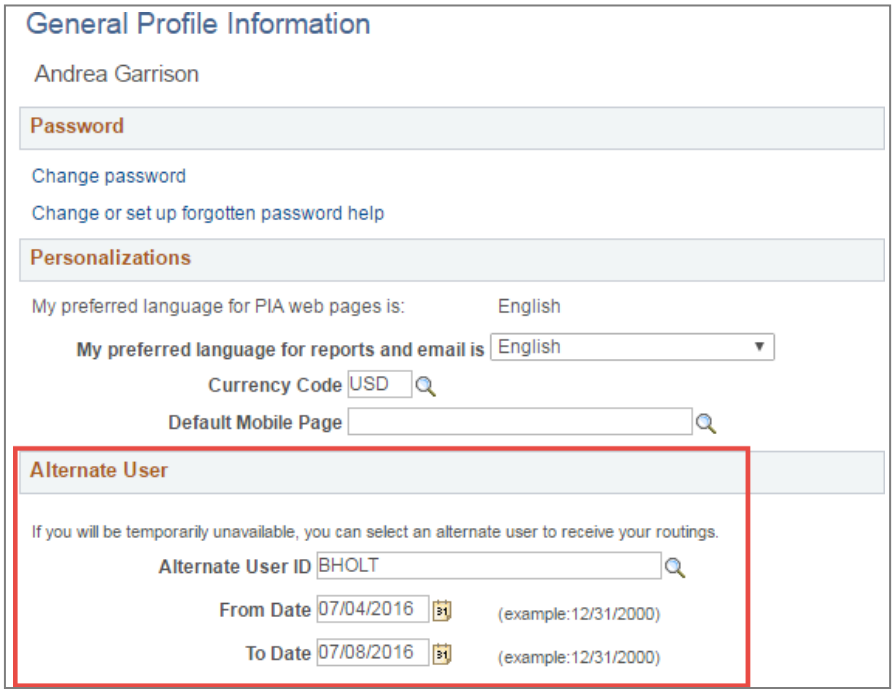
UNIVERSITY OF South Carolina

# Controller's Office
# Alternate User for Approvals

If you approve transactions in PeopleSoft and plan to be out of the office, please designate someone as an Alternate Approver in your absence.

**Navigation:** Main Menu > My System Profile




**VERY IMPORTANT:** The person placed in the Alternate User ID must have the required page access in PeopleSoft to approve transactions on the behalf of the person who is out or on leave. For example, if an expense approver for one department is out, the Alternate User ID must be someone that has expense approval authority for another department or project. Do not forget to enter the date range for this delegation to be in place and click the Save button at the bottom of the page to save the changes.