Reassignment of Workflow Approval for Travel & Expenses

Anyone in the workflow routing can reassign their workflow approval to a delegate. This reassignment is setup with beginning and end dates. Notifications of travel requests that require your attention will be sent to your Alternate workflow user and the delegate will also receive the email messages as well. You can only set up one delegate as an Alternate on the “Alternate Users” page in PeopleSoft Financials. Please follow the steps below to setup a workflow reassignment.

1) Access the Employee Self Service module in your GoWMU under “All Links”

2) From the home page, select the “WMU Travel Authorizations” tile.
3) On the navigation bar on the left, under the “Approve/Review” heading, select “Workflow Reassignment”.

4) In the “Alternate User” section, you will find two date fields “From Date” and “To Date”. In this field, you can type in the date range that you wish to reassign your workflow responsibilities to. You can do this by typing in the dates, or by clicking the icon and selecting them.
   a. If you know that you want to reassign your workflow responsibilities permanently to another user, you can make the “To Date” be a day that is several years into the future. This will make it so that you do not need to repeat these steps for a long time.

5) You will also see a field called “User ID”. Select the icon to search for the user that you wish to reassign your workflow responsibilities to.
6) Change the drop down filter to “Description” and then type in the first name of the individual you are searching for and hit the “Look Up” button. Select the individuals name when you find it.

7) After making your changes, make sure to hit the “Save” button.