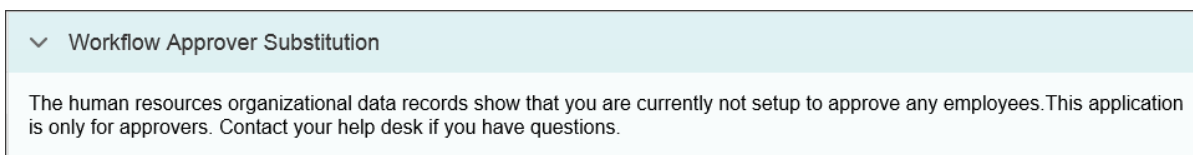


The workflow approver substitution process allows approvers to create, edit and delete substitute approvers. In most cases, this will eliminate the need for approvers to contact their Human Resources Office to arrange for a substitute approver.

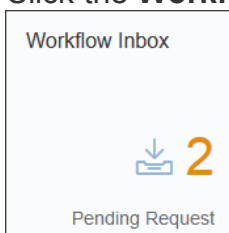
Specific Functionality

- The original approver does not receive any approval e-mail notifications generated during the designated substitution time frame, nor does he/she receive any workflow inbox items.
- The originating approver's workflow inbox during the substitution period will continue to show existing requests; the substitute approver will only see new approval requests during the active period specified.
- In the event an approver requiring a substitution rule to be defined is not available to perform the task on their own, we will revert to current practice of asking the HR Organizational staff. In this case a temporary change to position.
- Workflow logs will show the substitute approver as the agent for the period they are active.
- Upon termination of substitution rule, the substitute approver will still be responsible for any outstanding approvals that were received during the period the original approver was away. This includes any escalations and reminders that may be underway.
- Only the substitute approver will receive approval e-mail notifications and sees items in their workflow inbox.
- Once the period of approval substitution has expired or explicitly cancelled by the originating approver, the substitute approver will still be able to approve pending approval items within email notifications or within the workflow inbox.
- When workflow deadline escalations are reached, the substitution rules will be honored; for example, the escalation will be routed to the superior of the substitute.
- Employees will be able to see who is approving their requests within the leave, time and travel and expense applications.
- Because the Workflow Substitution button is visible for every Firefly user, if a user tries to create a substitute without the appropriate approver security, he/she will receive the following message:

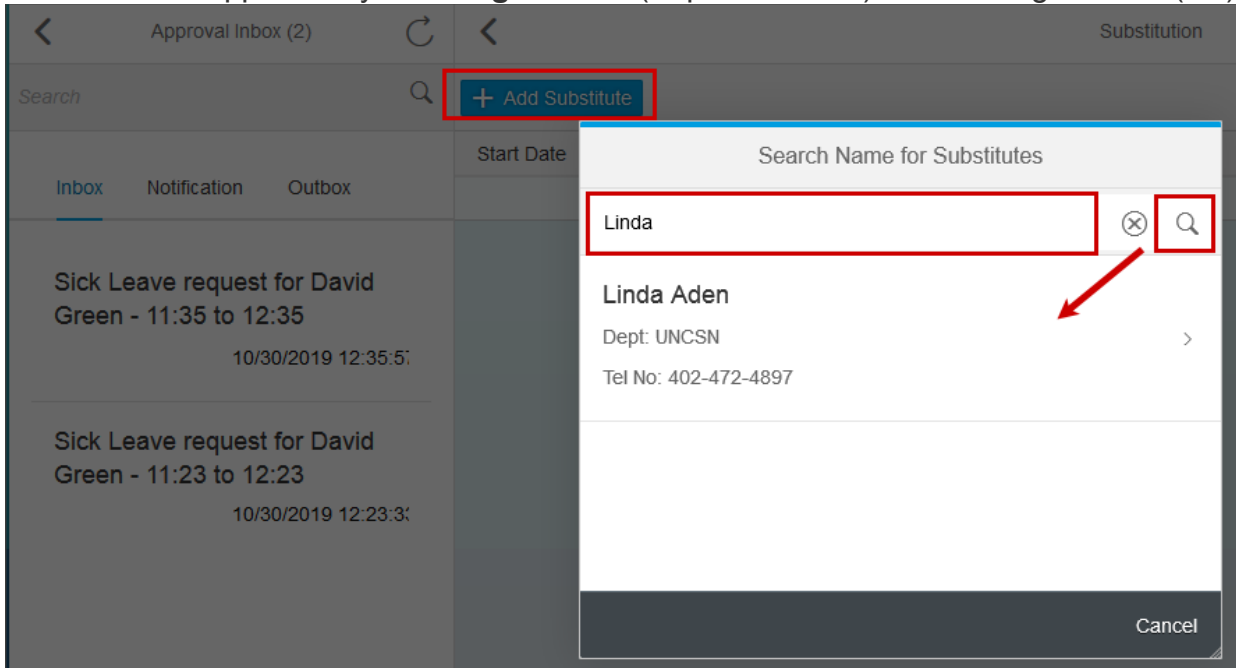


Assigning a Workflow Substitution

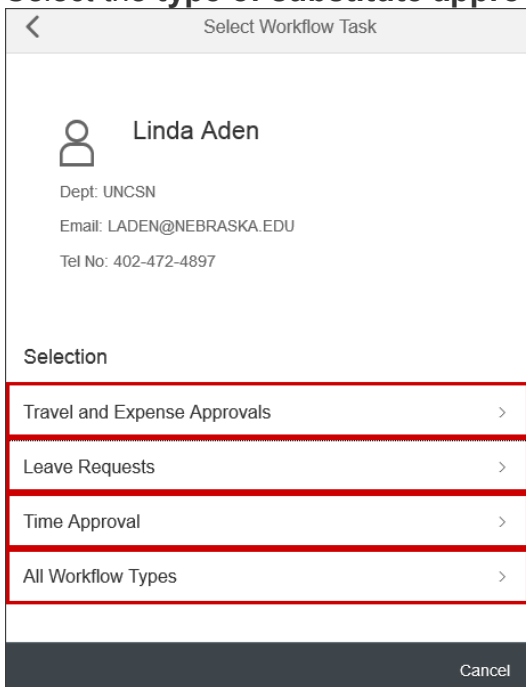
1. Click the **Workflow Inbox** tile on the Firefly main page.



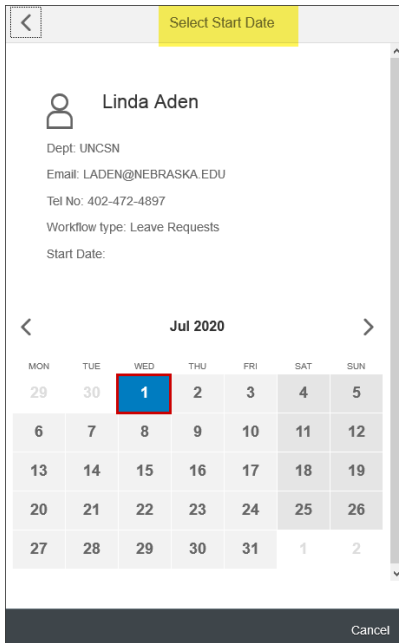
2. Click the blue **Workflow Substitution** button at the bottom of the screen. Any workflow substitutions already created will be listed on this screen.
3. Click the **Add Substitute** button.
4. Search for an approver by **entering a name** (or partial name) and clicking **Search** (🔍).



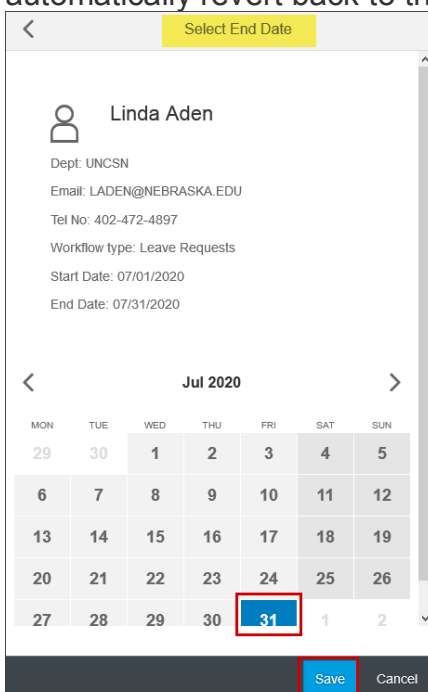
5. **Click the name** from the list of search results. A *Select Workflow Task* window will display.
6. Select the **type of substitute approval** (e.g., travel, leave, time, etc.).



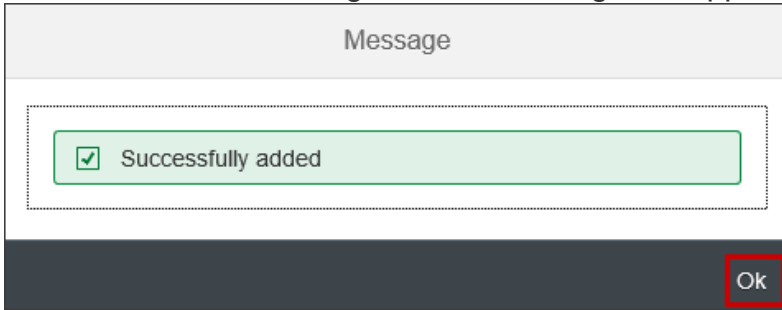
7. Select the **Start Date** for when the substitute will begin receiving requests. Once a date is clicked, the screen will automatically change to the *Select End Date* screen. **Note:** If a future begin date is specified, workflow requests to the substitute approver will become effective on that date. A future, begin date cannot be more than 180 days in the future.





8. Select the **date the requests will revert back to original approver**. Once you select an end date, the **Save** button will appear. **Note:** The end date cannot extend for more than 6 weeks from the start date. Once the end date is reached, all approval requests automatically revert back to the original approver.



9. Click **Save**. The following success message will appear.



10. Click **OK**. The Substitution is now listed. You can **Edit** () or **Delete** () the substitute as needed.

A screenshot of a mobile application screen titled "Substitution". At the top left is a back arrow icon. Below the title is a blue button with a white plus sign and the text "Add Substitute". Below this is a table with the following columns: Start Date, End Date, Workflow Type, Name, Department, and Tel No. The first row of data is highlighted in yellow and contains the values: 07/01/2020, 07/31/2020, Leave Requests, Linda Aden, UNCSN, and 402-472-4897. To the right of this row are two icons: a pencil icon (edit) and a trash can icon (delete), both enclosed in red boxes.

Start Date	End Date	Workflow Type	Name	Department	Tel No		
07/01/2020	07/31/2020	Leave Requests	Linda Aden	UNCSN	402-472-4897	