

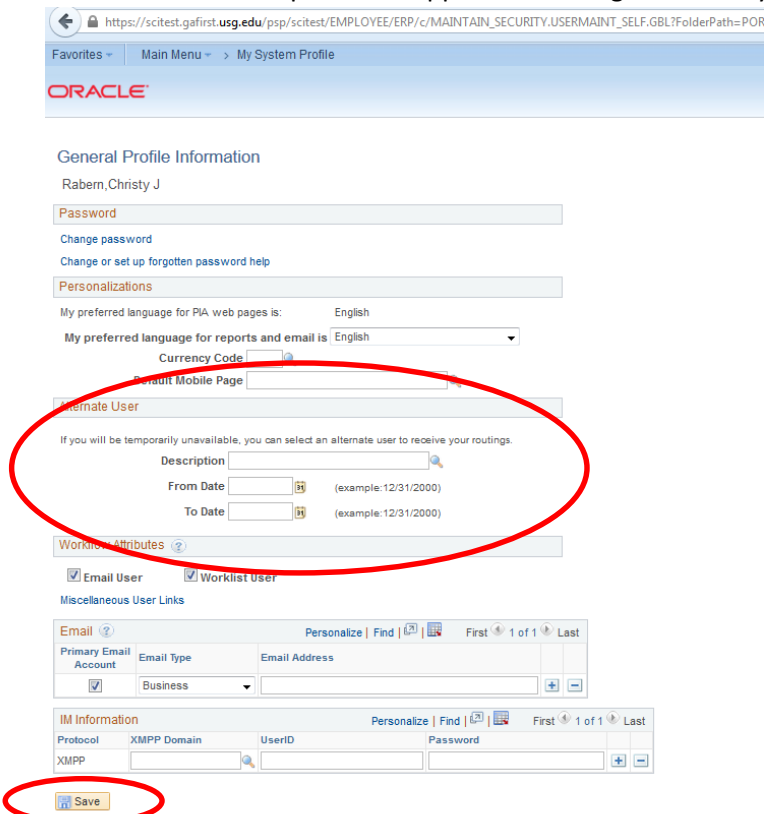
## How To Set A Temporary Delegate

This job aid is designed to help approvers set up a temporary delegate in PeopleSoft if you are going to be out of the office for an extended time.

1. Log into **PeopleSoft Financials**.
2. Select **My System Profile** in the menu.
3. In the Alternate User section, search for the person you want to set as the temporary approver using the hourglass. Then set the From & To dates, and Save at the bottom of the screen.

Be sure you work any pending items in your worklist, as this process does not re-route any transactions, but will only re-route new transactions.

**\*\*\*NOTE\*\*\*** The alternate approver you choose must have the required approver roles and have attended Department Approver Training before they can be your alternate approver.



The screenshot shows the 'My System Profile' page in PeopleSoft. The 'Alternate User' section is highlighted with a red circle. It contains a search field for the alternate user, and 'From Date' and 'To Date' fields with date pickers. Below this section are checkboxes for 'Email User' and 'Worklist User', both of which are checked. At the bottom of the page, the 'Save' button is also circled in red.

The content of this handout was the most up-to-date information available at the time of printing. However, policies, procedures, and guidelines may be updated during an academic year. Please refer to the [University Policy website](#) for the most current version of these policies, procedures, and guidelines.