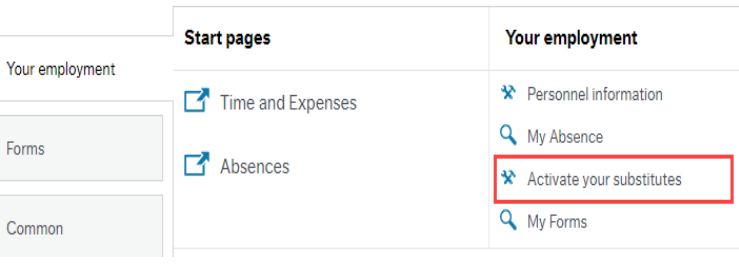
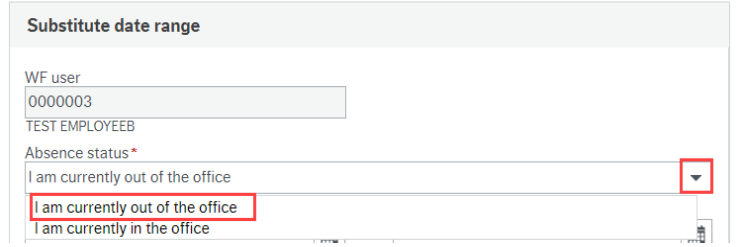
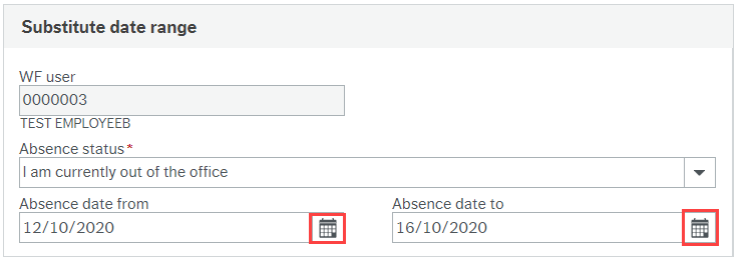
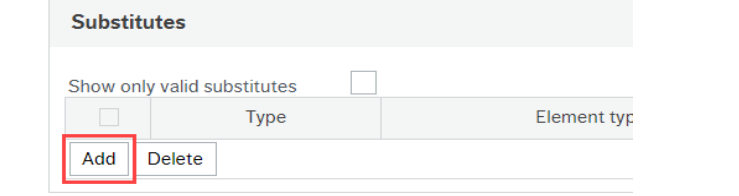
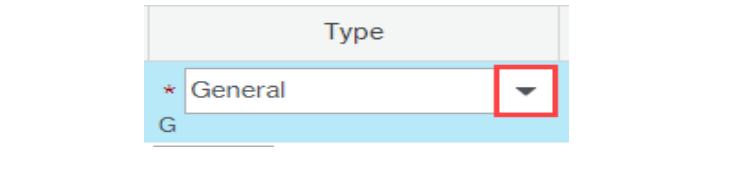
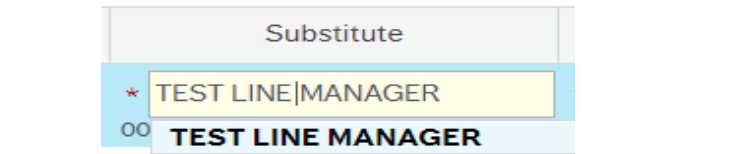


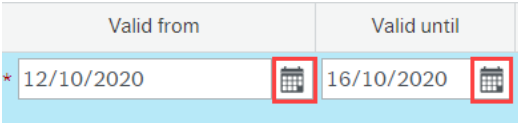
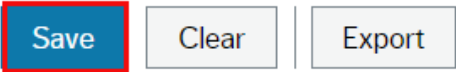
## Activate your substitute within Business World

This guidance will show you how to activate your substitute within Business World. A substitution allows your line manager to approve your tasks in your absence, and should be activated when you have scheduled planned leave

If you do not set up your substitute to cover a period of planned absence, then all tasks that workflow to you will remain sitting in your task list for 14 calendar days before escalating to your line manager. Substitutes can be enacted during unplanned absences by the Business World team at the request of the line manager (see Notes).

|   |   |  |
|---|---|--|
| 1 |    | <p>Navigate to <b>'Activate your substitutes'</b> within the Your Employment section.</p> <p>This will open the substitute window.</p>   |
| 2 |   | <p>Use the drop-down arrow on the Absence status field to update the status to <b>'I am currently out of the office'</b>.</p>  |
| 3 |  | <p>Use the calendar icons to select the inclusive dates of your planned leave.</p>   |
| 4 |  | <p>Click on <b>'Add'</b> to add the details of your substitute.</p>  |
| 5 |  | <p>Choose <b>'General'</b> from the drop-down menu.</p> <p>This will then automatically skip the "Element type" box.</p>   |
| 6 |  | <p>Press the space bar to display your list of available substitutes (this should be your line manager in most cases).</p> <p>Click on the name to select your substitute.</p> |

## Activate your substitute within Business World

|   |   |  |
|---|---|--|
| 7 |  | Use the calendar icons to select the inclusive dates of your planned leave.                                    |
| 8 |  | To finish setting up your substitute navigate to the bottom of the screen & click on the <b>'Save'</b> button. |

**NOTE:** If you are seeking a substitute to be actioned for one of your direct reports who is absent, please raise a call on the ICT support desk choosing the Business World option. Requests for substitutes to be actioned on behalf of an absent employee should be requested by the employee's line manager, or a senior line manager within their hierarchy. Substitutes only allow for tasks to escalate to line manager listed within the HR hierarchy.