## 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](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

Your name will appear here
Step 4: Enter the From Date and To Date: (this is the period for which the delegation is active) and click on “Next”

![Image of delegation request form]

**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”

![Image of delegation request form with performance document selected]
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”.

Note: A mark will appear in after the employee(s) have been selected.
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”**

![Image of the ORACLE interface for creating a delegation request](image.png)

**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”

![Image showing the step to 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.

Accepting Delegation Approval

Step 9: The employee that is to become the proxy must then navigate to the same location and accept the delegation request.

![Image showing the step to accept delegation]

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Step 10: The employee may then accept or reject the request by clicking on the appropriate button.

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