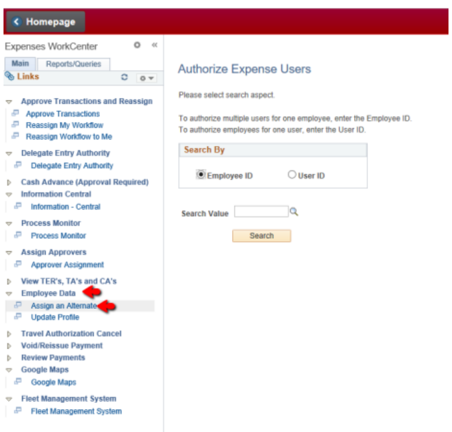
University of Wisconsin System
SFS Business Process
EX – How to Assign an Alternate Approver

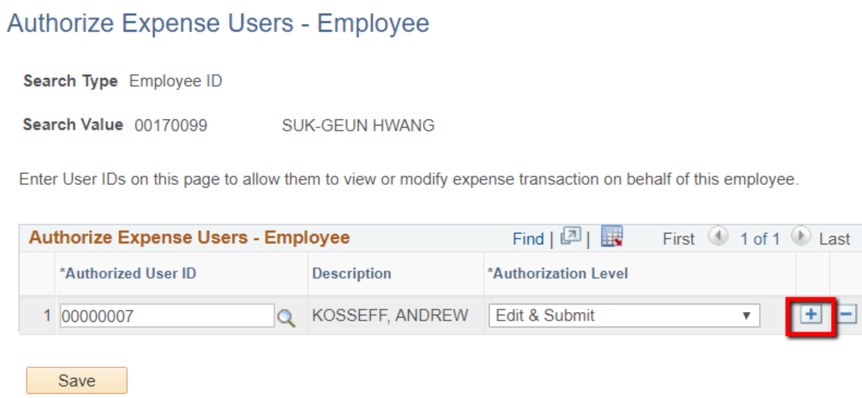
Here are the steps for doing that:

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 Look Up
7. Choose the employee by clicking on the 'employee id'
8. Click Search



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 Save