


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 acceptance

To:  Avila, Olivia

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

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 hyperlink
3. Login to PeopleSoft with your University credentials
4. Click **Review My Delegated Authorities** link

Sign in with your UTEP account

USERNAME: **3**

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.

4

[Review My Delegated Authorities](#)

How to Accept Delegation for DBT

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

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

Choose Delegate

| Transaction | Name | Job Title | From Date | To Date | Request Status | Delegation Status | Details |
|---|--------------|---------------------|------------|------------|----------------|-------------------|---------|
| <input checked="" type="checkbox"/> DBT Change - Initiate | Iris Niestas | Director - Manag | 04/29/2016 | 05/06/2016 | Submitted | Inactive | |

Select All

Deselect All

Accept

Reject

[Return to Manage Delegation](#)

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

o 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=1&FROM_DATE=2016-04-29