VACATION RULES SETUP IN ORACLE E-BUSINESS SUITE

Purpose: 1) Manager may delegate all notification approvals (including timesheet approvals) to another manager or assistant while out on vacation 2) Manager may transfer a notification for a specific project to the new manager of that project.

Audience: Managers /supervisors who approve workflows in Oracle E-Business Suite/Employee Self-Service Application

Note: This document assumes that you have successfully logged into Employee Self-Service Application online by going to **MY.NYIT.EDU** and choosing **Employee Self-Service**.

To begin, start at the Self-Service Application Home Page.

Steps to setup Vacation Rules for workflow approvals

Click on the link **Vacation Rules**, which you will see at the bottom after all the workflow notifications as shown in the screenshot above.

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Click on the **Create Rule**.

Vacation Rules

Create Rule

Rule Name

You have not setup any notification routing rules. Please use the Create Rule button to create a new notification routing rule.

1. If you want to delegate someone else to approve **ALL NOTIFICATIONS** on your behalf.

Step: 1 Select "All" for all Item Types (e.g. Requisition, OTL Workflow for Employees – timesheets, etc.) then click **Next**.

Item Type

Vacation Rule: Item Type

Select the type of notification that will activate this rule.

Item Type   --All--

If "--All--" is selected, you will skip to Step 3.

Step 1 of 3   **Next**

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Step: 2 Enter the **Start Date** and the **End Date** of the time period you would like this change to start and end. Both dates are mandatory. Then make a selection under **Reassign**.

Vacation Rule: Response

* Indicates required field

Item Type	All
Notification	All
* Start Date	09-Oct-2019 14:28:01
	(example: 09-Oct-2019 14:28:01)
* End Date	
Message	

Comments will display with each routed notification

○ Reassign   All Employees and Users ▾

◉ Delegate your response

A manager may delegate all notification approvals to an assistant.

○ Transfer notification ownership

A manager may transfer a notification for a specific project to the new manager of that project.

Step: 3 Enter the "**last name, first name**" of the delegate whom you want to approve workflows on your behalf. Then click on the **delegate's name** once it appears and click **Apply** at the bottom right corner of the screen.

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2. If you want to delegate someone else to approve <u>EMPLOYEE TIMESHEETS ONLY</u> on your behalf.

Step: 1 Select Item Type "OTL Workflow for Employees". Then click **Next**.

Vacation Rule: Item Type

Select the type of notification that will activate this rule.

Item Type   OTL Workflows for Employees ▼

If "--All--" is selected, you will skip to Step 3.

Step 1 of 3   **Next**

Step: 2 The next screen for Item Type "OTL Workflow for Employees" will default notifications to "All" (Do not change the default). Then click **Next**.

Vacation Rule: Notification

Indicate the notification format that will activate this rule.

Item Type   OTL Workflows for Employees

Notification   ◉ All

        ○ Select   [   ] ⌄ 🔍

Cancel   Back   Step 2 of 3   **Next**

Step: 3 Enter the **Start Date** and the **End Date** of the time period you would like this change to start and end. Both dates are mandatory. Then make a selection under **Reassign**.

Vacation Rule: Response

* Indicates required field

Item Type	All
Notification	All
* Start Date	09-Oct-2019 14:28:01
	(example: 09-Oct-2019 14:28:01)
* End Date	
Message	

Comments will display with each routed notification

◉ Reassign   All Employees and Users

◉ Delegate your response

A manager may delegate all notification approvals to an assistant.

○ Transfer notification ownership

A manager may transfer a notification for a specific project to the new manager of that project.

Step: 4 Enter the "**last name, first name**" of the delegate who you want to approve workflows on your behalf. Then click on the **delegate's name** once it appears and click **Apply** at the bottom right corner of the screen.

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Status should read as "Active" unless the start date you entered is in the future. Then **Status** will show as "Inactive" until the actual first day of the start date you entered.

Home >
Vacation Rules

Create Rule						
Rule Name	**Item Type**	**Notification**	**Update**	**Delete**	**Status**
Delegate:	OTL Workflows for Employees	<All>	🖉	🗑	Active

Inspect MDS Contents

Return to Worklist