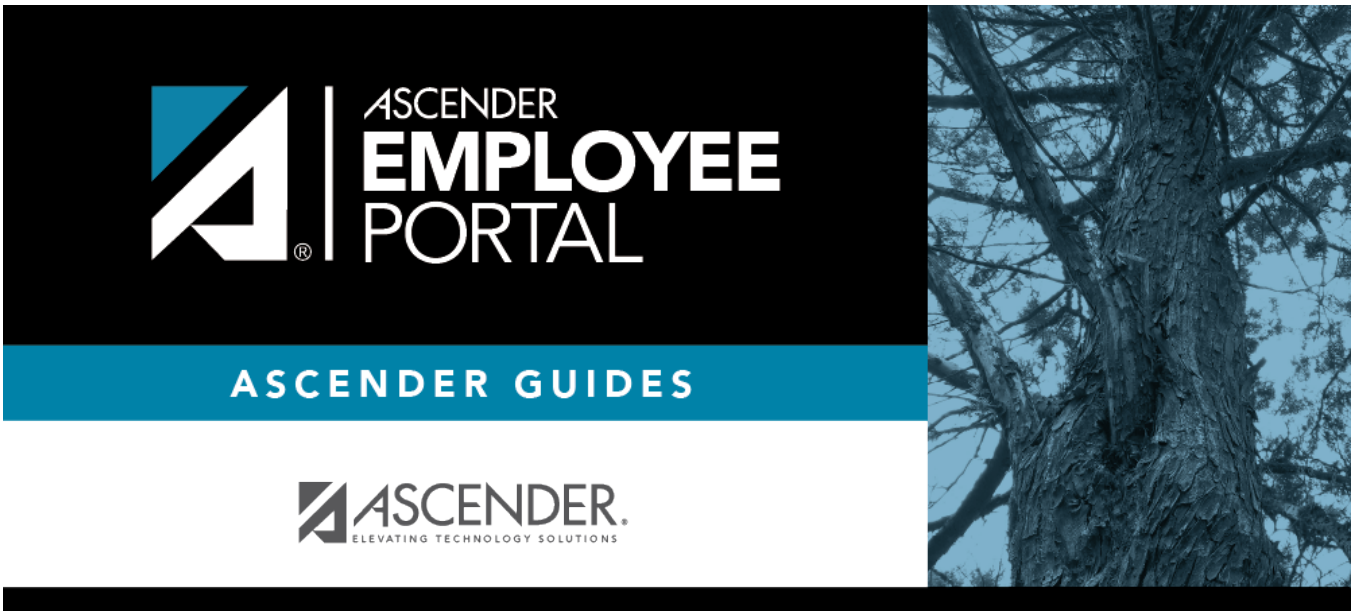



# Set Temporary Approvers (Establecer aprobadores temporale)

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# Set Temporary Approvers

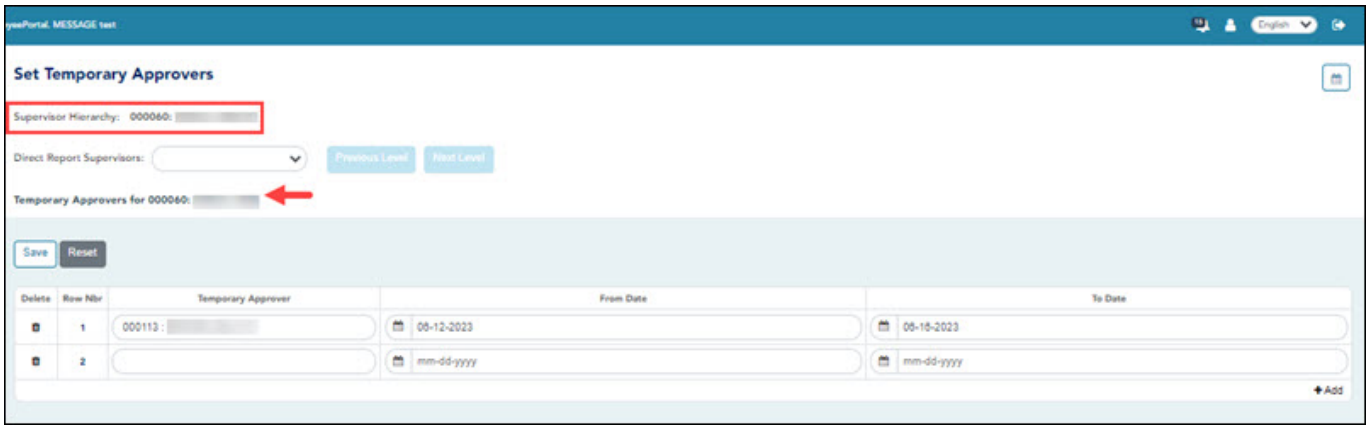
***EmployeePortal > Supervisor > Set Temporary Approvers***

This page is used to temporarily assign your approval duties to an alternate approver. You can provide a date range during which you are not available and specify the temporary approval path.

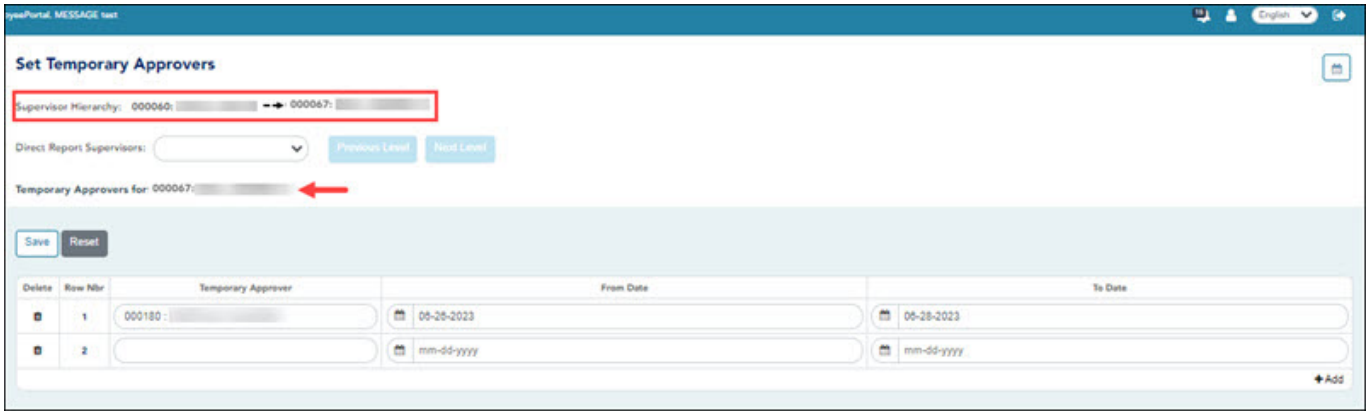
Temporary approvers must have an employee record in Personnel (not a non-employee record created in District Administration) with an email address and an active user profile with an employee number in Security Administration. If you are the next approver in the temporary approval path during the date range in which you are not available, the temporary approver replaces you in the approval path and receives an email message prompting him to take action on any submitted leave requests.

If this page is not enabled, check with your EmployeePortal administrator as the LEA may have opted to not allow access.

When you access this page, your employee number and name are displayed in the **Supervisor Hierarchy** field and a list of your temporary approvers is displayed if any. Proceed to the **Set a Temporary Approver** section to continue.




❑ If you need to set a temporary approver for one of your direct report supervisors, select the supervisor name in the **Direct Report Supervisors** field and click **Next Level**.



| | |
|---|---|
| **Direct Report Supervisors** | Click to view a list of your direct report supervisors.<br>Select a supervisor's name and click **Next Level**. The selected supervisor name is moved to the **Supervisory Hierarchy** level and a list of temporary approvers and date ranges is displayed.<br><br>Follow the steps to set a temporary approver for the selected supervisor.<br><br>Click **Previous Level** to return to the list of temporary approvers for the previous level of supervisor hierarchy. |

## Set temporary approvers:

## Set a temporary approver:

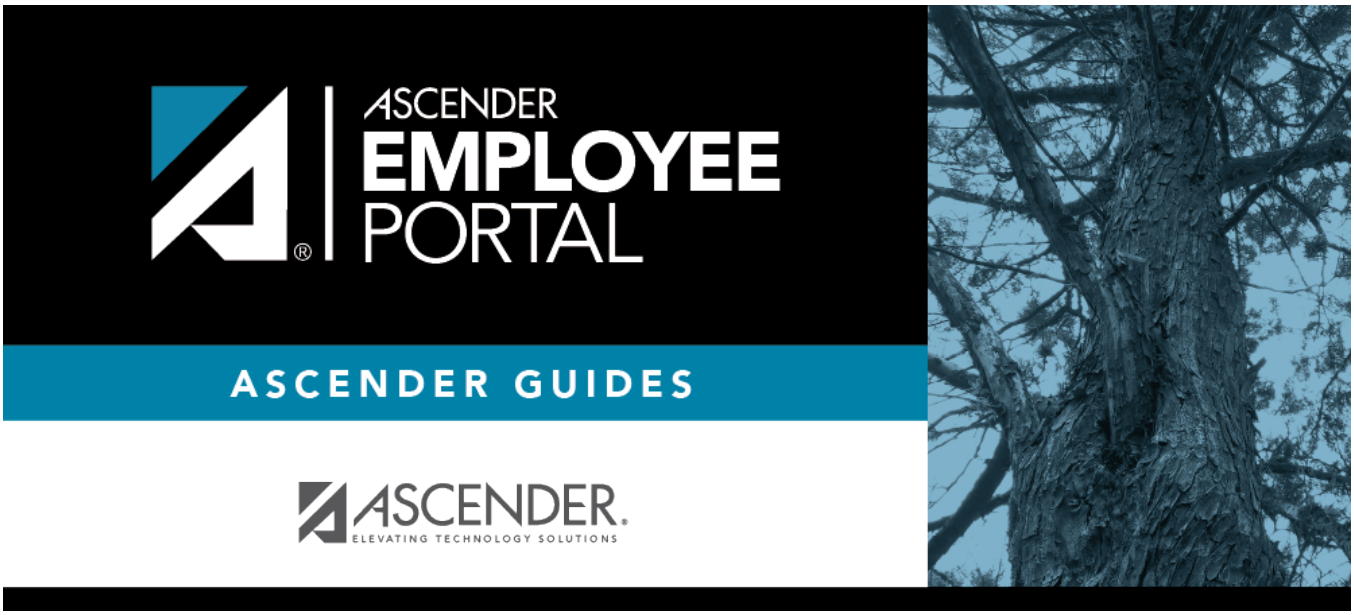
| Field | Description |
|---|---|
| **Temporary Approver** | Begin typing the temporary approver's name or employee number.<br><br>As you type the data, a drop-down list of corresponding data is displayed. Or, press SPACEBAR to display a drop-down list of available temporary approvers.<br><br>Select the desired temporary approver.<br>**Note**: Employee names are only populated in this field if:<br><br>• The employee is set up in Security Administration with an employee number and the user profile is not deleted.<br><br>• 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 specified date range.

## Other functions and features:

| | |
|---|---|
| + Add | 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. |

En español


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# Back Cover