

## 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  
[tbyington@slco.org](mailto:tbyington@slco.org)

Sarah Wilson  
[swilson@slco.org](mailto:swilson@slco.org)

Martinha Penrod  
[mpenrod@slco.org](mailto:mpenrod@slco.org)

Debbie Wine  
[dwine@slco.org](mailto:dwine@slco.org)