

- From the csusb.edu top menu bar select MyCoyote:
- Log into MyCoyote using your credentials.



• Scroll down and click on Administrative Systems:

CSUSB			Student	i Menu 🗸 Staff Menu 🗸			Q	Q	9
		COYOTE CONNECTION FIND YOUR PACK!				Access your @coyote.csusb.edu email			
	Coyote Connection Check out the Coyote C brand-new Coyote Hour	n connection events happening all year long, featuring the c	Winter Intersession 20 Winter Intersession 20 begins November 7, 20	on 2023 23 is December 16, 2022 – January 18, 2023. Registration 222.		Faculty and Staff Email Office 365 includes a suite of tools, such as Email, Calendar, OneDrive, and more			
	0,7,8 1,- ,4 N,27	Canvas Canvas Learning Management System		Student Center Access student related self services		Personal Messages Directly access your personal messages.			
		My Financials Make a Payment, My Financial Activity, OneCard Balance and CSUSB Scholarship Site		My Academics Student Center, Faculty Center, Advisor Center, Navigate, and related student, faculty, and staff services	\$	My Tasks My Holds, My To-Do's, Orientation Registration, End Sexual Violence Training, AlcoholEdu for College			
		Collaborate Zoom Video Conferencing, Google Drive, Qualtrics Surveys, Yammer and more	Ê	My Status Application Status, Admission Transcript Status, and Training Status	•	Administrative Systems PeopleSoft CS, PeopleSoft HR, CSYOU, CFS, CFS DW, EMS, and more			
		My Employment Time & Attendance, Benefits, Paycheck, Travel, CSULearn, Linkedin Learning, Interfolio, and more		Library Resources Find books, articles, media, textbooks, reserve study rooms, and more.	2	My Personal Information View and/or update items such as your email addresses, phone numbers, and addresses			



• Click on PeopleSoft CS:

CSUSB		Student	Menu 🗸 Staff Menu 🗸			9 Q D
		¢				
PeopleSoft	PeopleSoft CS PeopleSoft Campus Solutions	PeopleSoft	PeopleSoft HR PeopleSoft Human Resources		CS Worklist Access to PeopleSoft approval framework to process requests	
CFS	Common Financial System The financial data management system for the CSU	CFSDW	Common Financial System Data Warehouse Run reports on finance information	CSU	CSYOU The CSU systemwide employee portal	

- In the search bar enter: SB SUBMIT DOA REQUEST
- Click the hourglass to search:





• Click on the link:

CSUSB Homepage	Search Results	ଜ	Q	:	\oslash
New Search View Search Results I results for keyword: "SB_SUBMIT DOA REQUEST"					
✓ Category PS CS - Local Node Menu (1)	SB SUBMIT DOA REQUEST			1	row

• Enter the employee ID:

Search Results		SB SUBMIT DOA REQUEST	ራ ፡ ‹
			New Window Help Personalize F
*Empl ID	Delegation of Authority (DOA) Request Page		
	Use Employee ID to retrieve employee you would like to grant DOA access or make changes to the current DOA access.		



• Click on the hourglass:

CSUSB Homepage		SB SUBMIT DOA REQUEST
*Empl ID	Delegation of Authority (DOA) Request Page Use Employee ID to retrieve employee you would like to grant DOA access or make changes to the current DOA access.	

• Make sure the person who appears is the one you want to give DOA to. Click on the Empl ID link:

CSUSB Homepage				SE	3 SUE	BMIT	DOA	REQUE	ST			
*Empl ID	Delegation of Authority (DOA) Request Page Use Employee ID to retrieve employee you would like to grant DOA access or make changes to the current DOA access.											
	L	ook Up earch by	Empl ID /: [ID	✓ beg	ins with							Help
	Se	Look Up	Cancel Adv	vanced L	ookup						First (4)	(re () last
		ew 100	Name	Gender	Date of Birth	Campus ID	Local Campus ID	National ID ID Cou	ional	NID Short Description	Last Name	First Name
					//****	(blank)	(blank)	*********** US	A	SSN		



- In the following window you will be able to view their current authorizations. You can delete or update in the drop-down menu.
- If a new request needs to be made, click on create new and click next:

✓ CSUSB Homepage					S	B SUBMIT DO	AREQUEST
*Empl ID	To Update: Select 'Request. click 'Next' to rev To Create a New Check 'Create N 'Create New' and requests	Action' from existing autho riew r authorization: ew' then 'Next' d 'Update' have to be sub	rization(s) below, then mitted in separate				
Names Job Info ETT Job Info Last Name		First Name	Middle Name				
Durainana	linit	Division	ES Eurotion ID	Appprover Level	Limit	Effective Date	End Date
Request Action Departme	int D0270		Budget Management	Level1Aprv	Linit	04/01/2022	
Project	ALL	Account ALL	Hospitality Expense Designee	Level1Aprv		04/01/2022	
Delete			Property Management	Level1Aprv		04/01/2022	
opdate			Printing Services Approval	Level1Aprv		04/01/2022	
			Travel Approval	Level1Aprv		04/01/2022	
Create New	Next	Submi	t				



- Creating a new Request, you will see the page below. Select the Business Unit, Division and Dept ID.
 Fund Code, Project, and Class field is needed if the person needs only a specific range to approve.
- Please note: Staff members have authorization for Printing Services and Travel Approval only.
- MPP/Department Chair have options for authorization for Budget Management, Property Management, Printing Services, Travel Approval, and Hospitality Expense Designee.
- Level 1: Designated for Department Chairs, Directors, AVP's, Budget Analysts & Staff Members.
- Level 2: Designated for VP's and Dean's only.
- Level 3: Reserved for Sponsored Program Research Analysts
- Level 4: Reserved for Executive Director of Risk Management
- Click on the functions needed and click next:

CSUSB Homepage						SB SUBMIT DOA REQUEST
Empl ID	Input the chartfield string and des	sired options then (click on Next			
Names Job Info (FTT) Last Name	First Nan	ne	Middle Name	Find	First (4) 1 of	14 Det
*Business Unit SBCMP Q *Fund Code ALL Q	*Division DVD00	*DeptID D0270 *Class Field	ALL Q	Fillu		+ -
Authorized	SB FS Function ID	* SB FS Approver Level	Maximum Limit	Effective Date	End Date	
	Travel Approval	Level1Aprv 🗸		Ħ	Ħ	
	Printing Services Approval	Level1Aprv 🗸		31	B	
	Budget Management	Level1Aprv				
	Property Management	Level1Aprv				
	Hospitality Expense Designee	Level1Aprv				
Back	Next	Submit	t			

• Next you will select the approver that should approve the DOA request.

APPROVER REQUEST: HOW TO SUBMIT A REQUEST

- **Note**: If you do not see the approver that needs to be selected, please check if they have delegation of authority for the Business unit, Division, Dept ID, Fund Code, and Class field. If they do not they will not be an option as an approver.
- If this is the case, you will then need to submit a DOA request for the person who needs to be the approver first.

CSUSB Homepage					SB SUBMIT DOA REC	QUES
Empl ID	Please review and select an a	pprover for each requ	est then click on Subm	iit.		
Names Job Info TTTT) Last Name	First	lame	Middle Name			
Request Details				Find	First 🚯 1 of 1 🛞 Last	
Change Authorization						
Business Unit SBCMP Fund Code ALL	Division DVD00 Project ALL	DeptID Class Field	D0270 ALL			
Authorized	SB FS Function ID	SB FS Approver	Maximum Limit	Effective Date	End Date	
1 🖾	Travel Approval	Level1Aprv		11/15/2022		
2	Printing Services Approval	Level1Aprv		11/15/2022		
3	Budget Management	Level1Aprv		11/15/2022		
4	Property Management	Level1Aprv		11/15/2022		
5	Hospitality Expense Designee	Level1Aprv		11/15/2022		
*Approver Bryan Haddock BHaddo Khristine Barraza Khrist Maria Badulis MBadulis Samuel Sudhakar SSud	ck@csusb.edu ine.Barraza@csusb.edu @csusb.edu hakar@csusb.edu		~			



Once approver is selected you will click submit.

CSUSB Homepage					SB SUB	MIT DOA REQUEST
Empl ID	Please review and select an a	pprover for each requ	uest then click on Subn	ìit.		
Names Job Info	First	lame	Middle Name			
1	1101					
Request Details				Find	First 🕢 1 of 1 🕑 Last	
Change Authorization						
Business Unit SBCMP	Division DVD00	DeptID	D0270			
Fund Code ALL	Project ALL	Class Field	ALL			
Authorized	SB FS Function ID	SB FS Approver Level	Maximum Limit	Effective Date	End Date	
1	Travel Approval	Level1Aprv		11/15/2022		
2	Printing Services Approval	Level1Aprv		11/15/2022		
3	Budget Management	Level1Aprv		11/15/2022		
4	Property Management	Level1Aprv		11/15/2022		
5	Hospitality Expense Designee	Level1Aprv		11/15/2022		
*Approver						
	za@csusb.edu		~			
Back	ext	Submit				



- The <u>approver</u> will receive an automatic email pictured below:
- They can click on the hyperlink highlighted in red below to be taken to the worklist in peoplesoft to approve or deny the request.

From: dacsadmin@csusb.edu <dacsadmin@csusb.edu> Sent: Thursday, November 3, 2022 12:08 AM To: Subject: DACS Approval Pending</dacsadmin@csusb.edu>
You have pending Delegation of Authority (DOA) request(s) for review and approval. To review the pending DOA, please click here to login and click on CS Worklist icon to access your Worklist. You may also access the pending DOA in the PeopleSoft CS portal through MyCoyote.
For more help and step by step directions, please access the Guide to Review Pending Delegation of Authority (DOA) by clicking here
If you have questions or need assistance, please email <u>dacsadmin@csusb.edu</u>

Note: To avoid delays or confusion, communicate with the approver so they are aware these requests will be appearing on their worklists.

The approvers will receive reminder emails for 10 business days if the request has not been approved or denied.

Past the 10 business days the request will fall off their worklist and a new request will need to be submitted.



FOR APPROVERS:

For assistance on how to approve or deny request please see our how to guide:

How to Approve or Deny a Request



For any questions, please email <u>dacsadmin@csusb.edu</u>

