

Assigning an Alternate Approver

Overview:

Understanding the Assignment of Alternate Approvers Process

This guideline 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.

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.

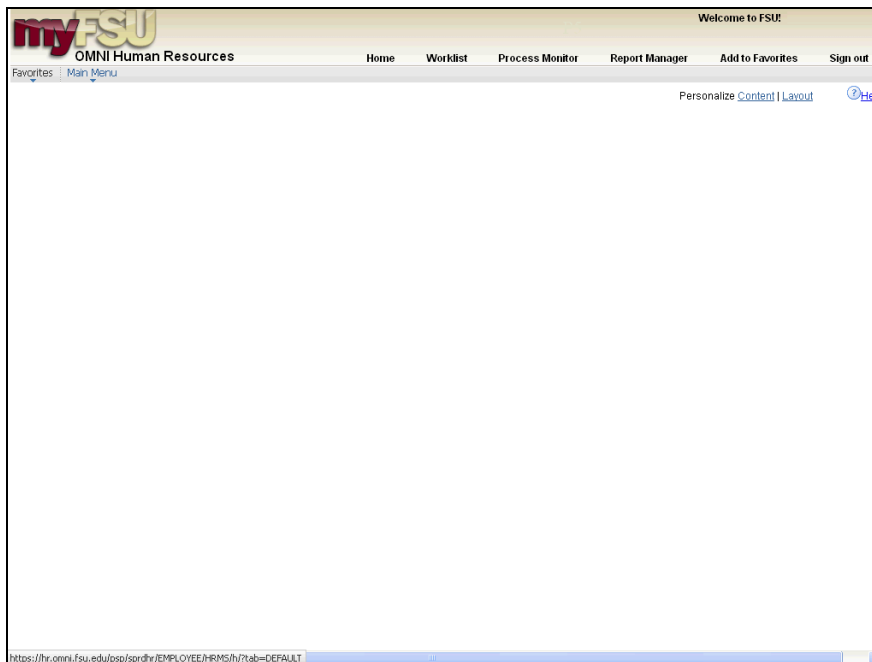
Procedure

Scenario:

In this topic, you will learn the steps to assign an alternate approver to act on your behalf while out of the office.

Key Information:

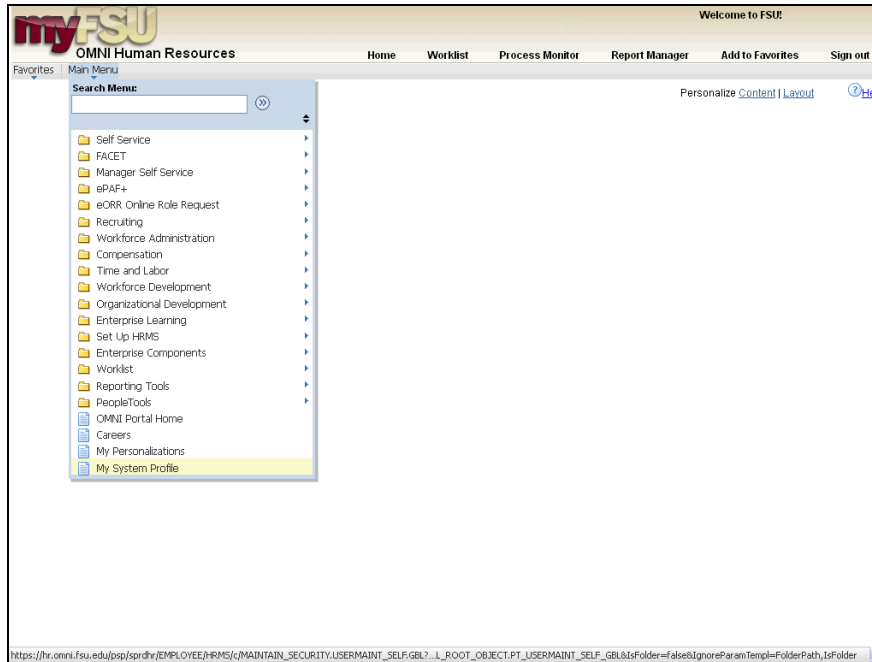
Name/User ID of alternate approver



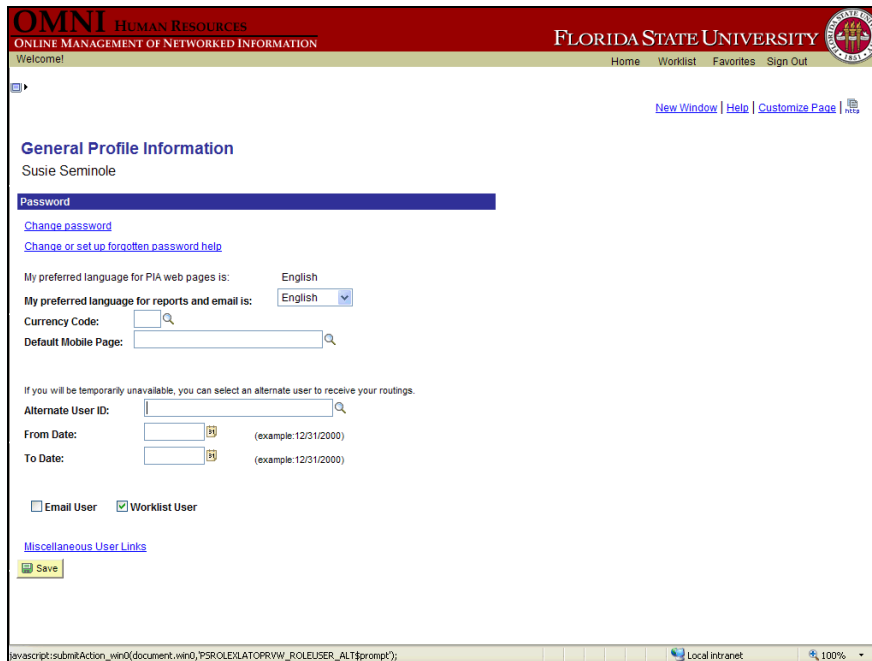
Step	Action
1.	Click in the Main Menu field. Main Menu

Training Guide

Assigning an Alternate Approver




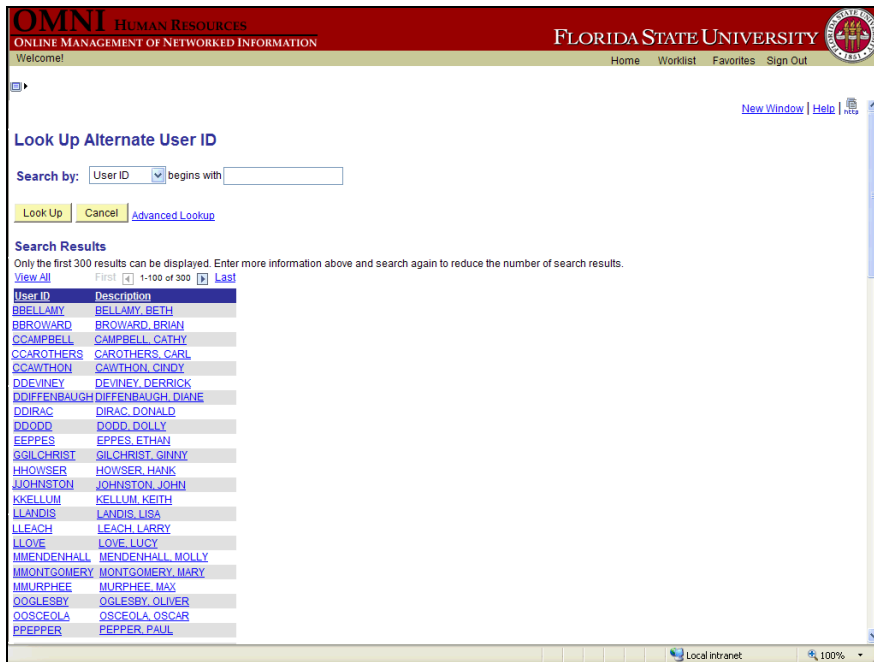
Step	Action
2.	Click the My System Profile menu. <div style="border: 1px solid black; padding: 2px; display: inline-block;">My System Profile</div>

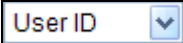


Training Guide

Assigning an Alternate Approver

Step	Action
3.	<p>Enter the user ID of the person who will be approving the transactions in your into the Alternate User ID field.</p> <p>To search for the employee's user ID, click the Look up Alternate User ID button.</p> 



Step	Action
4.	<p>Click the Search by list.</p> 

Training Guide

Assigning an Alternate Approver

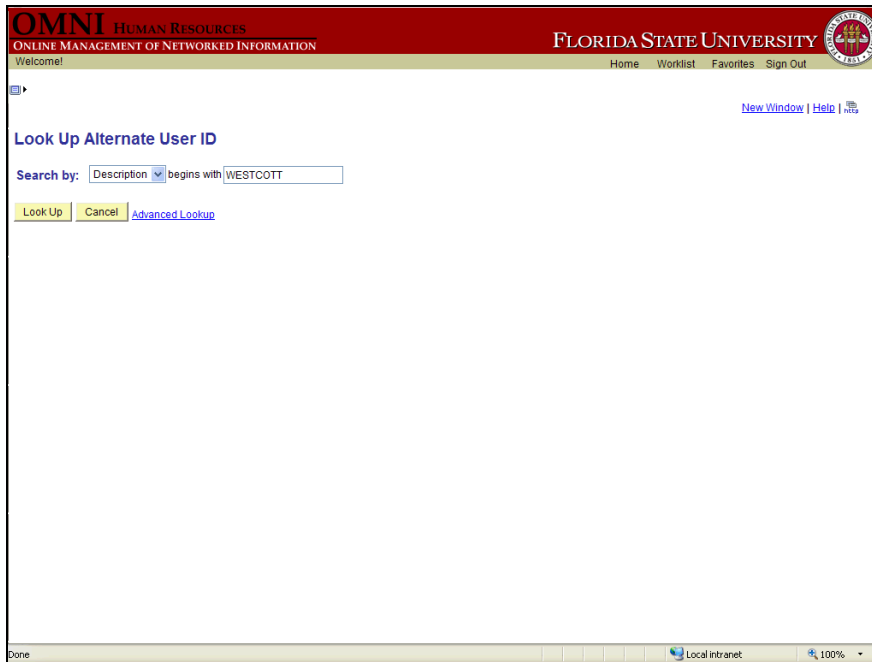


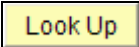
Step	Action
5.	To search by employee name, click the Description list item.



Training Guide Assigning an Alternate Approver

Step	Action
6.	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.



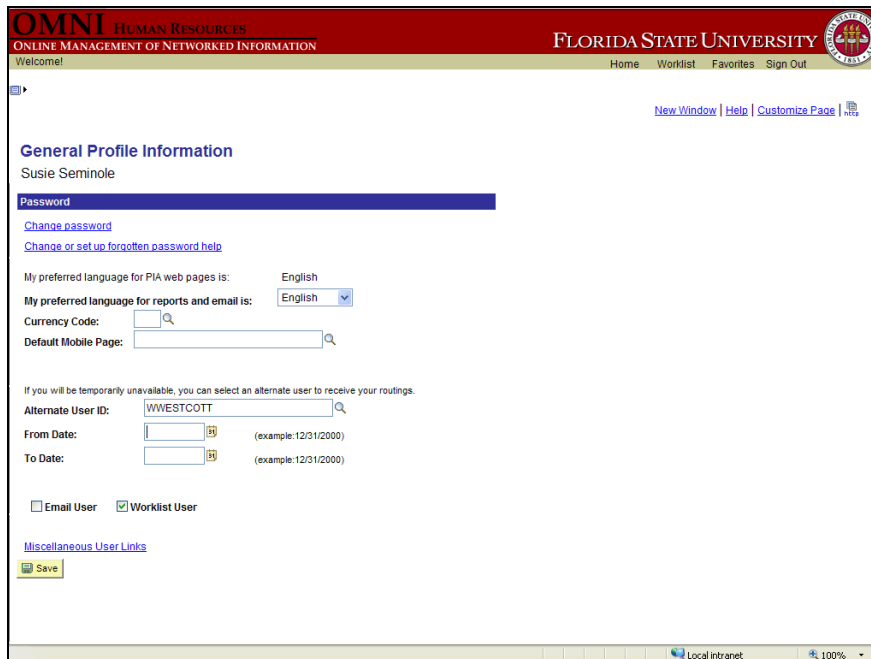
Step	Action
7.	Click the Look Up button. 

Training Guide

Assigning an Alternate Approver



Step	Action
8.	Select the desired employee name link from the list. WESTCOTT, WILLIAM



Step	Action
9.	Enter the start date that this employee will be approving on your behalf into the From Date field.

Training Guide

Assigning an Alternate Approver

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General Profile Information
 Susie Seminole

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](#)

Local intranet 100%

Step	Action
10.	Enter the end date that this employee will be approving on your behalf into the To Date field.

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 To Date: (example: 12/31/2000)

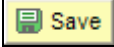
Email User Worklist User

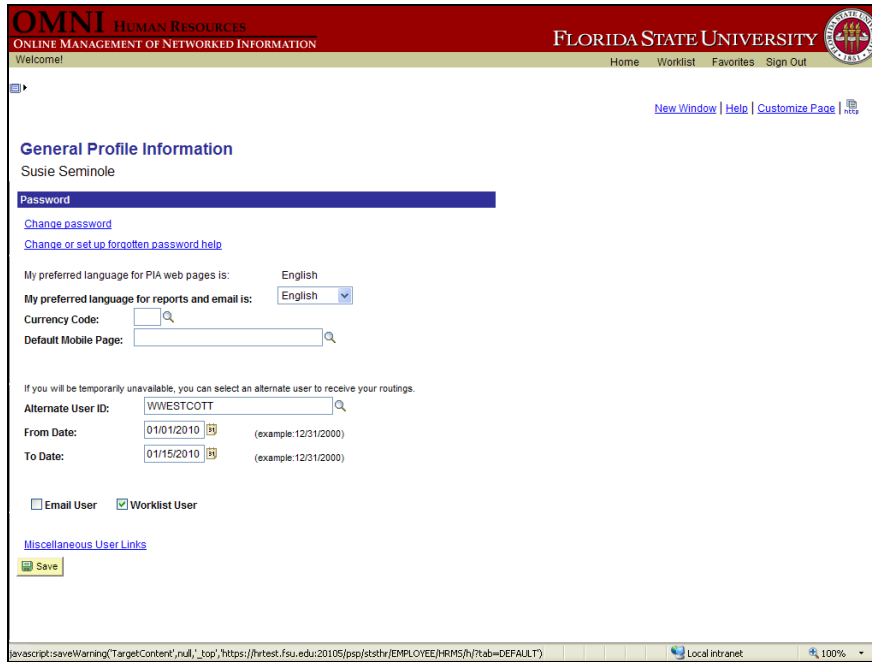
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Assigning an Alternate Approver

Step	Action
11.	Click the Save button. 



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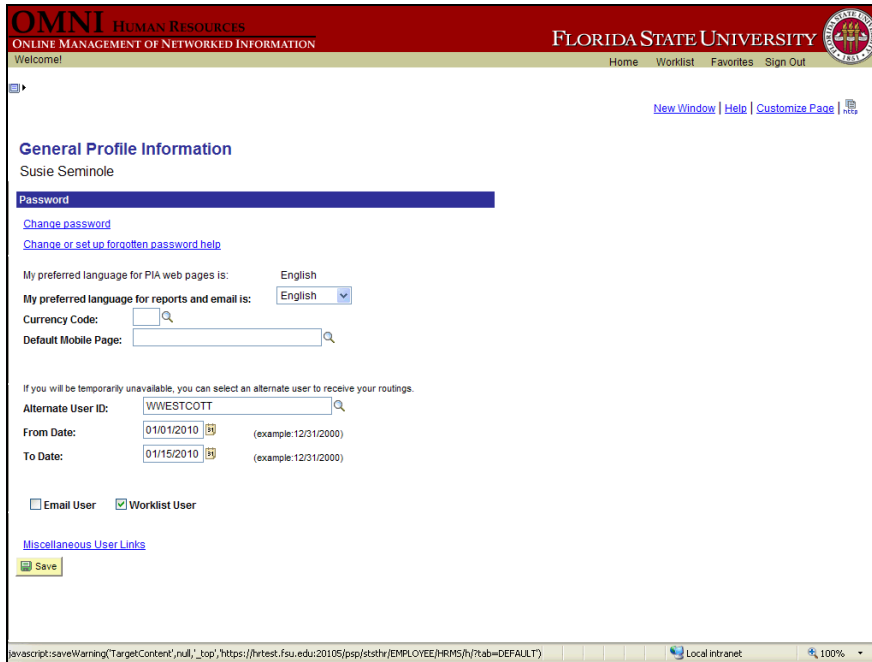
Save


javascript:saveWarning('TargetContent',null,'top','https://hrtest.fsu.edu:20105/psp/stshr/EMPLOYEE/HRMS/h?tab=DEFAULT') Local intranet 100%

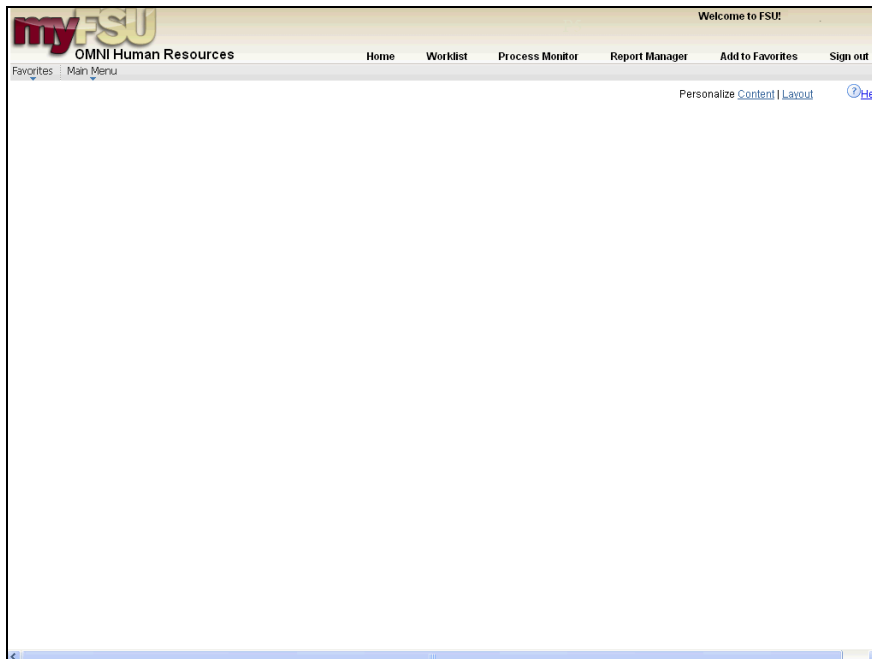
Step	Action
12.	Your transactions will now be routed to the alternate approver for approvals in the time period indicated.

Training Guide

Assigning an Alternate Approver



Step	Action
13.	Click the Home link to return to the main menu. 



Training Guide
Assigning an Alternate Approver

Step	Action
14.	Congratulations! You have completed this topic. End of Procedure.