



## 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 shows the 'My Inbox' interface with a 'Leave Request' for Patricia Monahan. The request is overdue and has a status of 'Medium'. The date requested is 06.08.2019, and it is 1 day overdue as of 22.07.2019. The personnel number is 30707228. The request details are as follows:

Item	Requested	Available Balance	Total Deduction
Annual Leave	1 day	-80.35 hours	7.20 hours

The interface includes a search bar, a list of tasks, and a bottom navigation bar with buttons for 'Approve', 'Reject', 'Show Log', 'Claim', and 'Forward'.

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

The screenshot shows a dialog box titled 'Forward selected task to...'. The search input field contains 'OM Admin'. Below the search field, the text 'No recipients found' is displayed, indicating that no matching recipients were found for the search query.

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