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employee_id

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Type an employee 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.