New eRequest Functionality - Effective 4/29/11

Ad-Hoc Approvals

- Regular level 1 and level 2 approvers will have the ability to add ad-hoc approvers to the workflow on any request when additional approval is required. They may also remove ad-hoc approvers when necessary.

- All ad-hoc approvers who are in workflow must approve the request before it moves on to the next level of approval or fulfills the final approval.

- Ad-hoc approvers will receive e-mail notification and see their ad-hoc approval requests on their worklist. Regular approvers who are also ad-hoc approvers can differentiate between approval requests by the ad-hoc approval indicators on the e-mail and worklist.

- Ad-hoc approvers will be able to Approve, Deny, Save Changes, and Send Notification on the request and may add Attachments and Comments. The rest of the request will be view-only.

- There will be a new security role for ad-hoc approvers. Regular approvers will not be automatically designated as ad-hoc approvers, and this role is not org-based.

  - If you feel that someone in your area requires the ad-hoc approver role, please contact your Senior Fiscal Officer to request access.

Employee Lookups

The Employee Lookups for the Requested For and Reimbursement to Employee fields have been updated to be consistent with the new Search for Ad-Hoc Approvers.

Last Updated By Column

The Last Updated By column has been added back to the search results on the Approver and Service Center Worklist pages. The column shows which user last updated a request.

Request # Active Link

On the General Search, Approver Worklist, and Service Center Worklist, the Action column with View Request link has been removed and replaced with an active PR link in the Request # column. Clicking on the PR link will open the request.

* Please see updated eRequest job aids for more details.*