

employee_number

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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 First Approver page without making a selection.

Note: To view the first approver for a specific campus/department, leave the **Employee ID** field blank, type a specific campus/department, and then click **Retrieve**.


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