Instructions for E-mail Management for Backup Approvers

1. **If you are listed as a backup approver for your Org, here are some instructions for how to have all e-Timesheet and e-Leave related e-mails for your backup approver role file directly into one e-mail folder in Outlook.**

   Right click on “Inbox” and select “New Folder”

   Label folder “Backup Approver”.

   From the “Tools” drop down menu, select “Rules and Alerts”.

   Select “New Rule”, then in Step 1: under Stay Organized, select “Move messages with specific words in the subject to a folder”.

   In Step 2: select the underlined value “specific words” and type in specific words or phrases to search for in the subject. For this specific purpose, each back up approver will receive an e-mail that starts with Backup Approver in the e-mail subject line, so to filter these messages to a separate folder for review only if/when necessary, you would type the specific words “Backup Approver” and then click “add” them to the search list.

   Also in Step 2: select the specified folder you created above and labeled for e-Timesheet and e-Leave communication.

   Click “Next”.

   Select only “ with specific words in the message header”.

   Click “Next”.

   Confirm that you have selected only “move it to the specified folder”.

   Click “Next”.

   Select any exceptions you may desire.

   Click “Next”.

   Select a name for this new rule. Review your new rule. If you are satisfied, click “Finish”.

2. **Instructions for setting up your Backup Approver e-Timesheet and e-Leave requests to be purged from your specified e-mail folder in Outlook.**

   Right click on your specified folder that houses your e-Timesheet and e-Leave requests.

   Select “Properties”.

   Go to the “AutoArchive” tab.

   Select “Archive this folder using these settings” and select a timeframe to “clean out items older than”. Recommendation would be to set this at 3 weeks or greater. After each pay period, you should not need to act in the capacity of back up approver for that pay period.

   Click “Apply” then click “OK”.
