
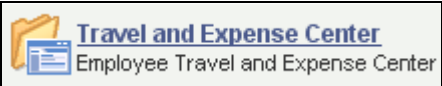
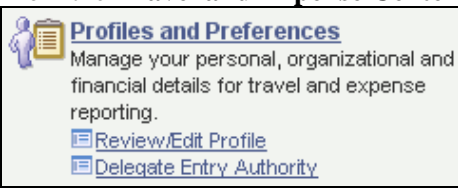
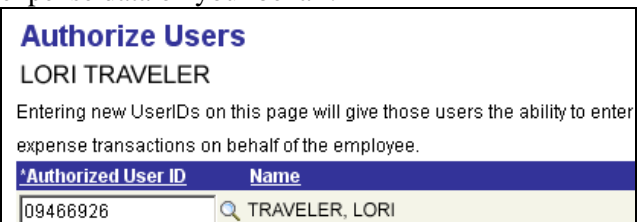




## Delegate Entry Authority



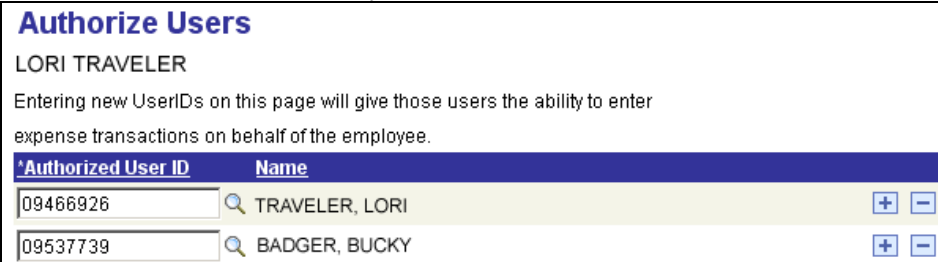


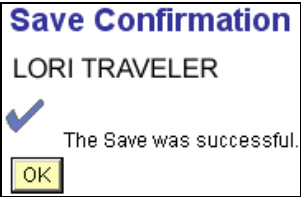
If you want one or more employees to enter expense reports or travel authorization requests on your behalf, you need to delegate entry authority within e-Reimbursement.

Though your delegate(s) may enter expense data on your behalf, you (the traveler/claimant) must ultimately submit the document for approval.

In this scenario, Lori Traveler gives data entry authority to UW employee, Bucky Badger, so that Bucky may enter expense reports or travel authorization requests on Lori's behalf.

1.	<p>From the main Menu:</p>  <p>Click the <b>Employee Self-Service</b> link. <a href="#">Employee Self-Service</a></p>
2.	<p>From the <i>Employee Self-Service</i> menu, <b>Employee Travel and Expense Center</b> area:</p>  <p>Click the <b>Travel and Expense Center</b> link. <a href="#">Travel and Expense Center</a></p>
3.	<p>From the <b>Travel and Expense Center</b> menu, <b>Profiles and Preferences</b> section:</p>  <p>Click the <b>Delegate Entry Authority</b> link. <a href="#">Delegate Entry Authority</a></p>
4.	<p>The <b>Authorize Users</b> screen identifies all UW employees who are authorized to enter expense data on your behalf.</p>  <p><b>Note:</b> If you have not yet authorized another UW employee to enter on your behalf, the <i>Authorize Users</i> screen only displays your Authorized User ID and Name.</p>

5.	<p>You'll need to add a new row to enter another employee's name.</p> <p>Click the <b>Add a new row</b> button  or press <b>(Alt+7)</b> .</p>												
6.	<p><u>If the User ID is known:</u></p> <p>In the new row, in the <b>Authorized User ID</b> field, type the employee's User ID.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">09537739</div> <p><b>Note:</b> The User ID may either be an 8-digit employee number (e.g. 09537739) or three letters (e.g. LZR).</p>												
7.	<p><u>If the User ID is unknown:</u></p> <p>Click the magnifying glass icon  for <b>Look up Authorized User ID</b>.</p>												
8.	<p>The <i>Look Up Authorized User ID</i> screen displays the first 100 search results.</p> <p>The <b>Description</b> column contains the first and last names.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Look Up Authorized User ID</b></p> <p>Search by: User ID <input type="text"/> begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> <a href="#">Advanced Lookup</a></p> <p><b>Search Results</b></p> <p><a href="#">View All</a> <span style="float: right;">First <input type="button" value="◀"/> 1-100 of 276 <input type="button" value="▶"/> Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>User ID</th> <th>Description</th> <th>EmpID</th> </tr> </thead> <tbody> <tr> <td><a href="#">00000177</a></td> <td>BUCKY BADGER</td> <td>00000177</td> </tr> <tr> <td><a href="#">00000345</a></td> <td>ERIKA TRAVELER</td> <td>00000345</td> </tr> <tr> <td><a href="#">00000717</a></td> <td>FRED TRAVELER</td> <td>00000717</td> </tr> </tbody> </table> </div> <p>Click the <b>Advanced Lookup</b> link <a href="#">Advanced Lookup</a> to search by <u>Description</u> (e.g. Name), rather than by User ID.</p>	User ID	Description	EmpID	<a href="#">00000177</a>	BUCKY BADGER	00000177	<a href="#">00000345</a>	ERIKA TRAVELER	00000345	<a href="#">00000717</a>	FRED TRAVELER	00000717
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9.	<p>After clicking the <i>Advanced Lookup</i> link, two additional fields display on which to search, <b>Description</b> and <b>Employee ID</b>. Drop-down menu options are also available to change the search criteria for each field.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Look Up Authorized User ID</b></p> <p>User ID: <input type="text"/> begins with <input type="text"/></p> <p>Description: <input type="text"/> contains <input type="text"/></p> <p>EmpID: <input type="text"/> begins with <input type="text"/></p> </div> <p>In the <b>Description</b> field, choose the <b>contains</b> list item. <span style="border: 1px solid black; padding: 2px;">contains</span></p>												
10.	<p>In the <b>Description contains</b> field, enter all or part of the person's name.</p> <div style="border: 1px solid black; padding: 2px;"> <p>Description: contains <input type="text"/> badger</p> </div> <p><b>Note:</b> You are limited to 30 characters.</p>												

11.	To execute the search, click the <b>Look Up</b> button. 
12.	<p>The <b>Search Results</b> area displays entries meeting your search criteria. If no entries are found, the system displays the message, "No matching values were found."</p>  <p>To select the desired person, click one of the links for <u>User ID</u>, <u>Description</u> or <u>Empl ID</u>.</p>
13.	<p>In the <b>Authorize Users</b>' screen, the fields for <i>User ID</i> and <i>Name</i> (e.g. Description) are added as an authorized user on your behalf.</p>  <p>To add more people, repeat previous steps.</p>
14.	<p><b>To delete a person</b> as an Authorized User:</p> <p>Click on the minus icon  for <b>Delete row</b> next to the row you wish to delete. A dialog box will display to confirm the deletion.</p> <p><b>Note:</b> Do not delete yourself as an authorized user.</p>
15.	To save the change(s), click the <b>Save</b> button. 
16.	<p>The <b>Save Confirmation</b> screen indicates that the <i>Save</i> was successful.</p>  <p>Click <b>OK</b> to return to the <i>Authorized Users</i> screen.</p>
17.	<p>If you have not already done so:</p> <p>Please notify the UW employee(s) by email or telephone that you have given them authority to enter expense reports or travel authorization requests on your behalf.</p>
18.	<p>You have successfully delegated another employee(s) to enter expense reports or travel authorization requests on your behalf.</p> <p><b>End of Procedure.</b></p>