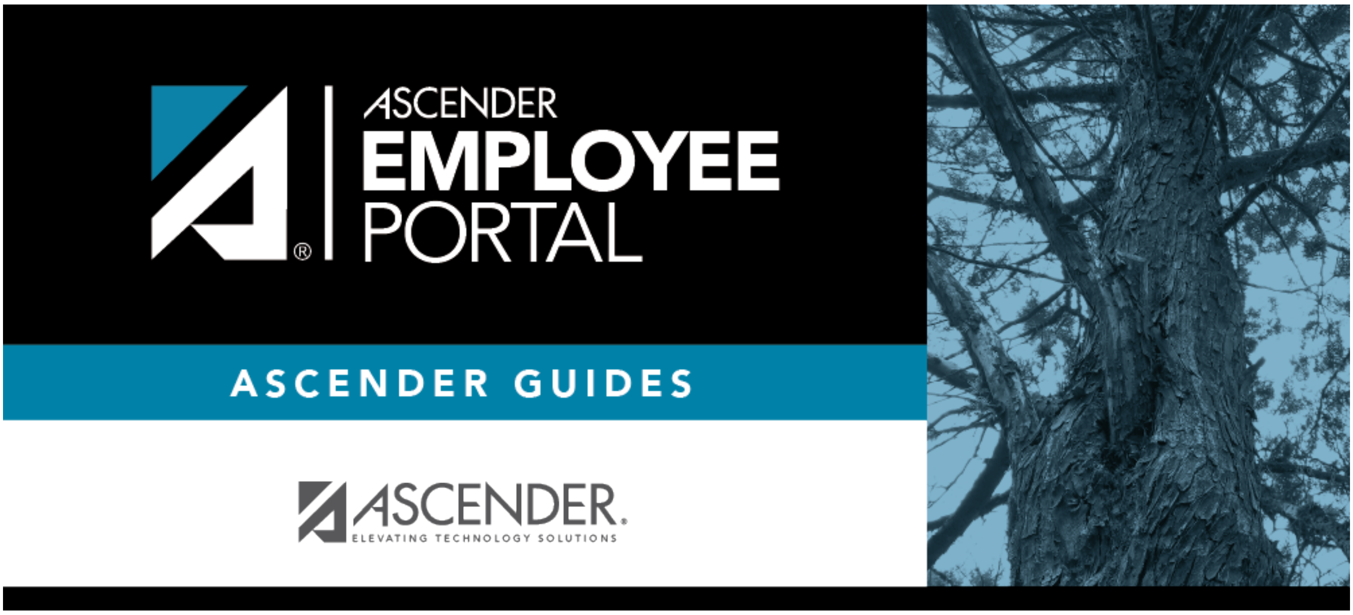
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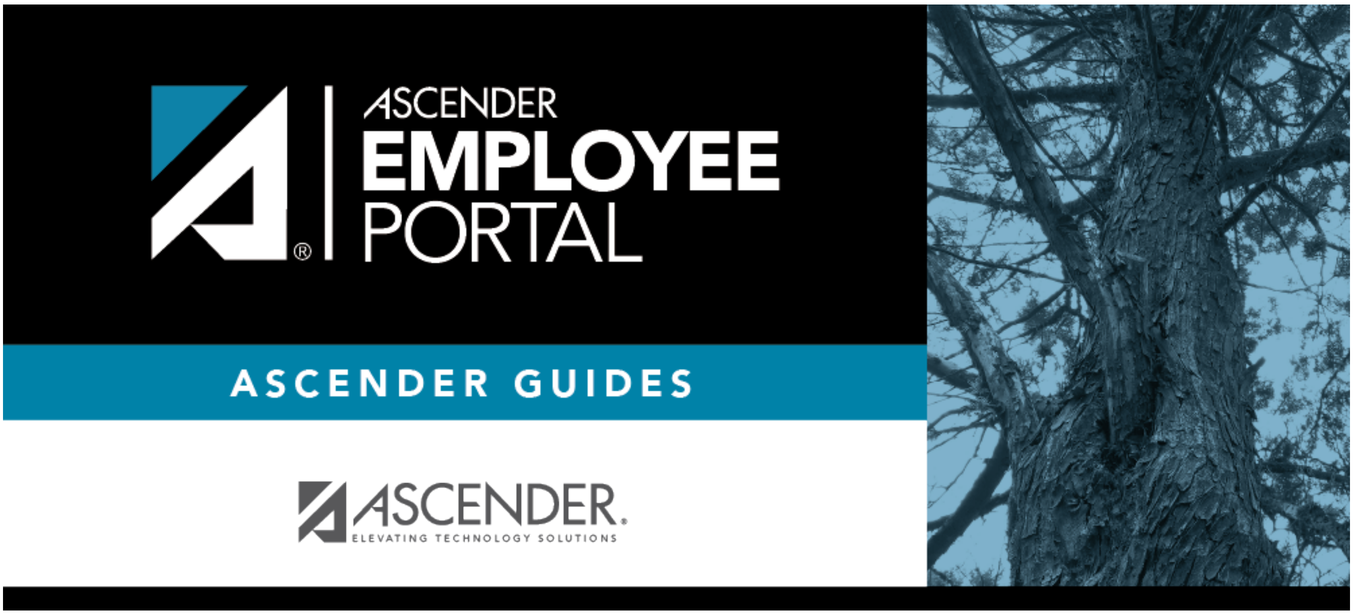
Temporary Approver	Begin typing the temporary approver's name or employee number. As you type the data, a drop-down list of corresponding data is displayed. Or, press SPACEBAR to display a drop-down list of available temporary approvers. Select the desired temporary approver. **Note**: Employee names are only populated in this field if: • The employee is set up in Security Administration with an employee number and the user profile is not deleted. • The employee is an actual local education agency (LEA) employee (i.e., not set up as a non-employee in District Administration).
From Date	Type the beginning date on which the temporary approver will begin to serve as the approver in the approval path in the MMDDYYYY format. Or, click 📅 to select a date from the calendar.
To Date	Type the ending date on which the temporary approver will end serving as the approver in the approval path in the MMDDYYYY format. Or, click 📅 to select a date from the calendar. The to date must be after the from date.

Click **Save**. The temporary approver is saved in the approval path and replaces you during the indicated date range.

Other functions and features:

+	Click to add a row to the grid.
🗑	Click to delete the association of a temporary approver with an approver. The row is highlighted red to indicate that it will be deleted when the record is saved.
Reset	Click to clear the data in the fields.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