

Assigning an Alternate Approver within myFSU

This guide outlines the basic steps involved in assigning an alternate user ID for Human Resources approvals. This feature would be used when an approver is going to be out of the office or otherwise unable to approve.

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 <u>myFSU</u> with your FSUID and password.





STEP 2: Click the HR Icon,



Select the **Navigation** icon in the upper right-hand corner.



STEP 3: Click the Navigator button, then select the My System Profile tab.

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STEP 4: Enter the User ID of the person who will be approving the transactions in the **Alternate User ID** field.

To search for the employee's User ID, click the Look Up Alternate User ID button.



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Genera	al Profile Information	
Look l	Jp Alternate User ID	×
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User ID	Description	Empl ID
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0000002702221448048		(blank)

STEP 5: Click the **Search by** list.

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Search by: User ID

	Lo	ok Up Alternate User ID	×
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STEP 6: To search by employee name, select the **Description** list item.

Search by: Descripti	on r
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General Profile Information	
Look Up Alternate User ID	×
Search by: Description • begins with	Help
Search Cancel Advanced Lookup	

STEP 7: Enter the last name of the desired employee.

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.

General Profile Information		
Look Up Alternate User ID	×	
Search by: Description begins with Westcott	Help	
Search Cancel Advanced Lookup		

STEP 8: Click the **Search** button.



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Description	User ID	Empl ID	

STEP 9: Select the desired employee name link from the list.





General Profile Inform Susie Seminole	nation	
Password		
Change password		
Change or set up forgotten	password help	
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My preferred language for	English •	
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From Date	(example: 12/3/12000)	
To Date	07/15/2019 (example:12/31/2000)	
🖉 Email User 🛛 🗹 Wor	rklist User	
Miscellaneous User Links		

STEP 10: Enter the start date that this employee will be approving on your behalf into the **From Date** field.

STEP 11: Enter the end date that this employee will be approving on your behalf into the **To Date** field.



Alte	ernate User ID	WWESTCOTT	r.	Q						
		WILLSTOOT								
From Date 07/01/2019 (exan				mple:12/31/2000)						
	To Date	07/15/2019 (example:12/31/2000)								
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STEP 12: Click the **Save** button.



STEP 13: Your transactions will now be routed to the alternate approver for approvals in the time period indicated.

STEP 14: Select "**Employee Self Service**" to go to Employee Self Service.

< Employee Self Service