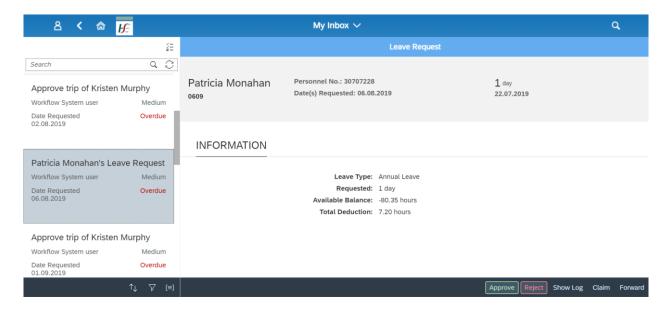


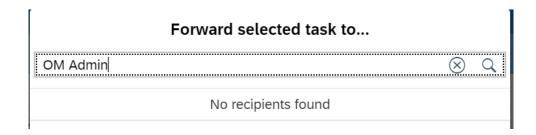
My Inbox - Manager - Processing Travel Claims

Items listed from Employee who do not report to you

1. If a Manager finds leave/travel requests or documents that relate to an employee that does not report to them there is an option to forward the item to the OM Admin person in their specific area. The OM Administrator will move the requests for approval to relevant manager and will amend the relationship to the correct manager to ensure that this is rectified going forward.



Click on Forward and input OM Admin in the search and select accordingly.



2. To exit My Inbox choose the Back arrow or Home Button