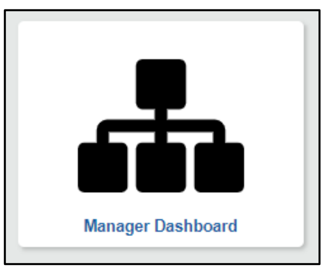
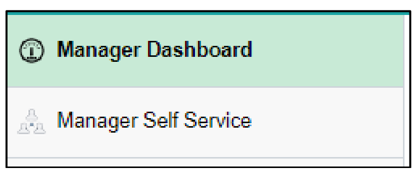
MANAGE DELEGATION

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

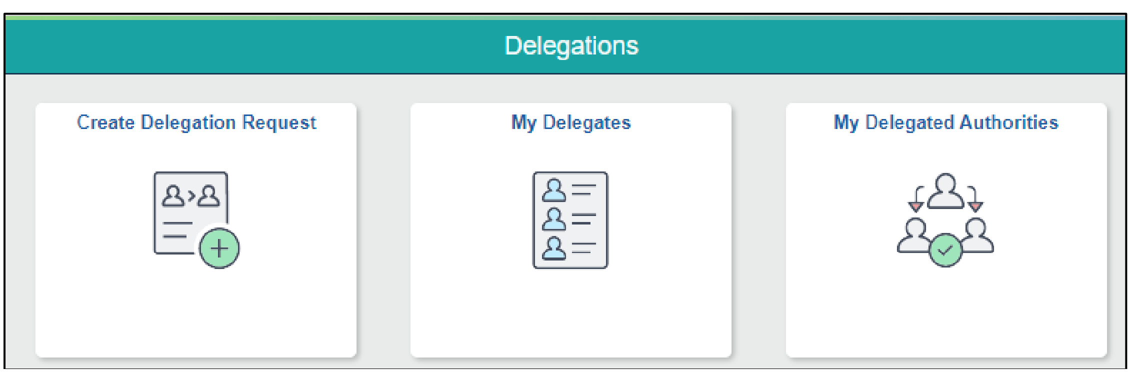
Log in to PeopleSoft via the District website's homepage https://www.sdccd.edu. Click **MySDCCD** in the header to access your Employee Dashboard.

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.



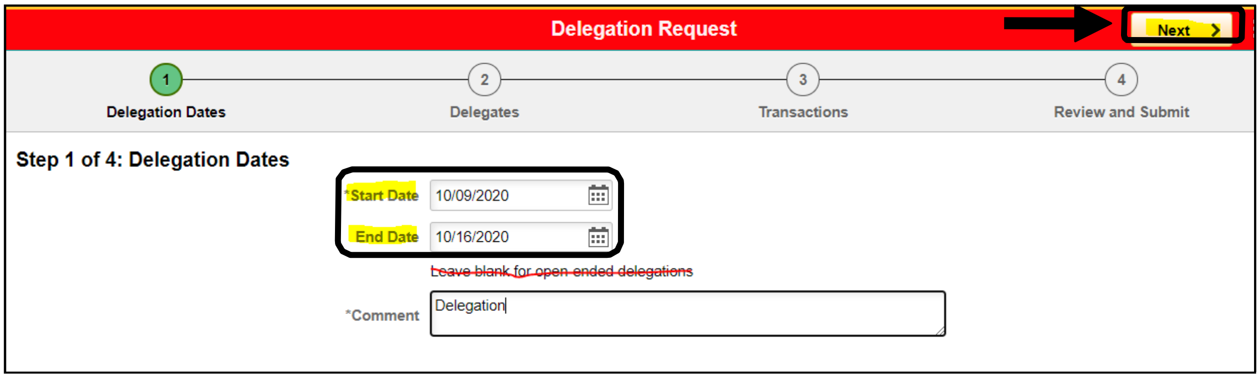


Click on the **Create Delegation Request** tile to start the process.

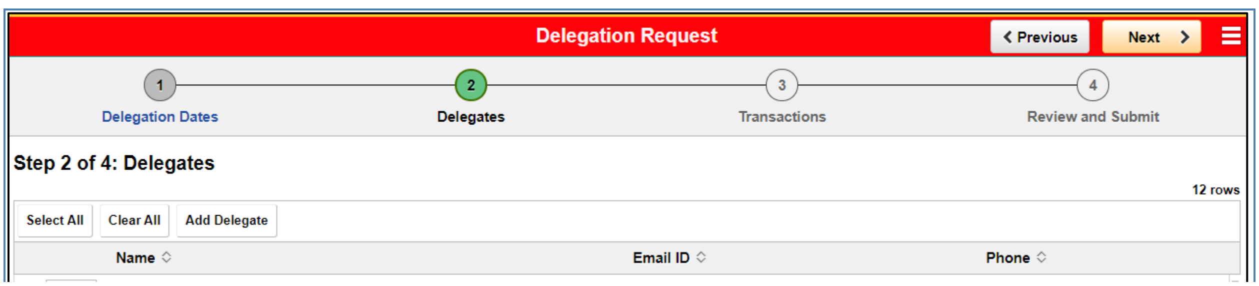


MANAGE DELEGATION

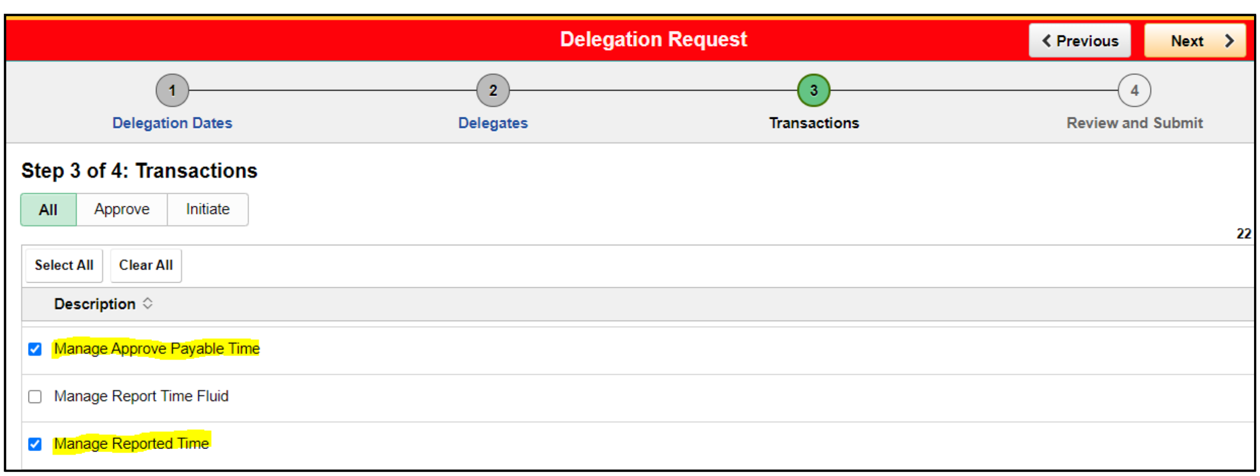
Step 1: Enter Delegation Start and End Dates and Click Next
Note: Delegation Requests with no End Date entered will automatically end after 7 days



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.



Step 3: Select **Transactions** and **Next**
Check BOTH **Manage Approve Payable Time** AND **Manage Reported Time**



MANAGE DELEGATION

Step 4: Review Request and Submit

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.