

SAP Concur

PROCUREMENT SERVICES DIVISION



End-USER Training

How to Designate a Substitute
Approver
(for Approvers)

The purpose of this job aid is to show Approvers how to assign a substitute approver in ESS.

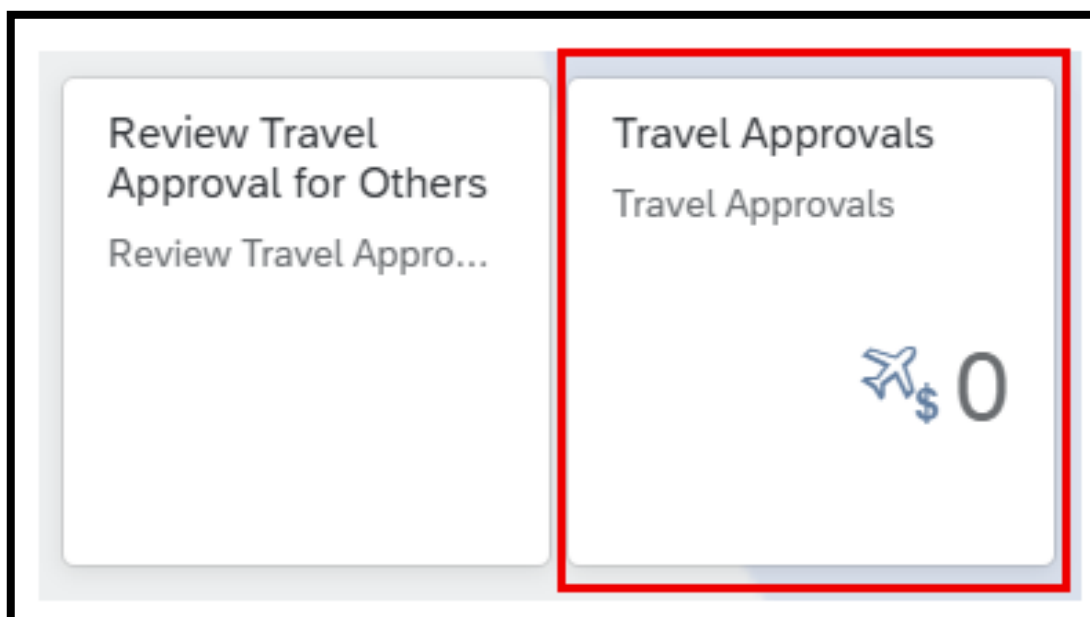
1

Log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



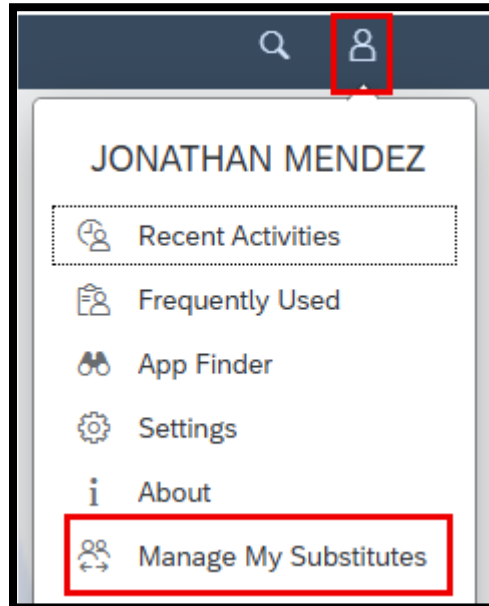
2

Click on the **Travel Approvals** tile.



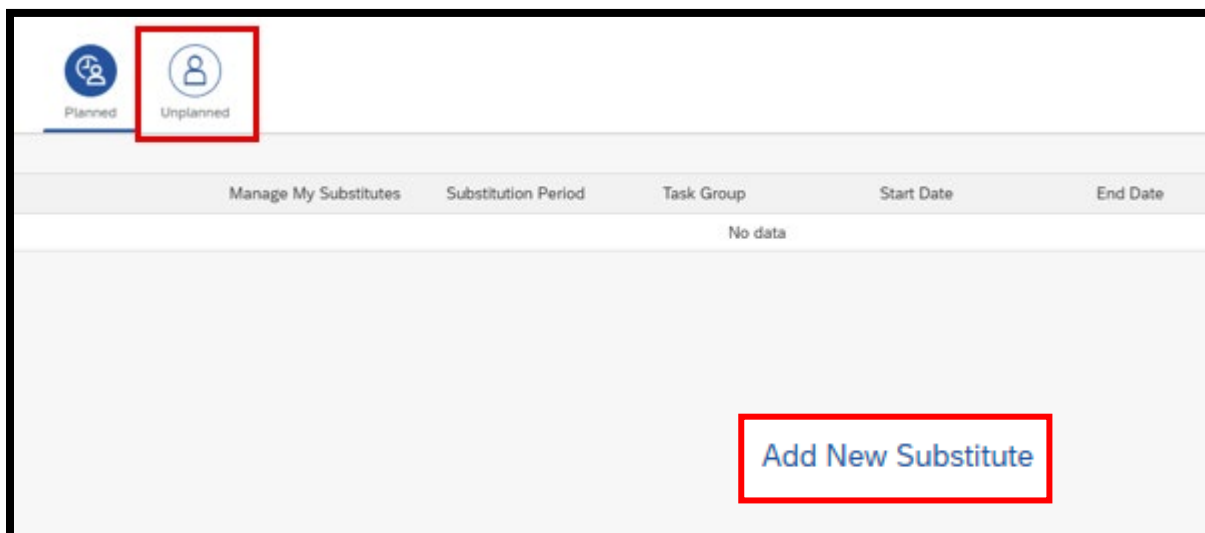
3

Click on the **user icon** in the top right corner
→ Select **Manage My Substitutes**.



4

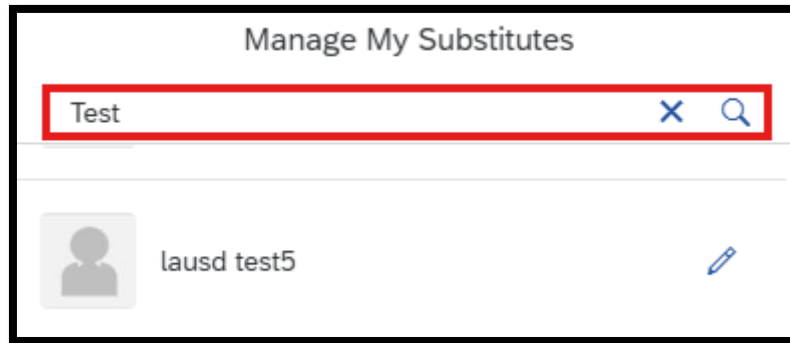
Select **Unplanned** to assign a substitute indefinitely → click **Add New Substitute** on the bottom right corner.



Skip to **Step 11** if you need to set a **temporary** substitute.

5

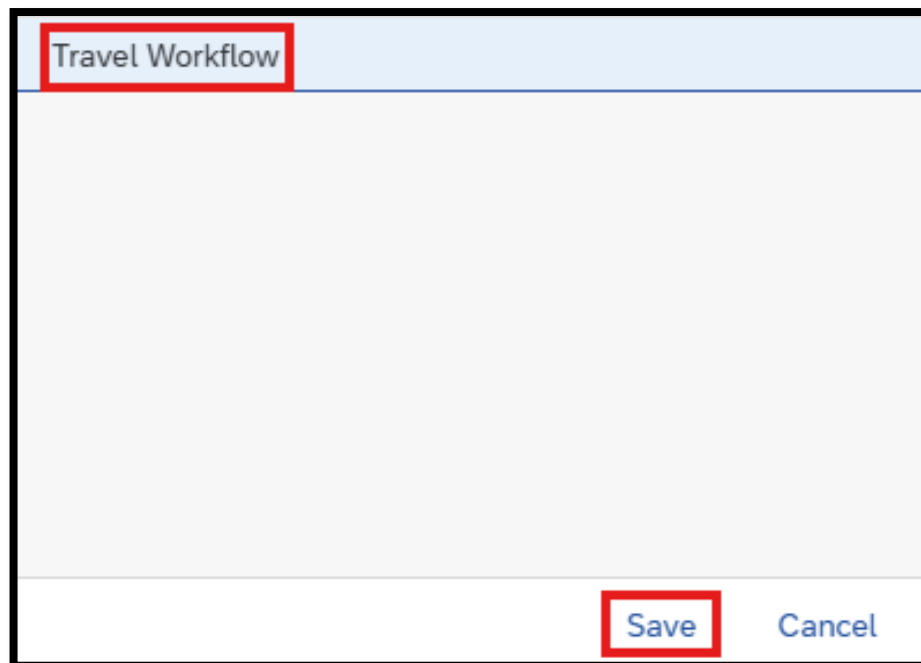
Search for the substitute by **Name**.



The screenshot shows a window titled "Manage My Substitutes". At the top, there is a search bar containing the text "Test". To the right of the search bar are a clear icon (an 'x') and a search icon (a magnifying glass). Below the search bar, there is a list of substitutes. The first entry is a person icon followed by the text "laUSD test5" and a pencil icon to its right.

6

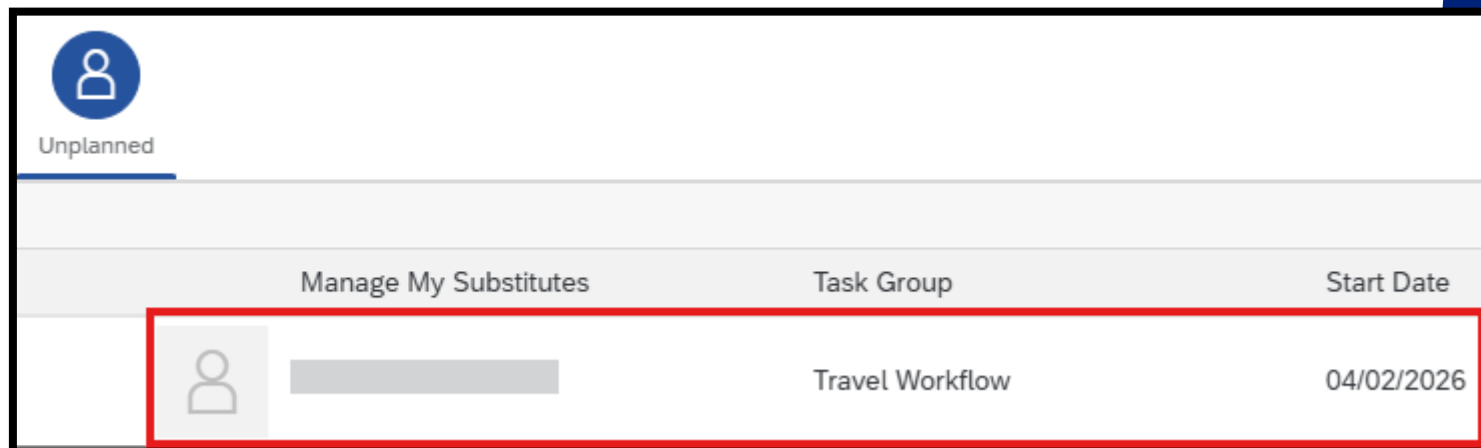
Select the desired substitute → Select **Travel Workflow** → Click **Save**.




The screenshot shows a dialog box with a light blue header bar containing the text "Travel Workflow". The main area of the dialog box is empty. At the bottom right, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red box.

7

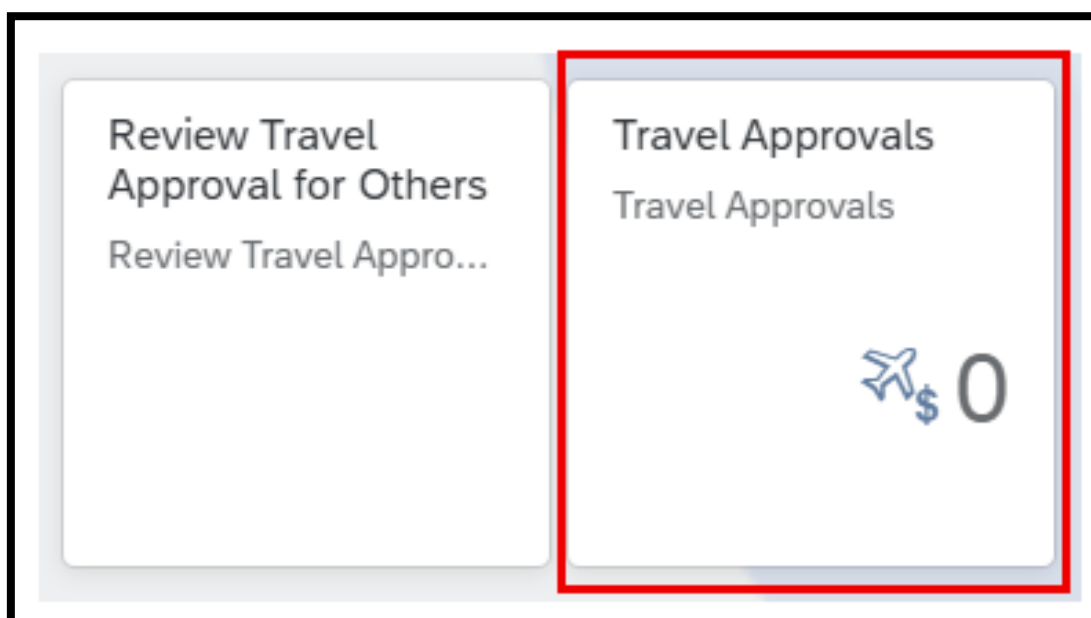
The newly added substitute will be displayed.



Manage My Substitutes	Task Group	Start Date
 [Redacted Name]	Travel Workflow	04/02/2026

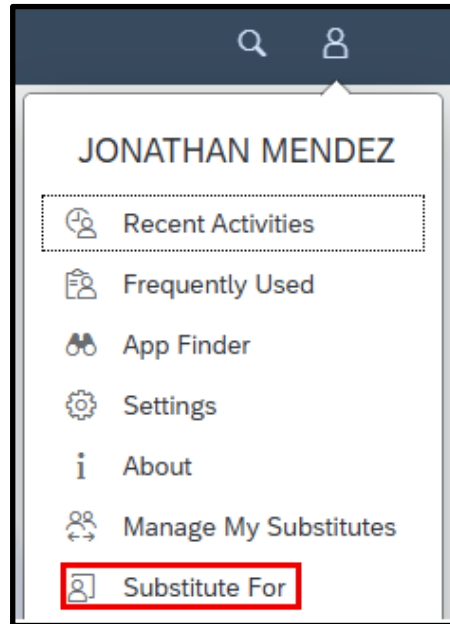
8

The final step is for the **substitute** to accept the substitution. **The substitute** should log into **ESS** → Click on the **Travel Approvals** tile.



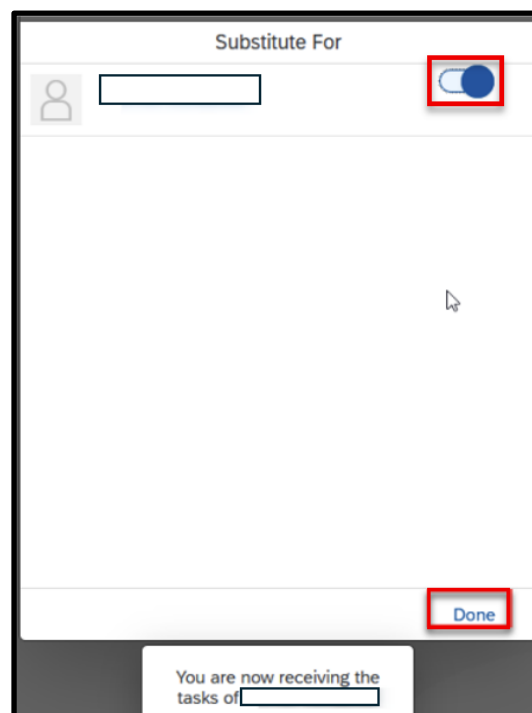
9

Click on the **user icon** in the top right corner
→ Select **Substitute For**.



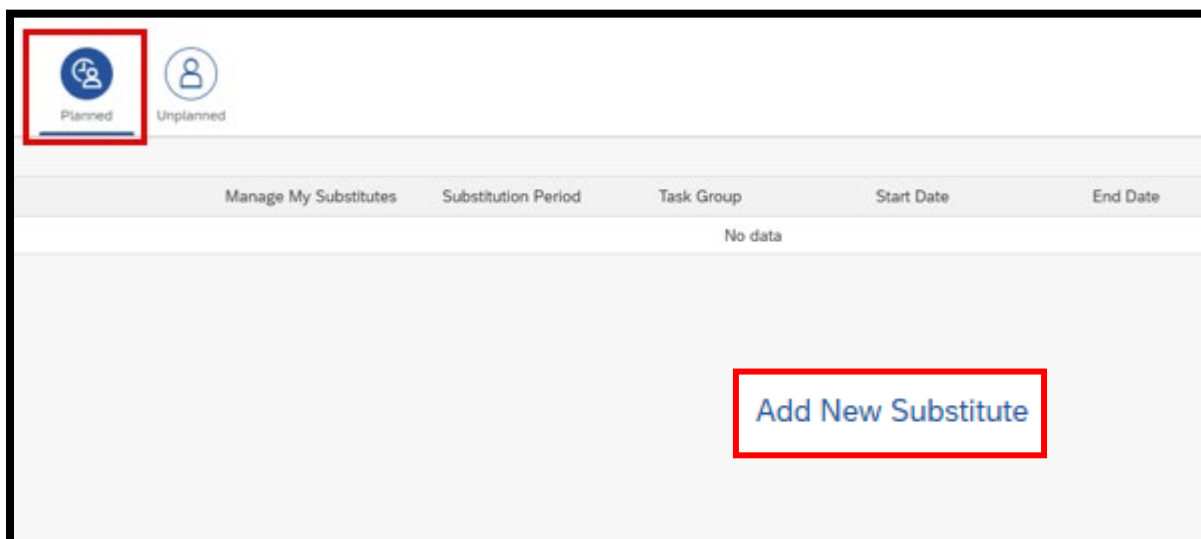
10

The **substitute** will need to toggle the button next to the approver's name and click **Done**.



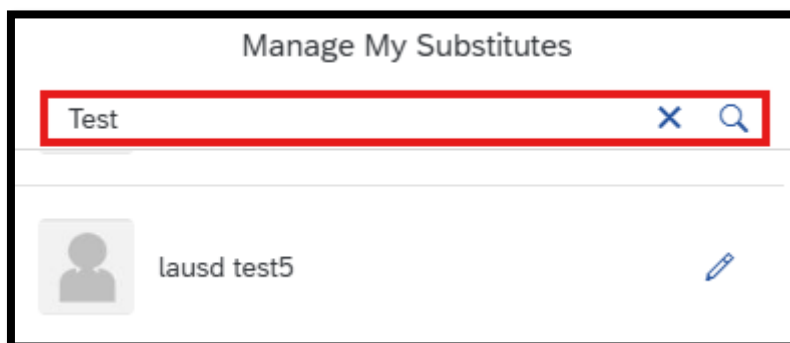
11

If you need to set a **temporary substitute**,
Select **Planned** → Click **Add New Substitute** on the bottom right corner.



12

Search for the substitute by **Name**.



13

Select the desired substitute → Select **Travel Workflow**.

Choose Task Group

Los Angeles Unified School District

- All Task Groups >
- All >
- AP Workflow >
- AR Workflow >
- GL Workflow >
- AP Imprest >
- AP(PCard) Workflow >
- RPA Workflow >
- SFE Workflow >
- Travel Workflow** >

14

Select the desired **start** and **end dates** for the substitution → Click **Save**.

Choose Substitution Period

Los Angeles Unified School District

Task Group
Travel Workflow

Substitution Period
From Today

September 2025

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
36	31	1	2	3	4	5	6
37	7	8	9	10	11	12	13
38	14	15	16	17	18	19	20
39	21	22	23	24	25	26	27
40	28	29	30	1	2	3	4

Save Cancel

The Substitute should then follow **steps 8-10** to accept the substitution.