



**State of Wisconsin
Department of Administration**

**Reassign Expenses Worklist Items
Job Aid**

Version 1.0



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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.

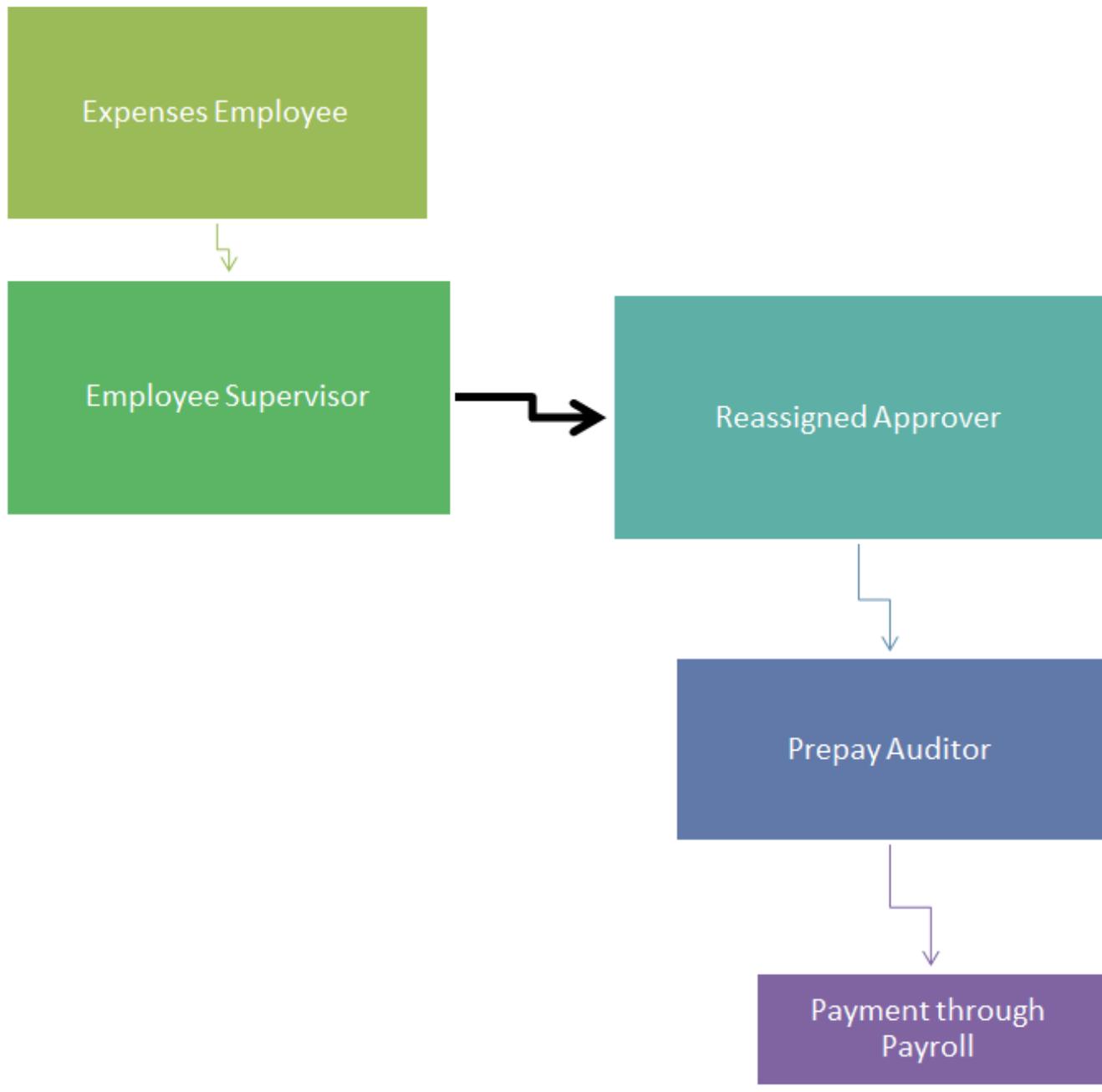
Description

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

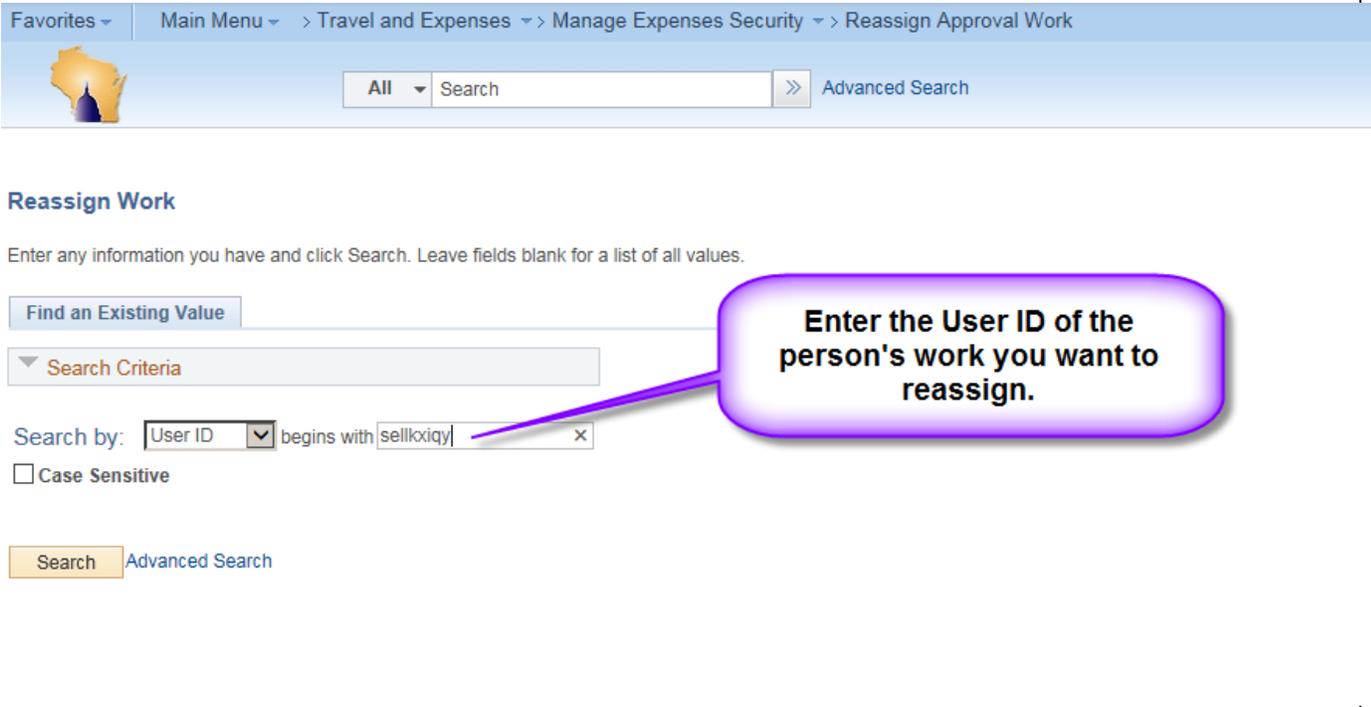
Given below is the Reassign Expenses Worklist Items business process flow. This process flow will help you understand the system-generated actions as well as the tasks that are performed manually. An Expenses Approver has the ability to reassign their own worklist items to another Expenses Approver.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

Step	Action
1.	Sign into STAR PeopleSoft
2.	Navigate to: Travel and Expneses > Manage Expenses Security > Reassign Approval Work
3.	



4.

[Favorites](#) > [Main Menu](#) > [Travel and Expenses](#) > [Manage Expenses Security](#) > [Reassign Approval Work](#)

Define Security

Reassign Work

Approver SELLKXIQY Sell, Kimberly
 Reassign Work To

Select All Deselect All

Select	Transaction Type	Total Amount	Name	Empl ID	Report ID	Submission Date	Role
<input type="checkbox"/>	Expense Report	40.00 USD	BEATTIE, STACEY	100047769	0000000209	08/25/2015	HR Supervisor

Select All Deselect All

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.

[Favorites](#) > [Main Menu](#) > [Travel and Expenses](#) > [Manage Expenses Security](#) > [Reassign Approval Work](#)

Define Security

Reassign Work

Approver SELLKXIQY Sell, Kimberly
 Reassign Work To Beattie, Stacey

Select All Deselect All

Select	Transaction Type	Total Amount	Name	Empl ID	Report ID	Submission Date	Role
<input checked="" type="checkbox"/>	Expense Report	40.00 USD	BEATTIE, STACEY	100047769	0000000209	08/25/2015	HR Supervisor

Select All Deselect All

Select the transactions you want to reassign

6. Click on the Reassign button



7.

Define Security

Reassign Work

Approver SELLKXIQY Sell, Kimberly
 Reassign Work To BEATTSXBDO Beattie, Stacey

Select All Deselect All

Select	Transaction Type	Total Amount	Name	Empl ID	Report ID	Submission Date	Role
<input type="checkbox"/>							

Select All Deselect All

8. The items will now be in Stacey Beattie's worklist. She is now able to follow the normal EX Approval Process.