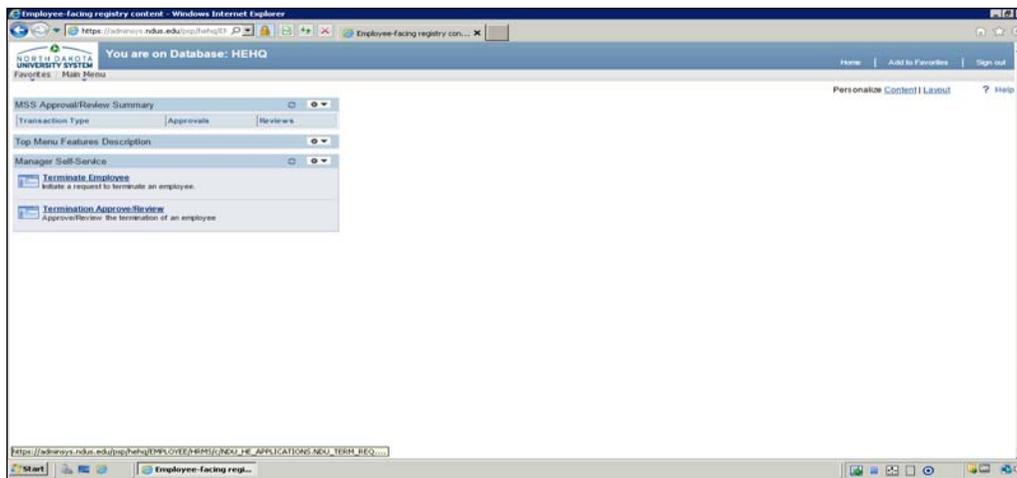


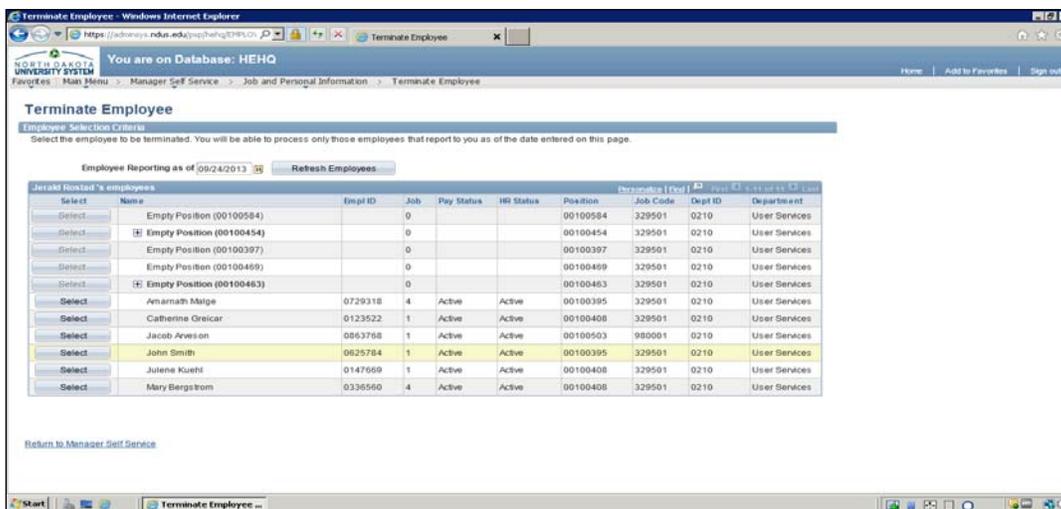


## Adding approvers and reviewers - Ad Hoc Procedure

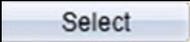
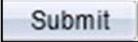
During the approval process approvers can add other approvers or reviewers to a later stage of the approval process. The termination will be routed to HR first and then routed to the Ad Hoc Approver or Reviewer. Ad Hoc Reviewers are users that an initiator would like to review a transaction and they must approve the transaction before it moves to the next approver. Ad Hoc Approvers and Reviewers are notified and provided with a link on the home page to review or approve the transaction.



Step	Action
1.	To add another approver or a reviewer to the transaction you must first submit the termination. Click the <b>Terminate Employee</b> link. <a href="#">Terminate Employee</a>





Step	Action
2.	Select the employee you wish to term. Click the <b>Select</b> button. 
3.	Click in the <b>Last Day at Work</b> field. <input type="text"/>
4.	Enter the desired information into the <b>Last Day at Work</b> field. Enter " <b>10/01/2013</b> ".
5.	Click the <b>Termination Reason</b> list. 
6.	Choose Termination Reason from the list <b>Resignation</b> 
7.	Click the <b>Submit</b> button. 
8.	You can add ad hoc approvers and reviewers once the requisition is submitted. DO NOT leave this page until you have added a user as a reviewer or approver. Click the <b>Insert Approver</b> button. 
9.	Enter the User ID of the person you want to Ad Hoc as a Approver or Reviewer Click in the <b>User ID</b> field. <input type="text"/>
10.	Enter the desired information into the <b>User ID</b> field. Enter " <b>test.randerson</b> ".  Choose Approver or Reviewer Ad hoc reviewers are users that an initiator would like to review a transaction. Ad hoc reviewers are notified and provided with a link on the home page to review the transaction.
11.	Click the <b>Insert</b> button. 
12.	<b>End of Procedure.</b>