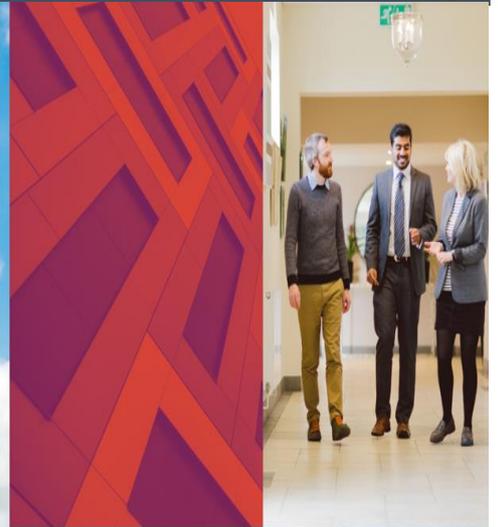
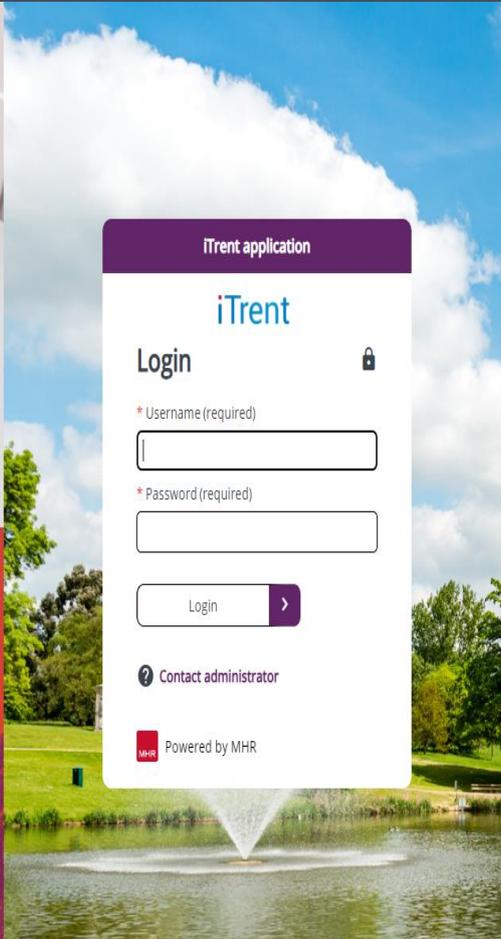




University of Essex

Essex Hours

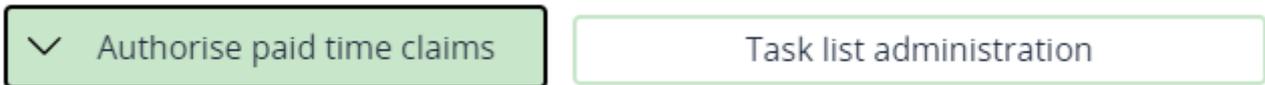
Quick guide: Redirecting tasks



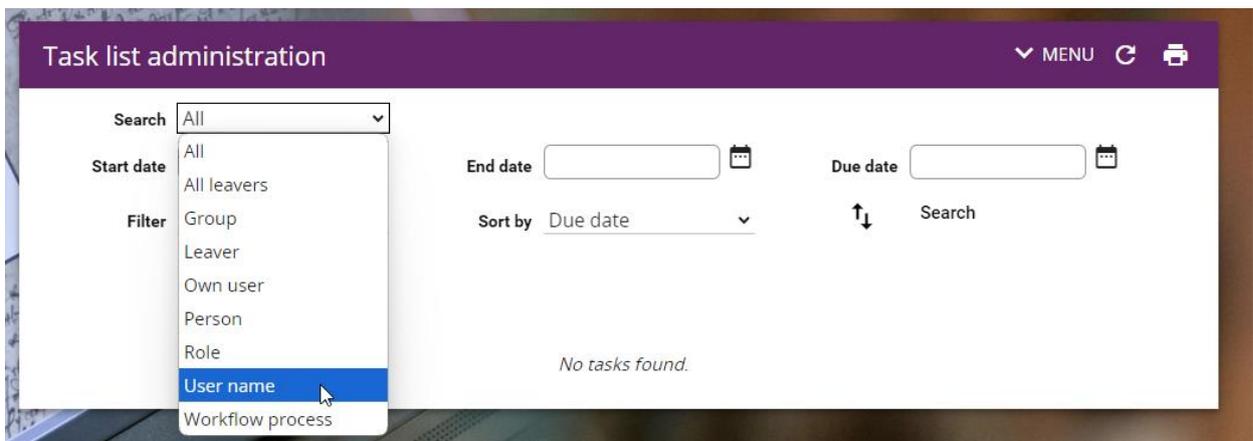
Quick Guide: Redirecting tasks

If you need to redirect a paid time task that has been sent for approval you can do so by doing the following:

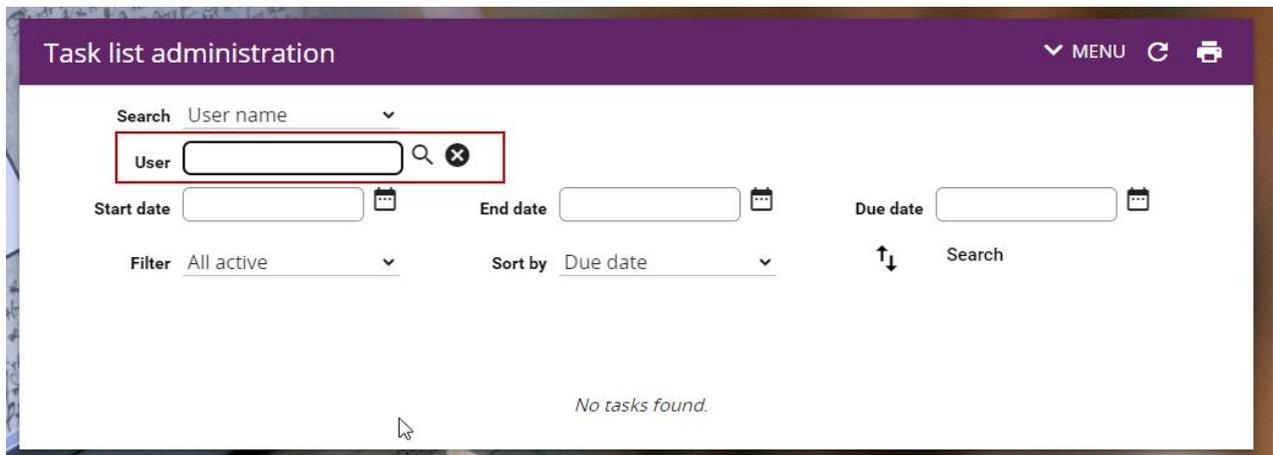
1. Click on the link 'Task list administration' which can be found under the Authorise paid time claims folder.



2. Change the drop down list against the search field from 'all' to 'user name'



3. Click on the magnifying glass next to 'user' and search for the user that the task is currently sat with e.g. AB12345



4. Click on 'search'
5. A list of tasks that are sat with that user will be returned, tick the box next to the task you want to redirect and click on the redirect button

Search ▼

User 🔍 ✕

Start date 📅 End date 📅 Due date 📅

Filter ▼ Sort by ▼ ⬆️ ⬆️ Search

🔍

Select all Actions

16/10/2024 (1) Select all for 16/10/2024

Paid time details - * * Due: 16/10/2024 ⏪

- Using the magnifying glass, search for the name of the person you want to redirect the task and press save

Redirect task ↻ 🖨

Paid time details - - * * (14/10/2024 - ESS - Paid Time for Essex Hours)

Recipient * 🔍

- This task is now with the new recipient to authorise, please note they will receive the task but will not receive an email