



MyPeopleHub User Guide: Monthly Paid Colleagues – Delegating Annual Leave Approval

Introduction

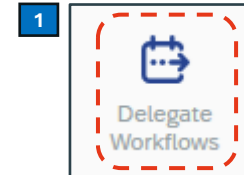
This document is a guide specifically for monthly paid colleagues, on how to delegate Annual Leave approval authority

If you are a weekly paid manager with direct reports and need to utilise delegation functionality, please contact MyPeopleHub@Kaefer.com for support with your request



Delegating Annual Leave Approval Authority

- 1 To Delegate Annual Leave Approval authority, please select the “**Delegate Workflows**” Quick Action Tile
- 2 Set the “Auto-Delegation” to be active
- 3 Set the “Start Date and Time” based on when you need the delegation to start
- 4 Set the “End Date and Time” based on when you need the delegation to end
- 5 Set the appropriate “Delegate”
- 6 Select “Save”

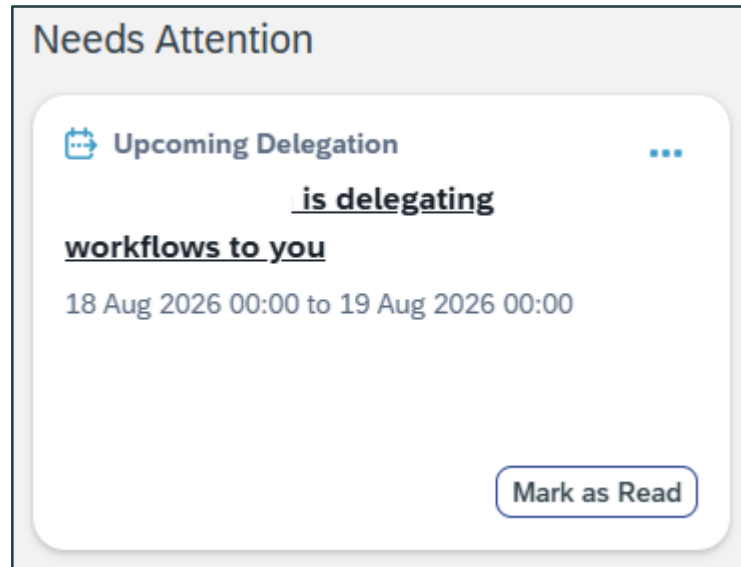


This screenshot shows the "Delegate My Workflows" form with several fields highlighted by red dashed circles and numbered 2 through 5. Step 2 shows the "Auto-Delegation" toggle switch turned on. Step 3 highlights the "Start Date and Time" field containing "27 February 2026 16:00". Step 4 highlights the "End Date and Time" field containing "02 March 2026 17:00". Step 5 highlights the "Delegate" dropdown menu, which currently shows "Delegate". At the bottom right, the "Save" button is also highlighted with a red dashed circle and numbered 6.

This screenshot shows the date and time picker interface. On the left is a calendar for August 2026, with the 18th highlighted by a purple square. On the right is a circular clock face for selecting the time, with "00" (12:00) selected. The interface includes "OK" and "Cancel" buttons at the bottom.

Delegate Notifications

- The delegate will receive notifications via the MyPeopleHub and via email (Please check the MyPeopleHub system on a regular basis for any requests requiring action)



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