

# 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](mailto: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**.



Good morning, Lauren Rowe!

Me My Team My Client Groups Benefits Administration Payables Projects Expenses Procurement My E >

QUICK ACTIONS

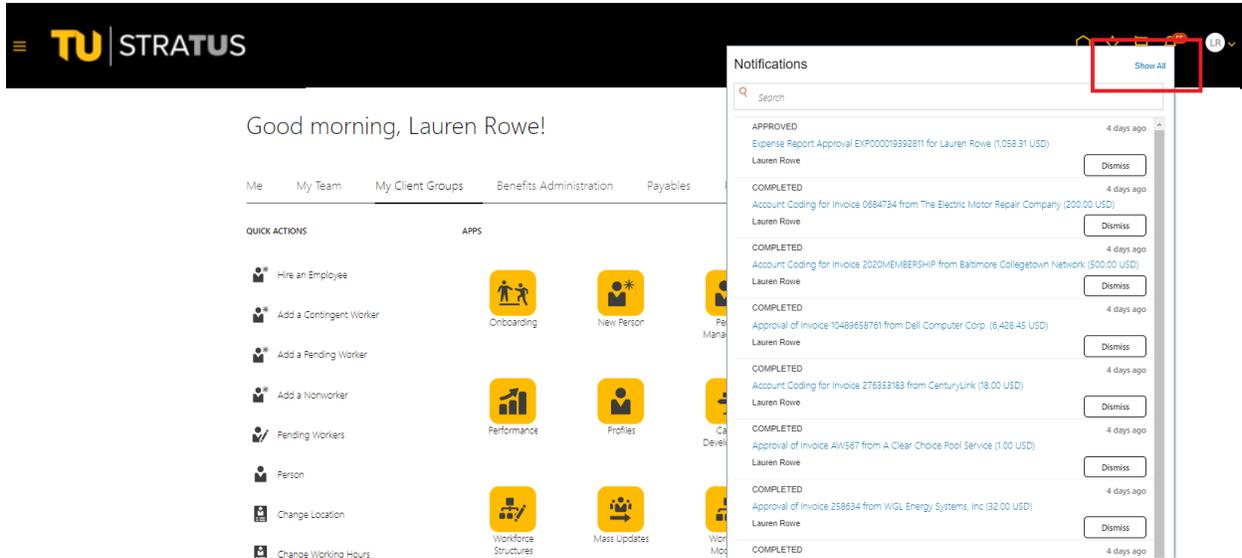
- Hire an Employee
- Add a Contingent Worker
- Add a Pending Worker
- Add a Nonworker
- Pending Workers
- Person
- Change Location
- Change Working Hours
- Additional Assignment Info

APPS

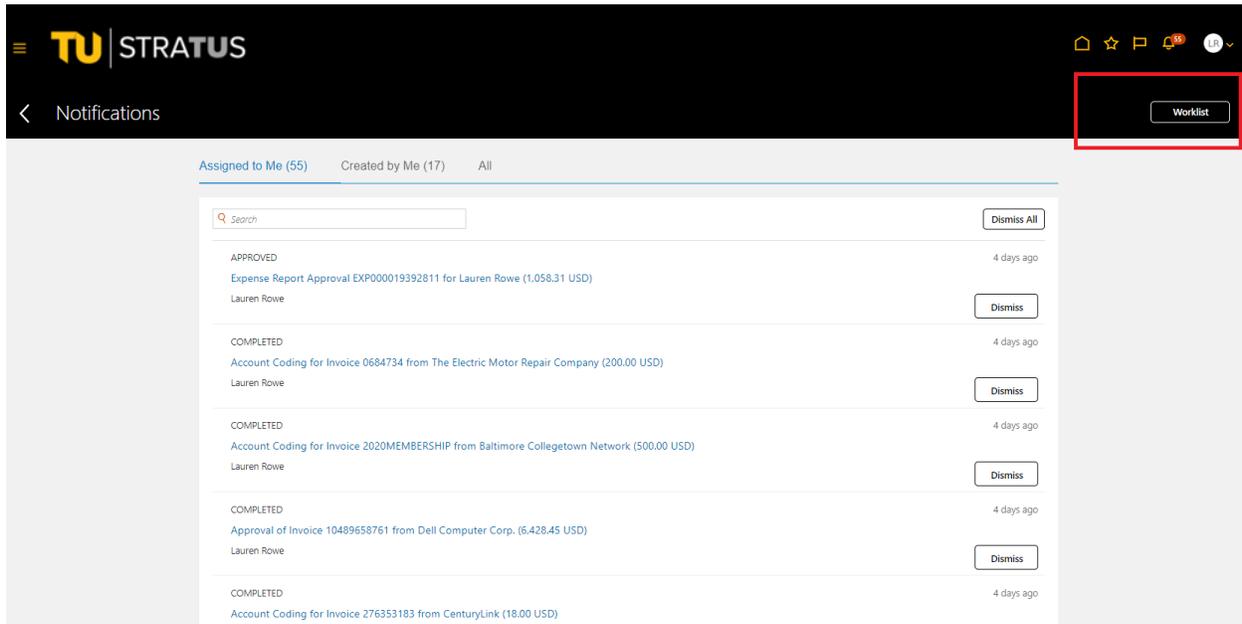
- Onboarding
- New Person
- Person Management
- Absences
- Goals
- Performance
- Profiles
- Career Development
- Talent Review
- Succession Plans
- Workforce Structures
- Mass Updates
- Workforce Modeling
- Workforce Predictions
- Data Exchange

## Stratus Financials – Out of Office & Delegate/Reassign Features

2. Click **Show All**.

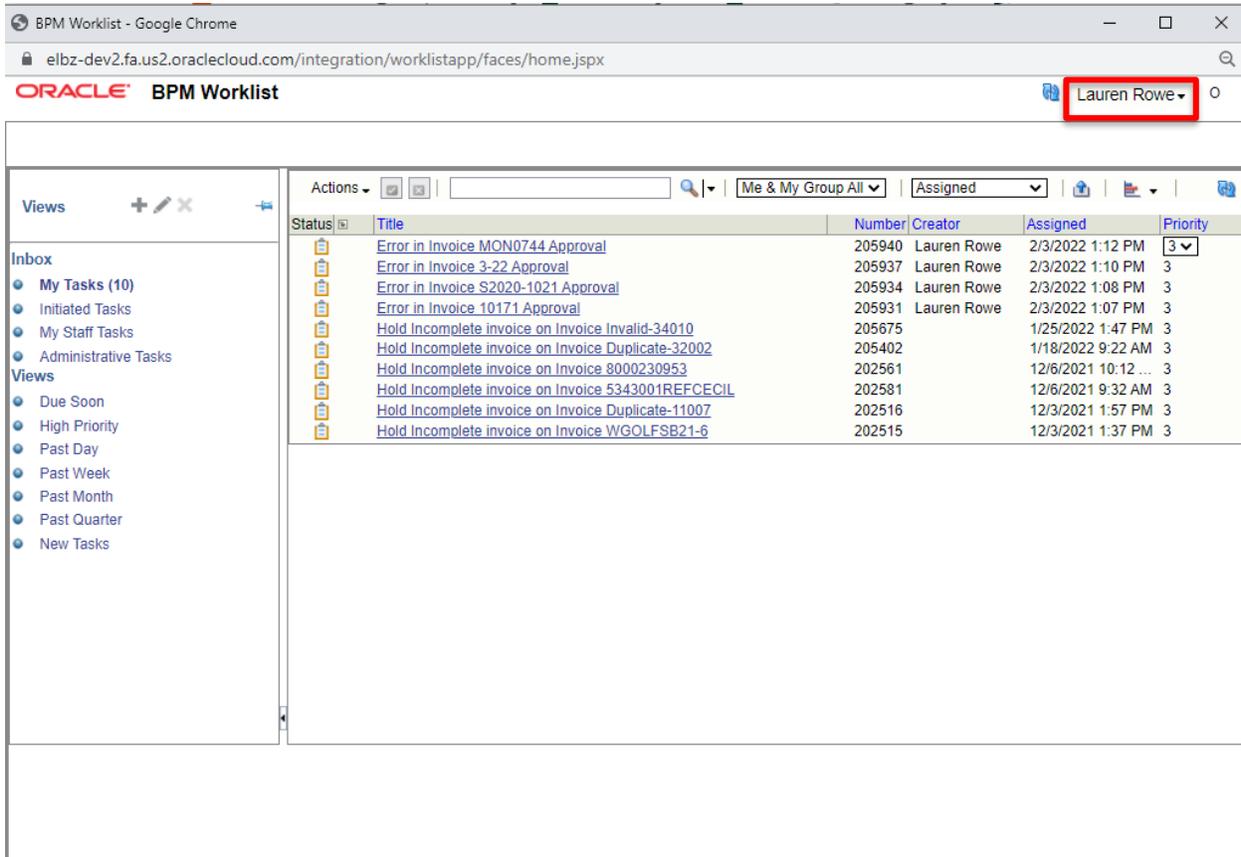


3. On the notification's pages, click the **worklist** button.



## Stratus Financials – Out of Office & Delegate/Reassign Features

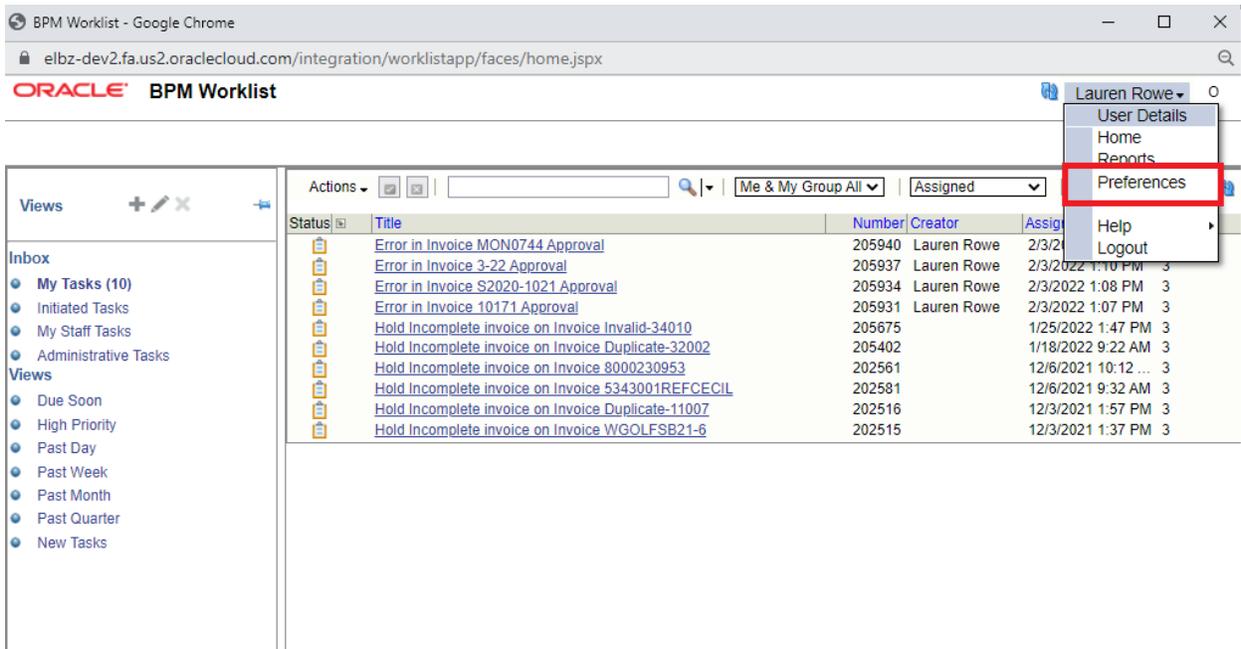
- In the new browser window, click the drop-down arrow next to your username.



The screenshot shows the Oracle BPM Worklist interface in a Google Chrome browser. The user's name, "Lauren Rowe", is displayed in the top right corner with a dropdown arrow. The main area contains a table of tasks with columns for Status, Title, Number, Creator, Assigned, and Priority. The table lists several tasks related to invoice approvals and holds.

Status	Title	Number	Creator	Assigned	Priority
	<a href="#">Error in Invoice MON0744 Approval</a>	205940	Lauren Rowe	2/3/2022 1:12 PM	3
	<a href="#">Error in Invoice 3-22 Approval</a>	205937	Lauren Rowe	2/3/2022 1:10 PM	3
	<a href="#">Error in Invoice S2020-1021 Approval</a>	205934	Lauren Rowe	2/3/2022 1:08 PM	3
	<a href="#">Error in Invoice 10171 Approval</a>	205931	Lauren Rowe	2/3/2022 1:07 PM	3
	<a href="#">Hold Incomplete invoice on Invoice Invalid-34010</a>	205675		1/25/2022 1:47 PM	3
	<a href="#">Hold Incomplete invoice on Invoice Duplicate-32002</a>	205402		1/18/2022 9:22 AM	3
	<a href="#">Hold Incomplete invoice on Invoice 8000230953</a>	202561		12/6/2021 10:12 ...	3
	<a href="#">Hold Incomplete invoice on Invoice 5343001REFCECIL</a>	202581		12/6/2021 9:32 AM	3
	<a href="#">Hold Incomplete invoice on Invoice Duplicate-11007</a>	202516		12/3/2021 1:57 PM	3
	<a href="#">Hold Incomplete invoice on Invoice WGOLFSB21-6</a>	202515		12/3/2021 1:37 PM	3

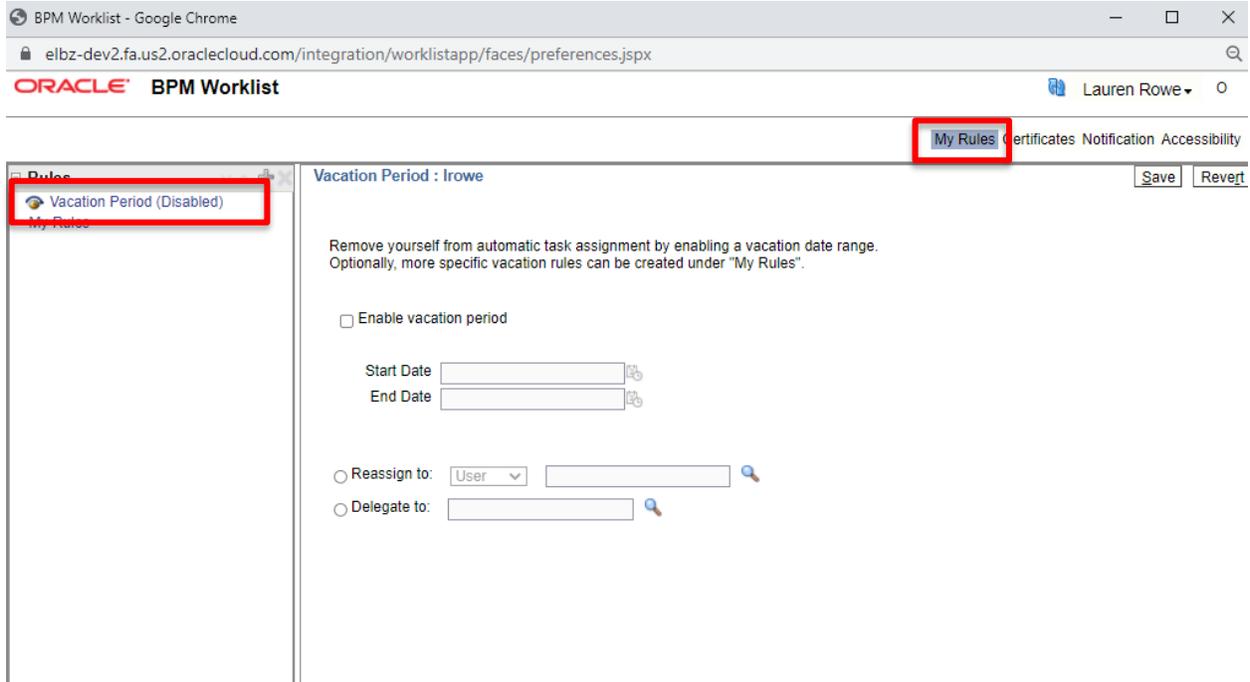
- Select **Preferences**.



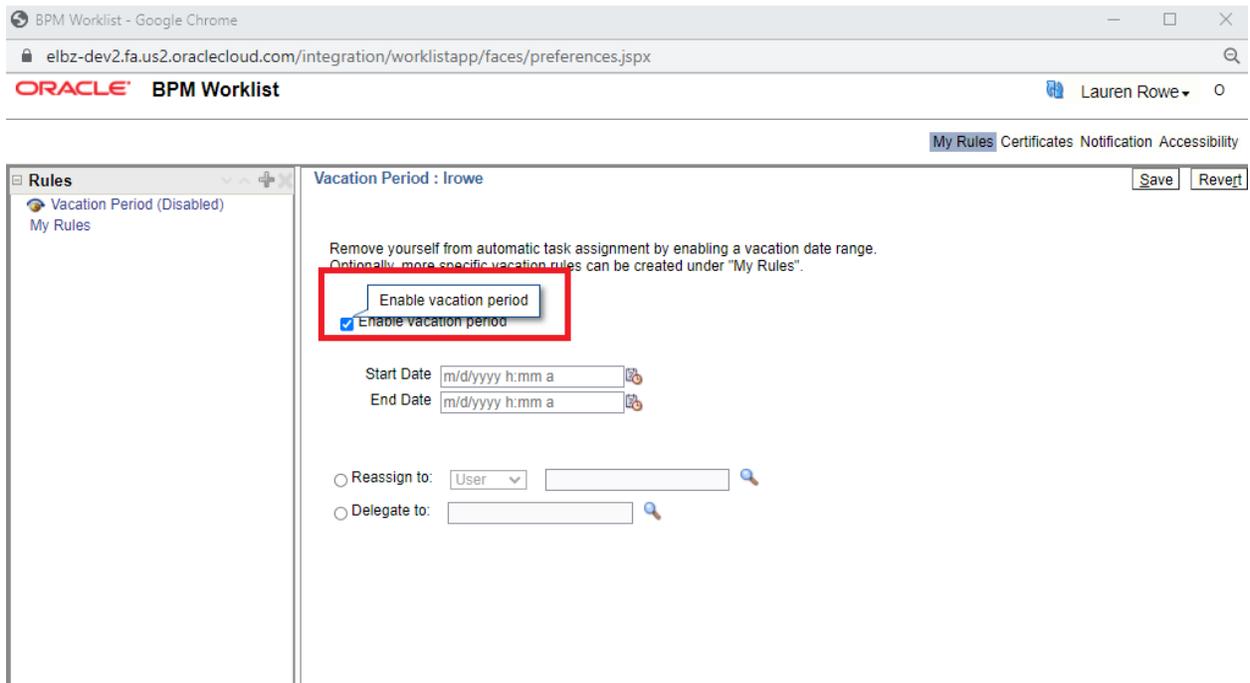
The screenshot shows the same Oracle BPM Worklist interface as above, but with the user profile dropdown menu open. The "Preferences" option is highlighted with a red box. Other options in the menu include "User Details", "Home", "Reports", "Help", and "Logout".

## Stratus Financials – Out of Office & Delegate/Reassign Features

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



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



## Stratus Financials – Out of Office & Delegate/Reassign Features

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

BPM Worklist - Google Chrome  
elbz-dev2.fa.us2.oraclecloud.com/integration/worklistapp/faces/preferences.jspx

ORACLE BPM Worklist Lauren Rowe

My Rules Certificates Notification Accessibility

Rules Vacation Period (Disabled) My Rules

Vacation Period : Irowe Save Revert

Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".

Enable vacation period

Start Date: m/d/yyyy h:mm a  
End Date: m/d/yyyy h:mm a

Reassign to: User  
 Delegate to:

Select Date and Time  
February 2022  
Sun Mon Tue Wed Thu Fri Sat  
30 31 1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 1 2 3 4 5  
1 : 49 : 54 AM PM  
OK Cancel

BPM Worklist - Google Chrome  
elbz-dev2.fa.us2.oraclecloud.com/integration/worklistapp/faces/preferences.jspx

ORACLE BPM Worklist Lauren Rowe

My Rules Certificates Notification Accessibility

Rules Vacation Period (Disabled) My Rules

Vacation Period : Irowe Save Revert

Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".

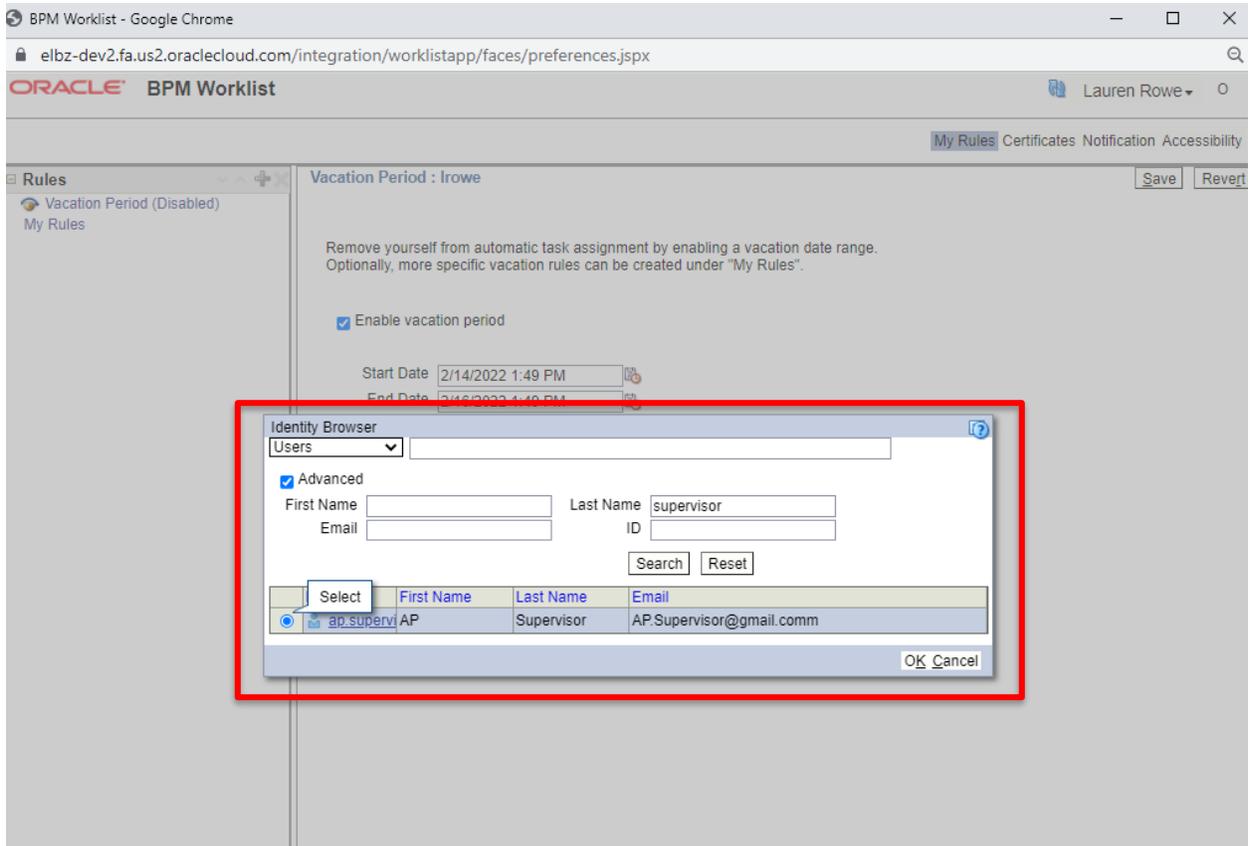
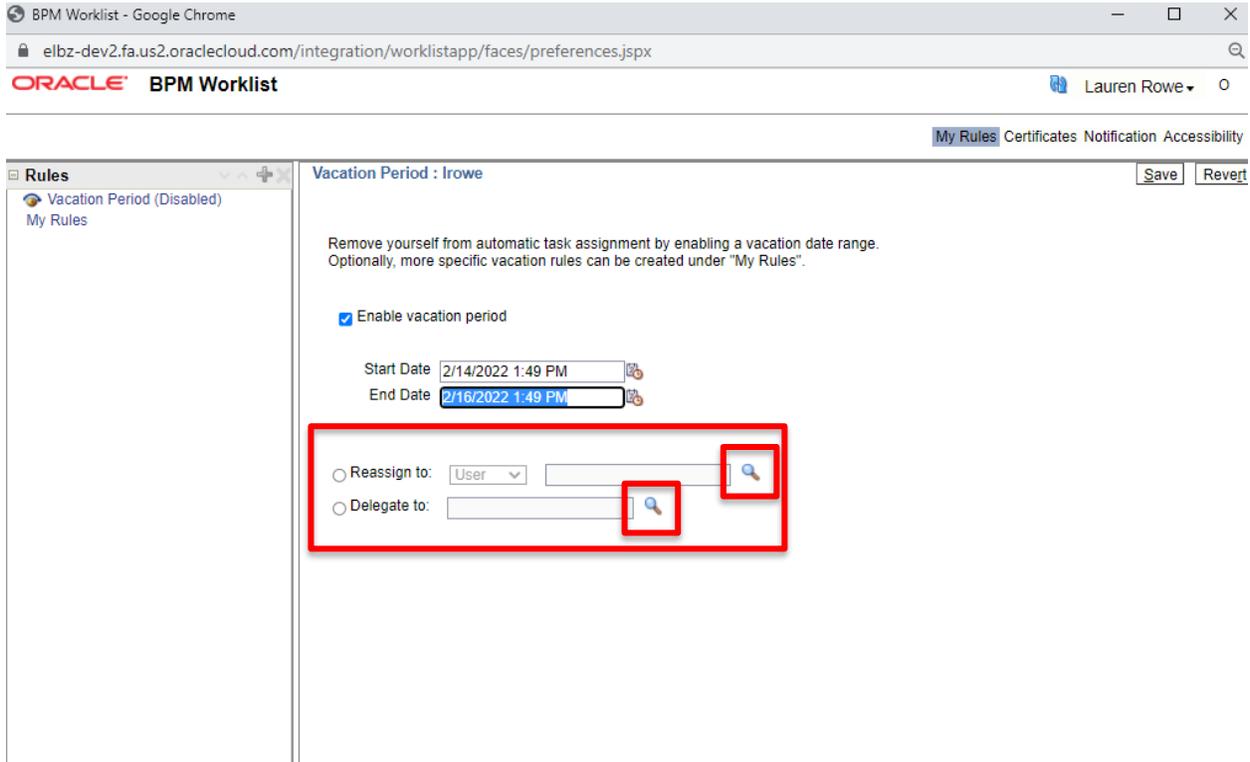
Enable vacation period

Start Date: 2/14/2022 1:49 PM  
End Date: 2/16/2022 1:49 PM

Reassign to: User  
 Delegate to:

## Stratus Financials – Out of Office & Delegate/Reassign Features

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.



## Stratus Financials – Out of Office & Delegate/Reassign Features

10. Click **Save**.

The screenshot shows the Oracle BPM Worklist interface in a Google Chrome browser. The page title is "BPM Worklist" and the user is "Lauren Rowe". The main content area is titled "Vacation Period : Irowe" and contains the following configuration options:

- Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".
- Enable vacation period
- Start Date: 2/14/2022 1:49 PM
- End Date: 2/16/2022 1:49 PM
- Reassign to: User [dropdown]
- Delegate to: ap.supervisor

At the top right of the configuration area, there are two buttons: "Save" and "Revert". The "Save" button is highlighted with a red rectangular box.