

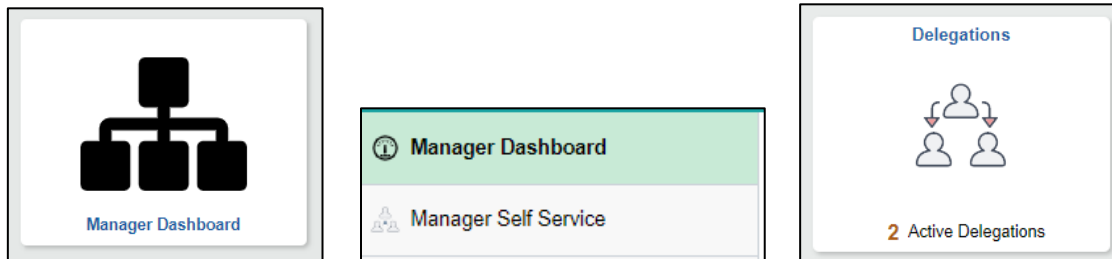
## MANAGE DELEGATION

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

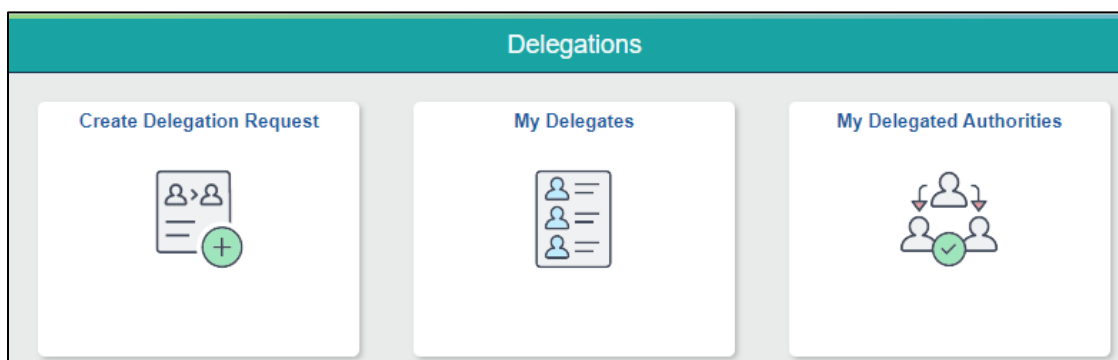
Log in to PeopleSoft via the District website's homepage <https://www.sdccd.edu>. Click **MySDCCD** in the header to access your Employee Dashboard.



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 four steps: 1. Delegation Dates (active), 2. Delegates, 3. Transactions, and 4. Review and Submit. A red arrow points to a 'Next' button in the top right corner. The form fields include: 'Start Date' (10/09/2020), 'End Date' (10/16/2020), and a comment field with the text 'Delegation'. A red text 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 at the top indicates four steps: 1. Delegation Dates, 2. Delegates (active), 3. Transactions, and 4. Review and Submit. Navigation buttons 'Previous' and 'Next' are in the top right. The form includes a table with 12 rows. The table headers are 'Name', 'Email ID', and 'Phone'. There are buttons for 'Select All', 'Clear All', and 'Add Delegate'.

**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 at the top indicates four steps: 1. Delegation Dates, 2. Delegates, 3. Transactions (active), and 4. Review and Submit. Navigation buttons 'Previous' and 'Next' are in the top right. The form includes a table with 22 rows. The table headers are 'Description'. There are buttons for 'All', 'Approve', and 'Initiate'. The table content shows three rows: 'Manage Approve Payable Time' (checked), 'Manage Report Time Fluid' (unchecked), and 'Manage Reported Time' (checked).

## 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.**