

Set up alternate approvers as needed

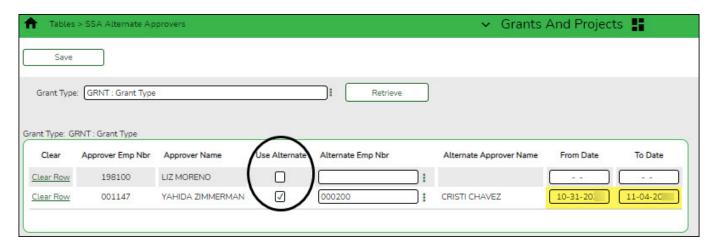
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Grants and Projects > Tables > SSA Alternate Approvers

Assign an alternate approver to an approver who is unable to perform their assigned approval duties during a specified timeframe for member grant budget revision requests and reimbursement requests.



Field	Description
Grant	Begin typing a grant type or description. As you type the data, a drop-down list of
Type	corresponding data is displayed. Select a grant type. If the grant type or description is not
	known, click ito select a grant type from the Grant Types lookup or press the
	SPACEBAR to view a list of grant types.

☐ Click **Retrieve**. If an approval workflow exists for the selected grant type, the list of approvers is displayed.

Field	Description
Approver Emp Nbr	The employee number of the approver is displayed.
Approver Name	The name of the approver is displayed.

Field	Description
Use Alternate	Select to use the alternate approver instead of 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.
Alternate Approver Name	The selected alternate approver name displays based on the Alternate Emp Nbr field.
From Date	Type the beginning date from which the alternate approver will serve as the approver. Use the MM-DD-YYYY format. Or, select a date from the calendar.
To Date	Type the ending date on which the alternate approver will end serving as the approver. Use the MM-DD-YYYY format. Or, select a date from the calendar.

☐ Click **Save**.