



alternate_emp_nbr

Table of Contents

Type the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select the desired employee.

- If the employee name or number is not known, click  to select from a list of approvers.
- Click Retrieve. ● Only users who are set up in Security Administration with an associated employee ID are displayed. ● To search for a specific approver, type data in the desired search fields, and then click Retrieve. ● A list of available approver IDs that match the search criteria is displayed. ● Select an approver ID from the list. Otherwise, click Cancel to return to the Alternate Approver page.



Back Cover