Designate Instructions Clerical

Process for creating an absence to <u>request your designate</u>.

1. Login to Easy Connect

2. Go to the EasyConnect Menu > Create Absence

3. If not already selected choose your location and employee group in the drop-down menus

4. Select replacement Yes > enter your designate's name in the <u>First Contact</u> field
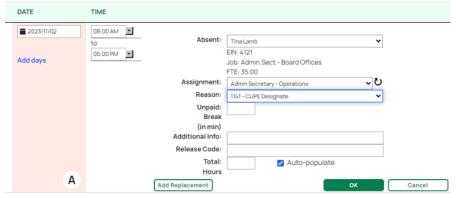
5. Your name should auto-populate in the Absent field

6. Select your date(s) of absence

7. Select your assignment from the <u>Assignment</u> drop-down

8. Select your reason code

Important!

9. **The Designate** <u>must</u> create their own absence in the system if they accept the Designate work. The system will then call a replacement for their position

Designates that have accepted a dispatch create their own absence and use the Designate Code in the Reason Dropdown – 1141 – CUPE Designate

Reminder – only clerical with an assigned designate may use the First Contact Field