

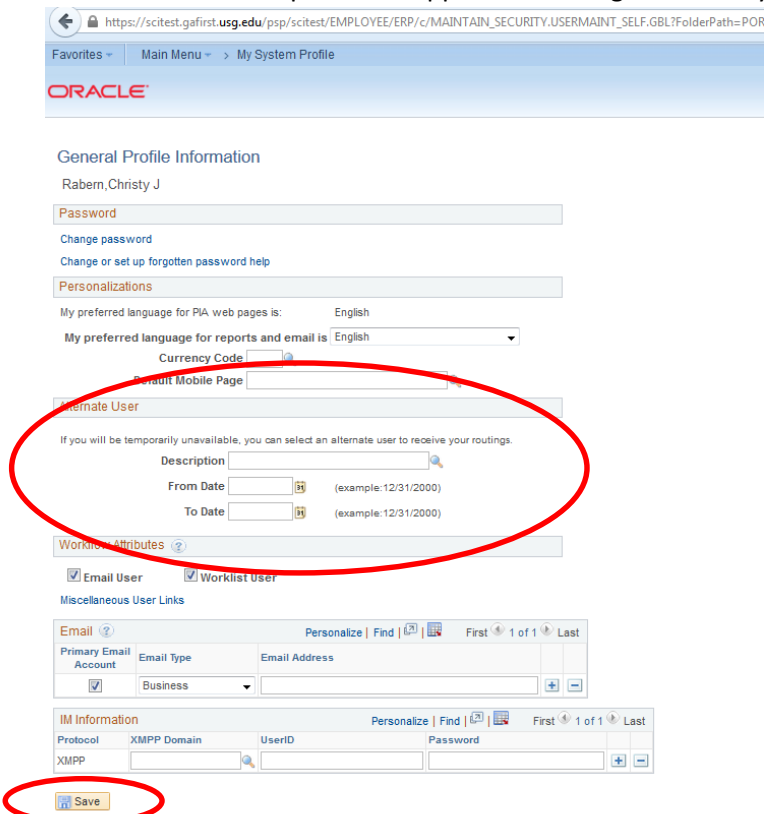
## How To Set A Temporary Delegate

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.



https://scitest.gafirst.usg.edu/psp/scitest/EMPLOYEE/ERP/c/MAINTAIN\_SECURITY.USERMAINT\_SELF.GBL?FolderPath=POR

Favorites Main Menu > My System Profile

ORACLE

General Profile Information

Rabern,Christy J

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

Default Mobile Page

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Description

From Date (example: 12/31/2000)

To Date (example: 12/31/2000)

Worklist Attributes

Email User  Worklist User

Miscellaneous User Links

Email

Primary Email Account Email Type Email Address

Business

IM Information

Protocol XMPP Domain UserID Password

XMPP

Save

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.