

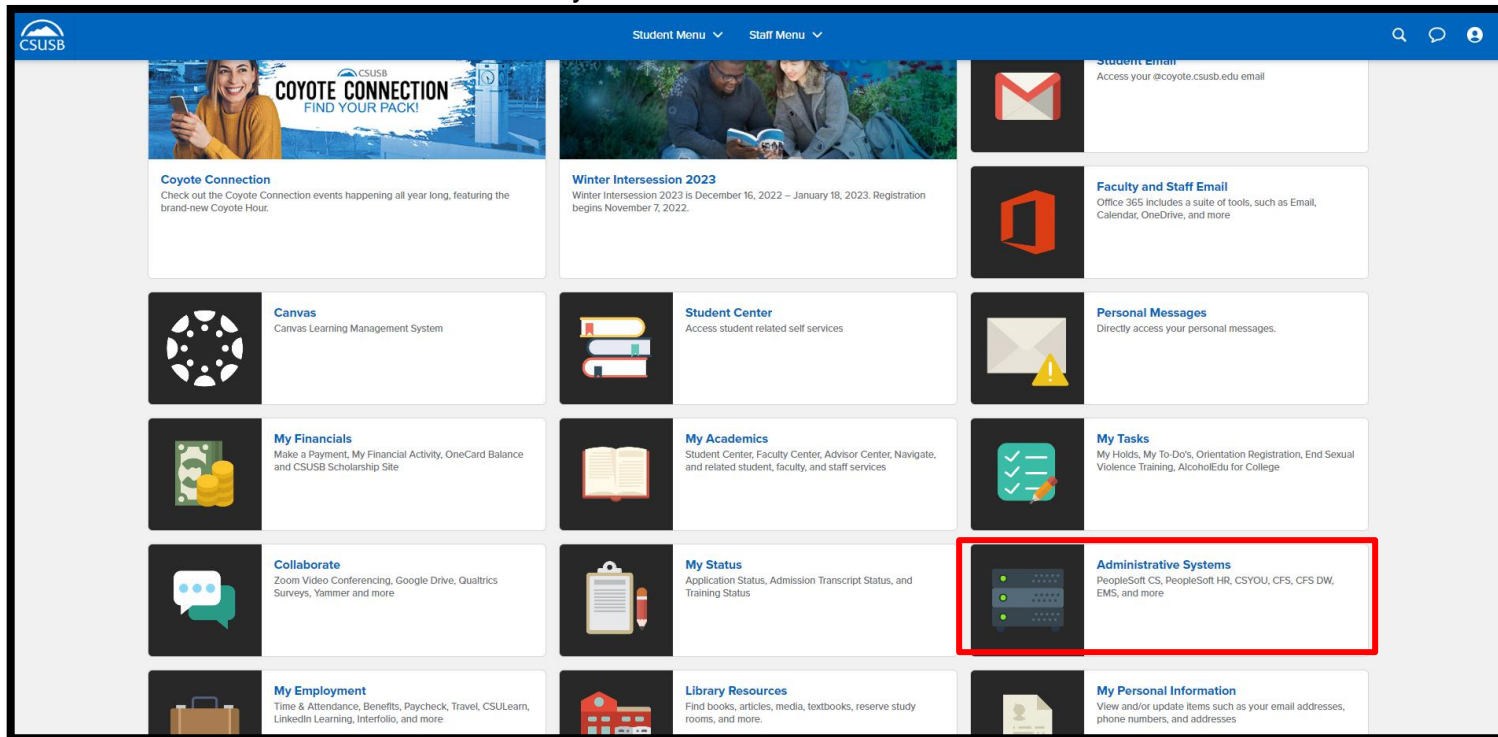
APPROVER REQUEST

# HOW TO SUBMIT A REQUEST

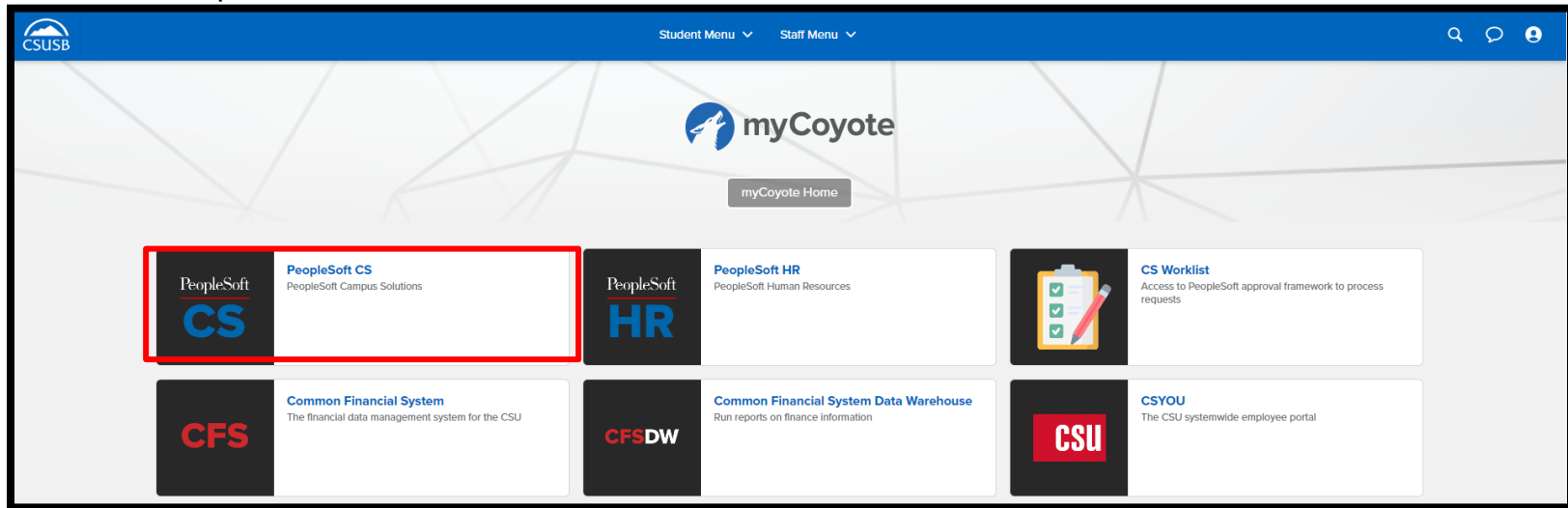
- From the csusb.edu top menu bar select MyCoyote:
- Log into MyCoyote using your credentials.



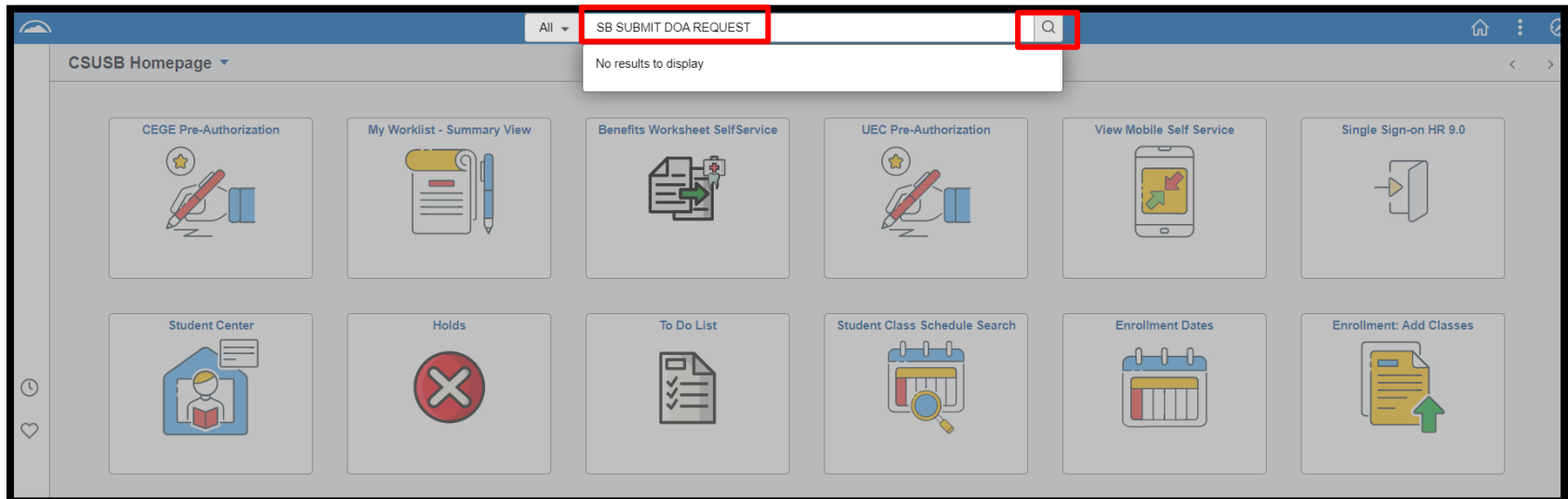
- Scroll down and click on Administrative Systems:



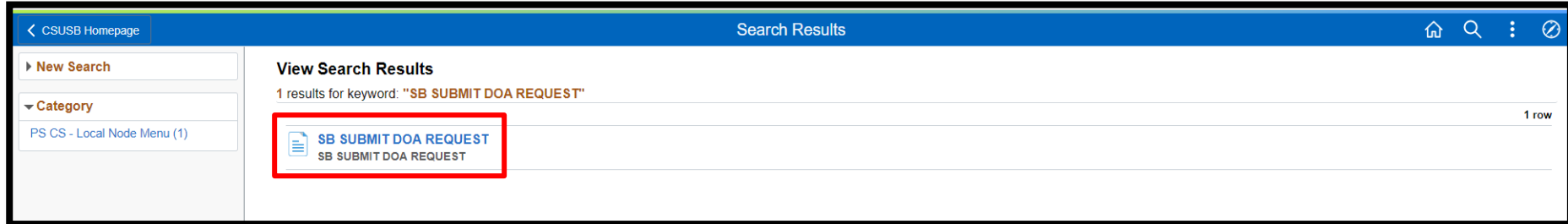
- Click on PeopleSoft CS:



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

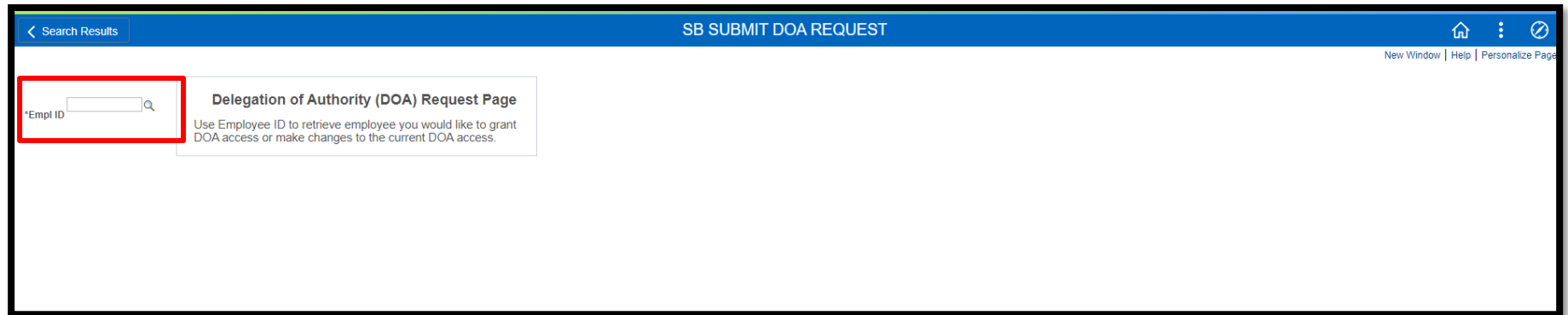


- Click on the link:



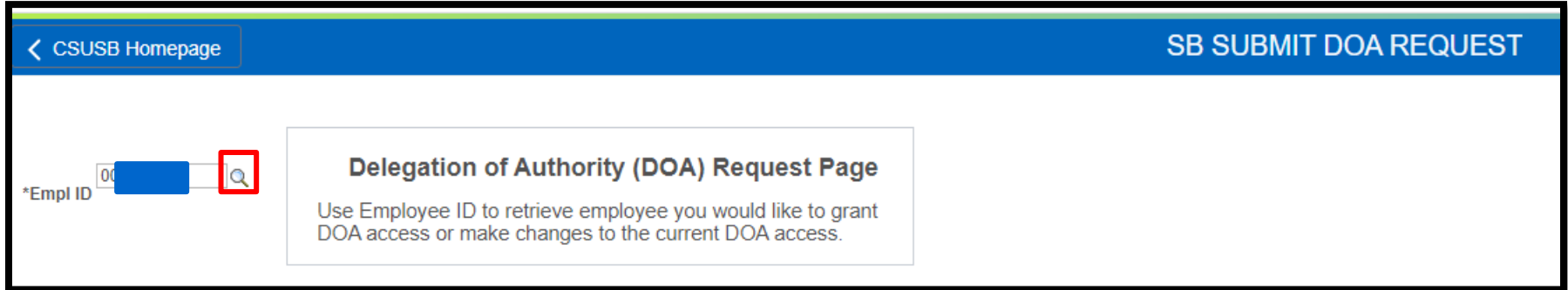
A screenshot of a web application's search results page. The top navigation bar is blue with a search icon and a home icon. The main content area has a blue header with the text "Search Results". Below the header, there is a section titled "View Search Results" with the text "1 results for keyword: 'SB SUBMIT DOA REQUEST'". A table below this section contains one row with a document icon, the text "SB SUBMIT DOA REQUEST", and "1 row" on the right. A red box highlights the document icon and the text "SB SUBMIT DOA REQUEST". On the left side, there is a sidebar with a "New Search" button and a "Category" dropdown menu showing "PS CS - Local Node Menu (1)".

- Enter the employee ID:

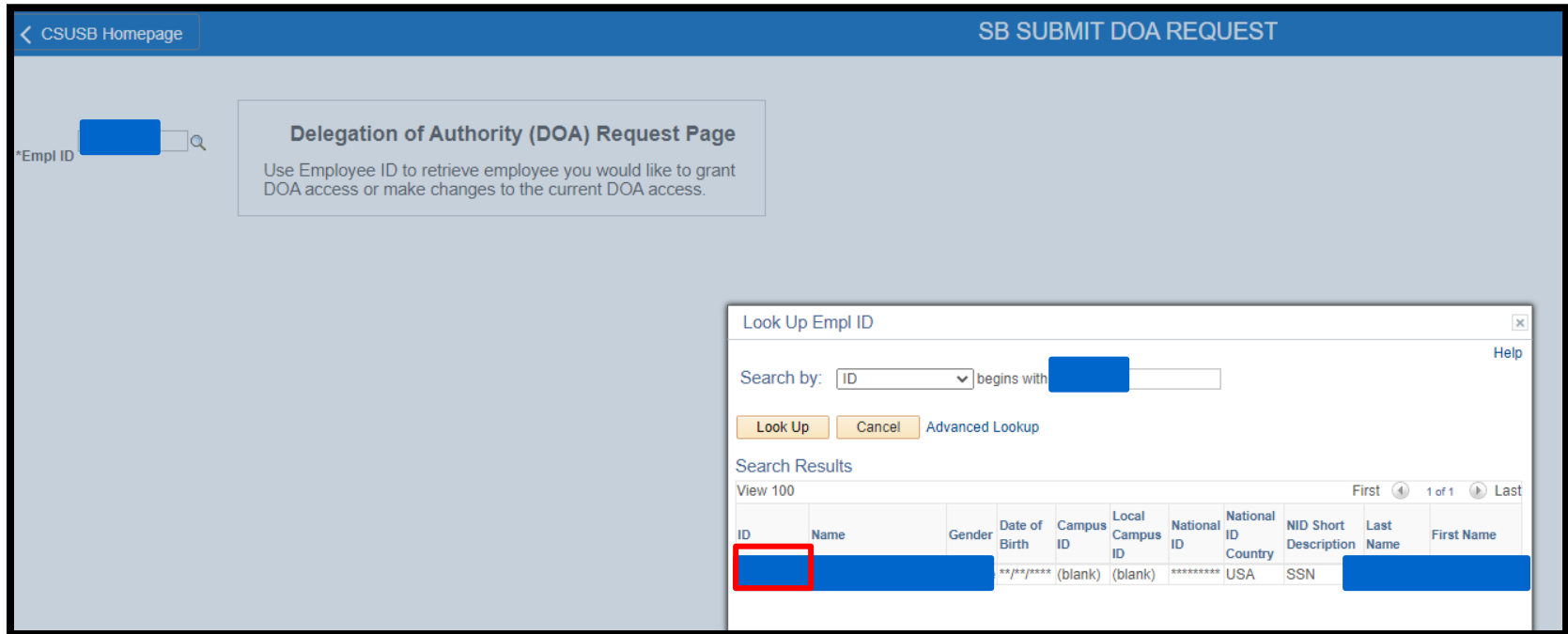


A screenshot of the "Delegation of Authority (DOA) Request Page". The top navigation bar is blue with the text "SB SUBMIT DOA REQUEST". Below the header, there is a search bar with the text "Empl ID" and a search icon. A red box highlights the search bar. To the right of the search bar, there is a text box with the text "Delegation of Authority (DOA) Request Page" and "Use Employee ID to retrieve employee you would like to grant DOA access or make changes to the current DOA access." The bottom right corner of the page has the text "New Window | Help | 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	Department	Project	Division	Fund Code	Account	FS Function ID	Approver Level	Limit	Effective Date	End Date
	SBCMP	D0270	ALL	DVD00	ALL	ALL	Budget Management	Level1Aprv		04/01/2022	
							Hospitality Expense Designee	Level1Aprv		04/01/2022	
							Property Management	Level1Aprv		04/01/2022	
							Printing Services Approval	Level1Aprv		04/01/2022	
							Travel Approval	Level1Aprv		04/01/2022	

Create New

Back Next Submit

Use the hourglass to view the options for Business unit, once business unit is selected it will show you the options of divisions you can choose from once you go to select the Division hourglass:

CSUSB Homepage SB SUBMIT DOA REQUEST

Empl ID   Input the chartfield string and desired options then click on Next

Names Job Info

Last Name	First Name	Middle Name
[REDACTED]		

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
1 <input type="checkbox"/>	Travel Approval	Level1Aprv	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 <input type="checkbox"/>	Printing Services Approval	Level1Aprv	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 <input type="checkbox"/>	Budget Management	Level1Aprv	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 <input type="checkbox"/>	Property Management	Level1Aprv	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 <input type="checkbox"/>	Hospitality Expense Designee	Level1Aprv	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select Business Unit first, then if you are not sure which division select the hourglass and the options you can select will be listed:

The screenshot shows the 'SB SUBMIT DOA REQUEST' application. The main form has the following sections:

- Empl ID:** A text input field.
- Names:** A section with tabs for 'Names' and 'Job Info'. It contains fields for 'Last Name', 'First Name', and 'Middle Name'.
- Details:** A section with search fields for '\*Business Unit' (containing 'SBCMF'), '\*Division', '\*DeptID', '\*Fund Code' (containing 'ALL'), '\*Project' (containing 'ALL'), and '\*Class Field' (containing 'ALL'). Below these are fields for 'Authorized' (checkbox), 'SB FS Function ID', '\*SB FS Approver Level' (dropdown with 'Level1Aprv'), 'Maximum Limit', and 'Effective Date' (containing '07/16/2024').

The 'Look Up Division' modal window is open, showing a search interface with a 'Search by:' dropdown set to 'Division' and a 'begins with' input field. It includes 'Look Up', 'Cancel', and 'Advanced Lookup' buttons. The search results are displayed in a table:

Division	Description
DVA00	President
DVB00	Student Affairs
DVC00	Academic Affairs
DVC06	Academic Affairs - CBPA
DVC07	Academic Affairs - COE
DVC08	Academic Affairs - CAL
DVC09	Academic Affairs - CNS
DVC10	Academic Affairs - CSBS
DVC11	Academic Affairs - CEL
DVC14	Palm Desert Campus
DVC18	Academic Affairs - Library
DVD00	Finance Technology Operations
DVE00	University Advancement
DVF00	Information Technology Service
DVH00	Human Resources
DVK00	Strategic Enrollment Mgmt
DVUEA	University Enterprise Activity
DVURA	University Research Activity
DVZ00	Centrally Managed Departments



- 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 [Redacted] Input the charfield string and desired options then click on Next

Names Job Info [Filter]

	Last Name	First Name	Middle Name
1	[Redacted]	[Redacted]	[Redacted]

Details Find First 1 of 1 Last

\*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
<input type="checkbox"/>	Travel Approval	Level1Aprv		[B1]	[B1]
<input type="checkbox"/>	Printing Services Approval	Level1Aprv		[B1]	[B1]
<input type="checkbox"/>	Budget Management	Level1Aprv			
<input type="checkbox"/>	Property Management	Level1Aprv			
<input type="checkbox"/>	Hospitality Expense Designee	Level1Aprv			

Back Next 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.

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

Names Job Info [Icon]

	Last Name	First Name	Middle Name
1	[Redacted]	[Redacted]	[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

- Bryan Haddock | BHaddock@csusb.edu
- Christine Barraza | Christine.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.

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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	[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  ▼

- 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](mailto:dacsadmin@csusb.edu) <[dacsadmin@csusb.edu](mailto: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](mailto: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](mailto:dacsadmin@csusb.edu)