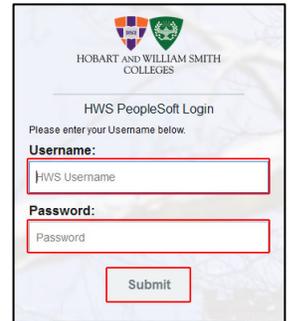


HR Manager Self Service (Fluid View) Delegating Time Approval

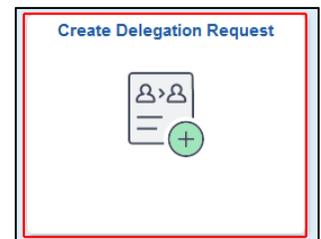
A supervisor may delegate time approval to someone else in Peoplesoft HR Employee Self Service.

To delegate time approval in PeopleSoft:

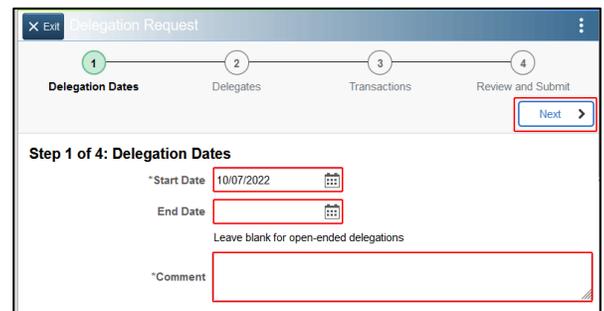
1. Go to the PeopleSoft Portal Landing at <http://psportal.hws.edu>
2. On the portal page, click **Human Resources**
3. Log in using your HWS username and password
4. If necessary, at upper right click the **house** icon to go to Fluid Home



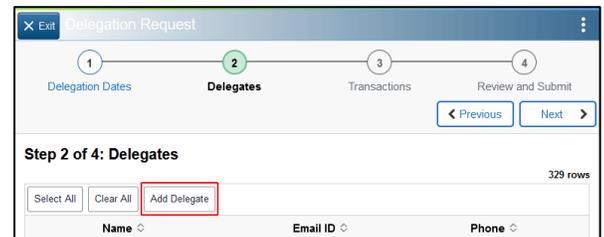
5. On the Fluid Home page, click **Create Delegation Request**



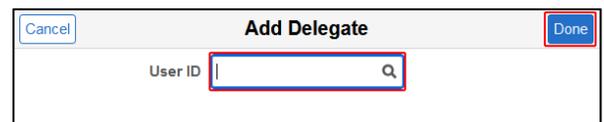
6. On the Delegation Dates screen, **enter the start and end dates for delegation**
7. On the Delegation Dates screen, **enter a comment**
This comment and the dates will be e-mailed to the delegate as a request.



8. At the upper right, click **Next**
9. On the Delegates screen, click **Add Delegate**



10. On the Add Delegate screen enter the **desired delegate's User ID**

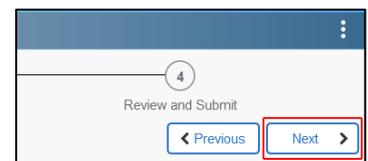


11. At upper right, click **Done**

Note: If you entered a correct User ID, that user will be checked on the Delegates screen. If you entered an incorrect User ID, you will get an error.

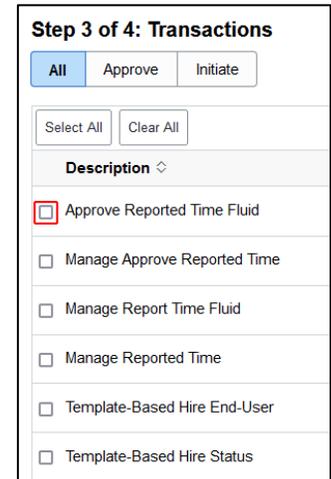
If you prefer, use the magnifying glass to show the lookup and use the Search Criteria to search for the delegate.

12. On the Delegates page, at upper right, click **Next**

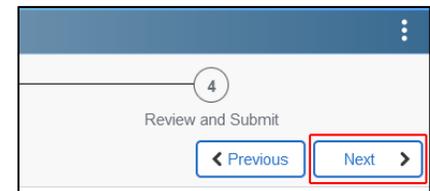


HR Manager Self Service (Fluid View) Delegating Time Approval

13. On the Transactions page, check the box(es) to **select the transaction type(s) to delegate**



14. On the Transactions page, at upper right, click **Next**



15. On the Review and Submit page, verify the delegation details information shown

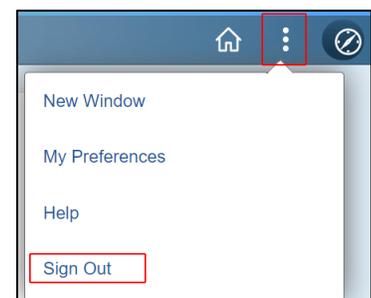
16. Use the Previous button to go back and change a value; otherwise, at the upper right, click **Submit**



After submission, the Delegations page will display. Delegate details may be viewed in the My Delegates tile.



17. Use the icons at the top to return to the HR Home or Fluid Home screens, or sign out at the upper right by clicking the **three dots** and selecting **Sign Out**



If you have questions, please contact Human Resources at ext. 3312.