

APPROVER REQUEST

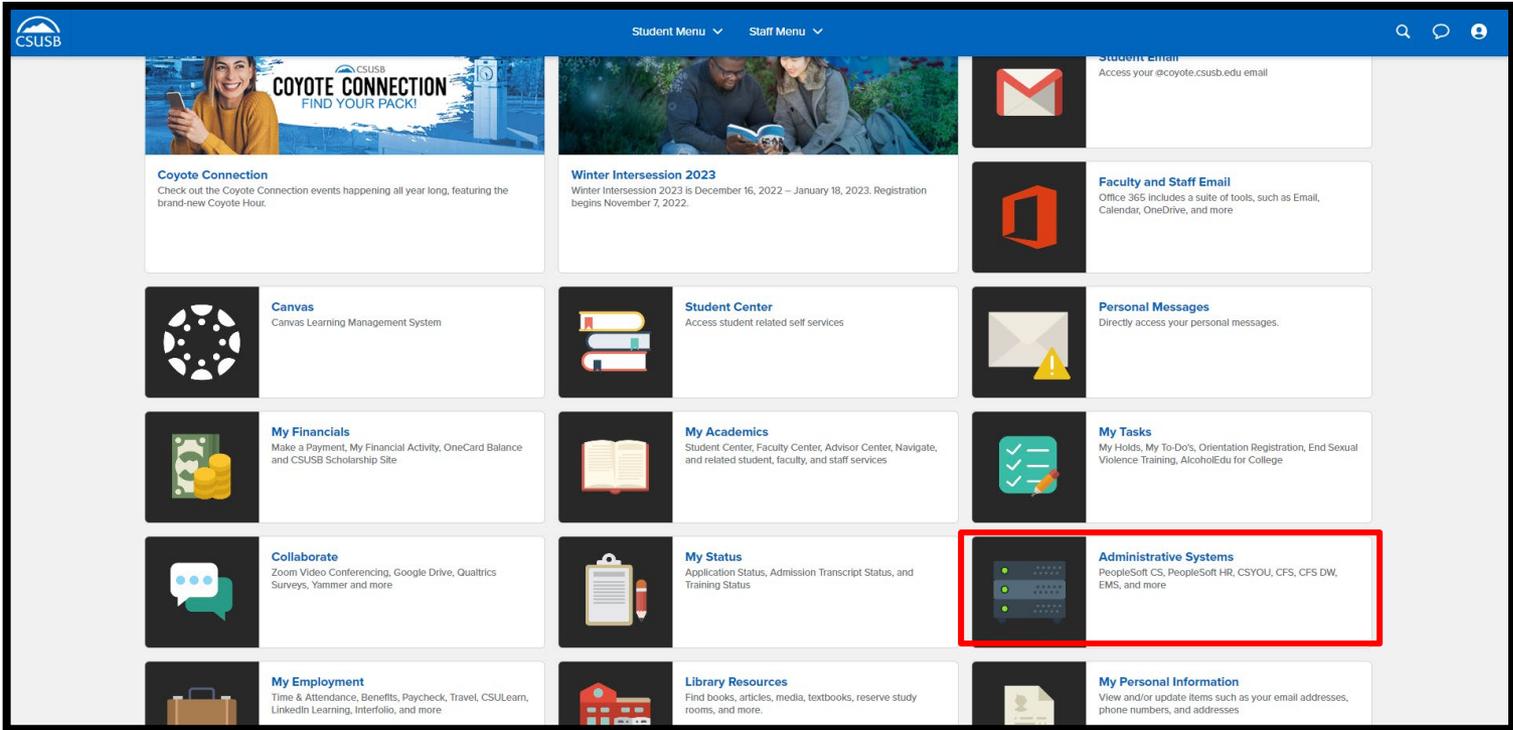
HOW TO SUBMIT A REQUEST



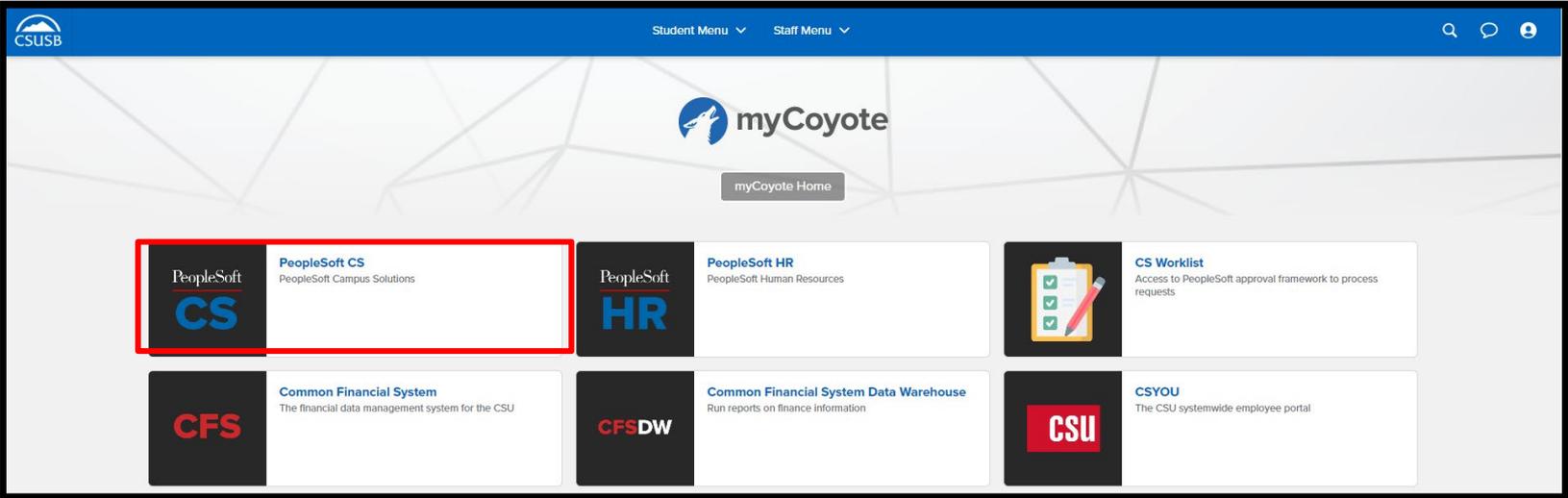
- From the csusb.edu top menu bar select MyCoyote:
- Log into MyCoyote using your credentials.



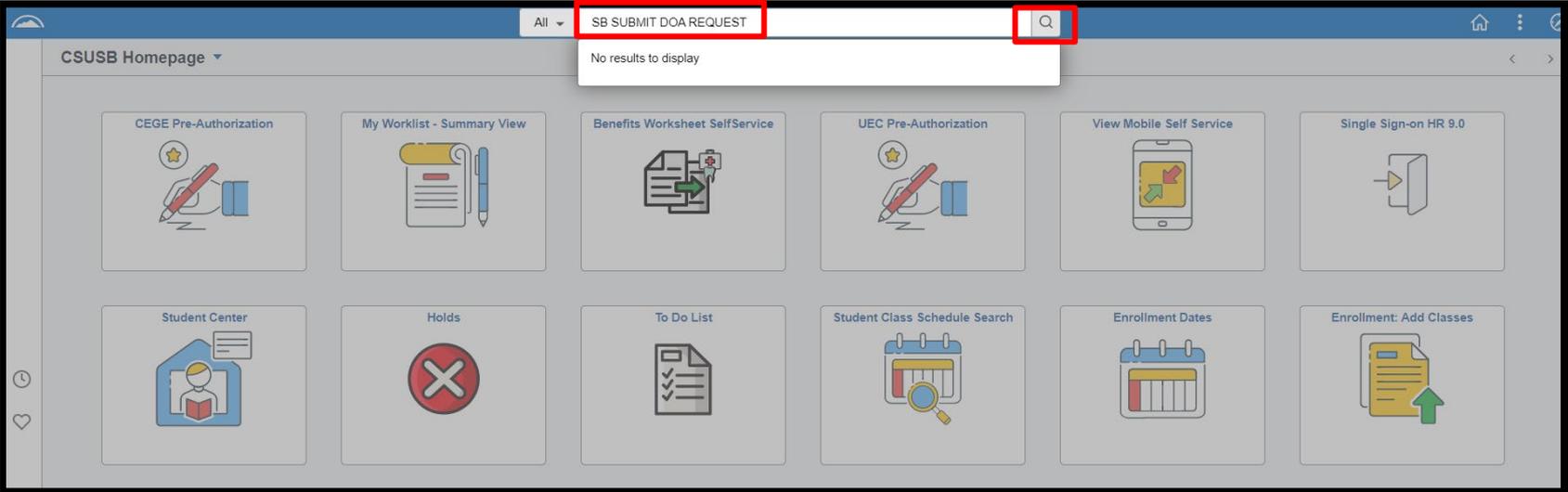
- Scroll down and click on Administrative Systems:



- Click on PeopleSoft CS:



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

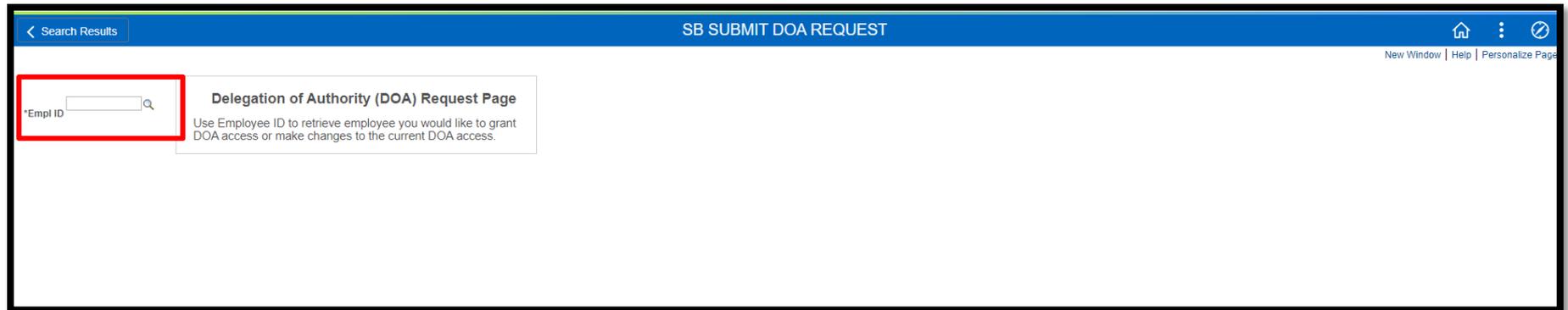


- Click on the link:



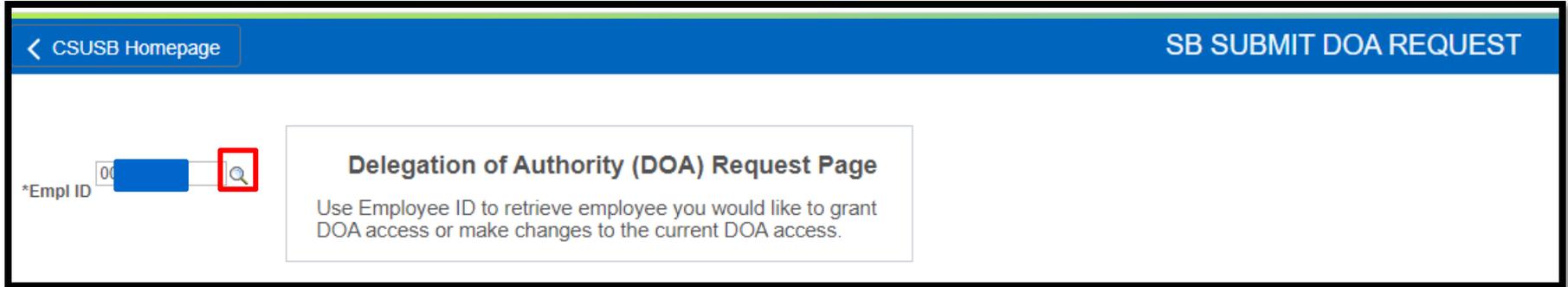
The screenshot shows a web application interface with a blue header. On the left, there is a navigation menu with 'New Search' and 'Category' (PS CS - Local Node Menu (1)). The main content area is titled 'View Search Results' and shows '1 results for keyword: "SB SUBMIT DOA REQUEST"'. A single result is listed in a table, with the link 'SB SUBMIT DOA REQUEST' highlighted by a red box. The table also shows '1 row' on the right side.

- Enter the employee ID:

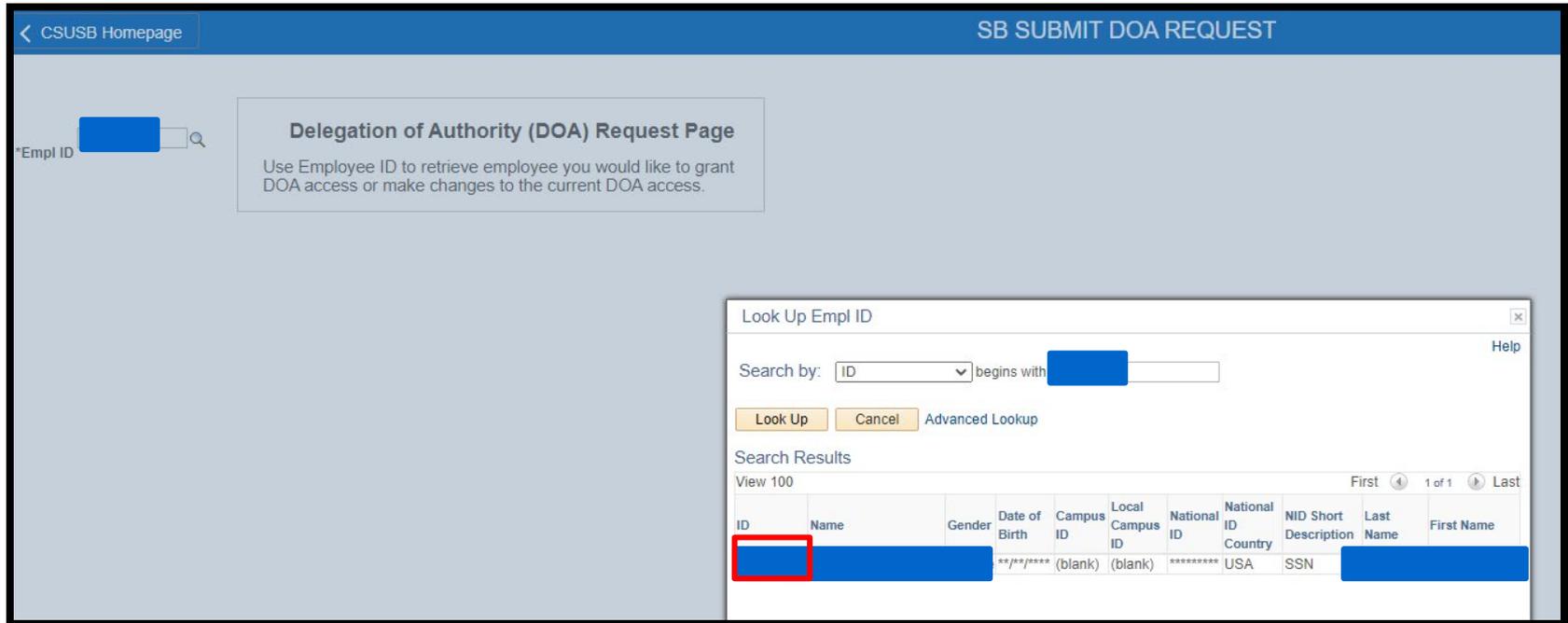


The screenshot shows the 'Delegation of Authority (DOA) Request Page'. The header is blue and contains 'Search Results' and 'SB SUBMIT DOA REQUEST'. On the left, there is a search box labeled 'Empl ID' with a magnifying glass icon, highlighted by a red box. To the right of the search box, the page title 'Delegation of Authority (DOA) Request Page' is displayed, followed by the instruction: 'Use Employee ID to retrieve employee you would like to grant DOA access or make changes to the current DOA access.' The top right corner of the page has links for 'New Window', 'Help', and 'Personalize Page'.

- Click on the hourglass:



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



- 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 SB SUBMIT DOA REQUEST

To Update:
Select 'Request Action' from existing authorization(s) below, then click 'Next' to review

To Create a New authorization:
Check 'Create New' then 'Next'

'Create New' and 'Update' have to be submitted in separate requests

*Empl ID

Names	Job Info	
Last Name	First Name	Middle Name
1		

Current Authorization(s)

Request Action	Business Unit	Division	FS Function ID	Approver Level	Limit	Effective Date	End Date
	SBCMP	DVD00	Budget Management	Level1Aprv		04/01/2022	
	Department D0270	Fund Code ALL	Hospitality Expense Designee	Level1Aprv		04/01/2022	
	Project ALL	Account ALL	Property Management	Level1Aprv		04/01/2022	
			Printing Services Approval	Level1Aprv		04/01/2022	
			Travel Approval	Level1Aprv		04/01/2022	

Create New

Back Next Submit

- 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

Names | Job Info

	Last Name	First Name	Middle Name
1			

Details Find First 1 of 1 Last

*Business Unit *Division *DeptID
*Fund Code *Project *Class Field

Authorized	SB FS Function ID	*SB FS Approver Level	Maximum Limit	Effective Date	End Date
<input type="checkbox"/>	Travel Approval	Level1Aprv		<input type="text" value="31"/>	<input type="text" value="31"/>
<input type="checkbox"/>	Printing Services Approval	Level1Aprv		<input type="text" value="31"/>	<input type="text" value="31"/>
<input type="checkbox"/>	Budget Management	Level1Aprv			
<input type="checkbox"/>	Property Management	Level1Aprv			
<input type="checkbox"/>	Hospitality Expense Designee	Level1Aprv			

Back Submit

- Next you will select the approver that should approve the DOA 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 REQUEST

Empl ID Please review and select an approver for each request then click on Submit.

Names	Job Info	Last Name	First Name	Middle Name
1				

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 <input checked="" type="checkbox"/>	Travel Approval	Level1Aprv		11/15/2022	
2 <input type="checkbox"/>	Printing Services Approval	Level1Aprv		11/15/2022	
3 <input type="checkbox"/>	Budget Management	Level1Aprv		11/15/2022	
4 <input type="checkbox"/>	Property Management	Level1Aprv		11/15/2022	
5 <input type="checkbox"/>	Hospitality Expense Designee	Level1Aprv		11/15/2022	

*Approver

- Bryan Haddock | BHaddock@csusb.edu
- Kristine Barraza | Kristine.Barraza@csusb.edu
- Maria Badulis | MBadulis@csusb.edu
- Samuel Sudhakar | SSudhakar@csusb.edu
- Yuk Leung Au-Yeung | Michael.Au-Yeung@csusb.edu

Once approver is selected you will click submit.

CSUSB Homepage SB SUBMIT DOA REQUEST

Empl ID [redacted] Please review and select an approver for each request then click on **Submit**.

Names	Job Info	
Last Name	First Name	Middle Name
1 [redacted]		

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 <input checked="" type="checkbox"/>	Travel Approval	Level1Aprv		11/15/2022	
2 <input type="checkbox"/>	Printing Services Approval	Level1Aprv		11/15/2022	
3 <input type="checkbox"/>	Budget Management	Level1Aprv		11/15/2022	
4 <input type="checkbox"/>	Property Management	Level1Aprv		11/15/2022	
5 <input type="checkbox"/>	Hospitality Expense Designee	Level1Aprv		11/15/2022	

*Approver [redacted]@csusb.edu

Back Next **Submit**

- The approver 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: [REDACTED]

Subject: DACS Approval Pending

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 dacsadmin@csusb.edu

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 dacsadmin@csusb.edu