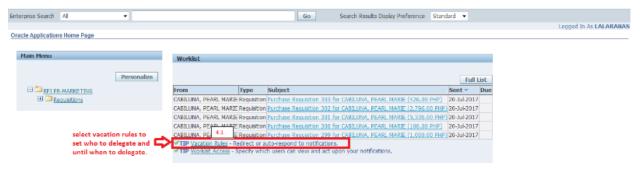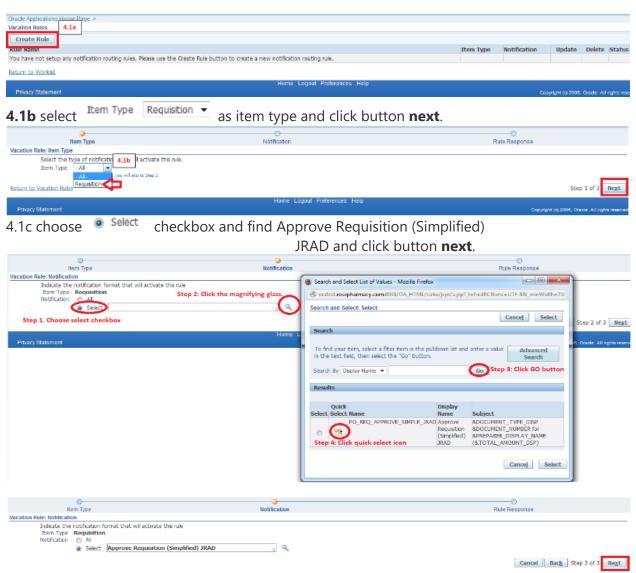# Delegating PR Approval

1. Navigate to your worklist > Vacation Rules

You'll be redirected to vacation rules home page

4.1a click **Create Rule** button

4.1b select Item Type Requisition as item type and click button **next**.

4.1c choose Select checkbox and find Approve Requisition (Simplified) JRAD and click button **next**.

4.1d-01 set the start date and end date of delegation.

4.1d-02 leaving a message and a respond note are optional.

4.1d-03 Find and assign a person to be delegated and click button **apply**.

Item Type	Notification	Rule Response

Vacation Rule: Response

* Indicates required field

Item Type	Requisition
Notification	Approve Requisition (Simplified) IRAL

4.1d-01 **Select calendar icon to set the date.**

* Start Date: 03-Oct-2017 11:35:30
(example: 03-Oct-2017 11:28:27)

End Date: 04-Oct-2017 11:35:33

Message: I will be out on sick leave today.

➡ **This field is optional, you may or may not leave a message here.**

Comments will display with each routed notification

4.1d-03

⦿ Reassign: All Employees and Users ▾ BOLOTAULO, SHIELA MARIE 🔍

🔍 **Select magnifying glass and look for the name of employee to be delegated.**

⦿ Delegate your response
A manager may delegate all notification approvals to an assistant.

○ Transfer notification ownership
A manager may transfer a notification for a specific project to the new manager of that project.

○ Respond Note

➡ **This field is optional, you may or may not leave a message here.**

Action: Approve ▾

○ Deliver notifications to me regardless of any general rules

Cancel | Back | Step 3 of 3 | Apply

4.1d-03