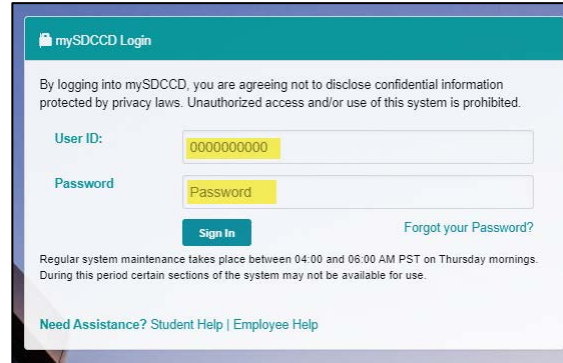
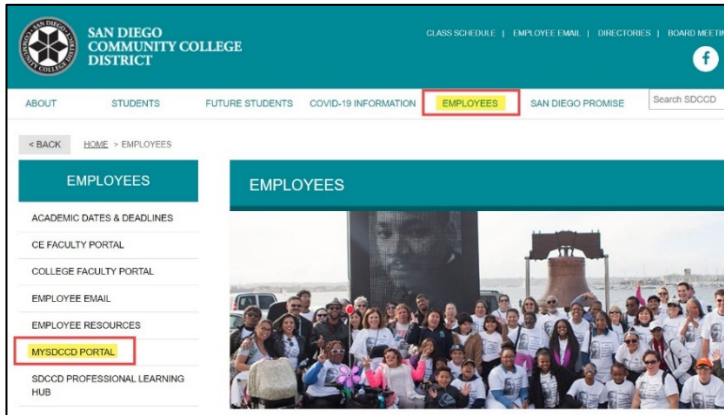
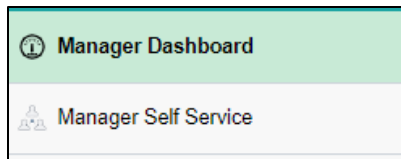
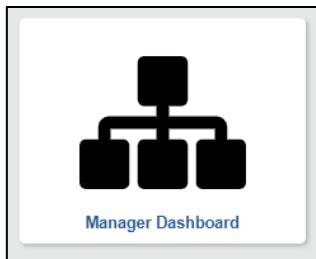


# ACCEPTING DELEGATION REQUESTS

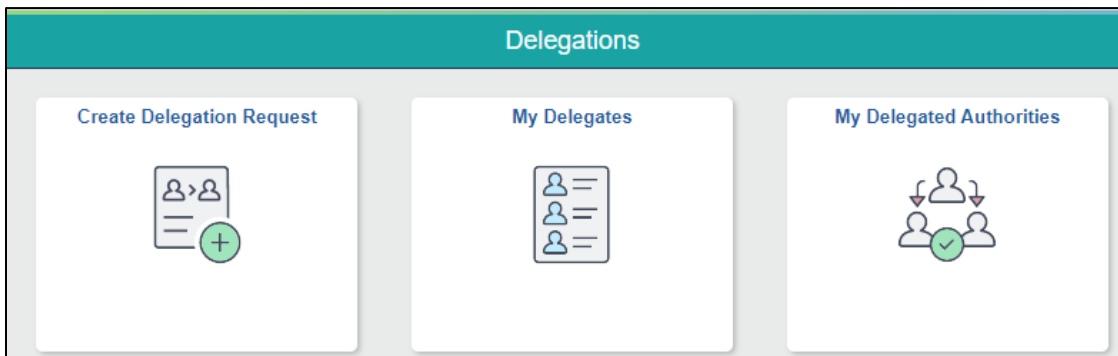
Log in to the PeopleSoft Portal via the district Website. Click on the EMPLOYEES link in the top menu bar. In the EMPLOYEES menu on the left click on MYSDCCD PORTAL. Log in using your User ID and Password.



Click on Manager Dashboard to access the Manager Self Service tiles. Select Manager Self Service from the Manager Dashboard, and then click on the Delegations tile.

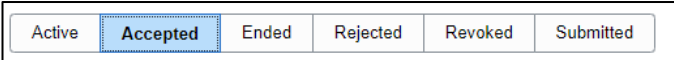
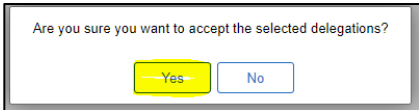


Click on the My Delegated Authorities tile to start the process.

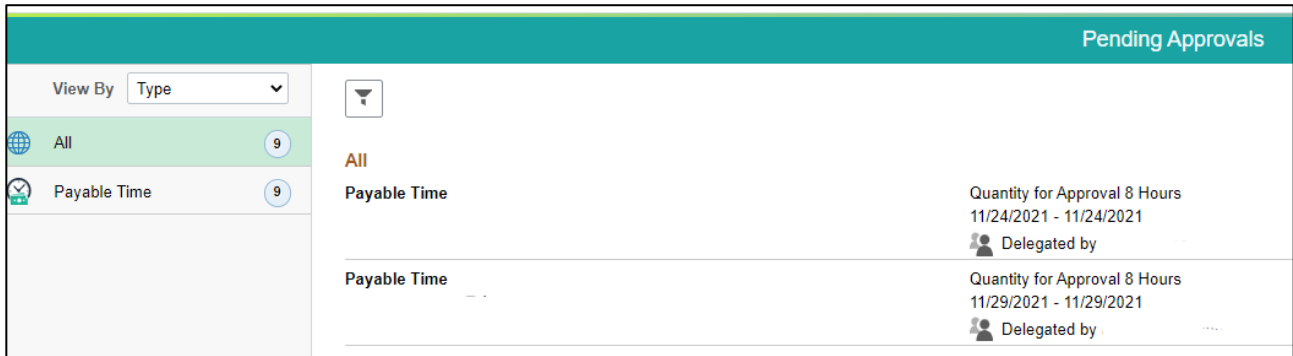
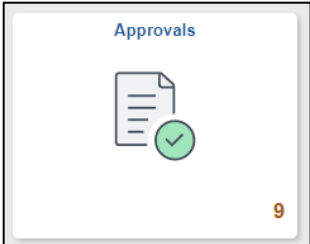
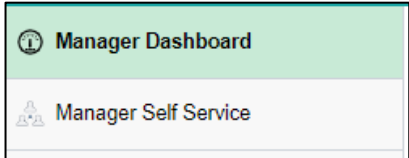
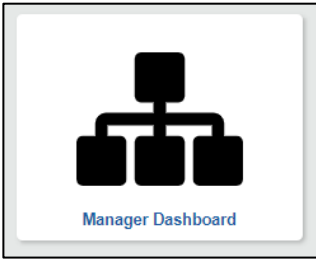


# ACCEPTING DELEGATION REQUESTS

From the **Submit** tab, click the **Accept** button.  
Click **Yes**, a confirmation will briefly show at the top of the screen and then the request will show under the Accepted tab until the end date



Once the delegation is accepted, when selecting the **Approvals** tile, pending time for the direct reports of the Delegator will now show to be approved.



**NOTE:**

- Only time submitted as of the time the delegation request was accepted will initially be seen.
- Any time submitted prior will remain in the Delegator's queue and will need to be manually moved by HR Systems.
- All time submitted during the delegation period, should be approved prior to the end of the delegation period, otherwise it will be "stuck" in the Proxy's queue and will require HR Systems assistance to move the workflow back to the Delegator