**Set a Vacation Rule**



1. Click on Vacation Rule link



1. Click on Create Rule button.

Graphical user interface, text, application, email

Description automatically generated

1. Click on Item Type Drop Down Arrow

A screenshot of a computer

Description automatically generated

* 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”

Application

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1. Click on the NEXT Navigation Button



Graphical user interface, text, application, email

Description automatically generated

1. Choose Start Date and End Date

Tip: Click on the Calendar Icon in the text box Graphical user interface, text, application

Description automatically generated

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

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, text, application, email

Description automatically generated

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.

Graphical user interface, application

Description automatically generated