

Instructions

If you are an approver on a work flow, and you are planning to be away from work for any reason, you can nominate some one to do your approving in your absence. The person you nominate is referred to as your substitute. The policy is that the substitute should be on an equivalent or higher standing than yourself, and should have completed any relevant approval training.

When you choose some one to be your substitute, Financial systems have to initially set them up, send an email to:

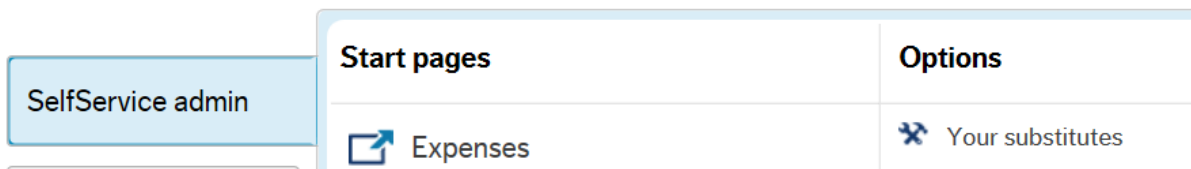
Financial-systems@reading.ac.uk

Cc your head of school, who will need to email their approval of the request

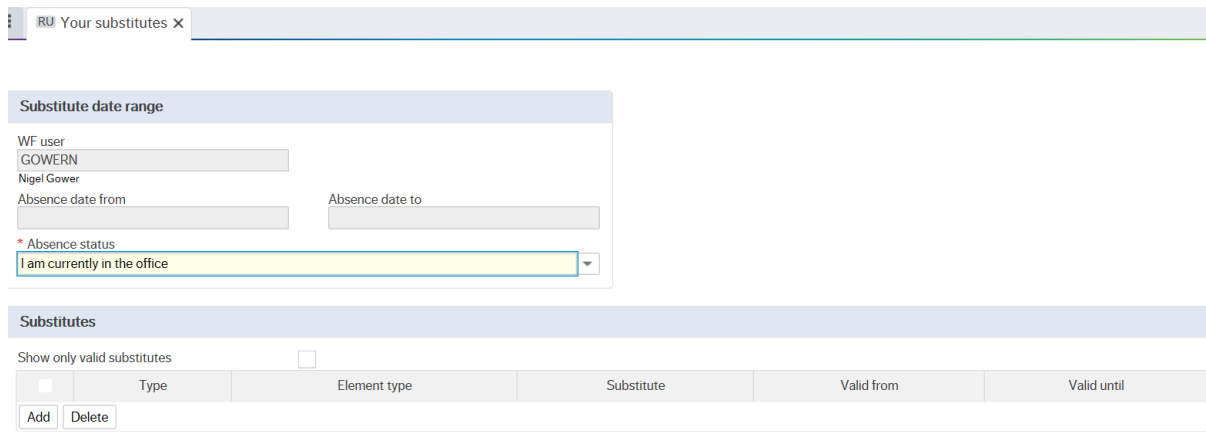
Once the substitute has been created, you will be able to set up the date ranges when you will be away from work, and say who your chosen substitute is.

There is a new menu option “Your substitutes” on the opening page of agresso

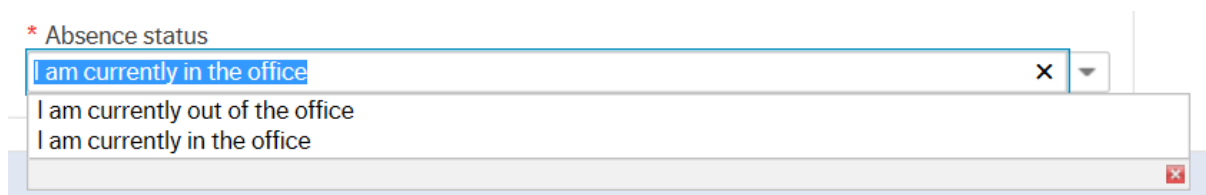
Menu



When you go into the screen, it looks like this



Select “I am currently out of the office” from the drop down






The date from and to fields will become available, and you will input the start and end of your absence:



Substitute date range

WF user

 Tim Sellick

Absence date from  Absence date to 

* Absence status
 

Absence date from  Absence date to 

* Absence status



Select Add to bring up an empty line and populate it with details

General

Type is General

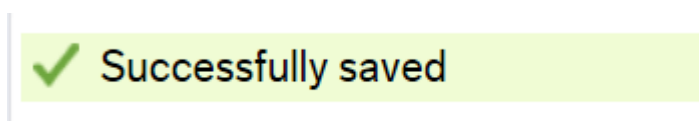
Element Type is not required

Put the name of your substitute and the date range they will be substituting for:

Type	Element type	Substitute	Valid from	Valid until
General G		Karen Hullis NA913823	01/10/2018 	05/10/2018 


Click Save

You will get a message



If you get the message

Substitute setup

 No substitute setup has been done for the entire absence period. Do you want to save anyway?

You can carry on by clicking Yes if you are happy with what you have input, or you can click No to put more cover in.

To delete a substitution, put a tick in the tick box and click delete

Substitutes

Show only valid substitutes

<input type="checkbox"/>	Type
<input type="checkbox"/>	General

Substitutes

Show only valid substitutes

<input type="checkbox"/>	Type
<input checked="" type="checkbox"/>	General

Click Save

|

You will get a message

✓ Successfully saved