

## Approval Role Delegation

PeopleSoft Financials allows delegation of approval authority, allowing approvers to temporarily re-assign approvals to another system user during periods of absence. Approvers can delegate their role to any PeopleSoft Financials user within the agency; thus, it is important that approvers recognize role conflicts when temporarily assigning approval rights.

Approvers are required to manage delegates, ensure delegates do not have conflicting roles for transactions they are delegated to approve, and accept responsibility for the delegated approvals.

Approvers may assign delegation through the following steps, or in case of sudden absence, the agency security officer may request an approval delegation to GMIS via a ticket submission through PeopleSoft Financials.

### Alternate User Feature

The *Alternate User* in *My System Profile* allows you to assign an alternate approval user for selected dates. Input the alternate user ID in *Alternate User ID* and the *From Date* and *To Date*.

The screenshot shows the Oracle PeopleSoft interface for 'My System Profile'. The 'Alternate User' section is highlighted, showing fields for 'Alternate User ID', 'From Date', and 'To Date'. Below this, there are sections for 'Workflow Attributes' and 'Miscellaneous User Links'.

**ORACLE**  
 Favorites Main Menu My System Profile

**General Profile Information**  
 Courtney Everett - 00050

**Password**  
 Change password  
 Change or set up forgotten password help

**Personalizations**  
 My preferred language for PIA web pages is English  
 My preferred language for reports and email is English  
 Currency Code USD  
 Default Mobile Page

**Alternate User**  
 If you will be temporarily unavailable, you can select an alternate user to receive your rolings.  
 Alternate User ID M340066  
 From Date 08/11/2007 (example 12/31/2000)  
 To Date 08/17/2007 (example 12/31/2000)

**Workflow Attributes**  
 Email User  Worklist User

**Miscellaneous User Links**

**Email**  

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	test124@agency.in.gov

**XMPP Information**  

Protocol	XMPP Domain	UserID	Password
XMPP			

Save