

## Activating your Substitute

## How to activate your substitute

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Your employment

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Absences

Time and Expenses

**Your employment**

Personnel information

My Absence

Activate your substitutes

Navigate to your employment and click on the 'activate your substitutes' menu option.

**Activate your substitutes**

**Substitute date range**

WF user  
7025817  
TEST EMPLOYEE

1 Absence status\*  
I am currently out of the office

2 Absence date from

3 Absence date to

1. Using the dropdown change the absence status to 'I am currently out of the office'
2. Use the calendar or type the first date of your absence into this field
3. Use the calendar or type the first date of your absence into this field

**Substitutes**

Show only valid substitutes

2	Type	Element type	3	Substitute	4	Valid from	5	Valid until
1	* General			* Claire				
	G		70	Claire				

Add Delete

1. Click on the 'Add' button to set up a new substitute.
2. Using the dropdown arrow select 'General', this will then remove the element type field.
3. Press the space bar on your keyboard to load your substitute option. Click on your substitute (in most cases this will be your line manager based on the position hierarchy)
4. Use the calendar or type the first date of your absence into this field
5. Use the calendar or type the first date of your absence into this field

Click on the blue 'Save' button at the bottom of the screen to activate your substitute throughout your specified dates. You will receive a success pop up message.