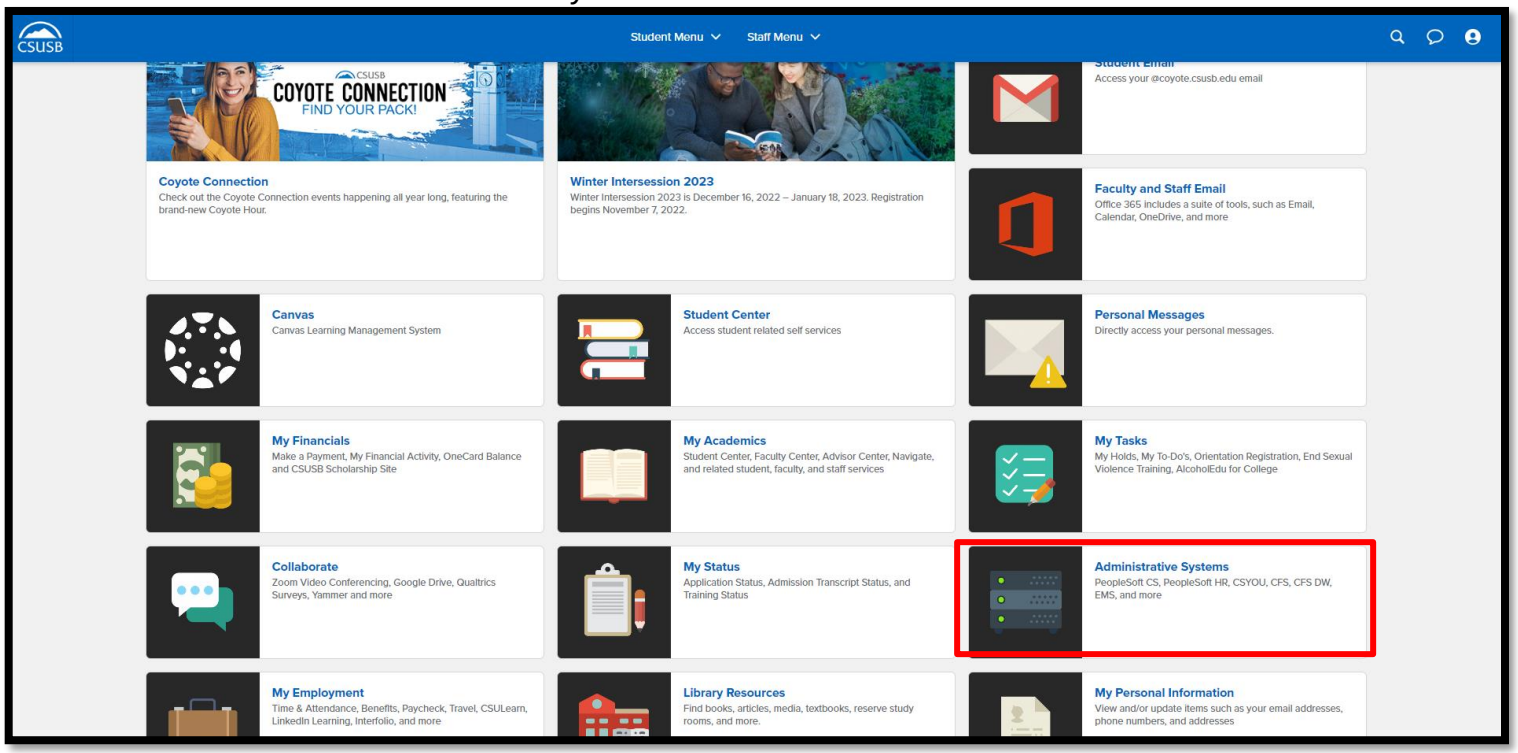
APPROVER REQUEST

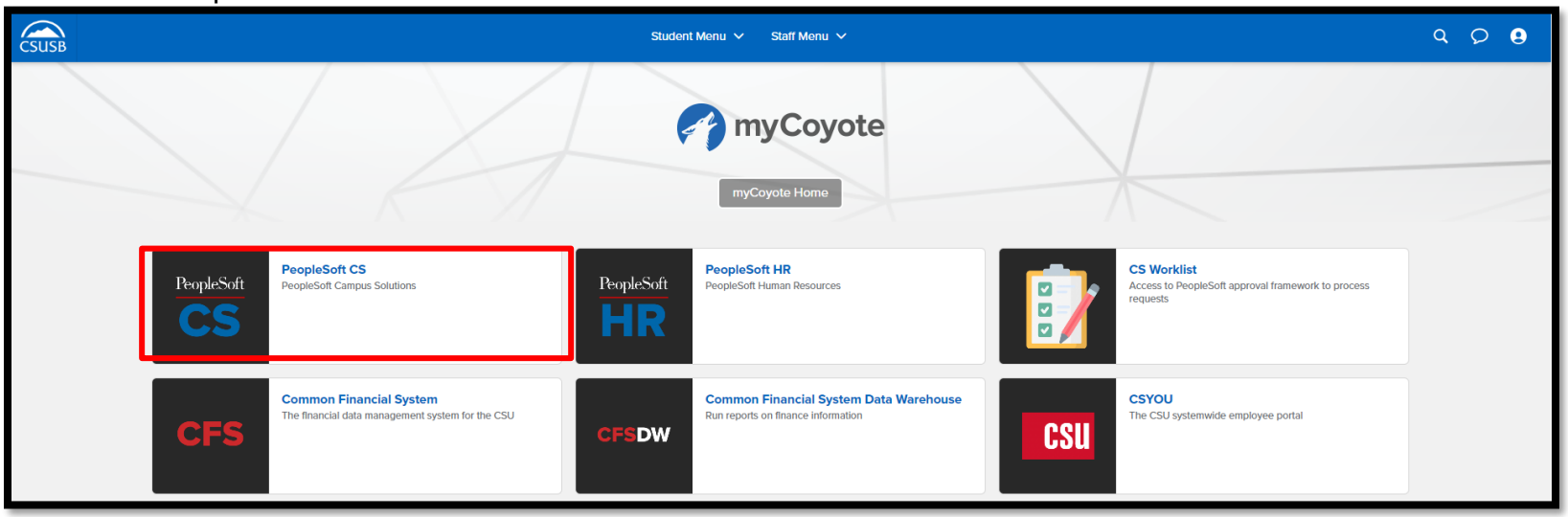
HOW TO SUBMIT A REQUEST

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

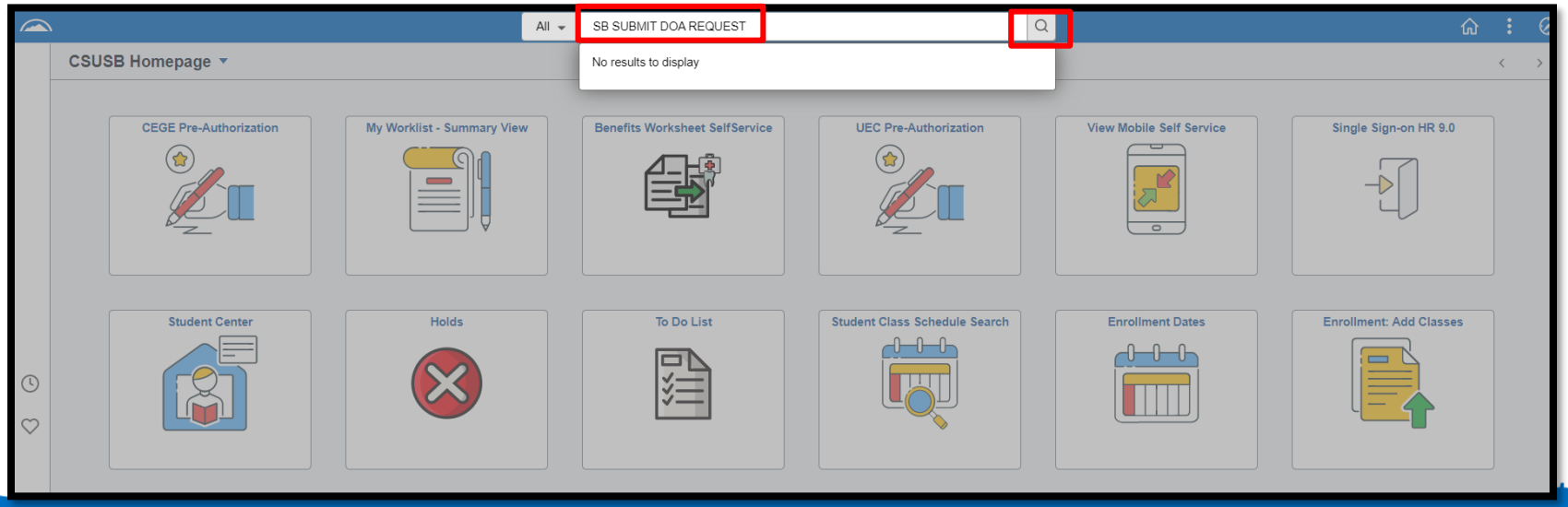
- Scroll down and click on Administrative Systems:



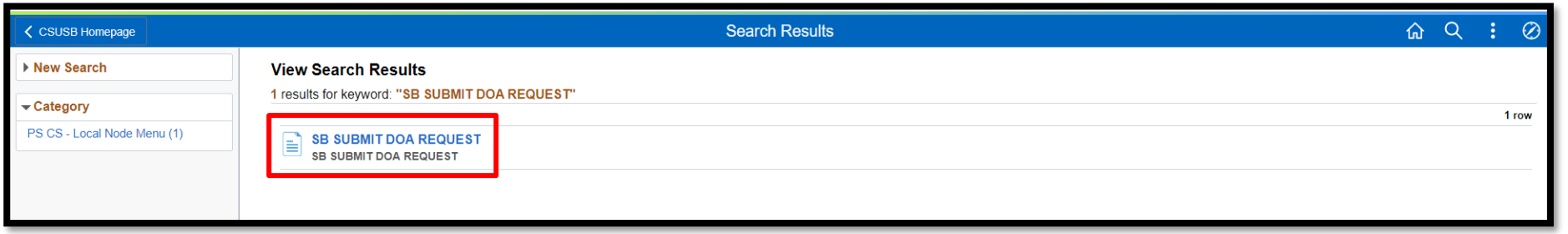
- Click on PeopleSoft CS:



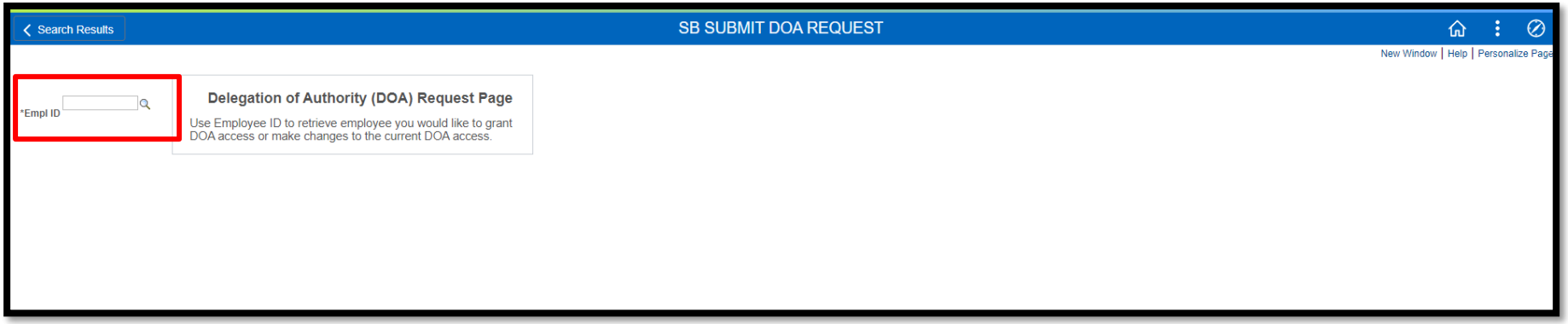
- In the search bar enter: SB SUBMIT DOA REQUEST
- Click the hourglass to search:



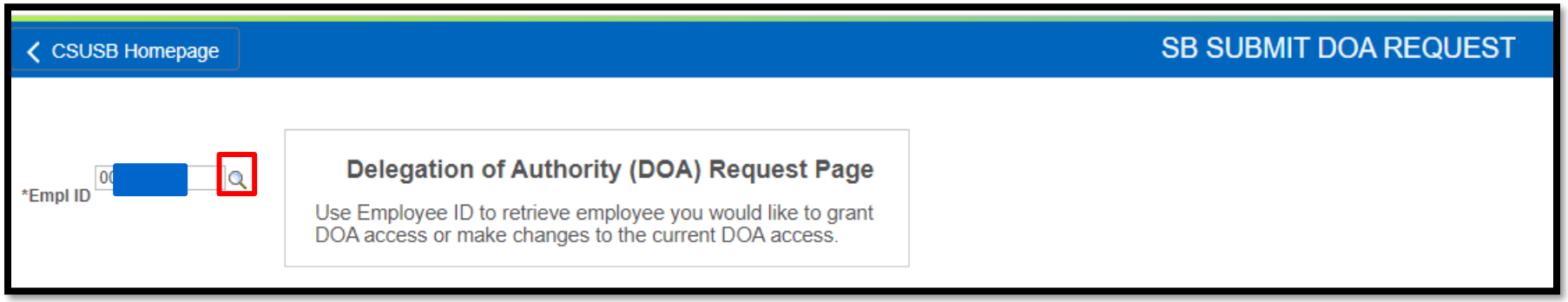
- Click on the link:



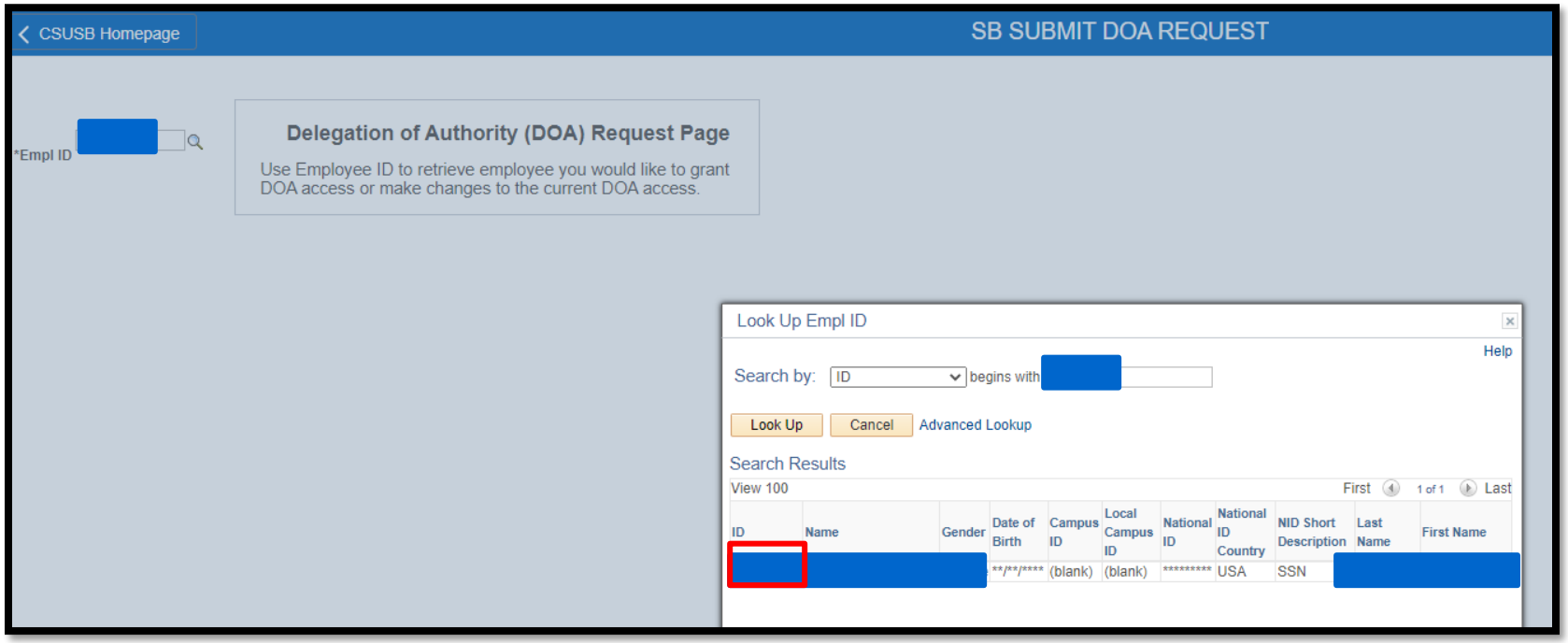
- Enter the employee ID:



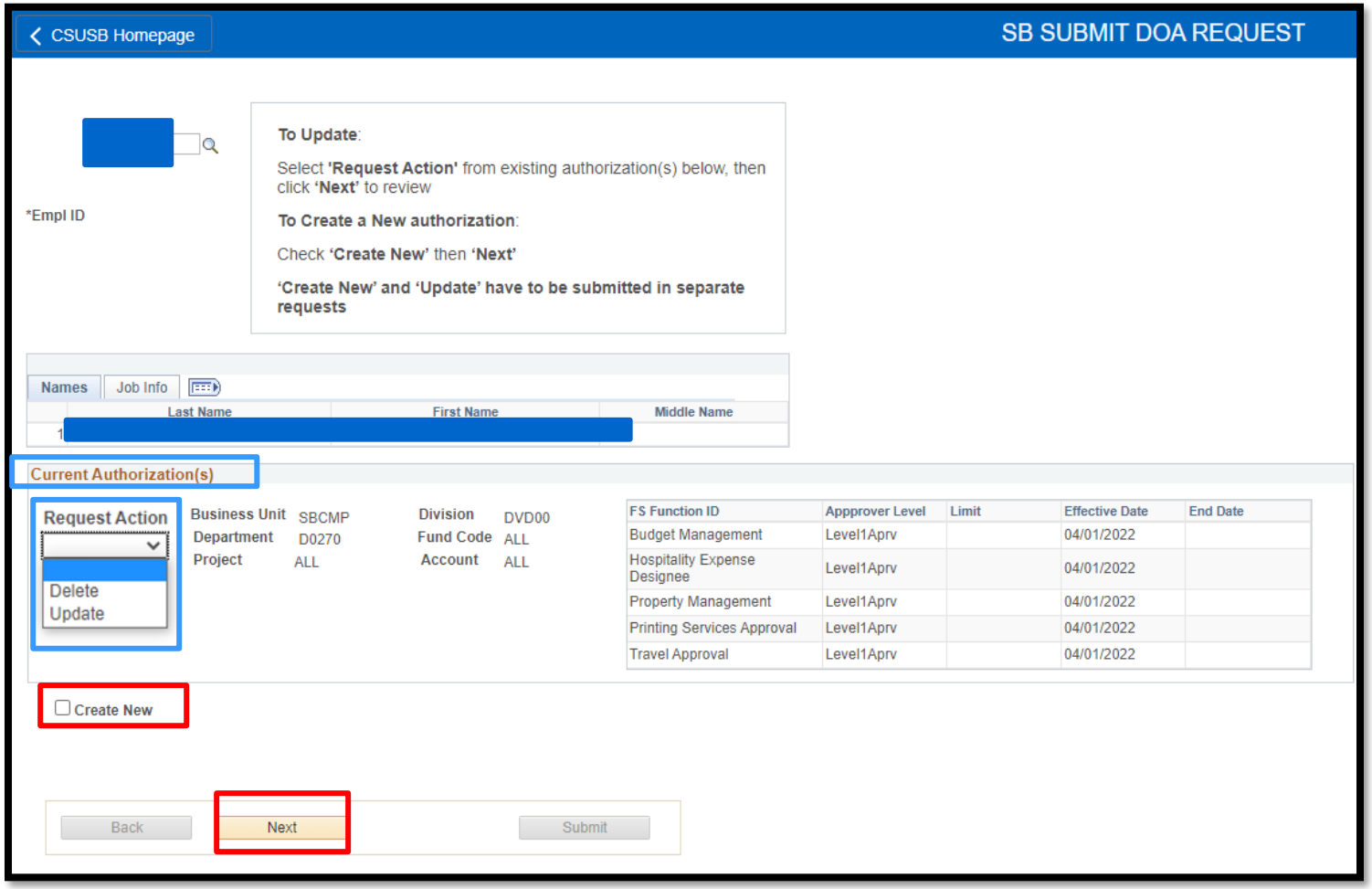
- Click on the hourglass:



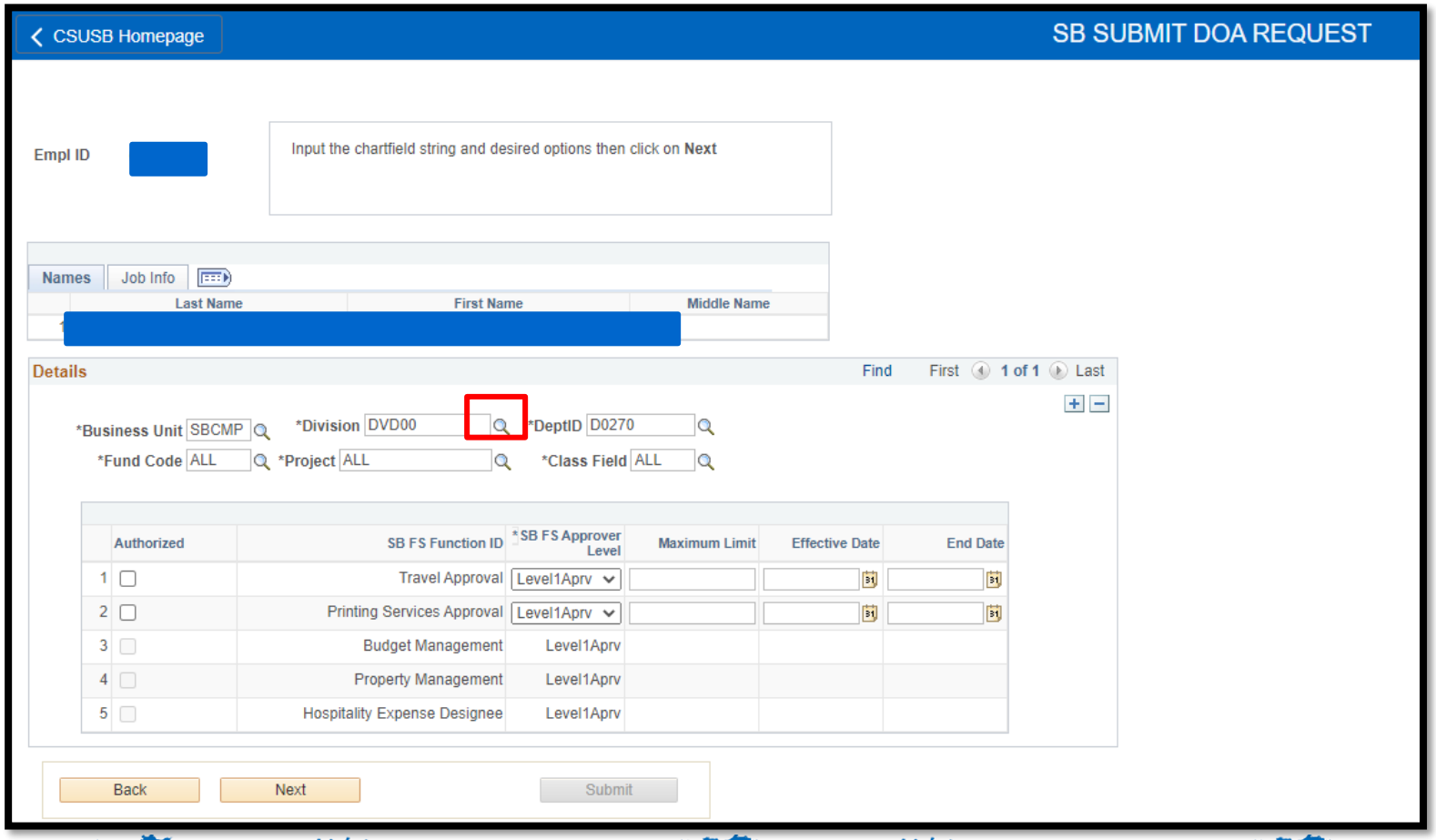
- Make sure the person who appears is the one you want to give DOA to. Click on the Empl ID link:



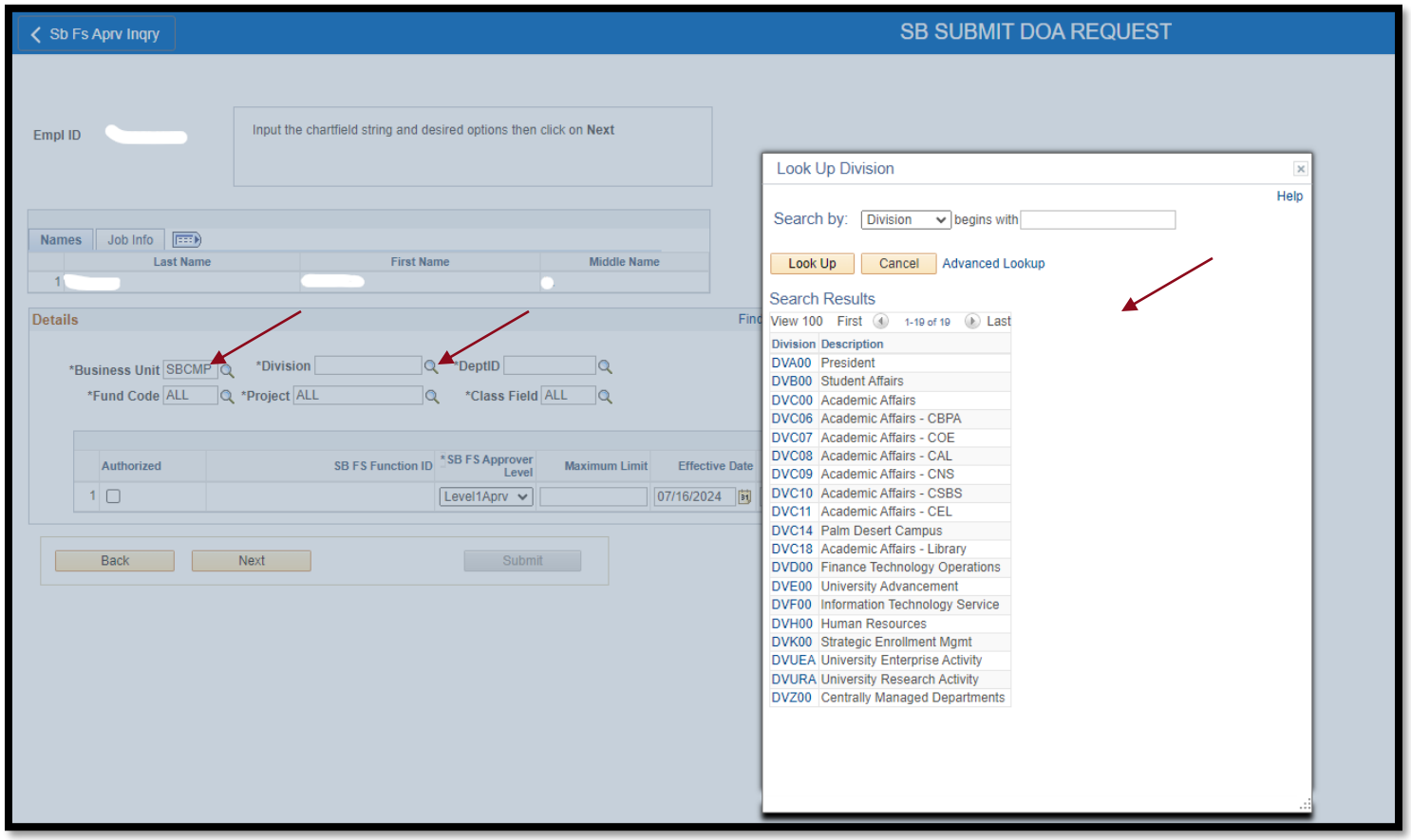
- In the following window you will be able to view their current authorizations. You can delete or update in the drop-down menu.
- If a new request needs to be made, click on create new and click next:



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:



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

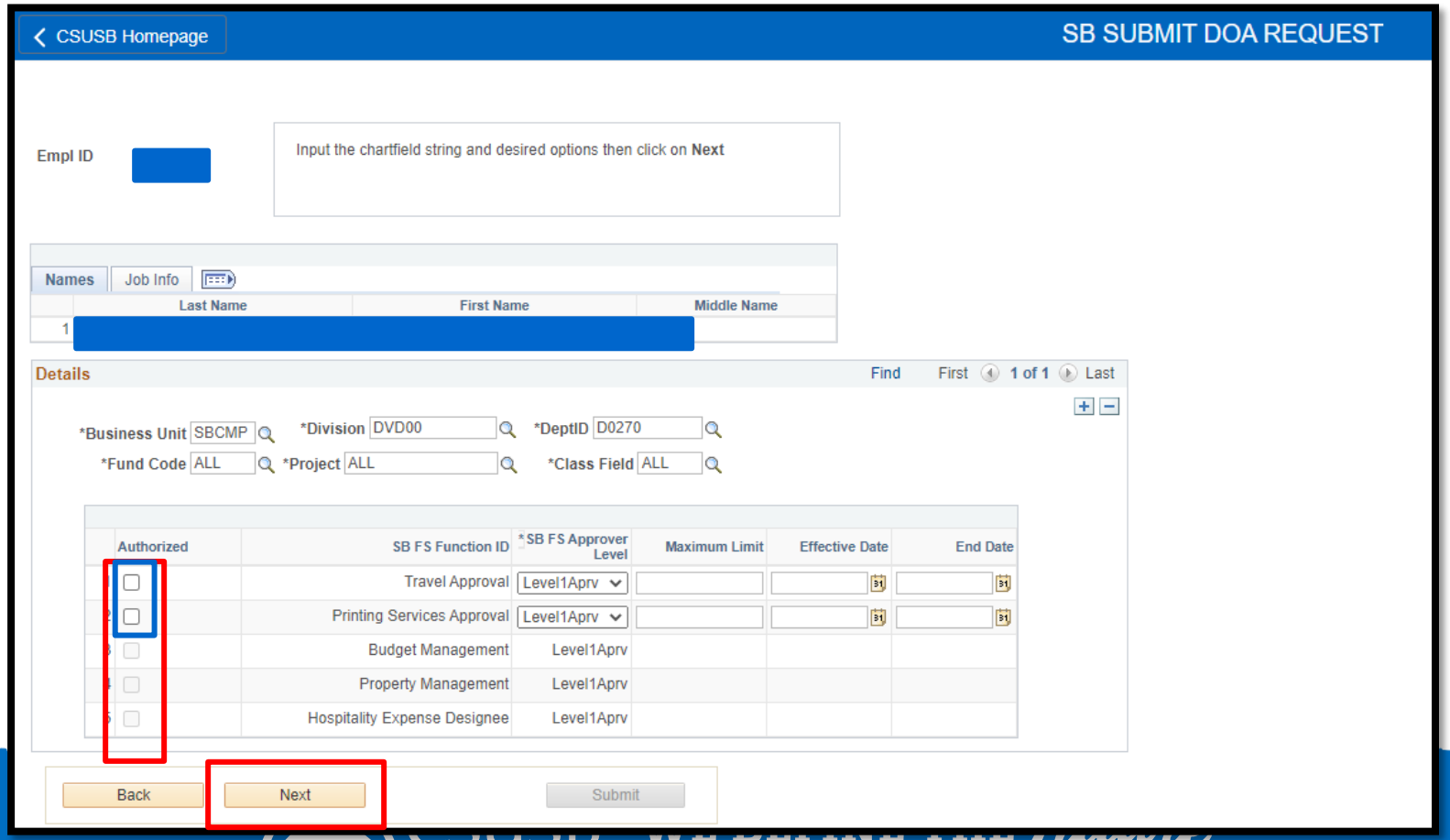


- Creating a new Request, you will see the page below. Select the Business Unit, Division and Dept ID. Fund Code, Project, and Class field is needed if the person needs only a specific range to approve.

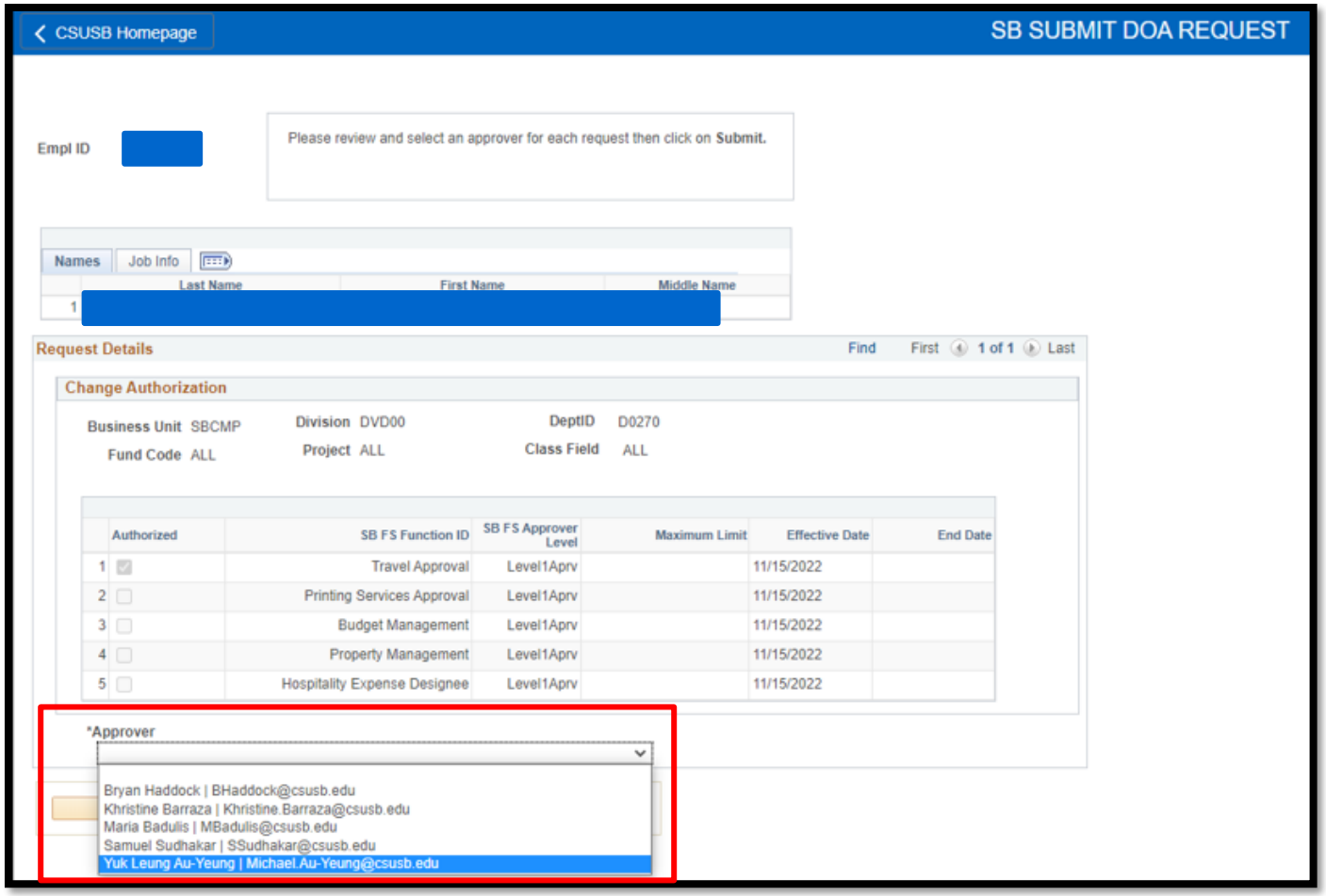
- **Please note:** *Staff members* have authorization for Printing Services and Travel Approval only.
- *MPP/Department Chair* have options for authorization for Budget Management, Property Management, Printing Services, Travel Approval, and Hospitality Expense Designee.

- **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

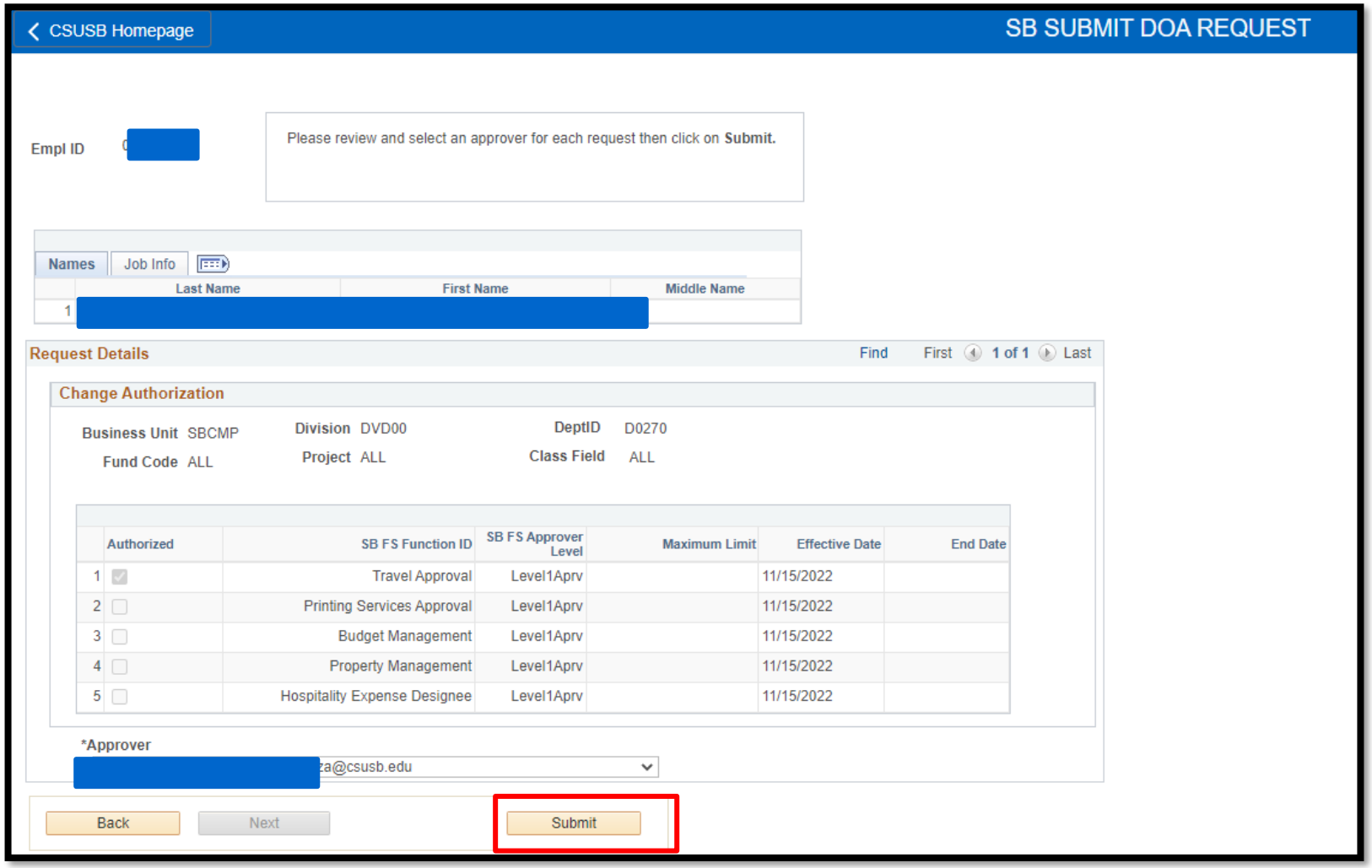
- Click on the functions needed and click next:



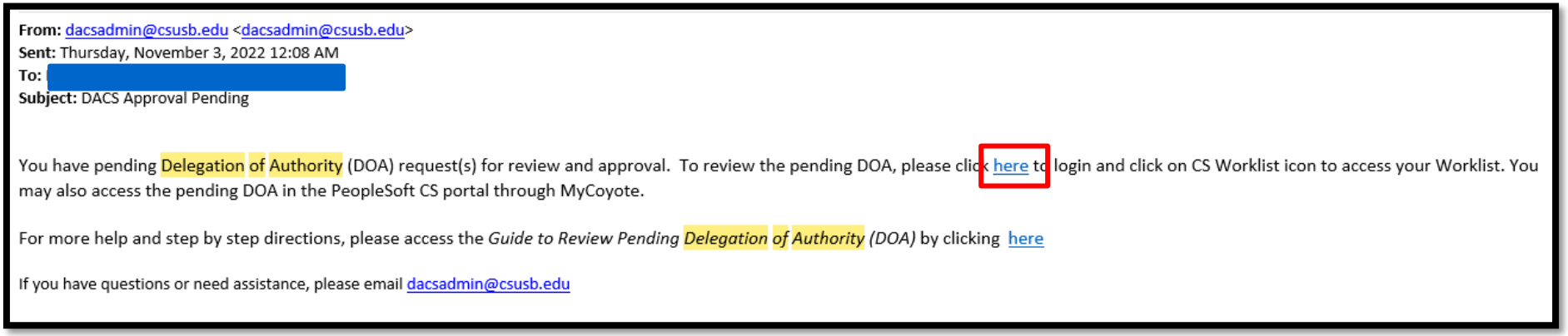
- Next you will select the approver that should approve the DOA request.
- **Note**: If you do not see the approver that needs to be selected, please check if they have delegation of authority for the Business unit, Division, Dept ID, Fund Code, and Class field. If they do not they will not be an option 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.



Once approver is selected you will click 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