Instructions for Setting up a Temporary Approver in PeopleSoft Financials

1. Navigate to the GeorgiaFIRST Financials webpage (https://www.usg.edu/gafirst-fin/)
2. Select the GeorgiaFIRST Financials button.
3. If prompted, select the GoWest shield logo.
4. Login using your UWG Username and Password.
5. You will be prompted to dual authenticate using the Duo authentication method previously established.
6. From the PeopleSoft Financials homepage, select the NavBar (compass) icon.
7. Select the Navigator icon.
8. Select My System Profile in the menu list.
9. 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.
10. 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.