



Temporary Approvers Quick Start

Temporary Approvers for Financial and HR/Payroll Responsibilities

This document provides a quick look at the steps that supervisors and/or approvers should follow prior to being out of office for a period of time for leave or vacation.

What is a temporary approver?

Temporary approvers are described differently depending on the system in which you are working.

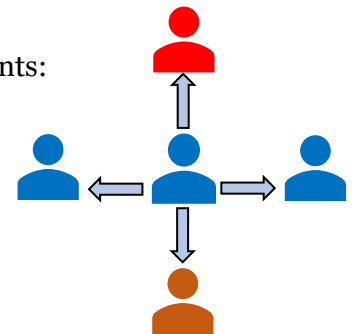
In the UGA Financial Management System, a temporary approver is known as an Alternate Approver. Alternate Approvers can temporarily approve transactions in your place for a specified period of time. Anyone with your same role can serve as your Alternative Approver. For example, if you are an Expense Approver, you can only set up another Expense Approver as an alternate.

Note: Chief Financial Officers should not set up an Alternate Approver for CFO duties.

In OneUSG Connect, approvals can be temporarily assigned to a Delegate.

A Delegate can be assigned to anyone meeting the following org chart requirements:

- One up (your listed Reports-to in OneUSG Connect)
- One down (Someone with you listed as their Reports-to in OneUSG Connect)
- Across (someone who shares the same Reports-to as you in OneUSG Connect)



Financials Approvals

If you are an approver in UGA Financial Management, you will navigate to the [System Access Resource Page](#) to request an Alternate Approver who will become responsible for your approval responsibilities during your absence. You are responsible for completing this request, but it can be completed by the Chief Business Officer of your unit in cases of emergency. Please note, the process can **take up to 1 (one) day** for the appropriate access to be provisioned to the Alternate.

You will need to know the following information:

- The name and MyID of the employee you want to request as an Alternate Approver
- The start and end dates of your absence

During the effective date range of the request, all new approvals will route to the assigned Alternate Approver. Transactions already in your queue will remain assigned to you until action is taken. Approvers can opt to migrate pending approvals to their Alternate Approver at the time of request.

Your original role as approver will be restored after the end date of the request has passed. If you return early from leave, you will need to submit a similar request to “turn off” your Alternate, in order to restore your role in approval workflow.

A tutorial demonstrating how to complete this request can be found in the OneSource Training Library ([Requesting a Temporary Alternate Approver](#)).



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Time & Absence Approvals

If you are a Supervisor and/or a Time & Absence Approver, you can set up the delegation of your responsibilities within OneUSG Connect. You can only set up **one person** as a delegate to accommodate your absence; this includes the ability to delegate different approval responsibilities to different employees that meet the org chart requirements mentioned above. To gain a clearer understanding of the persons who met the criteria for delegation, please refer to your company directory.

You will need to know the following information:

- The start and end dates of your absence
- The specific responsibilities you wish to delegate

Your request will **not** be active until the request proxy (person to whom the responsibilities are being passed) has gone in and accepted the request. Be sure to reach out to the person you are assigning and make sure they accept the delegation request prior to your departure.

During the effective range of the request, **you will lose the permissions to take action on the delegated tasks**. If the case arises and you need to regain your permissions prior to the end date, you can revoke delegations at any time.

A tutorial showing how to complete this request and how to revoke a delegation can be found in the OneSource Training Library ([Delegating Authority as a Supervisor](#)).

Additional Information

- If you have questions regarding the UGA Financial Management System, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2 for Financials).
- If you have questions regarding the OneUSG Connect system, please contact OneUSG Connect support at oneusgsupport@uga.edu or call 706-542-0202 (option 1 for HR/payroll).