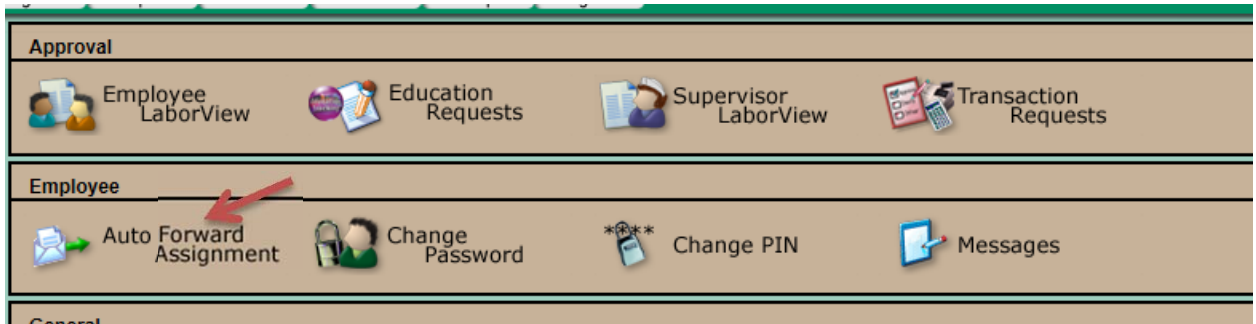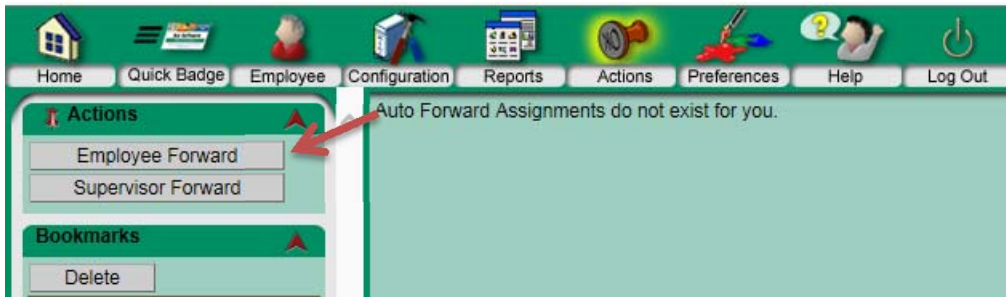# How to forward Employees to another Supervisor
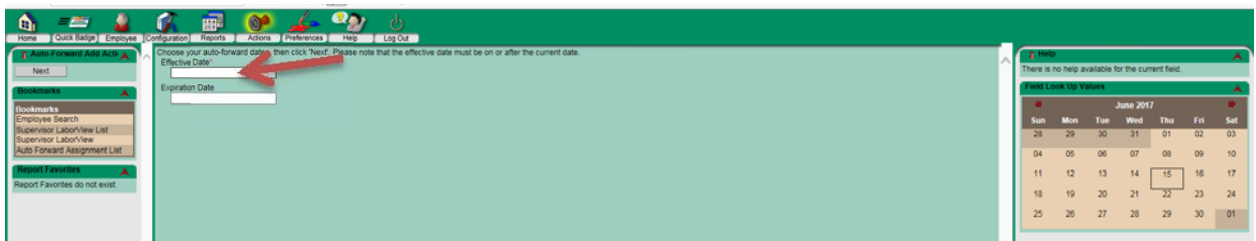
1. Click Actions
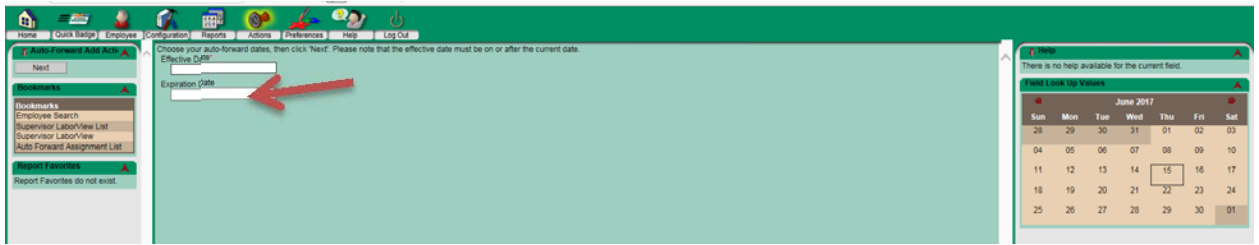

2. Click Auto Forward Assignments

3. On the left panel, click Employee Forward

4. Enter begin date of time off

5. Enter date of return as expiration date
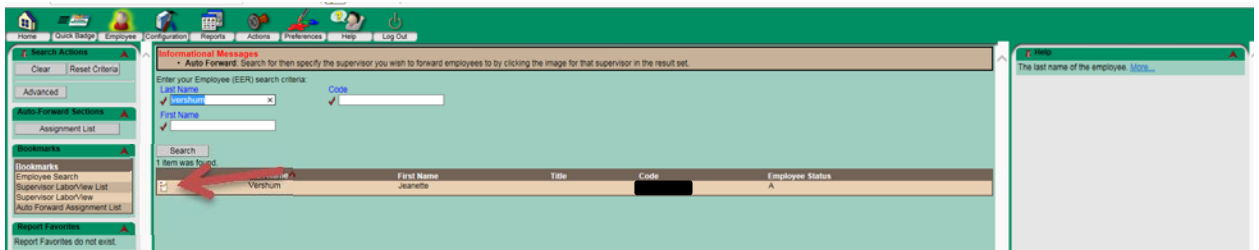

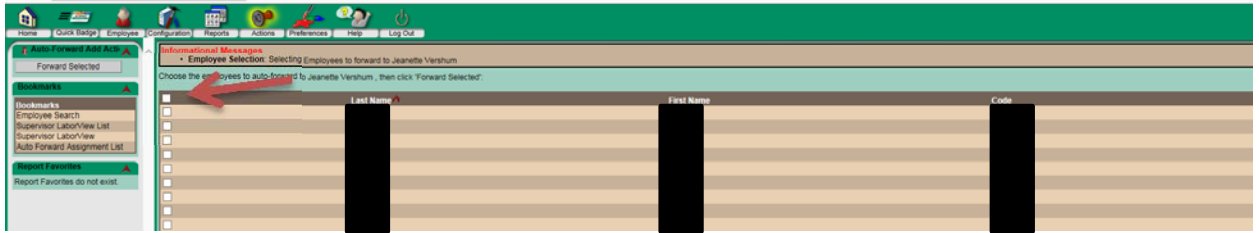6. Click next on left panel

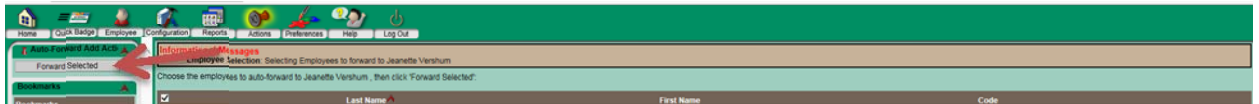7. Type in Supervisor's name and click Search

8. Click box next to name

9. Click top box to default and check all employees to forward

10. Click forward selected on the left panel

11. To verify, go back into actions, auto forward assignment.

12. Forwarded employees will be listed.