Manager Self Serve 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 prior to leaving.

1. Log onto Oracle: www.rit.edu/myinfo OR https://mybiz.rit.edu and select RIT Workflow User from the list.

2. Select My Worklist.
3. Select Vacation Rules

4. Select Create Rule
5. From the Notifications list select HR for Approvals for all MSS related items. NOTE: If you select ---ALL--- then the approvals for Purchasing will also be delegated. Click Next.

6. Select ---ALL--- for the notification format – this will ensure that all notifications are sent to your designee.
Enter the start date. The start date defaults to today’s date. Enter the date as dd-mmm-yyyy. The end date can be entered or left blank. Enter a message if desired. This message will appear on each notification that is forwarded. Select Reassign and Delegate your response. Enter the last name of the person that will be designated to receive the notifications, click on the flashlight. Select the correct person from the list. Select Apply. The notification rule is now in place.

7. To delete a rule – select the Delete icon.