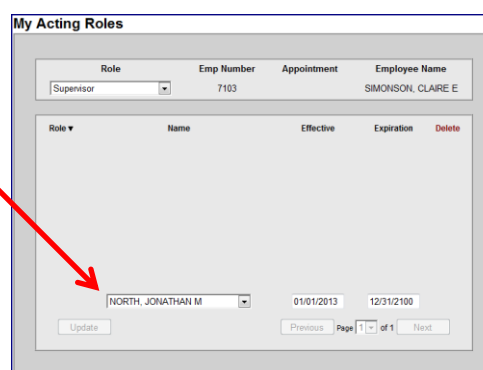# Assigning an Acting (Backup) approver

Acting (Backup) Approvers:

VTI allows you to designate another supervisor as your backup.

1. Click the Admin button and select **My Acting Roles**.
2. Use the pulldown in the blank field at the bottom of the form to select another supervisor. You can assign an 'acting' role only to someone who has the system Supervisor role.
3. You can specify Effective and Expiration dates (optional). Click **[Update]** to save your selection.


4. **To remove an Acting Approver:** open the My Acting Roles form, and click the Delete box on the same row as their name.

PLEASE NOTE: Acting Approvers must have a VTI account *and* be assigned the Supervisor Role. They should also receive Approver training so they know how to complete the task. If the person you want to delegate is not in the system already, please submit a service request to ishelp@ci.stpaul.mn.us and specify TASS in the subject line. You will be contacted for more information about the new user.

How it works: During the Effective period, all your employees' timecards will be available to your Acting Approver on the Document Review screen. All they need to do is select your name in the Supervisor field to retrieve your employee documents.

How Acting Roles work with Inbox: If you want to deliver your employee documents directly into your backup approver's Inbox, go to your own Inbox and click **Forwarding On**.
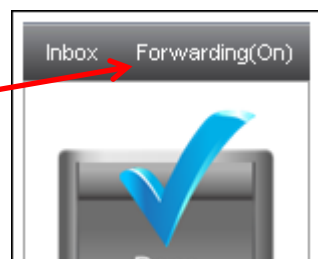
You will NOT get a notice from VTI when someone designates you to be their Acting Approver, so it is important to communicate directly with your backup approvers.

How to review someone else's documents as their Acting Approver:

From **Who Is In** or **Document Review:** use the pulldown in the Supervisor field to choose who you are 'acting' as: yourself or the time approver who assigned you to be their backup. This will filter your display to show the right employees.

From the **Inbox**: when your Inbox is open, you will see additional black bars with the name(s) of the other supervisors who have chosen you as their backup. Click on those names to expand 'their' Inbox view.