

Delegation Task- Sabbatical

1. Once the benefits team has approved your Sabbatical both you AND your manager are sent the task to delegate tasks that you might be responsible for while on leave.

Request Delegation Change Daisy Flower (On Leave) ...

Part Of Leave Request: Daisy Flower (On Leave)

New Delegation

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
No Data					

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2. Click on the plus sign, assign a beginning (start date of your Sabbatical) and end date (this should match up with the leave of absence end request date).
3. Choose the types of items you want delegated.

Request Delegation Change Daisy Flower (On Leave) ...

Part Of Leave Request: Daisy Flower (On Leave)

New Delegation

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
	12/08/2014	01/30/2015	George Starostia	Change Job Change Contingent Worker Details	<input type="radio"/> For all <input type="radio"/> For Bus <input checked="" type="radio"/> None of <input type="checkbox"/> Retain Access to Delegated Tasks in Inbox Delegation Rule

enter your comment

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4. Under delegate, assign the task to the appropriate person. You will need to type their name it. As the manager it may be you. Otherwise it may be another manager in the restaurant.
5. In addition the manager is asked to reassign any outstanding tasks that are assigned to the employee. The manager does not have to do this. They can stay with the employee. The tasks that should be reassigned are those that are specific to manager tasks (approving items, etc.) and are not related to the employee as self (benefit changes, etc.) If you do not want to reassign anything, choose submit.

Manage Business Processes for Worker Daisy Flower (On Leave)

Worker Daisy Flower (On Leave)

Inbox Items Assigned to Worker 3 Items

Task	Business Process	Action	Reassign To	Subject	Due Date	Date Received
To Do	Onboarding for Daisy Flower (On Leave)			Change My Photo		11/10/2014 03:25:17.462 PM
To Do	Onboarding for Daisy Flower (On Leave)			Go Paperless! (My Tax Documents)		11/17/2014 12:00:25.245 AM
Open	Delegation for Daisy Flower (On Leave)			Leave Request: Daisy Flower (On Leave)	12/02/2014	12/08/2014 07:46:03.594 AM

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