

HOW TO TURN ON YOUR OUT OF OFFICE ASSISTANT (Sending Instructions to DEO's):

Logon to self-service. Under Personal tab, in the Self Service Workflow box, select "Out of Office"

The screenshot shows the 'Employee Self Service' portal for The University of Iowa. The 'PERSONAL' tab is active. The 'Self Service Workflow' section is highlighted in yellow and contains a list of options: 'Ad Hoc Approvers', 'Delegates', 'Out of Office' (circled in blue with a blue arrow), 'Personal Profile (Set E-mail)', and 'Workflow Test Transactions'. Other sections visible include 'My UI Career', 'Payroll', 'Universal Workflow', 'Time Reporting', 'Benefits', and 'Name, Address & Hawk Alert'.

Next you should get this screen. Search for the name, the date range you desire, and then you should be all set.

The screenshot shows the 'My Out of Office Assistant' screen. It includes a search bar for the 'Out of Office Assistant' with a 'Search for Assistant' button. Below the search bar, there are date range selectors for 'Valid From' (07/01/2016) and 'Expiration Date' (07/02/2016). A note states 'Maximum duration is 364 days'. At the bottom, there is a 'Set Out of Office' button. The left sidebar shows navigation options like 'Inbox Settings', 'My Out of Office Assistant', 'Out of Offices Assigned to Me', 'My Signature Delegates', 'Create New Signature Delegate', 'Signature Delegation Issued to Me', and 'UI Workflow Settings (in Self Service)'.