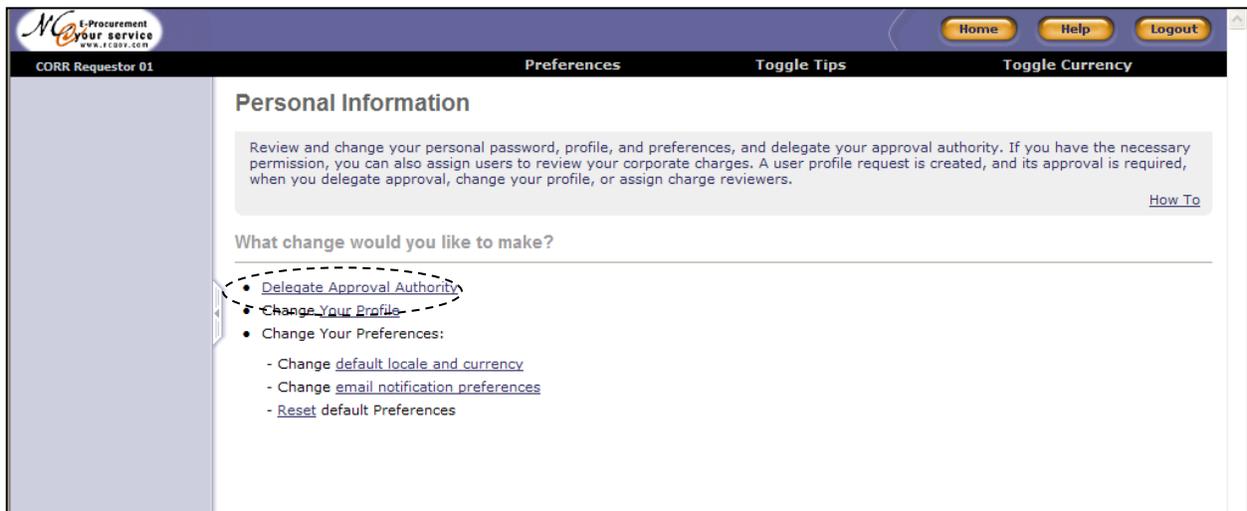


Delegating Approval Authority

This process guide describes how approvers can delegate their approval authority to another user. A delegation of approval authority is a temporary change, typically set up to handle approvals/denials when the original approver is out of the office, e.g. vacation. The delegation of approval authority can be set at any time from any computer with internet access.

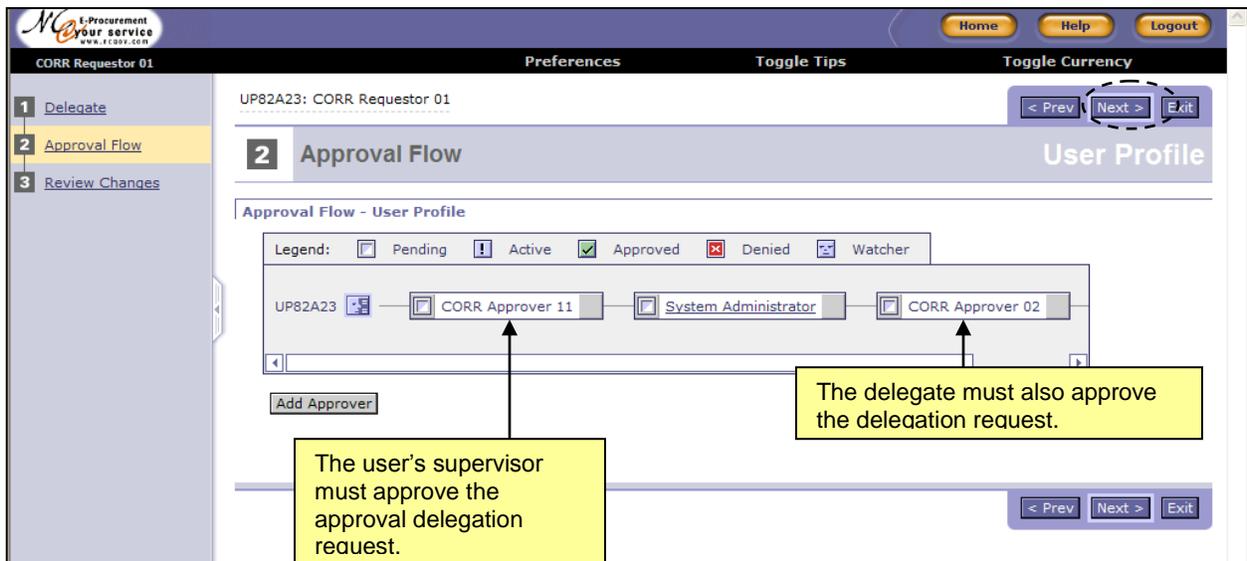


1. From the home page, click **'Preferences'** on the black menu bar.



2. Choose **'Delegate Approval Authority'**.

3. **Delegate** – Select the user’s name from the dropdown box that will be responsible for approving the eRequisitions while the normal approver is out of the office. If the user’s name is not in the dropdown box, select ‘Other...’ to search for the user.
 4. **Delegation Start Date** – Use the calendar icon to enter the date in which the delegation should begin.
 5. **Delegation End Date** – Use the calendar icon to enter the date in which the delegation should end.
- Note:** When delegating approval authority, the delegation end date should be the day the user plans to return to the office. The scheduled task to end delegations occurs at 5:00am every day. For example, if an approver is going to be out of the office from January 1st to January 5th, returning to the office January 5th, the delegation dates should be entered as January 1st to January 5th. The user will then begin to receive eRequisitions to approve beginning at 5:00am on January 5th.
6. **Delegation Reason** – Enter comments as to why this delegation request is being entered.
 7. **Notification** – Users have the option to continue to be notified of approval requests throughout the delegation period. To do so, check the box next to ‘**continue to notify me by email of approval requests.**’
 8. Click ‘**Next**’ to continue.



9. The user's supervisor as well as the user that the authority is being delegated to must approve all delegation requests.
10. Click **'Next'** to continue.
11. Review changes and click **'Submit'**.

Note: If the original approver logs into the NC E-Procurement Service during the period in which they have set a delegation of approval authority, an Active Delegation of Authority page displays. This page reminds the approver of the individual's name who is now designated to approve his/her work and the time frame for the delegation of authority. It also gives the approver the option to continue or stop using the delegation. In either case, the approver has the ability to approve/deny eRequisitions. When the approver selects to stop the delegation of approval, the delegated approval authority is deactivated.

