

Designating a Substitute Approver for myNKU Workflow

Online approval processes and electronic workflows are powerful tools for improving and documenting the university's business transactions. These approval processes and workflows are based on the official organizational structure of the University and policies regarding financial, personnel, and academic authority.

The myNKU system offers the ability to delegate approval for electronic workflows, typically as a temporary measure during employee absences, such as vacation leave. **Delegating approval authorization to a substitute does not change official responsibility for the activity that occurs within the unit for which a user is responsible.** *Note: In most cases involving grant funds, approval of transactions by the named principal investigator is a legal requirement that cannot be delegated to a substitute. Additionally, as recommended by our external auditors, anyone designated as a substitute approver will not have the ability to create purchase requisitions.*

The myNKU teams must make changes to the substitute approver's security to allow him/her to act upon the workflow items of the responsible person. The following procedure has been adopted to ensure that relevant business practices are not compromised when substitutes are authorized to approve transactions:

- Temporary substitute approvers may be requested for timeframes of two weeks or less. The responsible person for whom the substitute will approve must [submit a request](#) stating the substitute's name, user ID, the start and end date of the substitution period, and the myNKU area(s) for which substitution is desired (FI, HR, SLCM).
- Substitutes may be created for a period greater than two weeks if the substitute holds an appropriate position (e.g., college business officer), the specific duties of which include management of approvals for the unit. Requests for durations longer than two weeks must be approved by the divisional vice president. The vice president or the responsible person for whom the substitute will approve must [submit the request](#), including documentation of the VP approval along with the substitute's name, user ID, and the start and end date (if the end date is specific) of the substitution period.