

How to assign an alternate user

Work Instructions for Assigning an alternate user functionality in eProcurement

Log in to my slice

Syracuse University
Welcome to MySlice

STUDENT - FACULTY - STAFF

Parents, Proxy accounts, and users with a temporary NetID, use the login button below.

PARENT - PROXY - OTHER

Help & Information

- **MySlice has been upgraded!** - Before logging in for the first time please clear your web browser cache by following [these instructions](#). **Not clearing browser cache may lead to unpredictable results.**
- [Login Help for Parents and Proxy accounts](#)
- [Downtime information for MySlice and other university systems](#)
- [Change NetID password](#)
- If you have problems logging in or need assistance, contact the **ITS Service Centers** at help@syr.edu or 315.443.2677. For available hours: [ITS Service Center Hours](#).

Select Employee Home from your drop down menu list and then click on the eProcurement Icon

Syracuse University

Employee Home

Payroll
Last Pay Date 10/15/2021

Time

HR/Benefits

HR/Payroll Approvals
2

Personal Profile

Disability Resources

Employee Resources

Non-Payroll Direct Deposit

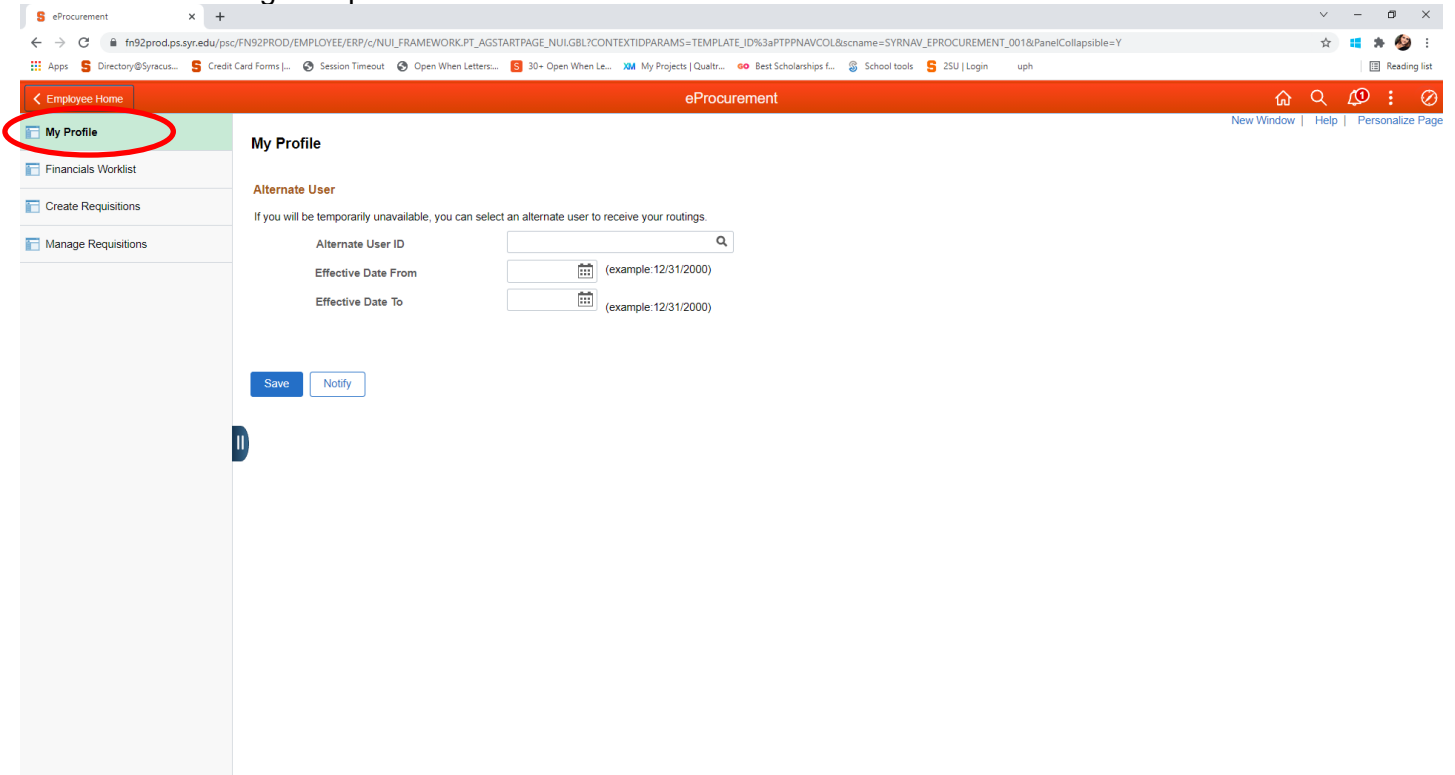
eProcurement

My Reports

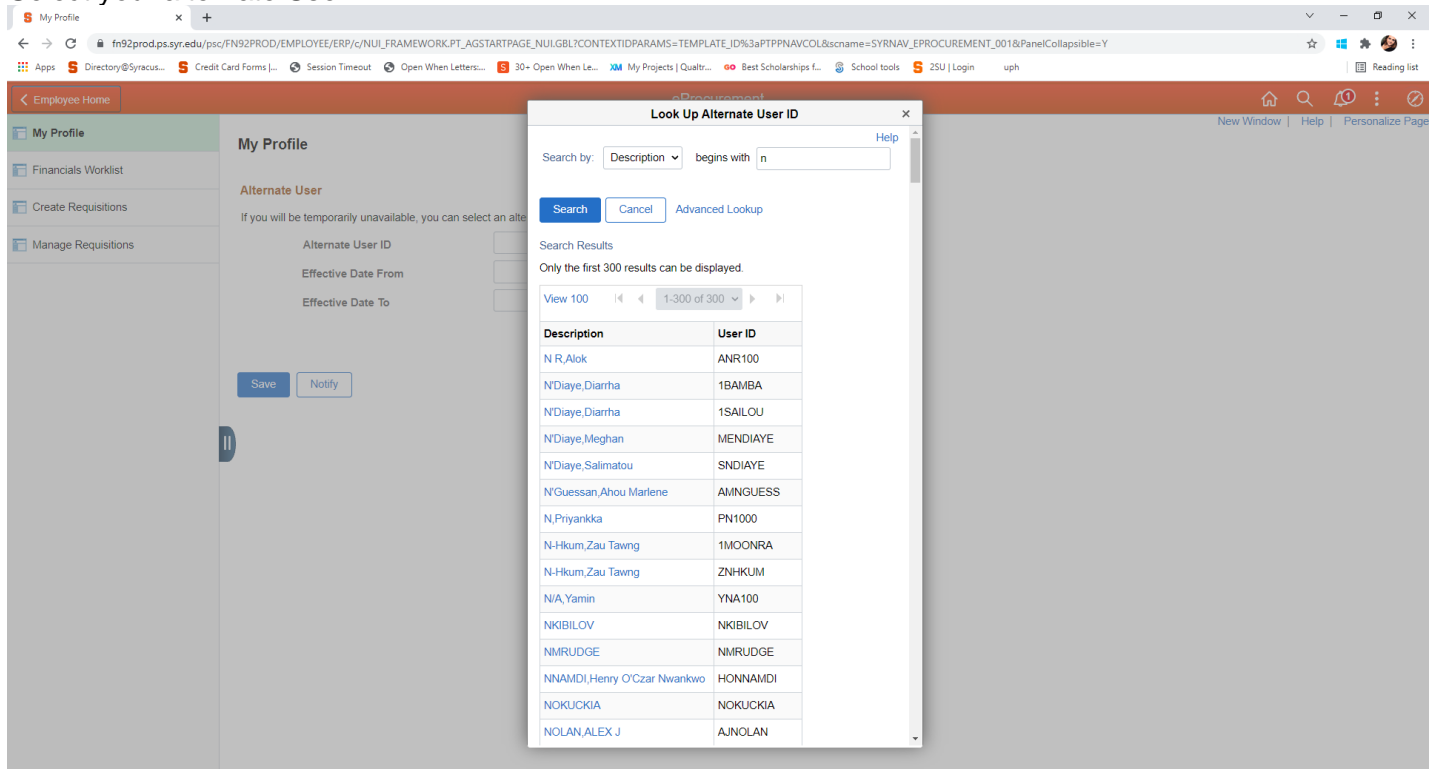
Conflict of Interest Survey

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Then Select Manage Requisitions



Select your alternate User ID



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Enter the effective date from and to and then save and notify.

