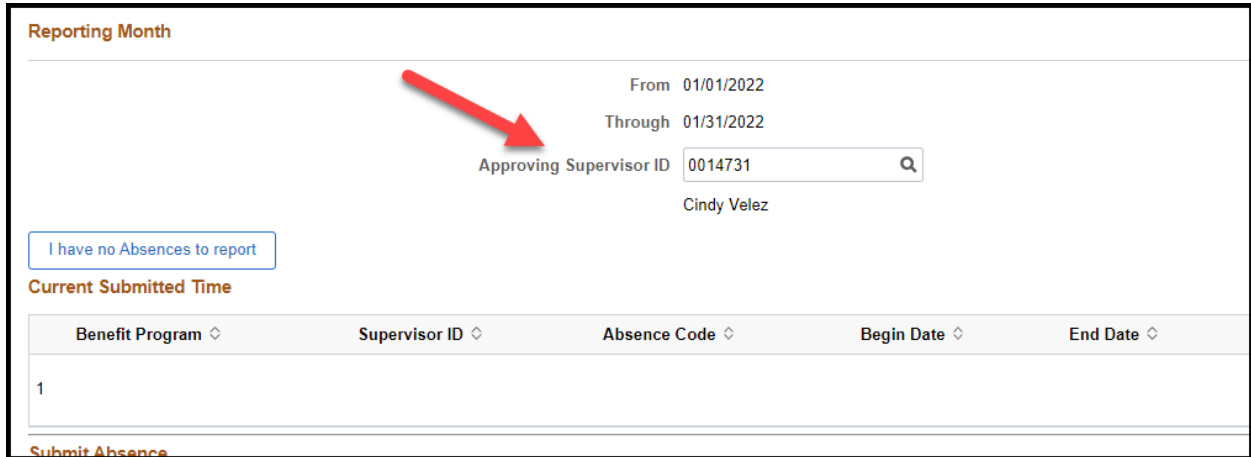


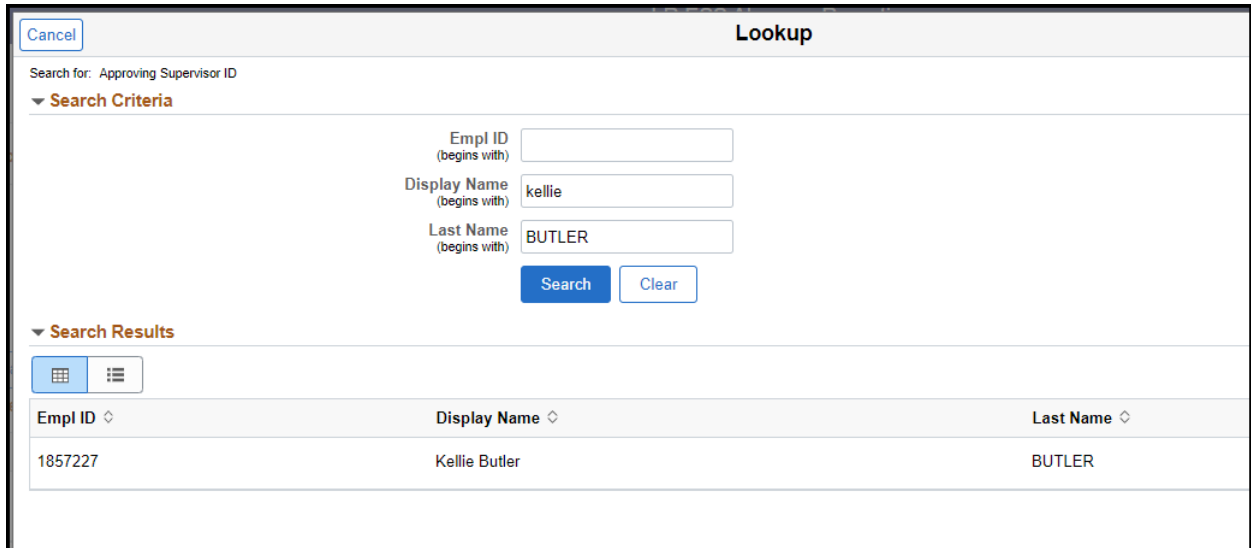
HOW TO CHANGE THE SUPPERVISOR FOR AN ABSENCE

The “Approving Supervisor ID” as shown below can be changed any month when an employee is reporting absences. To make absence entry a little more friendly each month, we populate that field with the supervisor from the previous reporting period.



The screenshot shows the 'Reporting Month' section of a web application. It includes a date range from 01/01/2022 to 01/31/2022. The 'Approving Supervisor ID' field is populated with '0014731' and the name 'Cindy Velez'. A red arrow points to the magnifying glass icon on the right side of the input field. Below the input field is a button that says 'I have no Absences to report'. Underneath is the 'Current Submitted Time' section, which contains a table with columns for Benefit Program, Supervisor ID, Absence Code, Begin Date, and End Date. The table has one row with the number '1' in the first column. At the bottom, there is a 'Submit Absence' button.

To change this hit the magnifying glass icon in the field to select the updated absence approver. This will bring up a dialog box as shown below and she can search for her new supervisor.



The screenshot shows a 'Lookup' dialog box. At the top left is a 'Cancel' button. The title is 'Lookup'. Below the title, it says 'Search for: Approving Supervisor ID'. There is a section for 'Search Criteria' with three input fields: 'Empl ID (begins with)', 'Display Name (begins with)' containing 'kellie', and 'Last Name (begins with)' containing 'BUTLER'. There are 'Search' and 'Clear' buttons. Below the search criteria is a 'Search Results' section. It has two icons (a grid and a list) and a table with the following data:

Empl ID	Display Name	Last Name
1857227	Kellie Butler	BUTLER