

Set Up Alternate Approver

1. Log into A360 at <https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home>
2. Click **Manager Self Service**



3. Click on the **General HR** tab, **Actions & Alerts** subtab.



4. The **Out of Office** widget allows you to designate a period of time when you will be out of the office and to appoint an alternate approver that will be responsible for taking action on items requiring your approval while you are away.

From	To	Alternate Approver	Status/Action
08/09/2010	08/13/2010	Timothy Taylor	
09/13/2010	09/14/2010	Robert Butler	

The screenshot shows the "Out of Office" widget with a table of entries. A yellow box highlights the "Status/Action" column, which contains trash icons for each entry. An "Add New Entry" button is visible in the top left corner of the widget.

5. Add New Entry

To add a new out of office entry, select **Add New Entry**. Enter the **From** and **To** dates that you will be out of the office, and select an **Alternate Approver**, then select **Save**. If you return to the office after the planned **To** date, the out of office entry will automatically disappear from the Out of Office widget and your work items will be routed to you once again.

A screenshot of the "Out of Office Assistant" form. It has a title bar with a close button. The form contains three fields: "From:" with a date picker set to 08/10/2010, "To:" with a date picker set to 08/10/2010, and "Alternate Approver:" with a dropdown menu showing "Robert Butler". A "Save" button is at the bottom.

The Alternate Approver list is system-generated based on reporting hierarchy.

6. Return to Office or Delete Out of Office Entry

If you wish to end the routing of your workflow items to the alternate approver, select the **Trash** icon, under the **Status/Action** column, for the out of office entry.

Note: If work items have already been routed to the alternate approver prior to your return to office, they will not be re-routed back to you. For example, if you return to the office the day that timesheets are due, but some employees submitted their timesheets a day early, those timesheets would have already been routed to your alternate approver and will not be returned to you.