



PeopleSoft 8.00.01 Human Resources PeopleBook

Monitoring Absences

PeopleSoft 8.00.01 Human Resources PeopleBook: Monitoring Absences

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MONITORING ABSENCES

This book provides you with the information you will need for implementing and using the Monitoring Absences module of PeopleSoft Human Resources. You can order the online version by requesting SKU HRB8SP1R0, or the hardcopy version by requesting SKU MAHRAr8SP1B 1200.

This book, *Monitoring Absences*, documents how to set up your system to use PeopleSoft Monitoring Absences as well as how to track worker absences and vacations. Reports that will help you better understand absence trends in your workforce are provided.

Setting Up Absence Data describes how you can set up your system to process employee absences as you'd want to.

Tracking General Absences discusses ways you can monitor information related to employee absences and better understand absence trends in your workforce.

Tracking Vacations tells you how to create a vacation benefit plan and link employees to it. You also learn how to process and track employee vacations.

Running Monitoring Absences Reports discusses how to generate PeopleSoft Monitoring Absences reports and details the output results of those reports.

CHAPTER 1

Setting Up Absence Data

With Monitoring Absences business process functionality in PeopleSoft Human Resources, you can maintain and track absence data, both historical and current, so that you can better monitor worker absences for both performance evaluation and project planning. Managing the absences of your employees effectively is fast becoming one of the most telling differences between enterprises, especially at a time when the margins of profitability, however slim, make all the difference. There is a direct correlation between a company's approach to absence management and its attitude to project management. It could be the difference between overstaffing and understaffing a project, because of the possibility of losing key members of staff at inopportune moments due to absences.

Overview of Setting Up Absence Data

In addition to the core requirement of tracking absences across your entire workforce, with PeopleSoft Absence Management you can now begin to take a proactive approach to absence management rather than a reactive one. The system enables you to track typical absences such as sickness, maternity leave, trade union duties, public duties, annual holidays, and more. You should also be aware of the regional (that is, national and/or provincial) regulatory and legislative practices that are applicable to your employees and how these translate into company policies.

Accommodating the legislative, cultural, and regulatory practices of absences in different countries can constitute a significant administrative and logistical effort for any enterprise. PeopleSoft Human Resources enables you to streamline your administrative procedures, resulting in more efficient absence monitoring and processing.

Before you can start monitoring absences, you must set up certain tables used by the system. In this section we talk about setting up absence classes, defining absence types within the classes, and then setting absence codes within the types. We also discuss defining absence parameters.

Understanding How SetID and Regulatory Regions Work in Absence Management

In your Monitoring Absences business process, the Absence Class and Absence Type tables are keyed by SetID, providing you with the ability to maintain separate sets of absence types and codes for different regions as required by the regulatory and/or legislative practices in your regions.

Because each country has different types of absences, you use the Regulatory Region concept for processing all employee absences within your PeopleSoft Human Resources system. Regulatory

Region is a set-sharing concept similar to Business Unit, and Regulatory Regions are associated with SetIDs using the TableSet Control page. The Monitoring Absences module uses the association between SetID and Regulatory Region to ensure your operators see the sets of codes applicable to the country in which the absence occurred.

If you wanted to add a new set for a new country, you could create a new SetID or adjust one of the existing table sets.



For more information about how to establish and use SetIDs in PeopleSoft Human Resources, see Regulating HRMS System Data. For more information about how to establish and use Regulatory Regions, see Processing Transactions Using Regulatory Regions.

Before You Begin

You find all the core setup tables, pages, and functionality described in this section in the Administer Workforce, Monitor Absence (GBL) menu. You also find the core and local country functionality in the applicable local country menus.

Use the Administer Workforce page that's appropriate for your implementation of PeopleSoft Human Resources. If you're not sure which of these pages you should use, ask your human resource project leader.



We discuss the system using the pages in the Global (GBL) menus as our examples. If there is a page that is located in one of the local country menus whose functionality isn't covered in the Global page discussions, we discuss the local country page separately and in its entirety.

The procedure for accessing these setup tables and pages mirrors that for accessing any PeopleSoft pages.



For more information, and for a quick refresher course on accessing and entering information on the pages, see the general tutorial in your PeopleBook, Using PeopleSoft 8 Applications.

Make sure both the global and relevant local country control tables in the Manage Human Resources menus have been set up before you start working with the tables described in this section.



For more information on the purpose and use of control tables in PeopleSoft HRMS, see Setting Up Control Tables.

Remember that you can access PeopleBooks Help at any time to review online topics that describe the purpose of these tables.



The absence tables and modules described in this section are for use with PeopleSoft Human Resources and certain other HRMS applications. If you're using PeopleSoft Global Payroll, you will use separate absence tracking functions for that application.

Setting Up Absence Classes, Types, Codes, and Parameters

Before you can start monitoring absences, you must set up certain tables used by the system. In this section we discuss setting up absence classes, defining absence types within the classes, and then setting absence codes within the types. We also discuss defining absence parameters.

You can select or define a unique class of absence as it exists within your regulatory region. You can also specify the type of absence your employee takes (for instance, is your employee sick, on vacation, or on maternity leave?). You can define parameters that affect the way your employee absence is tracked on the absence calendar. And functionality is provided for defining additional absence data to be tracked for Belgian companies only.

Absence Class Table Page

Usage	Use the Absence Class Table page to select a unique class of absence as it exists within your regulatory region. You can also use this page to create and define additional absence classes, if necessary.
Object Name	ABS_CLASS_TABLE
Navigation	Administer Workforce, Monitor Absence (GBL), Setup, Absence Class Table, Absence Class Table
Prerequisites	You must have previously established the valid absence classes for your regulatory region.
Access Requirements	Enter a SetID, Absence Class and Description.

Absence Class Table

SetID: Belgium Table Sets

Absence Class: PAT

***Description:**

Short Description:

Absence Class Table page

The following fields are common to multiple pages and are defined at the front of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID**, **Description** and **Short Description**.

The system displays the **Absence Class** you enter to access the page.



For more information on using SetIDs and how they work with Business Units in PeopleSoft Human Resources, see Regulating HRMS System Data. For **more information** on the various absence classes within each regulatory transaction type, see Setting Up Regulatory Regions.

Absence Type Table Page

Usage	Use the Absence Type Table page to specify the type of absence an employee takes. For instance, is an employee sick, on vacation, or on maternity leave? When you enter an employee absence, the system prompts you for different data depending on the absence type you enter.
Object Name	ABS_TYPE_TABLE
Navigation	Administer Workforce, Monitor Absence (GBL), Setup, Absence Type Table, Absence Type Table
Prerequisites	You must have already established your required absence class on the Absence Class Table page and defined the required absence type on the Absence Type Table page.
Access Requirements	Enter a SetID, an Absence Type, and Description.

The screenshot displays the 'Absence Type Table' page with the following details:

- SetID:** Belgium Table Sets
- Absence Type:** 001
- Description:** Vacation
- Short Description:** Vacation
- Absence Class:** Vacation
- Paid/Unpaid:** Not Applicable
- Absence Tracking Options:**
 - Entry Panel: Vacation
 - Track Maternity Dates:
 - Track Incident Number:
 - Image Name: VACATION
- Supporting Documentation:**
 - Certificate Required After: Days
 - Country: Belgium
 - Prolongation Probation:
 - Mandatory Replacement: Months: 2

Absence Type Table page

The following fields are common to multiple pages and are defined at the front of this PeopleBook in PeopleBooks Standard Page Element Definitions: **SetID**, **Description** and **Short Description**.



For more information on using SetIDs and how they work with Business Units in PeopleSoft Human Resources, see Regulating HRMS System Data.

Absence Type

The system displays the **Absence Type** you enter to access this page.

Absence Class

The **Absence Class** denotes absences that you want to group together for reporting purposes. Generally, this would be a description of the absence class that this absence type belongs to. Valid absence classes are stored on the Absence Class Table. For example, if you track two or three different types of sickness, you might want to classify them all with the absence class of **Sickness** so that you can group those absences for reporting purposes.

Paid/Unpaid

Enter the **Paid/Unpaid** value to identify whether employees using this absence type will be paid or not while they are absent. Other valid values are available in the translate table and alter processing on the General Absence page.



Indicating that an absence type is paid doesn't mean that the system automatically generates a payment for this type of absence. Setting up payments through payroll is a completely separate step.

Absence Tracking Options

You use the options available in the **Absence Tracking Options** group box to better control how and where your absence data is processed by the system, that is, on the General Absence, Vacation, or UK Maternity Leave pages.



For more information on the General Absence and Vacation pages, see Tracking Vacation Absences. For more information on the UK Maternity Leave page, see Tracking Maternity Leave for the United Kingdom.

Entry Panel

Indicate whether you want the default for this **Absence Type** to be **General Absence**, **UK Maternity Leave**, or **Vacation**.

General Absence: Select the *General Absence* default to track information on all employee absences of this type. Selecting the check boxes **Track Maternity Dates** and **Track Incident Number** dynamically alters the General Absence page.

UK Maternity Leave: Select the *UK Maternity Leave* option for tracking UK maternity leave only.

Vacation: Select *Vacation* for other types of leave not categorized under *General Absence* or *UK Maternity Leave*.

Track Maternity Dates

Select this check box to track employee maternity absence on the General Absence page. The page provides you with a Maternity button that enables you to enter additional maternity data, such as expected and actual birthdates.

For example, if you were to select a *MAT* (maternity) **Absence Type** and chose to track this from the General Absence page, you would find that you now had the ability to do so. *Maternity Leave* would be presented to you as a valid absence type value on the Use, General Absence page, where it would otherwise haven't been. If you then selected the **Track Maternity Dates** check box, when you track employee maternity absence on the General Absence page, the page dynamically provides you with a Maternity button that enables you to enter additional maternity data, such as expected and actual birthdates.



For more information about UK Maternity Leave, see Tracking Maternity Leave for the United Kingdom.

Track Incident Number

Select the **Track Incident Number** check box to track this information on the General Absence page. This option enables you to associate incidents you've created in PeopleSoft Health and Safety with absences you enter as part of your absence monitoring.

Image Name

A graphical representation of the symbol to be used to denote the selected absence type on the absence calendar. We provide images for *Sickness*, *Vacation*, and *Maternity* for certain SetIDs. Images are stored on the Image table.



For more information on how you use the calendar images, see: Understanding the Calendar.

Supporting Documentation

Certificate Required After In many countries or companies, employees are required to produce a medical certificate or some other form of supporting documentation if the absence exceeds a specific number of days. If this is the case for the absence type (and region/SetID) you’re defining, then select the **Certificate Required After** check box and enter the duration after which you require a certificate.

Belgium

Under **Belgium**, enter data required to define absence types for your Belgian companies.

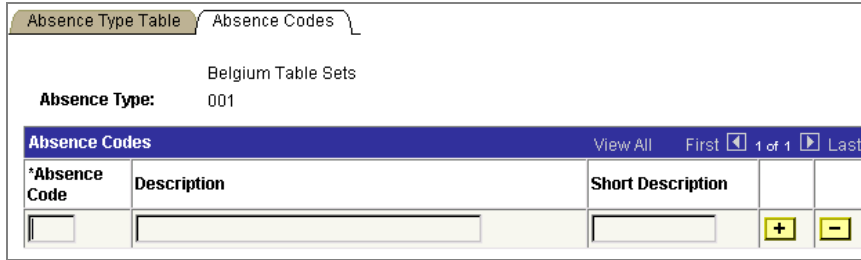
Prolongation Probation Select the **Prolongation Probation** check box if this absence has an impact on a possible probation period to indicate that you may need to take the absence period into account to extend the probation period.

Mandatory Replacement Select the **Mandatory Replacement** check box to indicate whether a replacement is needed.

Months If a replacement is needed, indicate the length of time that the replacement is required.

Absence Type Table – Absence Codes Page

Usage	Use the Absence Type Table – Absence Codes page to define absence codes for your absence types.
Object Name	ABS_CODE_TABLE
Navigation	Administer Workforce, Monitor Absence (GBL), Setup, Absence Type Table, Absence Codes
Prerequisites	None
Access Requirements	Enter a SetID and an Absence Type.



Absence Type Table – Absence Codes page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description** and **Short Description**.

The system displays the Absence Type you enter to access this page.

Each absence type consists of a group of absence codes that you use to provide further detailed descriptions for specific types of absences. For example, you could use this to track various types of illness within the absence type *Sickness*.

By tracking track specific illnesses or types of illnesses, you have additional information that you might find useful. How broadly or narrowly you define absence codes for your organization is up to you: you can modify this list of codes as necessary for your business requirements, or you may not want to use this feature at all.

Absence Code Enter a three-letter code indicating a type of absence.

You can define as many codes as you feel necessary to cover every aspect of the absence type. To enter additional codes, insert new rows.

Absence Parameters Page

Usage	Use the Absence Parameters page to define parameters that affect the way your employee absence is tracked. You use these on the Absence Calendar.
Object Name	ABS_PARAMETERS
Navigation	Administer Workforce, Monitor Absence (GBL), Setup, Absence Parameters, Absence Parameters
Prerequisites	You must have previously established the required absence class in the Absence Class Table.
Access Requirements	None

Absence Parameters

Absence Calendar Options

Multiple Absence Indicator: Continuing Absence Indicator:

United Kingdom

Notification OK

Employee should give 21 days notification of Start Date.

Qualifying Rules Cancel

The Qualifying Week (QW) is 15 weeks before the EWC.

Employee must be continuously employed for at least 26 weeks.

The period of continuous employment must continue into the QW. Update

Ordinary Maternity Leave

SMP is payable for 18 weeks.

Maternity leave may start 11 weeks before the EWC.

The ordinary maternity leave period is 18 weeks.

Additional Maternity Leave

The additional leave period is 29 weeks.

Employees require 1 year(s) service by 11 week(s) before the EWC.

Absence Parameters page (1 of 3)

Netherlands

Category/Type	Age Categories
*Illness Length Category 1/Type: <input type="text" value="1"/> <input type="text" value="Short"/>	*Age Category 1: <input type="text" value="10"/>
*Illness Length Category 2/Type: <input type="text" value="8"/> <input type="text" value="Short"/>	*Age Category 2: <input type="text" value="20"/>
*Illness Length Category 3/Type: <input type="text" value="15"/> <input type="text" value="Medium"/>	Age Category 3: <input type="text" value="30"/>
Illness Length Category 4/Type: <input type="text" value="31"/> <input type="text" value="Long"/>	Age Category 4: <input type="text" value="40"/>
Illness Length Category 5/Type: <input type="text" value="366"/> <input type="text" value="Long"/>	Age Category 5: <input type="text" value="50"/>
Illness Length Category 6/Type: <input type="text"/> <input type="text"/>	Age Category 6: <input type="text" value="60"/>
Illness Length Category 7/Type: <input type="text"/> <input type="text"/>	Age Category 7: <input type="text"/>
Illness Length Category 8/Type: <input type="text"/> <input type="text"/>	Age Category 8: <input type="text"/>

Absence Parameters page (2 of 3)

*Longtime Illness: *Partial Illness: *Maternity Illness:

Exclude Employee Classes View All First 1 of 1 Last

+ -

Absence Parameters page (3 of 3)

Click the Update button to edit the fields in the **United Kingdom** group box. (At first these fields are display only.)

Absence Calendar Options

You can change the **Multiple Absence** or **Continuing Absence Indicators** to other symbols that are more appropriate for certain regulatory regions.

Multiple Absence Indicator A symbol that indicates more than one absence

Continuing Absence Indicators A symbol that indicates an ongoing absence.

United Kingdom

Under **United Kingdom**, the values in each field default to those prescribed by current United Kingdom regulations. However, if your organization uses different amounts, you can overwrite these values. To do this, click the Update button and edit the fields. Use these SMP Parameters (standard maternity pay parameters) for defining statutory maternity pay parameters for your UK companies.



These values are for tracking purposes only. The PeopleSoft Human Resources system doesn't calculate SMP. You must calculate SMP in your payroll or other external system.

Netherlands

Under **Netherlands**, you will specify which types of illness to include or exclude from the resulting report. This is necessary to comply with Dutch illness registration reporting requirements. You will also be able to exclude certain employee classes.

Illness Length Category/Type Define the **Illness Length** and **Category/Type** of illness.

Age Categories Define the **Age Categories** of illness.

Longtime Illness Select to include or exclude **Longtime Illness** by selecting the **Included** or **Excluded** radio buttons.

Partial Illness Select to include or exclude **Partial Illness** by selecting the **Included** or **Excluded** radio buttons.

Maternity Leave Select to include or exclude **Maternity Leave** by selecting the **Included** or **Excluded** radio buttons.

Exclude Employee Classes If excluding classes, select which classes of employees to exclude from the illness registration report. Insert as many rows as necessary to list all excluded employee classes. Valid values prompt from the Translate table.

Setting Up Work and Holiday Schedules

Work and holiday schedules identify the times when an employee will be expected to be at work and, conversely, when an employee won't be expected to work. By tracking work times, you can set a work schedule for your workers depending on your needs. Some organizations need several work schedules because they have many kinds of employees working a variety of hours. Other organizations may need only one schedule because their employees all work the same hours.

In this section, we discuss setting up your PeopleSoft Human Resources system with your organization's work and holiday schedules. You set up work templates that define your work patterns in terms of days of the week and hours of the day; then you create a work schedule made up of applicable work templates. Every employee in the system can then have a schedule allocated to them which matches their employment contract or functional requirement. This personal schedule will enable you to map out present and future work patterns for each employee.

Enterprise Integration Points (EIP) Related to the Holiday Schedule Table

When you add, delete, or change information in the Holiday Dates records, the system automatically publishes the Holiday Dates EIP message to any other PeopleSoft or third-party application that subscribes to the message. The message supplies the updated record information so that the data remains current on every database that subscribes to the published message. The system publishes the message regardless of which component or page is the source of the update to the Holiday Dates records.



For more information regarding the subscribers and technical details of the Holiday Dates EIP, see Holiday Dates in the EIP Catalog. For more information about Human Resources Enterprise Integration, see the Overview of Enterprise Integration in PeopleSoft Human Resources. For more information about enterprise integration points, see PeopleSoft Enterprise Integration PeopleBook.



It is important to remember that a template represents a pattern of work, not actual days.

Work Template Table Page

Usage	Use the Work Template Table page for defining work templates that describe unique work patterns for your workforce.
Object Name	ABSW_TMPL_TABLE
Navigation	Administer Workforce, Monitor Absence (GBL), Setup, Work Template Table, Work Template Table
Prerequisites	You must have previously established the Work Template values.

Access Requirements	Enter a Work Template and a description.
---------------------	--

Work Template Table

Work Template: 1_ON
Description:

Work Template Details					View All	First	1-3 of 3	Last
*Day No	Start Time	End Time	Hours	Description				
1	9:00AM	5:30PM	8.5	Work Day	+	-		
			0.0		+	-		
			0.0		+	-		

Work Template Table page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description**.

Work Template

A template consists of a series of days, or work periods, and the time worked on those days. There aren't specific days at this point, but merely a pattern of work over a day or series of days.

For example, you might have one template that is five days of working eight hours per day, then two days with no work. You could then use this to set up a schedule for an office worker who had regular Monday to Friday hours. You could set up a different template of four days working seven hours per day, one day off, one day at ten hours per day, and one day off. This might be the hours one of your support people work.

Day No (day number)

Enter the day number for each entry. You can use the same **Day No** more than once to indicate separate work times on the same day.

For example, if you want to define a work period that spans two days (for instance, 22:00 to 06:00), you enter two rows, one 22:00 to 24:00 and the other 00:00 to 06:00.

Start Time

Enter the **Start Time** for the indicated day.

End Time

Enter the **End Time** for the indicated day.

Hours

The system automatically configures the hours performed according to what you type in the **Start Time** and **End Time** text boxes.

Let’s look at an example. If you had a schedule where you worked from 22:00 to 6:00 three days per week, your work schedule would look like the following example.

Day No	Start Time	End Time
1	22:00	24:00
2	00:00	06:00
2	22:00	24:00
3	00:00	06:00
3	22:00	24:00
4	00:00	06:00

In our example, we show a standard seven-day week, with work hours defined as 9 a.m. to 5 p.m. for the first five days of the week (probably Monday to Friday) and then two days off (the weekend).

You will use this template to create work schedules. A work schedule may be one template, or you can combine templates to accurately describe some of the more complex work patterns that now exist. Create as many templates as you need to build all components of your organization’s work schedules.

Work Schedule Table Page

Usage	Use the Work Schedule Table page for creating schedules that match the requirements of your workforce and their respective functions. Schedules represent a cyclical work and/or non-work pattern made up of templates.
Object Name	ABSW_SCHD_TABLE
Navigation	Administer Workforce, Monitor Absence (GBL), Setup, Work Schedule Table, Work Schedule Table
Prerequisites	None
Access Requirements	Enter or select a Work Schedule name that best describes the collection of work templates that make up this schedule. For instance, you could specify <i>CORE</i> for core office hours; <i>SHIFT</i> for shift hours, and <i>FIELD</i> for field operation hours.

Work Schedule Table

Work Schedule: 1_ON_2_OFF

Description: One day on-two days off

Begin Date: 09/29/1997 Monday

Work Schedule Details		View All	First	1-2 of 2	Last
Sequence	Work Template				
1	One day on		+	-	
2	Two days off		+	-	

Work Schedule Table page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description**.

Work Schedule The system displays the **Work Schedule** you enter to access this page.

Begin Date Enter a date on which you want the work schedule to take effect. This **Begin Date** becomes important when you associate schedules with your employees.



For more information about using your employee work schedules, see Tracking Absences: Assigning Work and Holiday Schedules.

Sequence Specify the order in which you want the work templates to take effect. In our example, an employee with this schedule would work a standard week, then all days of the week, then have two days off.

Work Template Select a cyclical work and/or non-work pattern.

You use the same template as many times as necessary to achieve the schedule you want. For instance, if you want to have a schedule where an employee works seven days, has two days off, works five days, then has two off, you'd use the following setup:

Sequence	Work Template	Description
1	All Days	Employee works according to template definition (seven days straight).
2	Two Days Off	Employee takes the next two days off.
3	Five Days	Employee returns to work for another five days.
4	Two Days Off	Employee takes another two days off.

Holiday Schedule Table Page

Usage	The Holiday Schedule Table page enables you to set up all the country holiday dates for your regulatory regions.
Object Name	ABS_HOL_SCHD_TABLE
Navigation	Administer Workforce, Monitor Absence (GBL), Setup, Holiday Schedule Table, Holiday Schedule Table
Prerequisites	You must have previously defined each holiday description for each regulatory region.
Access Requirements	Enter a Holiday Schedule and Description.

Holiday Schedule Table

Holiday Schedule: AG

***Description:**

Holiday Schedule		View All	First	1-5 of 18	Last
*Holiday	Description				
1	01/01/2000 New Year's Day				+ -
2	01/02/2000 Day after New Year				+ -
3	04/21/2000 Good Friday				+ -
4	04/24/2000 Easter Monday				+ -
5	06/01/2000 Ascension				+ -

Holiday Schedule Table page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description**.

Holiday Schedule The system displays the **Holiday Schedule** you enter to access this page.

Holiday Enter all the country **Holiday** dates which your organization observes. These dates will be reflected on the absence calendar as non-work days.

Description Enter all the country holiday descriptions in the fields.

When an employee is absent, the system will check the holiday calendar for that employee when calculating the duration of days and hours an employee is actually absent from work.



Although this page appears on other menus, it is the same table in all cases. Changes made here will apply everywhere the page is used.

CHAPTER 2

Tracking General Absences

Tracking employee absences enables you to get an accurate picture of how your workforce operates. You can detect trends in absences that help you spot and analyze unusual practices. This also permits you to assess how your enterprise-wide absence policies meet your business objectives.

Overview of Tracking General Absences

In this section, you learn how to keep track of employee absences. The process includes:

- Assigning work and holiday schedules to set work schedules.
- Entering and tracking all general employee absences.
- Tracking maternity absences.
- Tracking absence data required specifically for Belgian, German, Italian, and Dutch companies.
- Recording comments and follow-up details (and subsequent action if required) for absences.
- Reporting Dutch illness absence.
- Tracking maternity leave in the United Kingdom.

At the end of the chapter, four absence summary pages provide absence history for you to review.

Before You Begin

Complete the setup tables in the Setting Up Absence Data section:

- Select or define a unique class of absence as it exists within your regulatory region.
- Define absence type to specify the type of absence an employee takes. Examples include sick, vacation, and maternity leave.
- Define absence codes for your absence types. For example, for the absence type *Sick*, you might specify the codes for flu, back problems, hay fever, and other illnesses.
- Define absence parameters to use on the absence calendar. Parameters affect the way your employee absence is tracked.

- Define work and holiday schedules.

Assigning Work and Holiday Schedules

Having decided how you want to process your employee’s absence data and having set up your system accordingly, you can now track and monitor employee absences.

To do this, you may want to use work schedules. You create work schedules to set certain patterns of work and non-work time. You can now assign a particular work schedule to an employee to set their schedule. You can have as many schedules as you have employees, or you might have just one for all employees. It depends on your organization’s needs.

For each employee, you assign two components: a holiday schedule and a work schedule.



For more information about how to set up your work and holiday schedules, see [Setting Up Work and Holiday Schedules](#).

Work Schedule Page

Usage	Use the Work Schedule page to assign and update work and holiday schedules.
Object Name	ABSW_SCHEDULE
Navigation	Administer Workforce, Monitor Absence (GBL), Use, Work Schedule, Work Schedule
Prerequisites	You must have previously defined Work Schedule Type and Holiday Schedule Type.
Access Requirements	Enter an Employee ID, Empl Rcd Nbr (employee record number), Name, Last Name, and Personnel Status.

Work Schedule

Schumacher, Simon Employee ID: 8001 Empl Rcd#: 0

Work Schedule Data		View All	First	1 of 4	Last
Begin Date:	01/01/2000	+ -			
End Date:	12/31/2001				
*Work Schedule:	Standard 37.5 hour week				
Holiday Schedule:	United Kingdom Holiday Schem				

Work Schedule page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplRcd#**.

The system displays the employee's name, employment status, and ID (employee identification number).

Enter information about the employee's work schedule:

Begin Date	Enter the date you would like the work schedule to become effective. Work schedules are effectively keyed by this date. A new Begin Date in the overall work schedule diary will be interpreted to mean the start of a new work schedule. Work schedules are cyclical.
End Date	Enter the End Date this particular work schedule ceases to be effective. This date needs to be later than the Begin Date .
Work Schedule	Select the employee's Work Schedule for the defined period. Valid values prompt from the Work Schedule Table.
Holiday Schedule	Select the employee's Holiday Schedule for the defined period. Valid values prompt from the Holiday Schedule Table. Even where different employees have different work schedules, it would be common for everyone to have the same holiday schedule.

Important! For absence processing to work, you must enter a holiday schedule.

You can change or add work schedules for your employees as necessary. In our example, Simon has a *Standard 37.5 hour week* for the year. If Simon's job changes during the year, you simply enter a new row of data with the new effective date and schedule. When the new schedule becomes effective, all of Simon's employee data will be mapped to his new work schedule. Benefits processing, absence processing, and the calendar will then reflect the new schedule.



Be sure to verify existing Begin and End Dates for the current work schedules before entering new ones. Each new Begin Date encountered in the calendar is interpreted to be a new work schedule commencing.

Tracking General Absence Data

You use the General Absence component to enter and track all general employee absences. This is where you enter the actual absent time, any follow-up activities related to the absence, and any comments about the absence.



Though you can track all general absences using this page, we've provided dedicated pages for those instances where your regulatory and/or legislative practices require you to track certain absences in detail. For example, for UK employees, you can track UK maternity leave from the UK Maternity Leave page.

General Absence – Absence Data Page

Usage	The General Absence – Absence Data page enables you to enter the details of the absence itself. If you're entering a vacation absence, use the Vacation Request page instead of this page.
Object Name	ABSENCE_HISTORY
Navigation	Administer Workforce, Monitor Absence (GBL), Use, General Absence, Absence Data
Prerequisites	You must have previously defined Absence Type and Absence Code variables.
Access Requirements	Enter an EmplID (employee ID), Empl Rcd Nbr (employee record number), Name, Last Name, Alternate Character Name, and Personnel Status.

Absence Data **Follow-up Action** Comments

Jones, Gladys Employee ID: 6601 Empl Rcd#: 0

Absence Data
View All First 1 of 1 Last

*Start Date/Time: 06/28/2000 Duration (Days): Hours: + -

End Date/Time:

*Absence Type:

Absence Code: Regulatory Region: United States

Reason:

Approved Date Approved:

Notification Date: Time: By Whom:

▼ **Belgium**



Recurrence Employment Record Nbr: Regulatory Region:

Start Date: Absence Type:

▼ **Germany**

Start Date: End Date:

General Absence – Absence Data page (1 of 2)

 Italy			
Fiscal Visit	<input type="checkbox"/>	Result Visit:	<input type="text"/>
		Fiscal Days Abs:	<input type="text"/>
<hr/>			
 Netherlands			
WAO Date:	<input type="text"/>	Percent:	<input type="text"/>
Begin Notification Date:	<input type="text"/>	End Notification Date:	<input type="text"/>

General Absence – Absence Data page (2 of 2)

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplRcd#**.

The system displays the employee’s name, employment status, and ID (employee identification number).



For more information about the Vacation Request page, see [Entering Vacation Requests](#).

Start Date/Time

Enter the beginning date and time of the absence.

Duration

The system will display the total **Duration** of the absence in days and hours. You can override this system calculation if you want to.

End Date/Time

Enter the date and time that the absence ended.

Note. The duration that the system calculates here takes into consideration the employee’s work and holiday schedule. Therefore, it isn’t just the elapsed time between the start and end dates for the absence, but actual work days/hours lost from work due to sickness.

Absence Type

The choice of absence types you have depends on how you set up your system earlier.



For more information on specifying how the system tracks specific Absence Types, see [Overview of Setting Up Absence Data](#).

Absence Code

Select an **Absence Code** to describe the type of absence more specifically. Valid values are defined in the Absence Code Table.

Regulatory Region

The system displays the employee’s **Regulatory Region**.

Reason

Enter a more descriptive **Reason** for the absence.

Approved Select the **Approved** check box to indicate the status of the absence.

Date Approved If applicable, enter the **Date Approved**.

Notification Date Enter the date the absence was first reported.

Time Enter the time the absence was first reported.

By Whom Enter the person who reported the absence.

Belgium

Under **Belgium**, provide the information specific to this country.

Recurrence Select the check box if this absence is of a type that is considered a continuation of a previous absence. The remaining fields on the page identify the original absence for which this is a continuation.

Employment Record Nbr (employment record number) Enter the employment record number for the previous absence.

Regulatory Region The system displays the employee's **Regulatory Region**.

Start Date Enter the date of the first day of the absence.

When entering data in this field, only data relating to existing absences appear. For example, an employee has had two absences, one for sickness, one for jury duty. You want to enter a continuation of the sickness absence. When you go to select a **Start Date**, you see only two possibilities: the start date of the jury duty and the start date of the earlier sickness.

Absence Type Enter the **Absence Type** for the absence.

Germany

Under **Germany**, provide the information specific to this country.

Start Date Enter the **Start Date** of the employee's maternity leave.

End Date Enter the **End Date** of the employee's maternity leave.

Italy

Under **Italy**, provide the information specific to this country.

- Fiscal Visit** Select this check box if there will be a doctor visit to verify the employee's illness.
- Result Visit** Select the result of the doctor's visit from the available options.
- Fiscal Days Abs** (fiscal days absent) Indicate the number of fiscal days the employee will be absent, as determined by the doctor.

Netherlands

Under **Netherlands**, provide the information specific to this country.

- WAO Date** Enter the **WAO** (Wet Arbeids Ongeschiktheid) **Date**. This is the date the percent of physical inability was measured.
- Percent** This value indicates the extent of physical inability for the employee in performing job duties. This percentage value is measured on the date specified, according to Dutch disability law requirements.
- Begin Notification Date** The date the illness absence was reported to the ARBO service provider.
- End Notification Date** The date the end of the illness absence was reported to the ARBO service provider.

General Absence – Maternity Dates Page

Usage	Use the General Absence - Maternity Dates page to enter the expected and actual birth date for employees with the absence type <i>Maternity</i> .
Object Name	ABS_HIST_MAT_SEC
Navigation	Click <u>Maternity</u> on the General Absence - Absence Data page. This option appears when select <i>Maternity</i> as the absence type page.

Maternity Dates

Expected Birth Date:	<input style="width: 80%;" type="text"/>	
Actual Birth Date:	<input style="width: 80%;" type="text"/>	

General Absence – Maternity Dates page

- Expected Birth Date** Enter the **Expected Birth Date**. This is the date when the employee believes she will give birth.
- Actual Birth Date** When the baby is born, enter the date of birth.

General Absence – Follow-up Action Page

Usage	Use the General Absence – Follow-up Action page to enter any follow-up details and subsequent actions required for the absence. For example, you may want to check in with the employee’s physician if the absence is due to an ongoing illness, or indicate if the absence requires special counseling or disciplinary action. You can also indicate if the illness is due to a work-related incident.
Object Name	ABSENCE_HISTORY2
Navigation	Administer Workforce, Monitor Absence (GBL), Use, General Absence, Follow-up Action
Prerequisites	This is the second page in the General Absence component. You must first complete the Absence Data page.
Access Requirements	Enter an EmplID (employee ID), Empl Rcd Nbr (employee record number), Name, Last Name, Alternate Character Name, and Personnel Status.

[Absence Data](#) | [Follow-up Action](#) | [Comments](#)

Jones, Gladys Employee ID: 6601 Empl Rcd#: 0

Absence Data View All First 1 of 1 Last

Begin Date: 06/28/2000 *Absence Type: + -
 End Date/Time: Absence Code:
 Doctor Consulted Consultation Date:
 Work Injury Related Incident Number:
 Refer to Occ. Health Auth.
 Counselling
 Disciplinary

Certificate Details View All First 1 of 1 Last

Type: Received: + -
 *Valid From: Valid To:

General Absence – Follow-up Action page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplRcd#**.

The system displays the employee’s name, employment status, and ID (employee identification number).

Begin Date The system displays the date the absence starts you define on the Absence Data page.

Absence Type The system displays the type of absence you define on the Absence Data page.

End Date/Time	The system displays the date and time the absence ended that you define on the Absence Data page.
Absence Code	The system displays the code for the absence that you define on the Absence Data page.
Doctor Consulted	Select the Doctor Consulted check box if you've discussed the absence with the employee's doctor.
Consultation Date	Enter the date you consulted with the doctor.
AbsWork Injury Related	Select the Work Injury Related check box if applicable.
Incident Number	If you selected the Work Injury box, enter the Incident Number . You can do this if you're using the Health and Safety feature of PeopleSoft Human Resources. Your options there include all incidents you've already entered into Health and Safety, so you must enter an incident in Health and Safety before you can use it here.



To track absence data about work-related injuries, you need to have set up your system to monitor such information.



For more information on specifying how the system tracks specific Absence Types, see: Overview of Setting Up Absence Data.

Refer to Occ. Health Auth. (Occupational Health Authority)	Select the Refer to Occ. Health Auth. check box if that type of follow-up action is appropriate.
Counseling	Select the Counseling check box if that type of follow-up action is appropriate.
Disciplinary	Select the Disciplinary check box if that type of follow-up action is appropriate.

Certificate Details

Type

If you receive some form of certification for a follow-up action, enter the type of certification. You have a choice of *Medical Certificate* or *Self Certificate*.

Medical Certificate. A certificate received from the absent employee's physician.

Self Certificate: A certificate received from the absent employee.

Received

Enter the date you received the certificate from the employee.

Valid From

Enter the **Valid From** date for the certification so that you can track the need to obtain additional certification for ongoing illnesses.

Valid To

Enter the **Valid To** date for the certification so that you can track the need to obtain additional certification for ongoing illnesses.

General Absence - Comments Page

Usage	Use the General Absence – Comments page for recording comments about the employee’s absence.
Object Name	ABSENCE_HISTORY3
Navigation	Administer Workforce, Monitor Absence (GBL), Use, General Absence, Comments
Prerequisites	This is the third page in the General Absence component. You must first complete the Absence Data page.
Access Requirements	Enter an EmplID (employee ID), Empl Rcd Nbr (employee record number), Name, Last Name, Alternate Character Name, and Personnel Status.

Absence Data Follow-up Action Comments

Jones, Gladys Employee ID: 6601 Empl Rcd#: 0

Absence Data View All First 1 of 1 Last

Start Date/Time: 06/28/2000 Absence Type: + -
 End Date/Time: Absence Code:

Comments View All First 1 of 1 Last

*Comment Date: + -
 Comment:

General Absence – Comments page (1 of 2)

Netherlands

Percentage Ill: Therapy Hours:

Same Address/Phone as Employee

Country:

Address 1:
 Address 2:
 Address 3:
 City:
 County: Postal:
 State:

General Absence – Comments page (2 of 2)

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplRcd#, Country, Address 1, Address 2, Address 3, City, County, Postal, and State.**

The system displays the employee’s name, employment status, and ID (employee identification number).

Begin Date The system displays the date the absence starts you define on the Absence Data page.

Absence Type The system displays the type of absence you define on the Absence Data page.

End Date/Time The system displays the date and time the absence ended that you define on the Absence Data page.

Absence Code The system displays the code for the absence that you define on the Absence Data page.

Comment Date Enter the date of the comment entry.

Comments Enter your comments.

Netherlands

Under **Netherlands**, provide the information specific to this country.

Percentage Ill (percentage illness) Enter a percentage figure indicating how ill the employee is, especially after a long period of illness. This enables you to track how you gradually ease the employee back into full-time work.

Therapy Hours Enter the number of hours the employee is undergoing therapy.

Same Address/Phone as Employee If the absent employee is convalescing or rehabilitating at their home address, select the **Same Address/Phone as Employee** check box. The employee's personal address data populates the address fields and the fields are unavailable for data entry. To change the employee's address, you must use the Personal Data pages in Administering Your Workforce.

Country If the absent employee is convalescing or rehabilitating at a different address, such as a clinic or hospital, leave the **Same Address/Phone as Employee** check box clear. Select a country from the list of valid values in the **Country** field.

The system automatically displays the appropriate address fields for the country selected, using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields displayed.



For more information about the automatic address formatting feature, see *PeopleSoft Application Fundamentals for HRMS*: Setting Up Control Tables: Administering Country Codes: Country Table - Address Format Page.

Dutch Illness Reporting

Companies registered under a Dutch Industrial Insurance Board (Bedrijfsvereniging) must report daily illness absences for workers employed under Dutch regulations. Absence reporting is made to the ARBO (Arbeidsomstandigheden, or “working conditions”) service providers under the Dutch Occupational Health and Safety Act. PeopleSoft uses an interface to the third-party organization, ViaPrisma, that operates as an intermediary between companies and the ARBO service providers. ViaPrisma provides an application called Vpmeld, which communicates with

any certified ARBO service provider. PeopleSoft transfers the following information to Vpmeld, which then handles subsequent transactions with the applicable organizations:

- All company-related and employee-related information from your PeopleSoft database.
- All illness notifications, including initial notifications, updates, and corrections.
- All illness-end notifications, including initial notification, updates, and corrections.

The interface between PeopleSoft and Vpmeld is a process where all required information can be entered within PeopleSoft, but where the validation and sending of the messages are done within Vpmeld.

PeopleSoft provides three processes for extracting and reporting illness absence information. All of these processes make import files for Vpmeld, based on the import definition of Vpmeld version 1.6 (they are upward-compatible with version 1.7). The files are generated in a temporary directory with automatically assigned sequence numbers. Use the following pages according to your needs.



Only absence information with absence types of 501, 502, 503, 504, 505, 506, and 507 is captured for processing.

VP Company Data Page

Usage	Use the VP Company Data page to extract company name and address information, with or without the personal information of the employees within the company. This process also generates an import file that can be loaded into Vpmeld to initialize or update the basic information for the company and personnel.
Object Name	PRISMA_COMP_RUNCTL
Navigation	Administer Workforce, Monitor Absence (GBL), Proc Lcl, NLD VP Company Data, VP Company Data
Access Requirements	Enter a Run Control ID.

VP Company Data

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameters

Company: Continental Commerce&Business

Employee Information

VP Company Data page

VP Employee Data

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) Run

Language: English

Report Request Parameters

From Date: 06/21/2000

EmplID:

Employee Information Only

*Notification Status: Illness Report Original

Employee Illness Data [View All](#) First 1 of 1 Last

Absence Type	Absence Code	Begin Date	Return Date	Begin Notification Date	End Notification Date

VP Employee Data page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID** and **Language**.

Report Request Parameters

From Date Select the date from which to start extracting information.

EmplID Select an **EmplID**.

Employee Information Only Select this check box to extract employee information only, when you want to initialize or update the personal information for the employee. The **Illness Status Information** field is unavailable for entry when this check box is selected.

Notification Status For the report to list illness data (in addition to employee information), select the notification status from the following options prompting from the Translate table:

Illness Report Original: Sends an original illness notification to Vpmeld.

Illness Report Change: Sends an illness notification change to Vpmeld.

Illness Report Replace: Sends an illness notification replacement to Vpmeld.

The system fills in the following fields when you click the refresh button:

Absence Type	You define Absence Type on the Absence Type page.
	<hr/>
	Note. Only absence information with absence types of 501, 502, 503, 504, 505, 506, and 507 is captured for processing.
	<hr/>
Absence Code	You define Absence Code on the Absence Type page to further define Absence Type .
Begin Date	The system displays the date the absence begins.
Return Date	The system displays the date the absence ends.
Begin Notification Date	The system displays the date that notification of the illness absence was sent to Vpmeld.
End Notification Date	The system displays the date that notification of the end of the illness absence was sent to Vpmeld.

Click **Run** to run this request. Process Scheduler runs the Illness Data by Employee process at user-defined intervals.



For more information about the Process Scheduler, see Process Scheduler Basics.

VP Illness Data Page

Usage	Use the VP Illness Data page to extract and report illness begin or end notifications for all absences that weren't notified prior. If Business Unit and/or Department are selected, the notifications can be limited to employees within the same business unit and/or department.
Object Name	PRISMA_ILL_RUNCTL
Navigation	Administer Workforce, Monitor Absence (GBL), Proc Lcl, NLD VP Illness Notifications, VP Illness Data
Access Requirements	Enter a Run Control ID.

VP Illness Data

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameters

From Date:

Business Unit:

Department:

Illness Data							View All	First	1 of 1	Last
EmpID Name	Absence Type	Absence Code	Begin Date	Return Date	Begin Notification Date	End Notification Date				

VP Illness Data page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Run Control ID, Language, EmpIID, and Name.**

User ID The system displays the **User ID.**

Report Request Parameters

From Date Select the date for the report to start extracting information.

Business Unit Select a **Business Unit** for which the report will extract information.

Department Select a **Department** for which the report will extract information.

The system fills in the following fields when you click the refresh button:

Absence Type You define **Absence Type** on the Absence Type page.

Note: Only absence information with absence types of 501, 502, 503, 504, 505, 506, and 507 is captured for processing.

Absence Code You define **Absence Code** on the Absence Type page to further define **Absence Type.**

Begin Date The system displays the date the absence starts.

Return Date The system displays the date the absence ends.

Begin Notification Date The date the illness absence was exported to Vpmeld.

End Notification Date The date the end of the illness absence was exported to Vpmeld.

Click **Run** to run this request. Process Scheduler runs the Illness Data by Department process at user-defined intervals.



For more information about Process Scheduler, see Process Scheduler Basics.

Tracking Maternity Leave for the United Kingdom

Now that you've administered your core absence data functionality in PeopleSoft Human Resources, you need to use additional pages for managing local country functionality for the UK if you are also administering workers in the United Kingdom. The UK Maternity Leave component has two pages that you will use.

UK Maternity Leave – Maternity Leave Page

Usage	Use the UK Maternity Leave – Maternity Leave page to track your employees' maternity absence data.
Object Name	ABS_MATERNITY_UK
Navigation	Administer Workforce, Monitor Absence (GBL), Use Lcl, UK Maternity Leave, Maternity Leave
Prerequisites	None
Access Requirements	Enter an EmplID (employee ID), Empl Rcd Nbr (employee record number), Name, and Last Name.

UK Maternity Leave – Maternity Leave page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplRcd#**.

The system displays the employee’s name, employment status, and **ID** (employee identification number).

Expected Birth Date

Enter the **Expected Birth Date** that appears on the MATB1 form or other official notification.

When you move out of this field, the system completes the **Expected Week of Confinement (EWC)**, the **Earliest Start of MPP**, and the **Qualifying Week** fields. The system also calculates whether the employee is eligible for maternity pay based on employment conditions.

Form MATB1 Received

Enter the date you receive medical evidence of the pregnancy.

Date Notified of Actual Start

Enter the date when the employee notified you of the date she intends to start her leave.

Eligible for Maternity Pay based on Employment Conditions

The system automatically selects this check box if the employee is eligible for maternity pay based on her employment history.

The system checks the employee record for length of service and compares it to the qualifying data on the Absence Parameters Page to see if she is eligible for maternity pay.

based on NI Calculation

The system displays this check box if you have PeopleSoft Global Payroll UK installed. Otherwise, the check box doesn't appear.

A payroll process checks the employee's average earnings and uses the **Expected Week of Confinement Date** to calculate whether the employee is eligible for maternity pay based on NI contributions. If the employee is eligible, PeopleSoft Global Payroll UK selects this check box. Remember that the process is only run at scheduled times, so you won't know whether the employee is eligible for maternity pay until the process has run.

Maternity Pay Information**Earliest Start of MPP**
(maternity pay period)

The system automatically calculates the earliest date that the maternity pay period can start, based on the information entered on the Absence Parameters Page.

MPP Actual Start Date

Enter the last day the employee expects to work before the start of leave.

Expected End of MPP

The system automatically calculates the date when the maternity payments cease, based on the **Earliest Start of MPP** date.

Qualifying Week

The system calculates the **Qualifying Week** and makes this field unavailable for entry. The Qualifying Week is 15 weeks before the expected week of confinement. The system uses this date to determine if the employee is eligible for maternity pay.

SMP Actual Start Date
(statutory maternity pay actual start date)

The system displays this field if you have PeopleSoft Global Payroll UK installed. Otherwise, the field doesn't appear.

The **SMP Actual Start Date** is the first date that the employee is entitled to SMP. The system automatically calculates this date based on the **MPP Actual Start Date** and makes the field unavailable for entry.



For more information about setting up SMP parameters, see the Absence Parameters Page.

Maternity Leave Details

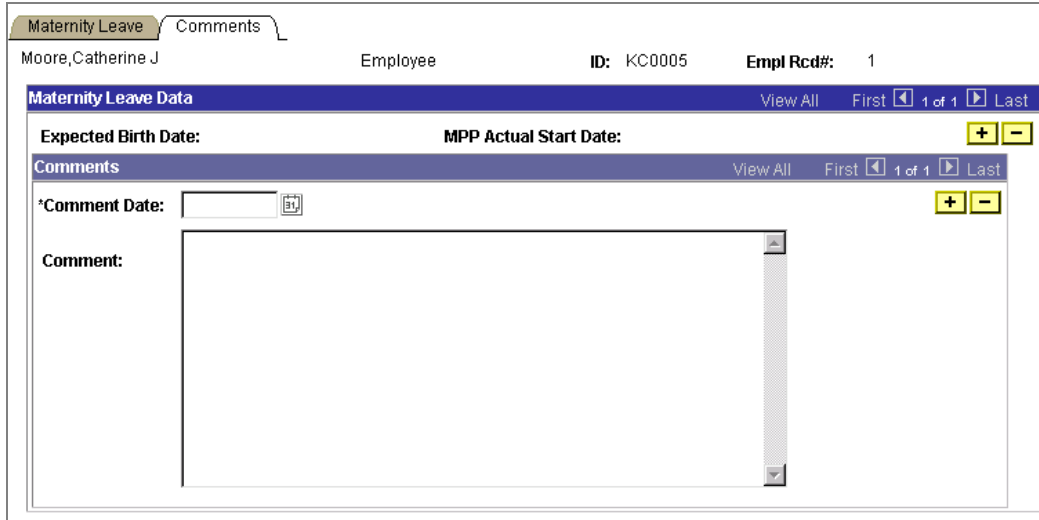
Expected Week of Confinement	The system automatically calculates the Expected Week of Confinement , which begins on the Sunday of the week the baby is due to be born. The system makes this field unavailable for entry.
Eligible for Additional Leave	The system automatically selects this check box if the employee is eligible for additional leave based on the Additional Maternity Leave parameters on the Absence Parameters Page. You can override the default as necessary.
Actual Birth Date	When the baby is born, enter the date of birth.
Expected End of Leave	The system automatically calculates the Expected End of Leave , based on length of service and the Absence parameters. You can override the default date if necessary.
Date Return Reminder Sent	As the end-date of the MPP approaches, you can send a return-to-work reminder to the employee, entering the date in Date Return Reminder Sent .
Confirmation Received	When you receive a reply from the employee, enter the date in Confirmation Received .
Notified Return Date	Enter the date on which the employee informs you she will return to work.
Actual End of Leave	Enter the date on which the employee returns to work.



For more information about your SMP Parameters, see Setting Up Absence Data: Absence Parameters Page.

UK Maternity Leave – Comments Page

Usage	Use the UK Maternity Leave – Comments page to record your comments about the record.
Object Name	ABS_MAT_COM_UK
Navigation	Administer Workforce, Monitor Absence (GBL), Use Lcl, UK Maternity Leave, Comments
Prerequisites	None
Access Requirements	Enter an EmplID (employee ID), Empl Rcd Nbr (employee record number), Name, and Last Name.



UK Maternity Leave – Comments page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplRcd#**.

The system displays the employee’s name, employment status, and ID (employee identification number).

- Expected Birth Date** The system displays the **Expected Birth Date** that you entered on the Maternity Leave page.
- MPP Actual Start Date** The system displays the **MPP Actual Start Date** that you entered on the Maternity Leave page.
(maternity pay period actual start date)
- Comment Date** Enter the date of your comments.
- Comment** Enter your comments as necessary.

Reviewing Absence Summaries

We provide four summary pages for you to review employee history of absences for all reasons, including vacations and sickness. Reviewing this information can help you spot absence trends and patterns.

Summary	Description
Absence Calendar	The absence calendar page shows an employee absence in graphical format.
Absence Summary by Employee	This is a view-only page showing a list of all absences for an employee.
Absence Summary by Department	This is a view-only page showing all absences within a department.

Summary	Description
Absence Summary by Department Tree	This is a view-only page showing all absences within a department and subordinate departments.

Absence Calendar Page

Usage	The Absence Calendar page gives you a visual representation of an employee's absences.
Object Name	ABSENCE_CALENDAR
Navigation	Administer Workforce, Monitor Absence (GBL), Inquire, Absence Calendar
Prerequisites	None
Access Requirements	Enter an EmplID (employee ID), a Empl Rcd Nbr (employee record number), Name, Last Name, Alternate Character Name, and Personnel Status.

Absence Calendar

Stevenson,Christelle Employee ID: KU0020 Empl Rcd#: 0

Search Criteria

August 2000

◀◀ ◀ ▶ ▶▶

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	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	29	30	31			

Legend

[Absence Types](#)

Absence Calendar page

Understanding the Calendar

For each day on which there is an absence, the system shows a graphical image alerting you to that absence (if there is a graphical image for that type of absence). If there is no image defined, nothing shows on the calendar.



For more information about defining graphical images for the calendar, see the Absence Type Table Page.

You can position your cursor over any day or image and click. The system gives you the option to view details of that day's absence. The system transfers you to the page where you entered details of that particular absence.

Navigating to New Data

Use this summary page to view an employee's absence history using graphical representations for the various absence types.

You can use the **Search Criteria** to navigate from one month to another:



Navigate to the same month of the previous year.



Navigate to the previous month.



Navigate to the next month.



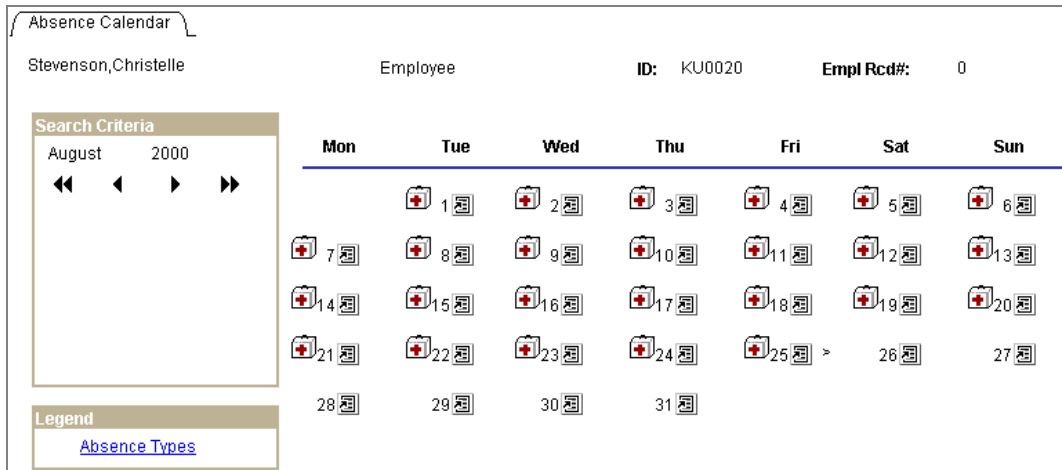
Navigate to the same month of the following year.

Understanding the Symbols

There are several symbols that you may see on the daily calendar portion of the page. When you set up your absence system, you defined absence calendar options for the calendar. These symbols indicate if there is more than one absence on a particular day or if this absence is continuing into the future.

Viewing the Continuing Absence Indicator

For example, if you enter an absence with no end-date, you'll see the continuing absence indicator on the calendar.

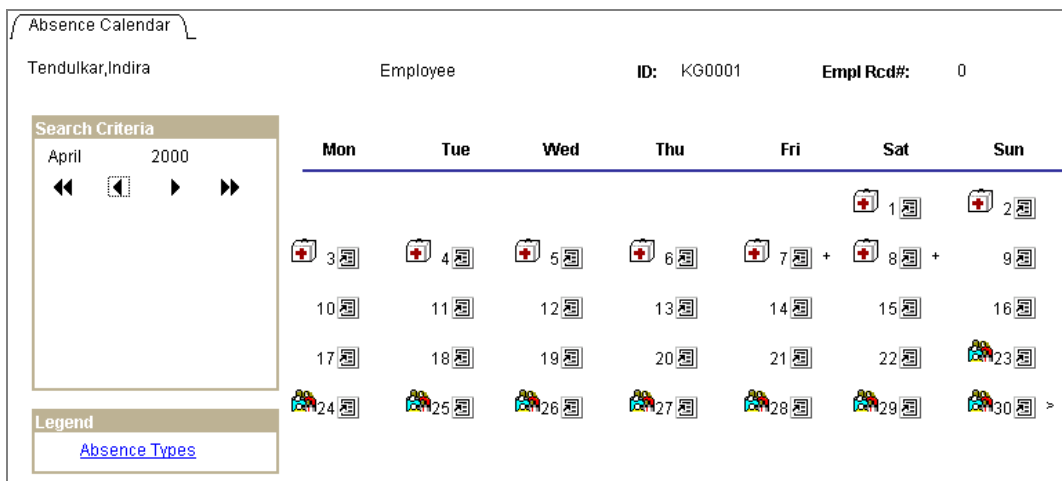


Using the Absence Calendar to view continuing absences

If you look at Friday, August 25, 2000, you see the “>” symbol on that date. This is the symbol we’ve defined as the continuing absence indicator. It means that the system date is August 25, 2000, and this absence doesn’t yet have an end-date entered. Rather than show the symbol on each day into the future, the system just alerts you to the fact that this absence is continuing.

Viewing the Multiple Absence Indicator

If you enter more than one absence for a particular day for an employee, you’ll see the “+” symbol which is the multiple absence indicator.



Using the Absence Calendar to view multiple absences

If you look at Friday, April 7, 2000, and Saturday, April 8, 2000, you’ll see the “+” symbol on those dates. This is the symbol we’ve defined as the multiple absence indicator. It means that on those dates there is more than one instance or type of absence entered for this employee. For example, on those dates this employee, Indira Tendulkar, might have taken a combination of sick leave time and personal leave time off from work.

When you click on any date showing an employee absence, whether a single or multiple absence, a menu appears giving you the option of selecting to view the Absence Data. If you select the option to view the Absence Data for that date, the system automatically navigates you to the General Absences page displaying the absence data for that employee on that date.

Legend - Absence Types Page

Usage	Use the Legend - Absence Types page to view definitions of the calendar images. Only images present on the calendar for the month showing appear in the legend.
Object Name	ABS_TYPE_SEC
Navigation	Click <u>Absence Types</u> in the Legend box.



Legend - Absence Types page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Description**, and **SetID**.

Absence Summary by Employee Page

Usage	Use the Absence Summary by Employee page to view an employee’s complete absence listing.
Object Name	ABS_SUM_EMPL
Navigation	Administer Workforce, Monitor Absence (GBL), Inquire, Absence Summary by Employee, Absence Summary by Employee
Prerequisites	None
Access Requirements	Enter an EmplID (employee ID), a Empl Rcd Nbr (employee record number), Name, Last Name, Alternate Character Name, and Personnel Status.

Access Requirements	Enter a SetID, Department, Description, Company, Location SetID, and Location Code.
---------------------	---

Absence Summary by Department

Department: 10200 Human Resources

Summary by Department								View All	First	1-12 of 13	Last
ID	Empl Rcd#	Name	Description	Reg Region	Begin Date	End Date	Absence Details				
1 8121	0	Gregory,Jan	Conference Attendance	USA	10/01/1997		Absence Details				
2 8300	0	Vincent,Catherine	Disability	USA	10/02/1997	10/02/1997	Absence Details				
3 8300	0	Vincent,Catherine	Disciplinary	USA	10/02/1997	10/02/1997	Absence Details				
4 8641	0	Dobbs,Janice	Conference Attendance	USA	10/02/1997	10/03/1997	Absence Details				
5 8750	0	Fuller,Darlene	Conference Attendance	USA	10/03/1997	10/03/1997	Absence Details				
6 9944	0	Jones,Elizabeth	Maternity Leave	USA	11/11/1997	11/12/1997	Absence Details				
7 9944	0	Jones,Elizabeth	Sickness	USA	11/11/1997	11/12/1997	Absence Details				
8 9944	0	Jones,Elizabeth	Disability	USA	11/03/1997	11/07/1997	Absence Details				
9 9944	0	Jones,Elizabeth		USA	11/11/1996	11/11/1996	Absence Details				
10 G001	0	Gaston,Claudia	Sickness	USA	04/06/1998	04/08/1998	Absence Details				
11 G001	0	Gaston,Claudia	Sickness	USA	12/13/1997	12/17/1997	Absence Details				
12 G002	0	Mathews,Steven	Conference Attendance	USA	11/11/1997		Absence Details				

Absence Summary by Department page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplID**, **EmplRcd#**, **Name**, and **Description**.

- Regulatory Region** The system displays the regulatory region of the employee.
- Begin Date** The system displays the date the absence starts that you define on the Absence Data page.
- End Date** The system displays the date the absence ends that you define on the Absence Data page.
- Absence Details** The system displays the **Absence Details** for this absence.



For more information about the General Absence page, see Tracking General Absences.

Absence Summary by Dept Tree Page

Usage	Use the Absence Summary by Dept Tree (absence summary by department tree) page to view the complete listing of absences within a department and its subordinate departments.
-------	--

Object Name	ABS_SUM_DEPT2
Navigation	Administer Workforce, Monitor Absence (GBL), Inquire, Absence Summary by Dept Tree, Absence Summary by Dept Tree
Prerequisites	None
Access Requirements	Enter a SetID, Department, Description, Company, Location SetID, and Location Code.

Absence Summary by Dept Tree

Department: 10300 Controllers

Summary by Department Tree							
ID	Empl Rcd#	Name	Description	Reg Region	Begin Date	End Date	Absence Details
1 6601	0	Jones,Gladys	Sickness		06/29/2000		Absence Details
2 6603	0	Pitman,Earl	Sickness		06/29/2000		Absence Details
3 8001	0	Schumacher,Simon	Conference Attendance		10/23/1997	10/23/1997	Absence Details
4 8052	0	Avery,Joan	Conference Attendance		01/01/1995		Absence Details
5 8052	0	Avery,Joan	Conference Attendance		10/01/1997	10/02/1997	Absence Details
6 8101	0	Penrose,Steven	Conference Attendance		10/01/1997	10/02/1997	Absence Details
7 8102	0	Sullivan,Theresa	Conference Attendance		10/01/1997	10/02/1997	Absence Details
8 8113	0	Frumman,Wolfgang	Conference Attendance		10/01/1997	10/03/1997	Absence Details
9 8121	0	Gregory,Jan	Conference Attendance		10/01/1997		Absence Details
10 8154	0	Peck,Jan	Conference Attendance		10/02/1997	10/02/1997	Absence Details

Absence Summary by Dept Tree (absence summary by department tree) page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplID**, **EmplRcd#**, **Name**, and **Description**.

The system displays the department number and name.

Regulatory Region The system displays the regulatory region of the employee.

Begin Date The system displays the date the absence starts that you define on the Absence Data page.

End Date The system displays the date the absence ends that you define on the Absence Data page.

Absence Details Click **Absence Details** to access the Absence Data page.



For more information about the General Absence page, see Tracking General Absences.

Reviewing Absence Statistics

We provide the Create Statistics process, which creates illness statistics (by company) that can be run for a certain month of the year.



You need to run the Create Statistics process before you create the Illness Registration Reports.



For more information about the Illness Registration Reports, see Generating Illness Registration Reports 1 and 2.

Create Statistics Page

Usage	Use the NLD Create Statistics – Create Statistics page to create absence statistics for a company. Run this process before creating an Illness Registration report.
Object Name	RUNCTL_ABS702_NL
Navigation	Administer Workforce, Monitor Absence (GBL), Proc Lcl, NLD Create Statistics, Create Statistics
Access Requirements	Enter a Run Control ID.

The screenshot shows the 'Create Statistics' page interface. At the top, there is a 'Run Control ID' field containing '01' and a yellow 'Run' button. Below this are links for 'Report Manager' and 'Process Monitor'. A section titled 'Report Request Parameter(s)' contains three input fields: 'Company' with a dropdown menu showing 'GBI' and 'Global Business Institute', 'Year' with a text box containing '2000', and 'Month' with a text box containing '1'.

NLD Create Statistics – Create Statistics page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID** and **Run Control ID**.

Report Request Parameters

Company Select the **Company** for which you want a report. Valid values prompt from the Company table.

Year

Enter the **Year** for which you want a report.

CHAPTER 3

Tracking Vacations

This section explains how you track worker vacations in PeopleSoft HRMS.

The process includes the following steps:

- Defining a benefit plan, naming it, and identifying its plan type.
- Creating vacation benefit plans for your employees and associating them with a benefit program.
- Linking employees to vacation plans.
- Checking that accrual records are up-to-date.
- Processing vacation requests and tracking vacation absence information.

Before you Begin

Before you begin, decide what your rules for vacation absence types. You'll define such things as eligibility, how much vacation an employee can take, and when they can take vacations. These rules may differ between groups of employees. For instance, your sales staff may be entitled to 25 days of vacation a year, and your hourly clerical staff entitled to 30 days.

Setting Up Benefits Associated with Vacations

In order to process vacation accurately, you define it as a benefit. That enables you to set the rules the way you want them for each group of employees. The benefit processing we discuss below is a subset of the PeopleSoft Base Benefits application. We discuss only how you use benefits processing to define the rules for employee vacations.



For more information, see Introduction to PeopleSoft Benefits Administration.

Overview of Benefit Plans

You give each benefit plan in your PeopleSoft Human Resources system a unique combination of plan type and plan name. Plan type is important because it is what the system uses to control

processing. With the help of plan types, the system can distinguish vacation plans from savings plans. In this section, we discuss benefit plan types and then describe how you use them to create benefit plans. Plan types are assigned a numerical value and are divided up into categories based upon those values. Vacation is plan type 51. This is the only plan type you need to understand for supporting vacation absence benefits. We provide other plan types for your use with the PeopleSoft Base Benefits application; however, you don't need to use them for vacation absence.



For more information about benefit plans, see *Designing Your Base Benefits System*.



We recommend that you work with the plan type we deliver for vacation processing. If you decide to add or change plan types, you may need to update associated processing logic, which is a complex modification.

Benefit Plan Table Page

Usage	Use the Benefit Plan Table page to add a benefit plan definition.
Navigation	Define Business Rules, Define General Data (NLD), Setup, Benefit Plan Table
Prerequisites	None
Access Requirements	Enter a Plan Type, a Benefit Plan, and Description.

Benefit Plan Table

Plan Type: 10 Medical Benefit Plan: BASMED

Benefit Plans Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980

*Description: Basic Medical Short Description: Basic Med.

SetID: Vendor ID: HCCAN

Group Number: SPD URL Id:

Default Deduction Code: BASMED Basic Medical

Pay Mode

Pay Mode: AP Payment Date Type: Check Date Separate AP Payment

Self-Service Plan Description

Benefit Plan Table page

The following fields are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **Effective Date, Description, Short Description, and SetID.**



When you enter update/display mode to view existing Benefit Plans, the system provides an alternative search criteria by Provider ID, so you may search a list of all of the Benefit Plans offered by a single provider.

Plan Type The system displays the **Plan Type** you entered to access the page.

Benefit Plan The system displays the **Benefit Plan** you entered to access this page.

Vendor ID Select the **Vendor ID** from the list of valid providers. If the provider isn't on the list, you have to go to the Provider Table and add it.

Warning! For a provider to be valid for a particular benefit plan, that provider must be on the Provider Table with an effective date that is the same as or prior to the effective date of the benefit plan in question.

Group Number Select the **Group Number** from the list of valid values. The **Group Number** is defined on the Provider/Vendor Table - Policy Information Page.

SPD URL Id Select the **SPD URL Id**. The **SPD URL Id** is defined on the Provider Policy Table.

Default Deduction Code You can choose to enter a **Default Deduction Code**. The entered **Default Deduction Code** appears on the Completing the Plan Type and Option Page where benefit plans can be linked to individual benefit programs. We suggest that you enter a **Default Deduction Code** if the benefit plan has an often-used Deduction Code. Entering a default saves you from typing the deduction code each time you associate this benefit plan with a benefit program.

For more information on creating Deduction Codes, see *Organizing Payroll Information: PeopleSoft 8 Benefits Administration*, "Handling Canadian Credit Allocations".



For more information on the Benefit Plan Table page, see the Benefit Plan Table. For more information on creating Deduction Codes, see Specifying How Deductions Are Processed. For more information on the Benefit/Deduction Program Table and the creation of benefit programs, see: Building Benefit Programs.

Pay Mode

The **Pay Mode** field becomes available when you select a **SetID** and **Vendor ID**. It tells the system when to pay the deducted amount to the vendor. When you run the extract program, the system reads the value you entered in this field to determine whether to create a voucher for Accounts Payable. Valid options are:

Pay as Deducted: Pays the vendor each time Payroll calculates this deduction.

Pay at Specified Date: Pay the vendor on a particular date. You will specify the date in the **AP Payment Date Type** field.

Pay when Collection Complete: Pay the vendor only when the goal amount, or deduction end date, has been reached. (This Pay Mode is valid for general deductions and garnishments.)

AP Payment Date Type

This field becomes available when you select **Pay at Specified Date** in the **Pay Mode** field. Valid options are:

Check Date. The system will refer to the payment date entered on the Extract Non-Tax Deductions page in Accounts Payable to determine which deductions to pay.

Pay Period End Date.

Separate AP Payment

If you select this option, the system will create a separate voucher for each deducted amount payable to the vendor.

Self-Service Plan Description

Used for Medical (1x), Disability (3x), Leave (5x), and Retirement (7x) Plans, enter text describing the benefit plan. This text displays on the PeopleSoft eBenefits Enrollment pages.



For more information on creating deduction codes, see Setting Up Deduction Codes. For more information on the Benefit Program Table and creating benefit programs, see Building Automated Benefit Programs.

Vacation Plan Table Page

Usage	Use the Vacation Plan Table page to create vacation benefit plans for the employees in various groups of your organization.
-------	---

Object Name	ABSV_PLAN_TABLE
Navigation	Administer Workforce, Monitor Absence (GBL), Setup, Vacation Plan Table, Vacation Plan Table
Prerequisites	None
Access Requirements	Enter a Benefit Plan.

Vacation Plan Table

Benefit Plan: CHVAC Canadian Hourly Vacation Plan

***Maximum Leave Balance:**

Maximum Leave Carryover:

Accrual Frequency: Yearly Monthly

Entitlement Rate Changes with: Service Age

Entitlement Rate Values		View All	First	1-3 of	Last
After Year of Services	Days Earned per Year				
1	10.000				
2	15.000				
5	20.000				

Service Bonus Values		View All	First	1 of	Last
Service Year					

Vacation Plan Table page



Vacations have a Plan Type of 51.

- Benefit Plan** The system displays the **Benefit Plan**.
- Maximum Leave Balance** Enter the **Maximum Leave Balance**. This is the maximum number of days employees may hold in any one period
- Maximum Leave Carryover** Enter the **Maximum Leave Carryover**. This is the maximum number of days employees may carry into the next period.
- Accrual Frequency** The **Accrual Frequency**—the length of the accrual period and how often the process should be run—defaults to **Yearly**, which you can change to **Monthly** if necessary. Note that changing the **Accrual Frequency** changes the period prompt under **Entitlement Rate Values** and **Service Bonus Values**.
- Entitlement Rate Changes with** You can select **Entitlement Rate Changes with** either **Service** or **Age**. Again, this changes the prompt under Entitlement Rate Values.

Entitlement Rate Values

Enter your company's holiday entitlement in the **Entitlement Rate Values** group box according to the employee's length of service or age, depending on your selection of **Entitlement Rate Changes with**.

After Year of Services Changing the **Accrual Frequency** and the **Entitlement Rate Changes with** changes the period prompt under **Entitlement Rate Values** and **Service Bonus Values**. To add new data, insert additional rows.

Days Earned per Year Changing the **Accrual Frequency** and the **Entitlement Rate Changes with** changes the period prompt under **Entitlement Rate Values** and **Service Bonus Values**. To add new data, insert additional rows.

Service Bonus Values

You can also enter **Service Bonus Values**, which are bonus accruals based only on completion of years of service. You can enter figures to three decimal places. The amounts are either per year or per month, depending on your selection under **Accrual Frequency**.

Service Year Enter an amount per year or per month based on your selection under **Accrual Frequency**.

Bonus Days Enter an amount per year or per month based on your selection under **Accrual Frequency**.

Building Benefit Programs

Benefit programs combine various benefit plans into a single program. For instance, a benefit program for your salaried employees might include a vacation plan, a company car plan, and a maternity leave plan. When you set up your employees, you assign them a benefit program. Later when you go to enroll employees in a benefit plan, your choices of plan only include those available in the benefit program assigned to that employee.

Therefore, after defining vacation plans, you must include them in a benefit program. Otherwise you will never be able to enroll an employee in this plan.



For more information about how to build your benefit programs, see [Setting Up Benefit Plans](#).

Linking Employees to Vacation Plans

Enter vacation plans for your employees from this page. This links your employees to vacation plans in the system. When you implement your PeopleSoft Human Resources system, you need to do this for each employee. Subsequently, you only need to do this for new employees.

Vacation Plan Page

Usage	Use the Vacation Plan page to enter vacation information for your employees.
Object Name	ABSV_PLANS
Navigation	Administer Workforce, Monitor Absence (GBL), Use, Vacation Plan, Vacation Plan
Prerequisites	None
Access Requirements	Enter an EmplID (employee ID), a Empl Rcd Nbr (employee record number), Name, Last Name, Alternate Character Name, and Personnel Status.

Vacation Plan

Jones, Gladys Employee ID: 6601 Empl Rcd#: 0

Vacation Plan Type View All First 1 of 1 Last

*Plan Type: 51 Vacation + -

Vacation Plan Dates View All First 1 of 1 Last

Coverage Election: Elect Waive Terminate *Elect Date: 12/31/1996 + -

*Effective Date: 12/31/1996

Benefit Plan: VAC1 Vacation Plan 1

Employee Status: Active

Benefit Program: U.S. Manual Base Benefits Plan Currency: USD

Vacation Plan page

The following elements are common to multiple pages in this application and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplID**, and **Empl Rcd#**.

The system displays the employee's name and employment status.

Plan Type The **Plan Type** defaults to *Vacation*.

Coverage Election **Coverage Election** defaults to *Waive*, which you can change if necessary. Select *Elect* if the employee is to use a plan and *Terminate* if this employee is terminating coverage.

Elect Date Enter the **Elect Date**, which is the date the coverage election takes place.

Effective Date	The Effective Date defaults to the system date, which you should change if the required benefit plan association goes into effect on another day.
Benefit Plan	Select the Benefit Plan from the values you created in the Benefit Plan Table.
Employee Status	The system displays the employee's Employee Status . Employee status is set when you change the employee's job or personal data using the Administer Workforce pages. This field value is based on either the last personnel action for the employee, or in a few cases, the reason for the action, such as death.
Benefit Plan	The system displays information about the employee's benefit program. This is stored in the Benefit Program Table.
Currency	The system displays the Currency associated with the Benefit Plan .

Updating Employee Vacation Accruals

In this section, you update employees' accrual records by company and vacation benefit plan. Before you book vacation requests for employees, you need to make sure their accrual records are up-to-date.

Vacation Accrual Process Page

Usage	Use the Vacation Accrual process page to update employees' accrual records by company and vacation benefit plan.
Object Name	RUNCTL_ABS701
Navigation	Administer Workforce, Monitor Absence (GBL), Process, Vacation Accrual, Vacation Accrual Process
Prerequisites	None
Access Requirements	Enter a Run Control ID.

Vacation Accrual Process page

You need to specify the following parameters:

- Company** Select the name of the company. Valid values prompt from the Company table.
- Benefit Plan** Select the name of the benefit plan. Valid values prompt from the Vacation Plan table.
- Current Period End Date** Select the current period end date.
- Future Period End Date** Select the future period end date.

If you've run the Accrual process before, the system will set the **Current Period End Date** to that run's **Future Period End Date** and make it display-only. It will also set the new **Future Period End Date** to one year or month (depending on the accrual frequency value) from this **Current Period End Date**.

Click **Run** to run this request. Process Scheduler runs the Vacation Accrual process at user-defined intervals.



For more information on the Process Definition page, see Process Scheduler Basics.

Entering Vacation Requests

In this section, you enter vacation requests. In addition to entering requests, you can mark them as approved and then enter additional tracking information about the approval.

Vacation Request Page

Usage	Use the Vacation Request page to enter vacation requests. In addition to entering requests, you also mark them as approved and enter additional tracking information about this approval.
Object Name	ABSV_REQUEST
Navigation	Administer Workforce, Monitor Absence (GBL), Use, Vacation Request, Vacation Request
Prerequisites	None
Access Requirements	Enter an EmplID (employee ID), a Empl Rcd Nbr (employee record number), Name, Last Name, Alternate Character Name, and Personnel Status.

Vacation Request
 Jones, Gladys Employee ID: 6601 Empl Rcd#: 0

Request Data		View All		First	1 of 1	Last
Company:		Benefit Plan:	Current			-
Accrual Process Date:						
Days Carried Over:	0.000					
Current Period Entitlement:	0.000	Days Booked/Taken:	0.000			
Total Entitlement:	0.000	Days Remaining:	0.000			
Request Dates		View All		First	1 of 1	Last
Absence Type	Request Date	Start Date	End Date	Duration (Days)	Approval	
Vacation	06/29/2000				Approval	+ -

Vacation Request page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplRcd#**.

The system displays the employee’s name, employment status, and ID (employee identification number).

Company The system displays the employee’s **Company**.

Benefit Plan You see display-only information that the system calculates according to information in the Vacation Plan and Benefit Plan tables.

Accrual Process Date The system displays the **Accrual Process Date**. This date was defined as the Current End Date on the Vacation Accrual Process page before running the process.

Days Carried Over	The system displays the Days Carried Over from the last entitlement period. The system calculates this value according to information in the Vacation Plan and Benefit Plan tables.
Current Period Entitlement	You see display-only information that the system calculates according to information in the Vacation Plan table. It is calculated after the system runs the Accrual Vacation process for the current period.
Days Booked/Taken	The system displays the vacation Days Booked/Taken . The system calculates this value automatically, after the request has been approved, according to information in the Vacation Plan and Benefit Plan tables.
Total Entitlement	The system displays the Total Entitlement of vacation days. The system calculates this value according to information in the Vacation Plan and Benefit Plan tables and it is updated by the Accrual Vacation process.
Days Remaining	The system displays the vacation Days Remaining . The system calculates this value automatically, after the request has been approved, according to information in the Vacation Plan and Benefit Plan tables.
Absence Type	Select the Absence Type for this request. Valid values prompt from the Absence Type table.
Request Date	Enter the Request Date for the vacation. This defaults to today's date; adjust it as necessary.
Start Date	Enter the Start Date for the request.
End Date	Enter the End Date for the request.
Duration (Days)	The system calculates a Duration (Days) amount. The duration amount isn't the number of days between start and end dates. Instead, the system compares the dates to the employee's work and holiday schedules and calculates the duration as the number of days the employee was to be at work and won't be. You can override the Duration (Days) field if you want to.
Approval	You can save vacation requests prior to getting approval or continue on to approve the request. To approve the request, click the Approval link. The system then opens the Vacation Approval page.



The employee’s vacation balances from the display-only fields **Days Booked/Taken** and **Days Remaining** change as you enter the **Start** and **End Dates**. These fields are dynamically updated until you confirm that the request has been approved, using the **Approval** button.

Vacation Approval Page

Usage	Use the Vacation Approval page to indicate vacation approval.
Object Name	ABSV_REQ_SEC
Navigation	Click the Approval button on the Vacation Request page.

Vacation Approval page

- Approved** To approve a request, select the **Approved** check box.
- Approved By** Select the employee ID of the individual approving the request in the **Approved By** field.
- Date Approved** Enter the **Date Approved**.

Tracking Vacation Absences

Use the Vacation Absence page to track vacation absence data for your employees. Having requested and received approval for a vacation, you can add additional comments and review previous vacations on this page.



Deleting a row in the Vacation Absence page doesn’t delete a row on the Vacation Request page and doesn’t reduce the number of holidays taken by the employee.

Vacation Absence Page

Usage	Use the Vacation Absence page to track vacation absence data for your employees.
-------	--

Object Name	ABSENCE_VACATION
Navigation	Administer Workforce, Monitor Absence (GBL), Use, Vacation Absence, Vacation Absence
Prerequisites	None
Access Requirements	Enter an EmplID (employee ID), a Empl Rcd Nbr (employee record number), Name, Last Name, Alternate Character Name, and Personnel Status.

Vacation Absence

Jones, Gladys Employee ID: 6601 Empl Rcd#: 0

Vacation Data [View All](#) First 1 of 1 Last

Begin Date: 06/29/2000

End Date: Duration (Days):

*Absence Type: Regulatory Region: United States

Reason:

Comments [View All](#) First 1 of 1 Last

*Comment Date:

Comment:

Vacation Absence page

The following field is common to multiple pages and is defined at the front of this PeopleBook in PeopleBooks Standard Page Element Definitions: **EmplRcd#**, and **Comments**.

The system displays the employee’s name, employment status, and ID (employee identification number).

Begin Date **Begin Date** is a display-only field with the value from the **Start Date** field of the Vacation Request page.

End Date **End Date** is a display-only field defined on the Vacation Request page.

Duration (Days) **Duration (Days)** is a display-only field defined on the Vacation Request page.

Absence Type **Start Date** is a display-only field defined on the Vacation Request page.

Reason Enter a **Reason** for the vacation.

Comment Date Enter a **Comment Date** as necessary.

Comment Enter your **Comment**.



For more information on processing vacation accruals, see [Updating Employee Vacation Accruals](#).

CHAPTER 4

Running Monitoring Absences Reports

This section explains how to generate reports for Monitoring Absences and details the output results of those reports.



For a complete alphabetical listing of all PeopleSoft Global Human Resources reports, see List of Reports in PeopleSoft Human Resources.

List of Monitoring Absences Reports

<i>Report Name</i>	<i>Report ID</i>	<i>Location</i>	<i>Global or Local</i>
Absence Listing Report	ABS001	Administer Workforce, Monitor Absence (GBL), Report, Absence Listing	GBL
Absence Spells Report	ABS002	Administer Workforce, Monitor Absence (GBL), Report, Absence Periods	GBL
Bradford Score Report	ABS004U K	Administer Workforce, Monitor Absence (GBL), Rep Lcl, UK Bradford Score	UK
Illness Registration Reports 1 and 2	ABS005N L, ABS006N L	Administer Workforce, Monitor Absence (GBL), Rep Lcl, NLD Illness Registration.	NLD
Time Lost Due to Absence Report	ABS003	Administer Workforce, Monitor Absence (GBL), Report, Time Lost Due to Absence.	GBL

Generating an Absence Listing Report

This report provides information about an employee's absence history, including employee name, employee ID, department, employee type, job title, absence type, begin and return dates, and duration of absences.

Absence Listing Page

Usage	This report provides information about an employee’s absence history.
Object Name	RUNCTL_ABS001
Navigation	Administer Workforce, Monitor Absence (GBL), Report, Absence Listing, Absence Listing
Access Requirements	Enter a Run Control ID

Absence Listing page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID**, **Run Control ID**, **Language**, and **SetID**.

Report Request Parameters

- From Date** Enter the beginning date of the time period you want to report.
- Thru Date** Enter the ending date of the time period you want to report.
- Department** Select the **Department** for which you want to run the report. Valid values prompt from the Department table.

Absence Listing Report

Description	This report provides information about an employee’s absence history, including employee name, employee ID, department, employee type, job title, absence type, begin and return dates, and duration of absences.
Report ID	ABS001
Type of Report	SQR
Parameters	From Date, Thru Date, SetID, Department
Source	RUNCTL_ABS001

Source Records	EMPLOYEES, ABSENCE_HIST, JOB, ABS_TYPE_TBL, SET_CNTRL_REC, HOLIDAY_DATE, ABSW_SCHD_TBL, ABSW_SCHEDULE, ABSW_SCHD_VW
Sorted By	Company, Employee Name, Begin Date



Before you run this report be sure to first run the Refresh Employees Table process.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

Generating an Absence Spells Report

This report provides information about the number of employee absence periods, including regulatory region, employee name, employee ID, absence type, number of absence periods, and duration of absences.

Absence Spells Page

Usage	This report provides information about the number of employee absence periods.
Navigation	Administer Workforce, Monitor Absence (GBL), Report, Absence Periods
Access Requirements	Enter a Run Control ID

Absence Spells

Run Control ID: 01 [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameter(s)

Start Date:

End Date:

Report – Absence Listing page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID**, **Run Control ID**, and **Language**.

Report Request Parameters

From Date	Enter the beginning date of the time period you want to report.
Thru Date	Enter the ending date of the time period you want to report.

Absence Spells Report

Description	This report provides information about the number of employee absence periods, including regulatory region, employee name, employee ID, absence type, number of absence periods, and duration of absences.
Report ID	ABS002
Type of Report	SQR
Parameters	From Date, Thru Date
Source	RUNCTL_FROMTHRU
Source Records	ABSENCE_HIST, JOB, PERSONAL_DATA, ABS_TYPE_TBL
Sorted By	Regulatory Region, Employee Name, Absence Type



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

Generating a Bradford Score Report

This report lists employee absences for the regulatory region of GBR only. It lists department, employee name, employee ID, employee type, job title, total number of absences, total number of days absent, and the Bradford Score. The Bradford Score column is calculated based on the following information:

- Total number of absences A
- Total number of days absent B
- A squared times B

Bradford Score Report Page

Usage	This report lists employee absences for the regulatory region of GBR only. It lists department, employee name, employee ID, employee type, job title, total number of absences, total number of days absent, and the Bradford Score.
Navigation	Administer Workforce, Monitor Absence (GBL), Rep Lcl, UK Bradford Score, Bradford Score Report
Prerequisites	None
Access Requirements	Enter a Run Control ID

Bradford Score Report page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID, Run Control ID, Language, and SetID.**

Report Request Parameters

From Date Enter the beginning date of the time period you want to report.

Thru Date Enter the ending date of the time period you want to report.

Bradford Score Report

Description	This report lists employee absences for the regulatory region of GBR only. It lists department, employee name, employee ID, employee type, job title, total number of absences, total number of days absent, and the Bradford Score.
Report ID	ABS004UK
Type of Report	SQR
Parameters	From Date, Thru Date

Source	RUNCTL_FROMTHRU
Source Records	EMPLOYEES, ABSENCE_HIST, JOB, ABS_TYPE_TBL
Sorted By	Department Name, Employee Name



Before you run this report be sure to first run the Refresh Employees Table process.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

Generating Illness Registration Reports 1 and 2

Illness Registration Report 1 calculates illness totals, percentages and frequencies for the specified department(s) and categorizes the results by sex. Illness Registration Report 2 also calculates illness totals, percentages and frequencies for the specified department(s), but it categorized the results by age. To run both of these Illness Registration reports, you use the Illness Registration Page; however, you select which report to run on the Process Scheduler Request page.



Note: Before you run these reports be sure to first run the Create Statistics process.

Illness Registration Page

Usage	This is a NLD specific report that calculates the illness totals, percentages and frequencies.
Object Name	RUNCTL_ABS005_NL
Navigation	Administer Workforce, Monitor Absence (GBL), Rep Lcl, NLD Illness Registration, Illness Registration
Access Requirements	Enter a Run Control ID.

Illness Registration page

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID**, **Run Control ID** and **SetID**.

Report Request Parameters

Month from Enter the beginning month of the time period you want to report.

Year from Enter the beginning year of the time period you want to report.

Month thru Enter the ending month of the time period you want to report.

Year thru Enter the ending year of the time period you want to report.

Department Select the **Department** for which you want to run the report. Valid values prompt from the Department table.

Include Hierarchy Select **Include Hierarchy** to include departments within the selected department, based on the department security tree.

Longtime Illness *Included.* Select this value if you want longtime illnesses included in the report. An illness is considered to be longtime when the duration of the illness falls within an Illness Length Category of the type equal to “Long,” as specified under the Absence parameters.

Excluded. Select this value if you don't want longtime illnesses included in the report.

An illness that becomes longtime within the reporting period is counted as an ended illness and the available employment days are only counted until the day an illness becomes longtime.

An illness that becomes longtime before the start of the reporting period is completely ignored and the employee is also ignored for the calculation of the available employment days.

Partial Illness

Included. Select this value if you want partial illnesses included in the report.

An illness is considered to be partial while it is commented with an illness percentage less than 100, as specified under General Absence.

Excluded. Select this value if you don't want partial illnesses included in the report.

An illness that becomes partial within the reporting period after being a full time illness, is counted as an ended illness.

An illness that becomes full time after being partial is counted as a newly started illness.

Maternity Leave

Included. Select this value if you want maternity leaves included in the report.

Excluded. Select this value if you don't want maternity leaves included in the report.

Illness Registration Reports 1 and 2

Description	This is a NLD specific report that calculates the illness totals, percentages and frequencies for the specified department(s) and categorizes the results by sex (report 1) and by age (report 2).
Report ID	ABS005NL, ABS006NL
Type of Report	SQR
Parameters	Month From, Year From, Month Thru, Year Thru, SetID, Department, Include Hierarchy, Longtime Illness, Partial Illness, Maternity Leave
Source	RUNCTL_ABS005_NL
Source	ABS_STAT_NLD, ABS_PARAMETERS, RUN_CNTL_HR_NLD,

Records	DEPT_SEC_VW_NLD
Sorted By	EmplID

Illness Registration Report Term Definitions

- Number of Employments** The number of active employments within the department during the reporting period.
- Full Time Equivalent (FTE)** The number of employments during the reporting period with a correction factor based on the job Standard Hours.
- Available Calendar Days** The number of days within the reporting period multiplied by the Full Time Equivalent.
- Illness Days** The number of illness days within the reporting period based on the Full Time Equivalent.
- Illness Percentage** The number of illness days divided by the Available Calendar Days multiplied by 100.
- Illness Frequency** The number of newly started illnesses divided by the Number of Employments.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

Generating a Time Lost Due to Absence Report

This report provides information about employee absences, including regulatory region, department, employee name, employee ID, employee type, job title, begin date, return date, and total number of working days.

Time Lost Due to Absence Page

Usage	This report provides employee absence information.
Object Name	RUNCTL_ABS003
Navigation	Administer Workforce, Monitor Absence (GBL), Report, Time Lost due to Absence, Time Lost due to Absence
Access Requirements	Enter a Run Control ID

Time Lost due to Absence

Run Control ID: 01 [Report Manager](#) [Process Monitor](#) Run

Language: English

Report Request Parameter(s)

Start Date: SetID:

End Date: Department:

Time Lost due to Absence

The following elements are common to multiple pages and are defined in the preface of this PeopleBook in PeopleBooks Standard Page Element Definitions: **User ID**, **Run Control ID**, **Language**, and **SetID**.

Report Request Parameters

- From Date** Enter the beginning date of the time period you want to report.

- Thru Date** Enter the ending date of the time period you want to report.

- Department** Select the **Department** for which you want to run the report. Valid values prompt from the Department table.

Time Lost due to Absence Report

Description	This report provides information about employee absences, including regulatory region, department, employee name, employee ID, employee type, job title, begin date, return date, and total number of working days.
Report ID	ABS003
Type of Report	SQR
Parameters	From Date, Thru Date, SetID, Department
Source	RUNCTL_ABS003
Source Records	EMPLOYEES, ABSENCE_HIST, JOB, ABS_TYPE_TBL, SET_CNTRL_REC, HOLIDAY_DATE, ABSW_SCHD_TBL, ABSW_SCHEDULE, ABSW_SCHD_V
Sorted By	Regulatory Region, Department Name, Employee Name



Note: Before you run this report be sure to first run the Refresh Employees Table process.



For samples of this and other reports in your application, see the PDF files published on CD-ROM with your documentation or the *PeopleSoft HRMS Reporting Tools* documentation.

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