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EMPLOYEE SERVICES

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My.Leave - Approval - Setting a Designate

Learn how to approve leave requests and timesheets, and designate approvals to another employee.

Note: The screen shots used in this guide may not be representative of your access.

Files:

 [myleave-approval-setting-designate.pdf](#)^[1]

Source URL: <http://www.cu.edu/employee-services/policies/myleave-approval-setting-designate>

Links:

[1] <http://www.cu.edu/sites/default/files/policies/1595-my.leave-enter-leave-requests-and-create-timesheets/files/myleave-approval-guide0.pdf>