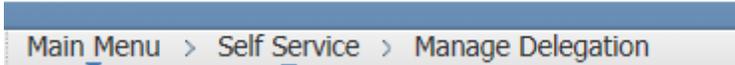| Step		
1	Begin by navigating to the **Manage Delegation** page: ***Main Menu*** ➡ ***Self Service*** ➡***Manage Delegation*** The person to whom you are delegating your approval role must be within your "hierarchy" in VTHR.	Main Menu > Self Service > Manage Delegation
2	On the Manage Delegation page, click on the link to **Create Delegation Request.**	Favorites ▾ Main Menu ▾ > Self Service ▾ > Manage Delegation **ORACLE** Manage Delegation Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you. ⓘ Learn More about Delegation Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf. Create Delegation Request
3	Enter the dates that you wish to delegate your approval role. *Give careful consideration to the dates you enter. Once this process is complete, your work will then be in your delegate's queue for the dates you have chosen.* Then click **Next.** **How do I specify a window of time for delegating transactions?** *When you create delegation request, you'll need to specify from Date and to Date. A blank to Date indicates that the delegation is in effect indefinitely. A populated from Date indicates that the delegation is in effect from that date forward, until the to Date (if the to Date is populated).*	Create Delegation Request Enter Dates Recruitment Svcs Specialist Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank. **Delegation Dates** From Date: 03/17/2016 To Date: 03/21/2016 Next Cancel
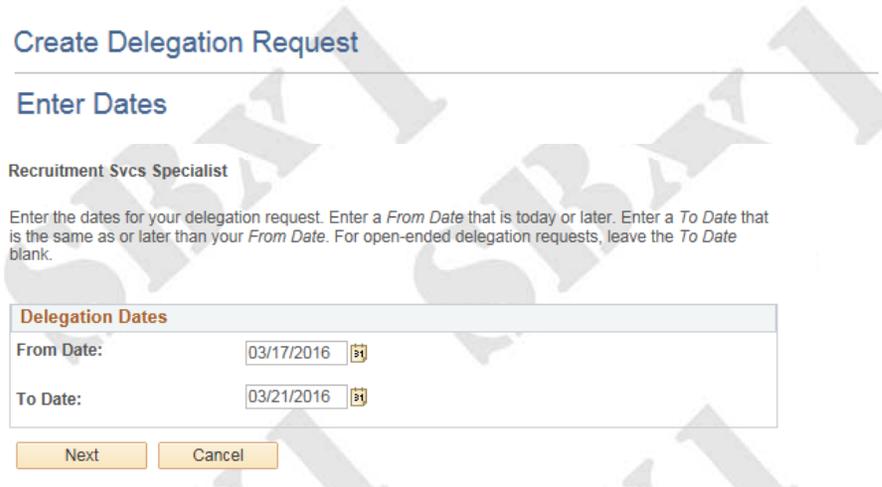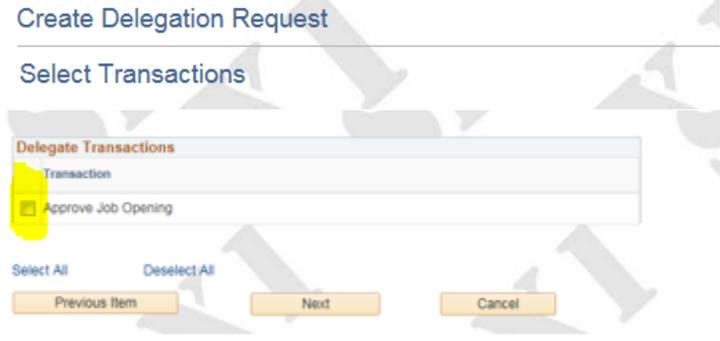
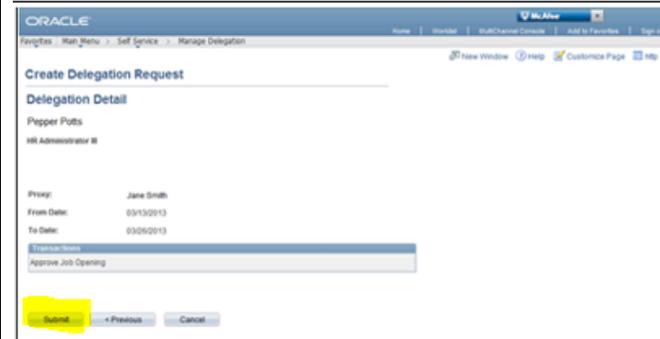| 4	Select **Approve Job Opening** then click **Next.**	
5	This next page displays the persons within your "***hierarchy***" that you can select as your Proxy. You can only delegate to a person within your hierarchy Select the button next to your delegate's name. Then click **Next**.	
	Click **Submit.**, You will then receive notification that your delegation request has been submitted successfully. Click **OK** to finish. The delegate will need to accept the request to complete the process.	