Adding a Delegate in PeopleSoft on e-Campus Financials

URI Office of the Controller

March 2021

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1. Adding a Delegate

a. Navigating within PeopleSoft

1. From the main menu, go to: *Employee Self-Service* → *Travel and Expenses* → *User Preferences* → *Delegate Entry Authority*

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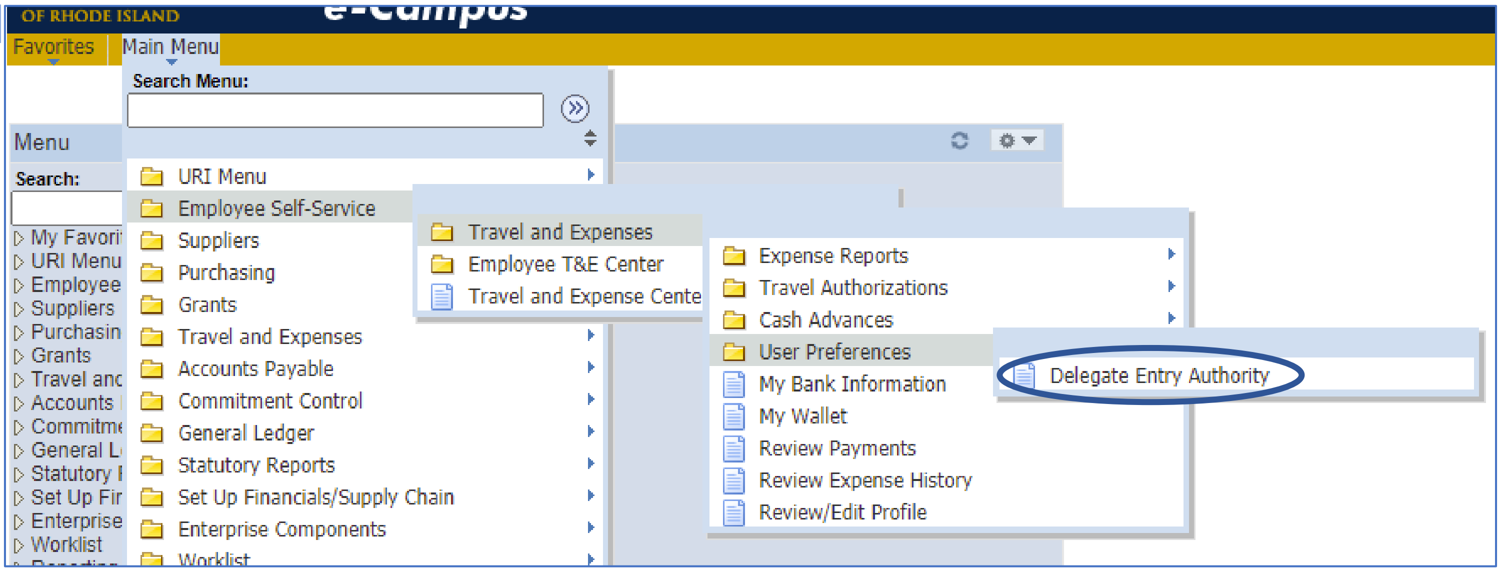
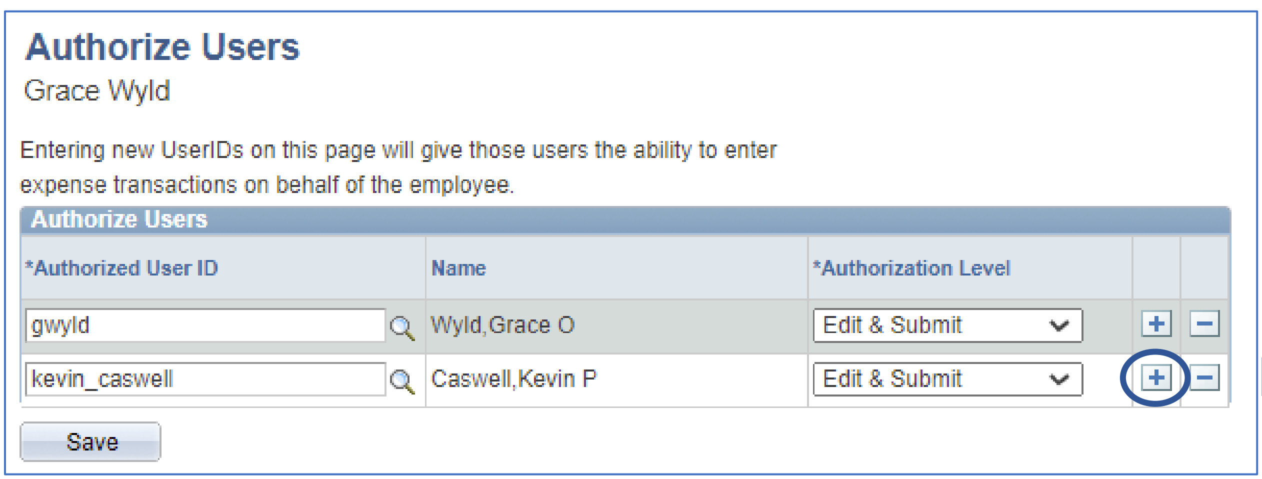


2. Click the + sign on the right to add a new authorized user



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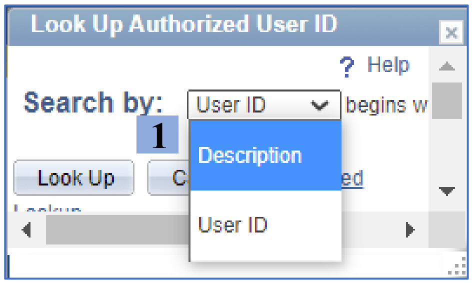
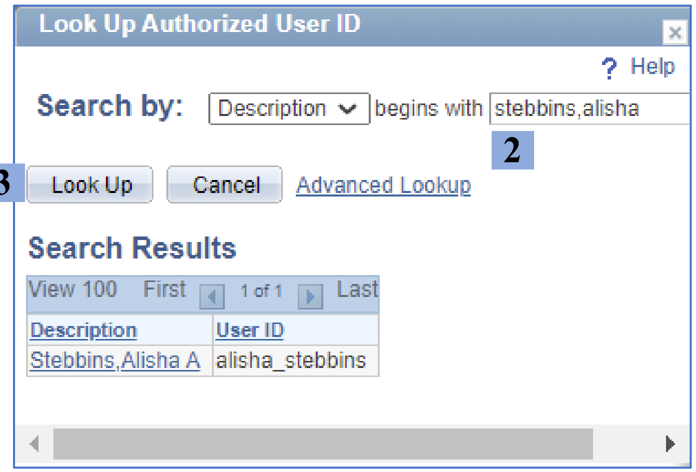
b. Selecting and saving a delegate

1. In the *Look Up Authorized User ID* window, change the “Search by:” option from *User ID* to *Description* in the drop-down menu

2. Enter the name of the person who will act as your delegate in the *Last,First* format, with no space after the comma

3. Click “Look Up” and select the correct result to add the user as an authorized delegate





4. Make sure the “Edit & Submit” option is selected next to the new delegate’s name

5. Click *Save*

6. Click *Ok* on the Save Confirmation page