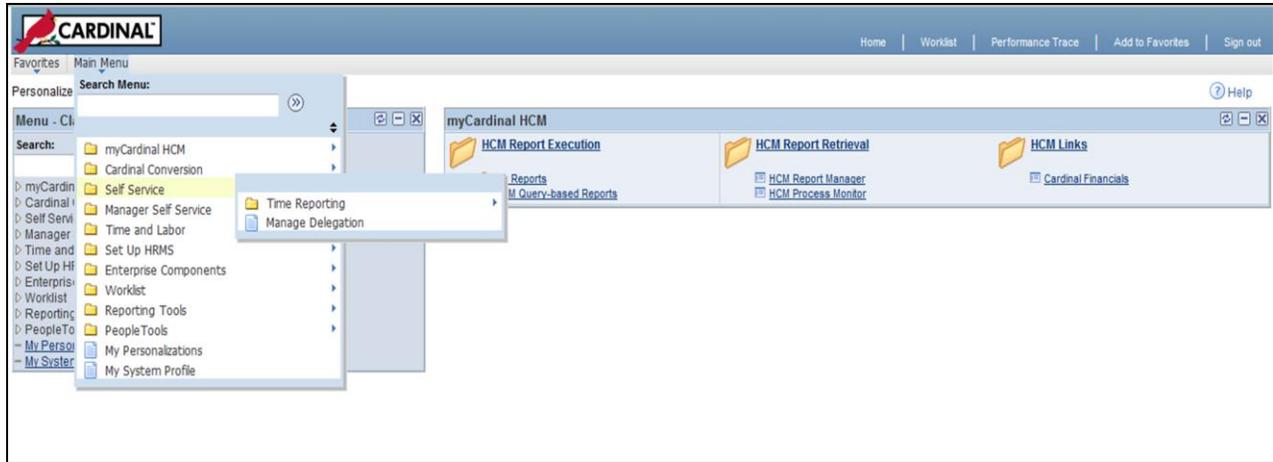


### Delegate and Revoke Your Worklist

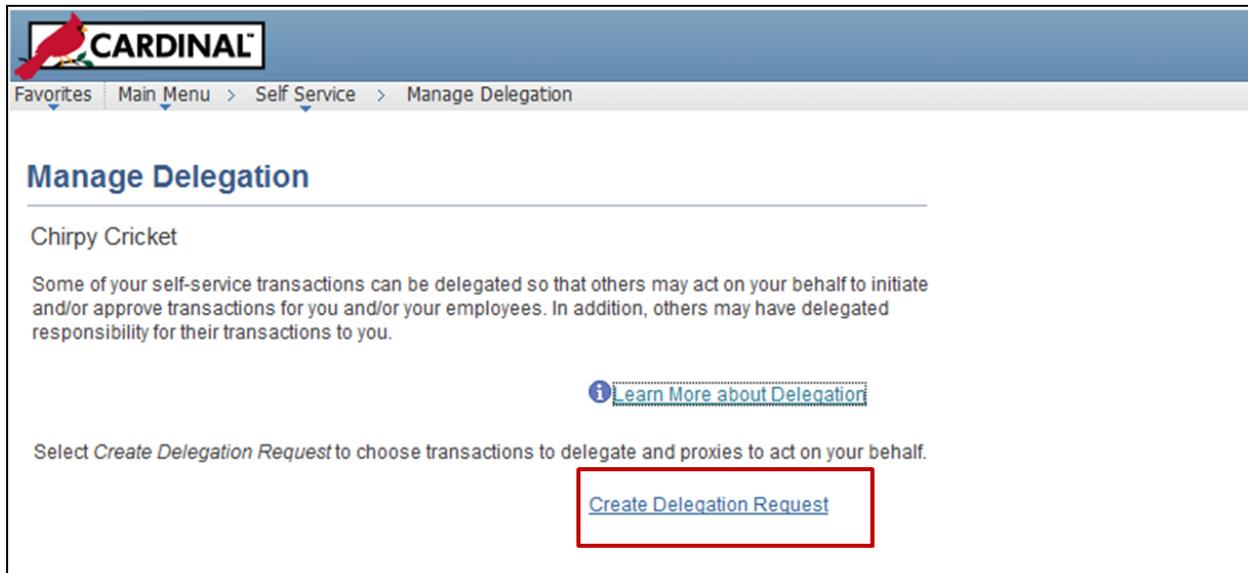
This document provides the step-by-step instructions for delegating and revoking your worklist.

- 1 To delegate your worklist, access the Cardinal HCM Application using the following path:

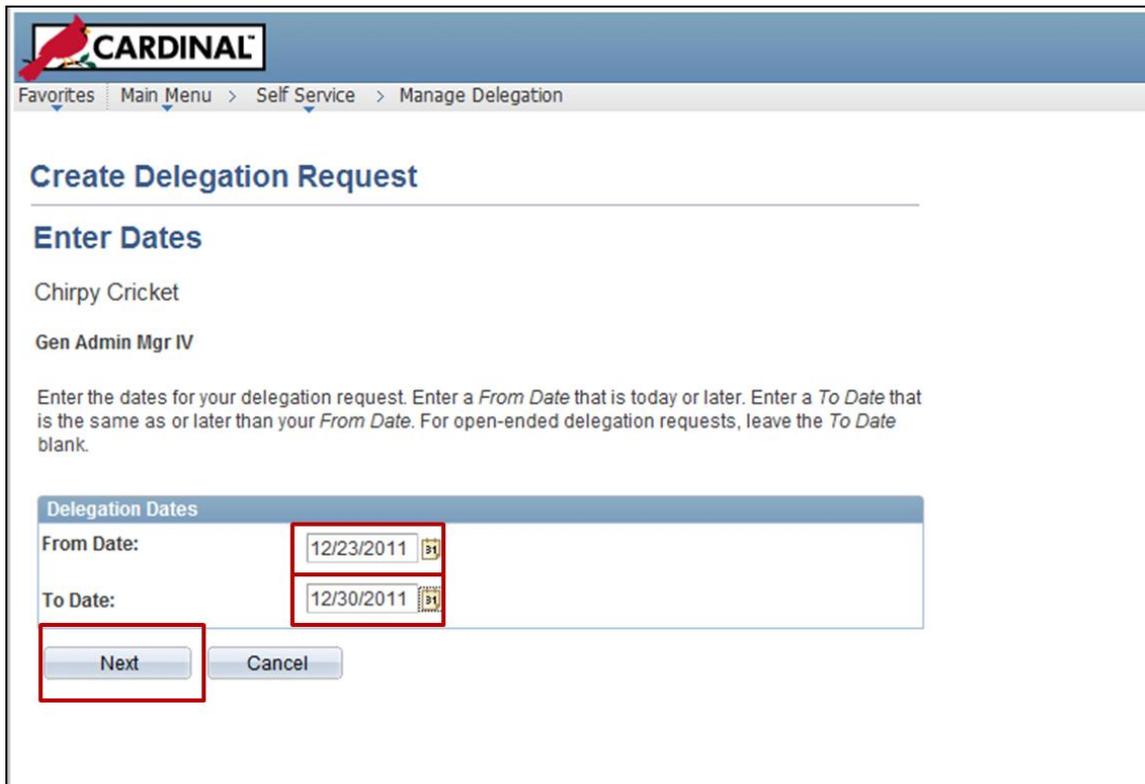
**Cardinal Financials > Cardinal HCM**



- 2 Navigate using the following path: **Main Menu > Self Service > Manage Delegation**



- 3 Click the **Create Delegation Request** link.



**CREATE** | **SEARCH** | **HELP**

Favorites | Main Menu > Self Service > Manage Delegation

### Create Delegation Request

#### Enter Dates

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Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

**Delegation Dates**

From Date: 12/23/2011

To Date: 12/30/2011

Next Cancel

- 4 Enter the **From Date**. This is the date you want the delegation to begin.
- 5 Enter the **To Date**. This is the date you want the delegation to end.
- 6 Click the **Next** button.



**CREATE Delegation Request**

**Select Transactions**

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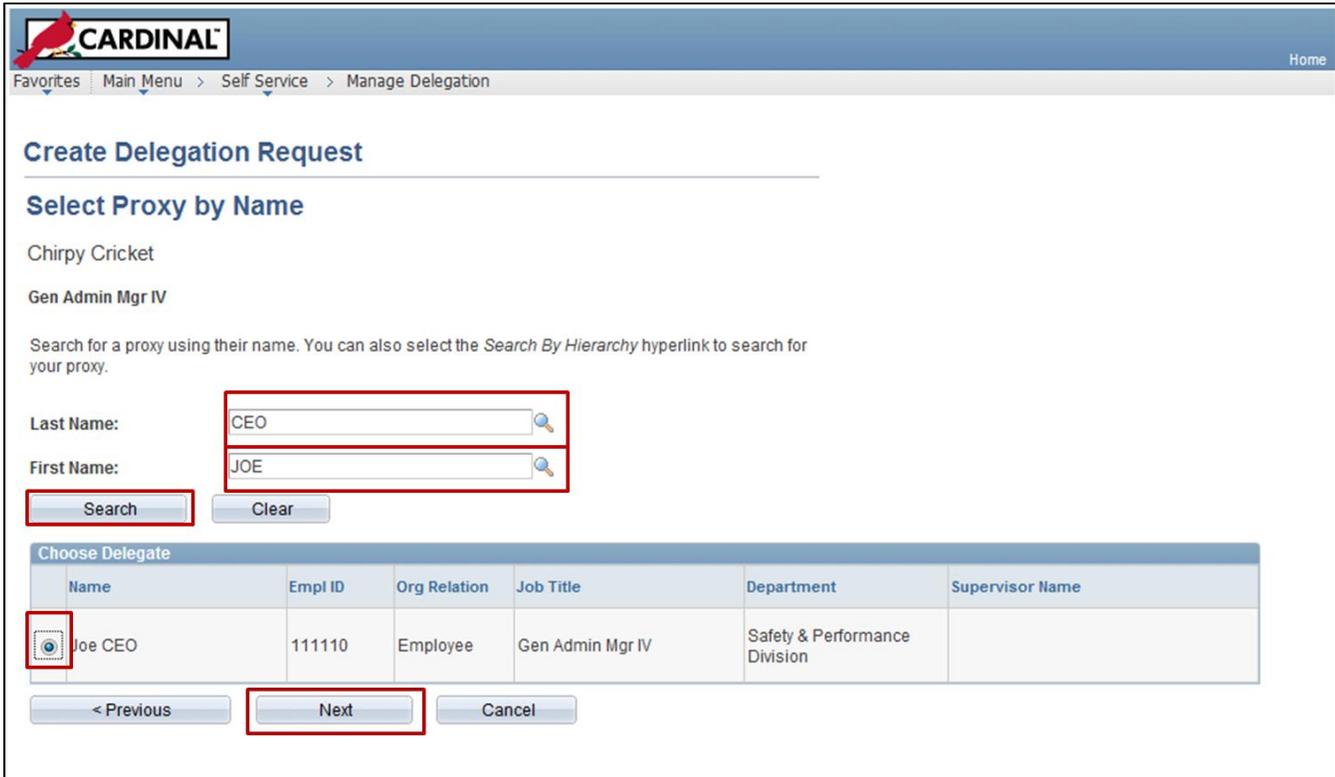
Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions	
Transaction	
<input checked="" type="checkbox"/> Manage Approve Payable Time	
<input checked="" type="checkbox"/> Manage Approve Reported Time	
<input type="checkbox"/> Manage Reported Time	
<input type="checkbox"/> Manager Absence Balance	
<input type="checkbox"/> Manager Absence History	

[Select All](#)   [Deselect All](#)

- 7 Select the Transactions you want to delegate by clicking the indicator in front of the item.
- 8 Click the **Next** button.



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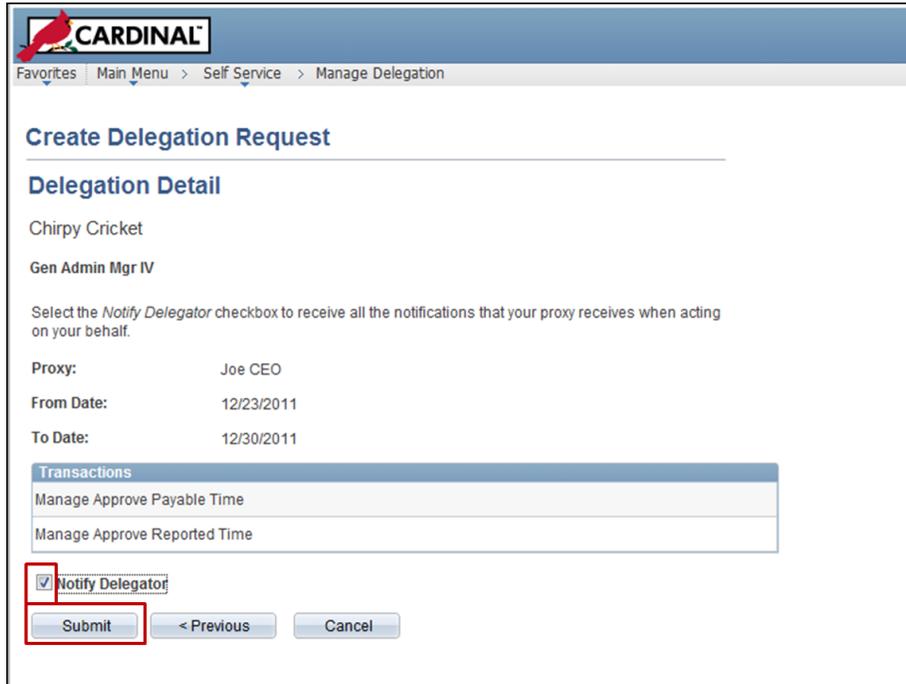
Search for a proxy using their name. You can also select the [Search By Hierarchy](#) hyperlink to search for your proxy.

Last Name:  

First Name:  

Choose Delegate						
Name	Empl ID	Org Relation	Job Title	Department	Supervisor Name	
<input checked="" type="radio"/> Joe CEO	111110	Employee	Gen Admin Mgr IV	Safety & Performance Division		

- 9 Enter the last name or use the **lookup** (magnifying glass) to find the name of the person you want to delegate the selected transactions to. This person is the proxy.
- 10 Once you find the name, click the **Search** button and select the desired person. The name(s) that match your search will populate under the **Choose Delegate** section.
- 11 Click the **Indicator** in front of the desired name.
- 12 Click the **Next** button.



**CREATE Delegation Request**

**Delegation Detail**

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Select the *Notify Delegator* checkbox to receive all the notifications that your proxy receives when acting on your behalf.

Proxy: Joe CEO

From Date: 12/23/2011

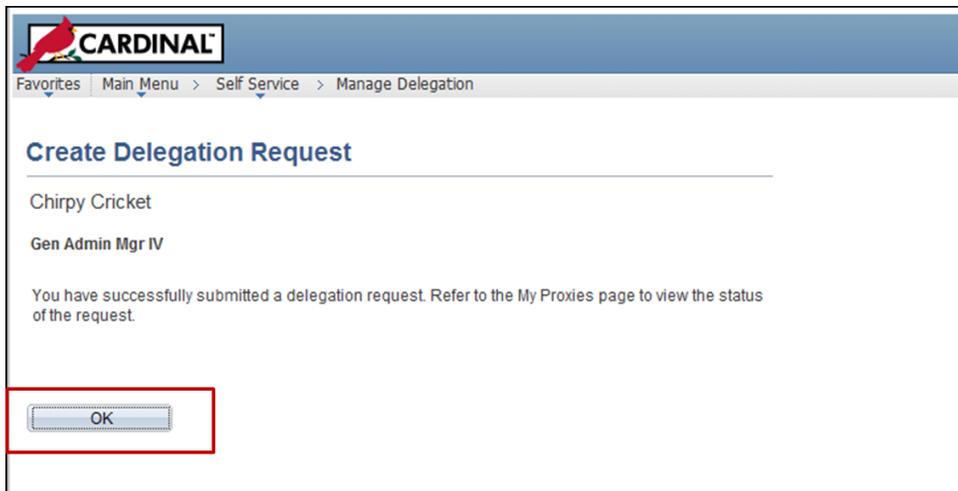
To Date: 12/30/2011

Transactions
Manage Approve Payable Time
Manage Approve Reported Time

**Notify Delegator**

**13** Delegation Detail page displays. Click the **Notify Delegator** indicator.

**14** Click the **Submit** button.



**CREATE Delegation Request**

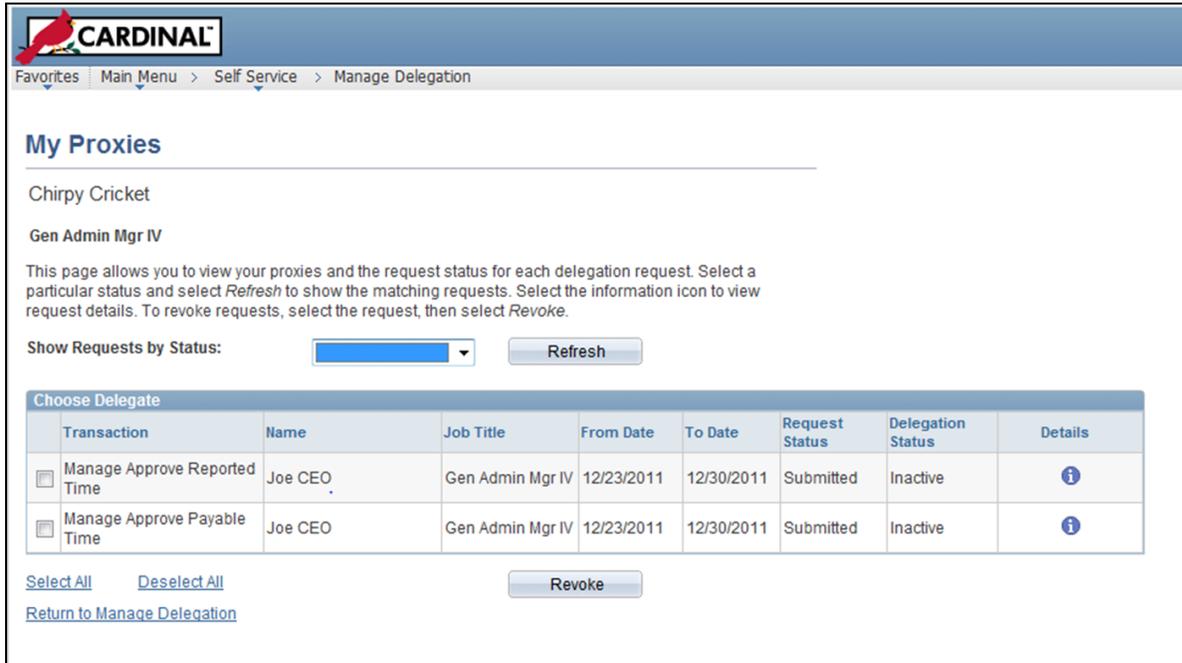
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You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.

**15** A message displays confirming that you have successfully submitted a delegation request. The proxy (person you have delegated to) must accept the request.

**16** Click the **OK** button.



**My Proxies**

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This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select *Refresh* to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select *Revoke*.

Show Requests by Status:

Choose Delegate								
	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/>	Manage Approve Reported Time	Joe CEO	Gen Admin Mgr IV	12/23/2011	12/30/2011	Submitted	Inactive	<a href="#">i</a>
<input type="checkbox"/>	Manage Approve Payable Time	Joe CEO	Gen Admin Mgr IV	12/23/2011	12/30/2011	Submitted	Inactive	<a href="#">i</a>

[Select All](#)   [Deselect All](#)  

[Return to Manage Delegation](#)

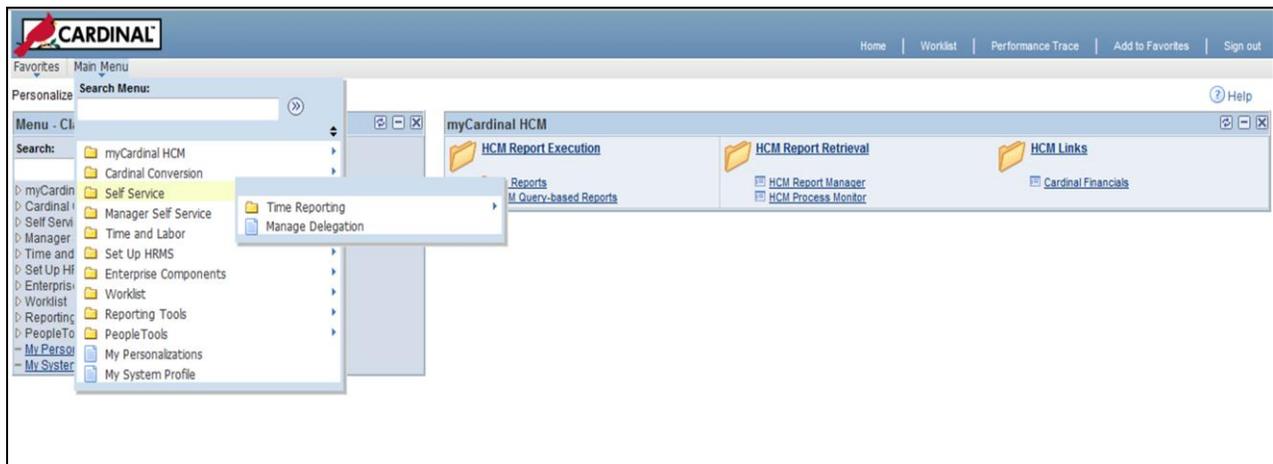
- 17 The **My Proxies** page displays. This shows you the status of your delegation requests. In this scenario, since the delegation was just completed the Request Status displays **Submitted**. The **Delegation Status** is **Inactive** either because the current date is not within the **From Date** and **To Date** of the delegation or the proxy has not accepted the delegation.

### Revoke Your Worklist

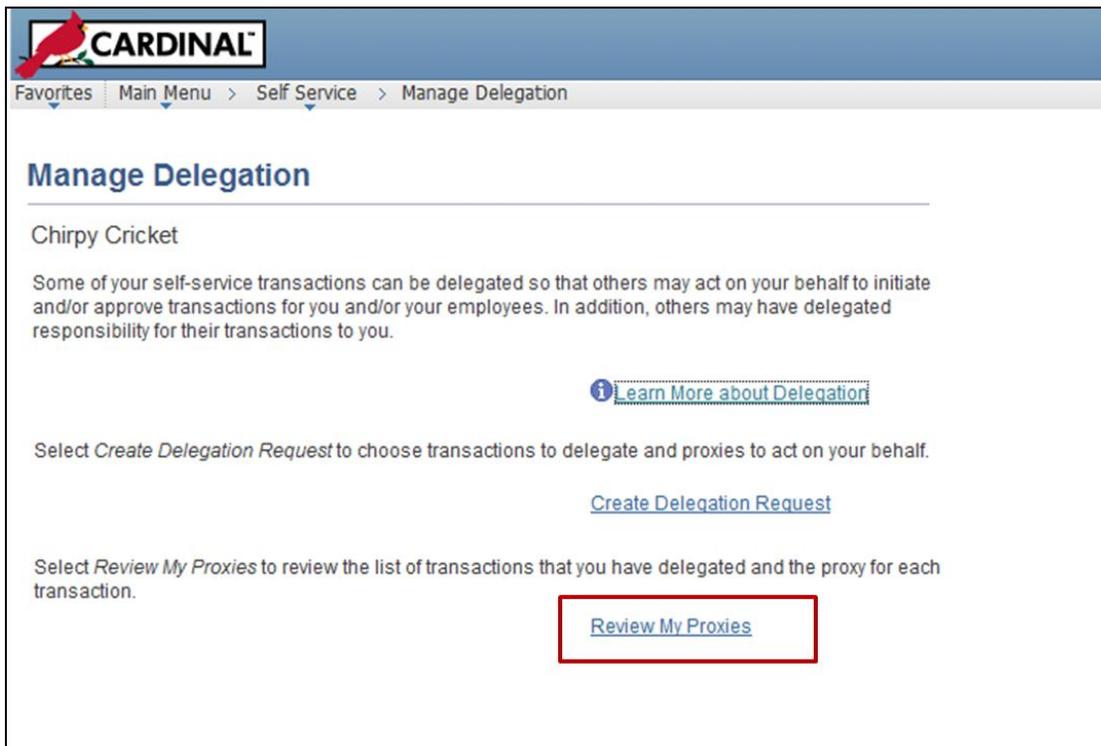
The following steps show you how to revoke (take back) your worklist.

- 1 To revoke your worklist, access the Cardinal HCM Application using the following path:

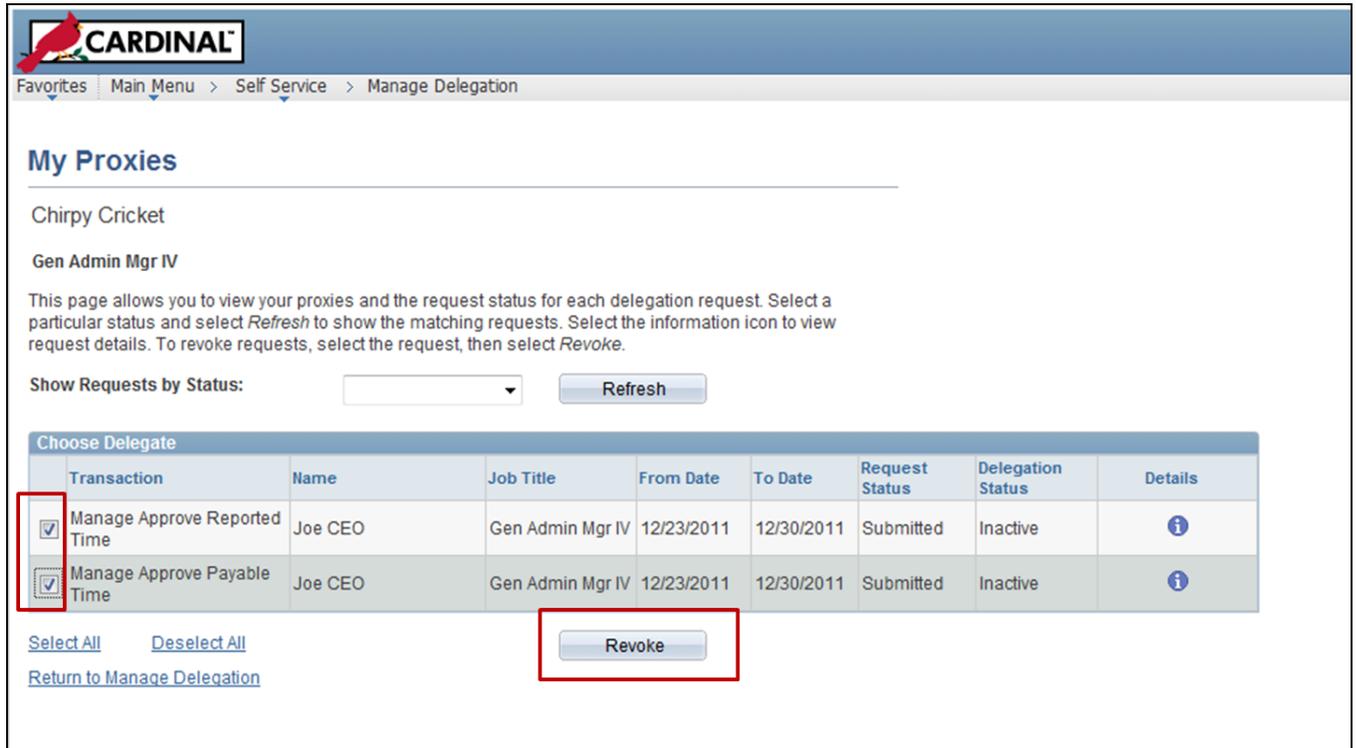
**Cardinal Financials > Cardinal HCM**



- 2 Navigate using the following path: **Main Menu > Self Service > Manage Delegation**



- 3 Click the **Review My Proxies** link.



**My Proxies**

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Gen Admin Mgr IV

This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select *Refresh* to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select *Revoke*.

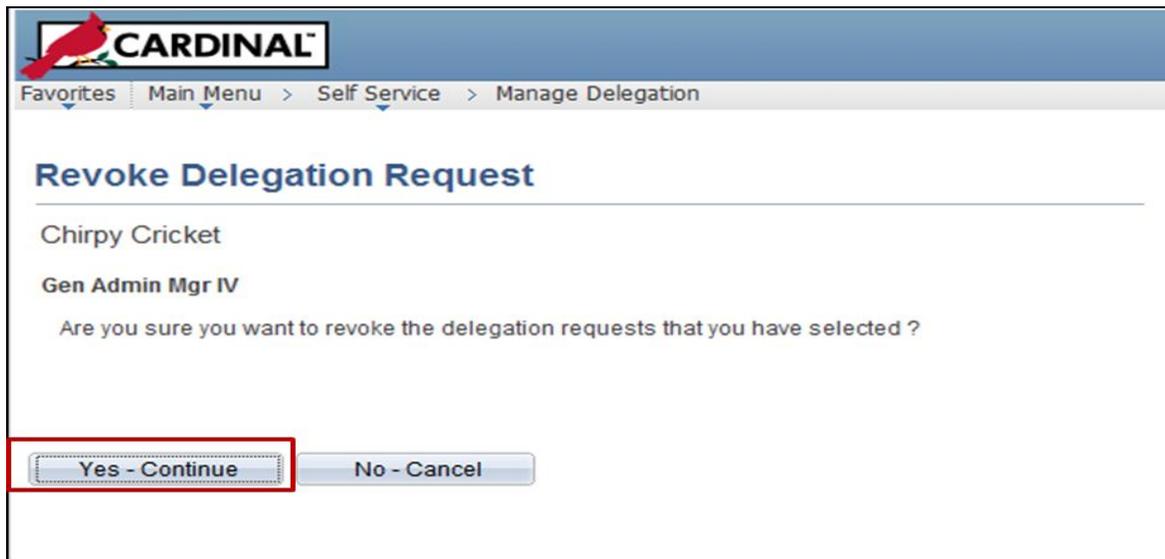
Show Requests by Status:

Choose Delegate							
Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/> Manage Approve Reported Time	Joe CEO	Gen Admin Mgr IV	12/23/2011	12/30/2011	Submitted	Inactive	<a href="#">i</a>
<input checked="" type="checkbox"/> Manage Approve Payable Time	Joe CEO	Gen Admin Mgr IV	12/23/2011	12/30/2011	Submitted	Inactive	<a href="#">i</a>

[Select All](#)   [Deselect All](#)  

[Return to Manage Delegation](#)

- 4 Click the indicator next to the transaction(s) that you want to revoke.
- 5 Click the **Revoke** button.



**Revoke Delegation Request**

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Are you sure you want to revoke the delegation requests that you have selected ?

- 6 Click the **Yes - Continue** button to confirm.