



The following instructions provide guidance on creating a substitution rule for Manager Self Service (MSS) time approval. For full details pertaining to this feature and the entire MSS time approval process, please refer to the tutorial.

1. Log into KHRIS MSS and access the *Time Approval* tile.

Manager Self-Servic	e				
Time Approval Approve/Reject time	Team Calendar	Employee Information	Excess Comp Balances > 100 hours	Master Position Listing	Employee Leave Balance Report
Pending Entries	14	<b>*</b>	õ		Ŕ
Tutorials and Report In	structional Guides	Resource Page			

2. Select Manage Substitution Rules under the Substitution section.

~ 5	Substitution
Man	age Substitution Rules
You	have not assigned any s
Subs	stitution Overview
You	are currently assigned a

1 11	c lonowing	screen win appea	1.				
Μ	anage Substituti	ion Rules					
You You You <b>My</b>	can view and manage your si can create several substitutio can also see other users' sub Substitution Rules	ubstitution rules. on rules for planned or for unexpected abso satitution rules involving you, and you can t	ances. Jake over another user's tasks (if this user has allowed you to	'fill in').			
Cr	ate Rule Delete Refres	Assignee	Substitution Type		Status		Rule Activation
-	10010	, and the	cubbilition ()pe		010100		
Oth	er Users' Substitutio	on Rules					
Ð	Tasks 1	Task Owner	Substitution Type	Status		Substitutio	n Takeover

Create	Rula
oreate	Rule

3. Select the *Create Rule* button, to create a substitution rule. The following screen will appear.

Create a Substitut	ion Rule 🗆 🗆 🛛
* Assignee:	ل
Assign These Tasks:	Time Approval 🗸 🗸
I Want the Assignee To:	Receive My Tasks
	You hand over tasks to the assignee for the duration of your planned absence; you can set a start date for this rule.
	O Fill In for Me
	If you are unexpectedly absent, the assignee can take over your tasks completely.
Activation of the Rule:	At Once     On
	O Do not activate the rule now.
Deactivate this rule .:	Never
	The rule is not automatically deactivated on a specified date. You can, however, deactivate or delete it at any time.
	On
	The rule is automatically deactivated on the specified date. You can deactivate or delete it at any time.
	OK Cancel

4. Select the Search feature on the Assignee field.

* Assignee:	(	ď	1
	(		

The following screen will appear.

			Personal Value List	Hide Search Crite	ria 🔑 🖗
~	is	~			00
~	is	~			$\odot \bigcirc$
~	is	~			$\Theta \Theta$
Reset to Default	]		Maximum Number (	of Results: 5,000	
	✓ ✓ ✓ Reset to Default	<ul> <li>✓ is</li> <li>✓ is</li> <li>✓ is</li> <li>✓ is</li> </ul>	<ul> <li>✓ is ✓</li> <li>✓ is ✓</li> <li>✓ is ✓</li> <li>✓ is ✓</li> </ul>	Personal Value List          v       is       v         v       Maximum Number of the set to Default       v	Personal Value List       Hide Search Criter                           is

5. Enter the Name or Employee ID for the intended substitution assignee and select the Search button.

Search Criteri	a		Personal Value List Hide Search Crite	eria 🔑
User	~	is v		00
Last name	~	is ~	CALDWELL	00
First name	~	is v		00
Search Clear En	tries Reset to Default	1	Maximum Number of Results: 5,00	0
Search Clear En	tries Reset to Default	for Assignee	Maximum Number of Results: 5.00	0
Search Clear En Results List:	tries Reset to Default 3 results found	for Assignee	Maximum Number of Results: 5,00	0
Search Clear Ent Results List:	Tries Reset to Default 3 results found	for Assignee	Maximum Number of Results: 5.00 First name NORMAN	0
Search Clear En	Tries Reset to Default  3 results found  A Last name CALDWEL CALDWEL	for Assignee	Maximum Number of Results: 5.00 First name NORMAN BRIAN	0

## 6. Select the appropriate assignee.

earch Criter	ia		Personal Value List Hide	Search Criteria 🥻
User	~	is v		00
Last name	*	is v	CALDWELL	00
First name	¥	is v		00
Search Clear Er	tries Reset to Default	]	Maximum Number of Resu	its: 5,000
Search Clear Er	3 results found	for Assignee	Maximum Number of Resu	ilts: 5,000
Search Clear Er Results List: User	A Last name	for Assignee	Maximum Number of Resu	its: 5.000
Search Clear Ex Results List: User	A Caldwell	for Assignee	Maximum Number of Resu     First name     NORMAN	/fts: 5.000
Search Clear Er Results List: User	A CALDWEL	for Assignee	Maximum Number of Resu     First name     NORMAN     BRIAN	/ts: 5.000

The following screen will appear.

Create a Substitut	ion Rule $\Box$ $\times$
* Assignee	
Assign These Tasks:	Time Approval V
I Want the Assignee To:	<ul> <li>Receive My Tasks</li> </ul>
	You hand over tasks to the assignee for the duration of your planned absence; you can set a start date for this rule. Fill In for Me
	If you are unexpectedly absent, the assignee can take over your tasks completely.
Activation of the Rule:	At Once     On
	O Do not activate the rule now.
Deactivate this rule .:	Never
	The rule is not automatically deactivated on a specified date. You can, however, deactivate or delete it at any time.
	On
	The rule is automatically deactivated on the specified date. You can deactivate or delete it at any time.
	OK Cancel

7. To set-up a permanent substitute, change the "I Want the Assignee To:" radio button from *Receive My Tasks* to *Fill In for Me*.

I Want the Assignee To: O Receive My Tasks

You hand over tasks to the assignee for the duration of your planned absence; you can set a start date for this rule.

If you are unexpectedly absent, the assignee can take over your tasks completely.

Leave the remaining radios buttons as-is.

8. Select the OK button.

