

# What's new with UKG?



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## Delegate to Another Manager



When a manager expects to be unavailable, the manager (delegator) can delegate authority to another manager (the delegate) to access and receive his or her notifications and complete tasks during the absence. For example, the delegate can approve time-off requests while the regular manager is on vacation.

### Navigation: Main Menu

1. Click the **My Notifications** tile.
2. In Control Center, click My Actions . Select Business Processes > Manager Delegation.
3. In the Delegation panel, select the person who will take authority during your absence.
4. Select the Start Date and End Date from the calendars . The dates are in the time zone of the delegator.
5. Select the Role Profile created for the delegate. .
6. Click Submit.