

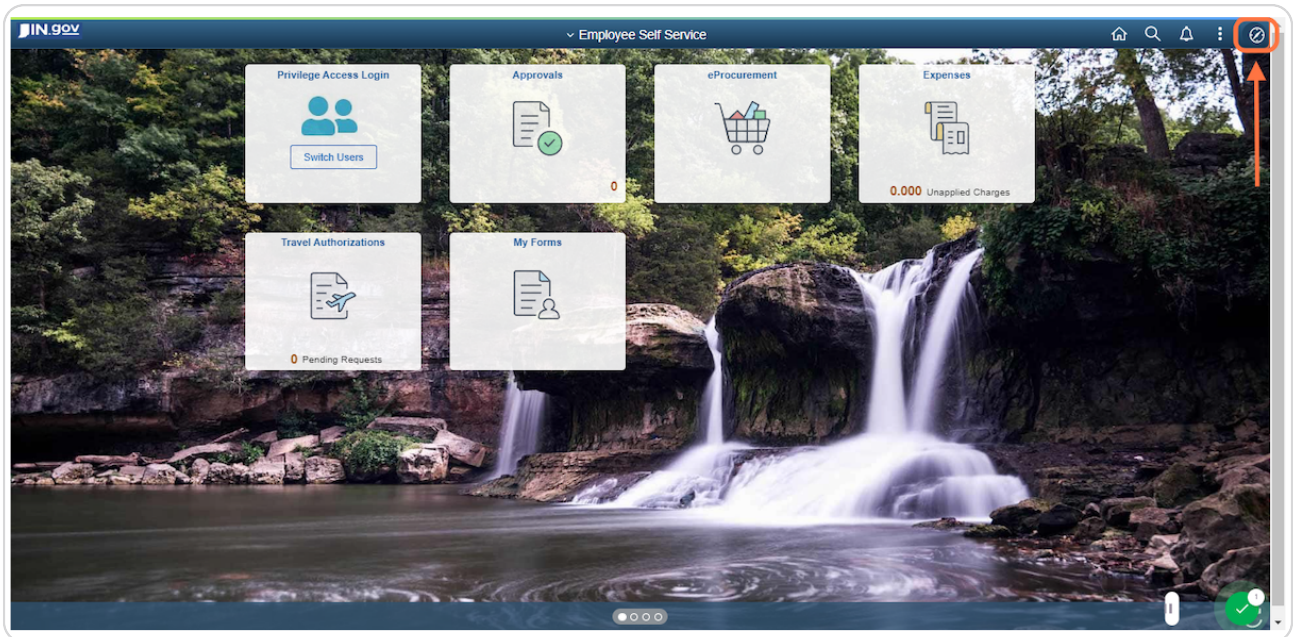
# How to Reassign Your Approvals During a Work Absence

Please note that approval requests already listed on your Pending Approvals list will NOT be forwarded to the user you designate; only requests received while you are absent will be forwarded.

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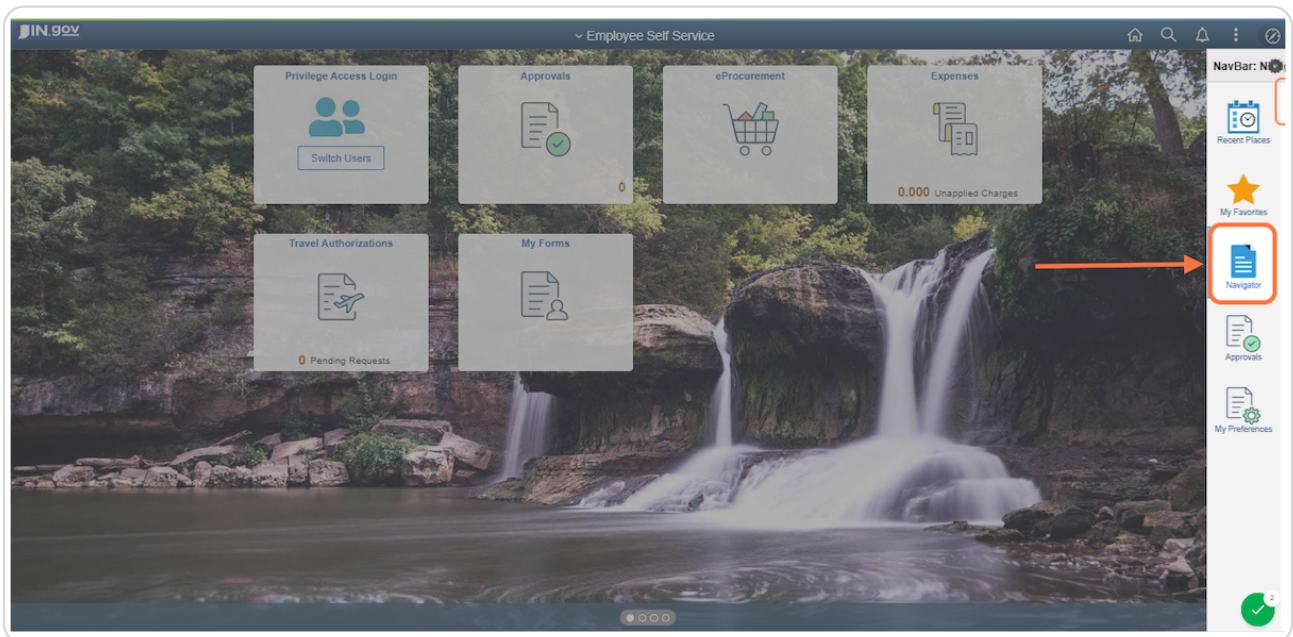
STEP 1

**On your Home screen, click the NavBar button in the upper right hand corner.**



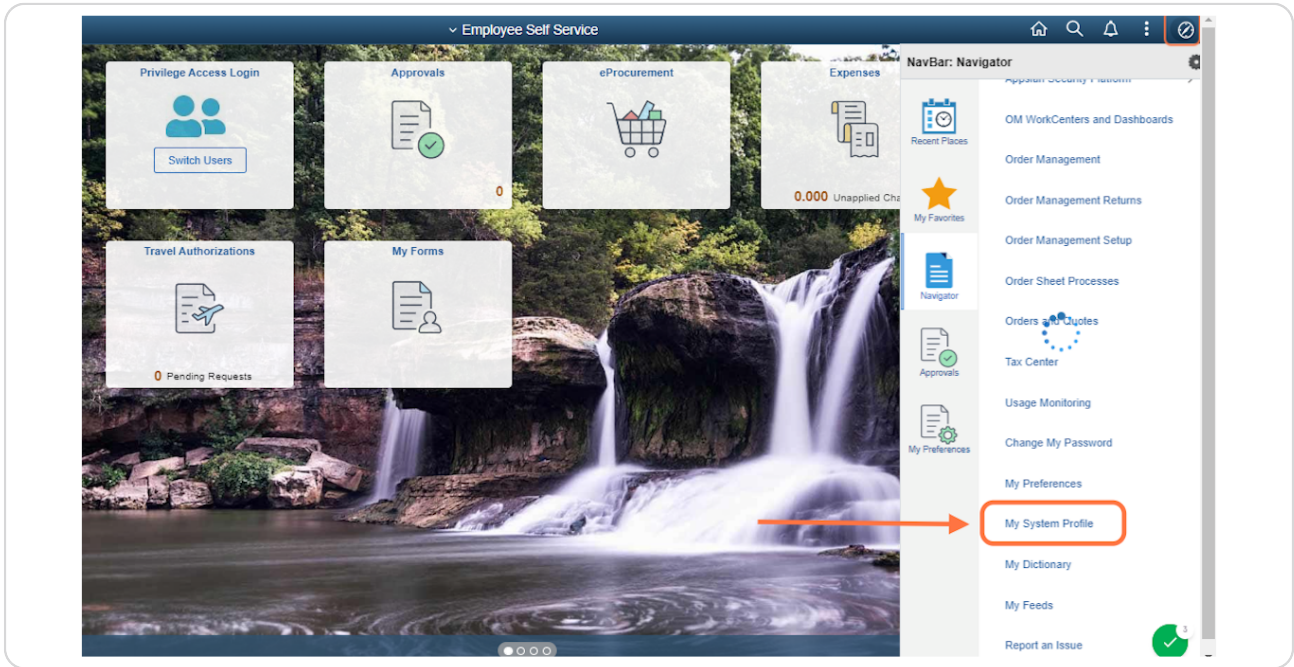
STEP 2

**Click the Navigator icon.**



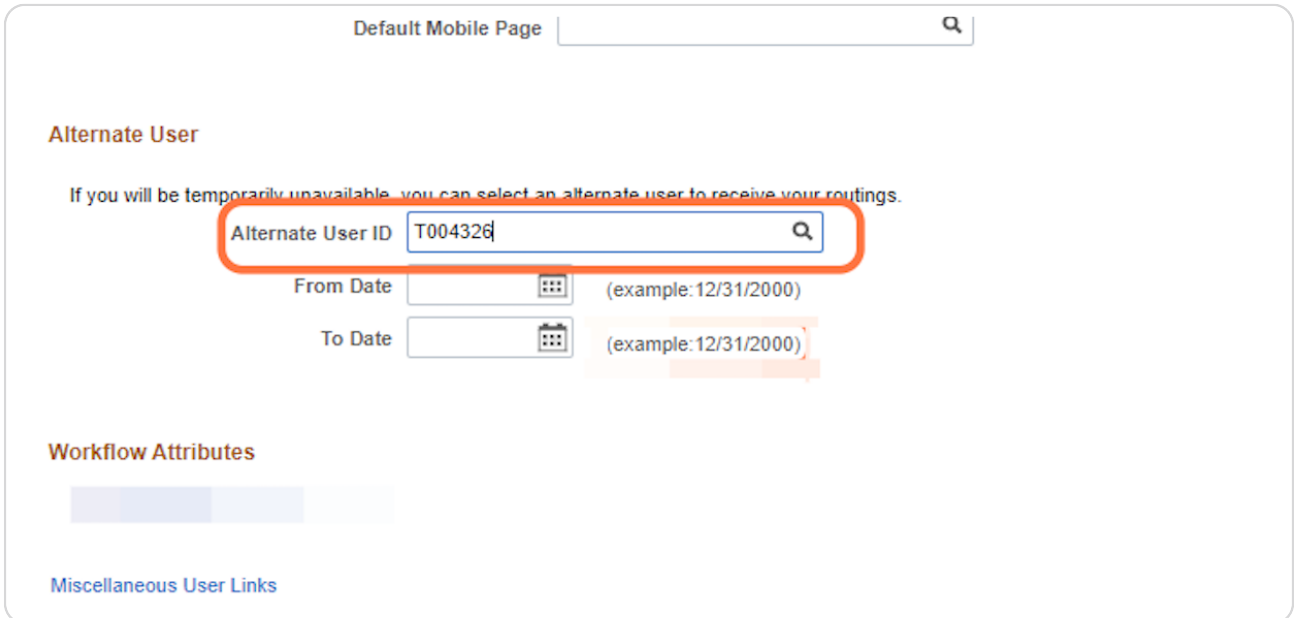
STEP 3

Click My System Profile to access the General Information page.



STEP 4

In the Alternate User section, enter the user ID of the person who will be responsible for your approvals during your absence.



STEP 5


Enter the first day of your absence from work in the From Date field. You may enter the date manually or use the calendar icon in the field to select a date.


Default Mobile Page

**Alternate User**

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

Alternate User ID

From Date   (example: 12/31/2000)

To Date   (example: 12/31/2000)

**Workflow Attributes**


er

STEP 6


Enter the last day of your absence from work in the To Date field. You may enter the date manually or use the calendar icon in the field to select a date.


Default Mobile Page

**Alternate User**

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

Alternate User ID

From Date   (example: 12/31/2000)

To Date   (example: 12/31/2000)

**Workflow Attributes**

Email User     Worklist User

## STEP 7

Scroll to the bottom of the page and click the **SAVE** button. The process is finished.

Employee Self Service | General Profile Information

Saving Page

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

Alternate User ID: T004326

From Date: 12/10/2022 (example: 12/31/2000)

To Date: 12/15/2022 (example: 12/31/2000)

**Workflow Attributes**

Email User  Worklist User

Miscellaneous User Links

**Email**

Primary Email Account	Email Type	Email Address		
<input type="checkbox"/>	Other	XXgmooman@idoa.IN.gov	+	-
<input checked="" type="checkbox"/>	Work	XXgmooman@idoa.IN.gov	+	-

**IM Information**

Protocol	XMPP Domain	UserID	Password		
XMPP				+	-

**Save** (indicated by an orange arrow)

Green checkmark icon in the bottom right corner.