




## Job Aid EPS2 Assigning An Alternate Approver (“Vacation Rule”)

The Alternate Approver Rule is available for Approvers to assign their ePro Workflow Routings to another Approver during times of absences or the inability to access the system (*i.e.*: vacation, leave of absence, education abroad, sabbatical, etc.) The Alternate Approver selected should hold a position that is at least one level up (“next-level-up”) from the Departmental Budget Owner. Additionally, the Alternate Approver cannot be a User with the Requester role. This rule will only affect new requisitions that would hit the Worklist during the specified period, not requisitions that were created prior to the rule.

1. Log into PeopleSoft Financials
2. From the **Main Menu**, select **eProcurement**
3. Select **My Profile**
4. Select the **Alternate User ID** by using the Look Up icon  and searching by UserID or Description (name)

### My Profile

[Manage Personal Templates](#)

[Request Procurement Card](#)

[Manage Favorites Groups](#)

**Password**

[Change password](#)

[Change or set up forgotten password help](#)

**Preferences**

[Edit Email Addresses](#)

cbohann2@kennesaw.edu

You are currently logged in using English

Language for reports and email

Currency   US Dollar

**Alternate User**

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

 Alternate User ID  

Effective Date From   (example: 12/31/2000)

Effective Date To   (example: 12/31/2000)

5. Click on the necessary **User ID** once located
6. Enter the date range by populating **Effective Date From** and **Effective Date To**
7. Click the **Save** button