

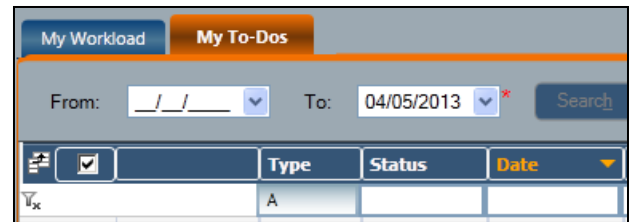
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CONNECTIONS Clue: *Reassigning To-Dos*

*Can't end-date a worker from CONNECTIONS because they still have Task To-Dos assigned to them?*

Once a worker leaves employment, their CONNECTIONS account should be end-dated as soon as possible to prevent unauthorized system access. But in order for the Security coordinator to end-date a worker, their workload and To-Do list must first be emptied.

There are three kinds of To-dos: Alert (A), Reminder (R) and Task (T). Alert and Reminder To-Dos may be deleted if no longer needed. Task To-Dos, however, must either be completed, have a completion date entered or be reassigned to another worker.



Only the worker's Unit Approver can reassign Task To-Dos, using the following steps:

1. Use the Unit Summary path to navigate to the worker's To-do Tab.
2. Check the checkbox of the To-Do you wish to reassign.
3. Click the Detail link in the left navigation pane
4. In the left navigation pane of the To-Do Detail window, click the Staff Search link.
5. Enter your search criteria and click the Search button.
6. From the resulting Staff List, select the person to whom the To-Do will be assigned.
7. Click the OK button to the lower right of the Staff List.
8. Click the Save & Close button on the To-Do Detail window.

Of course the way to save time and trouble for everybody? Be sure if the worker's workload and To-Do list are empty before they leave the job!