Set Vacation Rules Quick Reference

Notifications Screen

Overview

Approvers set Vacation Rules to delegate approval authority to another Approver when taking a planned absence.

The Vacation Rules function allows you to:
- Set the beginning & end date of the vacation
- Delegate requisitions to another Approver
- HCOM will keep a record of all transactions undertaken by the delegated Approver

- Help Contacts:
  - For technical issues, contact the HU IT Help Desk: dls@harvard.edu or x6-2001
  - For customer service issues, contact University Financial Services-AP Customer Service: ap_customerservice@harvard.edu or x5-8500, option 1

- Log into HCOM at:
  - http://vif-web.harvard.edu/applications
  - Click Personal Homepage
  - Click Login with HUID & PIN
  - Click HRVD^PROCUREMENT

To start, access the Notifications screen:
1. From the HCOM Homepage, click the Tab.
2. From the Requisitions screen, click
3. Click link Vacation Rules from the bottom of the Notifications screen.

Set Vacation Rules

1. Click on Create Rule.
2. From Vacation Rule: Item Type screen, click Next.
3. From Vacation Rule: Response screen, set Start Date.
4. Set End Date.
6. Choose Approver to Delegate Requisitions:
   a. Click
   b. Type in Approver’s last name and click Go
   c. Select Approver by clicking

You will not receive any Requisitions from the start date through the end date.

The rule will automatically expire at the end date.