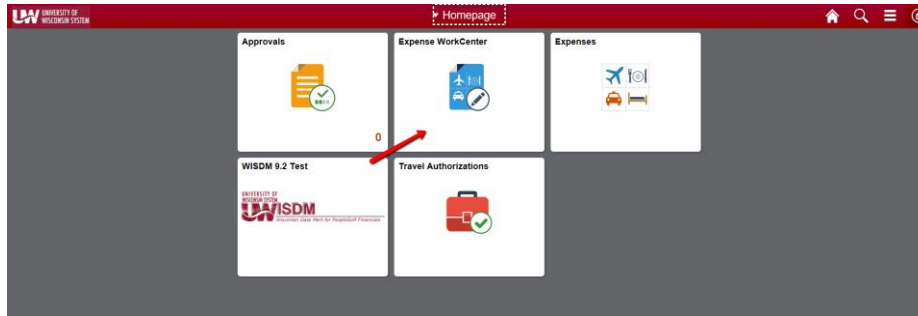
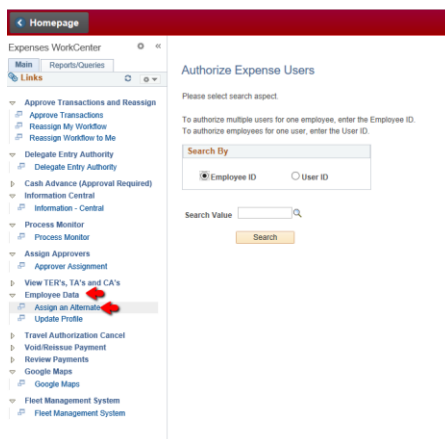




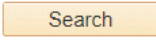
Here are the steps for doing that:

1. Click the **Expense WorkCenter**



2. Scroll down and expand **Employee Data**
3. Click the **Assign and Alternate** menu










4. Type in the Employee ID in the Search Value box and Click Search
5. If you don't know the Employee Id Click  and then enter the Employee Name
6. Click 
7. Choose the employee by clicking on the 'employee id'
8. Click 

Authorize Expense Users - Employee

Search Type Employee ID

Search Value 00170099 SUK-GEUN HWANG

Enter User IDs on this page to allow them to view or modify expense transaction on behalf of this employee.

Authorize Expense Users - Employee			Find  	First 	1 of 1	Last 
*Authorized User ID	Description	*Authorization Level				
1 00000007 	KOSSEFF, ANDREW	Edit & Submit				

Save

Use this page to authorize access to employees to process expense transactions for themselves and on behalf of other employees.

9. Click the plus sign
10. Enter the Authorized User ID
11. Click 