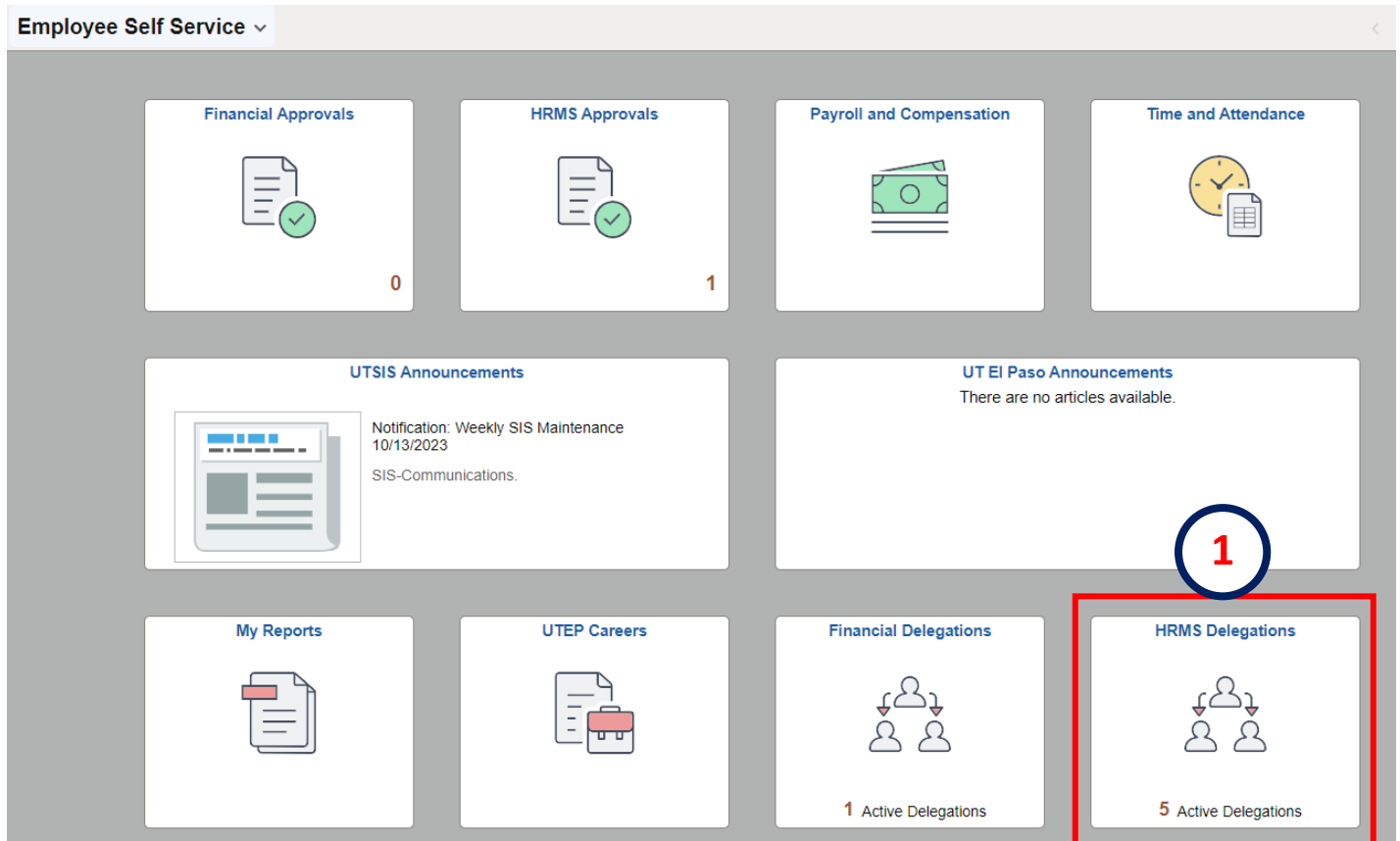
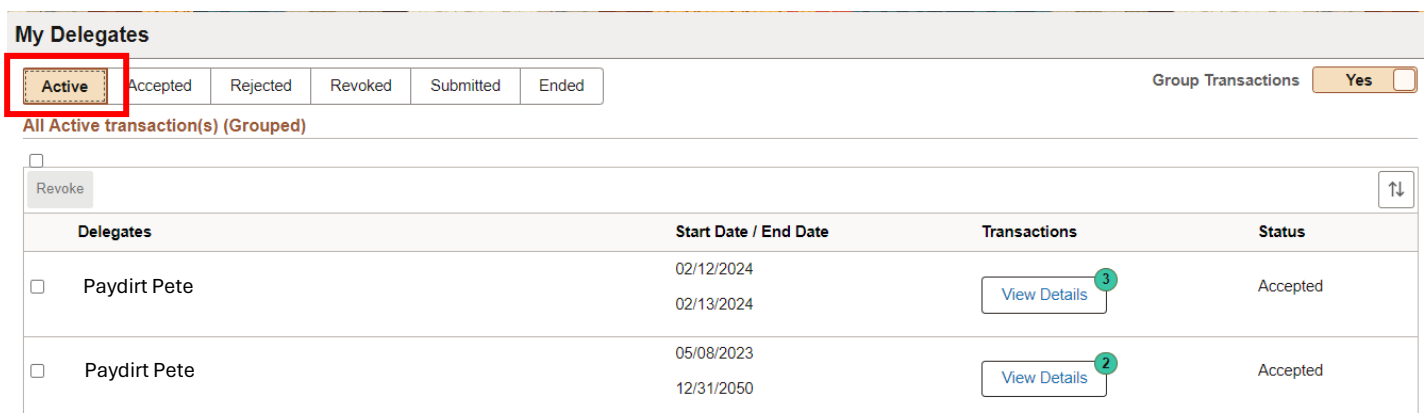


# How to revoke HRMS delegation

1. On the PeopleSoft landing page select the **HRMS Delegations** tile.



2. A list of all **Active** delegations will appear.



# How to revoke HRMS delegation

3. To view the details of the delegation assigned click **View Details**.

**My Delegates**

Active Accepted Rejected Revoked Submitted Ended Group Transactions Yes

All Active transaction(s) (Grouped)

Revoke ↕

Delegates	Start Date / End Date	Transactions	Status
<input type="checkbox"/> Paydirt Pete	02/12/2024 02/13/2024	<b>3</b> <span>View Details <b>3</b></span>	Accepted

4. Delegation details will appear in a new screen.

**Detail** ×

**Delegator** Michael Jordan

**Delegate** Paydirt Pete

**Start Date** 02/12/2024

**End Date** 02/13/2024

**Request Status** Accepted

**4**

- Absence Cancellation
- Absence Request
- Absence Request Manager

# How to revoke HRMS delegation

5. Select only the delegation you want to **Revoke**.

6. Click **Revoke** to proceed.

**My Delegates**

Active Accepted Rejected Revoked Submitted Ended Group Transactions Yes

All Active transaction(s) (Grouped)

Revoke **6**

Delegates	Start Date / End Date	Transactions	Status
<input type="checkbox"/> Paydirt Pete	02/12/2024 02/13/2024	<a href="#">View Details</a> <b>3</b>	Accepted
<input checked="" type="checkbox"/> Paydirt Pete <b>5</b>	05/08/2023 12/31/2050	<a href="#">View Details</a> <b>2</b>	Accepted

7. The system will ask you if you are sure to proceed?

**My Delegates**

Active Accepted Rejected Revoked Submitted Ended Group Transactions Yes

All Active transaction(s) (Grouped)

Revoke

Delegates	Start Date / End Date	Transactions	Status
<input type="checkbox"/> Paydirt Pete	02/12/2024 02/13/2024	<a href="#">View Details</a> <b>3</b>	Accepted
<input checked="" type="checkbox"/> Paydirt Pete	05/08/2023 12/31/2050	<a href="#">View Details</a> <b>2</b>	Accepted

Are you sure you want to revoke the 2 selected transactions?

Yes No

**7**

# How to revoke HRMS delegation

8. To view all revoked transactions select **Revoked** from the menu bar.

**My Delegates**

Active Accepted Rejected **Revoked** Submitted Ended Group Transactions  Yes

All Revoked transaction(s) (Grouped) **8**

Delegates	Start Date / End Date	Transactions
Paydirt Pete	05/08/2023 12/31/2050	<a href="#">View Details</a> <b>2</b>