



PeopleAdmin: Alternate Approver Authorization Form

If you wish to designate an alternative user (such as secretaries, administrative coordinators, or assistants) to move and complete actions on your behalf in PeopleAdmin, you must complete this form and receive approval. *Your alternate approver will assume responsibility for creating and moving actions through the workflow on your behalf during the time period that you specify.* If this alternate will only move actions in PeopleAdmin temporarily, specify a beginning and end date in the Effective Dates field below. **Unless this form is completed, only Budget Managers will be able to create, review, and approve postings for your department(s).**

Alternate Approver Name: _____

Employee ID Number (870-xx-xxxx): _____

Alternate Approver Email Address: _____

Current Approver Name: _____

Current Approver Email: _____

Current Approver Title: _____

Department(s)/ Budget(s): _____

Department ID Number(s): _____

Effective Date(s): _____

What access should the alternate approver have in PeopleAdmin?

- Hiring Manager (Students Only)
- Hiring Manager (Faculty/Staff/Student)
- Department Head/Manager
- Director/Dean
- Vice-President

Can this alternate finalize hiring approvals on your behalf? Yes No

Note: If alternate is finalizing hiring approval on your behalf, the alternate MUST insert a copy of your hiring authorization email for each position hired

I authorize the person named above to serve as an alternate approver for the PeopleAdmin system transactions in my department. The alternate, indicated above, is an individual in a direct reporting relationship to me. I understand that I retain the responsibility for all PeopleAdmin transactions approved by this delegate.

Current Approver Signature	Date	Director / Dean Signature	Date
Vice-President Signature	Date		

Budget & Human Resources Approval	
Budget Approval	Date
Human Resources Approval	Date