**Set a Vacation Rule**



1. Click on Vacation Rule link



1. Click on Create Rule button.

 

1. Click on Item Type Drop Down Arrow



* To give access for All notifications, CHOOSE “All”
* To give access for HR notifications (example, LOA, Appraisals, etc.) CHOOSE “HR”
* To give access for Timecard notifications, CHOOSE “OTL Workflows for Employees”
1. For this demonstration, we will choose the Timecard notifications item type.



Click on the NEXT Navigation Button to choose type of OTL Notifications.

Choose Notification “All”



1. Click on the NEXT Navigation Button





1. Choose Start Date and End Date

Tip: Click on the Calendar Icon in the text box 

1. Click on the Magnifying glass to Choose the Employee you are delegating your notifications to.

 

 

1. To finish the steps, Click Apply



1. The Rule Name, Item Type, and Notification Type will appear



In addition, the Update/Delete Icons and Current Status of Rule appear.

