

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”.