

Use this task to reassign a pending transaction to an alternate approver.

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Step	Action
1.	Use the Monitor Approvals page to search for approval processes and reassign one or more transactions.
	Enter search criteria in one or more of the search fields.
2.	Click in the Approval Process field.
3.	In the Approval Process field, enter the approval type or use the lookup to search for and select it.
	Enter the desired information into the Approval Process field. For this example, enter UC_LACMP_Position_Ctl .
4.	Click the button to the right of the Header Status field.



Step	Action
5.	From the Header Status drop-down list, select the appropriate transaction status.
	For this example, click the Pending list item. Pending
6.	Click the Search button.
	Search

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		Modified	Status	Transaction ID	Number	Date of action					
1		2017-05-19	Pending	100000001	NEW	2017-					
-						2017-					
2		2017-05-19	Pending	10000002	NEW	05-22					

Step	Action
7.	This example shows search results for a specific approval process, Position Control requests. However, if you leave the Approval Process field blank when you perform a search, the Search Results section displays a separate subsection for each approval process that has transactions, which match your search criteria. For example, if you search for all pending transactions for a specific approver, the search results may include Position Control requests, PayPath transactions and HR template transactions.
	Each Search Results subsection includes fields that are unique to the specific approval process. You can filter the search results within a subsection by specifying field values and clicking the Filter button.



Step	Action
8.	In the Search Results grid, click the unlabeled check box next to each transaction you want to reassign.
	For this example, click the check box for Transaction ID 10000002 .

Favorites Main Menu Favorites Approvals Approvals	> Approvals -> Monitor Approvals
	Home Worklist MultiChannel Console Add to Favorites Sign out
	New Window Help Personalize Page
Ionitor Approvals	
Approval Process UC_LACMP_Position_Ctl Definition ID UC_LACMP_Po	istion_Ctl
Transaction ID 100000002 Position Number NEW	
Date of action 2017-05-22	
Approver 🔽	
Comment	
Reassign Pending Tasks	
Reassign To	
Reassign Allow Auto Approval	
Administrative Approve/Deny Act on hehelf of the enormier selected above by selection the Approve/Deny buttons below. This	action
will apply to all tasks pending for the approver selected within the context of this transaction.	
Approve Deny Pushback Restant	
Position Control	
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Position Control	
Skipped Skipped Skipped No approvers found	d Pending
UC AWE Approver 01 UC AWE Approver 02	C AWE Approver03
Comments	
Return	

Step	Action
9.	Click the button to the right of the Approver field.
10.	In the Approver field, select the name of the approver to whom the approval transaction is assigned. For this example, click the Ignacio Perro list item. Ignacio Perro
11.	Click in the Comments field.



Step	Action
12.	In the Comment field, enter a comment to describe/explain the reassignment. The comment becomes a part of the transaction.
	Enter the desired information into the Comments field. For this example, enter Reassigning to Remington Stahl for approval .
13.	Click in the Reassign To field.
14.	In the Reassign To field, enter the Empl ID of the person to whom you want to reassign approval transactions.
	Enter the desired information into the Reassign To field. For this example, enter 10109365 .
15.	The Allow Self-Approval and Allow Auto Approval functions are not currently used at UC; do not select either check box.

Favorites • Main Menu • > Enterprise Components • > Approvals • > Approvals • > Monitor A	\pprovals
Home Wor	klist MultiChannel Console Add to Favorites Sign out
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	New Window Help Personalize Page
Monitor Approvals	
Approval Process UC_LACMP_Position_Ctl Definition ID_UC_LACMP_Position_Ctl	
Transaction ID 100000002 Position Number NEW	
Date of action 2017-05-22	
Approver Ignacio Perro	
Comment Reassigning to Remington Stahl for approval	
Reassign Pending Tasks	
Reassign To 10109365 × Q Allow Self-Approval	
Allow Auto Approval	
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Administrative Approve/Deny	
Act on behalf of the approver selected above by selecting the Approve/Deny buttons below. This action will apply to all tasks pending for the approver selected within the context of this transaction.	
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Position Control	
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Step	Action
16.	Click the Reassign button.
	Reassign



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	New Window Help Personalize Page
Monitor Approvals	
Approval Process UC_LACMP_Position_Ctl Definition ID UC_LACMP_Position_Ctl	
Transaction ID 100000002 Position Number NEW	
Date of action 2017-05-22	
Approver	
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Reassign Pending Tasks Message	
Reassign To 10109365 Q Allow S	
Reassignment Successful (18081,5513)	
Administrative Approve/Deny OK	
Act on behalf of the approver selected above by selecting the Approve/Deny butt will apply to all tasks pending for the approver selected within the context of this transaction.	
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▶ Comments	
Return	

Step	Action
17.	Click the OK button.
18.	You have reassigned a pending transaction to an alternate approver. End of Procedure.