

# WMU Manager Self Service – FAST PASS

## Delegation Request Approval Process



<b>Delegation Request Approval Process</b>	
1.	Access the PeopleSoft Manager Self Service page
2.	Click on the 'Approvals' tile or the 'Push Notification' flag
3.	Review transaction being delegated and the time frame for the delegation
4.	If information is OK, click the 'Approve' button in the upper right hand corner
5.	If the information is not acceptable, click the 'Deny' button in the upper right corner
6.	Add a comment if desired
7.	Click the 'Submit' button in the 'Approve' box
	Questions? Contact HR Services: <a href="mailto:hr-hris@wmich.edu">hr-hris@wmich.edu</a> or 387-3620