

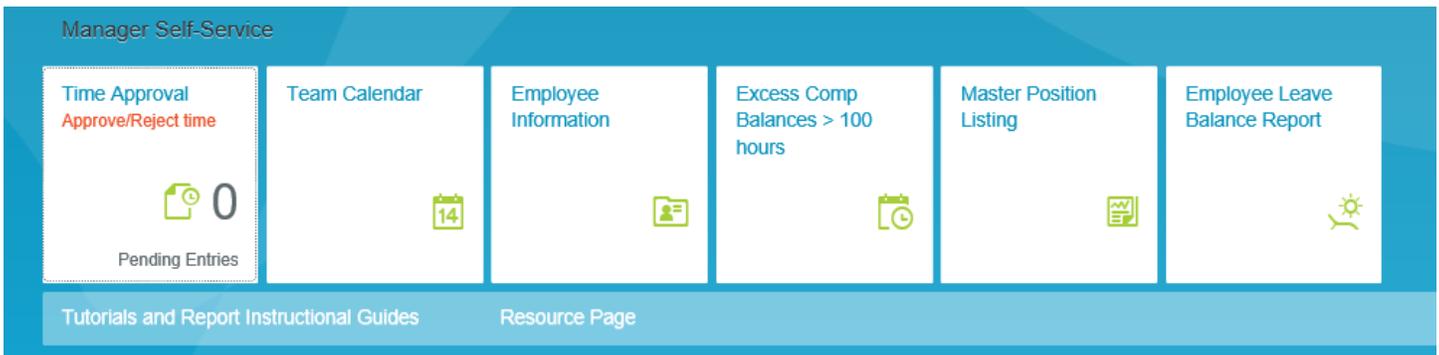


KHRIS Manager Self Service Time Approval Substitutions



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.

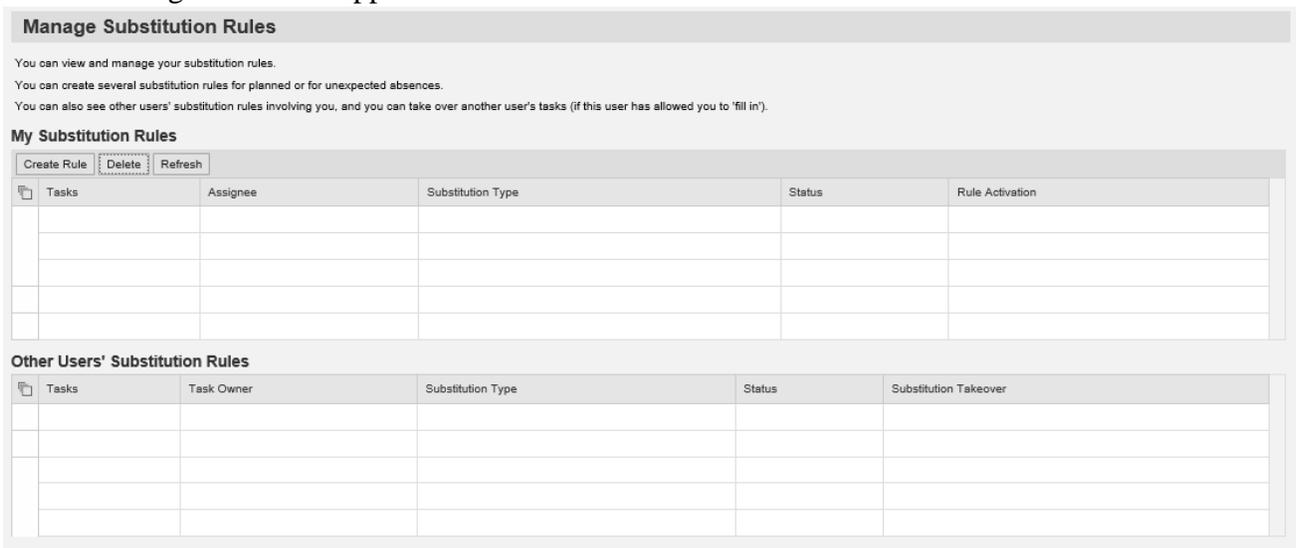
1. Log into KHRIS MSS and access the *Time Approval* tile.



2. Select *Manage Substitution Rules* under the Substitution section.



The following screen will appear.



3. Select the *Create Rule* button, to create a substitution rule.



The following screen will appear.

The dialog box titled "Create a Substitution Rule" contains the following fields and options:

- * Assignee:** A text input field with a search icon.
- Assign These Tasks:** A dropdown menu set to "Time Approval".
- I Want the Assignee To:** Radio buttons for "Receive My Tasks" (selected), "Fill In for Me", and "Do not activate the rule now.".
- Activation of the Rule:** Radio buttons for "At Once" (selected), "On [text input]", and "Do not activate the rule now.".
- Deactivate this rule.:** Radio buttons for "Never" (selected) and "On [text input]".

Buttons for "OK" and "Cancel" are at the bottom right.

4. Select the Search feature on the Assignee field.

* Assignee: [text input field] [search icon]

The following screen will appear.

The "Search: Assignee" dialog box features a search criteria table and a search button.

Field	Operator	Value	Actions
User	is	[text input]	+ -
Last name	is	[text input]	+ -
First name	is	[text input]	+ -

Additional options: Maximum Number of Results: 5,000

Buttons: Search, Clear Entries, Reset to Default

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

Search: Assignee

Search Criteria Personal Value List Hide Search Criteria ?

User is

Last name is CALDWELL

First name is

Maximum Number of Results: 5,000

Results List: 3 results found for Assignee

User	Last name	First name
██████████	CALDWELL	NORMAN
██████████	CALDWELL	BRIAN
██████████	CALDWELL	JAMIE

6. Select the appropriate assignee.

Search: Assignee

Search Criteria Personal Value List Hide Search Criteria ?

User is

Last name is CALDWELL

First name is

Maximum Number of Results: 5,000

Results List: 3 results found for Assignee

User	Last name	First name
██████████	CALDWELL	NORMAN
██████████	CALDWELL	BRIAN
██████████	CALDWELL	JAMIE

The following screen will appear.

Create a Substitution Rule

* Assignee:

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.

Fill In for Me

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

Activation of the Rule: At Once

On

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.

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: 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.

Fill In for Me

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.

