# How to Insert an Approver into the Approval Workflow

These steps work for both Travel Authorizations and Expense Reports.

Navigate to the Pending Approvals screen and select the Travel Authorization or Expense Report, whichever is applicable.

Employee Self Service			Pending Approvals	ଜ ዓ 🧔 : 🖉
View By Type	~	Travel Authorization		
All	3	T		Approve Sendback Hold 2 rows
Purchase Order	1			2 rows
Travel Authorization	2	Travel Authorization 550.00 USD	0000013122 Alexandria Peck-00210	Routed > 12/08/2022
		Travel Authorization 650.00 USD	0000013124 Alexandria Peck-00210	Routed > 12/08/2022
		Approver Comments		

#### STEP 2

On the header page, click on the Approval Chain field in the lower left hand corner.

Pending Approvals	Travel Authoriz	zation		🙆 ର 🧔 :
Nexandria Peck				
50.00 USD				Approve Sendb
Header is pending your approval				
Summary				
Name Alexandria Peck		Authorization ID	0000013124 Submitted for Approval	
Total Amount 650.00 USD		Date From	12/09/22	
Travel Auth Description Conference in St Paul		Date To	12/14/22	
Business Purpose Business - Out of State		Submission Date	12/08/22	
0000287307		Updated on	12/08/22 - 1:20 PM	
			Travel Authorization Details	
▼ Lines				
Date/Expense Type		Amount		1
12/09/22 Domestic TR-Airfare		650.00 USD		>
Approval Chain				

#### STEP 3

In the Approval Chain window, click on the Plus (+) sign next to your name.

	Approval Chain	×	Â		
Alexandria Peck	Travel Approver 1		10		
650.00 USD	TRAVEL_AUTH_ID=0000013124	Pending	10		Approve Sendback
Header is pending your approval	Start New Path		Ш		
Summary	Travel Approver 1		10		
Name Alexandria Peck	🕱 Pending	+		0013124 Submitted for Approval	
Total Amount 650.00 USD	Travel Auth Approver List	, in the second	0	09/22	
Travel Auth Description Conference in St Paul		<u> </u>	1	14/22	
Business Purpose Business - Out of State	Fiscal Approver		0	08/22	
10000287307	TRAVEL_AUTH_ID=0000013124	Awaiting Further Approvals	0	08/22 - 1:20 PM	
	Start New Path		а	avel Authorization Details	
- Lines	TA Expense Approver				
Date/Expense Type	Mot Routed	+			1 row
12/09/22 Domestic TR-Airfare	Travel Auth Approver List	>			>
Approver Comments	HR Supervisor				
	TRAVEL_AUTH_ID=0000013124	Awaiting Further Approvals			
	Start New Path				
Approval Chain >	HR Supervisor				
	Ell Not Routed		-		

#### STEP 4

The Insert Additional Approver or Reviewer window will appear. Enter the User ID of the approver you wish to insert into the approval workflow. The Approver radio button should be selected by default. Click the Insert but-ton.

	Approval Chain ×	ଜ
Alexandria Peck	Travel Approver 1	Approve Sendbac
650.00 USD	TRAVEL_AUTH_ID=0000013124 Pending	Approve Sendbac
Header is pending your approval	Insert additional approver or reviewer ×	
Summary	User ID T00432¢ Q	
Name Alexandria Peck	Approver	00013124 Submitted for Approval
Total Amount 650.00 USD	O Reviewer	09/22
Travel Auth Description Conference in St Paul	Insert	14/22
Business Purpose Business - Out of State		08/22
10000287307		08/22 - 1:20 PM
		avel Authorization Details
* Lines		
		1 ro
Date/Expense Type		
12/09/22 Domestic TR-Airfare		>
Approver Comments		
Approval Chain >		
		J

## <u>The name of the additional approver now appears in the Approval Chain</u> window. The approval will be routed to this user after you review and approve the report.

	Approval Cha	ain ×	<u></u>	🟠 Q 🧔 🗄 🤅
Alexandria Peck	Travel Approver 1			
650.00 USD	TRAVEL_AUTH_ID=0000013124	Pending		Approve Sendback
Header is pending your approval	Start New Path			
Summary	Travel Approver 1			
Name Alexandria Peck	∑ Pending	+	00013124 Submitted for Approval	
Total Amount 650.00 USD	Travel Auth Approver List	>	09/22	
Travel Auth Description Conference in St Paul			14/22	
Business Purpose Business - Out of State	Ell Not Routed	- +	08/22	
10000287307	Carr, Todd-061 Inserted Approver	>	08/22 - 1:20 PM	
	Fiscal Approver		avel Authorization Details	
▼ Lines		Awaiting Further Approvals		1 row
Date/Expense Type	TRAVEL_AUTH_ID=0000013124	Approvals		Trow
12/09/22 Domestic TR-Airfare	Start New Path			>
12/03/22 Domestic Tre-Antale	TA Expense Approver			,
Approver Comments	Not Routed	+		
	0 Travel Auth Approver List	>		
	HR Supervisor			
Approval Chain >	TRAVEL_AUTH_ID=0000013124	Awaiting Further Approvals	•	

### STEP 6

Click the X in the upper right hand corner of the window to close the Approval Chain window. The process is now complete.

Alexandria Peck	Travel Approver 1		-	
650.00 USD	TRAVEL_AUTH_ID=0000013124	Pending		Approve Sendbad
Header is pending your approval	Start New Path			
Summary	Travel Approver 1			
Name Alexandria Peck	Pending	+	00013124 Submitted for Approval	
Total Amount 650.00 USD	WALTERS HEATHER-210 Travel Auth Approver List	>	09/22	
Travel Auth Description Conference in St Paul			14/22	
Business Purpose Business - Out of State	E Not Routed	- +	08/22	
10000287307	Carr,Todd-061 Inserted Approver	>	08/22 - 1:20 PM	
			avel Authorization Details	
▼ Lines	Fiscal Approver			
	TRAVEL_AUTH_ID=0000013124	Awaiting Further Approvals		1 ro
Date/Expense Type	Start New Path			
12/09/22 Domestic TR-Airfare	TA Expense Approver			>
Approver Comments	Not Routed	+		
	Lohman,Barb-210 Travel Auth Approver List			
	Travel Auth Approver List	>		
	HR Supervisor			
Approval Chain >	TRAVEL_AUTH_ID=0000013124	Awaiting Further Approvals		
	101122_10111_10-000010124	Approvata	-	