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PURPOSE AND DESCRIPTION

Purpose
This document explains the key topics involved in Reassign Expenses Worklist Items. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activities.

Description
The key topic involved in the Reassign Expenses Worklist Items process is how an Expenses Approver can Reassign Expense Worklist Items to themselves or to others.
TOPIC 1: REASSIGN EXPENSES WORKLIST ITEMS

Process Flow
Given below is the Reassign Expenses Worklist Items business process flow. This process flow will help you understand the system-generated actions as well as the tasks that are performed manually. An Expenses Approver has the ability to reassign their own worklist items to another Expenses Approver. An Expenses Approver is also able to reassign worklist items from one Expenses Approver to another Expenses Approver.
Reassign Expenses Worklist Items Procedure Steps
Scenario: We want to reassign items from Kim Sell’s worklist to Stacey Beattie’s worklist. Follow the steps explained below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sign into STAR PeopleSoft</td>
</tr>
<tr>
<td>2.</td>
<td>Navigate to: Travel and Expenses &gt; Manage Expenses Security &gt; Reassign Approval Work</td>
</tr>
</tbody>
</table>
| 3.   | ![Image of the Reassign Work screen]  

Enter the User ID of the person’s work you want to reassign.
4. Click on the Reassign button

Enter the User ID of the person the work should be reassigned to. In this scenario Kim’s work will be reassigned to Stacey.

5. Select the transactions you want to reassign

6. Click on the Reassign button
7. The items will now be in Stacey Beattie’s worklist. She is now able to follow the normal EX Approval Process.

8. Once reassigned it will be removed from Kim’s transaction listing.