



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Setting Up Proxy Approvers

Note: This Desk Aid was written to the specifications of CAPPS Central Agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Setting Up Proxy Approvers

Overview

A proxy (or alternate) approver can be designated to approve requisitions and purchase orders when the primary approver is unavailable. However, the alternate must have appropriate security access and specific dates are required to complete the setup.

For example, requisitions for Department A are approved by Employee AA, while Employee BB approves requisitions for Department B. Employee BB can be designated as a proxy approver for Employee AA for a specified date range. Once this setup is established, requisitions for Department A is directed to Employee BB's worklist or email until the proxy assignment expires.

Setting Up a Proxy Approver

Navigation

NavBar: Financials, My System Profile

1. Enter the name or user ID in the ALTERNATE USER ID field.

The screenshot shows a web form titled "Alternate User". Below the title is a sub-header "Alternate User" and a descriptive text: "If you will be temporarily unavailable, you can select an alternate user to receive your routings." The form contains three input fields: "Alternate User ID", "From Date", and "To Date". The "Alternate User ID" field is highlighted with a red rectangular box. To the right of the "From Date" and "To Date" fields are calendar icons and example text "(example: 12/31/2000)".

2. Select the search (magnifying glass) icon.
3. Enter the *From* and *To* date range for the proxy to be active.

This screenshot shows the same "Alternate User" form as the previous one, but with the "Alternate User ID" field now populated with the value "0000202". The "From Date" and "To Date" fields are highlighted with a red rectangular box. The "From Date" field contains the value "03/14/2016" and the "To Date" field contains "03/16/2016". The search icon and example text are still present.

4. Select **Save**.

Revision History

Date	Description of Change	Changed By
Feb. 16, 2026	Initial release.	J. Goodman