

# Supervisor Substitutes - Absence Module (Unit4)

## Supervisor Guide: Activating Your Substitute(s)

This process enables you to select who can receive and action your workflow items in your absence.

You can either watch the video or follow the step-by-step instructions.

- [Video Demonstration](#)
- [Step-by-Step Instructions](#)

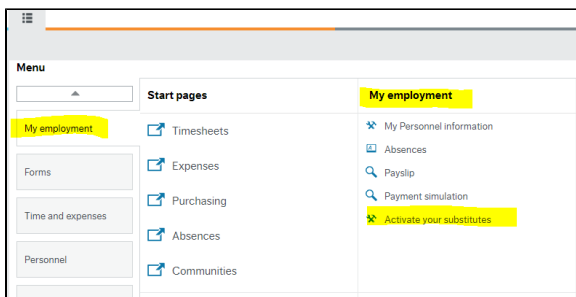
## Related Articles:

- [Supervisor Resources - Absence Module](#)
- [People Planner - Unit4](#)

## Video Demonstration

## Step-by-Step Instructions

1. **Ensure that your list of eligible substitutes has been submitted to HR for setup. If not, you won't be able to view/activate any substitutes.?**
2. [Login to Unit4.](#)
3. Select? "**My Employment**" ?> "**My Employment**" ?> "**Activate Substitutes.**"



4. Click on "**Add**"?at the bottom of the page to add a new substitute from the ones available to you in the list provided.

Substitutes		
Show only valid substitutes <input type="checkbox"/>		
<input type="checkbox"/>	Type	Element type
<b>Add</b>	Delete	

5. Select "**General**" for the first type field.

Substitutes		
Show only valid substitutes <input type="checkbox"/>		
<input type="checkbox"/>	Type	Element type
<input type="checkbox"/>	+ <b>General</b>	
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6. Select a **substitute** from the available options under substitute.?

Substitute	
*	<input type="text"/>

7. Select the **date range** that you would like this substitute to be able to action your incoming tasks /workflows.?

Valid from	Valid until
+ <input type="text"/>	<input type="text"/>

8. Select "**Save**" to finish the activation process.?

<b>Save</b>	Clear	Export
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