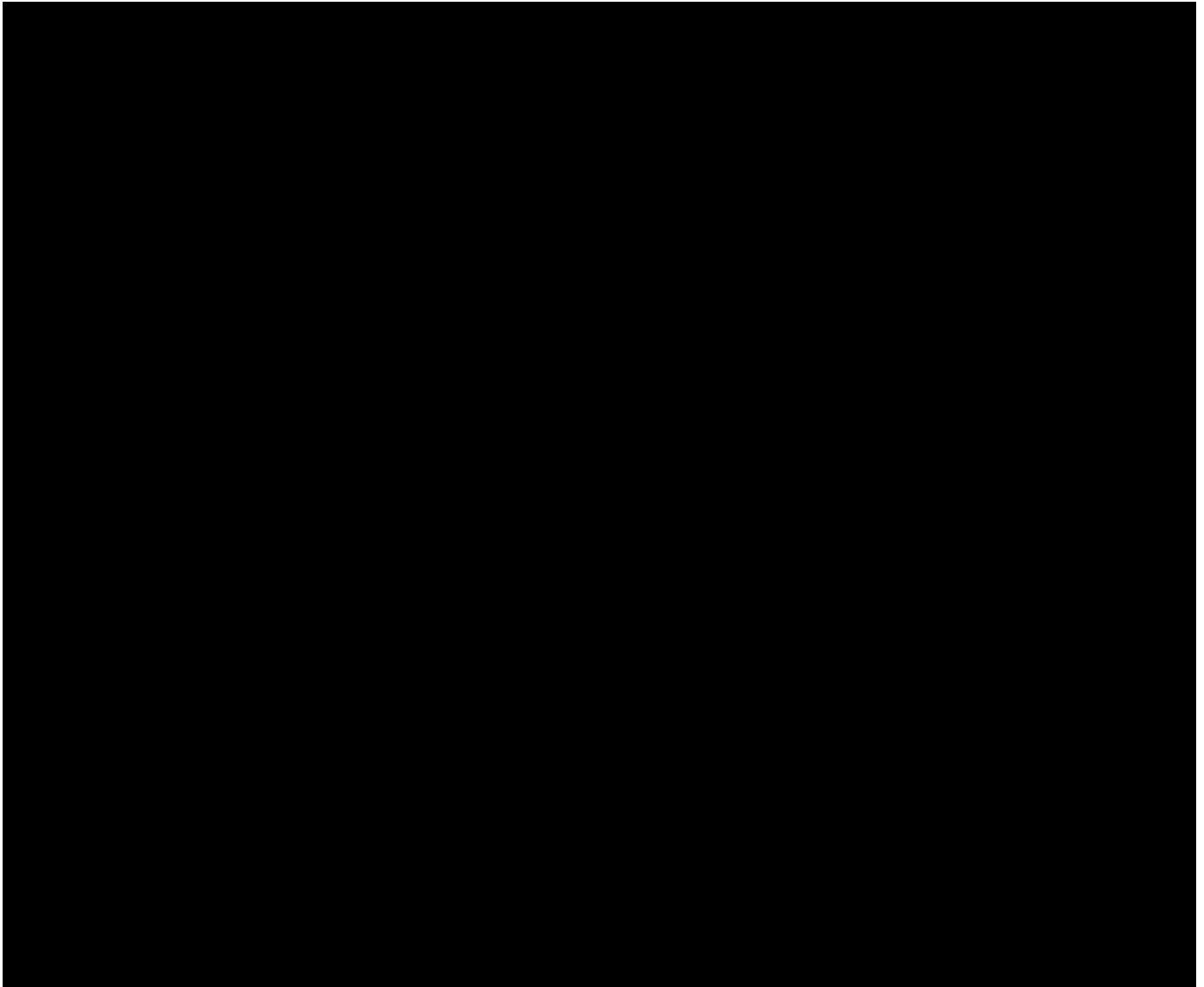


# HOW TO Delegate Approvals of Adjustments on Past Payroll Transactions

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9. Enter an Effective Date. The

## HOW TO Delegate Approvals of Adjustments on Past Payroll Transactions

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Once the record is created, the Name and McGill ID of the Approval Delegate will appear under the selected fund(s).

For all delegate records created on behalf of a FFM / PI, there will be a message "Awaiting Confirmation" displayed next to the name and McGill ID of the intended delegate. These records must be confirmed by the FFM /PI.

### How to Confirm or Revoke Approval Delegate Records

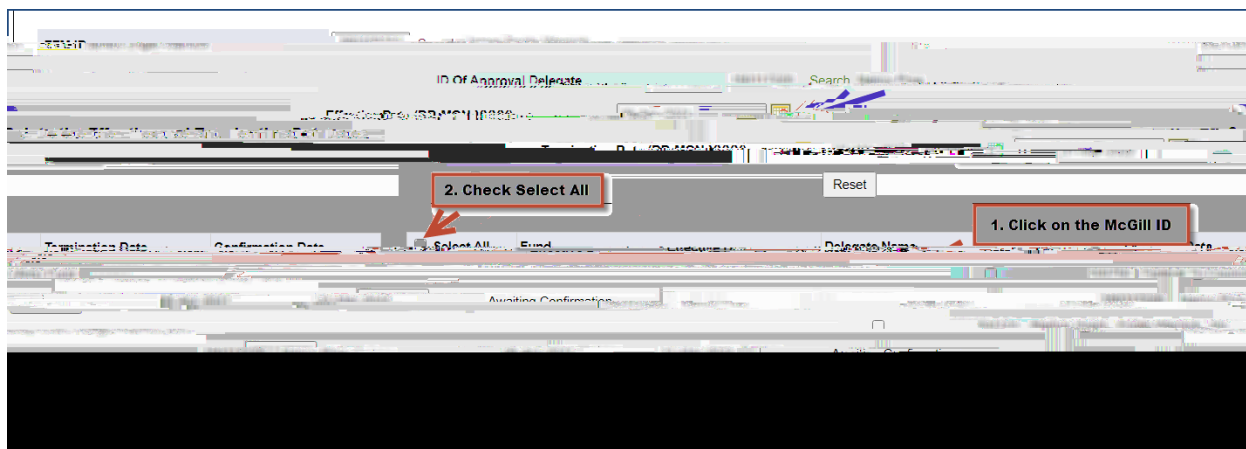
# HOW TO Delegate Approvals of Adjustments on Past Payroll Transactions

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: Confirm/Revoke delegation records "Awaiting Confirmation" for all funds

1. Click on the McGill ID button, next to the name of the delegate awaiting confirmation. Their ID and name will appear in the ID of Approval Delegate field.
2. Check the Select All box.
3. Delete the Effective and Termination Dates.

Note: Leaving the Effective and Termination dates populated will only allow you to approve delegation records which have the same effective and termination dates.



4. Click on the Confirm button to confirm the selected record which is "Awaiting Confirmation".  
OR  
Click on the Revoke button to cancel/remove the selected record.

Note: Once a delegation record is "confirmed", only the FFM/PI may revoke the record.

Once a delegation record is confirmed, the delegate will be able to approve PAs on behalf of the FFM.