Portal Workflow – Forward to another Approver

In case the task received should be handled by another person, the Approver can navigate to My Worklist page and under the Tasks tab identify the request and forward it to another Approver (e.g. Manager or HR Partner).

To forward the task the Approver must right-click on the task and select **Forward** from the drop down list.
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When the **Forward** pop-up window appears, click **Select** button and enter the user id of the new approver in the **Search for Name** field.

Click **Apply** button to confirm and continue.

To finalize, click **Submit** button to forward the request to another Approver.