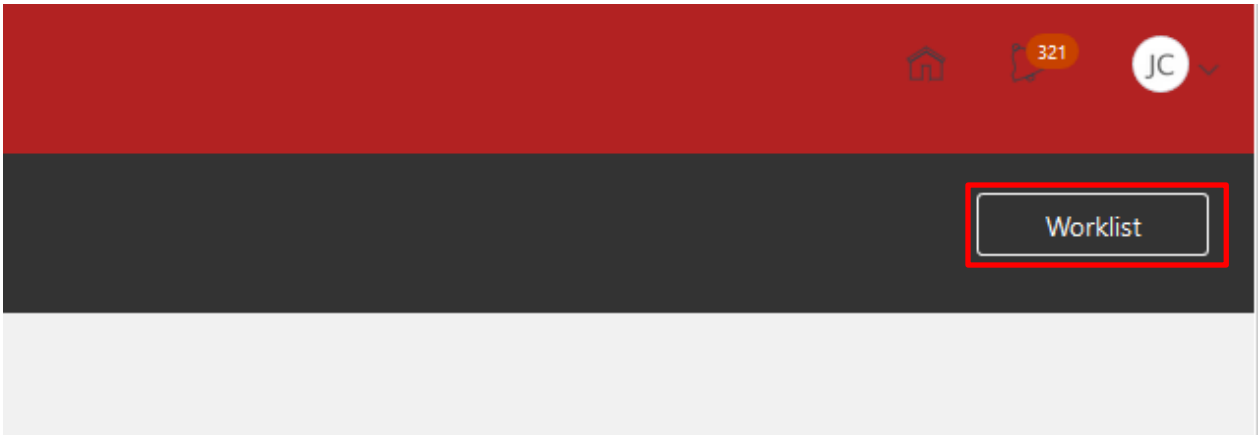
## *Delegating Approvals*

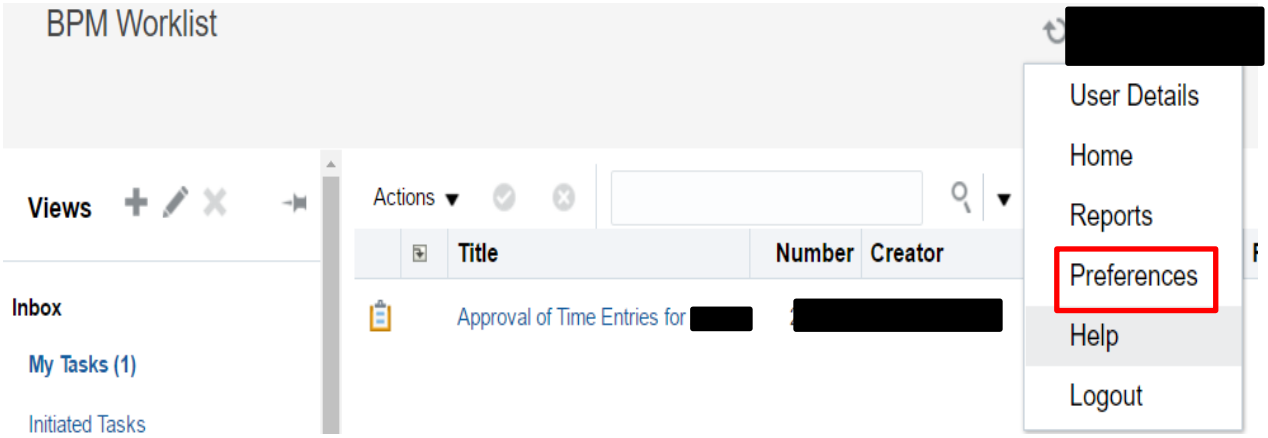
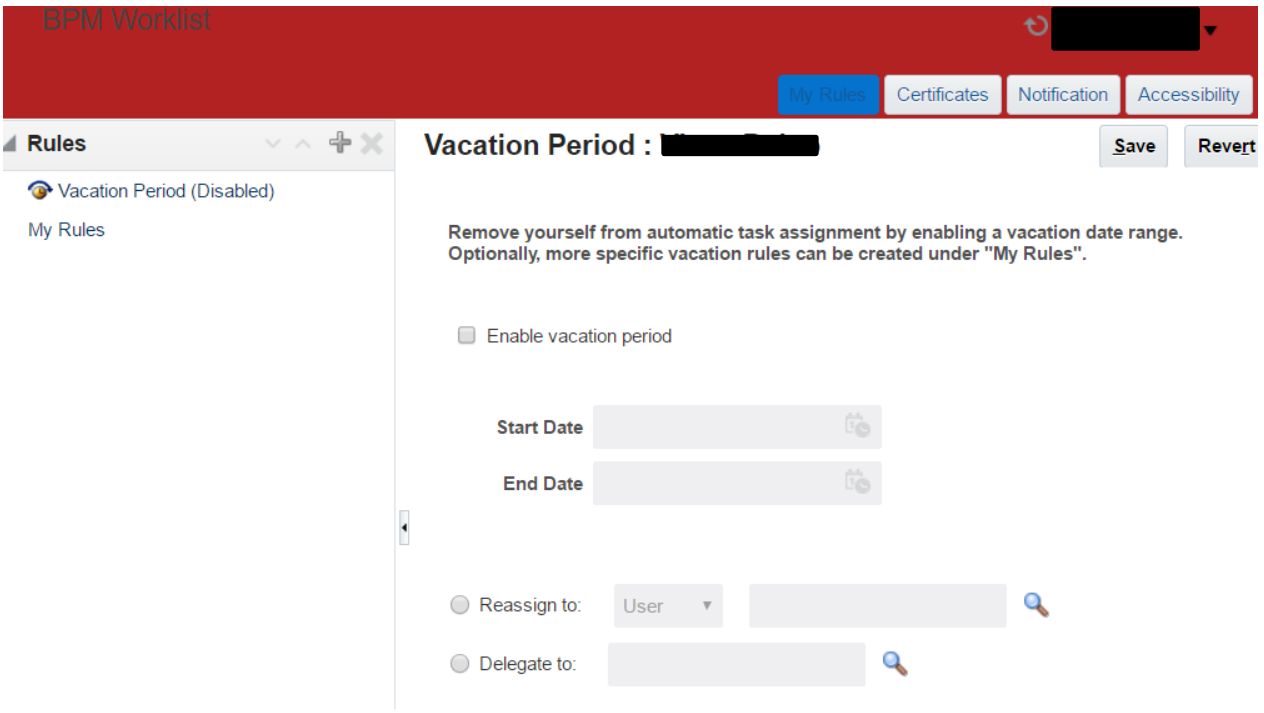
This Job Aid walks through delegating time card approvals as a supervisor or line manager while on leave. You can reference the GUS Cloud Delegation Policy by visiting the Pitt State home page and searching GUS Cloud Delegation Policy.

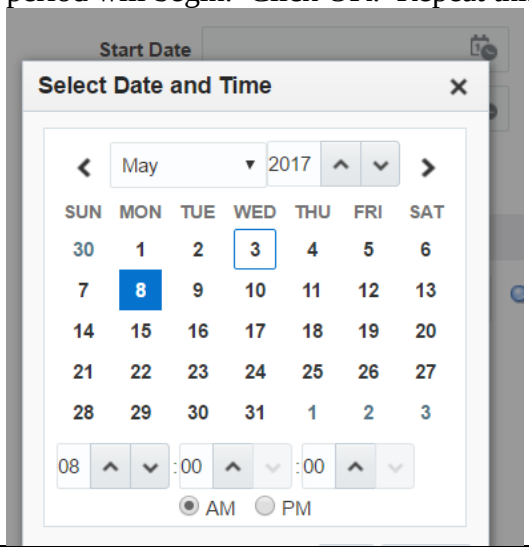
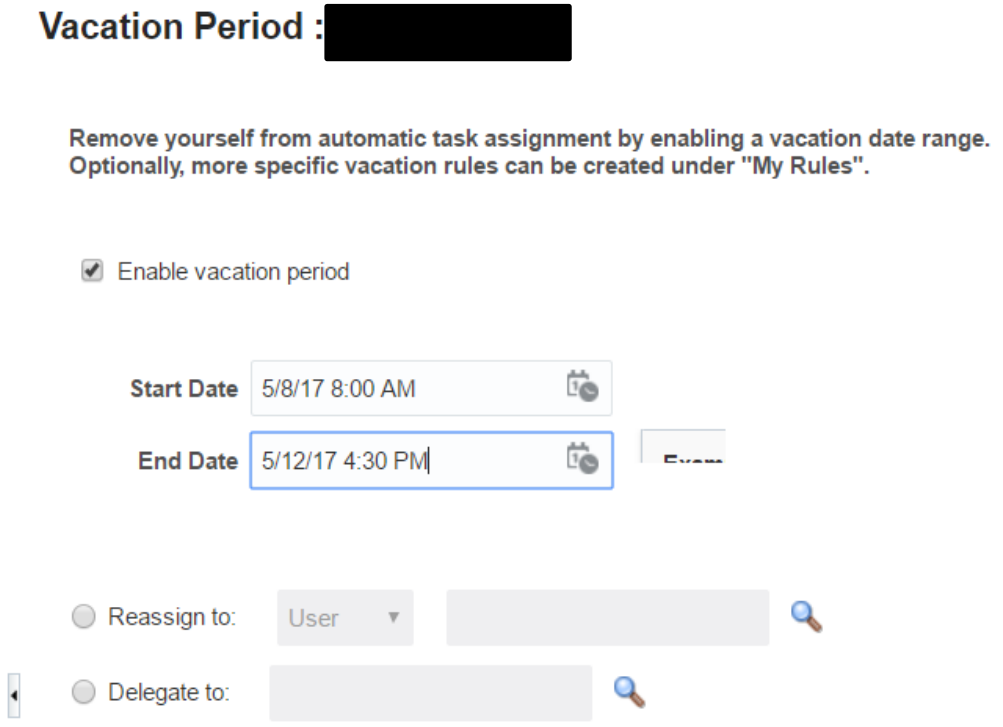
To delegate approvals, click on the home button which takes you to the Gus Cloud springboard

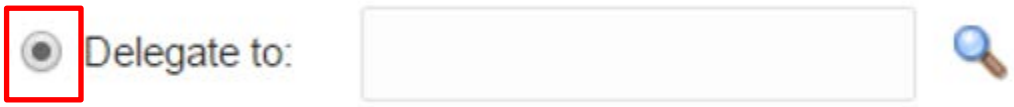
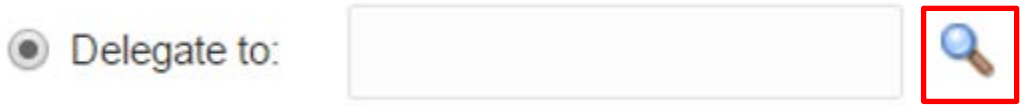
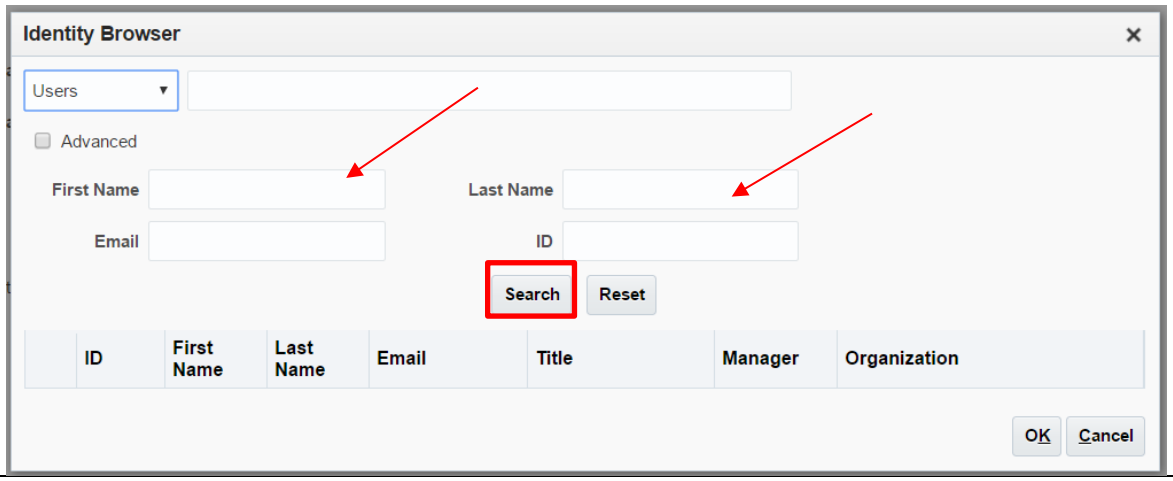
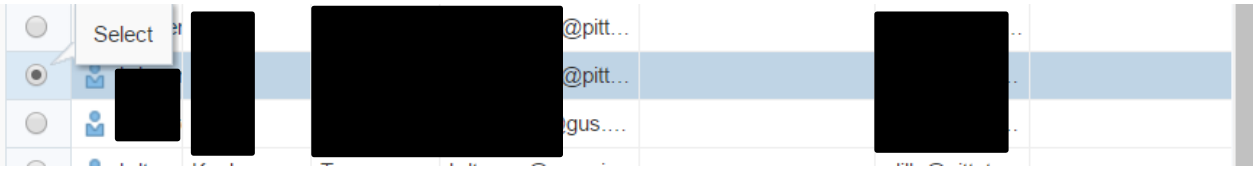


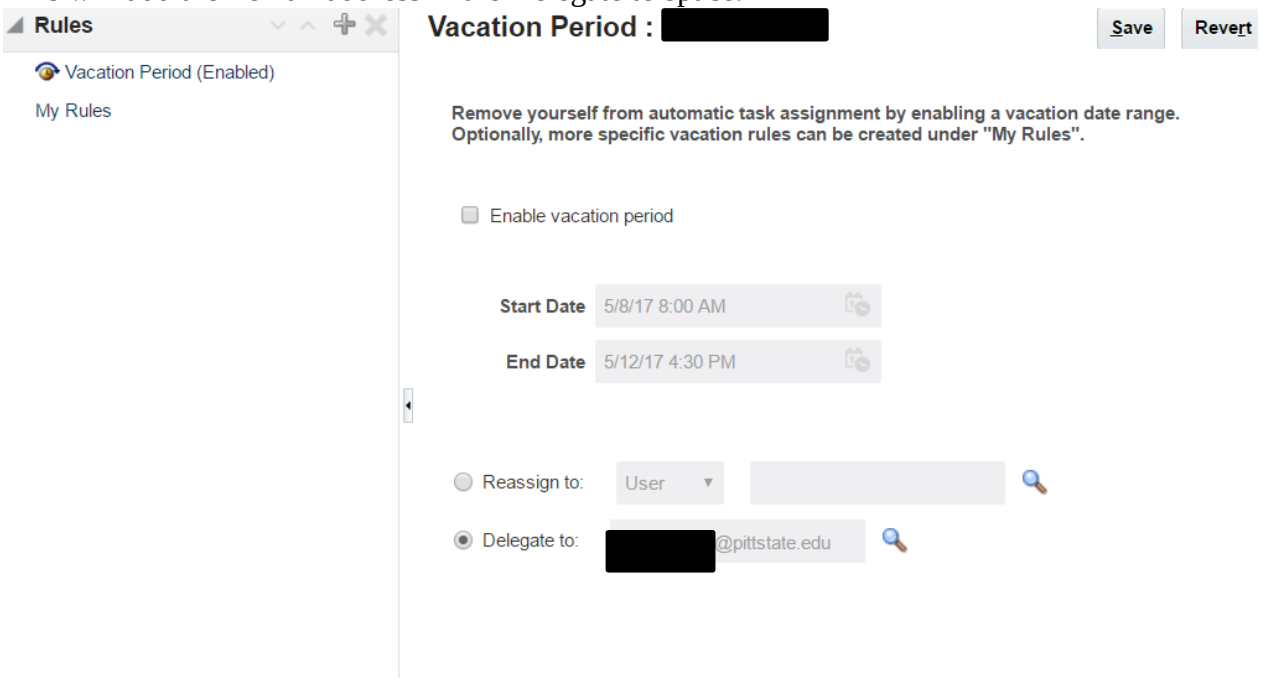
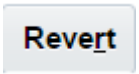
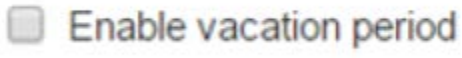

| Step | Action |
|---|---|
| 1. | From the Springboard, click on the notifications icon.  |

| Step | Action |
|---|---|
| 2. | Select Show All.<br> |
| 3. | From the Notifications menu, select Worklist.<br> |

| Step | Action |
|---|---|
| 4. | From the BPM Worklist click on your name. In the drop down select Preferences.<br> |
| 5. |  |
| 6. | Check the box next to Enable vacation period.<br> |

| Step | Action |
|---|---|
| 7. | 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.<br> |
| 8. | <br>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. |

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

| Step | Action |
|---|---|
| 14. | This will add their email address in the Delegate to space.<br> |
| 15. | Click Save.<br><br>This delegation period will automatically end at the set date. |
| 16. | If you need to undo this delegation, click on the revert button or you can uncheck the “Enable vacation period” box.<br><br>or<br> |
| 17. | Click save.<br> |