

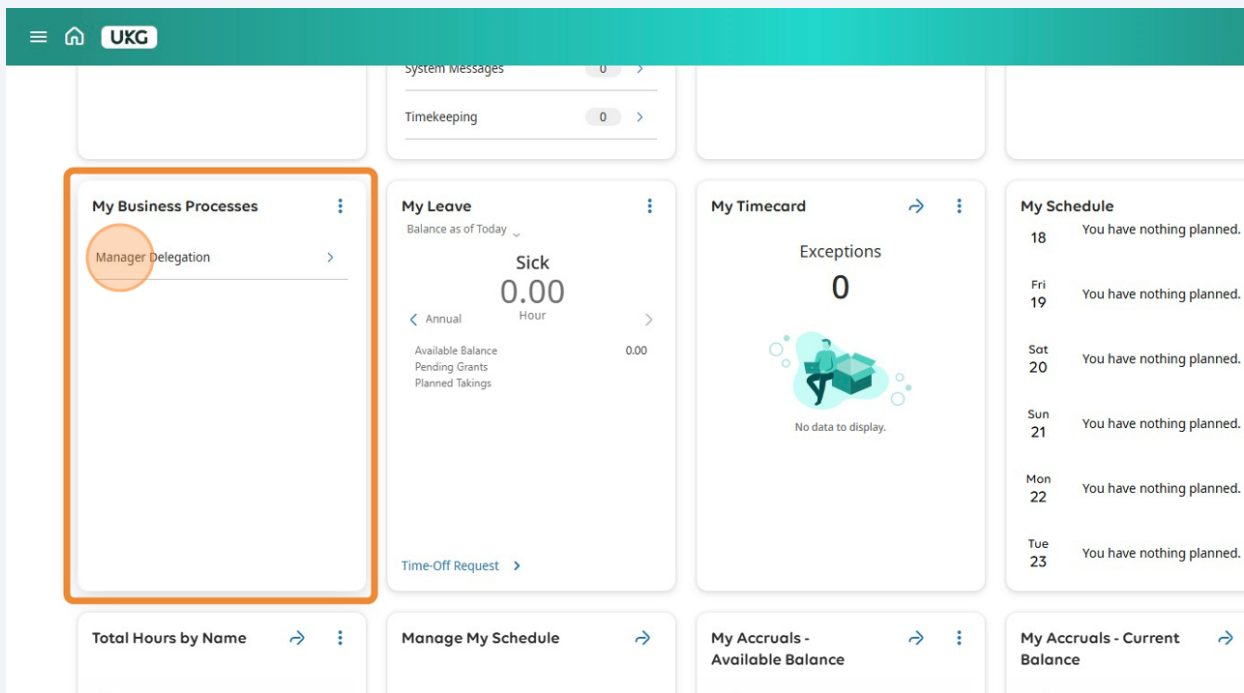
1.7. Supervisor Job Aid: Delegate Approval Authority

Assign another supervisor or manager to approve time when you are on leave.

1

Login to LoboTime. Go to the "My Business Processes" tile. Click on 'Manager Delegation'. The 'Manager Delegation' box will pop up to the right of the screen.

For instructions on logging into LoboTime, refer to the *Supervisor Job Aid: General Access & Dashboard*.



2

Click the drop-down menu to search for the delegated approver. Individuals can be found by entering their last name, followed by their first name or Banner ID. Once a delegated approver is selected, enter the start and end date for delegation. All dates must be in the future. Select 'Submit' to complete the delegation.

--End--

