

Quick Reference Guide:

Approval Delegations

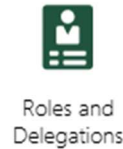


Purpose:

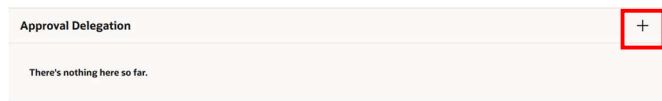
WaveWorks enables you to temporarily or permanently delegate your approvals to another individual. This QRG will walk you through how to set up an approval delegation.

Step-by-Step:

Click on Roles and Delegations from the Me tab.



Click on the Plus Sign under Approval Delegations.



Add a Rule Name to Identify the Delegation.

Use the following format Name, Purpose, Term
Example- Expense Delegation, Approval Delegation, Permanent

Enter a Start Date.

Enter an End Date.

This step is optional

Enter a Category (which responsibilities will be delegated)

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.

Quick Reference Guide: Approval Delegations



Possible Approval Delegations:

Absence

Core HR

Expense Approval

Individual Compensation ICP

Journeys

Learning

Procurement Approval

Recruiting

Time and Labor

Talent

