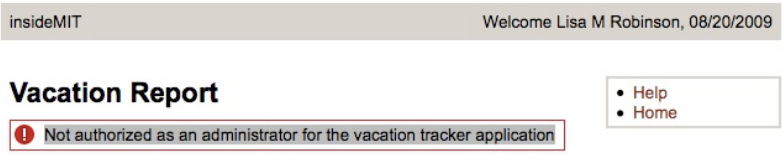
Not authorized as an administrator for the vacation tracker application, Atlas error message

Not authorized as an administrator for the vacation tracker application, Atlas error message

Context

On the Atlas Self Service tab, I select SRS Vacation tracker, and receive an error message:



Explanation

This error message indicates that you are trying to access the administrator interface of the SRS Vacation Tracker, but do not have the correct authorizations. The Vacation Tracker application is for sponsored research employees only.

Solution

- If you are trying to view and enter your own vacation time, navigate instead to the Atlas Self Service Tab in Atlas. From there, select the **SRS Vacation Tracker** link.

  Note: If you are seeing your own name in the upper right hand corner of the screen, then your MIT personal certificate is working properly.

- If you are an administrator for Sponsored Research employees, contact the HR Primary Authorizer for your area to request that authorizations be added. If you need help identifying that person, the IS&T Help Desk can assist.

  The Roles Database authorization needed for this functionality is VACA ADMIN FOR EXEMPT STAFF.