

FAQ - How do I configure my Unanet to require Project Approvers to approve time/expense prior to HR Managers /Supervisors?

Question

How do I configure my Unanet to require Project Approvers to approve time/expense prior to HR Managers/Supervisors?

Solution

If you have the requirement that Project Approvers must approve prior to HR Managers/Supervisors, this can be set up in Unanet.

In the Project Profile left menu, select **Administrators > Project Approver** and check the box for *Project Approver Approves Before Managers*.

The screenshot displays the Unanet interface for configuring project administrators. The left sidebar shows the navigation menu with 'Project Approver' highlighted. The main content area is titled 'Projects – Project Administrators for MYCO CHAMPIONS-RESOURCING'. A notification bar states 'Only assigned Project Approvers have access to this project'. Below this, the 'Project Approver Approves Before Managers' checkbox is checked. The 'ASSIGN PRIMARY PROJECT APPROVERS' section is visible, showing a dropdown for 'AVAILABLE PROJECT APPROVERS' set to '<None Specified>'. A 'FILTER' section includes input fields for 'Org. Code' and 'Last Name'. The 'APPROVAL TYPES' list includes Expense Report, Expense Request, Purchase Order, Purchase Requisition, Timesheet, and Vendor Invoice. The 'PRIMARY APPROVERS FOR MYCO CHAMPIONS-RESOURCING' list is currently empty.

Additional Information

[Help Docs - Project Administrators](#)

[Help Docs - Approval Groups](#)

[KC - Approvals](#)