



Welcome to UK News

3rd July 2025

Your bi-weekly update from around Cemex UK

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HEALTH & SAFETY

EMEA Health & Safety Webinar – Next Week!



You are invited to join the latest Health & Safety Webinar with José Antonio Cabrera, EMEA Regional President, and the Management Team.

Please click [HERE](#) to join by ZOOM

We realise the start time is a little early for UK colleagues – the webinar will be recorded and we will share the recording link afterwards.

Celebrating Rail Safety Week



We recently celebrated Rail Safety Week and our UK Supply Chain Rail team took time to be visible at both industry and local Cemex levels.

The team met with GB Railfreight to discuss where they were on their safety journey and understand what they are looking to focus on in the rest of 2025.

Dave Hart, Director Supply Chain, and Julie Welch, Supply Chain H&S Manager, met with industry safety champions in Crewe kindly hosted by Freightliner.

Dove Holes hosted the latest Rail Safety Awareness course, which ensures relevant staff stay aware of safety in and around our Rail operations. Jane Walsh and Nik Watson completed the last of the Cemex Rail Freight Terminal Management audits at Dove Holes. This was in conjunction with the Dove Holes team, our terminal operator, Victa Railfreight, and our independent auditor, Matt Green. This involved a track walk out with all parties and a document check on Methods of Work, risk assessments and all rail related processes.

Lastly, we took great pride in presenting the Global H&S Award for Rail & Sea Operations where the team were awarded second place. See photo of Nicola Drabble, Nik Watson and Tracey Millen.

Congratulations on this fantastic achievement.

Join the Rail Safe Friendly Programme: Make a Difference Today!

Cemex UK is thrilled to support the Rail Safe Friendly (RSF) Programme, an important initiative dedicated to educating young people about railway dangers. Despite its importance, rail safety education isn't part of the national curriculum, making this programme essential.

Launched in March 2023 after a tragic incident involving 11-year-old Harrison Ballantyne, the Rail Safe Friendly Programme has already reached over 4 million students in 10,000 schools. But with 22,000 schools still to be reached, RSF is looking for our help!



Imagine the impact you can make by promoting this programme in your local schools and communities. Volunteer your time, share information, and distribute materials to raise awareness.

🔗 Visit <https://www.railsafefriendly.com/individuals/> to learn more and download a free postcard to share. Your personal interaction and commitment can significantly amplify the programme's impact and help us create a safer environment for our youth.

Together, we can create a safer environment for our young people. Let's make a real difference in our community!

Zero4Life Let's Do It – Empowerment



Empowerment in Action: Building a Safer Tomorrow.

At Cemex every safe decision, every proactive step, and every voice that speaks up makes a difference. Our employees and contractors are the driving force behind a safer workplace. We're proud to nurture a culture where everyone is encouraged to:

- ✦ Take initiative
- ✦ Raise concerns
- ✦ Share ideas that improve how we work, every day

By listening to those closest to the action, we're making meaningful changes that bring us closer to our unwavering goal: ZERO incidents.



Do you use the Permit to Work App?



If you use the Permit To Work app (PWT App), this is a quick reminder to ensure you are using the correct link to access it. There have been some cases where people have used the incorrect link and have requested access to the testing version of the app in error.



Please ensure you always use the link: [here](#)

Keeping our Sites Security Safe



For sound operational reasons many of our sites utilise combination padlocks and in some cases key safes. Recently, suspicious behaviour picked up on CCTV at one of our UK sites showed an intruder taking photos of the combination padlocked deployed on the site main gates. The intruder wore reflective PPE and carried out his act of hostile reconnaissance in broad daylight without any attempt to hide his actions.



!Reminder to site staff: Where combination locks are in use, once the lock is opened, staff are advised not to leave the lock with the correct code engaged. Codes should also be changed on a regular basis to avoid compromise.



For further advice please contact John Sweeting, UK Security Manager

"Our Security is in Your Hands!"

Action for Happiness - Jump Back Up July

We can't control what happens but we can still choose how we respond.

The [Action For Happiness](#) Jump Back Up July calendar gives us ideas to help find ways to respond well in challenging times. It is full of great ways to build positive emotions. Share it with others to give them a boost too.

Why not download this month's Action for Happiness calendar to remind you to appreciate the little things in life and find out how they help with your positivity and wellbeing! Each day they give you a little task to try and complete. It could be anything from 'Do something meaningful for someone' to 'Share an inspirational quote'.

You can also find this Jump Back Up July calendar at the end of this document and in the download section of the UK News website: www.cemexuknews.co.uk/downloads



It's a fun way to keep us busy daily and to give our brains a break. Everyone's path to happiness is different. Based on the latest research, we have identified 10 Keys that tend to make life happier and more fulfilling. You can check them out [HERE](#).

You can watch the Jump Back Up July video [here](#) where Action For Happiness's Vanessa King gives advice on how to make life happier and more fulfilling.



CUSTOMER CENTRICITY

Delivering Excellence at Toddbrook Reservoir



In early 2024, Charlie Wilcock, North West Technical Manager; Damon Montgomery, formerly North West General Manager, and Jordan Sutton Briggs, Business Development Executive, (representing the North West Commercial team), began a collaborative effort with Heyrod Construction to support a key infrastructure project in the region.

Over a four month period the team worked closely with various teams at Heyrod to ensure all technical, logistical, and operational requirements were met. Now 15 months into delivery as of July 2025 the scheme continues to be supplied primarily from our Poynton and Gorton Readymix plants.

This project holds particular significance following the high-profile incident in 2019 where a major spillway failure led to the evacuation of over 1,500 local residents. Cemex's North West team (which now includes Ian White, our North West General Manager, and Martin Simons, North West Commercial Manager) has remained fully committed to the success of this scheme. The Operations and Shipping teams collaborate daily ensuring specific demands of both our customer and the end client are met with efficiency, high-quality service, material, and above all an unwavering focus on safety.

This project is a strong example of what can be achieved through cross-functional teamwork and dedication to our partners in the field. Throughout the scheme our teams needed to adapt to changing site conditions and evolving requirements ensuring that supply was consistent, sustainable, and met the rigorous standards needed for a structure of such critical importance. Jordan shared: "Being involved in the supply of Concrete to the Toddbrook Reservoir scheme has been an incredible opportunity to demonstrate what Cemex does best: delivering technical expertise, innovative solutions, and outstanding service on complex, high-profile projects. The unique challenges of the reservoir's restoration demanded not only high-quality materials but a flexible, solutions-oriented approach. From the early planning stages our Technical team, in collaboration with the contractor and design teams, tailored material solutions to ensure that the Concrete mixes that would perform reliably in a demanding environment.

Major infrastructure projects like this underline the value of collaboration and specialist knowledge. I'm proud of how Cemex UK continues to prove that we are versatile, adaptable, and always ready to go the extra mile to deliver the right solution for our customers and communities."

Photo: John McPhillips – Heyrod Construction





PROFITABILITY

New Excavator Making Significant Impact



Our Kensworth Quarry team have recently welcomed a new 70t Hitachi excavator which is already making a significant impact, not just in terms of performance, but also in efficiency and sustainability.

Currently, the machine is hard at work excavating overburden to support site restoration and expose valuable chalk reserves. Once this phase is complete, it will transition to full-scale chalk extraction, playing a vital role in our production cycle.

One of the standout features of this new excavator is the increased bucket capacity. This means reduced loading times allowing Articulated Dumper Trucks (ADTs) to be filled more quickly and to get back on the move sooner.

This results in reduced idle time for the ADTs and a more efficient, continuous workflow.

The cycle times have been considerably reduced which means that the excavator is working more efficiently. This provides increased productivity, the key is balance, with the right number of ADTs, the excavator can operate at 100% efficiency, minimising downtime. While this maximises fuel usage during operation, it also drives down the cost per tonne excavated, making it a win for productivity and cost-efficiency.

It also brings environmental benefits too, with reduced fuel consumption and Adblue usage than previous models, thanks to a refined engine design that reduces emissions. This means lower operating costs and a smaller environmental footprint, both important wins for our goals.

As we continue to invest in smarter, more efficient equipment, this excavator is a great example of how investment and innovation on the ground helps us deliver more value, more sustainably.



FUTURE IN ACTION

Filling a Void with More Sustainable Packing Systems



Cemex has reinforced its commitment to sustainability by installing innovative Void packing machinery at its Dove Holes site in Derbyshire. In partnership with Gordian Strapping Ltd, the facility now uses horizontal and vertical strapping machines with 100% recycled plastic bands to securely bundle concrete blocks.

The new Void packs, which are lighter and easier to handle due to their hollow design, reduce the need for timber pallets and simplify



transport. This move follows a successful rollout at Cemex's Northfleet site.

Sam Culshaw, National Sales Manager Concrete Products, Cemex, comments: "Cemex is continuously looking to improve and implement more sustainable systems and practice across the business. It's a great leap forward for Cemex to now offer Void packs for dense and lightweight blocks in the North and the South of England. We initially implemented the new Void packing system at our Northfleet operation in Kent a few years ago – and with Dove Holes now on board we are proud to offer a more sustainable and efficient packing solution that most of our competitors can't. With rising timber and palletisation costs, reducing the volume of wooden pallets from the supply chain means we can pass on the savings to our customers, whilst contributing to a Net Zero Future." Read the full press release [HERE](#).

Showcasing Innovation and Road Safety at Community Fun Day



A team from our Rugby Cement Plant recently attended their local Community Fun Day held at GEC Park in Rugby. The team took along our brand new Cemex DAF truck unit paired with an innovative lightweight trailer – developed in close collaboration with Feldbinder. This cutting-edge combination can carry an additional 1 tonne of payload, helping drive greater efficiency in our UK Logistics Operations.

The event was attended by Logistics Manager, Gary Burgess, alongside Driver Trainers Tracy Booker and Darrell Collins. Photography was provided by Matthew Baker.

In partnership with the Warwickshire County Council Road Safety team, our presence focused on both community engagement and promoting road safety. The ever-popular Warwick the Bear was on hand to entertain, and many children took the opportunity to sit in the driver's seat of the Cemex truck—an exciting highlight for families.

Our Cemex goodie bags were a big hit, filled with slap bands, road safety leaflets, colouring materials, and branded Cemex hats, delighting children and reinforcing our commitment to safety.

A fantastic day all around, celebrating innovation, safety, and community.

Latest Earthly Matters Blog



The June 2025 edition of Earthly Matters, the blog dedicated to the partnership between Cemex and the RSPB, is now available to read.

You can find the latest edition attached and on the UK News website: [HERE](#)

In your June 2025 edition...

- Partnership Update: Woodlarks at Rugeley!
- National Meadows Day
- Actions for Nature: Take part in the Big Butterfly Count

We hope you enjoy this latest edition.



Ecological Care in Action at West Deeping

As part of our ongoing restoration efforts at West Deeping quarry, we recently welcomed a visit from ecological consultants Bowland Ecology. The visit, which was specially commissioned to support restoration planning, focused on assessing the area ahead of necessary tree removals for the installation of a clay seal in the northern extraction zone.

We're pleased to report that no nesting birds were identified within the survey trees area. However, a pyramidal orchid (*Anacamptis pyramidalis*) was discovered on-site. While its presence posed no major constraint to our planned activities, the team took the opportunity to demonstrate our commitment to best environmental practice.



The orchid has now been carefully relocated to the landscaped area beside the car park, adjacent to our designated beauty spot. This move ensures the plant continues to thrive in a more protected setting, contributing to local biodiversity and reinforcing our dedication to ecological responsibility.

EMEA Photography Competition

Our third Wildlife Photography Competition is open to all EMEA employees.

Cemex actively protects and nurtures biodiversity at all sites through careful environmental management and education. Our photography competition is to celebrate diversity of wildlife at our sites, since every organism is part of an ecosystem which needs protection for a richer, stable and resilient environment as we progress towards being Nature Positive by 2030.



We invite you to capture this diverse world in photographs and participate in the Nature Photography Competition, which we are organising for the third time in 2025.

Please send your photos with descriptions via email to sean.cassidy@cemex.com. Please include your contact details in the email body.

An independent panel will judge the entries, and the best photographs will be awarded prizes. We also look forward to showcasing them on our communication channels, promoting the diverse natural world at our facilities. For more details, you can also reach out to your local Sustainability team. All photos submitted are likely to be used in our internal and external communications channels.

The winners will receive "Nature books" from the El Carmen reserve in Mexico, which is celebrating its 25th anniversary this year.

Competition is open until 5th September 2025.





Diabetes – Living Well with Type 1 Diabetes



Being diagnosed with Type 1 diabetes can feel overwhelming at first, but with the right tools, support, and knowledge, you can lead a healthy, full life. This article offers practical guidance on navigating life with diabetes in the UK—covering everything from food choices and tech tools to managing diabetes at work.

Diabetes affects how your body processes glucose (sugar), and managing it involves monitoring blood sugar levels, eating well, staying active, and sometimes taking medication or insulin. Type 1 diabetes is a condition where your body cannot make a hormone called insulin. People diagnosed with Type 1 need to take insulin every day to manage their blood glucose levels.

While there is currently no cure for Type 1 diabetes, it can be managed by checking your blood glucose regularly, tracking what you eat and drink, and adjusting how much insulin you take.

Whether newly diagnosed or supporting someone who is, the key is finding what works for your lifestyle.

Eating Well: Recipes and Meal Ideas

Food is central to diabetes management. A balanced diet can help stabilise blood glucose levels, support weight management, and boost overall wellbeing.

🔗 Diabetes UK and other organisations offer free, diabetes-friendly recipes and meal plans:

- <https://www.diabetes.org.uk/living-with-diabetes/eating/recipes>
- <https://realfood.tesco.com/diabetes-recipes.html>
- https://www.bbc.co.uk/food/collections/diabetes_recipes

Embracing Technology

Digital tools can make managing diabetes easier and more accurate. Many are available on the NHS or can be bought privately. Ask your GP what might work for you.

- **Continuous Glucose Monitors:** These devices track your blood glucose in real time. Freestyle Libre is one of the most common in the UK.
- **Smart Insulin Pens and Pumps:** These offer more flexible insulin management, with programmable settings and tracking features.
- **Diabetes Apps:** Try apps like **MySugr**, **Glooko**, or **Carbs & Cals** to monitor blood sugar, diet, and medication.

📱 **Did you know?** Some apps sync with CGMs and can even share data with your healthcare team for ongoing support.

Hypoglycaemia (Hypo)

It can be a good idea to tell your Line Manager and your trusted colleagues if you are Type 1 diabetic. Sharing this may provide support if you experience a hypo at work.



A hypo is when your blood sugar/glucose level drops too low. This is usually below 4mmol/l. This can happen quickly. It's important to always have hypo treatments with you. It's also important to know what the signs are and how to treat a hypo if you have one.

Hypos can happen if the balance of food you eat, physical activity you do and diabetes medication you take, especially insulin, sometimes isn't right. Not everyone with diabetes will have hypos but some things make them more likely. These include:

- missing or delaying a meal or snack
- not having enough carbohydrate at your last meal
- doing a lot of exercise without having extra carbohydrate or without reducing your insulin dose (if you take insulin)
- taking more insulin (or certain diabetes medication) than you needed
- drinking alcohol
- being unwell
- experiencing stress or anxiety
- extreme changes in weather

Find out more about Hypos, signs and symptoms, how to prevent and treat them, at the Diabetes UK website [HERE](#)

Living with diabetes is about balance, not perfection. With the right knowledge, tools, and support, you can thrive—at home, at work, and everywhere in between. Remember to take it one day at a time, and don't be afraid to ask for help when you need it.

Work-Life Balance - Redirect your SAP Workflow When on Annual Leave

As part of our ongoing efforts to help you maintain a good work-life balance, we are providing helpful tools and tips that can make switching off easier, especially when taking time away for annual leave.

One of the challenges to switching off raised to the Group was the build-up of an employee's SAP Workflow when they are away.

But did you know you can redirect your workflow to a nominated person, so they can manage it while you are off?

At the end of this document and on the UK News download page: www.cemexuknews.co.uk/downloads you can find a step-by-step guide to doing this. The guide has been tested by members of the Group – with two key points to note:

The person you nominate must have authorisation to approve invoices/workflow items.



They will also need to know the applicable cost centre and GL codes.

Use the guide before you go away, and hopefully you will return to fewer emails in your inbox, and items in your workflow!

Our Employee Assistance Programme

Do you need support? Care first

Cemex offers all employees a free, confidential employee assistance programme (EAP) called Lifestyle Support, operated by Care first.

Lifestyle Support is easy to access, available 24/7 and can provide help and support with a wide range of issues or concerns such as family matters, debt, relationships, bereavement, depression and anxiety.

It is run by a separate provider and not part of Cemex - we don't receive any employee specific information from them.



Call 0808 168 2143

Visit www.lifestyle-support.co.uk

**Username: cemex
Password: cemex**



Did you know that Cemex offers all employees a free, confidential employee assistance programme called Lifestyle Support?

You can find a guide all about How Care first can support you in the UK News website: [here](#)

Lifestyle Support is easy to access, available 24/7 and can provide help and support with a wide range of issues or concerns such as family matters, debt, relationships, bereavement, depression and anxiety.

It is run by a separate provider and not part of Cemex; we don't receive any employee specific information from them.

Contact the Employee Assistance Line (Lifestyle Support) for confidential advice and support – call 0808 168 2143 or visit www.lifestyle-support.co.uk (Username: cemex Password: cemex).

Celebrating Long Service Awards

We would like to send huge congratulations and thank you to the following colleagues for reaching long service milestones in July 2025.

We appreciate all your contributions and hard work over the years:

- ❖ Darren Stevens, Assistant Quarry Manager in Leicestershire, celebrated 40 years
- ❖ David Sowden, Transport Planning Team leader in South Yorkshire, celebrated 25 years
- ❖ Alex Finn, Restoration Manager, celebrated 15 years
- ❖ Keith Brodie, Class 1 Driver (Tanker), celebrated 15 years
- ❖ Tania Wheldon, Customer Service Team Leader, celebrated 15 years



In the photo you can see Tania Wheldon celebrating her 15 year Long Service Award with her colleagues at Cemex UK's Head Office in Binley, Coventry. Congratulations Tania, we hope you enjoyed your celebration.



Celebrating Day of the Seafarer



We have recently celebrated the UN International Day of The Seafarer. This is organised by the International Maritime Organisation and aims to increase awareness among the general public of the world's 1.5 million seafarers for their unique, and all-too-often overlooked contribution they make to the wellbeing of all of us. The day recognises the contribution of seafarers to global supply chains without which we would not have many of the resources and goods which we do.

We want to take this opportunity to thank all those who work onboard our ships and in the Marine team; thank you for your vital work to source aggregate and safely deliver it to our customers.

To celebrate our Marine colleagues, we have created a short slideshow video featuring our Marine team from over the past 12 months.



Here is a short video to say a big thank you: [Day of the Seafarer 2025.mp4](#)

Institution of Chemical Engineers Enjoys Cement Plant Tour

A team from Cemex Rugby Plant recently welcomed a group of visitors from the Institution of Chemical Engineers (IChemE) for a behind-the-scenes tour, designed to give insight into the inner workings of a Cement Plant and the important contribution chemical engineers make in its operations.

The visit was arranged exclusively as a background tour to support IChemE colleagues and a reporter in better understanding:

- How a Cement Plant operates, and
- The critical role chemical engineers play in ensuring efficient, safe, and sustainable processes within the facility.



We were pleased to host representatives from IChemE, including Sam Baker, Reporter, The Chemical Engineer magazine; Shoaib Kiyani, Learned Society Officer; Shivani Thangaraj, Learned Society Intern and Duncan Lugton, Head of Policy and Impact. From Cemex the Rugby Plant team provided expert insights and led the tour. The team included Mike Andrews, Quality & Raw Materials Manager UK, Cement Operations; Dafina Marku, Operations Coordinator, UK Cement Operations and David Pius, Process & Continuous Improvement Engineer, UK Cement Operations.

The visit served as a valuable opportunity to showcase the scale and complexity of our operations and highlight the multidisciplinary expertise required, particularly in chemical engineering, to maintain high standards of performance, innovation, and sustainability in cement production.

A big thank you to the team at Rugby Plant for their time, knowledge and hospitality in making the tour a success.



ServiceNow – Credit Applications



Our UK customer credit application process is moving from a manual to a fully digital automated workflow through ServiceNow, due to go live soon!



This initiative aims to improve efficiency, reduce processing time and increase accuracy in credit decisioning.

Watch this space for more information coming soon!

Staying Up to Date with your TV/Music Licenses

Cemex has a legal requirement to have the correct licenses in place at each site, where the site plays live TV (even on silent) or music on any device. Each site is required to obtain and keep up to date, their own separate TV and music license, where required. Please follow the guidance below:



Please note:

- When arranging licenses, please ensure that additional to your own name you also add Alan Venning, Travel and Expenses Lead EMEA and Andrea Fowler, Procurement Senior Negotiator, as contacts for your license.
- Please ensure that that you ensure the vendor is sent the PO number, and that it is quoted their invoice when they send it through.
- If you require any further support for your licenses please contact Andrea Fowler in the Procurement team.

Playing a TV

If your site has a TV that plays non-Cemex owned content, (i.e. live TV or BBC iPlayer) with or without sound, there is a legal requirement for your site to have its own **Commercial BBC TV License**. If the TV plays sound, please also refer to the Music license guidelines below.

This includes the recording and downloading of live TV and applies to any device used to watch or record live TV (personal phones excluded).

The annual licence will cover any staff, customers or visitors to the premise.

A Commercial TV Licence costs £169.50 per year. Please click this link to order yours <https://www.tvlicensing.co.uk/cs/pay-for-your-tv-licence/index.app>

Annual payments will need to be made using a company credit card and claimed back through expenses via Concur.

NEW: If you have established that your site needs a TV licence, (and the TV is showing moving imagery) you will now also require an additional licence from MPCL. The amount you need to pay is based on how many employees might typically watch this TV. The amount is £19.63 per employee; however, you will need to pay for a minimum of 35 users/per annum. Your license can be purchased via SAP – the MPCL



vendor number 3391481. If you require further information about this MPCL license, please contact: Billy Moore, Licensing Representative, Motion Picture Licensing Company (International) Limited – Tel: 01323 385832.

Playing Music

To play any recorded or live **music** in public on a commercial property, you will need a licence from PPL PRS Ltd. This allows you to legally play music for employees or customers in your business through the radio, TV, other digital devices, and live performances.

The cost of the licence varies based on the size of the space where the music is played and how many people listen to it. For example, at Cemex UK's head office, there is a PPL PRS music license which covers the ground floor breakout area, which fits 30 people. This license only applies to this room/30 people and not the whole building, or all colleagues.

To purchase your annual music license, head over to <https://pplprs.co.uk/themusiclicence/> or call [0800 182 2003](tel:08001822003) for a quote.

Your license can be purchased via SAP. The PPL PRS vendor number is 3161765.

If you require further information about this PPL PRS license, please contact Sope Adeagbo, Corporate Licensing Consultant, telephone: 01162904259, email sope.adeagbo@pplprs.co.uk.

Stay Safe Skin with Discounted Suncare Products

It's scorching outside so now is the time to stock up on your Boots suncare products and stay skin safe in the sun.

[Shop their sun and holiday range here](#) and save 4% online with a Boots eVoucher from our Lifestyle Platform [HERE](#).

And while you're on our Lifestyle Platform, why not save up to 5% on all your summer essentials from picky bits and BBQ must-haves to paddling pools and picnicware with our discounted supermarket eVouchers!



Plus, if you spend £50+ on a supermarket eVoucher this month, you'll be entered into this month's Supermarket Sweep prize draw to win 1 of 3 £100 eVouchers! T&Cs apply.

Internal Vacancies

| IVC Ref | Position | Company | Location | Closing date |
|------------|-----------------------------|----------------------------------|--------------------|--------------|
| 85-06-2025 | Mechanical Shift Technician | Cement Operations | Rugby Cement Plant | 09/07/2025 |
| 86-07-2025 | Multiskilled Operative | Urbanisation Solutions - Asphalt | Bletchley | 15/07/2025 |



We would love to hear from you for the next edition

To send us a story: either click on 'submit a story' on the UK News website or email gb-communicationsandpublicaffairs@cemex.com

If you can, please include a photo too (taken in super fine landscape setting and saved as a jpeg.) Thank you.

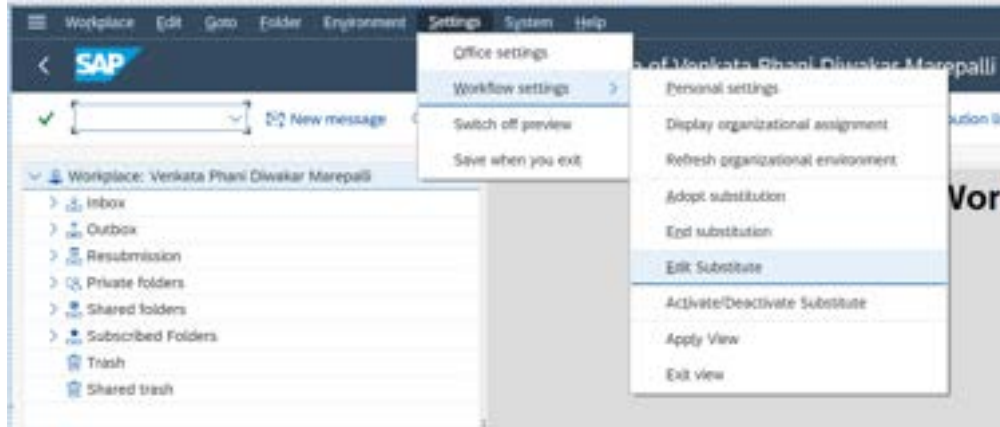


SAP Business Workplace – Personal Substitution

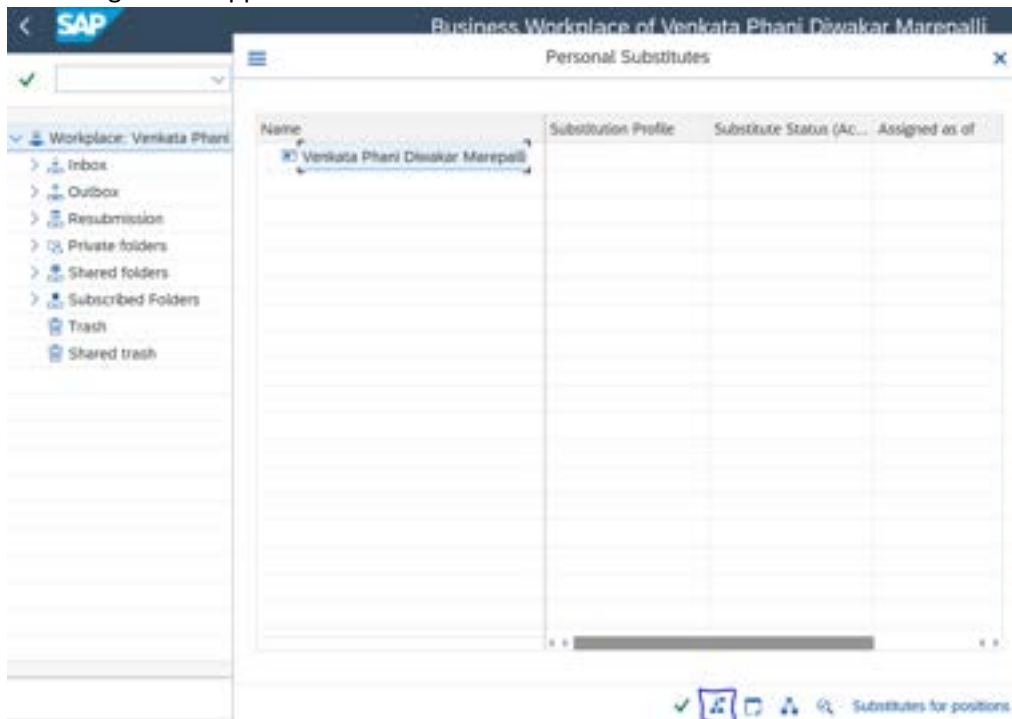
1. Go to transaction SBWP (SAP Business Workplace)

Go to following path to set the personal substitution as shown below

Settings-→Workflow settings-→Edit Substitute



2. Following screen appears



3. Place the cursor on the name and click on the above highlighted button



4. Following screen appears

≡

User (3)

×

S: Search Term

Users by Address Data

> ✓

User:

Last name:

First name:

Department:

Building code:

Room Number:

Extension:

Cost center:

Internal mail:

Company:

Company name:

City:

Maximum No. of Hits:

500

✓ Start Search

↕ Multiple Selection

✕ Close

5. Provide the user ID if you know it. Otherwise, based on the first name and last name find out the user id to be substituted. *[Note: during testing, we found using the user ID more successful]*
- **The person you choose as a substitute MUST already have the authorisation to approve invoices etc. If they do not have this permission, they will not be able to approve on your behalf.**

User (3) x

S: Search Term Users by Address Data > v

User:

Last name:

First name:

Department:

Building code:

Room Number:

Extension:

Cost center:

Internal mail:

Company:

Company name:

City:

Maximum No. of Hits:

6. Click on Start search button and following screen appears

S: Search Term Users by Address Data > v

☒ ☐ ☐ ☐ ☐ ☐ ☐

| User Name | Last name | First name | Department | Buildings | Room No. | Extension | Cost ctr |
|-----------|-----------|------------|------------|-----------|----------|-----------|----------|
| E0ISHAIK | SHAIK | IMDADULLA | Commercial | | | | |
| E0SHSHAIK | SHAIK | SHAMSUDDIN | | | | | |

7. Select user id to be substituted as shown

Personal Substitutes

| Name | Substitution Profile | Substitute Status (Ac... | Assigned as of |
|---------------------------------|----------------------|--------------------------|----------------|
| Venkata Phani Diwakar Marepalli | | | |

Detail Screen Substitution

Substitute for: Venkata Phani Diwakar Marepalli

Substitute: Shamsuddin Shaik



☒ Personal substitution

Substitution data

Validity: 17.01.2023 to 31.12.9999

Profile: General substitution

☐ Substitution active

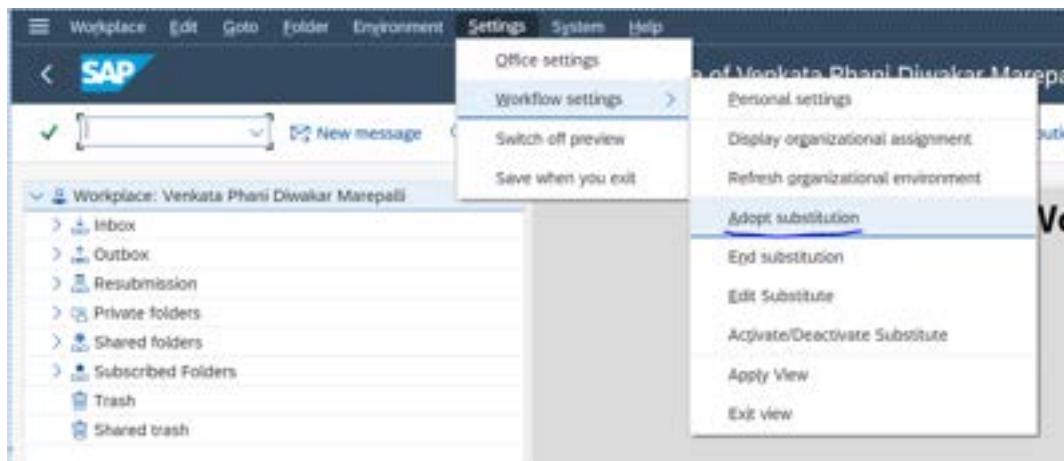
Substitutes for positions:

8. Provide the validity period for which substitution is required – ensure a start **and** end date is chosen.

If you check the check box “**Substitution active**” ☒ Substitution active, then during that period work items are forwarded to the substitute user id automatically.

Click on the Save button.

9. If substitution check box is not checked ☐ Substitution active, you must manually do the substitution using **Adopt substitution** as shown.
Settings→Workflow settings→Adopt substitution



Also, you can do it by clicking on End substitution.

To do substitution for others, then use the transaction code **RMPS_SET_SUBSTITUTE**.

10. **For your substitute to approve Workflow items in your absence, they will need to have the corresponding GL and Cost Centre codes. Please ensure you have provided them with this before you are away from work.**
 - These codes will need to be entered at approval stage. Ensure they know how and when to do this.

11. When you return from annual leave, ensure you have cancelled the substitution so your settings return to normal. Do this by clicking Settings ->Workflow settings->End substitution

Jump Back Up July 2025

MONDAY



TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

1 Take a small step to help overcome a problem or worry

2 Adopt a growth mindset. Change "I can't" into "I can't...yet"

3 Be willing to ask for help when you need it

4 Find something to look forward to today

5 Get the basics right: eat well, exercise and go to bed on time

6 Pause, breathe and feel your feet firmly on the ground

7 Shift your mood by doing something you really enjoy

8 Avoid saying "must" or "should" to yourself today

9 Put a problem in perspective by seeing the bigger picture

10 Reach out to someone you trust and share your feelings with them

11 Look for something positive in a difficult situation

12 Write your worries down and save them for a specific 'worry time'

13 Challenge negative thoughts. Find an alternative interpretation

14 Get outside and move to help clear your head

15 Set yourself an achievable goal and take the first step

16 Find fun ways to distract yourself from unhelpful thoughts

17 Use one of your strengths to overcome a challenge today

18 Let go of the small stuff and focus on the things that matter

19 If you can't change it, change the way you think about it

20 When things go wrong, pause and be kind to yourself

21 Identify what helped you get through a tough time in your life

22 Find 3 things you feel hopeful about and write them down

23 Remember that all feelings and situations pass in time

24 Choose to see something good about what has gone wrong

25 Notice when you are feeling judgmental and be kind instead

26 Catch yourself over-reacting and take a deep breath

27 Write down 3 things you're grateful for (even if today was hard)

28 Think about what you can learn from a recent problem

29 Be a realistic optimist. Focus on what could go right

30 Reach out to a friend, family member or colleague for support

31 Remember we all struggle at times - it's part of being human



ACTION FOR HAPPINESS

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