



(If necessary) Add alternate approvers

Table of Contents

(If necessary) Add alternate approvers	i
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District Administration > Workflow > Alternate Approver

This page is used to set up an alternate approver if the original approver is not available. Alternate approvers must be set up with an employee number in Security Administration.

Image

Clear	Approver Emp Nbr	Approver Name	Use Alternate	Alternate Emp Nbr	Alternate Approver Name	From Date	To Date
Clear Row	005691	Sylvia Acuna	<input checked="" type="checkbox"/>	101107	michael kreusel		
Clear Row	000819	PEGGY A BIELA	<input checked="" type="checkbox"/>	101107	michael kreusel		
Clear Row	003790	ROGER CAMPOS	<input checked="" type="checkbox"/>	101107	michael kreusel		
Clear Row	003959	Veronica Cuenca-Wilson	<input checked="" type="checkbox"/>	101107	michael kreusel		
Clear Row	000218	PAMELA M DAHLQUIST	<input checked="" type="checkbox"/>	101107	michael kreusel		
Clear Row	003424	Brian Pennartz	<input type="checkbox"/>				
Clear Row	001157	HOMERO RODRIGUEZ	<input checked="" type="checkbox"/>	101107	michael kreusel	08-22-2017	08-25-2017
Clear Row	003438	Julie Verstuyft	<input type="checkbox"/>				

Workflow Type Click to select the Purchasing Requisition workflow.

A list of all available approvers is displayed.

Use Alternate	Select to create an alternate for the approver. If selected, and no date range is entered in the From Date and To Date fields, the alternate approver becomes the approver. If selected, and no date range is entered in the From Date and To Date fields, all pending requests are updated with the alternate approver for the selected original approver. If selected, and a date range is entered in the From Date and To Date fields, all pending requests are updated with the alternate approver for the selected original approver if today's date falls on or between the from and to dates. If selected, and a date range is entered in the From Date and To Date fields, and today's date is outside the range of the from and to dates, no updates occur for the selected original approver. If not selected, and/or a date range is entered in the From Date and To Date fields, no updates occur for the selected original approver. If selected, and then cleared, the alternate approver for all pending requests reverts to the original approver and an email message is sent to the original approver. This includes updating the workflow datetimestamp to today's date to reset the reminder days for the original approver.
Alternate Emp Nbr	Type an employee number or click to select one from the Approver Directory .

From Date	Select a date from the calendar on which the selected employee will begin serving as the alternate approver.
To Date	Select a date from the calendar on which the selected employee will end serving as the alternate approver.

Click **Save**.