



## Introduction

This guide describes

## Update Absence Assessor

1. Navigate to Manager SSO Home > Absence Management > Update Absence Assessor screen.
2. Click Change to assign an Absence Assessor.
3. Enter the effective date for determining your direct reports. If you do not enter a date, the change will be made immediately.
4. Click Refresh Employees.
5. Select the employee or drill-down by clicking the Org Chart icon to find staff who directly report to you. (For staff who do not directly report to you please email the HR Service Centre on [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au))
6. Click Continue.
7. Click Yes to update your Absence Assessor.
8. Click OK.
9. The employee will be sent an email notification.

