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.

Search by:  User ID  

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

STEP 8: Click the Search button.
STEP 9: Select the desired employee name link from the list.
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.