



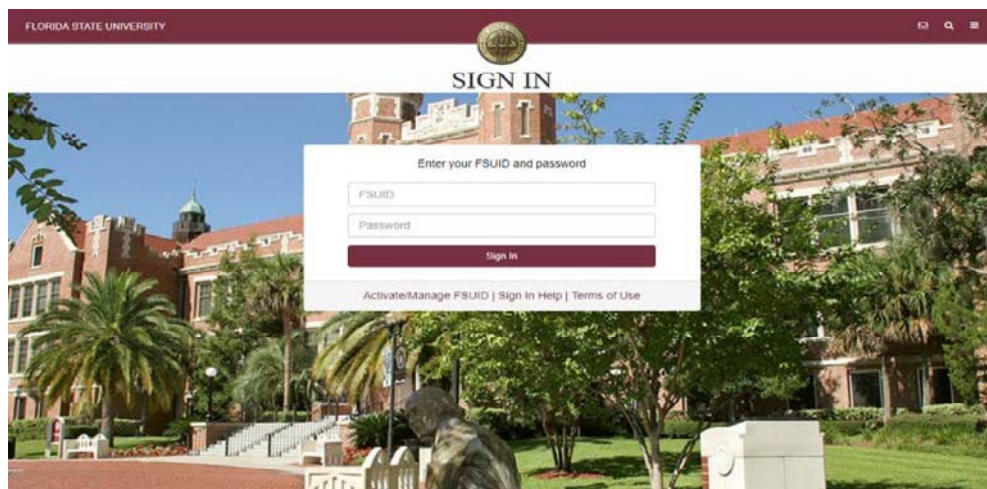
OMNI Training Guide

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.





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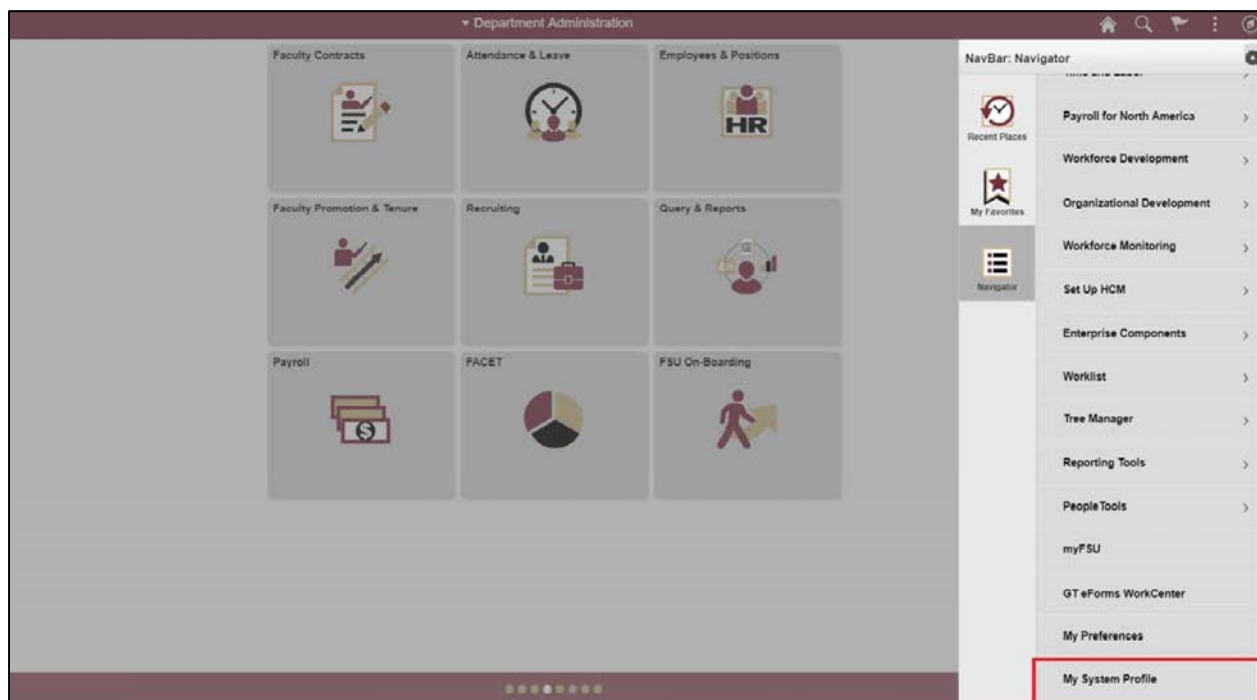
STEP 2: Click the HR Icon,



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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< Department Administration

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: USD

Default Mobile Page: [Search]

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


Alternate User ID: [Search]

From Date: [Calendar] (example: 12/31/2000)

To Date: [Calendar] (example: 12/31/2000)

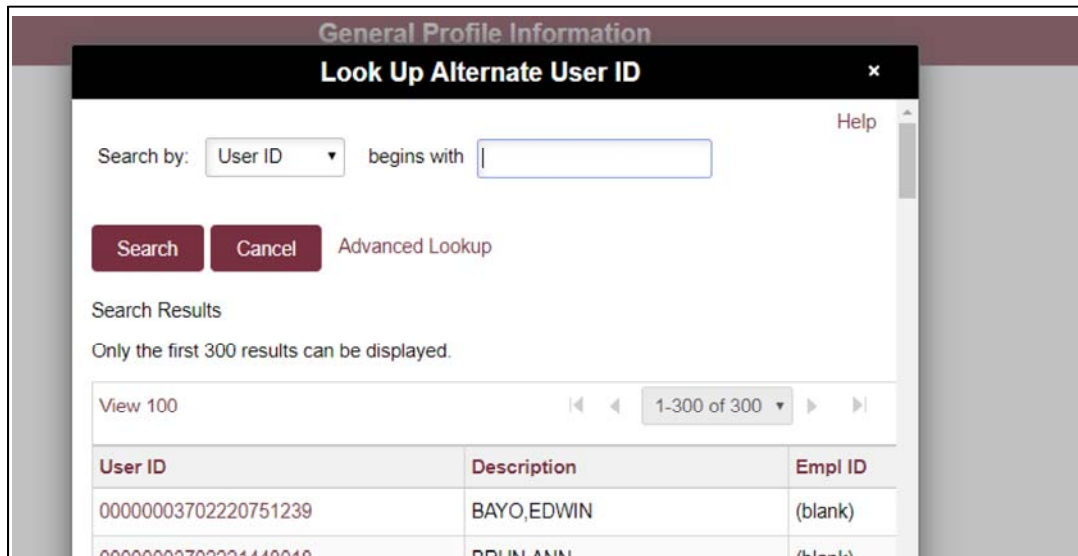
Email User Worklist User

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. 

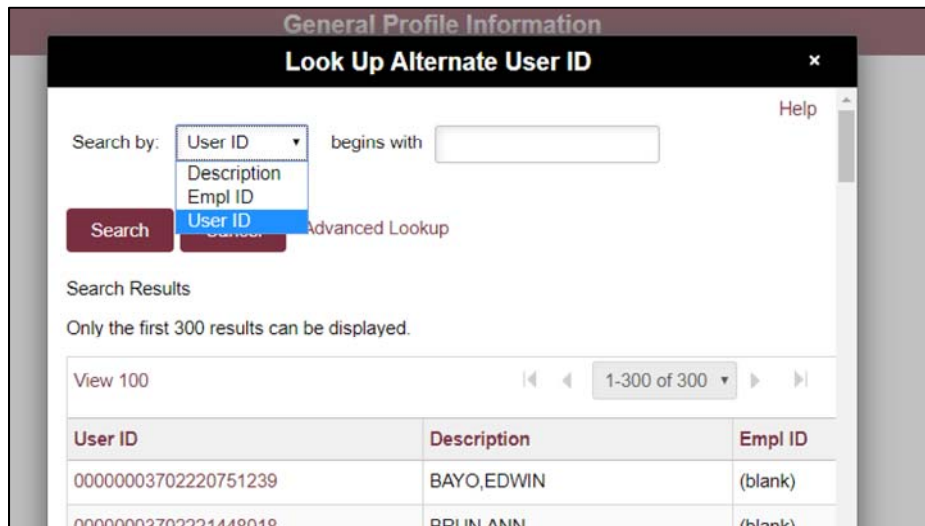


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STEP 5: Click the **Search** by list.

Search by:

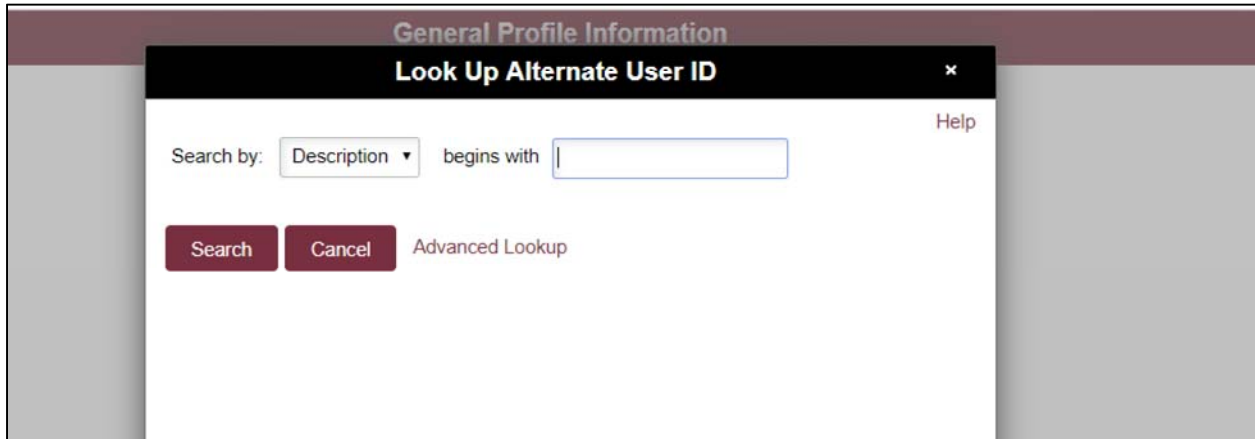


STEP 6: To search by employee name, select the **Description** list item.

Search by:

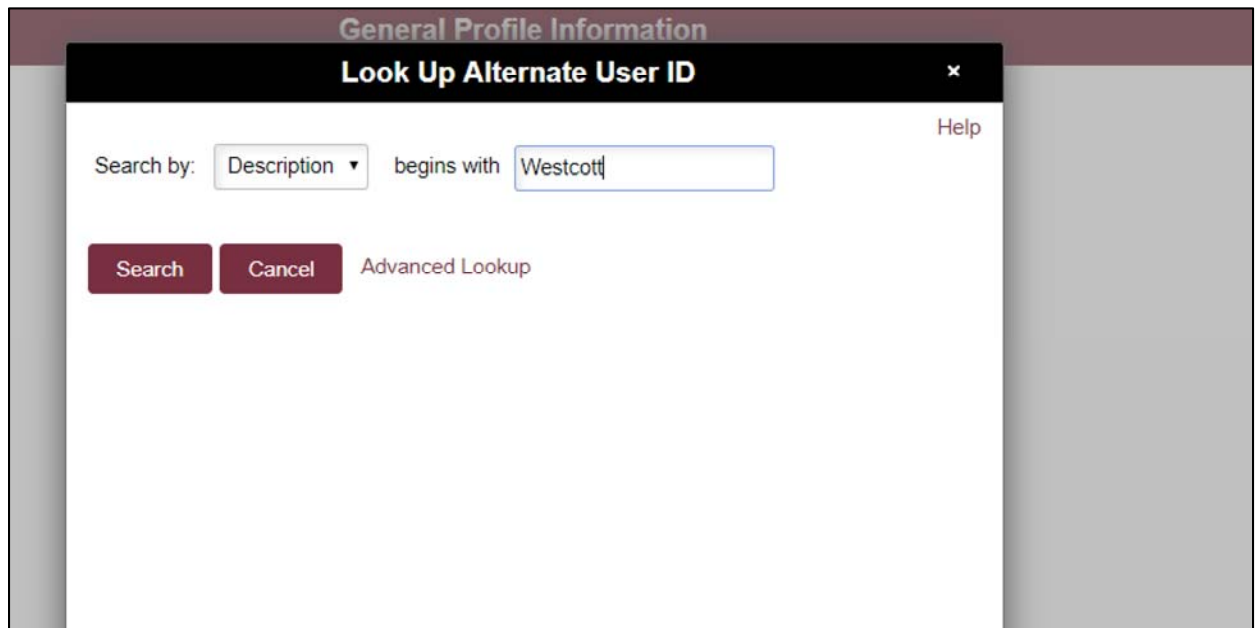


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STEP 7: Enter the last name of the desired employee.

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.



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General Profile Information

Look Up Alternate User ID

Search by: begins with [Help](#)

[Advanced Lookup](#)

Search Results

View 100 1-1 of 1

Description	User ID	Empl ID
Westcott, William	WWEWCOTT	000123456

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





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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: USD

Default Mobile Page: [Search]

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.



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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

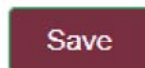
Email

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	sseminole@fsu.edu	+	-

IM Information

Protocol	XMPP Domain	UserID	Password		
XMPP	<input type="text"/>	<input type="text"/>	<input type="text"/>	+	-

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.

