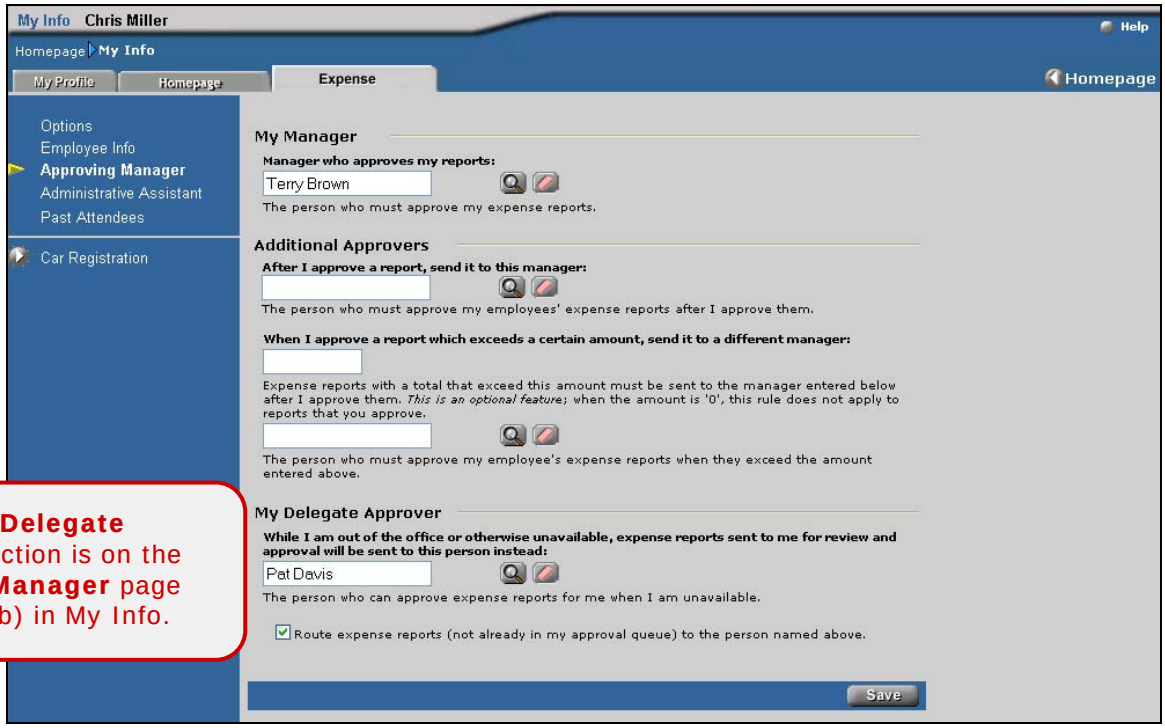
What's New in Service Update 22 (February 4 2009) for Expense Administrators

With this update, each expense report approver can designate another approver to review and approve his/her expense reports while the original approver is on vacation or is otherwise unavailable.

This document details:

- What the approver sees
- What the Employee administrator sees
- How the feature is activated

What the approver sees – My Info



The new **My Delegate Approver** section is on the **Approving Manager** page (**Expense** tab) in My Info.

To designate a delegate approver, the approver:

1. Searches for and selects the delegate approver.
2. Selects **Route expense reports (not already in my approval queue) to the person named above**.

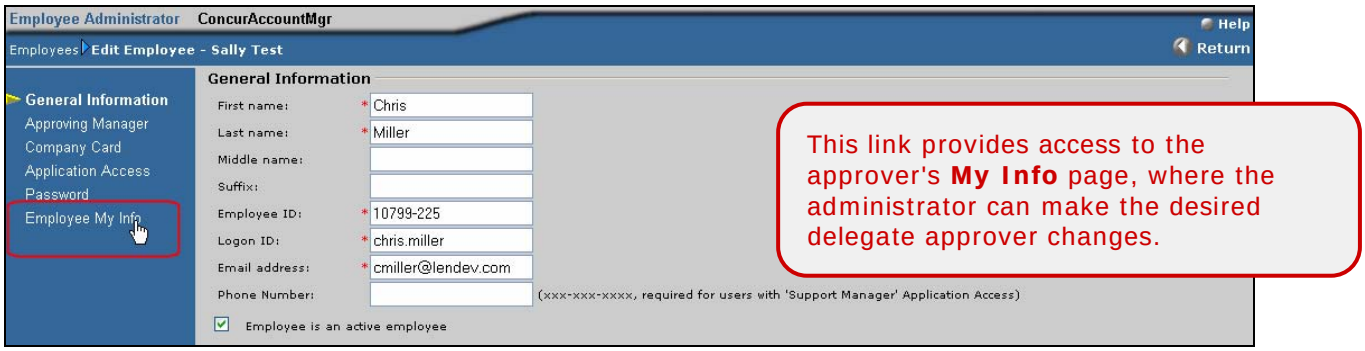
Once the approver clicks **Save**, any expense report sent to him/her for review and approval will be sent automatically to the delegate approver.

Note the following:

- Expense reports that are already in the original approver's approval queue ***will not*** be forwarded to the delegate approver.
- During this time, the workflow of the delegate approver applies. That is, these reports ***will not*** be sent to any additional approvers designated for the original approver (for example, for higher limits). If the delegate approver has additional approvers, then those approvers will receive these expense reports for review and approval.
- Each time the original approver logs in while there is a delegate approver, the original approver will see a message that asks if he/she wants to continue using the delegate.

What the administrator sees – Employee Administrator

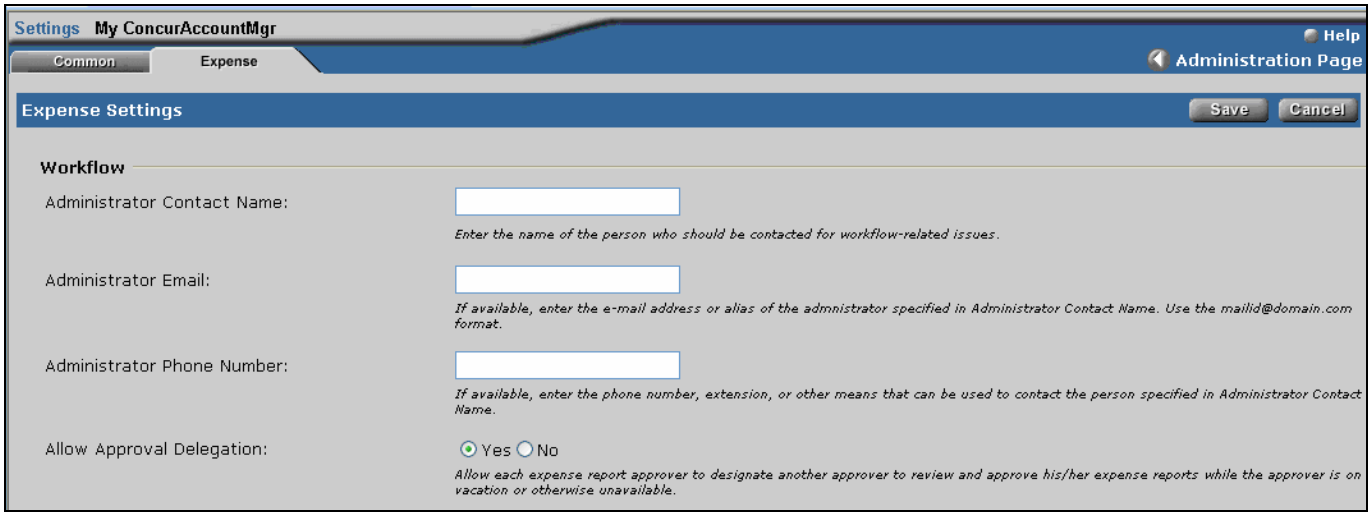
The **My Delegate Approver** fields are not directly available in Employee Administrator. However, the administrator can easily access these fields using the **Employee My Info** link.



Feature activation – Settings

This feature will be available on February 4 2009. ***The setting is set to No (inactive) by default.***

To activate the feature, the Settings administrator must access the **Expense** tab in Settings and then select **Allow Approval Delegation** in the **Workflow** section.



Notify your users

Since this feature is optional, there was no *What's New* generated for users.

If you activate this feature, be sure to notify your users and instruct them how to use it.