

Finance System: assign worklist items (approvals) to another user

Introduction

Setting up an alternate user in the Finance System allows you to assign your worklist items to another staff member for a set period of time e.g. to cover leave.

Note for financial approvers:

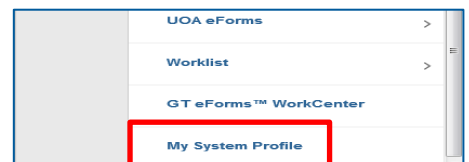
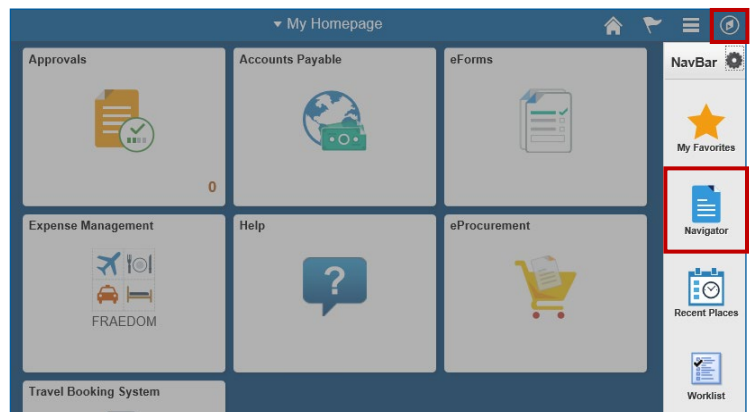
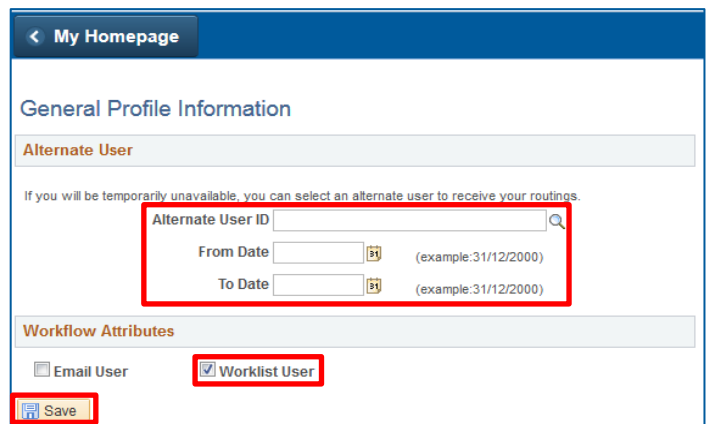
- to assign your approvals to another staff member with an **equal** or **higher** level of financial delegation, please continue on with this procedure
- to assign your approvals to another staff member with a **lower level** of delegation or **no** financial delegation, do not use these procedures; instead, complete the [Temporary Delegation Transfer eform](#) (you can also transfer HR delegations via this form).

Procedure

To set up an Alternate User,

1. Log into the [Finance System](#)
2. Click on the NavBar icon (top right)
3. Click on Navigator
4. Scroll down to the bottom and click on My System Profile
5. Enter the Alternate User ID by using the look up icon
6. Enter the date range you wish to assign the worklist tasks
7. Tick **Worklist User** only – this means the alternate user will receive the worklist email from the system each day
8. Click Save

NOTE: please "clear" any outstanding worklist items before you go on leave as they will not reassign once they appear in your worklist.

Need assistance?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or finprosupport@adelaide.edu.au