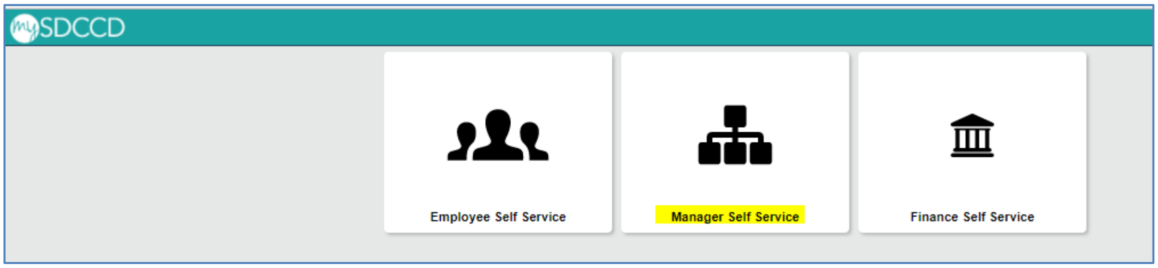
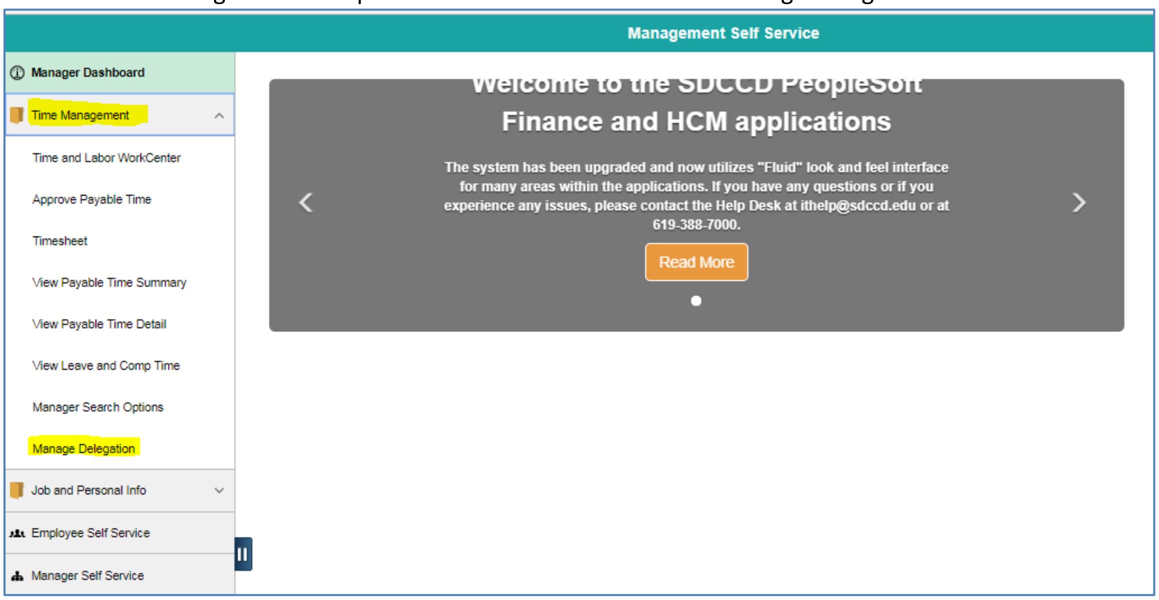
ACCEPTING DELEGATION REQUESTS AND VIEWING/APPROVING DELAGATORS PENDING TIME

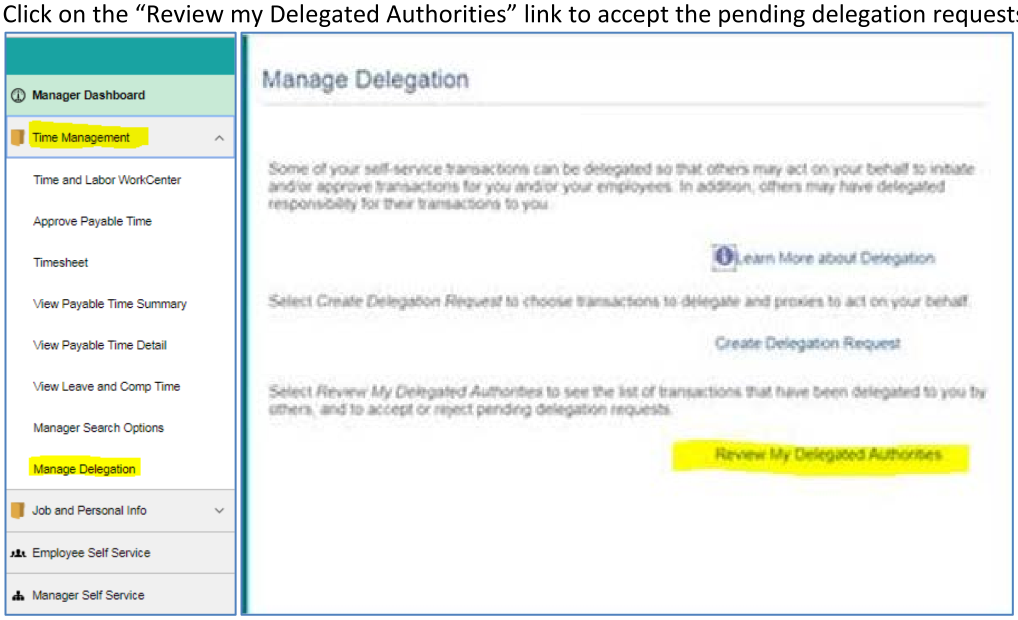
1. From the MySDCCD Landing Page, click on the Manager Self Service Tile



2. Click on Time Management to expand the menu and then click on Manage Delegation



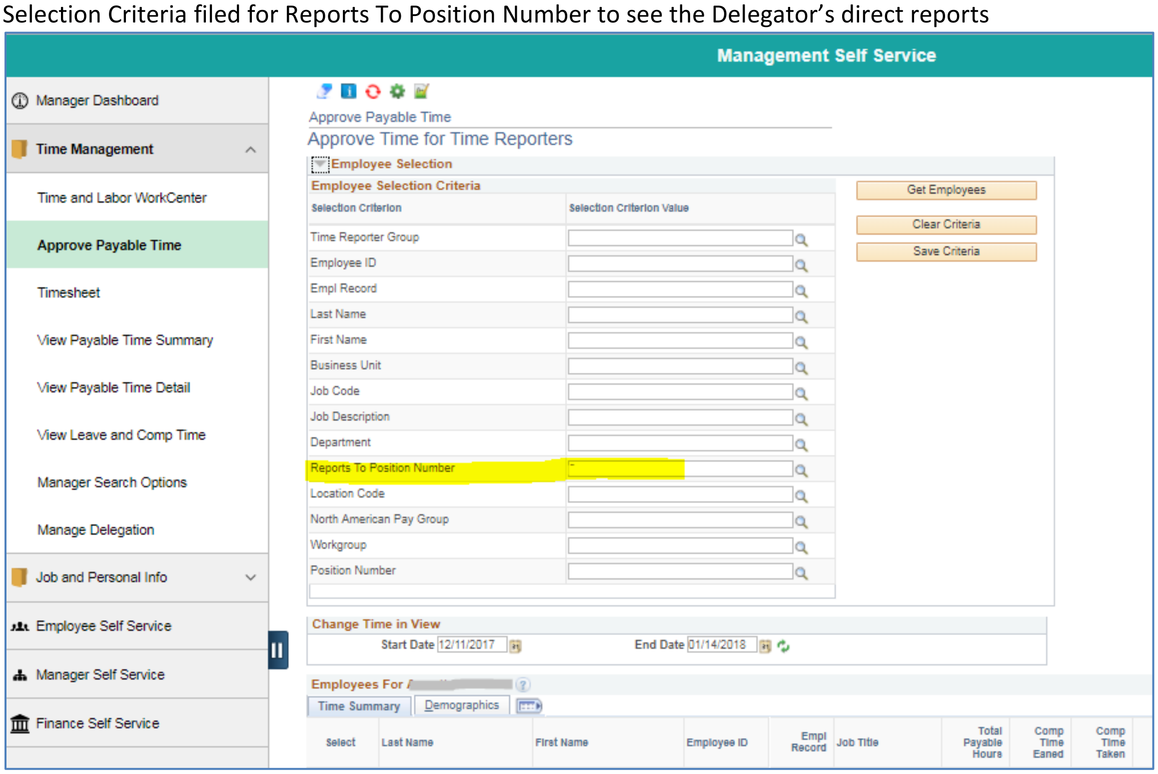
3. Click on the "Review my Delegated Authorities" link to accept the pending delegation requests.



4. Make sure to accept both the **Manage Reported Time** and **Manage Approve Payable Time** transaction types.

5. Once the delegation is accepted, when selecting Approve Payable Time, there will be an option to continue as the user or as the Delegator.

6. When proceeding as the Delegator, the Delegator's position number will need to be entered in the Employee Selection Criteria filed for Reports To Position Number to see the Delegator's direct reports



7. Only time submitted as of the time the delegation request was accepted will initially be seen.
8. Any time submitted prior will remain in the Delegator's queue and will need to be manually moved by HR Systems.
9. 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