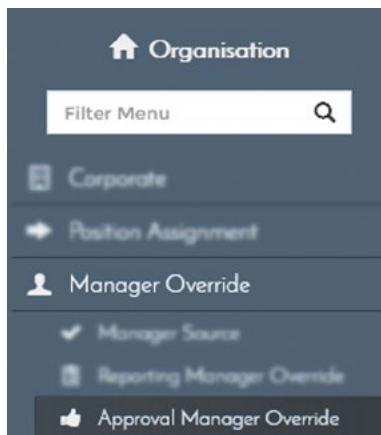




HOW TO: APPROVAL MANAGER OVERRIDES



APPROVAL MANAGER OVERRIDE



Manager Assignment												
[Dropdown] [Search] [Clear] [Advanced] [xls]												
Edit	New	Person ID	Name	Assignment Type	MgrID	Manager Name	Start Date	End Date	Record	Company	Active	
		30847	ABBERLEY, Roland							Hogwarts		
		30844	CRABBE, Vincent							Hogwarts		
		30827	DUMBLEDORE, Albus	Approval	30825	MCGONAGALL, Minerva				Hogwarts		
		30834	FILIUS, Flitwick							Hogwarts		

Click the Approval Manager Override link to assign an approval manager override. Doing so allows you to set a different approval manager than what has been inherited via position assignment. This will reroute any workflows the employee initiates to a different manager, such as a leave request or expense claim.

The icon under the 'Record' column signifies there is no active override for an employee.

The icon under the 'Record' column signifies there is an active override for an employee.

- Click the icon to edit an existing override
- Click the icon to assign a new override