

alternate_emp_nbr

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alternate_emp_nbr i

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.