


MySCEmployee

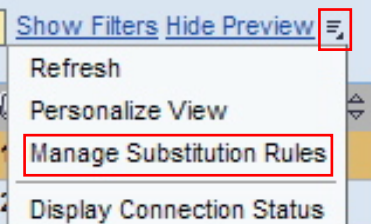
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Manager Self Service Substitutions

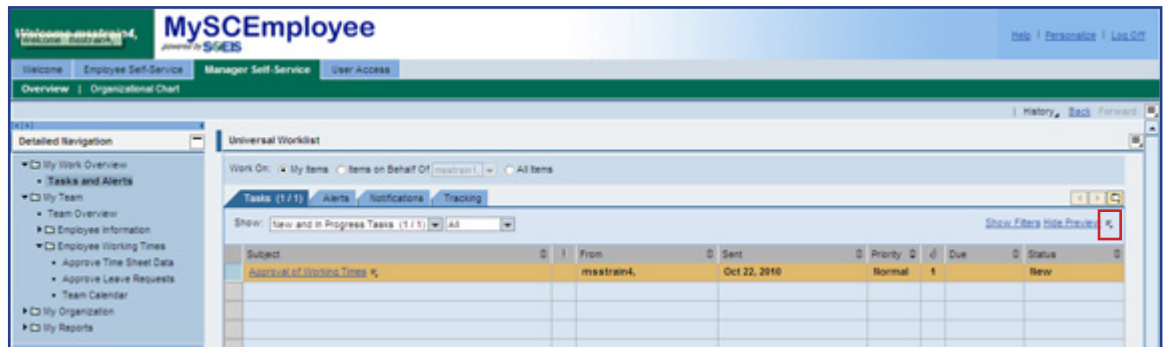
Managers can identify a substitute to have the items in their Universal Worklist (Manager Self Service home page) sent to another person to make temporary approvals in the manager's absence. Substitutions apply to time, leave and travel requests.



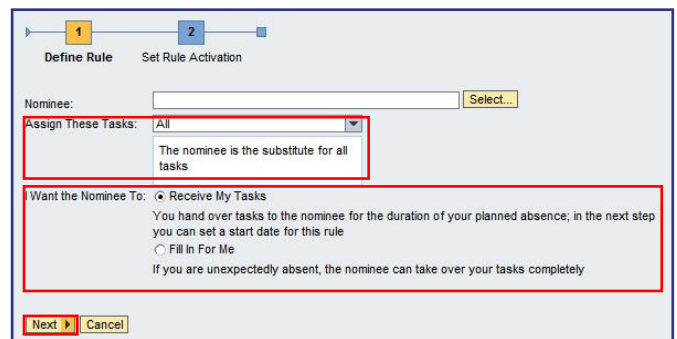
1. To assign a Substitute, scroll to the upper-right portion of the Universal Worklist and click the  icon (boxed in red in the image below). Then select **Manage Substitution Rules** as shown in the graphic at right.



2. If you already have a substitution rule in place it will be displayed in the table and you can **turn the rule on**. To create a new substitution rule, click the **Create Rule** button.



3. After clicking the **Create Rule** button, you will be taken to step 1 of the create rule process. This step enables you to **define which tasks you want to assign to your substitute**. In the **I Want the Nominee To** area, select **Receive My Tasks** or **Fill in For Me**, then **identify your substitute** by searching for and adding his or her name.



4. The Nominee's (substitute's) name should now appear in the Nominee field. If this is the person you want to serve as your substitute, click the **Next** button.

5. In step 2, you can identify if you want the substitute to begin receiving your items **At Once**, or you can specify a **specific date**. After identifying when the rule should be activated, click the **Save** button.

