I – Login to Oracle
(Please note: Internet Explorer is the preferred browser for Oracle)

Log into Oracle using https://mybiz.rit.edu

Note: Supervisors must login to Oracle using the URL above in order to access Supervisor Self Serve. Logging in using https://myinfo.rit.edu will not allow access to Supervisor Self Serve.

II – Review a Vacation Request

1. New vacation request notifications pending approval will appear in the ‘Worklist’ section on the Oracle homepage.
2. Click on the subject line of the request pending approval to open and review the vacation request details.

3. On the vacation request detail page, review all vacation information submitted for approval.
4. Perform one of the following actions:
   a. Approve:
      i. Select ‘Approve’ along the top right-hand side of the page.
      ii. Once approved, the employee will receive a notification that the request has been approved.
   b. Reject:
      i. Select ‘Reject’ along the top right-hand side of the page.
      ii. Once rejected, the request is deleted and the employee will receive a notification that the request has been rejected.
   c. Return for Correction:
      Supervisors may return the request to the employee for correction and resubmission.
      i. Scroll to bottom of page and select ‘Return for Correction’
ii. On the ‘Return for Correction’ page, select button next to the employee’s name.

iii. Enter any comments that will assist the employee with making corrections in the ‘Note’ section.

iv. Click ‘Submit’

d. **Reassign:**
Supervisors may choose to reassign a vacation request to another individual to review and approve/reject the request.

When reassigning a vacation request, use ‘Delegate’ to give another user authority to respond to a notification on your behalf while still retaining ownership. Use ‘Transfer’ to give another user complete ownership and responsibility for that notification.

i. Select ‘Reassign’ on the top right-hand side of the page.
ii. On the Reassign page, select the employee that you would like to reassign the vacation request to.
iii. Select either ‘Delegate’ or ‘Transfer’ based on the description above.
iv. Enter any comments in the ‘Notes’ section, if necessary.
v. Click ‘Submit.’

**Reassign Notification: Leave of Absence for Demo, Joe**

Use ‘Delegate’ to give another user authority to respond to a notification on your behalf, while still retaining ownership or ‘Transfer’ to give another user complete ownership of and responsibility for that notification.

* Indicates required field

- Assignee
  - Employee: Doe, John
  - Delegate your response
  - Transfer notification ownership

Comments

Please review and respond to this vacation request.
III – View Employee Vacation Information

**View Employee Vacation History:**

1. Navigate to the ‘RIT Supervisor Self Serve’ responsibility

2. Select ‘Employee Vacation’

3. Select the icon in the ‘Action or View’ column for the employee whose vacation history you would like to view.

4. On the Employee Vacation Summary page, all vacation requests are listed along the bottom of the page.

**View Employee Entitlement Balances:**

1. Follow steps 1-3 under ‘View Employee Vacation History’ above.


3. Select ‘Show Accrual Balances’

4. Enter ‘Effective Date’ to view accruals as of that date

5. Click ‘Go’

6. Vacation accruals are displayed in hours below ‘Effective Date’

Note: You may enter a future date in the ‘Effective Date’ field to view accrual balances for the employee as of that date. Accrual balances reflect vacation earned less approved vacation requests.