



**alternate\_emp\_nbr**




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Type the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select the desired employee.

- If the employee name or number is not known, click  to select from a list of approvers.
- Click Retrieve.
- Only users who are set up in Security Administration with an associated employee ID are displayed.
- To search for a specific approver, type data in the desired search fields, and then click Retrieve.
- A list of available approver IDs that match the search criteria is displayed.
- Select an approver ID from the list. Otherwise, click Cancel to return to the Alternate Approver page.