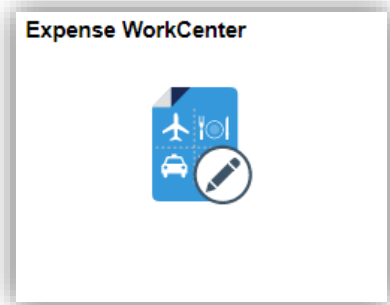
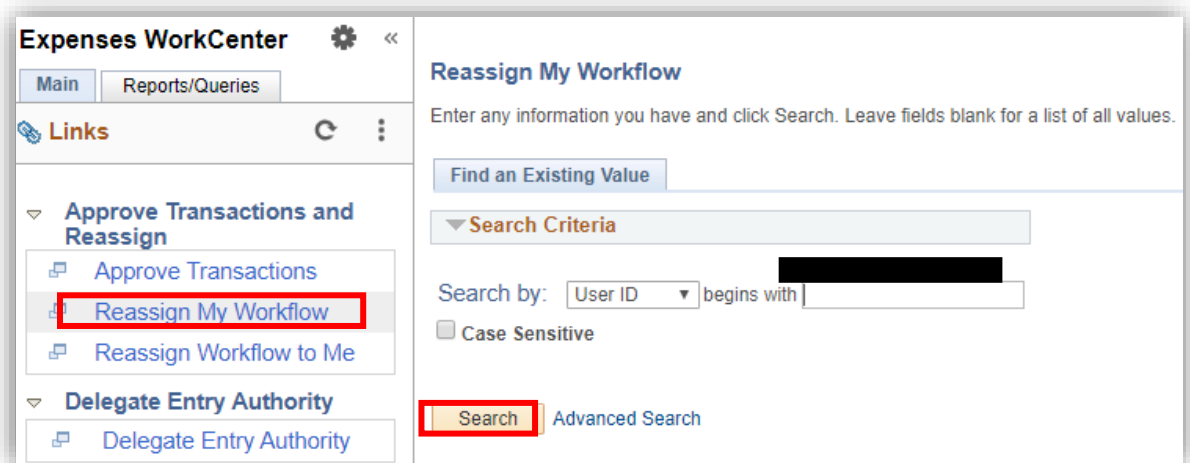


How to Reassign My Workflow in the Expense Module

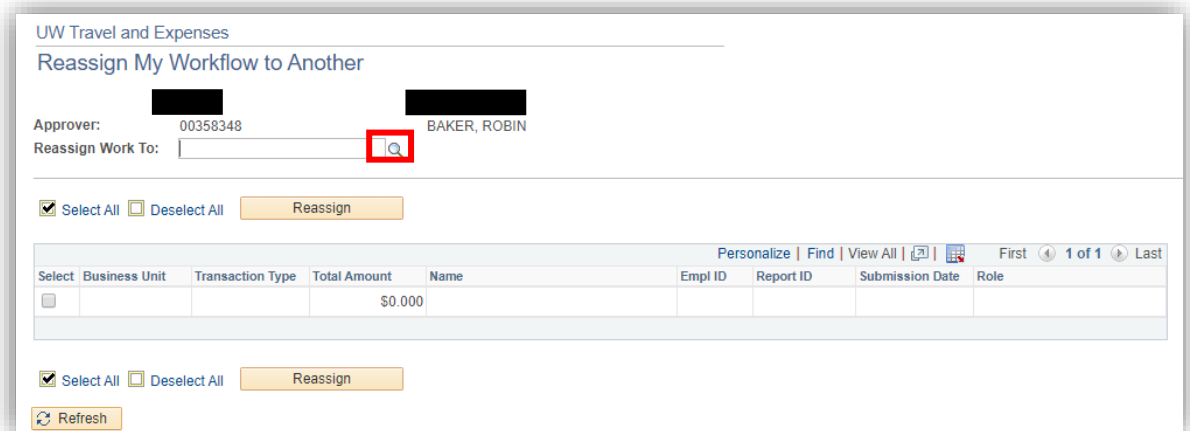
1. Log into [SFS](#)
2. Select **Expense WorkCenter**



3. Select **Reassign My Workflow**
4. Click **search**



5. Select the **magnifying glass** to search for the approver you want to reassign to



- Choose **Last Name** for the *Search by* option
- Select **Look Up**

Look Up Reassign Work To

Search by: Approver Oprid begins with

Look Up

Search Results: **Last Name**

Only the first 300 results can be displayed.

- All approvers will have two choices, choose the one that says **Expense Manager**

Approver Profile

EXPENSE MANAGER

SUPERVISOR

- Select the **check box(es)** of the expense report(s) you want to reassign and the select **Reassign**

UW Travel and Expenses

Reassign My Workflow to Another

Approver: [Redacted]

Reassign Work To: SCHUMACHER, DANIEL

Select All Deselect All **Reassign**

Select	Business Unit	Transaction Type	Total Amount	Name	Submission Date	Role
<input checked="" type="checkbox"/>	UWEAU	Expense Report	\$285,000	DAVIDSON, MARY	02/18/2020	Department (UDDS) Supervisor

Select All Deselect All **Reassign**

- If you no longer see the expense report in your list, it has been reassigned