


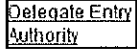


Expense Report Setup Job Aids

Authorizing a Proxy Procedure

PeopleSoft Financials contains sensitive employee information, such as employee identification and banking information. For this reason, only the employee has access to his or her Expense Reports. The employee, however, can set up a proxy. The proxy would then have the authority to enter expense data on behalf of the employee.

This job aid explains how to authorize a proxy. The scenario is as follows: John Doe wants to allow Jane Jones to enter Expense Reports on his behalf. John should follow the instructions below to authorize Jane as his proxy.


Step	Action
1.	From the PeopleSoft Home page, click the Employee Self-Service link. 
2.	Click the Travel and Expenses link. 
3.	Click the User Preferences link. 
4.	Click the Delegate Entry Authority link. 
5.	The Authorize Users page displays.







Authorize Users


John Doe







Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

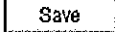

*Authorized UserID	Name		
EM_EX1	Q Doe,John	+	-

Step	Action
6.	Click the Add a new row button. 
7.	A new row displays. Enter the proxy's PeopleSoft User ID in the Authorized User ID field.

Authorized User ID	Name		
EM_EX1	 Doe, John		
EM_AP4			

8.	Click the Look up Authorized User ID button (magnifying glass) next to the proxy's user ID. 
9.	Click the User ID link. <u>EM_AP4</u>
10.	The Authorize Users page redisplay with the proxy's name populated.

Authorized User ID	Name		
EM_EX1	 Doe, John		
EM_AP4	 Jones, Jane		

Step	Action
11.	Click the Save button. 
12.	Click the OK button. 
13.	Jane Jones is now a proxy for John Doe and can enter Expense Reports on his behalf.
14.	End of Procedure.