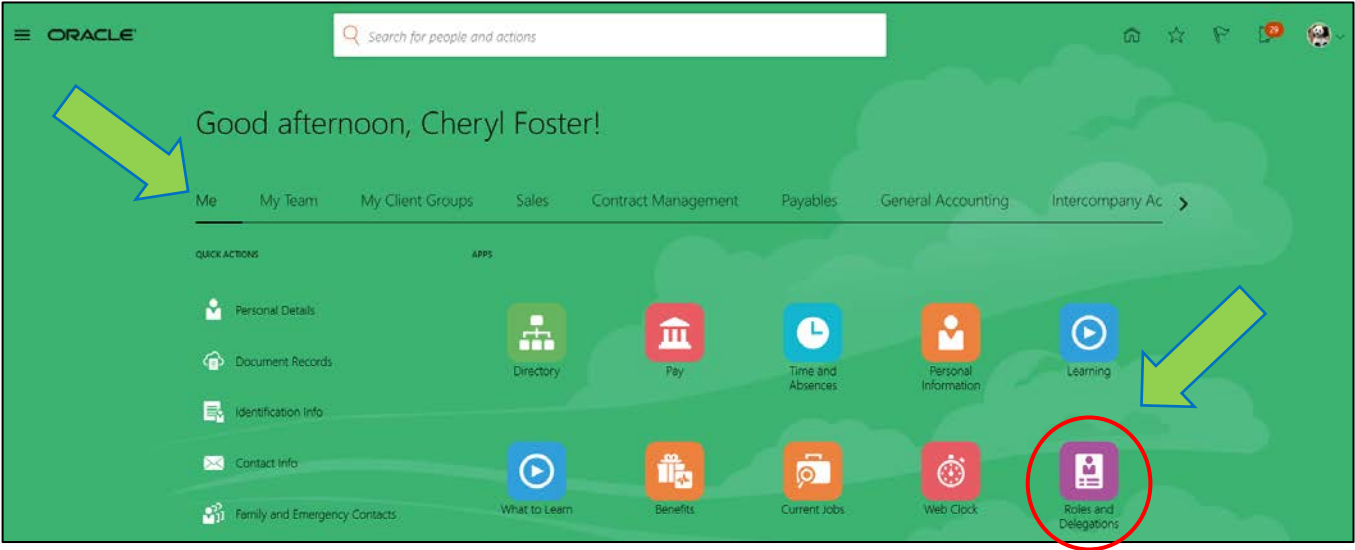

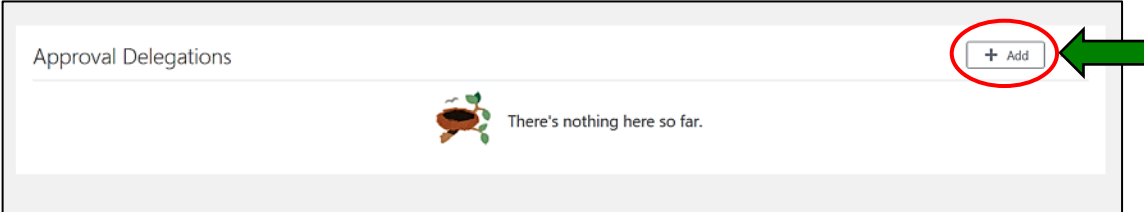


Setting Vacation Rules for Approvals

The purpose of this reference guide document is to outline the process of delegating approvals for a short period if one is unable to access Oracle.

Additional Resources:

- ap@gmhec.org
- 802-443-2321
- <https://gmhec.org/finance/finance-knowledge-base/>

Process Step & Description	Action
<p>Roles & Delegations</p>	<p>Navigation Path: > Me → Roles & Delegations</p>  <p>Click the down arrow on the right-hand side to open Actions for Approval Delegations:</p>  <p>Click '+ Add' to create a new Approval Delegation.</p>  <p>Enter the following information to create a Delegation:</p> <ol style="list-style-type: none"> 1. Rule Name – This is a free text field. You can enter any name you wish. In the example below, this is a vacation rule for Invoice Approvals. 2. Start Date 3. End Date 4. Category – Choose from the list in the dropdown menu 5. Delegate – Begin by typing in the first name of the Delegate. A list will appear where you can choose the Delegate's name.

Approval Delegations

Save Cancel

*Rule Name
Vacation Rule - Invoice Approvals

*Category
Invoice Approval

*Start Date
21-Aug-2020

*Delegate To
Nicole Corriveau (Nicole Corriveau)

End Date
26-Aug-2020

Allow this user to approve their own transaction

DO NOT ALLOW THE USER TO APPROVE THEIR TRANSACTIONS. This box should **never** be checked.

Allow this user to approve their own transaction

Click the '**Save**' button when the form is complete.