How to Accept Delegation for DBT

1

Fri 4/29/2016 4:24 PM

UTShare.DONOTREPLY@utsystem.edu

A delegation request from Iris Niestas has been submitted for review and acceptan

To ■ Avila, Olivia

Iris Niestas or an administrator on behalf of Iris Niestas has submitted a delegation request to you. Here a

Transaction(s): UTZ_PM_DBT
From: 2016-04-29
To: 2016-05-06

You can review the request, then accept or reject the request, using the link below.

2

https://my.shared.utsystem.edu/psp/ZAPPRD/EMPLOYEE/HRMS/c/HCDL_ALL.HCDL_MGR_DLG_HOME.GBL?
Page=HCDL_MGR_DLG_HOME&Action=U&DELEGATOR_ID=6001009568&DELEGATOR_RCD=0&TRANSACTION_NAME=UTZ_PM_DBT&TRANS_ALLO
WED=I&FROM_DATE=2016-04-29

1. You will receive an email to accept a delegation request
2. Click on the link
3. Sign in to PeopleSoft with your credentials
4. Click **Review My Delegated Authorities**

Sign in with your UTEP accou **3**

USERNAME: [   ]

PASSWORD: [   ]

[Login]

Get your UTEP account here
Change Password
Forgot your Password

Manage Delegation

Olivia Avila

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

ⓘLearn More about Delegation

Select *Review My Delegated Authorities* to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

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Review My Delegated Authorities

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My Delegated Authorities

Olivia Avila

Accountant I

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Show Requests by Status: [Submitted ⌄] [Refresh]

Choose Delegate

	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
☑	DBT Change - Initiate	Iris Niestas	Director - Managerial	04/29/2016	05/06/2016	Submitted	Inactive	ⓘ

Select All   Deselect All   [Accept]   [Reject]

Return to Manage Delegation

5. Click check box next to **DBT Change —Initiate**
6. Click Accept
7. Click **OK**
8. You will receive another email confirming you have accepted delegation for DBT

Accept Delegation Request

Olivia Avila

Accountant I

You have successfully accepted a delegation request. Refer to the My Delegated Authorities page to view accepted delegation requests.

[OK]

Mon 5/2/2016 8:18 AM

UTShare.DONOTREPLY@utsystem.edu

Olivia Avila has accepted a delegation request from Iris Niestas

To ■ Avila, Olivia; ■ Niestas, Iris R

Action Items   + Get more apps

                                              ⯯ First   ⯯ Previous

Olivia Avila has accepted a delegation request that you submitted. Here are the details:
Request Status: Accepted
Transaction: UTZ_PM_DBT
From: 2016-04-29
To: 2016-05-06

Delegation Status: A

You can review the status of the request using the link below.
https://my.shared.utsystem.edu/psp/ZAPPRD/EMPLOYEE/HRMS/c/HCDL_ALL.HCDL_MGR_DLG_HOME.GBL?
Page=HCDL_MGR_DLG_HOME&Action=U&DELEGATOR_ID=6001009568&DELEGATOR_RCD=0&TRANSACTION_NAME=UTZ_PM_DBT&TRANS_ALLO
WED=I&FROM_DATE=2016-04-29