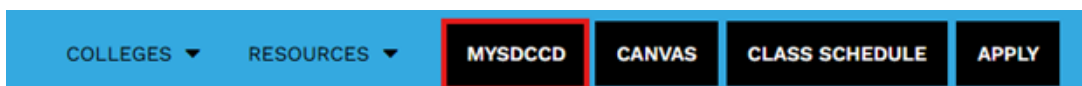


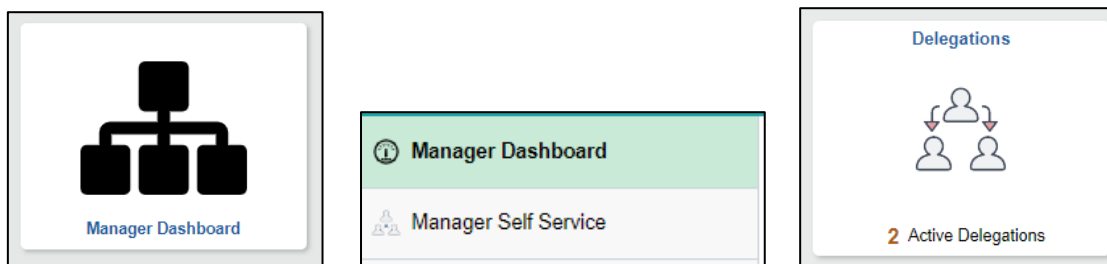
MANAGE DELEGATION

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

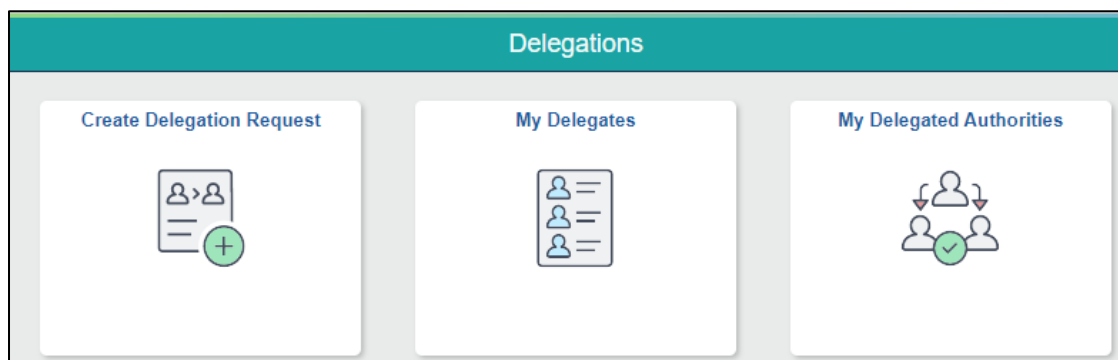
Log in to PeopleSoft via the District website's homepage <https://www.sdccd.edu>. Click **MySDCCD** in the header to access your Employee Dashboard.



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

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 includes fields for 'Start Date' (10/09/2020) and 'End Date' (10/16/2020), both with calendar icons. A red note below these fields states: 'Leave blank for open-ended delegations'. There is also a '*Comment' field with the text 'Delegation' entered. A red arrow points to the 'Next' button in the top right corner.

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 shows Step 2 is active. The form includes buttons for 'Select All', 'Clear All', and 'Add Delegate'. Below these is a table with columns for 'Name', 'Email ID', and 'Phone'. The table indicates there are 12 rows.

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 shows Step 3 is active. The form includes buttons for 'All', 'Approve', and 'Initiate'. Below these are 'Select All' and 'Clear All' buttons. The 'Description' section has a list of items with checkboxes: 'Manage Approve Payable Time' (checked), 'Manage Report Time Fluid' (unchecked), and 'Manage Reported Time' (checked). The table indicates there are 22 rows.

MANAGE DELEGATION

Step 4: Review Request and Submit

Delegation Request

Previous

Submit

1

2

3

4

Delegation Dates

Delegates

Transactions

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.