



Business Process Document

PS FIN Travel Expenses: Reassigning Approval Work

Department	
Responsibility/Role	
File Name	Reassigning Approval Work_BUSPROC.doc
Version	
Document Generation Date	8/12/2009
Date Modified	8/12/2009
Last Changed by	
Status	

Reassigning Approval Work

Trigger:

Required Field(s)	Comments

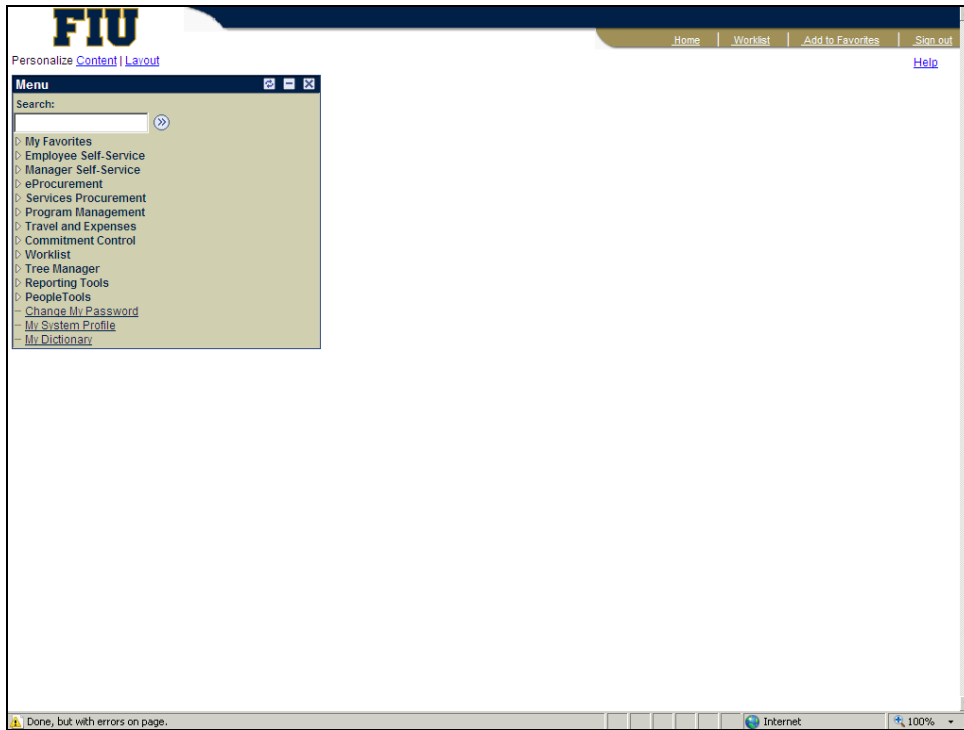
Output - Results	Comments

Additional Information

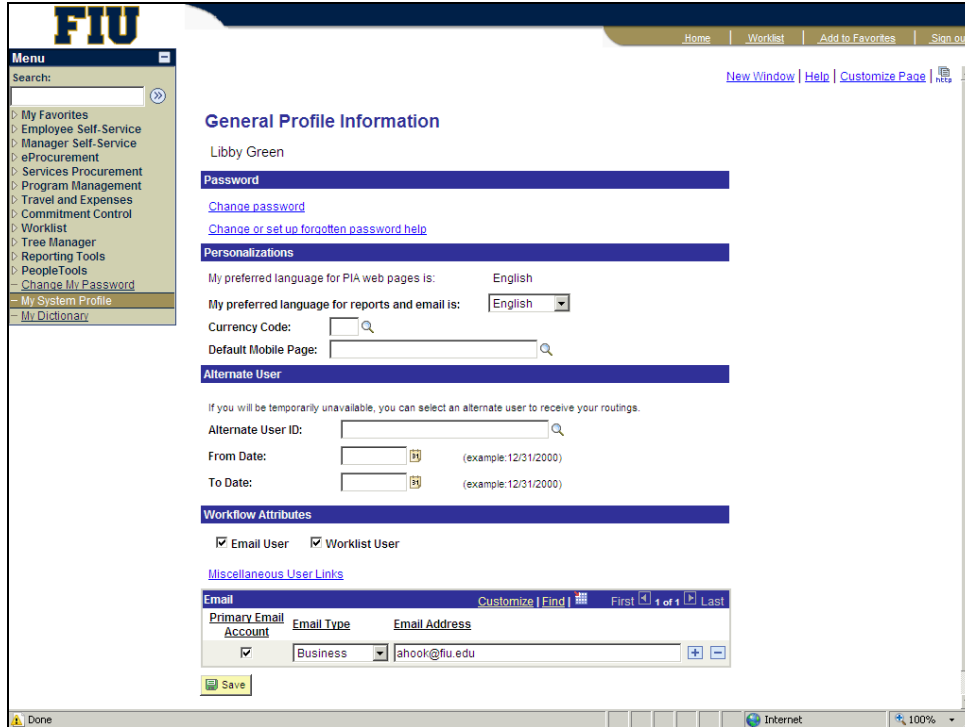
Procedure



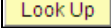



As a Manager:

In this topic, you are an approver who needs to reassign work to another approver.



Step	Action
1.	Click the My System Profile link. My System Profile



Step	Action
2.	Click the My System Profile link. 
3.	Click the Look up Alternate User ID (Alt+5) button. 
4.	Click the Look Up button. 
5.	Click an entry in the User ID column. 
6.	Enter the desired information into the From Date field. Enter " 06/01/2009 ".
7.	Enter the desired information into the To Date field. Enter " 06/05/2009 ".
8.	Click the Save button. 
9.	Click the Home link. 
10.	Congratulations. You have successfully Reassigned Approval Work. End of Procedure.