

Adding a Delegate in PeopleSoft on e-Campus Financials

URI Office of the Controller

March 2021

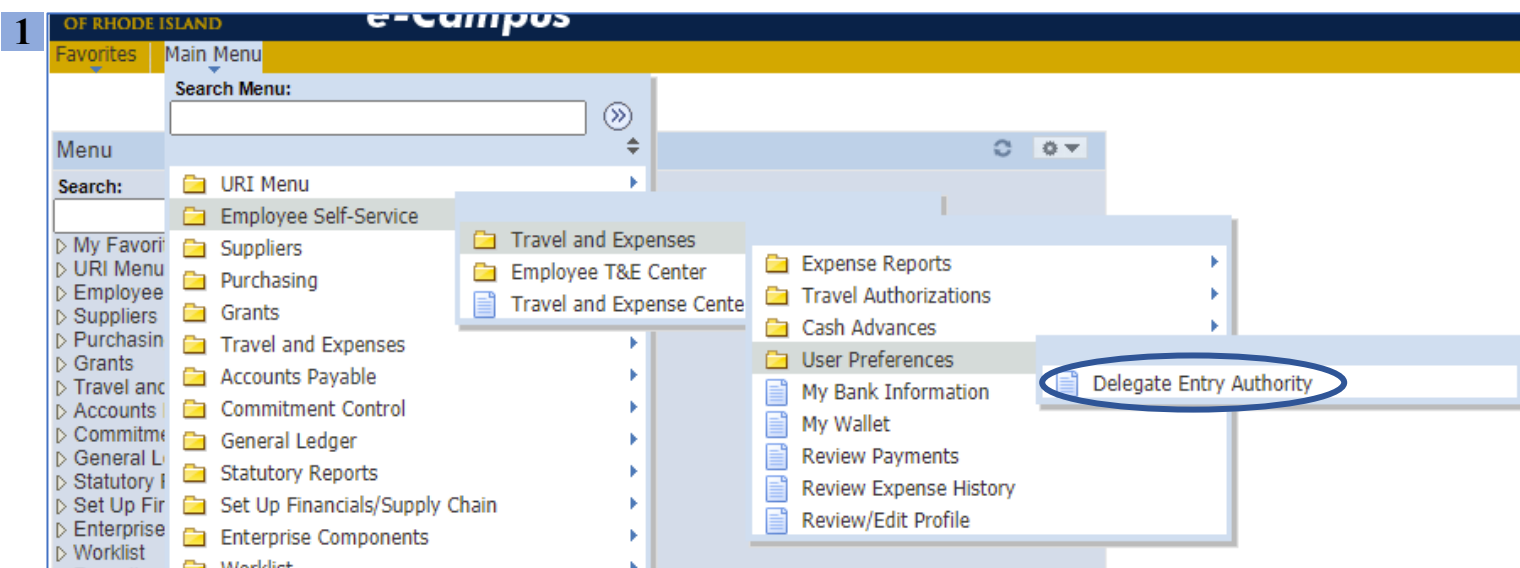
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1. Adding a Delegate

a. Navigating within PeopleSoft

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



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

Authorize Users

Grace Wyld

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

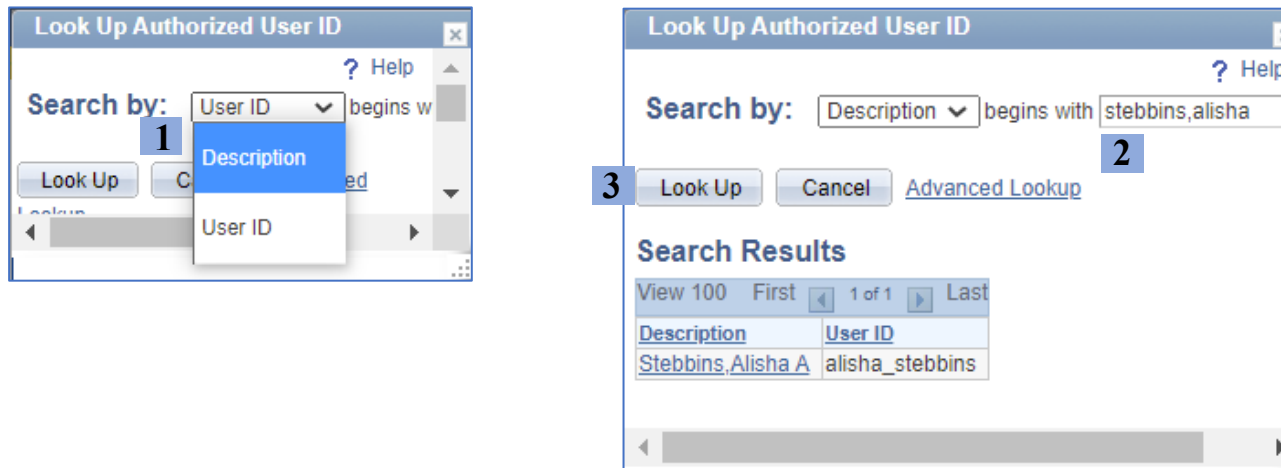
*Authorized User ID	Name	*Authorization Level		
gwyld	Wyld, Grace O	Edit & Submit	+	-
kevin_caswell	Caswell, Kevin P	Edit & Submit	+	-

Save

2

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

