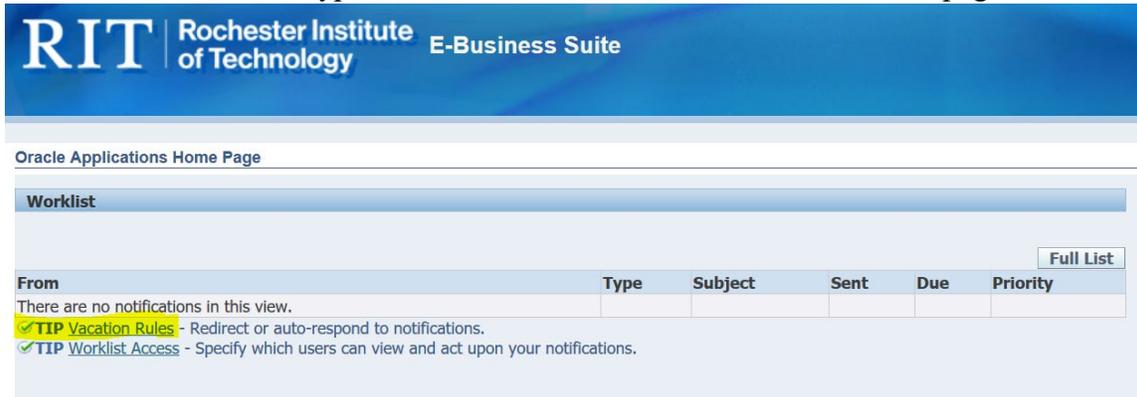


Manager Self-Service Approval Delegation Instructions

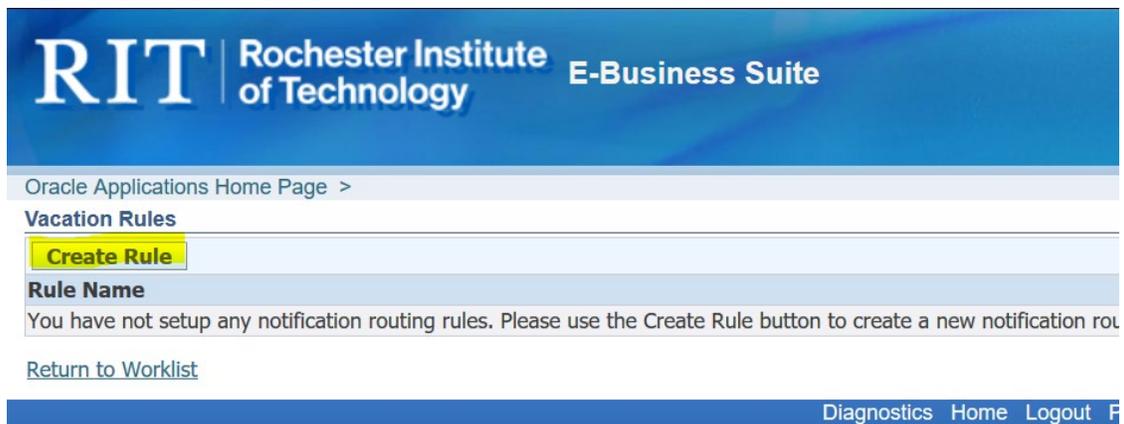
There are occasions when an approver will be unavailable to approve Oracle Manager Self Service transactions. The approver can delegate the approval function to another person. To do this:

1. Log onto Oracle: www.rit.edu/myinfo OR <https://mybiz.rit.edu> and select Vacation Rules hyperlink under the Worklist section on the home page



The screenshot shows the Oracle Applications Home Page. At the top is the RIT Rochester Institute of Technology E-Business Suite header. Below it is the 'Oracle Applications Home Page' breadcrumb. The 'Worklist' section is highlighted. A 'Full List' button is visible. Below the button is a table with columns: From, Type, Subject, Sent, Due, Priority. The table content includes: 'There are no notifications in this view.', '✓ TIP Vacation Rules - Redirect or auto-respond to notifications.', and '✓ TIP Worklist Access - Specify which users can view and act upon your notifications.'

2. Select Create Rule



The screenshot shows the Oracle Applications Vacation Rules page. At the top is the RIT Rochester Institute of Technology E-Business Suite header. Below it is the 'Oracle Applications Home Page >' breadcrumb. The 'Vacation Rules' section is highlighted. A 'Create Rule' button is visible. Below the button is the 'Rule Name' section with the text: 'You have not setup any notification routing rules. Please use the Create Rule button to create a new notification rou'. At the bottom is a 'Return to Worklist' link. The footer contains 'Diagnostics Home Logout F'.

- On the Response page, the start date defaults to today's date. Enter the date the rule should start in a dd-mmm- yyyy format. Then enter the end date. NOTE: if an end date is uncertain it should be entered at most a couple weeks out or at the earliest date where the rule can be updated.

Once the dates are set, enter a message if desired. This message will appear on each notification that is forwarded.

Ensure the Reassign radio button is selected and the dropdown says Employee. Then enter the last name of the person that will be designated to receive the notifications and click on the flashlight. Select the correct person from the list.

Vacation Rule: Response

* Indicates required field

Item Type **HR**

Notification **All**

* Start Date 17-Mar-2020 09:16:17
(example: 17-Mar-2020 09:16:17)

End Date

Message

Comments will display with each routed notification

Reassign Employee

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.

[Personalize Stack Layout: \(RespondRN\)](#)

Deliver notifications to me regardless of any general rules

Select Apply and the vacation rule is set.

Cancel Back Step 3 of 3 **Apply**

- To delete a rule – select the Delete icon.

Oracle Applications Home Page >

Vacation Rules

Create Rule

Rule Name	Item Type	Notification	Update	Delete	Status
Delegate: Doe, Jane	HR	<All>			Active

- To update a rule select the update icon and work through the steps as described above