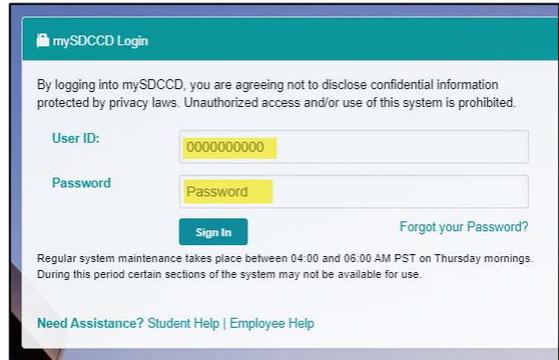
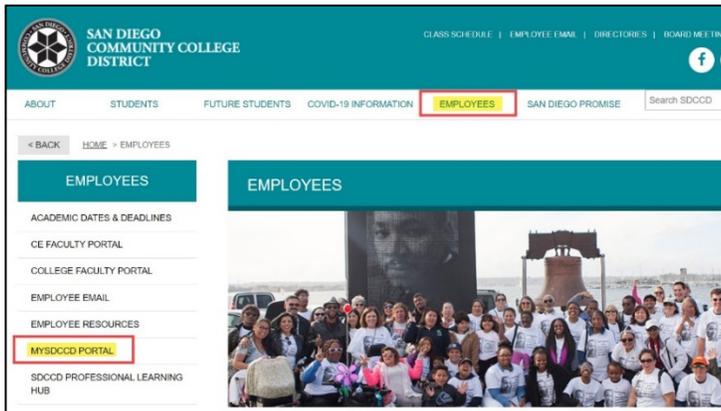


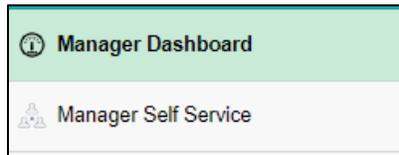
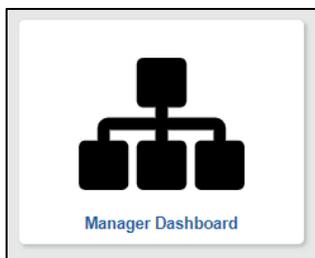
MANAGE DELEGATION

NOTE: Before submitting a delegation request, make sure to check for any pending time in your queue and approve.

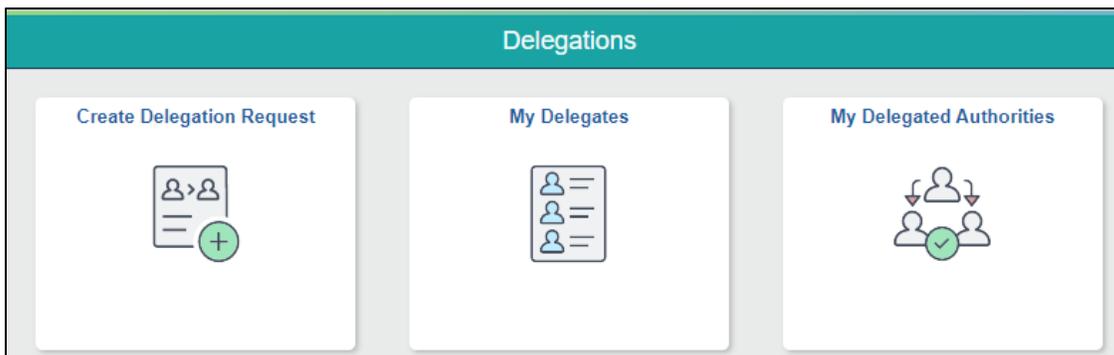
Log in to the PeopleSoft Portal via the district Website. Click on the EMPLOYEES link in the top menu bar. In the EMPLOYEES menu on the left click on MYSDCCD PORTAL. Log in using your User ID and Password.



Click on **Manager Dashboard** to access the Manager Self Service tiles. Select **Manager Self Service** from the Manager Dashboard, and then click on the **Delegations** tile.



Click on the **Create Delegation Request** tile to start the process.



MANAGE DELEGATION

Step 1: Enter Delegation Start and End Dates and Click Next

Note: Delegation Requests with no End Date entered will automatically end after 7 days

The screenshot shows the 'Delegation Request' form at Step 1 of 4: Delegation Dates. The progress bar at the top indicates the current step. The form contains the following fields:

- *Start Date:** 10/09/2020
- End Date:** 10/16/2020
- *Comment:** Delegation

A red arrow points to the 'Next' button in the top right corner. A note below the date fields states: 'Leave blank for open-ended delegations'.

Step 2: Select a Delegate (Proxy) by choosing a supervisor/manager from the department list; Click **Next**

Note: A Delegate is a peer or next level manager/supervisor. A direct report or non-supervisor/manager will not be able to accept a delegation request.

The screenshot shows the 'Delegation Request' form at Step 2 of 4: Delegates. The progress bar indicates the current step. The form includes a table with the following columns:

Name	Email ID	Phone
12 rows		

Buttons for 'Select All', 'Clear All', and 'Add Delegate' are visible above the table.

Step 3: Select **Transactions** and **Next**

Check BOTH **Manage Approve Payable Time** AND **Manage Reported Time**

The screenshot shows the 'Delegation Request' form at Step 3 of 4: Transactions. The progress bar indicates the current step. The form includes the following elements:

- Buttons: All, Approve, Initiate
- Buttons: Select All, Clear All
- Section: **Description**
- Checked items: Manage Approve Payable Time, Manage Reported Time
- Unchecked item: Manage Report Time Fluid

The number '22' is displayed in the bottom right corner of the form area.

MANAGE DELEGATION

Step 4: Review Request and Submit

Delegation Request ← Previous Submit →

1 Delegation Dates 2 Delegates 3 Transactions 4 Review and Submit

Step 4 of 4: Review and Submit

Delegation Details

Start Date	10/09/2020
End Date	10/16/2020
Comment	Delegation
Delegates	
Transactions	Manage Approve Payable Time Manage Reported Time

The indicated Delegate (Proxy) will receive notification indicating the delegation request; both transactions need to be accepted

Once the request has been accepted, time submitted by the employee from the point the delegation is accepted will show in the Delegate's (Proxy's) queue

NOTE: Prior to the end of the delegation period or before the originating Supervisor/Manager revokes a delegation request, all pending approvals in the Delegate's (Proxy's) queue should be approved.