How to Delegate Entry Authority to Another User

You can select another employee to enter transactions in the Travel and Expense system for you. You are still responsible for the accuracy and correctness of the information.
Click this link to log into MYBOISESTATE for employees.

MYBOISESTATE - YOU'RE ONE CLICK AWAY!

myBoiseState is your key to accessing everything you used to do in BroncoWeb, along with much more. Students can log in to myBoiseState at upper-left to access personal information, register for classes, and get to BroncoMail and Blackboard without having to sign in all over again!

SCHEDULED MAINTENANCE

myBoiseState maintenance occurs between 6:00 am – 7:00 am every Wednesday.

Summer Blackboard maintenance occurs between 7:00 am - 8:00 am every Wednesday.

FALL 2013 REGISTRATION

Fall registration for continuing students started April 1, 2013. Sign in to myBoiseState to check your Student Center for your enrollment time.

SUMMER 2013 REGISTRATION

Click this link to log into PeopleSoft.

MYBOISESTATE FOR EMPLOYEES IS COMING SOON!

Later this year, myBoiseState for Faculty and Staff will give you one-click single sign-on access to PeopleSoft, Google Apps, myInsights Reporting Services, and more.

Until then, this page was created to link to all of those services from one location. Check out the Resource Links at upper-right for many of your favorite sites, such as the A-Z Index, Directories, and more.

Employees (including student employees) can report time and view paycheck info by clicking PeopleSoft at left, signing in with a Boise State username and password, and choosing the link for PeopleSoft Human Resources.
Locate the Travel and Expenses menu option, click on it.
User: TGORMLEY on Financials

- **Travel Authorization**
  - Create, Modify, Print, View or Delete a Travel Authorization
  - Create
  - Modify
  - Print
  - View
  - Delete
  - Cancel

- **Expense Report**
  - Create, modify, print, view or delete an expense report
  - Create
  - Modify
  - Print
  - View
  - Delete

- **Other Functions**
  - Other travel and expense functions
  - Create/Update User Template
  - Delegate Expense Authority
  - Review Expense History
  - Review User Defaults

© 2012 Boise State University
Click here to delegate entry authority

Click the ‘+’ sign to add another user
Authorize Users
Teresa Gormley

Entering new user id’s on this page will give those users the ability to enter expense transactions on behalf of the employee.

<table>
<thead>
<tr>
<th>*Authorized User ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TGORMLEY</td>
<td>Gormley, Teresa LaRayne</td>
</tr>
<tr>
<td>PDAVIS</td>
<td>Davis, Peggy</td>
</tr>
</tbody>
</table>

Once all users have been added, click the “Save” button.

That’s all there is to it. Any user can delegate any other user to enter transactions for them. This does not alleviate the employee from their responsibility for those transactions. This is why we require signed expense reports.