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

### Setting up a Delegation

Once you have logged into the PeopleSoft Self Service Portal, you can access the delegation panel through **Main Menu > Self Service > Manage Delegations**.

- Click “Create Delegation Request”
- Enter the date range you will be assigning a proxy approver. The from date will always be greater than the current date.
- Click “Next”
- Check Mark “GT Basic”. This will give your proxy the access to approve any eForms that are routed to you.
- Click “Next”
You can search by name or search by hierarchy. Use the blue button to switch from hierarchy to name.

You can search for the employee by last name or first name.

Select the employee by clicking the button next to their name:

Click “Next”

It will give you an overview of the delegation information. Please confirm everything is correct before clicking submit.

Once you click submit you will receive a confirmation screen saying “You have successfully submitted a delegation request”

**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 worklist 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.
- You can only assign one (1) delegate per timeframe. You will receive an error message if you try to overlap delegation timeframe.
- 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

Once you have logged into the PeopleSoft Self Service Portal, you will can access the delegation panel through **Main Menu > Self Service > Manage Delegations**.

Click “Review My Delegated Authorities”

Information regarding who submitted the delegation request, their job title and the date range will appear.

Check mark the box next to the delegation you are accepting and click “Accept”

Once you click accept you will receive a confirmation screen saying “You have successfully accepted a delegation request”

You and your manager can also verify this delegation went through by clicking on “Review My Proxies” on the Manage Delegation Screen. The request status will show next to the delegation.