

Quick Reference Guide: Approval Delegations

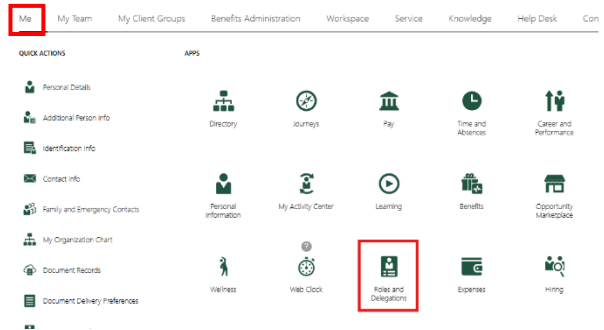


Purpose:

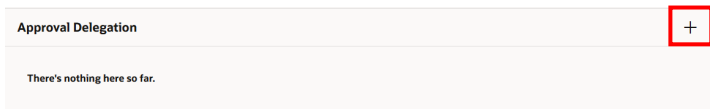
WaveWorks enables you to temporarily delegate your approvals to another individual in the event you are out of office. This QRG will walk you through how to set up an approval delegation.

Step-by-Step:

Click on Roles and Delegations from the Me tab.



Click on the Plus Sign under Approval Delegations.



Add a Rule Name.

Enter a Start Date.

Enter an End Date.

Enter a Category (which responsibilities will be conferred onto them)

Choose the employee to Delegate To.

Search is first then last name

DO NOT click the box to allow a user to approve their own transaction.

 Allow this user to approve their own transaction

Click Save.

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Possible Approval Delegations:

Absence

Core HR

Expense Approval

Individual Compensation ICP

Journeys

Learning

Procurement Approval

Recruiting

Time and Labor

Talent