

EP.080.050 – ASSIGNING AN ALTERNATIVE APPROVER

Purpose	To assign an Alternate Approver
Description	The Alternate User functionality allows an Administrator to select a User ID from within the system and specify whether or not the future Worklist items should be routed to another employee for a defined period of time. After that time has passed, future tasks are automatically routed back to the original User ID.
Security Role	BOR_EP_ADMIN
Dependencies/ Constraints	None
Additional Information	None

Caution: The Alternate User that is specified must have adequate security rights to perform the tasks that are assigned to him/her. For example, if “Anne” is going on vacation and you reassign his Worklist items to “Bill”, “Bill” must have the approval security role(s) to process the transactions. If “Bill” does not have the appropriate security, the transaction will still be routed to him, however he cannot act on the transaction; the Workflow administrator will need to manually reassign any transactions that are routed to him.

Note: When applying an alternate User ID, make note of the fact that the system only sends workflow routings to the immediate alternate User ID. The system does not send routings down multiple levels of alternate User IDs. For example, assume “Andy” specifies “Barbara” as the alternate user ID while he is out of the office. Also assume that “Barbara” happens to be out of the office at a time during user “Andy’s” absence, and “Barbara” has specified “Charles” as an alternate User ID. In this case, the system does not send workflow routings originally intended for “Andy” to “Charles”.

First, we'll show how each user can establish their own Alternate Approver with the appropriate From/To Dates by navigating to "My System Profile" link (if available) in the main menu to update their Alternate Approver. Then we'll follow with how the ePro Administrator who works with the Security Administrator to update these for multiple users via the navigation: PeopleTools> Security> as shown in this business process.

Procedure

Below are step by step instructions on how to assign an alternative approver.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the My System Profile link.
4.	Enter the Alternate User ID in the Description field. Select the magnifying glass button to search for the User ID.
5.	Enter the From Date the From Date field.
6.	Select the Save button.
7.	Begin Here if the ePro Administrator must work with the Security Administrator to handle updates to the Alternate User and Reassign Worklist for multiple users.
8.	Select the PeopleTools link.
9.	Select the Security link.
10.	Select the User Profiles link.
11.	Select the Distributed User Profiles link.
12.	By using the Distributed User Profile page, an administrator with the appropriate security access can assign an Alternate User for any User ID in the system. Reminder: As an alternative, users in the Core Application can use their My System Profile page to perform this same task, however, they are only allowed to assign an Alternate for their own User ID from this page.
13.	Enter the User ID select the Search button to select the User ID who you wish to assign an Alternate User to.
14.	The General tab is used for display purposes and can only be adjusted by the security administrator.
15.	Select the Workflow tab.
16.	Notice which employee is listed next to the User ID and Description fields. Any changes you make on this page will affect the Workflow for this user.

Step	Action
17.	The Workflow Attributes section is used to re-route future transactions for a temporary period of time. This section will NOT re-route transactions which are already in the employees' Worklist queue.
18.	<p>The Reassign Work To section is used to re-route transactions which already exist in an approver's queue.</p> <p>Refer to business process EP.080.020 - eProcurement Monitor Approvals for Reassignments for directions on reassigning the existing worklist entries. Do NOT use the Reassign Work To field on this page to Reassign worklist entries.</p> <p><i>Note: The Workflow Attributes and Reassign Work To components affect both Expenses and eProcurement Workflows. This means that only one Alternate User ID is allowed in this section. Furthermore, the Alternate User ID will impact the workflow for both transactions.</i></p>
19.	Enter the Alternate User ID in the Description field. Select the magnifying glass icon to search for the User's ID.
20.	Enter the From Date in the From Date field.
21.	Enter the To Date in the To Date field.
22.	Select the Save button.