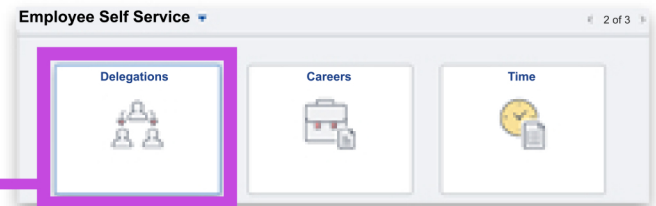Delegation requests are required to be accepted in order to gain delegated authorities.

Follow these steps to accept a delegation:

1 Access PeopleSoft HR (**http://hrms.nychhc.org**) login page and log on using your NYC H+H Username and Password.

2 The login will take you to the **Employee Self Service** page. On this page, CLICK the **Delegations** tile.
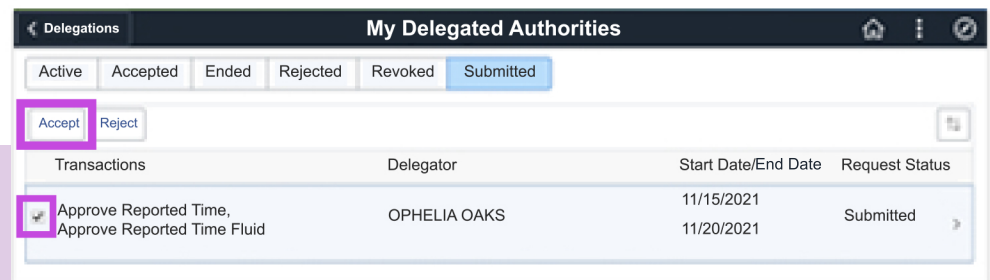
3 CLICK the **My Delegated Authorities** tile.
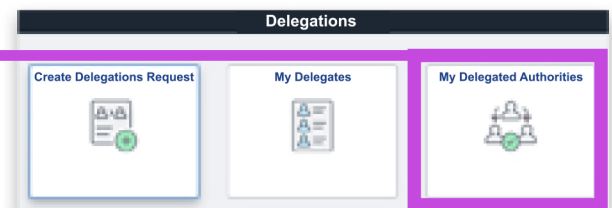
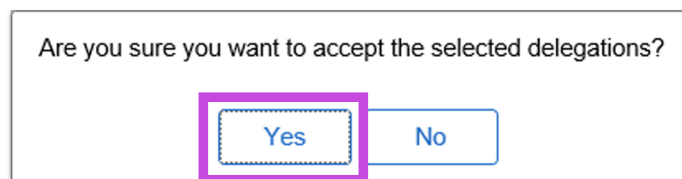**4** My Delegated Authorities page opens to the **Submitted** tab.

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**

6 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.