



## Reassign Task

This task allows you to move one inbox item to another's inbox, to reassign a manager's inbox item to yourself.

### 1. Search **Reassign Task**

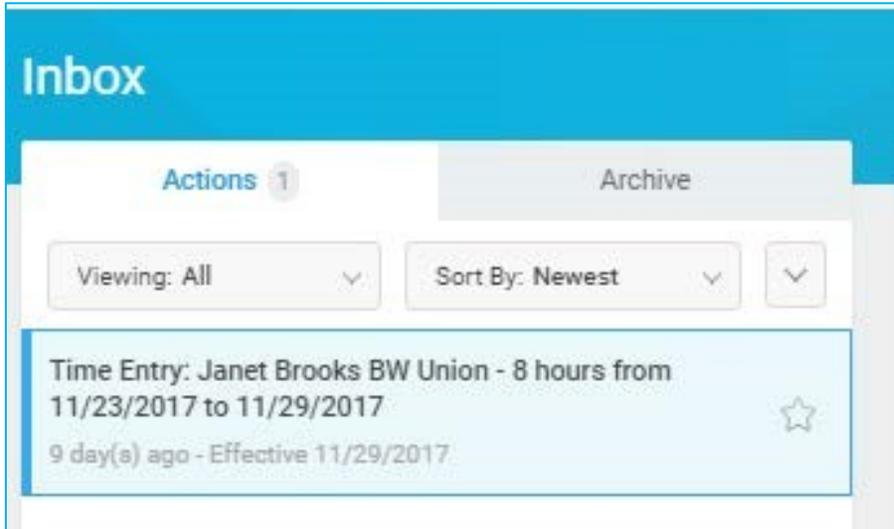
### 2. Click **Reassign Tasks for Worker**. You will enter the manager's name whose task you are reassigning to yourself.

### 3. Click **OK**.

4. Then **Reassign to** - Self (Pay rep).
5. Enter in reason for reassignment.

Step	Business Process	Subject	Date Assigned	Due Date	Reassign To	Reassignment Reason
Approval by Manager - Time Tracking Approval or Timekeeper	Time Entry: Janet Brooks BW Union - 8 hours from 11/23/2017 to 11/29/2017	Janet Brooks BW Union	12/06/2017 10:00:26.405 AM		X James UAT Smart Payrep	manager out of town

6. Click **OK**.
7. This inbox item will now appear in the “reassigned to” inbox.



8. You may now click on the inbox item. The following window will open giving you the time entry or time off request for this employee.

## Time Entry Approval

Time Entry: Janet Brooks BW Union - 8 hours from 11/23/2017 to 11/29/2017 Actions

9 day(s) ago - Effective 11/29/2017

Worker [Janet Brooks BW Union](#)

Regular	Overtime	Shift / Premiums	Time Away	Holiday	Other	No Pay or Auto Reduced Meal	Total Hours
15.5	0	0	4	16	0	0.5	35.5

Daily Totals 1 item

Date	Type	Hours
Sat, 11/25	Regular	8

Entries to Approve

1 item

Date	Type	Time Block Reported	Quantity	Units	In	Out	Out Reason	Worktags	Comment	Details
Sat, 11/25	Regular		8	Hours	07:00 AM	03:00 PM	Out	Meal was Worked?: No		Q

9. At this time you may, **Approve**, **Send Back** or **Deny** this task.

**More questions?** Please contact the Helpdesk at [hrcpayrollsupport@cornell.edu](mailto:hrcpayrollsupport@cornell.edu).