NYC HEALTH+ HOSPITALS

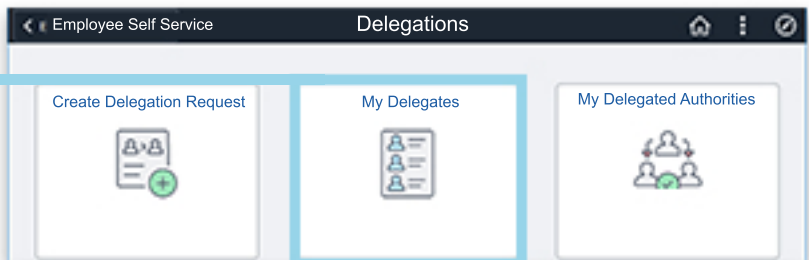## Revoke Delegation Request

"How do I revoke a delegation request?"

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.

Employee Self Service ▾

| Delegations | Careers | Time |
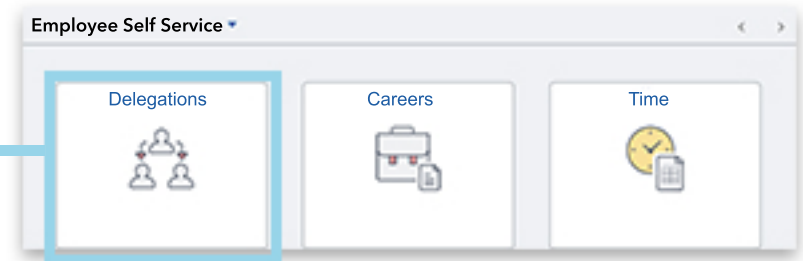
3 CLICK the **My Delegates** tile.

< Employee Self Service   Delegations

| Create Delegation Request | My Delegates | My Delegated Authorities |

4 My Delegates page opens. Depending on the stage of the delegation, it can be revoked from either of the following tabs: Active, Accepted or Submitted. Select the tab according to the stage of the delegation,

< Delegations   My Delegates

| Active | Acepted | Ended | Rejected | Revoked | Submited |

Revoke

	Transactions	Delegates	Start Date / End Date	Request Status
☑	Approve Reported Time, Approve Reported Time Fluid	OPHELIA OAKS	11/15/2021 11/20/2021	Accepted

look for the transaction you want to revoke and check-off the box beside the transaction. You'll see the **Revoke** button highlighted. SELECT the revoke button and your delegation will be revoked.
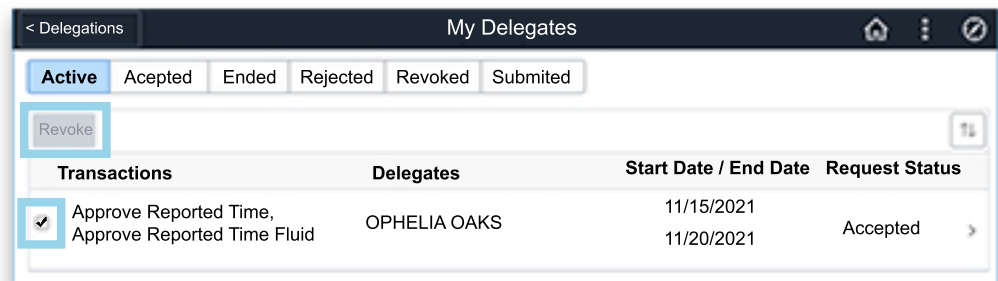
5 CLICK **Yes** to confirm revoking of the delegation request.

Are you sure you want to revoke the selected delegations?

| Yes | No |

6 Your delegation request has been revoked. The transaction will show up in the Revoked tab.

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

Web Time Entry