




**alternate\_emp\_nbr**



# Table of Contents



Type an employee number. If unknown, click  to display the Approver Directory.

Click **Retrieve**. A list of all users with an employee number in Security Administration is displayed. To search for a specific employee, type data in the desired search fields, and then click **Retrieve**. A list of employees that match the search criteria is displayed.

Select an employee number from the list.

Click **Cancel** to return to the Alternate Approver page without making a selection.



## Back Cover