

## PeopleSoft Web Time Entry: Delegate Accept Delegation Request

"How do I accept my delegation?"

Delegation requests are required to be accepted in order to gain delegated authorities. Follow these steps to accept a delegation:

**₡** Delegations

Accepted

Approve Reported Time,

Approve Reported Time Fluid

Ended

Rejected

Revoked

Delegator

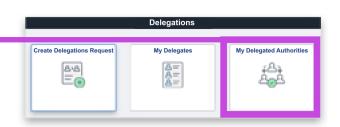
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Active

Accept

Transactions

- Access PeopleSoft HR (http://hrms.nychhc.org) login page and log on using your NYC H+H Username and Password.
- The login will take you to the **Employee Self Service** page. On this page, CLICK the **Delegations** tile.
- 3 CLICK the **My Delegated Authorities** tile.



Start Date/End Date

11/15/2021

11/20/2021

**My Delegated Authorities** 

Submitted

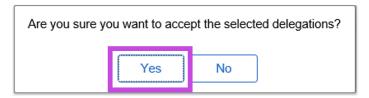
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My Delegated Authorities page opens to the **Submitted** tab.

Note: You can view delegations at different stages by selecting each tab.

CHECK-OFF the Delegate transaction(s) you'd like to accept.

- 5 CLICK Accept
- A pop-up will appear, CLICK **Yes** to confirm acceptance of the delegation.



As a delegate, you are responsible for the task/s assigned to you until the end date listed. Reports to managers can revoke this request prior to the end date listed.

Visit Payroll & Timekeeping in the Employee Resources Center for additional information.



15

Request Status

Submitted