

Update or Cancel a Delegation Request

January 2020



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Update or Cancel an Existing Delegation Request

Modify an existing delegation at any time by:

- Updating the delegation period (extend or shorten the delegation time)
- Adding or changing the people to whom you are delegating tasks
- Updating the tasks that are being delegated
- Canceling a delegation

Your delegate(s) will receive a notification informing them of any approved changes.

The procedure to modify an existing delegation follows.



1. Navigate to your inbox from the Home Screen.

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		Welcome, (W)				ŵ			
		Announcements 1 item 2019 Maryland Charity Campaign (MCC)! The 2019 Maryland Charity Campaign (MCC), the state's charitable workplace giving program, launches on October	Application 20 items	IS	Sick and Safe Usage This Year	Personal			
		Inbox 7886 items Onboarding for KsmartSRA ContingentWorker (W2119695)[C] 8 hour(s) ago - Effective 12/15/2019	Benefits	Agency Benefit Reports	New Announcements	My Account			
		Onboarding for KsmartSRA ContingentWorker (W2119695)[C] 8 hour(a) ago - Effective 12/15/2019 Onboarding for KsmartSRA ContingentWorker (W2119695)[C] 8 hour(a) ago - Effective 12/15/2019 Go to Inbox	Team Time Off	Manager Reports	Report Help Center	Time Tracking & Payroll Reports			



Inbox

2. Click the **"Go to Inbox"** link or the inbox icon

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Actions (7886) Archive	Bus	ness Proce	ess Unassigned Ste	p Audit			☆ ⊠ 🗗 🎕	e cr
Viewing: All v Sort By: Newest v	v 8 hour(s	ago - Effective 12/15	5/2019					
Onboarding for KsmartSRA ContingentWorker (Control)[C] 5 8 hour(s) ago - Effective 12/15/2019	The bus	ness processes listed row in the audit, revier	below cannot find a Worker to perform w the business process definition that i	the listed Step. This typically happens if no applies to the listed Organization and find t	o one in the Organization is assigned to the he reported step and the role assignment i	e Role required by the business process It requires. Use the related task off the	s definition. Organization to assign a wor	ker to
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3. On the Actions tab, click the **Drop down arrow**.

Inbox	Actions (7886)	Archive	Βι
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	Onboarding for KsmartSF (W2119695)[C] 8 hour(s) ago - Effective 1	A ContingentWorker Bulk Ap Refrest 2/15/2019 My Del	pprove n egations

- 4. Click the My Delegations option.
- 5. On the My Delegations page, view current delegations, delegated tasks, and delegation history, if

desired.

or					
Current Delegations Current	Task Delegations	istory Delegated Tasks Business Processes allowed for Deleg	gation		
1 item					
Begin Date	End Date	Delegate	Start On My Behalf	For all Business Processes	Retain Access to Delegated Tasks in Inbox
12/18/2019	12/21/2019	Delegated Employee (W9999999)	Change Job	Yes	No 🍝
4					Þ
Manage Delegations					



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Information: Currently active delegations display on the Current Delegations and Current Task Delegations tabs.

Tasks delegated to you display on the Delegated Tasks tab.

You can also view your **Delegation History** as well, detailing any of your past delegations by clicking on each delegation link.

6. Click the Manage Delegations button (Manage Delegations

Manage Delegations

> Business Processes allowed for Delegation

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enter your comment	Θ	12/18/2019	12/21/2019	X Delegated Employee (W9999999) :	× Change Job ∷≣	For all Business Processes For Business Process For Business Process Image: Second
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7. To cancel a delegation, click the Remove Row \bigcirc icon at the beginning of the row.



Manage Delegations

> Business Processes allowed for Delegation

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+	*Begin Date	End Date	*Delegate		Start On My Behalf	Do Inbox Tasks On My Behalf
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ente	your comment	David				• • •

- 8. To update an existing delegation, change one or more of the following fields:
 - Begin Date (if delegation period has not already started)

button.

- End Date
- Delegate
- Start on My Behalf (if you initiate one or more business processes)
- Fields in the Do Inbox Tasks on My Behalf column (for approvers and others that do initiate but receive tasks in their inbox)
- 9. Click the **Submit** Submit



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click Save for Later to save your changes but not submit
- Click Cancel to cancel the process and start at another time

Manage Delegations

Delegation for)(W() on 12/18/2	019 (Actions)
Jp Next			
🔿 ¹ – K. – I)		
Approval by Manager Due Date 12/16/2019			



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10. Click the **Done** button.

Information:

You have submitted the delegation update/cancellation request. Updates to a delegation may be sent for approval to a manager.

Your delegate(s) will receive a notification informing them of any approved changes.



Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.

11. The System Task is complete.