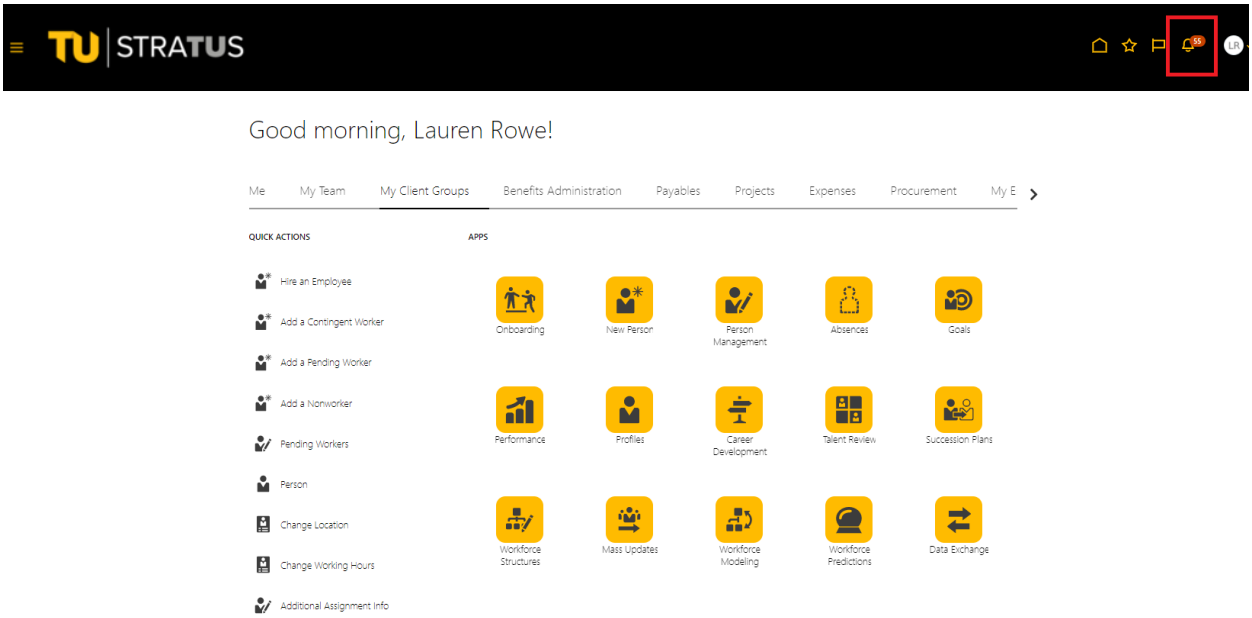
Stratus Financials – Out of Office Delegate/Reassign Approvals

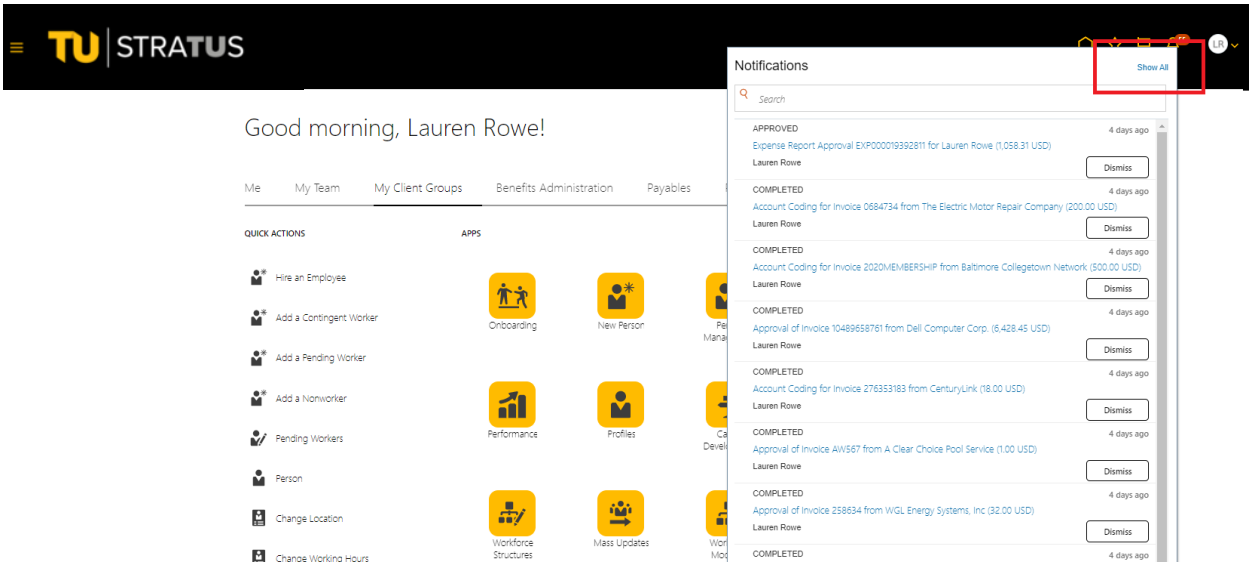
For employees needing to delegate/reassign approvals when Out of Office.

Purpose:	Set Out of Office criteria and delegate/reassign approvals during that time.
How to Access:	Log into the Stratus application.
Helpful Hints:	Be sure to keep in mind that… • This process can apply to all modules in Stratus. • Your homepage (icons, menu options, etc.) may look different based on your security permissions. • As a reminder, delegations and reassignments are not designed to be permanent, but instead, to temporarily cover duties while the approver is unavailable. For extended out of office situations, for example; long-term sick leave or sabbatical, please contact the Stratus Financials team at stratusfinancialsteam@towson.edu and request a change to the Financial Steward and Cost Center Manager. • Reassign: transfers approvals to another user. Delegate: allows another user to approve on your behalf.
Procedure:	Complete the following steps to delegate/reassign approvals in Stratus:

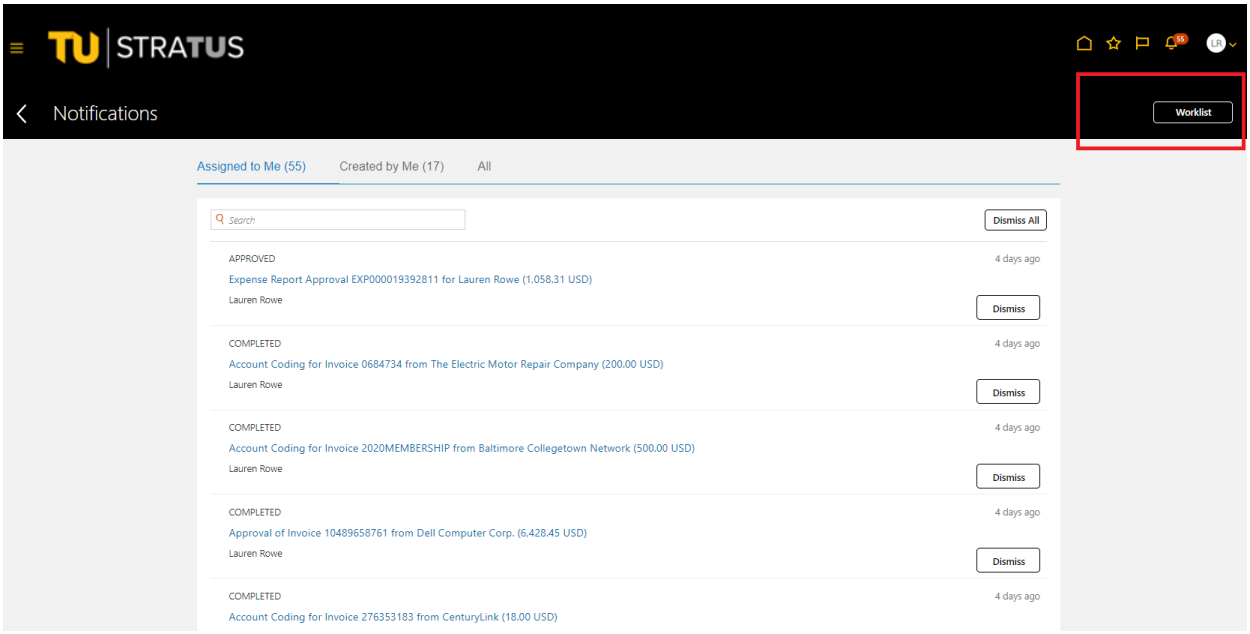
1. On the homepage, click the **notifications icon**.



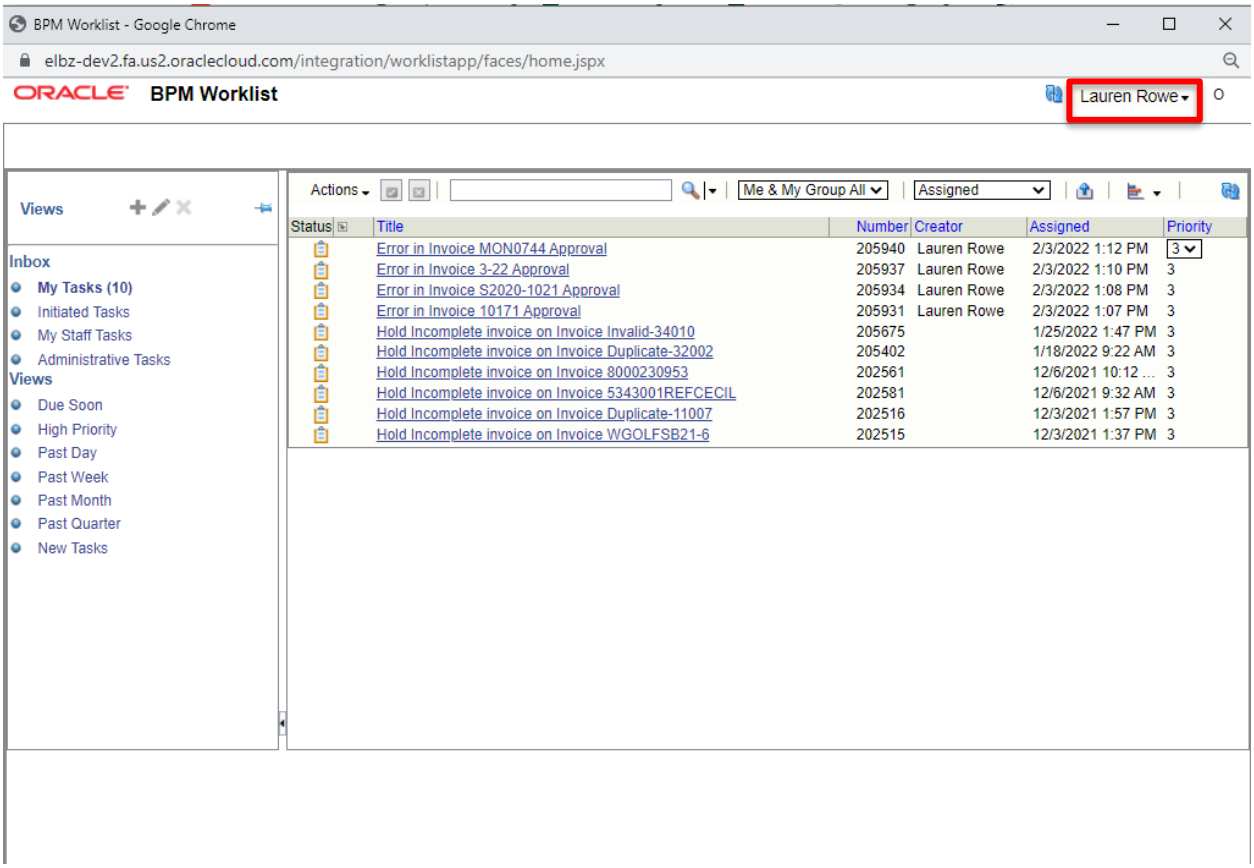
2. Click **Show All**.



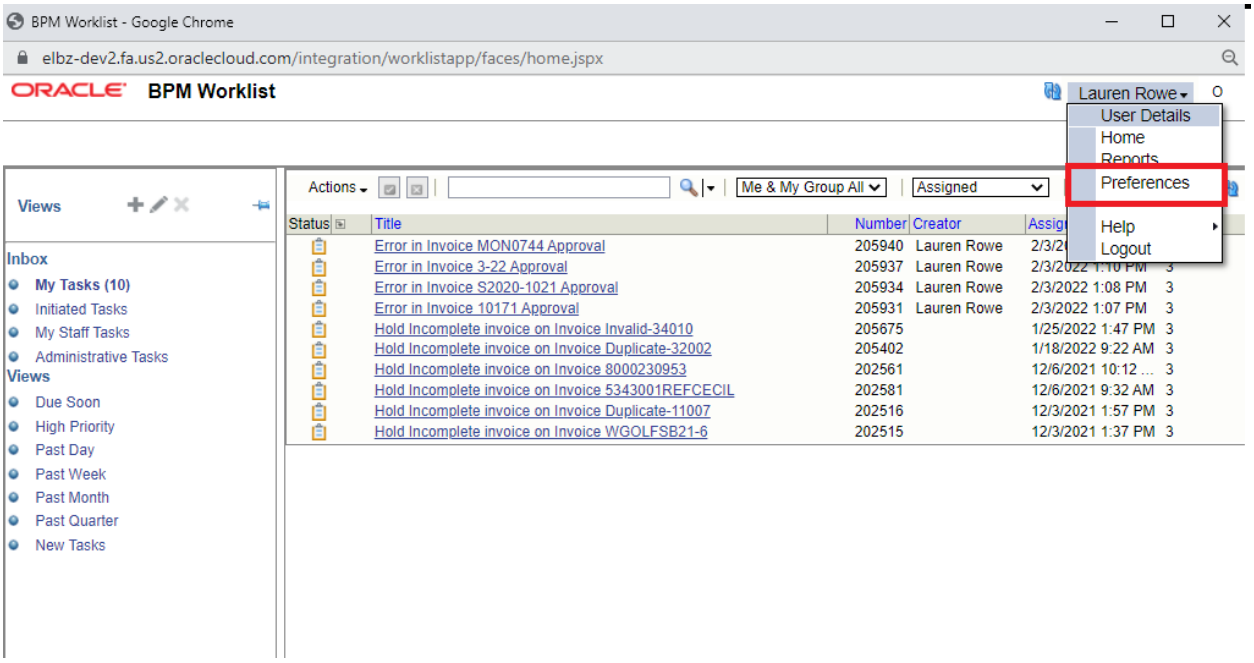
3. On the notification's pages, click the **worklist button**.



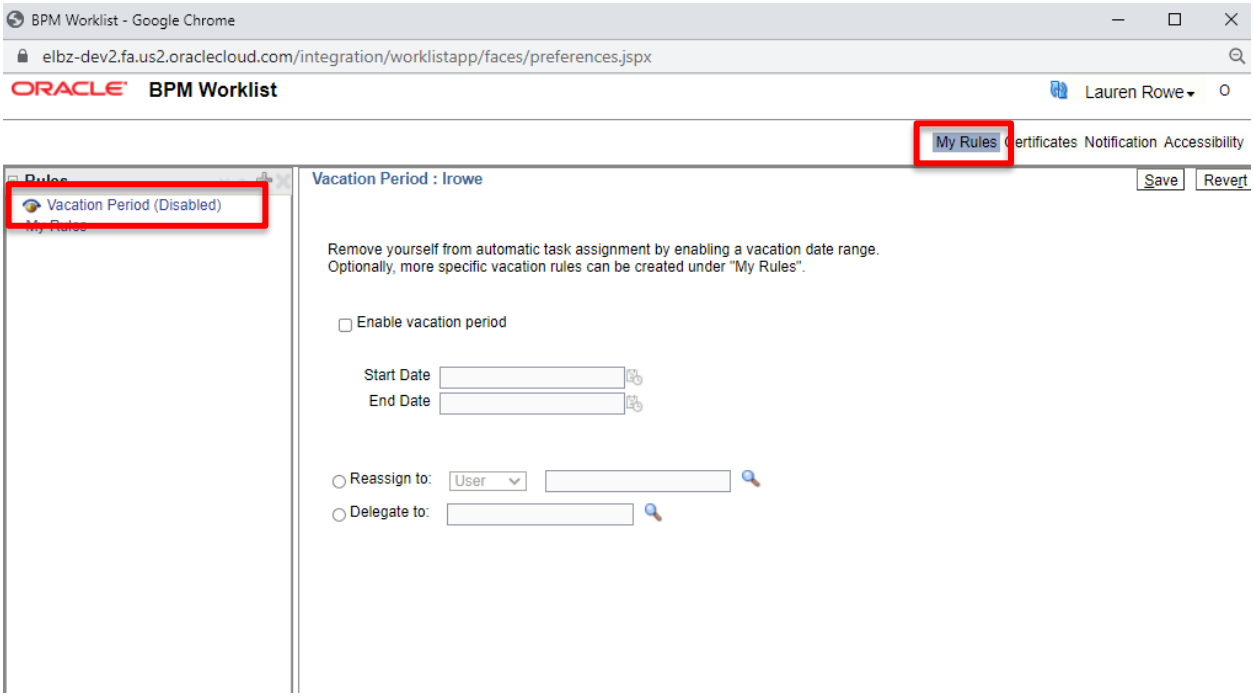
4. In the new browser window, click the drop-down arrow next to your username.



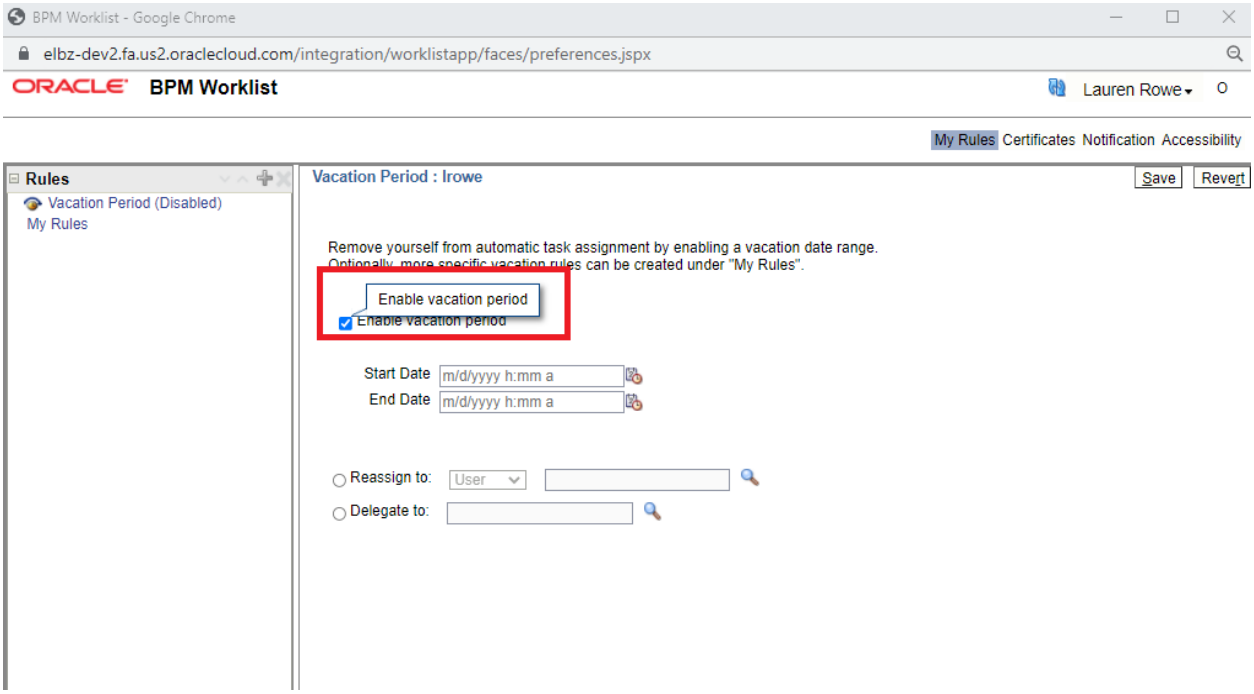
5. Select **Preferences**.



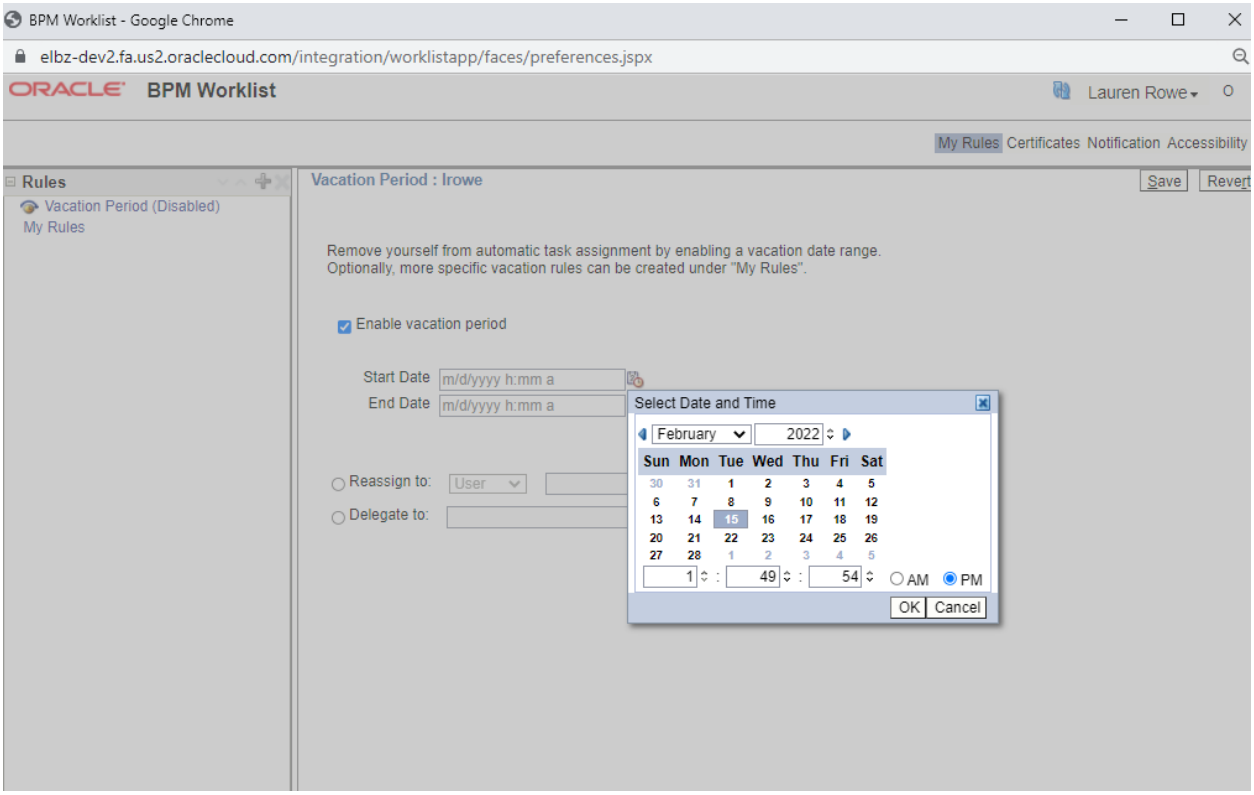
6. On the “My Rules” tab, select the vacation rule period if it isn’t already displayed.

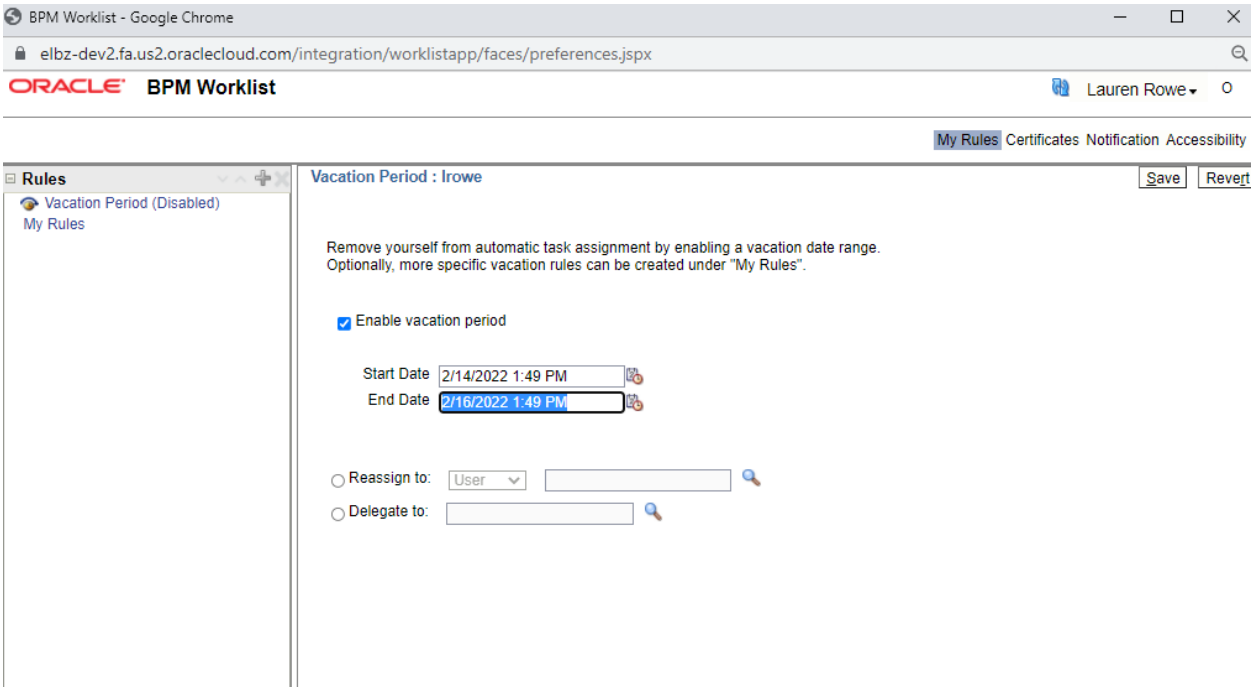


7. On the vacation period page, select the “**Enable Vacation Period**” check box.

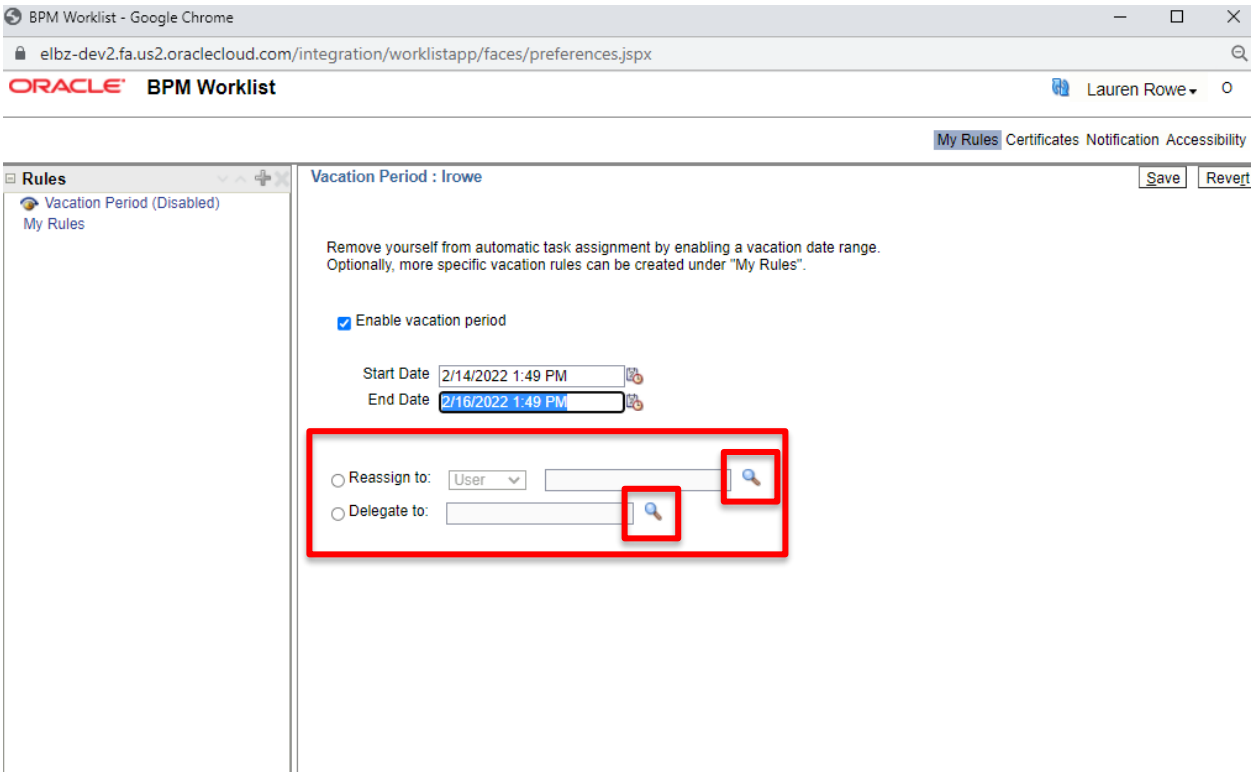


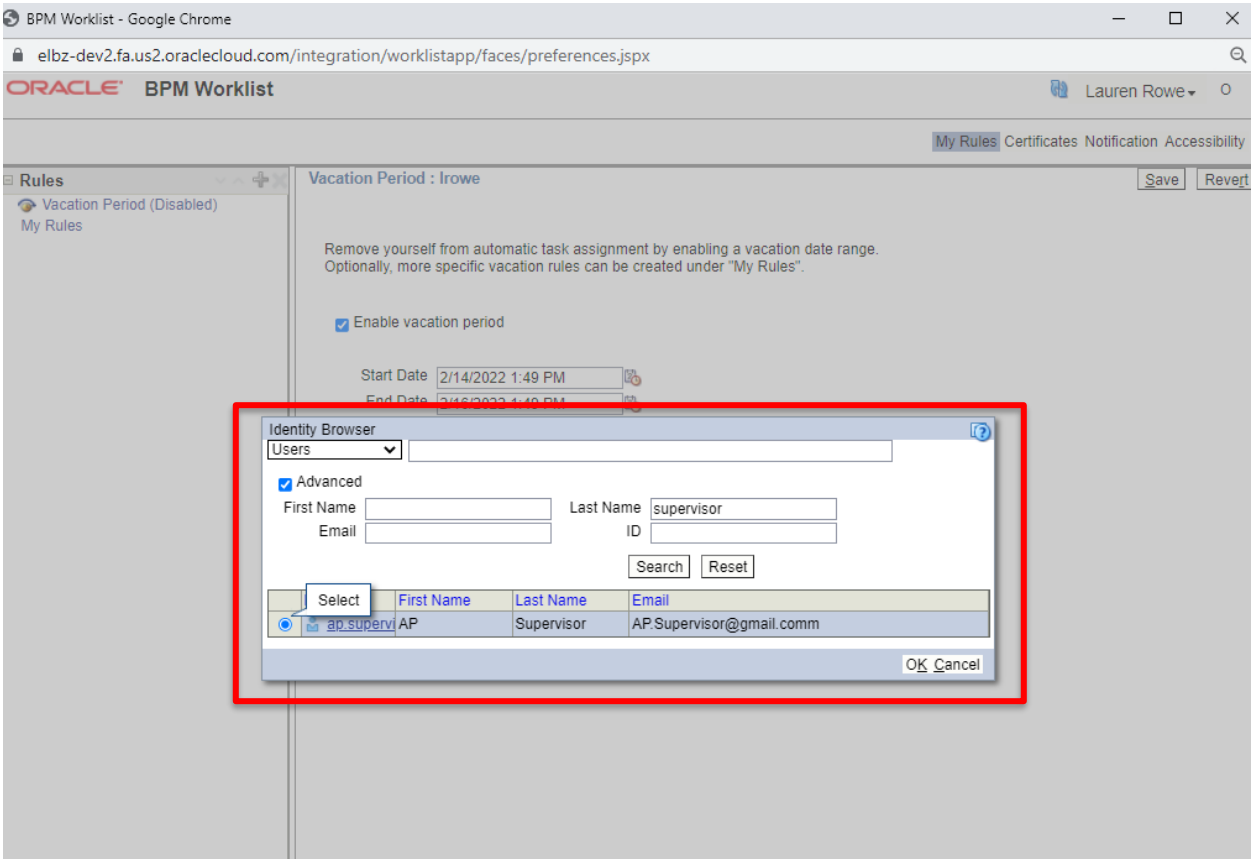
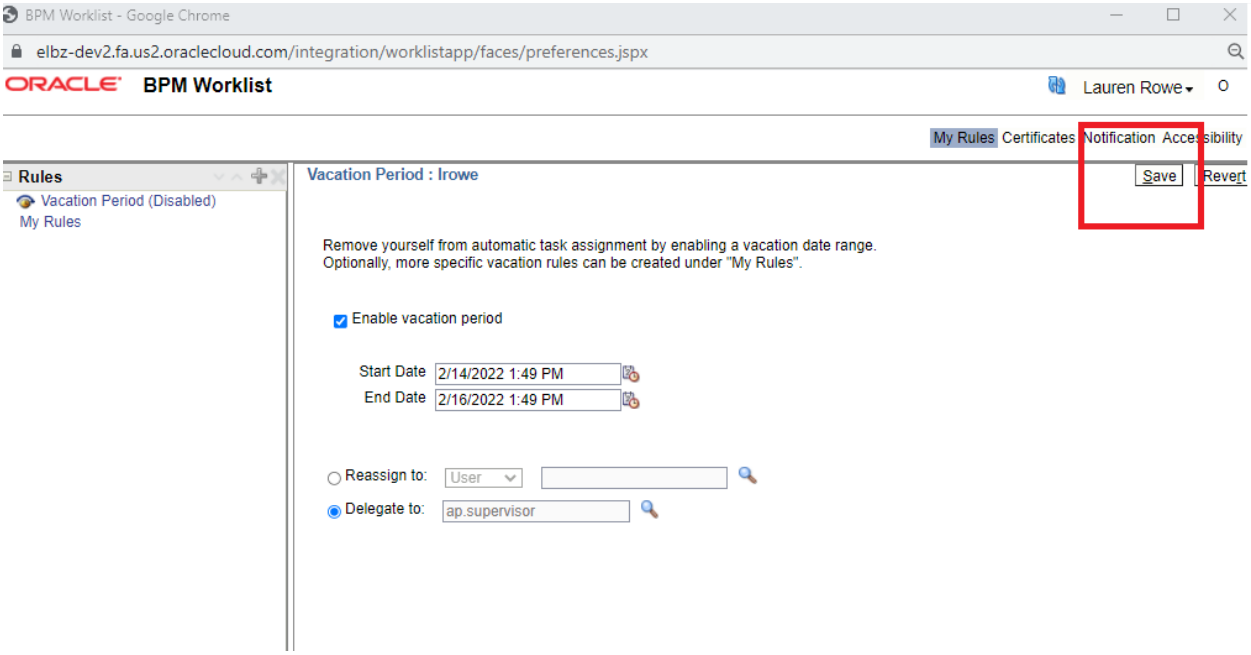
8. Enter the start and end date of your time out of office.





9. Select to reassign or delegate your tasks and provide an assignee. Using the magnifying glass icon allows you to search for users by name, email, ID. Select the user you wish to reassign or delegate your tasks to and click OK.





10. Click **Save**.