

employee_number

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Begin typing an employee number or name. As you type the data, a drop-down list of corresponding data is displayed. Select the desired employee, or click ⋮ to select an employee from the Approver Directory. The **Employee Name** field is populated based on the selected **Employee Nbr**.

Note: To view the first approver for a specific campus/department, leave the **Employee ID** field blank, type a specific campus/department and click **Retrieve**.