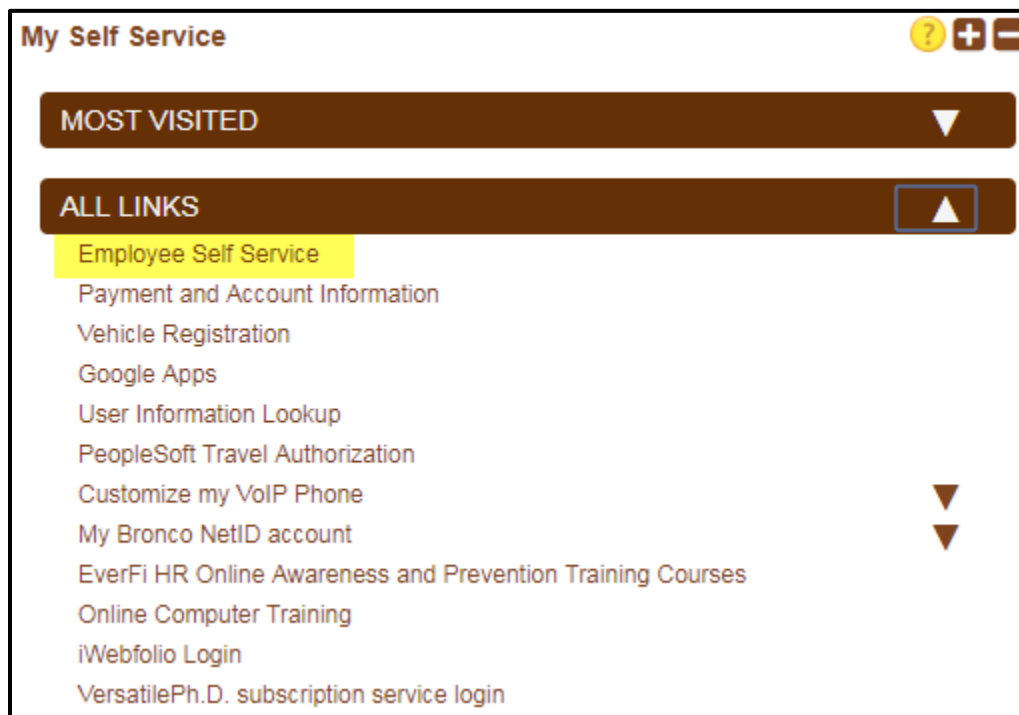


Reassignment of Workflow Approval for Travel & Expenses

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.

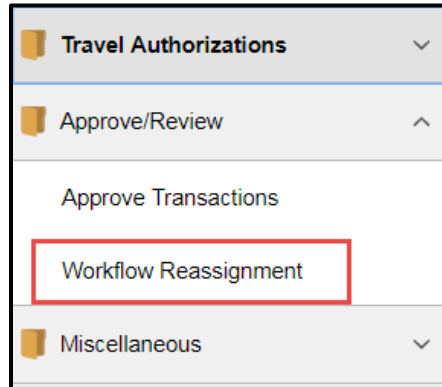
- 1) Access the Employee Self Service module in your GoWMU under “**All Links**”





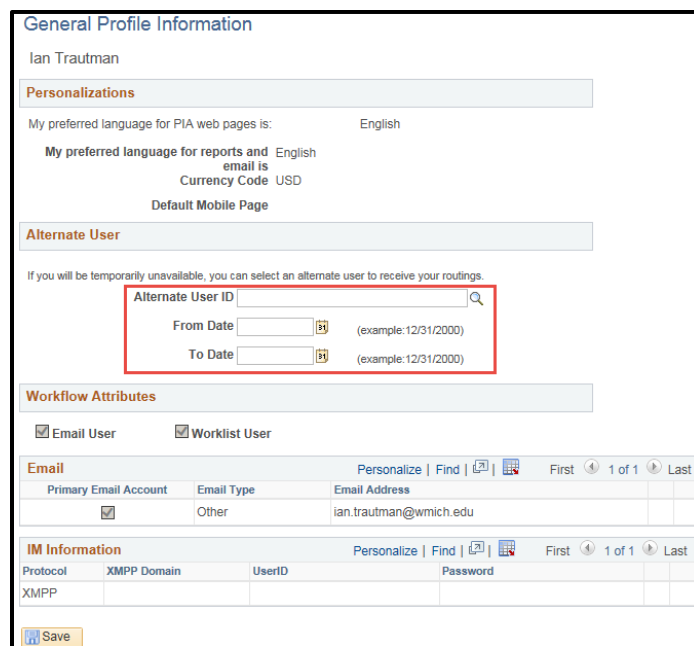
- 2) From the home page, select the “**WMU Travel Authorizations**” tile.



- 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, 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.

A screenshot of a web form titled 'General Profile Information' for user 'Ian Trautman'. The form is divided into several sections: 'Personalizations' (language and currency settings), 'Alternate User' (with a search field for 'Alternate User ID' and date pickers for 'From Date' and 'To Date'), 'Workflow Attributes' (checkboxes for 'Email User' and 'Worklist User'), 'Email' (table with columns for Primary Email Account, Email Type, and Email Address), and 'IM Information' (table with columns for Protocol, XMPP Domain, UserID, and Password). A red rectangular box highlights the 'Alternate User ID' search field, the 'From Date' date picker, and the 'To Date' date picker. A 'Save' button is located at the bottom left of the form.

- 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.

Look Up Alternate User ID

Search by: **Description** begins with **jennifer a hal**

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1 of 1 Last

Description	User ID
Jennifer A Halseth	jrv2296

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

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID **jrv2296**

From Date **08/01/2017** (example:12/31/2000)

To Date **08/01/2020** (example:12/31/2000)

Workflow Attributes

Email User Worklist User

Email

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Other	ian.trautman@wmich.edu

IM Information

Protocol	XMPP Domain	UserID	Password
XMPP			

Save