I am looking at the workflow approval and it states I am being “skipped”, why?

When you look at the workflow approval and see that you are skipped, as shown below;

**Dept & Project Approval One**

This normally indicates one of two issues:

1. **Self-Approval**
   - If you entered the transaction (requisition, request, journal…) or was entered on your behalf, then the automated / required approval steps will not allow you to self-approve the transaction.
   - This includes requisitions where you are listed as the Requester.
   - NOTE: You can be inserted as an ad-hoc approver, but this is in addition to the automated / required steps and is not replacing those approvals.

2. **Security / Profile**
   - Workflow approval is checking for some, but not all, required security and profile settings. If your userid isn’t setup properly, it will also skip your approval.
   - Once your userid is setup properly, then approval needs to be restarted. Normally changing the transaction, including adding a comment at the line / distribution level, will force a restart in approval. You can also request a restart by sending an email with the Originator and/or Requester, Type and Number of the transaction to **PSWRKFLW@mailbox.sc.edu**