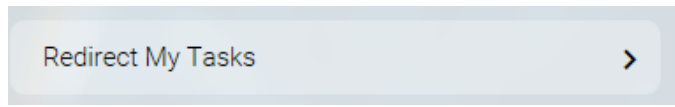


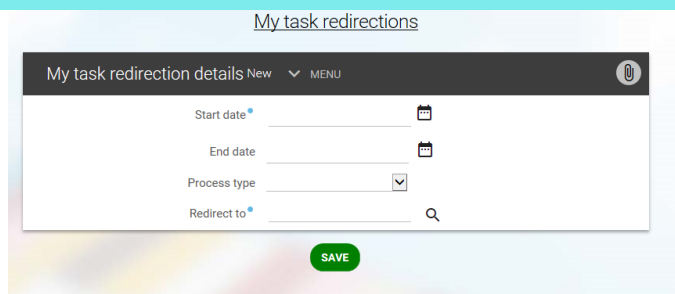
MyWorkplace Manager Task Redirection Quick Reference Card

Booking leave



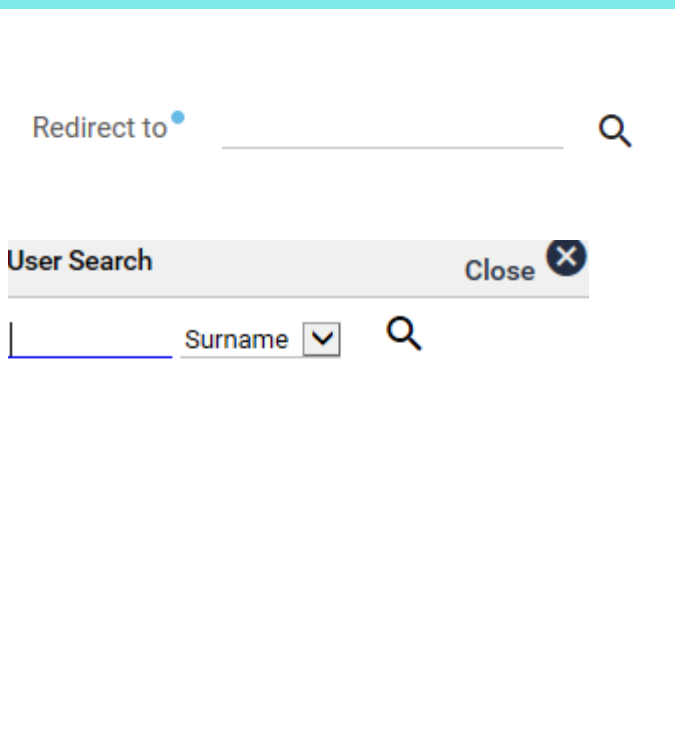
When going on leave, managers can redirect all tasks to another with MyWorkplace people manager access by clicking here.

Holiday details



You will be asked to specify the start date as a mandatory field and the person who you wish to redirect to.

Holiday details



Selecting 'Redirect to' offers you the option to choose who to redirect your task and processes.

A common search option bar will appear. Search by name and press



Your redirection will now be active. The designate will receive and see notifications in the 'To Do' list.