

How to Request a Change in e-Reimbursement Approver/Auditor Assignments

e-Reimbursement Division Coordinators are responsible for identifying new or changed approval assignments in order to maintain efficient internal processes and system functionality.

- 1) Locate and review current Approver/Auditor assignment spreadsheet.

Note: To request a current Approver/Auditor assignment spreadsheet for the division, contact [e-Reimbursement Staff](#).
- 2) Identify additions, changes and deletions by highlighting the desired rows in the appropriate color:
 - a. New assignments: Yellow
 - b. Deleted assignments: Pink
 - c. Changed assignments: Blue
 - Please identify specific changes at the end of the row (e.g. *change Dept ID range from 030100-037500 to 030500-037500*).

Profile	From	To	Empl ID	Name	Notes
APPROVER	070001	070410	00387807	JUNIPER, BRADLEY	
APPROVER	070001	070410	00056135	FRANZONI, MICHAEL	
APPROVER	070500	070699	00061686	JUNIPER, BRADLEY	
APPROVER	070700	070798	00030105	JUNIPER, BRADLEY	
APPROVER	070700	070798	00177056	JUNIPER, BRADLEY	
APPROVER	070800	070899	00100832	JUNIPER, BRADLEY	
APPROVER	070900	070909	00457624	JUNIPER, BRADLEY	
APPROVER	070900	070909	00329603	JUNIPER, BRADLEY	
APPROVER	070900	070909	00387807	JUNIPER, BRADLEY	
APPROVER	070980	070980	00383521	JUNIPER, BRADLEY	
APPROVER	070980	070980	00387807	JUNIPER, BRADLEY	
APPROVER	071000	071090	00014878	JUNIPER, BRADLEY	
APPROVER	071000	071090	00550054	JUNIPER, BRADLEY	Change Dept ID from 071080 to 071090
AUDITOR	071000	071090	00566124	JUNIPER, BRADLEY	
AUDITOR	071100	071170	00387807	JUNIPER, BRADLEY	
BACKUP AUDITOR	071100	071170	00056135	JUNIPER, BRADLEY	
BACKUP AUDITOR	071200	071203	00177368	JUNIPER, BRADLEY	Change Dept range from 071100-071201 to 071200-071203
BACKUP AUDITOR	071200	071203	00533878	JUNIPER, BRADLEY	

- 3) E-mail updated spreadsheet to [e-Reimbursement staff](#).

Note: Approver/Auditor assignment changes require overnight processing to take effect. Expense reports in workflow at the time of the assignment change may require reassignment to the appropriate Approver/Auditor.