



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.

The screenshot displays the 'My Inbox' interface for a manager. The main header shows 'My Inbox' with a search icon. Below this, a 'Leave Request' card is visible for Patricia Monahan (Personnel No.: 30707228, Date(s) Requested: 06.08.2019). The card indicates a '1 day' request on 22.07.2019. The card is categorized as 'Overdue'. Below the card, there is an 'INFORMATION' section with details: Leave Type: Annual Leave, Requested: 1 day, Available Balance: -80.35 hours, and Total Deduction: 7.20 hours. At the bottom of the card, there are buttons for 'Approve', 'Reject', 'Show Log', 'Claim', and 'Forward'. The 'Forward' button is highlighted with a red border.

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

The screenshot shows a dialog box titled 'Forward selected task to...'. It features a search input field containing the text 'OM Admin'. To the right of the input field are icons for clearing the search (an 'X' in a circle) and searching (a magnifying glass). Below the search field, the text 'No recipients found' is displayed.

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