

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








The screenshot displays the Oracle E-Business Suite interface. At the top, the NYIT logo and 'E-Business Suite' are visible. The user is logged in as 'DDUCK'. The main content area is titled 'Oracle Applications Home Page' and features a 'Main Menu' on the left with a 'Personalize' button. The 'Main Menu' includes links for 'NYIT Employee Self-Service', 'Personal Information', 'Payslip', 'Tax Info', 'Benefits', 'My Information', 'My Time-off', 'Recent Timesheet', 'Create Timesheet', 'United Health Care Log in', 'MetLife Dental Care Log in', 'Self Service Help FAQs', and 'NYIT Human Resource Office'. The 'Worklist' section on the right contains a table with columns 'Type', 'Subject', and 'Sent'. The table is currently empty, displaying the message 'There are no notifications in this view.' Below this message, there are two links: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.' A red arrow points from the 'Vacation Rules' link to the text below the screenshot.

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

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 EMPLOYEE TIMESHEETS ONLY 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

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

Step 1 of 3

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

Notification All

Select

Step 2 of 3

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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

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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](#)