**Creating a Delegation when the Supervisor is Absent**

At this time, administrator delegation is a global setup and Peoplesoft has not provided access to set up delegation on behalf of others. Therefore, to get this done, HR needs to put in a ticket to the SBCTC Service Desk with the following information:

* Delegator Empl ID
* Proxy (who the delegation is moving to) Empl ID
* Delegation begin and end dates. If the end date is not known, just give a date way out in the future.

When the original supervisor returns, they can cancel the delegation through Manager Self Service.

That’s it! 😊