

How to set Vacation Rules

Direct Line Manager: To set vacation rules for approvers in Oracle iExpense to re-route notifications to a delegate when on planned leave, please follow the instructions below

Please Note: the nominated delegate to approve claims on your behalf also requires financial delegation within iExpense. This is not a system generated process. If they require temporary financial delegation as an approver in iExpense, please complete [SA Health Medical Officer Professional Development Accounts Payable Creation/Maintenance Form \(DOCX 69KB\)](#) and return to Health.PDReimbursement@sa.gov.au

Quick Steps

Step 1: [Log into desktop version of iExpense](#)

Step 2: [On Home Page select Vacation Rules](#)

Step 3: [Create rule:](#)

- > Enter start – end date
- > Person receiving notifications
- > Delegate your responsibilities

Step 4: [Back to Home Page](#)

Step 1: Log into desktop version of iExpense

- > To log onto Oracle Corporate Systems use your HAD ID and Password



Sign In



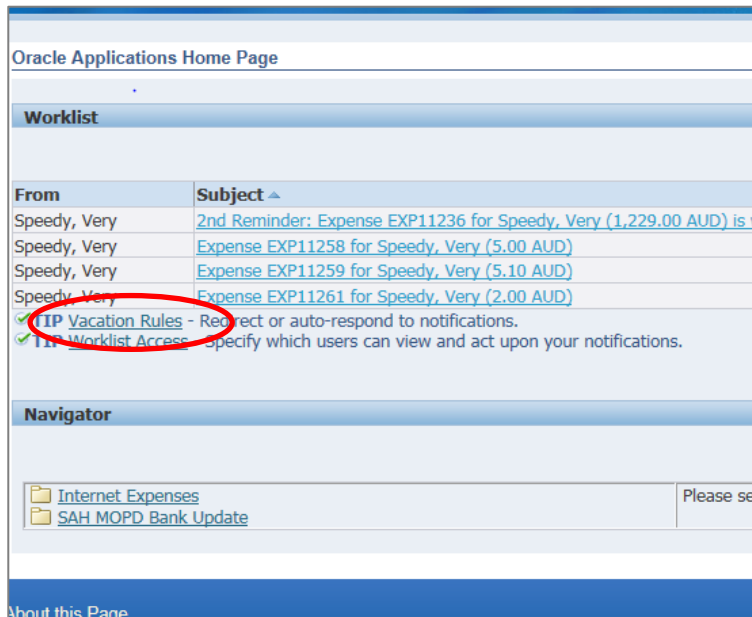
Oracle Corporate Systems

Enter your Single Sign-On user name and password to sign in.

Two red arrows point from the left towards the User Name and Password input fields.

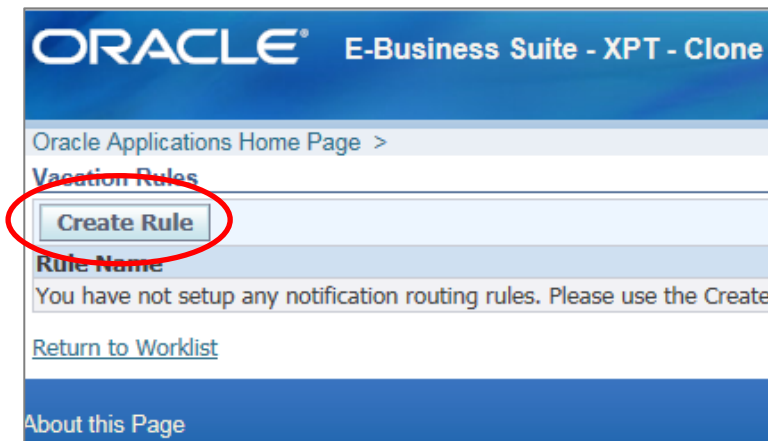
Step 2: On Home Page select Vacation Rules

- > Click on *Vacation Rules* hyperlink from Oracle Applications Home Page
- > The Vacation Rules screen is displayed

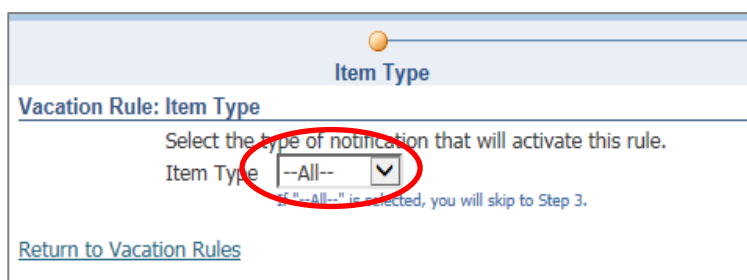


Step 3: Create Rule

- > Click *Create Rule* button



- > The *Vacation Rule: Item Type* screen is displayed
- > Select the *Item Type* from the drop down box or leave the default at All



- > Click *Next* to continue

The screenshot shows a web interface titled "Rule Response". At the bottom right, it displays "Step 1 of 3" and a "Next" button, which is circled in red to indicate it should be clicked.

- > The *Vacation Rule: Response* screen is displayed

The screenshot shows the "Vacation Rule: Response" screen. It includes the following fields and options:

- Item Type:** All
- Notification:** All
- * Start Date:** 24-Sep-2020 08:51:55 (with a calendar icon)
- * End Date:** 24-Sep-2020 08:51:58 (with a calendar icon)
- Message:** test
- Comments will display with each routed notification:** All Employees and Users (dropdown), Speedy, Very (dropdown)
- Reassign options:**
 - 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.)

- > Select *Start date* and *End date* of intended leave by clicking the *Calendar* icons
- > Type note in *Message* field, which is free text. All notifications forwarded will have this message attached.
- > Select the *Reassign* radio button & click on the Type from the Drop Down box
- > Enter the person's family name in the User or Role search field and press 'tab' or hover for a list of names to choose from. If the name is unique it should auto-populate. If the name is not unique, search using the *Search* icon
- > The system should default to *Delegate your response*. The *Transfer notification* option is not available
- > Select the *Apply*
- > The rule is now created.
- > You can edit the rule by clicking on the *Pencil* icon
- > You can delete the rule by clicking on the *Rubbish bin* icon

Step 4: Back to Home Page

- > The system will return to the *Vacation Rules* screen
- > To return to Oracle Home Page select *Return to Worklist* hyperlink.

Oracle Applications Home Page >

Vacation Rules

[Create Rule](#)

Rule Name
Delegate: Speedy, Very

[Return to Worklist](#)

For more information

How to Set Vacation Rules as a Direct Line
Manager.docx
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Medical Officer Professional Development
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