

EP.020.680 - Delegating Requisition Approval

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| Purpose | How to delegate approval for requisitions that normally appear in your worklist. |
| Description | <p>You can select an alternate user to receive your Worklist items if you will be unavailable to approve them. You may want to designate an alternate user to approve your requisitions if you will be out of the office for an extended period of time.</p> <p>The system automatically forwards any new work items to your alternate user. However, if anything is currently in your Worklist, it will remain there. The system does not reassign items already in the user's Worklist.</p> |
| Security Role | BOR_EP_REQ_APPROVE |
| Dependencies/ Constraints | Only new Worklist items will be forwarded to the alternate user; existing Worklist items will remain. |
| Additional Information | None |

Procedure

Below are step by step instructions on how to delegate approval for requisitions that normally appear in your worklist.

| Step | Action |
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| 1. | Click the NavBar icon. |
| 2. | Click the Menu icon. |
| 3. | Click the eProcurement link |
| 4. | Click the My Profile link. |
| 5. | Enter the User ID of the alternate approver in the Alternate User ID field. |
| 6. | Enter start date in the Effective Date From field. |
| 7. | Enter end date in the Effective Date To field. |
| 8. | Click the Save button. |
| 9. | Now that an Alternate Approver is assigned, any ePro approval transaction will route to the Alternate Approver during the specified time period. |