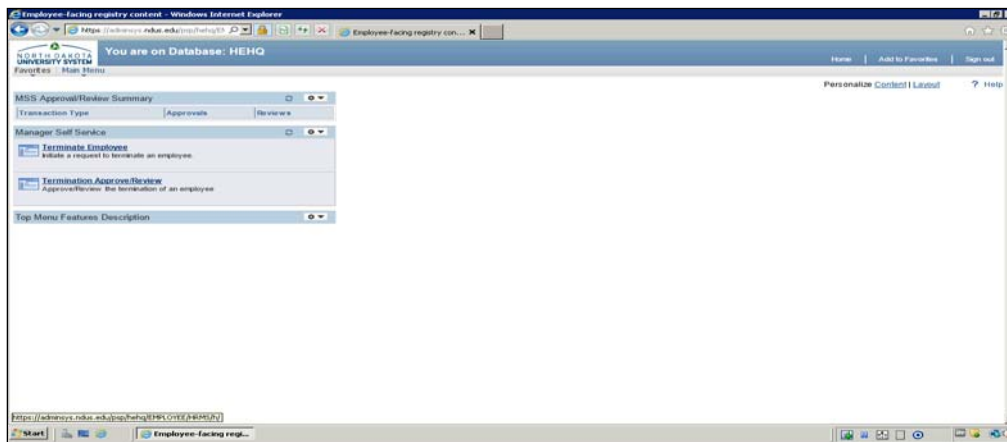

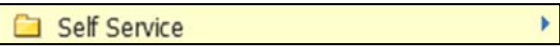



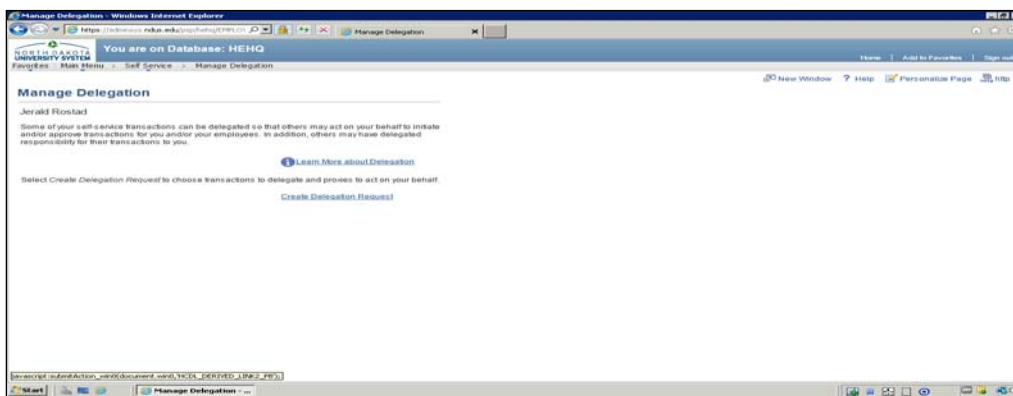
Delegate Termination Approval and Termination Initiate Procedure

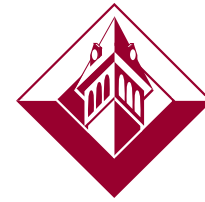
Managers have the ability to delegate their approval and entry tasks to others. Managers can delegate initiation of termination and approval of a termination. The person delegated to is called the proxy. Delegations can be made for a specific time frame or can be open ended.

When the delegation is submitted, the proxy will receive an email notification. The proxy must accept the delegation in order to be able to perform the task. Once accepted, the delegation remains until the end date is reached or until the delegator revokes the delegation.

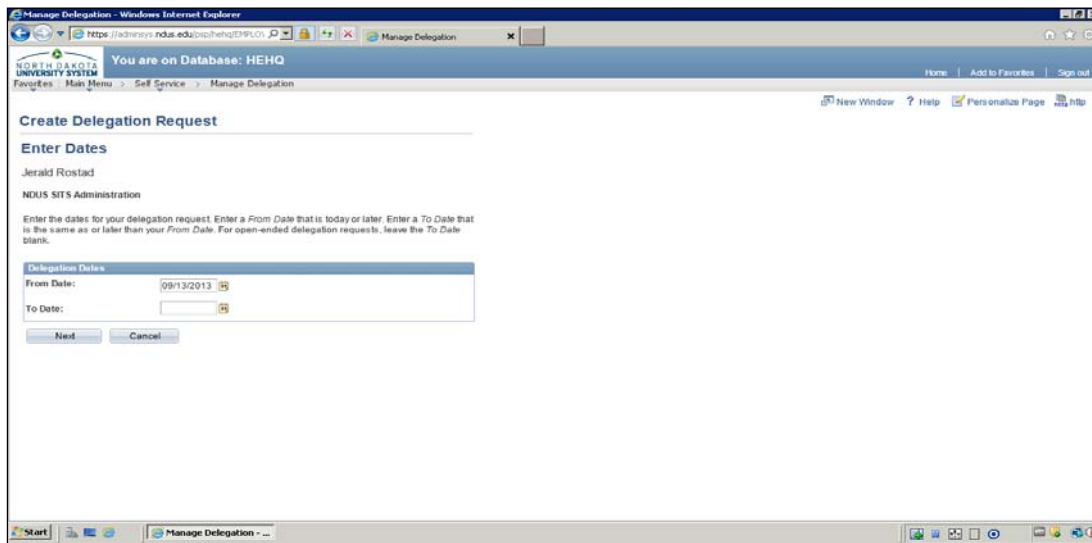


Step	Action
1.	Click the Main Menu button. 
2.	Click the Self Service menu. 
3.	Click the Manage Delegation menu. 

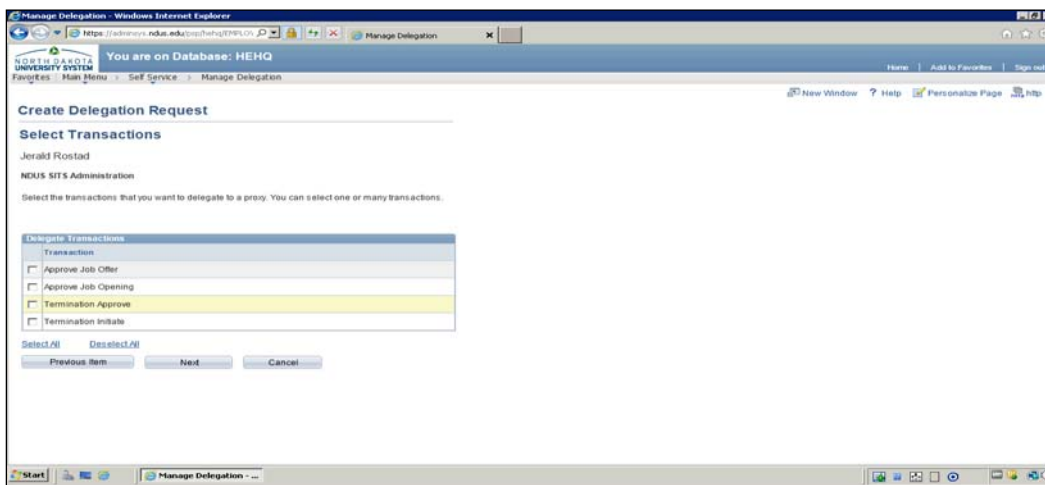


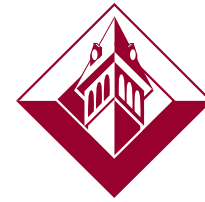





Step	Action
4.	Click the Create Delegation Request link. Create Delegation Request

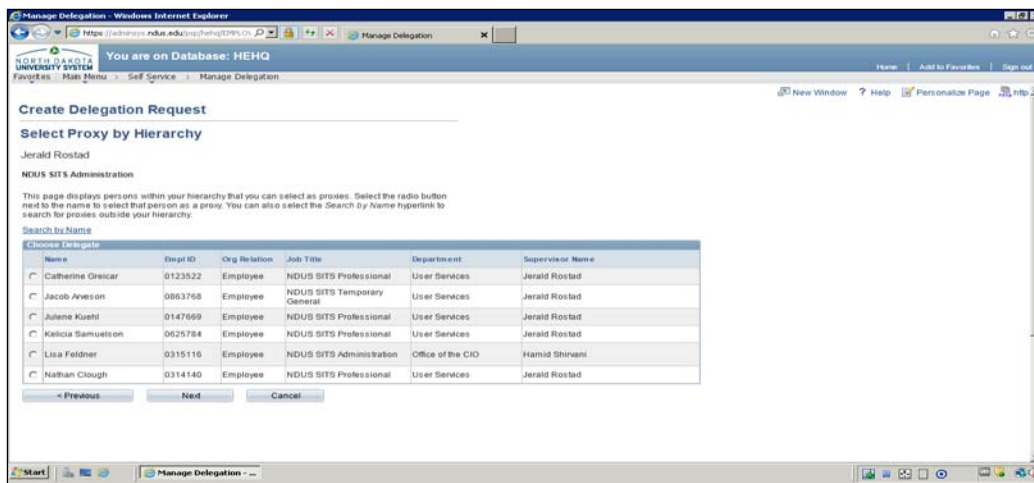




Step	Action
5.	Enter From Date and To Date for the delegations specific dates <input type="text"/>
6.	Enter the desired information into the To Date field. Enter "09/30/2013".
7.	Click the Next button. <input type="button" value="Next"/>

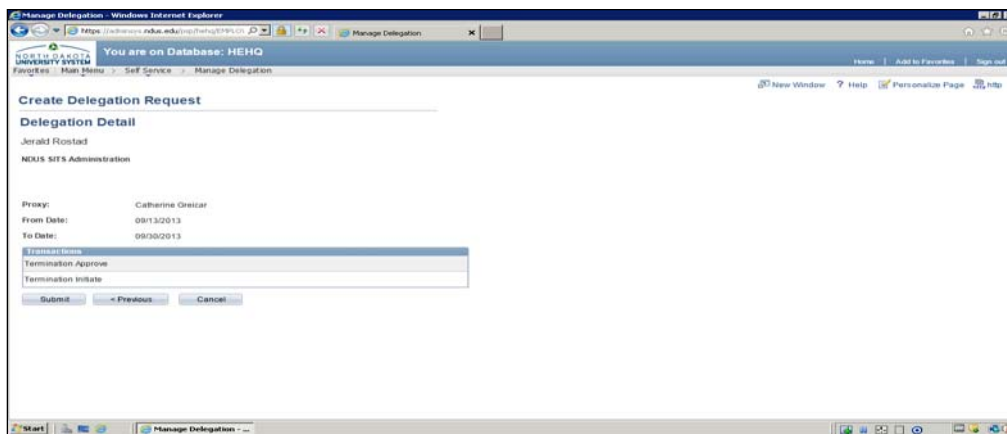


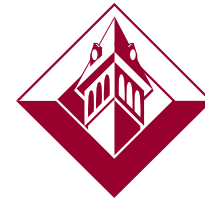


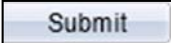
Step	Action
8.	Click the Termination Approve option if you want the proxy to be able to approve terminations that are initiated. 
9.	Click the Termination Initiate option if you want the proxy to be able to initiate a termination. 
10.	Click the Next button. 

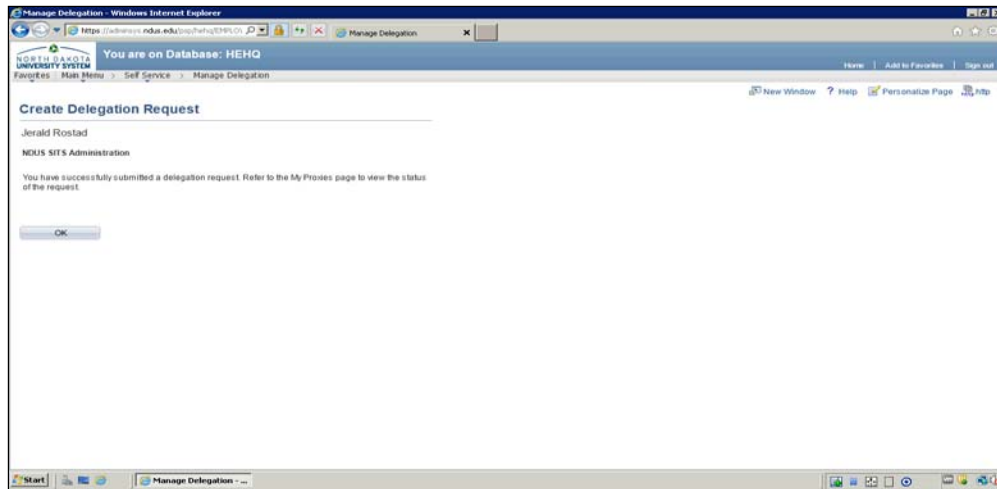


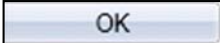
Step	Action
11.	A list of employees who report to you and your manager will be available to choose as a proxy. Click the radio button next to who you choose to delegate to 
12.	Click the Next button. 

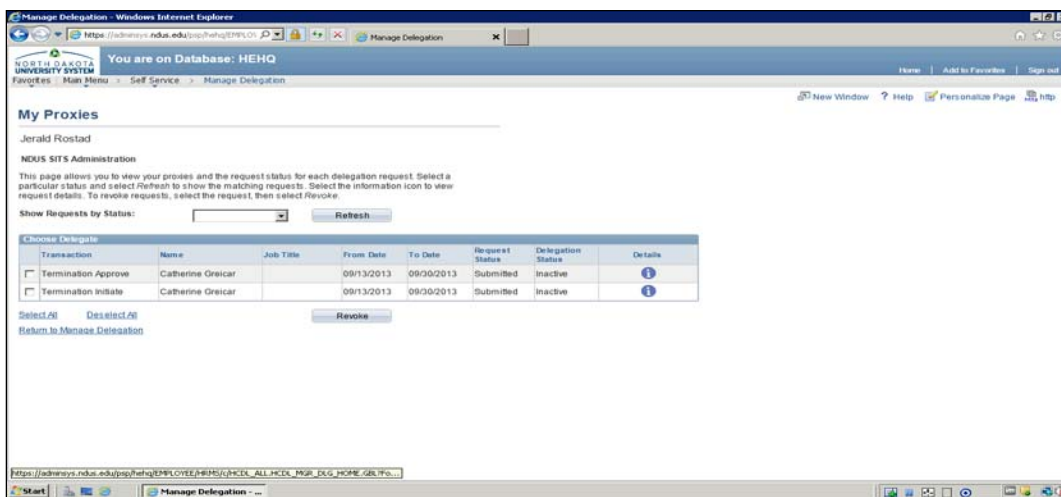


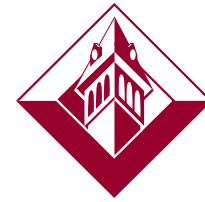


Step	Action
13.	Click the Submit button. 

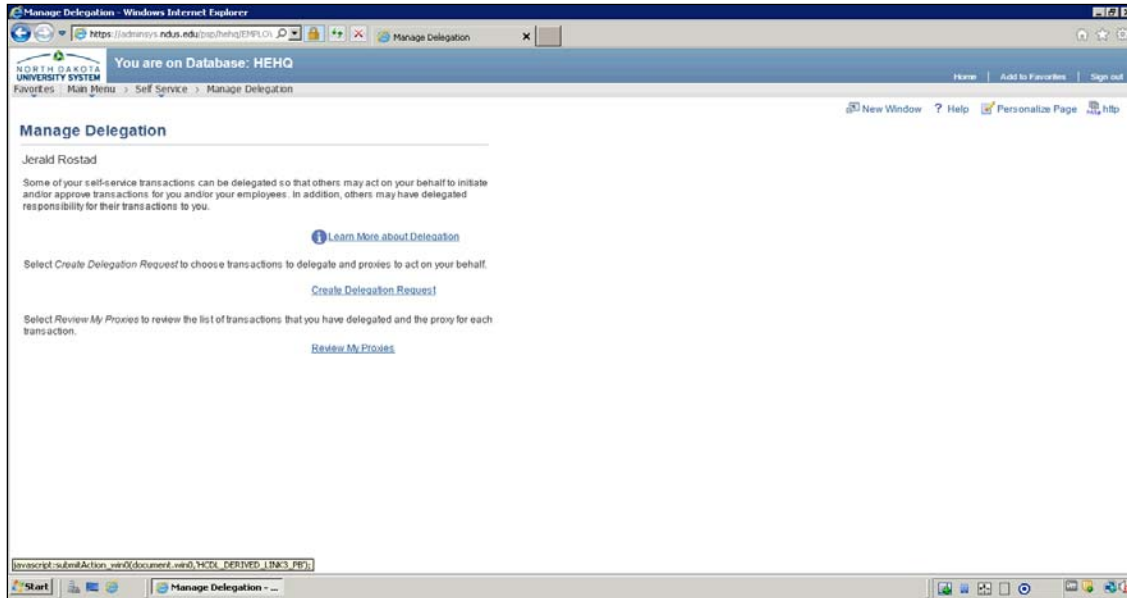


Step	Action
14.	<p>You can review the delegation request in Manage Delegation My Proxies.</p> <p>An email is sent to the requested proxy and once approved they have proxy rights to approve and terminate if that is what was selected.</p> <p>Click the OK button. </p>





Step	Action
15.	Click the Manage Delegation menu. Manage Delegation



Step	Action
16.	Click the Review My Proxies link to review the delegation request Review My Proxies
17.	End of Procedure.