Hi Dennis,

I will be proceeding on leave from 28/12/2020 to 29/01/2021 and during this period you will be expected to handle tasks normally handled by me with room for consultation.

Below are the main tasks I am handling;

* Probation assessment form – PI is complete pending approval by owner. PII is a complete copy of PI save that it posts probation status to SAP. The posting bit is still pending.
* Performance Cascading form – This form is complete and currently in use. One issue that has been noted is failure of automatic assignment to L+1. I will notify you on progress just before I proceed on leave.
* Regarding BI, consultants have been brought back to handle dashboards for finance reports. I will notify you if anything needs to be done.
* Currently I am handling support for SRM but you will not be expected to do anything regarding this.

Regards