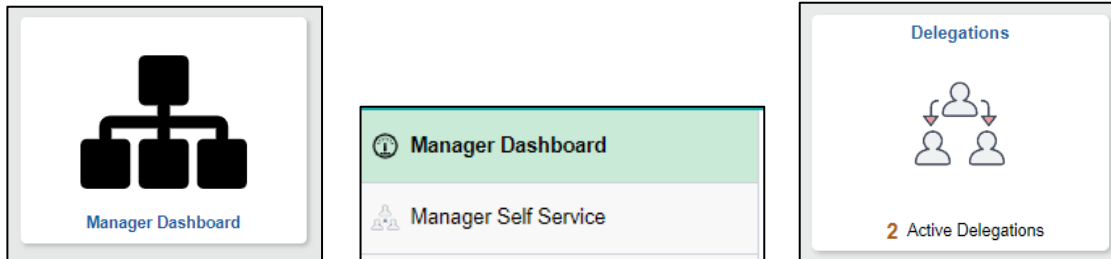


ACCEPTING DELEGATION REQUESTS

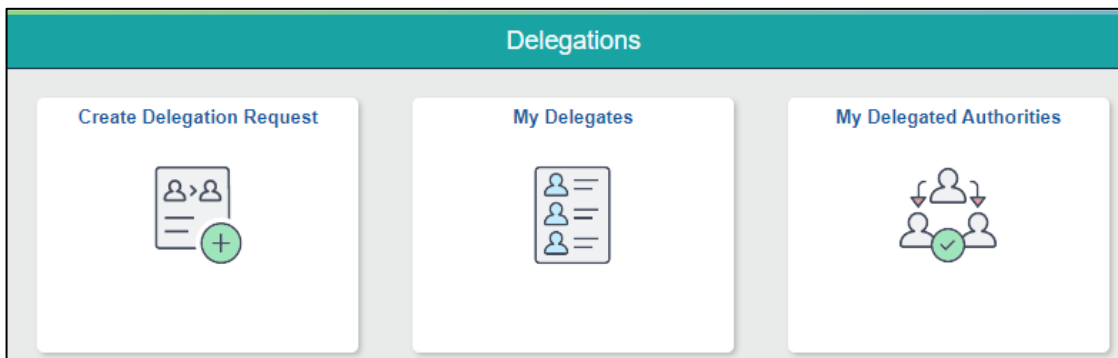
Log in to PeopleSoft via the District website's homepage <https://www.sdccd.edu>. Click **MySDCCD** in the header to access your Employee Dashboard.



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



ACCEPTING DELEGATION REQUESTS

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

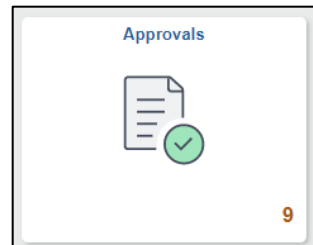
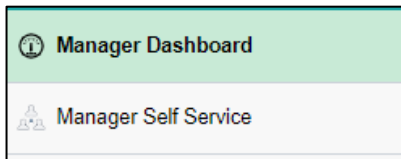
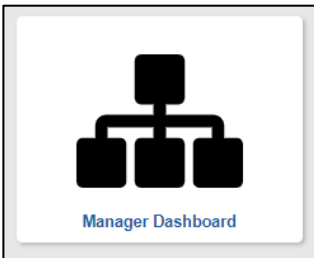
Delegations		My Delegated Authorities	
<div> <div>Active</div> <div>Accepted</div> <div>Ended</div> <div>Rejected</div> <div>Revoked</div> <div>Submitted</div> </div>			
<div> <div>Accept</div> <div>Revoke</div> </div>			
Transactions	Delegator	Start Date / End Date	Request Status
<input checked="" type="checkbox"/> Manage Approve Payable Time, Manage Reported Time		11/15/2021 11/19/2021	Submitted

Are you sure you want to accept the selected delegations?

Yes No

Active	Accepted	Ended	Rejected	Revoked	Submitted
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Once the delegation is accepted, when selecting the **Approvals** tile, pending time for the direct reports of the Delegator will now show to be approved.



Pending Approvals

View By Type ▾

	All	9
	Payable Time	9

All Payable Time	Quantity for Approval 8 Hours 11/24/2021 - 11/24/2021 <div style="display: flex; align-items: center;"> Delegated by </div>
Payable Time	Quantity for Approval 8 Hours 11/29/2021 - 11/29/2021 <div style="display: flex; align-items: center;"> Delegated by </div>

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