9.1 e-Performance

Delegation for Reviewing Managers

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Document delegation allows the reviewing manager to delegate the approval process to another manager within the agency.

Step 1: Log into the Route 88 URL https://route88.state.ga.us
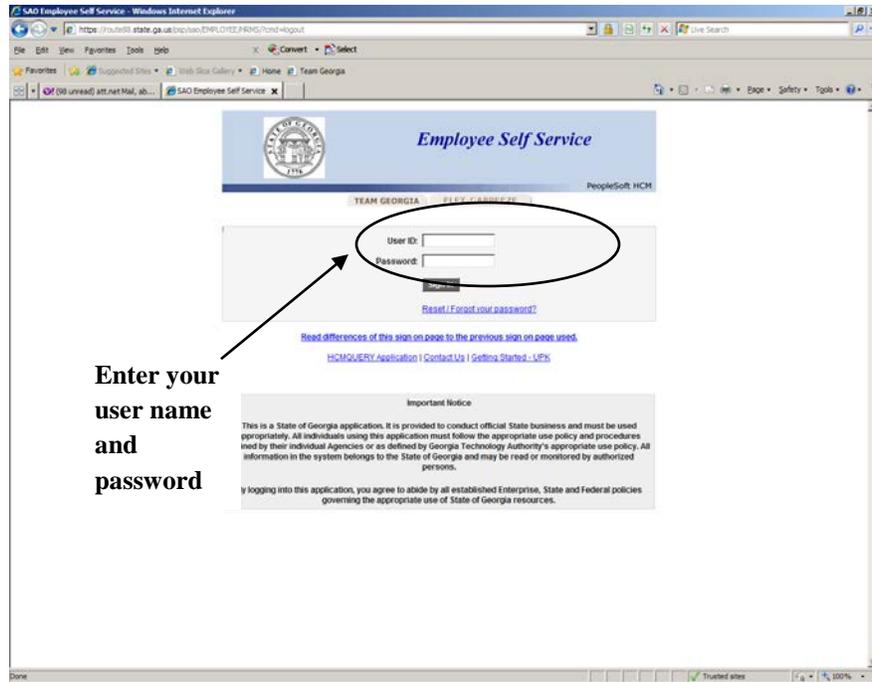
Logging in on this screen will take you directly to the Main Menu screen for PeopleSoft HCM.

Step 2: Click on Self Service
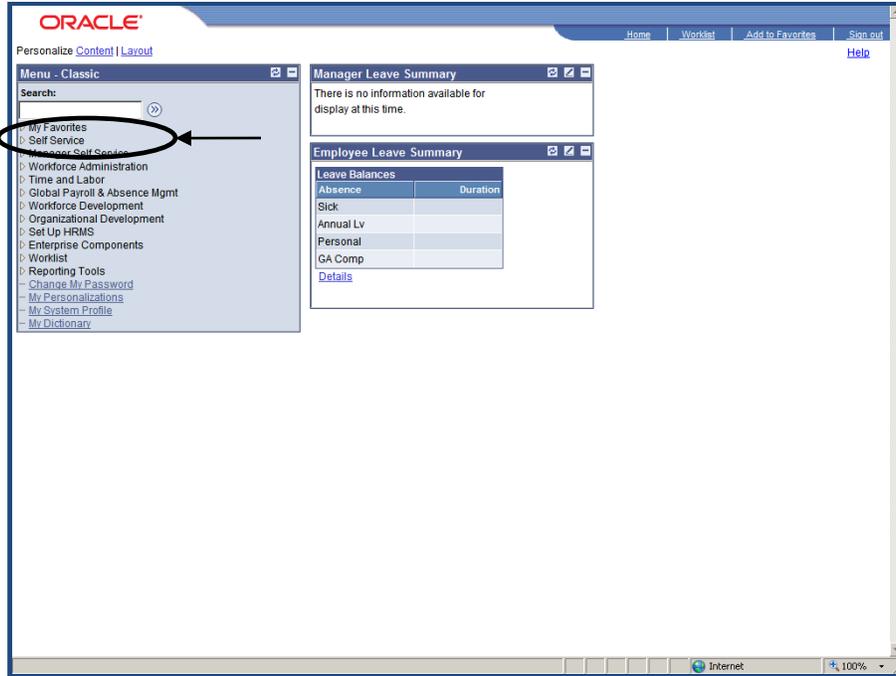
Step 3: Click Create Delegation Request
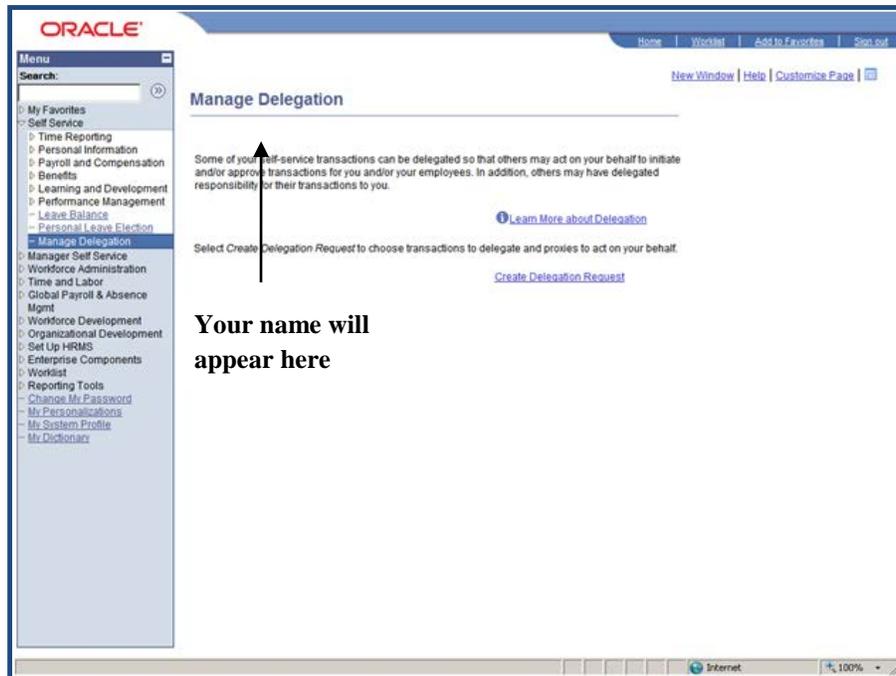
Step 4: Enter the From Date and To Date: (this is the period for which the delegation is active) and click on "Next"
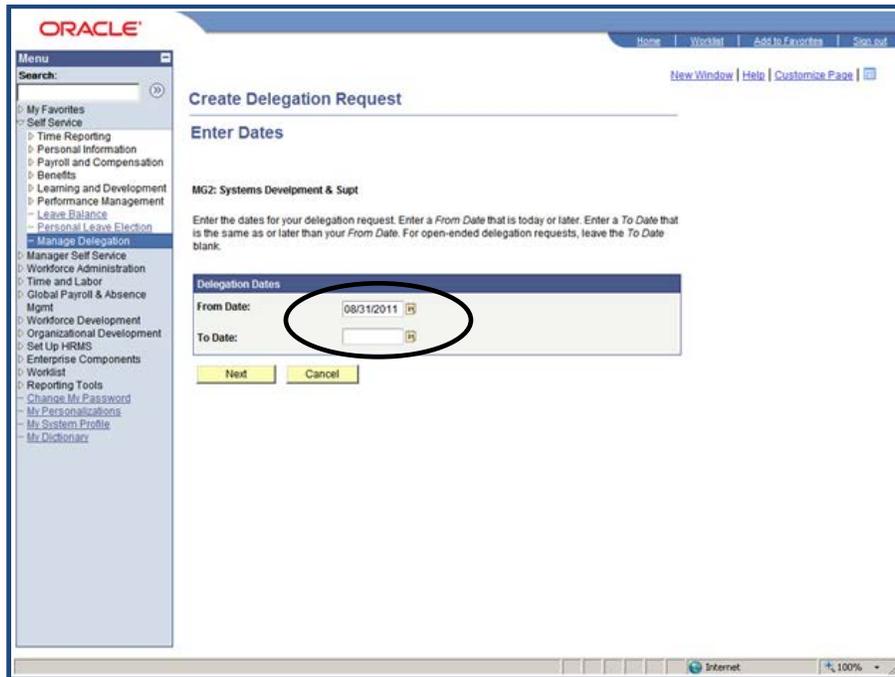
Note: The "From Date" automatically defaults to the current date, but can be changed. The "To Date" may be left blank for open-ended delegation requests.

Step 5: Select Approve Performance Document and click on "Next"
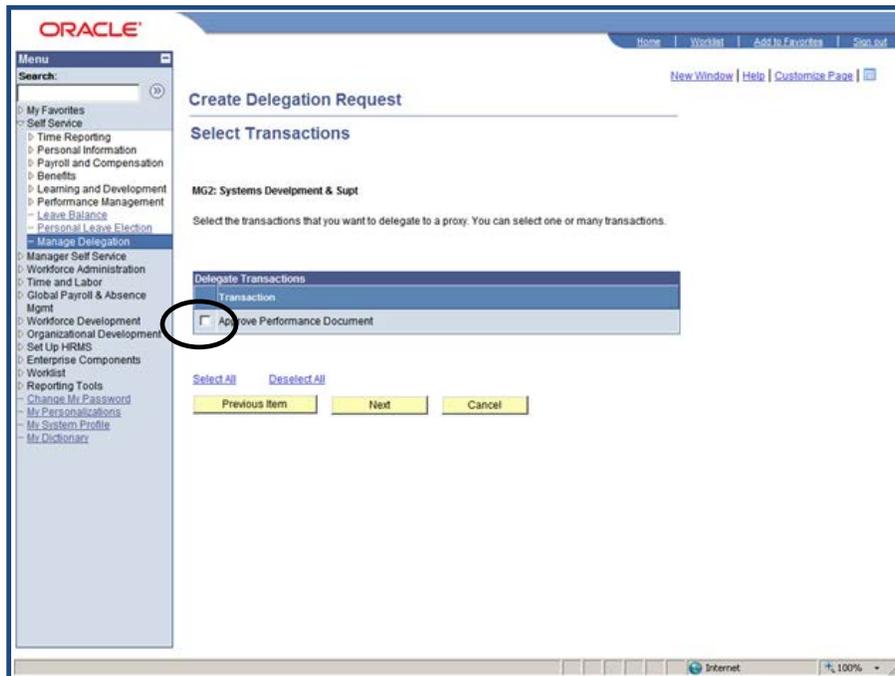
Note: A check mark will appear in the Approve Performance Document box once you have made the selection.

Step 6: Select the employee that you are delegating your approval authority to and click on "Next"
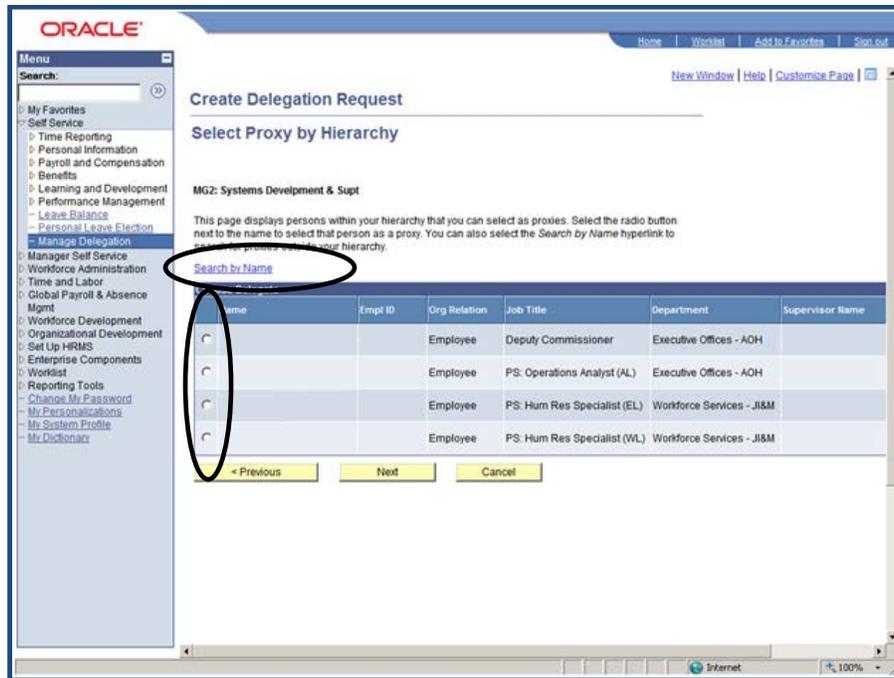
Note: A mark will appear in after the employee(s) have been selected.

Reviewing managers can select an individual outside their hierarchy to delegate approval authority to by clicking "Search by Name".
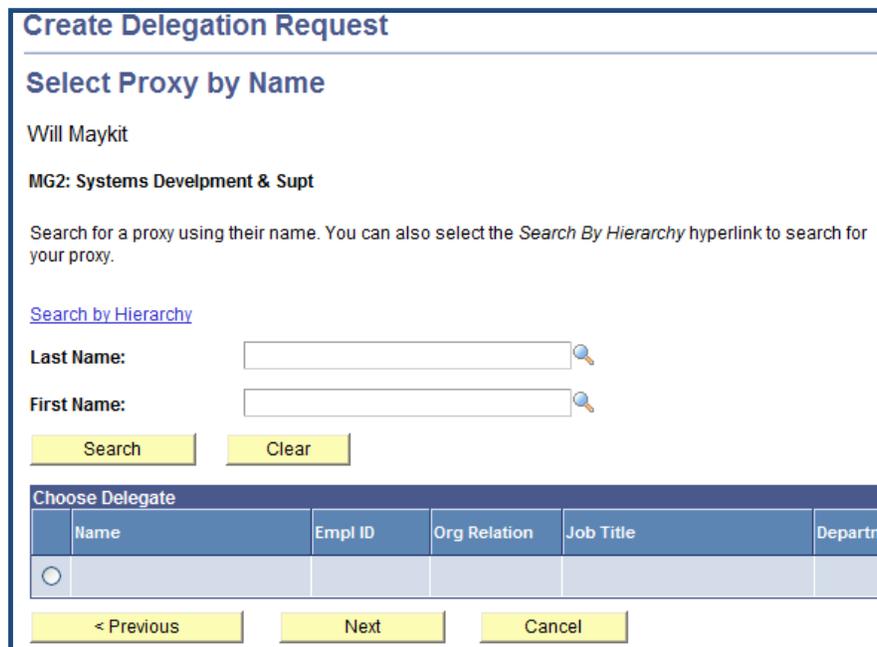
Enter the last name and first name of the person to whom you wish to delegate authority, or click the hourglass next to the name field to select from available names, and click "Search". Select the desired employee and click "Next".

Step 7: Select the Notify Delegator box and click on "Submit"
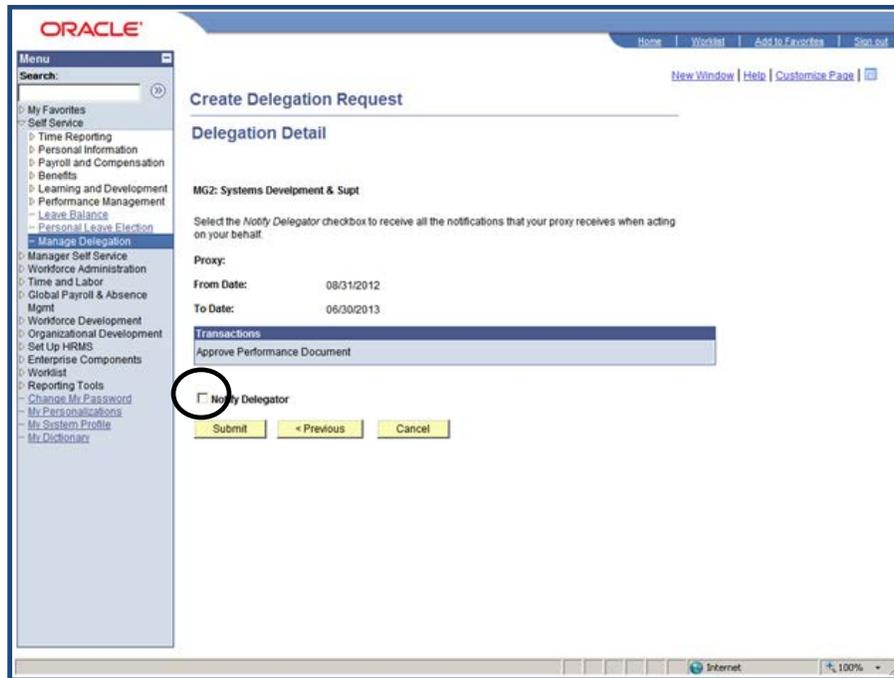
Note: The selected employee(s) name will appear

Checking the "Notify Delegator" box before clicking on "Submit" will send the proxy an email to let them know of the delegation request.

Step 8: Click "OK"
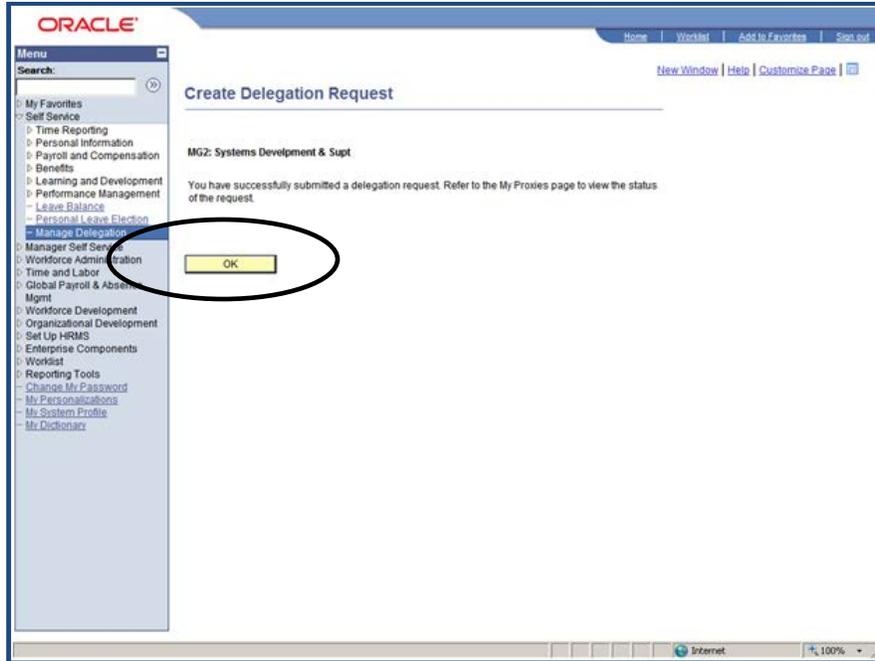
Note: You will receive a message stating. "You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the report.

The person who will be the delegator of the manager's performance documents will receive an email notification and they will have to accept the request.

<div style="background-color: orange; text-align: center; font-weight: bold;">Accepting Delegation Approval</div>

Step 9: The employee that is to become the proxy must then navigate to the same location and accept the delegation request.
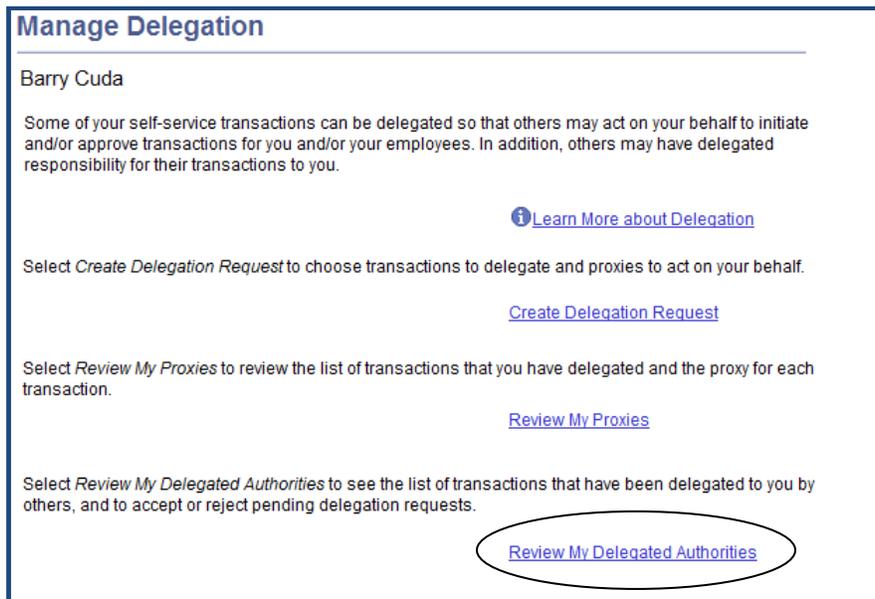
Step 10: The employee may then accept or reject the request by clicking on the appropriate button.

My Delegated Authorities

Barry Cuda

Deputy Commissioner

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

Choose Delegate

	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
☐	Approve Performance Document	Will Maykit	MG2: Systems Develpment & Supt	08/29/2011		Submitted	Inactive	ⓘ

Select All   Deselect All | Accept | | Reject |

Return to Manage Delegation

Step 11: To view the people to whom you have delegated approval authority to, select "Review my Proxies"

Manage Delegation

Barry Cuda

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 *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

Create Delegation Request

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

Review My Proxies

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.

Review My Delegated Authorities

Step 12: Select "Accepted" from the Show Request by Status drop-down
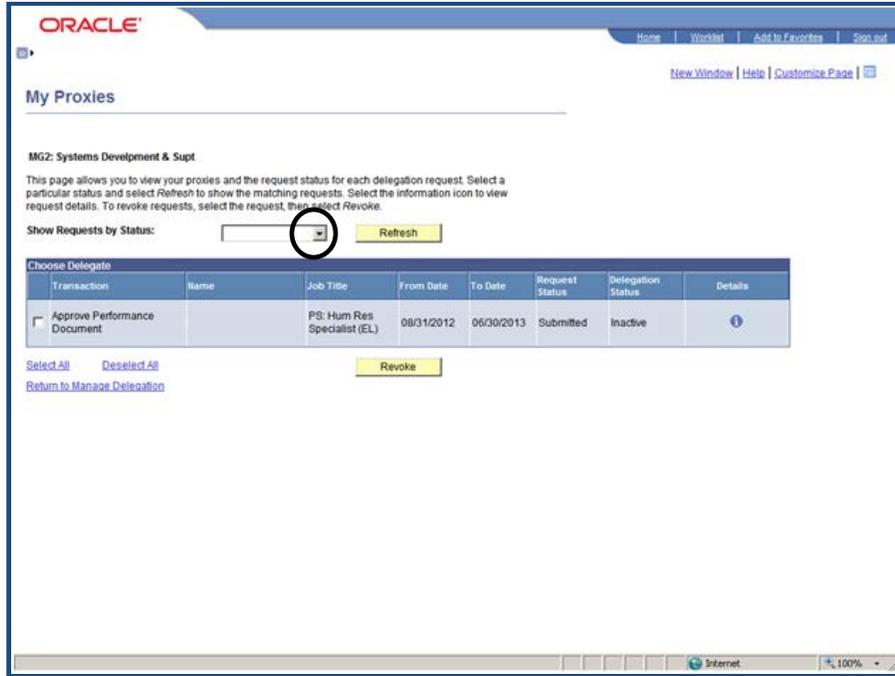
Note: This is the person who will be delegated to approve the reviewing manager's performance documents.

Step 13: System will display your accepted proxies
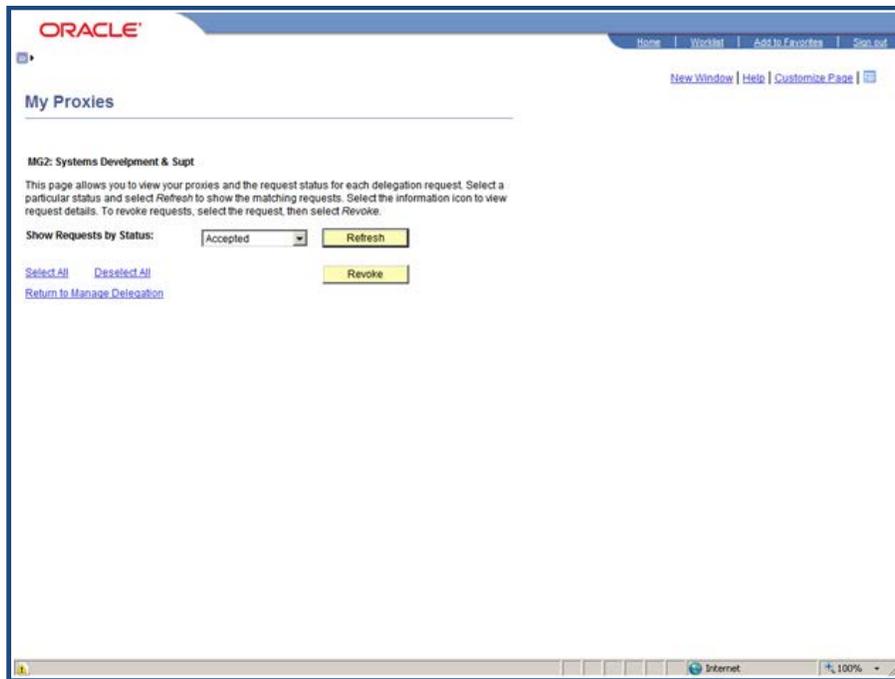
Note: To approve documents that have been delegated to them, Proxy managers should follow the same approval steps as any Reviewing Manager. See the Approval Process – Reviewing Manager Job Aid for specific instructions.