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.

	Reassign Approver			
	Leave Management Delegations			
2	*Empl ID From: 3171491 Name Doe, Manager Q			
3	*Empl ID To: 1013752	Name Chris B. Manager	*From Date: (1) 09/15/2023	*End Date: 09/17/2023
	Save 6			

Additional resources and training opportunities can be found on the **PeopleSoft site**, <u>found here</u>. Or follow this navigation path: **SDUSD > Staff Portal > Applications & Support >IT Department >** Select **PeopleSoft** from the **IT Resources drop down menu**.

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