



**(If necessary) Add alternate approvers**



## Table of Contents



# Add alternate approvers

[District Administration > Workflow > Alternate Approver](#)

This page is used to set up an alternate approver for a specified length of time when the original approver is not available. Alternate approvers must have an employee number in Security Administration.

Clear	Approver Emp Nbr	Approver Name	Use Alternate	Alternate Emp Nbr	Alternate Approver Name	From Date	To Date
<a href="#">Clear Row</a>	005691	Sylvia Acuna	<input checked="" type="checkbox"/>	101107	michael kreusel		
<a href="#">Clear Row</a>	000819	PEGGY A BIELA	<input checked="" type="checkbox"/>	101107	michael kreusel		
<a href="#">Clear Row</a>	003790	ROGER CAMPOS	<input checked="" type="checkbox"/>	101107	michael kreusel		
<a href="#">Clear Row</a>	003959	Veronica Cuenca-Wilson	<input checked="" type="checkbox"/>	101107	michael kreusel		
<a href="#">Clear Row</a>	000218	PAMELA M DAHLQUIST	<input checked="" type="checkbox"/>	101107	michael kreusel		
<a href="#">Clear Row</a>	003424	Brian Pennartz	<input type="checkbox"/>				
<a href="#">Clear Row</a>	001157	HOMERO RODRIGUEZ	<input checked="" type="checkbox"/>	101107	michael kreusel	08-22-2017	08-25-2017
<a href="#">Clear Row</a>	003438	Julie Verstuyft	<input type="checkbox"/>				

**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 alternative 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 of the from and to date range, 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>	Type an employee number or click  to select one from the <a href="#">Approver Directory</a> .

<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**.



## Back Cover