


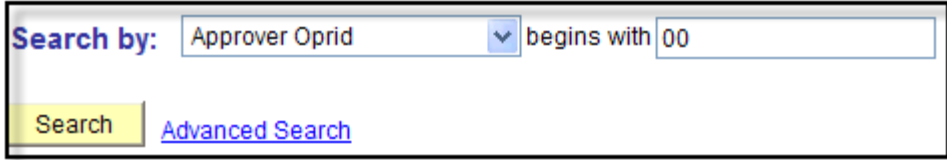



Reassign Workflow To Me




You can reassign items currently in another person's work queue to yourself if the Department ID of the expense report is within your approval range. The ability to reassign workflow to yourself allows coverage for absences and routing of expense reports when special expertise or special handling is needed, such as Foundation use. Reassign My Workflow also provides a method for re-routing in the case of "accidental routings" or when the Department ID has been changed to a Department ID within your approval range.

1.	Click the Travel and Expenses link. 
2.	Click the UW Travel and Expenses link. 
3.	Click the Reassign Workflow to Me link. 
4.	Click in the begins with field. If known, enter the first few characters of the User ID of the person from whom you want to reassign work to yourself, then click the Search button 
5.	If User ID is unknown: Click the Search button
6.	A listing will appear with the name(s) of the persons from whom you can reassign work to yourself will appear. In this example, it is Ana Approver, another approver. 
7.	Click on the name of the person from whom you want to reassign their work
8.	A listing of expense reports in the queue of the person from whom you will be reassigning to yourself will be listed.
9.	To select a transaction to reassign, click the check box to the left of the expense report that will be reassigned. Any items that are grayed out indicate that the Department ID of the expense report is not within your approval range.

Job Aid

Reassign My Workflow



10.	<p>To select all the expense transactions to reassign to another person:</p> <p>Click the Select All link.</p>  <p>Checkmarks display for all the expense transactions selected to be reassigned to another person.</p>
11.	<p>Click the Reassign button.</p> 
12.	<p>Click the Refresh button.</p> 
13.	<p>You have successfully reassigned another person's workflow to yourself and the item(s) reassigned to yourself should be available in your worklist. You will receive an e-mail notifying them that an expense report awaits your approval.</p> <p>End of Procedure.</p>