# 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.

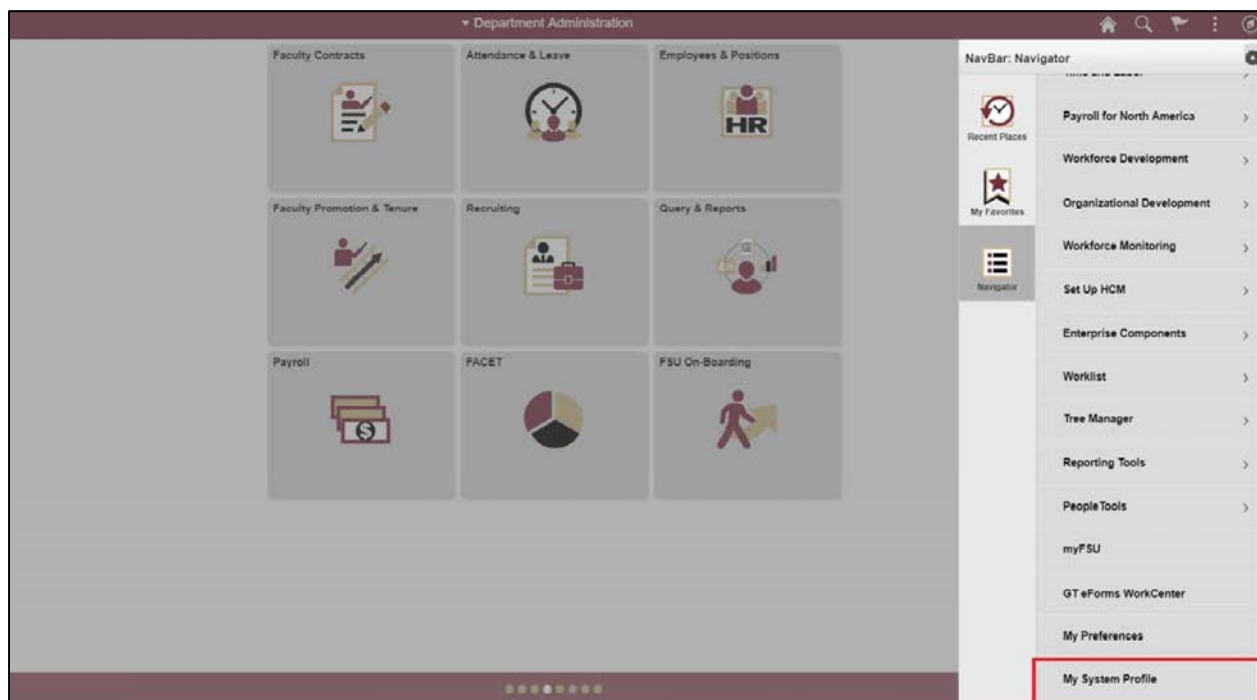**STEP 1:** Log into myFSU with your FSUID and password.
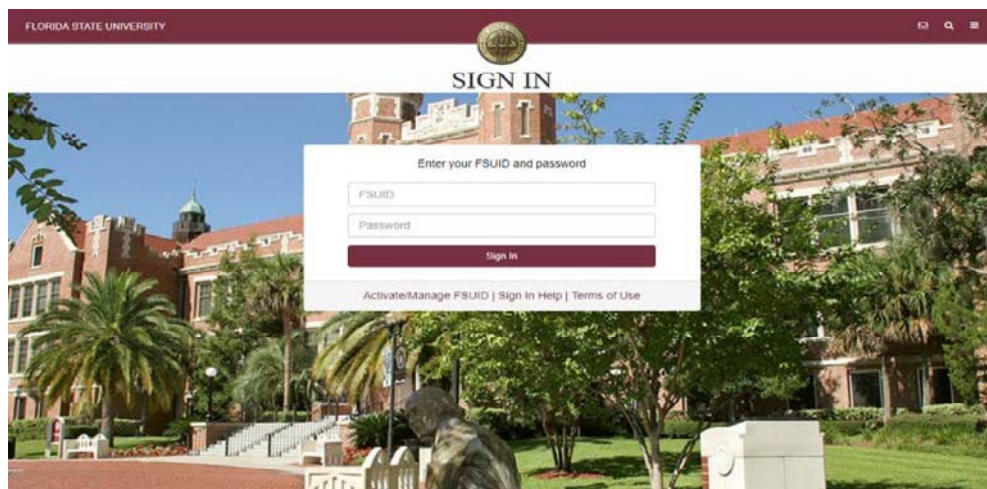
**STEP 2:** Click the HR Icon,



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



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

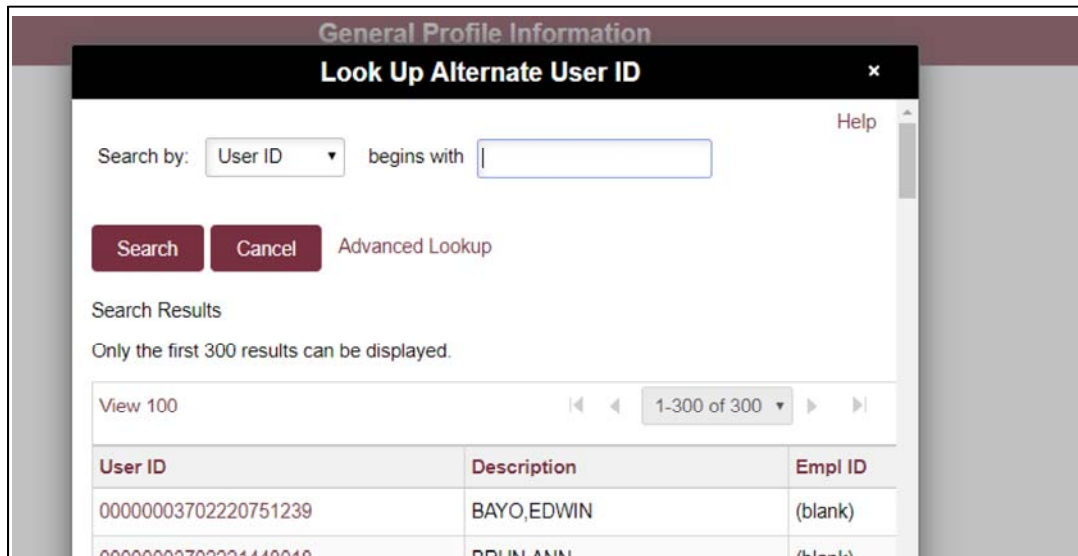**STEP 4:** Enter the User ID of the person who will be approving the transactions in the **Alternate User ID** field.

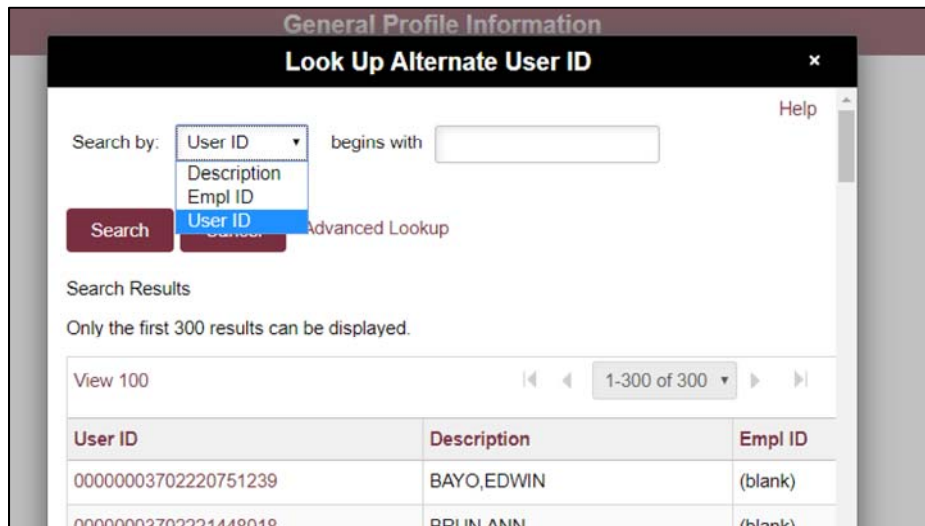To search for the employee's User ID, click the **Look Up Alternate User ID** button.

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





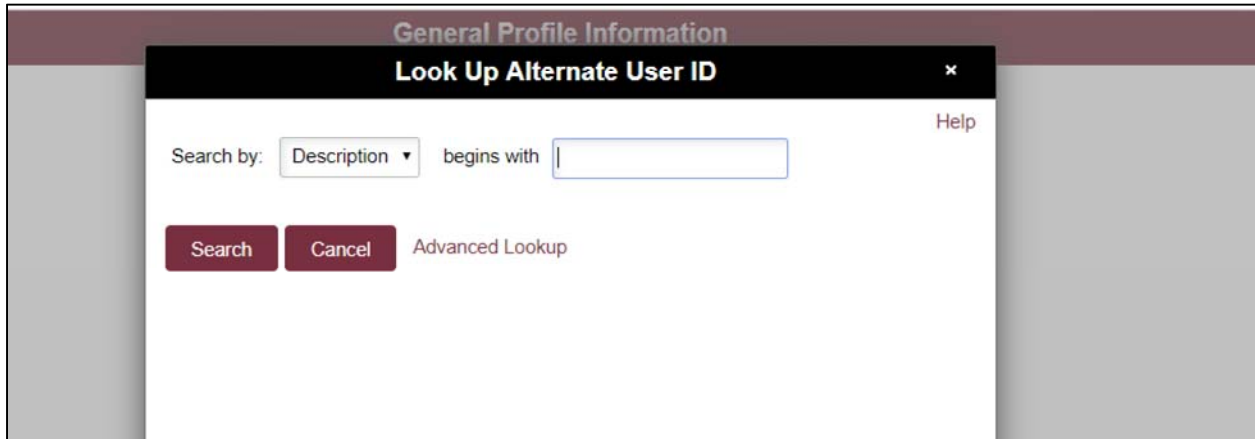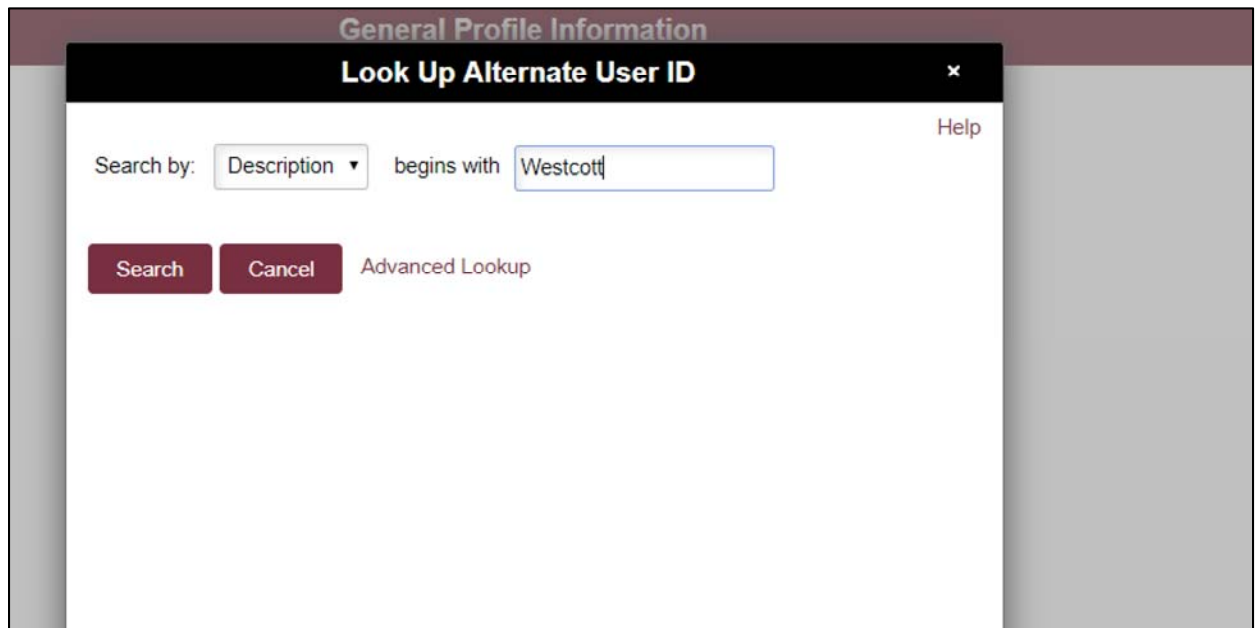**STEP 6:**  To search by employee name, select the **Description** list item.

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

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

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

**General Profile Information**

Susie Seminole

**Password**

Change password
Change or set up forgotten password help

My preferred language for PIA web pages    English
is:

| My preferred language for | English ▼ |
| reports and email is | |
| Currency Code | USD 🔍 |

| Default Mobile Page | 🔍 |

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

| Alternate User ID | WWESTCOTT 🔍 |
| From Date | 07/01/2019 📅 (example:12/31/2000) |
| To Date | 07/15/2019 📅 (example:12/31/2000) |

☑ **Email User**     ☑ **Worklist 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.

**STEP 12:** Click the **Save** button.
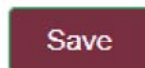


**STEP 13:** Your transactions will now be routed to the alternate approver for approvals in the time period indicated.

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