

## 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 screenshot displays the 'General Profile Information' page for user Andrea Garrison. It includes sections for 'Password' (with links to change password or help), 'Personalizations' (with settings for language, currency, and mobile page), and 'Alternate User'. The 'Alternate User' section is highlighted with a red border and contains the following fields: 'Alternate User ID' (BHOLT), 'From Date' (07/04/2016), and 'To Date' (07/08/2016). Each date field includes a calendar icon and an example format (12/31/2000).

General Profile Information	
Andrea Garrison	
<b>Password</b>	
<a href="#">Change password</a>	
<a href="#">Change or set up forgotten password help</a>	
<b>Personalizations</b>	
My preferred language for PIA web pages is:	English
My preferred language for reports and email is	English
Currency Code	USD
Default Mobile Page	
<b>Alternate User</b>	
If you will be temporarily unavailable, you can select an alternate user to receive your routings.	
Alternate User ID	BHOLT
From Date	07/04/2016 (example: 12/31/2000)
To Date	07/08/2016 (example: 12/31/2000)

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.