
mySchedule Manager Guide - Annual Vacation - Manager Video Links

Introduction

The manager section of the mySchedule Annual Vacation system includes a variety of features and options. This document provides quick links to all of the video help materials managers may need to make full use of the system.

Manager Videos

Setting Up

[Annual Vacation – Manager Video 1 – Intro to Annual Vacation](#)

[Annual Vacation – Manager Video 2 – Editing Vacation Groups](#)

[Annual Vacation – Manager Video 3 – Assigning Approver Access](#)

[Annual Vacation – Manager Video 4 – Setting Unit Quotas](#)

Processing Requests

[Annual Vacation – Manager Video 5 – Processing Vacation Requests](#)

[Annual Vacation – Manager Video 6 – Applying on Behalf of Employees](#)

[Annual Vacation – Manager Video 7 – Submitting Approved Requests](#) (The review and submit section of the system has been streamlined – this link is to a PDF document briefly outlining the new process – the video is no longer required.)