Reassign Task - Move one inbox item to another’s inbox. This task allows you 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.

More questions? Please contact the Helpdesk at hrpayrollsupport@cornell.edu.
3. Click - ok
4. Then Reassign to- Self (Pay rep)
5. Enter in reason for reassignment.

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

More questions? Please contact the Helpdesk at hrpayrollsupport@cornell.edu.
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.
9. At this time you may, Approve, Send Back or Deny this task.