



**(If necessary) Add alternate approvers**



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## Add Alternate Approvers

This page is used to set up an alternate approver if the original approver is not available. Alternate approvers must be set up with an employee number in Security Administration.

**Workflow Type** Click  to select the Purchasing Requisition workflow.

A list of all available approvers is displayed.

|                          |   |
|--------------------------|---|
| <b>Use Alternate</b>     | <p>Select to create an alternate for the approver.</p> <p>If selected, and no date range is entered in the <b>From Date</b> and <b>To Date</b> fields, the alternate approver becomes the approver.</p> <p>If selected, and no date range is entered in the <b>From Date</b> and <b>To Date</b> fields, all pending requests are updated with the alternate approver for the selected original approver.</p> <p>If selected, and a date range is entered in the <b>From Date</b> and <b>To Date</b> fields, all pending requests are updated with the alternate approver for the selected original approver if today's date falls on or between the from and to dates.</p> <p>If selected, and a date range is entered in the <b>From Date</b> and <b>To Date</b> fields, and today's date is outside the range of the from and to dates, no updates occur for the selected original approver.</p> <p>If not selected, and/or a date range is entered in the <b>From Date</b> and <b>To Date</b> fields, no updates occur for the selected original approver.</p> <p>If selected, and then cleared, the alternate approver for all pending requests reverts to the original approver and an email message is sent to the original approver. This includes updating the workflow datetimestamp to today's date to reset the reminder days for the original approver.</p> |
| <b>Alternate Emp Nbr</b> | Click on the ellipsis to select the alternate approver.   |
| <b>From Date</b>         | Select a date from the calendar on which the selected employee will begin serving as the alternate approver.  |
| <b>To Date</b>           | Select a date from the calendar on which the selected employee will end serving as the alternate approver.  |

Click **Save**.



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