

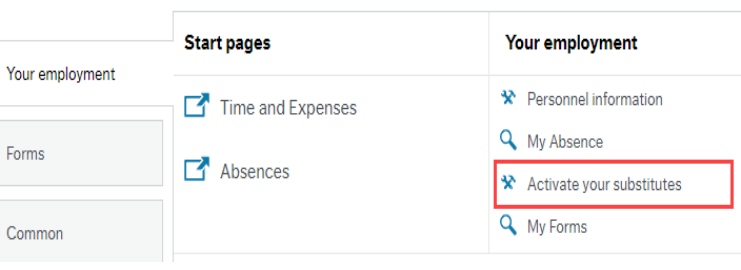
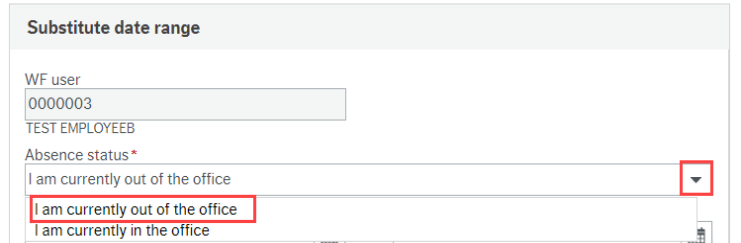
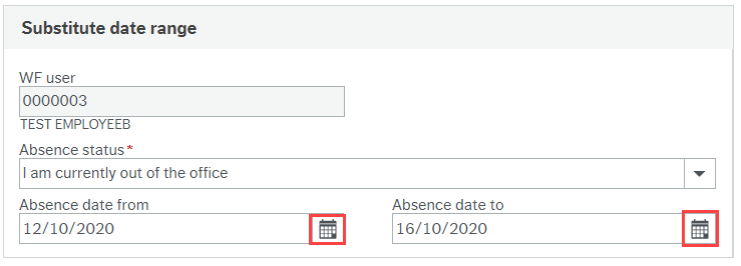
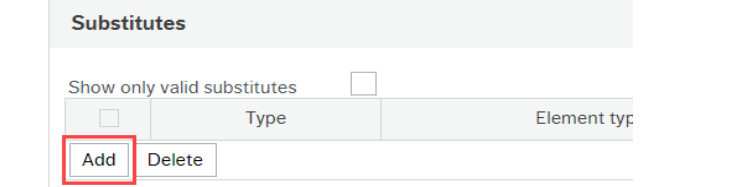
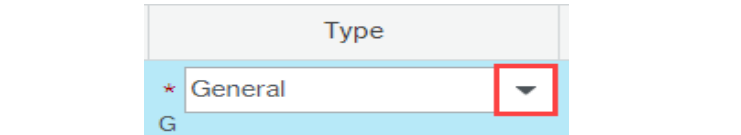
## How to activate your substitute within Business World

This guidance will show you how to activate your substitute within Business World. A substitute should be activated when you have scheduled planned leave and will not be available to review and action your tasks.

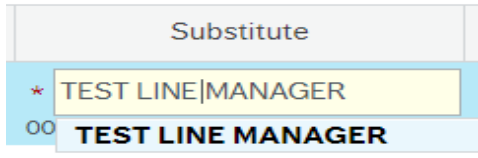
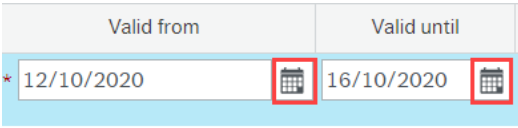
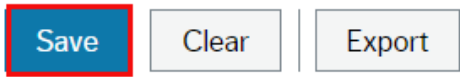
For most users, the substitute that will be available is the line manager based on the position hierarchy.

Once a substitute has been activated your substitute will have access to your task-list for the specified date range and be able to review and approve your tasks as appropriate.

**NOTE:** If you do not set up a substitute to cover a period of planned absence, then all tasks that workflow to you will remain sitting in your task list for 14 calendar days before escalating to your line manager.

1	 <p>The screenshot shows a navigation menu with three main sections: 'Start pages', 'Your employment', and 'Common'. Under 'Your employment', there is a list of links: 'Personnel information', 'My Absence', 'Activate your substitutes' (highlighted with a red box), and 'My Forms'. There are also icons for 'Time and Expenses' and 'Absences'.</p>	<p>Navigate to <b>'Activate your substitutes'</b> within the Your Employment section.</p> <p>This will open the substitute window.</p>
2	 <p>The screenshot shows the 'Activate your substitutes' window. It includes fields for 'Substitute date range', 'WF user' (0000003), and 'TEST EMPLOYEEEB'. The 'Absence status *' dropdown menu is open, showing options: 'I am currently out of the office' (highlighted with a red box), 'I am currently in the office', and a third option partially visible.</p>	<p>Use the drop-down arrow on the Absence status field to update the status to <b>'I am currently out of the office'</b>.</p>
3	 <p>The screenshot shows the 'Absence date from' field set to 12/10/2020 and the 'Absence date to' field set to 16/10/2020. Both date fields have calendar icons highlighted with red boxes.</p>	<p>Use the calendar icons to select the inclusive dates of your planned leave.</p>
4	 <p>The screenshot shows the 'Substitutes' window with a table header containing 'Type' and 'Element type'. Below the table, there are 'Add' and 'Delete' buttons. The 'Add' button is highlighted with a red box.</p>	<p>Click on <b>'Add'</b> to add the details of your substitute.</p>
5	 <p>The screenshot shows a dropdown menu for 'Type' with 'General' selected and highlighted with a red box. A 'G' is visible below the dropdown.</p>	<p>Choose <b>'General'</b> from the drop-down menu.</p> <p>This will then automatically skip the "Element type" box.</p>

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6		<p>Press the space bar to display your list of available substitutes (this should be your line manager in most cases).</p> <p>Click on the name to select your substitute.</p>
7		<p>Use the calendar icons to select the inclusive dates of your planned leave.</p>
8		<p>To finish setting up your substitute navigate to the bottom of the screen &amp; click on the <b>'Save'</b> button.</p>

**NOTE:** If you are seeking a substitute to be actioned for one of your direct reports who is absent please email your request to [businessworld@renfrewshire.gov.uk](mailto:businessworld@renfrewshire.gov.uk). Please note requests to the Business World team for substitutes to be actioned on behalf on an absent employee can only be accepted if they are requested by the employee's line manager, or a senior line manger within their hierarchy.