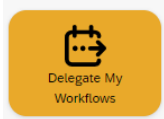
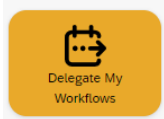


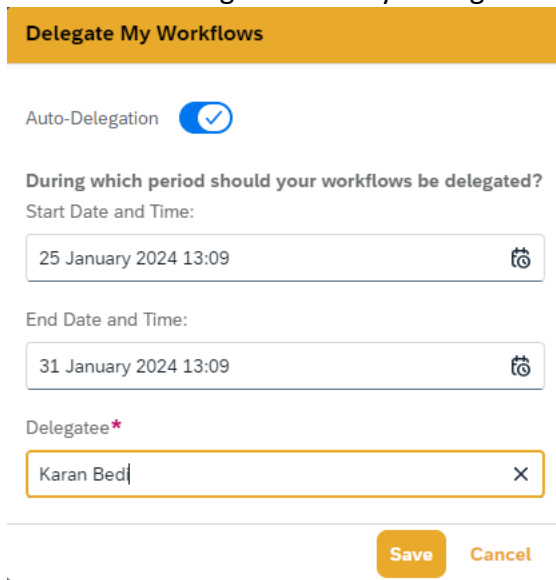
MYHUB – DELEGATING WORKFLOWS VIA DESKTOP

Setting Up Delegation


1. Open the SAP SuccessFactors (MyHub) Desktop app on your computer and log in to your account using your credentials.




2. Click on “”.
3. Turn “Auto-Delegation” on by sliding tab to the right. Complete other details in pop-up.



The screenshot shows the 'Delegate My Workflows' pop-up form. At the top, there is a title bar 'Delegate My Workflows'. Below it, the 'Auto-Delegation' toggle is turned on (blue with a checkmark). The question 'During which period should your workflows be delegated?' is followed by two date and time pickers. The 'Start Date and Time' is set to '25 January 2024 13:09' and the 'End Date and Time' is set to '31 January 2024 13:09'. Below these is a 'Delegatee*' field containing the name 'Karan Bedi'. At the bottom, there are 'Save' and 'Cancel' buttons.

4. Then click .
5. Pop up message appears briefly on-screen confirming delegation.

Cancelling Delegation

1. Click on “Delegate My Workflows”.
2. Turn “Auto-Delegation” off by sliding the tab to the left.
3. Then click .





Continued next page.



W I N S L O W

Changing Delegation

1. Follow steps for cancelling delegation.
2. Turn “Auto-Delegation” on by sliding tab to the right. Auto-Delegation 
3. Amend details as required then  .