

How to put an Employee as a Manager of a team and thus authorise him-her to validate other Employees' holidays with Staff Connect

Prerequisites : Administrator, Staff Connect usage

## **Objective**

The **Staff Connect** mobile application (for **Payroll Mauritius**) allows an Employee, Manager (team leader) to have the rights to validate leave taken by his team members.

## How to do this ?

In order to do so, must simply assign the said person as Manager of the Department(s) concerned:

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In the [Settings][v](1), select « Department »(2) option, clic on the edit icon of the department(3) and on the 'Managers'(4), click on the [Add Manager] button and select him in the list showed, then [Save](6).

WARNING: however, to receive notifications, you should <u>not</u> tick "Head".

Repeat if necessary to include this person as Manager of other departments.

Note that you can perform the same operation using "Groups" as well:



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In both cases, the person will then receive notifications of leave requests from people in the department(s) and/or group(s) and be able to validate them in their **Staff Connect** user interface.

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