**Adding an Admin Assistant**

When to use the Admin Assistant field: Admin assistant permission allows the user to work on behalf of the **Line Manager** to approve planned Leave (like holidays or working from home) requests.

Who can set up an Admin Assistant: Departments Leave and Absence Administrators, HR Staff Hub or the HR Systems Team.

How does the Admin Assistant work: An Admin assistant needs to be added to the **Line Manager’s profile,** allowing the admin assistant to receive alerts for **all** the line manager’s direct reports.

**Steps to assign an admin assistant against a line manager**

* Click on the **My Admin** page and use the View another user search box to type in and select the Line managers name



* Select **Relationships**.

\*There are two different page types that can be seen if adding in a Line manager Admin Assistant.

* 1. Standard record
		1. With two fields: the Line Manager and Admin Assistant



* 1. Management record (such as Head of a Department or Senior Manager). This will hold an extra line that shows the line manager own admin assistant.
		1. With three fields: the Line Manager, the Line Managers own Admin Assistant and Admin Assistant



* Click into the **Admin Assistant field** and type name (or CID number). From the drop down box, search results select the appropriate name.



* Scroll down the page and hit the green button

**APPROVERS** WILL HAVE THE REQUESTS SITTING IN THE **TASK LIST** ON THE TEAMSEER HOME PAGE

When a Line Manager’s TeamSeer calendar is showing any of the below when a staff member submitted a planned leave request, the TeamSeer EMAIL notification will be sent to:

* **No Leave book** - Email notification is sent to the **Line Manager**.
* **On Holiday** - Email notification sent to both the **Line Manager and Admin Assistant**.
* **Working from Home** – Email notification sent to both the **Line Manager and Admin Assistant**.
* Sick or (any of the) Miscellaneous types – Email notification is sent to the **Line Manager**.

**Email notifications can be managed by the Admin Assistant**

An Admin Assistant is able to locally manage when they received approval emails with one of the three options: Always, Never or Only if the primary approver (line manager) in on holiday

* Go to the **My Admin** page
* Select **Relationships** and select from the three options in the **Receive alternate approval emails**



* Press the green button to save