University of Colorado
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EMPLOYEE SERVICES

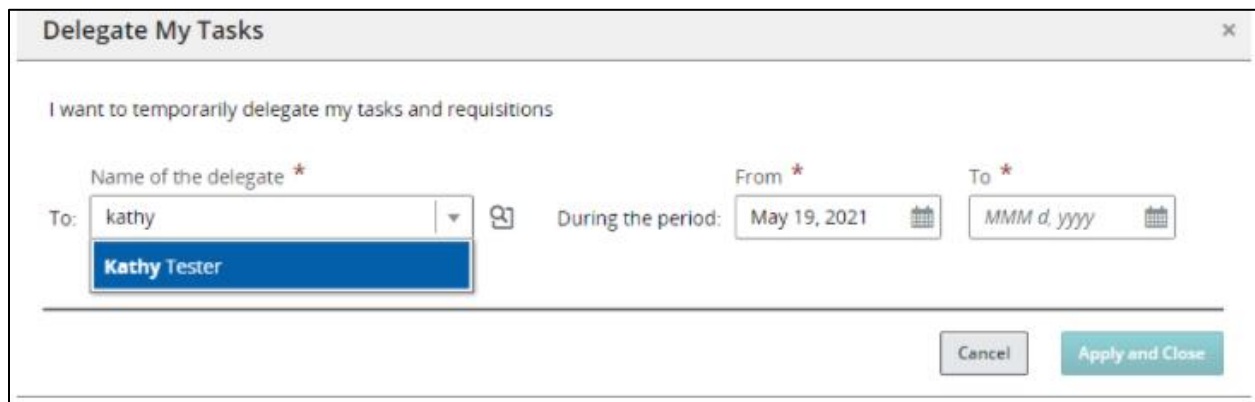# CU Careers: Step-by-Step Guide

Delegating Tasks

You can delegate tasks to another user who is in the same group and has the same user-type permission as you for a defined period of time. This can be useful when you will be out of the office and have outstanding tasks that may need to be completed while you are out.
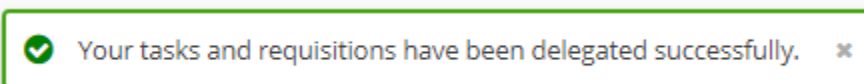
To delegate your tasks:

1. Click the user account menu where your name is displayed in the top-right corner, and select **Delegate my tasks**.
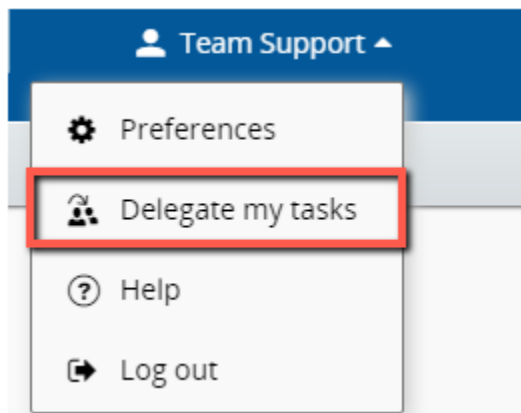
2. Type the name of the delegate, or click the drop-down menu and select an available delegate.

3. Select the period of time needed for the temporary delegate.

4. Click **Apply and Close**. A confirmation message appears indicating your tasks and requisitions have been delegated successfully.

5. Notify the selected delegate that you have delegated your tasks to them. The system does not send a notification.