

PAYSCAN OUT OF OFFICE SETUP

Payscan Out-Of-Office Setup

From your Payscan-Admin Role, go to System~Out of Office Setup

Click the “New” link on the “Schedule” tab (be patient while page opens).

1. Employee – Select the Employee code for the employee who needs coverage.
2. Date – Fill in From and To Date
3. On “Delegate” tab, select Employee code for person who is providing coverage.
4. Click “Save”.

You will now need to run the Rebuild Workflow Approvers function in order to move the existing workflows to the Delegate.