

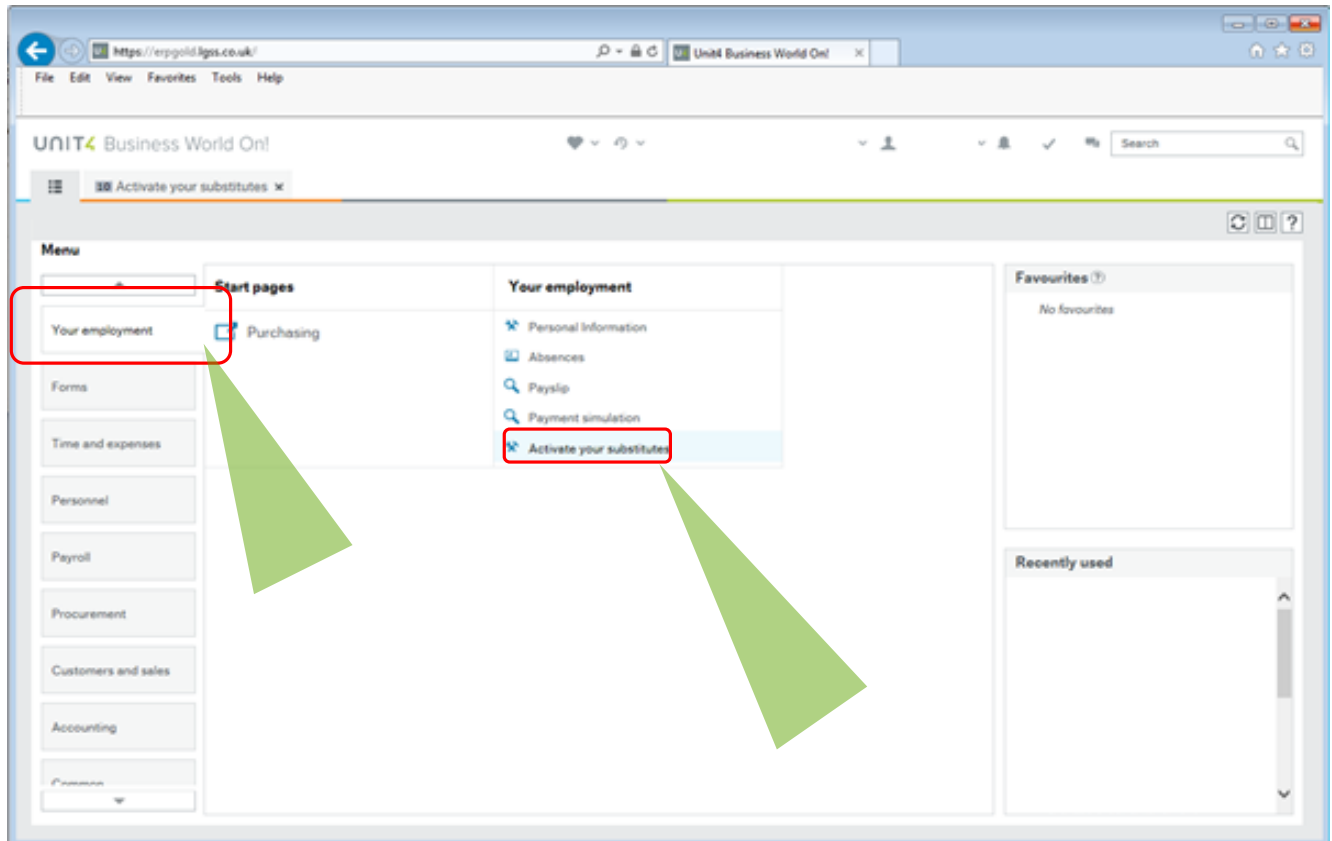
Setting up a Substitute

The Basics

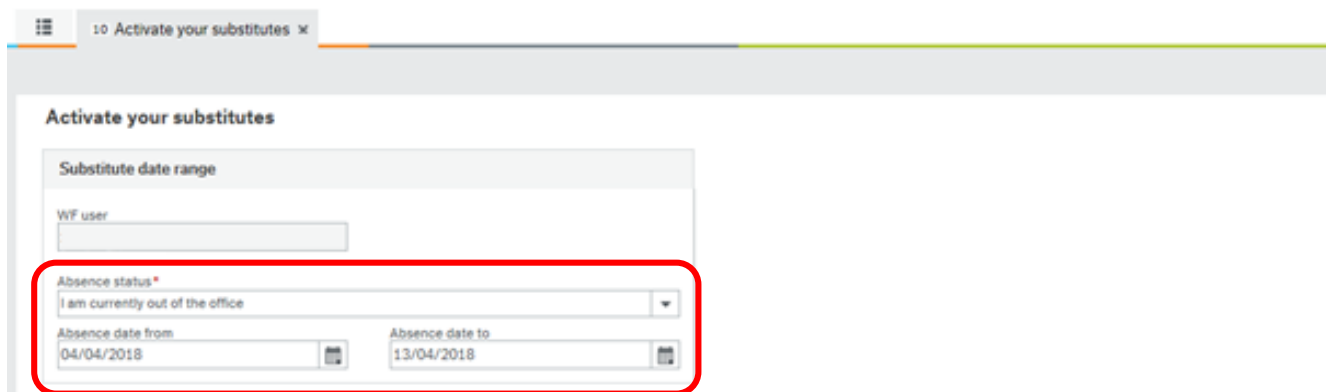
Setting up an approval substitute for a planned absence is a self service activity. Once you know when you will be off you can activate your substitute. The substitute will always go up not down.

Setting up a substitute

Under **Your Employment** menu and under the heading **Your Employment** there is the menu item **Activate your substitutes**.

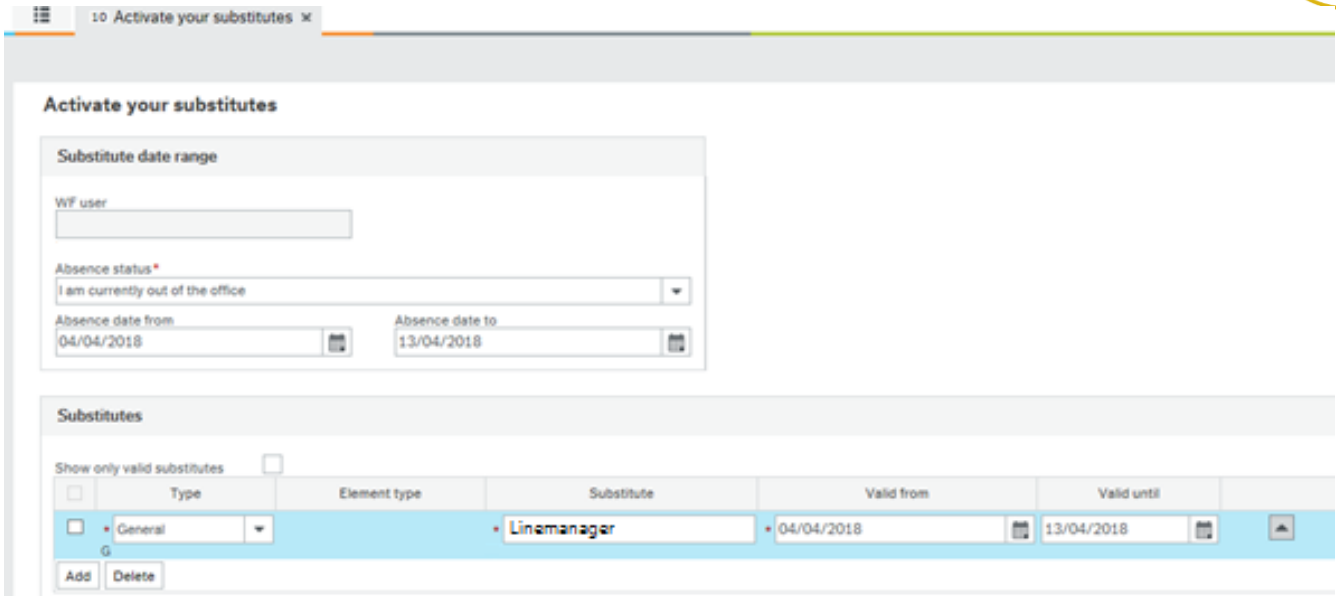


In the Substitute date range section change your absence status to **“I am currently out of the office”** and enter the **Absence date from** and **Absence date to**.



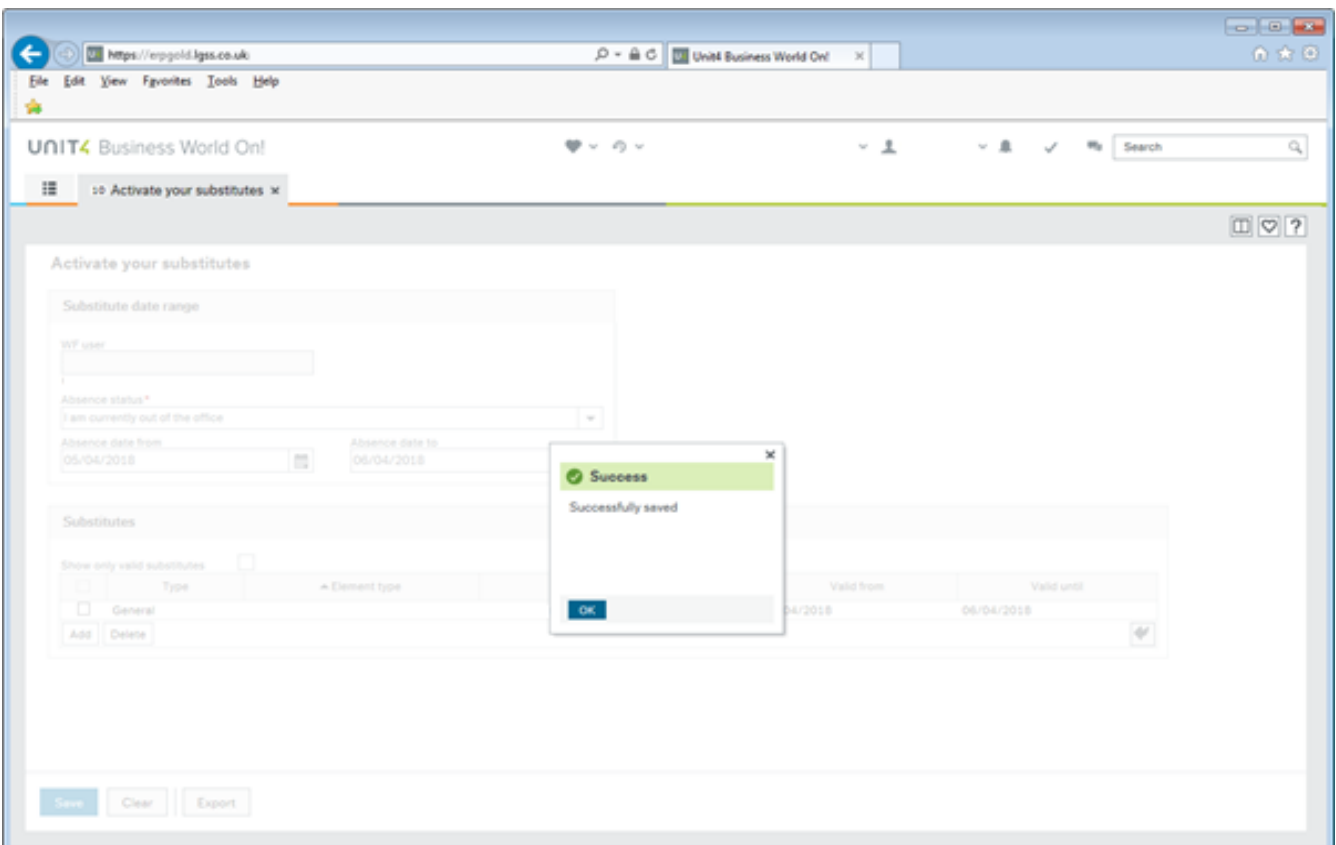
In the substitutes section press the Add button to create an active substitute.

Setting up a Substitute



Select **General** from the **Type** field, in the **Substitute** field press your space bar and it will show you a list of valid substitutes for you, select the substitute and enter the start date and the end date of your absence. Then press the save button at the bottom of the page.

If everything has been entered correctly you will get the Successfully saved message below.



If you return to work earlier than the end date of your absence you will need to go into this screen and set your Absence status to **"I am currently in the office"** and press the save button, otherwise your substitute will still receive notifications of your tasks.