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.

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

**More questions?** Please contact the Helpdesk at hrpayrollsupport@cornell.edu.