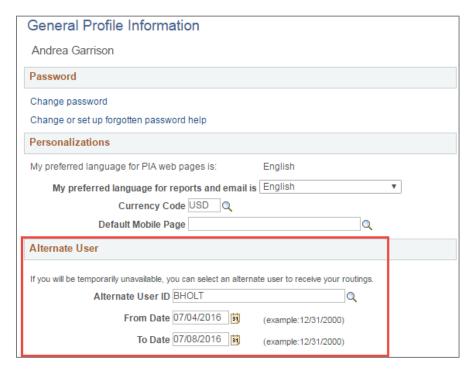
Alternate User for Approvals

If you approve transactions in PeopleSoft and plan to be out of the office, please designate someone as an Alternate Approver in your absence.

Navigation: Main Menu > My System Profile



The person designated must be assigned the Approver role in PeopleSoft in order to approve transactions on your behalf. Also enter the date range for this delegation to be in place.