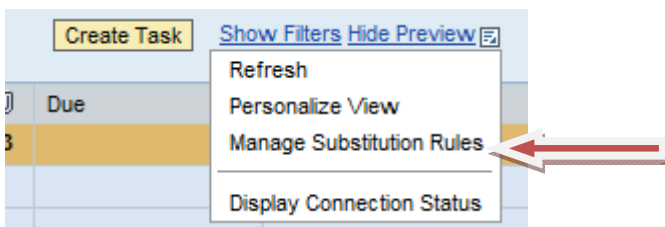


Instructions for Selecting a Delegate:

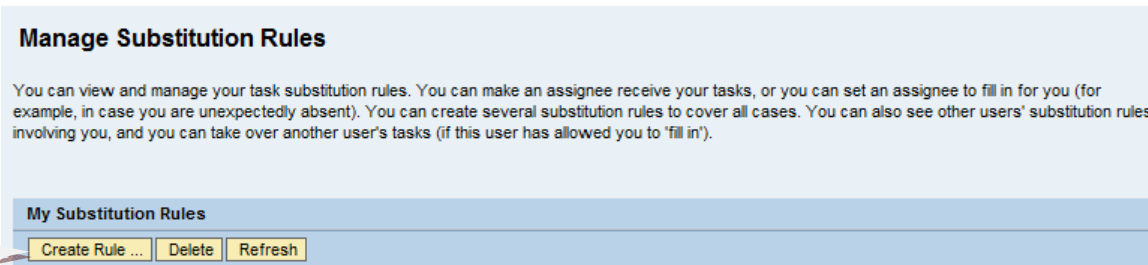
- Login to MyUK. Go to Enterprise Services tab, Workflow tab, Workflow.
- Next to the words “[Show Filters](#) [Hide Preview](#)” is a little icon. Click on it to open.



- Open “Manage Substitution Rules”

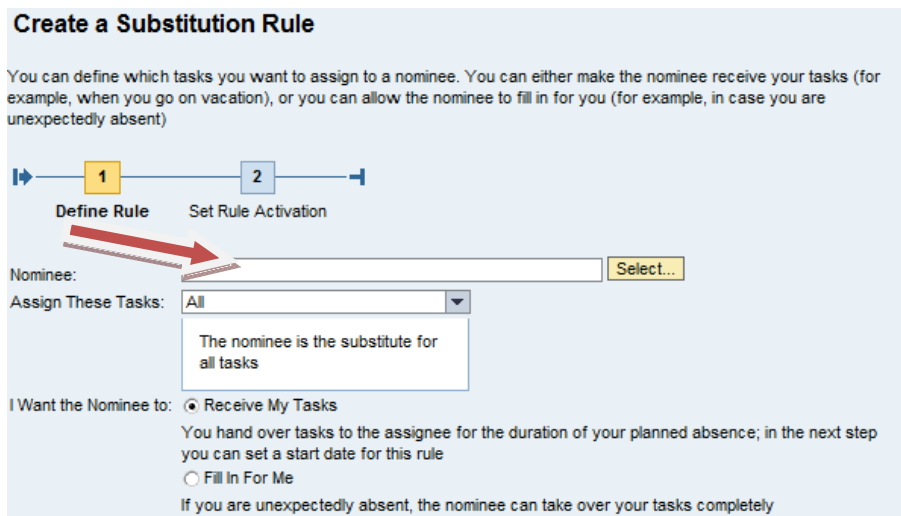


- Under My Substitution Rules, Click Yellow Box “Create Rule”



- In Nominee, enter Lastname, Firstname for the person you want to review and certify in your absence – then

Select...



- A box will appear with Current Selection containing the person. Select **Apply**

Search For People

Search For Names: **Search**

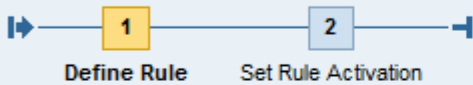
| Current Selection | |
|-------------------|-----------------------|
| | <u>Stark, Susan M</u> |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Apply **Cancel**

- Select "Fills in For Me" and **Next**

Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent)



Nominee: **Select...**

Assign These Tasks: **All**

The nominee is the substitute for all tasks

I Want the Nominee to:

Receive My Tasks
You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule

Fill In For Me
If you are unexpectedly absent, the nominee can take over your tasks completely

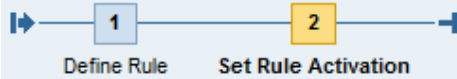


Next **Cancel**

- At this screen you can determine when to activate the takeover. Save results.

Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent)



On saving, turn the rule::

- On - The rule will be enabled
 - At Once
 - On
- Off - The rule will not be enabled

You can turn the rule on or off at any time on the Substitution Rules Management screen.

[Previous](#) [Save](#) [Cancel](#)

- The Manage Substitution Rules main screen will appear. To activate, click “Turn On”. Button will change to “Turn Off”

Manage Substitution Rules

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

| My Substitution Rules | | | | | |
|-----------------------|-----------------|-----------------|---------|-----------------|----------|
| Tasks | Nominee | What To Do | Status | Rule Activation | |
| All | Burdette, Diana | Fills In For Me | Ongoing | Successful | Turn Off |

- As your delegate is ready to assume your role, they will need to click the “Take Over” button from the Management Substitution Rules main screen. This only needs to be done once.

| Other Users' Substitution Rules | | | | | |
|---------------------------------|-------|------------|---------|-----------|--|
| Task Owner | Tasks | What To Do | Status | | |
| Burdette, Diana | All | Fill In | Ongoing | Take over | |