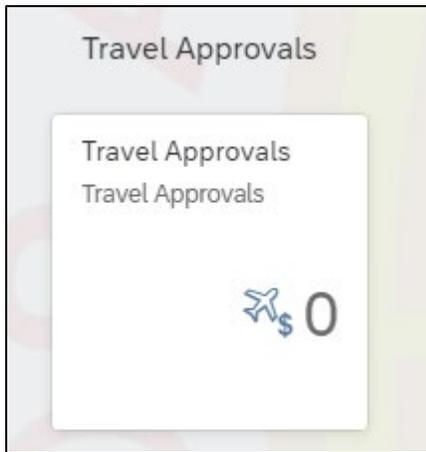


APPROVERS: HOW TO ADD AN APPROVER IN ESS

This job aid is to provide step-by-step instructions for Travel Approvers to manually add (ad-hoc) another approver.

1. Log in to ESS (<https://ess.lausd.net>) with your SSO and click on the “Travel Approvals” tile.

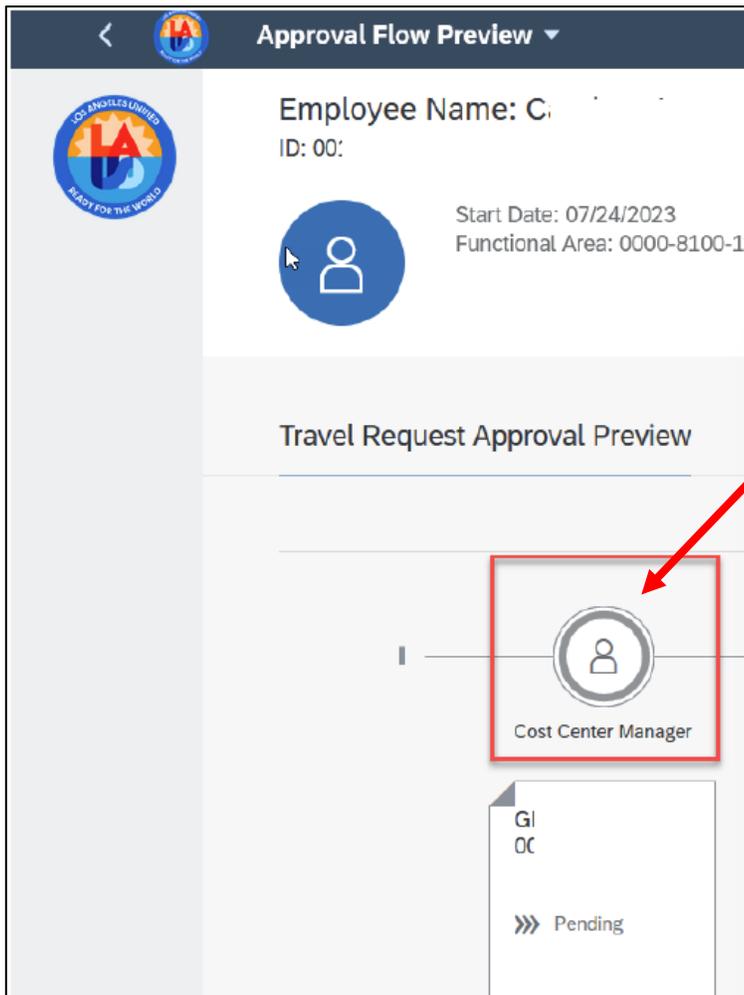


2. Click on the request you want to ad-hoc another approver. Click “Approval Preview”.

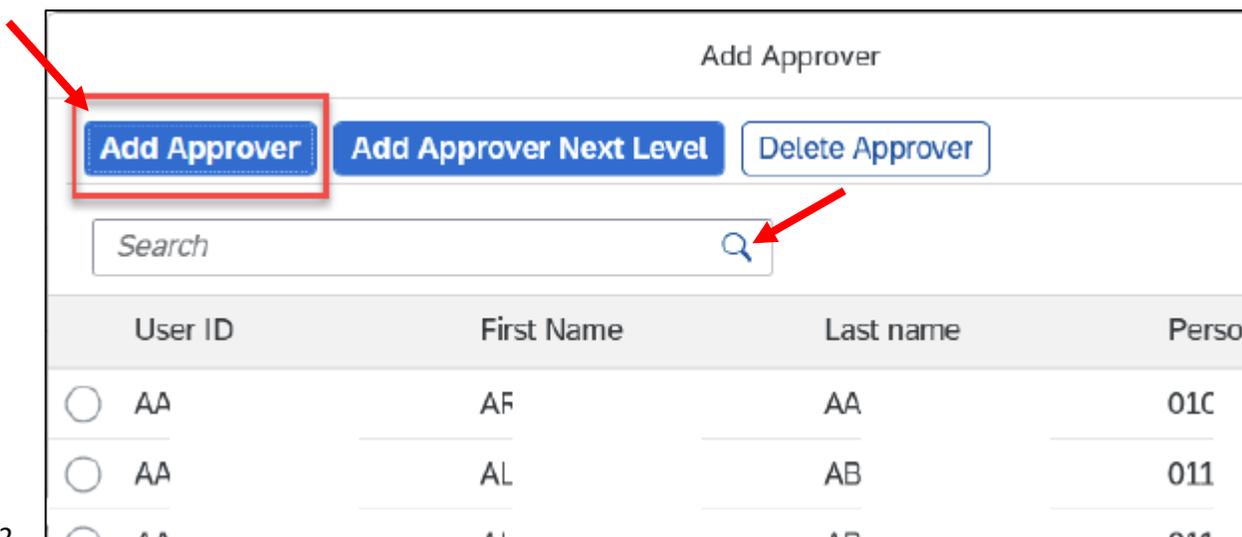
The screenshot shows the ESS interface. On the left, a list of tasks is displayed under the heading 'All Tasks (74)'. The first task is 'Approve/Reject Travel Request:34MC for C...'. A red arrow points to this task. On the right, the detailed view of this task is shown. The title is 'Approve/Reject Travel Request:34MC for C...'. The status is 'Ready' and the priority is 'Medium'. A red arrow points to the 'Approval Preview' button in the top right corner of the detailed view. Below the status, there is a table of travel details.

Travel Details	
This is to inform you that the following Travel Request has been submitted for your review and approval.	
Trip Number	34MC
Employee Name	J...
Employee Number	0
Cost Center	West Valley Occup Ct
Trip Name	P_test_02
Trip Purpose	P_test_02
Trip Start Date	07/24/2023
Trip End Date	07/24/2023
Travel Destination	In State

3. A screen will pop up with a workflow of the names of the approvers. Click "Cost Center Manager" above where your name is located.



4. Add Approver screen will pop up. Click on "Add Approver" and search for the approver by the last name or employee ID# then click the search icon or press enter.



5. Choose the approvers name then click "Add Approver".

Add Approver

User ID
 First Name
 Last Name

User ID	First Name	Last name
SZI	S	AN

6. Click "Save". You should see the new approver's name listed under your name in the workflow.

Approval Flow Preview

Employee Name: AI
 ID: 0C

Travel Request Approval Preview

4 After the approver has been added, click on Save.

7. Go back to the request and approve the request. The request will route to the ad-hoc approver.

Approve or Reject Travel Expense: XAEK8H for [redacted]

SAP Transaction Wor... Medium

Travel Details

This is to inform you that the following Travel Expense has been submitted for your review and approval.

Trip Number	XAEK8H
Employee Name	
Employee Number	
Personnel Number	
Position	
Cost Center	
Trip Name	
Trip Purpose	
Trip Start Date	11/14/2023
Trip End Date	11/18/2023
Travel Destination	Out of State
Trip Amount	\$2,614.15

Expense Type	Expense Date	Expense Amount
Hotel	01/31/2024	\$1,291.08
Baggage Fees	01/31/2024	\$60.00
Taxi	01/31/2024	\$28.92
Conference Fees	01/31/2024	\$460.00
Per Diem	01/31/2024	\$245.00
Airline Fees	01/31/2024	\$529.15

CO Type	Cost Object	Fund	Functional Area
CC			

If you have any questions or need assistance, please contact the Travel Desk at procurement.traveldesk@lausd.net or (562) 654-9393.
 To review attachments, receipts and supporting documentation, please click on this link to log into Concur. Remember to copy the Trip Number under the Trip Details as this will be needed to look up the request or expense report in Concur.