

### About Reassign Employee Expense Approvals

Employee expense related transactions (i.e., travel authorizations, cash advances, and expense reports) can be reassigned from one approver to another by users with the Expenses Reassign role.

Expense items are individually reassigned on the **Reassign Work** page. Only items that appear on the approver's worklist can be reassigned. The new approver must have the correct approval security in Cardinal in order to approve the reassigned expense transactions.

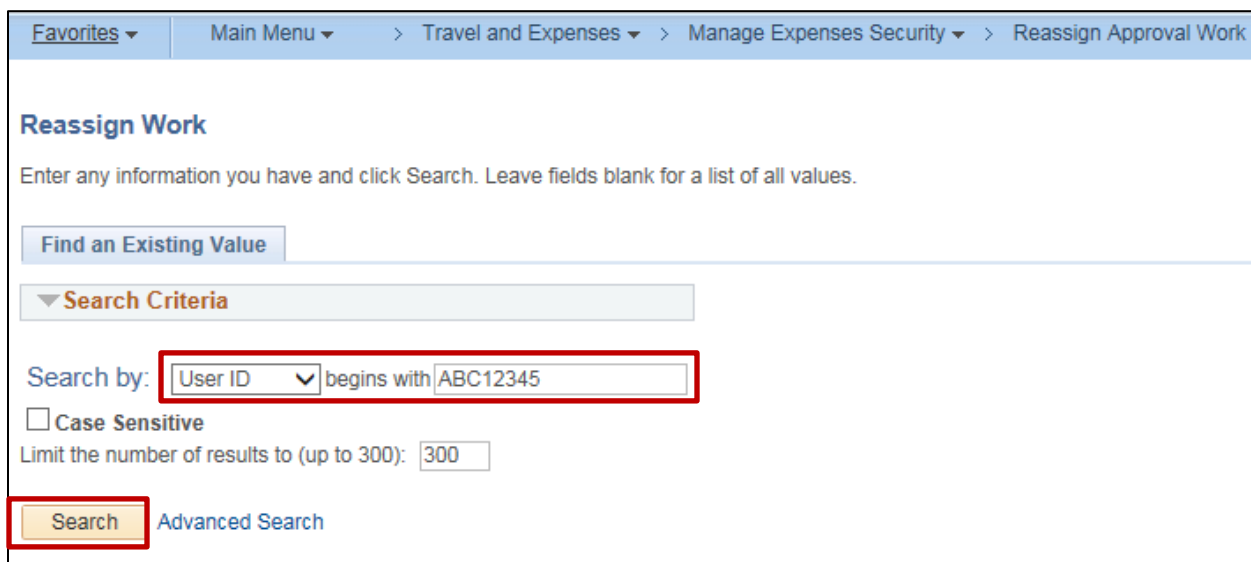
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### Reassign Employee Expense Approvals

- 1 Navigate to the **Reassign Work** page using the following path:

**Main Menu > Travel and Expenses > Manage Expenses Security > Reassign Approval Work**



The screenshot shows the 'Reassign Work' page in the Cardinal system. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Travel and Expenses > Manage Expenses Security > Reassign Approval Work'. Below this, the page title 'Reassign Work' is displayed. A message states: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a button labeled 'Find an Existing Value'. Below that is a 'Search Criteria' section with a dropdown arrow. The search criteria is set to 'Search by: User ID begins with ABC12345'. There is a checkbox for 'Case Sensitive' which is unchecked. Below that is a text input field for 'Limit the number of results to (up to 300):' with the value '300' entered. At the bottom, there is a 'Search' button and a link for 'Advanced Search'.

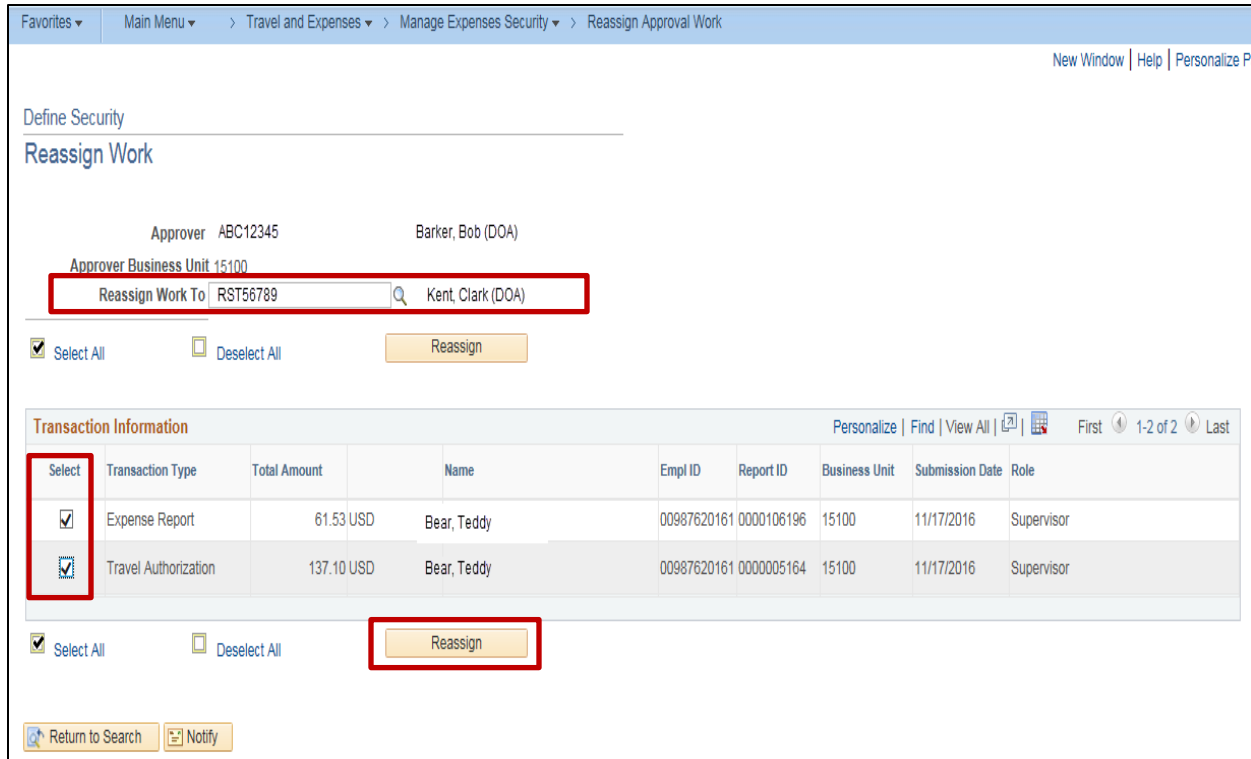
## SW AP317 Reassign Employee Expense Approvals

- Search by User ID: enter the **User ID** of the current approver in the text box.

If you do not know the **User ID**, click the **Advanced Search** link. A **Description** search field displays on the page. Enter the full name, or select the **contains** option from the drop-down menu to enter a partial name.

- Click the **Search** button to view the **Search Results**.

Review the **Search Results** and click the appropriate link under the **Description** column to select the current approver. Verify that this is the intended employee.



Approver: ABC12345, Barker, Bob (DOA)  
Approver Business Unit: 15100

Reassign Work To: RST56789 Kent, Clark (DOA)

Select All  Deselect All

Select	Transaction Type	Total Amount	Name	Empl ID	Report ID	Business Unit	Submission Date	Role
<input checked="" type="checkbox"/>	Expense Report	61.53 USD	Bear, Teddy	00987620161	0000106196	15100	11/17/2016	Supervisor
<input checked="" type="checkbox"/>	Travel Authorization	137.10 USD	Bear, Teddy	00987620161	0000005164	15100	11/17/2016	Supervisor

Select All  Deselect All

- Enter or select the **User ID** of the new approver in the **Reassign Work To** field.

If you do not know the **User ID**, click the magnifying glass icon to search by their name.

- In the **Transaction Information** section, click the **Select** checkbox for each item you want to reassign to the approver. This example has only one item, but there may be several.

- Click the **Reassign** button.

- If you need to reassign approvals to more than one approver, complete the above steps for each approver.

Note: Reassigning approvals only reassigns the items selected. Transactions not selected stay on the original approver's worklist and future transactions route to the original approver as well.