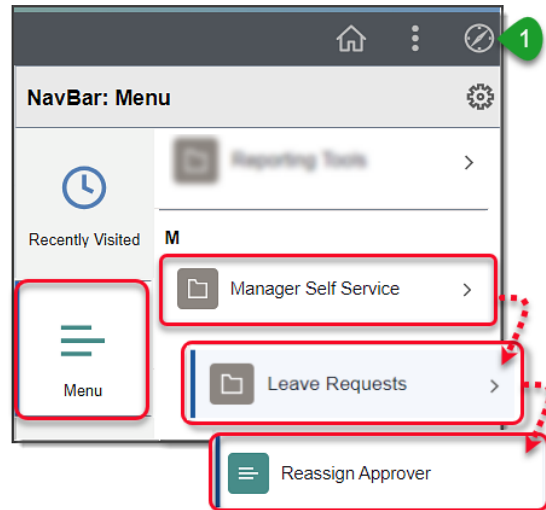


How to Delegate Leave Requests

Reassign Approver page provides **managers** the ability to delegate the request (Managers Leave Request for Employee) and approvals of those requests (Manager Leave Requests) for a specific period of time.

1. Log into PeopleSoft HCM.
2. Navigate to **Reassign Approver** page within Manager Self Service:
 - Click **NavBar**.
 - Select **Menu**.
 - Select **Manager Self-Service**.
 - Select **Leave Requests**.
 - Select **Reassign Approver**.



3. **Empl ID From** displays the employee ID of the manager creating the delegation request.
4. Enter **Empl ID To** of select manager to delegate your requests.
5. Enter **From Date** (Date delegations will begin).
6. Enter **End Date** (Date delegations will end)
7. Click **Save**.