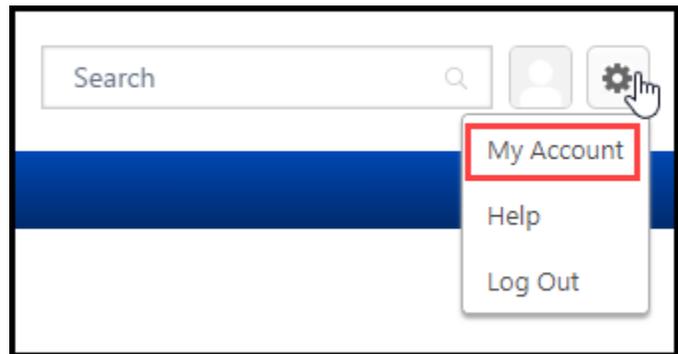




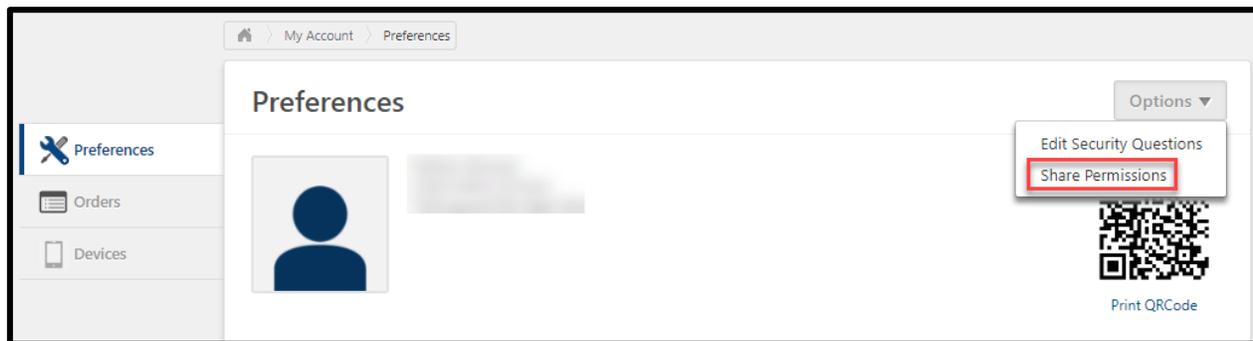
Delegate Training Approval

Cornerstone allows Managers to delegate their training approval abilities by selecting an approval delegate for some or all of the Manager's direct or indirect reports. This allows the delegated approver to approve or deny any training requests that your employees make. Both the Manager and the person to whom they have delegated approval will receive notifications about training requests made by the Manager's employees. Thus, the Manager does not lose their approval authority, they simply allow someone else to process approvals on their behalf.

1. Select the **gear icon** in the upper right corner (next to the search bar).
2. Select **My Account**.



3. On the My Account Preferences page, open the **Options** dropdown menu.
4. Select **Share Permissions**.



5. On the Share Permissions page, select the **Select Delegates** link.
6. In the Select User box, enter details for the person with whom you would like to share your approval authority.
7. Select the **Add** button  next to the person's name – then select the **Done** button.
8. Check the direct reports for whom you would like your delegate to have approval authority.
9. Select the **Add Delegates** link . The user now has approval authority for the direct reports you selected.



10. If you need to make any changes to these settings, select the  **EDIT PERMISSIONS** button. From this page, you can also select the specific permissions that you are sharing with your approval delegate. You can also select or deselect the names of specific direct reports for any of the shared permissions and choose to include subordinates of your direct reports. Checking the "Include Subordinates" box means that your approval delegate has approval authority for the employees who report to your direct report, for any of the indicated permissions. When finished with your edits, select the **Save** button.
11. To remove a delegate with whom you have shared approval authority, select the  **REMOVE DELEGATE** button.



Your delegate will only have approval authority for the direct reports and for any indirect reports you select. Your delegate will not automatically be given approval authority for new direct reports. You will have to manually give your delegate this authority for any new employees who report to you.



If you would like to **temporarily** delegate your approval authority to your supervisor while you are **out of office**, consult the Job Aid "Mark Out of Office and Delegate Approval".