How to forward Employees to another Supervisor

- 1. Click Actions
 - Home Quick Badge Employee Configuration Reports Actions Preferences Help Log Out
- 2. Click Auto Forward Assignments



3. On the left panel, click Employee Forward



4. Enter begin date of time off

Example Conductory Encodes Conductory Encodes Active Performances Hile Log Cu	_							
7. Auto-Forward Add Acts	. /	E Help						
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HADOLT FAVORING OD FOCK HISK.	н	18	19	20	21	22	23	24
		25	26	27	28	29	30	01
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5. Enter date of return as expiration date

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6. Click next on left panel

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Next Effective Date"	There is	s no help a	ailable fi	or the cum	ent field.		Î
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Report Favorites A	- 11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	01

7. Type in Supervisor's name and click Search

none Guid Rindy Expose Configuration Rights Actions Preferences Hep Lap Gal		
Rest Class Preta <	-	The last name of the employee <u>Mon</u>

8. Click box next to name

	Home Quick Basge Employee Co	Configuration Register Actions Proteiners New Configuration	
ſ	Clear Reset Criteria	Informational Messages - Audo Forward. Search for then specify the supervisor you wish to forward employees to by clicking the image for that supervisor in the result set.	E Help
	Advanced	Entry you Employee (EER) search onteria: Lant hame: Code Version x V	
	Auto-Forward Sections A Assignment List	First Name	
	Bookmarks A	Search 1 fern was fand	
	Employee Search Supervisor Labor/Vew List Supervisor Labor/Vew Auto Forward Assignment List	Verblum Jaarde Tile Cole Engloyee Satus A	
ľ	Report Favorites		

9. Click top box to default and check all employees to forward

Home Guick Badge Employee (Configuration Reports Actors Preferences Nep Log Cut			
Auto-Forward Add Acts Forward Selected	Informational Messages Employee Selection: Selecting Employees to forward to Jeanette Vershum			
Bookmarks	Choose the employees to auto-torated to Jeanette Vershum, then click "Forward Selected":			
Bookmarks Employee Search	Last NameA	First Name	Code	
Supervisor LaborView List Supervisor LaborView				
Auto Forward Assignment List				
Report Favorites do not exist.				

10. Click forward selected on the left panel

Home Quick Badge Employee (C	onliguration Reports	Actions Performances Heip Log Cut							
Auto-Forward Add Act	Information / Me	isages election: Selecting Employees to forward to Jeanette Vershum							
Choose the employee to auto-forward to Jeanets Veshum, then cick "Graved Selected"									
Bookmarks	Z	Last Name A	First Name	Code					

11. To verify, go back into actions, auto forward assignment.

Home Quick Badge Employee Co	nfiguration Reports Actions Preferences Help Log Out
T Sections	Approval
All Approval Employee General Processes System	Employee Education Requests Cupervisor Requests CaborView
Bookmarks	Employee
Bookmarks Employee Search Supervisor LaborView List	Auto Forward Assignment Change Password * Change PIN - Messages

12. Forwarded employees will be listed.

Home Quick Badge Employee [Cr	ordipuration Reports Actions Preferences Help Log Out			
Actions A	To Supervisor	Employee	Effective Date	Expiration Date
Disable Arth Enswarting	Jeanette Vershum		05/16/2017	06/19/2017
Contract Contracting	Jeanette Vershum		05/16/2017	06/19/2017
Employee Forward	Jeanette Vershum		05/16/2017	06/19/2017
Supervisor Forward				
Bookmarks A				
Delete				
Decker				
Employee Search				
Supervisor LaborView List				
Supervisor LaborView				
Auto Forward Assignment List				
Report Favorites				
Report Favorites do not exist.				