

Workflow Approver Request

Please designate who you would like to be Final Approver and/or Back-up Approver for PeopleSoft [Workflow](#) transactions. By signing this form, you are agreeing to delegate your authority to approve Workflow transactions.

Department:

Division:

Addition

Add the following employee as a:

- Final Approver
- Back-up Approver

Name: EID

Removal

Remove the following employee as a:

- Final Approver
- Back-up Approver

Name: EID

Elected Official/Department Director/Division Director Signature

HR Consultant Approval

Send this signed form to your designated HR Consultant for approval

Tracy Byington
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