## **ACCEPTING DELEGATION REQUESTS**

Log in to the PeopleSoft Portal via the district Website. Click on the EMPLOYEES link in the top menu bar. In the EMPLOYEES menu on the left click on MYSDCCD PORTAL. Log in using your User ID and Password.



Click on <u>Manager Dashboard</u> to access the Manager Self Service tiles. Select <u>Manager Self Service</u> from the Manager Dashboard, and then click on the <u>Delegations</u> tile.



Click on the **My Delegated Authorities** tile to start the process.



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From the **Submit** tab, click the **Accept** button. Click Yes, a confirmation will briefly show at the top of the screen and then the request will show under the Accepted tab until the end date Active Accepted Ended Rejected Revoked Submitted est Reject 11 11/15/2021 Manage Approve Payable Time, Manage Reported Time 11/19/2021 Are you sure you want to accept the selected delegations? Yes No Active Accepted Ended Rejected Revoked Submitted Once the delegation is accepted, when selecting the <u>Approvals</u> tile, pending time for the direct reports of the Delegator will now show to be approved. Approvals ① Manager Dashboard Manager Self Service Manager Dashboard 9 **Pending Approvals** View By Type ~ Ŧ All 9 All  $\Im$ Payable Time 9 Payable Time Quantity for Approval 8 Hours 11/24/2021 - 11/24/2021 Lelegated by Payable Time Quantity for Approval 8 Hours 11/29/2021 - 11/29/2021 Lelegated by

## NOTE:

- Only time submitted as of the time the delegation request was accepted will initially be seen.
- Any time submitted prior will remain in the Delegator's queue and will need to be manually moved by HR Systems.
- All time submitted during the delegation period, should be approved prior to the end of the delegation period, otherwise it will be "stuck" in the Proxy's queue and will require HR Systems assistance to move the workflow back to the Delegator