

alternate_emp_nbr

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Type an employee name or number. If unknown, click ⋮ to display the Approver Directory.

Click Retrieve. A list of all users with an employee number in Security Administration is displayed. To search for a specific employee, type data in the desired search fields, and then click Retrieve. A list of employees that match the search criteria is displayed. Select an employee ID from the list. Click Cancel to return to the First Approver page without making a selection. Note: To view the first approver for a specific campus/department, leave the Employee ID field blank, type a specific campus/department, and then click Retrieve.