

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



• Scroll down and click on Administrative Systems:

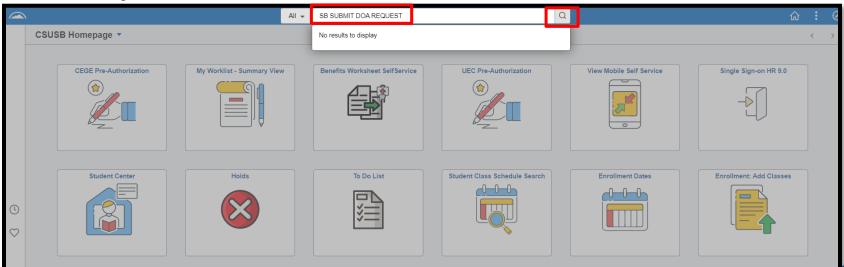
CSUSB		Student Menu V Staff Menu V	Q D 9
	COYOTE CONNECTION	Access your dicoyde.csub edu email	
	Coyote Connection Check out the Coyote Connection events happening all year long, featuring the brand-new Coyote Hour.	Winter Intersession 2023 Winter Intersession 2023 is December 16, 2022 – January 18, 2023. Registration begins November 7, 2022. Faculty and Staff Email Otto: a Solid et also such as Email, Calendar, OneDrive, and more	
	Canvas Canvas Learning Management System	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 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	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 My Personal Information Find books, articles, media, textbooks, reserve study rooms, and more. View and/or update items such as your email addresses, phone numbers, and addresses	



• Click on PeopleSoft CS:

CSUSB		Student	Menu 🗸 Staff Menu 🗸			Q D 🖲
		¢	myCoyote myCoyote Home			
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	:	\bigotimes
New Search	View Search Results 1 results for keyword: "SB SUBMIT DOA REQUEST"				
	SB SUBMIT DOA REQUEST SB SUBMIT DOA REQUEST			1 r	row

• Enter the employee ID:

Search Results	SB	SUBMIT DOA REQUEST 🏠	Ø
		New Window Help Pers	sonalize Page
*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				SB SU	BMIT [DOA	REQU	EST				
*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 Ei	mpl ID			-		-				×
	Se	earch by:	ID	✓ begins with							He	lp
		Look Up		anced Lookup								
		ew 100								First 🕚	1 of 1 🕑 La	st
		Na	ime	Gender Birth	ID I	Campus D	National ID C) ountry	NID Short Description		First Name	
				//***	(blank) (blank)	********** U	SA	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:

*Empl ID To Cre Check 'Creatureques Names Job Info Last Name 1 Current Authorization(s) Request Action Business Unit SBC	To Update: Select 'Request Action' from existing authoriz click 'Next' to review To Create a New authorization: Check 'Create New' then 'Next'	ization(s) below, then				
Last Name 1 Current Authorization(s) Request Action Business Unit Department D02 Project ALL	'Create New' and 'Update' have to be subm requests	nitted in separate				
Request Action Unit SBC Department D02 Project ALL	First Name	Middle Name				
Department D02 Project ALL	it Division	FS Function ID	Appprover Level	Limit	Effective Date	End Date
Project ALL Delete	00000	Budget Management	Level1Aprv		04/01/2022	Lind Date
		Hospitality Expense Designee	Level1Aprv		04/01/2022	
Opdate		Property Management	Level1Aprv		04/01/2022	
		Printing Services Approval	Level1Aprv		04/01/2022	
		Travel Approval	Level1Aprv		04/01/2022	
Create New Back Next						



• Creating a new Request, you will see the page below. Select the Business Unit, Division and Dept ID.

APPROVER REQUEST: HOW TO SUBMIT A REQUEST

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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 is designated for Department Chairs, Directors, and AVP's.
- Level 2 is designated for VP's only.
- Click on the functions needed and click next:

CSUSB Homepage						SB SUBMIT DOA REQUES	ST
Empl ID	Input the chartfield string and desi	red options then	click on Next				
Names Job Info IIII) Last Name	First Name	8	Middle Name				
Details *Business Unit SBCMP Q *Fund Code ALL Q	*Division DVD00 Q *Project ALL Q	*DeptID D0270 *Class Field		Find	First 🕢 1 of		
Authorized	SB FS Function ID	SB FS Approver Level	Maximum Limit	Effective Date	End Date		
	Travel Approval	Level1Aprv 🗸		Ħ	31		
	Printing Services Approval			31	31		
	Budget Management	Level1Aprv					
	Property Management	Level1Aprv					
	Hospitality Expense Designee	Level1Aprv					
Back	Next	Submi	t				S

• 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 Ho	mepage					SB SUBN	AIT DOA REQUE
ipl ID		Please review and select an a	pprover for each requ	uest then click on Subm	it.		
lames Jo	ob Info Esst Name	First	lame	Middle Name			
quest Detai	ils				Find	First 🕚 1 of 1 🛞 Last	
Change A	uthorization						
	ss Unit SBCMP d Code ALL	Division DVD00 Project ALL	DeptID Class Field	D0270 ALL			
Auth	horized	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		
Khrist Maria Samu	n Haddock BHaddo tine Barraza Khristi I Badulis MBadulis@ Jel Sudhakar SSudh	ne.Barraza@csusb.edu @csusb.edu		v			



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	iit.		
Names Job Info Error	First I	Name	Middle Name			
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>

