

Travel Authorization Approver Setup

Step 2 – Travel Approver Setup

Once security has been granted (Step 1) the authorized users will have access to the Travel Approver Setup page.

Navigation within the Portal: Financial Systems >> Travel >> Travel Approval Setup

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Travel Authorization Approval

Department:

Approver to Assign:

Alternate Search:

*Use 'Alternate Search' when approver is not available within the 'Approver to Assign' dropdown list.

Click the search button in order to search by last name or employee ID.

Approver Type

Final Approver (Required)

Administrative Approver (Optional)

Administrative Reviewer (Optional)

Select All | Clear All

Select	Employee ID	Employee Name	Final Approver	Administrative Approver	Administrative Reviewer
1					

- User will click the Department: search box to get a listing of their authorized OUC's

Look Up Department

Department: begins with

[Basic Lookup](#)

Search Results

View All | First 1-4 of 4 Last

Department	Description
110215	Ag Inst. Horticulture Science
111501	Horticultural Science
111503	Arboretum in Hort Science Dept
115801	Equipment Allocation-cals

- User will proceed to choose the applicable Department and will then be taken back to the main page. User will then click Search to generate the employees to the results grid.

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Travel Authorization Approval

Department: Horticultural Science

Approver to Assign:

Alternate Search*:

*Use 'Alternate Search' when approver is not available within the 'Approver to Assign' dropdown list.

Click the search button in order to search by last name or employee ID.

Approver Type

Final Approver (Required)
 Administrative Approver (Optional)
 Administrative Reviewer (Optional)

[Select All](#) [Clear All](#)

Travel Authorization						Customize	Find	First	1-231 of 231	Last
Select	Employee ID	Employee Name	Final Approver	Administrative Approver	Administrative Reviewer					
1	<input type="checkbox"/>	000007197	Adams,Dennis Edward							
2	<input type="checkbox"/>	000936097	Addison,Alexander Darrell							
3	<input type="checkbox"/>	000338391	Alderton,Timothy F.							
4	<input type="checkbox"/>	000169660	Ali,Regina Marie							
5	<input type="checkbox"/>	000002284	Allen,George C							
6	<input type="checkbox"/>	000328103	Anderson,Candice E							
7	<input type="checkbox"/>	000939679	Arellano,Laura Jean							
8	<input type="checkbox"/>	000810936	Avis,Seth Andrew							
9	<input type="checkbox"/>	000740916	Bajwa,Vikramjit Singh							
10	<input type="checkbox"/>	000008142	Ballington Jr,James R.							

- User will choose an Approver from the “Approver to Assign” drop down list.
- Employees that show up in the approver box are those that have OUC access to the first two digits of the department selected. This allows for flexibility in those situations where an approver is in a different OUC (ie: Ernie Murphrey-450101 set as the approver for Cliff Flood-451001)

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Travel Authorization Approval

Department: 111501 Horticultural Science Search

Approver to Assign: [Dropdown]

Alternate Search*: [Dropdown]

*Use 'Alternate Search' to search for an Approver to Assign

Click the search button to search for an Approver to Assign

Select All Clear

Select	Employee ID	Name
<input type="checkbox"/>	0000071	Balickie, Carolyn S
<input type="checkbox"/>	0009360	Barthalmus, George Timothy
<input type="checkbox"/>	0003383	Berding, Kathleen
<input type="checkbox"/>	0001696	Blake, Gail H
<input type="checkbox"/>	0000022	Blankenship, Sylvia M.
<input type="checkbox"/>	0003281	Boylan, Jami R
<input type="checkbox"/>	0009396	Boyle, Christiana A
<input type="checkbox"/>	0005920	Brooks, Julia Clark
<input type="checkbox"/>	0008109	Brown, Tracy E.
<input type="checkbox"/>	0007409	Brown, Vicki
<input type="checkbox"/>	0000081	Brownfield, Christine Eileen
<input type="checkbox"/>	000935601	Brownlee, Katherine E
<input type="checkbox"/>	000936074	Bunn, Carolyn C.
<input type="checkbox"/>	000003136	Burgess, Kenneth Dan
<input type="checkbox"/>		Burnett, Nora H.
<input type="checkbox"/>		Burt, Carroll A
<input type="checkbox"/>		Burton, Jean Marie
<input type="checkbox"/>		Cahoon, Linda R
<input type="checkbox"/>		Carmody, Kathleen A
<input type="checkbox"/>		Chamblee, Tammy L
<input type="checkbox"/>		Banner, Richard G.
<input type="checkbox"/>		Barnes, Jared Gene
<input type="checkbox"/>		Batts, Roger Bruce

Apply/Save

Customize Find First 1-253 of 253 Last

- For assigning an Approver Type of Final Approver, the user will 'check' the checkboxes for the needed employees and then click the Apply/Save button. A Final Approver is required for each employee.

Travel Authorization Approval

Department: 111501 Horticultural Science

Approver to Assign: Brown,Vicki

Alternate Search*:

*Use 'Alternate Search' when approver is not available within the 'Approver to Assign' dropdown list.

Click the search button in order to search by last name or employee ID.

Approver Type

Final Approver (Required)

Administrative Approver (Optional)

Administrative Reviewer (Optional)

[Select All](#) [Clear All](#)

Select	Employee ID	Employee Name	Final Approver	Administrative Approver	Administrative Reviewer
<input type="checkbox"/>	000007197	Adams,Dennis Edward			
<input type="checkbox"/>	000936097	Addison,Alexander Darrell			
<input type="checkbox"/>	000338391	Alderton,Timothy F.			
<input type="checkbox"/>	000169660	Ali,Regina Marie			
<input type="checkbox"/>	000002284	Allen,George C			
<input type="checkbox"/>	000328103	Anderson,Candice E			
<input type="checkbox"/>	000939679	Arellano,Laura Jean			
<input type="checkbox"/>	000810936	Avis,Seth Andrew			
<input type="checkbox"/>	000740916	Bajwa,Vikramjit Singh			

- Upon saving, the user will get a confirmation of the update and the Approver Employee ID and Name will be populated on the grid.

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Travel Authorization Approval

Department: 111501 Horticultural Science

Approver to Assign: Balickie,Carolyn S

Alternate Search*:

*Use 'Alternate Search' when approver is not available within the 'Approver to Assign' dropdown list.

Click the search button in order to search by last name or employee ID.

Approver Type

Final Approver (Required)

Administrative Approver (Optional)

Administrative Reviewer (Optional)

[Select All](#) [Clear All](#)

Select	Employee ID	Employee Name	Final Approver	Administrative Approver	Administrative Reviewer
<input type="checkbox"/>	000007197	Adams,Dennis Edward	Brown,Vicki		
<input type="checkbox"/>	000936097	Addison,Alexander Darrell	Brown,Vicki		
<input type="checkbox"/>	000338391	Alderton,Timothy F.	Brown,Vicki		
<input type="checkbox"/>	000169660	Ali,Regina Marie			

- If the Approver is not listed in the drop down list, use the “Alternate Search” list to find the correct approver. Click the Alternate Search radio button to activate the field, then proceed to click the search button. Enter the last name of the Approver in the name field and click lookup, click the needed Approver.

Look Up Alternate Search*

Employee ID:

Approver Name:

[Basic Lookup](#)

Search Results

View All First 1 of 1 Last

Employee ID	Approver Name	Department
000312441	Murphrey, Ernest G.	450101

- Once you are returned to the main page select the applicable employees and click Apply/Save

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Travel Authorization Approval

Department: Horticultural Science

Approver to Assign:

Alternate Search: Murphrey, Ernest G.

*Use 'Alternate Search' when approver is not available within the 'Approver to Assign' dropdown list.

Click the search button in order to search by last name or employee ID.

Approver Type

Final Approver (Required)

Administrative Approver (Optional)

Administrative Reviewer (Optional)

[Select All](#) [Clear All](#)

Travel Authorization				Customize Find <input type="button" value="☰"/>	First <input type="button" value="◀"/> 1-231 of 231 <input type="button" value="▶"/> Last
Select	Employee ID	Employee Name	Final Approver	Administrative Approver	Administrative Reviewer
1 <input type="checkbox"/>	000007197	Adams, Dennis Edward	Brown, Vicki		
2 <input type="checkbox"/>	000936097	Addison, Alexander Darrell	Brown, Vicki		
3 <input type="checkbox"/>	000338391	Alderton, Timothy F.	Brown, Vicki		
4 <input checked="" type="checkbox"/>	000169660	Ali, Regina Marie			

- Upon clicking Save the selected employees have been updated with the approver from the Alternate Search.

Department: 111501 Horticultural Science

Approver to Assign: [Dropdown]

Alternate Search*: [Search Box]

*Use 'Alternate Search' when approver is not available within the 'Approver to Assign' dropdown list.

Click the search button in order to search by last name or employee ID.

Approver Type

Final Approver (Required)

Administrative Approver (Optional)

Administrative Reviewer (Optional)

Select All Clear All

Select	Employee ID	Employee Name	Final Approver	Administrative Approver	Administrative Reviewer
<input type="checkbox"/>	000007197	Adams,Dennis Edward	Brown,Vicki		
<input type="checkbox"/>	000936097	Addison,Alexander Darrell	Brown,Vicki		
<input type="checkbox"/>	000338391	Alderton,Timothy F.	Brown,Vicki		
<input type="checkbox"/>	000169660	Ali,Regina Marie	Murphrey,Ernest G.		

- For quicker entry the Select All link can be used in place of individual selection
- The Clear All can also be used to deselect all users

Department: 515001 Enterprise Application Svcs

Approver to Assign: Hazlehurst,Gwendolyn T

Alternate Search*: [Search Box]

*Use 'Alternate Search' when approver is not available within the 'Approver to Assign' dropdown list.

Click the search button in order to search by last name or employee ID.

Approver Type

Final Approver (Required)

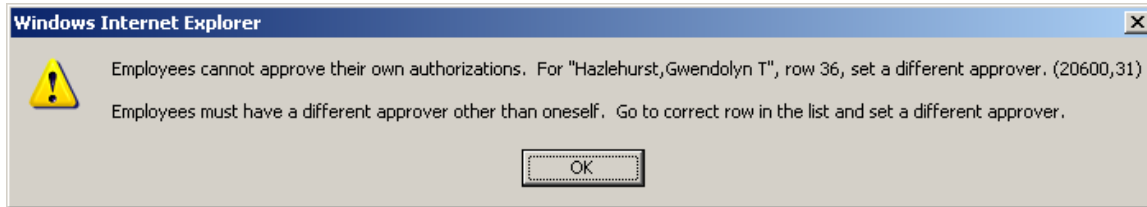
Administrative Approver (Optional)

Administrative Reviewer (Optional)

Select All Clear All

Select	Employee ID	Employee Name	Final Approver	Administrative Approver	Administrative Reviewer
<input checked="" type="checkbox"/>	000644204	Adams,Thomas Wilson	Reed,Ronald L		Hazlehurst,Gwendolyn T
<input checked="" type="checkbox"/>	000402365	Augustus,Berkeley Kevin	Reed,Ronald L		Little,Verna L
<input checked="" type="checkbox"/>	000000692	Broughton,Janet L	Reed,Ronald L		Little,Verna L
<input checked="" type="checkbox"/>	000005795	Brown,Mildred M	Hoit,Marc I		Little,Verna L
<input checked="" type="checkbox"/>	000319799	Burkhart,Therese Reynolds	Leffler,Charles D.		Little,Verna L
<input checked="" type="checkbox"/>	000328875	Carstens,Sandra A	Murphrey,Ernest G.		Little,Verna L
<input checked="" type="checkbox"/>	000004953	Carter,Signa F	Horne,Karen Griffin		Little,Verna L
<input checked="" type="checkbox"/>	000935378	Casale,AnnMarie	Horne,Karen Griffin		Little,Verna L

- A message comes up when a user tries to assign an approver to an employee when they are the same person (ie: Gwen Hazlehurst cannot be the approver for herself).
- When this situation happens, the approver is not updated to the employee and the user must choose someone else.



- If a user sets an approver for an employee that has pending and unapproved travel, the travel worklist request will be removed from the previous approver and added to the worklist of the new approver.

NEW FEATURES – Admin Approver and Admin Reviewer functionality

New features now allow for admin (or bookkeeper) approvers to be added, as well as admin reviewers. Both of these layers of approval/review are optional. If your department wishes to have just a final approver, this is all that is required.

To add an admin approver, choose the Approver to Assign from the dropdown list, or use the Alternate Search.

Next, click the Admin Approver radio button. Lastly, click Apply/Save.

Select	Employee ID	Employee Name	Final Approver	Administrative Approver	Administrative Reviewer
<input checked="" type="checkbox"/>	000400439	Baines, John L	Harrison, Mary Y.		
<input checked="" type="checkbox"/>	000006417	Bell, Mardecia S	Harrison, Mary Y.		
<input checked="" type="checkbox"/>	000001680	Booth, Deborah	Harrison, Mary Y.		

- Upon clicking Save the selected employees have been updated with the approver into the Administrative Approver column.
- The same process is done for assigning reviewers. To do so click the Admin Reviewer radio button, choose a Reviewer to Assign, and click Apply/Save.

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Travel Authorization Approval

Department: 511001 Security & Compliance Search

Approver to Assign: [Dropdown] Apply/Save

Alternate Search*: [Text Box]

*Use 'Alternate Search' when approver is not available within the 'Approver to Assign' dropdown list.

Click the search button in order to search by last name or employee ID.

Approver Type

Final Approver (Required)

Administrative Approver (Optional)

Administrative Reviewer (Optional)

Select All Clear All

Select	Employee ID	Employee Name	Final Approver	Administrative Approver	Administrative Reviewer
<input type="checkbox"/>	000400439	Baines, John L	Harrison, Mary Y.	Gunderson, Todd Patrick	
<input type="checkbox"/>	000006417	Bell, Mardecia S	Harrison, Mary Y.	Gunderson, Todd Patrick	
<input type="checkbox"/>	000001680	Booth, Deborah	Harrison, Mary Y.	Gunderson, Todd Patrick	

- An employee cannot have the same Final and Admin approver. The system will prompt an error message if the user tries to assign the same for both.
- Just as an employee cannot be a Final approver for themselves, an employee also cannot be an administrative approver for themselves as well.