Assigning Alternate User IDs for Approval

Overview:

This guide outlines the basic steps involved in assigning an alternate user ID for approvals. This feature would be used when an approver is going to be out of the office or otherwise unable to approve. The approver will log into the OMNI HRMS system and update "My System Profile" to indicate the user id of the employee who will be approving on your behalf during your absence. Also, the approver will indicate the date range that the alternate approver is authorized to approve on your behalf.
Please confirm the Alternate User has the appropriate role required for the approvals.

NOTE: If you are a department manager, then the user who is to be your alternate must have

the SS_MANAGER role. If you are a VP Approver, then the user who is to be your alternate must

have the VP_APPROVER role.
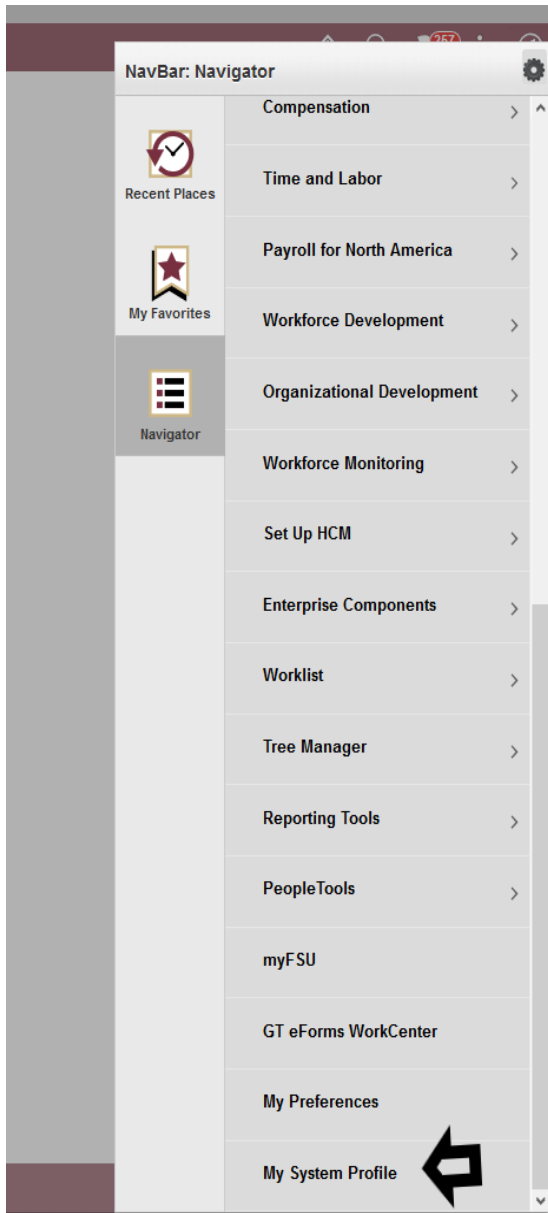
STEP 1: Log into OMNI HR with your FSUID and password.
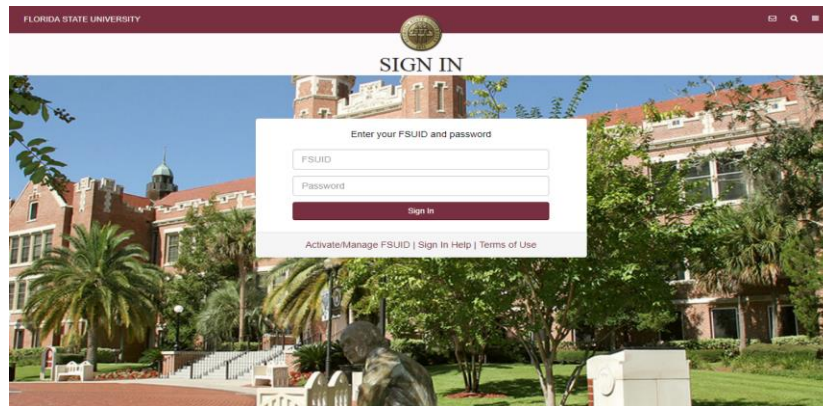
STEP 2: Select the **Human Resources** icon button.

STEP 3: Click on the circle with the diamond, then click on My System Profile which is at the bottom of the list.

STEP 4: Click the Alternate User ID Look up button. Select the desired Search by Method, Click the search by list.

General Profile Information

Sue Andres

Password

Change password
Change or set up forgotten password help

My preferred language for PIA web pages is: English

My preferred language for reports and email is	English
Currency Code	🔍
Default Mobile Page	🔍

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID	🔍
From Date	📅 (example: 12/31/2000)
To Date	📅 (example: 12/31/2000)

☑ **Email User**   ☑ **Worklist User**

Miscellaneous User Links

STEP 5: For the purpose of this example, click Description option. Enter the desired employee's last name into the begins with field. Click the Look Up button. Then select the employee link from the Search Results list.

Look Up Alternate User ID   ✕

Help

Search by: [Description ∨] begins with [   ]

[Search] [Cancel]   Advanced Lookup

STEP 6: Select the desired date to begin using the alternate user for approvals, by clicking the "From Date" calendar icon. Then select the desired "To Date" to indicate the ending point the alternate user will approve action on your behalf.

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID	SAHARRIS 🔍
From Date	07/19/2019 📅 (example:12/31/2000)
To Date	08/16/2019 📅 (example:12/31/2000)

☑ **Email User**   ☑ **Worklist User**

Miscellaneous User Links

STEP 7: Click the "Save" button at the bottom of the page. If this step is not done your Alternate User will not receive the actions on your behalf.

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My preferred language for reports and email is	English
Currency Code	🔍
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If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID	SAHARRIS 🔍
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☑ **Email User**   ☑ **Worklist User**

Miscellaneous User Links

mail

			1-1 of 1 ⌄	

Primary Email Account	Email Type	Email Address		
☑	Business	SANDRES@psinvalid.fsu.edu	+	−

Information

			1-1 of 1 ⌄	

Protocol	XMPP Domain	UserID	Password		
XMPP	🔍			+	−

Save