"How do I delegate a coworker to approve /or edit my Direct Reports' time in my absence?"
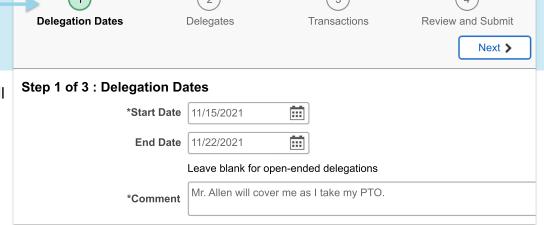
1 Access PeopleSoft HR (http://hrms.nychhc.org) login page and log on using your NYC H+H Username and Password.

Employee Self Service ▾   ‹ 2 of 3 ›

Delegations	Careers	Time

2 The login will take you to the **Employee Self Service** page. On this page, CLICK the **Delegations** tile.

Delegations

Create Delegations Request	My Delegates	My Delegated Authorities

3 CLICK the **Create Delegations Request** tile.

Track your progress in the Delegation Request process with the timeline at the top of the page.

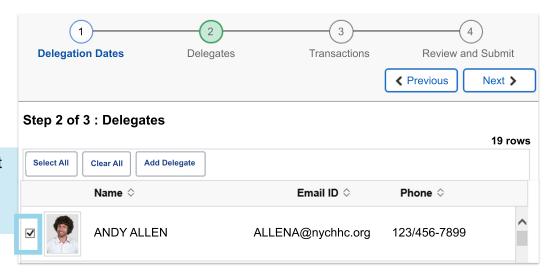| ① Delegation Dates	② Delegates	③ Transactions	④ Review and Submit

Next ›

4 Enter a **Start Date** that will start delegation period (today or later).
Enter an **End Date** that will end delegation period (is the same day or later than Start Date).

Step 1 of 3 : Delegation Dates

*Start Date 11/15/2021

End Date 11/22/2021

Leave blank for open-ended delegations

*Comment Mr. Allen will cover me as I take my PTO.

5 In the **Comment** box, enter reason for request. **A comment is mandatory.**

6 CLICK **Next**.

① Delegation Dates	② Delegates	③ Transactions	④ Review and Submit

‹ Previous   Next ›

7 From the list populated, CHECK-OFF the person you would like to request to be your delegate.

Note: You can also select **Add Delegate** to search for names of your peers or people above you.

Step 2 of 3 : Delegates

19 rows

Select All	Clear All	Add Delegate

	Name ◇	Email ID ◇	Phone ◇
☑	ANDY ALLEN	ALLENA@nychhc.org	123/456-7899

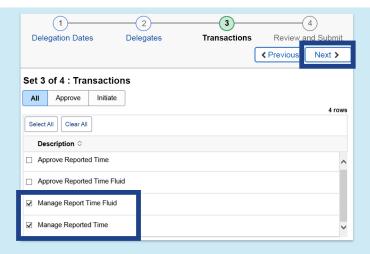**8** CLICK the **Next**.

Web Time Entry

9 SELECT the transactions you would like this delegate to perform:

Delegation - Editor

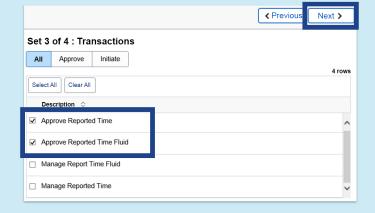To assign Editor delegation, only CHECK-OFF **Manage Report Time Fluid** and **Manage Reported Time**

CLICK **Next**

① Delegation Dates — ② Delegates — **③ Transactions** — ④ Review and Submit

❮ Previous | Next ❯

Set 3 of 4 : Transactions

| All | Approve | Initiate |

4 rows

Select All | Clear All

Description ◇

☐ Approve Reported Time

☐ Approve Reported Time Fluid

☑ Manage Report Time Fluid

☑ Manage Reported Time

Delegation - Approver

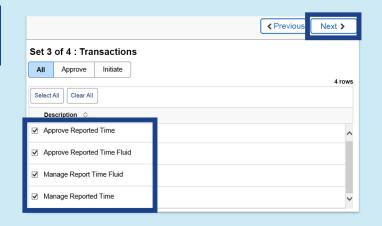To assign Approver delegation, only CHECK-OFF **Approve Reported Time** and **Approve Reported Time Fluid**

Click **Next**

❮ Previous | Next ❯

Set 3 of 4 : Transactions

| All | Approve | Initiate |

4 rows

Select All | Clear All

Description ◇

☑ Approve Reported Time

☑ Approve Reported Time Fluid

☐ Manage Report Time Fluid

☐ Manage Reported Time

Delegation - Editor and Approver

To assign Editor and Approver delegation, CHECK-OFF all four descriptions

Click **Next**

❮ Previous | Next ❯

Set 3 of 4 : Transactions

| All | Approve | Initiate |

4 rows

Select All | Clear All

Description ◇

☑ Approve Reported Time

☑ Approve Reported Time Fluid

☑ Manage Report Time Fluid

☑ Manage Reported Time

10 Review the **Delegation Details** then CLICK **Submit**.

① Delegation Dates — ② Delegates — ③ Transactions — **④ Review and Submit**

❮ Previous | Submit

Set 4 of 4 : Review and Submit

Delegation Details

Start Date 11/15/2021
End Date 11/22/2021
Comment Mr. Allen will cover me as I take my PTO.
Delegates ANDY ALLEN
Transactions Approve Reported Time Fluid
Approve Reported Time