**Approval Delegation within PECOS**

1. Go to [www.nhspps.uk](http://www.nhspps.uk) and click “About” and “ Scheme of Delegation”



1. Type in your cost centre and then review the approval level which you fall into





1. Find name of another person in your level of approval or the one in the level above.
2. Log onto PECOS: <https://pps.pecosipm.com/pm/gb/pecospm.asp>
3. Click on “To Do” and then “Approval Delegation”



1. Add your Start Date and End Date and then click “User Lookup” type the name of the person found in the Scheme of Delegation. Click “Save”.



1. If you do not see the approval delegation in your to do list, then please contact PPS helpdesk to switch this function on.