

Delegation Requests

Overview

Introduction A delegation request in Direct Access allows an Approving Official (AO) to delegate approving authority to another AO who can then approve or deny requests that are forwarded to them.

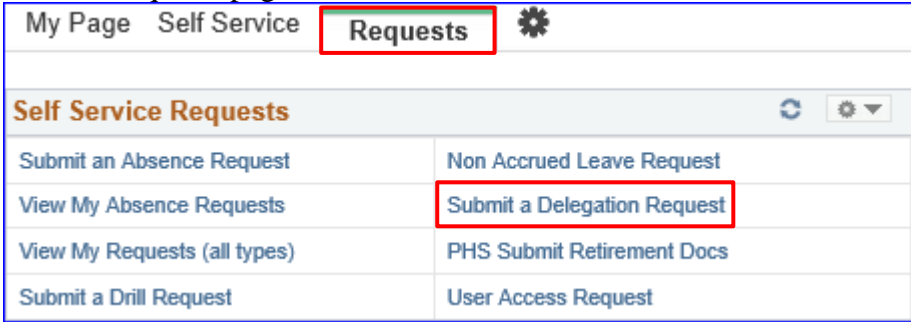
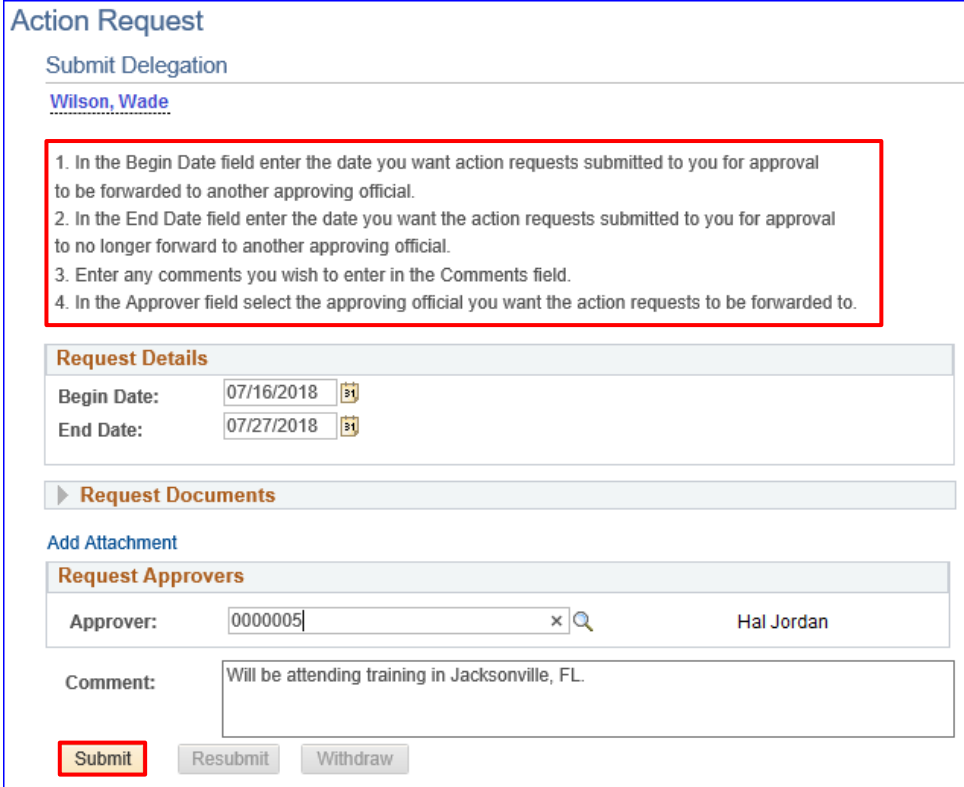
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Submitting a Delegation Request

Introduction This section provides the procedures for submitting a delegation request in Direct Access.

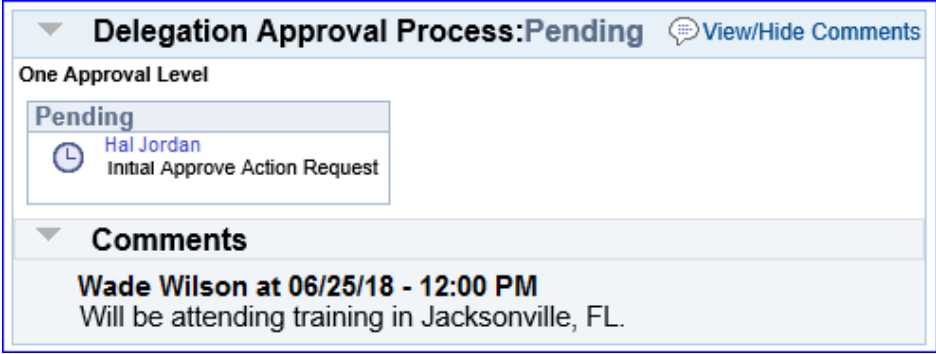

Procedure See below.

Step	Action
<p>1</p>	<p>From the Requests tab, select the Submit a Delegation Request link in the Self Service Requests pagelet.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests' (highlighted with a red box). Below is a 'Self Service Requests' section with a grid of links: 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', 'Submit a Drill Request', 'Non Accrued Leave Request', 'Submit a Delegation Request' (highlighted with a red box), 'PHS Submit Retirement Docs', and 'User Access Request'.</p>
<p>2</p>	<p>Enter the information as indicated by the instructions. Click Submit.</p>  <p>The screenshot shows the 'Action Request' form for 'Submit Delegation' for 'Wilson, Wade'. A red box highlights the following instructions: <ol style="list-style-type: none"> 1. In the Begin Date field enter the date you want action requests submitted to you for approval to be forwarded to another approving official. 2. In the End Date field enter the date you want the action requests submitted to you for approval to no longer forward to another approving official. 3. Enter any comments you wish to enter in the Comments field. 4. In the Approver field select the approving official you want the action requests to be forwarded to. Below the instructions are sections for 'Request Details' (Begin Date: 07/16/2018, End Date: 07/27/2018), 'Request Documents', 'Add Attachment', and 'Request Approvers' (Approver: 0000005, Hal Jordan). A comment field contains 'Will be attending training in Jacksonville, FL.' and a 'Submit' button is highlighted with a red box. </p>

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Submitting a Delegation Request, Continued

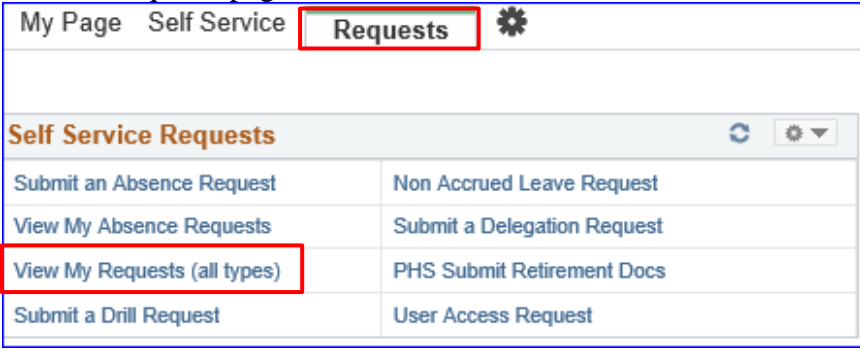
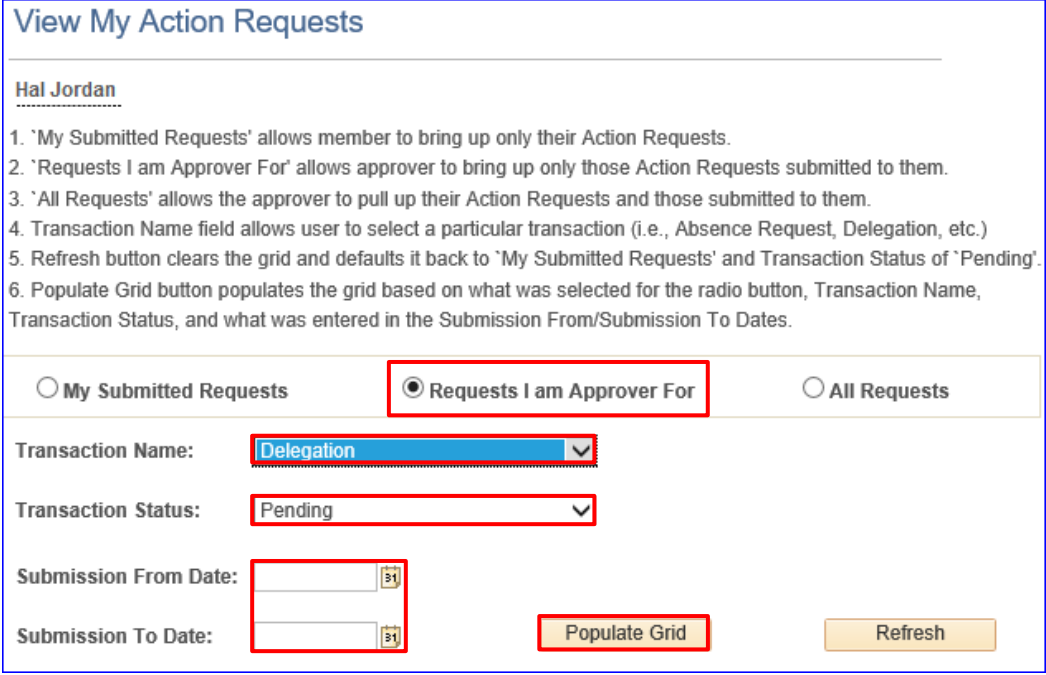
Procedure,
continued

Step	Action
3	<p>The delegation request will update to a pending status.</p> 
4	<p>A system generated email will be sent to the delegated approver notifying them of the request.</p> 

Approving Delegation Requests

Introduction This section provides procedures for approving a delegation request in Direct Access.


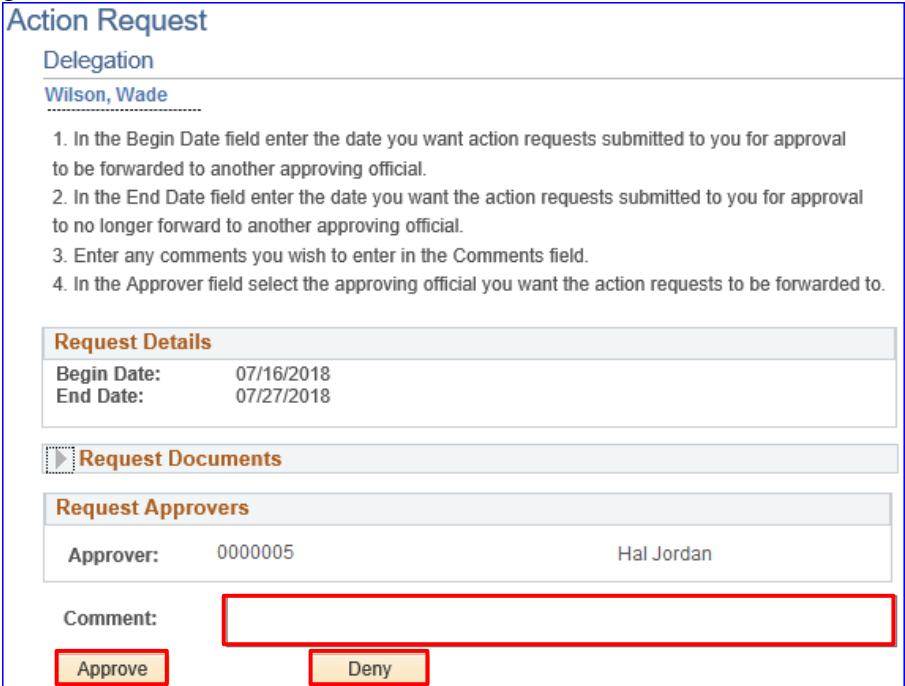
Procedures See below.

Step	Action
<p>1</p>	<p>From the Requests tab, select the View My Requests (all types) link in the Self-Service Requests pagelet.</p> 
<p>2</p>	<p>Select Requests I Am Approver For. Change the Transaction Name to Delegation from the drop-down. Leave the Transaction Status at Pending. Click Populate Grid.</p> <p>Note: To narrow the search results, Submission From Date and Submission Date To may be entered.</p> 

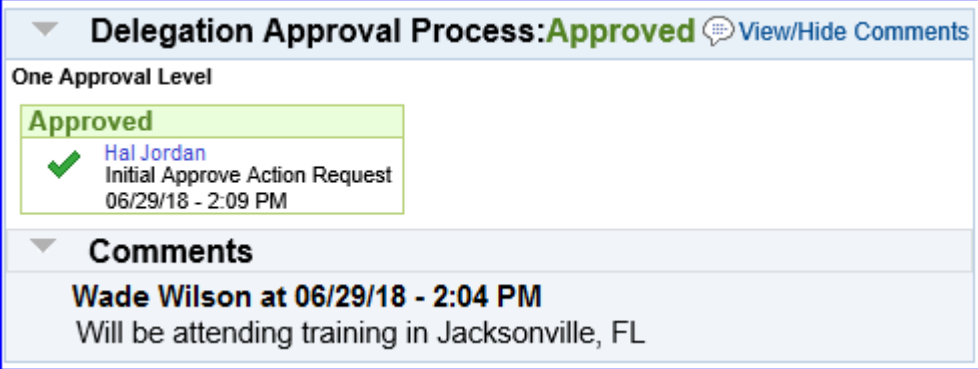
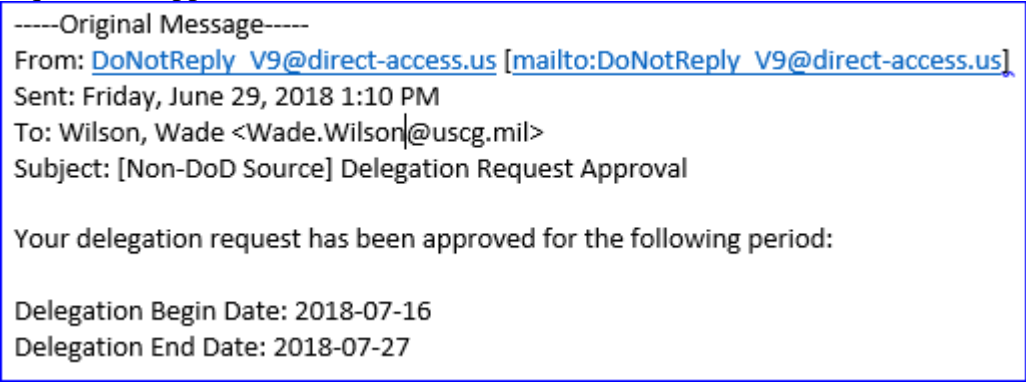
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Approving Delegation Requests, Continued

Procedures,
continued

Step	Action																		
3	<p>Select the appropriate request, click Approve/Deny.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Delegation</td> <td>Pending</td> <td>Wade Wilson</td> <td>7000000</td> <td>042191</td> <td>Wade Wilson</td> <td>Hal Jordan</td> <td>06/29/2018</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny	Delegation	Pending	Wade Wilson	7000000	042191	Wade Wilson	Hal Jordan	06/29/2018	Approve/Deny
Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny											
Delegation	Pending	Wade Wilson	7000000	042191	Wade Wilson	Hal Jordan	06/29/2018	Approve/Deny											
4	<p>Review the delegation request details; if the delegated approver will be available, click Approve.</p> <p>Note: If the delegated approver will be unavailable during the request dates, enter a Comment and click Deny. The delegated requester will need to withdraw their request and resubmit with a new approver. To withdraw a request, refer to the Accessing/Changing/Withdrawing a Submitted Delegation Request section of this guide.</p>  <p>Action Request</p> <p>Delegation Wilson, Wade</p> <ol style="list-style-type: none"> In the Begin Date field enter the date you want action requests submitted to you for approval to be forwarded to another approving official. In the End Date field enter the date you want the action requests submitted to you for approval to no longer forward to another approving official. Enter any comments you wish to enter in the Comments field. In the Approver field select the approving official you want the action requests to be forwarded to. <p>Request Details</p> <p>Begin Date: 07/16/2018 End Date: 07/27/2018</p> <p>Request Documents</p> <p>Request Approvers</p> <p>Approver: 0000005 Hal Jordan</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Delegation Approval</p> <p>Delegation Approval Process: Pending View/Hide Comments</p> <p>One Approval Level</p> <p>Pending</p> <p>Hal Jordan Initial Approve Action Request</p> <p>Comments</p> <p>Wade Wilson at 06/29/18 - 2:04 PM Will be attending training in Jacksonville, FL</p>																		

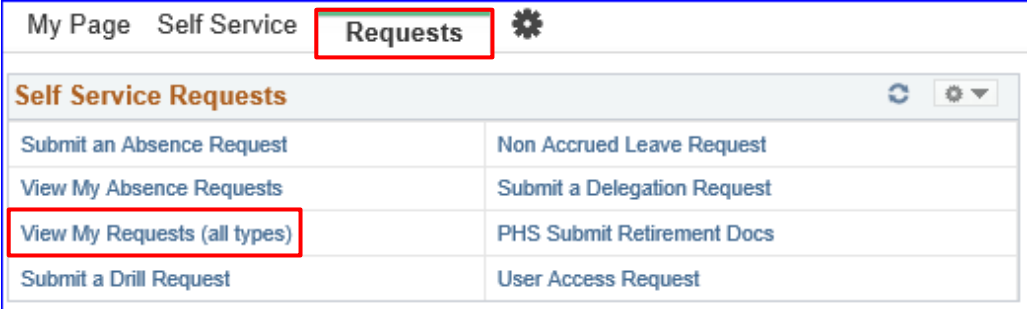
*Continued on next page***Approving Delegation Requests, Continued**Procedures,
continued

Step	Action
5	<p>If approved, the delegation approval process request will update to approved.</p>  <p>The screenshot shows a 'Delegation Approval Process' that is 'Approved'. It includes a 'One Approval Level' section with a green 'Approved' box from Hal Jordan at 06/29/18 - 2:09 PM. Below that is a 'Comments' section with a comment from Wade Wilson at 06/29/18 - 2:04 PM stating 'Will be attending training in Jacksonville, FL'.</p>
6	<p>Email notification will be sent to the delegation requester informing them their request was approved.</p>  <p>The screenshot shows an email notification with the following content:</p> <p>-----Original Message----- From: DoNotReply_V9@direct-access.us [mailto:DoNotReply_V9@direct-access.us] Sent: Friday, June 29, 2018 1:10 PM To: Wilson, Wade <Wade.Wilson@uscg.mil> Subject: [Non-DoD Source] Delegation Request Approval</p> <p>Your delegation request has been approved for the following period:</p> <p>Delegation Begin Date: 2018-07-16 Delegation End Date: 2018-07-27</p>

Accessing/Changing/Withdrawing a Submitted Delegation Request

Introduction This section provides procedures for accessing, changing, or withdrawing a submitted delegation request in Direct Access.

Procedure See below.

Step	Action
1	<p>From the Requests tab, select the View My Requests (all types) link in the Self Service Requests pagelet.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests' (highlighted with a red box). Below is a 'Self Service Requests' section with a grid of links: 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)' (highlighted with a red box), 'Submit a Drill Request', 'Non Accrued Leave Request', 'Submit a Delegation Request', 'PHS Submit Retirement Docs', and 'User Access Request'.</p>

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Accessing/Changing/Withdrawing a Submitted Delegation Request, Continued

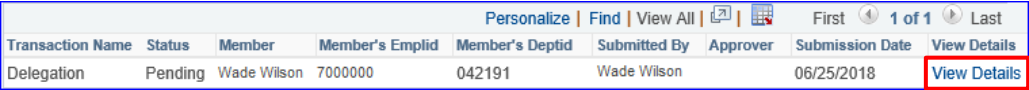
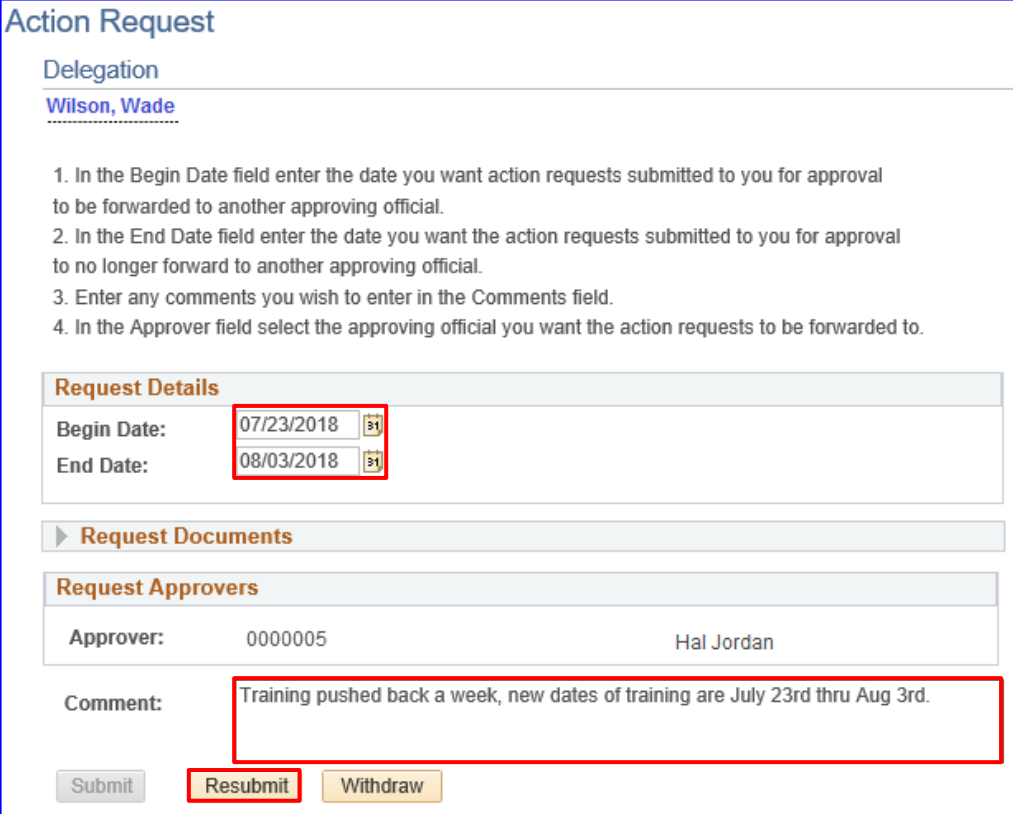
Procedure,
continued

Step	Action
2	<p>The View My Action Requests page will display with the following defaults: My Submitted Requests radio button is selected and the Transaction Status is Pending. From the drop-down, change the Transaction Name to Delegation. Click Populate Grid.</p> <p>Transaction Statuses:</p> <ul style="list-style-type: none"> • Pending - delegation requests that have been submitted but not approved by the delegated approver • Approved - delegation requests approved by the delegated approver • Withdrawn - delegation requests that were withdrawn by the requesting official prior to being approved by the delegated approver (when this option is selected, the status of the request will show Terminated in the search results) • Denied - pending or approved delegation requests denied by the delegated approver • All Statuses - will show all delegated requests, regardless of status <p>Note: To narrow the search results, dates may be entered in the Submission From Date and Submission To Date fields.</p> <div data-bbox="352 1182 1383 1818" style="border: 1px solid blue; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p>Wade Wilson</p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid gray; padding: 5px;"> <p> <input checked="" type="radio"/> My Submitted Requests <input type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: <input type="text" value="Delegation"/></p> <p>Transaction Status: <input type="text" value="Pending"/> <div style="border: 1px solid gray; padding: 2px; display: inline-block;"> All Statuses Approved Denied On Hold Pending Withdrawn </div> </p> <p>Submission From Date: <input type="text"/> <input type="text"/></p> <p>Submission To Date: <input type="text"/> <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div>

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Accessing/Changing/Withdrawing a Submitted Delegation Request, Continued


Procedure,
continued

Step	Action
3	<p>Click View Details.</p> <p>Note: The status of the request will determine if the requester can change or withdraw the request. If the request is in a pending or denied status, the requester can only change the request. A request may only be withdrawn if it is in a pending status.</p> 
4	<p>To change a request, at least one of the following must be changed:</p> <ul style="list-style-type: none"> • Begin Date • End Date • Comments - a reason for the change must be annotated within this block before it can be resubmitted <p>Click Resubmit.</p> 

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Accessing/Changing/Withdrawing a Submitted Delegation Request, Continued

Procedure,
continued

Step	Action
5	<p>The delegation request will update to a pending status.</p> <div data-bbox="352 573 1078 981" style="border: 1px solid black; padding: 5px;"> <p>Delegation Approval</p> <p>▼ Delegation Approval Process: Pending View/Hide Comments</p> <p>One Approval Level</p> <div data-bbox="416 685 679 757" style="border: 1px solid gray; padding: 2px;"> <p>Pending</p> <p> Hal Jordan Initial Approve Action Request</p> </div> <p>▼ Comments</p> <p>Wade Wilson at 06/25/18 at 11:12 PM Training pushed back a week, new dates of training are July 23rd thru Aug 3rd.</p> <p>▼ Comment History</p> <p>Wade Wilson at 06/25/18 at 11:12 PM View History</p> </div>

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Accessing/Changing/Withdrawing a Submitted Delegation Request, Continued



Procedure,
continued

Step	Action
6	<p>The delegated approver will receive two emails: the first email indicates the original request was withdrawn and the second email indicates the request was resubmitted.</p> <div data-bbox="352 645 1382 1084" style="border: 1px solid blue; padding: 5px;"> <p>-----Original Message----- From: DoNotReply_HCENV5@direct-access.us <DoNotReply_HCENV5@direct-access.us> Sent: Monday, June 25, 2018 11:12 AM To: Jordan, Hal YNC <Hal.Jordan@uscg.mil> Subject: [Non-DoD Source] Delegation Request Withdrawn</p> <p>Wade Wilson has withdrawn the delegation request during the following period:</p> <p>Delegation Begin Date: 2018-07-16 Delegation End Date: 2018-07-27</p> <p>No other action is required at this time.</p> </div> <div data-bbox="352 1120 1382 1646" style="border: 1px solid blue; padding: 5px;"> <p>-----Original Message----- From: DoNotReply_HCENV5@direct-access.us <DoNotReply_HCENV5@direct-access.us> Sent: Monday, June 25, 2018 11:12 AM To: Jordan, Hal YNC <Hal.Jordan@uscg.mil> Subject: [Non-DoD Source] Delegation Request</p> <p>Please take action to approve or deny the following Delegation Request.</p> <p>Wade Wilson has submitted a Delegation Request for the following period:</p> <p>Delegation Begin Date: 2018-07-23 Delegation End Date: 2018-08-03</p> <p>Click the link below to approve or deny the request: https://urldefense.proofpoint.com/v2/url?u=https-3A_hcenv5.direct-2Daccess.us_psp_HCENV5-5F2_EMPLOYEE_HRMS_c_CG-5FAWE-5FEXT.CG-5FACTN-5FREQUST.GBL-3FPage-3DCG-5FACTN-5FREQUST-26Action-3DU-26EMPLID-3D1367487-26EMPL-5FRCD-3D0-26CG-5FCATEGORY-</p> </div>

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Accessing/Changing/Withdrawing a Submitted Delegation Request, Continued

Procedure,
continued

Step	Action
7	<p>To withdraw a request, enter a Comment and click Withdraw.</p> <p>Note: If the delegation request was sent to an incorrect approver or the delegated approver becomes unavailable, the request must be withdrawn and a new request submitted.</p> <div data-bbox="352 719 1382 1585" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Delegation</u></p> <p><u>Wilson, Wade</u></p> <ol style="list-style-type: none"> 1. In the Begin Date field enter the date you want action requests submitted to you for approval to be forwarded to another approving official. 2. In the End Date field enter the date you want the action requests submitted to you for approval to no longer forward to another approving official. 3. Enter any comments you wish to enter in the Comments field. 4. In the Approver field select the approving official you want the action requests to be forwarded to. <div data-bbox="395 1115 1369 1249" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Begin Date: <input type="text" value="07/23/2018"/> </p> <p>End Date: <input type="text" value="08/03/2018"/> </p> </div> <div data-bbox="395 1272 1369 1305" style="border: 1px solid #ccc; padding: 5px;"> <p>▶ Request Documents</p> </div> <div data-bbox="395 1328 1369 1429" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Approvers</p> <p>Approver: 0000005 Hal Jordan</p> </div> <p>Comment: This training session has been cancelled due to instructor shortage. No new dates have been made available yet.</p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
8	<p>A warning message will appear. If sure, click OK.</p> <div data-bbox="352 1659 1382 1888" style="border: 1px solid blue; padding: 5px;"> <p><u>Message</u></p> <p>Warning -- Are you sure you want to Withdraw the request? (30003, 15)</p> <p>Withdrawing a request will cancel the request for approval and disable the transaction. Future changes will require a new request.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>

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Accessing/Changing/Withdrawing a Submitted Delegation Request, Continued

Procedure,
continued

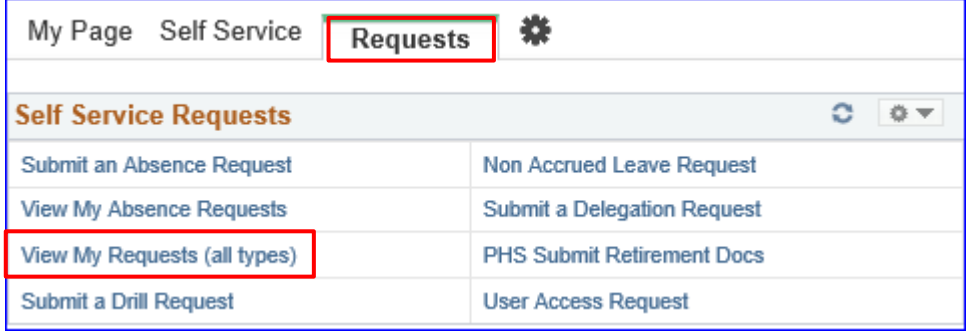
Step	Action
9	<p>An email will be sent to the delegated approver indicating the request has been withdrawn.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>-----Original Message----- From: DoNotReply_HCENV5@direct-access.us <DoNotReply_HCENV5@direct-access.us> Sent: Monday, June 25, 2018 11:26 AM To: Jordan, Hal <Hal.Jordan@uscg.mil> Subject: [Non-DoD Source] Delegation Request Withdrawn</p> <p>Wade Wilson has withdrawn the delegation request during the following period:</p> <p>Delegation Begin Date: 2018-07-23 Delegation End Date: 2018-08-03</p> <p>No other action is required at this time.</p> </div>

Changing an Approved Delegation Request

Introduction There will be a time when the requesting official will need to change dates on an approved request or a delegated approver can no longer be the delegated approver. Once a delegation request has been approved, the only way to change it, is to have the delegated approving official DENY the request so the requesting official can make changes and resubmit.

This section provides procedures for changing an approved delegation request in Direct Access.

Procedure See below.

Step	Action												
1	Notify the requester via email, phone, or in person that the request needs to be changed.												
2	<p>The delegated approver will need to log into Direct Access. From the Requests tab, select the View My Request (all types) link in the Self Service Requests pagelet.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests' (highlighted with a red box). Below is a 'Self Service Requests' pagelet with a table of links. The link 'View My Requests (all types)' is highlighted with a red box.</p> <table border="1" data-bbox="336 981 1305 1312"> <tr> <td colspan="2">My Page Self Service Requests </td> </tr> <tr> <td colspan="2">Self Service Requests </td> </tr> <tr> <td>Submit an Absence Request</td> <td>Non Accrued Leave Request</td> </tr> <tr> <td>View My Absence Requests</td> <td>Submit a Delegation Request</td> </tr> <tr> <td>View My Requests (all types)</td> <td>PHS Submit Retirement Docs</td> </tr> <tr> <td>Submit a Drill Request</td> <td>User Access Request</td> </tr> </table>	My Page Self Service Requests		Self Service Requests		Submit an Absence Request	Non Accrued Leave Request	View My Absence Requests	Submit a Delegation Request	View My Requests (all types)	PHS Submit Retirement Docs	Submit a Drill Request	User Access Request
My Page Self Service Requests													
Self Service Requests													
Submit an Absence Request	Non Accrued Leave Request												
View My Absence Requests	Submit a Delegation Request												
View My Requests (all types)	PHS Submit Retirement Docs												
Submit a Drill Request	User Access Request												

Continued on next page

Changing an Approved Delegation Request, Continued

Procedure,
continued

Step	Action																		
<p>3</p>	<p>Select the Requests I am Approver For radio button. Change the Transaction Name to Delegation from the drop-down and change the Transaction Status to Approved from the drop-down. Click Populate Grid.</p> <p>Note: The narrow the search results, a Submission From Date and a Submission To Date may be entered.</p> <div data-bbox="339 712 1385 1335" style="border: 1px solid black; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p>Hal Jordan</p> <p>1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.</p> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: <input type="text" value="Delegation"/></p> <p>Transaction Status: <input type="text" value="Approved"/></p> <p>Submission From Date: <input type="text"/></p> <p>Submission To Date: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div>																		
<p>4</p>	<p>Select the appropriate delegation request and click View Details. The request will open in a new tab.</p> <div data-bbox="339 1447 1385 1532" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>View Details</th> </tr> </thead> <tbody> <tr> <td>Delegation</td> <td>Approved</td> <td>Wade Wilson</td> <td>7000000</td> <td>042191</td> <td>Wade Wilson</td> <td>Hal Jordan</td> <td>06/25/2018</td> <td>View Details</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	View Details	Delegation	Approved	Wade Wilson	7000000	042191	Wade Wilson	Hal Jordan	06/25/2018	View Details
Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	View Details											
Delegation	Approved	Wade Wilson	7000000	042191	Wade Wilson	Hal Jordan	06/25/2018	View Details											

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Changing an Approved Delegation Request, Continued

Procedure,
continued

Step	Action
5	<p>In the Comments section, enter the reason for the change. Click Deny.</p> <div data-bbox="339 526 1385 1803" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Delegation</u></p> <p><u>Wilson, Wade</u></p> <ol style="list-style-type: none"> In the Begin Date field enter the date you want action requests submitted to you for approval to be forwarded to another approving official. In the End Date field enter the date you want the action requests submitted to you for approval to no longer forward to another approving official. Enter any comments you wish to enter in the Comments field. In the Approver field select the approving official you want the action requests to be forwarded to. <div data-bbox="391 891 1377 999" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Begin Date: 07/09/2018 End Date: 07/20/2018</p> </div> <div data-bbox="391 1016 1377 1052" style="border: 1px solid #ccc; padding: 5px;"> <p>▶ Request Documents</p> </div> <div data-bbox="391 1070 1377 1169" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Approvers</p> <p>Approver: 0000005 Hal Jordan</p> </div> <p>Comment: Approver will not be available the week of July 16-20</p> <p style="text-align: center;"> <input type="button" value="Approve"/> <input style="border: 2px solid red;" type="button" value="Deny"/> </p> <p>Delegation Approval</p> <div data-bbox="411 1384 1249 1792" style="border: 1px solid #ccc; padding: 5px;"> <p>▼ Delegation Approval Process: Approved View/Hide Comments</p> <p>One Approval Level</p> <div data-bbox="427 1464 758 1563" style="border: 1px solid #ccc; padding: 5px; background-color: #e6ffe6;"> <p>Approved</p> <p>✓ Hal Jordan Initial Approve Action Request 06/25/18 - 12:54 PM</p> </div> <p>▼ Comments</p> <p>Hal Jordan at 06/25/18 - 12:54 PM Have a safe trip.</p> <hr/> <p>Wade Wilson at 06/25/18 - 12:53 PM Heading to the Virgin Islands for a much needed vacation.</p> </div> </div>

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Changing an Approved Delegation Request, Continued

Procedure,
continued

Step	Action
6	<p>The delegation request will update to a denied status. The delegation requester may now make changes to the request and resubmit for approval.</p> <div data-bbox="338 562 1243 1106" style="border: 1px solid blue; padding: 5px;"> <p>Delegation Approval</p> <p>▼ Delegation Approval Process: Denied View/Hide Comments</p> <p>One Approval Level</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;"> <p>Approved</p> <p>✓ Hal Jordan Initial Approve Action Request 06/25/18 - 12:54 PM</p> </div> <p>▼ Comments</p> <p>Hal Jordan at 06/25/18 - 1:00 PM Approver will not be available the week of July 16-20</p> <hr style="width: 50%; margin: 5px auto;"/> <p>Hal Jordan at 06/25/18 - 12:54 PM Have a safe trip.</p> <p>Wade Wilson at 06/25/18 - 12:53 PM Heading to the Virgin Islands for a much needed vacation.</p> </div>

Delegation Request Statuses

Information Once a delegation request is submitted, it will be in one of the following statuses:

Status	Description	User	In this status, the user
Pending	Has been submitted by the Requester but has not yet been approved	Requester	CAN change details and then resubmit. The original request will be Terminated and a new request will be submitted with the changes.
			CAN withdraw the request and status changes to Terminated
		Delegated Approver	CAN approve the request. Status changes to Approved.
			CAN deny the request. The status changes to Denied.
Terminated	Has been withdrawn by the Requester	Requester	CAN view the details, comments and approver but CANNOT make changes to the request.
		Delegated Approver	CAN view the details, comments and approver but CANNOT make changes to the request.
Approved	Has been approved by the Delegated Approver	Requester	CAN view the details, comments and approver but CANNOT make changes to the request.
		Delegated Approver	CAN view the details, comments and approver.
			CAN deny the request. Status changes to Denied and Requester can make changes to the Denied request.
Denied	Has been denied by the Delegated Approver	Requester	CAN change details and then resubmit. The original request will be Terminated and a new request will be submitted with the changes.
		Delegated Approver	CAN view the details and comments. Approver CANNOT make changes to the request.

Email Notifications

Information Email notifications will occur for the following instances:

User	Action	Email sent to
Requester	Submits a Delegation Request to the Approver	Approver/Delegated Approver
	Makes a change to their pending Delegation Request	
	Withdraws their pending Delegation Request	
	Makes a change to their denied Delegation Request	
Delegated Approver	Approves a pending Delegation Request	Requester/Approver
	Denies a pending Delegation Request	
	Denies an approved Delegation Request	
