Procedure Objective

Oracle approvers who will be out of the office for an extended period of time can set a vacation rule in Oracle so that requisitions submitted to them for approval can be delegated to and attended to by their designee in their absence.

Procedure Application

Upon logging on to Oracle (mybiz.rit.edu on campus, myinfo.rit.edu off campus), the user is taken to the navigation home page. In the second section down, there is a hot link to Vacation Rules, which the user will click on.

The user will then click on the Create Rule button:

The user will either leave the Item Type at the –All--default or will click the down arrow in the Item Type field and will then chose the Item Type of Requisition and will then click next on the far right side of the screen. If –All— is selected, the user will automatically be taken to Step 3.
If an Item Type other than –All—is selected, the user will be taken to Step 2, the Vacation Rule Notifications screen. On the Vacation Rule Notifications screen, the user will select ALL and will then click Next on the far right of the window.

The user will then be taken to the Vacation Rule: Response page:
First, the user will fill in both Start Date and End Date. To do so, click on the calendar next to the field and select the Start Date. Then will repeat for the End Date.

If desired, the user can add a Message that will be displayed with each notification.

Next, the user will identify who to delegate their approval authority to. For a vacation or other out of office time, select Delegate your response . To select the Employee, click on the magnifying glass. In the window that pops up type the percent sign (%) and the last name of the employee.
The user will select the correct employee from the list of results that Oracle returns and will then click *Select*.

The user will then be taken to the final page where they can make changes, if necessary, then click on *Apply* on the far right side of the window.

Once the user clicks *Apply*, a summary page will come up and the user will be able to update or delete the rule from that screen at any time. The user will just click on *Vacation Rule* from the
Oracle Navigation screen and if the Vacation Rule is still in effect, the summary screen will come up, allowing the user to modify the rule.