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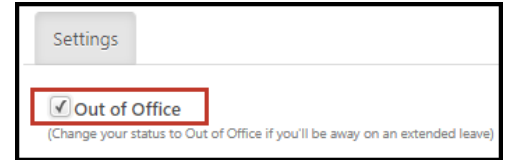
To ensure your team's training requests can be acted upon in a timely manner while you are away for more than a few days, mark yourself absent in Cornerstone before you leave.

1. Hover over the **Basic Settings** gear icon on the top right corner of the page (next to the search bar).
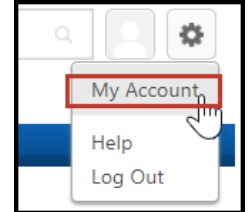
2. Select **My Account**.
   On the My Account Preferences page, select the **Out of Office** checkbox.

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. Hover over **User Record** and select **User Record** from the dropdown.

4. On the bottom right, select the **Edit Record** button.

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

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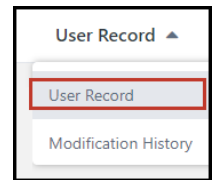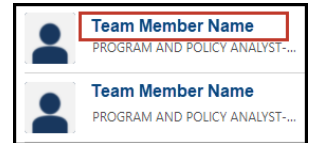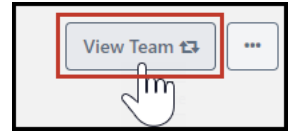
⚠	**Do not** change any other fields on this page.