Supervisors are able to set up a proxy approver when they are out of office longer than 2 weeks.

**Setting up a Delegation**

1. Once you have logged into the PeopleSoft Self Service Portal, you can create a delegation through the delegation tile
2. Click ‘Create Delegation Request’
3. Enter the Start Date
4. Enter the Expected End Date
5. Enter a reason for delegation in the comments
6. Click Next
7. Check mark the box next to the employee who will be the delegate.
8. If the person you are adding is not in the provided list you can add them by clicking ‘Add Delegate’
9. Click Next
10. Select all types of transactions the delegate will be approving (Please select GT basic for approving electronic forms)
11. Click Next
12. Review the delegation request
13. Click Submit
Important Information Regarding Delegation

- Delegation will not take place until the proxy has accepted the delegation. If the proxy does not accept the delegation the forms will continue to route to you.
- Any form submitted within the delegation timeframe will route to the proxy approver. It will stay in the proxy’s approval list until approved. The eForm will not route back to you after the delegation timeframe. Only new forms submitted after the delegation timeframe ended will route to you.
- The proxy will receive notifications via email when an eForm is pending their approval.
- It will only route to your proxy even if your proxy has set up a delegation for eForms.
Accepting a Delegation

1. Once you have logged into the PeopleSoft Self Service Portal, you will can accept the delegation through the approvals tile.
2. Click on the “Delegation of Authority”
3. Review the requester information
4. Review the date range
5. Review the type of delegation transactions
6. Click Approve