Delegate Entry Authority to Other Users

**Background:** Delegating Entry Authority is a feature of PeopleSoft that allows an employee to authorize someone else to enter Travel and Expense forms into PeopleSoft on their behalf. Be aware that colleges or departments within the University may have specific directives on this matter. Check with the departmental business manager.

**NOTE:** Even though an employee has delegated authority to another to enter Travel and Expense forms, s/he is still responsible for understanding the Travel Policy, and for the accuracy, timeliness, and completion of the reports.

1. Log in to PeopleSoft through the Financials login. ([https://www.uvm.edu/~erp/portal/](https://www.uvm.edu/~erp/portal/)).
2. Navigate to: **Main Menu > Employee Self Service > Travel and Expense Center > Profiles and Preferences > Delegate Entry Authority.**
3. A page will display showing a list of those authorized to create and/or modify expense forms (expense reports, travel authorizations and cash advances) for the employee. At a minimum, the employee **Name and User ID** should appear.

![Authorize Users](image)

Click the + (plus) sign to add a blank line.

4. Click the **Look Up** icon to search for the appropriate User ID.
5. In this case, the User ID is equivalent to the UVM Net ID. If an individual’s Net ID is unknown, the easiest place to find it may be at the bottom of their UVM Online Directory listing. It is often, but not always, the first initial of a person’s first name, followed by the first several letters of their last name.
6. Enter the first couple letters of the individual’s NetID and click on **Look Up**. Choose the **ID** of the person to be authorized by clicking on it within the **Search Results** table.
7. Click the **Save** button.
8. To add additional authorized users, repeat **Steps 7-9** as often as needed.
9. To delete an authorized user, simply click on the – (minus) sign at the end of their line and their name will be removed from the list.