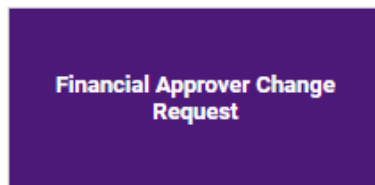


How to Assign a Jaggaer Approver Delegate

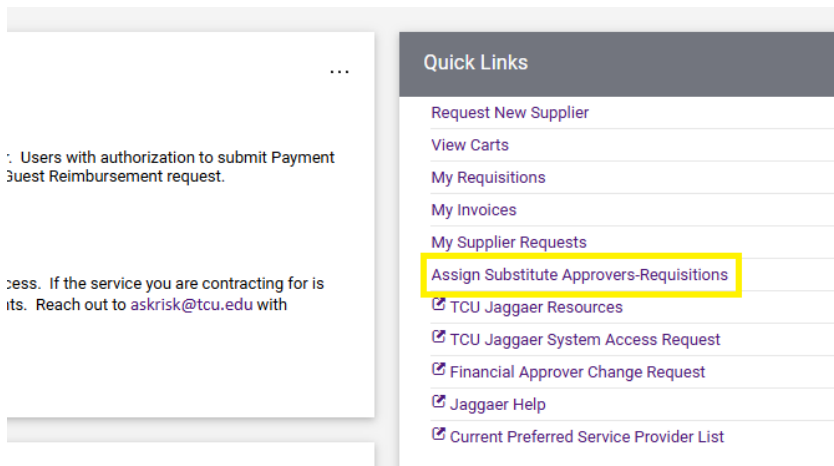
If you are an approver in Jaggaer (this includes all levels of approvers), you may delegate your approval.

- If you plan to be out of the office for less than three months, this document will demonstrate how you may delegate your approval in Jaggaer.
- If you plan to be out of the office for greater than three months, request a permanent Financial Approver Change in Jaggaer under the Jaggaer & Concur Approval Changes section on the Shopping Homepage.

Jaggaer & Concur Approval Changes



- 1) To assign a delegate in Jaggaer, from the Jaggaer Shopping Homepage, select the Assign Substitute Approvers-Requisitions Quick Link



- 2) Identify the Folder Name(s) you want to delegate and select the box on the far-right column. If you want to select all folders, select the box in the gray line.

Example 1 – Selecting specific folder(s). Select Folder(s) and then select Assign

Folder Name	Approver	Substitute	Action	
Do Not Use – FYE Check for Late Approvals	Ali Rattan		Assign	<input type="checkbox"/>
Guest Reimbursement	Ali Rattan		Assign	<input type="checkbox"/>
Honorarium	Ali Rattan		Assign	<input type="checkbox"/>
International Honorarium	Ali Rattan		Assign	<input checked="" type="checkbox"/>

Example 2 – Selecting all folders. Select box in gray line, then select Assign Substitute to All Requisitions Folders.

Logou

Assign Substitute To All Requisitions Folders | End Substitute for All Requisitions Folders

Substitution Actions ▾

ending ▾ Page 1 of 1 ?

	Approver	Substitute	Action	<input checked="" type="checkbox"/>
	Ali Rattan		Assign	<input checked="" type="checkbox"/>
	Ali Rattan		Assign	<input checked="" type="checkbox"/>
	Ali Rattan		Assign	<input checked="" type="checkbox"/>

- 3) Assign Substitute. *Recommended users include a date range for substitution.* Complete the required fields and select Assign.

Assign Substitute ×

Include Date Range for Substitution

Substitute Name ★

Start Date ★ mm/dd/yyyy hh:mm a

End Date ★ mm/dd/yyyy hh:mm a

★ Required

- 4) Users may remove substitutes by selecting Remove from individual folders, or by selecting End Substitute for All Requisitions Folder. *Assignments will automatically roll off if users assigned a date range.*

The screenshot shows a software interface with two buttons at the top: "Assign Substitute To All Requisitions Folders" and "End Substitute For All Requisitions Folders", both highlighted in yellow. Below them is a "Substitution Actions" dropdown menu. The main area contains a table with the following columns: "Substitute" and "Action". The table lists five entries for "Abby Wood", each with a "Start Date: 10/28/2025 5:00 PM" and "End Date: 11/03/2025 8:00 AM". In the "Action" column, each entry has a "Remove" button highlighted in yellow. To the right of the "Remove" buttons are checkboxes. The interface also includes a "Page 1 of 1" indicator and a "Substitution Actions" dropdown menu.

Important Information

- If the person you want to assign as a delegate is not listed when searching, that person does not have the Approver role in Jaggaer, and therefore you cannot delegate your approval to that person.
- Once a delegate is assigned, the delegate will receive approval email notifications for submissions started *after* they were assigned as a delegate. Delegates *will not* receive an approval email notification for submissions started *prior to* delegation, however the submission will be listed under the Action Items of the delegate's Jaggaer Shopping Homepage and delegates may approve.
- Some users have more than one approver role type (ex-Requisitions and Contracts). To delegate approvals in more than one role, use the dropdown under Type and select applicable types. For each type, assign delegates from the folders listed as needed.

The screenshot shows a search interface. On the left, there is a "Search Details" section with a "Filtered by" field set to "Type: Requisitions". Below this is a "Refine Search Results" section with a "Type" dropdown menu. The dropdown menu is open, showing options: "Requisitions" (selected and highlighted in blue), "Invoices", "Form Request", and "Contracts" (highlighted in yellow). On the right, there is a list of results titled "Showing 1 - 12 of 12 Results". The list includes items like "Do Not Use - FYE Check for Late Appro", "Guest Reimbursement", "Honorarium", "International Honorarium", "International Payment Request", "International Wire", "My PR Approvals", "Payment Request", "Priority Honorarium", "Priority Payment Request", and "Priority Wire". The "Results Per Page" is set to 20.