

# Delegation

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- If you delegate your Account Certification to someone else you are delegating all your Account Certification, you can not select which Account Certifications to delegate
- The delegation request requires approval, if the request is for 21 days or less it will route to your manager, if it is more than 21 days it will route to your manager and the senior department finance approver
- the maximum amount of time you will be able to request to have someone be your delegate is 1 year
- You and the delegate can both have access as long as you select the Retain Access checkbox when filling out the request
- Link to Delegation QRG
  - Select Account Certification Event in the For Business Process Field
  - Select the Retain Access to Delegated Tasks in Inbox check box if you want to both yourself and your delegate to have access to submit the Account Certification.