UNIVERSITY of West Georgia | Center for Business Excellence

Instructions for Setting up a Temporary Approver in PeopleSoft Financials

1. Log into [PeopleSoft Financials]().
2. Select the **NavBar** (compass) icon.
3. Select the **Navigator** icon.
4. Select the **My System Profile** in the menu list.
5. In the **Alternate User** section, search for the individual you want to establish as the temporary approver. You can utilize the magnifying glass to lookup the username.
6. Enter the **From Date** and **To Date** to indicate the time period you desire for the alternate to approve transactions. Please note that transactions currently in your worklist will not move to the alternate approver. Only new, incoming transactions submitted during the designated time period will route to the alternate approver.

NOTE: The alternate approver you choose must have the required approver roles and must have attended Department Approver training before they can be established as the alternate approver.