

Oracle Online Manager Self Service Approval Process Frequently Asked Questions

1. I am going to be out of town and will not be able to access a computer to approve any Oracle Manager Self Service transactions. What should I do?
 - a. Please refer to the documentation on the Oracle Customer Support website for detailed step-by-step instructions on how to delegate approval authority.
<http://finweb.rit.edu/customersupport/managerselfserve.html>
2. My supervisor is out ill and is unable to approve my transactions. How can I get these time sensitive transactions approved?
 - a. Please contact your Human Resources Service Manager (HRSM) for assistance.
3. I get many approval notifications at once. Is there a way to mass approve them?
 - a. The approval process is designed to allow only one approval at a time. This greatly reduces the possibility of error.
4. When I log into Oracle after opening the email notification, I am unable to approve the transaction. There is a message at the top that states, "You must select RIT Workflow User responsibility to approve this request." What do I do?
 - a. Select the "Home" link, then select "RIT Workflow User," and then select My Worklist. From there you should be able to approve all transactions.