## *Mark Yourself Out of Office*

When a supervisor is marked absent in Cornerstone, training requests from that supervisor's team members are automatically routed to the next level supervisor. This allows the next level supervisor to approve or deny those training requests.

To ensure your team's training requests can be acted upon in a timely manner while you are away for more than a few days, mark yourself absent in Cornerstone before you leave.

1. From the menu, select **My Account.**

2. On the My Account Preferences page, select the **Out of Office** checkbox.
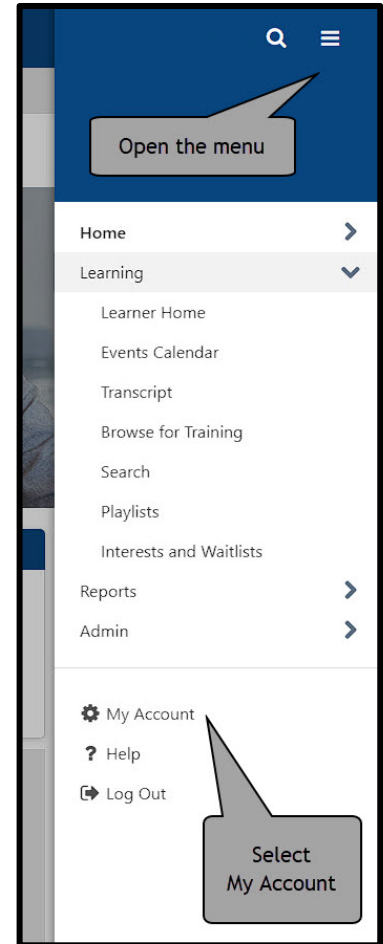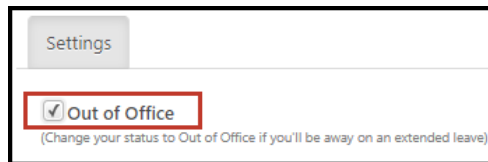
3. Select the **Save** button on the bottom right.

⚠ If you supervise other supervisors who did not mark themselves absent before going out on leave, you should mark them absent. See the second page of this job aid for instructions.

💡 When you return to the office and log into Cornerstone, you will be prompted to remove your **Out of Office** status.

Mark a Team Member Out of Office

1. From your own transcript, select the **View Team** button.

2. A list of your team members appears. Select the **Team Member's Name**.

3. From the **User Record** menu item, select **User Record**.

4. Select the **Edit Record** button at the bottom of the page.

5. Select the **Absent** box to add a checkmark.

6. Select **Save** on the bottom of the page.
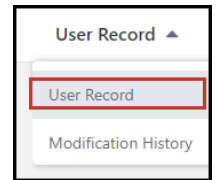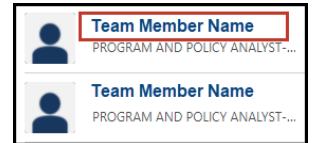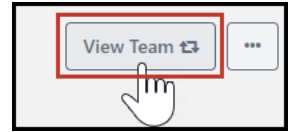
⚠️   **Do not** change any other fields on this page.