

Substitutes Set-up

Agresso supports delegation of tasks, including authorisation. Substituted delegation is based on user only, both the approver and their substitute(s) will be alerted to tasks. Users must have substitutes set-up to cover their tasks when on leave or absent.

Set-up your Agresso substitute(s) via;

- **Main menu**
- **Your Employment**
- **Activate your Substitutes**

Set your absence date range and the appropriate dates, you wish a nominated person to cover your tasks (see diagram below).

1. To set up substitutes in Agresso, provide their names to FRIS/Agresso support. If you haven't used these nominated substitutes before, get approval from either Cerys Ledger (Deputy Finance Director) or Susan McPheat (Finance Director) for us to make another user available as your substitute.
2. If you need to ask for a new or existing nominated substitute for someone else (for example, if they're off sick or out of contact) to be activated, you must get the request approved by *either Cerys Ledger (Deputy Finance Director) or Susan McPheat (Finance Director)* before FRIS/Agresso support can action it.

PS: You need to change the "Absence status" before the absence dates become available

UNIT4 Business World

SL Activate your substitutes x

Activate your substitutes

Substitute date range

WF user: ABABAJID
Aidy Babajide (ABABAJID)

Absence status: I am currently out of the office

Absence date from: [Calendar icon] Absence date to: [Calendar icon]

Substitutes

Type	Substitute	Valid from	Valid until
General	Mark Nolewaj	[Calendar icon]	[Calendar icon]

Buttons: Add, Delete, Save, Clear, Export