

How to Reassign Workflow in e-Reimbursement

Approvers/Auditors may need to reassign transactions from one approval queue to another in cases when the standard workflow path is not sufficient (e.g. when approving transactions for Deans/Directors, special approvals for UW Foundation expenses). Approvers/Auditors have the ability to either reassign a transaction in their approval queue to another Approver/Auditor or to pull a transaction from someone else's queue into their own. The instructions below describe each process.

Reassign Transaction(s) to Another Approver/Auditor

- 1) Sign into e-Reimbursement. Click on **Reassign My Workflow** in the *e-Reimbursement - Approvals* box. On the following screen, click the **Search** button.
- 2) Enter the Employee ID of the individual you would like to reassign the transaction to in the *Reassign Workflow To* field. Hit the *Enter* key or click the **Reassign** button. Your approval queue will appear.

Tip: If you do not know the individual's Employee ID, change the **Search By** drop-down menu to **Description** and enter the individual's last name in the **begins with** field. Click the Search button and select the individual from the list.

UW Travel and Expenses

Reassign My Workflow to Another

Approver: 00044675 BADGER, BUCKINGHAM
Reassign Work To: SUCHOMEL, MEGHANN

Select All Deselect All

Select	Transaction Type	Total Amount	Name	EmplID	Report ID	Submission Date	Role
<input type="checkbox"/>	Expense Report	\$721.570	UNIVERSITY OF WISCONSIN	00385743	0000131420	10/10/2012	Auditor
<input type="checkbox"/>	Expense Report	\$1,388.870	UNIVERSITY OF WISCONSIN	00385743	0000136188	10/22/2012	Auditor
<input type="checkbox"/>	Expense Report	\$578.750	UNIVERSITY OF WISCONSIN	00677560	0000132658	10/17/2012	Auditor
<input type="checkbox"/>	Expense Report	\$1,229.830	UNIVERSITY OF WISCONSIN	00285417	0000133610	10/15/2012	Auditor
<input type="checkbox"/>	Expense Report	\$1,277.230	UNIVERSITY OF WISCONSIN	00285013	0000131639	10/11/2012	Auditor

Select All Deselect All

- 3) Click the box in the *Select* column next to the transaction you wish to reassign. Click the **Reassign** button. The selected transaction will disappear from your approval queue.

Note: If you are unable to select a transaction in your queue, the desired recipient is not an assigned Approver/Auditor for the Department ID within the transaction.

Reassign Transaction(s) from Another Approver/Auditor

- 1) Sign into e-Reimbursement. Click on **Reassign Workflow to Me** in the *e-Reimbursement - Approvals* box.
- 2) Enter the Employee ID of the individual who holds the transaction you wish to receive. Click the **Search** button. The selected individual's approval queue will appear. Note that your Employee ID has automatically populated the *Reassign Work To* field.
- 3) Click the box in the *Select* column next to the transaction you wish to reassign. Click the **Reassign** button. The selected transaction will disappear from the approval queue and can now be accessed by clicking the **Approve Transactions** link in the *e-Reimbursement - Approvals* box.