

HOW TO ADD AN APPROVER

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

All Tasks (74)



Search



Approve/Reject Travel

Request:34MC for C...

Workflow System

Medium

Approve/Reject Travel

Request:34L7 for V...

Workflow System

Medium

Approve/Reject Travel

Request:34L6 for V...

Workflow System

Medium

Approve/Reject Travel

Request:34L4 for Vic...

Workflow System

Medium

Approve Travel Request



Approve/Reject

Approve/Reject Travel Request:34MC for C... 4500000831

Workflow System

Created on Jul 24, 2023, 4:58 AM

1

To manually add an approver ("ad hoc" approver), click on the "Approval Preview" button.

Status: Ready

Priority: Medium

Approval Preview

[Review Attachments](#)



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	Ji...
Employee Number	01...
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
Trip Amount	\$1,700

[Approve](#)

[Reject](#)





Employee Name: C...

ID: 00:

Report



Start Date: 07/24/2023

End Date: 07/24/2023

Cost Center: 0001134101

Fund: 01

Functional Area: 0000-8100-11679

Overall amount: 1.78

3

In the pop-up window, click on "Add Approver" then enter the User ID or name of the approver you want to add.

Travel Request Approval Preview

Add Approver

Add Approver Add Approver Next Level Delete Approver

Search

User ID	First Name	Last name	PersonnelNumber
<input type="radio"/> AA	AF	AA	010
<input type="radio"/> AA	AL	AB	011
<input type="radio"/> AA	AL	AB	011
<input type="radio"/> AA	AA	AB	010

Add Approver

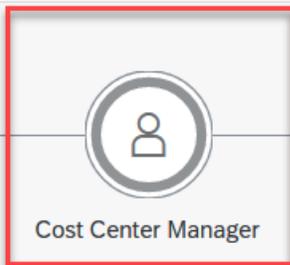
Add Approver Add Approver Next Level Delete Approver

User ID First Name Last Name Personnel Number

User ID	First Name	Last name	Personnel Number
<input checked="" type="radio"/> SZI	ST	AN	01

2

Click on the manager icon of your approval level to add an approver.



Cost Center Manager

GI
OC

» Pending

is not
ting 0
6:32



Employee Name: Al

ID: 00



Travel Request Approval Preview

4

After the approver has been added, click on Save.

 Save



Cost Center Manager

R



Pending

Z



Pending