Cheat Sheet to delegate your myTime approvals to another resource temporarily (e.g. due to vacation)

1. Log in to NYU myTime via the NYUHome Work tab: home.nyu.edu/work.
2. Select Manage My Delegations from the dashboard.

3. Select Delegate Authority.
4. In the "Search Criteria" window, click Search (no need to enter anything).
5. Select the role(s) you want to delegate.
6. Enter the dates to begin and end the delegation.
7. If you want to allow this person to delegate to another person, check the Allow Re-delegation checkbox.
8. Click Next.
9. Enter the last name of the delegate, or click Search for a list of options.
10. Select the appropriate person and click Select.
11. An email will be sent to the delegate indicating that you have delegated your Approver responsibilities to that person.

Please note: To make a permanent change to your myTime approvals, contact your HR department to request this change.