

OMNI Security Training
Assigning Alternate User IDs for Approval

Overview:

Understanding How to Assign Alternate User IDs for Approval

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.

Procedure

Scenario:

In this topic, you will learn the steps required to assign an Alternate User ID for approvals in your absence or on your behalf.

Key Information:

Employee ID's or Last Name

Step	Action
1.	Click the Human Resources link.
2.	Click the My System Profile link.

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Welcome!

General Profile Information

WESTCOTT, WILLIAM

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

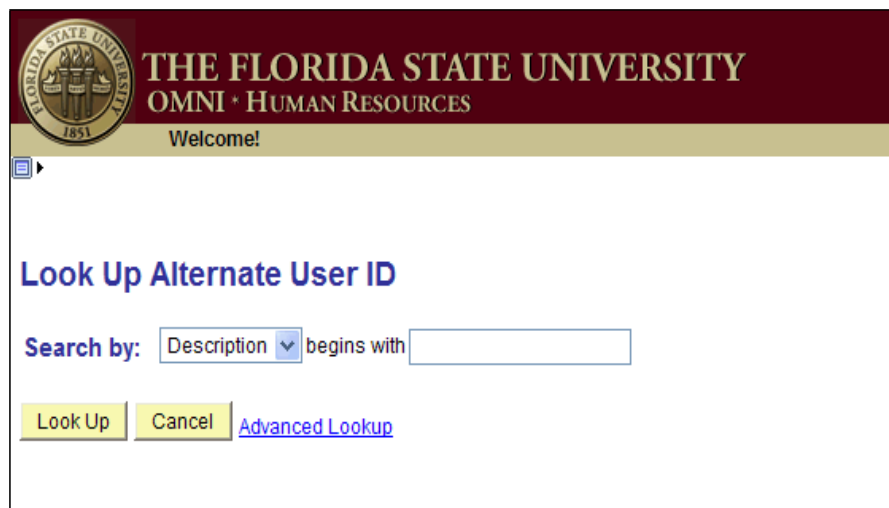
[Miscellaneous User Links](#)

Save


Step	Action
3.	Click the Alternate User ID Look up button.
4.	Select the desired Search by method. Click the Search by list.

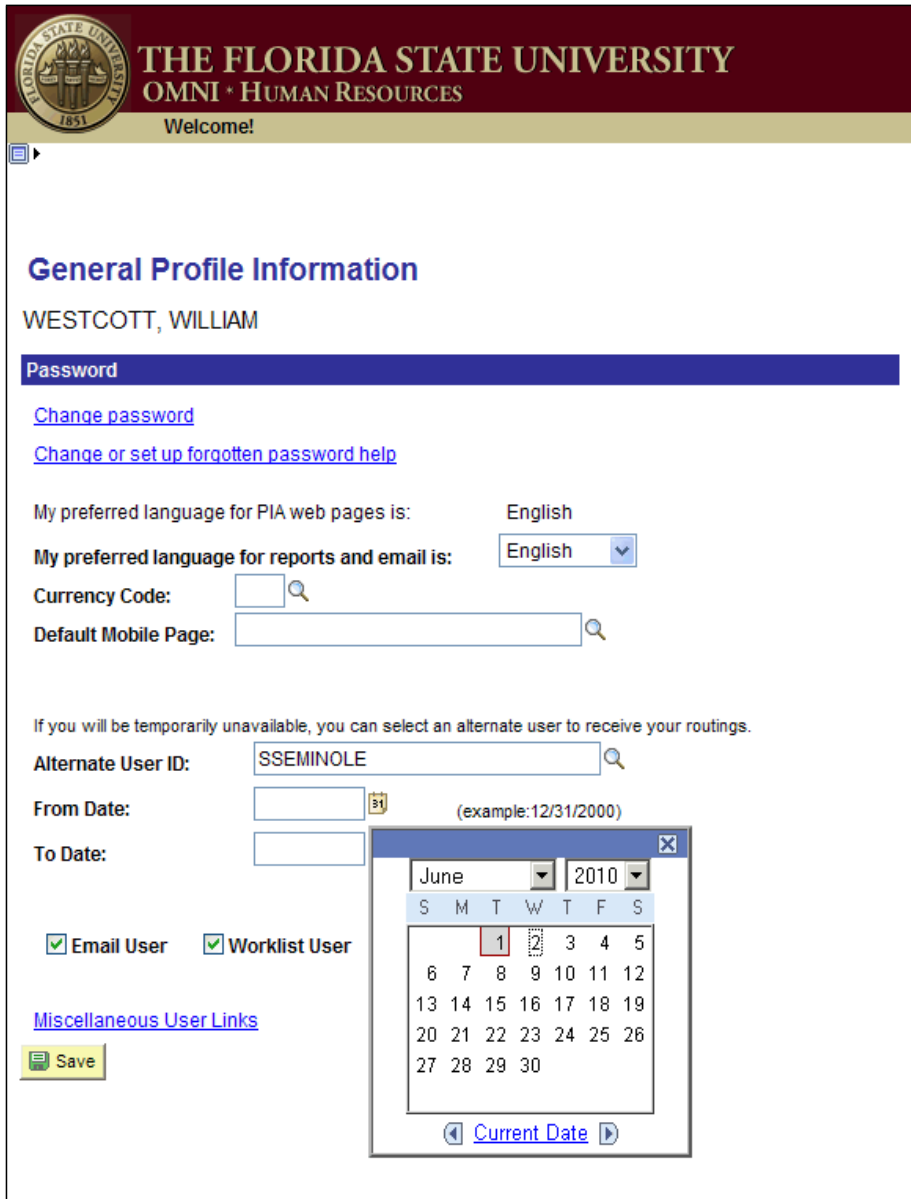


Step	Action
5.	For the purpose of this example, click the Description option. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Description</div>



Step	Action
6.	Enter the desired employee's last name into the begins with field.
7.	Click the Look Up button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Look Up</div>
8.	Select the employee link from the Search Results list.

Step	Action
9.	Select the desired date to begin using the alternate user for approvals. Click the From Date calendar icon. 



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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:

Email User Worklist User

[Miscellaneous User Links](#)

Step	Action
10.	Select the desired From Date .

Step	Action
11.	Select the desired To Date to indicate the ending point the alternate user will approve actions on your behalf. Click the To Date calendar icon. 


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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

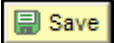
[Miscellaneous User Links](#)




June ▼
2010 ▼

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20	21	22	23	24	25	26
27	28	29	30			

 [Current Date](#) 

Step	Action
12.	Select the desired To Date .
13.	Click the Save button to confirm these changes. 

Step	Action
14.	Click the Home link. 
15.	Congratulations! You have completed this topic. End of Procedure.