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

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

6. Click **Revoke** to proceed.

7. The system will ask you if you are sure to proceed?
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8. To view all revoked transactions select **Revoked** from the menu bar.