OTHER FEATURES

How to Create Vacation Rules

Use vacation rules to handle your notifications automatically when you are not available to manage your notifications directly, such as when you are on vacation.

1. Click the **Vacation Rules** link
2. Click the **Create Rule** button
3. Select **Item Type** of OTL Workflows for Employees
4. Select **Notification** "All" for rule to apply to all HR Notifications
5. Enter the **Start and End Date** you would like the Rule to expire
6. Select the name of the authorized user that will receive all your notifications to take action on.
7. Click the **Apply** button to save the rule

Worklist

				Full List
From	**Type**	**Subject**	**Sent** ▼	**Due**
	HR	Worker Status Change for Abbott, Janice (proposed by Fulton, Marla)	08-Apr-2014	08-Apr-2014
	HR	Hire or Placement for Doe, Ms. Jane (proposed by Fulton, Marla)	08-Apr-2014	08-Apr-2014

✔TIP Vacation Rules - Redirect or auto-respond to notifications.
✔TIP Worklist Access - Specify which users can view and act upon your notifications.

Vacation Rules

[Create Rule]

Rule Name	Item Type	Notification	Update	Delete	Status
You have not setup any notification routing rules. Please use the Create Rule button to create a new notification routing rule.					

Return to Worklist

Vacation Rule: Response

* Indicates required field

Item Type **OTL Workflows for Employees**
Notification **All**
* Start Date [10-Jun-2016 10:13:37] 📅
(example: 10-Jun-2016 10:13:37)
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.
○ Deliver notifications to me regardless of any general rules

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