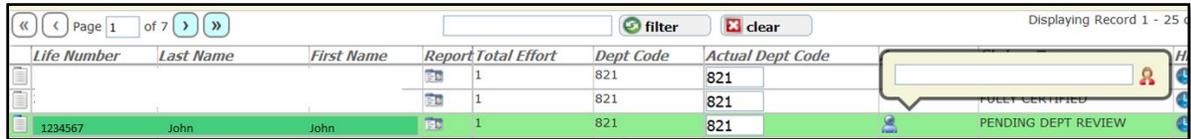


Part 4

How to add a PI as approver – this has to be done before sending the report to the employee.
PI will certify report in place of administrator/delegate.

1. Click on the  icon in the Approver column next to the desired employee and type PI name in box that pops up then click . Select the name from list that shows up.
After the employee certifies his/her report, it will go to this PI for certification.



Life Number	Last Name	First Name	Report Total Effort	Dept Code	Actual Dept Code	Approver	Status
			1	821	821		
			1	821	821		FULLY CERTIFIED
1234567	John	John	1	821	821		PENDING DEPT REVIEW