Routing to another approver while you are out:

If an approver is going to be out of the office and would like their approvals to be routed to another person they can do it thru My System Profile which is thru the Navigation bar second from the bottom.

Below is a screen shot of where the employee can fill in another Emplid and the dates. Unfortunately they can put in any Emplid even if they are not an approver. The TER, TA or CA would be routed to the new person but if they aren't an approver they cannot approve it.

Also, since My System Profile can only be changed by the person logged into SFS this cannot be done centrally. It must be done by the approver that will be gone.