University of Technology, Sydney
Project neo
How to set up Vacation Rules

Creation Date: 22-Jan-2008
How to Set Vacation Rules

**NOTE:** By setting up a Vacation rule, you are transferring ownership of the notification action (Approve/Reject etc…) and are giving authority for the person assigned to action on your behalf. **NOTE:** You can create as many rules as you like and the next time you go on vacation, all that is required is to update the existing rule and change the dates. **NOTE:** Users that are submitting should not change the manager to approve, the system will automatically send the notification to the delegate setup to approve on behalf of the person on vacation/leave.

- Log onto Neo
- Select UTS employee Self Service or UTS Manager self service
- Select the "Vacation Rule" link

- Select the "Create New Rule" link.
- For Item Type select "All" for all Notifications
- Select the "Next" link to proceed to the next setup page for the rule.
- Enter both a valid Start and End Date for the new rule. (as below)
- Ensure the "Reassign" radio button is selected.
- Enter the last name of the person delegated in your absence and click on the torch to select correct person/delegate. (as below)
- Ensure the "delegate your response radio button is selected.
- Click Apply and the rule is set for the dates you entered

The rule is now set and the status is “Active”