PeopleSoft®

PeopleSoft Enterprise Absence Management 8.9 PeopleBook

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About This PeopleBook Preface

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: "(FRA) Hiring an Employee"

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	An ID that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

PeopleSoft Enterprise Absence Management Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft Enterprise HRMS Application Fundamentals.
- PeopleBook structure.
- Absence Management terms.

Important! This PeopleBook is written for the PeopleSoft Enterprise Absence Management application. If you are using PeopleSoft Enterprise Global Payroll, refer to the PeopleSoft Enterprise Global Payroll PeopleBook.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft Enterprise Absence Management.

PeopleSoft Enterprise HRMS Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook.*

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "PeopleSoft Enterprise HRMS 8.9 Application Fundamentals Preface"

PeopleBook Structure

PeopleSoft PeopleBooks follow a common structure. By understanding this structure, you can use this PeopleBook more efficiently.

The PeopleBooks structure conveys a task-based hierarchy of information. Each chapter describes a process that is required to set up or use the application. Chapter sections describe each task in the process. Subsections within a section describe a single step in the process task.

Some PeopleBooks may also be divided into parts. PeopleBook parts can group together similar implementation or business process chapters within an application or group together two or more applications that integrate into one overall business solution. When a book is divided into parts, each part is divided into chapters.

The following table provides the order and descriptions of chapters in a PeopleBook:

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • How Absence Management documentation is structured. • Absence Management terms.
Getting Started With…	This chapter discusses product implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the product and other products. • A high-level documentation to how our documentation maps to the overall implementation process; it doesn't offer step-by-step guidance on how to perform an actual implementation.
Navigation	(Optional) Some PeopleSoft Enterprise applications provide custom navigation pages that contain groupings of folders that support a specific business process, task, or user role. When an application contains custom navigation pages, this chapter provides basic navigation information for these pages. **Note.** Not all applications have delivered custom navigation pages.
Understanding…	(Optional) This is an introductory chapter that broadly explains the product and the functionality within the product.

Chapters	Description
Setup and Implementation	This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality. **Note.** There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.
Business Process	This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality. **Note.** There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.
Appendixes	(Optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Delivered Workflow Appendix	(Optional) The delivered workflow appendix describes all of the workflows that are delivered for the application. **Note.** Not all applications have delivered workflows.
Reports Appendix	(Optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

Absence Management Terms

These terms are used throughout the Absence Management documentation.

- *Payee* refers to employees, contingency workers and persons of interest (nonemployees).
- *Organization* refers to both companies in the private sector and organizations in the public sector.

CHAPTER 1

Getting Started with Absence Management

This chapter discusses:

- Absence Management overview.
- Absence Management business processes.
- Absence Management integrations.
- Absence Management and PeopleSoft Enterprise Global Payroll.
- Absence Management implementation.

Absence Management Overview

Absence Management handles absence processing and enables you to fine-tune the design of your system. Using a browser environment, PeopleTools, and a rules-based system, you can configure your absence system online without writing or changing the source code, thus reducing installation and maintenance time and costs.

Absence Management contains no application-specific rules or code. Using items, called *elements,* you build rules that determine what absence components are calculated, on a payee-by-payee basis, during background processing.

See Also

Chapter 2, "Understanding Absence Management," page 5

Absence Management Business Processes

Absence Management provides these business processes:

- Absence entitlement processing.
- Absence take processing.
- Transfer of converted absence data to payroll.

We discuss these business processes in the business process chapters in this PeopleBook.

Absence Management Integrations

Absence Management integrates with these applications:

- PeopleSoft Enterprise Human Resources.
- PeopleSoft Enterprise Payroll for North America (directly or through PeopleSoft Enterprise Time and Labor).
- PeopleSoft Enterprise Payroll Interface.

We discuss integration considerations in the implementation chapters in this PeopleBook.

See Also

Chapter 4, "Working with Payee Data," page 29

Chapter 27, "Integrating Absence Management and the Payroll System," page 549

Absence Management and PeopleSoft Enterprise Global Payroll

Absence Management and Global Payroll share many of the same components. In addition, some of the fields and pages in the shared components apply only to Global Payroll. These situations are noted throughout this PeopleBook.

Important! This PeopleBook is written for the Absence Management application. If you are using Global Payroll, refer to the PeopleSoft Enterprise Global Payroll PeopleBook.

Absence Management Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Absence Management also provides component interfaces to help you load data from the existing system into Absence Management tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have component interfaces:

Component	Component Interface	References
GP_CALENDAR	CI_GP_CALENDAR	See Chapter 14, "Using Calendars," page 273.

Component	Component Interface	References
GP_CALENDAR_PERIOD	CI_GP_CALENDAR_PERIOD	See Chapter 14, "Using Calendars," page 273.
GP_CALENDAR_RUN	CI_GP_CALENDAR_RUN	See Chapter 14, "Using Calendars," page 273.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in the *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook,* with information about where to find the most current version of each.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "PeopleSoft Enterprise HRMS 8.9 Application Fundamentals Preface"

PeopleSoft Setup Manager for PeopleSoft Enterprise HRMS and Campus Solutions 8.9 PeopleBook

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Understanding Absence Management

Absence Management enables organizations to automate the processes for planning and compensating paid time off for a multinational workforce. It combines employee and manager capabilities and tracks all absences in a single application. Absence Management contains built in integration to PeopleSoft Enterprise Payroll for North America, either directly or through PeopleSoft Enterprise Time and Labor, and to third-party payroll solutions using PeopleSoft Enterprise Payroll Interface. This chapter is the starting point for learning about Absence Management tasks and features.

Common Elements, Absence Features, and Integration

This chapter contains a review of terms used in this chapter, presents important absence management concepts and features, and discusses the integration to your payroll system.

Common Elements Used in This Chapter

Absence Event — The period of time that a payee is absent for the same reason. For example, if a payee is out sick Monday through Wednesday, the three-day absence is referred to as an *absence event*.

Absence Take — The element that represents the reason for the absence event.

Note. The self service term for Absence Take is *Absence Name*.

Adjustment — An increase or decrease that is made to the entitlement balance.

Entitlement — The amount of paid time-off that a payee is entitled to take for each category of absence or each absence event, depending on your method of accrual. For example, payees in your organization may be entitled to receive 20 vacation days per year.

Entitlement Balance — The amount of unused entitlement.

Generation Control — A type of data filtering that provides more control over whether an element for a payee is processed during background processing. This increased control is accomplished through generation control elements, which enable you to tell the system whether to process an element, based on criteria that you define.

Payee — Payees are the people in your organization that you want to pay. From an Absence Management perspective, payees are employees whose absence events are managed by the system.

Units The period of time in which entitlement, take, adjustments, balances, and other absence-related time periods are measured. Typically, units represent either hours or days. You choose the unit of measurement to use.

Absence Management Features

This overview of Absence Management features includes the following topics:

- Schedules.
- Entitlements.
- Absence types and reasons.
- Takes.
- Absence entry, approvals, and self service features.
- Integrations.

Schedules

Tracking the time that payees are absent from work is critical to producing an accurate payroll. You need to know when payees are out sick, on vacation, or absent for any other reason and whether to pay them for this time. Schedules define workplace attendance expectations for groups of employees, and include definition of the workdays, scheduling units, and holidays. This information is important to the absence process because it tells the system whether a reported absence occurred during a scheduled work time. Absences during scheduled work periods may be paid if they meet your organization's absence rules.

Absence Entitlements

Absence entitlement elements define how much paid time off your organization gives payees for various kinds of absences. They also specify the entitlement period, the calculation frequency, and any automatic adjustments to make to entitlement balances. For example, you might set up a vacation entitlement element that gives payees 15 days of paid vacation each year. Also, you might specify that payees are compensated for half of any vacation days that are unused by April 1 of the following year. Entitlement can be granted for each absence or at the frequency that you specify.

For each absence entitlement element that you create, you indicate whether entitlement should accrue for each absence (for example, 40 days for each illness) or at the frequency that you specify (for example, 2 sick days per month). Absence-based entitlement is resolved when you run the Take process after an absence occurs; frequency-based entitlement is resolved when you run the Entitlement process. With frequency-based entitlement, you can use generation control to limit the conditions under which entitlement is resolved. For example, you can limit resolution to active payees only. Using automatic adjustments, you can specify what happens to a payee's frequency-based entitlement balance when certain conditions are met; for example, when a payee is terminated or when a certain date is reached. Payees can be compensated for all or part of the unused entitlement, or they can lose all or part of the unused entitlement. You use a generation control element to define the conditions under which the adjustment is made.

Absence Takes

Absence take elements define your rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before entitlement can be used. For example, a vacation take rule may require that payees be employed three months before using vacation entitlement. You can link each take element to one or more entitlement elements so that the system can calculate the number of paid and unpaid units and update the entitlement balances. If you link to more than one entitlement element, you specify the order in which the elements are to be used. When an absence occurs, the system takes from the first entitlement (until it is depleted) before taking from the next entitlement.

Absence Types and Reasons

Absence types define the broad categories of absences you want to track, such as illness, vacation, or maternity leave. Within each absence type, you can create a set of absence reasons that further classify absences. For example, if you create an absence type called illness, you may want to set up reasons such as cold, flu, stress, and so on.

You create absence types to describe the categories of absences that are relevant to your organization such as illness, vacation, personal, or work injury. Within each type, you can define codes that further describe the reason for the absence; for example, flu or back problems. The type and reason that are associated with an absence event populate system elements that you can use in absence formulas.

Absence Entry, Approval, and Self Service Features

Depending on how you set up the approvals framework, self service features may be available to employees and managers to enter, review, and, in the case of managers, approve absence transactions. Additionally, payroll or absence administrators can enter, modify, review and approve absence transactions through Absence Management pages.

- Absence entry.

  To record actual absences into the system, users select the take element that identifies the absence and enter the dates of the absence. An absence reason can also be entered to further identify the cause of the absence (if you have defined absence reasons codes). Depending on your take rules, you can require online approval of absence entries before processing. If online forecasting is required for a take element, the system issues a warning when users try to save absence entries without first running the online forecasting process. Payees and managers can enter requests for absences through a web browser and view requests.

  Users can enter full or partial day absences so that when a payee is out for the same number of hours during each day of an absence event, the user enters the hours only once or selects the Half Day check box, if appropriate.

  Self service users can enter information in as many as 4 configurable fields when they enter absence events. This information updates the daily data when you run the Take process and can be available to your absence formulas. If you use this feature, we recommend that you provide users with guidelines for the types of data that they can enter.

  Note. If you define rules for self-service absence transactions, employees, managers, or both can use the self service pages to enter requests for absences. You can also define rules for approving self-service absence requests. Requests entered through the self service pages are treated as actual absences once they are approved.

- Absence entitlement balance forecasting.

You can require the use of online absence entitlement balance forecasting during absence entry, or make its use optional. Managers can approve requests for absences and forecast absence entitlement balances as of a particular date. With forecasting, a user enters actual or planned absence events and launches an online process that processes future periods of time, starting with the last finalized calendar. It can return values for balances and other items that you define. You might use this feature, for example, to determine whether a payee has or will have enough entitlement to cover an absence.

- Balance inquiry.

  Use this feature to display a payee's current entitlement balance. The online process displays the current entitlement balance and can be used to project entitlement for a take element as of the date that you specify.

Integration

Absence Management has functionality that enables you to enter and track absence information. However, that information must be available to your payroll system in order to process earnings and deductions related to absences. To accomplish this, Absence Management integrates with the following PeopleSoft applications:

- Payroll for North America, either directly or through Time and Labor.
- Payroll Interface, for customers that use a third-party payroll system.

Integration to Payroll for North America

To enable direct integration between Absence Management and Payroll for North America, Absence Management delivers the ability to export computed absence results (by employee and pay period) for actual payment. Only a minimum amount of setup is required to map absence payment concepts to an existing Payroll for North America system.

For customers who use both Payroll for North America and Time and Labor, the functionality in Absence Management includes the ability to export computed absence results (by employee and pay period) to Time and Labor. Time and Labor converts this information into payable time and adds sequence and reference numbers for eventual cost distribution. This integration eliminates double entry and custom interfaces.

Integration to Payroll Interface

To enable the integration between Absence Management and third-party payrolls, Absence Management enables you to export computed absence results (by employee and pay period) for actual payment. Only a minimum amount of setup is required to map absence payment concepts to an existing payroll interface process.

CHAPTER 3

Introducing the Core Application Architecture

This chapter provides overviews of the core application architecture, elements, the processing framework, the batch architecture process, and discusses how to define the installation settings.

Understanding the Core Application Architecture

Absence Management is built on a core application that organizations in all countries can use to create absence and payroll management systems. Understanding the core application architecture will enable you to better understand the complex details of Absence Management.

Understanding Elements

When you create your absence management system using Absence Management, you want to be sure that it meets all the requirements of your organization. One of the ways that PeopleSoft ensures this is by building the absence management system through the use of components called *elements*.

This section discusses:

- What is an element?
- Combining elements into rules.
- Why the core product uses element name number (PIN) processing.

What Is an Element?

An element is the smallest component of Absence Management. Elements are building blocks that relate to other building blocks to define your absence management system.

You define each element only once and use it repeatedly anywhere in the system.

This table lists the element categories:

Type of Element	Description
Data retrieval	Retrieves data. Some are predefined elements (called *system elements*) that are delivered by PeopleSoft. Others you define when creating your absence management system.
Calculation	Performs a calculation.
Organizational	Defines the structure and framework for the system.

This table lists alternative element categories:

Type of Element	Description
Primary	Represents primary rules for absence takes and entitlements.
Supporting	Usually not used alone, but used to create other, more complex elements.
Miscellaneous	Represents such things as eligibility criteria, accumulators, and certain types of rules.

You can combine these elements in an unlimited number of ways to produce the results that you need for your absence management processing.

See Also

Chapter 5, "Defining General Element Information," page 39

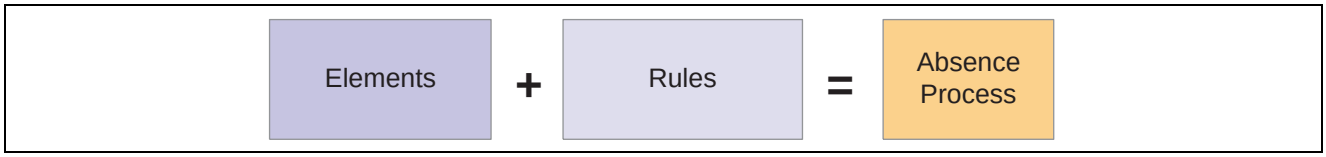
Combining Elements Into Rules

In Absence Management, you create and store rules by entering data through the online pages.

These rules drive the core application and define the absence management process. Think of a *rule* as what defines how an element is calculated. Rules define the absence management process itself.

Each country using Absence Management defines its own rules. Absence Management enables you to define rules that address your specific absence management processing needs.

This diagram shows how elements and rules define your absence management process:



Elements are manipulated by rules to create the absence management process

Important! There is usually no need to modify the Absence Management COBOL programs. Using the online pages, you can configure the system to meet your absence management processing needs. PeopleSoft strongly discourages the modification of the delivered COBOL programs—with the possible exception of modifying array size—because modifications can affect the integrity of the entire system.

See Also

Chapter 6, "Defining Data Retrieval Elements," Defining Array Elements, page 74

Why the Core Application Uses Element Name Number (PIN) Processing

An element name number is a numeric identifier for an element. Every element in Absence Management has a unique element name number, including the elements that you create and the elements the PeopleSoft system delivers. Absence Management programs access and process an element by referring to its element name number, rather than its name.

A PIN is referred to as an *element* in Absence Management. A PIN and an element are identical, and a element name number is the same as an element number. We explain the term PIN here because it is referenced throughout the programs and table structure of the application. Think of PIN as the technical name that is used in the programming and table structure and *element* as the functional name that is used on all pages and discussions.

This is necessary because Absence Management is designed for use by any organization in any country. Each organization will likely give the elements that form the basis for its absence management system different names, depending on its requirements. And organizations in different countries are going to name their elements using different languages. Also, the system elements delivered by PeopleSoft are often translated into many languages. If the name were the only way to identify an element, there could be problems.

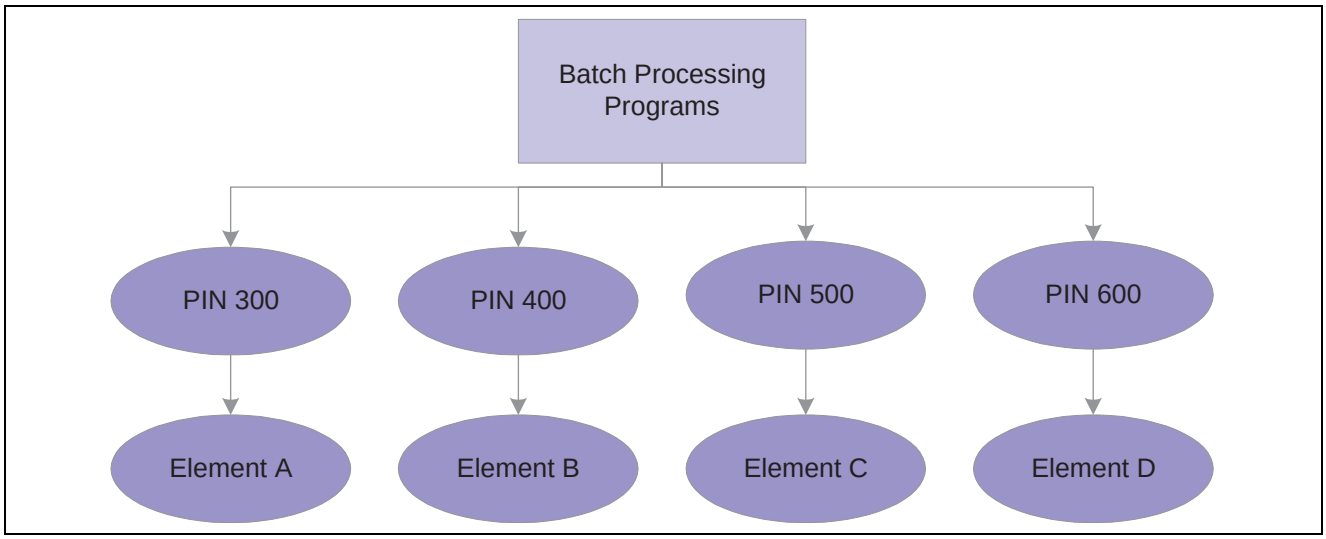
One problem would be background processing errors. If elements were referenced only by name, and you tried to run an absence process after having renamed an element, then the programs would not know how to access that element. By having the element represented by a unique and constant number (the element name number), the programs always know that they're referencing the correct element during processing.

Element name numbers also improve performance within batch processes. It is more efficient for the system to use numeric values than to use character values. This performance improvement is a result of being able to easily read the numeric values into the processing arrays and create a pointer to the correct place in the array.

PINs are numbered sequentially.

Note. The system assigns a element name number to each element that you create. The first number the system assigns is 100,001. Element name numbers prior to 100,001 are reserved for the elements that are delivered with Absence Management.

Elements are accessed by element name number, rather than by element name, as shown in the following graphic:



Elements are accessed by pin number rather than element name

Understanding the Processing Framework

The Absence Management core application is a common foundation and structure that organizations use to build their own calculation rules. The core application determines the basic framework for your absence processing. This framework supplies the normal processing sequence, organizational structure, and processing structure for calculating absences.

This section discusses:

- The processing sequence.
- The organizational structure.
- The processing structure.
- Calendars.

The Processing Sequence

An absence process consists of several processing phases, some of which you can run together. The typical processing sequence (the order in which Absence Management executes phases of a batch process for an absence run consists of these phases:

- Identification (payee selection)
- Calculation
- Finalization

You can also run Cancel, Freeze, Unfreeze, and Suspend phases as needed and modify processing instructions by payee.

When you first launch the batch process, Absence Management determines which payees are to be selected and calculated for the absence run, based on the selection criteria that you have specified. This identification phase is executed only once for each calendar group ID.

During the calculation phase, absence calculations are performed. Each payee is processed sequentially. As the system encounters each payee, it processes each element that is identified in the process list. Various criteria such as eligibility and generation control are considered in selecting which elements to process.

The calculation process can be repeated any number of times; only the absences that are appropriate to calculate are processed. When a calculation is first executed, all absences are processed. During subsequent calculations, only the following absences are processed:

- Absences resulting from iterative triggers or positive input.
- Absences for which you have entered recalculate instructions.
- Absences that encountered errors during the previous run.

An iterative trigger can be produced when data changes for a payee. For example, a change to a payee's job record might create an iterative trigger. Or the addition of a new hire to the calendar group ID can produce iterative triggers. An iterative trigger populates a process indicator field to indicate the type of iterative trigger.

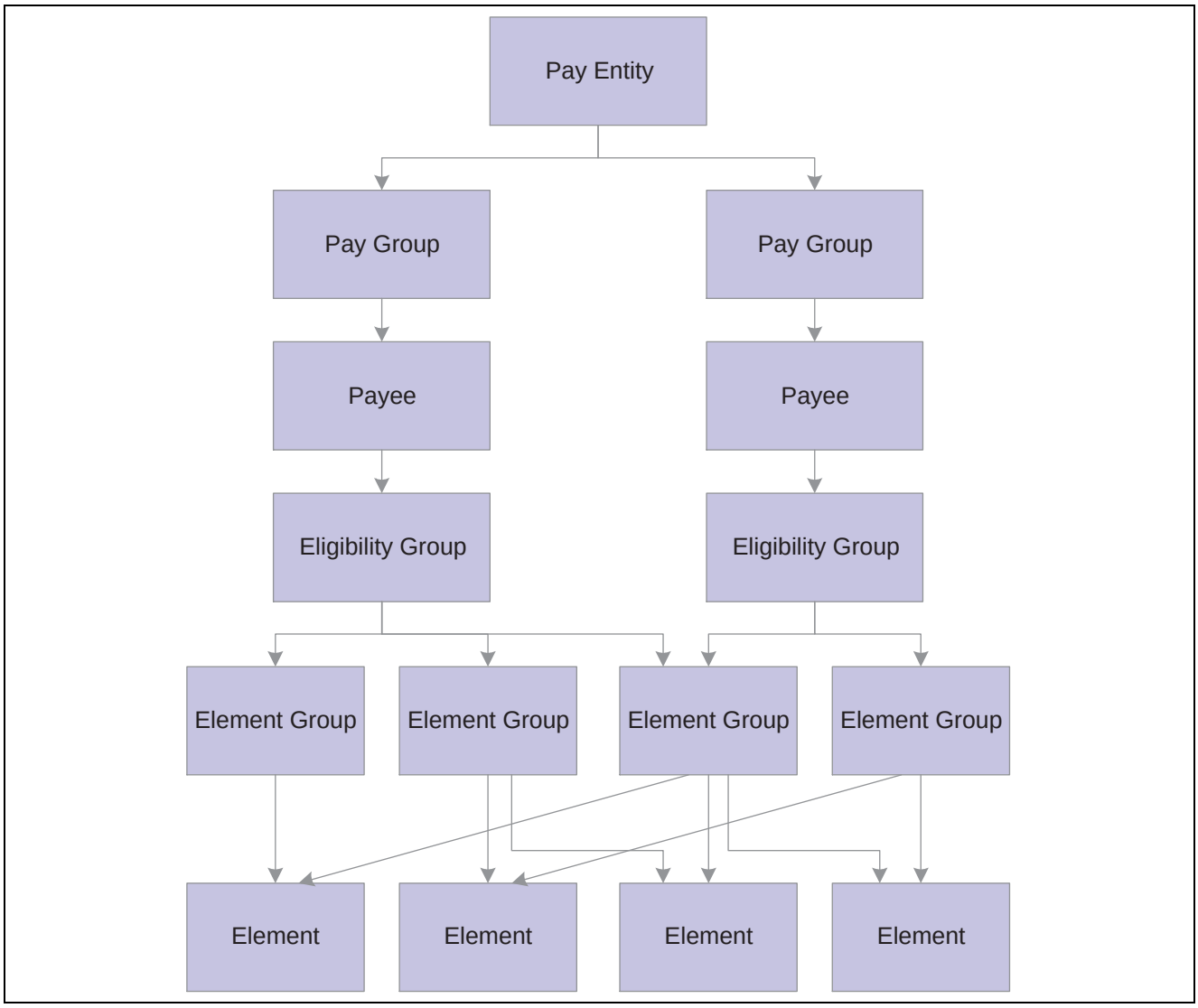
Finalizing an absence run closes and completes the process.

See Also

Chapter 6, "Defining Data Retrieval Elements," Defining Array Elements, page 74

The Organizational Structure

The Absence Management core application determines the organizational structure for absence management processing. This diagram shows the hierarchy of components in the organizational structure:



Organizational structure of Absence Management

Pay Entity

Pay entity defines the organization that is managing absences for payees.

A pay entity can be linked to one or more paygroups. However, each paygroup is linked with only one pay entity.

You associate a specific country with each pay entity. This country designation is important for many features in Absence Management such as the groups of calendars with a single calendar group ID, retroactive methods, and trigger definitions.

Paygroup

Absence Management uses a logical grouping, called paygroup, to qualify individuals for absence management. Typically, all individuals in a paygroup have something in common that causes them to be processed at the same time in the absence management system.

Common examples of paygroups are salaried and hourly payees. You can assign a payee's default absence elements based on paygroup if you select this option at installation time. A paygroup can be associated only with a single pay entity.

Each paygroup has a default eligibility group associated with it. This includes the default absence elements for the paygroup population. The default eligibility group that is associated with a paygroup is used as the payee level default. You can override these defaults.

Paygroups are ultimately associated with pay calendars to process absences. It is important to group payees whose absences are calculated with the same frequency—weekly, monthly, and so on.

Payee

Payees are the people in your organization for which you want to calculate absence results.

Payees who are included in a paygroup definition can be members of different eligibility groups. The only link between paygroups and eligibility groups is from a default perspective. The eligibility group that is defined on the Paygroup page is used as an initial default for the payee. You can override the default.

Eligibility Group

An eligibility group is a grouping of element groups. Eligibility groups indicate the specific elements for which a certain payee population is eligible. The default eligibility group is defined at the paygroup level. A payee is assigned to an eligibility group through the default that is defined at the paygroup level. You can override the default value.

For example, let's say that you have a paygroup for all payees whose absences are calculated monthly. Of those payees, 99 percent are regular, salaried payees. who are eligible for regular absence entitlements and takes. However, you also have 10 executives whom you want to include in that same paygroup. These executives are eligible for slightly different absence rules. You can override their eligibility group and assign them to the EXEC ABSENCES eligibility group. You can have only one default eligibility group for each paygroup.

Element Group

Element groups provide a method of assigning a large number of elements to many eligibility groups without repeating the elements in each and every eligibility group. Element groups provide a means for grouping these elements. You can assign any number of element groups to an eligibility group.

Elements

Elements are the basic building blocks of Absence Management. The organizational structure of the system begins with the definition of these basic payroll components.

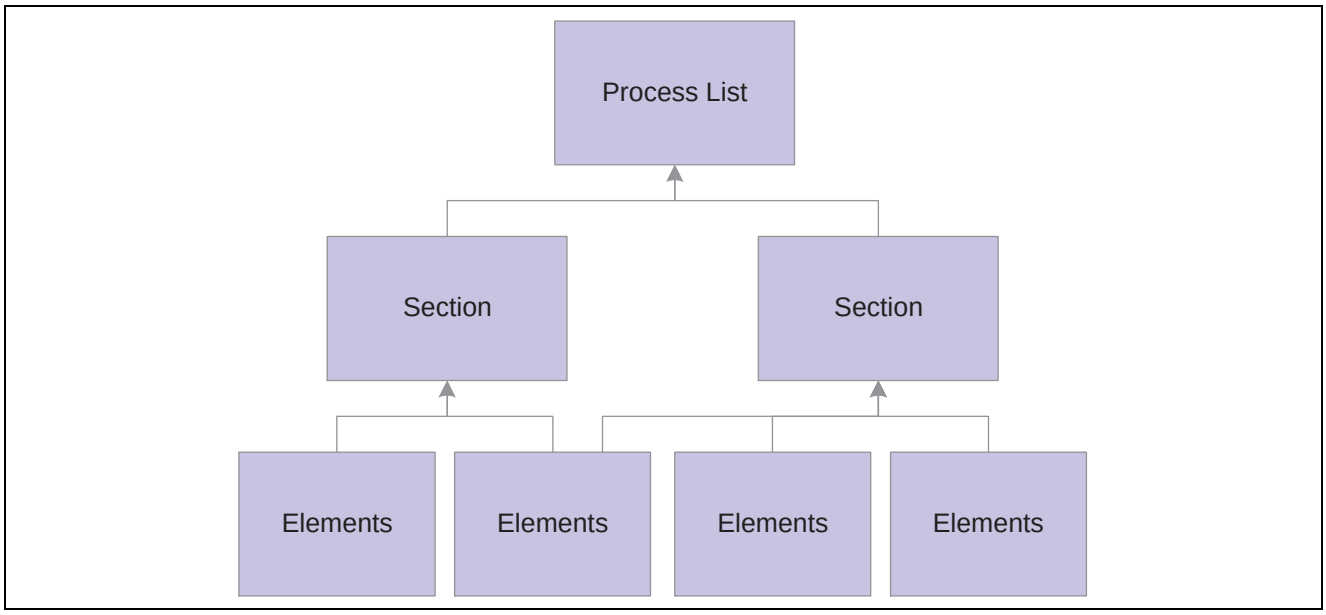
See Also

Chapter 4, "Working with Payee Data," page 29

Chapter 13, "Defining the Organizational Structure," page 257

The Processing Structure

This diagram shows the components of the processing structure:



Processing structure of Absence Management

Process List

A process list specifies the order in which absence elements are processed and resolved. You add these elements to the process list by using sections. If you add sections to your process list, the sections are processed in the order in which you insert them into the list. You can also execute sections conditionally.

The Process List Definition page indicates that the type of calculation is absence.

Section

A section is a grouping of elements and controls the order that those elements are processed on the process list. You can use the following types of sections for absence processing:

- Standard sections for regular processing.
- Payee sections for specifying, at the payee level, elements for processing.
- Absence take sections for processing absences in date sequence.

Once you have defined a section, you can reuse it in multiple process lists.

Elements

Elements are the basic building blocks in Absence Management. Some stand alone while others use several simple elements (called *supporting elements*) that are combined to form more complex elements.

During an absence processing run, the system resolves each element in the process list for each payee. The elements that are resolved depend on a payee, so the resolved value of an element depends on which payee is under consideration.

See Also

Chapter 10, “Defining Processing Elements,” Understanding Processing Elements, page 173

Chapter 5, “Defining General Element Information,” page 39

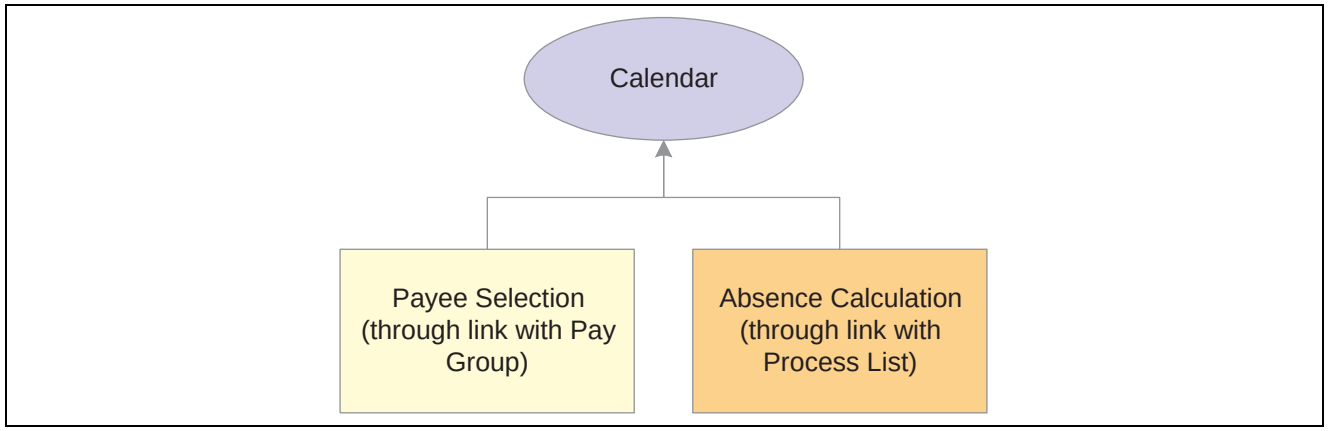
Calendars

To run an absence process, the relevant components of the system are tied together through the use of calendars. A calendar controls whose absence results will be calculated, and the period of time for which the absences are processed.

Only one paygroup can be associated with a calendar. Through the use of various selection criteria, you can define who is going to be paid:

- Calendar run types define the type of absence run; for example, a regular absence run or an off-cycle absence run.
- Calendar period IDs define the period of time for which the absences are processed.
- Calendar group ID groups the calendars that you want to process at the same time.

This diagram shows how calendars ties together the components of an absence run:



Calendar ties the entire process together

See Also

Chapter 14, “Using Calendars,” page 273

Understanding the Batch Architecture Process Flow

This section discusses:

- Absence Management modes.
- Payee selection.
- Calculation (technical).
- Arrays used in background processing (technical).
- Background processing output tables.

Absence Management Modes

Absence Management processes payees and elements by utilizing a very specific processing order. All the components of the system that you define, such as payees, elements, and rules, come together at the time an absence run is executed.

Think of Absence Management as having two primary modes:

- Setup mode

  During the setup mode, you define the various elements, rules, and other system configurations that make up your absence management system.

- Processing mode

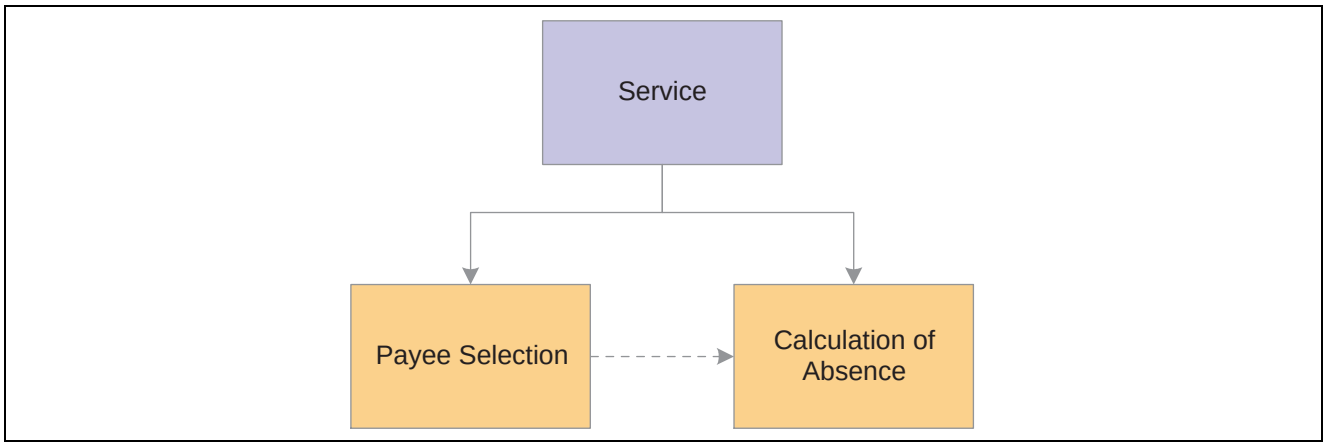
  During the processing mode, Absence Management looks at all the setup information that you've defined, along with any data that you've entered, and processes it according to your specifications.

Note. The discussion in this section about the batch architecture process flow is a very high-level overview of the process. Each phase of the process is discussed in greater detail later in this PeopleBook.

Payee Selection

When you run an absence batch process, the first program that the system calls is the Service program. The Service program acts as the coordinator between the selection of payees to be processed and the calculation process. The Service program initiates the payee selection process. Once the payees are selected, the Service program passes control of the data that was created during the payee selection phase to the Calculation program.

This diagram shows how the Service program coordinates the payee selection and calculation phases:



The Service program is the background processing starting point

Before you can process absences, you must identify the payees that are to be processed. In Absence Management, this is called *payee selection* or *payee identification.* Payee selection is required in absence processing.

The payee selection process is separate from the calculation process. No rules are defined for payee selection that is associated with an absence calculation. The payee selection phase of the process only identifies the payees and creates the data that is later passed on to the calculation phase.

The pay calendar acts as the controlling function that coordinates and defines the payee selection and calculation processes. The Payroll/Absence Run Control also controls payee selection.

On the calendar definition page, you indicate whether you want active payees or listed payees selected. If you select active payees, you are offered a number of other defining choices. If you select listed payees, you insert the employee ID numbers for the payees that you want to select.

The payee selection process also uses retroactive and period segmentation triggers. Retroactive triggers can cause other periods besides the current absence period to be processed for a particular payee. Period segmentation triggers can cause the absence period to be split into segments, thus producing multiple calculations.

The result of the payee selection process is the creation of Process Status (GP_PYE_PRC_STAT) and Segment Status (GP_PYE_SEG_STAT) records. A Process Stat record is created for each payee for each calendar (including retroactive processes). Segment Stat record is created for each payee for each segment in each calendar. The Process Stat and Segment Stat records are the storage places for the payee data that is related to the calendar that is being run. Essentially, the Process Stat and Segment Stat records list the payees and all the absence periods that are to be processed, including the current absence period and possible retroactive periods.

See Also

Chapter 20, "Processing Absences," Understanding Absence Processing, page 389

Chapter 14, "Using Calendars," page 273

Calculation (Technical)

Once payees have been selected, the Service program passes control to the calculation phase of the process. The calculation phase uses the data that is stored in the Process Stat and Segment Stat records as the beginning set of payee data.

The first step in calculating absences is to load process-level data into arrays, including data from sources such as pay entity, paygroup, eligibility group, calendar, and the process list. This system data is more static than the payee-specific data.

The calculation program processes each payee, using the Payee Process Stat records that were created during the payee selection phase. The program loads all the payee-level data into payee arrays, including data from table sources such as Job, Person, Compensation, and Overrides.

The process that loads the payee-level data into the arrays also refreshes its data or reset pointers to data between every absence run so that:

- The correct effective-dated information is always used.
- The correct year-to-date balances are always reflected.

At this stage, all the process-level and payee-level data is loaded into arrays, ready for processing.

Next, the calculation phase checks element eligibility.

The calculation program calls the Process List Manager program, which looks to the process list to determine which elements will be processed and in what order.

When the Process List Manager encounters an element to be processed, it calls the PIN Manager (a program that manages individual elements) to process each element that passed the element eligibility check earlier in the process. The PIN Manager references the PINV array during this process. The PINV array stores the results of all element resolutions during absence background processing. If the data stored in PINV indicates that an element has not already been resolved, the PIN Manager calls an element name number resolution program (a program that processes specific types of elements).

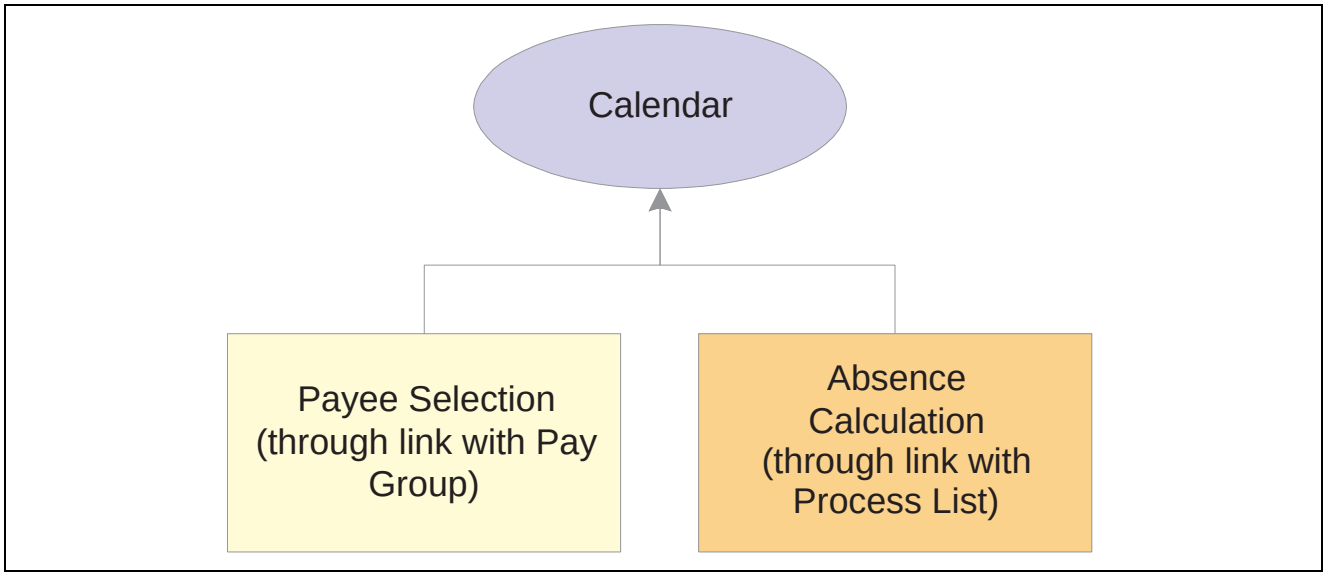
A separate array, called *PINW,* stores the accumulator data that is resolved during background processing.

Each PIN resolution program resolves a specific type of element. For example, one PIN resolution program might resolve absence elements while another might resolve formula elements. The PIN resolution program loads the element definition into memory. Then the program overrides the definition that is stored in memory with any payee overrides or positive input that is designated for that payee. If any elements are referenced in the element and overrides definitions that are now in memory, the program calls the PIN Manager to resolve them. Remember, an element can comprise other elements. During processing, this means that to resolve a single element, the system might need to resolve any number of other elements from which the primary element is created. The results of this process are used to calculate the values of other elements, and pass the values back to the PIN Manager, which writes them to the main value array (PINV).

Each element is resolved in a cyclical (or *recursive*) manner; that is, each element is resolved, and the data is stored (in PINV or PINW). Then the Process List Manager again looks to the process list to see what element is to be processed next, and the process is repeated.

When all calculations are complete for the absence run, the program writes the results to the appropriate output tables. First, the program references the PINV and PINW arrays and writes the results to the database. Then it references all positive input and writes the data to the positive input history records. Finally, the program generates deltas for any future retroactive processing.

This diagram shows the calculation phase of the batch process:



The calculation process

See Also

Chapter 19, “Managing Element Eligibility and Resolution,” page 383

Chapter 10, “Defining Processing Elements,” Pages Used to Set Up Process Lists, page 183

Chapter 18, “Setting Up Overrides,” page 373

Arrays Used in Background Processing (Technical)

In Absence Management background processing, arrays are used to store data. Arrays are temporary tables that COBOL programs use to store data during processing. Once processing is complete, the programs write the data from the temporary arrays to the appropriate output tables.

Occasionally you might need to modify the COBOL programs to accommodate a larger maximum array size than is defined in the programs that are delivered by the PeopleSoft system. If an array is too small (the data overflows the array), you get an error message, and the batch process fails. The error message (MSGID-ARRAY-OFLOW) identifies the array and the COBOL file where the array is defined. This guides you to the location in the designated file that might need modification.

Increasing the Occurs Count in Arrays

The table access programs allocate a specified, limited amount of memory space to store in a table array all the details of the absence management process tables that are typical for an absence run.

You can increase the maximum size of an array by increasing the occurs count in the appropriate table access program.

Note. This is the only COBOL modification that we detail because COBOL modifications to the delivered Absence Management programs are *strongly* discouraged.

For example, let's look at a piece of unmodified code in GPCDPDM.CBL.

Below is an array and its related COUNT control field that prevents the program from aborting. When you make a modification, both *highlighted* numbers must be changed and kept in sync.

```
05  L-PMT-COUNT            PIC 9999    VALUE 0   COMP.
        88  L-PMT-COUNT-MAX                VALUE 250.

05  L-PMT-DATA                         OCCURS 250
                                            INDEXED BY PMT-IDX.
```

The assumption here is that there will never be more than 20 absences processed for a payee during any calendar run. If more than 20 absences were processed, the program would issue an error message (MSGID-ARRAY-OFLOW), and the absence management process would terminate.

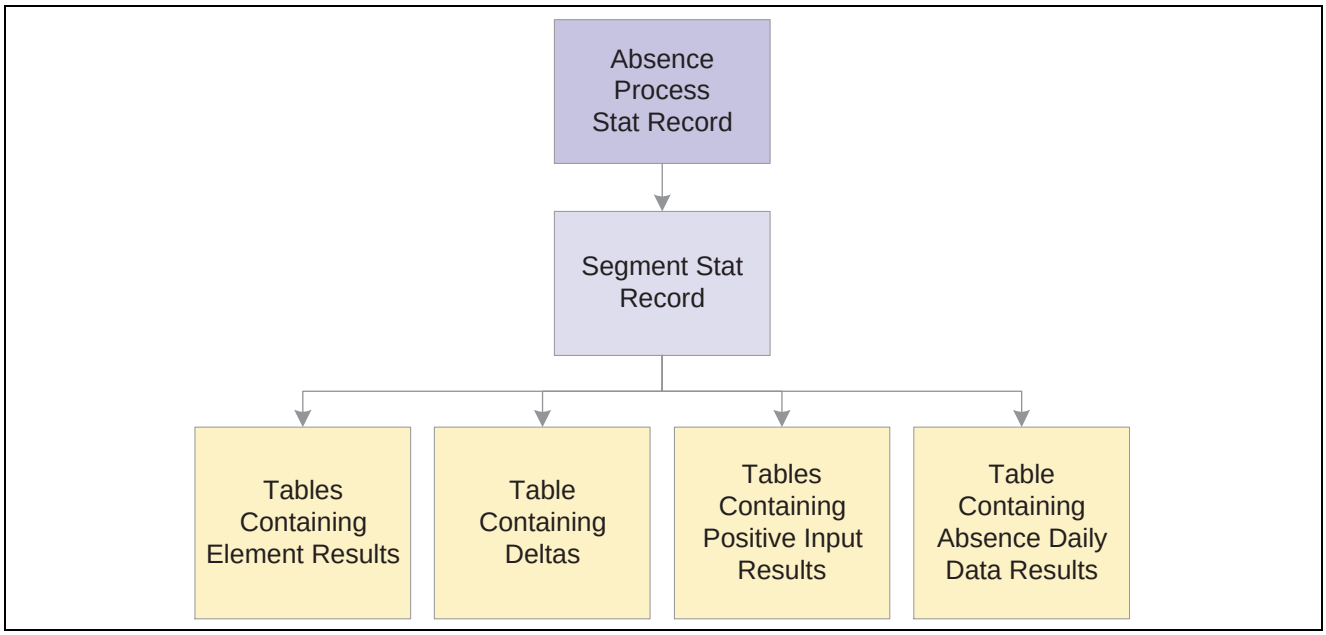
While the system loads and refreshes this array once for each payee, the system refreshes other arrays for each absence, and loads and increments others throughout the entire process.

This type of modification is not difficult to deal with when you upgrade to a new Absence Management release, when PeopleSoft delivers a whole new set of source code. Then, you use your installation Compare utility to compare the new source that we send you with the old source.

The code in the example above is taken from the copy section called GPCDPDM.CBL. If you were to run the Compare utility, you would see that the new incoming source for GPCDPDM.CBL contains different values. You would probably decide to retain your change to the code.

Background Processing Output Tables

The goal of an absence background processing run is to produce a set of output tables, where your important background processing data results reside. Once you know the type of information that resides in the output tables that are generated by Absence Management, you can use those tables to produce reports and other data manipulations that are relevant to your organization's needs. This diagram shows the relationships between the background processing output tables:



Relationships Between batch processing output tables

Tables Generated by Payee Selection Process

The payee selection process generates the following tables:

- Pay Process Stat (status) record (GP_PYE_PRC_STAT)

  There is one Pay Process Stat record for every EMPLID/EMPL_RCD combination per calendar.

  There is a one-to-one/many relationship between the Pay Process Stat record and the Segment Stat record.

- Segment Stat record (GP_PYE_SEG_STAT)

  The Segment Stat record is a child of the Pay Process Stat record. There is one Segment Stat record for each gross to net within the calendar.

Tables Containing Element Results

The following tables contain element results:

- Generated Positive Input (GP_GEN_PI_DATA)

  Contains the results of earnings and deductions after background processing.

- Other Elements (GP_RSLT_PIN)

  Contains the results of miscellaneous element resolutions after background processing.

Table Containing Accumulator Results

The Accumulators table (GP_RSLT_ACUM) contains the results of accumulators after background processing.

Table Containing Deltas

The Deltas table (GP_RSLT_DELTA) contains deltas, which are the differences between two element results. This data is often important for processing retroactivity. This table is a child table to the Segment Stat (segment status) table (GP_PYE_SEG_STAT), which is a child of the Pay Process Stat table (GP_PYE_PRC_STAT).

Tables Containing Positive Input Results

The following table contains the absence daily data results.

Absence Daily Data (GP_RSLT_ABS)

Defining Installation Settings

When you install Absence Management, you select various settings and default values that are specific to your implementation.

This section discusses how to:

- Indicate an Absence Management installation.
- Define the default country.
- Define Absence Management installation settings.
- Define schedule settings and load dates.
- Define country-level setup.

Pages Used to Define Installation Settings

Page Name	Object Name	Navigation	Usage
Products	INSTALLATION_TBL1	Set Up HRMS, Install, Installation Table, Products	Define the PeopleSoft applications installed.
Country Specific	INSTALLATION_TBL3	Set Up HRMS, Install, Installation Table, Country Specific	Define country-specific information.
Installation Settings	GP_INSTALLATION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Installation Settings	Define installation settings that are unique to Absence Management.
Schedule Settings	TL_INSTL_PUNCH	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Installation Settings, Schedule Settings	Define default settings for work schedules.
Dates Table Load	TL_DATE_LOAD	Click the Load Dates link on the Schedule Settings page.	Load dates for use in resolving schedules.
Countries	GP_COUNTRY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Countries	Define country-level setup parameters.

Indicating an Absence Management Installation

Access the Products page and select the Absence Management Core check box.

If your organization also uses PeopleSoft Enterprise Payroll for North America or PeopleSoft Enterprise Payroll Interface, select the appropriate check box as well.

Note. To use the Absence Management application, the Global Payroll Core check box must be cleared.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Installing PeopleSoft HRMS"

Defining the Default Country

Access the Country Specific page.

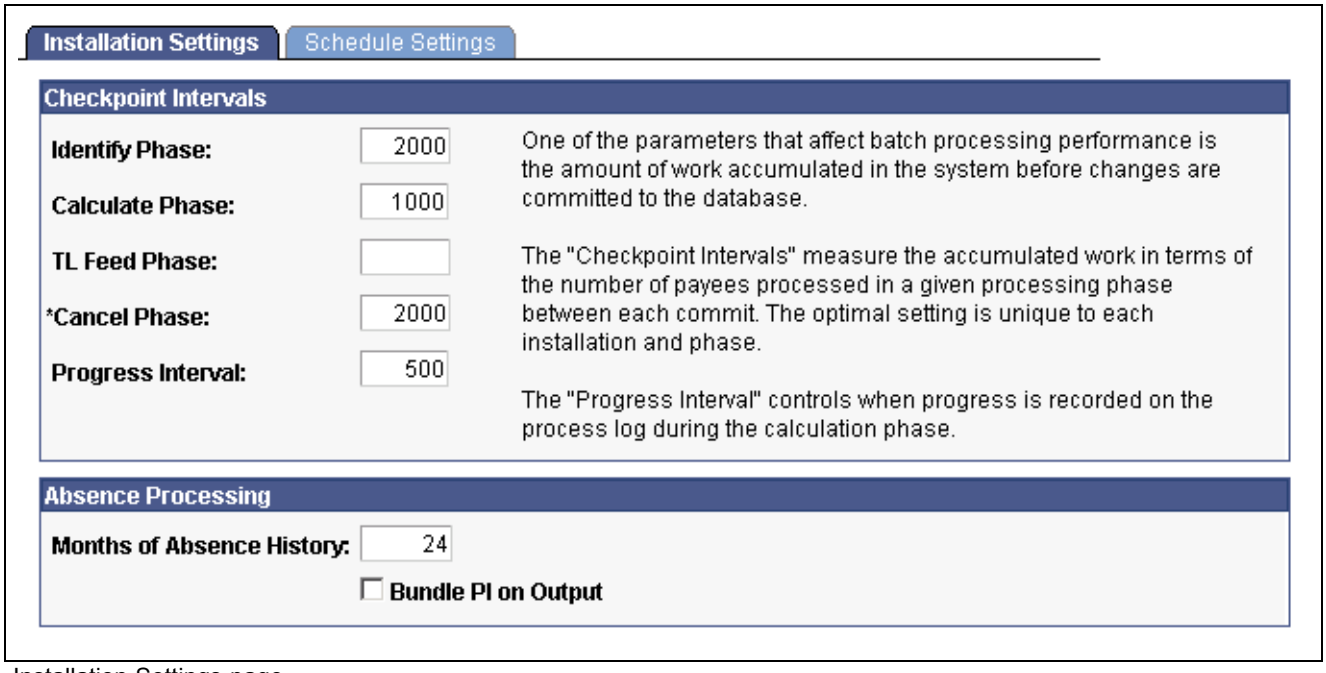
Use the Country field to define the primary country in which your organization does business. This should be the country with the majority of your payees.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Installing PeopleSoft HRMS"

Defining Absence Management Installation Settings

Access the Installation Settings page.



Installation Settings page

Checkpoint intervals control how many employees are processed between database commits. You can select a different interval for the identify and calculation processing phases. Employees that are *committed* do not need to be recalculated if the run has to be restarted because of a technical error.

TL Feed Phase This field is currently not used.

Progress Interval Controls how often the process writes a line to the process log stating how many employees have been processed.

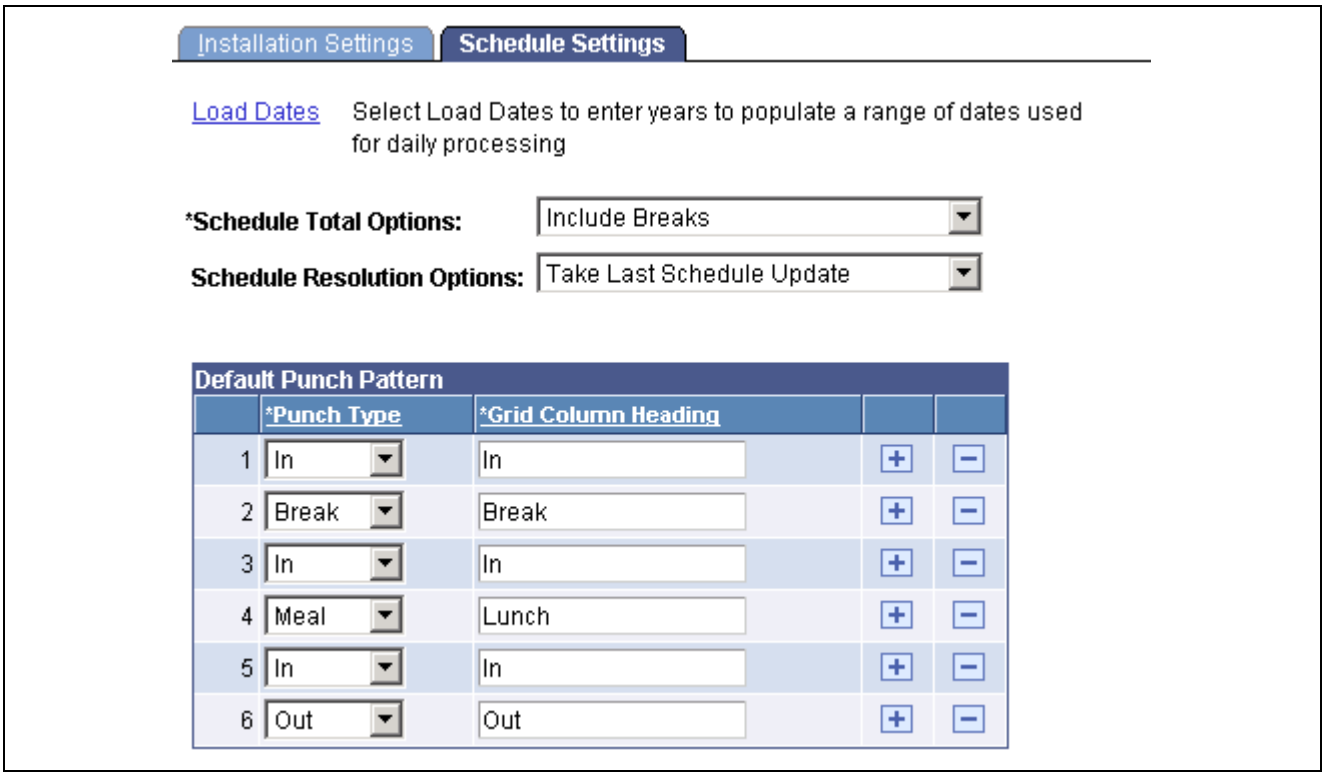
Months of Absence History Controls how long the system retains daily data for absences.

Bundle PI on Output (bundle positive input on output) Selecting this check box causes the system to consolidate positive input during the absence process, when possible, so that you can send a single row of positive input to payroll. Positive input entries for the same absence event that share the same percent and rate are combined; the unit, amount, and base values are summed.

Important! PeopleSoft recommends that you clear this field. Doing so enables Absence Management to send detailed information for each absence event to your payroll application.

Defining Schedule Settings and Loading Dates

Access the Schedule Settings page.



Schedule Settings page

Load Dates Click to access the Dates Table Load page where you can load the range of dates to be used in schedules. Dates from 1994 to 2014 are preloaded. You need only use this feature to load dates before or after this date range.

Schedule Total Options Specify whether to include or exclude meal times, breaks, or both in the scheduled hours totals on schedule definitions, shift definitions, and the Manage Schedules page. Options are *Exclude Meals and Breaks, Include Meals and Breaks, Include Meals,* and *Include Breaks.* The default is *Exclude Meals and Breaks*.

Schedule Resolution Options

This field applies only if People Soft Enterprise Time and Labor is also installed. Specify how to resolve schedule changes.

Select *Take Last Schedule Update* to have the system use the last update to resolve an employee's schedule, whether the update comes from a third-party, workforce scheduling system or an online override.

Select *Take Online Override* to have the system look for an online schedule override to resolve the schedule for the day. The system does not look for changes from a third-party workforce scheduling system.

Default Punch Pattern

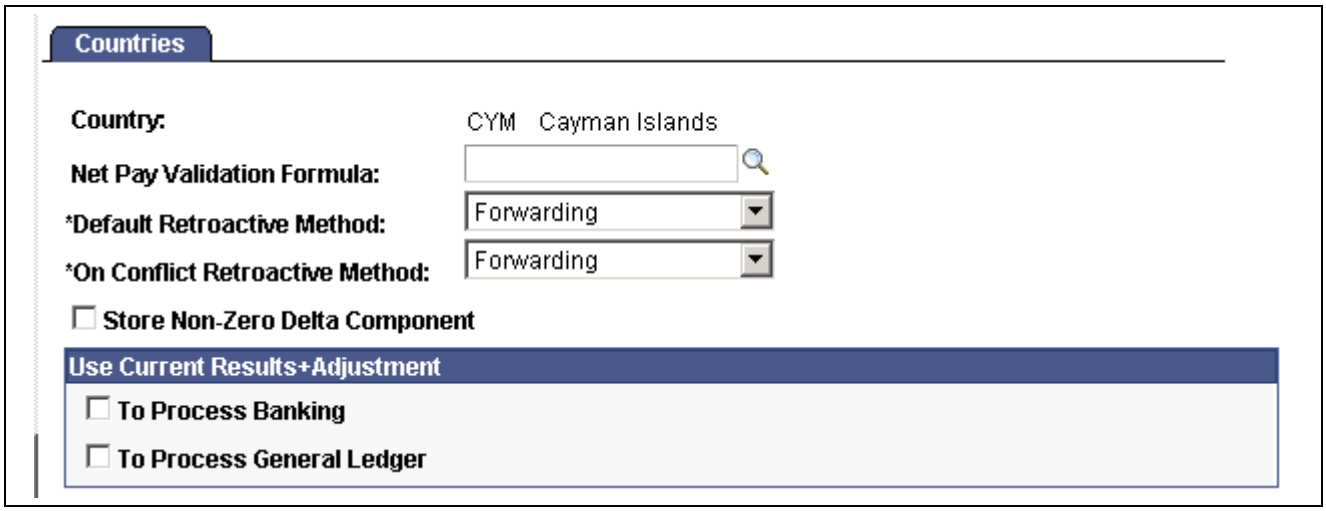
Specify the default sequence for displaying punch types on the scheduling pages. You can also use the Grid Column Heading fields to modify the punch type labels that are to appear as column headings on the schedule pages.

See Also

Chapter 12, "Using Schedules," page 225

Defining Country-Level Setup

Access the Countries page.



Countries page

Net Pay Validation Formula

This field is not applicable to Absence Management.

Default Retroactive Method

Values are *Corrective* and *Forwarding*. The only valid value for Absence Management is *Corrective*.

On Conflict Retroactive Method

Select which retroactive method, *Corrective* or *Forwarding*, to use when:

- An employee is associated with more than one paygroup or pay entity.
- Two calendars with the same period ID each use different retroactive methods within the same calendar group.

Store Non-Zero Delta Component

Select this check box in order for the system to store any delta amount or delta component that has a non-zero value, regardless of the setting on the Element Name (GP_PIN) page, Results group box for the element. Clear this check box in order for deltas to inherit the element's store option.

The following table provides an overview of how the system interprets the check box settings at different levels:

Element Store Option	Country Delta Option	Element is Stored	Country is Stored
ON	ON	YES	YES
ON	OFF	YES	YES
OFF	ON	NO	YES
OFF	OFF	NO	NO

Note. Additional information regarding retroactivity is discussed in detail in another chapter in this PeopleBook.

See Chapter 26, "Defining Retroactive Processing," page 529.

Use Current Results + Adjustment

The check boxes in this group box are not applicable to Absence Management.

CHAPTER 4

Working with Payee Data

This chapter provides overviews of payee data and data retrieval from PeopleSoft Enterprise Human Resources, and discusses how to:

- Assign an absence system and paygroup to a payee.
- View payee data.
- Update payee data.
- Share schedule data.

Understanding Payee Data

Absence Management uses payee data that is defined in Human Resources, including job and personal data, and schedules.

Absence Management recognizes the following payee types:

- Employees
- Contingent workers

Absence Management can track absence information for these payee types.

When you add a payee into Human Resources through the Job Data component, you indicate that Absence Management is the absence system for the payee and then you assign the payee to a paygroup. The paygroup defines the default processing instructions for the payee, which you can override.

Using elements defined in Absence Management, you can retrieve payee-specific data from Human Resources during processing.

Several areas of Human Resources are country-specific, such as those that deal with job and personal data. For more information about these topics, see the corresponding country-specific documentation for Human Resources.

Note. Absence Management provides payee-level security that restricts the payees that a user can view.

See Also

Chapter 30, "Defining Security," Payee Security, page 645

Understanding Data Retrieval from Human Resources

This section discusses how data in Human Resources is retrieved and used in Absence Management using these elements:

- Database system elements
- Arrays
- Rate codes
- Frequency
- Triggers

Database System Elements

Database system elements contain payee-related data that is retrieved from Human Resources and commonly used in absence calculations. You don't have to set up these elements or do anything special to resolve them. They are resolved when they're used in a calculation.

These Human Resources tables populate database system elements:

- PERSON
- PERS_DATA_EFFDT (personal data effective date)
- ADDRESSES
- JOB (including fields from country-specific sub records)
- PER_ORG_ASGN_VW (person organizational assignment)
- PER_ORG_INST (person organizational instance)
- CONTRACT_DATA
- WKF_CNT_TYPE (workforce contract type)

See Chapter 6, "Defining Data Retrieval Elements," Working with System Elements, page 70.

Arrays

An array is an element that retrieves data from any table or view that database system elements do not retrieve. For example, you can use an array to retrieve data from the Benefit table or the Company table in Human Resources for further processing in Absence Management.

See Chapter 6, "Defining Data Retrieval Elements," Defining Array Elements, page 74.

Rate Codes

You use rate codes to retrieve multiple components of pay data from Human Resources and bring into Absence Management. The system calculates the values in Absence Management, rather than transferring the data directly from Human Resources, so that currency conversions can be calculated for every absence run. In Absence Management, you can define a rate code element and link it to the corresponding rate code that is defined in a Human Resources table.

See Chapter 6, "Defining Data Retrieval Elements," Defining Rate Code Elements, page 95.

Frequency

Human Resources has an effective-dated Frequency table, where you enter the annualization factor for each frequency. Defining the annualization factor is important for absence processing in Absence Management.

Absence Management accesses the same Frequency table as Human Resources and uses it throughout Absence Management for annualization and deannualization. When you set up a frequency in Human Resources, you associate a factor with it. For example, an annual factor can be equal to one, a monthly factor can be equal to 12, and a weekly factor can be equal to 52.

The frequency formulas used for annualization and deannualization are the same for both Human Resources and Absence Management:

- (Annualized Amount) = (Amount) × (Frequency Factor)
- (Deannualized Amount) = (Annualized Amount) / (Frequency Factor)

Important! If you change the effective status, frequency type, or annualization factor of an existing frequency on the Frequency Table page in Human Resources, you get a warning message saying that previous calculations using this frequency are out of sync with the new values of the frequency.

When defining absence elements in Absence Management, the system gets the frequency factor from Human Resources. The system annualizes the absence element, according to the specified frequency factor, and deannualizes the absence element, according to the specified calendar period frequency. The only exception to this rule is when you've specified a generation control frequency. Then, the system annualizes the absence value according to the specified frequency factor, but deannualizes it according to the generation control frequency.

In Absence Management, frequency is used with:

- Element definition.
- Generation control.
- Calendar periods (when defining the frequency that's being processed).
- Rate code elements.
- System elements.

See Chapter 8, "Defining Earning and Deduction Elements," Earnings and Deductions, page 151.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up and Working with Frequencies".

Triggers

You can create triggers in Absence Management to detect changes made to data in Human Resources. This enables Absence Management to identify payees automatically who need to be recalculated during an absence run. You can set up retro, segmentation, or iterative triggers. For example, you might want to create a retro trigger that detects changes to job data, thus telling the system that retroactivity should occur for this event.

Triggers can respond to field-level and record-level data changes; therefore, you can signal the system to perform an action based on a field change in a record or when any data in the entire record changes.

See Chapter 23, "Setting Up Triggers," page 477.

Assigning an Absence System and Paygroup to a Payee

This section provides an overview of absence assignment in Human Resources and discusses how to assign paygroups and override paygroup defaults.

Understanding Absence System Assignment in Human Resources

You use the Installation Table - Products page in Human Resources to indicate that Absence Management is installed.

There are two actions for which you can select an absence system for a payee:

- Hire
- Rehire

During the hire or rehire process you select an absence system for a payee on the Job Data - Payroll page. This becomes part of the payee's Job record.

For example, suppose that you initially implemented Human Resources, but used a third-party absence management system. On January 1, 2005, your organization decided to convert to Absence Management. You insert a new effective dated row into the Job record with *Absence Management* selected in the Absence System list box. The payee's absence data will be calculated in Absence Management for absence periods that are in effect as of January 1, 2005.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up and Installing PeopleSoft HRMS".

See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "Increasing the Workforce".

Points to Remember

Here are some points to remember about assigning Absence Management as the absence system:

- In order for a payee to be processed in Absence Management, the payee must have a job record, because information about the Absence System flag and the paygroup are stored on the payee's job record. This applies to all types of payees - employees, contingent workers, and persons of interest with jobs.
- Absence Management processes only the payees for whom the Absence System is set to *Absence Management* for the period of time that the payees are associated with that absence system.
- Absence Management does not prevent you from changing the Absence System indicator from *Absence Management* to another absence system going forward.
- Absence Management does not prevent you from changing the Absence System indicator from *Absence Management* to another absence system retroactively.

  Note. It is recommended that you create retro and period segmentation triggers for the Absence System change.

- There is no integration between absence systems.

  For example, if your organization switches from Absence Management to another absence management system, does not automatically transfer the balances and the data. You must transfer that information yourself.

System Occurrences When a Job Data Record is Added or Modified

Certain things happen in the system when a Job record is created for a payee. For example, a row is inserted into the Schedule Assignment table, indicating that the person should use the default schedules that are assigned at the paygroup level for Absence Management and at the work group level for PeopleSoft Enterprise Time and Labor. This occurs regardless of whether or not the payee's absences are tracked in Absence Management.

See Also

Chapter 23, "Setting Up Triggers," Segmentation Triggers, page 482

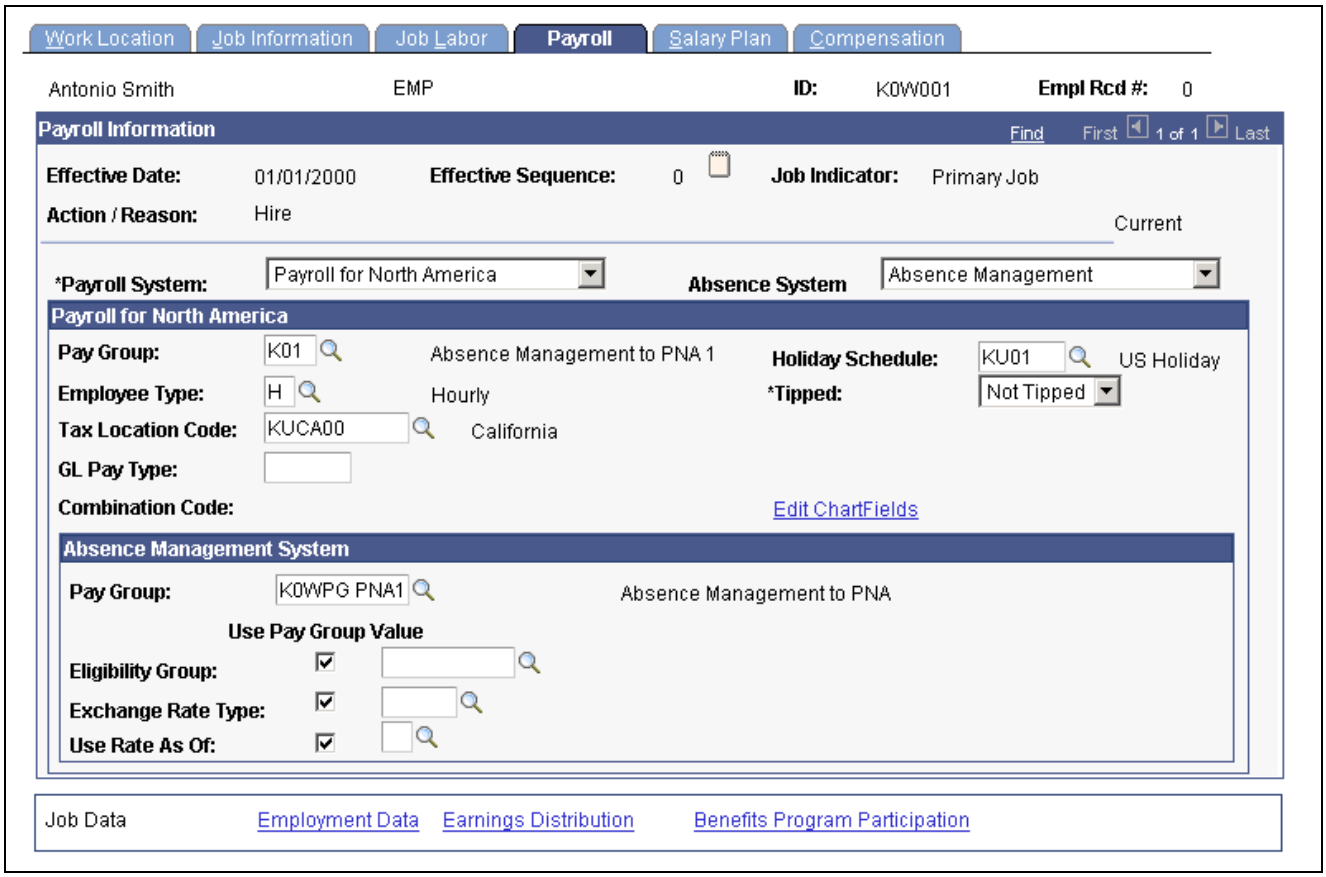
PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Installing PeopleSoft HRMS," Selecting PeopleSoft Applications for Your Installation

Page Used to Assign an Absence System and Paygroup to a Payee

Page Name	Object Name	Navigation	Usage
Job Data - Payroll page	JOB_DATA2	Workforce Administration, Job Information, Job Data, Payroll	Select Absence Management as the absence system and assign paygroup parameters for each payee whose absences are tracked through Absence Management.

Viewing Job Data - Payroll

Access the Job Data - Payroll page.



Job Data - Payroll page

Assigning Paygroups and Overriding Paygroup Defaults

For each payee whose absences you will track in Absence Management, you must do the following:

1. Select *Absence Management* on the Installation Table - Products page.
2. Assign the payee to a paygroup on the Job Data - Payroll page in Human Resources.

The paygroup assignment determines the default values for the payee's eligibility group. You can override these values for an individual payee on the Job Data - Payroll page.

Note. As part of the general setup for Absence Management, you must have defined payee job data defaults on the Paygroup Name page prior to selecting a paygroup for a payee on the Job Data - Payroll page.

Note. If you do not select a holiday schedule for the payee on the Job Data - Payroll page, then during absence processing the system uses the holiday schedule assigned to the payee's paygroup.

Note. The Job Data - Payroll page is discussed in Human Resources documentation. The Paygroup Name page is discussed later in this PeopleBook.

See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "Increasing the Workforce".

See Chapter 13, "Defining the Organizational Structure," page 257.

Viewing Payee Data

This section provides an overview of payee data pages in Absence Management and discusses how to view job information.

Understanding Payee Data Pages in Absence Management

Absence Management contains two payee data-related pages: Job Information and Retro Limits Assignment. This section discusses how to view job data for a payee. The Retro Limits Assignment page is discussed later in this PeopleBook.

See Also

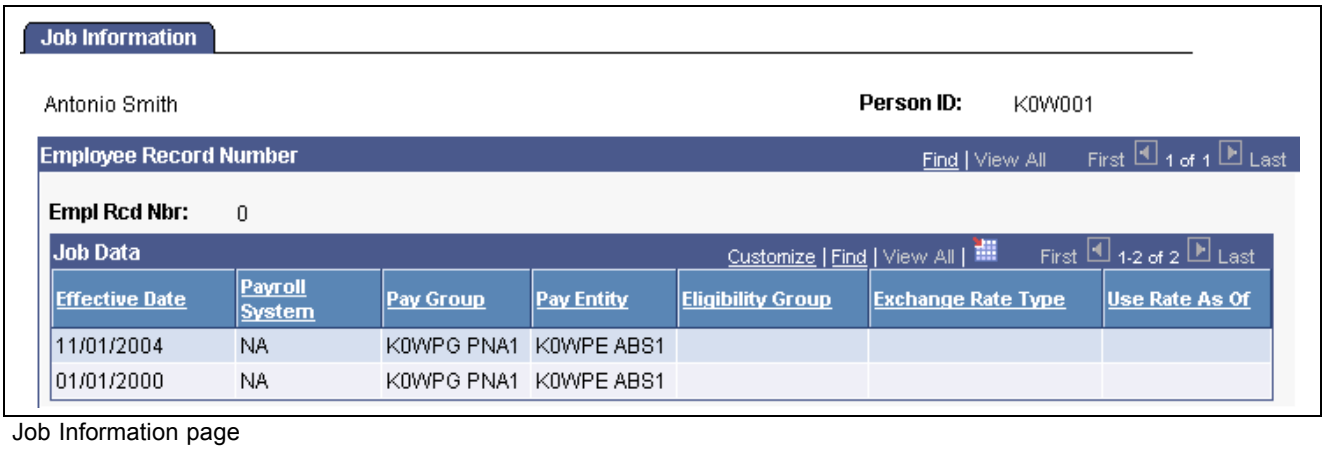
Chapter 26, "Defining Retroactive Processing," Defining Backward and Forward Retroactive Processing Limits, page 535

Page Used to View Job Information

Page Name	Object Name	Navigation	Usage
Job Information	GP_PYE_DATA	Global Payroll & Absence Mgmt, Payee Data, Review Job Information, Job Information	View Absence Management-specific information that is stored for a payee on the Job record in Human Resources, as well as the pay entity that is associated with the paygroup on the Job record.

Viewing Job Information

Access the Job Information page.



Job Information page

To change data that appears on this page, you must update the Job record in Human Resources using the Job Data - Payroll page or one of the other Job Data components.

Payroll System	Displays the payroll system for the payee. Values are: *NA* (Payroll for North America) *OT* (Other) *PI* (Payroll Interface)
Pay Group	Displays the paygroup for the payee.
Pay Entity	Displays the pay entity for the payee.
Eligibility Group	Displays the eligibility group for the payee.

Note. The Eligibility Group field appears only if it is overridden at the payee level. The field is blank if the default value from the paygroup is used.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Currencies," Viewing Information About Current Exchange Rate Calculations

Chapter 26, "Defining Retroactive Processing," Defining Retro Processing Limits at the Payee Level, page 541

Updating Payee Data

When you need to change job or personal data for a payee, add a new effective-dated row. Making changes to an existing row can lead to data corruption. To correct this, change the Job row back to the way it was and insert a new row with a different effective date sequence.

Sharing Schedule Data

This section discusses how to:

- Share the holiday schedule with Human Resources.
- Share schedule assignments with Time and Labor.

Sharing the Holiday Schedule with Human Resources

Absence Management uses the holiday schedule that is created in Human Resources. Holiday schedule information is stored on a payee's Job record. Absence Management uses the holiday schedule during absence processing to create daily data and update leave balances. It also uses the holiday schedule to resolve count elements during absence processing.

If a holiday schedule is not defined for a payee at the job level in Human Resources, Absence Management uses the holiday schedule defined for the payee's paygroup. (The holiday schedule defined for the paygroup does not appear, by default, on the Job record.)

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Setting Up Holiday Schedules

Chapter 13, "Defining the Organizational Structure," page 257

Sharing Schedule Assignments with Time and Labor

Absence Management and Time and Labor use many of the same pages and records for setting up and assigning work schedules. If you're using both applications, you may need to create and assign schedules only once.

Absence Management handles background processing for schedule assignments differently than Time and Labor. When processing in Absence Management, if a payee is using the default work schedule, the system retrieves the default work schedule from the paygroup definition. In Time and Labor, if the payee is using the default work schedule, that system retrieves the default work schedule from the workgroup definition.

In Absence Management, you can also assign a schedule to a payee other than the paygroup default. You can assign schedules and alternate schedules individually to payees on the Assign Work Schedule page (Primary Details tab and Alternate Details tab).

Points to Remember

Here are some points to remember about work schedules:

- A payee's default work schedule and alternate work schedule are not stored on the Job record.

  This information is stored on the PS_SCH_ASSIGN table that is shared by Time and Labor and Absence Management. When a payee is hired, the system creates a new row and sets the payee to use the default work schedule.
- You can override a payee's default work schedule and alternate work schedule information at the payee level on the Assign Work Schedule page (Primary Details tab and the Alternate Details tab).

See Also

Chapter 13, "Defining the Organizational Structure," page 257

CHAPTER 5

Defining General Element Information

This chapter provides overviews of elements, categorization of elements, data retrieval elements, calculation elements, and organizational elements, and discusses how to:

- Define element types.
- Define entry types.
- Select entry types and display record.field combinations.
- Define industries and categories.
- Define element names.
- Update component element information.
- Define suffixes.

Understanding Elements

There are many types of elements; each has a unique purpose. Elements can be grouped into different categories, depending on how each one is used. An element can be used to retrieve data, calculate a formula, or organize the framework for a system. Some elements stand on their own, while others, called *supporting elements,* are building blocks for other elements.

Before defining elements, you perform some basic, one-time setup tasks—such as, defining element types and entry types—to help classify your elements so that they make the most sense for your organization.

Although each element type is unique, all element types share a common set of attributes that are defined and stored the same way. Once you've defined an element name, you can add information (such as rules) to the element through its component.

Understanding Categorization of Elements

Elements can fall into different categories, depending on how they're used. This table categorizes elements by function:

Data Retrieval Elements	Calculation Elements	Organizational Elements
System Elements	Variables	Element Groups
Arrays	Dates	Sections
Writable Arrays	Duration	Process Lists
Brackets	Formulas	
Rate Codes	Rounding Rules	
	Counts	
	Proration Rules	
	Earnings	
	Deductions	
	Absence Entitlements	
	Absence Takes	
	Accumulators	
	Generation Control	

Elements can also be categorized by element type: primary element, supporting element, or other type. A primary element can stand alone. A supporting element is used to create other, more complex elements. Other elements are used to represent things like eligibility criteria, accumulators, and certain types of rules.

This table categorizes elements by element type:

Primary Elements	Supporting Elements	Other Elements
Earnings	System Elements	Rounding Rules
Deductions	Arrays	Proration Rules
Absence Entitlements	Brackets	Accumulators

Primary Elements	Supporting Elements	Other Elements
Absence Takes	Rate Codes	Element Group
	Variables	Sections
	Dates	Process List
	Durations	Generation Control
	Formulas	
	Counts	
	Writable Arrays	

Understanding Data Retrieval Elements

PeopleSoft delivers some data retrieval elements; you can define others. This section discusses:

- System elements
- Arrays
- Writable arrays
- Brackets
- Rate codes

System Elements

System elements are delivered and maintained by PeopleSoft. You never have to change system elements or do anything special to define them. You cannot add system elements; however, you can rename them. Once the data in a system element is retrieved, you can use the data in any element that you create.

There are two types of system elements:

- Database system elements

  Think of database system elements as payee-related elements. They contain data that can be used frequently in a calculation, such as department ID, location, and personal data. Database system elements are resolved only when they are used in a calculation.

- System-computed elements

  System-computed elements are populated by the absence process, but are not physical database fields. They are resolved at different times, depending on their purposes. If, when, and how often a system-computed element is resolved depends on its type.

For example, Period End Date and Period Type are resolved at the beginning of every segment calculation; daily data, which is used in absence calculations, is calculated daily. Other system-computed elements, such as those that are used with rate codes, are resolved only when a rate code element is encountered in a calculation.

See Also

Chapter 6, "Defining Data Retrieval Elements," Working with System Elements, page 70

Arrays

An array is a link between a field and an element. An array retrieves data that's stored on the database tables that Absence Management does not automatically provide in system elements. You can use arrays to retrieve complex data that's stored in any table outside Absence Management. For example, you can create an array to retrieve birthday data for a payee's dependents from the DEPENDENT_BENEF table in PeopleSoft Enterprise Human Resources.

Arrays are temporary tables that the COBOL programs use to store data during processing. Once processing is complete, the programs write the data from the temporary arrays to the output tables.

Using an array is a two-step process:

1. Retrieve data from the database.
2. Use that data for further processing.

When defining an array, you must provide enough data to the system so that it can perform both steps.

See Also

Chapter 6, "Defining Data Retrieval Elements," Defining Array Elements, page 74

Chapter 3, "Introducing the Core Application Architecture," Arrays Used in Background Processing (Technical), page 20

Writable Arrays

A writable array writes the values of user-defined elements into a row in a table. Writable arrays are in many ways the opposite of standard arrays.

You can use writable arrays to populate your own result tables. You use PeopleSoft Application Designer to create the result table, and then you use the writable array pages in Absence Management to define the element that populates the table during background processing.

See Also

Chapter 6, "Defining Data Retrieval Elements," Defining Array Elements, page 74

Brackets

You use brackets to look up and retrieve database table values. After you've defined a table, the system finds a corresponding row on that table and returns the value of the bracket. This value is available for use in other items such as formulas.

For example, say that your organization provides absence entitlements based on seniority. You build a bracket that lets you look up the correct entitlement amount based on a payee's years of service.

Note. It's important that you define all the building blocks that are associated with your lookup needs before you define your bracket.

See Also

Chapter 6, "Defining Data Retrieval Elements," Defining Bracket Elements, page 85

Rate Codes

You use rate codes to resolve multiple components of data. Rate codes retrieve multiple components of data from Human Resources and bring that data into Absence Management.

HR rate codes are not automatically resolved in Absence Management. To use the rate code, you set up an absence element in Absence Management and use the rate code element within the definition of that element.

Note. When you define a rate code element in Absence Management, you associate it with a predefined HR rate code. The Absence Management rate code element is automatically created only if the HR rate codes are defined when Absence Management is installed.

See Also

Chapter 6, "Defining Data Retrieval Elements," Defining Rate Code Elements, page 95

Understanding Calculation Elements

You use calculation elements to perform calculations such as formulas, takes, and entitlements.

This section discusses:

- Variables
- Dates
- Duration
- Formulas
- Rounding rules
- Counts
- Proration rules
- Absence entitlements
- Absence takes
- Accumulators
- Generation control

Variables

You use a variable element to define and store a value such as a character, date, or number. You can also define a variable to help create generic formulas by defining the variable with a field format of an element pointer. For example, if you find that you are using the same values over and over in a calculation, define a value as a variable element and use that variable wherever it appears in your formulas and calculations.

For example, assume that on January 1, you have three formulas and two elements that use a factor of 20 in their calculations, and that this factor is scheduled to change on April 1 to a factor of 25. Without a variable element, you would have to make five effective-dated changes. However, if you define this factor as a variable element, you make just one effective-dated change. You can then use the new factor of 25 anywhere that the variable is used.

Variables are the only items that are used with arrays. When you create an array, you retrieve the values into variables.

See Also

Chapter 7, "Defining Calculation Elements," Defining Variable Elements, page 112

Dates

Using the date element, you can calculate a date by starting with an existing date and adding to or subtracting from it to come up with a new date. For example, to determine the date for a payee's five years of service, start with the payee's hire date and add five years to it.

You can also parse parts of a date. For example, if you want only the year of a date to be returned, use a date element to parse out the years, months, or days of the date.

See Also

Chapter 7, "Defining Calculation Elements," Defining Date Elements, page 115

Duration

You use a duration element to calculate the period of time between two dates. A duration is the result of subtracting one date from another and is expressed as a number. You define duration in years, months, or days.

For example, to determine a payee's age, calculate the duration between the payee's birth date and the calendar period end date.

See Also

Chapter 7, "Defining Calculation Elements," Defining Duration Elements, page 102

Formulas

You use a formula element to calculate any type of formula. With a formula element, you create your own unique element. You can enter sophisticated rules, mathematical formulas, and iterative calculations as formula elements.

For example, you can define a formula to calculate an employee's vacation entitlement.

See Also

Chapter 7, "Defining Calculation Elements," Defining Formula Elements, page 119

Rounding Rules

You use a rounding rule to apply rounding to something such as a formula or an absence element. When you perform calculations that resolve to a numerical value, you use rounding rules to round the resultant value to suit your needs. A rounding rule resolves to 1, if rounding is successful, or 0, if rounding is not successful.

For example, let's say that you define a rounding rule that truncates resolved values to two decimal places. During a calculation, you get a resolved value of 2.833333. The rounding rule truncates the value to 2.83.

You specify whether you want to round based on a certain size, such as a number of digits or decimals, or round to an incremental value. You also select the type of rounding: Nearest, Round Up, Round Down, or Round Up if Greater Than or Equal To, Else Down.

See Also

Chapter 7, "Defining Calculation Elements," Defining Formula Elements, page 119

Counts

Counts are a way to calculate and summarize something on a daily basis. For example, you might track the number of hours that a payee worked. A count element provides a day-by-day check of the hours worked and keeps adding to a value for a defined period of time.

Once you define the calculation rules for a count, you can associate it with a proration rule. When segmentation occurs, the count elements used in the proration rule determine the numerator and denominator to use for prorating amounts.

See Also

Chapter 7, "Defining Calculation Elements," Defining Count Elements, page 136

Proration Rules

You can use a proration rule to prorate a value when segmentation occurs. A proration rule generally works in conjunction with segmentation.

A proration rule defines a numerator and a denominator to apply to an amount during segmentation. A proration rule defines the *from* and *to* dates for a count.

As an example, for a calculation period of June 1–30, with one segment from June 1 to June 10, you define the *numerator* as the time of the segmentation (June 1 to June 10) and the *denominator* as the time of the entire calculation period (June 1 to June 30). Therefore, you set up your formula as 10/30, and the proration rule resolves to .333.

See Also

Chapter 7, "Defining Calculation Elements," Defining Proration Rules, page 138

Absence Entitlements

You use absence entitlement elements to track absences such as vacations or leaves of absence. There are two types of absence entitlements:

- Per frequency

  The entitlement amount is calculated, regardless of whether there is an absence.

As an example, say that payees receive 12 days of vacation per year and that this entitlement is accumulated at 10 hours per month. This entitlement is a fixed, predetermined amount that is calculated and updated monthly, regardless of whether it is used.

- Per absence

  The entitlement amount is calculated only if there is an absence.

See Also

Chapter 2, "Understanding Absence Management," page 5

Chapter 11, "Defining Absence Elements," Defining Absence Entitlement Elements, page 189

Absence Takes

You use an absence-take element to define the conditions that must be met for an absence to be paid. An absence take involves defining rules for minimum and maximum absence takes. You set up absence takes to accumulate in hours, days, or other units.

For example, if your organization gives payees 12 days of vacation each year, and a payee goes on vacation for five days, the absence take for the payee is five days.

Once you've defined your absence take rules on the Absence Take pages, you can track absences by entering them on the Absence Event Entry page.

See Also

Chapter 2, "Understanding Absence Management," page 5

Chapter 11, "Defining Absence Elements," Defining Absence Take Elements, page 200

Accumulators

You use accumulator elements to store and track balances. You can store an accumulator for a designated period of time. For example, you can store absence entitlement balance data for one year. The system can create accumulators automatically *(automatically generated accumulators)* or you can create them manually *(additional accumulators)*.

You can add or subtract elements with accumulator members and define begin and end dates.

There are two types of accumulators:

- Segment accumulators, which accumulate values through segment calculation.
- Balance accumulators, which accumulate values over a period of time, such as a month or a year.

You can also define the level at which you want to track a balance. For example, you can track a balance by payee record number, payee ID, department, or organization. You set up the tracking levels that work best for your organization.

See Also

Chapter 9, "Setting Up Accumulators," page 161

Chapter 8, "Defining Earning and Deduction Elements," Automatically Generated Accumulators, page 153

Generation Control

You use a generation control element to determine whether an element should be resolved. You define parameters for an element on the Conditions page. You can define these parameters at different levels, such as HR Status, Action, Frequency, Segment Status, and Formula.

See Also

Chapter 7, "Defining Calculation Elements," Defining Generation Control Elements, page 140

Understanding Organizational Elements

You use organizational elements to define the structure and framework for the system, such as the processing framework (process lists and sections) and organizational structure (element groups).

In the overall-processing framework, the calendar ties the element group (on the payee side) to the section and ties the process list to the process.

This section discusses:

- Element groups
- Sections
- Process lists

Element Groups

You use element groups to group elements that you associate with eligibility groups. You associate eligibility groups with paygroups and list sets.

You define element groups based on your organizational needs. For example, if your organization has a simple absence management system, you might group all entitlement elements into one element group and all take elements into another element group and use the two element group names to specify all entitlements and takes.

See Also

Chapter 13, "Defining the Organizational Structure," Defining Element Groups, page 258

Sections

Sections are groups of elements that you add to a process list. Sections tell the system what elements to resolve when processing an absence run and the sequence for resolving them. The order of sections is important because it determines the order in which your elements and calculations are processed.

There are five types of sections:

- Standard, which is used for regular processing.
- Payee, which is used to specify which elements should be processed and in what sequence, at the payee level.
- Sub-Process, which is used for segment calculations and other iterative processes.

  For example, you can create a payee section to process garnishments for a payee.
- Absence Take, which is used to process absences according to date order.

See Also

Chapter 10, “Defining Processing Elements,” Setting Up Sections, page 178

Process Lists

You use process lists to control the order in which sections are processed during an absence run.

You can create a general or specific process list, based on your organization’s needs.

See Also

Chapter 10, “Defining Processing Elements,” Functions of Process Lists, page 176

Chapter 10, “Defining Processing Elements,” Understanding Process List Setup, page 182

Defining Element Types

This section provides an overview of element types and codes and discusses how to define element types.

Understanding Element Types and Codes

PeopleSoft delivers the data for the Element Types page, which is used in background processing to resolve the valid element types with the utility program. This table lists the 2-character codes and corresponding element types that PeopleSoft delivers:

Element Type Code	Element Type
AA	Auto Assigned
AC	Accumulator
AE	Absence Entitlement
AR	Array
AT	Absence Take
BR	Bracket
CT	Count
DD	Deduction
DR	Duration

Element Type Code	Element Type
DT	Date
EG	Element Group
EM	Error Message
ER	Earnings
FM	Formula
GC	Generation Control
PO	Proration Rule
PR	Process
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable
WA	Writable Array

You can modify the utility program, but it is recommended that you do not. Instead, create a new element type and utility program to resolve the new element type. Add the new element type and associated programs on the Elements Type page.

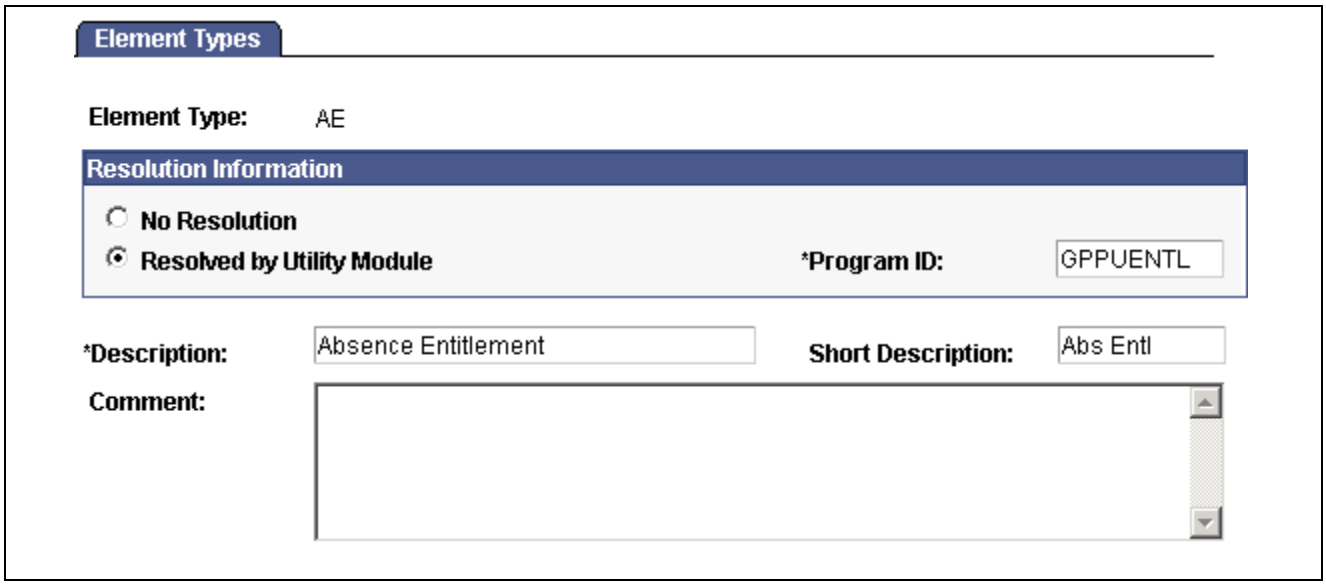
Note. If you know an element name, but you don't know what type of element it is, you can find this information on the Element Name inquiry page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Names). There is no security on the inquiry page, so users can view all elements on this page.

Page Used to Define Element Types

Page Name	Object Name	Navigation	Usage
Element Types	GP_PIN_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Types	Define element types, such as arrays, brackets, and earnings. You can also define the program ID that's used to resolve each element.

Defining Element Types

Access the Element Types page.



Element Types page

Element Type Displays the element type value that you selected in the entry dialog box.

Resolution Information

No Resolution Select if you don't want the element resolved. In this case, the element that is associated with the element type is just a point of reference. For example, a paygroup is a collection of elements and never resolves to a value. This option is used in background processing. The PIN manager checks the element type to determine whether any resolution is needed.

Resolved by Utility Module Select if you want the element that is associated with the element type to be resolved by a utility program that is delivered by PeopleSoft or created by you.

Program ID Select the utility program that is used to resolve each element. Program ID data is delivered by PeopleSoft.

When a batch that is running encounters an array element, the batch first looks to see which program should be called to resolve the element. This field provides a link for background processing between an element type and the utility program that is to be used to resolve that element type.

Note. If you selected *No Resolution* in the Resolution Information group box, this field is unavailable for entry.

Defining Entry Types

This section provides an overview of entry types and discusses how to define entry types and element groupings.

Understanding Entry Types

Elements can use other elements. Sometimes there are restrictions on the types of elements that you can use in certain places. To restrict the entry types that are entered into an element definition, you use the Entry Types page.

Entry types can be elements, but they don't have to be. For example, an entry type can be an element name, an amount, or a date. You use entry types to determine what you're going to enter initially. The information from the Entry Types page is stored for every element.

For example, let's say that you have an entitlement (ENTITLEMENT1) with a calculation rule that is defined as ENTITLEMENT1 = Amount. Because it's defined as an amount, entry types for ENTITLEMENT1 can include numeric variables, numeric formulas, and numeric values, but you cannot enter a date in the amount field.

You use the Entry Types page mainly to associate a corresponding prompt view to use if the entry type is selected online. For each entry type that's defined, you associate a prompt view with it. For some entry types, you also associate additional, special prompts to be used for security and override areas (related to the Override fields on the Element Name page). Entry type prompts are closely related to entry types. Use an entry type prompt to indicate the entry types for a field in the application. The entry type prompts are then used and attached through Absence Management so that only those entry types are available. Based on the entry type that you selected, you go to the prompt views that are indicated for that entry type to get a list of elements to select from.

See Also

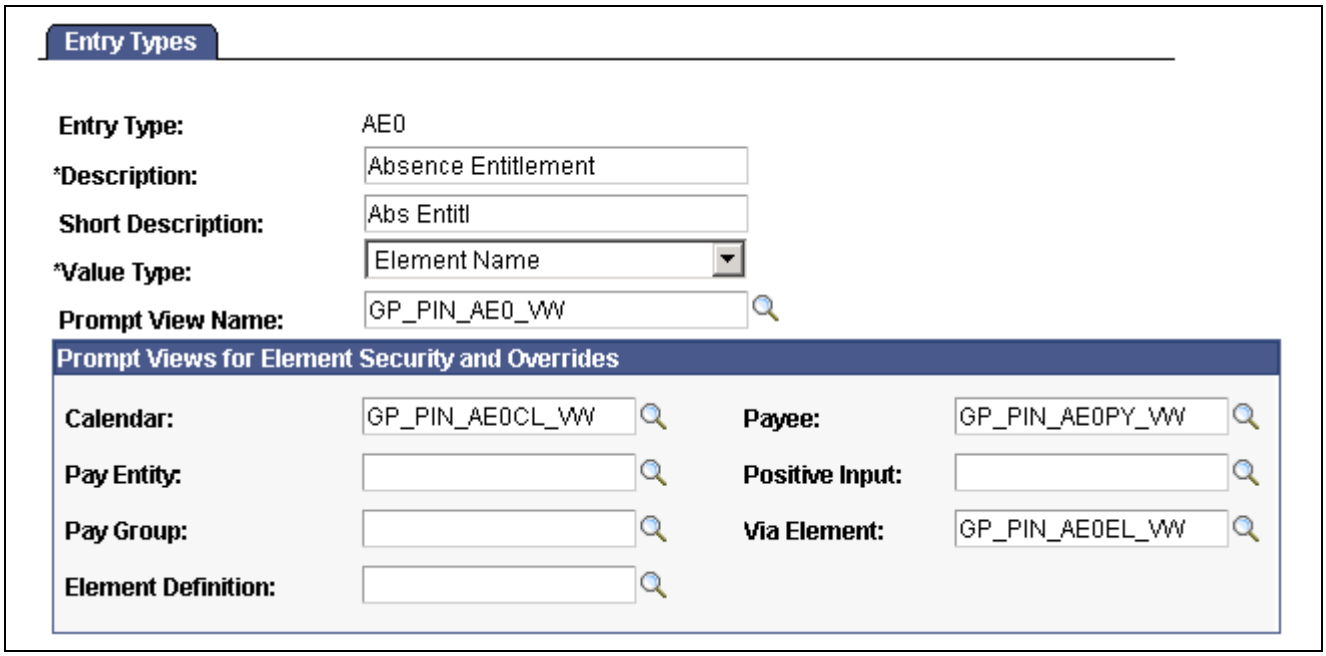
Chapter 10, "Defining Processing Elements," Functions of Process Lists, page 176

Page Used to Define Entry Types

Page Name	Object Name	Navigation	Usage
Entry Types	GP_ENTRY_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Entry Types	Enter entry types and define unique groupings of elements.

Defining Entry Types and Element Groupings

Access the Entry Types page.



Entry Types page

Value Type Select the type of field that appears on a page when an entry construct is used. Values are: *Character, Date, Element Name, Integer, Not Applicable,* and *Numeric.* If you select *Element Name,* you can enter information into the Prompt Views for Element Security and Overrides group box. For all other values, this group box is unavailable for entry.

Prompt View Name Displays the value that appears in the Valid Entry Type field on the Entry Type Prompts page. Instead of hard-coding the values in the view text, the system controls the prompt by defining the values on the Entry Types page.

Prompt Views for Element Security and Overrides

Calendar, Payee, Pay Entity, Positive Input, Pay Group, Via Element, and **Element Definition** These fields are related to the Override Levels check boxes on the Element Name page. You can enter overrides at various levels and control additional security in prompt views. For example, if you are on the Pay Entity page, the system looks for the Pay Entity prompt view first (instead of the prompt view name). All eight prompt views (including the prompt view name and the seven prompt views in this group box) have the same purpose, but are coded differently. The prompt views in this group box also look at the security check boxes on the Element Name page.

Selecting Entry Types and Displaying Record.Field Combinations

This section provides an overview of prompt views and discusses how to:

- Define entry types for prompt views.
- Display record.field combinations.

Understanding Prompt Views

Prompt views are associated with an entry type to determine the list of valid values available in a field. Usually, before you select an actual element, you are prompted to select the entry type itself. This entry type is used to define what type of element is going to be used or whether a character, numeric, date, and so on is to be used. Based on the entry type that you select, you can prompt correctly on the next field.

For example, when you select a calculation rule on the Earnings Calculation page, the corresponding entry type fields appear on the page. If the calculation rule is Amount, you see two fields next to the Amount label: the first is the entry type and the second is the actual selection. The Entry Type field might display values of *Numeric, Accumulator, Bracket, Deduction, Earning, Formula, Payee Level, Rate Code,* and *Variable,* all of which are entry types. For example, if you select *Variable,* when you press the TAB key to move out of the field and you prompt against the second field, only the variables appear as valid values. (If you had selected *Bracket,* only brackets would appear as valid values.)

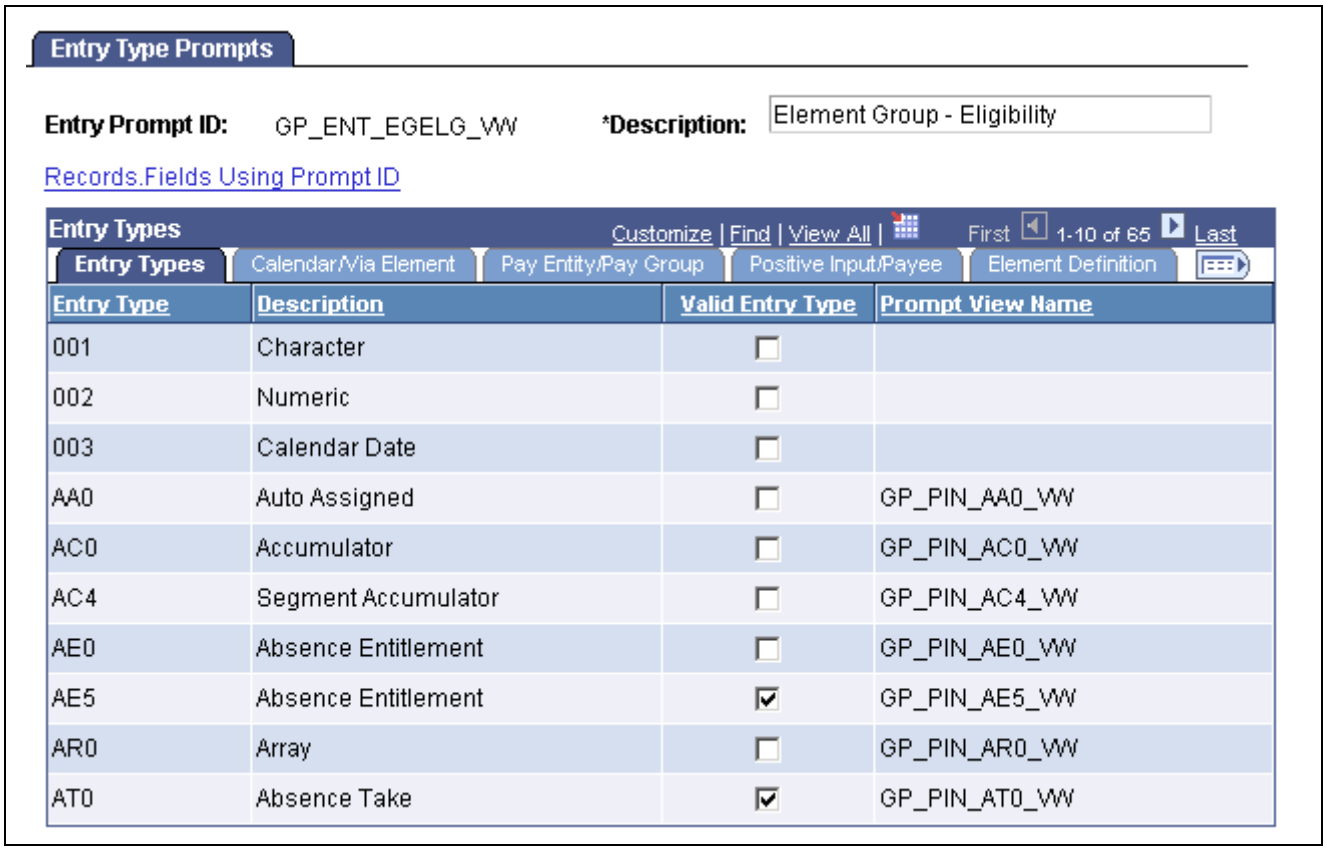
For the example of an earnings definition, if the calculation rule is Amount, an entry prompt ID, *GP_ENT_AMT_VW,* is defined. For this entry prompt ID, we have indicated (by selecting the Valid Entry Type check boxes) that the following entry types are valid: *Numeric, Accumulator, Bracket, Deduction, Earning, Formula, Payee Level, Rate Code,* and *Variable.* These are the valid entry types that appear when you prompt on the Earnings Calculation page for the Amount Entry Type field.

Pages Used to Select Entry Types and Display Record.Field Combinations

Page Name	Object Name	Navigation	Usage
Entry Type Prompts	GP_ENTRY_PROMPT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Entry Type Prompts	Define which entry types are valid for a specific prompt view. View a list of all entry types for an entry prompt ID. Complete the Entry Types page prior to using this page.
Record.Fields using Prompt ID,	GP_ENTRY_PROMPT_VW	Click the Record. Fields Using Prompt ID link on the Entry Type Prompts page.	Displays the record.field combinations for the entry prompt ID. This page references the Entry Type Prompts page, providing an easy way to view the database fields that use this prompt. To change an entry type, check this page first to see which record.field combinations will be affected.

Defining Entry Types for Prompt Views

Access the Entry Type Prompts page.



Entry Type Prompts page

You use the Entry Type Prompts page to define which entry types are valid for a specific prompt view. You select which Entry Types are valid and entered wherever this entry prompt ID is used.

Calendar, Payee, Pay Entity, Positive Input, Pay Group, Via Element, and Element Definition are related to the Override Levels check boxes on the Element Name page. You enter overrides at various levels to control additional security within prompt views. For example, if you are on the Pay Entity page, the system looks for the Pay Entity prompt view first instead of the prompt view name. So, all eight prompt views (including Prompt View Name and the seven prompt views found in the Prompt Views for Element Security/Override group box) have the same purpose, but they are coded a little differently. The prompt views in the Prompt Views for Element Security/Override group box also look at the security check boxes on the Element Name page. You select entry types for the entry prompt ID that you want to look at on the Entry Type Prompts page. You use entry type prompt IDs to create and maintain valid entry type prompt views. Entry types are not hard-coded in the prompt views.

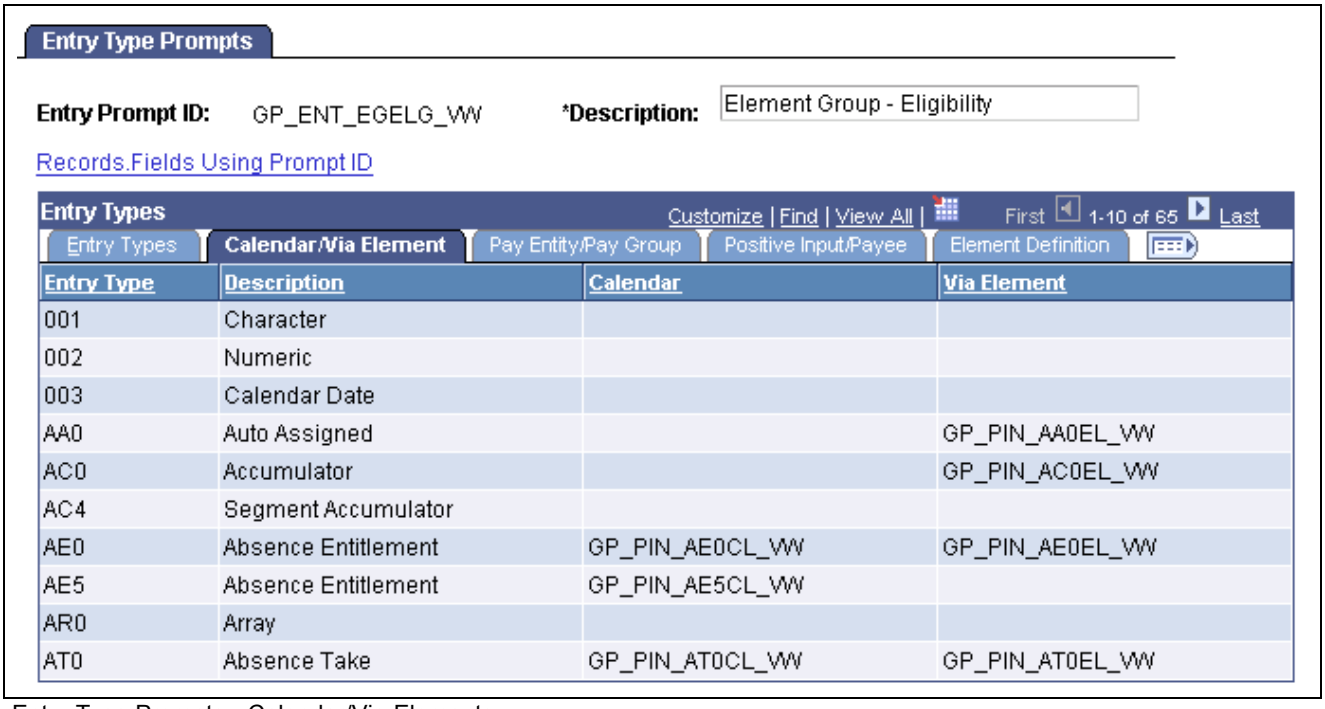
Common Page Information

Record.Fields Using Prompt ID Click to access the Record.Fields Using Prompt ID page.

Entry Type Displays information from the Entry Types page. You can select entry type for each entry prompt ID. For example, let's say that you have an entitlement element (ENTITLEMENT1). Valid entry types for the element can include *Numeric* and *Accumulator*. Select the check box associated with any of the valid entry types. If the Valid Entry Type check box is selected, the entry type appears as a valid value on the prompt. Based on the entry type that you select, the system returns to the corresponding entry type definition in the Prompt View Name field on the Entry Types page.

Calendar/Via Element Tab

Select the Calendar/Via Element tab.



Entry Type	Description	Calendar	Via Element
001	Character		
002	Numeric		
003	Calendar Date		
AA0	Auto Assigned		GP_PIN_AA0EL_VW
AC0	Accumulator		GP_PIN_AC0EL_VW
AC4	Segment Accumulator		
AE0	Absence Entitlement	GP_PIN_AE0CL_VW	GP_PIN_AE0EL_VW
AE5	Absence Entitlement	GP_PIN_AE5CL_VW	
AR0	Array		
AT0	Absence Take	GP_PIN_AT0CL_VW	GP_PIN_AT0EL_VW

Entry Type Prompts - Calendar/Via Elements

This tab pertains to calendar and via element overrides.

The prompt view name and the prompt views that appear on the Calendar/Via Element, Pay Entity/Pay Group, Positive Input/Payee, and Element Definition tabs are related displays, based on information that you entered on the Entry Types page (for each defined entry type). When you use these online, you are first prompted to select an entry type, and then (based on the entry type that you selected) you enter the second field.

For example, if you select an entry type of *Variable* for the Earnings Amount field, when you press TAB to move out of that field and prompt on the next field, the system locates the prompt view name. The system uses that as the prompt for the next field; therefore, only variables appear.

The functionality of the prompts that are defined on these tabs is similar to the prompt view names. The difference is that the Override check boxes on the Element Name page (Pay Calendar, Pay Entity, Pay Group, Payee, Positive Input, Element Definition, and Via Element) are used to control where in the system you can override the element. You notice that on these tabs, you can define separate prompt views for each entry type. These views are defined just to take the Override check boxes on the Element Name page into consideration.

So, based on where you are in the system, you use either the prompt view name or the correct override prompt view name to prompt for valid values in the second field.

Pay Entity/Pay Group Tab

Select the Pay Entity/Pay Group tab.

This tab pertains to pay entity and paygroup overrides.

Positive Input/Payee Tab

Select the Positive Input/Payee tab.

This tab pertains to positive input and payee overrides.

Element Definition Tab

Select the Element Definition tab.

This tab pertains to element definition overrides.

Defining Industries and Categories

This section provides an overview of industries and categories and lists the pages used to define industries and categories.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Chapter 30, "Defining Security," Restricting User Access, page 636

Understanding Industries and Categories

Industries and categories are ways to further classify elements. You create codes for the industries and categories that are applicable to your organization. For each code, you specify if it is applicable to all countries or a specific country.

You can view all industry and category codes through the Industry/Region Types and Category Types pages. Your security level, as defined on the User Rules Profile page, determines the countries for which you can add industries and categories.

You associate an industry and category with an element by selecting from prompt tables on the Element Name page. The country for which an element is defined determines the available industry and category codes.

Note. You cannot change or delete existing industry codes or categories because they are also entered in the GP_PIN table. Updating the Industry/Region Types or the Category Types page does not update the GP_PIN table.

Pages Used to Define Industries and Categories

Page Name	Object Name	Navigation	Usage
Industry/Region Types	GP_PIN_INDUSTRY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Industries/Regions	Define industry and region codes that help classify elements and supporting elements.
Category Types	GP_PIN_CATEGORY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Categories	Define category codes that help classify elements and supporting elements.

Defining Element Names

This section provides overviews of element names, PIN codes and PINs, and the process of selecting definition as of dates, and discusses how to:

- Define element names.
- Add user-defined fields to element definitions.
- Enter and view element comments.
- Select forecasting options.

Understanding Element Names

Although each element type has a unique purpose, all element types share a common set of attributes that are defined and stored on the first page of each element component. The object name of this page is always GP_PIN and it appears as the first page for all element definitions. In this chapter, this page is called the Element Name page, although it is often labeled to identify the element type that is being created—for example, *Earnings Name.* Once you define an element name, you can enter additional information that is specific to the element type.

Understanding PIN Codes and Element Name Numbers

When you create an element name, the system assigns the element a PIN code and a Element Name number. The PIN code and the element name must be unique. As you create new elements, the system checks to see whether the PIN code is the same as the element name—that is, whether this unique set of identifiers already exists. You can rename an element name, but the PIN code is a constant.

Element Name numbers:

- Enable the system to track the element and its name wherever it's used, regardless of its name.

  You can change an element name without affecting the system.
- Point to the data and the element name on the Element Name page.
- Are significant only within a database and can be different for the same element names across databases.
- Act as keys to the GP_PIN table and the value that is stored in other tables to represent an element.
- Are assigned sequentially.
- Are used only for batch-processing considerations.

See Also

Chapter 29, "Using the Utilities," Understanding the Absence Management Utilities, page 577

Understanding the Process of Selecting Definition As Of Dates

Elements can have many effective-dated rows. The definition as of date that you assign to an element on the Element Name page tells the system which effective-dated definition to retrieve for the element during processing.

You can select one of these dates: Calendar Period Begin Date, Calendar Period End Date, Payment Date, Process Begin Date, and Process End Date.

Note. You can override the process begin date and process end date for a payee and calendar group by using the Payee Calendar Groups page.

Example 1

Assume that an element has the following effective-dated rows (definitions) and values:

January 1, 1990 = 100

January 1, 2000 = 125

January 31, 2000 = 150

February 1, 2000 = 175

The January and February calendars have the following dates:

Calendar Date	January Calendar	February Calendar
Begin Date	January 1, 2000	February 1, 2000
End Date	January 31, 2000	February 28, 2000

When you process the January calendar, the system retrieves the definition of the element based on the element's definition as of date:

Definition As Of Date	Effective-Dated Row Used	Value
Calendar Begin Date	January 1, 2000	125
Calendar End Date	January 31, 2000	150

Example 2

Process Begin Date and Process End Date can be especially useful for issuing advance payments. They refer to the begin date and end date of the calendar period in which the element is actually processed.

For example, suppose that in January you want to issue an advance payment to a payee who will be on vacation in February. To make the advance payment, you process the February calendar in January; however, you want the system to use the definition of the element as of January—the actual processing period.

This table shows which definition of the element the system retrieves, based on your choice of definition as of date:

Definition As Of Date	Effective-Dated Row Used	Value
Process Begin Date	January 1, 2000	125

Definition As Of Date	Effective-Dated Row Used	Value
Process End Date	January 31, 2000	150
Calendar Begin Date	February 1, 2000	175
Calendar End Date	February 28, 2000	175

See Also

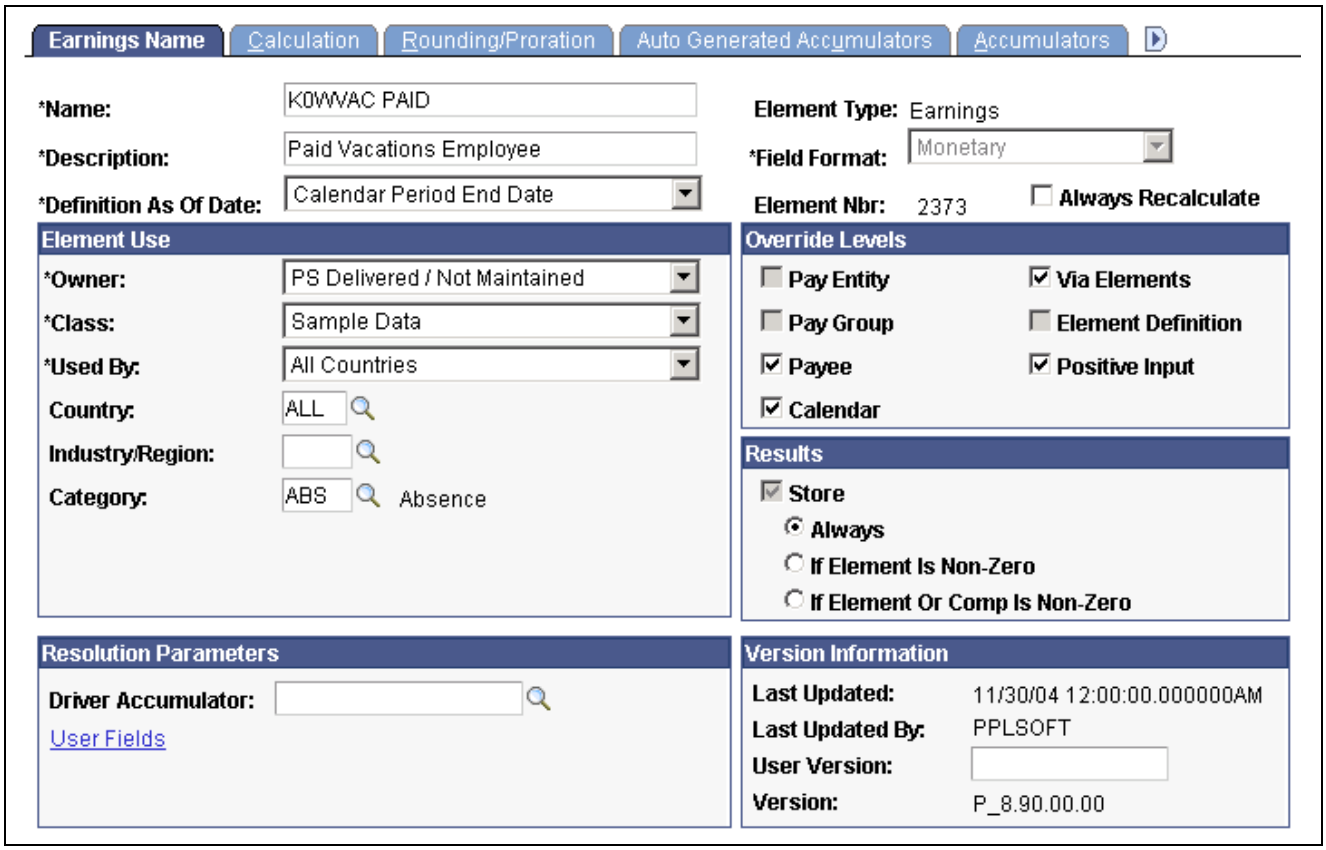
Chapter 14, "Using Calendars," Entering Calendar Override Instructions for a Payee, page 294

Pages Used to Define Element Names

Page Name	Object Name	Navigation	Usage
Element Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings	Name an element and define its basic parameters.
Element Name - Custom Fields	GP_PIN_CUSTOM_SEC	Click the Custom Fields link on the Element Name page.	Add user-defined fields to an element definition.
Element Name - Comments	GP_PIN_SEC	Click the Comments link on the Element Name page.	Enter or review detailed comments for an element. The comments that you enter are for informational purposes only and do not affect absence processing.
Element Name - Forecasting	GP_FORECAST_SEC	Click the Forecasting link on the Element Name page. Available for absence take and absence entitlement elements only.	Select forecasting options for an element.

Defining Element Names

Access the Element Name page.



Element Name page

Note. The preceding example is a generic representation of the page that you use to create all element types. After you create an element on the Element Name page, you continue the process of defining each element in its appropriate component, as described elsewhere in this PeopleBook.

Field Format

Defines the format for the resolved value. Available values are based on the element type and can include *Date, Decimal, Character, Monetary,* or *Pointer* (for calculating generic formulas for a variable).

For some element types you cannot change the displayed field format.

Note. The difference between *Decimal* and *Monetary* is that *Monetary* is currency-controlled and requires the entry of a currency code.

Definition As Of Date

Select the date on which the system is to retrieve the element definition during a process run. Options are:

Calendar Period Begin Date: The begin date of the calendar period to which the element is linked.

Calendar Period End Date: End date of the calendar period to which the element is linked.

Payment Date: Payment date of the calendar period to which the element is linked.

Process Begin Date: Begin date of the calendar period in which the element is processed.

Process End Date: End date of the calendar period in which the element is processed.

Selections are limited for some elements. For example, *Calendar Period End Date* is the only valid option for section and process list elements.

Retroactivity is also a consideration for this field. During recalculation, the system always respects this day and uses the appropriate date based on individual recalculation period calendars.

Element Nbr (element number) The Element Name number.

Always Recalculate Applies only to the period of time that is being resolved and is selected by default. If selected, the system recalculates the element every time that it encounters it in the calculation process. If this check box is clear, the system uses the previous resolved value of the element.

Clear the check box when:

- You update an element through an element-like formula.

  Otherwise, each time that the system encounters the element, it initializes it according to the element's definition.
- You think that the old value will be different from the value that you'll get if the system resolves this element again—for example, when a variable has been set up with a Via Element override on the Element Name page.

Select this check box if you think that the previous value is incorrect and needs to be updated—for example, in formulas that need to be applied within a loop, an array, or a count.

Note. If this check box is clear, and the Recalculate check box on the Section - Definition page is selected, the system resolves the element each time that it encounters it (when that section is processed). If the same element is encountered in a different section, where the check box is clear, the element is resolved only once.

When the PIN Manager encounters an element, it runs an eligibility check. If it determines that the element must be resolved, it looks at the recalculation logic. You can indicate an element's recalculation at the process list level, the section level, and the element level. If you indicate recalculation at any of these levels, the element is recalculated.

For example, if the Always Recalculate check box is selected, the system recalculates the element. If the Always Recalculate check box is clear, the system looks at the table of resolved elements for a match between the same element and the same calculation dates. If there is a match, the system uses that value; otherwise, the system resolves the element.

See Chapter 5, "Defining General Element Information," Understanding the Process of Selecting Definition As Of Dates, page 57.

Element Use

In this group box, you define several security-related options.

Owner

Identifies who controls and maintains the definition of the element. Values are:

Customer Maintained: Identifies the elements that you created. All fields are available for entry.

PS Delivered/Maintained: The element is delivered and maintained by PeopleSoft. To edit any fields, you can take control of the element by selecting the Customer Control Indicator check box. This changes the owner to *PS Delivered/Customer Modified.* If PeopleSoft later releases an updated version of the element, you can accept the updated definition or retain your changes. Either way, element ownership does not change.

If you change the name, description, override levels, class, industry, or category for an earnings, deduction, or absence element, the system makes the same changes to all related components and autogenerated accumulators and changes the owner for those items.

Important! Taking control of an element is irreversible.

PS Delivered/Not Maintained: The element is delivered, but not maintained by PeopleSoft (for example, sample data or statutory data). You can update any editable fields.

PS Delivered/Customer Modified: Indicates that you have taken control of a PeopleSoft-delivered or maintained element.

PS Delivered/Maintained/Secure: The element is delivered and maintained by PeopleSoft. You can edit the name, description, override levels, results, custom fields, and comments (and for system elements, Use as Chartfield and prompt view). Any changes that you make can be overwritten by future PeopleSoft updates.

Class

Indicates the type of rule for the element. Values are:

Customary: Sample rules that are created by PeopleSoft. They are not statutory requirements, but are commonly followed rules. An example of when a customary rule is used is with tariffs. Customary rules are often used in a production environment.

Not Classified.

Sample Data: Rules that are created by PeopleSoft for sample data purposes. They are not used in a production environment.

Statutory: Rules that are created by PeopleSoft for calculating rules that are required by law.

System Data: Rules that are created by PeopleSoft. They are either system elements or system data that are delivered with the application—for example, common constants and dates.

The Class field works with the Owner field to determine the level of support and security.

Note. Not all statutory rules are set to *PS Delivered/Maintained.* For some statutory rules, the owner is set to *PS Delivered/Not Maintained.* Typically these rules are statutory, but might need to be modified for organization-specific information.

Used By Select whether the element is used by *All Countries* or a *Specific Country.* This field is also used in User Rules Profile security to determine which elements a user has access to.

Country If you selected *Specific Country* in the Used By field, the Country field appears. Select the country for which the security-related options apply.

Note. Element usage security is a way to limit the number of elements that you see on a prompt so that you see only the element information that's useful to you. You can check element usage security with the Used By and Country fields.

Industry/Region To classify your element further, select an industry code or region code. You define industry codes on the Industry/Region Types page. If an element is created for a specific industry, select an industry code here. Typical industry codes include Banking, Insurance, and Metallurgy.

Category To classify your element further, select a category code. Category codes are defined on the Category Types page.

Customer Control Indicator Appears only if you have authority to take control of the element according to the user profile rules. See the Owner field.

See Chapter 29, "Using the Utilities," Stamping and Packaging Elements by Version, page 628.

Override Levels

In this group box, you enable security-related override levels for the selected element. That is, you define when users can override the element's value, or, in some cases, exclude the element from processing. For example, if you select Pay Calendar, you can use the Calendar - Excluded Elements page to tell the system not to process this element for any payee associated with a particular calendar. If you select Pay Calendar for a bracket, date, duration, formula, or variable element, you can use the Calendar - Overrides page to have the system use an override value for the element when the system processes a particular calendar.

Pay Entity, Pay Group, Payee, Calendar, Via Elements, Element Definition, Positive Input Select each type of override that you want to enable. Options vary by element type.

See Chapter 18, "Setting Up Overrides," page 373.

Results

In this group box, you specify when to store the resolved value of the element in the result tables. The options vary by element type.

Select these options with caution to avoid creating large tables that are difficult to manage. Consider storing only the values that you need for reporting and auditing purposes or for retroactivity or other situations where you need to refer to the prior value of an element.

Store Select to store the resolved value of the element in the result table during processing. For certain element types, you can specify the conditions under which the value is stored by selecting an option below the check box.

When Store is clear, the resolved value is never stored.

Always This option (the default) appears only for earning and deduction elements. Select it to store the calculated result of the element, even when the value is 0.

If Element Is Non-Zero Appears only for earning and deduction elements. Select it to store the resolved value of the element when it is not 0.

If Element or Comp is Non-Zero (if element or component is non-zero) Appears only for earning and deduction elements. Select the option if you want to store the resolved value of the element if it or one of its components (percent, base, rate, or unit) is non-zero.

With this option, the element or component values are always stored if the arrears balance, the amount being paid back, the amount not taken, the adjustment value, or the retroactive adjustment value is non-zero.

Store if Zero Appears for all element types except earnings and deductions. You cannot select this check box without first selecting Store.

The Store if Zero check box is a way to further define what is sent to the results tables.

Select Store if Zero to store a resolved value even when the value is 0.

If you select Store but not Store if Zero, the element is written to the result tables only if the resolved value is not equal to zero, blank, or null. If you select both check boxes, the resolved value is written to the result tables, even if it is zero, blank, or null. If you select neither check box, the system never stores the resolved value.

Resolution Parameters

The fields in this group box apply only to earning and deduction elements.

See Chapter 8, "Defining Earning and Deduction Elements," Naming an Earnings Element, page 154.

Version Information

User Version You can enter up to 14 alphanumeric characters in this field to identify changes you make to the element definition. When you save the definition, the system adds a prefix of *INT_* to indicate that this is a user-defined value. You can use the Absence Management utilities to stamp and package elements by version.

The value that you enter here appears in the Version field of the pages that you update.

Version Displays the version of the element. The prefix *P_* identifies versions released by PeopleSoft. The prefix *C_* identifies versions created by customers.

The system clears the version from this page when any of the following conditions occur:

- You save the page after making changes.

  (The version is cleared only on the page that you make corrections to.)
- You enter a value in the User Version field and save the page.

  (The version is cleared only on the page to which you make corrections.)
- You run the Stamping process for the element.

  In this case, the element is stamped with the new version.

Additional Elements

Custom Fields Click this link to access the Element Name - Custom Fields page.

Comments Click this link to access the Element Name - Comments page.

Forecasting This link appears for absence take and absence entitlement elements only. Click this link to access the Element Name - Forecasting page.

See Also

Chapter 29, “Using the Utilities,” Stamping and Packaging Elements by Version, page 628

Adding User-Defined Fields to Element Definitions

Access the Element Name - Custom Fields page.

Use the fields on this page in any way that you want. For example, you can use the fields to classify elements or to indicate a sorting order for reports. The data that you enter is stored by system elements.

Entering and Viewing Element Comments

Access the Comments page.

For each system-computed system element that is delivered by PeopleSoft, you can view detailed comments including a general description, when the system element is available, and where it is used. This is useful information when you want to learn about what a specific system element does.

For elements that you define, you can use the Comments page to view or enter your own notes or details about an element.

Selecting Forecasting Options

Access the Element Name - Forecasting page.

Forecasting Used Select to enable the absence forecasting or balance inquiry feature for this element.

Forecasting Required This field appears for absence take elements only. Select to have the system generate a warning if a user tries to save absence entries on the Absence Event Entry page without first running the Forecasting process.

Updating Component Element Information

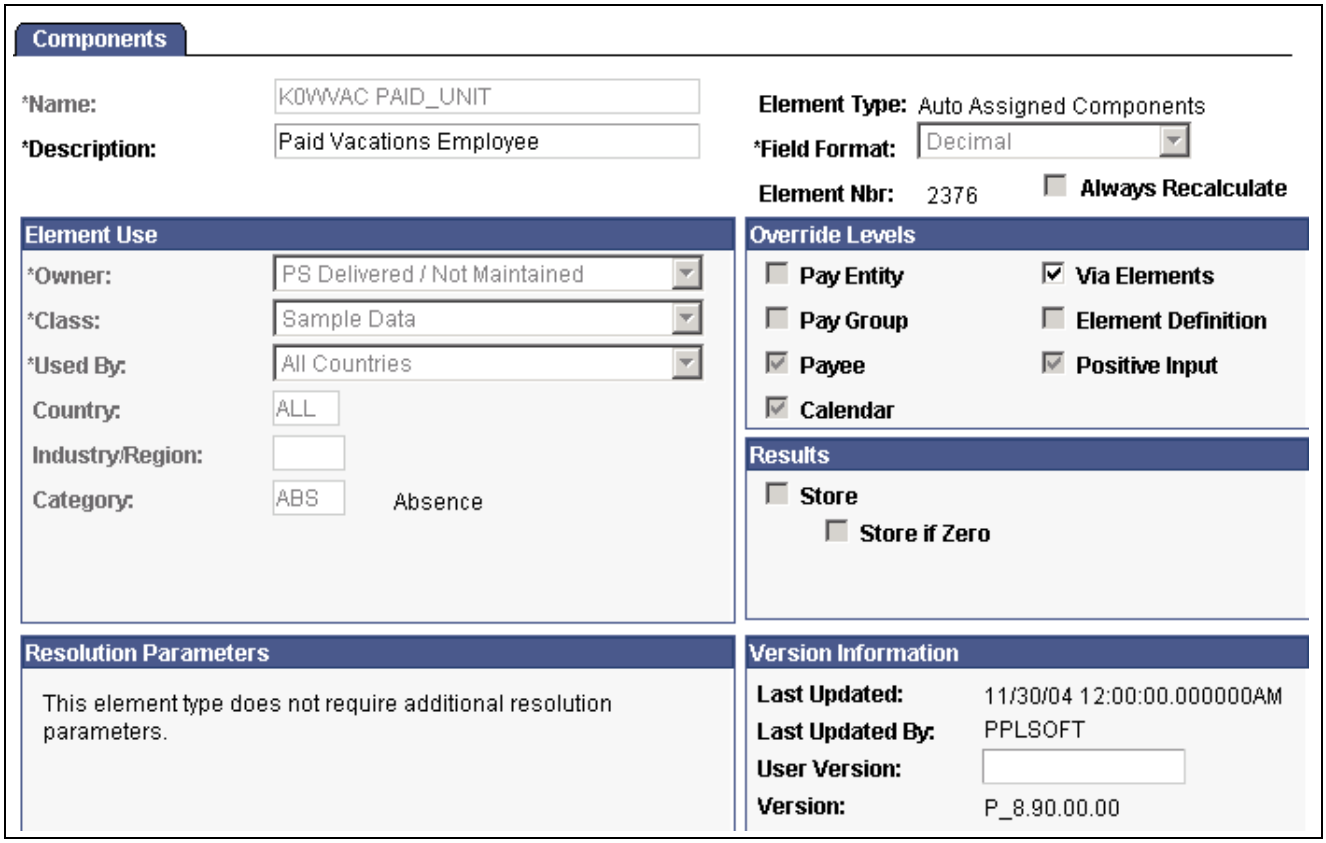
This section discusses how to update component element information.

Page Used to Update Component Element Information

Page Name	Object Name	Navigation	Usage
Components	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Components, Components	Update information about component elements (such as rate, unit, base, and percent) that are generated when an earnings, deduction, or absence entitlement element is created.

Updating Component Element Information

Access the Components page.



Components page

On this page, only the Description field, the Via Elements check box, the Custom Fields link, and the Comments link are available for entry or selection.

All other fields are updated when the parent element value changes. (A *parent element* is an earnings element, a deduction element, or an absence entitlement element.) These fields display the values that were entered for the parent element when it was created.

Override Levels

Via Elements Select to indicate the override level for the component, if there is one.

See Also

Chapter 5, "Defining General Element Information," Adding User-Defined Fields to Element Definitions, page 65

Chapter 18, "Setting Up Overrides," Understanding Overrides, page 373

Defining Suffixes

This section provides an overview of suffixes and discusses how to define suffixes for absence entitlements:

Understanding Suffixes

When you create certain absence elements suffixes are added for the components and for the system-generated accumulators of those elements. Accumulators are generated by the system to keep track of balances for an element.

You define suffixes that are appended to component names to make each element name unique so that it can be easily referenced. The system uses the suffixes when creating element components.

PeopleSoft delivers suffixes, but you can also create your own suffixes. Suffixes are defined by country, so you can define element components in your native language.

The system determines the suffix names to use, based on the country that is identified in the Used By/Country fields on the Element Name page. If an element is defined as All Countries in the Used By/Country fields, the system determines the correct suffix by identifying the entry on the Suffix page that has the Default Country check box selected.

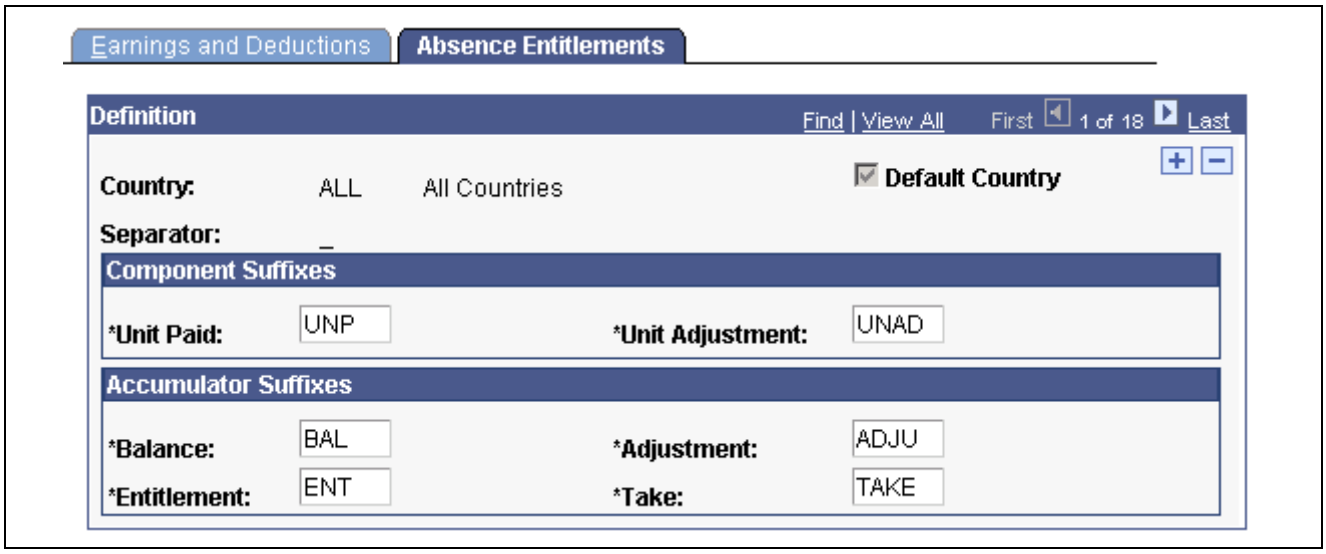
Note. When you create an element, the system creates only the suffixes and components that are needed. For example, if you create an earnings element and define it as EARNINGS1 = Unit x Rate, the system creates suffixes only for the unit and the rate.

Pages Used to Define Suffixes

Page Name	Object Name	Navigation	Usage
Absence Entitlements	GP_SUFFIX2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Suffixes, Absence Entitlements	Define suffixes for absence elements in the base language that you've selected.

Defining Suffixes for Absence Entitlements

Access the Absence Entitlements page.



Absence Entitlements page

Component Suffixes and Accumulator Suffixes

Unit Paid and **Unit Adjustment** — Define the suffixes to be appended to the components and accumulators that the system generates for absence entitlement elements.

See Also

Chapter 11, “Defining Absence Elements,” Defining Rules for Auto Generated Accumulators, page 195

CHAPTER 6

Defining Data Retrieval Elements

This chapter provides an overview of data retrieval elements, and discusses how to:

- Work with system elements.
- Work with arrays.
- Work with writable arrays.
- Define brackets.
- Define rate codes.

Understanding Data Retrieval Elements

In Absence Management, you use data retrieval elements to retrieve data from the system.

There are four data retrieval elements included in the system:

- System elements
- Arrays
- Brackets
- Rate codes

PeopleSoft defines and delivers system elements; you name and define the basic parameters of other elements, such as arrays and brackets.

Background Processing

During processing, the system truncates data that is retrieved by system elements and arrays when the data exceeds these lengths:

Character fields: 30

Numeric fields: 12.6

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 57

Working with System Elements

This section provides overviews of system elements and background processing of system elements, and discusses how to:

- Name and define system elements.
- View system element details.
- View system element comments.

Understanding System Elements

System elements are delivered and maintained by PeopleSoft and usually contain payee-related data for use in calculations. Although you cannot add system elements, you can rename them, if necessary, and define various parameters that control their use.

There are two types of system elements:

- Database system elements, which come from a predefined list of database records and fields.
- System-computed elements, which come from internally stored data.

  System-computed elements are resolved at different times, for example, at the beginning of calculations, daily, or when a rate code element is encountered, depending on the element's purpose.

Note. To store the value of a database system element for reporting purposes, include the element in your process.

Understanding Background Processing of System Elements

All system elements, whether they are database or system-computed elements, have several important considerations. A system element that is frequency controlled is annualized by the Frequency field and then deannualized, based on the calendar frequency. Thus, any absence element that uses the Frequency field should be defined as having a frequency equal to the use calendar period frequency. This approach ensures correct results, avoiding additional annualization or deannualization.

Database System Elements

For database elements from effective-dated records, the row selected is based on context. Typically the value is as of the segment end date. If referenced during resolution of a sliced element, the value is as of the slice end date. When retrieving values from job records, for example, the system matches on employee ID, employee record, and the segment and slice end date.

System element definitions for the country being processed and those used by all countries are loaded at the beginning of an absence run. System Element Names (PINS) are resolved when used in the absence process.

Note. Only database system elements that are used and have been defined as Store = Yes are stored in the result tables.

PeopleSoft Enterprise Human Resources Database System Element Records

The following table lists the database tables that populate database system elements and describes the records and rows that are used in the Payee Data Manager program:

Table Name	Description
PERSON	Not effective-dated. Join based on employee ID.
PERS_DATA_EFFDT (personal data effective date)	Max Effdt (maximum effective-dated) row is less than or equal to the segment end date. If referenced in a slice, looks at Max Effdt rows that are less than or equal to the slice end date.
JOB	The Max Effdt row is less than or equal to the segment end date. If referenced in a slice, looks at Max Effdt rows that are less than or equal to the slice end date.
JOB_DATES	Effective-dated. Same as JOB.
PER_ORG_ASGN (person organization assignment)	Not effective-dated.
PER_ORG_INST (person organization instance)	Not effective-dated.
CONTRACT_DATA	Not effective-dated. There are no employee ID or employee record number fields on record. Join based on CONTRACT_NUM (contract number) from the selected job record.
WKF_CNT_TYPE (workforce contract type)	The Max Effdt row is less than or equal to the segment end date where the contract number on this row matches the contract number on job. You can use CONTRACT_NUM from JOB or from CONTRACT_DATA, because the system synchronizes them. If the contract number is referenced in a slice, use the slice end date.
COMPENSATION	Includes all comp_effseq rows for each rate code (comp_ratecd) where Effdt and Effseq (effective sequence) match Effdt and Effseq from the Job table.

Note. These Human Resources tables are discussed in detail in the Human Resources documentation.

See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "Increasing the Workforce".

System-Computed Elements

System-computed elements appear on the output results table only if they are used, provided that the appropriate output options on the Source And Use page are selected.

During background processing, all database system elements are retrieved and stored in arrays, whereas system-computed element values are retrieved and set by the appropriate processing module. For example, when you process absences, the system populates only those system elements that are specific to absences.

With system-element processing:

- The system populates the first active segment, based on all the active segments that are created for a specific process stat record.
- The system also populates the last active segment, based on all the active segments that are created for a specific process stat record.

Pages Used to Modify and View System Elements

Page Name	Object Name	Navigation	Usage
System Element Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, System Elements, System Element Name	Name the element and define its basic parameters.
Source And Use	GP_SYSTEM_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, System Elements, Source and Use	Displays whether a system element is a system-computed element or a database system element. For a database system element, it also displays the record and field that populates it and indicates whether the field is setID-controlled.
System Elements by Source	GP_SYSTEM_PIN_INQ	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, View System Elements by Source, System Elements by Source	View system elements by source.
Comments	GP_PIN_SEC	Click the Comments link on the System Element Name page.	View detailed comments about system-computed system elements that Absence Management delivers.

Naming System Elements

Access the System Element Name page.

Note. You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Absence Management element that you name and define. All of the fields on this page are documented in another chapter in this PeopleBook.

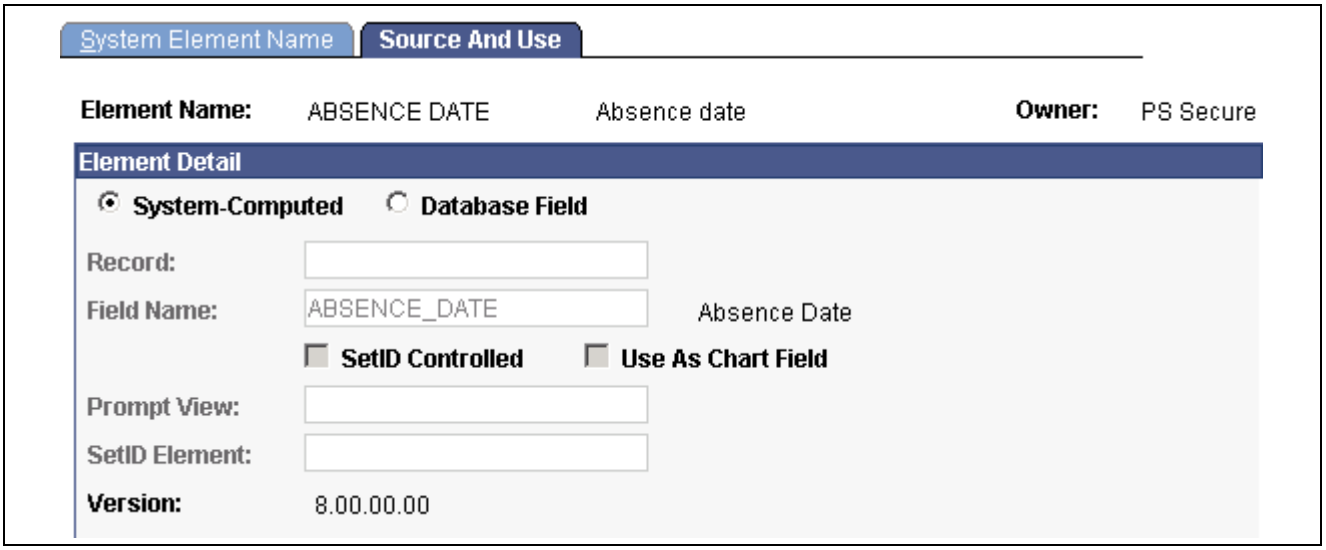
For each system-computed system element that is delivered by PeopleSoft, you can view detailed comments including a general description, when the system element is available, and where the element is used by clicking the Comments link. This is useful information when you want to learn more about how the system uses a specific system element.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Viewing System Element Details

Access the Source And Use page.



Source And Use Page

Record Displays the record that the system element populates.

Field Name Displays the field from which the system element obtains its information.

SetID Controlled Selected if the field is controlled by setID. Elements that are controlled by setID have field name and prompt view values.

Use As Chart Field This check box is not applicable to Absence Management.

Prompt View Elements that are controlled by setID have a prompt view specified. If a setID-controlled system element is used as a supporting element override for positive input, it also requires a prompt view.

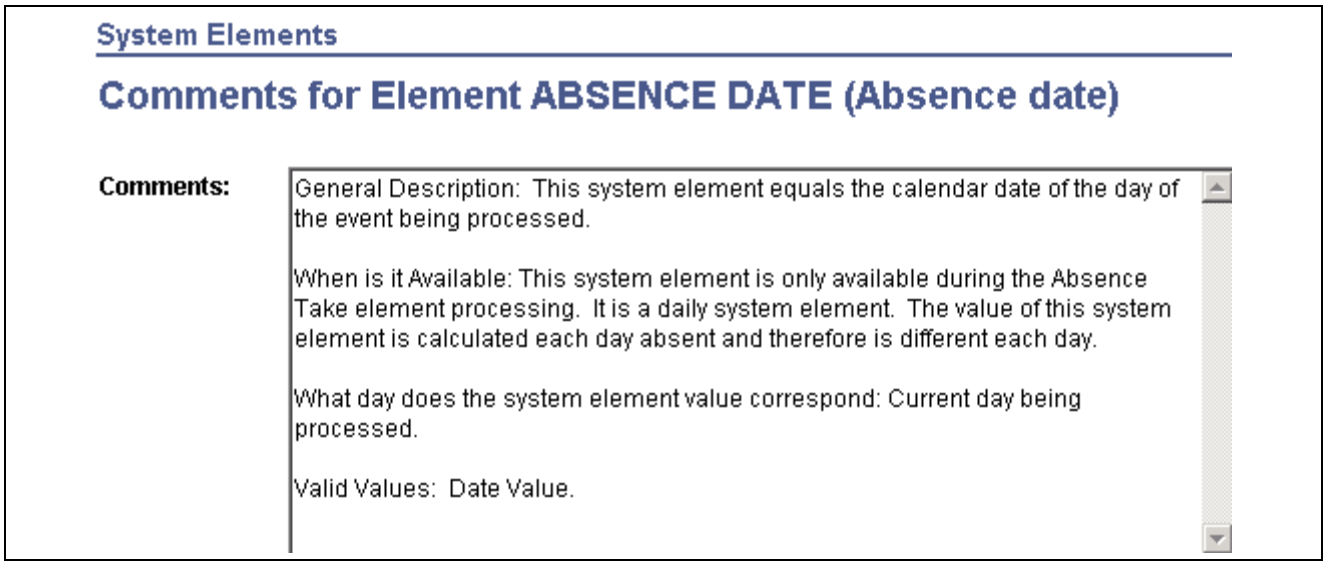
SetID Element Displays the setID field name for the system element.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Understanding HRMS," Business Units, Tablesets and SetIDs

Viewing System Element Comments

Access the Comments page.



Comments page

For each system-computed system element that is delivered by the PeopleSoft system, you can view detailed comments including a general description, when the system element is available, and where it is used by clicking the Comments link on the System Element Name page. This is useful information when you want to learn about what a specific system element does.

Defining Array Elements

This section provides an overview of arrays and background processing of arrays, and discusses how to:

- Name an array.
- Select and define information about the SQL statement.
- Define fields retrieved by an array.
- Define formula processing for an array.

Understanding Array Elements

Arrays enable you to retrieve data from external sources such as Human Resources tables—data that you need to use, evaluate, or process in your absence rules.

To build an array, you assemble a Structured Query Language (SQL) statement out of FROM, SELECT, and WHERE clauses using the Array Definition component.

- To define the FROM clause, you identify the table containing the required data in the Record (Table) Name field on the Field Map and Keys page.
- To build the SELECT clause, you identify the table columns (fields) containing the data in the Fields Retrieved group box on the Field Map and Keys page.
- To build the WHERE clause, you define the array keys and the conditions under which rows of data are to be pulled from the database table based on the values of the array keys.

  To do this, you use the fields in the Retrieval Criteria group box on the Field Map and Keys page.

- After defining the SQL statement, you must map the database column values in the array to Absence Management variables.

  These variables hold the column values and make them available for use in Absence Management rules.

  To do this, use the Variable Element Name field on the Field Map and Keys page.

Note. After you construct your SQL statement, you can also define any formulas; you need to evaluate the data retrieved by the array.

Do this on the Array Processing Formulas page.

Note. Arrays are not effective-dated. Any changes are likely to affect retroactive processing.

Understanding Background Processing of Arrays

Arrays can be used to access data in database tables or views that are not delivered by system elements. They do not resolve to a value but instead invoke processing.

You can create either payee-based arrays or non-payee-based arrays on the Field Map and Keys page. Payee-based arrays are resolved as of the slice or segment that is currently being resolved.

Arrays must be resolved for every segment and slice. If any element set by an array is used by another element that's being sliced, the array itself should be added to the event list to ensure that the array and all return column elements are also sliced. You must enter the array into the event list.

Payee-Based Array Processing

The system performs these steps when processing payee-based arrays:

1. Arrays call the database the first time that they are encountered in a calendar run.

   All of the rows of data that fit the WHERE criteria (based on keys entered) are pulled into memory. The cursors are sorted by employee ID in ascending order, by employee record number in ascending order, and by effective date in descending order.

2. For each payee, a cursor is set to access the appropriate rows of data (the Payee and Effective Date fields based on field use on the Field Map and Keys page).

   Payee-based arrays are aligned per absence based on the period end date. If segmentation occurs and the array is on the event list or is being used in an absence element that is being sliced or segmented, the array must be aligned by slice or segment end date.

3. The array process formulas are applied against the data that is stored in memory (for the payee cursor set above), based on the process code.

4. The database field is resolved to the last row of data against which the process formulas were applied.

Whenever the array is accessed, steps 2 through 4 are performed again. Step 1 is performed only if the payee has changed or if a new slice or segment is being resolved.

Non-Payee-Based Array Processing

When processing non-payee-based arrays, the system performs the following steps:

1. Arrays call the database the first time they are encountered in a calendar run.

   All rows of data that fit the WHERE criteria (based on keys entered) are pulled into memory, so most effective-dated logic should be within the process formula logic.

2. If the table is effective-dated, the lookup formula references the system element that refers to the correct date (segment, slice, period).

   If segmentation occurs and the array is on the event list or is being used in an absence element that's being sliced or segmented, the array must be aligned by slice or segment end date. Arrays can return multiple rows from the database. The process formulas are applied against the rows.

3. The array process formula is run.

4. The database field is resolved to the last row of data against which the process formula was applied.

Whenever the array is accessed, steps 2 through 4 are performed again. Step 1 is performed only if the *Reload for Each Resolution* or *Reload for Each Segment* value is selected on the Field Map and Keys page.

See Also

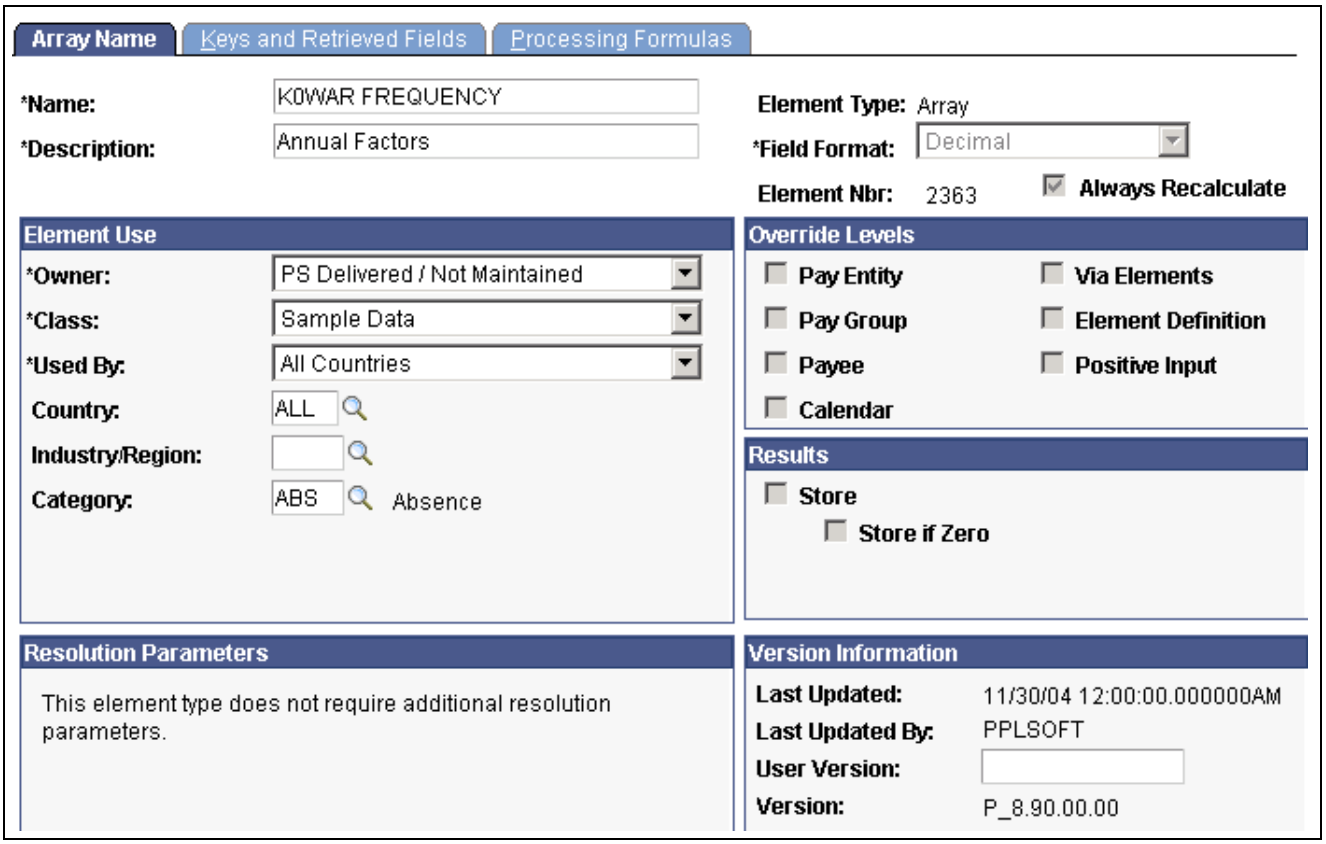
Chapter 3, "Introducing the Core Application Architecture," Arrays Used in Background Processing (Technical), page 20

Pages Used to Define Array Elements

Page Name	Object Name	Navigation	Usage
Array Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Array Name	Name the element and define its basic parameters.
Field Map and Keys	GP_ARRAY_KEYS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Field Map and Keys	• Select the database table for the FROM clause of the SQL statement and define the values for the WHERE clause of the SQL statement the system uses when retrieving data for an array. • Define the fields within an array. This provides the data for the SELECT clause of the SQL statement and determines the elements to resolve from this array call. You also use this page to define the sort order for retrieving rows from a database.
Processing Formulas	GP_ARRAY_PROCESS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Processing Formulas	Define all required formula processing.

Naming an Array Element

Access the Array Name page.



Array Name page

Because arrays are temporary tables that store results only during processing, storing the results after processing isn't necessary. The system clears the Store and Store if Zero check boxes and makes them unavailable for entry.

In addition, arrays are not effective-dated, so this page has no definition as of date. To change an array definition, create a new array and new effective-dated elements that reference it. If a database table or view is renamed, create a new array.

Note. You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Absence Management element you are naming and defining. All of the fields on this page are documented in another chapter in this PeopleBook.

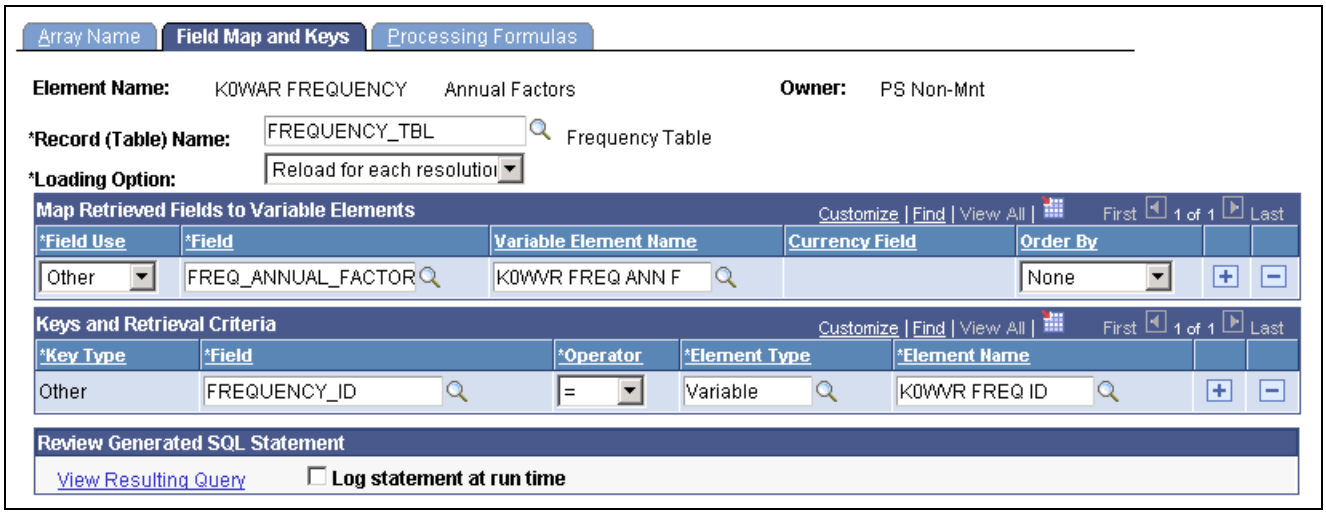
See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Chapter 3, "Introducing the Core Application Architecture," Arrays Used in Background Processing (Technical), page 20

Selecting and Defining Information for the SQL Statement

Access the Field Map and Keys page.



Field Map and Keys page

Record (Table) Name

Select the table for the SQL statement to use from the list of PeopleSoft defined tables. In the FROM clause of the SQL statement, the system appends the prefix *PS_* to the selected table name.

You can also select views. The prompt list displays all SQL tables and views in the database.

Loading Option

Select a value to control how often the array data are refreshed from the database.

Values are:

Employee-based look-up: Select to create a payee-based array.

Data is retrieved once for each payee. When that person is processed, the array storage becomes available for the next payee.

*Load once (small table):*Select to create a nonpayee-based array. Data is retrieved only once the very first time the array is referenced within the process. Compared to the two "Reload" alternatives, this option can significantly improve performance because the process only accesses the database once to load data. As indicated, this should be used only with smaller tables. The buffer for all arrays with this option combined can only hold 5000 rows. If the data in the table is changed by the process itself (and it is desirable to reflect these updates in the process, *Load once* is not a good option.

Reload for each resolution: Select to create a nonpayee-based array.

Data is retrieved from the database every time the array is resolved.

Reload for each segment: Select to create a nonpayee-based array.

Data is retrieved from the database once per segment being processed, regardless of the number of times the array may be resolved within each segment.

Note. The loading option that you select controls the key types that you can enter in the Key Type field.

Log statement at run time

Select this check box to view the text of the SQL statement dynamically generated by the array module during background processing. You can

direct the output display into a file by selecting the Redirect Output option in PeopleTools Configuration Manager.

View Resulting Query Click to view the SQL statement in real time. The system displays what SQL is to be created to pull data into the array, and lists how many rows are in the table defined in the Record (Table) Name field.

See *Enterprise PeopleTools PeopleBook: Data Management.*

Retrieval Criteria

Key Type Select a key type.

If the Loading Option is *Employee-based look-up,* the key types are *Effdt* (effective date), *EmplRcd*(employee record number), *EmplID* (employee ID), and *Other.* Select *Other*if you want to use any other database field in the table that you are querying as a key.

If the Loading Option is *Load once (small table), Reload for each resolution,* or *Reload for each segment,* all key fields are defined as *Other.*

When specifying keys for a user-defined array, you generally define at least one key, but the system enables you to save this page without specifying keys. (In this case, the system loads the entire table.)

Warning! Changing the array keys clears the data in the Keys and Retrieved fields and the Processing Formulas pages.

Field Enter the exact name of the record (table) column as defined in the database. This is the first half of the equation in the WHERE clause. For example, suppose that you have the equation WHERE EmplID equals System Element Payee ID1, EmplID is what you enter underField.

The field name must be the exact name of the column in the table in the database—not the field label or description

Operator Indicates the user in the WHERE clause. You can enter an operator only if the key type is *Other.* Valid operators are: *<, <=, <>, =, >=, >,* and *N.A.*

Entry Type Select *Bracket, Formula, System Element,* or *Variable.* You can enter an entry type only if the key type is *Other.*

Element Name Select the element for the second half of the WHERE clause. For example, in the equation WHERE EmplID equals System Element Payee ID1, Payee ID1 is the element name. You can enter an element name only if the key type is *Other.*

Fields Retrieved

Specify the columns to be retrieved from selected rows in the Array - Fields Retrieved group box (this is the SELECT part of the SQL statement). Also specify the variable elements to populate with the selected columns' values. The system orders the *Keyed by Employee* arrays by employee ID (and employee record number and effective date, if specified), with employee ID and employee record number in ascending order and effective date in descending order.

Field Use Select from these options:

Monetary: When monetary conversion is required.

Pointer: To specify that a column contains a PIN.

Other: (default) For all other cases.

Field Select a field from the list of columns in the database table. The system displays all columns in the database table that can be used in the SELECT AND/OR ORDER BY clause.

Variable Element Name Define the host variable to populate with the value of the selected field. The Variable Element Name field is not required. If this field is blank, only the database field name column value is used in the ORDER BY clause.

Note. You cannot use the same variable name for two or more different field names.

Currency Field If the field being retrieved from the database stores a monetary amount, enter a currency field name, indicating the column name of the field in the database that stores the corresponding currency code. If the currency code doesn't equal the processing currency, the system converts the monetary amount in the database to the processing currency. This field is available for entry only if you select *Monetary* in Field Use.

Order By Define the sort order—ascending, descending, or none—for retrieving rows from the database. This is crucial because, depending on the defined lookup formula, you may want only the first row retrieved or use special formula logic dependent on the order.

Note. The same field can be assigned to more than one Absence Management variable, but it cannot be ordered in more than one way (for example, both ascending and descending).

Using System Elements as Key Values

Depending on your loading option, you can use *EmplID, EmplRcd#,* and *Effdt* as key fields.

If you select *EmplID* or *EmplRcd* as array keys, the system hides the Operator and Element Name fields and assumes an operator of equal to (=) current *EmplID* and *EmplRcd#.* For *Effdt,* the system assumes an operator of less than or equal to (<=) the date specified in the Compare Effdt (effective date) against field.

For example, if you select *Employee-based look-up* and enter a key type of *EmplID* (using field name *EmplID*), and a key type of *EmplRcd#* (using field name, *EmplRcd#*), the system builds a SQL statement that retrieves data for the current payee only.

Using Other as a Key Type in Payee-Based and Non-Payee-Based Arrays

If you are not using one or more of the three provided array key elements—or you want entries beyond those—specify a key field name, an operator, an entry type, and the correct element name.

1. Select the correct operator for the key field (record column) in the WHERE clause.
2. Select an entry type.
3. Enter an element name corresponding to the entry type—this must be a defined element of the type that you selected.

This is the data that the system uses to build the WHERE clause of the SQL statement that it needs for retrieving data for the array. You can enter multiple key fields for your definition.

Note. If you enter multiple rows on the page, the multiple conditions are processed as AND conditions.

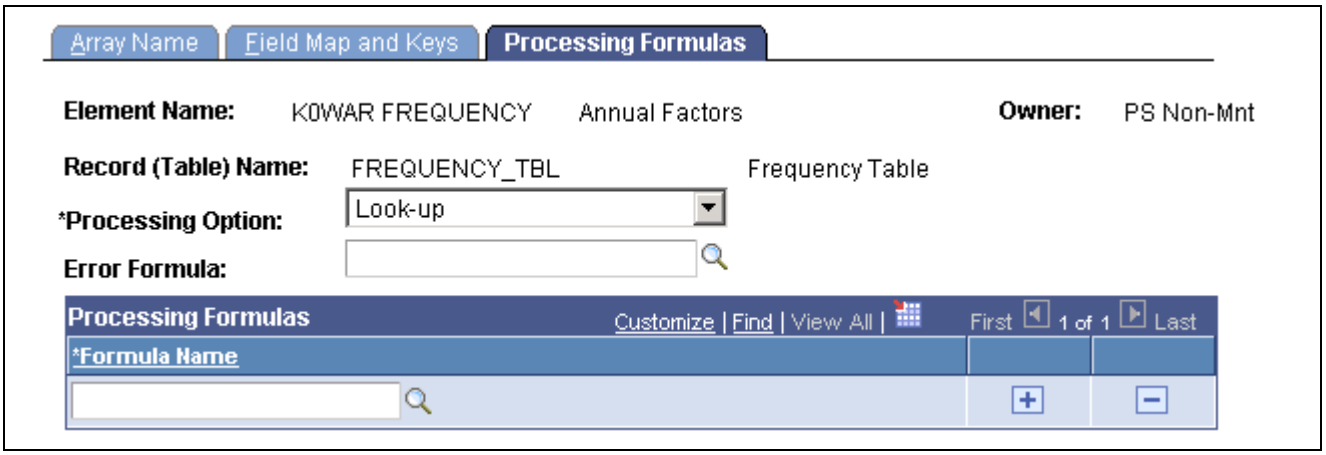
Example: User-Defined Key Structure

Say that you're searching the database for a row of data with a matching department ID.

You enter Other DEPTID = System Element DEPTID. The system looks for a row in the Department table (DEPT_TBL) with a DEPTID (department ID) that equals the value in the system element DEPTID for the payee currently being processed when it encounters this array.

Defining Formula Processing for an Array Element

Access the Processing Formulas page.



Processing Formulas page

Processing Option Select one of these values to determine when and how the system applies a formula. Values are:

By Formula, Apply all Rows: The system selects all the rows required for the array, applies the first formula to all rows, applies the second formula to all rows, and continues for all formulas.

By Row, Apply all Formulas: The system selects a row of data from the database and applies each formula on this page to that row. It then selects the next row and applies each formula to that row, continuing for all rows.

Look-up: The system selects a row of data from the database, applies each formula on this page to that row, selects the next row, and applies each formula to that row. The first formula that resolves to a value of 1 stops the loop. So if you are searching data for a particular value, the system stops looking when it finds that value.

Note. With regards to arrays with look-up processing, if you select a value of *Look-up,* but do not specify a formula value in the Formula Name field, the system uses the first row of data returned by the array.

Error Formula Select an Error Formula Name for the system to use during error processing, if no rows are found.

Formula Name Select the formula that the system applies to each row of data to resolve the array.

If you selected *Look-up* as the array processing option, select a Boolean formula here.

Note. Instead of using a formula, consider defining the array so that the desired row of data is always ordered first. Also, if the array will never return more than one row of data, and this row will always contain the desired data, no Formula Name field value is necessary with the processing option of *Look-up*.

Note. The system automatically assigns a sequence number to each formula. The sequence is unchangeable. If you make a mistake, delete all the items back to the mistake and add the formulas again in the correct order.

See Also

Chapter 7, "Defining Calculation Elements," Defining Formula Elements, page 119

Defining Writable Array Elements

This section provides overviews of writable arrays, storage considerations for writable arrays, and background processing of writable arrays, and discusses how to:

- Name a writable array.
- Define writable array records and fields.

Understanding Writable Array Elements

Writable arrays are elements that you can use to populate user-defined result tables. You use PeopleSoft Application Designer to create the result table, then you use the writable array pages that are described in this section to define the element that populates the table during background processing. Writable arrays are in many ways the opposite of standard arrays. Instead of writing values from a row in a table to user-defined variables, a writable array writes the values of user-defined elements into a row in a table.

Writable arrays make it easy for you to design reports that exactly meet your needs—each row in your table can produce a corresponding line of information in your report. You can also combine multiple tables to create a report, for example, use one table for a report header, one for the body of the report, and another for the footer.

Finally, writable arrays can also conserve valuable storage space by consolidating many vertical rows of information into a single horizontal row.

To define a writable array:

1. Use Application Designer to create the table that the writable array element populates.

   The first seven fields in the table must be the same as the keys in the basic result tables. You can also use some of the optional result table keys, such as INSTANCE or SLICE_BGN_DT, and include keys that are not used in the basic result tables, such as DEPTID.

   The six fields are:

   - EMPLID

- CAL_RUN_ID
- EMPL_RCD
- GP_PAYGROUP
- CAL_ID
- ORIG_CAL_RUN_ID
- RSLT_SEG_NUM

2. On the Writable Array Name page, define the naming information for the writable array.
3. On the Definition and Fields page, identify the table that the writable array is to populate, and map the elements that are to populate the table to the corresponding fields (columns) within the table.

Note. When you create a result table using a writable array, the table must include the basic segment status keys shared by all the standard result tables. You can include additional keys as well.

Understanding Storage Considerations for Writable Array Elements

While custom result tables can conserve storage space, they can also increase the need for space if they duplicate data from the standard result tables. Consider using writable arrays to consolidate or temporarily store the following types of results:

- Miscellaneous personal data required for audit purposes.

  You might want to store these values in a single row instead of in the standard result tables and keep the records as long as you need them for auditing purposes.

- Period summary data.

  If you need to summarize data by period on year-to-date reports, you can save summary data for each period for as far back as needed.

- Temporary data used in reports.

  For reporting purposes, you may want to duplicate data found in the standard result tables but present it in a different form. You can then delete the data once you complete the reporting period.

Because you may want to delete temporary data at different times, we leave the management of the data in your result tables up to you.

Understanding Background Processing of Writable Array Elements

Typically, each call to a writable array element creates one row of data. To produce multiple rows of output, you can use loops within a subprocess section and arrays to call the writable array multiple times. Using pointers and variables, you can populate the same field in a writable array with values from different elements, as long as you do not map character and numeric elements to the same field.

Pages Used to Define Writable Array Elements

Page Name	Object Name	Navigation	Usage
Writable Array Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Writable Arrays, Writable Array Name	Name the element and define its basic parameters.
Definition and Fields	GP_WRITABLE_ARRAY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Writable Arrays, Definition and Fields	Identifies the table into which the writable array process inserts data. Also identifies the element that populates each column (field name) in the table.

Naming a Writable Array Element

Access the Writable Array Name page.

When a writable array resolves successfully, the element itself is set to one. Most likely, you will not want to store this value, so the Store and Store if Zero options on the Element Name page are not selected, by default. You can select them if you choose.

In addition, writable arrays are not effective-dated, so there is no definition as of date on the Writable Array Name page. If you need to change the element's definition, create a new writable array instead, and then create new effective-dated elements that reference the new writable array. If you rename a database table or view, create a new writable array.

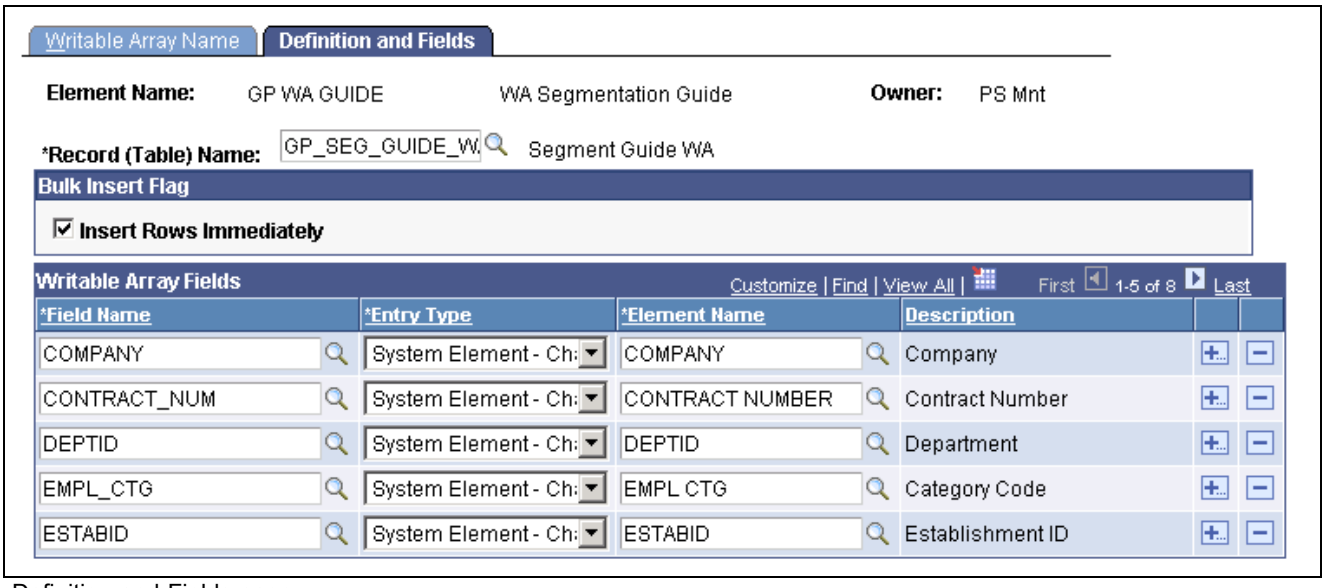
Note. You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Absence Management element that you are naming and defining. All of the fields on this page are documented in another chapter in this PeopleBook.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Defining Writable Array Records and Fields

Access the Definition and Fields page.



Definition and Fields page

Record (Table) Name Enter the name of the table that the writable array is to populate.

The system appends the prefix *PS_* to the table name and uses the new name in the INSERT clause of a SQL statement.

Insert Rows Immediately Select if you are defining a writable array to generate data for immediate use by a standard array in the same process. This ensures that the data is present in the database when the standard array element is processed.

If this check box is not selected, the system does not immediately write data to the database table that the array is populating. It inserts the data at a later time using a bulk insert process.

Field Name Enter the name of the writable array field that you want to populate. The list of available options includes only those fields that are included in the table that you selected in the Record (Table) Name field.

The order in which you add field name is not important.

Entry Type Select the type of element that will populate the field.

Element Name Select the element whose value the system uses to populate the writable array key field that you are defining.

Note. During processing, the system populates the array with the current value of the selected element. (Linking an element to a writable array field does not, in itself, cause the element to resolve.)

Defining Bracket Elements

This section provides overviews of brackets, interpolation methods, and background processing of brackets, and discusses how to:

- Define the lookup rules for a bracket.
- Identify the search keys and return columns.

- Enter lookup values.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Understanding Bracket Elements

Brackets enable you to create simple lookup tables. Based on a table that you define in a bracket, a bracket is used to look up data and assign certain values based on the lookup data. Brackets are also called *bands* and *lookup tables.*

Brackets can use one or more lookup values (search columns). Using a lookup value, bracket processing returns one or more columns that are available for use in other elements such as formulas.

Before defining a bracket, create any elements that you need to use in the bracket definition. For example, before building a bracket that lets you look up, for example, additional absence entitlements based on years of service, create the duration element that returns the years of service.

To define a bracket:

1. Define the naming information for a bracket on the Bracket Name page.
2. Define the lookup rules for the bracket on the Lookup Rules page.
3. Select the search key values and the return column values that you'll use in the lookup table on the Search Keys/Return Columns page.
4. Enter the lookup values on the Brackets - Data page.

Understanding Interpolation Methods

When a search key doesn't exactly match the lookup values defined for the bracket (on the Bracket Data page), the interpolation method defines how the system calculates the values that the bracket returns.

You can select one of the following three interpolation methods on the Lookup Rules page:

- *Linear:*

  Uses a mathematical formula to create a prorated value based on the next-higher and next-lower keys (works only with brackets that have one or two numeric keys and with numeric result columns). With the linear interpolation method, you can use a rounding rule to specify the type of rounding for the returned value.

- *Use Nearest:*

  Uses the value from the row that has the nearest key (works only with brackets that have numeric or date keys).

- *Use Next Higher:*

  Uses the value from the row that has the next-higher key (works with any bracket).

- *Use Next Lower:*

  Uses the value from the row that has the next-lower key (works with any bracket).

Use Lowest and Highest Option

For the linear interpolation method, the system looks for the next-lower and next-higher rows to calculate the return value. When there isn't a lower or higher row, you can use the Use Lowest/Highest Option check box on the Lookup Rules page to indicate whether the system should take the lowest or highest matching option.

Understanding Background Processing of Bracket Elements

In bracket processing, the system looks up a row based on the key values and returns a bracket value.

Brackets always resolve to the value of the first column returned. They are resolved as they're encountered in the process. If an element in the return column of a bracket is encountered during processing, it doesn't automatically invoke resolution of the bracket, because we don't know whether the element is associated with this bracket.

Brackets and all return columns are populated as of applicable slice and segment end dates that are used when encountered during processing, with these criteria:

- If a bracket is used by another element that's being sliced, the bracket and all return column elements are also sliced.
- If the bracket is encountered on the process list, it is resolved for the segment that's currently being processed.
- If a bracket return column needs to be re-resolved during segmentation, the bracket should be used in the calculation or the bracket should be on the event list.

How Brackets Use Interpolation Methods

Three factors need to be considered:

- Interpolation Method (corresponding Use Lowest/Highest Option check box if *Use Next Higher, Use Next Lower,* or *Linear* is selected).
- Outside Table Limits (only if there's no match on the first key).
- Error Processing Options (when there's no match using appropriate interpolation methods and selections).

  Two options are available. If Generate Error is selected, the system does not resolve the bracket (or any of the return columns) and puts the calculation in error. If Continue Process is selected, the system resolves the bracket and all the other return columns to be either 0 or blank (depending on the field format).

This table clarifies how background processing treats each interpolation method:

Interpolation Method	Batch Process
Use Nearest	If mismatch key is non-numeric, go to Error Processing Options. If mismatch key is numeric determine whether next-lower and next-higher values exist: • If only next-lower value exists, use that row. • If only next-higher value exists, use that row. • If both next-lower and next-higher values exist, determine which value is nearer and return that row (if exactly halfway between, return the higher row).

Interpolation Method	Batch Process
Use Next Lower	Determine whether next-lower row exists: • If next-lower row exists, use that row. • If next-lower row doesn't exist, look at the Use Lowest/Highest Option check box (if lower value doesn't exist). • If Use Lowest/Highest Option check box is selected, use the lowest row where keys match. • If Use Lowest/Highest Option check box is not selected, go to Error Processing Options.

Interpolation Method	Batch Process
Use Next Higher	Determine whether next-higher row exists: • If next-higher row exists, use that row. • If next-higher row doesn't exist, look at the Use Lowest/Highest Option check box (if higher value doesn't exist). • If Use Lowest/Highest Option check box is selected, use the lowest row where keys match. • If Use Lowest/Highest Option check box is not selected, go to Error Processing Options.
Linear	If mismatch key is non-numeric, go to Error Processing Options. If mismatch key is numeric determine whether next-lower and next-higher values exist: • If only next-lower value or next-higher row exists, look at Use Lowest/Highest Option check box. • If Use Lowest/Highest Option check box is selected, use that row (no linear interpolation required). • If Use Lowest/Highest Option check box is not selected, go to Error Processing Options. If both next-lower and next-higher values exist: • In relation to the keys: - Determine the difference between the next-lower and next-higher rows (Key Difference 1). - Determine the difference between your value and the next-lower value (Key Difference 2). - Determine ratio by dividing Key Difference 2 by Key Difference 1 (Key Ratio). • For each return column: - Determine the difference between the values for the next-lower and next-higher rows (Return Column Difference 1). - Apply Key Ratio to the Return Column Difference (Return Column Difference 2). - Add Return Column Difference 2 to the value from the next-lower row. This is the value that should be returned for the return column.

Additional Notes About Background Processing for Bracket Elements

Search keys are considered in the order in which they are entered on the bracket definition. Values are in ascending order (based on key order).

For all interpolation methods, if all keys match, use that row. For all interpolation methods, try to match on keys sequentially (first key, second key, and so on).

What to Do When Keys Are Mismatched

If there's a mismatch on the first key:

- Determine whether the mismatch is specified in Outside of the Table Limits.

  If the first key value is under the key 1 value defined on the first row:

  - If *Use First Row if Under* is selected, use the first row.
  - If *Use First Row if Under* isn't selected, go to Error Processing Options.
- If the first key value is over the key 1 value defined on the first row:
  - If *Use Last Row if Over* is selected, use the last row.
  - If *Use Last Row if Over* isn't selected, go to Error Processing Options.
- If the mismatch isn't specified in Outside of the Table Limits and no interpolation method is selected, go to Error Processing Options.
- If an interpolation method is selected and the field format of the first key is non-numeric, go to Error Processing Options.
- If an interpolation method is selected and the field format is numeric, go to the appropriate logic, based on the interpolation method process. See details of each interpolation method in the preceding table.
- If there's a mismatch on a subsequent key and no interpolation method is selected, go to Error Processing Options.
- If there's a mismatch on a subsequent key and an interpolation method is selected, consider only the rows where all keys have been matched.

  Go to the appropriate logic based on the interpolation method process. Refer to the details of each interpolation method in the preceding table.

Pages Used to Define Bracket Elements

Page Name	Object Name	Navigation	Usage
Bracket Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Bracket Name	Name the element and define its basic parameters.
Lookup Rules	GP_BRACKET1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Lookup Rules	Define the lookup rules for a bracket.
Search Keys/Return Columns	GP_BRACKET2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Search Keys/Return Columns	Identify the search keys and the return columns for the bracket.
Brackets - Data	GP_BRACKET3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Data	Enter lookup values. The search key values and the return column values that you selected in the Brackets - Search Keys/ Return Columns page appear here.

Naming Bracket Elements

Access the Bracket Name page.

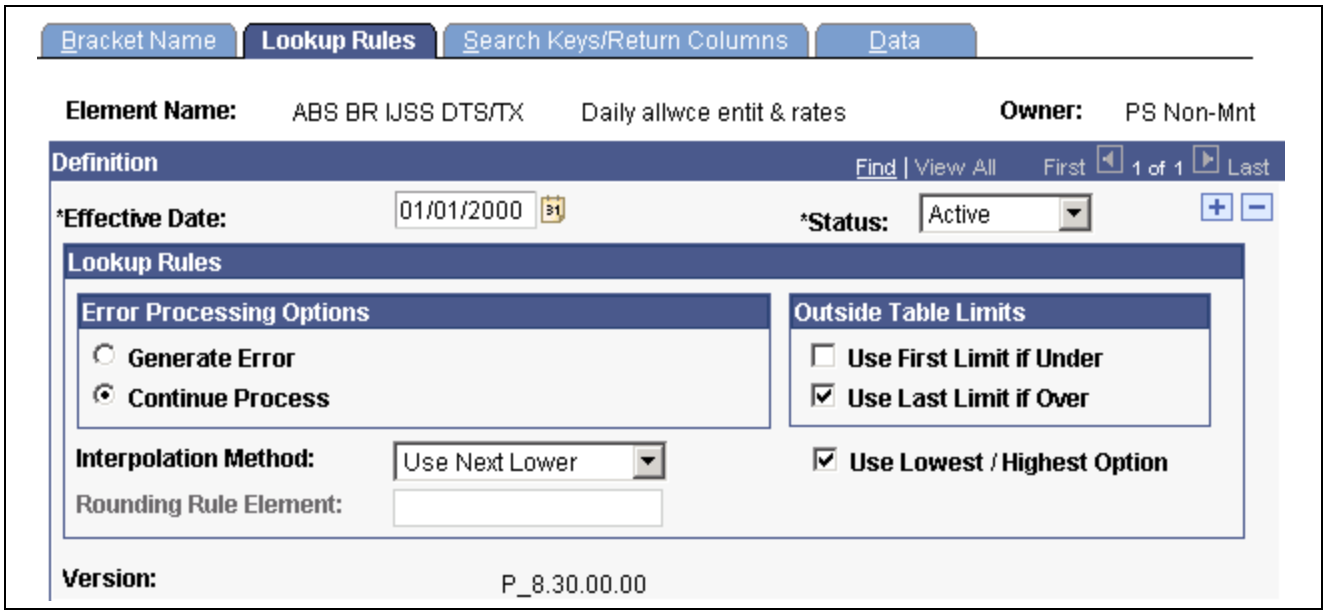
Note. You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Absence Management element that you are naming and defining. All of the fields on this page are documented in another chapter in this PeopleBook.

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 57

Defining Lookup Rules for a Bracket Element

Access the Lookup Rules page.



Lookup Rules page

Error Processing Options Select from the following values:

Generate Error: Stops processing and generates an error.

Continue Process: Continues processing without returning any value.

Outside Table Limits Defines what happens if the key values are over or under those that are defined in the table:

Use First Limit if Under: Select if key values are under those that are defined in the table.

Use Last Limit if Over: Select if key values are over those that are defined in the table.

Interpolation Method Select an interpolation method that defines the values to return if the system doesn't find an exact match; for example, if the key values are between two rows on the table. All interpolation methods use only one search key, the first mismatched one. Select from the following values:

Linear: Uses a mathematical formula to create a prorated value based on the next-higher and next-lower keys (works only with brackets that have one or two numeric keys and with numeric result columns).

Use Nearest: Uses the value from the row that has the nearest key (works only with brackets that have numeric or date keys).

Use Next Higher: Uses the value from the row that has the next-higher key (works with any bracket).

Use Next Lower: Uses the value from the row that has the next-lower key (works with any bracket).

See Chapter 6, "Defining Data Retrieval Elements," Understanding Interpolation Methods, page 86.

Use Lowest/Highest Option When using linear interpolation, the system matches on all search columns that have already been matched. Then it looks for the next-lower and next-higher

rows where the search columns match. When there isn't a lower or higher row where search columns match, you can use the Use Lowest/Highest Option check box to indicate whether the system should take the lowest or highest matching option.

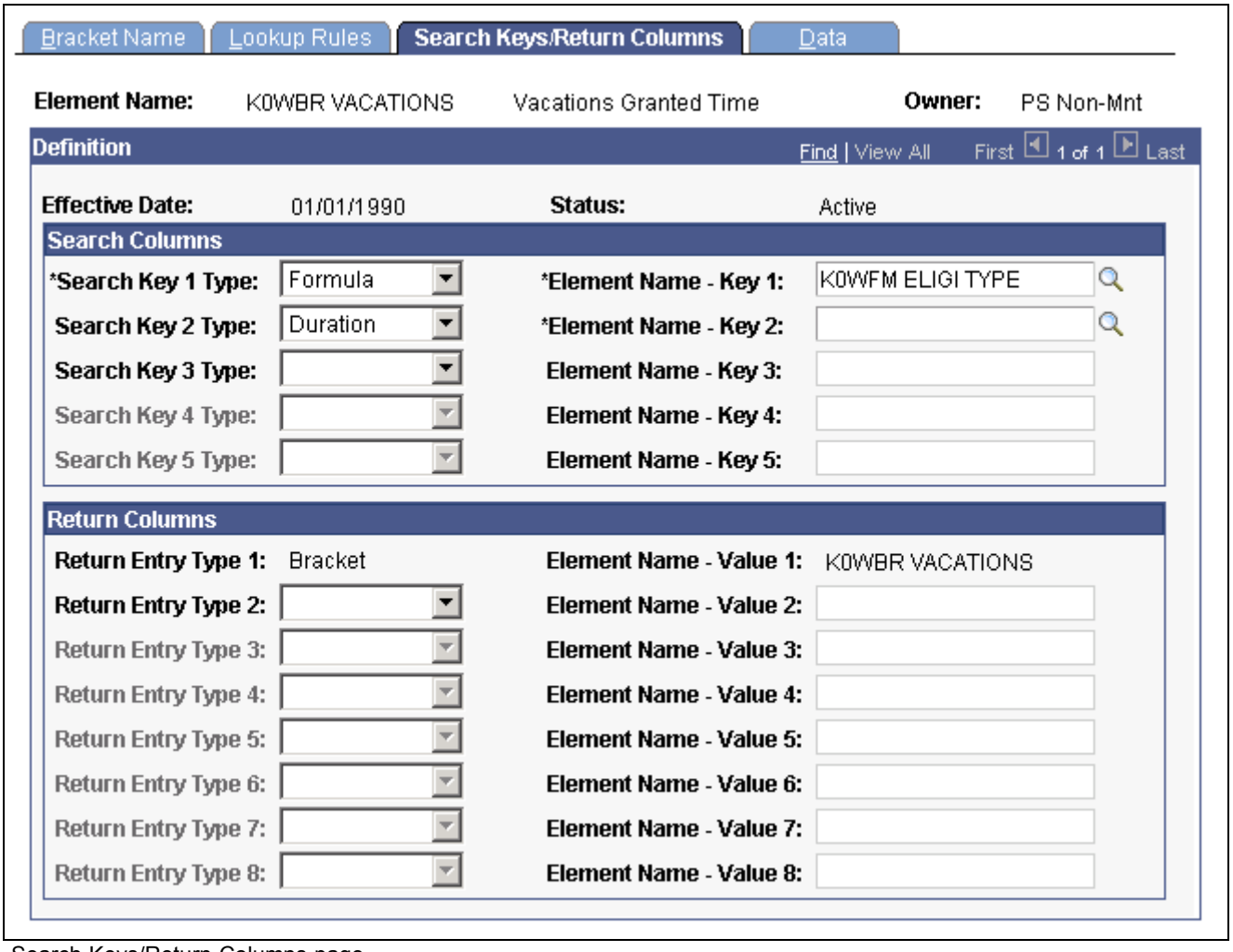
See Chapter 6, "Defining Data Retrieval Elements," Understanding Interpolation Methods, page 86.

Rounding Rule Element With linear interpolation, you can use a rounding rule to specify the type of rounding for the returned value. The system applies this rounding rule to all return columns whose field format is numeric (decimal or monetary), because linear interpolation takes the ratio of the next-lower return column value and the next-higher value and returns the prorated value based on the ratio that is above the next-lower value. The result might be an excess of decimal places.

See Chapter 6, "Defining Data Retrieval Elements," Understanding Interpolation Methods, page 86.

Identifying Bracket Search Keys and Return Columns

Access the Search Keys/Return Columns page.



Search Keys/Return Columns page

Search Columns

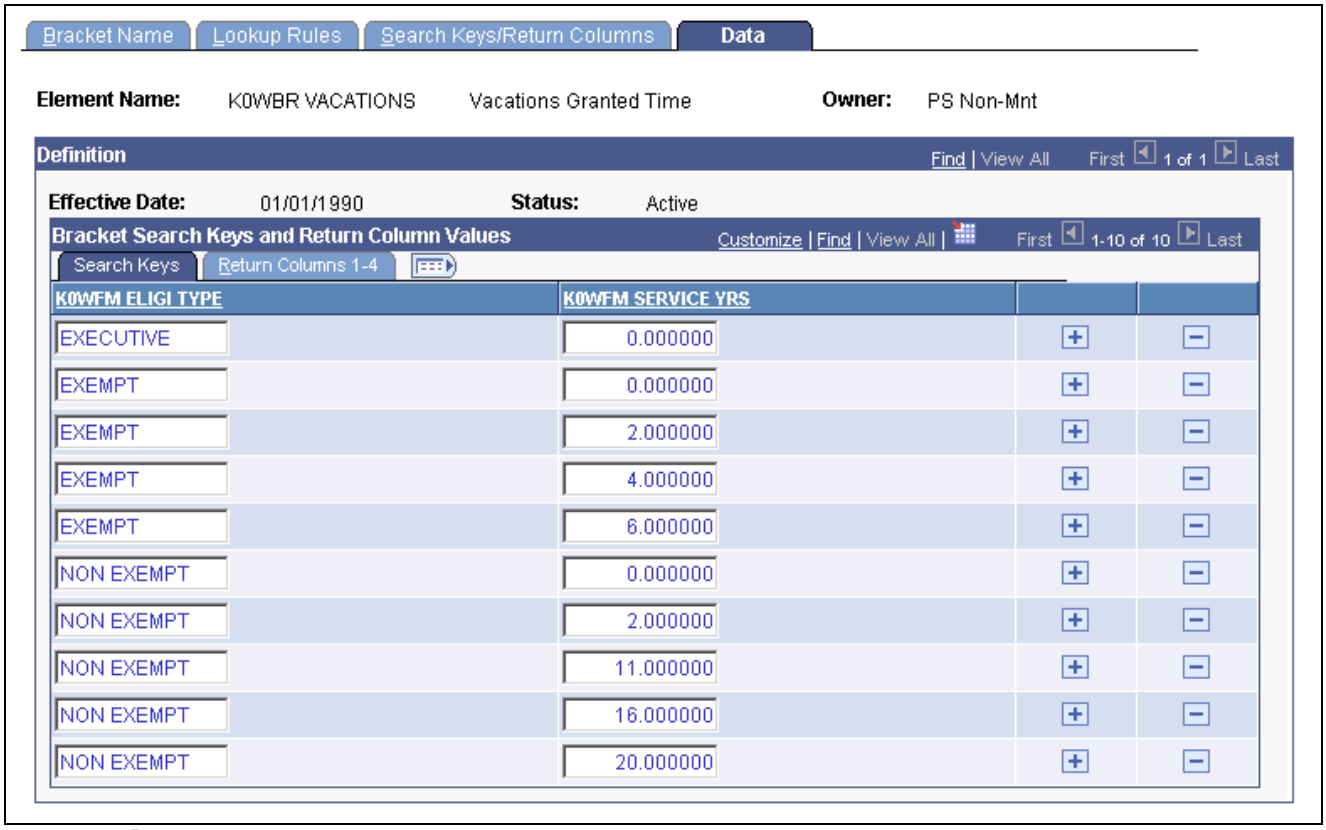
In the Search Columns group box, select the keys that the system uses to search the bracket data. For each key, select the Search Key Type (element type) that you're entering. Then select the corresponding Element Name. You can enter up to five search keys.

Return Columns

In the Return Columns group box, select the columns that tell the system where to store the values returned by the lookup. For each column, select the Return Entry Type(element type) that you're entering. Then select the corresponding Element Name. The bracket itself is the first returned column. You can enter up to eight return columns.

Entering Bracket Lookup Values

Access the Brackets - Data page.



Brackets - Data page

Bracket Search Keys and Return Column Values - Search Keys Tab

Enter the values of the search keys.

Bracket Search Keys and Return Column Values - Return Columns Tab

Enter the values to be returned for each search key value, based on your entries on the Search Keys/Return Columns page. You can enter multiple return values.

Defining Rate Code Elements

This section provides overviews of rate code mapping, the use of rate codes and background processing of rate codes, and discusses how to:

- Name rate code elements.
- Create a rate code element.

Understanding Rate Code Mapping

You can use rate code elements to retrieve multiple components of pay that have been defined in Human Resources—including base pay and nonbase-pay components.

To have the system retrieve the rate codes set up in Human Resources, matching rate code elements must be defined in Absence Management and mapped to the corresponding Human Resources rate codes. A Human Resources rate code can be associated with only one Absence Management rate code element.

Rate code elements can be defined and mapped to Human Resources rate codes in two ways:

- If you install Absence Management after creating rate codes in Human Resources, use the Rate Codes - Definition page to create rate code elements and map them to the corresponding rate codes in Human Resources.

  Mapping an element to a Human Resources rate code makes the element take on the values of the Human Resources rate code.

- If Absence Management is installed when you create rate codes in Human Resources, matching rate code elements are created automatically in Absence Management.

  You can display the rate code elements via the Rate Codes - Definition page in Absence Management. You can also use the page to map the element to a different rate code.

  This table lists the values that appear on the Rate Codes - Definition page:

Field	Value
Name	Same as Human Resources Rate Code Name
Element Type	Rate Code (RC)
Description	HR Rate Code description
Field Format	Decimal
Use Defn As Of	Calendar Period End Date
Always Recalculate	Off (No)
Owner	Customer Maintained

Field	Value
Class	Not Classified
Used By	All Countries
Country	Not applicable since All Countries
Industry/Region	Blank
Category	Blank
Override Levels	All options set to Off (No)
Store	On (Yes)
Store if Zero	On (Yes)
Customer Fields	Blank
Comments	Blank

Understanding the Use of Rate Code Elements

Rate code elements return the values of rate codes defined in Human Resources. To use a rate code to calculate a payee's absence information, use the rate code in the absence element definition—either directly, as part of the absence calculation rule, or within a formula or other element used by the absence calculation rule.

See Also

Chapter 10, "Defining Processing Elements," Ordering Elements and Sections in a Process List, page 177

Understanding Background Processing of Rate Code Elements

When the system encounters a rate code element during the payroll process, it calls the Rate Code PIN Resolution program, which first determines whether the element, effective on the calendar period end date, represents a base pay rate code or a nonbase-pay rate code. It then follows the hierarchy for base pay or nonbase-pay rate code elements, as appropriate, to resolve the rate code.

Criteria for Selecting the Job Row

Absence Management uses the RATE AS OF DATE system element to determine to which maximum effective-dated job row it refers for the rate code.

- If RATE AS OF DATE is unpopulated, the system uses the end date of the current slice or segment to select the job row.

- If RATE AS OF DATE is greater than the calendar period end date, the system uses the calendar period end date to select the job row.
- If RATE AS OF DATE is before the first effective date on job, the rate code resolves to 0 and the payment is put in error.
- In all other cases, RATE AS OF DATE is used.

The FTE factor that applies to some rate codes is retrieved from the maximum effective-dated job row that is less than or equal to the RATE AS OF DATE or slice end date where the payment keys match.

Currency Conversion

When the currency code for a flat amount, hourly, or hourly plus flat amount rate code, as defined in Human Resources, doesn't match the processing currency, Absence Management performs its standard currency conversion during processing. That is, it uses the payee's effective-dated exchange rate type to perform the conversion.

Note. Currency conversion is not required on percent or point rate codes, because returned values are nonmonetary.

Frequency Conversion

Absence Management also performs frequency conversion on any flat amount or hourly plus flat amount rate code, where the corresponding frequency code in Human Resources doesn't match the calendar period frequency. The system annualizes the rate code using the corresponding frequency factor from Human Resources. It then deannualizes for the calendar period frequency (using the applicable frequency factor). Define all earnings elements that use rate codes as Use Calendar Period Frequency.

Note. Frequency conversion is not required on percent or point rate codes, because returned values are nonmonetary.

Resolving Multiple Instances of the Same Rate Code Element

If the PS_COMPENSATION record contains multiple instances for the same rate code (base pay or nonbase-pay), the system evaluates each instance separately, sums the instances, and returns one value to the rate code element. Absence Management references two system elements, RATE CODE GROUP and FTE INDICATOR, and applies the following rules:

- If the Rate Code Group differs between the instances, the system element RATE CODE GROUP is resolved according to the last instance and an error message is generated.
- If the FTE indicator differs between instances, the system resolves the system element named FTE INDICATOR according to the last instance and issues a warning message. The payee is not put into an error status. (Absence Management uses the FTE INDICATOR only for rate codes types of flat amount and hourly plus flat amount.)

For example, if a flat amount rate code has one instance in which FTE applies, Absence Management uses the FTE_COMPRATE for this instance. If a second instance indicates that FTE doesn't apply, the system uses the COMPRATE field value for the second instance and sums the two instances.

Hierarchy for Resolving Base Pay Rate Code Elements

When the system encounters a rate code element that's mapped to a Human Resources base pay rate code, it finds the appropriate rows on the PS_COMPENSATION record, where the element matches the rate code. It then identifies the value to be returned, based on the rate code type, as shown in this table:

Rate Code Type	Fields Evaluated on PS_COMPENSATION	Value Returned for Rate Code
Percent	COMP_PCT	Percent
Points	COMP_RATE_POINTS	Points
Flat Amount	COMPRATE and FTE_INDICATOR	If FTE_INDICATOR = Yes, return COMPRATE * FTE factor (stored on JOB) If FTE_INDICATOR = No, return COMPRATE
Hourly	COMPRATE	Hourly rate

Hierarchy for Resolving NonBase-Pay Rate Code Elements

When the system encounters a rate code element that's mapped to a Human Resources nonbase-pay rate code, it derives the rate from the following hierarchy, stopping when it finds the rate:

- Compensation table (PS_COMPENSATION).
- Job Code table (PS_JOBCD_COMP_RATE).

  The system looks for the row where the SetID and Job code fields match the SETID_JOBCODE and JOBCODE system elements.
- HR Comp Rate table (PS_COMP_RATECD_TBL).

The system identifies the value to be returned, based on the rate code type and FTE_INDICATOR, as shown in this table:

Rate Code Type	Fields Evaluated on PS_COMPENSATION	Value Returned for Rate Code
Percent	COMP_PCT	Percent
Points	COMP_RATE_POINTS	Points
Flat Amount, or Hourly + Flat Amount	COMP_RATE FTE_INDICATOR	If FTE_INDICATOR = Yes, return COMPRATE * FTE factor (stored on JOB) If FTE_INDICATOR = No, return COMPRATE
Hourly	COMPRATE	Hourly rate

Common Elements Used in This Section

Multiple components of pay This functionality enables your organization to compensate a payee at more than one *rate* of pay, such as regular pay and merit pay. Components can

represent a flat amount, hourly rate, hourly rate plus flat amount, percentage of the worker's compensation package, or salary points.

Base pay components Components that contribute to a payee's base pay are called base pay components. All base pay components are stored in the PS_COMPENSATION record in Human Resources.

Non-base-pay components Components that do not contribute to base pay are called nonbase-pay components and may or may not be stored in the PS_COMPENSATION record. When you run the absence process, the system follows a hierarchy to determine the applicable rate.

Pages Used to Create Rate Code Elements

Page Name	Object Name	Navigation	Usage
Rate Code Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rate Codes, Rate Code Name	Name the element and define its basic parameters.
Definition	GP_RATE_CODE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rate Codes, Definition	Create a rate code element and map it to a rate code defined in Human Resources. You can also use the page to view rate code elements and change the mapping.

Naming Rate Code Elements

Access the Rate Code Name page.

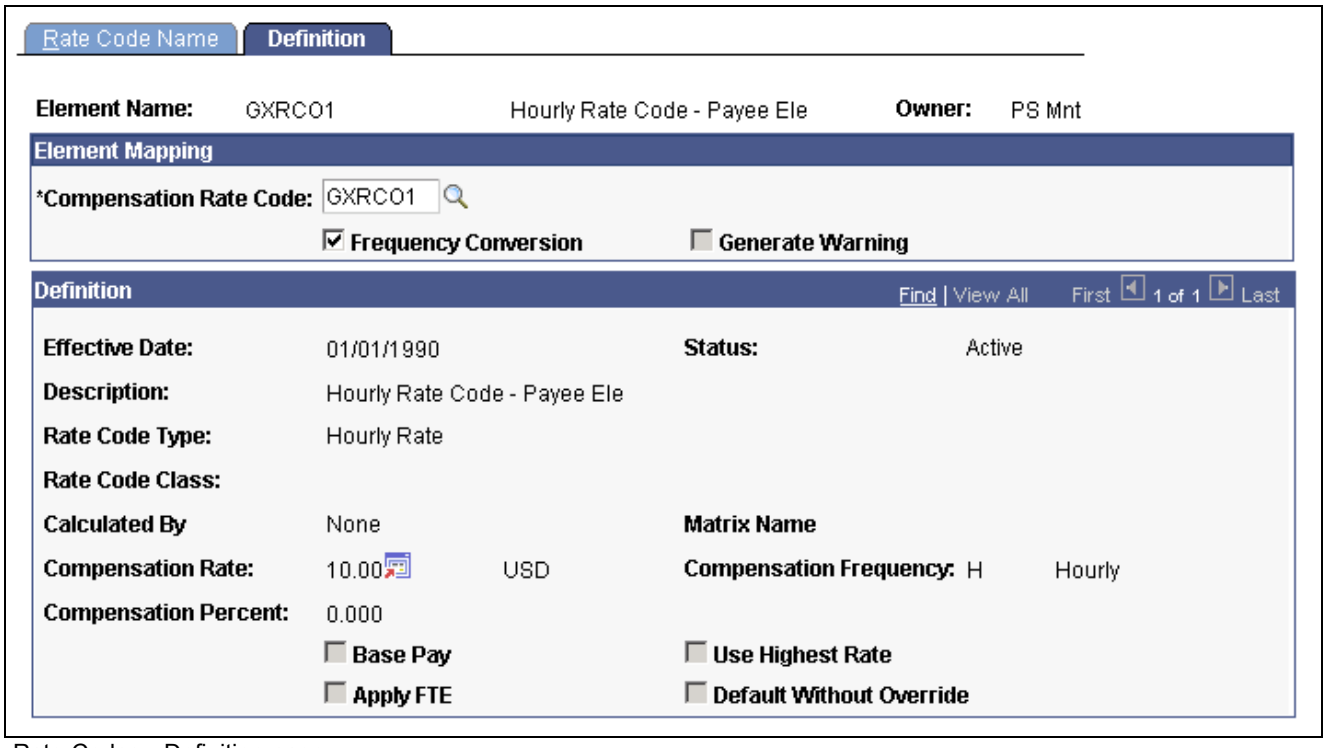
Note. You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Absence Management element that you are naming and defining. All of the fields on this page are documented in another chapter in this PeopleBook.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Creating a Rate Code Element

Access the Rate Code - Definition page.



Rate Codes - Definition page

Compensation Rate Code Enter the Human Resources rate code to which you want to map this element. When you select the rate code, the lower half of the page displays information that is defined for the rate code in Human Resources. You cannot change this information in Absence Management.

Frequency Conversion This check box is selected by default to indicate that the system is to perform frequency conversion (annualization and deannualization) on the value returned by the rate code.

Clear this check box if you want the system to return the value from the rate code definition without performing frequency conversion.

Generate Warning This check box applies only to rate codes that represent a base pay component. It is selected automatically to indicate that the system generates a warning message during background processing if it does not find the rate code on the payee's compensation record.

Clear the check box if you do not want the system to generate a warning message in these situations.

See Also

Chapter 4, "Working with Payee Data," Understanding Data Retrieval from Human Resources, page 30

CHAPTER 7

Defining Calculation Elements

This chapter provides an overview of calculation elements and discusses how to:

- Define duration elements.
- Define variable elements.
- Define date elements.
- Define formula elements.
- Define message elements.
- Define rounding rule elements.
- Define count elements.
- Define proration rules.
- Define generation control elements.
- Define generation control frequency elements.

Understanding Calculation Elements

Supporting elements are the building blocks of your system. Calculation elements, a subset of supporting elements, assist in the calculation process and are used to further refine the more complex elements.

This section discusses:

- Calculation element names
- Element pointers

Calculation Element Names

You must name every element and define its basic parameters on an Element Name page. All element page components share the same first Element Name page (GP_PIN).

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Element Pointers

An element pointer is an element that points to another element by its system identifying number (PIN).

Once you define an element, its value may change. This presents a dilemma when you try to use elements to calculate other elements. The problem is especially evident when you are creating formulas. Element pointers help you alleviate this problem.

Advantages of Element Pointers

The following are advantages of using element pointers:

- You can use them in formulas to make formulas generic and reusable.
- Different absence calculations can use the same formula.
- When you define a formula, the values for the various elements that constitute the formula will likely change. Rather than referring to the element's value, you can refer to its system identifying number—its *element number*.
- Because you point to its element number—which remains constant—a formula using the element can remain useful over time because the element values will be valid.

Elements that can Use Element Pointers

Pointers can reference almost all elements that use the Definition page.

Use the following major elements to retrieve, store, and assign element pointers:

- Variables
- Brackets

  When using brackets, element pointers can store values that are returned by the lookup. Select a pointer for storing bracket values on the Search Keys/Return Column page.
- Formulas
- Arrays

  Use a pointer to tell the system that a column to be retrieved contains a PIN number. Use the Fields Retrieved page to enter instructions for retrieving columns for an array

See Also

Chapter 7, "Defining Calculation Elements," Understanding Element Pointers in Formulas, page 119

Defining Duration Elements

To define duration elements, use the Durations (GP_DURATION) component.

This section provides overviews of duration elements and background processing of duration elements, and discusses how to:

- Name durations.
- Define a duration element.
- Use HR status to include or exclude time.

Understanding Duration Elements

A duration element calculates the time between two dates, by subtracting one date from another. For example, age at Pay Period End Date is calculated as Pay Period End Date minus Birth Date. The resulting value is a duration.

Duration elements always resolve to a number. You can define durations in years, months, or days. If you define duration in days, you can include or exclude certain periods of time based on PeopleSoft Enterprise Human Resources status codes. You can also include or exclude absence days that have been entered in Absence Management.

Including or Excluding Absences

The Include Absence Days check box on the Durations - Definition page is typically used to exclude absence days from a duration. For example, say that you are calculating a service duration and want to exclude sick days. The daily absence formula will be resolved for each day between the absence begin date and end date. Have the formula return a 1 for each paid sick day (else return a zero). The duration program will sum up each day's value. If a payee was sick 15 days within this time period and the Include Absence Days check box page is not selected, the system subtracts 15 from the total number of calendar days in the period.

Your formula can call any of the system elements that are designed specifically for absence duration. These elements have the same names as those that are used to generate the absence daily data, but they end with the suffix DU. For example, you can use the system element, ABS END DATE DU, to retrieve an absence end date for a particular absence.

Example 1: Rounding

On the Duration - Definition page, you can define whether the duration is a decimal and how to round the duration. This section provides an example of how rounding works for decimal durations.

The result (before rounding) is 2 years, 5 months, and 20 days and you want the result in months, without rounding. The result is:

(2 Years * 12) + 5 Months = 29 Months + 20/30 = 29.666667

If the Return Duration With Decimals check box is cleared, the value is 29.

If you select the Return Duration With Decimals check box and Add 1 Month if Days, with a value of 15, the result is:

(2 Years * 12) + 5 Months + 1 Month (because days are > 15) = 30

The small difference in the results can be significant when the duration resolution is used throughout the system.

Example 2: Rounding

In this example, assume that:

The Duration From date is January 1, 1999 and the Duration To date is January 31, 2001.

This table illustrates how various options, used together, affect the value returned by a duration element (the system's standard field size is 12.6, so all values are shown to the full six decimal places):

Return Duration In	Rounding Add 1 Year If Months >=	Rounding Add 1 Month If Days >=	Return Duration With Decimals	Value
Years	No	No	Yes	2.083333
Years	No	No	No	2.000000
Years	Yes, 1	No	No	2.000000
Months	No	No	Yes	25.000000
Months	No	Yes, 15	No	25.000000
Days			Yes	Impossible. An online error message appears.
Days	No	No	No Inclusive = No	761.000000
Days	No	No	No Inclusive = Yes	762.000000

Including/Excluding HR Status Days

Using the Set Daily HR Status Criteria page you can include or exclude time periods from the duration calculation, based on Human Resources status codes.

If status Include or Exclude criteria are defined as part of the duration definition:

- The Date From date cannot be earlier than the first effective-dated PS_JOB row.

  If the Date From date is before the first effective-dated PS_JOB row, the duration calculation uses the earliest effective-dated PS_JOB row for this EmplID/Empl_Rcd combination as the default Date From date. The duration calculation doesn't limit the Date From date based on other fields.

- The Date To date cannot be after the Calendar Period End Date.

  If the Date To date is after the Period End Date, the duration calculation uses the Period End Date as the default Date To date.

- Only the maximum effective sequence PS_JOB row is considered, because any nonmaximum effective sequence PS_JOB rows mean nothing from a status perspective.

- No warnings or errors are issued if the Date From or Date To dates are modified to be the effective date of the first PS_JOB row or the Period End Date in the above situations.

For example, if the first effective date PS_JOB row is January 7, 1995 but the Date From date is January 1, 1995, the system uses January 7, 1995 because the Date From date cannot be less than the first PS_JOB effective date.

Note. Payment keys are ignored in Status Control Include or Exclude calculations.

Example 1: Including/Excluding HR Status Days

For this example, assume the following:

Date From: January 1, 2000.

Date To: January 31, 2000.

Unit of measure: Days.

Include From and To Date selected.

Payee Status: Leave effective January 22, 2000

Days Active: 21 Days, Inactive: 10, Result of absence formula: 5

This table shows how the system resolves the duration value, based on various Include/Exclude options:

HR Status	Absence Formula	Duration with Inclusive ON	Duration with Inclusive OFF	Reason
Include-Active	Blank	21 days	21 days	Active days only
Include-Inactive	Blank	10 days	9 days	Leave days only
Include-Active	Include	26 days	26 days	Active Days + Formula Days
Include-Inactive	Include	15 days	14 days	Leave Days + Formula Days
Include-Active	Exclude	16 days	16 days	Active Days - Formula Days
Include-Inactive	Exclude	5 days	4 days	Leave Days - Formula Days
Blank	Include	5 days	5 days	Formula Days only
Blank	Exclude	26 days	25 days	Total Days - Formula Days
Blank	Blank	31 days	30 days	Total Days
Exclude-Active	Blank	10 days	9 days	Leave Days only
Exclude-Inactive	Blank	21 days	21 days	Active Days only

HR Status	Absence Formula	Duration with Inclusive ON	Duration with Inclusive OFF	Reason
Exclude-Active	Include	15 days	14 days	Leave Days + Formula Days
Exclude-Inactive	Include	26 days	26 days	Active Days + Formula Days
Exclude-Active	Exclude	5 days	4 days	Leave Days - Formula Days
Exclude-Inactive	Exclude	16 days	16 days	Active Days - Formula Days

Example 2: Including/Excluding HR Status Days

Assume that a duration is set up as follows:

- Date From: June 23, 2005.
- Date To: September 23, 2005.

A subperiod is defined as follows:

- Include if status is *Active*.
- Subperiod > 5 days.

This table lists a payee's PS_JOB rows:

Status	Effective Date
Active	June 23, 2005
Suspended	July 1, 2005
Active	August 1, 2005
Terminated	August 10, 2005

The duration resolves to eight days (first Active) plus nine days (second Active), meaning a value of 17 days. Both Active periods are included because they are both greater than five days.

Note. Payment keys and fields besides Employee Status aren't considered during the Status inclusion/exclusion calculations.

Only PS_JOB rows that are less than or equal to the period end date are considered. The Date From or Date To dates can be modified to be the effective date of the first PS_JOB row, or the Period End Date, because of the system rule that the Date From date cannot be before the first PS_JOB effective date.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce

Chapter 20, "Processing Absences," The Absence Take Process, page 389

Understanding Background Processing of Duration Elements

The duration module resolves a duration element by:

1. Resolving Date From and Date To, if needed.
2. If there are status entries, validating that the first PS_JOB row isn't less than the Date From and that Date To isn't after the period end date.
3. Calculating the duration period (years, months, or days) between Date From and Date To.
4. If there are Human Resource status entries, processing them.
5. Including or excluding absence days, if applicable.
6. Applying rounding.
7. Truncating decimals if Return Duration With Decimals isn't selected.

If you've indicated on the Duration - Definition page that the value should be returned in years and you've selected both the Add 1 Year if Months >= and Add 1 Month if Days >= options, the system evaluates the Add 1 Month if Days >= option and then evaluates and applies the Add 1 Year if Months >= option.

Pages Used to Define Duration Elements

Page Name	Object Name	Navigation	Usage
Duration Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Durations, Duration Name	Name the element and define its basic parameters.
Durations - Definition	GP_DURATION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Durations, Definition	Define the number of days, months, or years between two dates.
Set Daily HR Status Criteria	GP_DUR_STAT_SEC	Click the Set Daily HR Status Criteria link on the Durations - Definition page, which is activated when you select Days.	Specify time periods for duration calculation, excluding or including them according to Human Resources status codes.

Naming Durations

Access the Duration Name page.

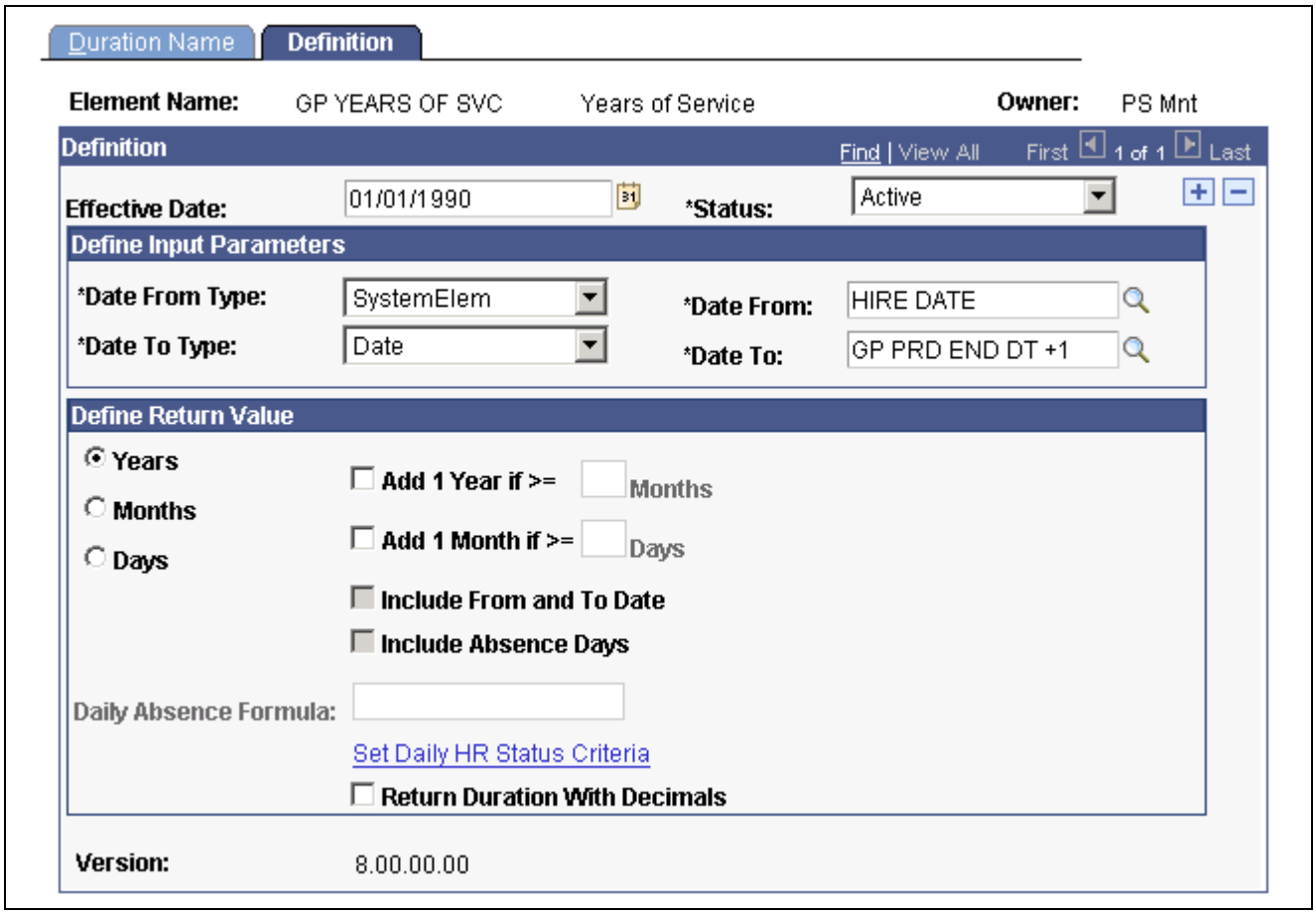
You name every element and define its basic parameters on an Element Name page. All element components in Absence Management share the same Element Name page (GP_PIN).

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Defining a Duration Element

Access the Durations - Definition page.



Durations - Definition page

Date From Type and **Date To Type** Select the type of element that returns the Date From and Date To days. Valid values are: *Bracket, Cal Date* (calendar date), *Date, Formula, System Elem* (system element), and *Variable.*

Date From and **Date To** Define the first and last day that the system is to include in the duration calculation.

Select the names of the elements that return the dates.

If the Date From date is the same as or greater than the Date Todate, the duration element resolves to zero.

Define Return Value

Use the fields in the Define Return Value group box to:

- Select a unit of measure for the duration calculation.
- Apply rounding rules to the duration results.
- Include/exclude absence days from a duration.
- Include/exclude days from a duration based on HR status codes.
- Retrieve duration results in decimal form.

Select a Unit of Measure

Use the following fields to select a unit of measure for the returned duration value:

Years Select to return the duration in years. This is the default value.

Months Select to return the duration in months.

Days Select to return the duration in days.

If you select Days, the Include From and To Date and Include Absence Days check boxes become available.

Select the Include From and To Date check box to include the from and to dates in the calculation.

For example, if the date from and date to are February 1, 2005 and February 5, 2005, and you select Include From and To Date, the system counts five days. If you don't select Include From and To Date, the system ignores the last day and returns a count of four. It also ignores the last day when it applies any instructions that you enter for including/excluding absences or including/excluding days based on HR status.

(The system returns a value of zero when the begin date and end date are the same if you select *Days* but don't select Include From and To Date. It returns a value of one if you select Include From and To Date.)

Apply Rounding

Use the following check boxes to apply rounding rules to the result of your duration calculation. If you do not select a check box, no rounding occurs.

Add 1 Month if Days >= Select and enter the number of days to which the system rounds the month.

Add 1 Year if Months >= Select and enter the number of the months to which the system rounds the year.

If you select either of these check boxes, and the months or days value is greater than the value that you enter, the calculation adds one year or one month, respectively.

For example, if Return Duration in is *Years,* and you select Add 1 Year if Months >= and enter *6,* the system returns a duration of 3 years and 6 months as a value of 4 years.

Note. The system applies the selected rounding rule before converting durations to decimals. If you select the Return Duration With Decimals check box and a rounding option, the system rounds up the months or years, as applicable, leaving no decimal value.

Include/Exclude Absence Days

Select the Include Absence Days check box to include absence days in the duration calculation. The typical use of this feature is to exclude days (the check box is cleared). For example, to calculate a duration without sick days.

This check box becomes available when you select *Days* as your unit of measure.

Note. The system automatically excludes absences if you do not select Include Absence Days and specify a daily absence formula.

Daily Absence Formula This field becomes available when you select *Days* as your unit of measure. Select the formula that returns the number of absent days to include or exclude from the duration.

The formula is resolved for every day of absence daily history between the from and to dates (including those dates), and should return a 1 for each absence day it wants to count. The duration program cumulates the formula for each row of absence daily data (GP_RSLT_ABS, which is the output of the Absence Take process) and totals the results of the formula for all of rows where the absence dates fall within the From and the To dates. (Keep in mind that the first and last day is considered only if the Include From and To Date check box is selected.)

Your formula must specify the take elements that you want to count. For example, you can use the absence type in an IF statement to count only sick time.

Your formula can call any of the system elements that are designed specifically for absence duration. These elements have the same names as those that are used to generate the absence daily data, but they end with the suffix DU. For example, you can use the system element, ABS END DATE DU to retrieve an absence end date for a particular absence.

Set Daily HR Status Criteria

The Set Daily HR Status Criteria link is available only when you calculate duration in days.

Set Daily HR Status Criteria Click this link to access the Set Daily HR Status Criteria page, where you can include or exclude time periods in the calculation based on Human Resources status codes.

If you enter instructions to include daily absence data *and* include or exclude days based on status codes, the system performs two separate counts and combines the results. For example, if you include active days (based on HR status) and exclude absence days, the system counts the number of days the payee was active and subtracts the number of days the payee was absent.

Warning! Double counting can occur, depending on the instructions that you enter in the two group boxes. For example, if you include active days *and* days a payee is out sick, the days on which a payee is both active and sick are counted twice.

Return Duration With Decimals

If you select Return Duration With Decimals, the system converts durations to decimals after applying any rounding rules you may have defined.

Return Duration With Decimals

Select to receive the duration result in decimal form.

The system expresses the results as follows, depending on the unit of measure:

Years: The system returns years and the remaining number of months and days in decimal form. To calculate the decimal amount, the system divides the number of days by 30 and adds the result to the number of months. It then divides the number of months by 12 and adds the result to the number of years. For example, a duration of two years and one month returns a value of 2.08333.

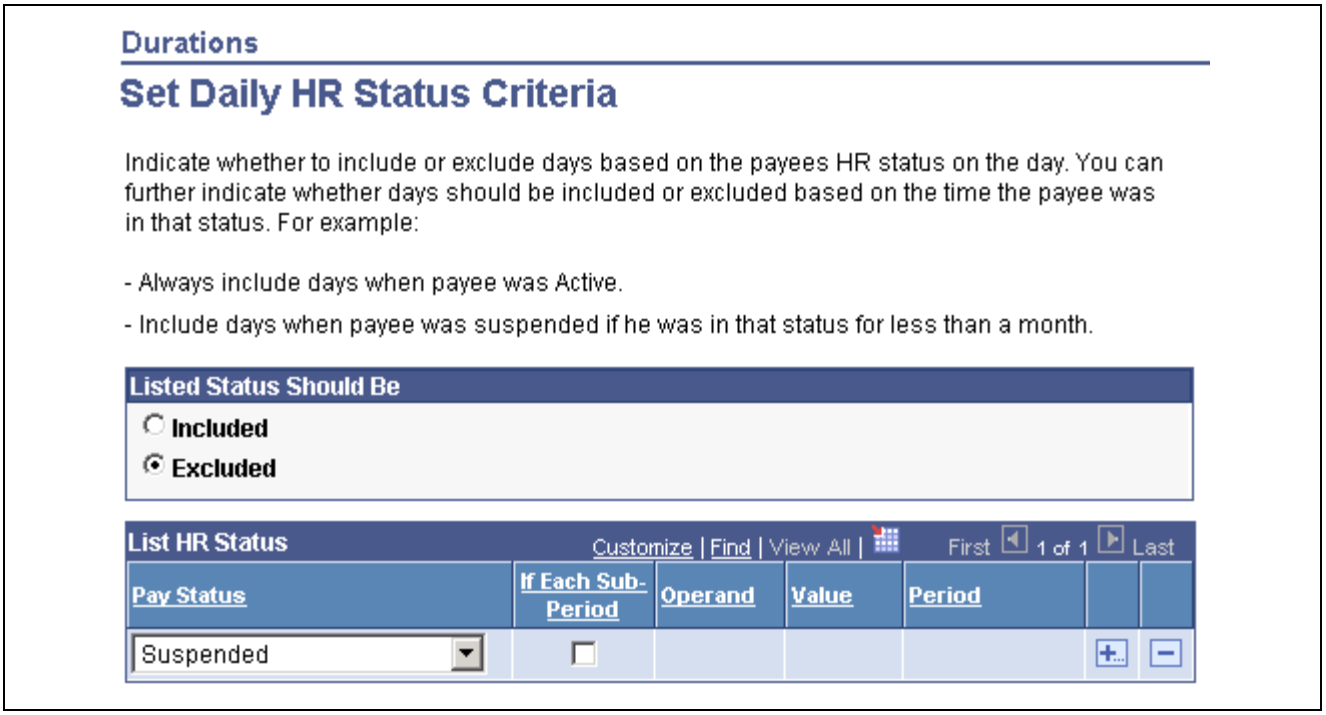
Months: The system returns the number of months plus any additional days (partial month) in decimal form. Days are divided by 30 for calculation of the decimal value.

Days: Invalid.

Note. A month is defined the period between the first day of one month and the first day of the next month. For example, January 1, 1999 to January 31, 1999 isn't a month—it's 30 days. To make it a month, select Return Duration With Decimals. The system returns 30 days, which equals one month. If you don't select Return Duration With Decimals and you're counting months, the result is zero.

Using HR Status to Include or Exclude Time

Access the Set Daily HR Status Criteria page.



Set Daily HR Status Criteria page

If the unit of measure on the Durations - Definition page is set to *Days,* you can include or exclude time periods from the duration based on Human Resources status codes. You can also specify minimum and maximum periods to check against.

Listed Status Should Be Select Included or Excluded to include or exclude the status combinations that you specify in the List HR Status group box. Including or excluding status combinations has the following implications at processing time:

Include directs the system to include the period with that status combination in the duration.

Exclude directs the system to exclude the period with that status combination in the duration.

The code combinations that you enter are, as a group, either included or excluded, meaning that when you include specific status codes, those that you omit are automatically excluded. If you exclude certain codes, those that you don't exclude are automatically included.

The time period indicated includes the PS_JOB Effective Date.

Additional Period Definitions

Use the following fields to further define the periods that you want to include or exclude from the duration.

If Each Sub-Period Select to include or exclude subperiods of a specified length from the duration. A subperiod is a consecutive number of days that a payee's status remains unchanged.

Whether you can add subperiods together depends on whether the subperiods are in the same period. Subperiods are added together if they individually fulfill the criteria. The system calculates period by period; for each period, it checks the criteria that is defined on this page. If the criteria are met, the system considers the period for inclusion or exclusion. If the criteria are not met, the system ignores the period.

Operand Select from <, <=, >, and >= to determine whether the time period is included in or excluded from the duration calculation. The operand is used with the Value and Period fields.

Value The number of years, months, or days to include or exclude from the duration. This value is used with the operand to determine whether the length of time in the selected status is included in or excluded from the calculation.

Period The period of time defined in the previous field: *Days, Months,* or *Years*.

Defining Variable Elements

To define variable elements, use the Variables (GP_VARIABLE) and Variables by Category (GP_VARIABLE_BY_CAT) components.

This section provides overviews of variable elements, field formats, and background processing of variables, and discusses how to:

- Name variables
- Define a variable

Understanding Variable Elements

Variables are a means of storing a value and using it later. In situations requiring you to input a value—whether in a formula, in a calculation component, or elsewhere—the system enables you to identify the input as a variable and use the same value repeatedly. Using variables, you can define this value and invoke it anywhere in your formulas and calculations.

Example

On January 1 , the batch process resolves three formulas and two earnings using a numeric factor of 20 in their calculations. This factor changes to 25 on April 1. If you assign this factor a format type of *numeric*, you have to make five effective-dated changes, but if you define this factor as a variable element, you have to make only one effective-dated change for the new factor, 25, to be used anywhere the variable is referenced.

Understanding Field Formats

Variables can be defined with any one of the following field formats:

- Character

  The field length for variables with a character field format is 30 spaces.

- Date

- Decimal

  The field length for variables with a decimal field format is 12.6.

- Monetary

  The field length for variables with a monetary field format is 12.6.

- Pointer

  Variables can be defined with the *Element Pointer* field format, which enables you to link a variable element to another element. This concept is useful when you use variable elements as components of a formula element to make the formula more generic and applicable to changing situations.

  An element pointer is a means of storing the element number of another element, not the element's actual value. When you use the element pointer variable, the process uses the value of the element pointed to by the element pointer.

Note. When you assign a value to a variable either directly or by means of another element (for example, an array), consider whether the variable can support the assigned value in terms of field length and field format. For example, 50 characters should not be assigned to a character variable with a field length of 30. Similarly, a monetary value should not be assigned to a variable with a character format.

See Also

Chapter 7, "Defining Calculation Elements," Understanding Element Pointers in Formulas, page 119

Understanding Background Processing of Variables

Being data input elements, variables are resolved as they are encountered during background processing. The resolution of the value equals the value you put in the definition.

If you selected the Store check box on the Variable Name page, all resolutions of the variable are stored.

Pages Used to Define Variable Elements

Page Name	Object Name	Navigation	Usage
Variable Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Variable Name	Name the element and define its basic parameters.
Variables - Definition	GP_VARIABLE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Definition	Define the value of a variable according to the format specified on the Variable Name page.
Variables By Category	GP_VARIABLE_BY_CAT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables by Category, Variables by Category	View or update the values of one or more variables within the same category. (Variables are assigned to categories on the Variable Name page.) One or two Values tabs can appear on this page: • The Numeric Values tab displays variables defined with decimal values or monetary values (along with the currency code). • The Character Values tab displays variables defined with character values or date values. **Note.** You can't create or delete variables using this page.

Naming Variables

Access the Variable Name page.

You name every element and define its basic parameters on an Element Name page. All element components in Absence Management share the same Element Name page (GP_PIN).

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Defining a Variable

Access the Variables - Definition page.



Variables - Definition page

Value Enter the value to assign to this variable.

The type of value that you assign depends on the format type that you designated on the Variable Name page.

Use As Chart Field and **Prompt View** These fields apply only when using PeopleSoft Enterprise Global Payroll.

Defining Date Elements

To define date elements, use the Dates (GP_DATE) component.

Use a date element to include a date in a calculation or determine a new date by taking a starting date and adding or subtracting a period of time to get another date.

Note. Date elements are used for defining specific dates. If you need to subtract one date from another and determine the intervening duration, use a duration element, not a date element.

This section discusses how to:

- Name dates.
- Define a date or calculate a new date based on an existing date.
- Assign unique element identifiers.

See Also

Chapter 7, “Defining Calculation Elements,” Defining Duration Elements, page 102

Pages Used to Define Date Elements

Page Name	Object Name	Navigation	Usage
Date Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Dates, Date Name	Name the element and define its basic parameters.
Dates - Definition	GP_DATE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Dates, Definition	Define a date or calculate a new date based on an existing date.
Extract	GP_DATE_EXTRACT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Dates, Extract	Assign a unique identifier to each element that you enter on the Dates Definition page, allowing reuse of the Year, Month, and Day fields, individually or together.

Naming Dates

Access the Date Name page.

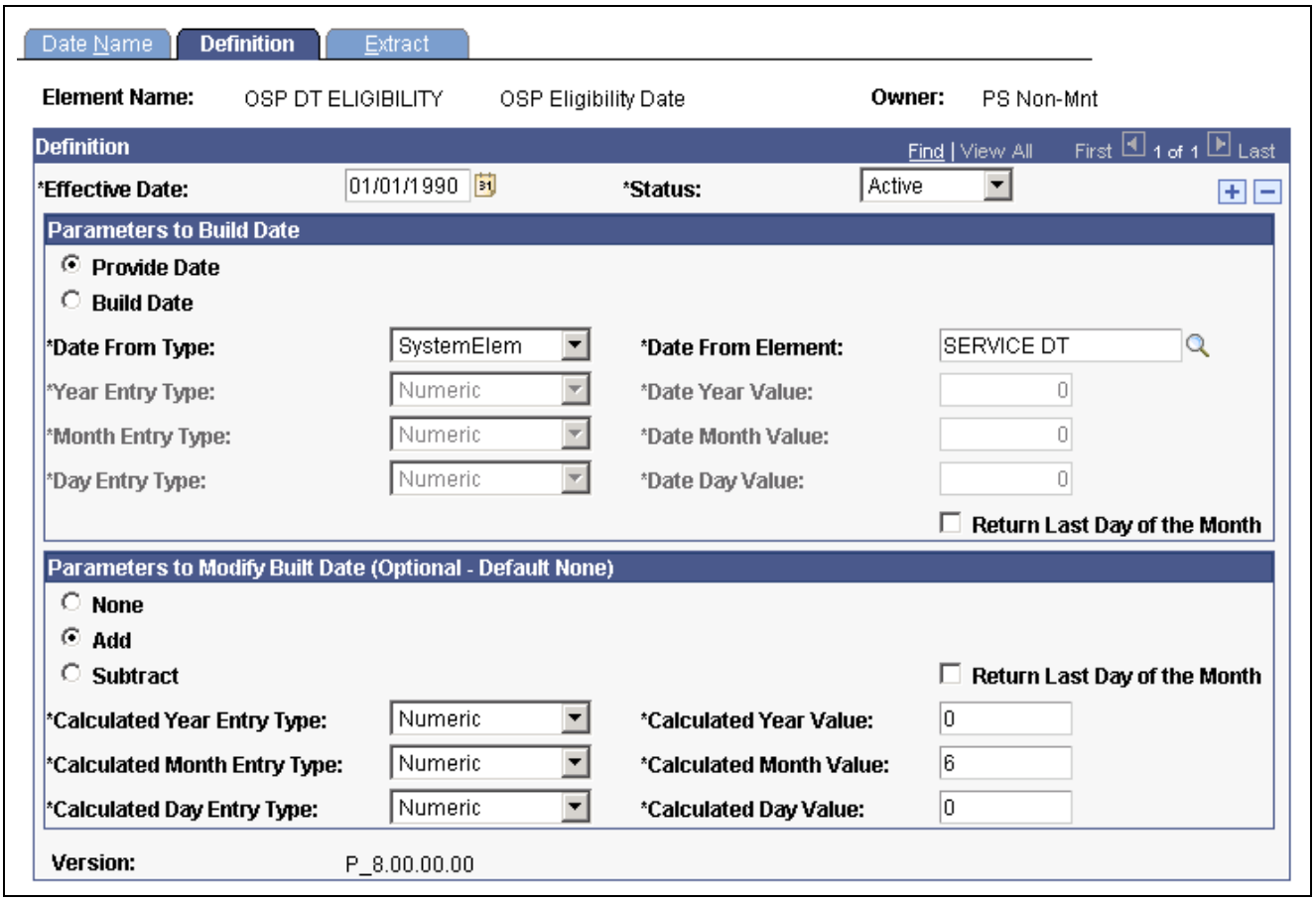
You name every element and define its basic parameters on an Element Name page. All element components in PeopleSfoft Absence Management share the same Element Name page (GP_PIN).

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 57

Defining a Date or Calculating a New Date Based on an Existing Date

Access the Dates - Definition page.



Dates - Definition page

Provide Date Select to provide the date, and specify the entry type of the element containing the date in the Date From Type field. Define the date or date element in the Date From or Date From Element field. (The Date From field appears when you select *Cal Date* in the Date From Type field.

Build Date Select to have the system build the date, based on elements that you select.

When you select Build Date, the Year Entry Type, Month Entry Type, and Day Entry Type fields become available. Use these fields to define the entry type of the elements containing the month, day, or year. Identify the date element or date value in the fields to the right.

Return Last Day of the Month You can use this with the Provide Date or Build Date option. Select to have the system override the provided or build date by moving the last day of the month into the day portion of the date.

Parameters to Modify Built Date (Optional - Default None)

None Select if you don't want any calculations performed using this date—the date value remains as defined in the group box above.

Add Select to add to the value defined in the Parameters to Build Date group box. The Calculated Year Entry Type, Calculated Month Entry Type, and Calculated Day Entry Type fields become available, offering a list of entry types. Enter the elements corresponding to these entry types in the fields on the right.

The value that you select is added to the date value in the Definition group box.

Subtract

Select to subtract from the value defined in the Parameters to Build Date group box. The Calculated Year Entry Type, Calculated Month Entry Type, and Calculated Day Entry Type fields become available, offering a list of entry types. Enter the elements corresponding to these entry types in the fields on the right.

The value that you select is subtracted from the date value in the Parameters to Build Date group box, to arrive at the resolved date value.

Return Last Day of the Month

Select to have the system return the last day of the month as a value. This result occurs only after the Add or Subtract calculation is complete, and it's independent of the Return Last Day of the Month field in the group box titled Parameters to Build Date.

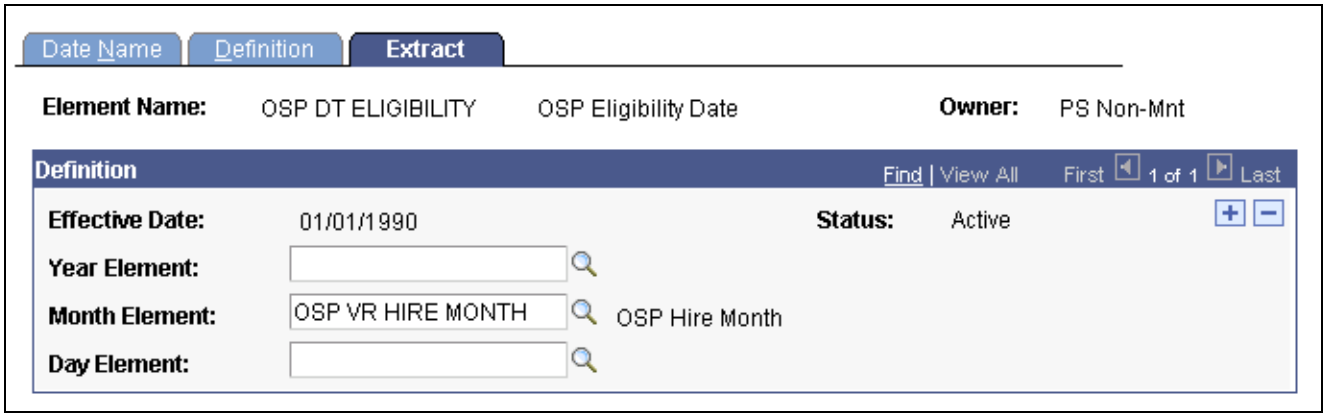
Examples

This table illustrates what date values result from various page selections:

Provide Date/Build Date	Entry Type, Value	Return Last Day of the Month	Calculate Option	Entry Type, Value	Return Last Day of the Month	Resolved Value
Provide Date	Date, November 22, 2004	No	Add	Month: Numeric, 2	No	January 22, 2005
Provide Date	Date, November 22, 2004	No	Add	Month: Numeric, 2 Day: Numeric, 3	No	January 25, 2005

Assigning Unique Element Identifiers

Access the Extract page.



Extract page

Year Element, Month Element, and **Day Element**

Select the variable to extract the year, month, and day, as applicable.

For example, say that you want to capture the year that your date element resolves to. You create a variable called YEAR and select it in the Year Element field. Now, say that the date element resolves to January 10, 2008. The system stores the value, 2008, in the YEAR variable.

The YEAR variable can then be used is another date formula to build a new date.

Defining Formula Elements

To define formula elements, use the Formulas (GP_FORMULA) component.

This section provides an overview of element pointers in formulas and discusses how to:

- Name formulas.
- Define formulas for use in calculations.
- Assign a rounding rule and element pointer selections.
- View formulas.

Understanding Element Pointers in Formulas

When you define a formula, the values of the elements that comprise it are likely to change. If you refer to an element's specific value at a given time, you have to change the formula every time a component element value changes. Rather than referring to the element's value, you can use an *element pointer* to refer to its system identifying number—its element number. When you do this, you are telling the system that during processing, it should return whatever value is stored in the element's array. Because the element number remains constant, a formula using the element remains useful indefinitely, because the element values are valid.

During background processing, any variable defined with a *Pointer* field format has a value stored in the Element Pointer field in the PINV array. That is, only the element number is stored and the variable element isn't resolved to an actual character, numeric, or date value.

If the field format for the variable element used in a formula isn't equal to *Pointer* and you select the Use Element Value option on the Element Name Attributes page, the formula uses the element's value.

If the field format for the variable element used in a formula isn't equal to *Pointer* and you select the Use Element Number option on the Element Name Attributes page, the formula uses the element's number.

If the field format for the variable element used in a formula is equal to *Pointer* and you select the Use Element Value option on the Element Name Attributes page, the formula uses the value of the element to which the pointer element is pointing.

If the field format for the variable element in a formula equals *Pointer* and you select the Use Element Number option on the Element Name Attributes page, the formula uses the value of the pointer element. In other words, it uses the element number, because that's what elements with a field format equal to *Pointer* store.

This table summarizes which values are used with different configurations:

Field Format	Use Element Value Option Selected	Use Element Number Option Selected
Field Format <> Pointer	Element Value	Element Number
Field Format = Pointer	Value of the element pointed to by Pointer Value	Pointer Value (an element number)

Example

Say that before a certain formula is used, the values for the elements are as follows:

Element Number	Element Name	Element Type	Field Format	Decimal Value	Character Value	Pointer Value
1000	V1	Variable	Decimal	150		
2000	V2	Variable	Character		ABC	
3000	V3	Variable	Decimal	250		
4000	V4	Variable	Pointer			1000

You've selected the Use Element Value option on the Element Name Attributes page.

If an element's field format isn't *Pointer,* the formula uses the value of the element. So, if you're using the following statement in your formula:

V1 Assign to V3

then, after the resolution of the formula, V3 equals 150.

If an element's field format is *Pointer,* the formula uses the value of the element pointed to by the pointer. So, if you're using the following statement in your formula:

V4 Assign to V3

then, after the resolution of the formula, V3 equals 150.

If you want to use V4 in your formula, the formula checks whether the Use Element Value or Use Element Number option is selected. In this example, it's Use Element Value. The formula then checks whether the field format is *Pointer* In this example, it's *Pointer.* The pointer value is 1000. Because 1000 is an element number and this element number represents V1, the formula uses the value of V1 (150).

Assume also that you've selected the Use Element Number option on the Element Name Attributes page.

If the field formats for Element Name 1 and Element Name 2 aren't *Pointer*, the formula uses the element number. So, if you're using the following statement in your formula:

V2 Assign to V4

and you're using pointers, then, after resolution of the formula, V4 contains 2000 in the pointer value.

If the field formats for Element Name 1 and Element Name 2 are *Pointer*, the formula uses the pointer value. So, if you're using the following statement in your formula:

If V4 = 2000

then the condition is true, because the pointer value of V4 equals 2000.

If you want to use V2 in your formula, the formula checks whether the Use Element Value or the Use Element Number option is selected. In this example, it's Use Element Number. The formula then checks whether the field format is a *Pointer*. In this example, it isn't. This directs the formula to use the element number of V2, whose element number is 2000. So, 2000 will be assigned to the pointer value of V4.

Note. If you're using the element number V2, the Assign To element must be in Pointer field format and the Use Element Number option must be selected on the Element Name Attributes page for Element Name 1, Element Name 2, and Element Name 3.

See Also

Chapter 7, "Defining Calculation Elements," Understanding Field Formats, page 113

Chapter 7, "Defining Calculation Elements," Defining Variable Elements, page 112

Pages Used to Define Formula Elements

Page Name	Object Name	Navigation	Usage
Formula Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Formula Name	Name the element and define its basic parameters.
Field-by-Field Definition	GP_FORMULA2_V2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Field-by-Field Definition	Define formulas for use in calculations. View formula definitions.
Element Name Attributes	GP_FORMULA_F1_SEC	Click the  icon on the Formulas - Field-by-Field Definition page.	Assign a rounding rule and element pointer selection to the field in your formula.
Text Definition	GP_FORMULA2_V2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Text Definition	View your formula and confirm that it's correct.

Naming Formulas

Access the Formula Name page.

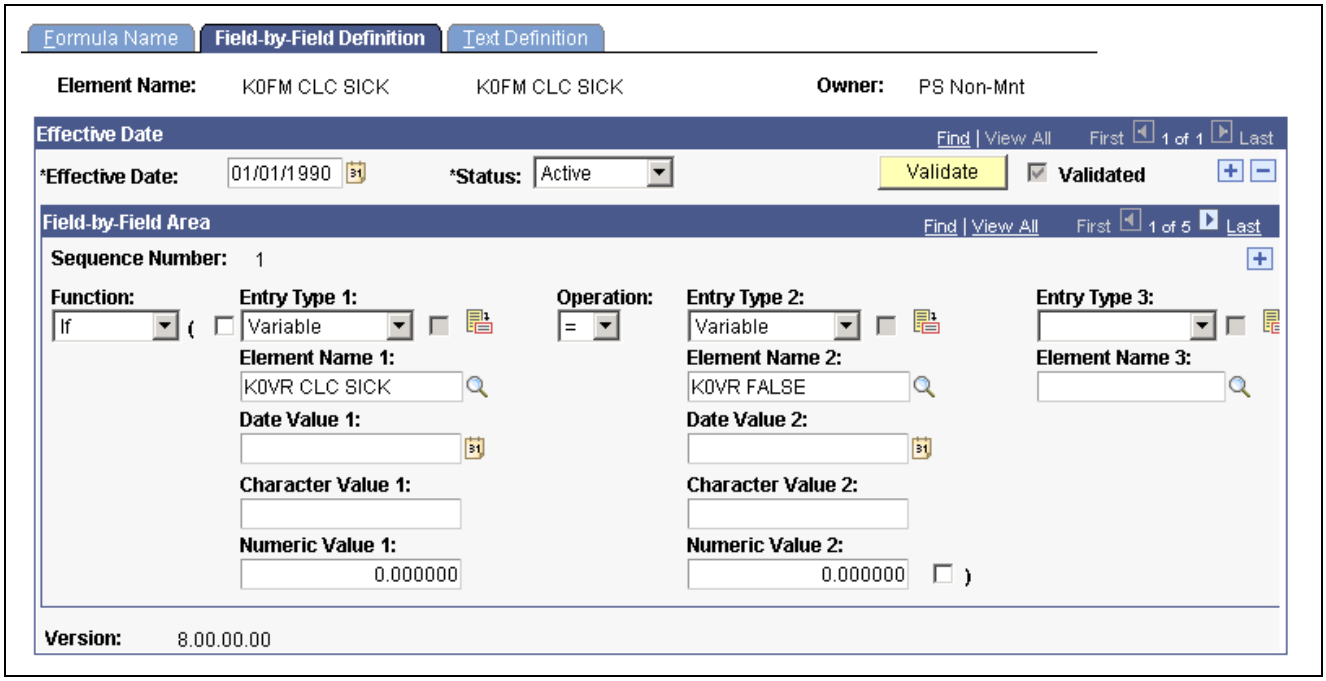
You name every element and define its basic parameters on an Element Name page. All element components in PeopleSfoft Absence Management share the same Element Name page (GP_PIN).

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Defining Formulas for Use in Calculations

Access the Field-by-Field Definition page.



Field-by-Field Definition page

Building Your Formula

Build your formula in the Field-by-Field Area group box, specifying one operation or result in each row.

Function — Select the type of function or qualifier for the formula. Options include *And, Average, Comment, Else, Endif, Exit, If, In, Let, Maximum, Minimum, Or, Sum,* and *Then.*

((left parenthesis) — Select to group your formula calculations. Selecting this check box requires that you must select the) check box. How you group your formula calculations with parentheses can affect the calculation sequence.

Entry Type 1 or 2, Element Name 1 or 2, Date Value 1 or 2, Character Value 1 or 2, and **Numeric Value 1 or 2** — Select the entry type for the operation. If you select the *Character, Cal Date, Date,* or *Numeric* entry type, enter a value in the corresponding Date Value, Numeric Value, or Character Value field. If you select any other entry type, the system prompts for the correct element in the corresponding Element Name field.

 — Click to access the Element Name Attributes page and assign a rounding rule, previous period rule, or element pointer selection to a field that you're using in your formula. The check box to the right of the entry type list is selected if additional information has been entered on the Formula - Field Details page.

Operation — Select the operation to perform on the operands that you entered. The following standard operators are available: *(none), -, *, /, +, <, <=, <>, =, >,* and *>=.*

) (right parenthesis)	Select to group your formula calculations. If you select this check box, you must select the (check box. How you group your formula calculations with parentheses can affect the calculation sequence.
Entry Type 3 and **Element Name 3**	To assign the resolved value of the formula to an element, first select the entry type and then select the element. For example, say that you are defining a formula named SICK LEAVE to calculate entitlement for absences due to sickness. To have the system assign the resolved value of the formula element to the SICK LEAVE formula, enter SICK LEAVE in Element Name 3 field. Before you can select the formula in this field, you must save the formula definition with an effective date.

Note. Under either parenthesis, you can enter multiple sets of parentheses. To do so, use multiple lines. You can enter only one (or) per row.

Validating Your Formula

After you define your formula, save it, then validate and edit the formula. Whenever you alter the formula, revalidate it.

Validate	Click this button to validate your formula. (Validating a formula automatically saves the formula.)
Validated	This check box is selected if you clicked the Validate button and the formula passed validation.

Note. If you try to run a process using a formula that you've changed without validating, you get an error. Save the page before clicking the Validate button. You can save the page anytime, but no validation against the database occurs until you click the Validate button.

Example: Setting Up a Formula

Using the formula element, you can create elements using mathematical and logical operands, rules, and mathematical formulas.

In this example, you need a simple formula to forecast whether there is sufficient entitlement to cover an absence event. The requirements are as follows:

- If the system element, DAY COUNT UNP (day count unpaid) is greater than zero, return a value of NOT ELIGIBLE.
- Otherwise, return a value of ELIGIBLE.

Start by turning the calculation into a mathematical formula. In this example, KOFM PTO ELIGIBLE is the name of the formula that you are defining.

```
If DAY COUNT UNP > 0, then
  'NOT ELIGIBLE'   >>  K0FM PTO ELIGIBLE
else
  'ELIGIBLE'       >>  K0FM PTO ELIGIBLE
Endif
```

Formulas can often be expressed in multiple ways. To streamline processing, use the simplest version that requires the least processing.

After turning the calculation into a mathematical formula, you enter the formula into the system. If you haven't defined the element and entered the basic descriptions, do so on the Formula Name page. Then, on the Field-by-Field Definition page, define the formula, line by line.

This table shows how you enter your forecasting formula:

Sequence Number	Function	(	Entry Type 1 / Element name or value	Operation	Entry Type 2 / Element name or value	)	Entry Type 3 / Element name or value
1	If		SystemElem /DAY COUNT UNP	>	Numeric / 0		
2	Then				Character / NOT ELIGIBLE		Formula / KOFM PTO ELIGLBLE
3	Else				Character / ELIGLBLE	)	Formula / K0FM PTO ELIGIBLE
4	Endif						

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Note. Every If statement must end with an Endif.

Each element name must be associated with an appropriate entry type. For example, on the first line, Element Name 1 (DAY COUNT UNP) is associated with the entry type *System Element.*

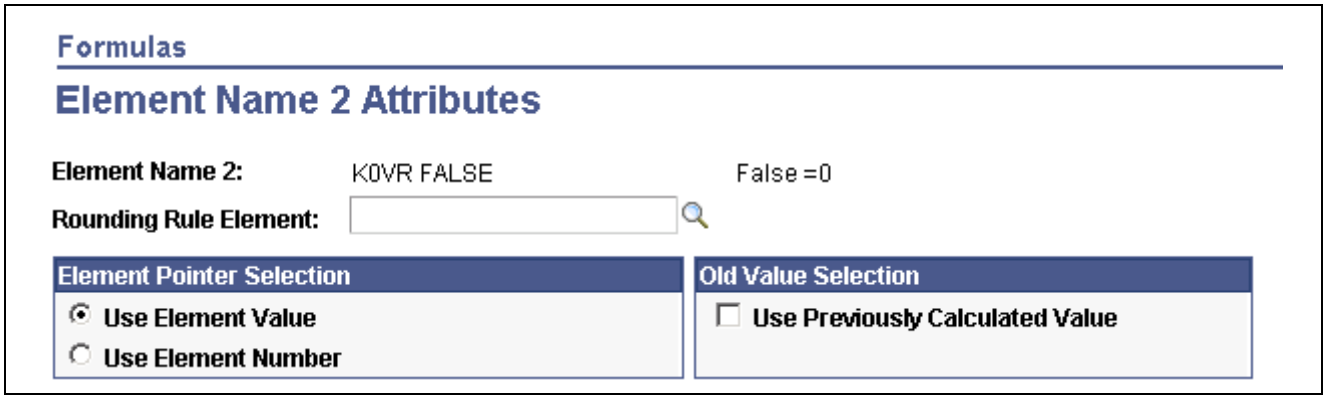
You can view your formula by accessing the Text Definition page. When you have defined the formula, validate it by clicking the Validate button on the Field-by-Field Definition page.

See Also

Chapter 7, "Defining Calculation Elements," Understanding Element Pointers in Formulas, page 119

Assigning Rounding Rules and Element Pointer Selections

Access the Element Name Attributes page.



Element Name Attributes page

Rounding Rule Element If the field format of the element that you selected on the Formula Name page is *Decimal, Monetary,* or *Pointer*, select a rounding rule from the list. If the field format isn't *Decimal* and you select a rounding rule on this page, you receive an error message indicating that rounding rules do no apply to the element. In this situation, you must remove the rounding rule before you can leave the page.

The rounding rule applies only to the operand for which you've entered it. The element itself isn't updated; only the calculation is affected.

Element Pointer Selection

Use these fields to define element pointers in your formula.

Use Element Value Select to use an element's value in the calculation.

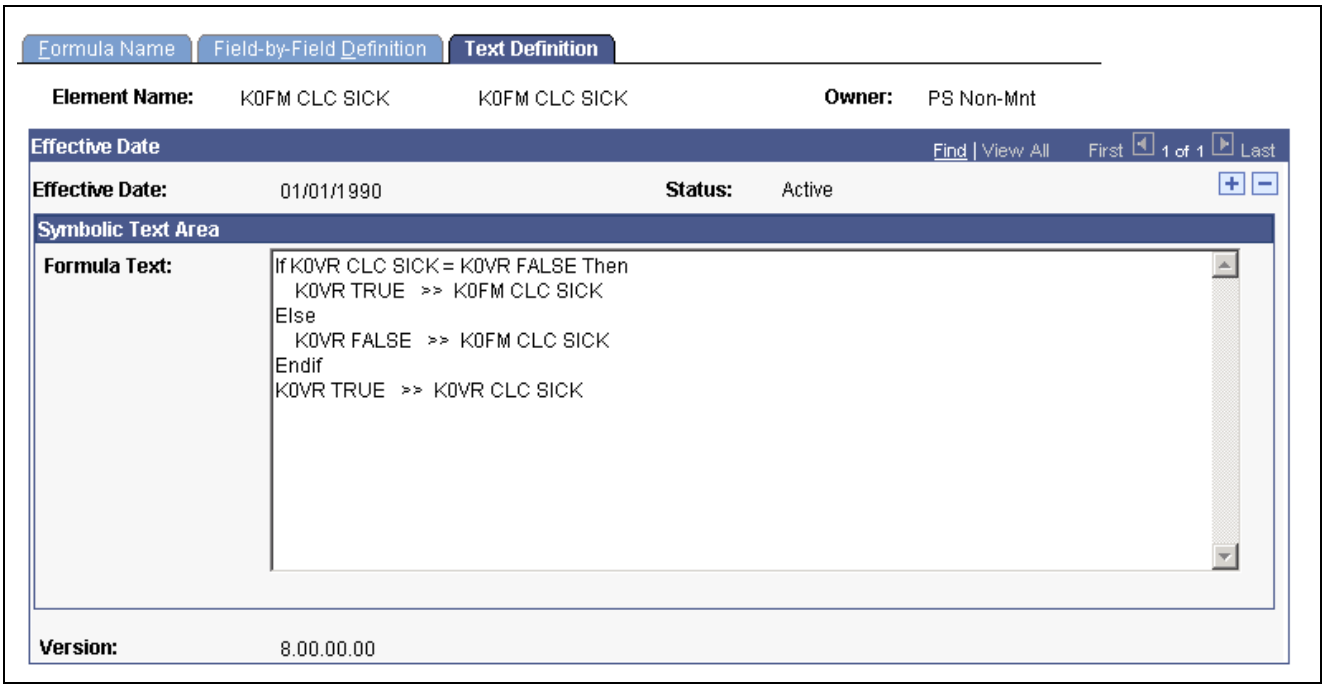
Use Element Number Select to reference an element by using its system identifying number (element number), not its current value.

Old Value Selection

Use Previously Calculated Value Select to use the previously calculated value.

Viewing Formulas

Access the Text Definition page.



Text Definition page

Use the Text Definition page to view the formula that you created on the Formula - Definitions page. If something isn't correct, return to the Field-by-Field Definition page and adjust the formula.

Defining Message Elements

Message elements are closely related to formula elements. To fully understand message elements, read the section on formulas before reading this section.

In this section, we discuss how to define message elements.

Note. No online pages specifically define message elements, because they are provided in system data.

By referencing the message element in a formula, you can manage the error messages that are created during background processing. A message element calls a program that writes an error message into the error message table (PS_GP_MESSAGES) and then, optionally, puts the payment in error.

Many of the fields in the PS_GP_MESSAGES table are system-populated. Others are populated during background processing. By using these field values as components of a formula, you can create your own message and error conditions during background processing.

To populate fields that aren't system-populated, these components and processes are provided:

- Five system elements (MSG_BIND1_PTR … MSG_BIND5_PTR), with the *Pointer* field format.

  These pointers point to the parameters that you're using in your error messages.
- Five numeric system elements (MSG_BIND1_NM_IND … MSG_BIND5_NM_IND).

If the value of MSG_BINDx_NM_IND equals zero, the system displays on the Payee Messages page the element name to which the MSG_BINDx_PTR element points. Otherwise it displays the value of the element that is pointed to by MSG_BINDx_PTR.

- Numeric system elements for the message number (MSG_NBR) and MSG_SET_NBR.
- A numeric system element (MSG_PAYMENT_ERR) that can put the calculation in error.

  If the value of this system element doesn't equal 0, the calculation is in error.
- An error message element type.

  This element type has only one element in the GP_PIN_NM table (MESSAGE). The field format is *Decimal*. The Re-calc (recalculation) check box must be cleared. This entry type is available only on the Field-by-Field Definition page and for Element Name 1 and Element Name 2. When the batch process encounters this message (formula) element, it inserts a row in the PS_GP_MESSAGES table for the message ID and parameters specified. If there's no error, the MESSAGE element equals zero. If there's an error, the MESSAGE element equals one. The primary purpose of this element type is to enable the batch process to recognize that a user error needs invoking. The batch process doesn't look at its value.

Every system element that is related to an error message is reset to blank or zero.

Note. You can create your own error messages only by using formula elements.

Example

This table gives an example of a formula element setup (a portion of an entire formula expression):

Line	Function	Element Name 1	Operation	Element Name 2	Element Name 3
1	If	XXXXX	=	YYYYY	
2	Then (error)			17005	MSG_SET_ NBR
				1015	MSG_NBR
3				ELEMENT_A (Use Element Number)	MSG_BIND1_ PTR (Use Element Number)
4				ELEMENT_B (Use Element Number)	MSG_BIND2_ PTR (Use Element Number)
5				1	MSG_BIND1_ NM_IND

Line	Function	Element Name 1	Operation	Element Name 2	Element Name 3
6				1	MSG_ PAYMENT_ ERR
7	If	MESS_AGE	=	0	
8	. . .				

This table provides explanations of the formula described in the previous table:

Line	Explanation
1	This is a regular expression in the formula.
2, 3	Assign the error message number to the system element MSG_NBR and MSG_SET_NBR.
3	Assign the element number ELEMENT_A (represents the element in error) to MSG_BIND1_PTR pointer value.
4	Assign the element number ELEMENT_B (represents the element in error) to MSG_BIND2_PTR pointer value.
5	Assign the value 1 to MSG_BIND1_NM_IND to indicate that ELEMENT_A contains an element number. Because no value has been assigned to MSG_BIND2_NM_IND, it appears as an element value.
6	Assign the value 1 to element MSG_PAYment_ERR, which puts the calculation status in error.
7	Use the message element, which calls the resolution program for this element type.

Note. An indicator tells the system whether a number value is an element number so that the formula message program knows whether to leave that value alone or retrieve that element's value. Leaving that value alone means that the element name is displayed on the online message page.

See Also

Chapter 7, "Defining Calculation Elements," Understanding Element Pointers in Formulas, page 119

Defining Rounding Rule Elements

To define rounding rule elements, use the Rounding Rules (GP_ROUNDING) component.

This section provides an overview of rounding rule elements and discusses how to:

- Name rounding rule elements.
- Define how numeric values are rounded.

Understanding Rounding Rule Elements

When performing calculations that resolve to a numeric value, the value may need rounding. The rounded value is what gets stored or used in further calculations. Rounding is a tool that enables you to systematically change values according to predefined rules.

Once you've defined your rounding rule elements, you can apply them to other elements throughout the system to determine how rounding will occur.

Note. Many rounding rules apply to specific features of the system. They are explained in the section of this PeopleBook that discusses those features. The text here describes only the generic functionality of the rounding rules element.

Examples of Size Rounding

This table provides examples of how the rounding rules work if you select Rounding on the Rounding - Definition page:

Size	Option	Amount Before Rounding	Rounded Value
2 Decimal Places	Truncate/Down	123.454999	123.450000
	Truncate/Down	123.455000	123.450000
	Truncate/Down	123.450001	123.450000
	Truncate/Down	123.450000	123.450000
	Up	123.454999	123.460000
	Up	123.455000	123.460000
	Up	123.450001	123.460000
	Up	123.450000	123.450000

Size	Option	Amount Before Rounding	Rounded Value
	Round Up If >= 4 Else Down	123.454999	123.460000
	Round Up If >= 4 Else Down	123.455000	123.460000
	Round Up If >= 4 Else Down	123.450001	123.450000
	Round Up If >= 4 Else Down	123.450000	123.450000
0 Decimal Places	Truncate/Down	123.499999	123.000000
	Truncate/Down	123.500000	123.000000
	Truncate/Down	123.000001	123.000000
	Truncate/Down	123.000000	123.000000
	Up	123.499999	124.000000
	Up	123.500000	124.000000
	Up	123.000001	124.000000
	Up	123.000000	123.000000
	Round Up If >= 4 Else Down	123.499999	124.000000
	Round Up If >= 4 Else Down	123.500000	124.000000
	Round Up If >= 4 Else Down	123.000001	123.000000
	Round Up If >= 4 Else Down	123.000000	123.000000

Size	Option	Amount Before Rounding	Rounded Value
1 Digit - 10’s	Truncate/Down	124.999999	120.000000
	Truncate/Down	125.000000	120.000000
	Truncate/Down	120.000001	120.000000
	Truncate/Down	120.000000	120.000000
	Up	124.999999	130.000000
	Up	125.000000	130.000000
	Up	120.000001	130.000000
	Up	120.000000	120.000000
	Round Up If >= 4 Else Down	124.999999	130.000000
	Round Up If >= 4 Else Down	125.000000	130.000000
	Round Up If >= 4 Else Down	120.000001	120.000000
	Round Up If >= 4 Else Down	120.000000	120.000000

Examples of Incremental Rounding

This table provides examples of how the rounding rules work if you select the Increment on the Rounding - Definition page:

Increment	Option	Amount Before Rounding	Rounded Value
25	Truncate/Down	137.499999	125.000000
	Truncate/Down	137.500000	125.000000

Increment	Option	Amount Before Rounding	Rounded Value
	Truncate/Down	150.000001	150.000000
	Truncate/Down	150.000000	150.000000
	Up	137.499999	150.000000
	Up	137.500000	150.000000
	Up	150.000001	175.000000
	Up	150.000000	150.000000
	Round Up If >= 12.4 Else Down	137.499999	150.000000
	Round Up If >= 12.4 Else Down	137.500000	150.000000
	Round Up If >= 12.4 Else Down	150.000001	150.000000
	Round Up If >= 12.4n Else Down	150.000000	150.000000
2.5	Truncate/Down	137.499999	135.000000
	Truncate/Down	137.500000	137.500000
	Truncate/Down	150.000001	150.000000
	Truncate/Down	150.000000	150.000000
	Up	137.499999	137.500000
	Up	137.500000	137.500000
	Up	150.000001	152.500000
	Up	150.000000	150.000000

Increment	Option	Amount Before Rounding	Rounded Value
	Round Up If >= 1.25 Else Down	137.499999	137.500000
	Round Up If >= 1.25 Else Down	137.500000	137.500000
	Round Up If >= 1.25 Else Down	150.000001	150.000000
	Round Up If >= 1.25 Else Down	150.000000	150.000000

Pages Used to Define Rounding Rule Elements

Page Name	Object Name	Navigation	Usage
Rounding Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rounding Rules, Rounding Name	Name the element and define its basic parameters.
Rounding Rules - Definition	GP_ROUND_RULE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rounding Rules, Definition	Define how numeric values are rounded.

Naming Rounding Rules

Access the Rounding Name page.

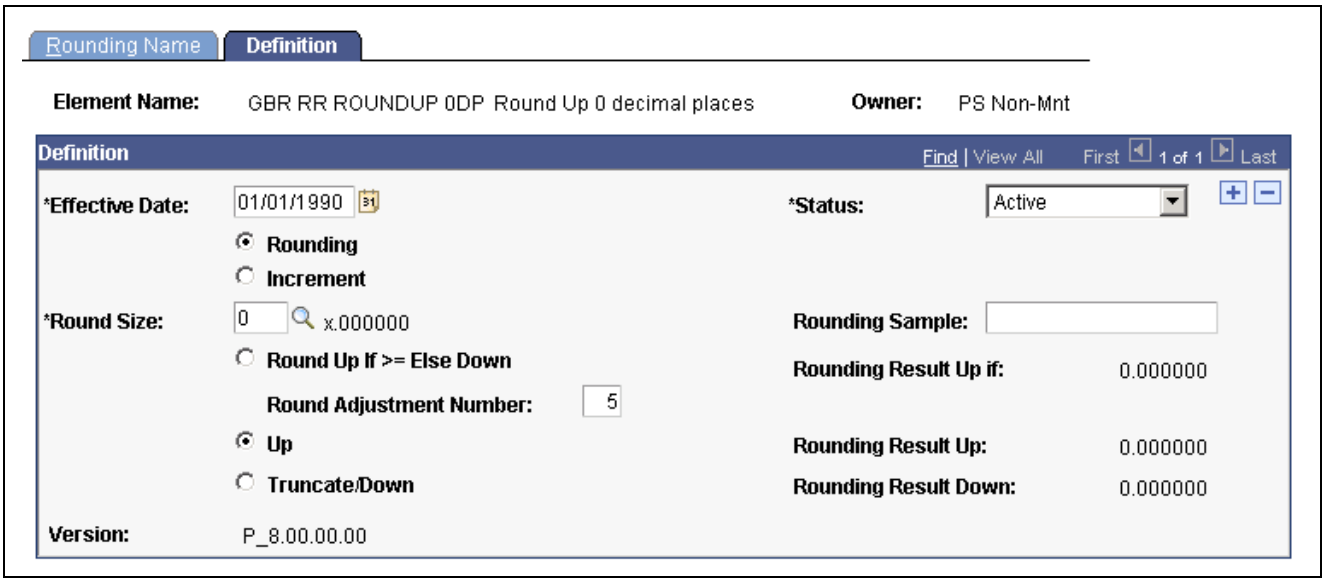
You name every element and define its basic parameters on an Element Name page. All element components in PeopleSfoft Absence Management share the same Element Name page (GP_PIN).

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 57

Defining How Numeric Values Are Rounded

Access the Rounding Rules - Definition page.



Rounding - Definition page

Rounding Select to use traditional rounding rules.

Increment Select to set rounding increments.

When you select this option, the Increment field appears, where you define the incremental value.

Round Size This field appears when you select the Rounding option. Specify a round size from the list. Values are *01* through *11*, or 0 to 5 decimal places.

The example fields on the bottom right half of the page enable you to view examples of each type of rounding.

Round Up if >= Else Down Select to round up if the result is greater than or equal to the value you enter in the Round Adjustment field, based on the number of digits or decimal places entered. If the result doesn't exceed or equal the value, the result is rounded down.

The default value is *5* for rounding.

If you select the Rounding check box, you can enter only one digit in the Round Adjustment field. If you select the Increment option, you can enter a value of up to eight digits. This digit looks at the decimal place to the right of what is being rounded. For example, if you're rounding to the tens (one decimal place), it looks to the hundreds field.

Up Select to round up, based on the number of digits or decimal places entered. It rounds up if the value to the right of the digits or decimal places specified is greater than zero. The system looks at all the remaining digits or decimal places, not just the next digit.

Truncate/Down Select to truncate (round down), based on the number of digits or decimal places entered. All digits or decimal places to the right of the number specified are changed to zero, and the rest are truncated.

Rounding Sample Enter a value to see how the system would round the amount based on your page selections.

Defining Count Elements

To define count elements, use the Counts (GP_COUNT) component.

This section provides an overview of count elements and discusses how to define count elements.

Understanding Count Elements

You might need a process for counting the number of scheduled work days or hours from a specific period of time. For this purpose, you use count elements, which are primarily for proration calculations but can be used in other situations.

When you define a count element, you reference a formula that you've defined as the counting formula. That is, you define a formula that counts the number of scheduled work days or hours; then you reference that formula on the Counts - Definition page so that the system knows that it should process the referenced formula as a counting formula.

The count element refers to the work schedule that is associated with each payee to count the correct workdays. When the system finishes checking each day's work schedule, it counts the number of days or hours for the subperiods, either segments or slices.

The formula is resolved for each day in the work schedule within a date range. Set up the formula to return the number of units for each day. The count program will cumulate the formula results. If the count element is called from the proration element, the counting period is set by the proration element. If the count formula is not called from a proration element, the counting period is the segment.

An example of a simple count formula (GP COUNT WRK DAYS) follows.

```
IF SCHED_HRS > 0 THEN
 GP TRUE => GP COUNT WRK DAYS
 ELSE
 GP FALSE => GP COUNT WRK DAYS
 Endif
```

See Also

Chapter 12, "Using Schedules," Understanding Work Schedules, page 225

Chapter 7, "Defining Calculation Elements," Defining Proration Rules, page 138

Chapter 7, "Defining Calculation Elements," Defining Formula Elements, page 119

Chapter 25, "Defining Segmentation," page 509

Pages Used to Define Count Elements

Page Name	Object Name	Navigation	Usage
Count Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Counts, Count Name	Name the element and define its basic parameters.
Counts - Definition	GP_COUNT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Counts, Definition	Define a count element. Use this page to select an existing counting formula.

See Also

Chapter 7, "Defining Calculation Elements," Defining Formula Elements, page 119

Naming a Count Element

Access the Count Name page.

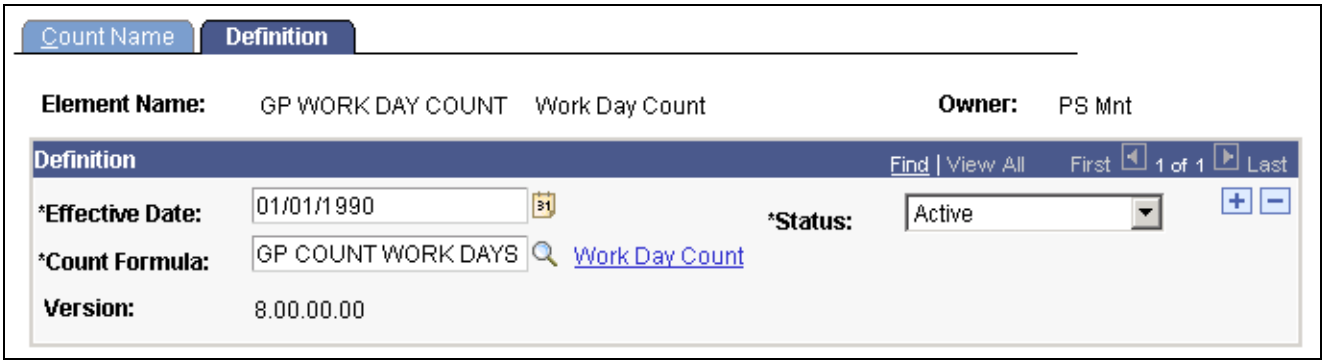
You name every element and define its basic parameters on an Element Name page. All element components in Absence Management share the same Element Name page (GP_PIN).

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Defining Counts

Access the Counts - Definition page.



Counts - Definition page

Count Formula Enter the name of the formula that performs the count.

<Formula Name> Click the link next to the Count Formula field to view the formula definition pages.

Defining Proration Rules

To define proration rules, use the Proration Rules (GP_PRORATION) component.

This section provides an overview of proration rules and discusses how to define numerators and denominators.

Understanding Proration Rules

A proration rule can be triggered by segmentation or with the system element, PRORATE. You define what values to use as the numerator and denominator of a proration rule. When the system applies a proration rule, it multiples the amount by the numerator, and divides the result by the denominator.

You can use a proration rule in the definition of an absence entitlement element (frequency-based). Proration applies to the entitlement units. You can assign a default proration rule on the Pay Group - Defaults page.

When defining a frequency-based absence entitlement element, you have three choices for proration:

- Use no proration, regardless of segmentation.
- Use the paygroup proration rule.
- Specify a unique proration rule.

Denominator Schedule Example

The Denominator Schedule group box on the Proration - Definition page enables you to select which work schedules to include in the denominator calculation. Assume that a payee has two work schedules:

- Work Schedule A, 5 days a week.
- Work Schedule B, 3 days a week.

Also assume that February has exactly 4 weeks and that the proration rule is defined to use the number of workdays, then:

- If the payee has only Work Schedule A, the denominator is 20 (5 days × 4 weeks).
- If the payee has only Work Schedule B, the denominator is 12 (3 days × 4 weeks).
- If the payee has Work Schedule A for the first 2 weeks and Work Schedule B for the second 2 weeks, you can tell the system to use a denominator of:
  - 12 (3 × 4), if you're using the work schedule as of the end of the period.
  - 16 ((5 × 2) + (3 × 2)), if you're using both (all) work schedules.

Note. When you define a proration element, the Always Recalculate check box on the Proration Name page is automatically set to ON (Yes). This is to ensure that the system correctly calculates the proration factor when there is element segmentation.

Pages Used to Define Proration Rules

Page Name	Object Name	Navigation	Usage
Proration Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Proration Rules, Proration Name	Name the element and define its basic parameters.
Proration - Definition	GP_PRORATION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Proration Rules, Definition	Define numerators and denominators that comprise proration factors.

Naming Proration Elements

Access the Proration Name page.

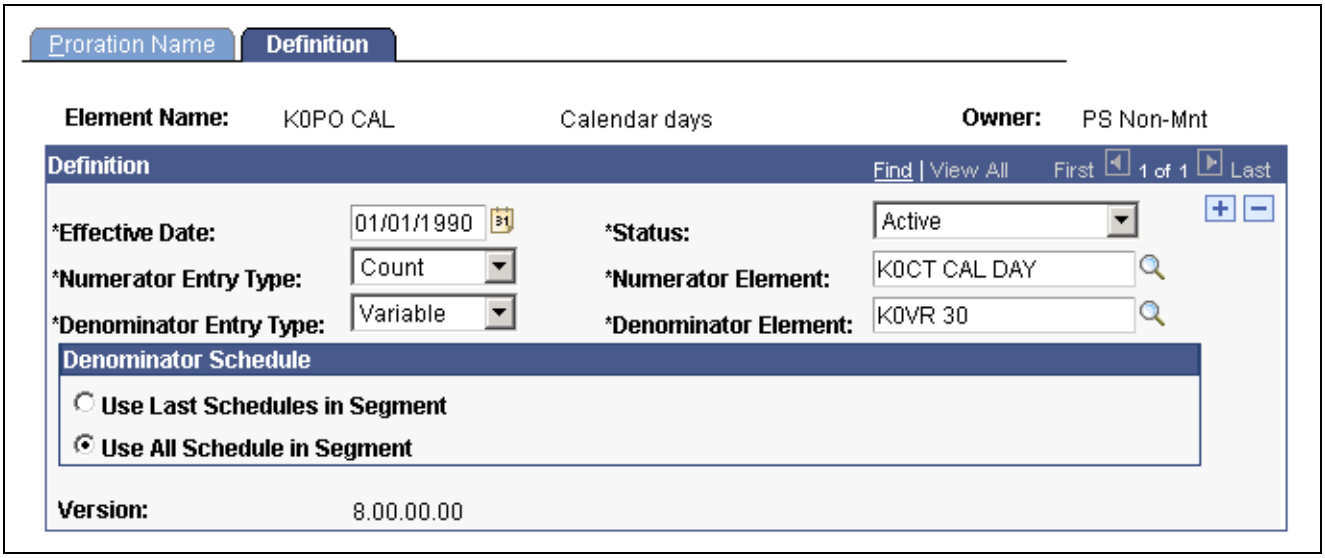
You name every element and define its basic parameters on an Element Name page. All element components in Absence Management share the same Element Name page (GP_PIN).

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 57

Defining Numerators and Denominators

Access the Proration - Definition page.



Proration - Definition page

Numerator Entry Type, Denominator Entry Type, Numerator Element, and **Denominator Element**

Select the types of elements that define the numerator (slice period) and the denominator (the full pay period). Values are *Accumulatr* (accumulator), *Count, Formula, Duration,* and *Variable.*

Enter the element name in the Numerator Element or Denominator Element field to the right.

Counts are perhaps the most common element type used to define proration rules. For example, you can define count elements to count the number of scheduled work days or hours in a pay period. When a payee has segmentation, the system resolves the count element for the numerator for the slice period (or segment if no slices exist). The count element for the denominator resolves for the entire period.

To count calendar days, a duration element provides better performance than a count element. For the numerator, calculate the calendar duration between the slice begin and slice end date. For the denominator, use a duration element that calculates the calendar days between the period begin and period end dates.

You might use a variable if you aren't concerned with the number of days in a calendar period and prefer a static value. For example, in a monthly calculation cycle, the number of calendar days in the period fluctuates every month but you may want to ignore this fluctuation. You can create a variable with a value of 30.00 and use it as the denominator.

Denominator Schedule

Use these fields to specify which work schedules to include in the denominator calculation.

Use Last Schedules in Segment Select to use the last schedule in the segment.

Use All Schedule in Segment Select to use all schedules in the segment.

Defining Generation Control Elements

To define generation control elements, use the Generation Control (GP_GCTL_CONDITION) component.

This section provides an overview of generation control elements and discusses how to:

- Define the criteria for certain element conditions in background processing.
- Include or exclude employee status conditions.
- Include or exclude action/reason code combinations.
- Include or exclude frequency codes.
- Include or exclude segment status conditions.
- Include or exclude formula elements.
- Include or exclude run types.

Understanding Generation Control Elements

In the basic processing of an element, the system assumes that the element is to be processed whenever a payee is processed. But sometimes you don't want an element processed every time for every payee.

Generation control provides a type of filtering that enables you to control whether an element for a payee is processed during background processing. Using generation control elements, you can tell the system whether to process an element based on predefined criteria.

The following six parameters are used to define generation control elements:

- HR Status
- HR Action/Reason
- Segment Status
- Frequency
- Formula
- Run Types

For each control parameter, you specify whether the entries exclude or include the element during background processing. If you include the element, only payees that match on the selected values have the element processed. All other values are excluded. If you exclude the element, the element isn't processed for payees that match on the selected value or values. All other values are included.

HR Status Example 1

You want to include for processing all payees whose HR status is *Active,* so you create a generation control element that includes all payees with this status. You then associate this generation control element with the elements that you want to control. So, in background processing, only payees with an *Active* HR status have these elements processed. All payees with a different HR status, such as *Inactive* or *Terminated,* don't have the element processed.

HR Status Example 2

This table lists the PS_JOB rows for a payee:

Effective Date	HR Employee Status
January 1, 1999	Active
January 10, 1999	Leave of Absence
January 20, 1999	Active

This table shows how elements E1 and E2 have the following generation control conditions applied to them with the HR Status page controls:

Element	Include/ Exclude	Employee Status	All Job Records in Segment	Last Job Record
E1	Include	Leave of Absence	No	Yes
E2	Include	Leave of Absence	Yes	No

E1 isn't processed, because the last Job row isn't Leave of Absence. E2 is processed, because the Job row with Leave of Absence is in the segment.

Note. Typically, you record leaves of absence through the absence entry pages; however, in some cases, you may want to use the HR status to track long-term leaves of absence.

HR Action/Reason Example (Without Segmentation)

This table lists a payee's PS_JOB row:

Effective Date	Action	Reason
January 1, 1990	Hire	New Position

This table shows how element E1 has the following generation control conditions applied to it with the HR Action/Reason page controls:

Element	Include/ Exclude	Action	Reason
E1	Include	Hire	New Position

If you're processing January 1, 1999 through January 31, 1999, E1 isn't processed, because the PS_JOB row doesn't have an effective date in the segment.

HR Action/Reason Example (With Segmentation)

This table lists a payee's PS_JOB rows:

Effective Date	Action	Reason
January 1, 1990	Hire	New Position
January 15, 1999	Termination	Dishonesty

This table shows how element E1 has the following generation control conditions applied to it with the HR Action/Reason page controls:

Element	Include/ Exclude	Action	Reason
E1	Include	Termination	Dishonesty

For the January 1999 pay period, this payee has two segments: Segment 1 (January 1, 1999 through January 15, 1999) and Segment 2 (January 16, 1999 through January 31, 1999).

E1 is processed in Segment 1, because the effective date falls within the segment's date parameters. E1 isn't processed in Segment 2, because the effective date doesn't fall within these parameters.

HR Action/Reason Example (With Last Day Worked)

In this example, assume that you want a certain absence balance to a payee upon termination. This table shows how elements E1 and E2 have the following generation control conditions applied to them on the HR Action/Reason page:

Element	Include/ Exclude	Action	Last day Worked
E1	Include	Termination	Yes
E2	Include	Termination	No

Assume the following:

Pay period is January 1, 2001 − January 31, 2001.

Payee's last day of work is January 31, 2001.

Accordingly, a job row is inserted with an effective date of February 1, 2001 (which is the first day the person is terminated, or not active) with an Action of *Termination*.

E1 is processed because the system looks at the Last Day Worked (on the Employment record) to see if the action is within the period.

E2 is *not* processed in January because the effective date is February 1, 2001. If the payee is paid in February for some reason, E2 would be processed.

Note. The Generation Control HR Action/Reason page considers all PS_JOB rows for a given segment. The PS_JOB row must have an effective date in the segment.

Frequency Code Example

You have a weekly calculation period and want a particular type of entitlement to accrue only to the first pay period of the month. But you want to use the same process list for all four weekly absence runs during the month. To avoid having to create a new process list just to accommodate your needs for the first calculation period, you can use the frequency generation control feature to define a frequency with a *First of the Month* value. In this way, you can use the same process list for all four pay periods and confine the particular deduction processing to the first pay period.

Understanding Background Processing of Generation Control Elements

The Generation Control program is called from the absence entitlement programs. The calling programs pass the Generation Control element to be resolved. The PIN Manager acts as the central program controlling the process.

Pages Used to Define Generation Control Elements

Page Name	Object Name	Navigation	Usage
Generation Control Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Generation Control, Generation Control Name	Name the element and define its basic parameters.
Generation Control - Conditions	GP_GCTL_CONDITION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Generation Control, Conditions	Define the criteria for use in directing the system to include or exclude certain element conditions during background processing.
HR Status (human resources status)	GP_GCTL_ST_SEC	Click the HR Status link on the Conditions page.	Exclude or include employee status conditions during background processing.
HR Action/Reason (human resources action/reason)	GP_GCTL_AR_SEC	Click the Action/Reason link on the Conditions page.	Exclude or include action/reason code combinations.
Generation Control - Frequency	GP_GCTL_FQ_SEC	Click the Frequency link on the Conditions page.	Exclude or include frequency codes.
Segment Status	GP_GCTL_SS_SEC	Click the Segment Status link on the Conditions page.	Exclude or include segment status conditions.
Generation Control - Formula	GP_GCTL_FM_SEC	Click the Formula link on the Conditions page.	Exclude or include formula elements.
Generation Control - Run Type	GP_GCTL_RT_SEC	Click the Run Type link on the Conditions page.	Exclude or include run types.

Naming Generation Control Elements

Access the Generation Control Name page.

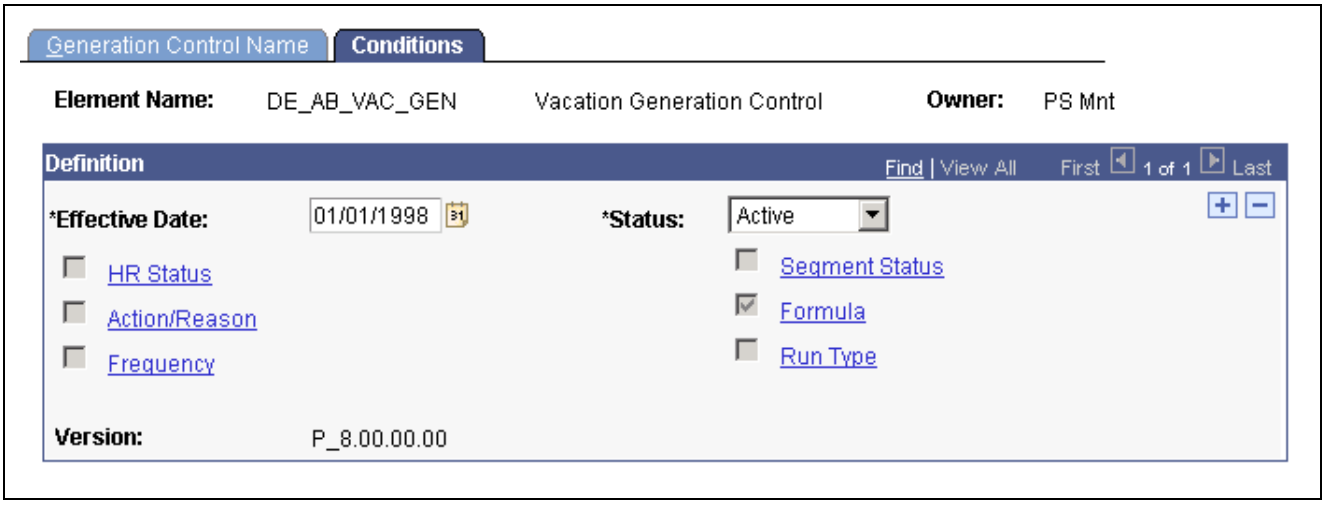
You name every element and define its basic parameters on an Element Name page. All element components in Absence Management share the same Element Name page (GP_PIN).

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 57

Defining Criteria for Certain Element Conditions in Background Processing

Access the Generation Control - Conditions page.



Generation Control - Conditions page

HR Status (human resources status) Click this link to access the HR Status page. Indicate which employee status conditions to process.

Action/Reason Click this link to access the HR Action/Reason page. Indicate which Action/Reason code combinations to process.

Frequency Click this link to access the Generation Control - Frequency page. Indicate which frequencies to process.

Segment Status Click this link to access the Segment Status page. Indicate which segment status conditions to process.

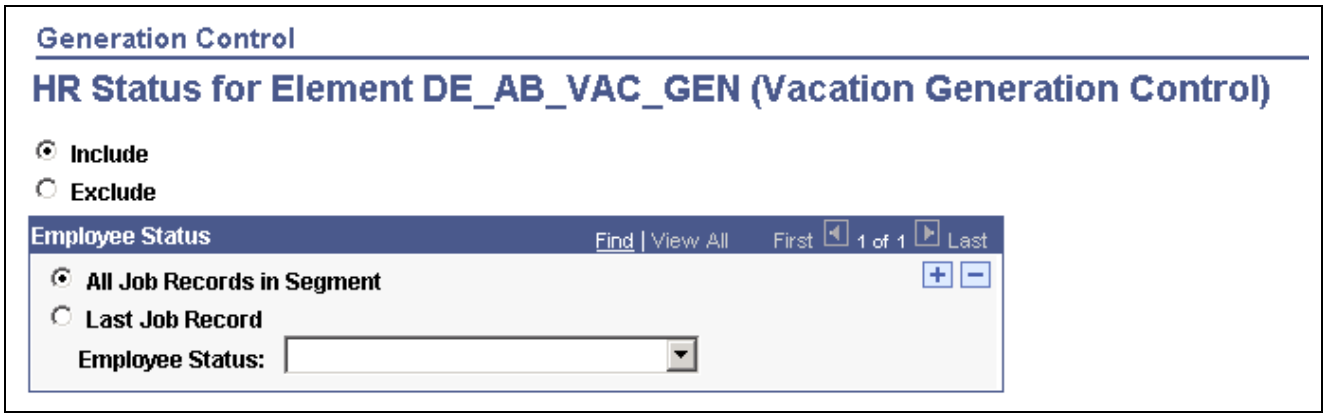
Formula Click this link to access the Generation Control - Formula page. Indicate which formulas to process.

Run Type Click this link to access the Generation Control - Run Type page. Indicate which run types to process.

Important! When more than one generation control parameter type (such as HR status and frequency) is entered, the payee must meet both criteria to pass generation control. When more than one value (such as Actions of *Hire* or *Rehire*) for a particular generation control type is entered, the payee must meet only one of the criteria to pass generation control.

Including or Excluding Employee Status Conditions

Access the HR Status page.



HR Status page

Include and **Exclude** Select the option to include or exclude the employee status conditions that you enter in the group box below.

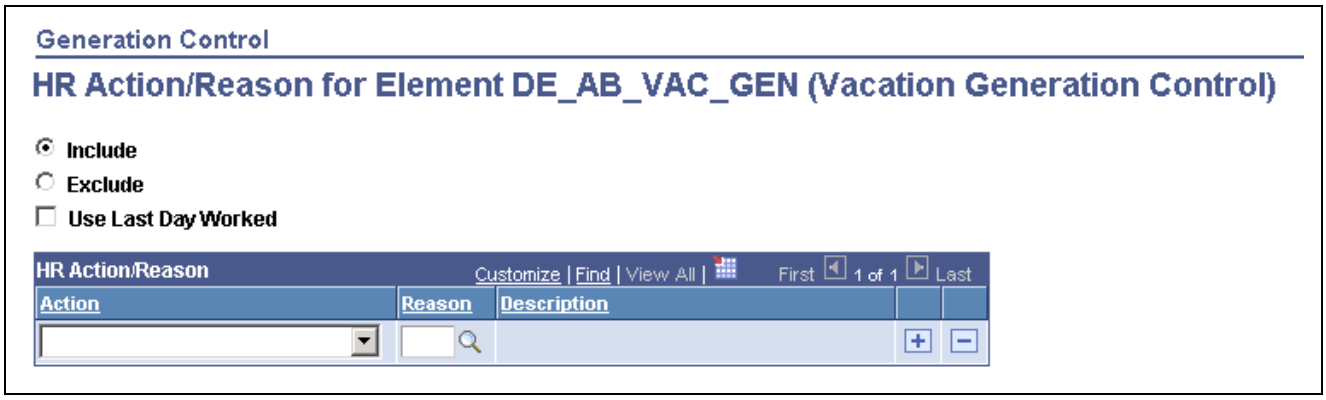
All Job Records in Segment Select to tell the system to look at all job rows in the segment. If any row contains the value indicated in the Employee Status field, it's considered a match.

Last Job Record Select to tell the system to look only at the maximum effective-dated PS_JOB row for the match, within the period in question.

Employee Status Select a status code from the list.

Including or Excluding Action/Reason Code Combinations

Access the HR Action/Reason page.



HR Action/Reason page

Include and **Exclude** Select the option to include or exclude the action/reason code combinations that you insert in the group box below.

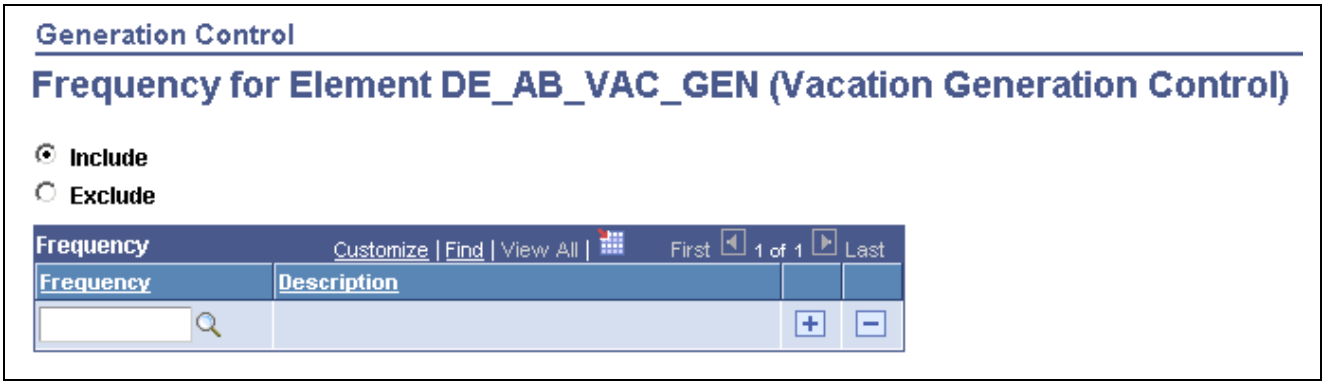
Use Last Day Worked Select to use the last day worked.

Action and **Reason** Select from the list of HR Action codes.

Note. If an action is entered with no reason, the system assumes that all reasons are valid.

Including or Excluding Frequency Codes

Access the Generation Control - Frequency page.



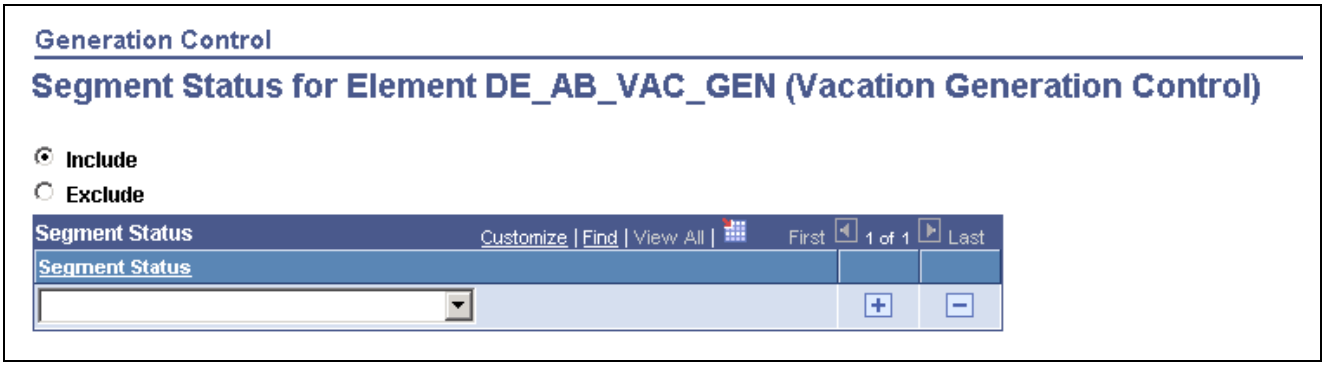
Generation Control - Frequency page

Include and **Exclude** Select the option to include or exclude the frequency codes that you insert into the group box below.

Frequency Select from the list of codes.

Including or Excluding Segment Status Conditions

Access the Segment Status page.



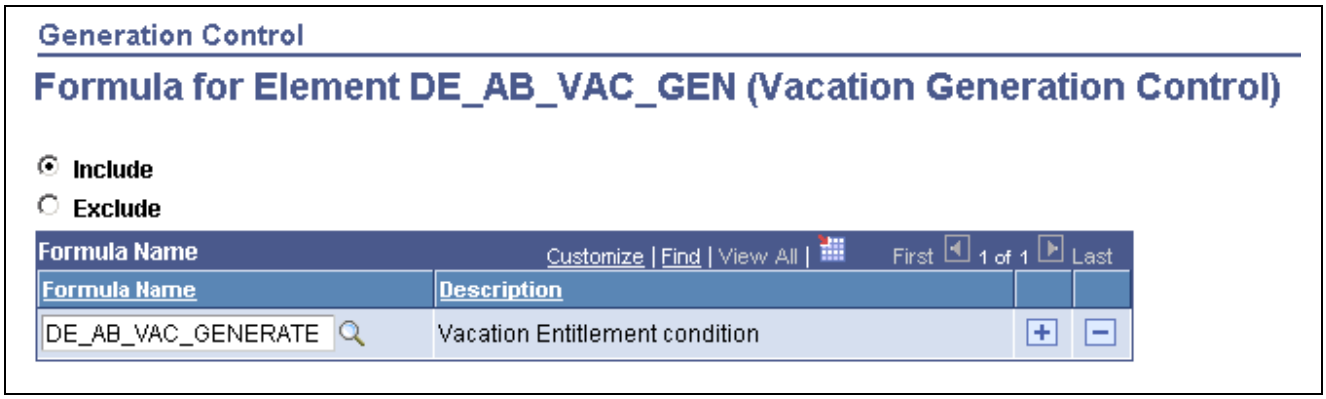
Segment Status page

Include and **Exclude** Select the option to include or exclude the segment status conditions that you insert in the group box below.

Segment Status Select from the list of conditions.

Including or Excluding Formula Elements

Access the Generation Control - Formula page.



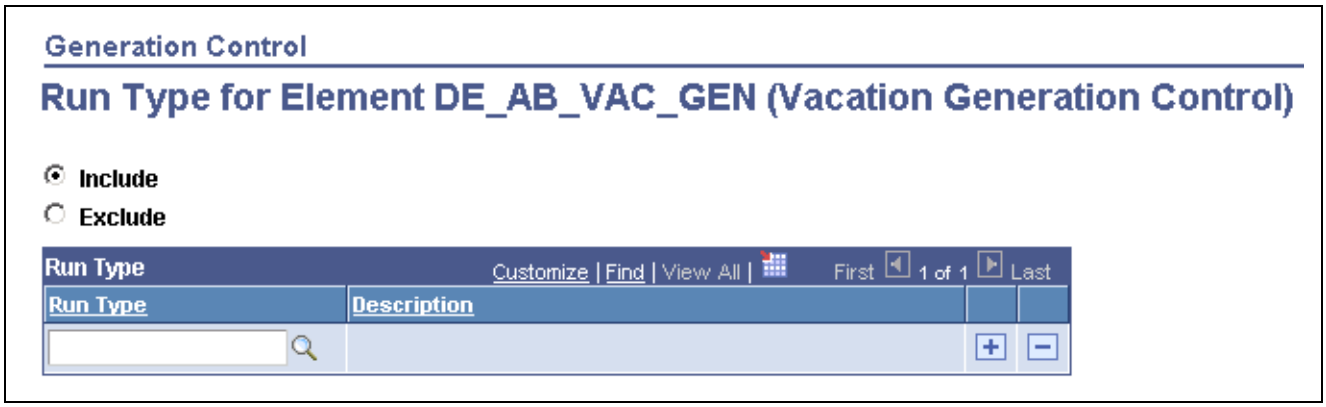
Generation Control - Formula page

Include and **Exclude** Select the option to include or exclude the formula elements that you insert into the group box below.

Formula Name Select from the list of elements.

Including or Excluding Run Types

Access the Generation Control - Run Type page.



Generation Control - Run Type page

Include and **Exclude** Select the option to include or exclude the run type that you insert in the group box below.

Run Type Select from the list of run types.

Defining Generation Control Frequency

To define generation control frequency, use the Generation Control Frequencies (GP_GCTL_FREQUENCY) component.

This section provides an overview of generation control frequency and discusses how to define a generation control frequency.

Understanding Generation Control Frequency

The frequency tag element is used to define an intermediary table so that the system can associate a HR frequency (residing in the Human Resources Frequency Table, FREQUENCY_TBL) with an Absence Management frequency. There are many frequencies that you use infrequently, and this feature enables you to define them through a table in Absence Management rather than through the Human Resources Frequency Table.

Through use of the frequency tag, generation control is also related to how the system annualizes and deannualizes elements.

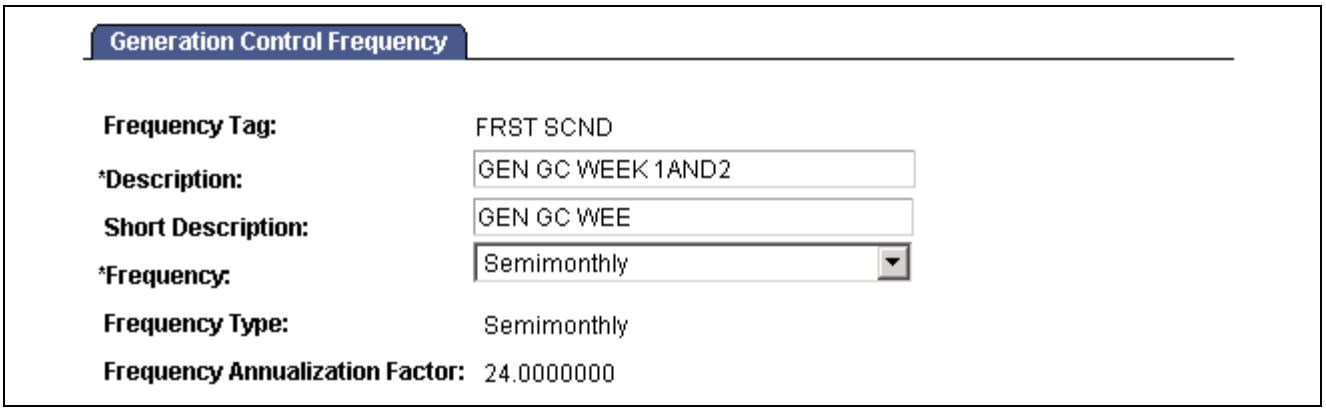
When you aren't using generation control, the numerator for annualization is the element's frequency and the denominator is the calendar period frequency. When you are using generation control, the numerator for annualization is still the element's frequency but the denominator is the generation control frequency.

Page Used to Define Generation Control Frequency

Page Name	Object Name	Navigation	Usage
Generation Control Frequency	GP_GCTL_FREQUENCY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Generation Control Frequencies, Generation Control Frequency	Define a generation control frequency.

Defining a Generation Control Frequency

Access the Generation Control Frequency page.



Generation Control Frequency page

Frequency Select from the list of available values (*Annual, Biweekly, Contract, Daily*, and so on.)

CHAPTER 8

Defining Earning and Deduction Elements

This chapter provides an overview of earning and deduction elements and discusses how to:

- Define earnings elements.
- Define deduction elements.

Understanding Earning and Deduction Elements

This section discusses:

- Earnings and deductions.
- Calculation rules.
- Components.
- Automatically generated accumulators.

Earnings and Deductions

Earning and deduction elements enable you to send absence-related data to your payroll system so that payees can be appropriately compensated for time off. Think of earnings as adding to a person's pay and deductions as subtracting from a person's pay. There's little difference between defining earnings elements and defining deduction elements.

The payroll system with which Absence Management is integrated determines whether you should create earnings elements, deduction elements, or both:

- If using PeopleSoft Enterprise Payroll for North America, create earnings elements.
- If using PeopleSoft Enterprise Payroll Interface with a third-party payroll system, create earnings elements, deduction elements, or both as needed

After you create earning and deduction elements in Absence Management, you map these elements to their counterparts in your payroll system. The rules that you define in Absence Management should be consistent with the corresponding earning and deduction rules in your payroll system.

See Also

Chapter 2, "Understanding Absence Management," Integration, page 8

Calculation Rules

When you define an earnings or deduction element, you select from one of four calculation rules:

- Unit × rate
- Unit × rate × percent
- Base × percent
- Amount

An element's calculation rule determines which values the system can transmit to your payroll system after you process absence events.

In most cases, you'll want to select a calculation rule of unit × rate or unit × rate × percent. This enables you to pass the units of paid and unpaid time, calculated by the Absence Take process, to your payroll system. Absence Management will pass along the retrieved value for rate, percent, and amount, if these are part of the calculation rule, but its does not calculate values for these components.

Components

Saving an element definition causes the system to automatically generate the following components based on the selected calculation rule: unit, rate, base, percent.

Automatically generated components have same name as the earnings or deduction element plus a suffix. For example, if you create the earnings element VACATION = Unit × Rate, the system automatically generates two component elements named VACATION_UNIT and VACATION_RATE. Suffix names are determined by the country that you specify for the earnings or deduction element on the Element Name page.

Note. Names of earning and deduction elements are limited to 12 characters because of suffixes. Other element names can have as many as 18 characters.

Components take on the attributes of the earnings or deduction element. If you change the attributes of the earnings or deduction element, the component attributes also change. To continue with the previous example, if you change the name of the VACATION earnings element to PTO, the system changes the component names to PTO_UNIT and PTO_RATE. The only attributes of a component that you can change directly are the description, comments, customer fields, and the Via Element Overrides option. You make these changes on the Components page.

A component is also an element and can thus be used in another element's definition. As an example, assume that you define the following elements:

- SICK1 = Unit × Rate
- SICK2 = Unit × Rate
- SICK2 Rate = SICK1 Rate

When the system calculates the rate for SICK2, it uses the rate for SICK1. You don't have to redefine the rate for every new element. No matter how the rate for SICK1 is defined (numeric, formula, and so on), the rate for SICK2 always equals the rate for SICK1.

See Also

Chapter 5, "Defining General Element Information," Updating Component Element Information, page 65

Automatically Generated Accumulators

When you define an earnings or deduction element, you can specify which accumulators to create, for example, a year-to-date accumulator for an earnings or deduction element. You can base the accumulators on calendar periods, fiscal periods, or both. You can also indicate whether you want to store amounts, units, or both and the periods that you want to store in the accumulator: period-, month-, quarter-, or year-to-date.

Note. Although the system creates automatically generated accumulators for earning and deduction elements, it does not update these accumulators. This is because Absence Management does not resolve earning and deduction elements. The use of these accumulators is applicable to PeopleSoft Enterprise Global Payroll.

Like components, automatically generated accumulators take on the attributes of the corresponding earnings or deduction element and use the suffixes that you define on the Earnings and Deductions page of the Element Suffixes component (GP_SUFFIX).

The only accumulators whose attributes are tied directly to an earnings element or deduction element are those that are automatically generated by the Earnings component (GP_EARNING) or the Deductions component (GP_DEDUCTION). Attributes of accumulators that you create using the Accumulators component (GP_ACCUMULATOR) are not tied directly to earnings or deduction elements.

See Also

Chapter 9, “Setting Up Accumulators,” page 161

Defining Earnings Elements

To set up earning elements, use the Earnings (GP_EARNING) component.

This section provides an overview of the setup steps for earnings elements and discusses how to:

- Name an earnings element.
- Define calculation rules for an earnings element.
- View generated elements for earnings.

Understanding Setup Steps for Earnings Elements

In Absence Management, earnings represent compensation that payees receive for paid absence events. You define earnings elements to represent your organization’s earnings rules. The earnings elements that you create in Absence Management should correspond to earnings codes that are defined in your payroll system. For example, if your payroll system has an earnings code for vacation pay, you should set up an earnings element in Absence Management for vacation pay. After you define earning and deduction elements, you map them to payroll earning and deduction codes.

To create an earnings element:

1. Define the earnings name, security levels, and allowable overrides on the Earnings Name page.
2. Set up the calculation rule on the Earnings - Calculation page.

   You select the components that make up the calculation rule: an amount or a combination of a base, percent, rate, and unit.

Note. You cannot change a calculation rule after you run the Absence Take process.

Pages Used to Define Earnings Elements

Note. The Earnings component (GP_EARNING) includes several pages that are used by Global Payroll, but not by Absence Management. The table that follows lists only those pages that apply to earnings setup in Absence Management.

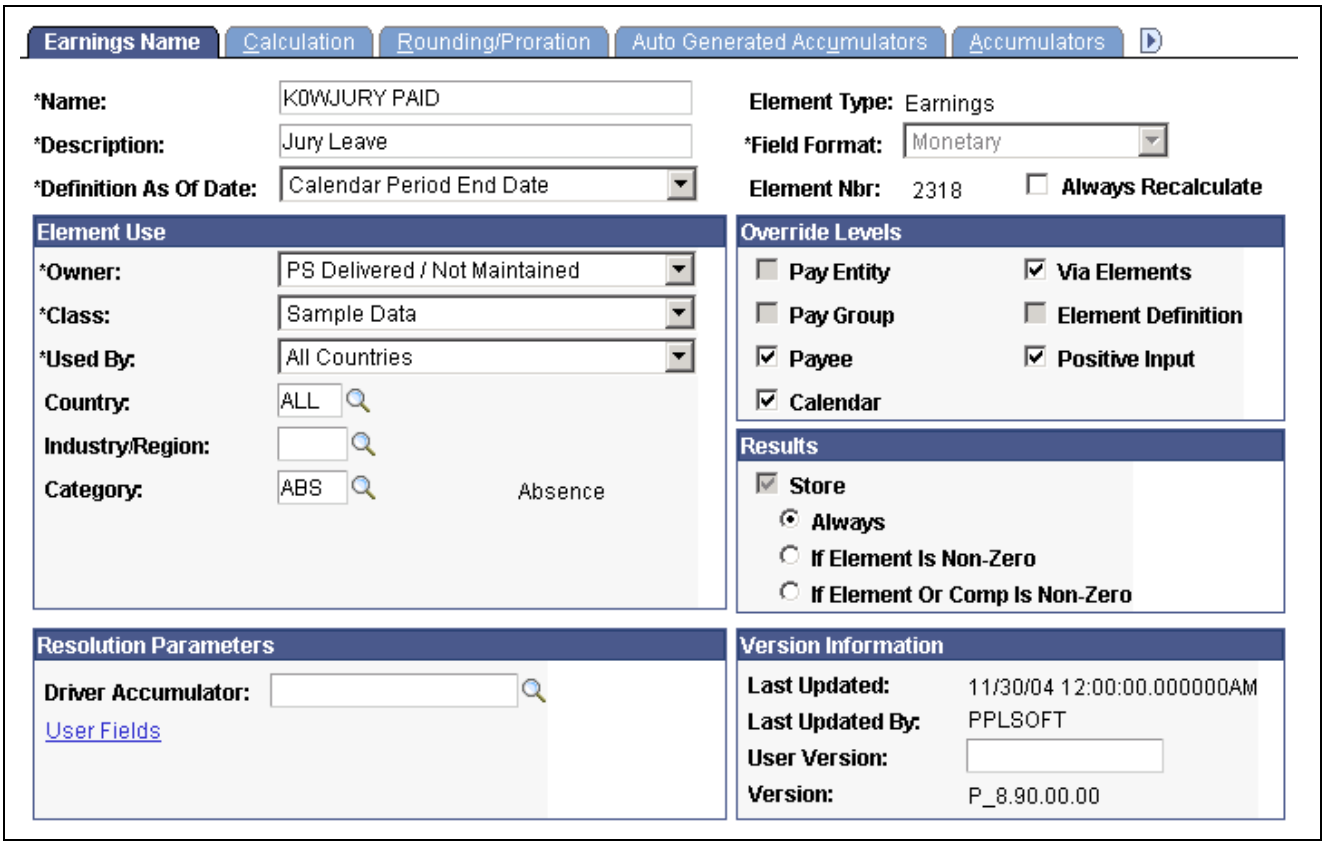
Page Name	Object Name	Navigation	Usage
Earnings Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name	Name the element and define its basic parameters.
Earnings - Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation	Define calculation rules for an earnings element.
Earnings - Generated Elements	GP_AUTOGEN_SEC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Auto Generated Accumulators Click the View Generated Elements link.	Displays the system-generated components and accumulators that have been created for an earnings element.

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 57

Naming an Earnings Element

Access the Earnings Name page.



Earnings Name page

Note. You name every element and define its basic parameters on an Element Name page. All element components within Absence Management share the same first Element Name page (GP_PIN). However, the Earnings Name page contains the following additional fields that apply only to earnings.

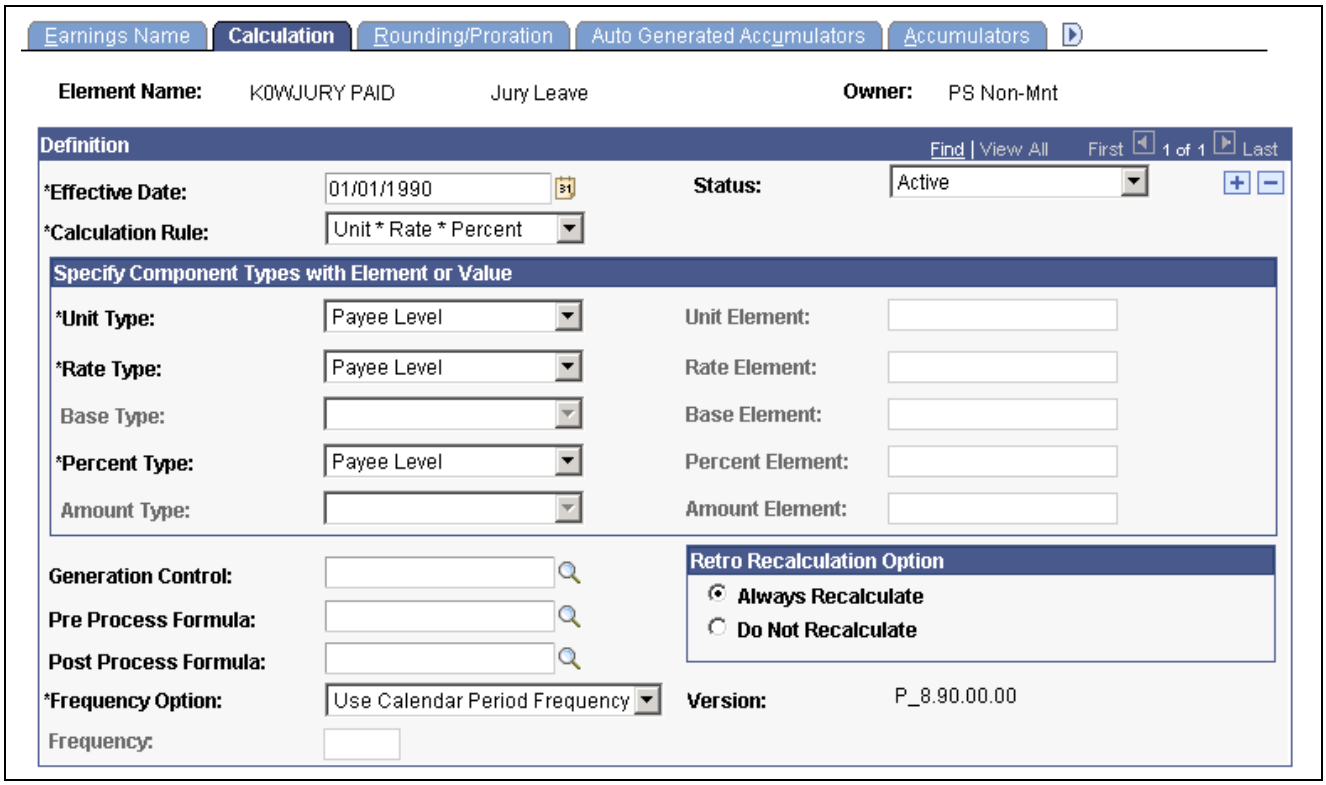
Driver Accumulator This field applies only to Global Payroll.

User Fields This link applies only to Global Payroll.

Note. All other fields on the Earnings Name page are discussed in another chapter in this PeopleBook.

Defining Calculation Rules for an Earnings Element

Access the Earnings - Calculation page.



Earnings - Calculation page

Calculation Rule

Define the calculation rule for the element. Valid values are *Amount, Base x Percent, Unit x Rate,* and *Unit x Rate x Percent.* Your selection affects the availability of other fields.

When you process absence events, the system can generate units for the earnings elements, which you can transmit to your payroll system. If you integrate Absence Management with Payroll for North America or Payroll Interface, select a calculation rule that includes units. *Unit x Rate x Percent* is recommended because it enables you to send both rate and percent information to your payroll system.

Once you define a calculation rule for an element, you cannot change the rule after output results are generated for the element. If you need to change the element definition, create a new element.

Unit Type, Rate Type, Base Type, Percent Type, and **Amount Type**

The fields that you can update here depend on the selected calculation rule. Select *Payee Level* for each applicable component.

Note. In Global Payroll, these fields tell the system how to determine the component values or amount. In Absence Management, you use the Absence Take - Day Formula page (when you link the earnings element to a take element) to tell the system how to determine the component values or amount.

Unit Element, Rate Element, Base Element, Percent Element, Amount Element, Amount Value and **Amount Currency**

These fields are not available when you select Payee as the component type.

Generation Control This field applies only to Global Payroll.

Pre Process Formula and **Post Process Formula** These fields apply only to Global Payroll.

Frequency Option and **Frequency** These fields apply only to Global Payroll.

Retro Recalculation Option Specify whether to recalculate an element during retroactive processing. Values are:

Always Recalculate

Do Not Recalculate

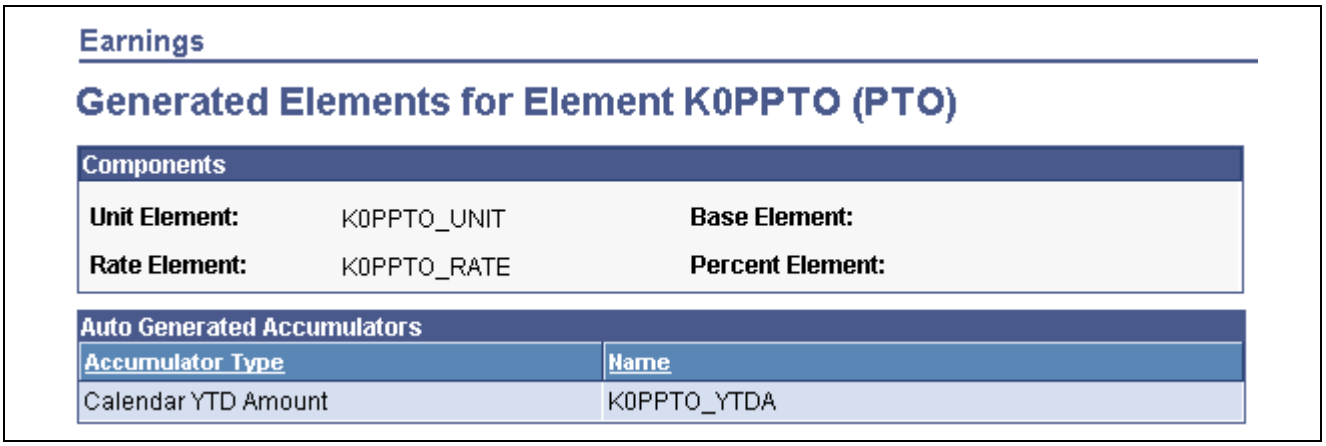
If you select *Always Recalculate* here, the element is recalculated during processing the element in a retroactive situation.

Note. You can override this field on the Retro Process Overrides page.

See Chapter 26, "Defining Retroactive Processing," page 529.

Viewing Generated Elements for Earnings

Access the Earnings - Generated Elements page.



Earnings - Generated Elements page

Components Displays the automatically generated element for each component of the earnings element.

Auto Generated Accumulators Displays automatically generated accumulators.

See Also

Chapter 5, "Defining General Element Information," Defining Suffixes, page 67

Defining Deduction Elements

To set up deduction elements, use the Deductions (GP_DEDUCTION) component.

This section provides an overview of the setup steps for deduction elements and discusses how to:

- Name a deduction element.
- Define calculation rules for a deduction element.
- View generated elements for a deduction.

Understanding Setup Steps for Deduction Elements

A deduction is a payroll element that subtracts from a person's pay. If you are using Absence Management with Payroll Interface, you can create deduction elements in addition to earnings elements to compensate payees for time off. Do not create deduction elements if you are using Payroll for North America with Absence Management. Absence Management does not transmit deduction date to Payroll for North America.

To create a deduction element, define the deduction name and calculation rule.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Defining Earnings Elements, page 153

Pages Used to Define Deduction Elements

Note. The Deductions component (GP_DEDUCTION) includes several pages that are used by the Global Payroll application and not by Absence Management. The table that follows lists only those pages that apply to deduction setup in Absence Management.

Page Name	Object Name	Navigation	Usage
Deduction Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Deduction Name	Name the element and define its basic parameters.
Deductions - Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Calculation	Define calculation rules for a deduction element.
Deductions - Generated Elements	GP_AUTOGEN_SEC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Auto Generated Accumulators Click the View Generated Elements link.	Displays the system-generated components and accumulators that have been created for a deduction element.

Naming a Deduction Element

You name every element and define its basic parameters on an Element Name page. All element components within Absence Management share the same first Element Name page (GP_PIN).

The Deduction Name page is similar to the Earnings Name page.

See Also

Chapter 8, “Defining Earning and Deduction Elements,” Naming an Earnings Element, page 154

Defining Calculation Rules for a Deduction Element

The Deduction - Calculation page is similar to the Earnings - Calculation page.

See Also

Chapter 8, “Defining Earning and Deduction Elements,” Defining Calculation Rules for an Earnings Element, page 155

Viewing Generated Elements for a Deduction

The Deduction - Generated Elements page is similar to the Earnings - Generated Elements page.

See Also

Chapter 8, “Defining Earning and Deduction Elements,” Viewing Generated Elements for Earnings, page 157

CHAPTER 9

Setting Up Accumulators

This chapter provides an overview of accumulators and discusses how to:

- Define accumulators.
- Adjust accumulator balances.

Understanding Accumulators

This section discusses:

- Accumulator elements.
- Balance accumulators in background processing.
- Retroactive processing and accumulators.

Accumulator Elements

Accumulators are elements that store the cumulative values of defined items as they're processed. For example, they can store accrued entitlement balances and other cumulative values.

Accumulators can be defined:

- Automatically

  When you create an entitlement element, the system can automatically generate a set of accumulators to track the value of the element over time. Automatically generated accumulators typically accumulate values for a single element. You specify the periods of time that the accumulators are to track.

- Manually

  You can create accumulators to track several elements, such as all accrued entitlement. You select the elements that the accumulator is to track and define the period of time that the accumulator is to cover. You can accumulate a single value or multiple values over time.

There are two types of accumulators, some that pertain to a single segment, and others that span several calculation periods:

- Segment accumulators accumulate values during a single segment.
- Balance accumulators accumulate values over a period of time, such as a month or a year.

See Also

Chapter 11, "Defining Absence Elements," Understanding Auto Generated Accumulators, page 190

Balance Accumulators in Background Processing

This section describes various aspects of how the batch process handles balance accumulators.

Updating Balances

The system loads the value for an accumulator from the end of the previous period. When the accumulator is processed, the value for the current period is added to the historic value to maintain an up-to-date balance. For each period, the batch process pulls forward the accumulator likewise.

Creating New Instances

When defining an accumulator, assign such attributes as level, based-on date, and period to cover—such as calendar year. Level determines whether to keep separate counts per job or across jobs by employee. You can add specifications by adding user keys, such as contract or department. The period and based-on date determine the applicable time period. These attributes determine how and when the batch process creates and keeps separate instances of the same accumulator. The system creates a new instance of balance and segment accumulators anytime that you change the value of a key field. Balance accumulators also spin off a new instance for each new period.

Writing to the Result Tables

How you set up the Accumulator page tells the system whether to write the accumulator to the results tables. The system determines when to drop balance accumulators, using the number of months to maintain after end date and comparing the accumulate through date of each instance with the current pay period begin date.

See Also

Chapter 10, “Defining Processing Elements,” page 173

Retroactive Processing and Accumulators

Accumulators reflect new retroactive values in the retroactive period by default.

Define all absence balance accumulators as corrective. This makes it possible for the true balance of the accumulator to be reflected in each period.

See Also

Chapter 26, “Defining Retroactive Processing,” Loading Balance Accumulators, page 545

Defining Accumulators

To define accumulators, use the Accumulators (GP_ACCUMULATOR) component.

This section discusses how to:

- Name an accumulator.
- Specify keys and timing for accumulators.
- Define the period for an accumulator.
- Define the list of elements that contribute to an accumulator.

Pages Used to Define Accumulators

Page Name	Object Name	Navigation	Usage
Accumulator Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Accumulator Name	Name an accumulator element and define its basic parameters.
Accumulators - Level	GP_ACCUMULATOR_1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Level	Specify keys for accumulators and indicate the timing of the accumulator's resolution.
Accumulators - Period	GP_ACCUMULATOR_2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Period	Define the period for an accumulator.
Accumulators - Members	GP_ACCUMULATOR_3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Members	Define the list of elements that contribute to an accumulator.

Naming an Accumulator

You must name every element that you create and define its basic parameters on an Element Name page. All element page groups share the same first Element Name page (GP_PIN).

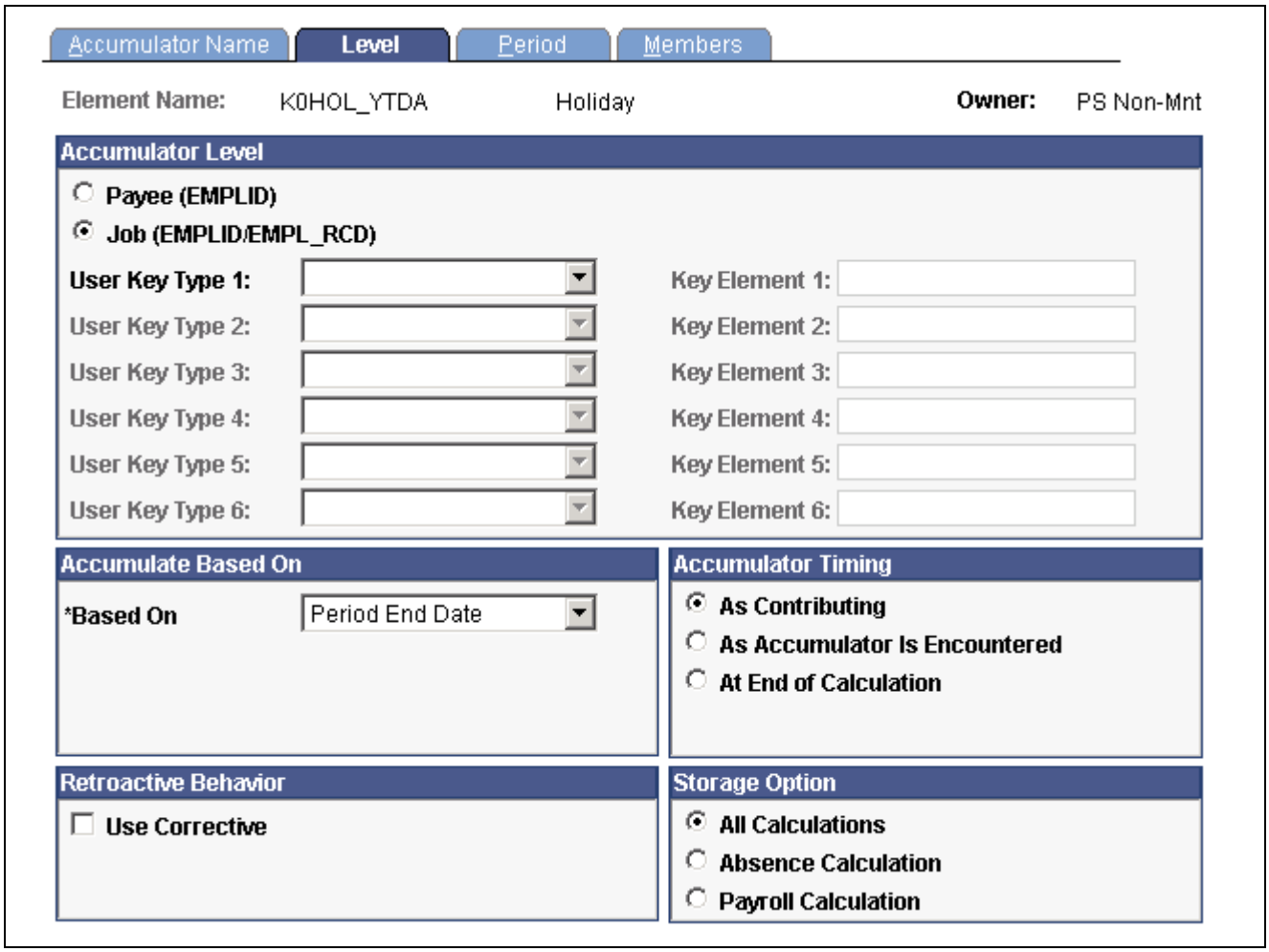
Note. When creating an accumulator, you can select a decimal or monetary field format. Select *decimal* for elements that accumulate nonmonetary values, such as holiday hours or years of service.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Specifying Keys and Timing for Accumulators

Access the Accumulators - Level page.



Accumulators - Level page

Payee (EMPLID) (payee employee ID)

Select to have the accumulator store the results for all of a payee's jobs together. This is the default option.

Job (EMPLID/EMPL_RCD) (job employee ID/employee record)

Select to have the system store the results for each job that a payee holds in a separate accumulator with EMPLID/Rcd as a key.

User Key Type

You can define up to six user keys for an accumulator. User keys enable you to track a given accumulator at levels below employee record. For example, you can track an employee's year-to-date sick time by contract number or company.

Enter the type of element for the user key. Values are *Variable* and *SystemElem*.

Key Element

Use these fields to select the elements to use as the accumulator keys. For example, to track an accumulator by company, select the system element COMPANY as a user key, which directs the system to maintain different accumulated numbers for each location of the employee.

The following guidelines apply:

- The system doesn't accumulate employee data across paygroups and pay entities in different countries. Thus, COUNTRY is not a meaningful user key.

- Key values are limited to 25 characters and can be characters, dates, or integers. Before selecting user keys, know how their values are stored in the results table.
- You can use decimal and monetary elements as user keys, but the system uses only the whole number and ignores the decimal part. Negative values are converted and stored as positive values.

Accumulate Based On

Based On Select the calendar period date to use when determining the correct period for recording accumulators. Select from *Period Begin Date, Period End Date* (default), *Payment Date,* or *Specified Date. Specified Date* is commonly used in absence situations. An absence is often tied back to its initial date, even if that was in another period.

Example:

A certain monthly accumulator has one member: E1.

A weekly paygroup has these period dates:

Begin Date = January 26, 2005

End Date = February 3, 2005

Payment Date = February 4, 2005

E1 = 10

The Based On field value tells the system whether the 10 of E1 is added to the monthly value for January or February. If you select *Period Begin Date,* the 10 is added to the January balance. If you select *Period End Date,* (or *Payment Date*), the 10 is added to the February balance.

Retroactive Behavior

Use Corrective Select this check box. (This option has added functionality for PeopleSoft Enterprise Global Payroll.)

Important! This check box must be selected to correctly process retroactivity in Absence Management.

Accumulator Timing

Select the method for resolving the accumulator. Every accumulator has a list of elements associated with it (defined on the Accumulator Elements page). If you reference the accumulator during processing, the value of the accumulator varies, depending on the time that you specify for the accumulation.

As Contributing As each contributing element is resolved, the accumulator is updated to reflect the new value. The system adds the value of an element—such as an entitlement—to the accumulator as the system calculates the element. The accumulator doesn't need to appear on the process list.

As Encountered The accumulator is resolved whenever it is encountered, for example, within a formula. The accumulator does not need to appear on the process list to be resolved. When a contributing element to an accumulator is resolved, the accumulator itself is not automatically updated with the new value.

At End of Calculation The accumulator is not updated during the main calculation process, but maintains the value loaded from the end of the last finalized segment. Only after all other elements are resolved does the system update the accumulator to reflect the new, current values of its contributing members. This is done automatically; the accumulator does not need to be on the process list. By default, auto-generated accumulators are defined as *at end of calculation*.

Storage Option

Storage Option Select the run types during which you can change and store accumulators. Options are:

- *All Calculations:* The accumulator value can be changed during any run type. The value is stored after every run.

  Note. Select this option only if truly necessary. Storing values after every run can consume significant storage space.

- *Payroll Calculation:* This option applies only when using Global Payroll with Absence Management.
- *Absence Calculation:* The accumulator value can be changed during an absence run only. The value is only stored after an absence run.

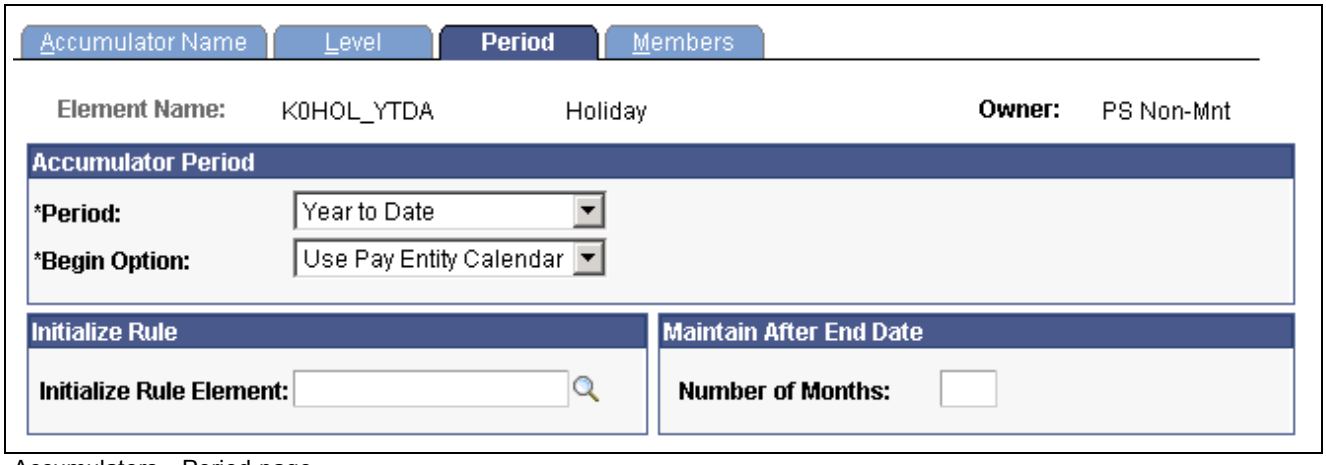
Warning! Select the storage option before performing background processing. This is to ensure that the method the batch system uses to load accumulator balances is consistent with the results already generated.

See Also

Chapter 9, "Setting Up Accumulators," Retroactive Processing and Accumulators, page 162

Defining the Period for an Accumulator

Access the Accumulators - Period page.



Accumulators - Period page

Accumulator Period

An accumulator period is the period for which an accumulator collects and accumulates amounts.

Period Select from the following options:

Segment Period: Represents one segment. If there's no segmentation, a segment period and a payment period are identical.

Calendar Period: The period begin and end dates come from the current calendar period.

Month to Date: The system collects information monthly.

Quarter to Date: The system collects information quarterly.

Year to Date: The system collects information yearly.

Custom Period: A custom period enables you to create an accumulator that's completely open-ended—an end date is not required, as might a custom period to track an employee's accumulated sick time. When you select this option, the Date field appears for the begin date. Select the element type from the list in this new field.

Begin Option Select the accumulator's starting point. This field appears if you select *Month to Date, Quarter to Date,* or *Year to Date* in the Period field. Values are:

Specify Date: The Begin Month and the Begin Day fields appear. Enter the day and month or select variables to return these values.

Use Paying Entity Calendar and *Use Paying Entity Fiscal:* The system uses the defaults set on the Pay Entity Processing Details page.

Initialize Rule

Initialize Rule Element Enter a formula element to be invoked when a new instance of an accumulator is created for a new period. This formula must also be a member of the accumulator for its results to be added to the accumulator. For example, at the beginning of a calendar year, you might want to have a YTD accumulator that contains accrued vacation time carry over the previous year's value, with certain limits. The formula that you select here can serve this purpose. When the accumulator for the new year is created, the formula is invoked. If you leave this field blank, no special processing occurs.

Maintain After End Date

Number of Months Specify how long an accumulator remains in the output results table after its stop date. You can use this to access a previous accumulator value for a current calculation.

Custom Period End Date Options

These fields are only available for custom period accumulators.

Note. The two fields in this group box work independently.

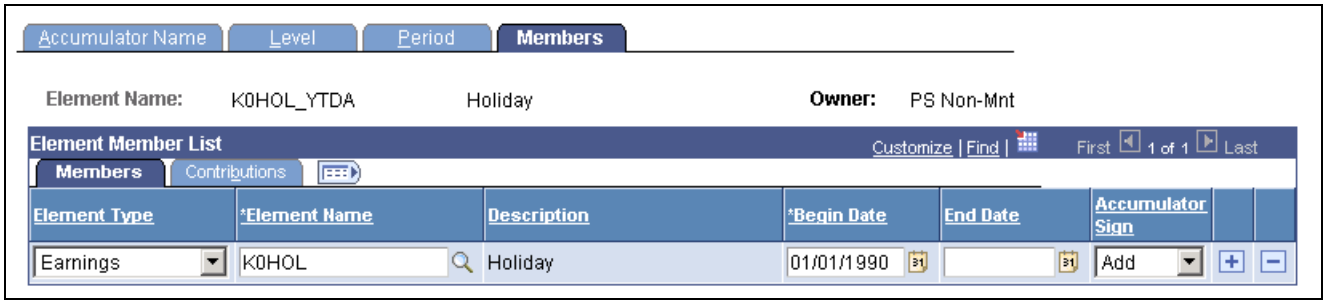
Set End Date If Zero Select this option to set the accumulator's end date to the segment end date in the period when the accumulator value equals zero. This lets the system display the accumulator's value when it reaches zero and then cease storing this value in the subsequent period. For example, when tracking entitlement for vacations, you could use this field to display the balance until it reaches

zero. If you select this check box, the system populates the Duration in Months field with *999* by default (equivalent to no end date).

Duration in Months Enter the accumulator's length of duration. The custom period ends after this duration. For example, when tracking maternity leave, you could use this field to display the accumulator for a set entitlement number of months. Do not enter a value in this field if you select the Set End Date if Zero check box. If you select the Set End Date If Zero check box, the system will overwrite any value you enter in the Duration in Months field with a value of *999* (equivalent to no end date).

Defining the List of Elements That Contribute to an Accumulator

Access the Accumulators - Members page.



Accumulators - Members page: Members tab

Members

Select the Members tab.

Use the fields on this tab to specify which elements contribute to the accumulator's total.

Element Type Select from the list of element types. Values are *Abs Entitl, Array, Auto Assgn, Bracket, Deduction, Duration, Earnings, Formula, Seg. Accum, System Elem,* and *Variable.*

Element Name Select elements that contribute to the accumulator's total. An element can accumulate to multiple accumulators; accumulators can contribute to other accumulators.

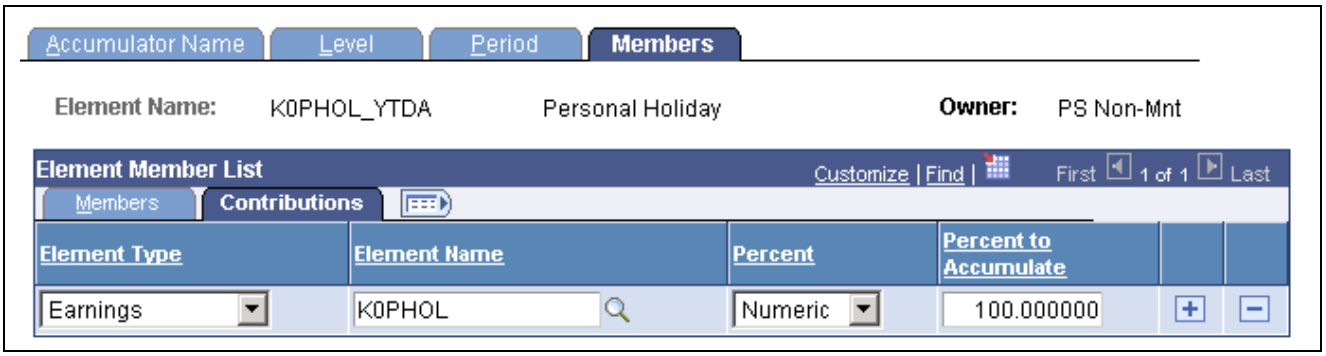
Begin Date and **End Date** Tell the system when a member must start and stop calculating an accumulator.

If this field is blank, the system continues updating the accumulator indefinitely while the elements remain valid.

Accumulator Sign Select *Add* or *Subtract* to indicate if the element adds to or subtracts from the accumulator.

Contributions

Select the Contributions tab.



Accumulator - Members page: Contributions tab

The system lists the elements that you selected on the Members tab.

Percent and **Percent to Accumulate**

Specify the portion of the element's value that the system contributes to or subtracts from the accumulator. Values are:

Numeric: Select to specify a percentage of up to 100 percent. Enter the percentage in the Percent to Accumulate field.

Variable or *Formula:* Select to have a variable or formula element return the value to accumulate or subtract. Select the variable or formula name in the Element Name field.

Adjusting Accumulator Balances

This section provides an overview of accumulator adjustments and discusses how to adjust accumulator amounts.

Understanding Accumulator Adjustments

For a given payee in a finalized calendar group, you can:

- Adjust an accumulator's results or add a new instance to the results.
- Insert a new accumulator into the results.

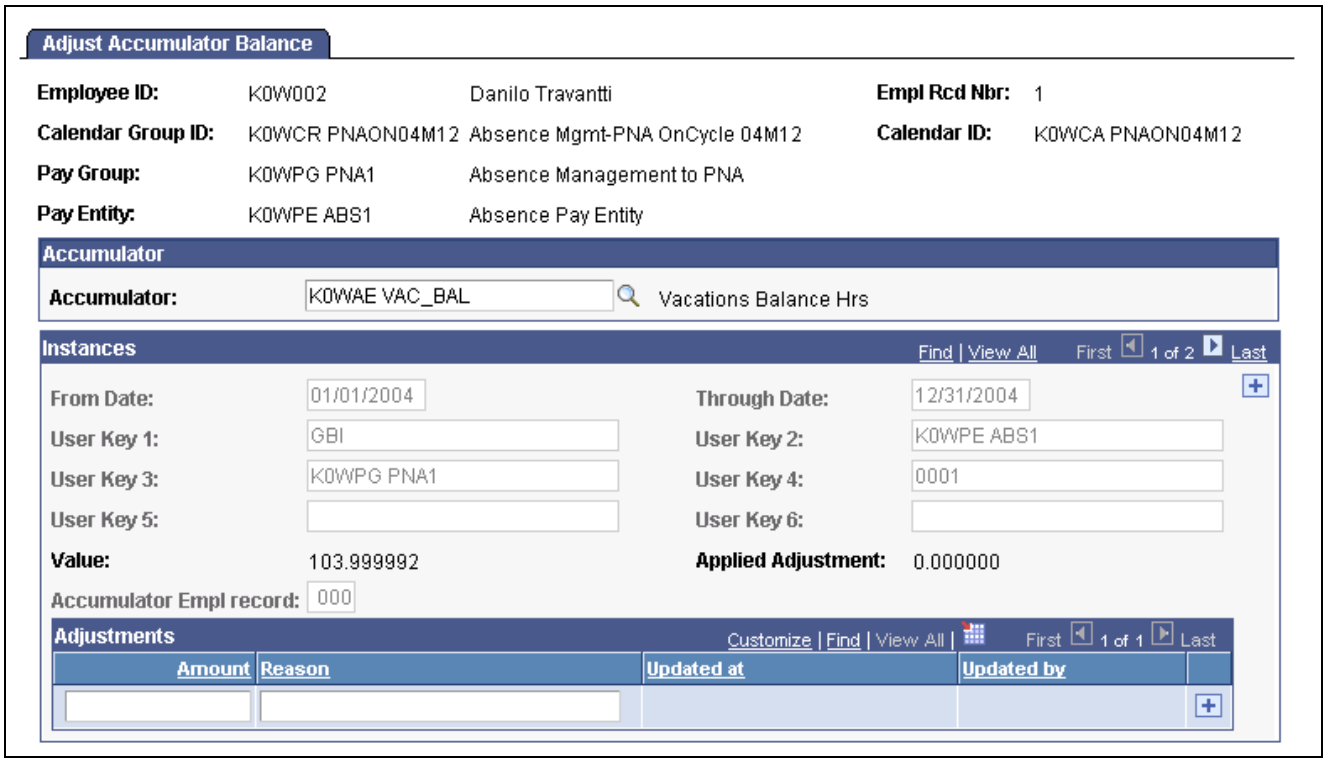
When adjusting accumulator results, adjust the accumulator that's loaded as the starting point for a calculation. For example, say that you finalize the March run, and then realize that an adjustment needs to be made to a March year-to-date accumulator. You make the adjustment. When you process the April run, the system reads the March year-to-date balance with the adjustment and uses it as the starting value for the accumulator. In contrast, if you ran April with a retroactive trigger that caused March to be recalculated, the starting balance would come from February and the adjustment would be ignored.

Page Used to Adjust Accumulators

Page Name	Object Name	Navigation	Usage
Adjust Accumulator Balance	GP_ACM_USER_ADJ	Global Payroll & Absence Mgmt, Payee Data, Adjust Balances, Accumulators	Adjust an accumulator balance for a given payee in a finalized calendar group.

Adjusting Accumulator Balances

Access the Adjust Accumulator Balance page.



Adjust Accumulator Balance page

Note. You cannot adjust accumulators that are in an unfinalized calendar group.

Accumulator

Accumulator Select the accumulator to adjust. Once selected, the system displays the accumulator's description to the right of this field and populates the Instances group box with information from the result tables. If no results are returned, the accumulator has no recorded balance for the identified employee record and calendar.

Instances

This group box displays the recorded balance, if any, for the selected employee record and calendar. You can enter new instances to add to the result tables at the end of the calendar ID that appears.

From Date and **Through Date** The begin and end dates for the accumulator period.

User Key The user keys that are associated with the accumulator.

Value The value of the accumulator for the employee (and employee record) at the end of that calendar ID period.

Accumulator Empl record (accumulator employee record)

This field can be helpful when payees have more than one job. It identifies the employee record number to which the accumulator values pertain.

All accumulator data for an employee ID is passed from one segment to another regardless of job. Therefore, when you access a particular Empl Rcd Nbr to view or adjust the accumulator values that resulted from processing that job, you can view and adjust the accumulator values for the payee's other jobs as well. Use the links at the top of the Instances group box to access the accumulator value for the next or previous job.

As an example, assume that a payee has two jobs:

- Empl_rcd = 0 that accrues 10 hours of entitlement each month.
- Empl_rcd = 1 that accrues 11 hours of entitlement each month.

Assume also that Empl_rcd is a key for the year-to-date absence entitlement accumulator. Now, suppose that you process absences for two segments: January/Job 1 and January/Job 2. If you were to access the Adjust Accumulator Balance page for Empl_rcd 0 for the January calendar (and click the Retrieve Data button), the system would display a value of 10 for Accumulator Empl Rcd Nbr 0. (The system provides a snapshot of what it processed for the first segment.) If you were to access this page for Empl_Rcd 1 instead, the system would again display a value of 10 for Accumulator Empl Rcd Nbr 0. In addition, it would display a value of 11 for Accumulator Empl Rcd Nbr 1, when you click the link for the next job.

Note. If you adjust the accumulator balance for Empl_rcd 0, Empl_rcd_acum 0, but the last segment processed for the payee was Empl_rcd 1, the system will ignore the adjustment. You should adjust the balance for Empl_rcd 1, Empl_rcd_acum 0 instead, because this balance becomes the source for the next calendar.

Applied Adjustment

The sum of adjustments that have been made to this accumulator instance. When you click Save, this number is updated to reflect all accumulator adjustments that are currently entered in the Adjustments group box.

Adjustments

Amount

Enter the adjustment amount, either positive or negative.

Reason

Enter the reason for the adjustment

Updated At and **Updated by**

The system populates these fields when you save the page and displays them when you query adjustments.

Note. You can add new instances and adjust accumulators, but you cannot delete entered data. All adjustments remain in the system for an audit trail. To reverse a prior adjustment, enter a row with an offsetting or negative value.

CHAPTER 10

Defining Processing Elements

This chapter provides overviews of processing elements, sections, and process lists, and discusses how to:

- Set up sections.
- Set up process lists.

Understanding Processing Elements

Absence Management enables you to define absence take and absence entitlement processes. To set up processing:

1. Create *sections,* which are logical groups of elements that are resolved during an absence run.
2. Add the sections to a *process list* that identifies the sequence and conditions under which each section of elements is resolved.

   You can create any number of process lists.
3. Attach each process list to a calendar, by associating the process list with a run type.
4. Schedule the calendars for processing.

To run an absence process, run the process that you defined. The Process List Manager program starts at the top of the process list and, for each payee, works with the PIN Manager to resolve elements sequentially in each process list section. The system creates a set of files and tables to hold the processing results.

Common Elements Used in This Chapter

Seq Nbr (sequence number) Enter a sequence number for the element in the section to specify processing order. The processing sequence is extremely important; it can directly affect absence calculations.

Numbers can be up to 5 digits, and each number in the section must be unique. Assign numbers in increments of 10 or some other factor to avoid having to renumber to insert an element.

Recalculate Select this check box to instruct the PIN Manager to recalculate the element if it encounters it more than once in the process list. Clear the check box to have the PIN Manager adhere to the Always Recalculate check box setting on the Element Name page for the element.

Avoid recalculating elements, which can slow down processing.

Understanding Sections

This section discusses:

- Section types.
- Standard sections.
- Payee sections.
- Absence take sections.

Section Types

Sections control the processing order of individual elements, breaking down large process lists into manageable pieces. Each section can have one or more individual elements. You can't add element groups to a section and generally can't include sections in sections.

Using sections enables reuse of work. For example, if several processes use the same set of take elements, you can create one section for takes and attach it to multiple process lists.

Sections are effective-dated—during processing, the system retrieves sections attached to the process list, based on your calendar period end date.

You can define four section types, which determine:

- How the system processes section elements during absence runs.
- What types of elements—such as absence take elements, and supporting elements—you can add to the section.

This table lists the section types and what each section is used for:

Section Type	Use
Standard	For regular processing when defining absence entitlement or absence take processes.
Payee	For specifying, at the payee level, elements for processing and their sequence.
Absence Take	For resolving absence takes in chronological order based on the absence begin date.

Standard Sections

Most sections in your process list are probably standard sections. When the Process List Manager encounters a standard section, it reads and resolves each element in the section in the specified order.

Payee Sections

Payee sections enable you to control which elements are processed for a specific payee and their processing order.

Having created a payee section, use the Section Overrides page to define the elements to be resolved for a particular payee. When encountering a payee section in a process list, the system retrieves the appropriate payee section and processes the elements in the section one by one.

Process lists can have multiple payee sections.

Absence Take Sections

Absence take sections enable you to process take elements based on the order in which absences occurred, rather than the processing sequence defined in a section. These sections are useful when there are dependencies between take elements, and processing in chronological order is necessary to determine correctly which absences to pay.

Absence Take Section Example

Assume that there's a requirement to reduce sickness entitlement by the number of days a payee was absent for sickness or an industrial accident over the past year. In February, a payee is absent 7 days for sickness, 6 days for an industrial accident, and 8 days for sickness, in that order.

You create a section that includes take elements in this processing sequence: SICK, IND ACC. As the following paragraphs illustrate, section type affects the amount of entitlement that's available to cover the takes:

- If the section type is standard, the system processes both SICK takes before it processes the IND ACC take.

  Consequently, it does not consider any days that were taken for the industrial accident when it determines the entitlement balance that is available for the second SICK take.

- If the section type is absence take, the system processes the absences in the order of occurrence.

  As a result, it reduces the entitlement balance for the last SICK take by the number of days that were taken (paid) for the industrial accident and for prior sicknesses over the last year.

Rules for Absence Take Sections

Following are the rules for absence take sections:

- Absence take sections can include take elements only.
- Takes are processed based on absence begin date.

  The system looks at the Absence Event record (GP_ABS_EVENT) to find the absence event with the earliest begin date.

- If more than one absence has the same date, the system refers to the processing sequence defined for the section to determine which take to process first.

  For example, assume that an absence take section includes Takes A and B in that order and that the following absence events are reported: June 2–3 (Take B) and June 3 (Take A). The system will process the absent days in this order:

  - June 2, Take B (the event with the earliest begin date)
  - June 3, Take A
  - June 3, Take B

- If a take element (parent element) is mapped to another take element (child element):
  - The child element is processed immediately after the parent element for the day being processed.

    List the child element after the parent element on the process list. The system proceeds to the next day, only after processing all generated and manually entered take elements for that day.

- Child elements that are not included in the section where the parent element is being processed are not processed until the system resolves the section that lists the child element.

Note. Mapping refers to linking one take to another by completing the Mapped To Element field on the Absence Take - Day Formula page or the Take with Other Absence field on the Absence Take - Negative Balances page.

See Chapter 11, "Defining Absence Elements," Selecting the Day Formula, Linked Earnings and Deductions, and Other Take Elements, page 207 and Chapter 11, "Defining Absence Elements," Defining Take Rules for Negative Balances, page 214.

Understanding Process Lists

This section discusses:

- Functions of process lists.
- Batch processing and the Process List Manager.
- Ordering elements and sections in a process list.
- Retroactive processing considerations for process lists.

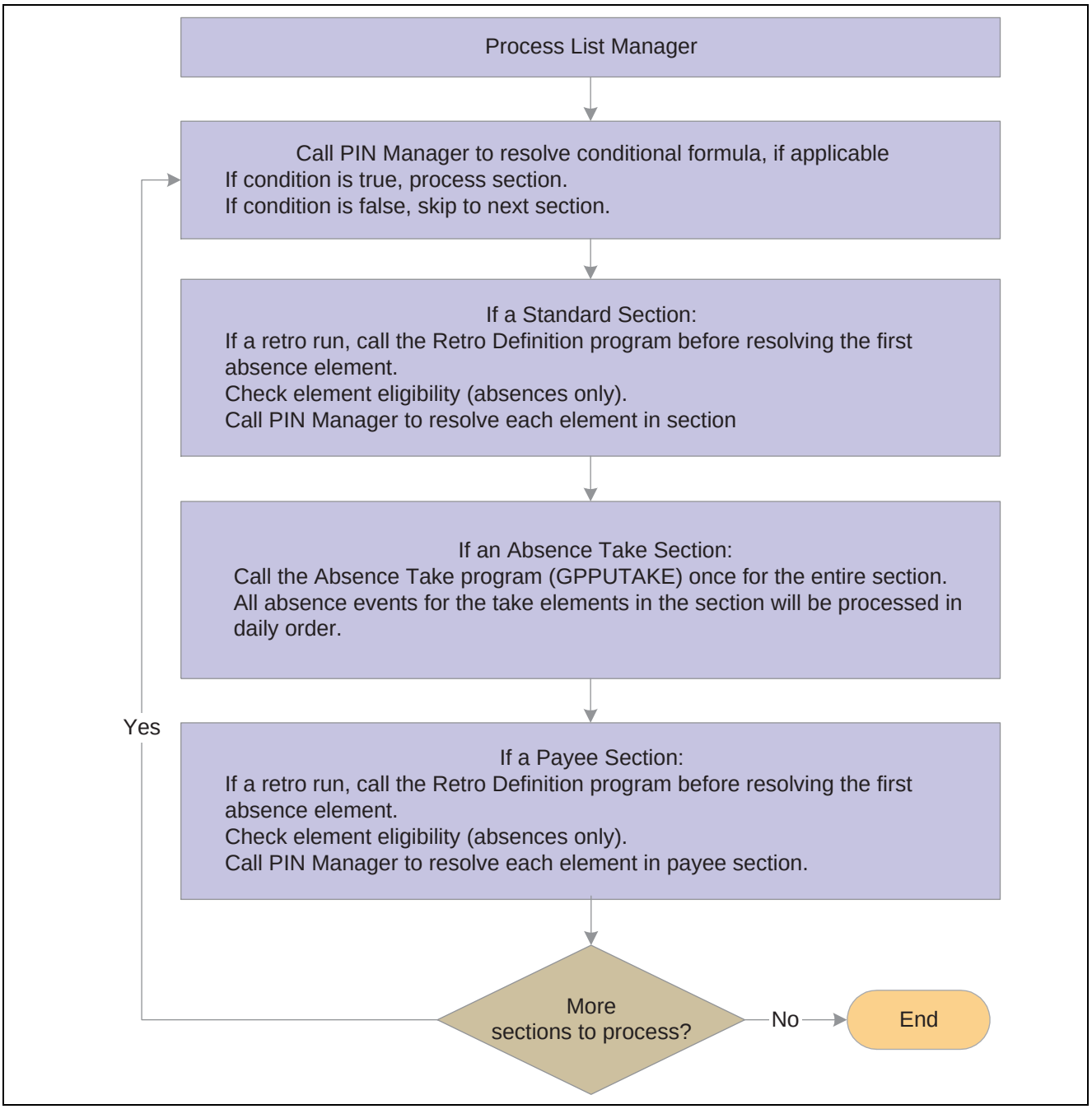
Functions of Process Lists

Process lists control absence processing at the highest level. They identify the sections, or sets of elements, to resolve during processing and the order in which they resolve.

Background Processing and the Process List Manager

The Process List Manager, a program that calls the PIN Manager during processing to resolve elements on the process list, begins at the top of the process list and reads one section at a time, according to the specified sequence. Whenever the Process List Manager encounters a conditional formula, it calls the PIN Manager for resolution. If the formula resolves to zero, the section is not processed; if the formula resolves to a nonzero number, the section is processed.

This diagram illustrates how the Process List Manager and PIN Manager work together to resolve each section of the process list during an absence run:



The Process List Manager

See Also

Chapter 3, “Introducing the Core Application Architecture,” Understanding the Batch Architecture Process Flow, page 17

Ordering Elements and Sections in a Process List

Here are some guidelines for verifying that elements in sections and sections in process lists are ordered logically in the correct sequence:

- Entitlement processing for absences adds to the entitlement balance.

Take processing takes away from the entitlement balance. If you include absence entitlement and absence take elements on the same process list and put the entitlement elements before the take elements, the additional entitlement balance becomes available for take processing.

- If an array needs to populate data fields before the system can execute a conditional formula, add the section with the array before the conditional section.
- Nonpercent rate codes need to be resolved before percent rate codes, so that members of any Comp Rate (compensation rate) code group that need to be used in a percent calculation have been resolved.
- Base pay rate codes need resolving before any nonbase-pay rate codes, so that the appropriate hourly rate can be calculated and available for any hourly, plus flat amount rate code calculations.

Retroactive Processing Considerations for Process Lists

This section discusses how changes to a process list can affect retroactive processing.

How Changes to a Process List Can Affect Retroactive Processing

Pay attention to effective dates. If you modify an effective-dated set of data that applies to previously processed periods, when retroactive processing is run, the results will vary. If you want to change the section for future periods only, add a new effective dated row to the section, then modify the list of elements.

See Also

Chapter 26, “Defining Retroactive Processing,” page 529

Setting Up Sections

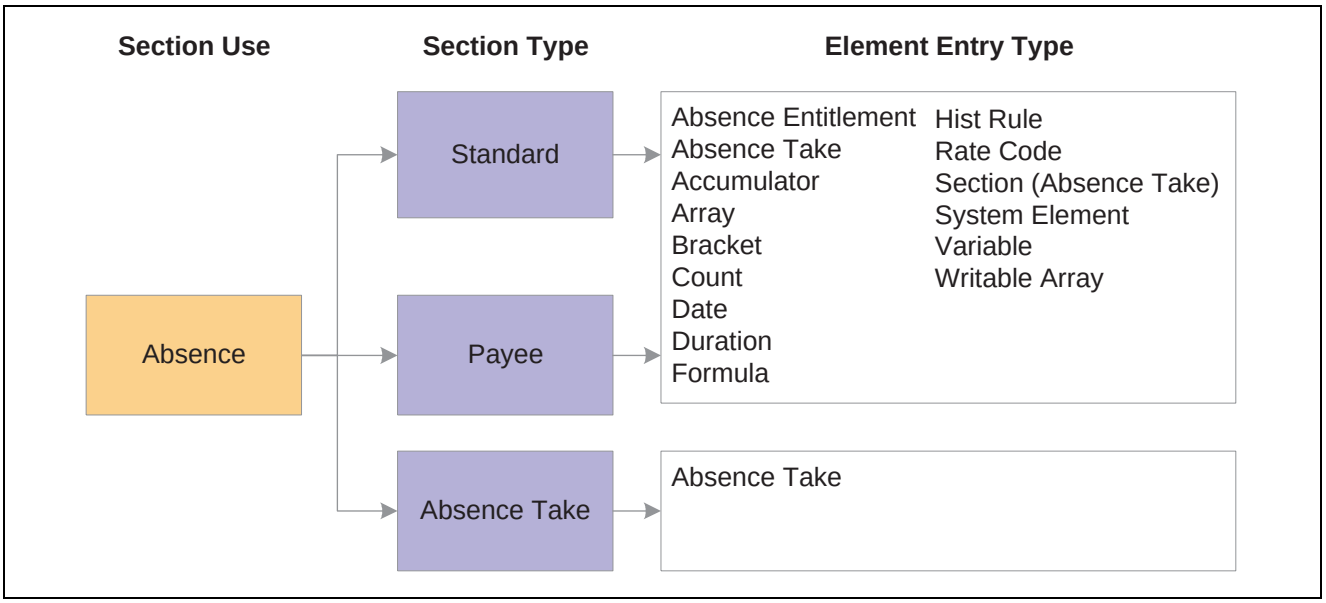
To set up sections, use the Sections component (GP_SECTION).

This section provides an overview of section setup and discusses how to:

- Name a section.
- Select elements that constitute a section.
- Create a payee section for a process list.

Understanding Section Setup

Sections are the building blocks for creating process lists. You create a section by giving it an element name, selecting the section type, and entering elements in processing order. Eligible elements depend on the section type. This diagram shows the element types that you can include in each section type:



Section type determines which elements can be added to a section

Note. Earnings and deductions are not included in process lists.

Warning! Adding or deleting an element from a section and then trying to process a retroactive run may yield incorrect results. Before changing any element in a section, assess the impact on retroactive processing.

See Also

Chapter 10, "Defining Processing Elements," Setting Up Sections, page 178

Chapter 10, "Defining Processing Elements," Ordering Elements and Sections in a Process List, page 177

Pages Used to Set Up Sections

Page Name	Object Name	Navigation	Usage
Section Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Section Name	Name a section and define its basic parameters.
Definition	GP_SECTION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Definition	Select elements that constitute a section.
Section Overrides	GP_PYE_SECTION	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Payee Sections, Section Overrides	Create a payee section for a process list.

Naming a Section

You must enter the basic parameters of each section on the Section Name page. All elements within Absence Management share the same name page (GP_PIN).

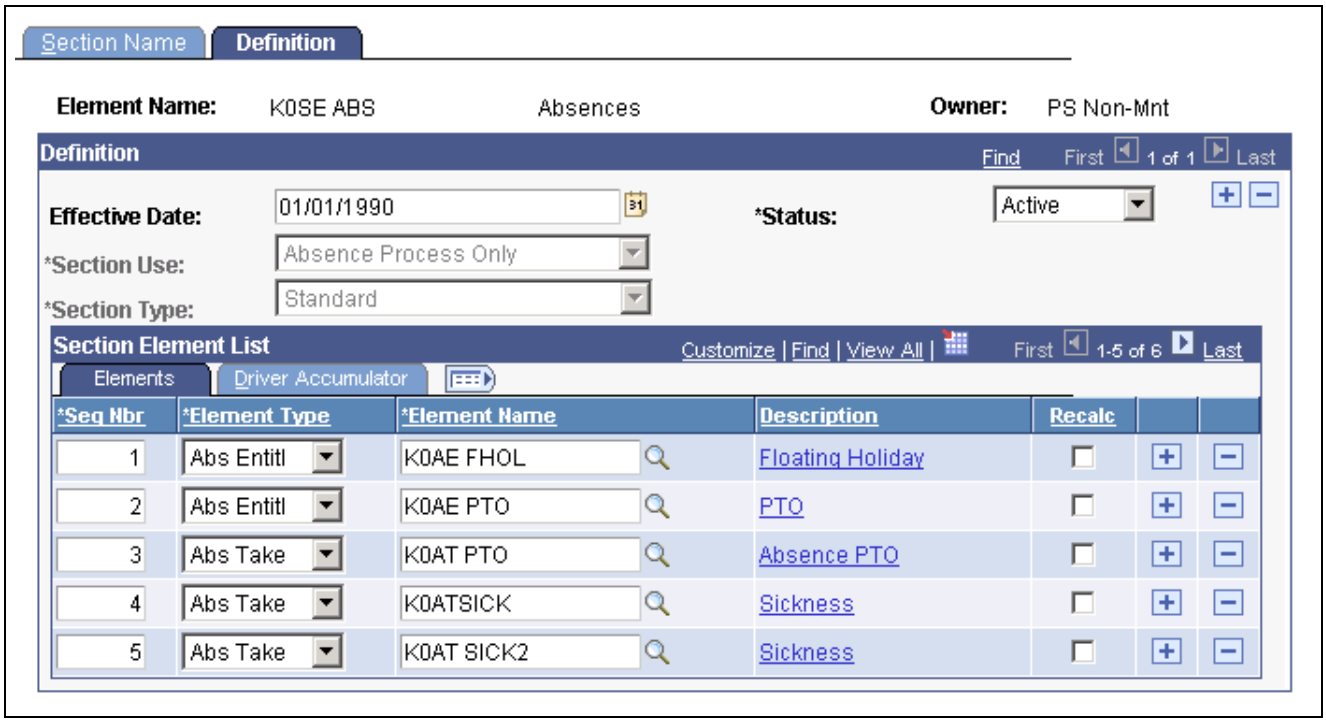
Note. On the Section Name page, *Calendar Period End Date* is the only value for the Definition as of Date field. When you run an absence process, the system reads the calendar period end date to determine which effective-dated sections and process list to use.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Selecting Elements That Constitute a Section

Access the Definition page.



Definition page

Section Use This field displays Absence Process Only. You cannot change this value.

Section Type Select the section type. This specifies how the Process List Manager processes the elements in this section. Options are *Standard*, *Absence Take*, and *Payee Section.*

If you select *Payee Section,* all fields become unavailable for entry. After saving this page, you can access the Section Overrides page and select the elements to be resolved for a particular payee.

Element Type Select the type of element that you're adding to the section. Values depend on your Section Type selection:

Standard sections: Select *Abs Entitl* (frequency-based absence entitlement), *Abs Take* (absence take), *Accumulator, Array, Bracket, Count, Date, Duration,*

Formula, Hist Rule (historical rule), *Rate Code, Section, System Element, Variable*, or *Writable Array.*

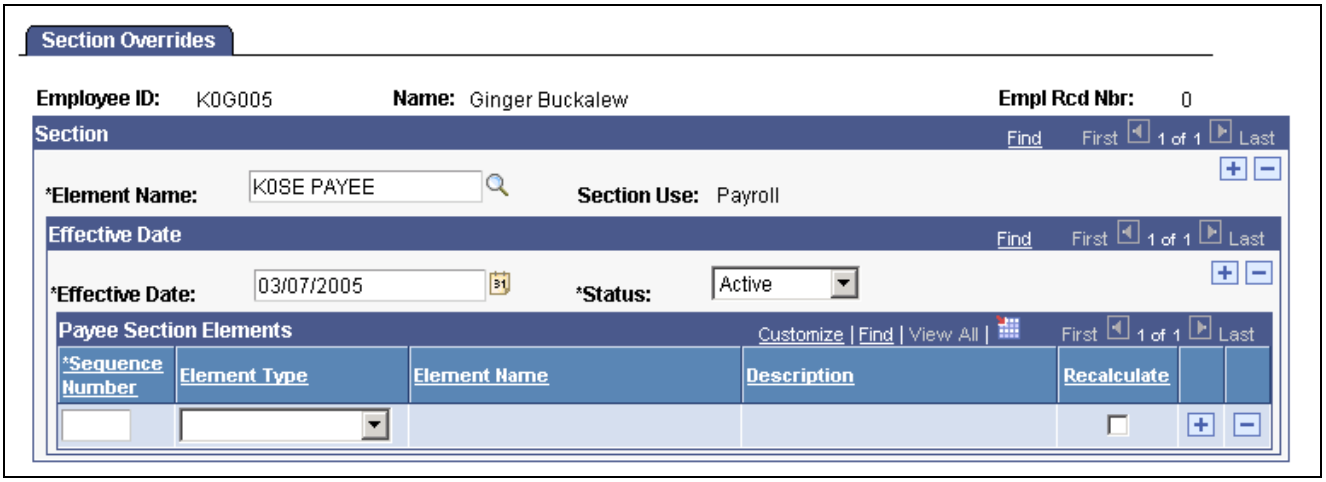
Absence take section: Select *Abs Take.*

Element Name Enter the name of the element to include in the section. Selectable names depend on the element type.

Note. The Driver Accumulator tab is used with PeopleSoft Enterprise Global Payroll only.

Creating a Payee Section for a Process List

Access the Section Overrides page.



Section Overrides page

Before using this page, create a payee section using the Sections - Section Name and Sections - Definition pages.

Element Name Enter the name of the payee section, as defined on the Sections - Section Name page.

Section Use When you select the element name, the system displays *Absence*, to identify the purpose of the section.

Payee Section Elements

Element Entry Type Select the type of element that you're adding to the section: *Absence Entitlement* (frequency-based entitlement elements), *Absence Take, Accumulator, Array, Bracket, Count, Date, Duration, Formula, Historic Rule, Rate Code, Section - Absence Take, System Element, Variable,* or *Writable Array.*

Element Name Select the name of the element that you're adding to the section.

Setting Up Process Lists

To set up a process list, use the Process Lists component (GP_PROCESS).

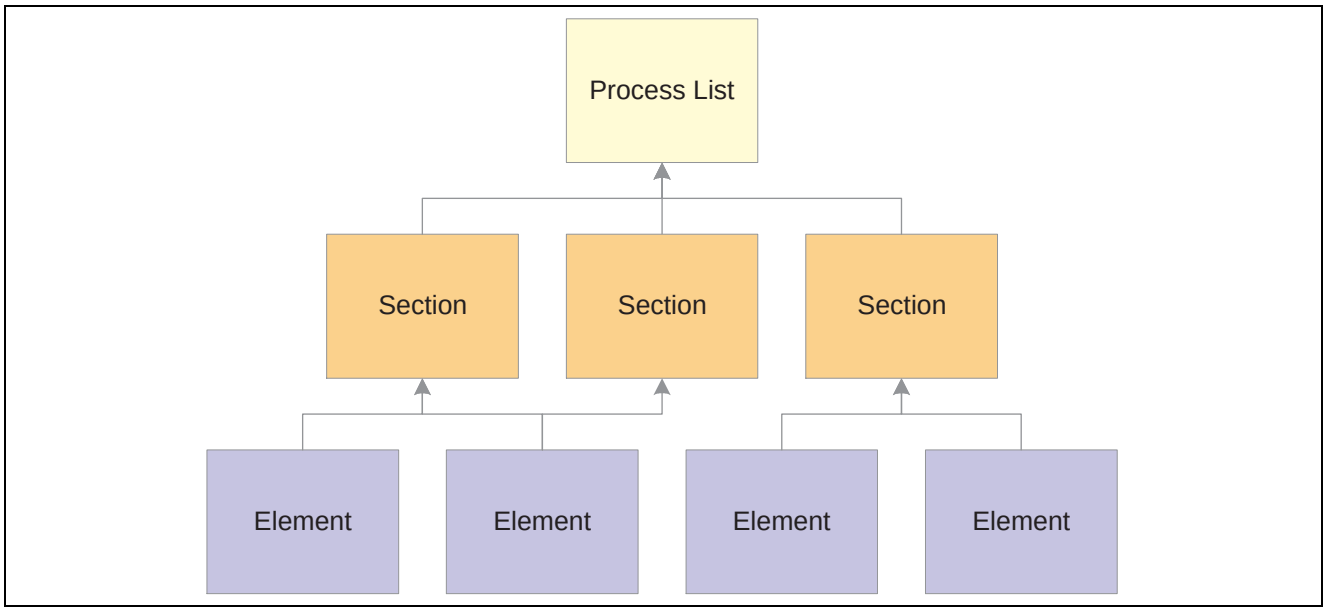
This section provides an overview of process list setup and discusses how to:

- Name a process list.
- Identify sections comprising the process list.

Understanding Process List Setup

Before creating a process list, you define the sections to include in the process, grouping sets of elements into sections for addition to your process list. In your process list, you can use conditional logic to specify when each section is executed.

This diagram illustrates the relationship between elements, sections, and process lists:



Relationship between process list, sections, and elements

You can create multiple process lists for absence processing. For example, you can create a separate process list for entitlement and take or create one process list that handles both, depending on how you run your processes.

Having created a process list, you attach it to one or more calendars (through a run type). A calendar determines:

- Who's processed.

  Specified by the Paygroup and payee selection criteria on the calendar.
- What's processed.

  Specified by the process list associated with the calendar.
- What period of time and frequency apply.

  Specified by the period ID linked to the calendar.

When running a process, the system reads the pay period end date for the calendar; finds the appropriate effective-dated process list; and processes the selected payees, one by one.

See Also

Chapter 14, “Using Calendars,” page 273

Chapter 20, “Processing Absences,” page 389

Pages Used to Set Up Process Lists

Page Name	Object Name	Navigation	Usage
Process Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Lists, Process Name	Name a process list and define its basic parameters.
Process Lists - Definition	GP_PROCESS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Lists, Definition	Identify sections comprising the process list and the order of execution.

Naming a Process List

You must enter the basic parameters of the process list on the Process List Name page. All elements within Absence Management share the same name page (GP_PIN).

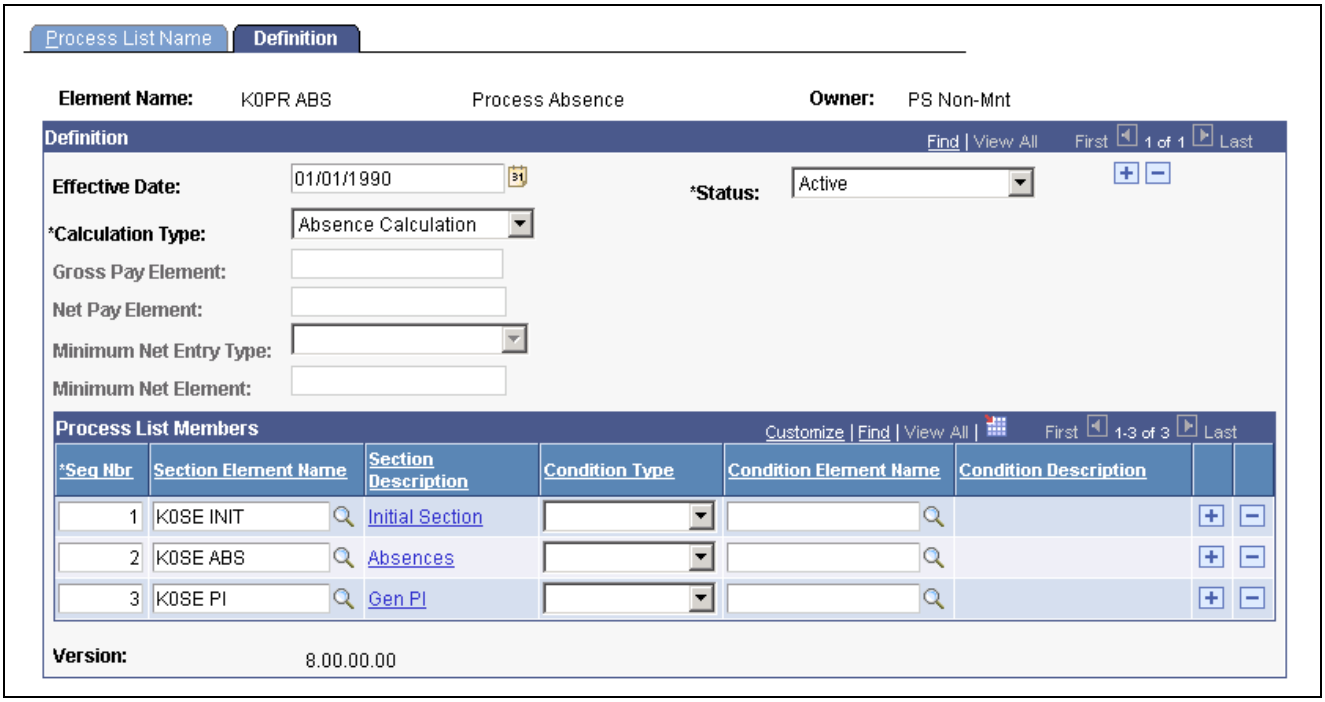
Note. On the Process List Name page, *Calendar Period End Date* is the only value for the Definition as of Date field. When you run the payroll process, the system reads the calendar period end date to determine which effective-dated process list and sections to use.

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 57

Identifying Sections Comprising the Process List

Access the Definition page.



Definition page

Calculation Type The system displays *Absence Calculation*. You cannot change this value.

Gross Pay Element This field does not apply. It is used with Global Payroll only.

Net Pay Element This field does not apply. It is used with Global Payroll only.

Minimum Net Entry Type This field does not apply. It is used with Global Payroll only.

Minimum Net Element This field does not apply. It is used with Global Payroll only.

Process List Members

Section Element Name Select the name of the section that you're adding. You can use a section only once in a process list, but you can add the same section to more than one process list.

Condition Type Select *Formula* or *Variable* to specify a condition for resolving the section that you're adding to the process list.

Condition Element Name Required if you selected a condition type. Select the name of the element that defines the condition. If the element resolves to zero, the condition is considered false and the section isn't resolved. If the element resolves to a nonzero value (for example, -2, -1, 1, or 2), the condition is considered true and the system tries resolving the section.

See Also

Chapter 10, "Defining Processing Elements," Ordering Elements and Sections in a Process List, page 177

CHAPTER 11

Defining Absence Elements

This chapter provides an overview of absence element setup and discusses how to:

- Define absence types and reasons.
- Define absence entitlement elements.
- Define absence take elements.
- Prepare absence elements for use.
- Set up absence entitlement balance forecasting and inquiry.

Understanding Absence Element Setup

This section discusses:

- Prerequisites.
- Setup guidelines and dependencies.
- Absence formulas.

Prerequisites

Before you define any absence elements, review the introductory chapter "Understanding Absence Management" that provides an overview of absence features.

See Also

Chapter 2, "Understanding Absence Management," page 5

Setup Guidelines and Dependencies

You define the policies or rules that your organization follows for tracking and compensating payees for absences by creating absence entitlement and take elements. Absence entitlement elements define the conditions under which payees accrue paid time off and the amount of time that they can accrue. Absence take elements specify the rules that the Take process applies to determine whether an absence should be paid.

Consider the following factors before you begin your setup:

- Several absence features require the use of formulas.

  At a minimum, you define a day formula for the take definition. If you're creating entitlement elements that resolve per absence, you also define a per absence formula element. You cannot save the entitlement element until you enter the name of the formula on the Absence Entitlements - Calculation page.

- Entitlement and take elements are linked.

  When you define a take element, you specify which entitlement rules apply. If you define take elements before defining entitlement elements, return to the take pages in correction mode to select the entitlement elements.

- You assign an absence type to each absence take element.

  Absence types provide a way to group or categorize absences. You can assign the same absence type to more than one take element.

- Depending on your take rules, take elements can have several interdependencies.

  Mapping out the relationships between these elements can reduce setup time. Take elements are related when:

  - You allow payees to use an entitlement that is associated with another take when they exceed the entitlement balance.
  - You request the system to create a duplicate event for a second take element.
  - You prevent users from entering more than one absence for the same payee for the same day, but you want an error message to give information about the priority of the conflicting events.

- Entitlement, adjustments, balances, and other absence-related values are stated in the same units (hours, days, or some other period of time).

  For example, if you express entitlement in days, make sure that any supporting elements that define adjustments, balances, and other absence-related amounts also resolve to days. The units that you use to define absence elements must match the units that the users enter when they adjust or override an entitlement.

- Although you define most absence entitlement and take elements during implementation, you can create additional absence elements anytime.

  As your business needs change, we recommend creating new absence elements, rather than modifying existing elements. Changing existing elements can affect retroactive processing.

Absence Formulas

Formulas offer a convenient way to implement various absence management features. You can create different formulas for the features that you use or use the same formula in as many situations as you need to.

This table lists the absence-related formulas that you may need:

Formula and Page	Use	Element Populated	Value Returned
Per Absence Formula Element (Absence Entitlements - Calculation page)	Required for *per-absence* entitlement elements. Defines when to resolve entitlement. Resolved each day if the balance is needed during processing.		0 = do not resolve entitlement. Nonzero value = resolve entitlement.

Formula and Page	Use	Element Populated	Value Returned
Day Formula (Absence Take - Day Formula page)	Required for all take elements. Interprets each absent day and returns the units to compare to the entitlement balance. Always resolved per day.	DAY COUNT	Count that represents units for the absent day.
Offset Formula (Absence Take - Day Formula page)	Per-absence entitlements only. Automatically reduces beginning entitlement balance. Resolved immediately after a per-absence entitlement is resolved.		Count that can be added to or subtracted from the entitlement balance.
Conditional Formula (Absence Take - Day Formula page)	Defines conditions for generating an absence event for another take element.		Zero or nonzero value.
(Wait) Count Formula (Absence Take - Period page)	Returns the number of remaining days that a payee must be absent before a wait period is satisfied. Often the formula that is used for the Wait Count is the same as the formula that is used for the Day Formula. For example, *workday*could be counted.	WAIT COUNT	Count
Forecast Element (Absence Take - Forecasting page)	Used during the Forecasting process to evaluate an absence. The result of the formula appears on the Absence Event Entry page. Resolved for each day of an absence event. The system saves only the value that is resolved for the last day of the absence.	ABS EVT FCST VAL	Up to 30 alphanumeric characters.

Many system elements are designed for use within absence formulas and point to columns in the absence daily data table.

For example, assume that you use the system element named SCHED HRS in your Day Formula and that you define the formula, named WRK DAY, as follows:

```
IF SCHED HRS > 0
THEN 1 ->> WRK DAY
ELSE 0 ->> WRK DAY
END IF
```

The formula checks to see if scheduled hours are greater than zero. If they are, the day equals one workday. If they are not, it is not a workday. As long as there is at least one scheduled hour, the absent day is considered a workday.

The formula processes each row of the daily data for the specified period for the absence take element that is being processed. For each row, the system retrieves the value for SCHED HRS from the daily data table.

Note. Absence system elements in the rows of daily data reflect what the current process row contains. You can use other system elements in your formulas; however, the system resolves them only once—not for each row. For example, if you use a system element from the Job row, such as Department, the value for Department does not change for each row.

See Also

Chapter 6, "Defining Data Retrieval Elements," Working with System Elements, page 70

Defining Absence Types and Reasons

To set up absence types and reasons, use the Absence Take Types (GP_ABS_TYPE) component.

This section provides an overview of absence types and reasons and discusses how to define absence types.

Understanding Absence Types and Reasons

When you define an absence take element, you assign it an absence type that describes the category of the absence; for example, vacation or sick. You can specify whether an absence type applies to all countries or a specific country. For each absence type, you can define an unlimited number of absence reasons.

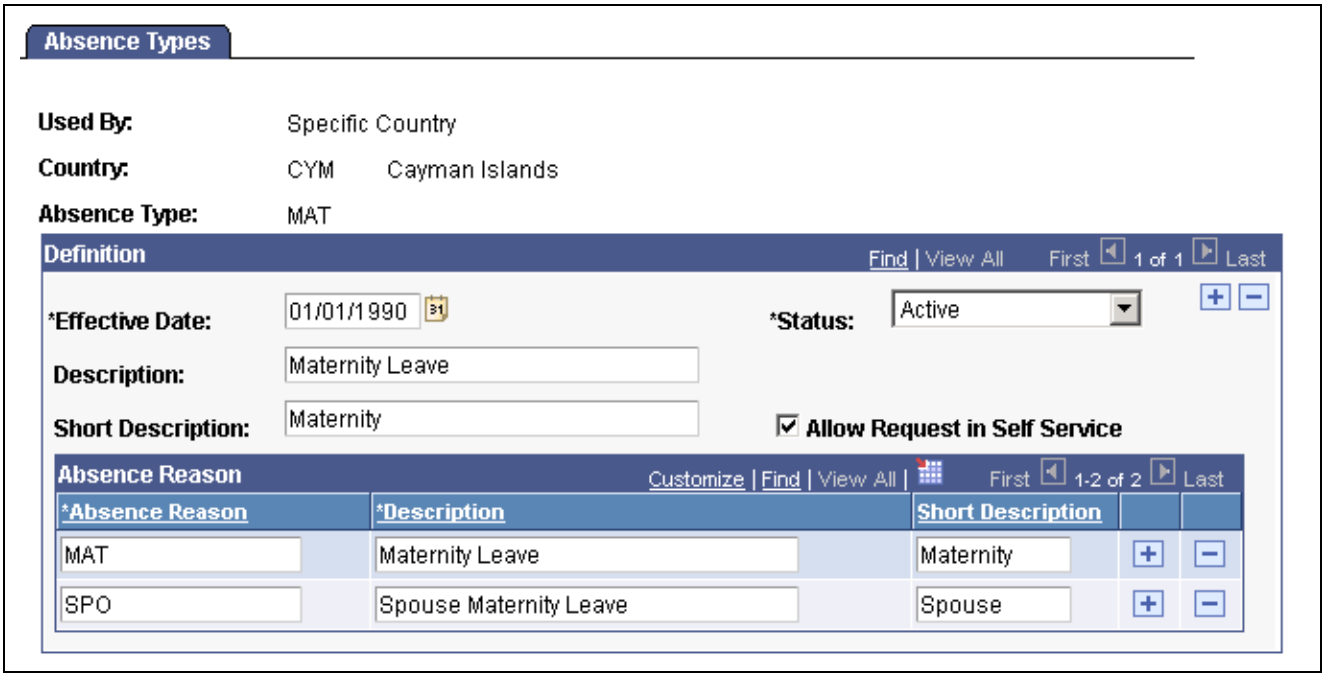
When reporting absence events, the system displays the absence type associated with the take that you enter. Entering an absence reason is optional. During the batch and online forecasting processes, the absence type and reason code populate system elements (for example, ABSENCE_TYPE, ABSENCE_TYPE_DB (absence type day before), and ABSENCE_REASON) that you can access within your absence formulas.

Page Used to Define Absence Types

Page Name	Object Name	Navigation	Usage
Absence Types	GP_ABS_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Take Types	Define the types of absences that your organization recognizes. You can define reasons in each absence type.

Defining Absence Types

Access the Absence Types page.



Absence Types page

Allow Request in Self Service Selecting this check box enables you to configure all associated take elements for self service absence functionality.

Absence Reason Enter up to three alphanumeric characters for the Absence Reason code.

Defining Absence Entitlement Elements

Use the Absence Entitlements component (GP_ABS_ENTL) to create an absence entitlement element for each type of entitlement that your organization offers. For example, if you have separate accrual policies for sick time, vacations, maternity leave, and so on, create a separate entitlement element for each.

This section provides an overview of auto generated accumulators and discusses how to:

- Name entitlement elements and enable forecasting.
- Define an entitlement amount and accrual method.
- Define rounding and proration rules.
- Define accumulator rules for entitlement.
- Define the start date and length of the accumulator period.
- View auto-generated accumulators.
- Define supporting element overrides for entitlement elements.

Understanding Auto Generated Accumulators

When you define and save a new entitlement element, the system generates an accumulator to track the entitlement balance.

After you save the element, you can go to the accumulator definition and enter additional instructions for the balance accumulator:

- For frequency-based entitlements, you can specify an Initialize Rule if you want the system to carry forward all or part of the balance at the end of the accumulation period. If you do not select an Initialize Rule, the system sets the remaining balance to 0 at the beginning of the new accumulation period.
- For absence-based and frequency-based entitlements, you can configure the way the entitlement balance is updated by adding or removing elements that contribute to or deduct from the balance. The system uses the following formula to calculate the entitlement balance:

  Entitlement balance = Entitlement − Units Paid + Units Adjusted

  Units Paid and Units Adjusted are assigned elements that the system creates when it generates the accumulator for the entitlement balance.

Example

If you create an entitlement element called VACATION, the system automatically creates a balance accumulator for the entitlement. This table lists the elements defined on the Members page for the accumulator (suffix names may differ by country) and explains when the elements are resolved:

Element Name	Element Type	Accumulator Sign	When Resolved
VACATION (entitlement)	Absence Entitlement	Add	When entitlement is resolved.
VACATION_TAKE (units paid)	Auto-assign	Subtract	During the Take process the paid units are assigned to this element each day.
VACATION_ADJU (units adjusted)	Auto-assign	Add (positive or negative number)	When entitlement adjustment is resolved.

Pages Used to Define Entitlement Elements

Page Name	Object Name	Navigation	Usage
Absence Entitlement Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Absence Entitlement Name	Name the element and define basic parameters.
Forecasting	GP_FORECAST_SEC	Click the Forecasting link on the Absence Entitlement Name page.	Enable forecasting. for an entitlement element.

Page Name	Object Name	Navigation	Usage
Absence Entitlements - Calculation	GP_ABS_ENTL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Calculation	Define the method of accruing entitlement, the entitlement amount, generation control, and enter instructions for adjusting the entitlement balance under certain conditions.
Absence Entitlements - Rounding/Proration	GP_ABS_RND_PRORTN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Rounding/Proration	Define rounding and proration rules for an entitlement element.
Absence Entitlements - Auto Generated Accumulators	GP_AUTOGEN_ACUM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Auto Generated Accumulators	Define user keys for tracking entitlement balances and specify when the accumulation of entitlement occurs.
Absence Entitlements - Accumulator Periods for Element <name>	GP_AUTOGEN_SEC	Click the Accumulator Periods link on the Absence Entitlements - Auto Generated Accumulators page.	Define the start date and length of the entitlement accumulation period (for example, month-to-date or year-to-date) and select auto-generated accumulators to track entitlement, adjustments, and paid units.
Absence Entitlements - Generated Elements for Element <name>	GP_ABS_ACM_SEC	Click the View Generated Elements link on the Absence Entitlements - Auto Generated Accumulators page.	View the list of auto-generated accumulators for the entitlement element after saving the element's definition.
Absence Entitlements - Supporting Element Overrides	GP_ELM_DFN_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Supporting Element Overrides	Override the value of a supporting element that is used in the definition of the entitlement element. See Chapter 18, "Setting Up Overrides," Defining Overrides Via Elements, page 380.

Naming Entitlement Elements and Enabling Forecasting

Access the Absence Entitlement Name page.

You must name every element and define its basic parameters on an Element Name page. All element components in Absence Management share the same Element Name page (GP_PIN).

Enabling Forecasting

If the entitlement element that you're defining will be linked to a take element for which absence forecasting is allowed, click the Forecasting link at the bottom of the Absence Entitlement Name page to access the Forecasting page. Select the Forecasting Used check box.

To avoid degrading system performance, select the feature only for those takes and entitlements that you're interested in forecasting.

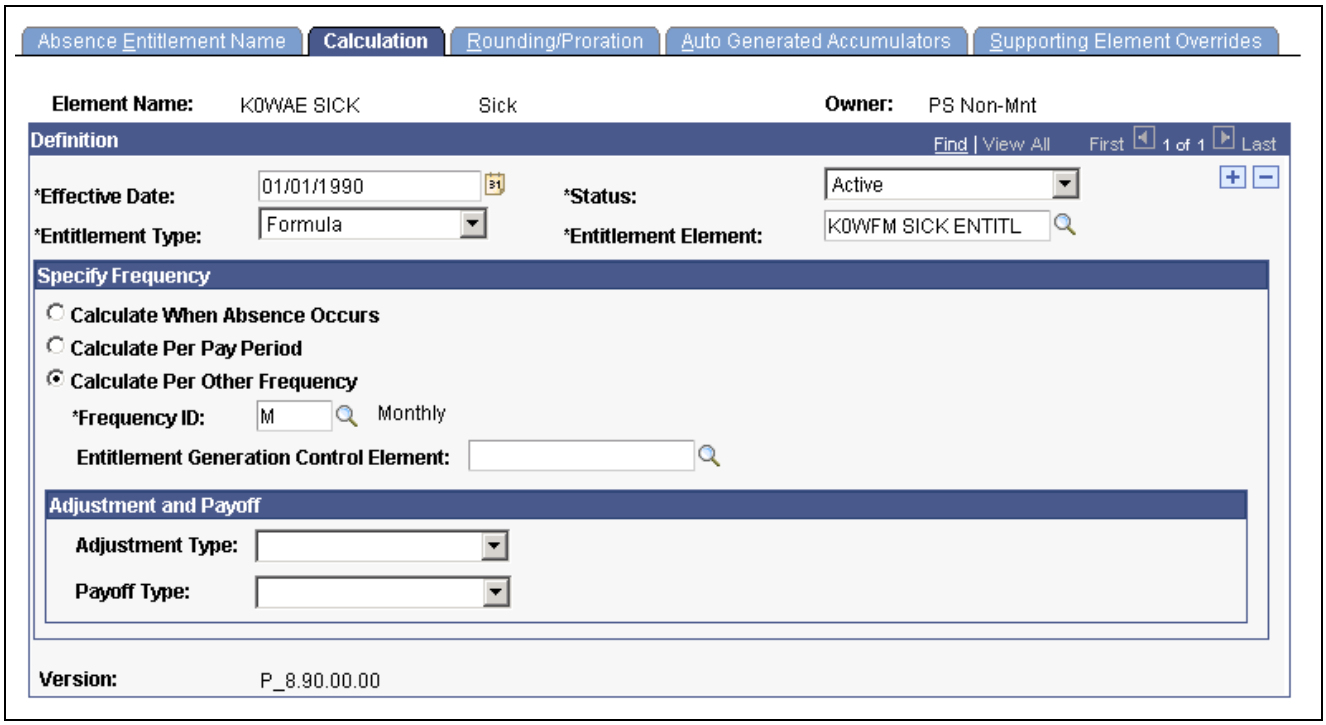
See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Chapter 2, "Understanding Absence Management," Absence Entry, Approval, and Self Service Features, page 7

Defining an Entitlement Amount and Accrual Method

Access the Absence Entitlements - Calculation page.



Absence Entitlements - Calculation page

Entitlement Type Select the type of element to use to resolve the entitlement amount. Values are *Accumulator, Bracket, Formula, Numeric, Payee Level, System Element, Variable.*

If you select *Payee Level*, the entitlement element is resolved only if the element is assigned to the payee on the Entitlement/Take Assignment page.

Entitlement Element If you selected a value other than *Numeric* in the Entitlement Type field, select the name of the element that calculates entitlement.

Entitlement Unit If you selected *Numeric* in the Entitlement Type field, type the number of units in this field.

Specify Frequency

The fields that appear in this group box vary according to the frequency option that you select.

Calculate When Absence Occurs

Select to grant entitlement only when an absence occurs; for example, you want payees to accrue 42 days of entitlement for each illness. Clear to grant entitlement at a regular frequency such as monthly or annually.

Calculate Per Pay Period

Select if the entitlement is frequency-based, and you want entitlement to accrue each pay period.

Calculate Per Other Frequency and **Frequency ID**

Select if the entitlement is frequency-based and is to accrue at the frequency that you specify in the Frequency ID field. Frequencies include, but are not limited to *Annual, Daily, Weekly, Monthly, Quarterly,* and *Semimonthly.*

Note. Frequency values are defined in PeopleSoft Enterprise Human Resources.

The system uses the frequency to determine the entitlement amount to accrue each pay period. For example, if payees accrue one day of entitlement at a *Monthly* frequency, the system annualizes (calculates the annual entitlement) by multiplying 1 (day) by 12 (months). It uses the calendar period for the absence run to deannualize the amount. So, if payees' absences are run weekly, the system calculates the amount to accrue during each absence run by dividing 12 by 52. Therefore, payees accrue 12/52, or .23 days of sick time each pay period.

To deannualize entitlement using a frequency other than the pay period, select a generation control frequency in the Entitlement Generation Control Element field.

Per Absence Formula Element

This field appears only if you selected Calculate When Absence Occurs. Select a formula element. When you run the Take process, the system resolves the day formula (defined for the take element on the Absence Take - Day Formula page) and evaluates the day to determine whether the entitlement balance is needed. If it is, the system resolves the per absence formula element.

If the condition is met (the formula returns a non-zero value), the Take process resolves the entitlement. If the condition is not met, the existing entitlement balance is used.

When a take element linked to this entitlement has a minimum pay period, eligibility period, or wait period, the per absence formula is executed only after these periods have been met.

Entitlement Generation Control Element

Select a generation control element to limit the conditions under which the entitlement element is resolved. This field appears when you select Calculate Per Pay Period or Calculate Per Other Frequency.

For example, use generation control to restrict resolution of the element to active payees. If you are defining a frequency-based entitlement and you selected Calculate Per Other Frequency, you can select a generation control frequency element. The system uses the frequency that is defined by the generation control element, rather than the frequency of the pay calendar, to deannualize the entitlement amount and to determine when to resolve the entitlement.

Adjustment and Payoff

For frequency-based entitlements, you can instruct the system to reduce or pay off all or a portion of a payee's entitlement balance when a certain event occurs. Use generation control to define when you want the adjustment to occur.

Adjustment Type Select the type of supporting element that returns the number of units that you want added to or deducted from the entitlement balance. The system *adds* the returned amount to the entitlement balance; to reduce the balance, be sure that the element returns a negative number. Select from these element types: *Accumulatr, Bracket, Formula, SystemElem,* or *Variable.*

Adjustment Element Select the name of the supporting element that is to return the adjustment units.

For example, let's say that payees can carry up to three months of unused vacation into the new year, at which time any unused entitlement is lost. On March 31, a payee has three unused vacation days carried over from the previous period. The element that you select in this field returns a value of -3.

Adjustment Generation Control Element This field is required if you completed the Adjustment Type field. Select the generation control element that identifies when the adjustment is to occur.

Payoff Type Use to compensate payees for all or some of the units that they will lose. Select the supporting element that returns the number of units that are to be paid off. Values are *Accumulatr, Bracket, Formula, SystemElem,* and *Variable.*

Payoff Element Select the name of the supporting element that is to return the units to be paid off.

Payoff Earning If you completed the Payoff Element field, select the earnings element with which the payoff units are associated. When you run the Take process, the system generates positive input for the target calendar that is specified on the current calendar.

Entitlement Carryover

When the system creates a new accumulator at the start of a new accumulation period, it assigns the value of the old accumulator to the system element named PREVIOUS VALUE ACCM. If you want entitlement balances to carry forward to the new accumulation period, you can create an initialization formula (on the Accumulator - Period page) that retrieves the old value from PREVIOUS VALUE ACCM and assigns its value to the formula. Add the formula element to the element member list for the accumulator (by selecting *Add* for the Accumulator Sign) via the Members page. When you do this, the value of PREVIOUS VALUE ACCM will be assigned to the formula, which will then be added to the balance accumulator. You can add the entire previous balance to the new accumulator, or whatever portion you want.

See Also

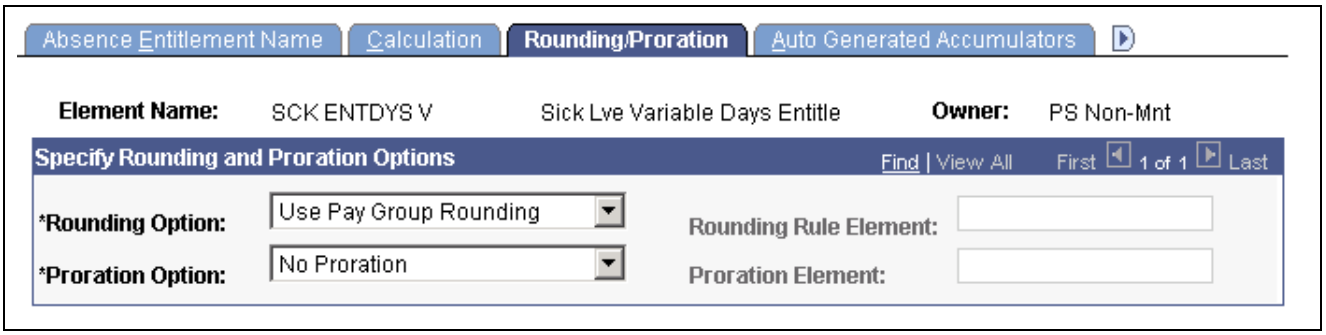
Chapter 7, "Defining Calculation Elements," Defining Generation Control Frequency, page 148

Chapter 7, "Defining Calculation Elements," Defining Generation Control Elements, page 140

Chapter 9, "Setting Up Accumulators," Defining the Period for an Accumulator, page 166

Defining Rounding and Proration

Access the Absence Entitlements - Rounding/Proration page.



Absence Entitlements − Rounding/Proration page

You can have the system round entitlement units or prorate those units when there is period segmentation. Proration applies to frequency-based entitlement only. If you select both a rounding rule and a proration rule, the system prorates and then rounds the entitlement units. Adjustment and payoff units are never rounded or prorated.

Rounding Option and **Rounding Rule Element**

To have the system round the entitlement units, specify where you defined the rounding rule by selecting one of the following values in the Rounding Option field.

*Use Paygroup Rounding:*The system applies the rounding rule that is defined for the payee's paygroup.

Use Specified Rounding: The system applies the rounding rule that you select in the Rounding Rule Element field.

Proration Option and **Proration Element**

These fields applies to frequency-based entitlements only. To prorate entitlement units when the pay period is segmented, specify where the proration rule is defined by selecting a value in the first field:

Paygroup: The system applies the proration rule that is defined for the payee's paygroup.

Specified: The system applies the proration rule that you select in the Proration Rule field.

Note. You can use the PRORATE system element to invoke proration for an entitlement element, even when there's no segmentation. You set the value of PRORATE to Y or N (yes or no) to activate and deactivate proration. For example, you might create a formula that sets PRORATE to Y, prior to processing the entitlement element. After the entitlement element, you reset the system element PRORATE to *N*.

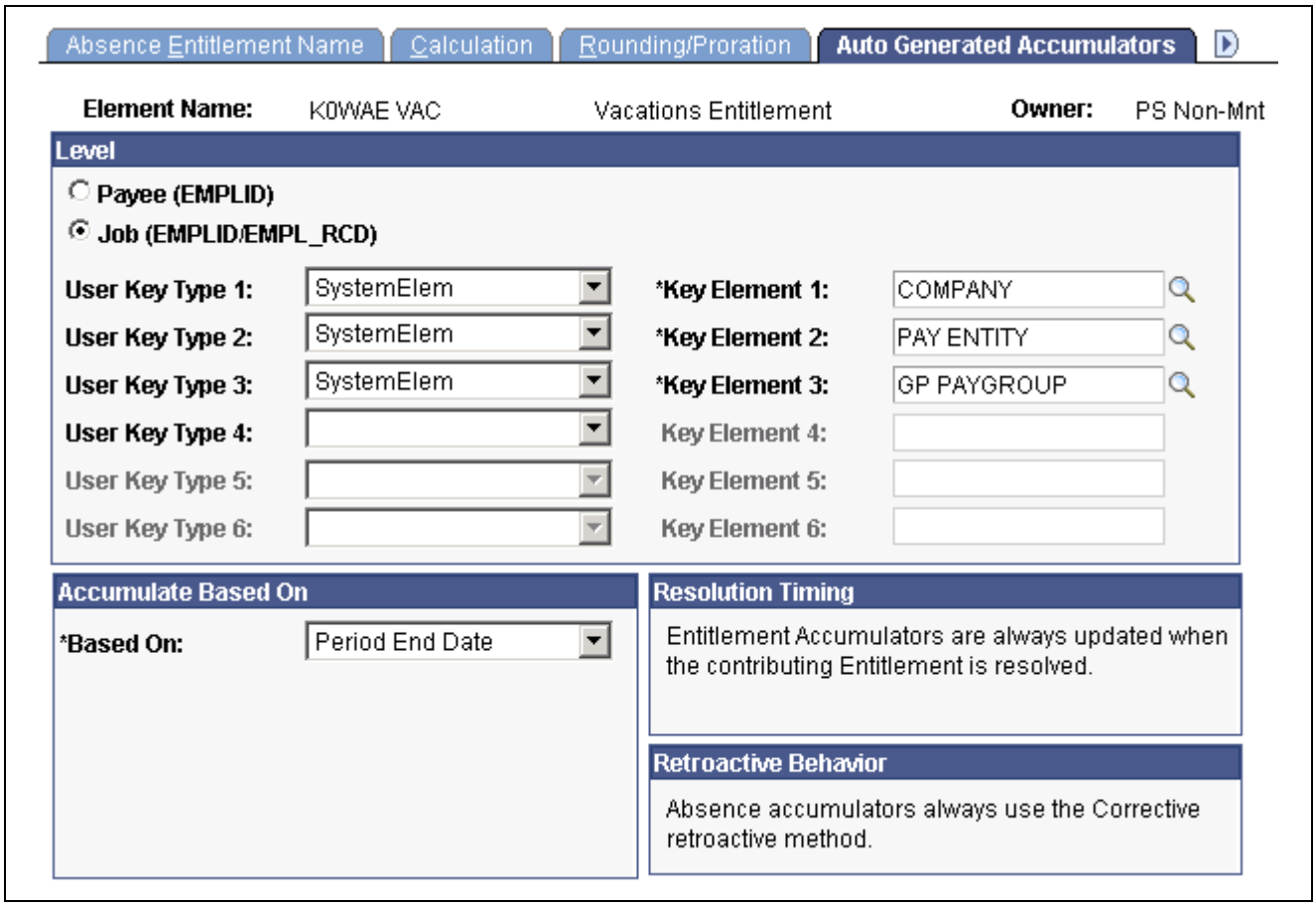
See Also

Chapter 7, "Defining Calculation Elements," Defining Rounding Rule Elements, page 130

Chapter 7, "Defining Calculation Elements," Defining Proration Rules, page 138

Defining Rules for Auto Generated Accumulators

Access the Absence Entitlements - Auto Accumulators page.



Absence Entitlements - Auto Generated Accumulators page

The fields on this page are the same as the fields on the Accumulators - Level page in the Accumulators component. Only the settings that are specific to absence entitlement elements are described below.

Level

User Key Type 1...6 and **Key Element 1...6**

To have linked take elements share a per-absence entitlement balance when a user enters absence events with the same original begin date, you can select user keys to set up these instructions.

Select *SystemElem* for one of the user keys, and select *ORIG BEGIN DATE* (original begin date) in the corresponding Key Element field. On the Accumulator Periods for Element <name> page, select *Custom Period* in the Period field. In the Date field, select *System Element - Date* and select *ORIG BEGIN DATE* in the Begin Date Element field.

Now, when you enter two absence events for the same take element and both events have the same original begin date, the second event uses the entitlement balance of the first event.

Resolution Timing

Accumulator timing identifies when the entitlement balance accumulator is resolved. As the online message indicates, as each element contributing to the accumulator is resolved, the accumulator itself is also updated. The accumulator does not need to appear on the absence process list to be updated.

Retroactive Behavior

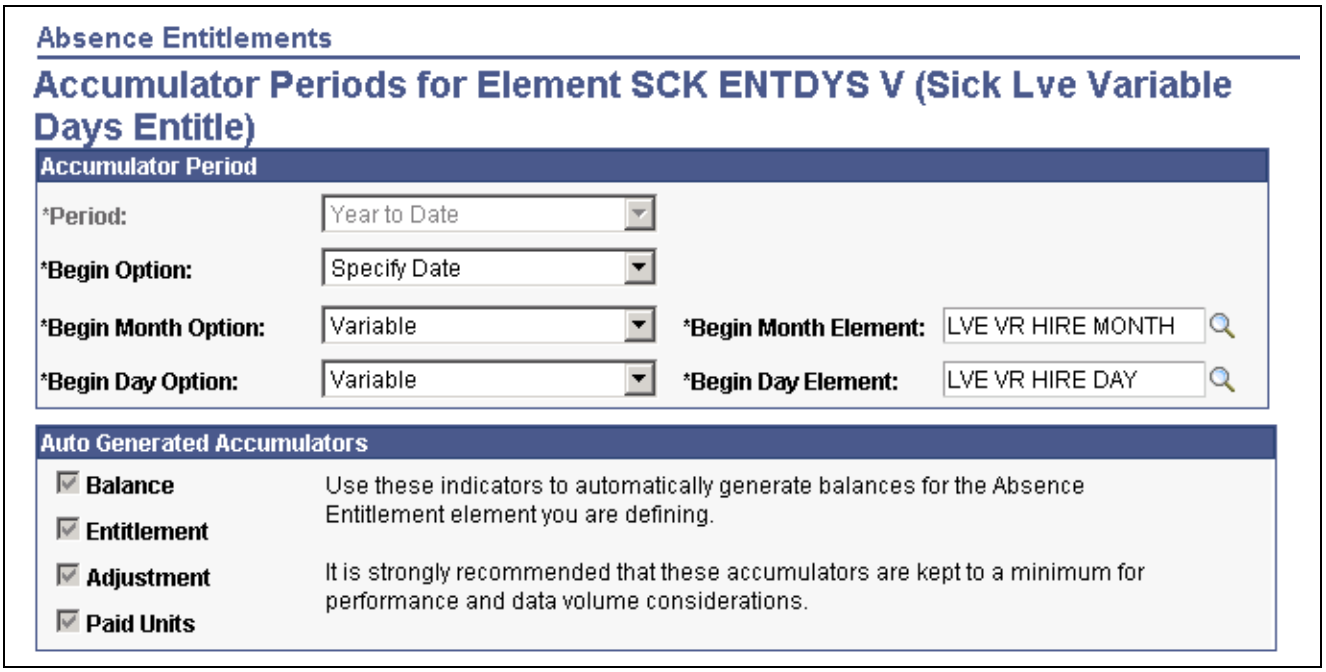
Retroactive behavior identifies how the accumulator is updated during retroactive processing. Absence accumulators always use the corrective retroactive method. The accumulator is updated with the newly calculated values of the member elements at the end of a retro recalculation.

See Also

Chapter 9, "Setting Up Accumulators," Specifying Keys and Timing for Accumulators, page 163

Defining the Start Date and Length of the Accumulator Period

Access the Absence Entitlements - Accumulator Periods for Element <name> page.



Absence Entitlements - Accumulator Periods for Element <name> page

Accumulator Periods

Period Select the period of time you want the accumulators to track. Depending on the option that you select, other fields may appear. Options are:

Calendar Period

Custom Period: If you select this option, complete the Date fields.

Month to Date: If you select this option, complete the Begin Option and Begin Day fields.

Quarter to Date: If you select this option, complete the Begin Option, Begin Month, and Begin Day fields.

Segment

Year to Date: If you select this option, complete the Begin Option, Begin Month, and Begin Day fields.

Date and **Begin Date Value** If you selected *Custom* in the Period field, select the type of supporting element that defines the start date of the accumulation period. Options are: *Bracket - Date, Calendar Date*, *Date, Formula - Date, System Element - Date,* and *Variable - Date.*

(*Calendar Date* enables you to choose a specific date; *Date* enables you to use a *Date* element.)

In the Begin Date Value field, select the name of the element that defines the date. Or, if you selected *Cal Date* in the first field, select a date in this field.

Begin Option If you selected *Quarter to Date* or *Year to Date* in the Period field, select the type of supporting element that defines the start date of the accumulation period. Options are:

Specify Date: The accumulation period will begin on the date you specify by completing the Begin Month and Begin Day fields.

Use Pay Entity Calendar: The accumulation period begins on the same day as the calendar that is defined for the pay entity.

Use Pay Entity Fiscal: The accumulation period begins on the same day as the fiscal calendar that is defined for the pay entity.

You define the pay entity calendar and fiscal calendar on the Pay Entity - Processing Details page.

Begin Month This field appears only if you select *Quarter To Date* or *Year To Date*. Select the month in which you want the accumulation period to begin.

Begin Day This field appears only if you select *Month To Date, Quarter To Date,* or *Year To Date*. Select the day of the month on which you want the accumulation period to begin.

Warning! If you change the Begin Month or Begin Day field after you run the Entitlement or Take process, accumulator results may be inaccurate.

Auto Generated Accumulators

When the system generates the accumulators, it automatically adds a suffix to each accumulator's name to identify what the accumulator represents: the balance, entitlement, adjustment, or paid units. For example, an entitlement element named Vacation might have accumulators named VACATION_BAL, VACATION_TAKE, and so forth.

Country This field identifies the country that is associated with the suffix names and is determined by your entry in the Used By field on the Absence Entitlement Name page:

If you selected *All Countries* in the Used By field, the system displays *All* in this field and displays suffixes in the preferred language that is specified for the user.

If you selected *Specific Country* in the Used By field, the system determines if suffixes are defined on the Element Suffixes component for the selected country. If suffixes are defined, the Country field displays the country code from the Absence Entitlement Name page. When the system creates the accumulators, it attaches the suffixes associated with the selected country (as they appear on the Element Suffixes component). If suffixes are not

defined for the country, the Country field identifies the default country from the Element Suffixes component.

You can change the standard suffixes that PeopleSoft delivers, by using the Absence Entitlement page in the Element Suffixes component.

Balance Selected by default to remind you that the system always creates a balance accumulator to track the unused entitlement units that a payee has accrued. When it creates the balance accumulator, the system also generates two system-assigned elements that contribute to the entitlement balance accumulator: Units Adjusted and Units Paid.

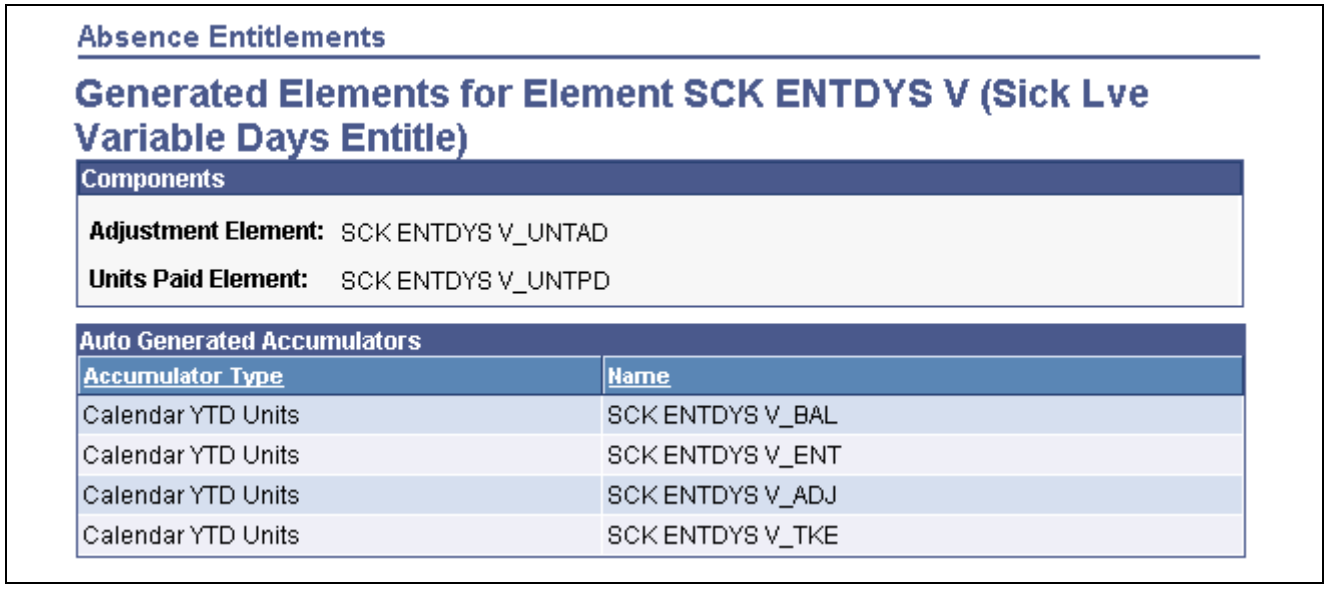
Entitlement Select to create a separate accumulator that tracks the total number of entitlement units that the payee has accrued during the accumulation period, including those that have been used.

Adjustment Select to create a separate accumulator for the automatically assigned Units Adjusted element. The accumulator tracks the adjustments that have been made, including manual and automatic adjustments.

Paid Units Select to create a separate accumulator for the automatically assigned Units Paid element. The accumulator tracks the total number of entitlement units the payee has used during the accumulation period.

Viewing Auto Generated Accumulators

Access the Absence Entitlements - Generated Elements for Element <name> page.



Absence Entitlements - Generated Elements for Element <name> page

You can see the list of automatically generated accumulators after you save the entitlement element's definition.

Defining Supporting Element Overrides for Entitlement Elements

Use the Supporting Element Overrides page to override the value of a bracket, date, duration, formula, or variable element that is associated with the entitlement element

Defining Absence Take Elements

Use the Absence Take (GP_ABS_TAKE) component to create an absence take element for each type of absence that your organization recognizes. For example, if you have separate rules for compensating sick time, vacation time, leaves of absence, and so on, create a separate take element for each.

This section provides an overview of absence take elements and discusses how to:

- Name take elements and enable configuration for forecasting.
- Define general calculation rules for take elements.
- Select the day formula, link earnings and deductions, and other take elements.
- Define absence take periods and linked absences.
- Define take rules for negative balances.
- Define absence take priorities.
- Define rules for absence forecasting.
- Define rules for balance inquiry.
- Define user defined result fields.
- Define supporting element overrides for take elements.

Understanding Absence Take Elements

This section discusses:

- Mapping.
- Eligibility, minimum absence, and wait period criteria.
- Linked absence takes.
- System elements for overwriting daily data from user-defined fields.

Mapping

You can instruct the system to generate a matching absence for another take element (such as TAKE2) when a user enters an absence for this take (for example, TAKE1). When you run the Take process, the system creates additional days in the daily absence results for TAKE2, using the same data that you entered for TAKE1, but applying the take rules that you defined for TAKE2. This feature enables you to evaluate a single absence event using more than one set of entitlement and take rules.

For example, your organization offers a supplemental sick plan in addition to the statutory sick plan. For payees to receive benefits from both plans when you enter sick time, you map the take element for your statutory plan (let's call it SICK) to the take element for the supplemental plan (let's call it SUPP SICK). Now, when a user enters an absence event for SICK, the system creates additional absence days for SUPP SICK. When the Take processing is complete, you can see these additional days in the daily absence results (GP_RSLT_ABS), but not in the absence event record (GP_ABS_EVENT). Define a linked absence take on the Absence Take - Day Formula page.

Eligibility, Minimum Absence, and Wait Period Criteria

When you define an absence take element, you can select up to three time periods that must be met before an absence can qualify for payment:

- Minimum absence

  Define the number of calendar days that an absence must last before it can be paid. If the minimum is not satisfied, the entire absence is unpaid.

- Eligibility period

  Specify the date that must be reached before an absence can be paid.

- Wait per absence

  Define a minimum waiting period per absence. An absence qualifies for payment only after the wait period has been satisfied. Only the days that exceed the wait period qualify. If you link related absences, you can specify that one wait period applies to all linked events or that a separate wait period applies to each event.

When you run the Take process, the system resolves the day formula, evaluates the day, and checks to see whether the period requirements have been met, in the order listed above. If the minimum pay period is not met, no further processing is done for that day, and the day count that is returned by the day formula is considered unpaid. If the minimum period is met, the system checks to see whether the eligibility period is met, and then the wait period. Define the criteria for eligibility, minimum absence, and wait periods on the Absence Take — Period page.

See Chapter 11, "Defining Absence Elements," Defining Absence Take Periods and Linked Absences, page 212.

Linked Absences Takes

You can instruct the system to link related absences that fall in a defined period of time. When occurrences of the same absence are linked, they can share the same per-absence entitlement or the same wait period. Define the criteria for linked absences on the Absence Take - Period page.

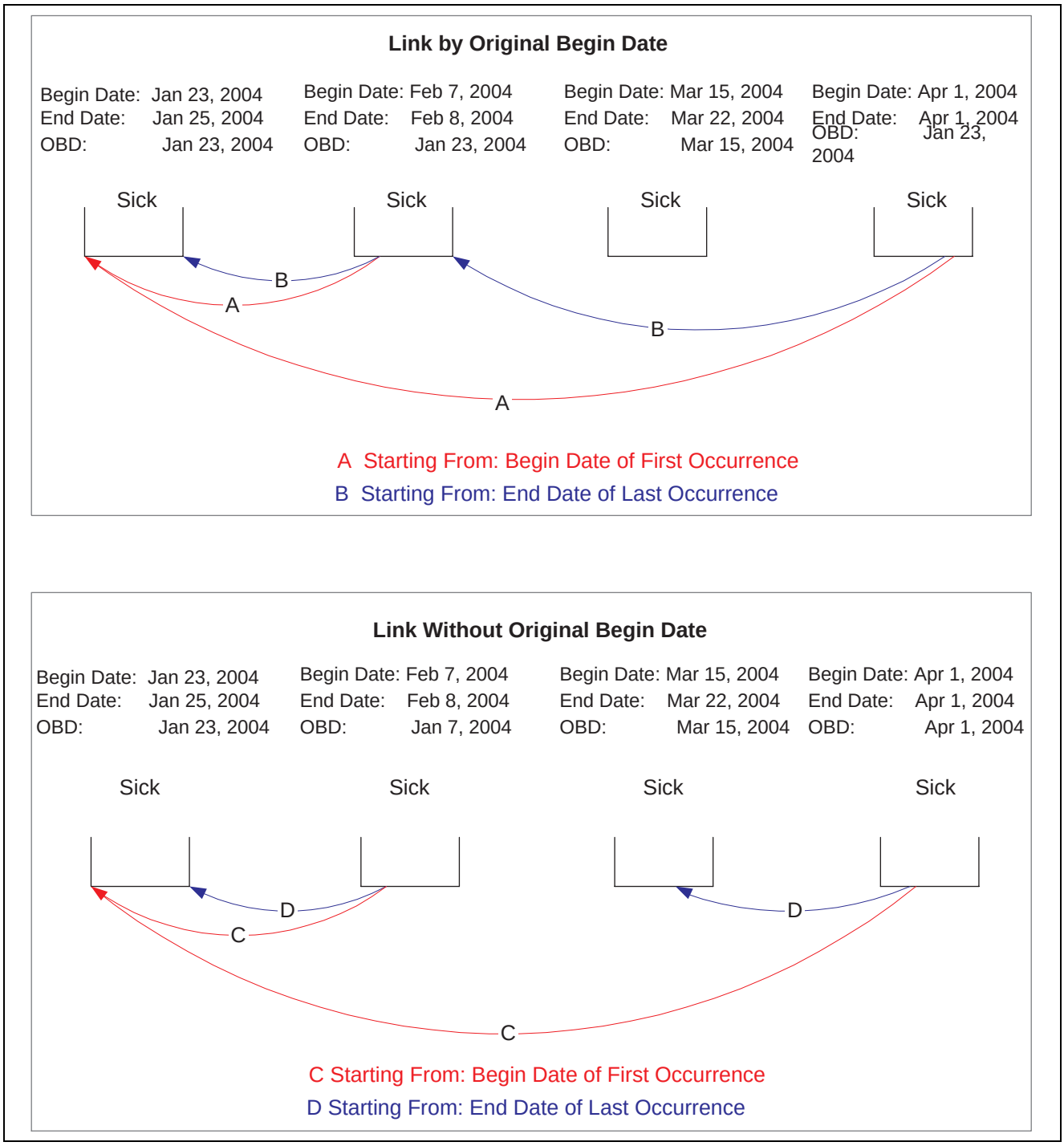
When you run the Take process, the system determines whether the new absence falls within the valid linking period. If it does, the system sets the system element named LINK YES-NO, which is associated with the new event, to YES. The per absence formula element (selected on the Absence Entitlements - Calculation page) refers to the value of the LINK YES-NO element to determine whether to resolve entitlement or to use the existing entitlement balance.

The system always compares the start date of the current event to the last matching absence event to determine whether the event falls within the linking period. You define what qualifies as the last matching event. If you specify that the Original Begin Date field on the Absence Event Entry page is used to identify linked absence, absence entries with the same absence type and original begin date are treated as one absence period.

For example, if a payee is out from January 23 to January 25 because of a broken leg and is out again from February 7 to February 8 for the same reason, this table shows how the absence is entered for the person on the Absence Event Entry page:

Absence Type	Reason (not entered online)	Begin Date	End Date	Original Begin Date
Sick	Broken leg	January 23	January 25	January 23
Sick	Broken leg complications	February 7	February 8	January 23

This diagram gives examples of how linking works:



Linking absences with and without original begin date

System Elements for Overwriting Daily Data from User Defined Fields

You can use up to 16 system elements to overwrite absence data that's entered into the user-defined fields (labeled Date 1, Date 2, Decimal 1, Decimal 2, and so on) on the Absence Event Input Detail page. When you run the Take process, the system writes the values that are assigned to the system elements to the daily data in the Absence Results (GP_RSLT_ABS) table in place of the user-entered values. You can use system elements to overwrite data for every day of an absence event or for selected days.

The following table lists the system elements, the corresponding fields that they overwrite in the Absence Results table, and the labels for the user-defined fields on the Absence Event Input Detail page:

System Element	Field Overwritten in Absence Results Table	Field Labels on Absence Event Input Detail Page
EVT CONFIGx DT UPD	EVT CONFIGx DT	Date 1, 2, 3, 4
EVT CONFIGx DC UPD	EVT CONFIGx DC	Decimal 1, 2, 3, 4
EVT CONFIGx CH UPD	EVT CONFIGx CH	Character 1, 2, 3, 4
EVT CONFIGx MN UPD	EVT CONFIGx MN	Monetary 1, 2, 3, 4

where x = 1, 2, 3, or 4

For example, say that a user enters a value of 100 USD in the Monetary 1 field (EVT CONFIG1 DC) on the Absence Event Input Detail page. Using the EVT CONFIG1 DC UPD system element, you can have the system write 150 USD to the result table for the first day of the absence event, and use the value entered by the user for the remaining days of the event

To use the system elements:

- Specify which user-defined fields can be overwritten.

  Select these fields on the Absence Take - User Defined Result Fields page.
- Use a formula or rule to define the conditions for assigning a value to the system elements.

See Also

Chapter 11, “Defining Absence Elements,” Defining Absence Take Periods and Linked Absences, page 212

Chapter 11, “Defining Absence Elements,” Defining User Defined Result Fields, page 218

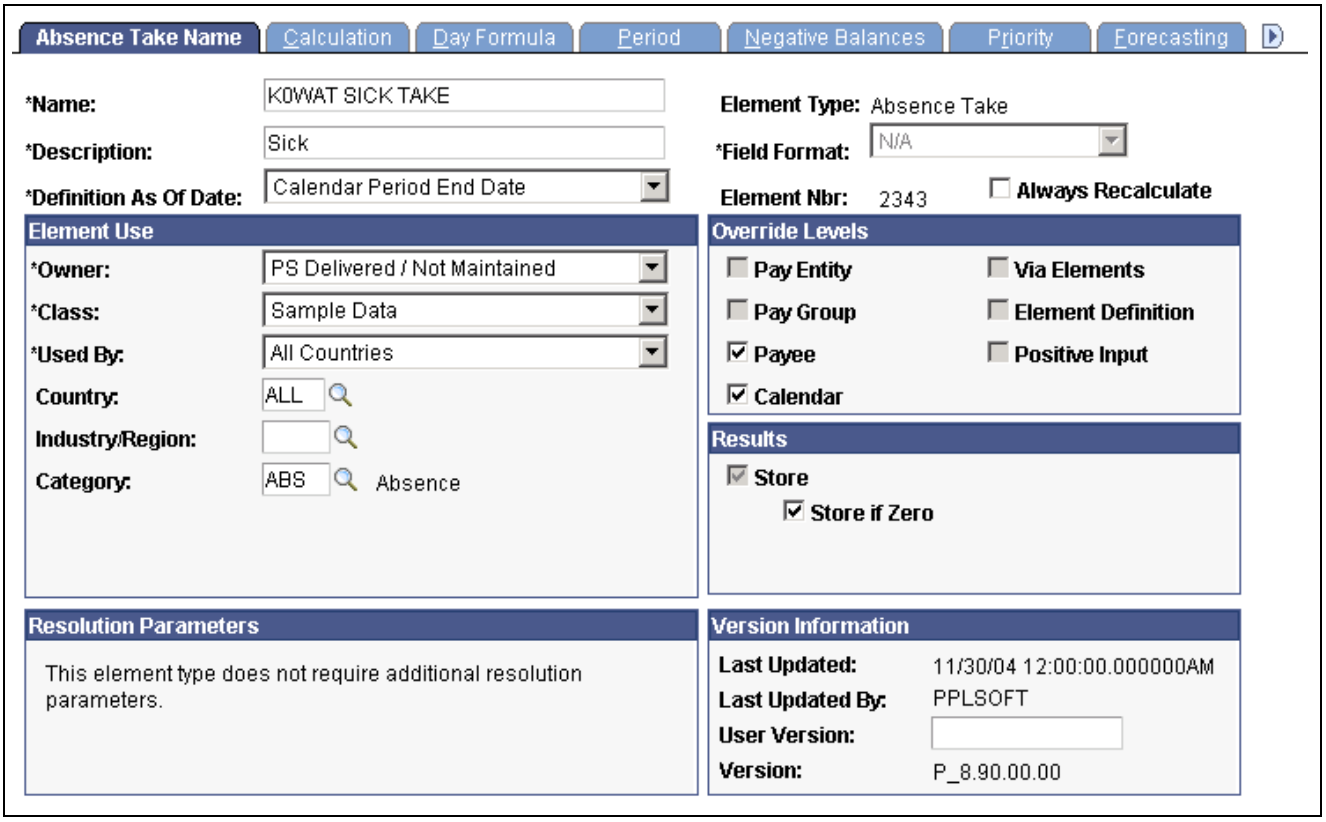
Pages Used to Define Absence Take Elements

Page Name	Object Name	Navigation	Usage
Absence Take Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Absence Take Name	Name the element and define basic parameters.
Forecasting	GP_FORECAST_SEC	Click the Forecasting link on the Absence Take Name page.	Enable forecasting rules to be entered on the Absence Take - Forecasting page.
Absence Take - Calculation	GP_ABS_TAKE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Calculation	Define general calculation rules for take elements, select the absence type, link entitlement elements, and specify whether absence events require online approval. Also contains user-defined fields.

Page Name	Object Name	Navigation	Usage
Absence Take - Day Formula	GP_ABS_TAKE2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Day Formula	Specify the day formula for calculating the day count; linked earning and deduction elements; conditions for reducing the beginning entitlement balance; and mapped take elements.
Absence Take - Period	GP_ABS_TAKE3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Period	Define eligibility, minimum absence, or wait per absence requirements. Link related absences.
Absence Take - Negative Balances	GP_ABS_TAKE4	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Negative Balances	Define negative balance rules (what happens when the entitlement balance is not sufficient to cover an absence).
Absence Take - Priority	GP_ABS_TAKE5	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Priority	Specify if users can enter more than one absence for a payee for the same day and to assign a priority to absence takes if only one type of absence is allowed each day.
Absence Take - Forecasting	GP_ABS_TAKE6	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Forecasting	Specify the formula to use for absence forecasting and the list of elements that are displayed by the Absence Forecasting process.
Absence Take - Balance Inquiry	GP_ABS_TAKE7	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Balance Inquiry	List the elements that are displayed by the Balance Inquiry process.
Absence Take - User Defined Result Fields	GP_ABS_TAKE8	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Used Defined Result Fields	Select the user-defined fields that can be overwritten by a system element during processing.
Absence Take - Supporting Elements Override	GP_ELM_DFN_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Supporting Element Override	Override the value of a bracket, date, duration, formula, or variable element that is used in the definition of the take element.

Naming Take Elements and Enabling Configuration for Forecasting

Access the Absence Take Name page.



Absence Take Name page

You must name every element and define its basic parameters on an Element Name page. All element components in Absence Management share the same first Element Name page (GP_PIN).

Enabling Configuration of Forecasting

Before you can define forecasting rules for a take element on the Absence Take - Forecasting page, you need to enable the take element for forecasting. To do this, click the Forecasting link at the bottom of the Absence Take Name page to access the Forecasting page. Select the Forecasting Used check box. Select the Forecasting Required check box if users are required to run the forecasting process before entering an absence through the Absence Event Entry page.

To avoid degrading system performance, enable the forecasting feature only for those takes that you're interested in forecasting.

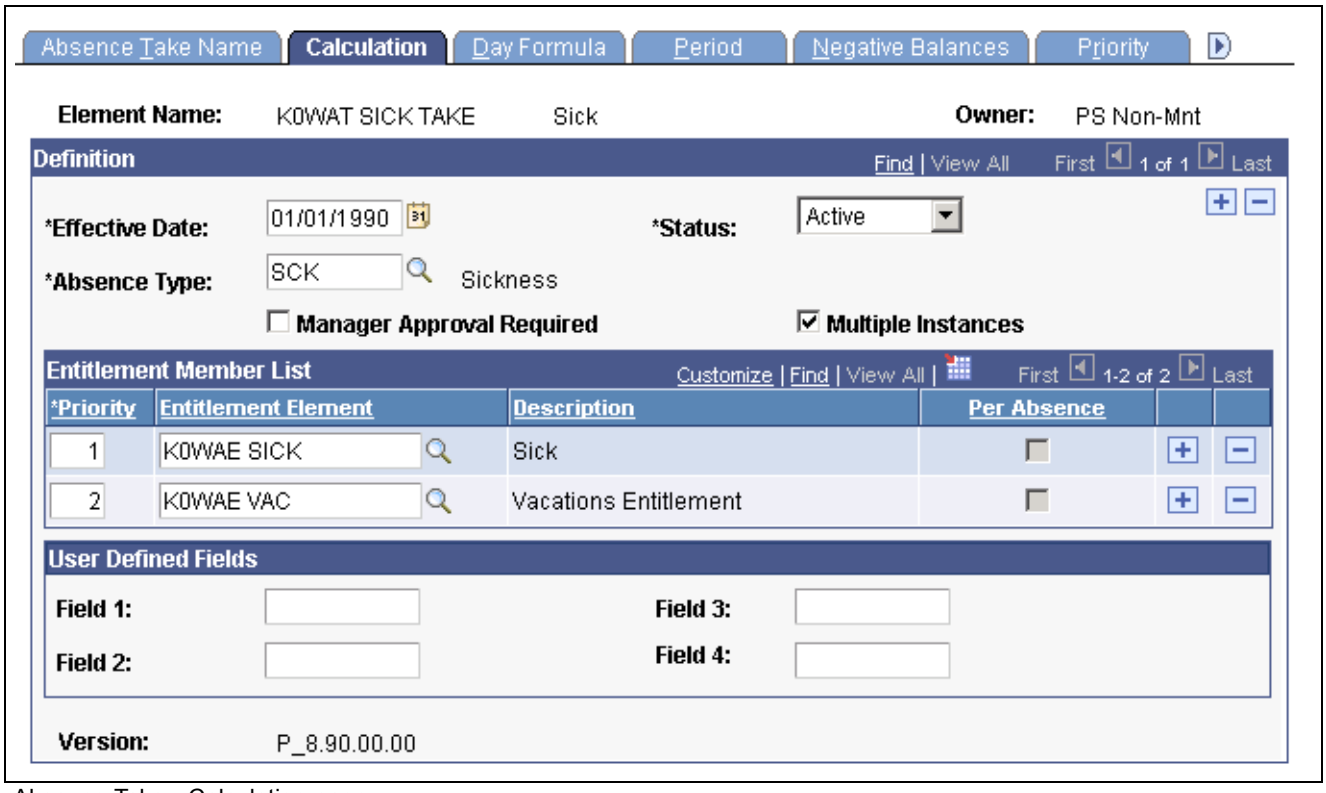
See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Chapter 2, "Understanding Absence Management," Absence Entry, Approval, and Self Service Features, page 7

Defining General Calculation Rules for Take Elements

Access the Absence Take - Calculation page.



Absence Take - Calculation page

Absence Type Select the absence type. You define absence types on the Absence Types page.

Manager Approval Required Select if a manager must approve every absence that is associated with this take. When a user enters an absence, someone must select this check box on the Absence Event Input Detail page, or the event will not be processed when you run the Take process. The system does not verify that the user who selects the check box is a manager.

Note. This field does not apply to absence requests entered through the self service pages. Fields on the self service setup pages control the approval requirements for these requests.

Multiple Instances Select to have the system create a separate bundle for the instances of positive input that are generated for the earnings or deduction elements (associated with this take element).

For example, say that a payee is sick on two separate occasions during the January processing period:

- Event 1: January 1-2
- Event 2: January 20-22

If Multiple Instances is selected, the system creates one row of positive input for Event 1 and one row of positive input for Event 2, enabling you to report the two events separately.

Both Absence Begin Date and Absence Period Begin Date are populated when you select this check box, so select it if these dates are significant to your earning and deduction processing rules.

If this check box is cleared, the system bundles the positive input that is generated for all absence events that occur for this take during the same period. A single row of positive input will represent the consolidated absence events.

Entitlement Member List

Use these fields to link the take element to one or more entitlement elements. When you run the Take process, the system reduces entitlement balances in the order that you specify. For example, if you link vacation take to entitlement for floating holidays and then to vacation entitlement, the system uses the floating holiday entitlement until it's depleted and then reduces vacation entitlement.

All entitlement elements that you add to the Entitlement Member List must be of the same type: per-absence entitlement or frequency-based entitlement. The first element that you add to the list limits the choice of entitlement elements that you can add in subsequent rows.

Priority Enter up to three digits to identify the relative order in which the absence take should be applied to the entitlement element.

Entitlement Element Select the entitlement element that you want to link to the take element.

If you've already added a row for an entitlement element, you can select only absence-based or frequency-based entitlement elements, depending on the Specify Frequency option selected on the Calculation page.

Per Absence If the entitlement is absence-based (the Calculate When Absence Occurs option is selected on the Calculation page), the system selects this check box. The value that you select for the first row determines the type of entitlement elements that you can select in additional rows.

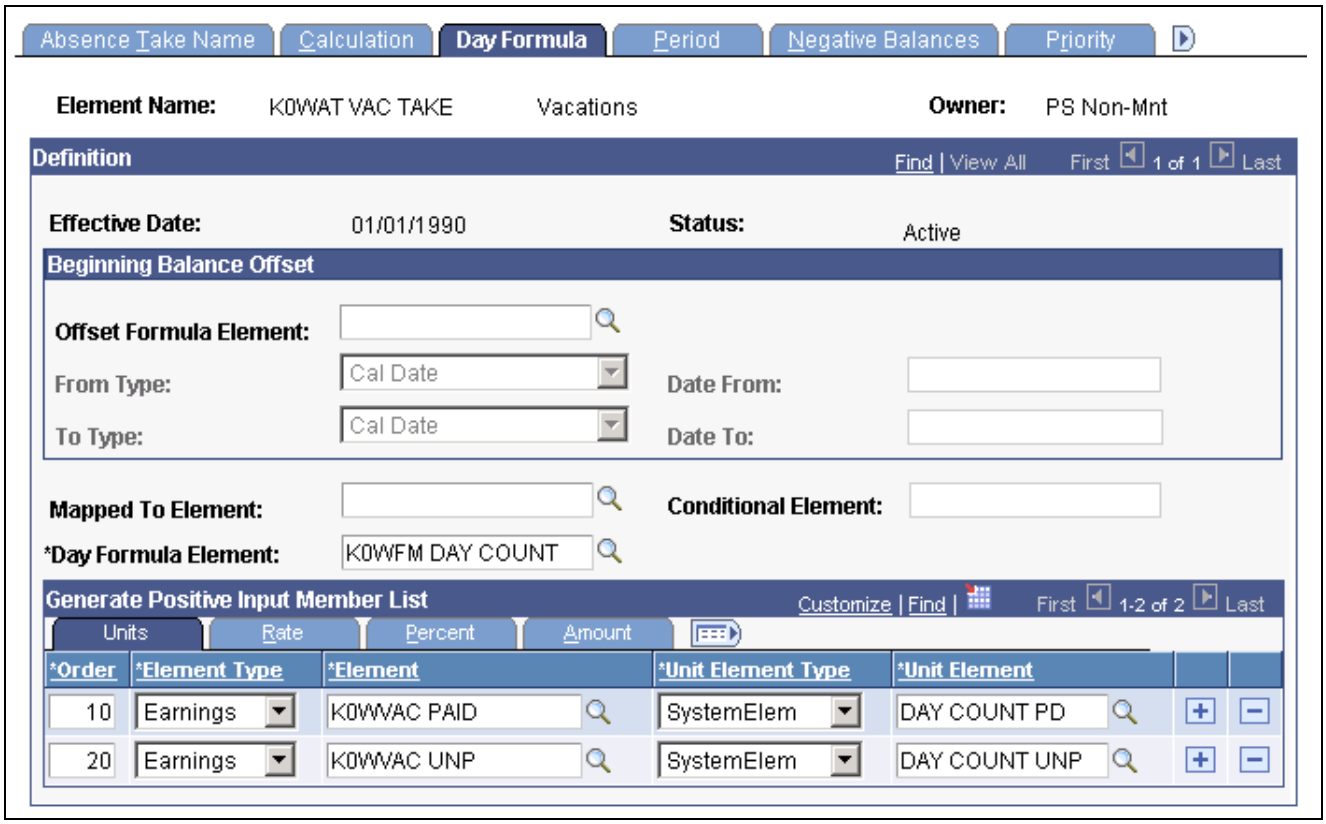
User Defined Fields

The system provides four user defined fields that you can use to add any information you want to the take definition. When you run the Take process, the data that you enter populates the TAKE CONFIG1 through TAKE CONFIG4 system elements.

Field 1: through **Field 4:** Enter up to 10 alphanumeric characters in each field.

Selecting the Day Formula, Linked Earnings and Deductions, and Other Take Elements

Access the Absence Take - Day Formula page.



Absence Take - Day Formula page

Beginning Balance Offset

If the take element is linked to a per-absence entitlement, select a formula that defines the conditions under which the beginning entitlement balance is reduced. The system executes the beginning balance offset formula only if the entitlement element is resolved (the conditional resolution formula is true).

You might use this feature to reduce entitlement when a payee has already received entitlement for related absences that occurred in the past. For example, you could use the beginning balance offset to reduce a sickness entitlement amount by the number of days that were used during the last 12 months.

Offset Formula Element

Select the formula that the system is to execute. The formula is executed each day of the period that you define in the Date From and Date To fields, but only if the entitlement element is resolved. It should return the number of units that you want the system to subtract from the beginning entitlement balance.

When the formula is executed, the system loops through the daily absence rows that are defined by the Date From and Date To fields and resolves the formula per row for every take element.

For example, your formula assigns a unit amount to each row (or day) that is associated with the variable SICK_PD_TAKEN. If the variable is a member of the entitlement balance accumulator and has an action of subtract, then each day that it resolves, it contributes to the accumulator and subtracts from the beginning entitlement balance.

It's important that the formula specify which take elements and events you want the system to consider. Your formula can look at any information in the daily absence rows.

From Type, To Type, Date From and **Date To**

Select the type of element that defines the begin *(From)* date or end *(To)* date of the period to which the formula is applied. Values are *Bracket-Date, Calendar Date, Date, Formula-Date, System Element-Date,* and *Variable-Date.* (*Calendar Date* enables you to select a date; *Date* enables you to use a *Date* element.)

In the Date From and Date To fields, select the name of the element that defines the date. Or, if you selected *Calendar Date*, select a date in this field.

Mapping Events

Mapped To Element

For the system to generate take for another take element at the same time that it generates take for this element, select the name of the linked element.

When the Take process resolves the element, it inserts a row of duplicate absence daily data for the current day that is being processed, but alters the take element and the take user-defined fields.

Important! The order in which you add mapped take elements to the take process list is critical. The element that you select in this field is always processed after its source element. Otherwise, the linked take element is not resolved.

Conditional Element

If you completed the Mapped To Element field, select a conditional formula that is executed for each day of the absence event to determine whether to generate a duplicate entry for the linked element.

If the formula returns an amount other than zero, or if you leave this field blank, a duplicate row is created.

Day Formula Element

Select the formula element that the system uses to evaluate each day of the absence event. The goal of the formula is to return the units for the absent day to compare to the absence entitlement balance. The Take process uses the take rules, the beginning balance, and the absent units to calculate the paid and unpaid units to pass to payroll.

The day formula interprets each absent day in any way that your plan requires. For example, if a payee is scheduled to work 8 hours but works only three hours, the day count formula determines whether this constitutes absence for a full day, half a day, no days, or five-eighths of a day.

For example, your day formula might look like this:

```
IF SCHED_HRS > 0
THEN 1 ->> WRK_DAY
ELSE 0 ->> WRK_DAY
END IF
```

Assume that a payee is on vacation from February 1 to 5:

Wednesday, February 1, 8 hours

Thursday, February 2, 8 hours

Friday, February 3, 8 hours

Saturday, February 4, 0 hours

Sunday, February 5, 0 hours

The day formula evaluates each day. When the system processes February 1, it populates the system element, SCHED HRS, and the day formula, *WRK DAY,* resolves to 1. On January 4, the payee is not scheduled to work. The system populates SCHED HRS with 0, so *WRK DAY* resolves to 0.

Generate Positive Input Member List

Complete these fields to have the Take process generate positive input for one or more earning and deduction elements with a calculation rule of Rate × Units or Rate × Units × Percent. Specify the supporting element that returns a value for the Units component of the calculation rule. You can also select the supporting elements that will return the percent, rate, and amount values.

Common Page Information

Order Enter up to three digits to specify the order in which the Take process should generate positive input for the earnings or deduction elements when performing the day-by-day processing for this take. The lower the number, the sooner the element will be processed.

Order is important only if there are dependencies between the elements. For example, if data generated by Earnings1 is needed to resolve Earnings 2, assign Earnings1 a lower order number.

Element Type Select the type of element positive input that is to be generated when you run the Take process: *Deduction* or *Earnings.*

Element Select the name of the earnings or deduction element for which the positive input should be generated.

Only earnings and deductions with a calculation rule of “Rate x Unit”, or “Rate x Unit x Percent” are allowed.

Units

Unit Element Type Select the type of supporting element that returns the value of the paid or unpaid units that are associated with the earnings or deduction. The elements are: *Accumulator, Bracket, Formula, SystemElem,* or *Variable.*

For example, to return the number of paid units that are calculated by the day formula, you could select the system element DAY COUNT PD. Or, to return the number of unpaid units, you could select DAY COUNT UNPD.

To convert the units that are returned by the day formula—from days to hours, for example—use a formula element that uses the following system elements:

- DAY COUNT (result of the day formula)
- DAY COUNT PD (paid portion of the day formula)
- DAY COUNT UNPD (unpaid portion of the day formula)
- SCHED HRS (hours that the payee was scheduled to work)

Note. For absence take elements that do not have associated absence entitlement elements, the system does not generate the paid and unpaid elements. You must use DAY COUNT.

Unit Element Select the name of the supporting element that returns the units that are associated with the earnings or deduction element.

Rate

Select the Rate tab.

Rate Element Type Select the type of supporting element that returns the value of the Rate component. Values are: *Bracket, Formula, SystemElem,* or *Variable.*

The take process applies the instructions that you enter day by day. If the value of the Rate component changes (during the absence period, for example) the change is applied on the correct day.

For example, if payees receive 100 percent of their payment for an illness and the rate changes due to seniority, you might use a system element to retrieve the correct rate for the generated positive input.

Rate Element If you selected an element type, select the name of the supporting element that returns the value of the Rate component.

Percent

Select the Percent tab.

Percent Element Type If the calculation rule for the earnings or deduction element is defined as Rate x Unit x Percent, select a supporting element that returns the value of the Percent component. Values are *Bracket, Formula, SystemElem,* and *Variable.*

The Take process applies the instructions that you enter day by day. If the value of the percent components changes (during the absence period, for example), the change is applied on the correct day.

For example, if payees receive 100 percent of their pay for the first 30 days of an illness and 75 percent for each day thereafter, you might use a bracket element that returns the appropriate percent, based on the length of the absence.

Percent Element If you selected an element type, select the name of the supporting element that returns the value of the Percent component.

Amount

Select the Amount tab.

Amount Element Type Select an element that returns the value of the amount component for the earnings or deduction element.

The amount overrides any values returned by other components of the element's calculation rule. Although you can still select elements to return the rate or percent, the values of these components are not used for calculations.

Values are *Accumulator, Bracket, Formula, SystemElem,* or *Variable.*

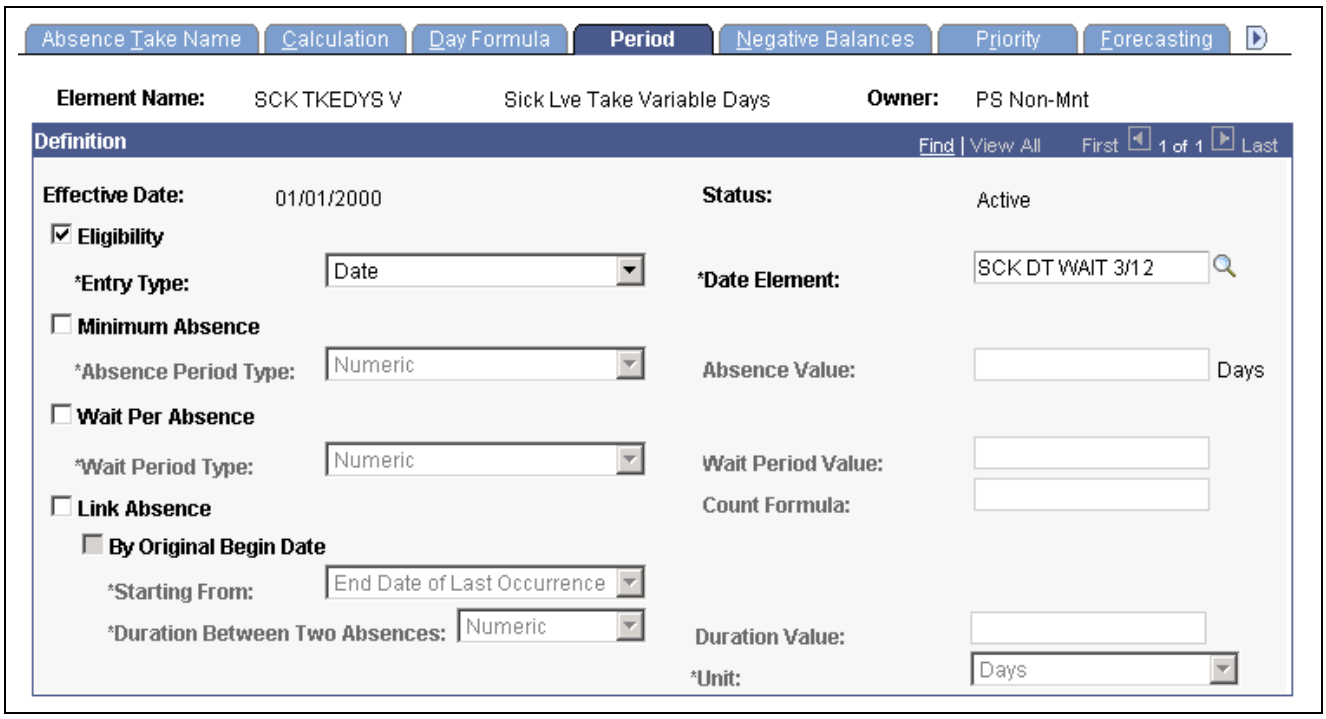
Amount Element Select the name of the element that returns the value of the Amount component.

See Also

Chapter 10, "Defining Processing Elements," page 173

Defining Absence Take Periods and Linked Absences

Access the Absence Take - Period page.



Absence Take - Period page

Eligibility

Complete the Eligibility, Entry Type, and Eligibility Date Value fields if payees are eligible to use entitlement only on or after a certain date.

Eligibility Select to define an eligibility period for this take.

Entry Type and **Eligibility Date Value** In the Entry Type field, select the type of supporting element that defines the eligibility date. The Take process treats days that are taken before the eligibility date as unpaid units. Absences that are taken on or after this date can be applied against the entitlement balance. For example, if the eligibility date is June 1, an absence on June 1 qualifies for payment.

Values are *Bracket, Cal Date, Date, Formula, System Element,* and *Variable. (Cal Date* enables you to select a specific date; *Date* enables you to select a date element.)

In the Eligibility Date Value field, select the name of the element that defines the date. Or, if you selected *Calendar Date* in the Entry Type field, select the appropriate date.

Minimum Absence

Complete the Minimum Absence, Absence Period Type, and Absence Value fields if payees must be absent a minimum number of calendar days before an absence event is paid. If the absence event is longer than the minimum period, the entire absence qualifies for payment. If the minimum period is not met, the entire absence is unpaid. (The system does not consider linked absences when determining whether the minimum period has been met. Linked absences are described below.)

The system refers to the end date of an absence to determine whether the minimum period has been met—even when the end date falls in a different calendar period.

Minimum Absence Select to define a minimum absence rule for this take.

Absence Period Type and **Absence Value** In the Absence Period Type field, select the type of supporting element that defines the minimum absence period. The period must be in calendar days. Values are *Accumulator, Bracket, Duration, Formula, Numeric, System Element,* and *Variable.*

In the Absence Value field, select the name of the element. Or, if you selected *Numeric* in the first field, enter up to 8 digits in this field.

For example, if an absence of less than 4 days is unpaid, select *Numeric* in the first field and type *4* in the field to the right.

Wait Per Absence

Complete the Wait Per Absence, Wait Period Type, Wait Period Value, and Count Formula fields if each absence event must satisfy a minimum waiting period before it can be paid. When the minimum wait period is met, the payee can be paid only for the period of time that exceeds the wait period.

If you define a Wait Per Absence and also select the Link Absence check box on this page, you can create a formula that enables linked events to share the same waiting period.

Wait Per Absence Select to define a minimum waiting period for each absence.

Wait Period Type and **Wait Period Value** In the Wait Period Type field, select the type of supporting element that defines the number of remaining wait units the payee must be absent before the event can be paid. This element is resolved on the first day of the absence event.

Values are *Accumulator, Bracket, Duration, Formula, Numeric, System Element,* and *Variable.*

In the Wait Period Value field, select the name of the element. Or, if you selected *Numeric* in the first field, enter up to 8 digits in this field. For example, if you select *Numeric,* and you enter *3* in the field to the right, the first three days of the absence are not paid.

If you select the Link Absence check box to link related events, you can have the value that is returned by a Period formula apply to the linked absence period, rather than to each event.

In a Period formula, you can reference one of the following system elements:

- LINK YES-NO (linked event, yes or no) is set to Yes if the current event is linked to a previous event.
- ABS CUM LINK WAIT (cumulative linked wait) captures the total wait units that are taken for the linked events and the current event.

  Values are stored on the absence results table and carried forward from period to period.

Count Formula If you selected Wait Per Absence, select a formula in this field. The count formula interprets the days that are to be counted against the wait period. This formula is similar to, and usually the same as, the day formula, though this is not a requirement. For example, you might want the day formula to consider workdays and the count formula to consider calendar days.

The count formula is resolved each day of the absence event until the wait period is met.

Note. For payees to be compensated for partial hours worked on the day that the waiting period is met, the count formula must be the same as the day formula.

Linking

Link Absence Select to have the system link related absences.

By Original Begin Date Select to have the system link the current absence event to the last absence event with the same original begin date.

If you do not select this check box, the system treats the event begin date as the original begin date.

Starting From Specify the start date that the system uses to determine if a linked absence falls within the allowed period. When you run the Take process, the system compares the first day of the current absence event to the date that you specify in this field. If the period is greater than that defined by the Duration Between Two Absences field, the absences are not linked. Values are:

End Date of Last Occurrence: The system looks at the end date of the last matching event. (If you selected By Original Begin Date, the last matching event is the last event with the same original begin date.)

Begin Date of First Occurrence: The system looks at the begin date of the first matching event.

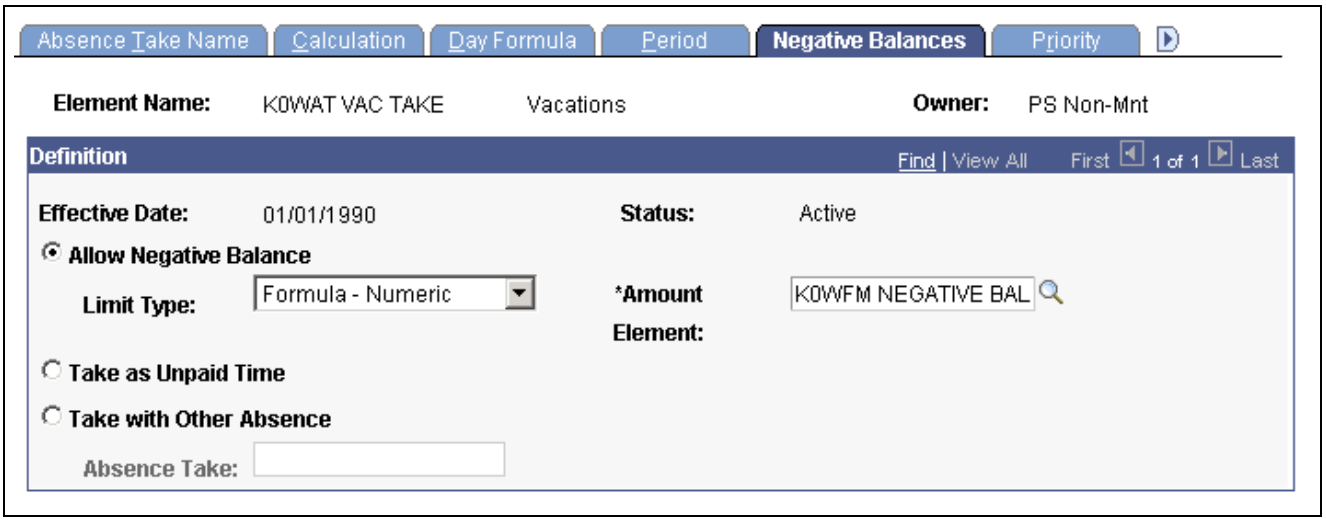
Duration Between Two Absences, Duration Value and **Unit** In the Duration Between Two Absences field, select the type of element that defines the duration period. Values are *Accumulator, Bracket-Numeric, Duration, Formula-Numeric, Numeric, System Element-Numeric,* and *Variable-Numeric.*

In the Duration Value field, select the name of the element that defines the duration period. If you selected *Numeric* in the Duration Between Two Absences field, enter the number of units here.

In the Unit field, select the unit of measurement you want to use. Values are *Days, Months,* and *Weeks.*

Defining Take Rules for Negative Balances

Access the Absence Take - Negative Balances page.



Absence Take - Negative Balances page

On this page, you specify what the system is to do if a payee's absence take exceeds the entitlement balance; that is, if the entitlement balance drops below zero. You can allow payees to:

- Carry a negative balance up to the limit that you specify.
- Take the absence as unpaid time.
- Use the accrued entitlement that is associated with another type of absence.

Negative balance rules do not take effect until the payee has depleted all the linked entitlements that are defined on the Calculation page.

Allow Negative Balance — Select if your organization allows employees to take more paid time than they have accrued. Absence time that exceeds accrued entitlement is paid up to the limit that you specify.

Limit Type and **Limit Value** — To limit the amount of negative entitlement balance allowed, select the supporting element that defines the limit. Any take that exceeds the limit will populates the DAY COUNT UNP system element. A limit of 3, for example, indicates that up to three days will be paid.

In the Limit Value, select the name of the element. If you selected *Numeric* in the first field, enter a number in this field.

Take as Unpaid Time — Select to process any take that exceeds the entitlement balance as unpaid time. When you run the Take process, the system element DAY COUNT UNP is populated with the number of unpaid units. (To have unpaid units processed as a deduction, add the deduction element to the grid at the bottom of the Day Formula page.)

Take with Other Absence and **Absence Take** — Select if payees can apply the entitlement that is associated with another type of absence to this take.

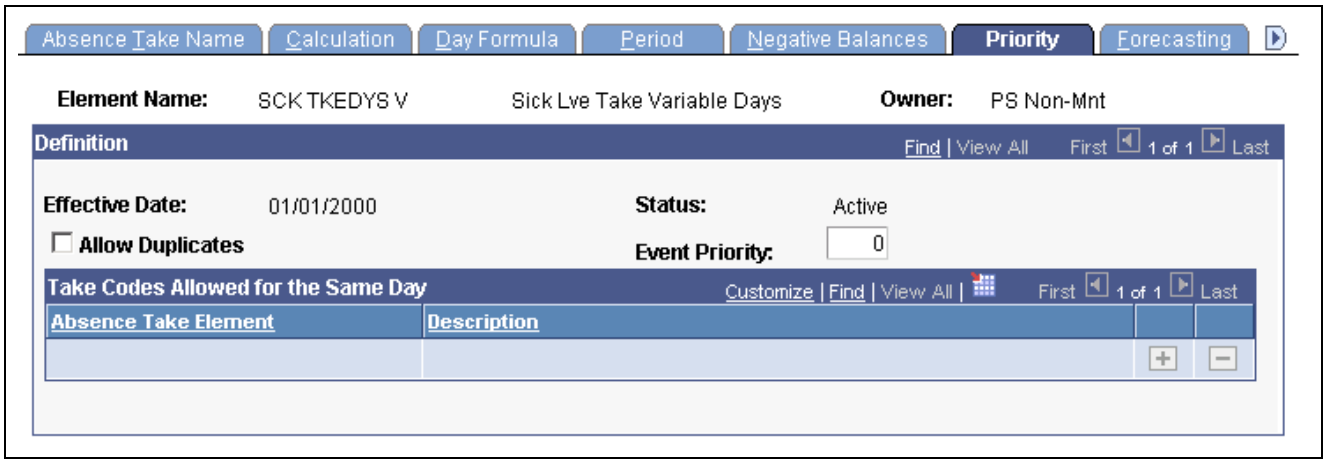
In the field to the right, select the take element that is associated with the entitlement that you want to use.

For example, your organization pays 100 percent of salary for the first 60 days of maternity leave and 50 percent for the next 30 days. You create two take elements, one called Maternity60 and another called Maternity30. When you define Maternity60, you select Take with Other Absence and link to the Maternity30 element. When the payee's actual maternity leave is entered on

the Absence Event Entry page, all 90 days are entered, using the Maternity60 element. The system pays the first 60 days at 100 percent, depleting the maternity entitlement. The system then redirects the next 30 days to the Maternity30 element; that is, it adds a new row for each day after the sixtieth day, using the redirected element.

Defining Absence Take Priorities

Access the Absence Take - Priority page.



Absence Take - Priority page

Allow Duplicates

Select to enable users to enter more than one absence for the same day on the Absence Event Entry page. For example, if an employee has a two-hour union meeting in the morning and takes six hours of vacation on the same day, select Allow Duplicates to enable the user to enter and save the two absences for the same day. Clear this check box to prevent users from entering more than one absence for the same day.

When a user enters multiple events for the same day on the Absence Event Entry page and tries to save the entries, the system displays a message. If the user clicks OK, the system applies the take definition with the highest priority for the date in conflict (that is, the event with the lowest priority number).

You designate the priority of the take element in the Event Priority field. The priority number appears on the Absence Event Entry page when you enter an absence using this take element.

Using the same example, if you want the system to display the above message when a user tries to save the entries for a union meeting and vacation that occur the same day, do not select Allow Duplicates.

Event Priority

You can specify the priority of this absence take element in relation to others by entering a unique number of up to three digits in this field. Lower numbers represent higher priority.

When a user tries to enter more than one type of absence for the same day, and duplicates are not allowed, the system displays a message that provides information about take priorities. It also enables the user to invoke a process that causes the system to use the take definition with the highest priority for the date in conflict.

Take Codes Allowed for the Same Day

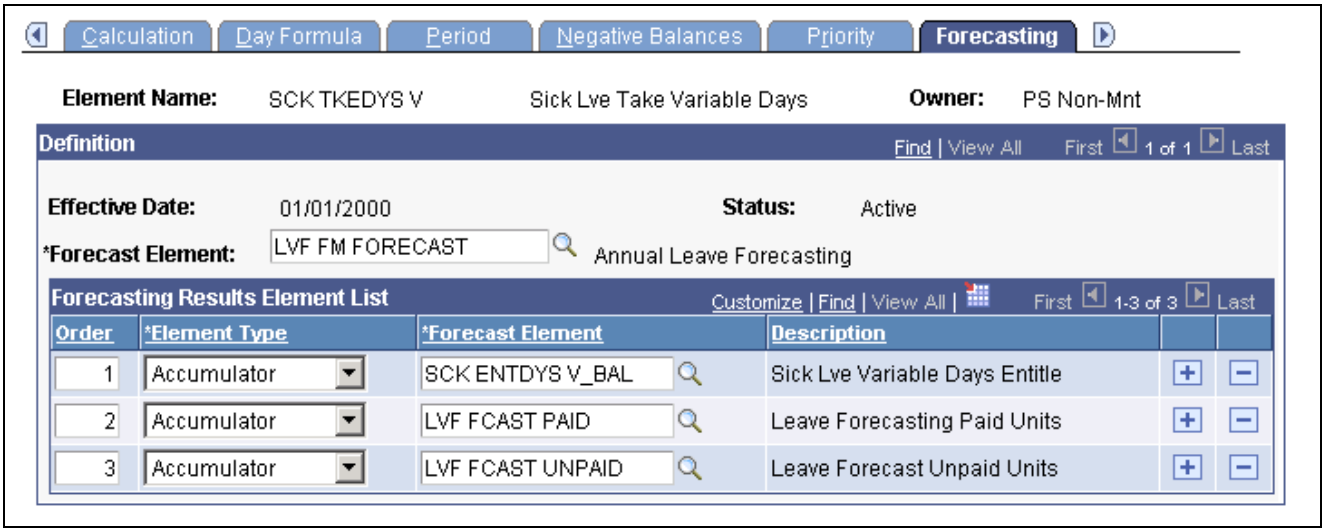
Absence Take

If you selected Allow Duplicates, specify the types of absences that can be taken the same day. Add a row for each allowable absence take element. Select at least one element.

When you run the Take process, the system calculates total partial hours that were written to the results table for events that occurred on the same day. It returns the total to the system element named ABS CUM PARTIAL HR. (You might consider creating a formula that generates an error if scheduled hours exceed total partial hours.)

Defining Rules for Absence Forecasting

Access the Absence Take - Forecasting page.



Absence Take - Forecasting page

Complete the Forecasting page if you want users to be able to run the Forecast process when entering absences.

Note. To enter information on this page, the Forecasting Used check box must be selected on the Forecasting page that you access through the link at the bottom of the Absence Take – Name page.

Forecast Element

Select the formula that you want the system to resolve during the Forecasting process.

Only formulas with a field type of character are allowed. The system resolves this formula for each day of the absence event immediately after the day is evaluated (after the DAY COUNT, DAY COUNT PD, and DAY COUNT UNPD elements are resolved). It stores the last resolved value.

As an example, say you want your formula, named FM ELIG, to return a value of ELIGIBLE or NOT ELIGIBLE depending on whether a payee has enough entitlement to cover an absence. Your forecast formula might look like this:

```
IF DAY COUNT UNP > 0
THEN NOT ELIGIBLE >> FM ELIG
ELSE ELIGIBLE >> FM ELIG
ENDIF
```

Forecasting Results Element List

This group box controls what appears on the Absence Forecast Results page (in the Absence Event Entry component) after you run the Forecasting process. Select the elements for which you would like to view results. For example, you may want a duration element to display the length of the absence and an accumulator element to display the entitlement balance.

The elements that you select should be those that are normally resolved during absence processing. Element types are: *Accumulator, Bracket, Date, Duration, Formula, System Element,* and *Variable*.

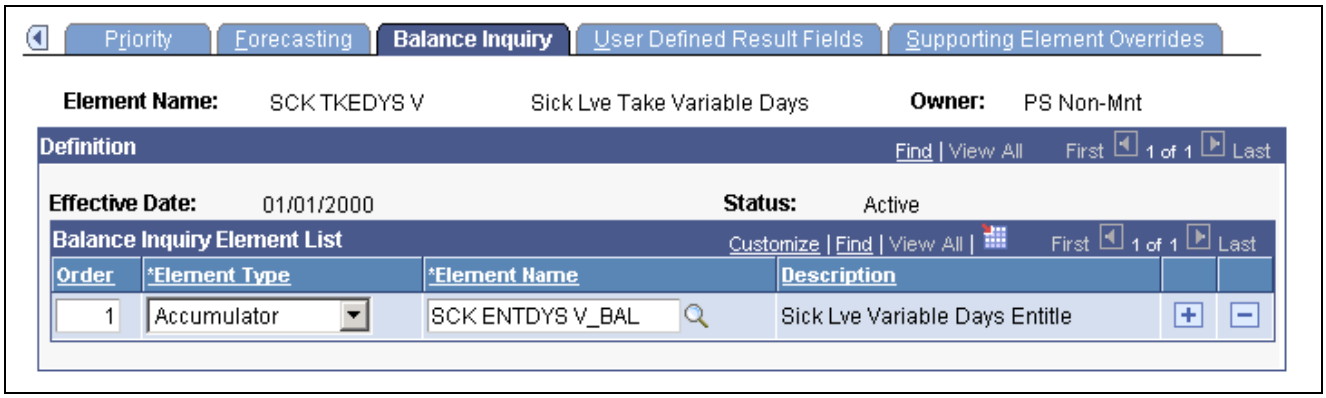
See Also

Chapter 2, "Understanding Absence Management," Absence Entry, Approval, and Self Service Features, page 7

Chapter 11, "Defining Absence Elements," Absence Formulas, page 186

Defining Rules for Take Balance Inquiry

Access the Absence Take - Balance Inquiry page.



Absence Take - Balance Inquiry page

Note. To enter information on this page, the Forecasting Used check box must be selected on the Absence Take Name page.

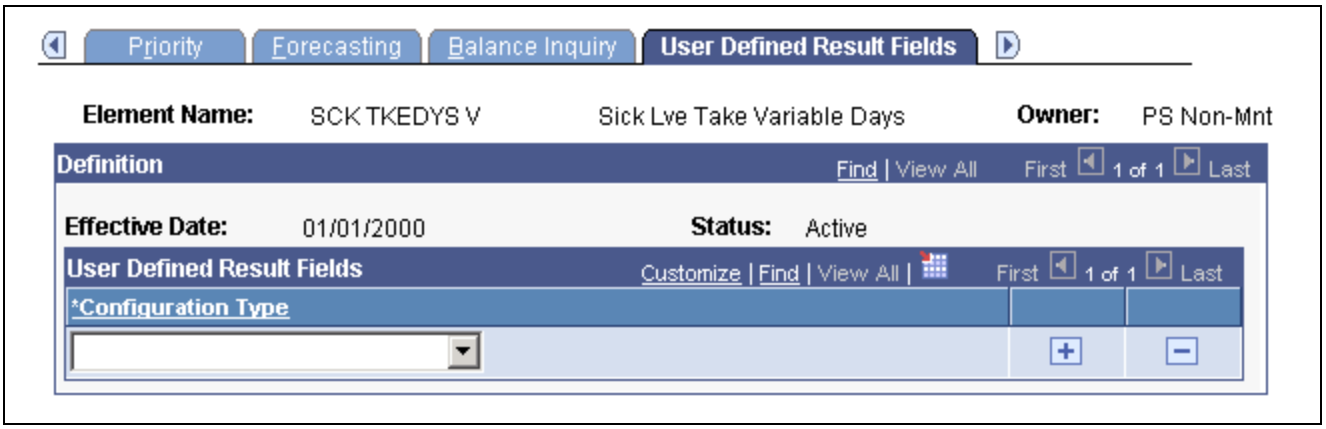
Balance Inquiry Element List

This group box controls what appears on the Forecast Balance page after you run the Balance Inquiry process. Select the elements for which you would like to view results; for example, accumulators that track entitlement balances for the take, and system elements that help explain the balances.

Element types are: *Accumulator, Bracket, Date, Duration, Formula, System Element,* and *Variable.*

Defining User Defined Result Fields

Access the Absence Take - User Defined Result Fields page.



Absence Take - User Defined Result Fields page

In the Configuration Type field, select the user-defined fields that can be overwritten by a system element. During background processing, the value that's assigned to the corresponding system element will overwrite the user-entered value in the absence results table (GP_RSLT_ABS). Select only those fields that you will use in your rules.

For example, to specify that the value a user enters in the Date 3 field on the Absence Event Input Detail page can be overwritten, select *User Defined Date 3* in the Configuration Type field.

See Also

Chapter 11, "Defining Absence Elements," Understanding Absence Take Elements, page 200

Defining Supporting Element Overrides for Take Elements

You can use the Supporting Element Overrides page to override the value of a bracket, date, duration, formula, or variable element associated with an absence take element.

Preparing Absence Elements for Use

Once you've created absence entitlement and take elements, follow these steps to prepare them for use:

1. Assign elements to payees.

   Begin by adding the elements to an element group. (Element groups are linked to eligibility groups, which are linked to paygroups. A paygroup is associated with each payee.) Payees can accrue entitlement and be paid for absences only when they are associated with absence elements. Exception: It is not necessary to assign per-absence entitlement elements to payees. When you assign related take elements, payees are eligible for the per-absence entitlement. To assign entitlement elements that are defined at the Payee Level (you selected *Payee Lvl* in the Entitlement field on the Absence Entitlements - Calculation page), use the Entitlement/Take Assignment page.

2. Add elements to the absence processing framework.

   Sections tell the system which elements to resolve during processing. You can create a separate section for the entitlement and take processes, or you can create one section for both, depending on your organization's needs. Per-absence entitlement elements do not need to be included on a process list via a section. They are processed automatically when the Take program processes the related take element.

See Also

Chapter 13, “Defining the Organizational Structure,” Defining Element Groups, page 258

Setting Up Absence Entitlement Balance Forecasting and Inquiry

This section provides an overview of how to enable absence forecasting and balance inquiry, and discusses how to:

- Create a transaction definition.
- Filter absence events from the forecasting process.

Understanding How to Enable Absence Entitlement Balance Forecasting and Inquiry

Before using absence forecasting or balance inquiry, you must activate these features for each absence take and entitlement element to which they apply, except for per-absence entitlement elements. For example, to forecast entitlement for vacations only, you activate forecasting for the vacation take and vacation entitlement elements.

Following is an overview of steps to enable absence forecasting or balance inquiry:

1. Define forecast formulas for absence takes (absence forecasting only).

   A forecast formula evaluates an absence according to the business rules you define. For example, your formula might determine if there is sufficient entitlement to cover an absence and, if not, what action to take. It returns a user-defined character string that appears on the Absence Event Entry page. For example, it might display “Eligible” or “Success” if there is enough entitlement to cover an absence. The system resolves the forecast formula for each day of the absence, immediately after it resolves the day count, day count paid, and day count unpaid. Only the last value of the formula is stored and is moved to the Absence Event table (GP_ABS_EVENT) during the Absence Forecasting process. The value is also moved to the results table (GP_RSLT_ABS) when the event is processed during the Absence Take process.

   The formula can check to see if there are any unpaid units for the day and why the units are unpaid—perhaps because of a waiting period. To determine this, you refer to other absence system elements, such as the beginning wait balance, ABS BEGIN WAIT BAL, and the ending balance, ABS END WAIT BAL.

   You can use the results of the forecast formula to invoke other actions. For example, you might create a formula, that when resolved to Eligible, populates the units element that is used to generate positive input. (You select the Units element on the Take - Day Formula page.)

2. Enable forecasting and/or balance inquiry for the take element on the Forecasting page that you access through the Element Name page.
   a. For absence forecasting, indicate whether forecasting is allowed (select Forecasting Used) or required (select Forecasting Required).
   b. For balance inquiry, select Forecasting Used.
3. Complete the Take - Forecasting and Take - Balance Inquiry pages, as applicable.
   a. For absence forecasting, select the forecast formula and the elements that are to return the results of the forecast process on the Take - Forecasting page.

b. For balance inquiry, select the elements that are to return the results of the balance inquiry process on the Take - Balance Inquiry page.

4. Enable forecasting for associated entitlement elements.

   Repeat step 2 for each linked, frequency-based entitlement element.

5. Enable forecasting for redirected take elements.

   If you've redirected this take element to another take element on the Take - Negative Balances page, follow step 2 for the redirected take element and its associated entitlement elements.

6. Create a Calendar Group template.

   When you run the Forecasting or Balance Inquiry process, the system must know which absence calendars to refer to so that it can identify the elements to process, the period of time to evaluate, and so on. Use the Calendar Group page to select the applicable absence calendars. (These should be the same calendars that you use when running the Take and Entitlement processes.) Also select the Use as a Template check box on the Calendar Group page to indicate that the calendar group is to be used by the forecasting process.

   The template should cover the forecasting period, which runs from the earliest calendar that has not been finalized for the payee to the end date of the latest absence event (or the as of date, for Balance Inquiry). Most likely, you'll want the calendar group to span one or more years. (It can include up to 225 calendars.) The template should also include all paygroups whose employees could be forecasted.

7. Create transaction definitions.

   Use the Transaction Definition page to link the calendar group template (created in the previous step) to the absence forecasting or balance inquiry process. If you plan to use both processes, create a transaction definition for each. When you launch the Forecasting or Balance Inquiry process, the transaction ID tells the system which calendar group to look for.

8. Specify the status of the absence events to be considered by the Forecasting process.

   You have the Forecasting process consider only those absence events that are in one of the statuses that you specify. Use the Forecasting Filters page to select the statuses.

See Also

Chapter 2, "Understanding Absence Management," Absence Entry, Approval, and Self Service Features, page 7

Chapter 15, "Entering Absences," Forecasting Absence Entitlement Balance During Absence Entry, page 305

Chapter 15, "Entering Absences," Viewing Current Absence Entitlement Balances and Running the Absence Entitlement Balance Inquiry Process, page 309

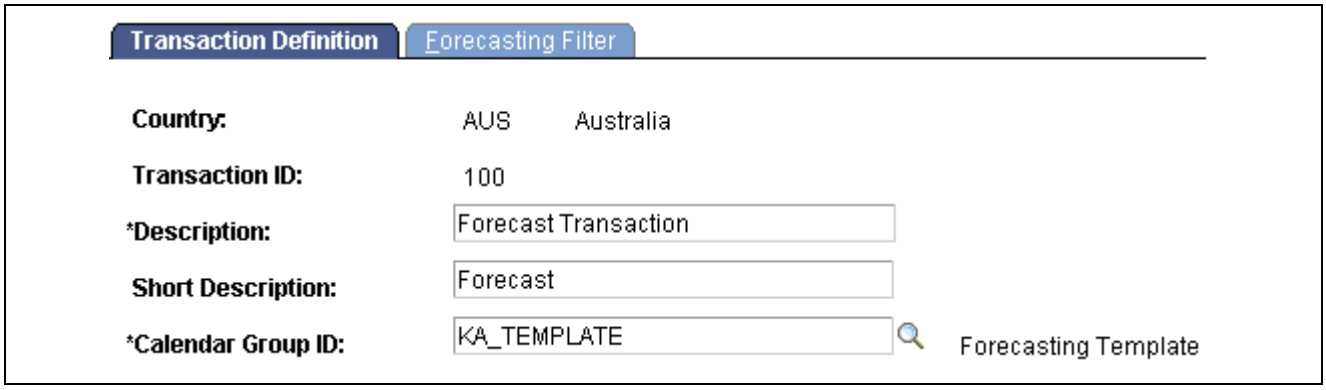
Chapter 13, "Defining the Organizational Structure," Defining Element Groups, page 258

Pages Used to Create a Transaction Definition and Filter Absence Events

Page Name	Object Name	Navigation	Usage
Transaction Definition	GP_TXN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Forecast Transactions, Transaction Definition	Create a transaction definition by linking a calendar group template to the Absence Forecasting process or Balance Inquiry process. A transaction definition is tied to a specific country.
Forecasting Filter	GP_TXN_FILTER	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Forecast Transactions, Forecasting Filter	Select the status of the absence events that the system is to consider when you run the Forecasting process.

Creating a Transaction Definition

Access the Transaction Definition page.



Transaction Definition page

Transaction ID Values are:

100: Absence Forecasting process.

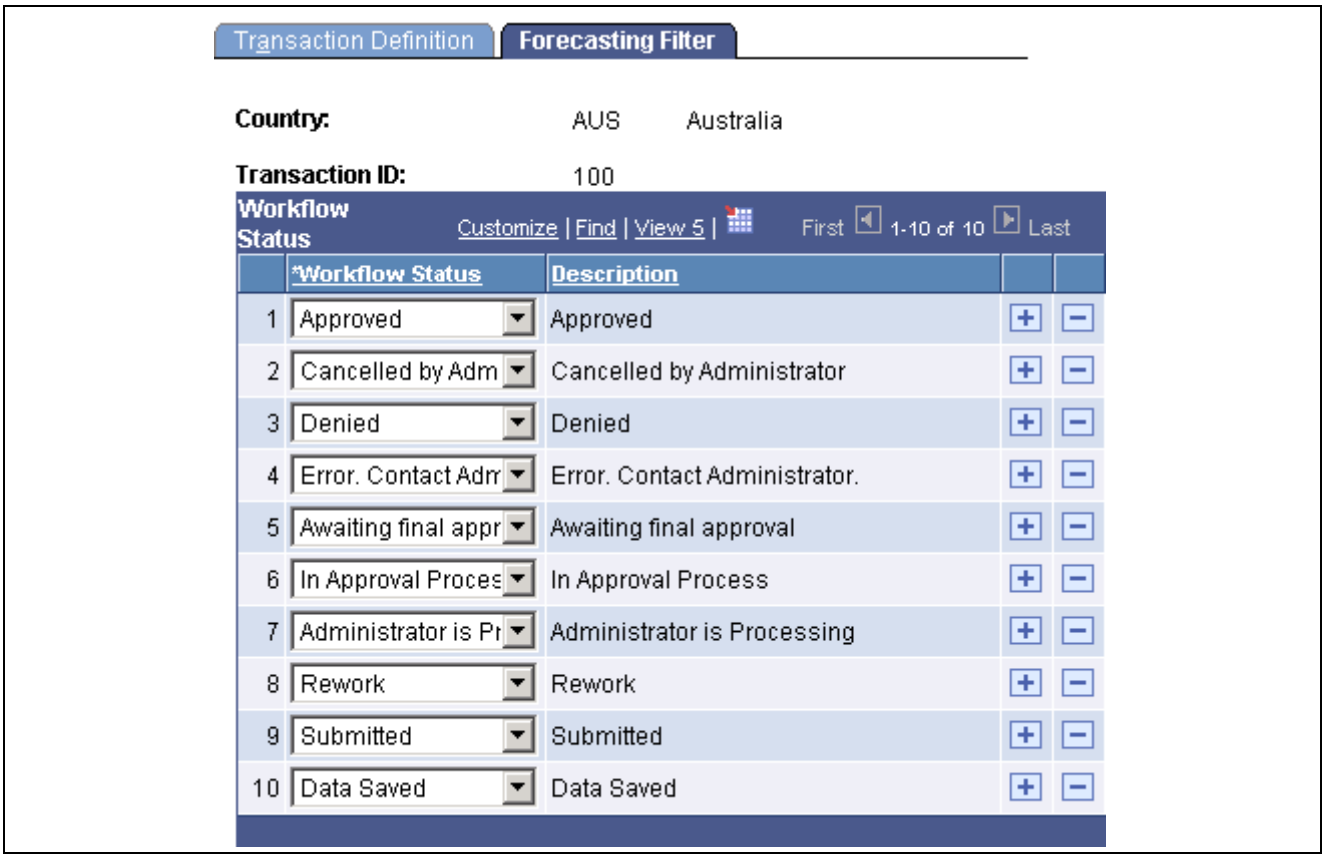
110: Balance Inquiry process.

Note. You can define one of each type of transaction ID per country.

Calendar Group ID Select the appropriate calendar group ID. You can choose from the list of calendar group IDs that have been set up as templates.

Filtering Absence Events by Status

Access the Forecasting Filter page.



Forecasting Filter page

The system uses status values, such as Saved, Submitted, and Approved, to track and manage the approval of absence requests.

Use this page to specify which absence request statuses the system is to consider when a self service user runs the Forecasting process. For example, you may want the Forecasting process to evaluate only those absence requests that have a status of Approved. In this case, you would select *Approved* in the Workflow Status field.

CHAPTER 12

Using Schedules

This chapter provides an overview of work schedules and discusses how to:

- Create and view work schedules.
- Validate schedules.
- Define holiday schedules.
- Assign schedules.
- Use self-service scheduling features for managers.
- Use self-service scheduling features for employees.

Note. Absence Management and PeopleSoft Enterprise Time and Labor use many of the same pages and records for schedule setup and assignment. If you're using both applications, you need to create and assign schedules only once. The information that displays on the scheduling pages may vary somewhat, depending on which application you use to access them.

See Also

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Defining Work Schedules"

Understanding Work Schedules

In Absence Management, work schedules provide a way to communicate and manage workforce attendance expectations. They also enable the absence process to determine when a payee's absence falls on a scheduled work day. For exception time reporting payees, you set up schedules and enter exception data. For positive time reporting payees, the system compares reported hours with schedules to determine pay.

This section discusses:

- Types of schedules.
- Types of shifts.
- Schedule definitions and calendars.
- Rotating schedules.
- Self service scheduling features.
- Schedule settings.

Type of Schedules

You can define three main types of schedules:

- Punch schedules include punch detail such as In, Out, Meal, Break, and Transfer.
- Elapsed schedules show the duration of time to be worked—for example, eight hours on Monday.
- Flex schedules are practical when a payee has some flexibility to begin and end the workday.

Types of Shifts

A shift represents a set of punch types from which it is built. You can create three types of shifts:

- Elapsed shifts

  Define one elapsed punch entry for the shift, such as an elapsed shift of 8 hours, which is nonclock time. Elapsed shifts cannot exceed 24 hours.

- Punch shifts

  Use punch shifts to create shifts that define specific work times. Punch shifts are defined by an in punch and the first subsequent instance of an out punch. Other punches such as break, meal, or transfer, can occur between the in and out punches. Punch times are associated with each punch. The duration of a punch can be entered, or the system can calculate the duration when the next punch time is entered.

- Flex (flexible) shifts

  The system supports flexible shifts, giving payees latitude for beginning and ending shifts. You can enter core, required hours and the weekly number of hours that the flexible shift requires, but the system uses the weekly information only if you set up an array for processing.

  See Chapter 6, "Defining Data Retrieval Elements," Defining Array Elements, page 74.

Example: Flex Shifts

Type of Flex Shift	In Punch	Out Punch	Scheduled Hours	Flex Start	Flex End	Flex Weekly Hours
1 Flex Band	06:00	18:00	8	09:00	15:00	40
2 Flex Range	06:00	19:00	8			40
3 Flex Core	00:00	23.59	8 (daily average)	09:00	15:00	40
4 Flex Core Plus	00:00	23.59	8	09:00	15:00	40

In this example:

1. Payees begin and end their workdays within a range of flexible hours in the morning and afternoon (begin between 06:00 and 09:00 and end between 15:00 and 18:00). They must work 8 hours a day, 40 hours a week and must work during the core hours, 09:00 to 15:00. A payee's begin and end times can vary daily within the flexible hours.
2. Payees work any 8 hours during the day, within a range of flexible hours (between 06:00 and 19:00), and there's no company-defined core period. They must work 40 hours a week.
3. Payees work anytime during the week, provided that they work 40 hours a week and during the core hours, 09:00 to 15:00. A payee's begin and end times can vary daily within the flexible hours, and the length of the workday can vary, provided that the weekly 40-hour requirement is met.

4. Payees work 40 hours a week and during the core hours, 09:00 to 15:00. A payee's begin and end times can vary daily within the flexible hours, but the workday must be 8 hours.

Schedule Definitions and Schedule Calendars

A schedule definition defines a work schedule and is identified by a schedule ID. After creating schedule definitions, you can assign them to paygroups and payees. The same schedule can be assigned to multiple paygroups. You also have the option of creating and assigning a personal schedule to a given payee.

The system uses schedule definitions to derive schedule calendars and to resolve payee schedules. A schedule calendar is a range of dates with specified work and nonwork time.

Rotating Schedules

You can define rotating schedules that enable you to assign the same schedule to several payees with different start dates. For example, a basic rotating schedule for a continuously operating factory operation might consist of:

- Seven days
- One off
- Seven afternoons
- One off
- Seven nights
- Five off

To keep the factory staffed 24 hours, seven days per week, there are four groups, or rotations, of workers. Each rotation uses the same schedule, but the actual days are staggered so that there is always one rotation covering each of the shifts. This table represents what the actual rotations would look like for a month:

Start Day	Rotation 1	Rotation 2	Rotation 3	Rotation 4
1	Day	Off	Afternoon	Night
2	Day	Afternoon	Off	Night
3	Day	Afternoon	Night	Off
4	Day	Afternoon	Night	Off
5	Day	Afternoon	Night	Off
6	Day	Afternoon	Night	Off
7	Day	Afternoon	Night	Off
8	Off	Afternoon	Night	Day
9	Afternoon	Off	Night	Day
10	Afternoon	Night	Off	Day
11	Afternoon	Night	Off	Day

Start Day	Rotation 1	Rotation 2	Rotation 3	Rotation 4
12	Afternoon	Night	Off	Day
13	Afternoon	Night	Off	Day
14	Afternoon	Night	Off	Day
15	Afternoon	Night	Day	Off
16	Off	Night	Day	Afternoon
17	Night	Off	Day	Afternoon
18	Night	Off	Day	Afternoon
19	Night	Off	Day	Afternoon
20	Night	Off	Day	Afternoon
21	Night	Off	Day	Afternoon
22	Night	Day	Off	Afternoon
23	Night	Day	Afternoon	Off
24	Off	Day	Afternoon	Night
25	Off	Day	Afternoon	Night
26	Off	Day	Afternoon	Night
27	Off	Day	Afternoon	Night
28	Off	Day	Afternoon	Night

Self-Service Scheduling Features

Self-service scheduling pages are available to managers and payees. Managers can use these pages to view schedules, view payee's scheduling preferences and change schedule assignments, and create schedules for individual payees. Employees can use these pages to view their monthly schedules and to enter personal scheduling preferences.

Schedule Settings

Use the Schedule Settings page to define the labels to display for punch types, the range of dates for the Dates table (TL_DATES_TBL), and other scheduling settings. The Dates table stores date-related information, such as the day of week, day of month, and calendar year that the system needs to build calendar schedules.

See Also

Chapter 3, “Introducing the Core Application Architecture,” Defining Schedule Settings and Loading Dates, page 25

Chapter 12, “Using Schedules,” Using Self-Service Scheduling Features for Managers, page 246

Chapter 12, “Using Schedules,” Using Self-Service Scheduling Features for Employees, page 254

Creating and Viewing Schedules

To create schedules, use the Schedule Groups (SCH_GROUP), Shifts (SCH_SHIFTS), Workdays (SCH_WRKDAY), and Definitions (SCH_DEFINITION) components.

This section provides an overview of schedule creation and discusses how to:

- Define schedule groups.
- Set up shifts.
- Define workdays.
- Create schedule definitions.
- Define shift details for schedule definitions.
- View schedule calendars.

Note. Self-service pages are available to managers for creating, viewing, and modifying work schedules. These pages are discussed later in this chapter.

See Also

Chapter 12, “Using Schedules,” Using Self-Service Scheduling Features for Managers, page 246

Understanding Schedule Creation

To create work schedules:

1. Create schedule groups.

   Schedule groups provide a way to organize schedules and group payees with like schedules. Each schedule group is associated with a SetID (as is each shift, workday, and schedule definition). When you assign schedules, you select the schedule group, which filters the schedules that you can assign.

2. Create shifts (optional).

   You can create elapsed, flex, and punch shifts with the Shifts component (SCH_SHIFT) or you can enter shift information manually when you create a schedule definition.

3. Create workdays (optional).

   You can create workdays to be used as labels for the days within a schedule definition.

4. Create schedule definitions.

Schedule definitions comprise a series of short term or long term workdays. When you create schedule definitions, you can incorporate predefined shifts and workdays. You can also enter shift information manually.

5. View schedule calendar.

   The system derives the schedule calendar from the schedule definition.

Creating Personal Schedules

At times, you may want to create a schedule definition that applies only to a specific payee. In these cases, you use the Personal Schedule Definition component (SCH_DEFN_ADHOC) that you access through the Work Schedule Assignment page. The personal schedule definition pages are identical to the pages in the Schedule Definition component that you use to define all other work schedules.

See Also

Chapter 12, "Using Schedules," Creating Personal Schedule Definitions, page 245

Pages Used to Define and View Schedules

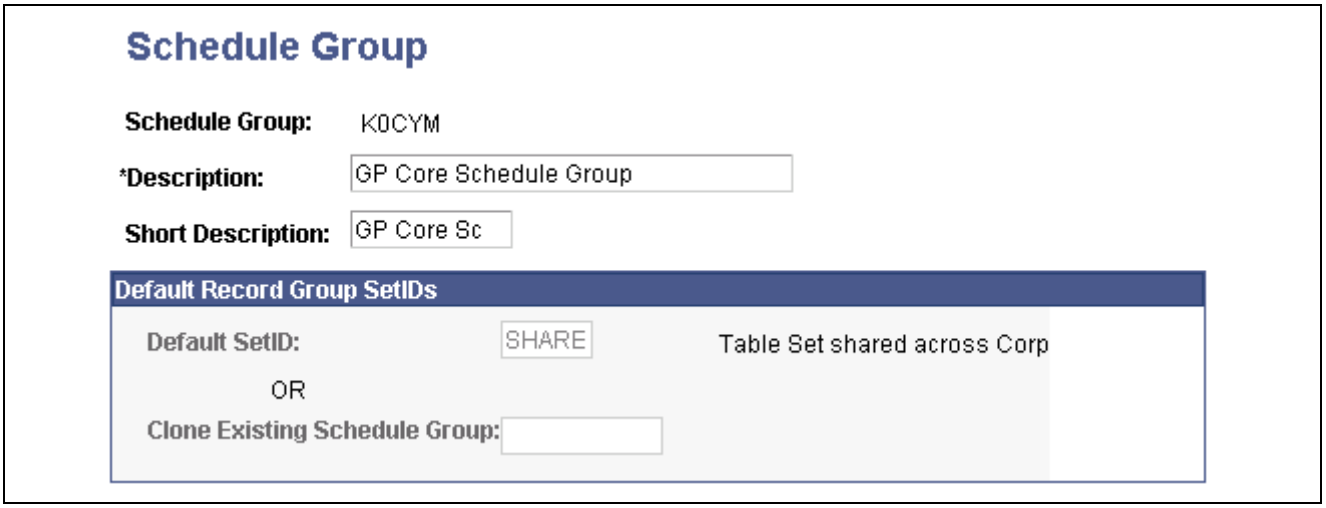
Page Name	Object Name	Navigation	Usage
Schedule Group	SCH_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Schedules, Schedule Groups, Schedule Group	Define schedule groups.
Shift	SCH_SHIFT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Schedules, Shifts, Shift	Set up elapsed, flex, and punch shifts.
Workday	SCH_WRKDAY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Schedules, Workdays, Workday	Set up workdays.
Definitions - Definition	SCH_DEFINITION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Schedules, Definitions, Definition	Define basic schedule definition details.
Definitions - Schedule Shifts	SCH_DEFINITION_2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Schedules, Definitions, Schedule Shifts	Define shifts for schedule definitions.
Shift Information	SCH_DEFN_SEC	Click the More link on the Definitions - Schedule Shifts page.	Define or view shift details.
Schedule Calendar	SCH_CLND_VW_SEC	Click the Show Calendar link on the Definitions - Shifts page.	View the schedule calendar derived from a specific schedule definition.

See Also

Chapter 3, "Introducing the Core Application Architecture," Defining Schedule Settings and Loading Dates, page 25

Defining Schedule Groups

Access the Schedule Group page.



Schedule Group page

Think of a schedule group as a way to organize schedules. Shifts, workdays, and schedule definitions are created based on a SetID value. Schedule groups group these together by way of the Set Control value.

When you assign a schedule to a paygroup or directly to a payee, you must first select the associated schedule group. This selected schedule group filters the schedules that you can choose from.

Clone Existing Schedule Group If you clear the Default SetID field, you can select a schedule group to clone. The system copies the SetID from the definition of the cloned schedule group.

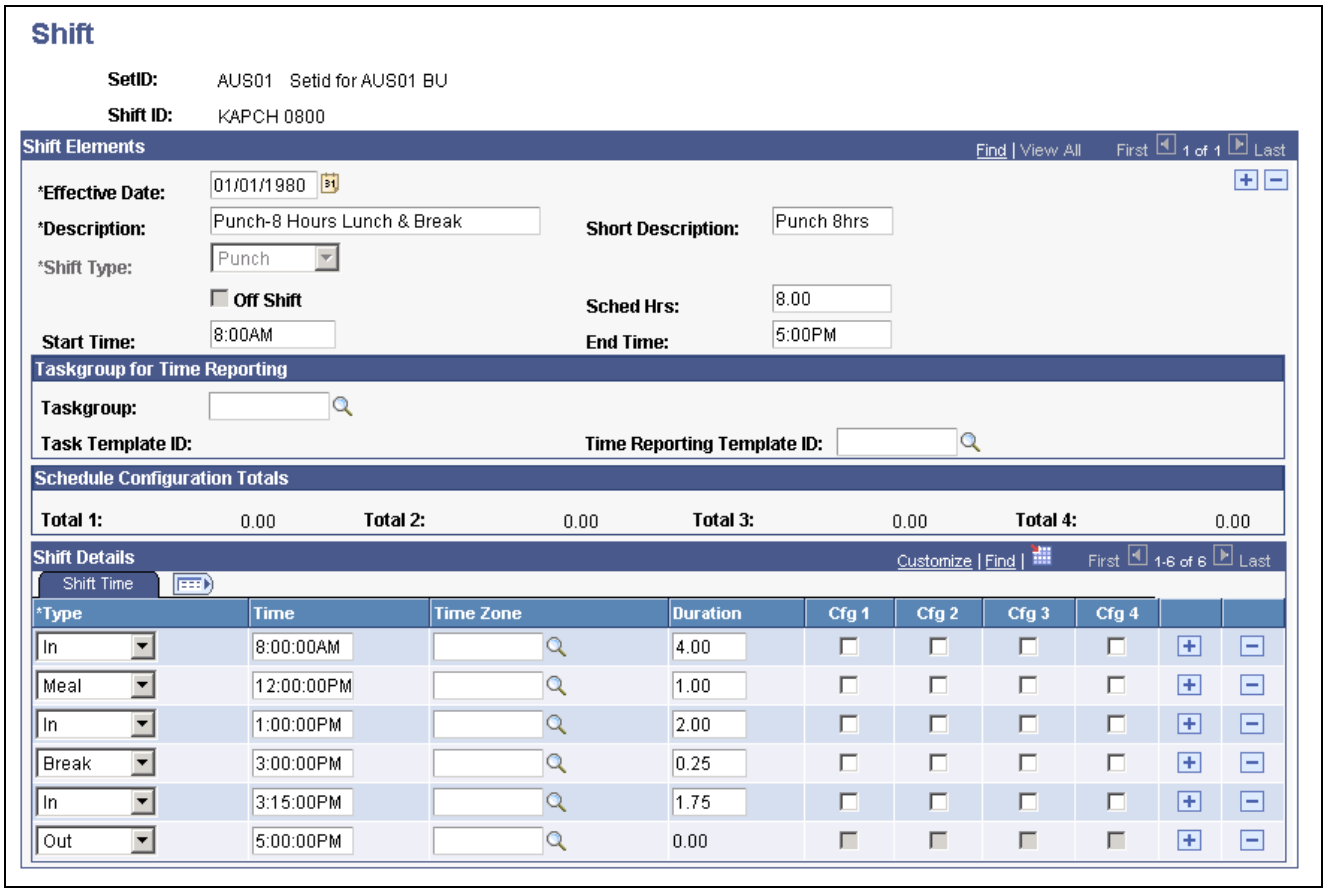
See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Working with System Data Regulation in HRMS"

Enterprise PeopleTools PeopleBook: Data Management

Setting Up Shifts

Access the Shift page.



Shift page

Effective Date

Enter a date for this shift. If you modify a previously saved shift, the effective date that you select has some limitations. You cannot change the effective date of the shift to:

A date before the earliest effective date of all workdays that contain that shift.

A date later than the start date of any schedule calendar containing it.

A date later than the earliest effective date of all paygroups whose default schedule IDs contain that shift.

Shift Type

Select a type. Options are:

Elapsed: Only the *Elapsed* punch types appear in the prompt. An *Elapsed* shift can contain only one punch entry.

Punch: In, Out, Break, Meal, and *Transfer* punch types can be entered. The Flex Shift Information group box doesn't appear on the page. To save punch shifts, you need an *In* and *Out* punch.

Flex: Only *In* and *Out* punches can be entered. The Flex Shift Information group box appears, available for entry. To save flex shifts, you need an *In* and *Out* punch.

If you change this field in Add mode and punch detail is already entered, you're warned that punch detail is deleted if the type field is changed. For all effective-dated rows, the system deletes the punch details for all effective-dated rows and the type field is updated to the new type that you selected.

Having saved a shift as one type, you cannot change it to another.

Off Shift Select to identify this day as an off day.

Scheduled Hrs (scheduled hours) Displays the total amount of work time for the shift. For example, you require payees to punch in at 09:00 and punch out at 17:00, but the shift includes a one-hour nonpunch lunch break. The field calculates nine hours, but your organization is paying for eight hours worked, so the scheduled hours are eight.

This field's value is calculated from the sum of the durations of punches in the group box at the bottom of the page—except *Meal* punches. You can edit this number for *Punch* and *Flex* shifts. For an *Elapsed* shift, this field equals the *Elapsed* punch entry's duration and is unchangeable.

If you make changes affecting punch time or punch duration, the Scheduled Work Hours field recalculates.

Start Time and **End Time** These fields indicate the starting and ending times of the shift. For fixed and punch shifts, the system populates these fields automatically based on the information you enter in the Shift Detail group box.

Taskgroup for Time Reporting

This group box enables you to view time reporting and task elements while you build the schedule definition. It appears only if you have Time and Labor installed.

Taskgroup Select a taskgroup. The system populates the Time Rptg Tmplt field with the associated time reporting template.

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, "Defining Task Reporting Requirements".

Task Template ID Displays the task template associated with the taskgroup you select. Click the link next to view details about the task template.

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, "Defining Task Reporting Requirements".

Time Rptg Tmplt (time reporting template) The system populates this field with the time reporting template associated with the taskgroup you select. Click the link next to this field to view details about the time reporting template.

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, "Reporting Time," Creating Time Reporting Templates.

The task template and the related time reporting template determine which task elements and time reporting elements appear as columns in the grid for scheduling purposes.

Schedule Configuration Totals

Total durations appear for the punches being tracked. For each selected check box that appears in the group box at the bottom of the page, the corresponding configuration total is updated with the number of hours corresponding to the total of all marked entries.

Flex Shift Information

If the *Flex* shift type is selected, these times represent the required core hours for the flex shift.

Core Begin and **Core End** — Enter the times for the core period, the period when payees must be at work, excluding meal and break time. The core begin time must be after the shift's *In* punch; the core end time must be before the shift's *Out* punch.

Weekly Hours — Enter how many hours this shift requires.

Shift Details

This group box label varies, depending on which shift type you selected. Saving the shift requires at least one line of punch detail.

Type — Select a punch type. You cannot have consecutive punches (except transfer punches) of the same type. Options are:

In: Start of a work period—at the beginning of a shift or for returning to work after a break or meal. The first punch of a punch or flex shift must be an *In* punch. Punch and flex shifts cannot be saved if an *In* punch lacks a punch time and duration.

Transfer: Start of a work period that generally denotes a change in task and compensation-related characteristics.

Break: Start of a break period. If you enter a *Break* punch, you must follow this with an *In* or *Transfer* punch.

Meal: Start of a meal period. If you enter a *Meal* punch, an *In* or *Transfer* punch must follow immediately, or the system can't save the page.

Out: Start of unpaid, nonwork time. Required as the last punch of a punch or flex shift. The *Duration* field is unavailable for entry. You can't enter an *Out* punch if an *In* punch doesn't precede it somewhere in the shift. *Punch* and *Flex* shifts cannot be saved if an *Out* punch lacks a punch time. For a *Punch* or *Flex* shift, you must enter an *Out* punch. No punches can be added to a shift after the *Out* punch row.

Elapsed: For *Elapsed* shifts. The associated duration reflects the elapsed duration of the shift. An *Elapsed* shift cannot be saved if an *Elapsed* punch lacks a punch duration.

Note. This PeopleBook uses *punch* and *punch type* interchangeably.

Time — For *Punch* and *Flex* shifts; all punches (except the *Out* punch) in *Punch* and *Flex* shifts require a time and duration. Enter the time this punch is scheduled. The first punch time of a shift must be entered. You can enter subsequent punch times, or the system can calculate punch times based on the duration of the preceding punch.

If you change the time of a punch besides the last punch, the duration changes, based on the new and the subsequent punch time. If it's not the first punch, the duration of the previous punch changes, based on the changed punch's new punch time.

If you enter a punch time, the system calculates the duration based on the punch time of the previous row. If you enter a duration, the system calculates this field on the next punch row.

Time Zone — Enter a time zone that is assigned to time entered for this shift.

Duration

Displays the length of the punch in hours. You can enter it, or the system can calculate it when the next punch time is entered.

If you change the time of a punch besides the last punch, the duration changes, based on the new and the subsequent punch time. If it's not the first punch, the previous punch's duration changes, based on the changed punch's new punch time.

If you delete a row, the duration of the punch above the deleted row changes to the difference between the punch times of that row and of the row that followed the deleted row.

The system warns you if a punch or flex shift is over 24 hours.

The duration is displayed as a percentage of an hour.

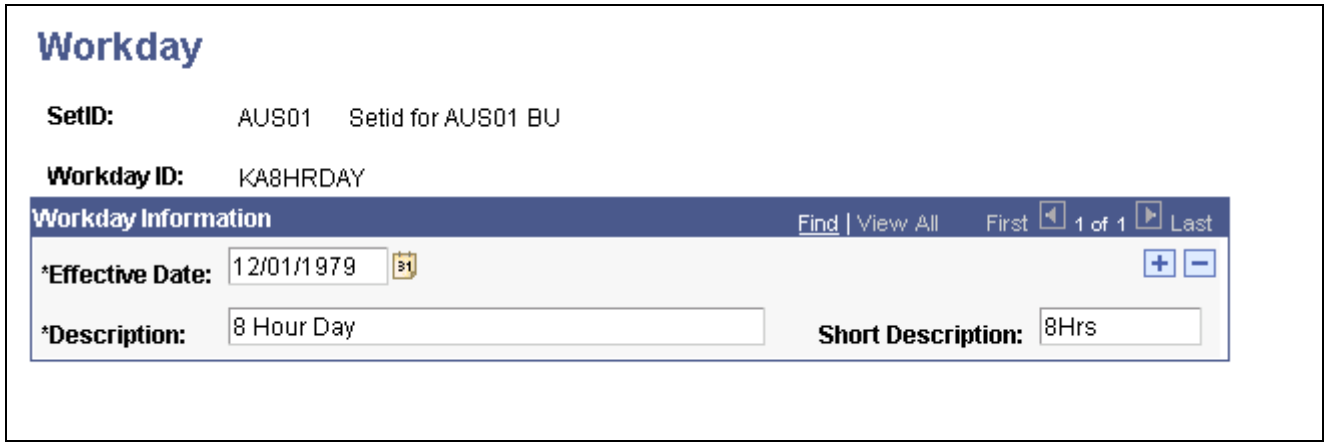
Cfg1 to **Cfg4** (schedule configuration)

These fields are populated based on check boxes that you select in the Shift Details group box. The corresponding Schedule Configuration Total fields are updated with the corresponding number of hours.

For example, to have the system calculate how many hours in a shift are in the morning and how many in the afternoon, select Cfg1 for morning punches and Cfg 2 for afternoon punches.

Defining Workdays

Access the Workday page.



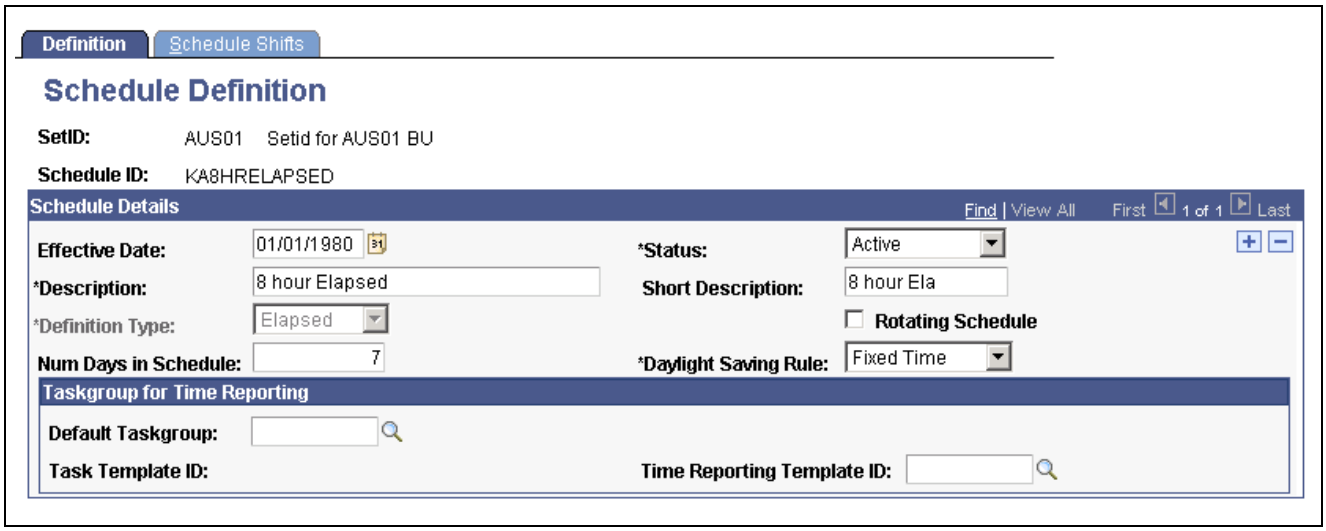
Workday page

You use workdays to group shifts when creating a schedule definition. Enter an effective date and a description for the workday. The effective date of a workday must be earlier than or equal to the effective dates of the schedule definitions in which you use it.

Note. Setting up workdays is not a prerequisite for creating schedule definitions. You can define shift information that is not grouped by workday when you create schedule definitions.

Creating Schedule Definitions

Access the Definitions - Definition page.



Definitions - Definition page

Schedule ID Displays the value that you entered to access this page.

Schedule Details

Effective Date Enter the first day of the schedule definition. For example, if the schedule begins on a Monday, make sure that the date you enter falls on a Monday.

Definition Type Select a type. Options are:

Elapsed: Only *Elapsed* shifts can be used in the definition.

Punch: Only *Punch* shifts can be used in the definition.

Flex: Only *Flex* shifts can be used in the definition.

You cannot combine different types of shifts in the same definition.

If you change this field in Add mode and shift detail rows are already entered, you're warned that shift detail rows are deleted if the type field is changed.

When a schedule definition is saved as a particular type, such as *Elapsed,* it cannot be changed to another type, such as *Punch.*

Rotating Schedule Select to indicate that this definition is for a rotating schedule. When you select this check box, the Rotation Details group box becomes available.

Num Days in Schedule (number of days in schedule) Enter the number of days in the schedule. You can change this at anytime. If you do make a change, the system automatically inserts or deletes the appropriate number of rows from the SCH_DEFN_DTL table to ensure that there is one row for each day in the schedule.

Daylight Saving Rule This field applies to punch and flex schedules.

Select the method that the system uses to resolve the schedule on days where daylight saving time changes fall within a shift.

Fixed Time: The system uses the specified out time that you enter even if it shortens or lengthens the shift by one hour.

Fixed Duration: The system adjusts the schedule to maintain the total duration that you specify for the shift.

Taskgroup for Time Reporting

This group box enables you to view the time reporting and task elements while you build the schedule definition. It appears only if you have Time and Labor installed.

Taskgroup Select a taskgroup. The system populates the Time Rptg Tmplt field with the associated time reporting template.

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, "Defining Task Reporting Requirements".

Task Template ID Displays the task template associated with the taskgroup you select. Click the link next to view details about the task template.

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, "Defining Task Reporting Requirements".

Time Rptg Tmplt (time reporting template) The system populates this field with the time reporting template associated with the taskgroup you select. Click the link next to this field to view details about the time reporting template.

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, "Reporting Time," Creating Time Reporting Templates.

The task template and the related time reporting template determine which task elements and time reporting elements appear as columns in the grid for scheduling purposes.

Rotation Details

Use this group box to determine the rotating pattern of the schedule. You create multiple rotation IDs that share the same schedule, but start on different days.

Rotation ID Enter an ID for each rotation.

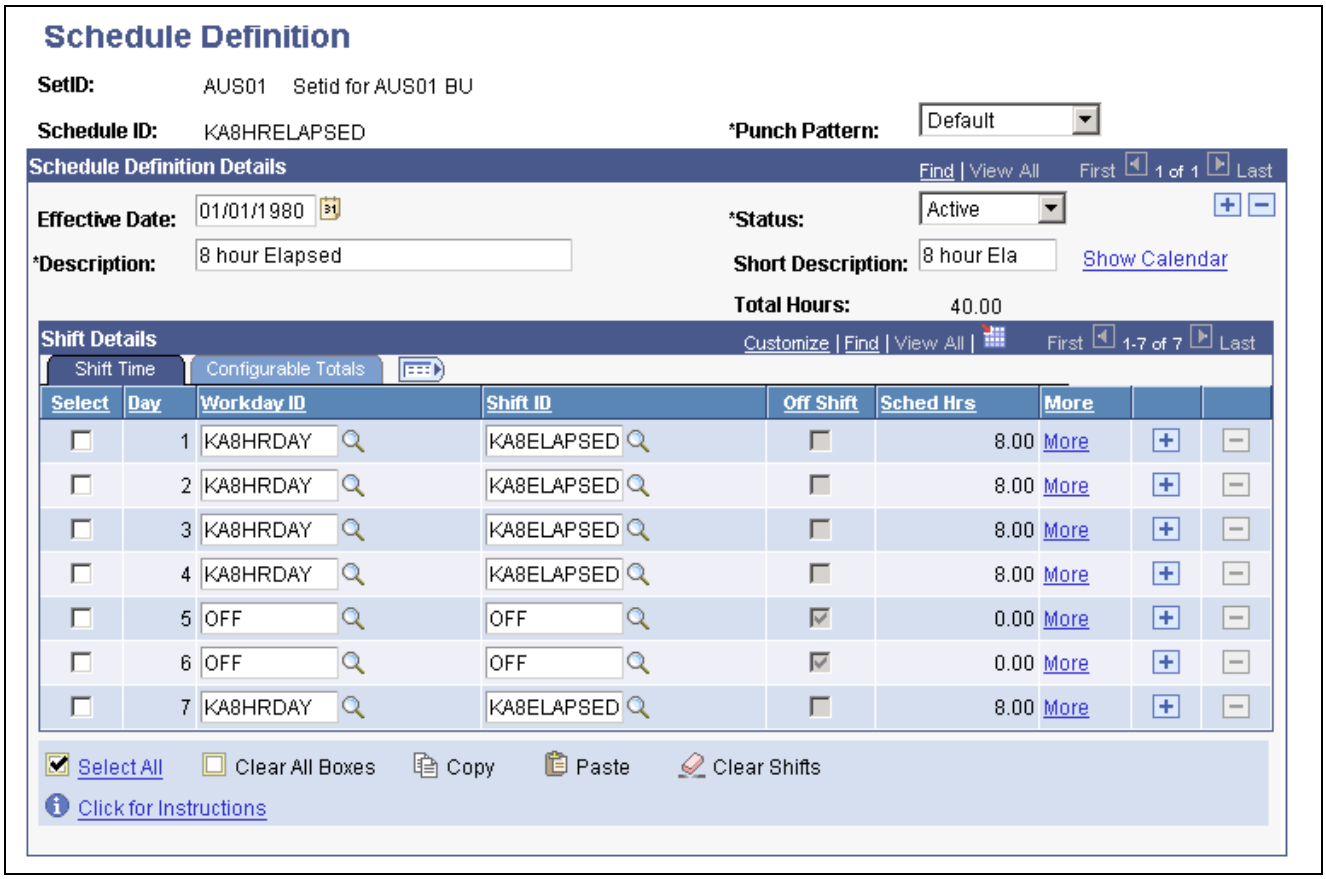
Relative Day Enter the day that the rotation starts in relation to the first day of the schedule. For example, if you enter *8* in this field, the associated rotation begins 7 days after the first day.

Note. You may not enter *0* or a number greater than the total number of days in the schedule

Add Rotations Click to insert a new rotation. The system prompts you to enter the number of days between rotations to determine the relative day of the new rotation.

Defining Shift Details for Schedule Definitions

Access the Definitions - Schedule Shifts page.



Definitions - Schedule Shifts page

You can use this page to define shift information for schedules in two ways:

- Using predefined workdays and shifts.

  Use the Workday ID and Shift ID columns to select predefined workday and shifts. The system populates the remaining columns based on the shift you enter.

- Manually (for flex and punch schedules).

  The type of schedule that you are defining determines the columns that appear in the Shift Details grid. For punch schedules, the system displays the default punch pattern and labels defined on the Schedule Settings page. To see all available punch types, select *All Punches* in the Punch Pattern field. For flex schedules, the system includes fields for In, Out, and Sched Hrs (scheduled hours). For elapsed schedules, it includes fields for identifying an off shift and scheduled hours.

  To specify an off shift, you can select a predefined off shift, or select the Off Shift check box and enter an in and out time.

Click the Show Calendar link to view the schedule calendar that the system derives from the schedule definition.

Click the More link to access the Shift page where you can view or enter details for a shift.

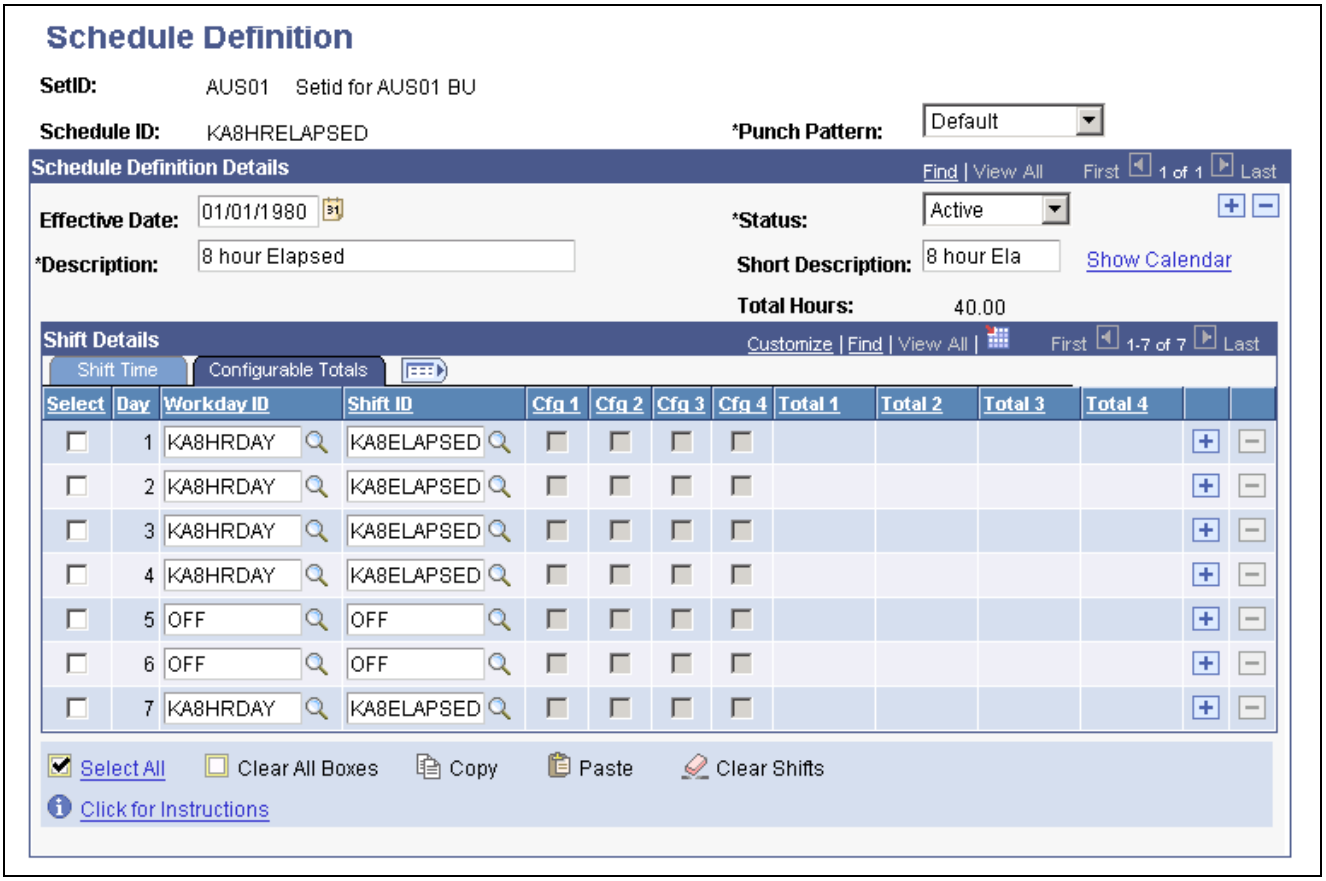
See Chapter 3, "Introducing the Core Application Architecture," Defining Schedule Settings and Loading Dates, page 25.

Copying, Pasting, and Clearing Shifts

Select the check box in the Select column. This makes the Copy, Paste, and Clear Shifts links available so that you can quickly copy, insert, and delete rows of workday and shift information.

Configuration Totals

Select the Configuration Totals tab.

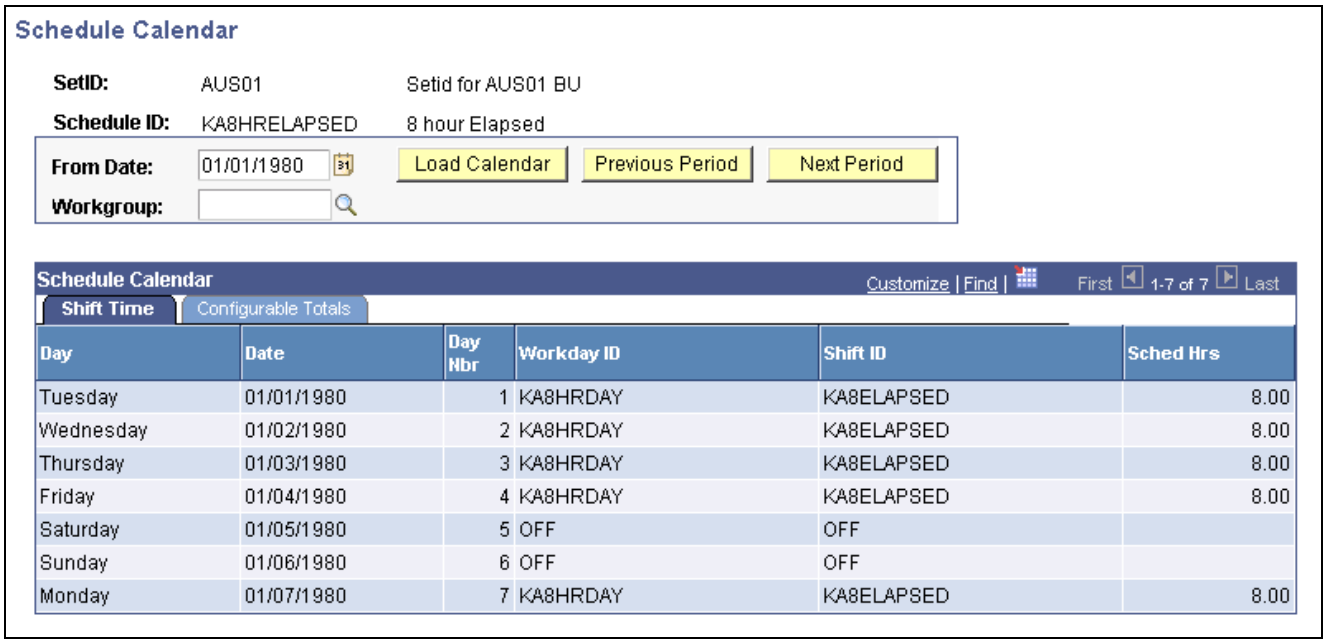


Schedule Definition - Schedule Shifts page: Configurable Totals tab

This tab displays the total hours that are associated with each configuration indicator. You can use the configuration totals in absence rules.

Viewing Schedule Calendars

Access the Schedule Calendar page.



Day	Date	Day Nbr	Workday ID	Shift ID	Sched Hrs
Tuesday	01/01/1980	1	KA8HRDAY	KA8ELAPSED	8.00
Wednesday	01/02/1980	2	KA8HRDAY	KA8ELAPSED	8.00
Thursday	01/03/1980	3	KA8HRDAY	KA8ELAPSED	8.00
Friday	01/04/1980	4	KA8HRDAY	KA8ELAPSED	8.00
Saturday	01/05/1980	5	OFF	OFF	
Sunday	01/06/1980	6	OFF	OFF	
Monday	01/07/1980	7	KA8HRDAY	KA8ELAPSED	8.00

Schedule Calendar page

This page enables you to view the schedule calendar that the system derives from a specific schedule definition.

From Date Enter the starting date of the schedule calendar you want to view. By default this page displays the schedule calendar starting with the effective date of the associated schedule definition.

Rotation ID Select the rotation ID for which you want to view a schedule calendar. This field appears only if there are rotation IDs defined for the schedule calendar.

Workgroup Enter the workgroup for which you want to view a schedule calendar. This field is available only if Time and Labor is installed.

Load Calendar Click to view the schedule calendar for the selected date and workgroup.

Previous Period Click to view the schedule calendar for the previous period.

Next Period Click to view the schedule calendar for the next period.

Validating Work Schedules

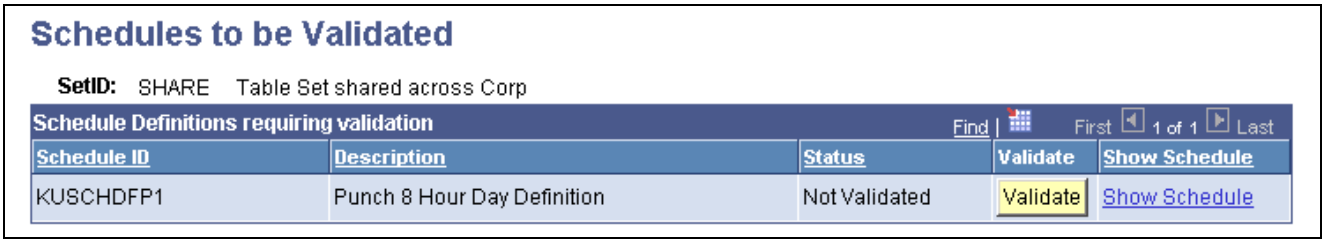
For punch type schedules, when a change is made to a shift, the related schedule(s) may need to be re-validated.

Page Used to Validate Schedules

Page Name	Object Name	Navigation	Usage
Schedules to be Validated	SCH_CLND_REFRESH	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt,, Schedules, Schedules to be Validated	Validate a schedule after making a change to a shift.

Validating Schedules

Access the Schedules to be Validated page.



Schedules to be Validated page

This page contains a list of schedules that need validating because a related shift was modified for punch type schedules. The system displays a schedule ID, description and status for each schedule that needs validating.

Click the Validate button to validate the schedule or click the Show Schedule link to access the Schedule Definition page.

Defining Holiday Schedules

When you run the Absence Take process, the system refers to the payee's holiday schedule to determine if a reported absence occurred on a holiday.

By default, a payee inherits the holiday schedule for the paygroup. You can assign a different holiday schedule to a payee using the Job Data - Payroll page.

Page Used to Define Holiday Schedules

Page Name	Object Name	Navigation	Usage
Holiday Schedule	HOLIDAY_SCHED_TBL	Set Up HRMS, Foundation Tables, Organization, Holiday Schedule, Holiday Schedule	Define holiday schedules.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Setting Up Holiday Schedules

Assigning Work Schedules

This section provides an overview of work schedule assignment and discusses how to:

- Assign work schedules to a payee.
- Create personal schedule definitions.
- Compare work schedule rotations.

Understanding Work Schedule Assignment

After you create work schedules, you assign a schedule group and a schedule ID to each paygroup using the Pay Group Name page. By default, a payee inherits the schedule group and work schedule that are associated with the payee's paygroup. (Paygroups are assigned to payees using the Payroll page of the Job Information component.)

You can explicitly assign a schedule to a payee other than the paygroup default using the Assign Work Schedules component (GP_SCH_ASSIGN). You can also use this component to assign an alternate schedule to a payee and access the Personal Schedule Definition component (SCH_DEFN_ADHOC) where you can define a personal schedule for the payee.

When you assign a schedule to a payee, the system deletes any workday overrides for that payee that are of a different type than the schedule assignment (for example, *Elapsed* instead of *Punch*) and that have a date later than or equal to the new assignment.

Managers can use self-service pages to assign schedules to payees and to change schedule assignments. The self-service pages are discussed elsewhere in this chapter.

Note. For schedule assignment, the Workforce_Sync Message must be active on the PERSON_DATA Message Channel, which comes with the PeopleSoft Application Messaging feature.

Pages Used to Assign Work Schedules

Page Name	Object Name	Navigation	Usage
Pay Group Name	GP_PYGRP_NAME	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Pay Group Name	Assign a schedule group and a schedule to a pay group.
Assign Work Schedule	SCH_ASSIGN	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Assign Work Schedule	Assign payees' long-term schedules or alternate schedules.
Personal Schedule Definition - Definition	SCH_DEFINITION	From the Assign Work Schedule page, click the Create Schedule link (which is only visible when the assignment method is Create Personal Schedule).	Define schedule definition details for a specific payee.
Personal Schedule Definition - Schedule Shifts	SCH_DEFINITION_2	From the Assign Work Schedule page, click the Create Schedule link (which is only visible when the assignment method is Create Personal Schedule). Select the Schedule Shifts page.	Define shift details for a specific payee.
Schedule Calendar Rotations	SCH_CLND_ROTATN	From the Assign Work Schedule page, click the Show Schedule link for a rotating schedule to access the Schedule Calendar page. (The Show Schedule link appears when the assignment method is Use Default Schedule or Use Predefined Schedule.) Click the Compare Rotations link on the Schedule Calendar page.	Compare selected rotations to see what the pattern rotations look like as of the effective date of the schedule assignment.

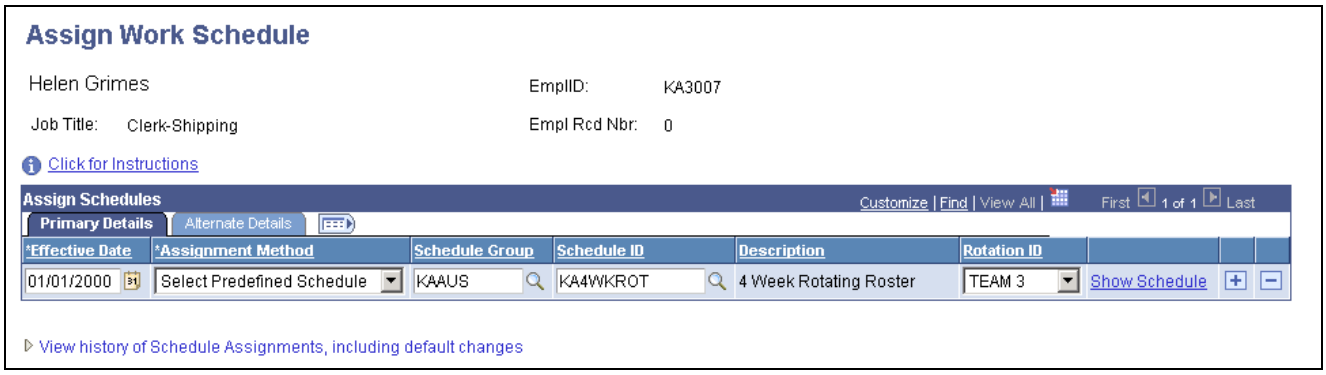
See Also

Chapter 13, "Defining the Organizational Structure," Pages Used to Define Paygroups, page 267

Chapter 12, "Using Schedules," Pages Used to Manage Schedules, page 247

Assigning Work Schedules to a Payee

Access the Assign Work Schedule page.



Assign Work Schedule page

Primary Details Tab

Assignment Method Select from the following options:

- *Create Personal Schedule:* Select to create an effective-dated schedule for this payee. When you select this option, the Create Schedule link appears.
- *Select Predefined Schedule:* Select a schedule group and schedule ID to associate with the payee.
- *Use Default Schedule:* Select to assign the default schedule for the payee's paygroup.

Schedule Group If the assignment method is *Select Predefined Schedule* or *Create Personal Schedule,* select the schedule group to assign to the payee. Each schedule group is associated with a setID that determines which schedules you can associate with the payee (if you are assigning a predefined schedule) or which predefined workdays and shifts you can use (if you are creating a personal schedule).

If the assignment method is *Use Default Schedule,* the system displays the schedule group that the payee inherits from the paygroup.

Schedule ID If the assignment method is *Select Predefined Schedule,* select the schedule to assign to the payee.

If the assignment method is *Use Default Schedule,* the system displays the schedule ID that the payee inherits from the paygroup.

If the assignment method is *Create Personal Schedule,* the system populates this field with the payee's employee ID and five zeros. For example, if the payee's employee ID is KA3007, the schedule ID is KA300700000. The schedule ID is incremented by one if you assign an additional personal schedule to the payee.

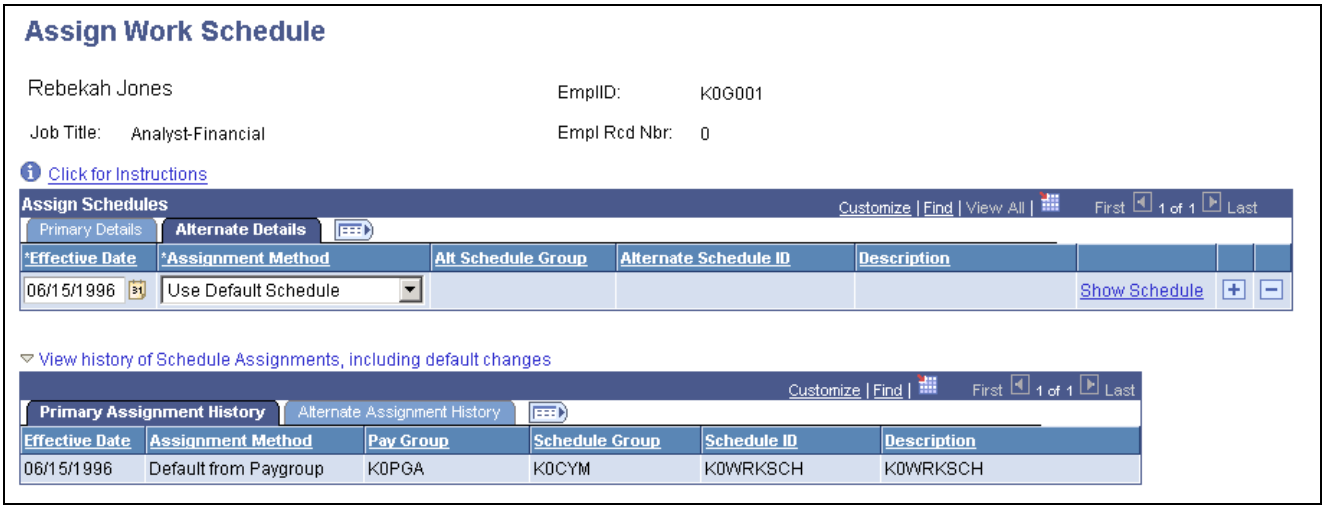
Rotation ID This field appears if the selected schedule is a rotating schedule. It is used to determine the relative day in the schedule to which the payee should be assigned.

Show Schedule This link appears if the assignment method is *Use Default Schedule* or *Select Predefined Schedule*. Click to access the Schedule Calendar page where you can view the schedule as of the effective date of the schedule assignment. For rotating schedules, you can click a link on the Schedule Calendar page to compare rotations.

Create Schedule This link appears if the assignment method is *Create Personal Schedule.* Click to access the Personal Schedule Definition component where you can define a schedule for this payee.

Alternate Details Tab

Select the Alternate Details tab.



Assign Work Schedule page: Alternate Details tab

Use this tab to assign an alternate schedule to a payee. The fields on this tab are similar to the fields on the Primary Details tab.

Viewing the History of Schedule Assignments

When you click the link to expand the history section of the page, the system displays all of the schedule assignments, including any changes to the default schedule assigned to the payee's paygroup.

Creating Personal Schedule Definitions

Access the Personal Schedule Definition - Definition page.

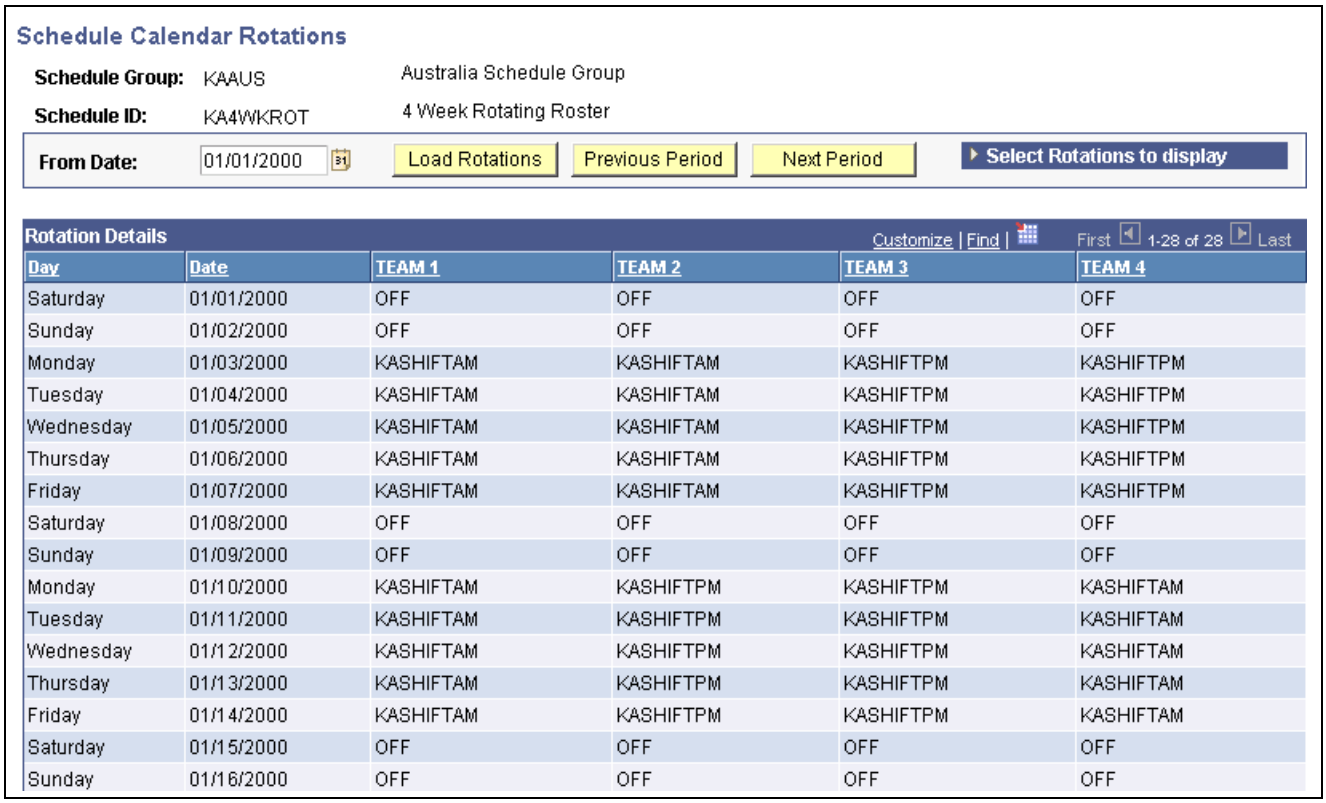
Define the payee's schedule in the same way that you create a schedule definition. Personal schedules, however, cannot be rotating schedules.

See Also

Chapter 12, "Using Schedules," Creating Schedule Definitions, page 235

Comparing Rotations

Access the Schedule Calendar Rotations page.



Schedule Calendar Rotations

Schedule Group: KAAUS Australia Schedule Group

Schedule ID: KA4WKROT 4 Week Rotating Roster

From Date: 01/01/2000 Load Rotations Previous Period Next Period Select Rotations to display

Rotation Details Customize | Find | First 1-28 of 28 Last

Day	Date	TEAM 1	TEAM 2	TEAM 3	TEAM 4
Saturday	01/01/2000	OFF	OFF	OFF	OFF
Sunday	01/02/2000	OFF	OFF	OFF	OFF
Monday	01/03/2000	KASHIFTAM	KASHIFTAM	KASHIFTPM	KASHIFTPM
Tuesday	01/04/2000	KASHIFTAM	KASHIFTAM	KASHIFTPM	KASHIFTPM
Wednesday	01/05/2000	KASHIFTAM	KASHIFTAM	KASHIFTPM	KASHIFTPM
Thursday	01/06/2000	KASHIFTAM	KASHIFTAM	KASHIFTPM	KASHIFTPM
Friday	01/07/2000	KASHIFTAM	KASHIFTAM	KASHIFTPM	KASHIFTPM
Saturday	01/08/2000	OFF	OFF	OFF	OFF
Sunday	01/09/2000	OFF	OFF	OFF	OFF
Monday	01/10/2000	KASHIFTAM	KASHIFTPM	KASHIFTPM	KASHIFTAM
Tuesday	01/11/2000	KASHIFTAM	KASHIFTPM	KASHIFTPM	KASHIFTAM
Wednesday	01/12/2000	KASHIFTAM	KASHIFTPM	KASHIFTPM	KASHIFTAM
Thursday	01/13/2000	KASHIFTAM	KASHIFTPM	KASHIFTPM	KASHIFTAM
Friday	01/14/2000	KASHIFTAM	KASHIFTPM	KASHIFTPM	KASHIFTAM
Saturday	01/15/2000	OFF	OFF	OFF	OFF
Sunday	01/16/2000	OFF	OFF	OFF	OFF

Schedule Calendar Rotations page

The displayed schedule pattern is the length of the actual schedule. For example, if the schedule is 28 days, that is the actual pattern that displays.

Select Rotations to display Click to select the rotations to compare. The system displays a list of the rotation IDs that are associated with the schedule. Select those that you want to compare and click the Load Rotations button.

Using Self-Service Scheduling Features for Managers

Managers can use self-service pages in Absence Management to assign, view, change, and override work schedules. In addition to viewing coverage, assigned shifts, and total work hours, managers can find replacements, swap shifts, copy schedules, and make short- and long-term schedule changes.

This section discusses how to:

- Manage schedules.
- Override shifts.
- Select default options.
- Find replacements.
- Copy schedules.
- Swap schedules.
- Assign and create schedules.

Pages Used to Manage Schedules

Note. The pages listed here include only those self-service scheduling pages that are included with Absence Management. If you have also installed Time and Labor, see additional documentation in the Time and Labor PeopleBook.

Page Name	Object Name	Navigation	Usage
Manage Schedules	SCH_MNG_DAILY, SCH_MNG_WEEKLY, SCH_MNG_DRANGE	Manager Self Service, Time Management, Manage Schedules, Manage Schedules	View a payees' schedule and access linked pages to update schedules.
Daily Detail for <date> page	SCH_MNG_DAILY_DTL	Click the View Daily Detail link on the Manage Schedules page.	View details for a given shift and override shift information.
Manage Schedules View Options	SCH_MNG_OPTIONS	Manager Self Service, Time Management, Manage Schedules, Manage Schedules Click the Schedule Display Options link at the bottom of the page.	Define default settings for the Manage Schedules page.
Schedule Preferences	SCH_EE_PREF	Manager Self Service, Time Management, Manage Schedules, Schedule Preferences Click the payee's name.	View an employee's contact and schedule preferences.
Find Replacement	SCH_MNG_REPLACE	Manager Self Service, Time Management, Manage Schedules Select a payee and click the Find Replacements button.	Find a replacement for an employee.
Copy Schedules	SCH_MNG_COPY	Manager Self Service, Time Management, Manage Schedules Select a payee and click the Copy Schedules button.	Copy an employee schedule to be used by another employee.
Swap Schedules	SCH_MNG_SWAP	Manager Self Service, Time Management, Manage Schedules Select a payee and click the Swap Schedules button.	Swap two employees' schedules.

See Also

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Defining Work Schedules"

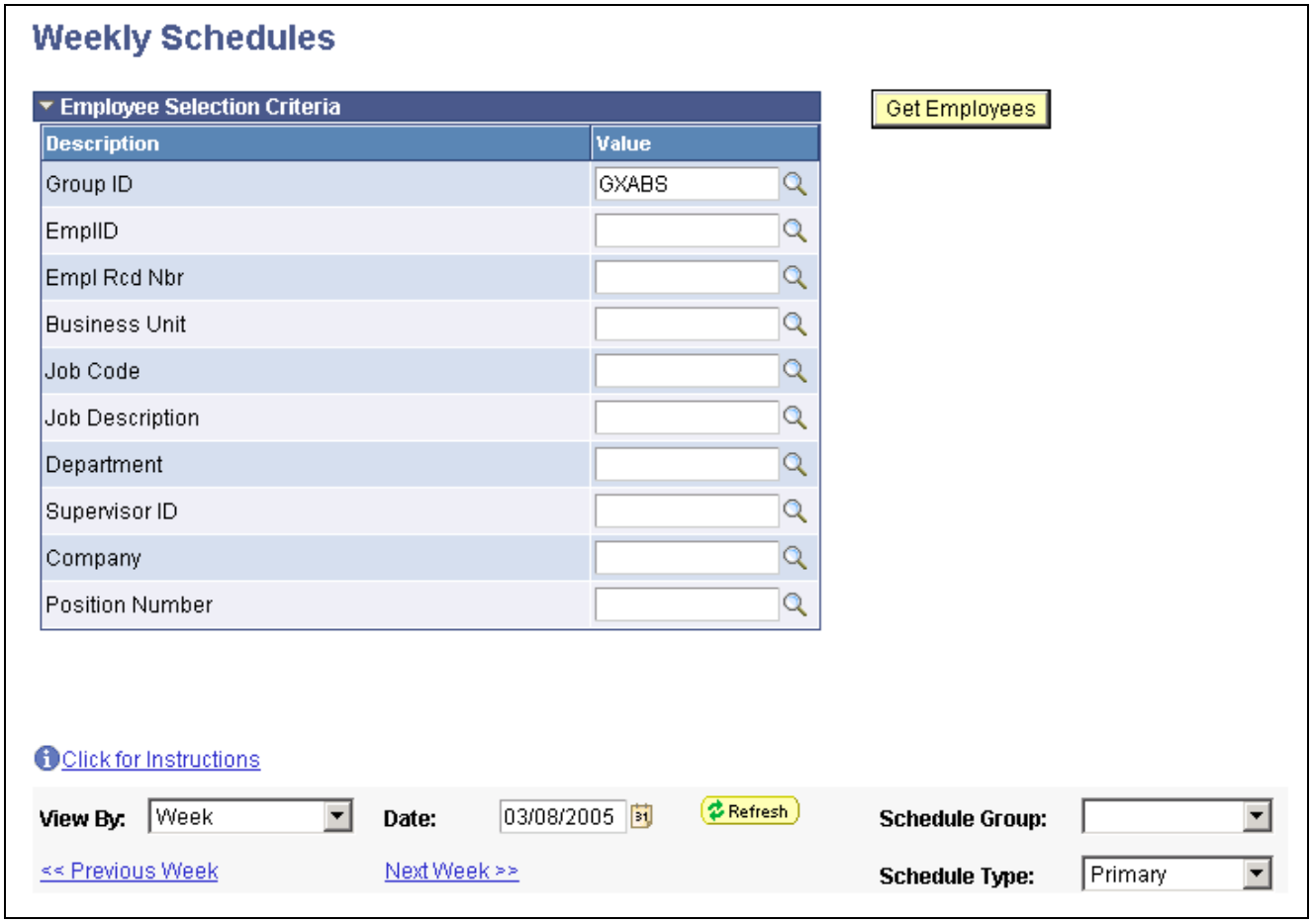
PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Setting Up Time Reporters"

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Using Manager Self-Service Components for Time Management and Reporting"

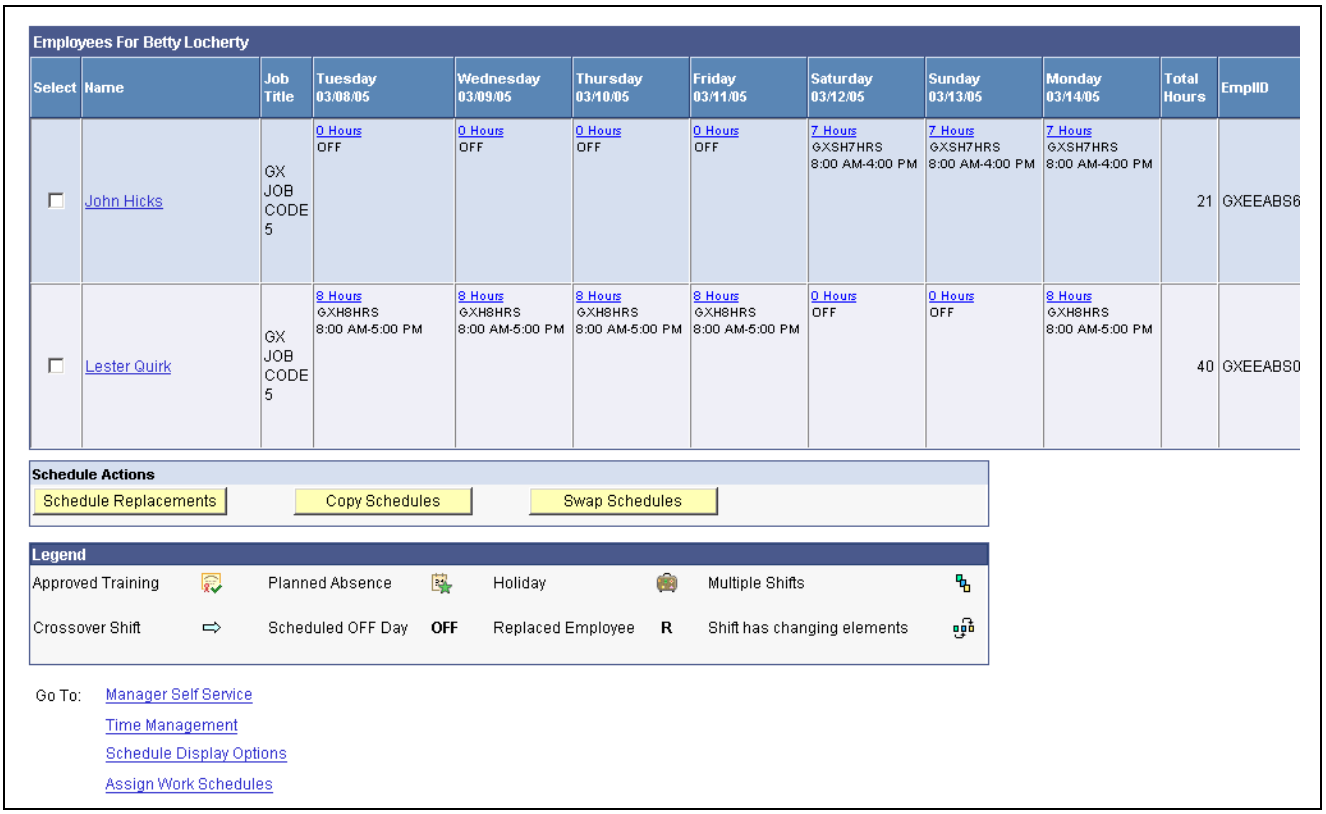
PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Using Manager Self-Service for Scheduling Components"

Managing Schedules

Access the Manage Schedules page.



Manage Schedules - Weekly Schedules page (1 of 2)



Manage Schedules - Weekly Schedules page (2 of 2)

When you access this page, the system displays either the Daily, Weekly, or Date Range Schedules pages, depending on the default set on the Manage Schedules View Options page.

Enter values in Employee Selection Criteria and click the Get Employees button to filter the list of payees that requires changes or review. Fields for Workgroup and Taskgroup apply only if Time and Labor is installed. The North American Paygroup field applies only if Payroll for North America is installed; the Global Payroll Paygroup field does not apply.

View By Select *Day, Week,* or *Date Range* to view the listed payees and their schedules using the time period chosen. The value that you select here determines the labels that appear on various links and date fields.

- If you select *Day*, you can also enter the start time and end time.
- If you select *Date Range*, the maximum number of days the date range can span is 31.

Schedule Type Values are *Primary* or *Alternate.*

Coverage This field appears only if you view by day. Options are *Scheduled* and *Unscheduled*.

Refresh Schedules Click to refresh the page after selecting viewing preferences.

Employees for <Manager Name>

The system lists the payees that meet your selection criteria.

Select This field works with the schedule action fields.

Name Click the employee's name to access the Schedule Preferences page where you can view the employee's schedule preferences before making scheduling changes.

View Daily Details Click this link to access the Daily Details page for a given shift to view the shift details or override the shift.

Schedule Actions

The schedule actions of Schedule Replacements, Swap Schedules, Copy Schedules, and Override Schedules are audited.

Schedule Replacements To find a replacement for this payee, select the payee and click the Replacements button.

Copy Schedules To copy this payee's schedule, select the payee and click the Copy Schedules button. The Copy Schedules page opens so that you can specify which payees are to inherit the copied schedule.

Swap Schedules To swap two payees' schedules, select the two payees and click the Swap Schedules button.

Legend

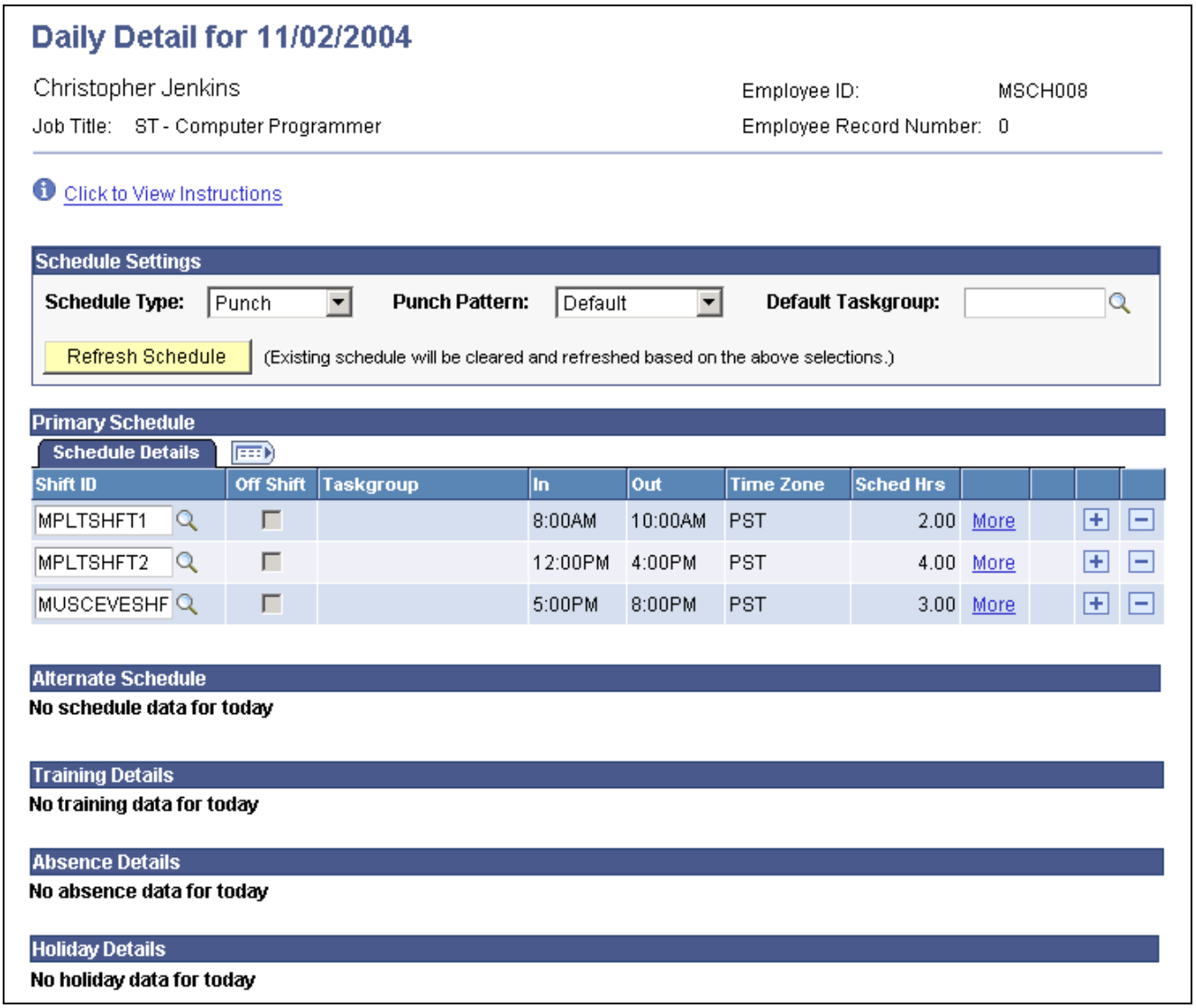
Events such as approved training, planned absence, and holiday are denoted on the schedule with icons. A crossover shift indicates a shift that continues past midnight. Approved training can be designated only if Time and Labor is installed.

If a day has multiple shifts, the first shift information appears along with the multiple shifts icon. The second shift and its details appear on the Daily Details for <date> page.

Note. To have the system display icons for approved training, planned absences, holidays, and no shows, you must select these options on the Manage Schedules View Options page.

Overriding a Shift

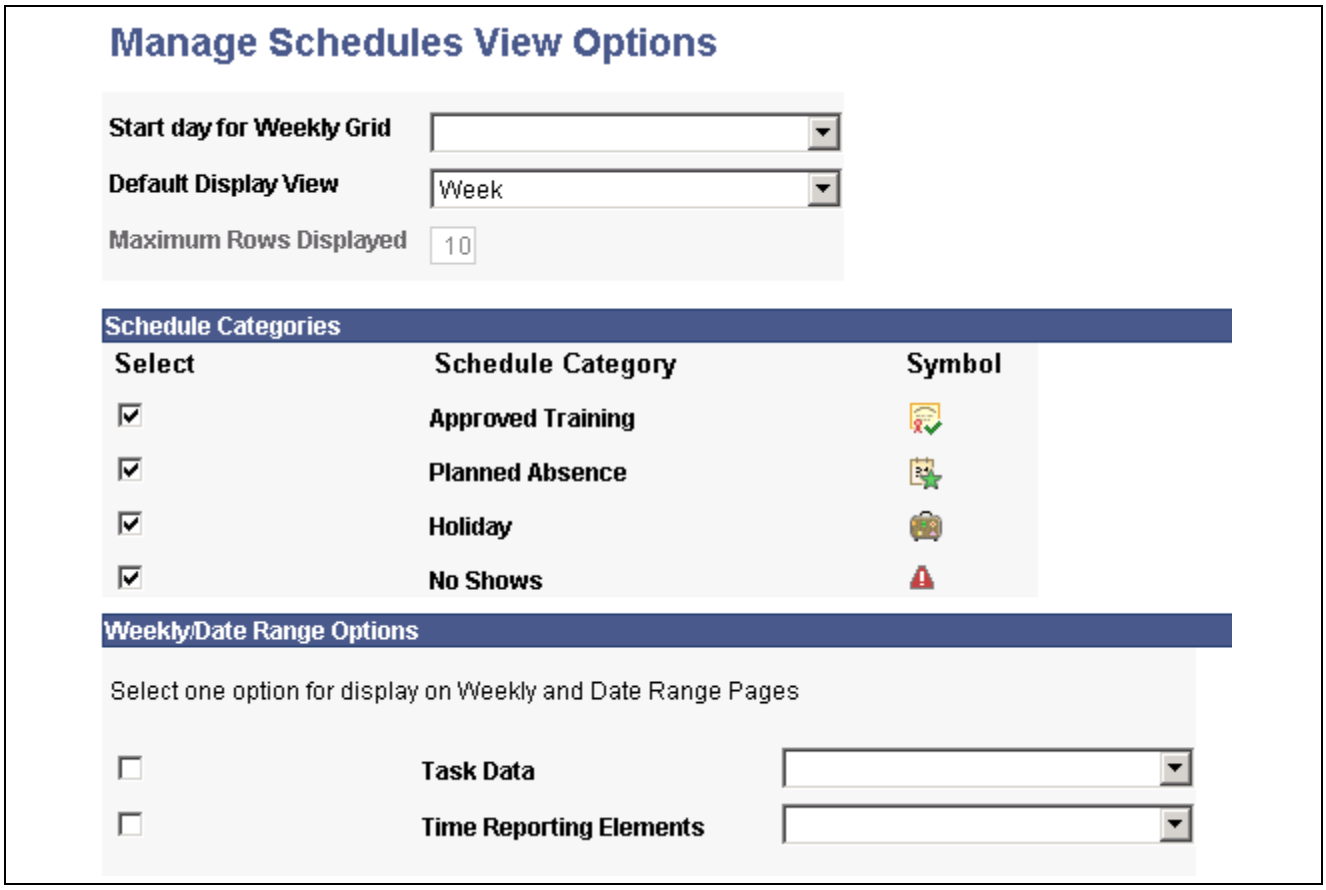
Access the Daily Detail for <date> page.



Daily Detail for <date> page

Selecting Default Options for Managing Schedules

Access the Manage Schedules View Options page.



Manage Schedules View Options page

Use this page to define default settings for the Manage Schedules page.

Start day for Weekly Grid Select the day of the week that is to appear first in the scheduling grid.

Default Display View Select *Date Range, Day,* or *Week* to have the system display the daily, weekly, or date range pages when you access the Manage Schedules page.

Maximum Rows Displayed Enter the maximum number of payees to display on each page.

Schedule Categories

Select the types of events you want the system to mark on the schedule. The system displays the corresponding symbol on the relevant day.

Approved training applies only if Time and Labor is installed. In this case, the system can identify training days that are recorded in Enterprise Learning Management and Human Resources: Manage Training.

Planned absences represent requested and approved absences (from the GP_ABS_EVENT table). If Time and Labor is installed, planned absences also include leaves of absence for Base Benefits customers.

No show information applies to payees with a punch schedule and can be reported only if Time and Labor is installed. The *No Shows* value only displays for the Daily Schedules page. *No Shows* information is stored, so any *No Shows* information from the past can be viewed.

Weekly/Date Range Options

If Time and Labor is installed, you can display one type of task data and one time reporting element on the weekly or date range pages.

Finding Replacements

Access the Find Replacements page.

This page lists all payees who are not scheduled for the shift or time range for which you need a replacement. It excludes payees for whom an absence has been entered. If Time and Labor is installed, it can also exclude payees who are scheduled for training.

Using the replacement feature is appropriate when you want to replace an absent payee with another payee who is not already scheduled to work during that time period.

Select the employee who will act as a replacement and click the Replace button. The system displays an *R* next to the replaced employee in the daily cell on the Manage Schedules pages (day, week or date range).

The person who is replacing the employee inherits the schedule. The replaced employee retains the original schedule for appropriate payment if the employee reports an absence for that day.

If you need to undo the replacement, click the View Daily Details link in the cell for the replaced employee (the cell that displays the *R*). Click the Undo Replacement button and then click OK.

Copying Schedules

Access the Copy Schedules page.

Select one or more employees who are to receive the copied schedule and click the Copy button. The whole day is copied for the date or range of dates defined.

Note. If you selected *Day* as the View By option on the Manage Schedules page, the Date field is display only.

Swapping Schedules

Access the Swap Schedules page.

Change the start date and end date if required and click the Swap button. The whole day's schedule is swapped between the two employees, or all the days listed if it is a range of dates.

Important! Avoid using the swap feature to replace an absent payee. If you use the swap feature, and the payee reports an absence, the payee may not be correctly compensated for the absence. This is because the absence process refers to the swapped schedule (which might be for an off shift or different shift), rather than the payee's actual schedule, to determine the amount of time off.

Note. If you selected the *Day* View By option, the Date field on this page is display only.

Assigning and Creating Schedules

Access the Assign Work Schedule page for a payee.

You can use this page to assign work schedules to a payee and to access pages for viewing assigned schedules and for creating a schedule for a particular payee. These pages are the same as the pages that administrators use to assign schedules and create personal schedules.

See Also

Chapter 12, "Using Schedules," Assigning Work Schedules, page 241

Using Self-Service Scheduling Features for Employees

Employees can use self-service pages in Absence Management to enter their schedule preferences, such as preferred contact information for schedule updates, willingness to work a compressed work week, and daily shift preferences. When a manager wants to replace, swap, or copy a schedule, the employee preferences can be viewed to determine the best available replacement or schedule.

This section discusses how to set up schedule preferences.

Pages Used to Enter Scheduling Preferences and View Schedules

Page Name	Object Name	Navigation	Usage
Schedule Preferences	SCH_EE_PREF	Self Service, Time Reporting, User Preferences, Schedule Preferences	Enables employees to view and update their schedule related preferences.
Personal Information,	HR_EE_PERS_INFO	Click the Update your contact information link on the Schedule Preferences page.	View contact information and access pages where you can update it.
Monthly Schedule	SCH_EE_MONTHLY, SCH_EE_PREF	Self Service, Time Reporting, View Time, Monthly Schedule, Monthly Schedule	Enables employees to view their schedules.

Setting Up Scheduling Preferences

Access the Schedule Preferences page.

Contact Preference

The employee's preferred phone number and email address appear. If eProfile is installed, you can click a link to access the Personal Information page, where you can update the contact information.

Schedule Preferences

For each day of the week, enter the shift or start and end times you prefer to work.

Willing to work a compressed work week Define whether or not you will work a compressed work week.

Shift Enter the shift you prefer to work. This field is populated based on the employee ID. If the current user has a schedule assigned, the only shifts available in the drop-down list box are those shifts that correspond to the user's schedule ID and the SetID determined by the user's schedule group. If the user has no schedule assigned, the Shift ID field is hidden.

Note. There is no validation between start and end times and shifts. No logic exists to verify that the times entered fall within the shift, if one is entered.

Start Time, End Time	Enter the start and end times you prefer to work.
Willing to work overtime	Enter whether you will work overtime.
Willing to work double shifts	Enter whether you will work a double shift.

CHAPTER 13

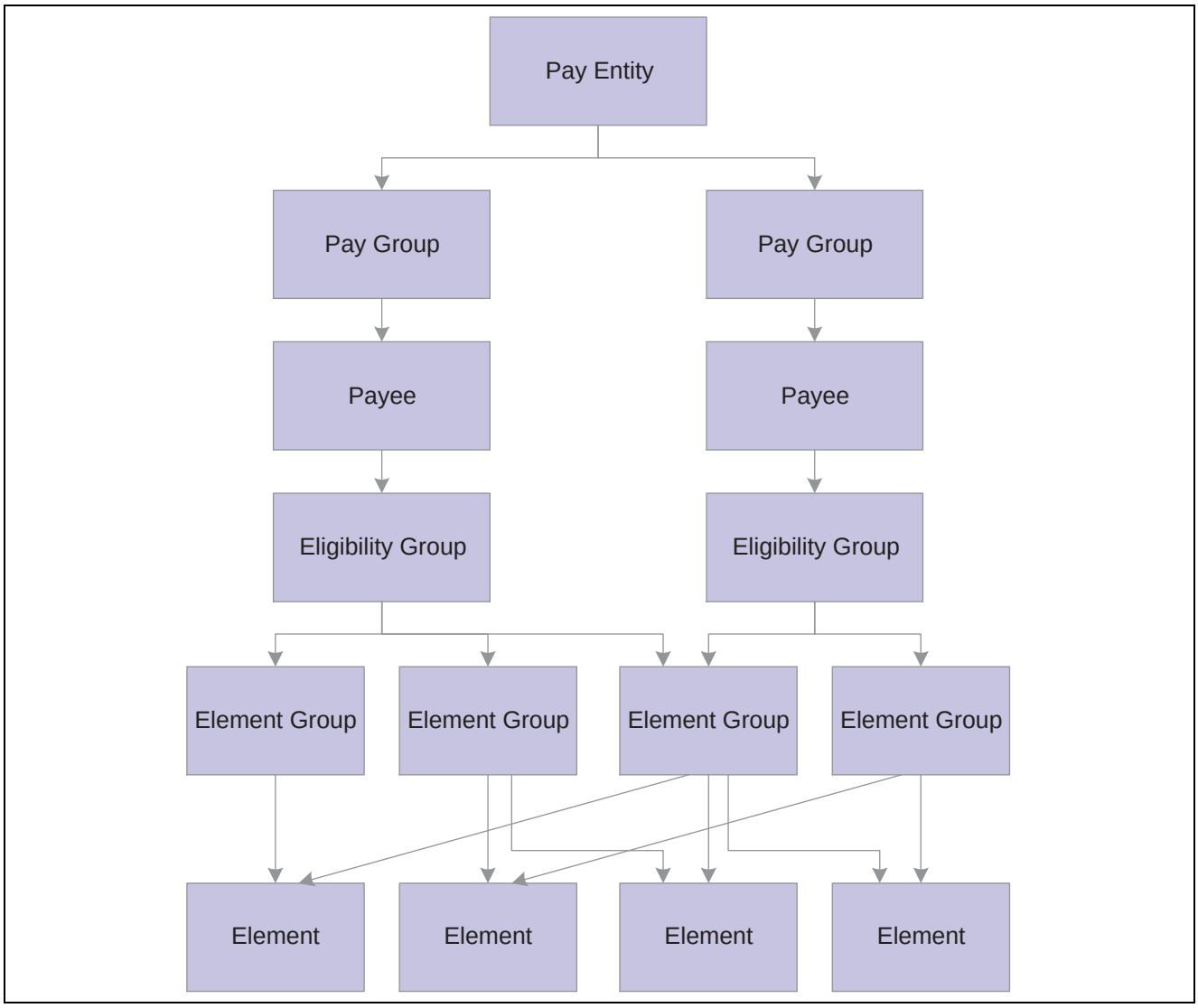
Defining the Organizational Structure

This chapter provides an overview of the organizational structure in Absence Management and discusses how to:

- Define element groups.
- Define eligibility groups.
- Define pay entities.
- Define paygroups.

Understanding the Organizational Structure

This diagram shows the components of the Absence Management organizational structure for absence processing:



Organizational structure of Absence Management

Elements are the basic building blocks of Absence Management. element groups are used to communicate lists of elements to eligibility groups. Eligibility groups are associated with paygroups. Payees who share absence characteristics belong to paygroups. Multiple paygroups are linked to a single pay entity, the business organization that pays payees.

Eligibility groups and element groups are used to control which elements a payee receives. Element Groups contain individual elements such as , absence entitlements and absence takes. Eligibility Groups in turn contain Element Groups. This two-level approach allows for a more efficient setup; for example, you can assign each payee to an eligibility group, such as one for managers, and another for staff employees.

Defining Element Groups

This section provides an overview of element groups and discusses how to:

- Name an element group.

- Insert elements into element groups.

Understanding Element Groups

To identify numerous elements you can define element groups, such as one for absence take elements, and another for absence entitlement elements. You can use element groups to:

- Assign the same set of elements to a group of payees.

  For example, you might group absence entitlement elements into one element group, and absence take elements into another and use only those two element group names to specify absence elements.

- Identify the sets of elements to process during an off-cycle absence run.

  When processing off-cycle transactions, such as absence corrections, you can use the element group feature to specify which elements to process. You select the element set when you enter off-cycle processing instructions through the Off-Cycle Requests components (GP_OFFCYCLE_SETUP).

  When processing off-cycle transactions, such as absence corrections, you can use the element group feature to filter the elements that are processed. You select the element set when you enter off-cycle processing instructions through the Off-Cycle Requests components (GP_OFFCYCLE_SETUP).

- Create list sets.

  A list set is a collection of elements and parameters that you can use in any process or report that requires a list of elements.

See Also

Chapter 22, “Managing Off-Cycle Processing,” page 465

Page Used to Define Element Groups

Page Name	Object Name	Navigation	Usage
Element Group Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Name	Name the element group and define its basic parameters.
Element Group Members	GP_ELEMENT_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Members	Insert elements into element groups.

Naming an Element Group

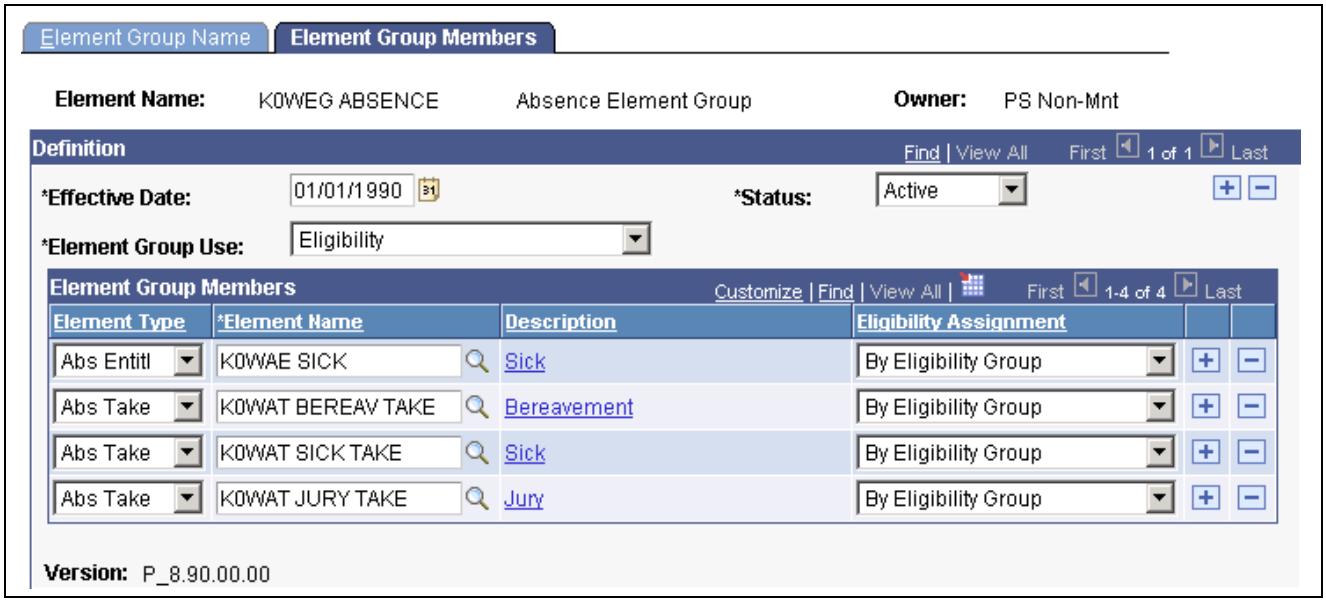
You name every element and define its basic parameters on an Element Name page. All element components within Absence Management share the same first Element Name page (GP_PIN).

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 57

Inserting Elements into Element Groups

Access the Element Group Members page.



Element Group Members page

Element Group Use Define the way that this element group will be used. This field limits the entry types available in the Element Group Members group box. Values are:

- *All-purpose:* Select if this element group can be used for eligibility processing, to define a process set for off-cycle processing, or with list set functionality.
- *Eligibility:*This is the default value. Select if this element group is to be used only for eligibility processing.
- *Process Set:* Select if this element group identifies a limited set of elements to be processed for a given segment. This type of element group is available for off-cycle processing. The inclusion of an element in this group does not waive eligibility requirements; payees must still be eligible for these elements for the elements to be resolved.
- *Application:* Select to use this element group specifically with the list set functionality. Selecting this value will avail the Applications - Static/Dynamic group box and the Application Default Sort Order field.

Element Group Members

Entry Type Select the type of element that you're adding to the element group. Values are *Absence Entitlement, Absence Take, Deduction, Earnings,* and *Element Group.*

Note. When nesting element groups (that is, including element groups within element groups), the member groups must have the same use option as the parent group.

Element Name Select the element name that corresponds to the entry type selected.

Description Click to open the element's definition component in a separate browser window.

Eligibility Assignment Select the method for assigning the selected element to a payee. This field enables you to indicate whether a payee gets the element processed simply by inclusion in the eligibility group or whether you have to assign the element via the payee-level Earnings/Deductions Assignment page or enter positive input. This field is only available when Group Use Type is *Eligibility* or *All-Purpose.*

Values are:

By Eligibility Group: For elements that apply to most or all payees who are associated with this element group via an eligibility group.

By Payee: For payee-level elements.

This field is hidden when you select *Process Set* for the element group use. It is also hidden when the entry type is *Element Group.*

Application Default Sort Order Enter the sequence number used to sort the element. To display multiple elements on the same line, use the same sequence number. This field is only available when Group Use Type is *Application* or *All-Purpose.*

Changing the Element Group Use Field

When needed, you can change the Element Group Use value after you have created the element group. When the field value is changed, the system conducts the following checks:

- If the field value is *Eligibility* or *Process Set* and the element group is being used in that specific area, the system will only allow a change to *All-purpose.*
- If the field value is *Eligibility* or *Process Set* and the element group is not being used in that specific area, the system will allow any change.
- If the field value is *All-purpose*, the system will only allow a change if it is does not alter any current usage (e.g. the system will not allow a change to *Eligibility* if the Element Group is used to define a process set.

Defining Eligibility Groups

This section provides an overview of eligibility groups and discusses how to insert element groups into eligibility groups.

Understanding Eligibility Groups

Eligibility groups indicate the specific elements for which a certain payee population may be eligible. Eligibility groups contain one or more element groups and are often used to differentiate types or levels of workers. For example, you can create an eligibility group of element groups pertaining to company executives.

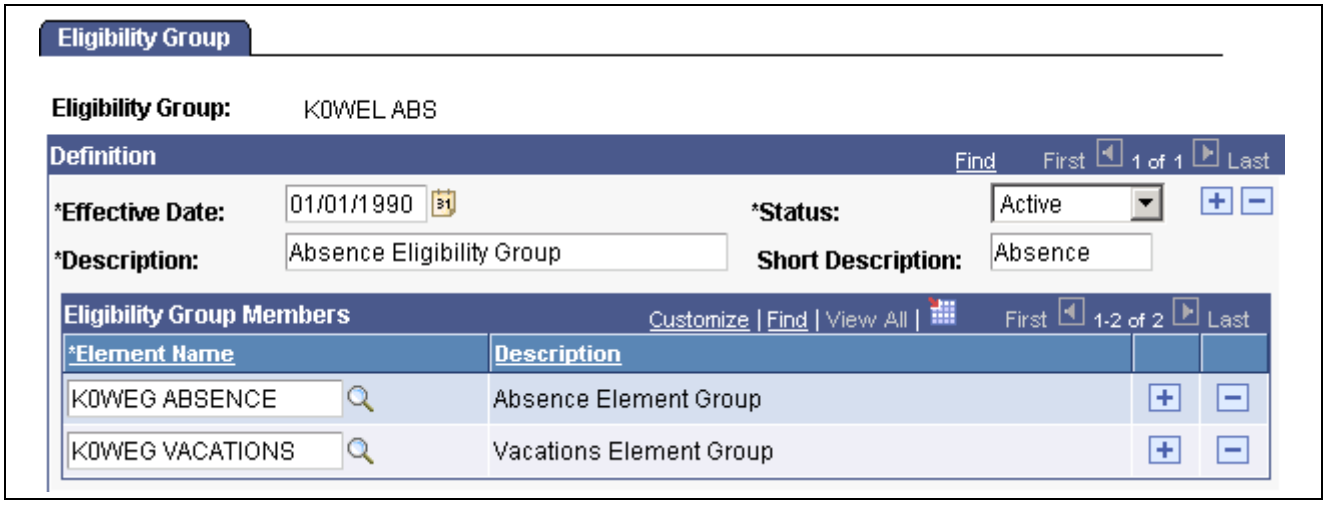
You assign a default eligibility group to each paygroup. Payees assigned to a paygroup inherit the eligibility group from the paygroup definition. You can override a paygroup definition by payee by stating a different eligibility group at the payee level.

Page Used to Define Eligibility Groups

Page Name	Object Name	Navigation	Usage
Eligibility Group	GP_ELIG_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Eligibility Groups, Eligibility Group	Insert element groups into eligibility groups.

Inserting Element Groups Into Eligibility Groups

Access the Eligibility Group page.



Eligibility Group page

Element Name Select the name of the element group to associate with this eligibility group. To select additional element groups, add more rows.

Defining Pay Entities

This section provides an overview of pay entities and discusses how to:

- Enter address information for a pay entity.
- Enter processing details for a pay entity.

Note. This section discusses the first two pages of the Pay Entity component. The other pages in the Pay Entity component, including the Retro Limits page and the Supporting Elements Override page are discussed elsewhere in this PeopleBook.

See Also

Chapter 26, "Defining Retroactive Processing," Defining Backward and Forward Limits for Retro Processing at the Pay Entity Level, page 537

Chapter 18, "Setting Up Overrides," Defining Pay Entity Overrides, page 376

Understanding Pay Entities

A pay entity is the organization that is responsible for paying payees. You can also use a pay entity to define the type of currency for processing calculations. The pay entity is a legal definition of an organization from a absence and payroll perspective. In many cases, an organization and a pay entity are identical. Absence Management doesn't define a relationship between an organization and a pay entity. If several organizations are held by the same holding organization, the holding organization can be the pay entity, or one organization can have several subsidiaries that are individual pay entities. The system defines most accumulators by pay entity.

Background Processing

Batch processing uses the data on the Processing Details page to determine which elements to load. Only elements that are defined for *All Countries* (on the Element Name page) and those defined for *Specific Country,* where the country equals the pay entity country are loaded.

If any element with a different country has been referenced, the batch program logs an error. Depending on that element's importance, the process might cease. If it cannot continue, it issues the following message:

Element %1 (PIN %2) not loaded into UPINA. (N/A for country: %3).

If the process can continue, it issues one of these messages:

Element %1 (PIN %2) - and data for the element - not loaded into the process. (N/A for country: %3)

Element %1 of parent element %2 on Process List %3 is not found in %4. (PIN number %5)

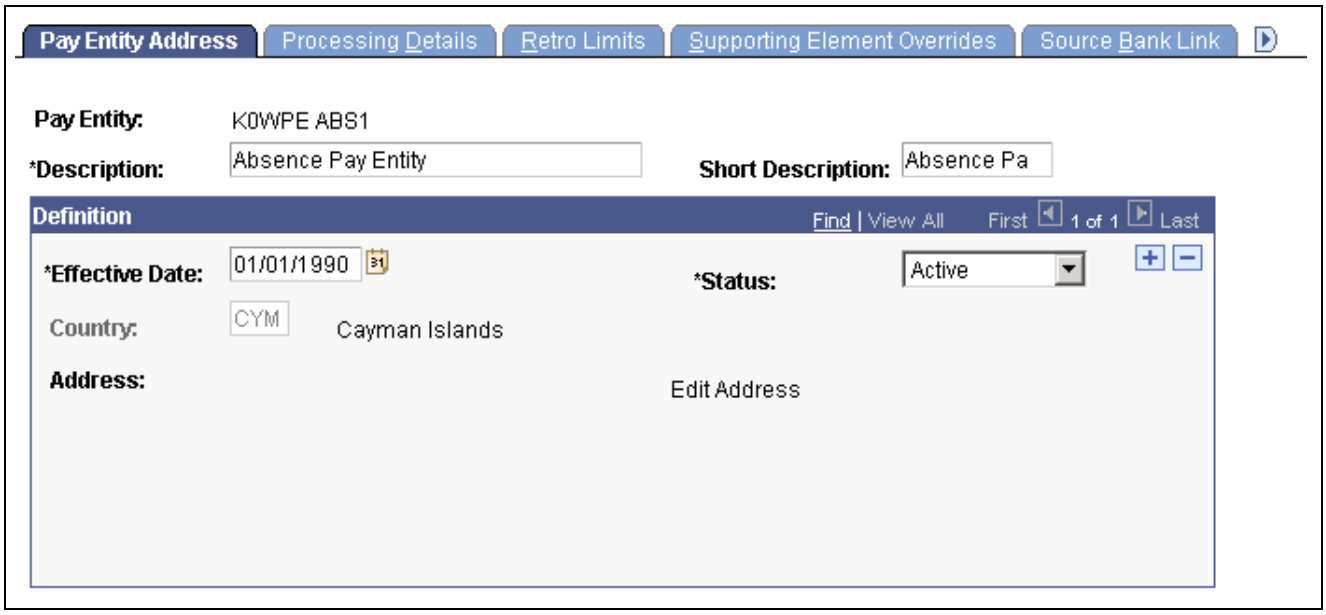
Note. Reasons other than country assignment can prevent an element from being loaded.

Pages Used to Define Pay Entities

Page Name	Object Name	Navigation	Usage
Pay Entity Address	GP_PYENT_NAME	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Pay Entity Address	Enter address information for a pay entity.
Processing Details	GP_PYENT_PRCS_DTL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Processing Details	Enter processing details for a pay entity.

Entering Address Information for a Pay Entity

Access the Pay Entity Address page.



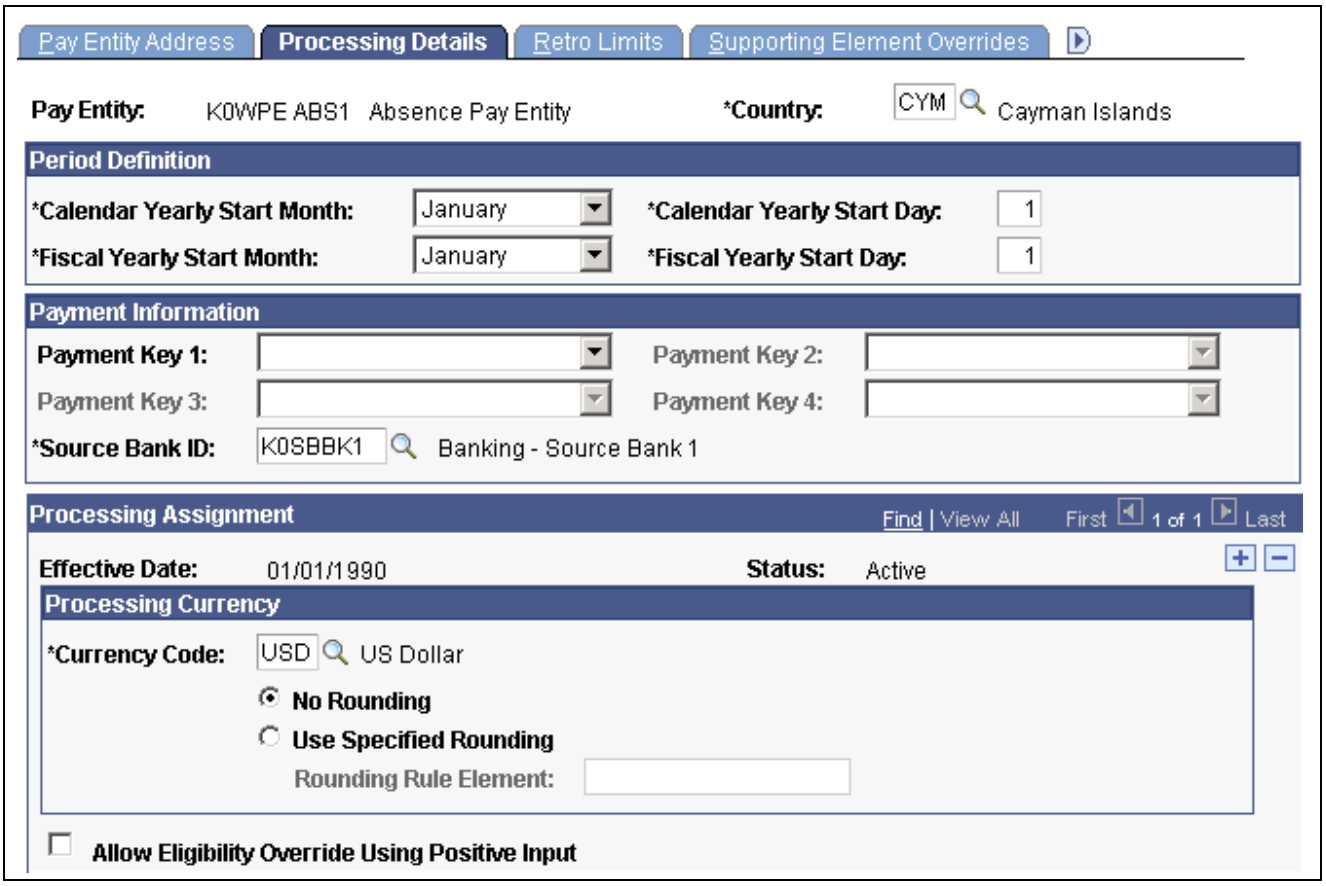
Pay Entity Address page

Country Select the country where your pay entity is located.

Address Click the Edit Address link to enter the pay entity address. The system displays the appropriate address fields for the selected country. Address information fields aren't required; therefore, you can enter only the information that applies to your organization's pay entity. Leave other fields blank.

Entering Processing Details for a Pay Entity

Access the Processing Details page.



Processing Details page

Warning! Do not modify fields above the effective-dated area of the page after implementation. Doing so can destroy the integrity of retroactive and accumulator calculations.

Country Select the processing country for this pay entity.

Period Definition

Calendar Yearly Start Month and **Calendar Yearly Start Day** Enter the start date for the pay entity's calendar year. This date becomes the default start date for accumulators that are based on calendar year, unless you specify otherwise in the accumulator definition.

Fiscal Yearly Start Month and **Fiscal Yearly Start Day** If your pay entity operates on a fiscal year that's different from the calendar year, enter the start date of the fiscal year. This date is used as the default start date for accumulators that are based on fiscal year, unless you specify otherwise in the accumulator definition.

Payment Information

Payment Key 1–4 The Payment Key fields are not applicable to Absence Management.

Source Bank ID This field is required. You must create a "dummy" Source Bank ID and enter it in this field.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Banks and Bank Branches," Setting Up Banks and Bank Branches.

Processing Currency

The processing currency defined at the pay entity level is the unit to which other currencies are converted before calculations are made.

Currency Code Select the default processing currency, which the system uses for calculations and reports and as the default for any element without an associated currency.

Note. If the effective date changes during a pay period, the system uses the currency that's effective at the end of that pay period. Any change of currency should coincide with the beginning of a pay period.

No Rounding Select to prevent rounding in currency conversion.

Use Specified Rounding Select to have the system run a rounding rule for currency conversion, regardless of the value's source (for example, positive input, accumulators, or historical rules).

Rounding Rule Element If you selected Use Specified Rounding , enter the rounding rule element that you want to use for rounding.

With retroactivity, it's necessary to recalculate prior periods in the same currency as the original calculation for the pay period. When the recalculation and the current period have different processing currencies, the difference between the new and old values is computed in the currency of the original calculation.

The retroactive deltas are converted to the processing currency with the exchange rate as of the effective date defined at the payee level (period begin date, end date, and pay date). Retroactive adjustments are, therefore, computed in the processing currency.

Example

From January to June 2001, the currency is set to FRF (French francs). In July, you switch to the EUR. In July there is retroactivity for a payee effective in June 2001. The recalculations are done using FRF. The delta is first calculated in FRF and converted to the EUR, using the exchange rate as of the current pay period. Retro adjustments are brought forward into the current period in EUR.

The delta is calculated and stored in FRF. When the July calendar is processed, deltas that are designated or qualified to be pulled into the July calendar are pulled in and converted to EUR before they are used in the July calculations.

Eligibility Override allowed via

Positive Input This check box does not apply to Absence Management. The default setting for this check box is deselected.

See Also

Chapter 26, "Defining Retroactive Processing," page 529

Chapter 3, "Introducing the Core Application Architecture," page 9

Chapter 18, "Setting Up Overrides," page 373

Defining Paygroups

This section provides an overview of paygroups and overrides of paygroup defaults and discusses how to:

- Define paygroup parameters.
- Define default rounding, proration, and frequency conditions for a paygroup.

Note. This section discusses the first two pages of the Paygroup component. The other page in the Paygroup component is the Supporting Elements Override page which is discussed elsewhere in this PeopleBook.

See Also

Chapter 18, "Setting Up Overrides," page 373

Understanding Paygroups

A paygroup is a logical grouping of qualifying individuals for absence management and contains payees who share pay characteristics. All payees in a paygroup must have the same absence calculation process and belong to the same pay entity.

Understanding Overrides of Paygroup Defaults

When you set up a paygroup, you define a number of default settings, such as eligibility group and work schedules, that apply to payees associated with the paygroup.

However, you can set up paygroup rule overrides for absence elements, which is useful when certain rules don't apply to specific groups of payees.

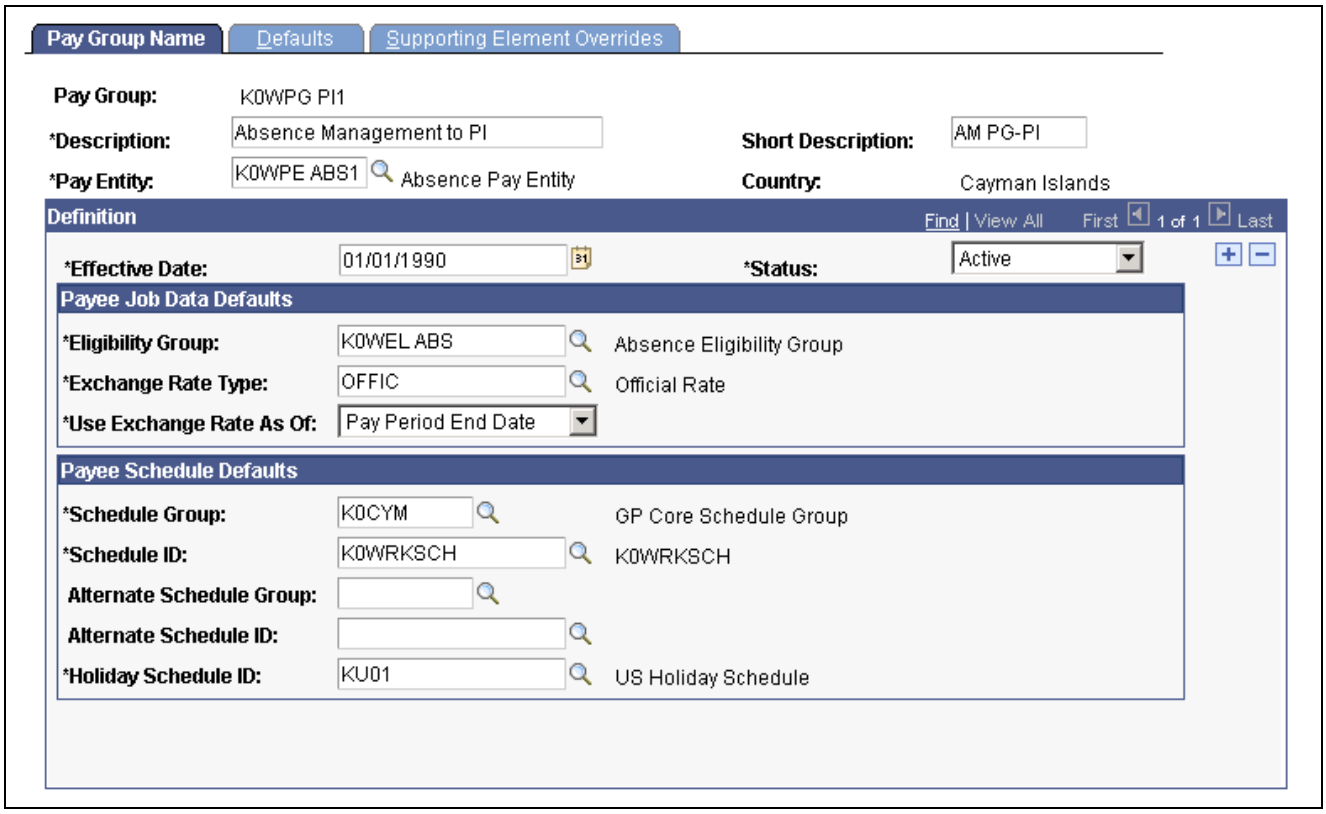
Group together payees who typically receive the same type of absence elements. This enables you to define elements that apply to most members of a paygroup. You can create any exceptions via payee-level overrides or override the default paygroup.

Pages Used to Define Paygroups

Page Name	Object Name	Navigation	Usage
Pay Group Name	GP_PYGRP_NAME	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Pay Group Name	Define paygroup parameters.
Defaults	GP_PYGRP_DFLT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Defaults	Define default rounding, proration, and frequency conditions for a paygroup.

Defining Paygroup Parameters

Access the Pay Group Name page.



Pay Group Name page

Pay Entity Select the pay entity to associate with this paygroup. You can link each paygroup with only one pay entity.

Warning! Once you've processed absences, never change the pay entity. Doing so can corrupt your data.

Payee Job Data Defaults

In this group box, you can define numerous default settings for a paygroup. The effective date applies to the entire group box; therefore, you can change these options simultaneously if you have schedule, business process, or rule changes.

Note. Not every payee in a paygroup has the same eligibility group, exchange rate type, or holiday schedule. You can override any default for an individual on the Job Data - Payroll page. Defaults can be overridden for certain periods of time through effective-dating. On the Job Data - Payroll page, the Absence Managementgroup box that includes eligibility group and exchange rate type appears only if you set the Absence System field to *Absence Management*.

See Chapter 18, "Setting Up Overrides," page 373.

See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "Increasing the Workforce".

Eligibility Group Select the default eligibility group to associate with this paygroup.

Apply elements to payees in paygroups via eligibility groups. An eligibility group must be associated with a paygroup. A payee is assigned to an eligibility

group through the default defined at the paygroup level. This default value can be overridden at the payee level.

Note. Payees in an eligibility group are eligible for elements at the payee level, but if a payee isn't in an eligibility group for which an element is valid, that payee cannot be eligible for that element.

Exchange Rate Type Select the default exchange rate type that's used for currency conversions for this paygroup during processing. You can specify an element in a currency other than the processing currency. During processing, it is converted to the processing currency, using this exchange rate information. Define exchange rate types on the Market Rate Type page.

See *PeopleSoft Enterprise Components for HRMS PeopleBook.*

Use Rate As Of Select the effective date for use in retrieving the exchange rate. The options correspond to the dates that you associate with this paygroup. Values are *Pay Period Begin Date, Pay Period End Date,* and *Payment Date.*

Payee Schedule Defaults

Define scheduling defaults for a paygroup. Payees can be assigned a work schedule and an alternate work schedule based on the scheduling defaults defined for the payee's paygroup.

Schedule Group Select the schedule group for the paygroup. Schedule groups allow you to categorize schedules into specific groups.

Schedule ID Select the schedule ID for the paygroup.

Rotation ID Select the rotation ID for the selected the schedule ID. Rotation IDs are used with rotating schedules. Rotating schedules can be assigned to several payees with different schedule begin days.

Note. The Rotation ID field only appears if you select a rotating schedule.

Alternate Schedule Group (Optional) Select an alternate schedule group for the paygroup.

Alternate Work Schedule (Optional) Select an alternate work schedule. A payee can be associated with an alternate work schedule for some absences.

Alternate Rotation ID (Optional) Select an alternate rotation ID for the paygroup.

Note. The Alternate Rotation ID field only appears if you select a rotating schedule.

Holiday Schedule Select the holiday schedule for the paygroup. The paygroup's holiday schedule is used in processing if you do not select a different holiday schedule for the payee on the Job Data - Payroll page. However, the paygroup holiday schedule is not entered as a default on the payee's Job record.

See Also

Chapter 13, "Defining the Organizational Structure," Defining Pay Entities, page 262

Chapter 25, "Defining Segmentation," Proration and Segmentation, page 522

Chapter 7, "Defining Calculation Elements," Defining Proration Rules, page 138

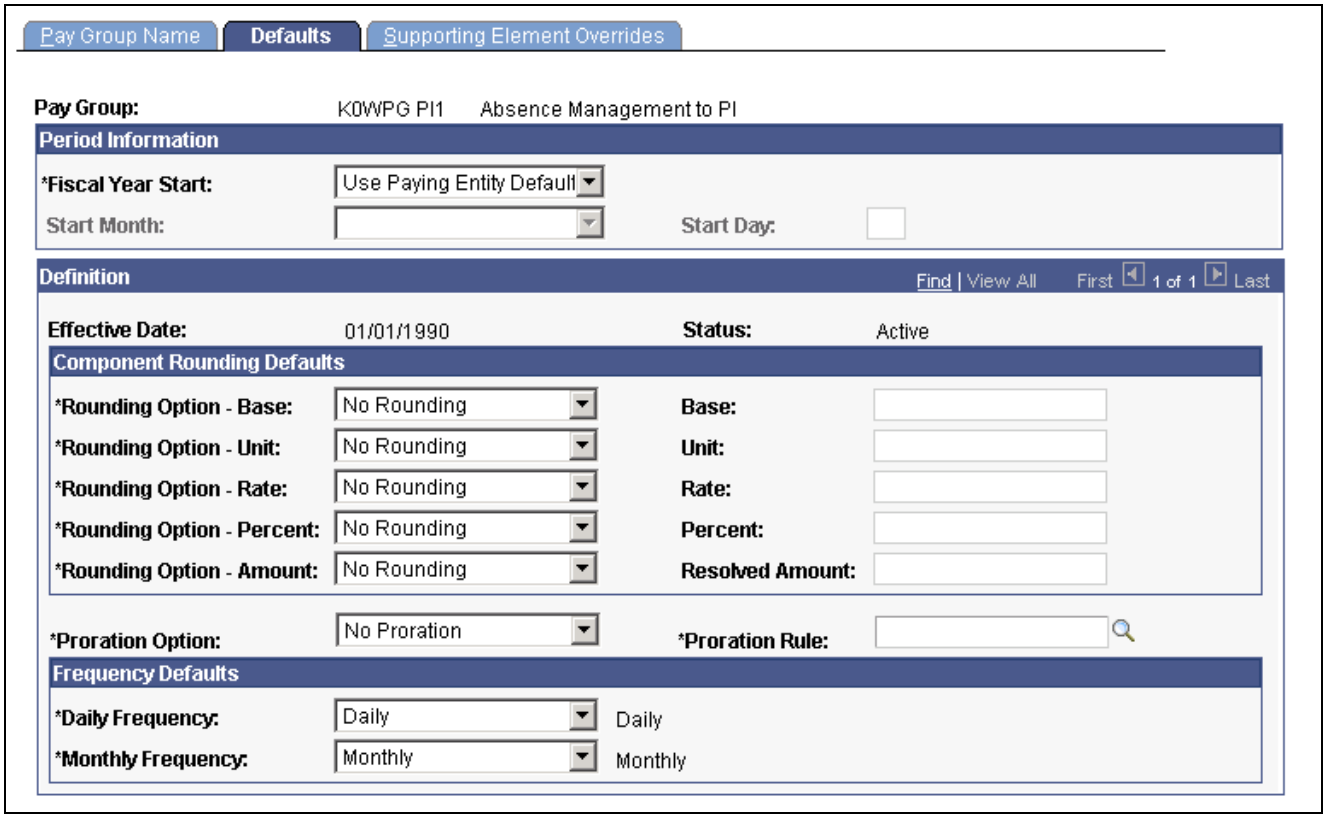
Chapter 12, "Using Schedules," Understanding Work Schedules, page 225

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Currencies"

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Jobs"

Defining Default Rounding, Proration, and Frequency Conditions for a Paygroup

Access the Defaults page.



Defaults page

Period Information

Define dates for your paygroup's fiscal year.

Fiscal Year Start Define the start date of your organization's fiscal year for this paygroup. Values are:

Use Paying Entity Defaults: The next two fields become unavailable.

Use Specified Start Date: Complete the next two fields.

Start Month and **Start Day** Enter the first month and the first day of the start month in your organization's fiscal year.

Component Rounding Defaults

Specify default rounding rules for absence elements at the paygroup level. You can specify rounding for individual absence elements when those elements are defined or direct the system to follow the paygroup default settings.

Rounding Option - Base, Rounding Option - Unit, Rounding Option - Rate, Rounding Option - Percent and **Rounding Option - Amount** Select an option to determine whether these components of an entitlement element can be rounded before calculation. Values are:

No Rounding: Prevents rounding of the component.

Use Specified Rounding: Enter a rounding rule in the corresponding field on the right.

Resolved Amount Select the rounding rule to apply to the resolved amount for absence elements.

Rounding occurs after the system resolves the element's calculation rule. Values are:

No Rounding: Prevents rounding of the amount.

Use Specified Rounding: Enter a rounding rule in the field on the right.

Proration Option Select either *No Proration* or *Use Specific Proration.*

Proration Rule If you selected *Use Specific Proration* in the Proration Option field, enter the proration rule that is to be used as the default proration rule for elements being used to process this paygroup. In defining an earnings or deduction element, you can have the system use the paygroup default value or have it specify a unique rule for a certain earnings or deduction element.

Frequency Defaults

Use this group box to define the frequency defaults used in multiple absence calculation components.

Note. The system calculates the daily and monthly pay rates that appear on the Job Data - Compensation page based on the frequency factors associated with the paygroup assigned to each payee (on the Job Data - Payroll page). As a result, if you use these corresponding daily and monthly rate system elements directly within your Absence Management rules, you will need to ensure that the frequency factors associated with the paygroup coincide with the values to which you expect these values to resolve. Otherwise, rates may not be in sync (because the system retrieves daily and monthly rates directly from Job Data.)

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Frequencies," Defining a Frequency ID and Country-Specific Defaults

Chapter 7, "Defining Calculation Elements," Defining Rounding Rule Elements, page 130

Chapter 7, "Defining Calculation Elements," Defining Proration Rules, page 138

Chapter 6, "Defining Data Retrieval Elements," Defining Rate Code Elements, page 95

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Frequencies"

CHAPTER 14

Using Calendars

This chapter provides an overview of calendars and discusses how to:

- Define run types.
- Create periods.
- Create single calendars.
- Create a set of calendars.
- Define calendar groups.
- Enter calendar overrides for a payee.

Understanding Calendars

This section lists common elements and discusses:

- Calendar process flow.
- Creating calendars.

Common Elements Used in This Chapter

Run Type A user-defined method of identifying an absence run. The run type identifies the process list to use, whether to process retroactive triggers. It's also used in generation control and retroactive matching processes.

You attach a run type to an absence run process by linking it to a calendar. Because you define the run type information outside the calendar, you can link the same run type to multiple calendars. For example, if a weekly and a monthly paygroup use the same process list, you might set up one run type and link it to multiple calendars. The effective date enables you to switch process lists or retroactive trigger processing actions and yet reproduce a retroactive calculation with old settings.

Period Defines the absence period and frequency for your processing run.

You attach an absence period to an absence run by linking it to a calendar. Like run types, absence periods are reusable.

Calendar Identifies which payees to process and the run type and absence period. It can include instructions for generation control, excluding certain elements from processing, overriding supporting elements, and providing other information.

Calendar Group When you start an absence process, you must enter the calendar group ID that identifies the calendar or set of calendars to process, or in the case of off-cycle runs, the set of off-cycle groups to process.

You can process multiple calendars or off-cycle groups simultaneously. Calendar groups are keyed by country, so you can include multiple calendars or off-cycle groups for the same country in a single calendar group.

See Also

Chapter 25, "Defining Segmentation," page 509

Chapter 7, "Defining Calculation Elements," Defining Generation Control Elements, page 140

Chapter 6, "Defining Data Retrieval Elements," page 69

Chapter 26, "Defining Retroactive Processing," page 529

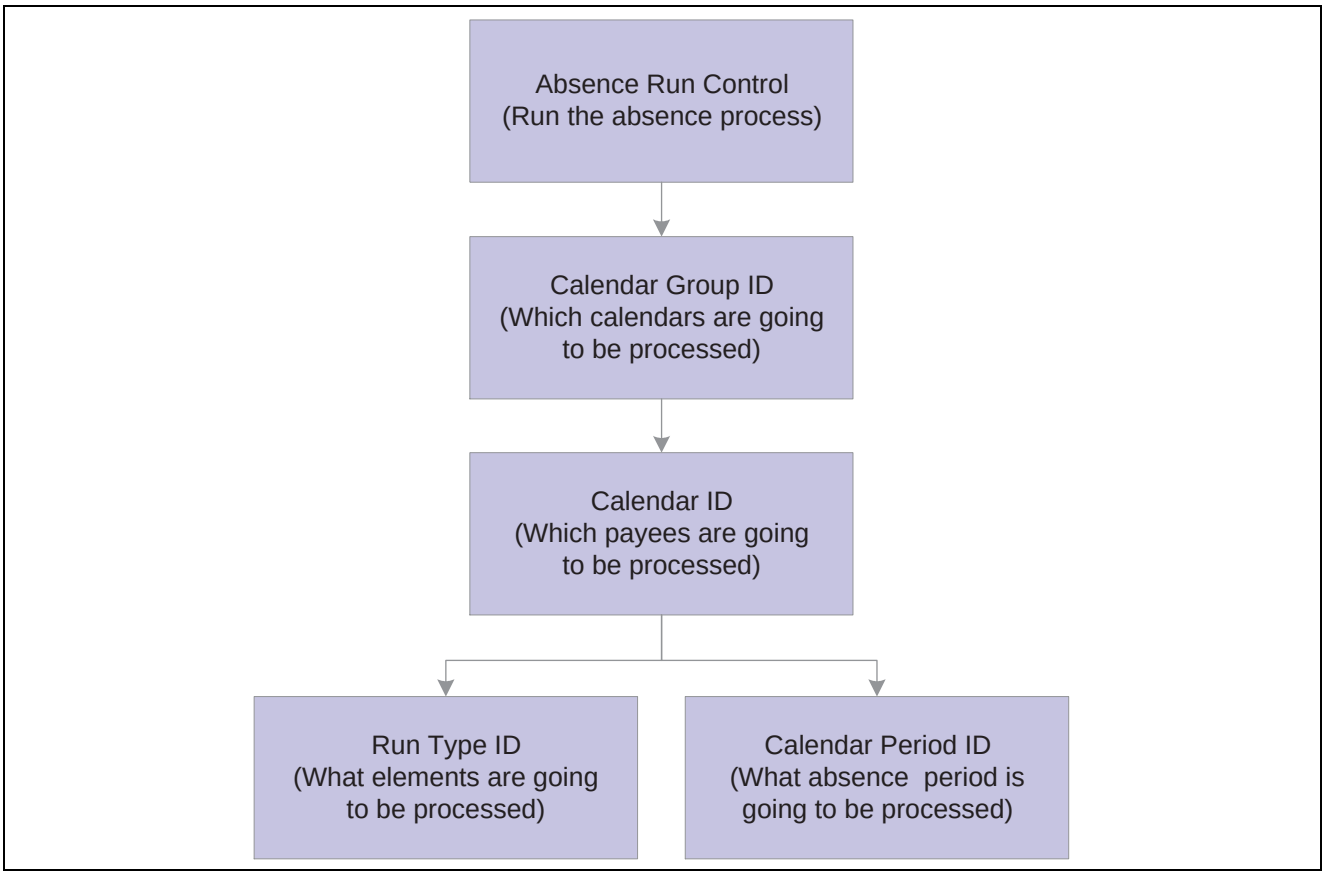
Calendar Process Flow

When processing an absence run, the system must determine which payees to process; what earnings, deductions, and other elements to process for selected payees; and what time period to process.

For on-cycle processing, calendars unify this information. Calendars link the components that tell the system whom and what to process for which absence period.

Note. With off-cycle processing, off-cycle groups, rather than calendars, identify which payees to process, the elements to process, and the time period.

This diagram illustrates how components interact to produce an on-cycle absence background processing run:



Component Interaction

See Also

Chapter 22, “Managing Off-Cycle Processing,” Understanding Off-Cycle Processing, page 465

Creating Calendars

To create calendars, use the Calendars (GP_CALENDAR) component or the Automatic Calendar Creation (GP_AUTO_CAL) component. You can use the CI_GP_CALENDAR component interface to load data into the table for the GP_CALENDAR component.

Calendars bring payees in a selected paygroup together with the rules and processes for calculating an absence run. You can define calendars by:

- Defining a single calendar with the Calendars component.

  When you define a calendar with this feature, you can enter instructions for generation control, overrides, or elements to exclude from processing.

- Using the Automatic Calendar Creation component to define multiple calendars simultaneously.

  You can use the Calendars component to edit an automatically generated calendar.

Note. Before you create calendars you must define the run type and period ID associated with the calendar.

See Chapter 14, “Using Calendars,” Prerequisites, page 283.

Defining Run Types

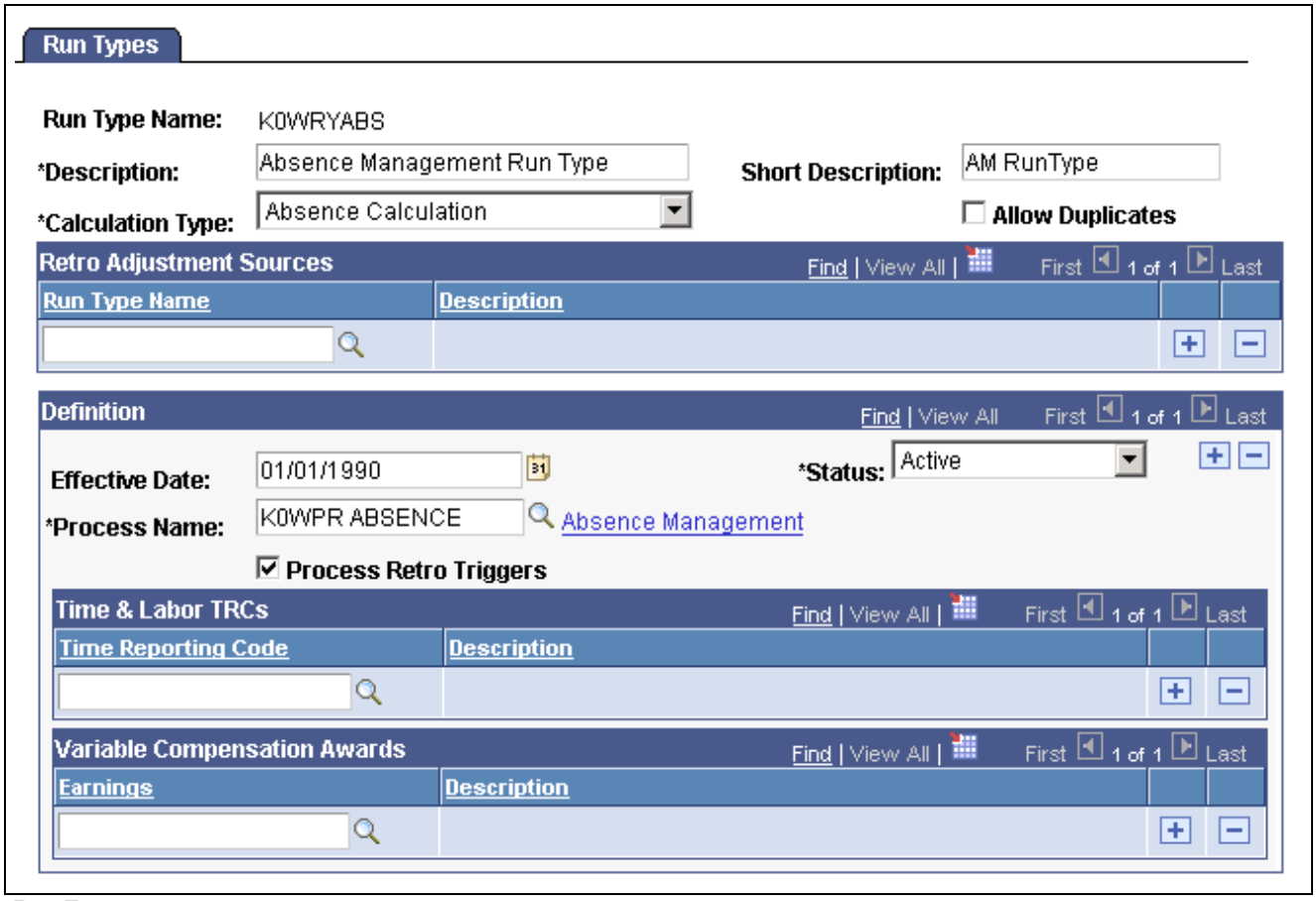
This section discusses how to specify processing parameters.

Page Used to Define Run Types

Page Name	Object Name	Navigation	Usage
Run Types	GP_RUN_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Run Types, Run Types	Specify the process list to be used, whether to process retroactive triggers, and other processing parameters.

Specifying Processing Parameters

Access the Run Types page.



Run Types page

Note. After processing begins, you cannot edit fields on the Run Types page. To make changes, cancel the pay run.

Calculation Type Select or *Absence Calculation*. *Payroll Calculation* is not applicable to Absence Management.

Allow Duplicates Select to allow duplicate payments.

If you don't select this check box, then while the payee selection process creates the segment status records, the system determines whether other segment stat records exist with the same employee ID, employee record, paygroup, run type, period ID, segment from dates and segment to dates (both must match), and a segment status of *Active.*

The system creates a new segment stat record if a matching one doesn't exist.

This check box ensures that duplicates are or aren't made in certain situations. For example, you might create a calendar to calculate off-cycle payments but need to avoid paying the payees again during the regular payroll cycle. If the check box isn't selected, the system notes those occurrences and doesn't double-pay. If you're creating a calendar to process bonus or commission payroll runs, you might have multiple calendar IDs defined and the same payee is allowed to be paid in more than one calendar. If the check box is selected, the appropriate payees are paid twice.

Note. Regardless of setting, the system never creates overlapping segments for the same payee within a calendar. If you have processed a partial period with payee calendar overrides or an off-cycle advance, on subsequent processing of the same calendar the system will only process remaining portions of the period, thus avoiding processing overlaps.

Retro Adjustment Sources

Run Type Name Enter additional run types for which the system includes retroactive adjustments during the absence run. For example, you can select a bonus entitlement run type as an additional retroactive adjustment source for your regular absence run type. This enables you to calculate retroactive adjustments for payee entitlements during your regular absence run so that your payees don't have to wait for the more infrequent and irregular bonus entitlement runs to view their retroactive adjustments.

Definition

Process Name Enter the process list, selecting from absence process lists, depending on your selection in the Calculation Type field.

Process Retro Triggers Select this check box to process retroactive triggers. You might ignore retroactive triggers when running a bonus entitlement run but include processing of retroactive triggers with all regular absence runs.

Retroactive triggers are processed for any payee who's identified in any calendar ID with this check box selected.

You can override this field at the calendar and calendar group ID level.

Time & Labor TRCs

Time Reporting Code This field is not applicable to Absence Management.

Variable Compensation Awards

Earnings This field is not applicable to Absence Management.

Creating Periods

To process an absence run, specify the time period to calculate by using a period ID, which identifies the begin date, end date, and frequency of an absence period.

To create periods, use the Periods (GP_CALENDAR_PERIOD) component or the Automatic Period Creation (GP_AUTO_PRD) component. You can use the CI_GP_CALENDAR_PERIOD component interface to load data into the table for the GP_CALENDAR_PERIOD component.

This section discusses how to:

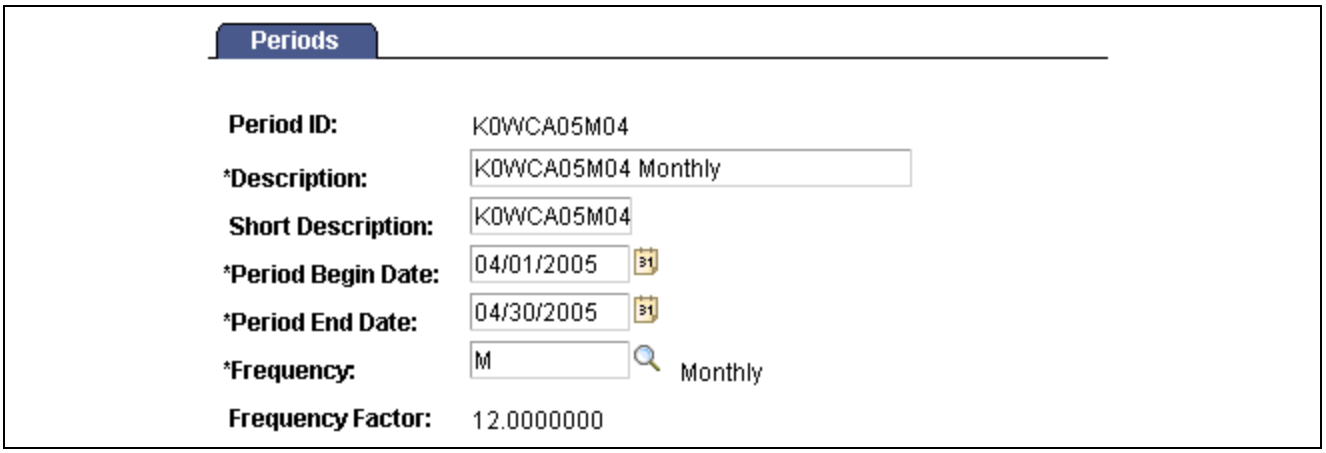
- Define a single period.
- Use automatic period creation.

Pages Used to Create Periods

Page Name	Object Name	Navigation	Usage
Periods	GP_CALENDAR_PERIOD	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Periods, Periods • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Periods, Periods	Define a single absence period.
Automatic Period Creation	GP_AUTO_PRD	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Periods - Automated Creation, Automatic Period Creation • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Automatic Period Creation, Automatic Period Creation	Define multiple absence periods.

Defining a Single Period

Access the Periods page.



Periods page

Note. After processing begins, you cannot edit fields on the Periods page. To make changes, cancel the pay run.

Period Begin Date and **Period End Date**

Enter the dates for the period being calculated.

Because multiple calendars that use the same absence period can have different payment dates, you specify the payment date on the Calendar Definition page.

Frequency

Enter the frequency. The system uses this to deannualize an entitlement element that's defined without generation control frequency. When generation control frequency is defined for an element, the following occurs:

- If there's a match between the element generation control and the calendar ID generation control, the generation control frequency is used for the deannualization factor.
- If there's no match between the element generation control and the calendar ID generation control, the element isn't resolved, with a couple of exceptions.

Note. Entitlement elements have two generation control fields, one for the primary element and one for adjustment processing.

Frequency Factor

Displays the factor for annualization and deannualization.

Examples of the Time and Frequency Data That a Period ID Can Define

This table lists examples of how you can define different periods by varying the end date and frequency:

Begin Date	End Date	Frequency
June 1	June 7	Weekly
June 1	June 30	Monthly
June 1	June 15	Semimonthly
June 1	August 31	Quarterly

Frequency Examples

Assume that there are four elements, each element begins with a gross amount of 1200. This table lists the effect of combining various frequency options (the value of each element after frequency option application appears in the last row of the table):

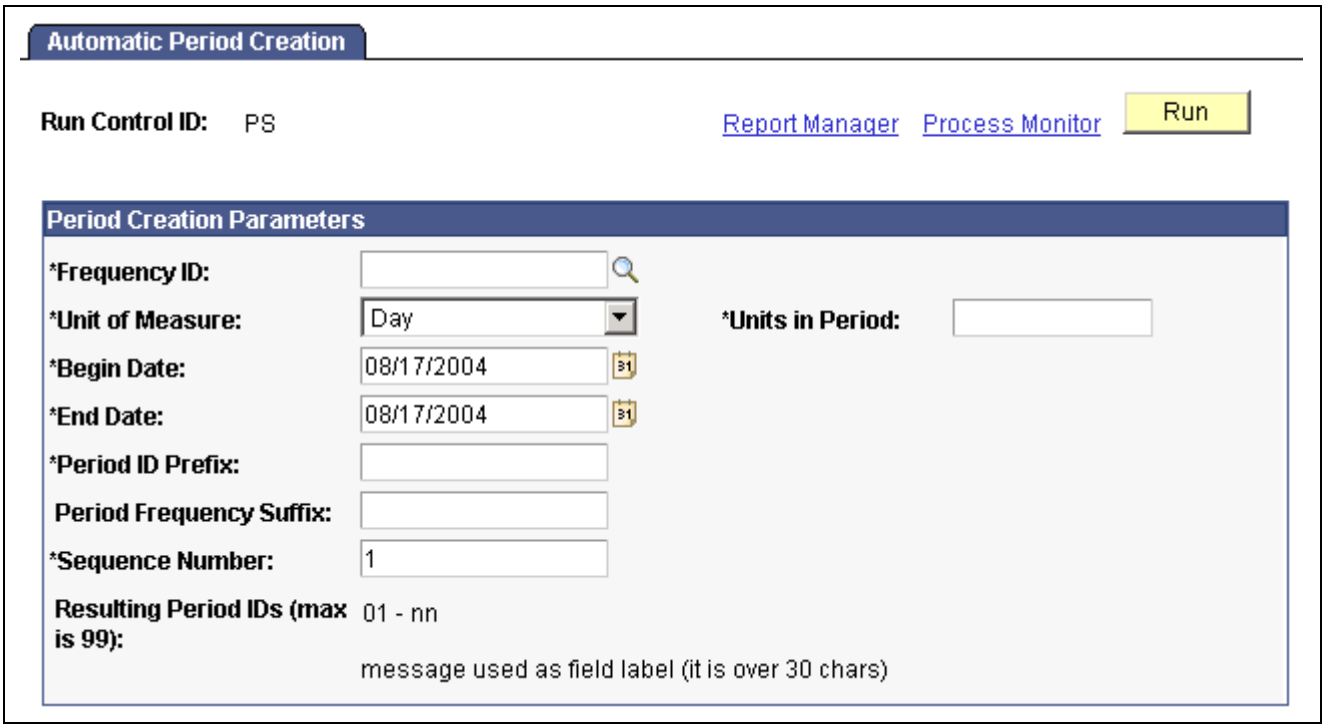
Frequency	Element 1	Element 2	Element 3	Element 4
Amount	1200	1200	1200	1200
Frequency (Element Definition)	Monthly (12)	Monthly (12)	Monthly (12)	Monthly (12)
Generation Control Frequency	None	Monthly (12)	Monthly (12)	Annual (1)
absence period Frequency	Semimonthly (24)	Semimonthly (24)	Semimonthly (24)	Semimonthly (24)
Calendar Generation Control Frequency	None	Monthly (12)	None	Semimonthly (24)
Calculated Amount (Amount * Annualization factor /deannualization factor)	600 (Amount * Frequency /absence period Frequency)	1200 (Amount * Frequency /Generation Control Frequency)	Not resolved	24 000 (Amount * Frequency /Generation Control Frequency)

See Also

Chapter 7, “Defining Calculation Elements,” Defining Generation Control Elements, page 140

Using Automatic Period Creation

Access the Automatic Period Creation page.



Automatic Period Creation page

Enter the period creation parameters and click the Run button.

Frequency ID Enter the calendar period frequency. This field is also used to generate the period description.

Note. The system doesn't edit your entry to ensure it's consistent with the values in the Unit of Measure and Units in Period fields.

See Chapter 14, "Using Calendars," Defining a Single Period, page 278.

Unit of Measure Select the unit of measure for the periods.

The *Day* and *Month* values, used in conjunction with the Units in Period field determine the number of days or months in a period.

The *Semimonth* value represents 15 days. The first semimonthly period always includes days 1 to 15. The second period includes days 16 to 28, 29, 30, or 31, depending on the month. When you select this value, the Units in Period becomes unavailable.

Units in Period Enter the number of units in each generated period.

Begin Date and **End Date** Enter the first day of the first period being generated and the last date through which the system should generate periods.

The system generates all periods for which the end date is before or equal to the end date that you enter.

Period ID Prefix Enter a prefix of up to seven alphanumeric characters. The system creates a unique period ID for each period it creates, by adding the period frequency suffix and a consecutive sequence number to the prefix.

Period Frequency Suffix Enter the period frequency suffix that's added to the period ID. The default is the first letter of the selected frequency ID.

Sequence Number Enter for the first period. The system assigns a sequential number to each following period that you create.

This is useful when you create periods for the same year in separate runs. Suppose that you want to generate six periods for a monthly payroll. You enter *1* in this field, and the process creates periods 1 to 6. Later, when you generate periods for the remaining months, you enter *7* here.

Resulting Period IDs (max is 99) This field combines the period ID prefix, period frequency suffix, and sequence number to show you what periods the process will create. For example, if you enter a period ID prefix of *PAY2001,* a period frequency suffix of *M,* and a sequence number of *1,* the periods generated are PAY2001M01 - PAY2001Mnn where nn represents the number of the last period created.

Examples: Unit of Measure and Units in Period Combinations

This table gives examples of periods defined using different combinations of unit of measure and units in period:

Unit of Measure	Units in Period	Result
Day	7	Each period represents seven days (for a weekly payroll).
Day	14	Each period represents 14 days (for a biweekly payroll).
Semimonth	Not applicable.	Each period represents 15 days (for a semimonthly payroll), but the periods go from 1 to 15 and from 16 to the last day of the month.
Month	1	Each period represents a month (for a monthly payroll).
Month	3	Each period represents three months (for a quarterly payroll).

Creating Single Calendars

This section lists prerequisites and discusses how to:

- Link criteria associated with a calendar.
- Override generation control frequencies for a calendar.
- Override supporting elements for a calendar.

- Exclude elements from a calendar.

Note. After processing begins, you cannot edit the fields on the Calendars component, other than to add payees to the list of payees to be processed. To modify these pages, cancel the process.

Prerequisites

Before creating a calendar, define the run type and period ID associated with the calendar.

Note. Calendars are associated with a single paygroup. If you change a payee's paygroup assignment, period segmentation results. For example, if a payee changes from paygroup PGA to PGB on June 15, days 1−14 are processed with the PGA calendar and days 15−30 with the PGB calendar.

See Also

Chapter 14, "Using Calendars," Defining Run Types, page 276

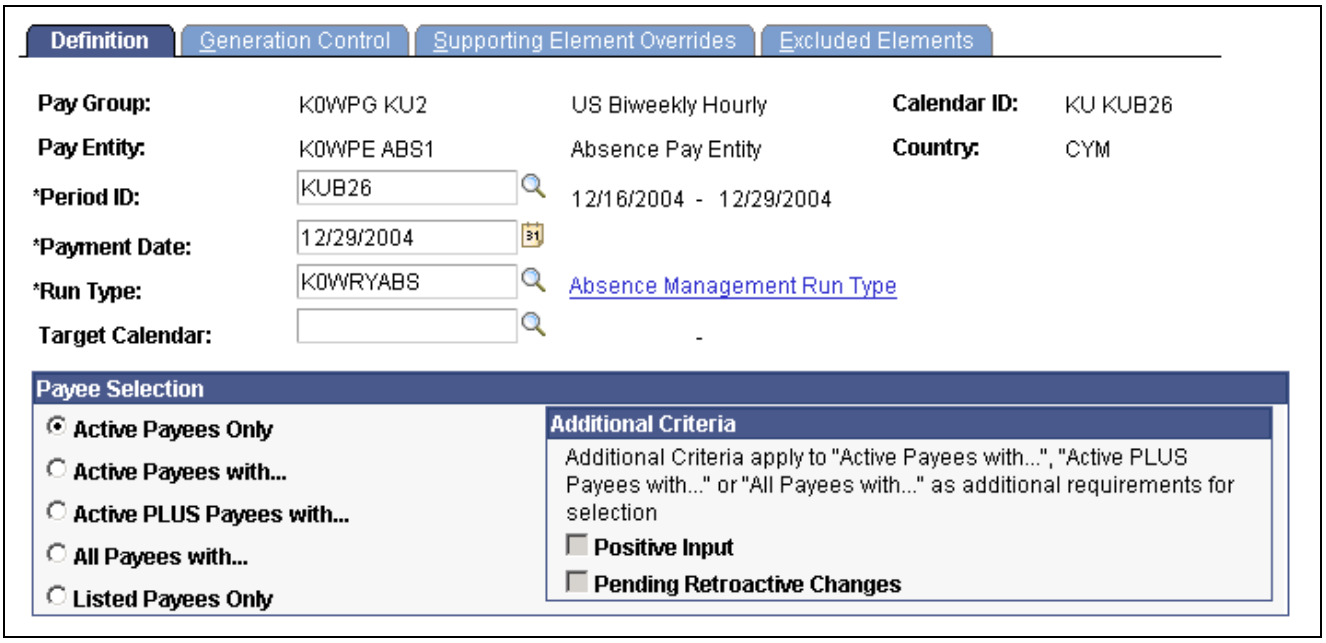
Chapter 14, "Using Calendars," Creating Periods, page 278

Pages Used to Create Single Calendars

Page Name	Object Name	Navigation	Usage
Calendars - Definition	GP_CALENDAR1	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Definition • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Definition	Link together the paygroup, period ID, run type ID, target calendar ID, and payee selection criteria associated with a calendar.
Calendars - Generation Control	GP_CALENDAR3	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Generation Control • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Generation Control	Override generation control frequencies for a calendar.
Supporting Element Overrides	GP_CALENDAR2	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Supporting Element Overrides • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Supporting Element Overrides	Override the value of a bracket, date, duration, formula, or variable element associated with a calendar.
Calendars - Excluded Elements	GP_CALENDAR4	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Excluded Elements • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Excluded Elements	Exclude earnings, deductions, take, or entitlement elements from a calendar.

Linking Criteria Associated with a Calendar

Access the Calendars - Definition page.



Calendars - Definition page

Period ID Enter the absence period the calendar represents. The corresponding dates appear in the Begin Date and End Date fields.

Payment Date Enter the date when payees are paid. In certain countries, this date is important for tax calculations.

Run Type Enter the run type that identifies the process list to be used for this calendar run. (The run type also identifies whether retroactive triggers are to be processed.)

Payroll Click to access the Run Types page, where you can specify the process list to be used, whether to process retroactive triggers, and other processing parameters.

See Chapter 14, "Using Calendars," Specifying Processing Parameters, page 276.

Target Calendar Enter a target calendar ID if you're defining an absence processing run or any processing run that generates positive input. Identifies the target calendar for the daily data or positive input being generated. Absences cannot be targeted back in time, so the target calendar end date cannot be earlier than the end date of the current period ID.

Payee Selection

Identify which payees in the selected paygroup to include in the calendar that you're defining. You can have the system identify the payees, or you can list the payees manually. Active payees are those who were active in the paygroup for at least one day during the absence period.

The information that you enter here gives the system basic information about which payees to process for a particular calendar.

Note. A calendar created for active payees must be unique based on the combination of paygroup, period ID, and run type, reducing the possibility of duplicate calculations.

Active Payees Only Select to include all active payees with no other qualifying criteria.

	Active payees are those who were active in the paygroup for at least one day during the absence period.
Active Payees with...	Select to include only those active payees who have pending retroactive triggers. If you select this option, you must select the Pending Retroactive Changes check box.
Active PLUS Payees with...	Select to include all active payees and payees who were ever active in the paygroup, but only if they have pending retroactive triggers. . If you select this option, you must select the Pending Retroactive Changes check box.
All Payees with...	Select to include only those payees who have pending retroactive triggers. If you select this option, you must select the Pending Retroactive Changes check box.
Listed Payees Only	Select to list payees for processing, rather than have the system identify them automatically. The Payee List group box becomes available. You can use this option to pay one payee or a small group of payees.
Positive Input	This check box is not applicable to Absence Management.
Pending Retroactive Changes	Becomes available if you select Active Payees with..., Active PLUS Payees with...., or All Payees with. If you select this check box and Active Payees with..., the calendar processes active payees who have pending retroactive triggers. If you select this check box and Active PLUS Payees with..., the calendar processes active payees or payees who have pending retroactive changes. This check box enables you to include inactive payees in an active-only run based on the occurrence of a retroactive change that affected the inactive payee.

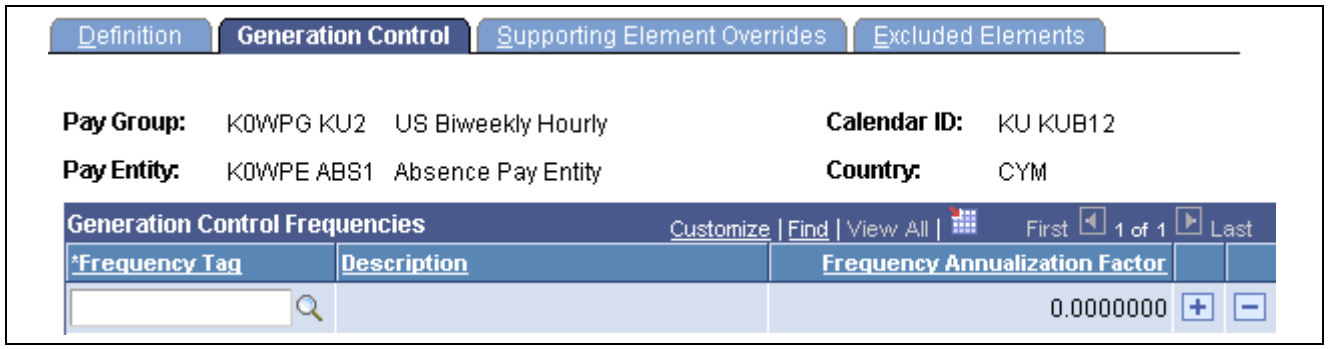
Payee List

The system displays this group box if you select the Listed Payees Only option.

EmplID	Enter the payees that the calendar processes. Anyone on the payee list must be a current or previous member of the paygroup associated with this calendar. While the calendar remains open, you can add to the payee list.
Calculate Thru Date	The default value for this field is the last day of the period selected in the Period ID field. If you want to perform the calculation of a payee for part of a absence period, you can enter an earlier date. The system calculates only segments that end on or before the date that you enter.

Overriding Generation Control Frequencies for a Calendar

Access the Calendars - Generation Control page.



Calendars - Generation Control page

To have a frequency compared with generation control frequencies entered at the element level—for eligibility and deannualization purposes—enter those frequencies here.

Frequency Tag Enter the frequency ID to be overridden.

Frequency Annualization Factor Displays the frequency factor associated with the selected frequency ID.

Eligibility Example

Suppose that you have a weekly paygroup and absence period. This paygroup has an entitlement that's processed only during the first absence period of every month. You create a generation control frequency called *1st of Month* (with a factor of 12), which you assign to the entitlement, and attach the frequency *1st of Month* to the first calendar of each month.

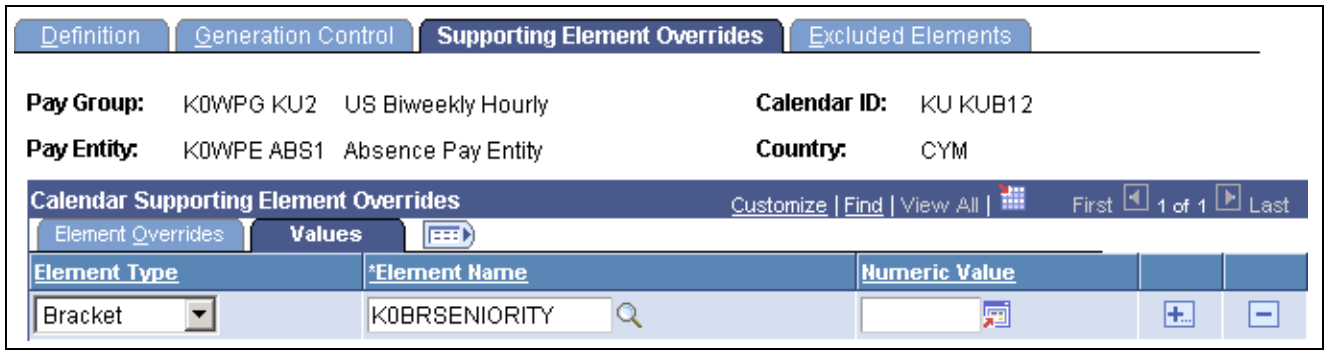
When the system processes the entitlement, it compares the element's generation control frequency with the calendar values. If they match, the entitlement passes eligibility. If not, the entitlement fails eligibility and isn't processed. If the generation control and calendar have multiple frequency values and there's a match on more than one frequency but the factors aren't the same, the system sets the payees in error.

See Also

Chapter 19, "Managing Element Eligibility and Resolution," Generation Control, page 386

Overriding Supporting Elements for a Calendar

Access the Calendars - Supporting Element Overrides page.



Calendars - Supporting Element Overrides page

Calendar Supporting Element Overrides

Element Type Select the element type. Values are: *Bracket, Date, Duration, Formula,* and *Variable.*

Element Name Select the particular element to override.

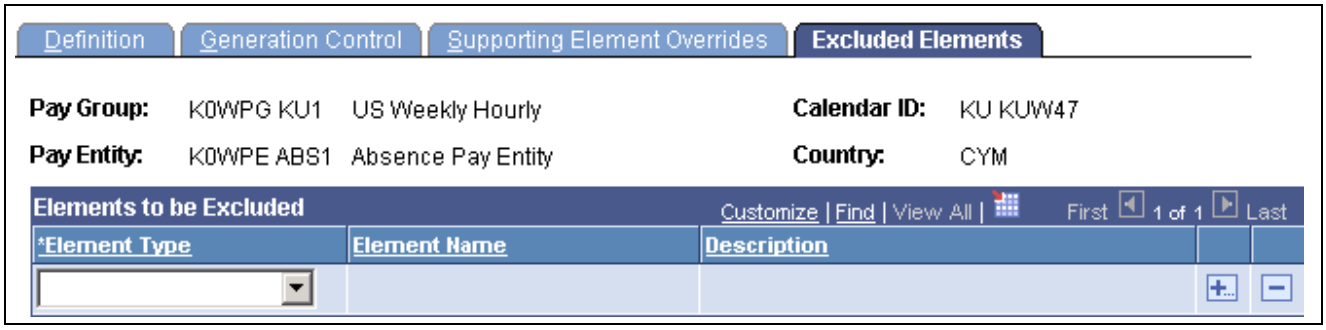
Numeric Value Enter an override value. When the system encounters the specified element on the process list, it applies the override value that you defined in this field. The override value can itself be overridden by positive input instructions, payee overrides, and so on.

See Also

Chapter 18, "Setting Up Overrides," page 373

Excluding Elements From a Calendar

Access the Calendars - Excluded Elements page.



Calendars - Excluded Elements page

Element Type Select the element type. Values are: *Absence Entitlement* and *Absence Take,* or *Deduction* and *Earnings*, depending on the type of calendar.

Element Name Enter the element to be excluded from processing. The element is not processed.

Note. To exclude an element from processing, the element must be defined to enable calendar overrides.

See Also

Chapter 18, "Setting Up Overrides," page 373

Creating a Set of Calendars

This section lists prerequisites and discusses how to create a set of calendars.

Prerequisites

Before creating a series of calendars, define the run type and periods associated with the calendars. Use the automatic period creation feature to create periods automatically.

Note. Calendars are associated with a single paygroup. If you change a payee's paygroup assignment, period segmentation results.

See Also

Chapter 18, "Setting Up Overrides," page 373

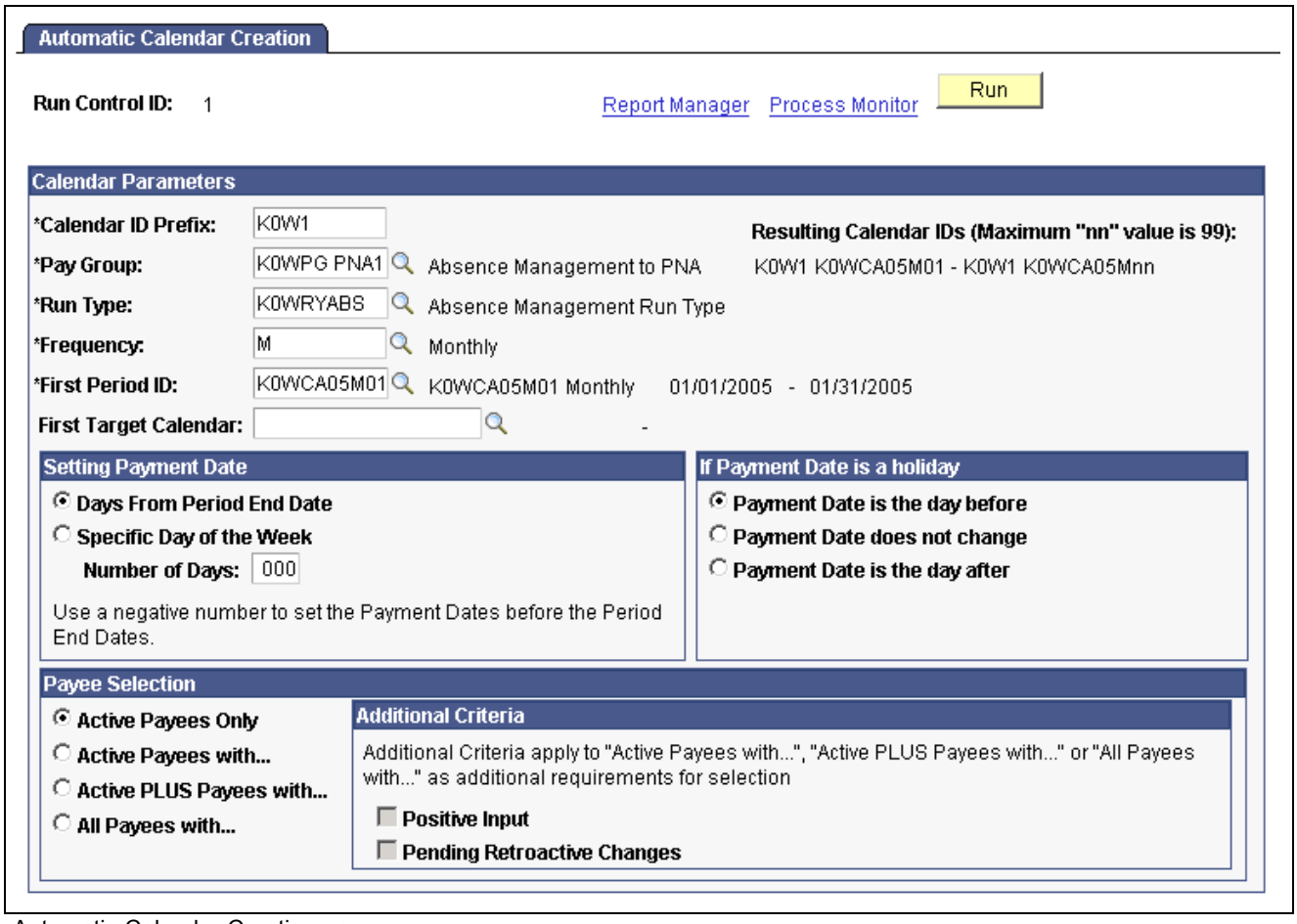
Chapter 14, "Using Calendars," Creating Periods, page 278

Page Used to Create a Set of Calendars

Page Name	Object Name	Navigation	Usage
Automatic Calendar Creation	GP_AUTO_CAL1	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars - Automated Creation, Automatic Calendar Creation • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Automatic Calendar Creation, Automatic Calendar Creation	Run the Automatic Calendar Creation process to create a set of calendars.

Creating a Set of Calendars

Access the Automatic Calendar Creation page.



Automatic Calendar Creation page

Calendar ID Prefix Enter a prefix of up to seven alphanumeric characters. The system creates a unique calendar ID for each calendar it creates, by adding this prefix to the period ID associated with the calendar and the number of the calendar.

For example, if the first period ID is PAY2001M01 and you enter a prefix of REGULAR, the calendar ID for the first generated calendar becomes REGULAR PAY2001M01.

Pay Group Enter the paygroup for which the calendars are being built.

Run Type Enter the run type to which the calendars are associated.

Frequency Enter the frequency for creating the calendars.

First Period ID Enter the first period that the system uses to build calendars. The period IDs from which you select are based on the frequency ID.

The system generates calendars for the number of consecutive periods that you defined when creating the periods.

First Target Calendar If you're defining calendars for an absence processing run or for an absence run that generates positive input for a different calendar, enter the target calendar ID for the first calendar being created. This field is optional.

Based on this ID, the system determines the sequential target calendars to use for autocreated calendars.

Note. For the system to determine sequential target calendars, the calendar entered in the First Target Calendar field must follow a standard naming convention that ends with two digits to describe the month or any other period that the calendar represents. For example, you can select a first target calendar of *GXCI CPY2000M01,* because the system can use the last two digits to determine the appropriate sequential target calendars. If you select a nonstandard first target calendar, such as *GW10204P,* you receive an error message if you click Save or Run.

This process enables you to create up to 99 calendars, but each one must be based on an existing target calendar. For example, if you try to generate calendars ABS001 through ABS099, but the only target calendars that exist are PAY001 through PAY050, the system cannot create calendars ABS051 through ABS099.

Setting Payment Date

Days From Period End Date and **Number of Days** This option is not applicable to Absence Management.

Specific Day of the Week This option is not applicable to Absence Management.

If Payment Date is a Holiday

The options that are available in the group box do not apply to Absence Management.

Payee Selection

This group box is identical to the Payee Selection group box on the Calendars - Definition page except that Listed Payees Only is not an option.

See Also

Chapter 14, "Using Calendars," Linking Criteria Associated with a Calendar, page 284

Defining Calendar Groups

This section provides an overview of calendar groups and discusses how to create a calendar group ID.

Understanding Calendar Groups

To set up calendar groups, use the Calendar Groups (GP_CALENDAR_RUN) component. You can use the CI_GP_CALENDAR_RUN component interface to load data into the table for the Calendar Groups component.

A calendar group identifies calendars to process together for an on-cycle run or the off-cycle groups to process for an off-cycle run. When creating a calendar group, consider that:

- The processing phases defined on the run control page are performed across all members of the calendar group; therefore, group together calendars that require identical calculations.
- Elements from different countries cannot be processed simultaneously.

Don’t include calendars that represent pay entities from different countries—based on the pay entity defined for the calendar’s paygroup—in the same calendar group.

- A calendar’s order in the calendar group ID determines the calculation processing sequence.

Processing Sequence

Run calendars in absence period date order, because many absence processes are based on the order in which calendars are run and thus finalized. Running calendars nonsequentially can affect how accumulators and retroactive limit dates are handled—inserting a calendar that isn’t for the next sequential absence period can create unexpected results.

Calendars that are run out of absence period order experience these accumulators issues:

- Accumulators are included in calendar processing by determining which finalized absence calendar (for the country being processed) is the most recent.
- Accumulator values are stored for each calendar based on the accumulator from and to dates, not the absence period begin and end dates.

  If the accumulator from and to dates include any day in the absence period, the accumulator is written to the results tables.
- An accumulator might not be written to the results tables and therefore wouldn’t be included in the next calendar, preventing referencing or updating of the accumulator values.
- Accumulator balances might be inaccurate.

  Suppose that you run a March calendar before a February calendar. The accumulator balances that are included as starting balances for the February calendar would include the results from the March calendar.

Calendars that are run out of absence period order experience these retroactive limit date issues:

- Retroactive limit dates are determined based on the first calendar that’s encountered—for a payee—within a calendar group ID.

  Although other calendars might be encountered later that have earlier absence period dates, the retroactive limit date is determined by the first calendar’s dates.
- When processing retroactive situations, the system determines which calendars to rerun by looking for the earliest calendar finalize time stamp where the calendar period end date is greater than the trigger effective date.

  Suppose that you run and finalize calendars in this order: January (Calendar 1), February (Calendar 2), another January (Calendar 3), and March (Calendar 4). If you have retroactive data for February 15, then Calendar 2, Calendar 3, and Calendar 4 run again.

See Also

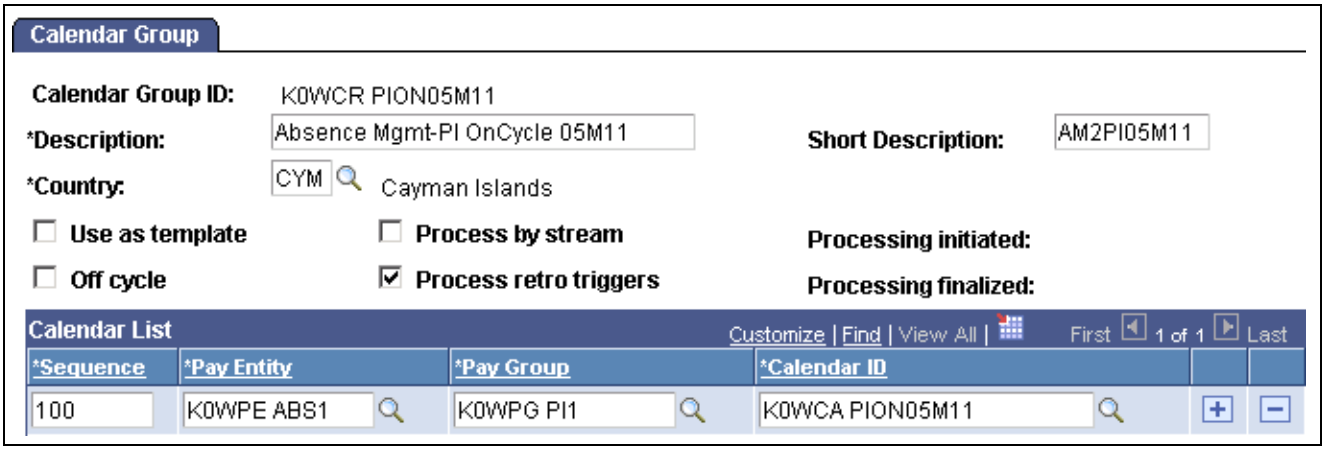
Chapter 22, “Managing Off-Cycle Processing,” Understanding Off-Cycle Processing, page 465

Page Used to Create Calendar Groups

Page Name	Object Name	Navigation	Usage
Calendar Group	GP_CALENDAR_RUN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendar Groups, Calendar Group Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Calendar Group, Calendar Group	Define the calendar ID of the of the off-cycle groups to process together. Calendars are processed in the order listed.

Creating a Calendar Group

Access the Calendar Group page.



Calendar Group page

Note. After processing begins for an on-cycle run, you should not edit the fields on the Calendar Group page. To modify this page, cancel the pay run.

Use as template Select to use this calendar group to run the online Absence Forecasting or Balance Inquiry process. This option is not available for off-cycle processing.

See Chapter 1, "Getting Started with Absence Management," page 1.

Process by stream Select to use stream processing for this calendar group. This feature is typically not used for off-cycle processing.

Off cycle Select if this calendar group is to be used for off-cycle processing.

Process retro triggers Select to process retroactive triggers for this calendar group.

For on-cycle processing, the default value is based on the Process Retro Triggers field on the Run Types page. If any run type indicates that retroactive triggers should be processed, the default is to select this option.

For off-cycle processing, you must select this check box if any of the off-cycle groups that you add to this calendar group include correction transactions.

Calendar List

List the calendars to process together. The number that you enter in the Sequence field determines the calendar processing order. This grid is hidden when you select the Off cycle check box.

List off-cycle groups in processing order

The following grid appears only when you select the Off cycle check box. List the off-cycle groups to process. An off-cycle group identifies the off-cycle transactions to be processed for a specific paygroup and period.



Entering values for off-cycle groups

See Also

Chapter 2, “Understanding Absence Management,” page 5

Entering Calendar Override Instructions for a Payee

This section provides an overview of calendar overrides and discusses how to:

- Select the calendars to override.
- Enter processing instructions for a period segment.

Understanding Calendar Overrides

You can create additional segments for a payee and calendar and enter processing instructions for a specific segment.

Suppose that in March, you issue advance pay to someone who’s taking vacation from April 1 to 15. Because the payee is to receive half of April’s pay in March, you’re paying only the salary for April 16−30 in April. You can use the Payee Calendar Groups page to accomplish this.

You create a calendar group that includes March and April. To issue the advance pay in March, you use the Payee Calendar Groups page for March to indicate that the payee is to be paid for both the March calendar and April 1−15. For April, you use the April calendar group but this time indicate that the payee is being paid for April 16−30 only.

You can specify which effective-dated rules the system applies when processing a calendar segment and which period’s accumulators it updates. For example, when paying the April amount in March, you can instruct the system to apply the earnings rules that are in effect in March and update the accumulators for March. Or you can instruct the system to use the rules that will be in effect in April.

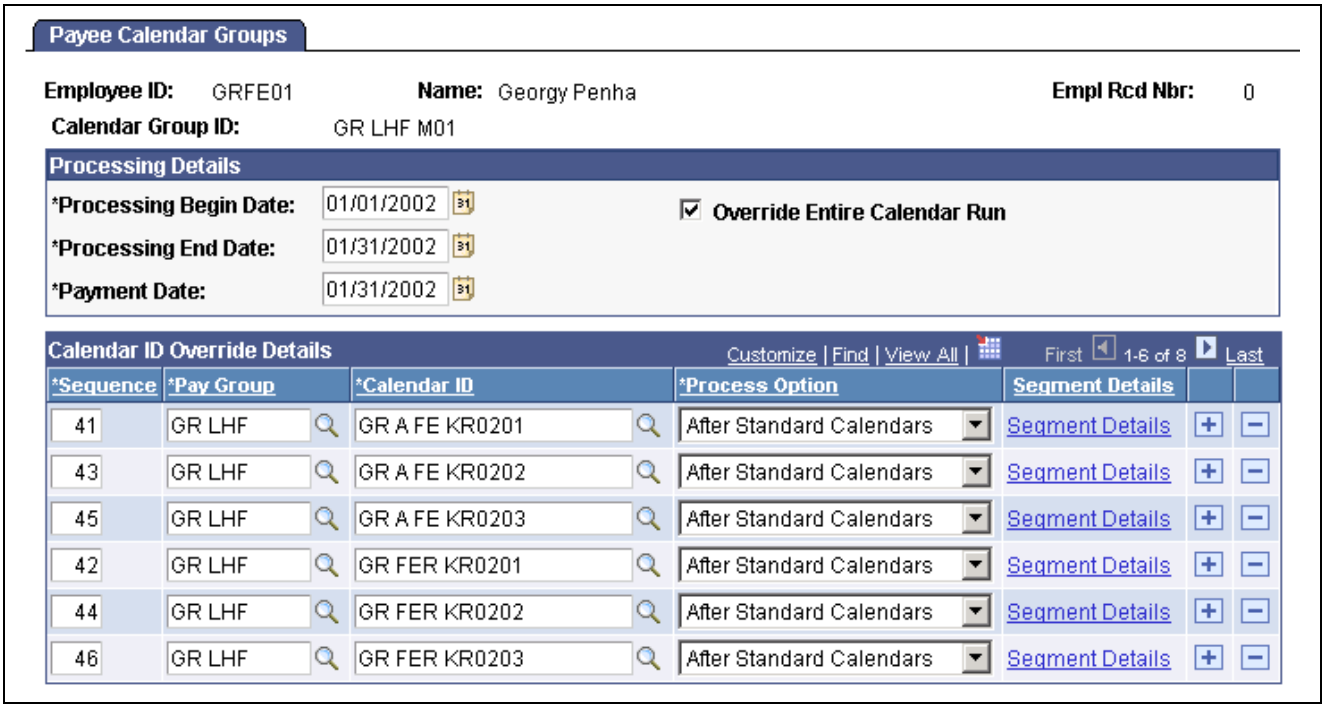
Note. As an alternative to using calendar overrides to process an advance payment, you can enter instructions for an advance using the Off Cycle Requests component (GP_OFFCYCLE_SETUP) and run an off-cycle payroll.

Pages Used for Entering Calendar Override Instructions for a Payee

Page Name	Object Name	Navigation	Usage
Payee Calendar Groups	GP_PYE_RUN	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Payee Calendar Groups, Payee Calendar Groups	Select the calendars for which to enter special processing instructions for a payee.
Segment Details	GP_PYE_RUN_SEC	Click the Segment Details link on the Payee Calendar Groups page.	Create period segments for a payee and identify which segments to process.

Selecting the Calendars to Override

Access the Payee Calendar Groups page.



Payee Calendar Groups page

Processing Begin Date, Processing End Date, and **Payment Date**

Enter processing begin and end dates, and a payment date. These fields apply to processing effective-dated elements whose definition as of date (defined on the Element Name page) is set to *Process Begin Date*, *Process End Date,* or *Payment Date.*

The dates determine which effective-dated rules (element definitions) to use for these elements and which period's accumulators to update for the elements.

Say that the definition as of date for an earnings element is set to *Process End Date.* When the system encounters the element during the batch process, it retrieves the element definition that was in effect on the date entered in the Processing End Date field.

The system also updates the accumulators for the period in which the processing begin date or the processing end date falls.

Override Entire Calendar Run Select to have the system process only calendars or segments that you designate for processing in the Calendar ID Override Details group box or on the Segment Details page.

If you do not select this check box, the system processes the calendars that you want to override (those listed in the Calendar ID Override Details group box), plus any other calendars that are included in the calendar group.

Calendar ID Override Details

In this group box, select the calendars for which you want to specify special processing instructions for the payee.

Sequence Enter a number that determines the calendar processing order.

Pay Group Enter the paygroup that's associated with the calendar to be overridden.

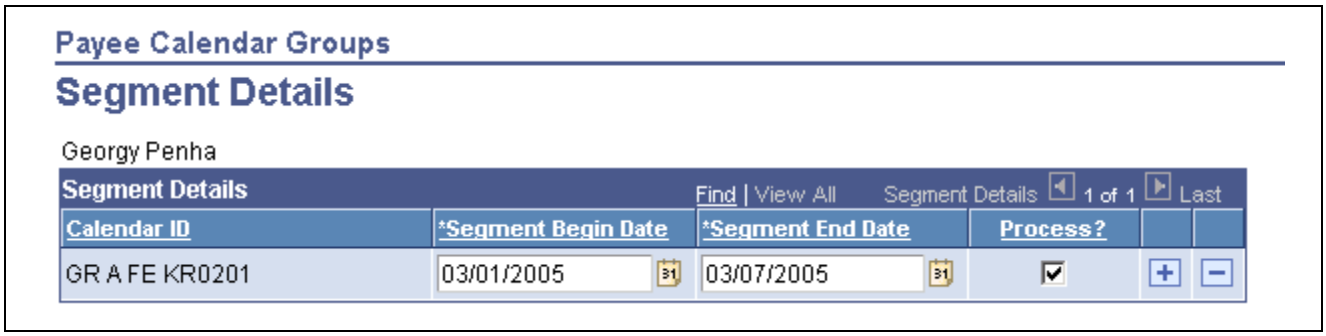
Calendar ID Enter the calendar to override.

Process Option Applies only if the Override Entire Calendar Run check box is not selected (that is, you are overriding selected calendars only). Select the process option to determine whether the system is to process the calendars that have override instructions before or after all other calendars in the calendar group. Values are: *Before Standard Calendars, After Standard Calendars,* and *Not Applicable.*

Segment Details Click this link to access the Segment Details page.

Entering Processing Instructions for a Period Segment

Access the Segment Details page.



Segment Details page

Segment Begin Date and **Segment End Date** Enter the dates to process in the calendar period and the dates not to process.

Provide instructions for the entire calendar period.

Note. To have the system calculate pay for part of a calendar period, you must create one or more period segmentation triggers for the payee. The trigger effective date must correspond to the dates that you enter on the Segment Details page. For example, to process pay for February 1 to 9, but not for the rest of the month, define a segmentation trigger for February 10.

See Also

Chapter 23, “Setting Up Triggers,” Segmentation Triggers, page 482

CHAPTER 15

Entering Absences

This chapter discusses how to:

- Enter, update, and void absence events.
- Forecast absence entitlement balance during absence entry.
- View current absence entitlement balances and run the absence entitlement balance inquiry process
- Adjust and override absence entitlement balances.
- Review daily absence records.

See Also

Chapter 2, "Understanding Absence Management," page 5

Chapter 11, "Defining Absence Elements," page 185

Entering, Updating, and Voiding Absence Events

This section provides an overview of absence entry and discusses how to:

- Enter, update, and void absence events.
- Enter detailed information about an absence.

Understanding Absence Entry

When a payee is absent from work at a normally scheduled work time, you record the absence take, the begin and end dates, and other details that you want to track.

Absences can be entered:

- Through the Absence Event Entry page.

  Payroll administrators use this page to record absence events.

- Through self service absence pages.

  Payees and managers can use self service pages to enter requests for absences; managers can also approve requests through the self service pages.

  See Chapter 17, "Entering and Approving Self Service Absence Requests," page 353.

This chapter discusses the absence entry tasks for payroll administrators.

Absence Event Entry Steps

Following are the steps for entering an absence event:

1. Access the Absence Event Entry page for the payee.
2. Select the absence take element and enter the begin and end dates of the absence.
3. If applicable, enter the partial hours that the payee was absent and the original begin date of the absence.
4. Click the Details link to access the Absence Event Input Detail page, where you can enter other details that are related to the absence, if applicable.
5. If the Forecasting process is required for the take that you entered, return to the Absence Event Entry page and follow the procedures for forecasting entitlement during absence entry. You receive a warning message if you try to save absence entries for the take without first running the Forecasting process.

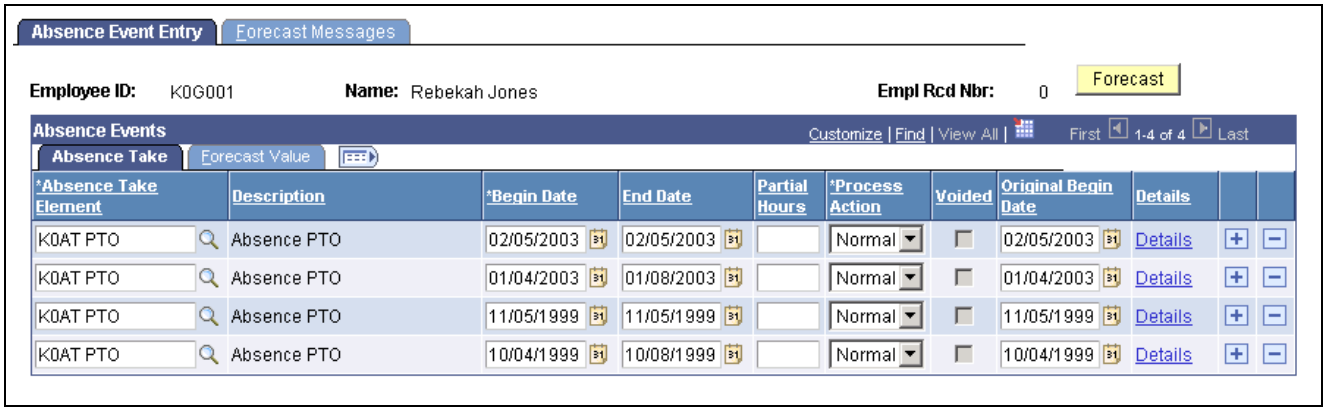
See Chapter 15, "Entering Absences," Forecasting Absence Entitlement Balance During Absence Entry, page 305.

Pages Used to Enter, Update, and Void Absence Events

Page Name	Object Name	Navigation	Usage
Absence Event Entry	GP_ABS_EVENT	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Absence Event Entry	Enter, update, and void absences. Start the Absence Forecasting process.
Absence Event Input Detail	GP_ABS_EVENT_SEC	Click the Details link on the Absence Event Entry page.	Enter detailed information for an absence, including the reason, processing action, manager approval, user-defined data, entitlement adjustment, and partial hours.

Entering, Updating, and Voiding Absences

Access the Absence Event Entry page.



Absence Event Entry page

To enter a new absence, insert a row and complete the fields described below. To make changes to a row, delete the row and add a new one.

Note. If you enter absences with overlapping dates, and your absence rules do not allow you to enter more than one absence for the same day, an error message appears when you try to save the events. If you've elected to use the automatic priority processing feature and have assigned a priority number to your absence take elements, the system determines which take element has priority for the date in question and offers the option of executing priority processing. You define absence priority rules on the Absence Take - Priority page.

Absence Take

Absence Take Element Select the Absence Take element that corresponds to the payee's absence. (You can select from all absence take elements that are defined by your organization, not just those for which the payee is eligible.)

Begin Date and **End Date** Enter the begin and end dates of the absence. If there's a break in the absence, enter each event separately. For example, if a payee is out sick for two days, returns to work for three days, and then is out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

The system uses the Take definition that is in effect on the begin date that you specify.

Partial Hours For absences of less than a full day, enter the number of hours that the payee was absent.

If the payee was absent for more than one day (the begin and end dates are different), the system assumes that the partial hours apply only to the first day of the absence. To specify otherwise, click the Details link to access the Absence Event Input Detail page.

Process Action For a new absence event, the default is *Normal.*

Select *Void* to void an absence that has already gone through the Take process. The event is not processed in subsequent runs. Instead, the Process Action is reset to *Normal* and the Voided check box is automatically selected during the next Take process.

During retroactive processing, a new version of the results is calculated without the voided event. Positive input is not generated from the voided event, and the results for earnings/deduction have deltas.

Voided Selected if you voided the event and ran the Take process.

This field can also be selected if you're using the automatic priority processing feature and have assigned a priority number to your absence take elements. If you save absence entries with overlapping dates, the system voids the event with the lower priority and creates a new event for the days that do not overlap.

Original Begin Date Enter a date in this field if your absence take rules allow you to link this absence to a previous absence that was taken for the same reason. (The Link Absence and By Original Begin Date options are selected on the take element's Period page.)

If this absence is related to another absence, enter the begin date of the original absence.

Example: A payee is out sick for the following periods of time:

Absence Type	Reason (not entered online)	Absence Begin Date	Absence End Date	Original Begin Date
Sick	Sprained wrist	May 15	May 16	May 15
Sick	Flu	June 1	June 5	June 1
Sick	Wrist didn't heal properly	June 10	June 10	May 15

Entering the same original begin date for the first and third absence events tells the system that the absences are related. If you defined the take element to link absences, the system checks to see if the current absence occurred within the time frame allowed for linking. If it did, the two events are linked.

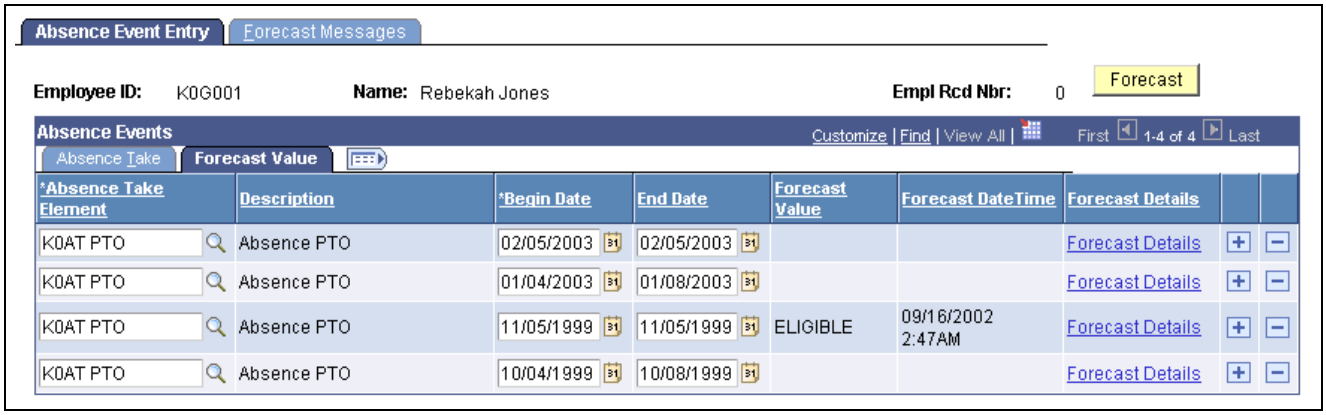
The default value for Original Begin Date is the begin date. Changing the begin date here does not update the original begin date.

Details Click to display the Absence Event Input Detail page, where you can enter additional information about the absence.

Forecast After entering absence events, click this button to start the Forecasting process. To use this button, absence forecasting must be enabled for one or more take elements.

Forecast Value

Select the Forecast Value tab.



Absence Event Entry page - Forecast Value tab

Begin Dateand **End Date** These fields display the dates that you entered for the absence event on the main page. Any changes that you make here update the main page.

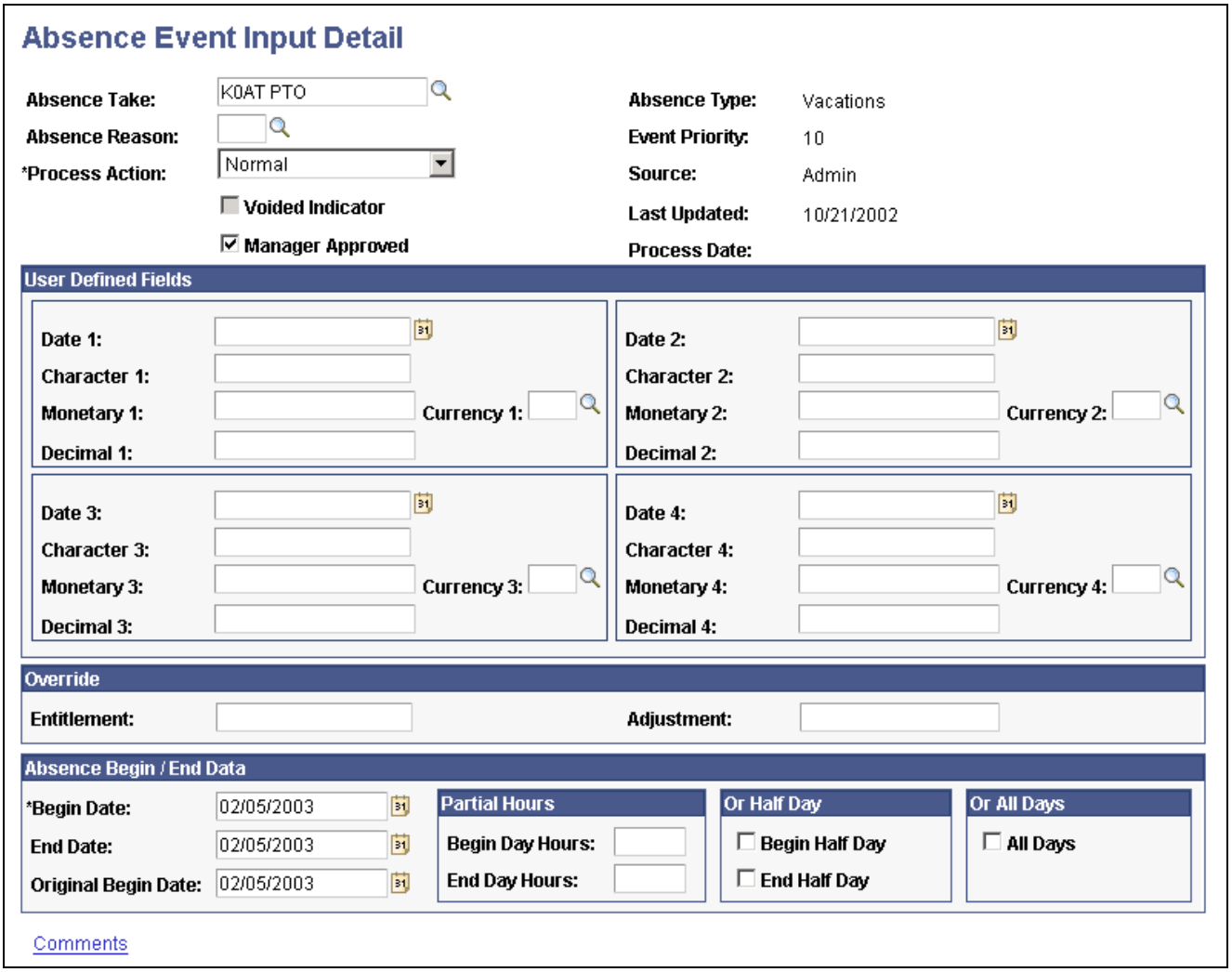
Forecast Value The alphanumeric value resolved by the forecasting element. You associate a forecasting formula with a take element on the Take − Forecasting page. (For example, your forecast element might return a value of *Eligible* or *Not Eligible.*

Forecast DateTime The last date and time that the Forecasting process was run for the take element.

Forecast Details Select the link to display the Absence Forecast Results page.

Entering Detailed Information About an Absence

Access the Absence Event Input Detail page.



Absence Event Input Detail page

Absence Take Displays the take element that you selected on the Absence Event Entry page.

Event Priority Displays the priority number of the take element if one was assigned on the Absence Take - Priority page.

If you enter more than one absence for the same date, you can use the automatic priority processing feature when you save your entries. The system compares the priority numbers of the overlapping absences to determine which take rule to apply for the date in conflict. The lower the number, the higher the priority.

Absence Reason You can select an absence reason from those that were in effect as of the absence begin date. You define absence reasons on the Absence Types page and link an absence type to a take element on the Take - Calculation page.

Absence Type The absence type for the Take element is displayed.

Source Identifies the source of the absence data. Values are:

Online: The absence event entry was created using the Absence Event Entry page. This is the default for new entries.

ThirdParty: The absence event entry was created by a non-PeopleSoft application.

Manager Approved Select to have the absence processed when you run the Take process. This check box is selected, by default, if you defined the absence take element (on the Absence Take - Calculation page) as not requiring manager approval.

Last Updated This date appears after you save your entry.

User Defined Fields

You can enter data in up to 16 user-defined fields. When you run the Take process, the system writes the data to the daily records, so that it's available to the count formulas.

A system element in the GP_ABS_EVENT record corresponds to each user-defined field. The naming conventions are:

- EVT CONFIG1(2, 3, 4) DT for date values.
- EVT CONFIG1(2, 3, 4) DC for decimal values.
- EVT CONFIG1(2, 3, 4) CH for character values.
- EVT CONFIG1(2, 3, 4) MN for monetary values.

Definition of abbreviations: Event configurable 1(2,3,4) date/decimal/character/monetary

For example, employees take 100 percent or 80 percent pay for sick time. If they take 100 percent, they lose a day of vacation for each set of five sick days that they take. You enter *100* or *80* in one of the decimal fields to specify the employee's choice and use a formula that counts the number of vacation days that the employee loses in each case.

Note. Values entered in the user defined fields can be overwritten during the Take process, depending on your take rules.

Note. The user-defined fields on this page are not related to the user-defined fields that appear on the Absence Take - Calculation page.

Override

If the absence take element is associated with a per-absence entitlement element, use this group box to override the standard entitlement amount or adjust the payee's entitlement balance. To override the entitlement amount or adjust the entitlement balance for a frequency-based entitlement, use the Absence Adjustment page.

Important! Use the same type of units as those that are used to define the entitlement element.

Entitlement To override the entitlement for this event, enter the number of units in this field. If the take is linked to more than one entitlement element, the number overrides the entitlement for the first linked element only.

Adjustment To adjust the entitlement balance, enter the number of units in this field. (That number populates the automatically assigned adjustment element.) Enter a negative number to reduce the entitlement balance.

Absence Begin/End Data

Begin Date, End Date, and **Original Begin Date** — These fields display the dates that you entered for the absence event on the main page. Any changes that you make here update the main page.

Data that you enter in the following fields is used in absence calculations only if the data is referenced by your absence formulas.

Partial Hours — For absences of less than a full day, use these two fields to enter the number of hours that the payee was absent. (The Begin Day Hours field displays the partial hours that you entered on the main page.)

Complete the Begin Day Hours field if the payee was absent for less than a full day on the first day of the absence or absent the same number of hours each day. Complete the End Day Hours field if the payee was absent less than a full day on the last day of the absence.

During the Absence Take process, these hours are available through the PARTIAL HOURS system element.

Note. For single-day absences, enter partial hours in either field.

Or Half Day — Select if the payee was absent exactly half a day.

Select the Begin Half Day check box if the payee worked half a day on the first day or every day of the absence. Select the End Half Day check box if the payee worked half a day on the last day of the absence.

Or All Days — Select if you completed the Begin Day Hours field or selected Begin Half Day for the begin date, and your selections apply to all days of the absence. This field tells the system which condition existed.

See Also

Chapter 11, "Defining Absence Elements," Defining Absence Take Elements, page 200

Chapter 11, "Defining Absence Elements," Defining User Defined Result Fields, page 218

Forecasting Absence Entitlement Balance During Absence Entry

This section provides an overview of forecasting and discusses how to:

- Review absence entitlement balance forecasting results.
- Review forecasting messages.

Understanding Absence Entitlement Balance Forecasting

Use the Absence Forecasting process to evaluate the impact of an absence event. To use this feature, you must have defined the forecasting rules that are applicable to your organization and enabled the absence forecasting feature.

Absence Forecasting Steps

Following are the steps for using absence forecasting:

1. Enter a payee's actual or anticipated absence events on the Absence Event Entry page.
2. Click the Forecast button to start the process.
3. If applicable, check the Forecast Messages page to see if errors or warnings were generated during the process.
4. Correct errors and rerun the process.

   Each time you run the Forecasting process, the system overwrites the previous forecast data.
5. View the results by clicking the Forecast Details link on the Absence Event Entry page.

Forecasting and Retroactivity

If you make a retroactive data change to an employee and run the Forecasting process before processing the retroactive data change in the absence batch process (including Take processing), the forecast results may not be accurate. For example, let's say you have already processed absences in batch through the end of January. In February, you add retroactive vacation (an absence event) for January. You also add a future-dated vacation in March. If you forecast the vacation in March prior to retroactively processing the new January vacation take element, your March results may not be correct.

See Also

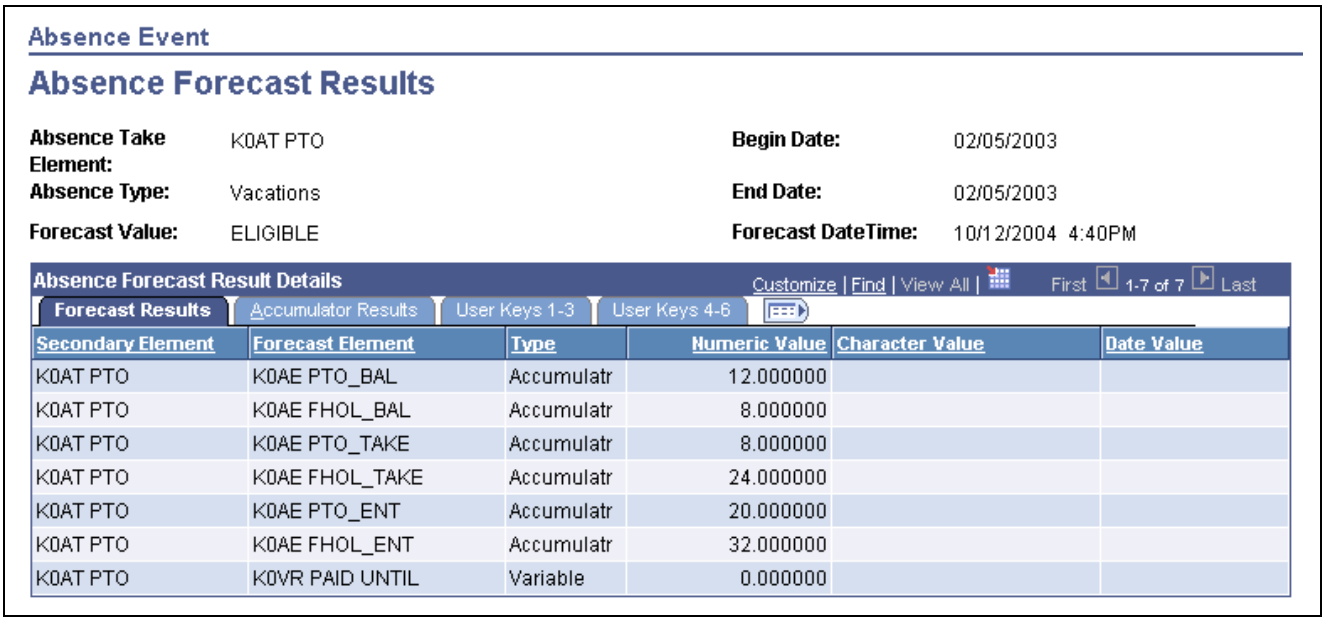
Chapter 2, "Understanding Absence Management," Absence Entry, Approval, and Self Service Features, page 7

Pages Used to Forecast Absence Entitlement Balances

Page Name	Object Name	Navigation	Usage
Absence Forecast Results	GP_ABS_EVT_FCS_SEC	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Absence Event Entry. Click the Forecast Details link on the Forecast Value tab.	Review the results of the Forecasting process for a specific absence event and any take elements that are mapped to it.
Forecast Messages	GP_ABS_FCST_MSG	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Forecast Messages	Review the messages that are generated during the Forecasting process.
Forecast Message Detail	GP_ABS_FCS_MSG_SEC	Click the Details link on the Forecast Messages page.	Review the text of a selected error or warning message.

Reviewing Absence Entitlement Balance Forecast Results

Access the Absence Forecast Results page.



Absence Event

Absence Forecast Results

Absence Take Element:	K0AT PTO	**Begin Date:**	02/05/2003
Absence Type:	Vacations	**End Date:**	02/05/2003
Forecast Value:	ELIGIBLE	**Forecast DateTime:**	10/12/2004 4:40PM

Absence Forecast Result Details — Customize | Find | View All | First 1-7 of 7 Last

Forecast Results | Accumulator Results | User Keys 1-3 | User Keys 4-6

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
K0AT PTO	K0AE PTO_BAL	Accumulatr	12.000000		
K0AT PTO	K0AE FHOL_BAL	Accumulatr	8.000000		
K0AT PTO	K0AE PTO_TAKE	Accumulatr	8.000000		
K0AT PTO	K0AE FHOL_TAKE	Accumulatr	24.000000		
K0AT PTO	K0AE PTO_ENT	Accumulatr	20.000000		
K0AT PTO	K0AE FHOL_ENT	Accumulatr	32.000000		
K0AT PTO	K0VR PAID UNTIL	Variable	0.000000		

Absence Forecast Results page

Forecast Results

This tab displays the forecasted value for each element that appears on the Absence Take - Forecasting page, along with related take elements.

Secondary Element

Displays the name of the take element that the results pertain to. This can be the take element listed on the Absence Take - Forecasting page, a redirected take element, or a “mapped to” take element that’s associated with that take.

Note. You identify redirected take elements on the Take - Negative Balance page and “mapped to” elements on the Absence Take - Day Formula page. Redirected take element can be redirected to other take elements. For example, if A redirects to B, which redirects to C, then C can appear in this field.

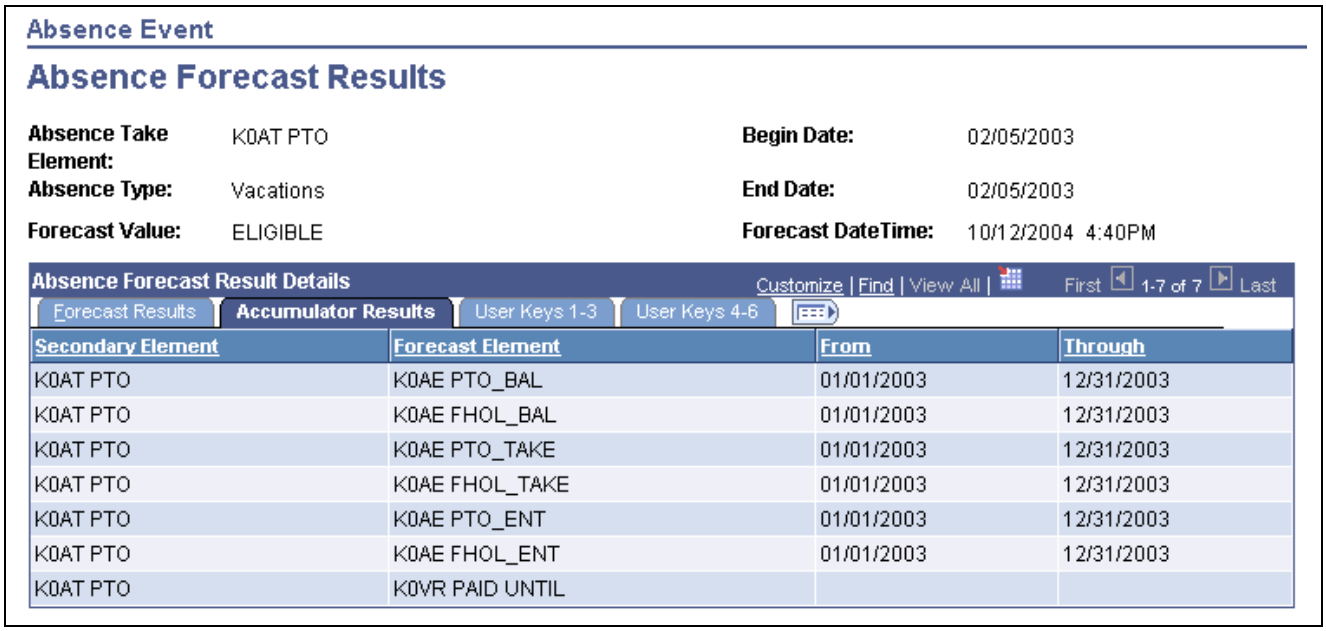
Forecast Element Name, Type

Displays the name of the element for which a value has been forecast, followed by its type.

A value displays for each element listed on the Take - Balance Inquiry page.

Accumulator Results

Select the Accumulator Results tab.


Absence Event

Absence Forecast Results

Absence Take Element: K0AT PTO
Absence Type: Vacations
Forecast Value: ELIGIBLE
Begin Date: 02/05/2003
End Date: 02/05/2003
Forecast DateTime: 10/12/2004 4:40PM

Absence Forecast Result Details — Customize | Find | View All | First 1-7 of 7 Last

Forecast Results | Accumulator Results | User Keys 1-3 | User Keys 4-6

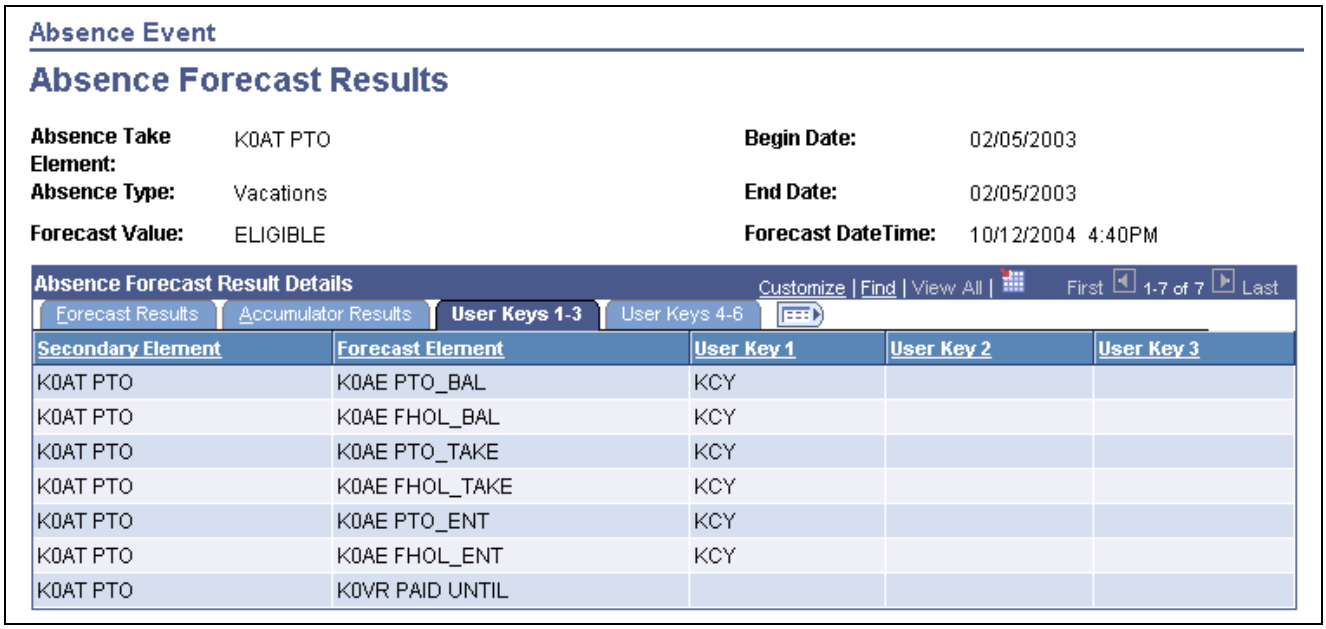
Secondary Element	Forecast Element	From	Through
K0AT PTO	K0AE PTO_BAL	01/01/2003	12/31/2003
K0AT PTO	K0AE FHOL_BAL	01/01/2003	12/31/2003
K0AT PTO	K0AE PTO_TAKE	01/01/2003	12/31/2003
K0AT PTO	K0AE FHOL_TAKE	01/01/2003	12/31/2003
K0AT PTO	K0AE PTO_ENT	01/01/2003	12/31/2003
K0AT PTO	K0AE FHOL_ENT	01/01/2003	12/31/2003
K0AT PTO	K0VR PAID UNTIL		

Absence Forecast Results page: Accumulator Results tab

The begin and end dates of the accumulation period are displayed for any accumulators that are included in the Forecasting Results Element List on the Absence Take - Forecasting page.

User Keys

Select the User Keys tab.


Absence Event

Absence Forecast Results

Absence Take Element: K0AT PTO
Absence Type: Vacations
Forecast Value: ELIGIBLE
Begin Date: 02/05/2003
End Date: 02/05/2003
Forecast DateTime: 10/12/2004 4:40PM

Absence Forecast Result Details — Customize | Find | View All | First 1-7 of 7 Last

Forecast Results | Accumulator Results | User Keys 1-3 | User Keys 4-6

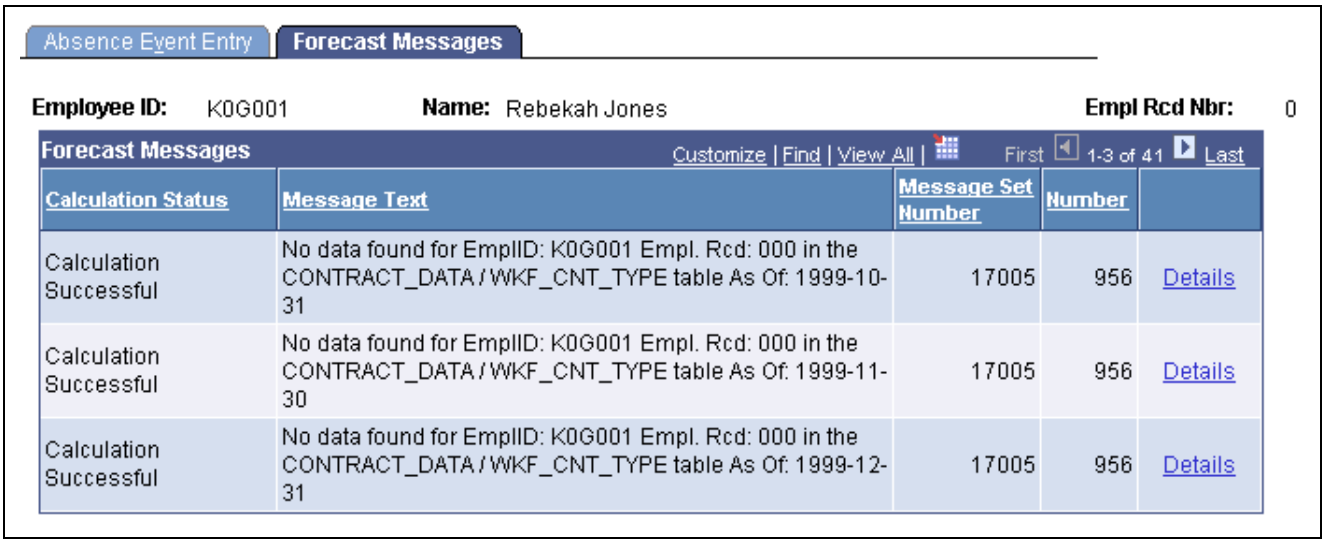
Secondary Element	Forecast Element	User Key 1	User Key 2	User Key 3
K0AT PTO	K0AE PTO_BAL	KCY		
K0AT PTO	K0AE FHOL_BAL	KCY		
K0AT PTO	K0AE PTO_TAKE	KCY		
K0AT PTO	K0AE FHOL_TAKE	KCY		
K0AT PTO	K0AE PTO_ENT	KCY		
K0AT PTO	K0AE FHOL_ENT	KCY		
K0AT PTO	K0VR PAID UNTIL			

Absence Forecast Results page: User Keys tab

The values of the accumulator's user keys are displayed for any accumulators that are included in the Forecasting Results Element List on the Absence Take - Forecasting page.

Reviewing Forecast Messages

Access the Forecast Messages page.



Forecast Messages page

Calculation Status Identifies the phase of processing during which the error or warning occurred.

Message Text Displays the abbreviated text of the message and other information about the message.

See Also

Chapter 20, “Processing Absences,” Status Codes and Process Indicators, page 398

Chapter 16, “Setting Up Self Service Absence Transactions,” Reviewing System Generated Forecasting Error Status Messages, page 337

Viewing Current Absence Entitlement Balances and Running the Absence Entitlement Balance Inquiry Process

Use the Balance Inquiry feature to view a payee’s current entitlement balance for a take. You can also run the Balance Inquiry process to return the values of the elements that are specified on the Absence Take - Balance Inquiry page. Typically, one of these elements returns the absence balance for the take. Values are displayed as of the date that you specify.

In this section, we discuss how to:

- View current balances for payees.
- Start the Balance Inquiry process.

See Also

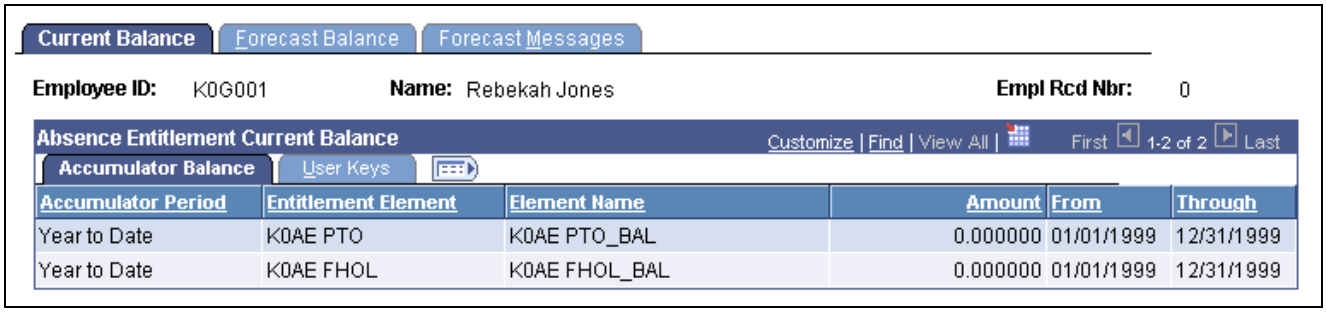
Chapter 20, “Processing Absences,” Status Codes and Process Indicators, page 398

Pages Used to Start the Balance Inquiry Process and View Balances

Page Name	Object Name	Navigation	Usage
Current Balance	GP_ABS_CUR_BAL	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Review Absence Balances, Current Balance	View a payee's current entitlement balances.
Forecast Balance	GP_ABS_FCST_BAL	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Review Absence Balances, Forecast Balance	Starts the Balance Inquiry process and view the results.

Viewing a Payee's Entitlement Balances

Access the Current Balance page.



Current Balance page - Accumulator Balance tab

Accumulator Balance Tab

For the period of time defined by the From and Through dates this tab displays the payee's entitlement balances as of the most recent run of the Entitlement process for the payee.

User Keys Tab

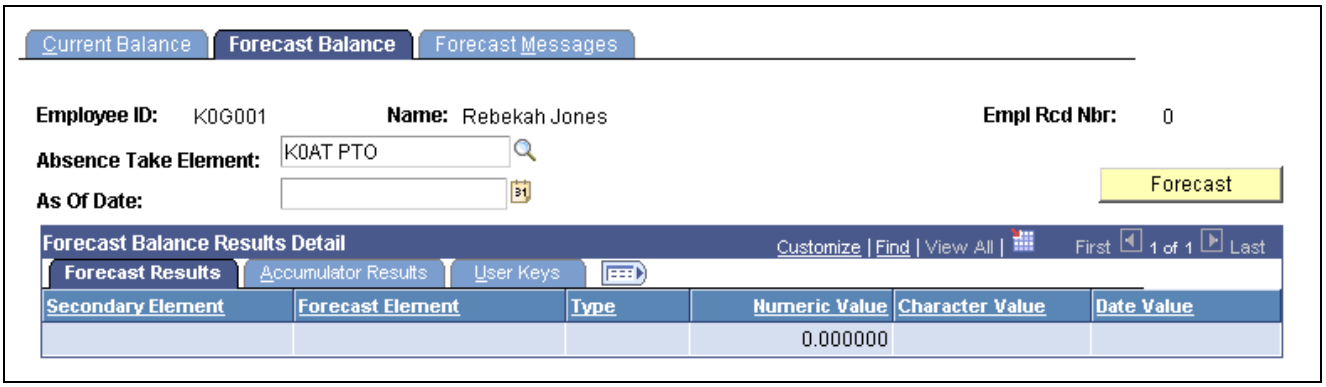
This tab displays the value that was entered for each user key defined on the Entitlement Accumulators page.

See Also

Chapter 11, "Defining Absence Elements," Defining Rules for Auto Generated Accumulators, page 195

Running the Balance Inquiry Process

Access the Forecast Balance page.



Forecast Balance page: Forecast Results tab

Following are the steps for running the Balance Inquiry process:

1. Select the take element and the as of date for which you want to display forecasted results.
2. Click the Forecast button.
3. View the results in the Forecast Balance Results Detail group box.

   The tabs in this group box are identical to the tabs on the Absence Forecast Results page.

See Chapter 15, "Entering Absences," Reviewing Absence Entitlement Balance Forecast Results, page 306.

Adjusting and Overriding Entitlement Balances

You can adjust or override a payee's entitlement balance in several ways.

In this section, we discuss how to:

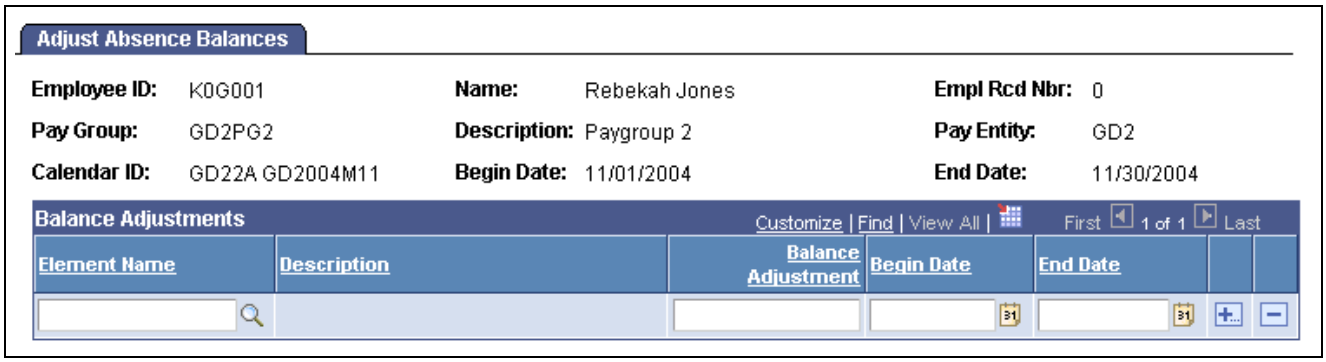
- Adjust entitlement.
- Redefine a frequency-based entitlement rule.

Pages Used to Adjust Entitlements

Page Name	Object Name	Navigation	Usage
Adjust Absence Balances	GP_PI_MNL_AE	• Global Payroll & Absence Mgmt, Payee Data, Adjust Balances, Absences, Adjust Absence Balances • Click the Absence Entitlement Adjustment link on the Associated Data (Links) tab of the Advances page.	Adjust a payee's frequency-based entitlement for a single calendar period. Before you can enter an adjustment, you must set up the corresponding absence calendar.
Entitlement/Take Assignment	GP_ABS_OVRD	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Assign Entitlements and Takes	Redefine a frequency-based entitlement rule for a payee for a specified period of time. Specify whether a take or frequency-based entitlement element is processed for a payee.

Adjusting a Payee's Entitlement for a Single Calendar Period

Access the Adjust Absence Balances page.



Adjust Absence Balances page

The Absence Entitlement process follows the instructions you enter on this page.

Note. You can also enter one-time adjustments to a per-absence entitlement when entering an absence event.

Frequency-Based Entitlements

Enter each adjustment that applies to this payee for the selected absence calendar. You cannot enter more than one adjustment for the same element.

Element Name Select the entitlement element for which you want to enter an adjustment. The prompt table displays only frequency-based entitlement elements that are defined for positive input overrides on the Element Name page.

Instance Displays the system-assigned instance number for your entry.

Action Type The system assigns *Override*. The balance adjustment that you enter overrides the adjustment units that are defined on the Adjustments page.

Balance Adjustment Enter the adjustment units. You can enter a positive or negative number. The amount is added to or subtracted from the beginning entitlement balance when you run the Entitlement process. Generation control for the adjustment is ignored.

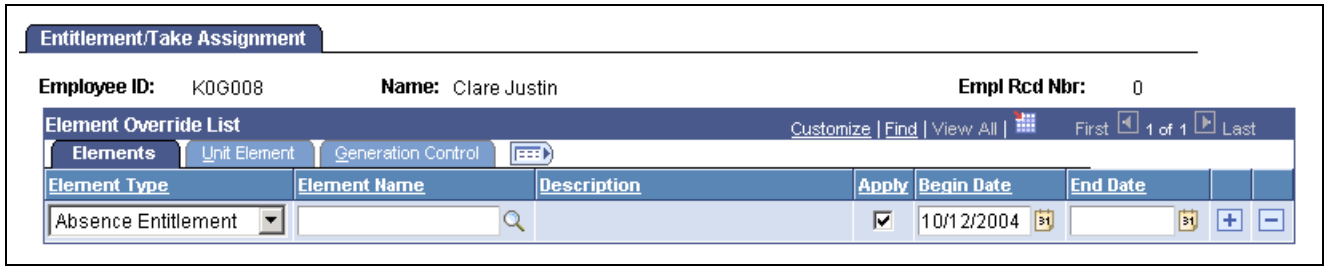
Begin Date and **End Date** These dates determine in which segment the adjustment is made, if the calendar period is segmented.

- If you leave the Begin Date field blank, the system assumes that the date is the same as the Begin Date on the Calendar - Definition page. The system does not use the begin date for processing.
- If the End Date differs from the Calendar End Date, and the calendar period is segmented, the end date determines the segment or slice to which the adjustment is assigned.

See Chapter 15, "Entering Absences," Entering, Updating, and Voiding Absences, page 300.

Redefining a Frequency-Based Entitlement Rule

Access the Entitlement/Take Assignment page.



Entitlement/Take Assignment page

To override a per-absence entitlement rule, use the Absence Event Entry page.

Note. To override an entitlement or take element, the Payee override option must be selected on the Element Name (GP_PIN) page.

Element Type

Element Type Specify the type of element to override: *Absence Entitlement* or *Absence Take*.

Element Name Select the name of the element to override. Only elements that allow payee overrides are listed; the system does not check payee eligibility.

If you selected *Absence Entitlement* as the entry type, you can select a frequency-based entitlement element only.

Begin Date and **End Date** Enter the date that the override instructions become effective and the last date to which the override instructions apply.

Apply Selected by default. Clear if you don't want the system to resolve this absence element for the payee.

Unit Element

Unit Element Type To change the supporting element that is used to calculate the entitlement units, select *Accumulator, Bracket, Formula, Numeric, Payee Level, System Element,* or *Variable.*

If you select *Numeric*, enter the value in the Entitlement Unit field.

For all other element types, select the element name in the *Element Name - Unit* field.

Frequency and **Frequency ID** Specify the frequency for the system to apply when granting the entitlement. Values are *Pay Period* and *Other.*

If you select *Other,* select the frequency in the Frequency ID field; for example, *Monthly.*

Generation Control

Generation Control Option You can override the generation control condition that is defined for the take or entitlement element on the Element Name page. You can enter instructions here even if you didn't specify generation control details at the element level. Values are:

None: System ignores the generation controls that you originally defined at the calculation rule level.

Specify: Enter a generation control value in the field to the right.

Element (the default): System uses the generation control that was defined when the element was set up.

Reviewing Daily Absence Records

The following table lists the pages that display the results of a batch absence process:

Process	Tables Populated	Inquiry Pages and Display
Take	GP_RSLT_ABS (Daily absence rows)	Absence Data pages. Daily data that is generated by the Take process.
	GP_RSLT_ACUM	Accumulators page. Updated entitlement balances.
	GP_RSLT_PI_DATA	Results by Calendar: Positive Input - Absence page. Balances adjustments made to frequency based entitlement elements that are processed for the absence calendar.

Process	Tables Populated	Inquiry Pages and Display
	GP_RSLT_ABS	Results by Calendar - Calendar Results: Absence Data. Also Results by Calendar Group - Calendar Results: Absence Data. The absence type, reason, and forecast value.
	GP_GEN_PI_DATA	Generated positive input from the take process is stored in this table. (Note: This is the principal table that Absence Management uses to provide information to the payroll system.
Entitlement	GP_RSLT_ACUM	Accumulators page. Updated entitlement balances.
	GP_RSLT_PIN	Supporting Elements page. Entitlement units with supporting elements.

See Also

Chapter 21, “Viewing and Finalizing Absence Results,” Viewing Positive Input Results, page 429

Chapter 21, “Viewing and Finalizing Absence Results,” Viewing Daily Results of the Absence Take Process, page 433

CHAPTER 16

Setting Up Self Service Absence Transactions

This chapter provides an overview of the setup tasks for Self Service absence transactions and explains how to:

- Define self service absence rules by country.
- Define self service absence rules by Take element.
- Define forecasting rules for self service absence requests.
- View or modify text on self service absence pages.

See Also

Chapter 2, "Understanding Absence Management," page 5

Understanding Self Service Setup Tasks

Payees and managers can use web-based browser pages, referred to as self service pages, to enter online requests for absences, view current and future absence balances, and run the Absence Forecasting process. Managers and administrators can also use self service pages to approve, deny, or push back absence requests.

Requests that are entered through the self service pages are treated as actual absences once they are approved, and are included in the Absence Take process.

This section lists prerequisites and common elements and provides an overview of the high-level setup tasks for self service absence transactions.

Prerequisite

Before you can define Take rules for self service absence transactions, you must specify which absence Take Types are eligible for self service use. On the Absence Take Types page for a given absence type, select the Allow Request in Self Service check box. This enables you to define self service rules for any Take element with that absence type.

See Chapter 11, "Defining Absence Elements," Defining Absence Types and Reasons, page 188.

Common Elements Used in This Chapter

Status When you create a new country-specific or Take-specific rule for absence self service, the rule's default status is Active. Changing the status of a rule to Inactive can impact absence requests that have been entered but not yet approved. Before changing the status of a rule to Inactive, consider how this action will affect already submitted requests.

Setup Tasks for Self Service Absence Transactions

The setup tasks for absence self service are as follows:

1. Define self service rules for each country.

   Country-specific rules apply to all Take elements for a given country. They control some of the field displays on the self service pages, and determine if online Forecasting and Balance Inquiry processes can be used for any Take elements set up for the country. You can define a different set of self service rules for each country.

2. Define self service rules for each Take element.

   For each Take element that you want to make available to self service users, you define an additional set of rules. These rules specify whether partial-day absences are allowed, approval requirements for absence requests, how to display forecasting results, and other usage rules.

3. Select the entitlement balances to display in Balance Inquiry. If you enable self service users to run the online Forecasting process or Absence Inquiry process, specify which entitlement balances to display to self service users.

4. Set up the Forecasting Result elements you want to display within self service.

5. (Optional) Modify fields labels and page text, as needed.

   The Text Catalog stores the text that appears on the self service pages, including field labels, button names, links, page instructions, and warnings. You can modify this text by editing entries in the Text Catalog.

Note. The sequence of steps 2 and 3 can be reversed.

Defining Self Service Absence Rules by Country

To define country-specific rules for using the absence self service pages, use the Country Configuration (GP_ABS_SS_CNTRY) component.

This section discusses how to:

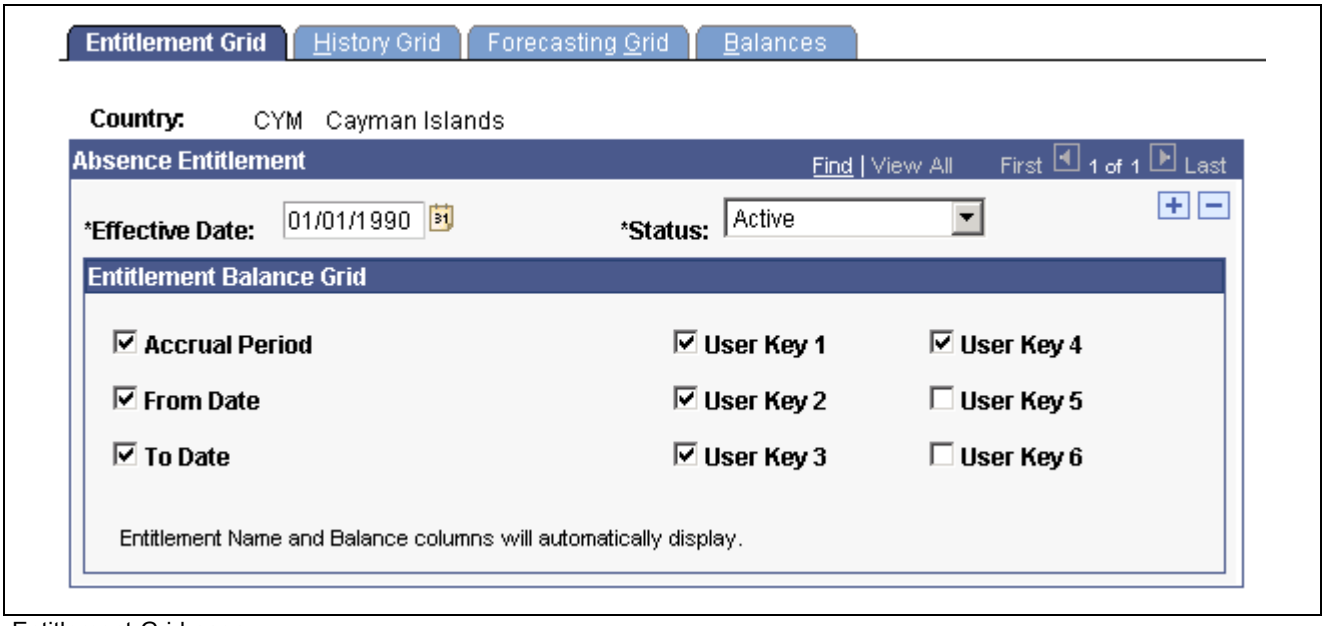
- Select fields for displaying entitlement balances.
- Select fields for displaying absence history.
- Select forecasting options and fields.
- Enter balance elements and select display options.

Pages Used to Define Self Service Absence Rules by Country

Page Name	Object Name	Navigation	Usage
Entitlement Grid	GP_ABS_SS_CNTRY1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country, Entitlement Grid	Select the entitlement fields that appear on the View Absence Balances page.
History Grid	GP_ABS_SS_CNTRY2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country, History Grid	Select the history fields that appear on the View Absence Requests page.
Forecasting Grid	GP_ABS_SS_CNTRY3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country, Forecasting Grid	Select forecasting options and fields to display on the View Forecasting Details page.
Balances	GP_BAL_ELIG_SS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country, Balances	Enter balance elements and select display options on the View Absence Entitlement Balance page.

Selecting Fields for Displaying Entitlement Balances

Access the Entitlement Grid page.



Entitlement Grid page

The fields on this page control what appears on the View Absence Balances page.

Accrual Period Select to have the system display the accumulator period for each entitlement balance, for example, *year-to-date* or *month-to-date*. (Define the period for an

entitlement accumulator on the Accumulator Periods for Element <element name> page. Select the entitlement accumulators on the Balances page.)

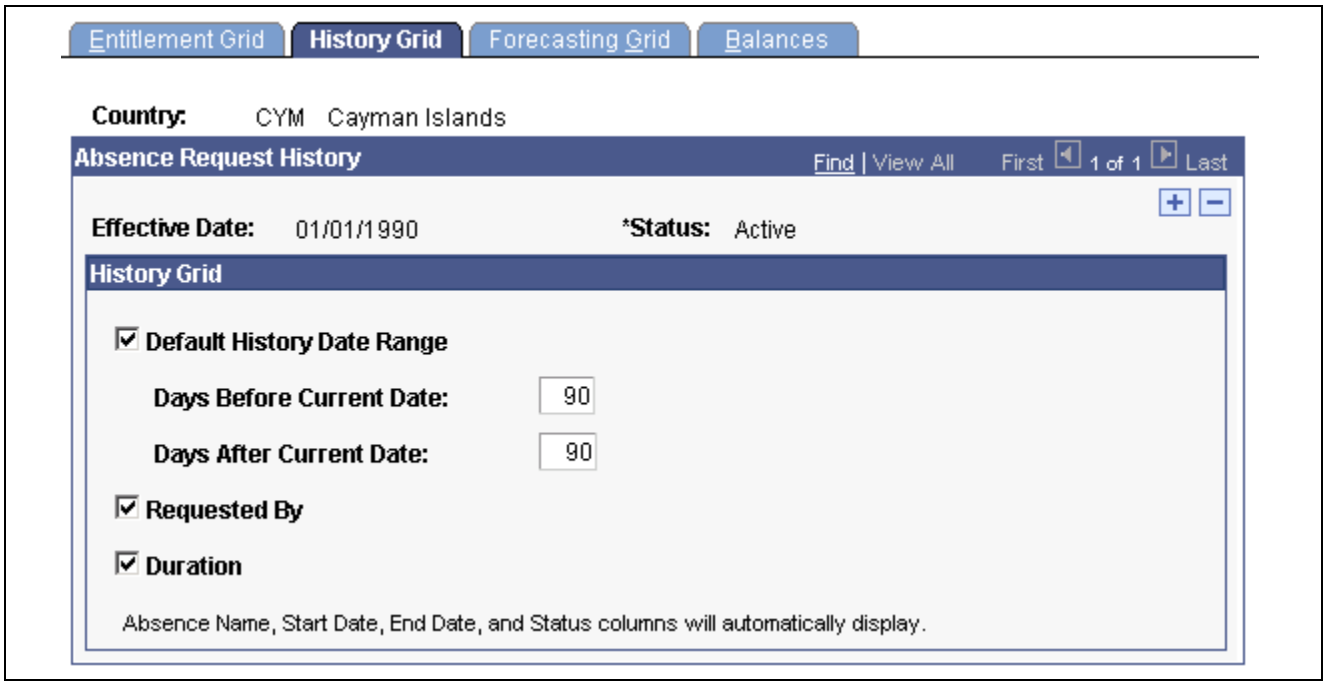
From Date and **To Date** Select to display the begin and end dates of the accrual period.

Display User Key 1...6 Select to display the values of up to six user keys that are associated with the entitlement accumulator. (Define user key values on an entitlement element's Auto Generated Accumulators page.)

Note. Columns that display automatically and are not configurable are identified in the Entitlement Balance Grid group box.

Selecting Fields for Displaying Absence History

Access the History Grid page.



History Grid page

The fields on this page control what appears on the View Absence Requests page.

Default History Date Range Select to define the default date range for displaying historical absence events. When you select this check box, the system displays 90 days before the current date and 90 days after the current date.

Note. Users can select dates outside of this date range by editing the From and Through fields on the View Absence Requests page.

Days Before Current Date and **Days After Current Date** Use these fields to modify the default date range for displaying historical absence events.

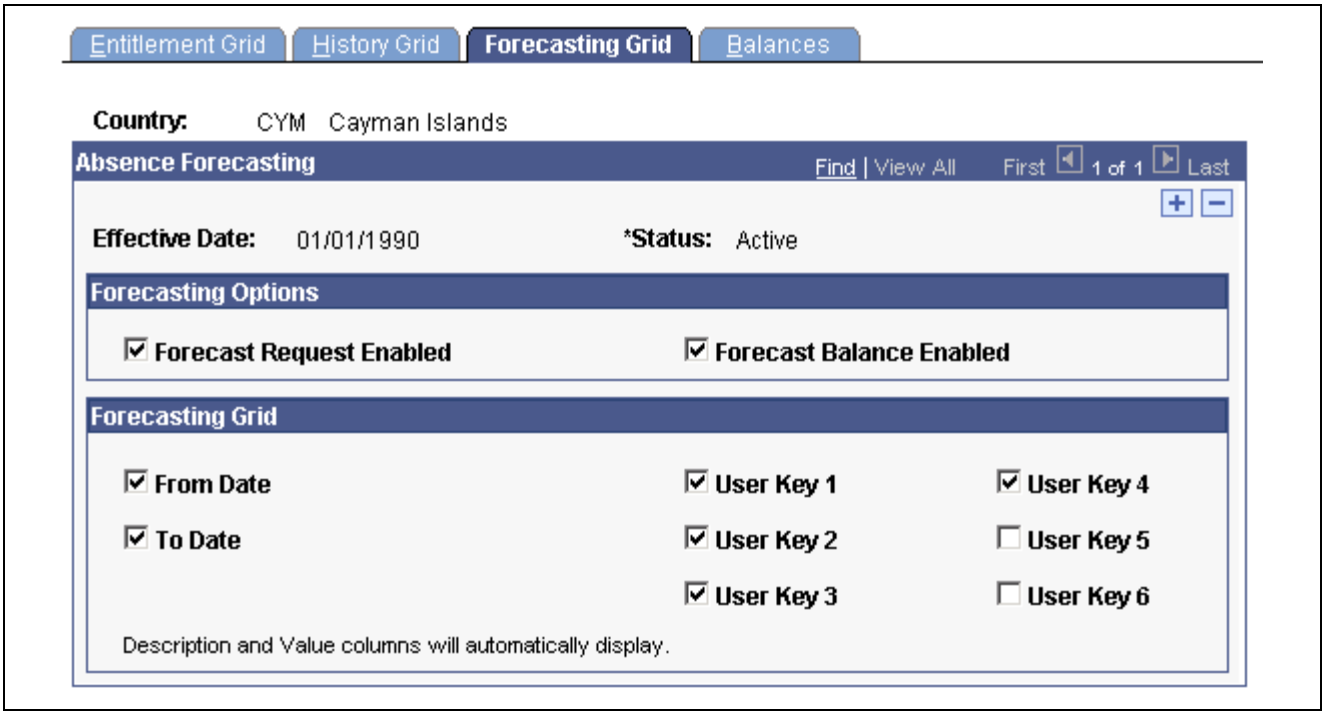
Requested By Select to display a column that identifies who (which role) submitted each request: the employer, administrator, or manager. Names are not displayed. This field is selected by default.

Duration Select to display the duration of the absence event. This field is selected by default.

Note. Columns that display automatically and are not configurable are identified in the History Grid group box.

Selecting Forecasting Options and Fields

Access the Forecasting Grid page.



Forecasting Grid page

All check boxes on this page are selected by default.

Forecasting Options

Forecast Request Enabled Select to enable self service users to run the online Absence Forecasting process. This causes a Forecast Balance button to appear on the Employee - Request Absence page and Manager - Request Absence page.

For self service users to run the forecasting process for a given absence Take element, the country Take rule for that Take element must also allow forecasting. (The Allow Forecasting check box must be selected on the Take element's Forecasting Messages page.)

Forecast Balance Enabled Select to enable self service users to run the online Balance Inquiry process. This causes a View Forecast Balances link to appear on the Request Absence pages and the View Absence Balances pages.

Forecasting Grid

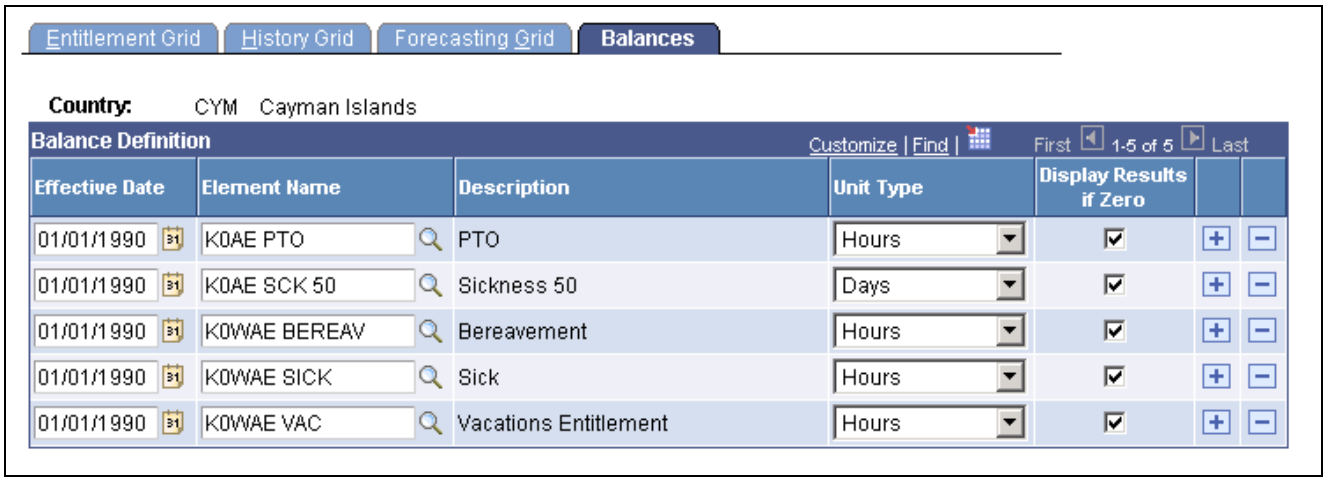
From Date and **To Date** Select to have the forecasting results display the From Date and the To Date for the forecasted period.

User Key 1...6 Select to display the values of the user keys that are defined for the forecasted entitlement element's accumulator.

Note. Columns that display automatically and are not configurable are identified in the Forecasting Grid group box.

Entering Balance Elements and Selecting Display Options

Access the Balances page.



Balances page

The fields on this page control what appears on the View Absence Entitlement Balances page in the Self Service component.

Effective Date The date that the balance accumulator will appear on the View Absence Entitlement Balances page.

Element Name Select the accumulator element for the entitlement balance you want to display.

Unit Type Select *Days* or *Hours* as the units to display on the self service pages. These are units that users see when viewing absence entitlement balances.

Note. The selected unit type should match the unit type defined for the Take element.

Display Results if Zero Select to display the element on the View Absence Entitlement Balances page when there is no balance for that accumulator. The system displays the balances as of the most recent run of the Entitlement process for the employee.

Defining Self Service Absence Rules by Take Element

To define Take-specific self service absence rules, use the Country Take (GP_ABS_BAL_SS_DEF) component.

This section provides overviews of PeopleSoft-delivered Approval Process IDs and approval framework events, absence duration and end date calculations, forecasting messages, and discusses how to:

- Define units, administrative rules, and display rules for absence requests.
- Define rules for entering absence dates.
- Define user fields to display.
- Select forecasting rules and messages.
- Customize forecasting messages.

Understanding PeopleSoft Delivered Approval Process IDs and Approval Framework Events

Approval Process IDs determine how absence request submissions, approvals, denials, and requests for rework are routed among approvers, requesters, and absence administrators. Self service absence transactions that require action by a user appear in both user worklists and emails. The content of the email message is defined using the Generic Template pages in the PeopleTools Workflow Notifications component. Which email template is used depends on the user's role (approver, requester, or administrator), and the approval framework event.

Delivered Approval Process IDs for Absence Management

The following table lists the delivered Approval Process IDs for Absence Management:

Approval Process ID	Description
AbsenceManagement	Absence Self Service
Absence Mgmt ByDeptManager	Absence Mgmt By Dept Manager
Absence Mgmt ByPosMgmt	Absence Mgmt ByPosMgmt
Absence Mgmt ByPosnDeptMgr	Approval ID by Posn Dept Mgr
Absence Mgmt ByPosnSupervisor	Absence Mgmt By PosnSupervisor
Absence Mgmt BySupervisorId	Absence Mgmt BySupervisorId

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up and Working with Self-Service Transactions," Setting Up Direct Reports.

Email Notification Templates for Absence Management Self Service Transactions

The following table lists the email template names that are used for each role based on the approval framework event:

Approval Framework Event	Requester templates	Approver templates	Administrator templates	Absence Request Action Button
Launch	GP_ABS_SS_SUB			Submit
Approve		GP_ABS_SS_APPR_READY		Submit

Approval Framework Event	Requester templates	Approver templates	Administrator templates	Absence Request Action Button
OnApprove	GP_ABS_SS_APPR	GP_ABS_SS_APPR		Approve
OnDeny	GP_ABS_SS_DNY	GP_ABS_SS_DNY		Deny
Back		GP_ABS_SS_WRK		Needs Rework (Used when there are multiple levels of approval. For example, when Approver 2 pushes back to Approver 1.)
Terminate	GP_ABS_SS_WRK			Needs Rework
Error			GP_ABS_SS_ERR	NONE

See *Enterprise PeopleTools PeopleBook: Workflow Technology, Using Notification Templates*

Understanding Absence Duration and End Date Calculations

Depending on the rules that you define, the system can automatically calculate the duration of an absence event or its end date when a user enters an absence request. Calculation occurs when the user clicks a button on the Request Absence page.

The following factors can affect the calculation of an absence duration or end date:

- Partial-day absences.

  Users can indicate whether partial-day absences apply to the first day of the absence event, all days, or the last day.

- Absence Take formulas.

  If the formulas that your organization has defined for absence Take processing do not recognize partial hours, users can enter partial-day absences, but they are not used in calculations.

- Holidays and off days.

  Specify whether to include or exclude these days on the Date Rules page.

- Unit type.

  If the unit type defined for the absence (in the Unit Type field on the Absence page) is days, partial hours recorded for an absence event are ignored by the duration and end date calculations.

Calculations for Absences with a Unit Type of Hours

When the unit type defined for the absence is hours, the system calculates the end date and duration of an absence event as follows:

- End Date

To calculate the end date, the system applies the hours entered in the Duration field to the scheduled hours, day by day, starting with the begin date. Partial hours and half-days are taken into account. If there's a negative balance when the end date is reached (that is, scheduled hours for the end date exceed any remaining duration hours) the partial hours for the end date are adjusted to reflect the difference of hours.

An error is generated if the Apply to All Days check box is selected and the duration hours cannot be evenly divided by the partial hours or is not a sum of all scheduled hours divided by two.

- Duration

  The system adds the scheduled hours for the requested absence dates and adjusts the sum for partial or 1/2 day absences.

Example 1: Calculating End Date

Assume an employee works eight hours each day from Monday to Friday. She enters an absence request with a begin date of Monday, January 7 and a duration of 24 hours. Absence Take is defined in hours. The following table shows the system-calculated end date for various scenarios:

Start Date	Duration	Start Date, Partial Hours	1/2 Day, Begin Date	All Days	End Date, Partial Hours	1/2 Day, End Date	End Date	Comments
01/07/04	24	0	N	N	0	N	01/09/04	8hrs/3days
01/07/04	24	3	N	N	5	N	01/10/04	3 hrs/bgn day 8 hrs/2 days 5 hrs/end day
01/07/04	24	0	Y	N	4	N	01/10/04	4 hrs/bgn day 8 hrs/2 days 4 hrs/end day
01/07/04	24	4	N	Y	0	N	01/14/04	4 hrs/6days 0 hrs/sat/sun
01/07/04	24	0	Y	Y	0	N	01/14/04	4 hrs/6days 0 hrs/sat/sun
01/07/04	24	5	N	Y	0	N	Error!	24 not divisible by 5
01/07/04	5	5	N	N	0	N	01/07/04	

End date calculations

Example 2: Calculating Duration

Assume an employee works eight hours each day from Monday to Friday. Absence Take is defined in hours. The following table shows the system-calculated duration for various scenarios:

Start Date	Start Date, Partial Hours	1/2 Day, Begin Date	All Days	End Date, Partial Hours	1/2 Day, End Date	End Date	Duration	Comments
01/07/04	0	N	N	0	N	01/10/04	32	8+8+8+8
01/07/04	3	N	N	0	N	01/10/04	27	3+8+8+8
01/07/04	0	N	N	3	N	01/10/04	27	8+8+8+3
01/07/04	3	N	N	3	N	01/10/04	22	3+8+8+3
01/07/04	3	N	Y	0	N	01/10/04	12	3+3+3+3
01/07/04	0	Y	N	0	N	01/10/04	28	4+8+8+8
01/07/04	0	N	N	0	Y	01/10/04	28	8+8+8+4
01/07/04	0	Y	N	0	Y	01/10/04	24	4+8+8+4
01/07/04	0	Y	Y	0	N	01/10/04	16	4+4+4+4
01/06/04	3	N	N	0	N	01/08/04	16	0+8+8
01/10/04	0	N	N	3	N	01/12/04	16	8+8+0
01/06/04	3	N	Y	0	N	01/08/04	6	0+3+3

Duration calculations

Understanding Forecasting Messages

If you enable self service users to run the online Forecasting process, you can define the message to display at the end of that process. Use the Text Catalog to define the text for up to three messages: a success message, a warning message, and an error message. The entitlement element's forecasting formula specifies the conditions for issuing each message.

To define forecasting messages:

1. Use the Text Catalog to define a status message, a description, or both for each possible Forecasting outcome: success, warning, and error.
2. Use the Customize Messages page to map each message type (success, warning, error) to the value returned by the forecasting formula and to specify which text to display from the text catalog.

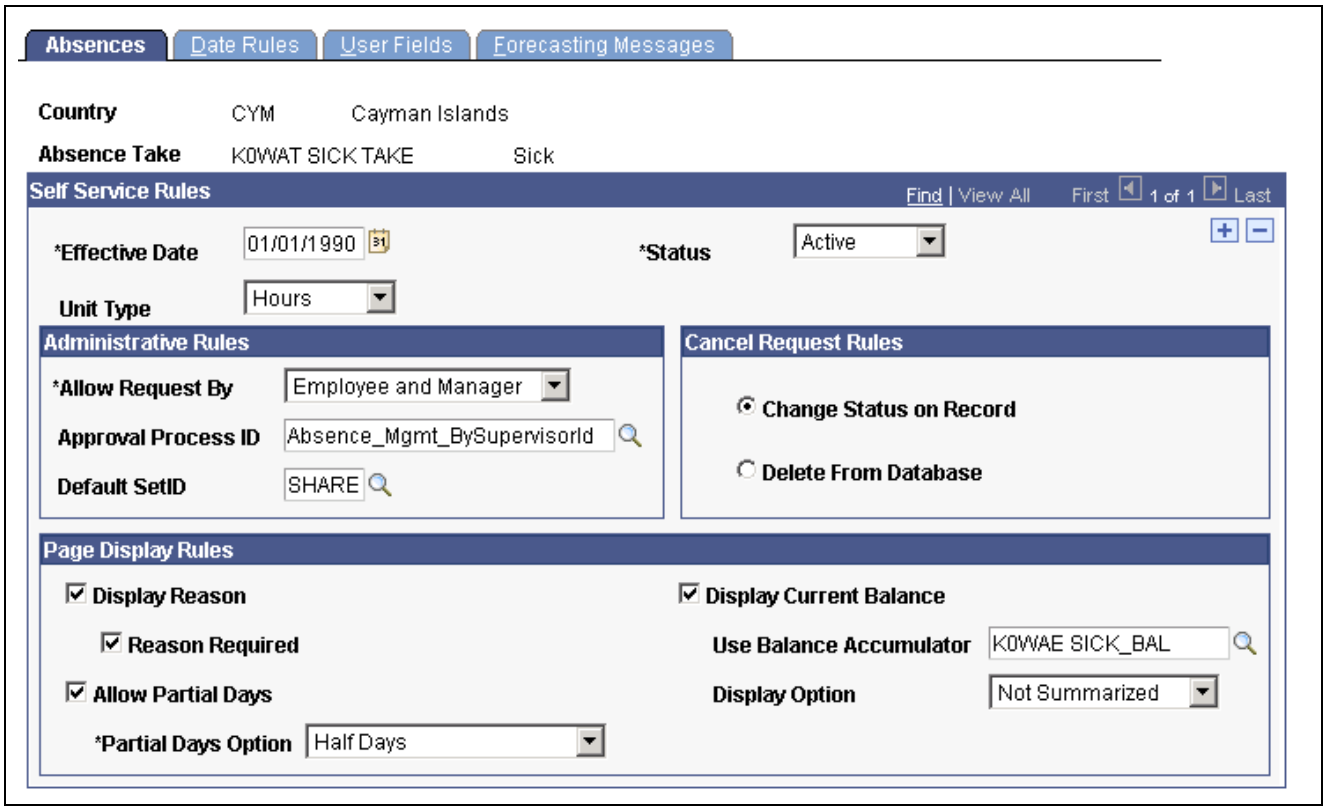
See Chapter 16, "Setting Up Self Service Absence Transactions," Viewing or Modifying Text on Self Service Absence Pages, page 341.

Pages Used to Define Self Service Absence Rules by Take Element

Page Name	Object Name	Navigation	Usage
Absences	GP_ABS_ELIG_SS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country Take, Absences	For a given Take element and country, define absence units (days or hours), who can submit and approve requests, what happens to cancelled requests, and whether to allow partial-day absences. You can also specify whether to display the absence reason and entitlement balances.
Date Rules	GP_ABS_ELIG2_SS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country Take, Date Rules	Define rules for entering absence dates, such as whether absences can begin or end on a holiday or off-day and whether to have the system calculate an absence's end date or duration.
User Fields	GP_ABS_ELIG3_SS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country Take, User Fields	Define user fields.
Forecasting Messages	GP_ABS_ELIG4_SS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country Take, Forecasting Messages	Define forecasting rules.
View Messages	GP_ABS_ELIG42_SEC	Click the View Messages link on the Forecasting Messages page.	View the default messages that are returned by the online forecasting process.
Customize Messages	GP_ABS_ELIG4_SEC	Click the Customize Messages link on the Forecasting Messages page.	Customize the messages that are returned by the online forecasting process.

Defining Units, Administrative Rules, and Display Rules for Absence Requests

Access the Absences page.



Absences page

Self Service Rules

Unit Type Select *Days* or *Hours* as the units to display on the self service pages. These are units that users enter when requesting time off.

Note. The selected unit type should match the unit type defined for the Take element.

Administrative Rules

Allow Request By Specify who can request absences for this Take element through the self service pages. Values are: *Employee*, *Employee and Manager* (default), and *Manager*.

Approval Process ID Select the ID that corresponds to this type of approval, based on how you set up the approval framework. PeopleSoft delivers six Approval Process IDs. The selection of Approval Process ID for the self service Take elements at the country level depends on how the company has set up Direct Reports.

This field is optional. You can also set up Administrative Rules without entering a value in this field. If you define an absence Take without an Approval Process ID, the system does not use the approval framework when employees or managers select this Take element on absence self service pages.

Default Set ID The Approval Process IDs within the approval framework are defined by SetID. The user will need to enter the correct SetID.

Note. If your absence request does not require approval, then leave Approval Process ID and Default Set ID blank. The absence request will be automatically approved once the user submits it.

Cancel Request Rules

Specify what happens when an absence request is cancelled. Options are:

Change Status on Record: (Default) Select to have the system change the status of the request to Cancelled. When a request's status is set to Canceled, you can no longer access the request.

Delete from Database: Select to have the system delete the request from the database.

Note. Absence requests cannot be cancelled after they have been submitted.

Page Display Rules

Display Reason Select to enable self service users to specify the reason for the absence. This check box is selected by default.

Reason Required Select to require that users enter the reason for the absence.

Allow Partial Days This check box works with the Partial Days Option field. Select it to indicate whether partial day absences are allowed.

Do not select the check box if partial days or hours are not allowed.

Partial Days Option This field becomes available when you select the Allow Partial Days check box. Options are:

- *Half Days:* With this option, users can select a check box to enter a request for a half-day absence. The system determines the number of hours absent by looking at the user's schedule.
- *Partial Hours:* With this option, users can request a partial-day absence by entering the number of absent hours. This is the default option.
- *Partial Hours and Half Days*: With this option, users can request a partial-day absence by selecting a check box for a half-day absence or by entering the number of hours.
- *None* is the default value when the Allow Partial Days check box is not selected.

Display Current Balance Select to display the balance for the absence entitlement element, as of the last finalized absence run on the Request Absence page. The balance will not reflect the number of units that the user is requesting. This check box is not selected by default.

Use Balance Accumulator If you selected the Display Current Balance check box, select the accumulator element that stores the current balance for this absence Take element.

Display Option Indicate which value you want the system to display as the current balance, when there are multiple instances of the accumulator with different user keys.

Select one of the following options:

Not Summarized (default). Consider using this option when your rules for displaying the current balance are very complex. Create an accumulator that

summarizes the value of the element contributors. The system will display the value of the most current instance of the accumulator.

Summarized. Select this option to have the system display the sum of the values of the multiple instances.

In the following example, the Summarized option would return a value of 20 for the KOAE PTO accumulator.

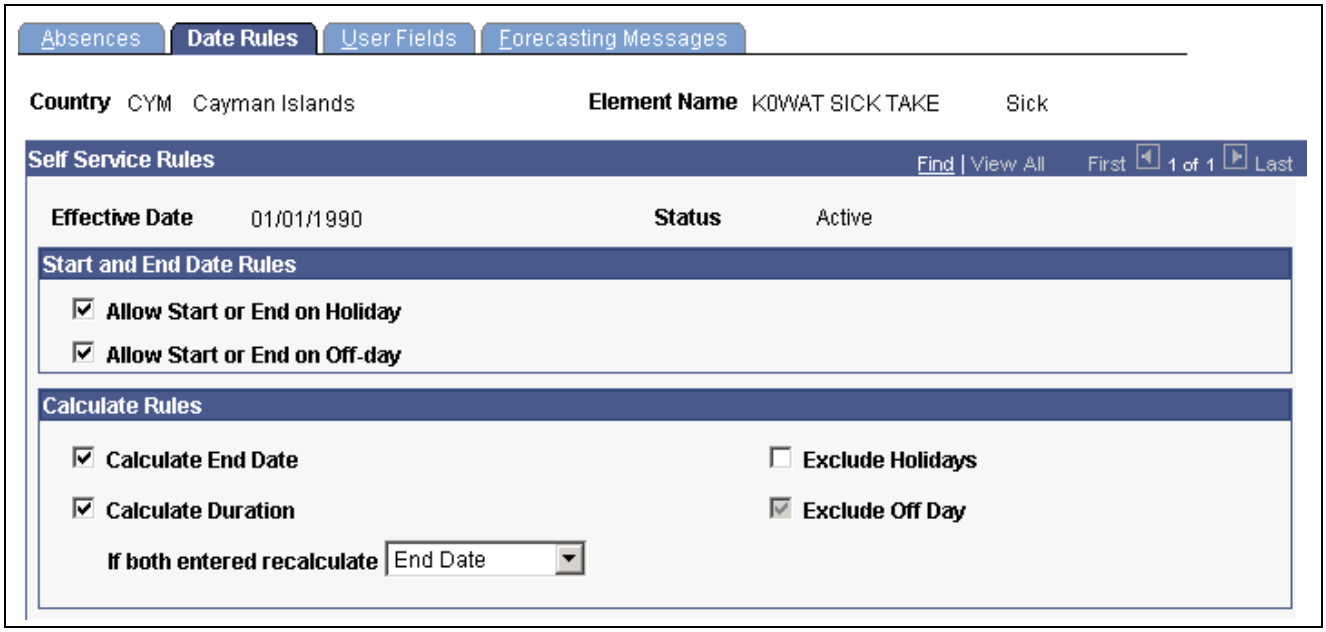
Accumulator	From	To	User Key 1	User Key 2	Value
KOAE PTO	January 1, 2000	December 31, 2000	CIA A	Paygroup A	5
KOAE PTO	January 1, 2001	December 31, 2001	CIA A	Paygroup A	8
KOAE PTO	January 1, 2002	July 31, 2001	CIA B	Paygroup B	4
KOAE PTO	August 1, 2002	December 31, 2002	CIA B	Paygroup B	2
KOAE PTO	January 1, 2003	December 31, 2003	CIA B	Paygroup XYZ	1

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Self-Service Transactions," Setting Up Direct Reports

Defining Rules for Entering Absence Dates

Access the Date Rules page.



Date Rules page

Start and End Date Rules

Allow Start or End on Holiday Select if the start or end date of the request can fall on a holiday. This field is selected by default.

Allow Start or End on Off-day Select if the start or end date of the request can fall on a day the employee is not scheduled to work. This field is selected by default.

Calculate Rules

The option that you select here causes a Calculate End Date button, a Calculate Duration button, or a Calculate End Date or Duration button to appear on the Request Absence page.

See Chapter 16, "Setting Up Self Service Absence Transactions," Understanding Absence Duration and End Date Calculations, page 324.

Calculate End Date Select to have the Calculate End Date button appear. When entering an absence request, the user must enter the absence begin date and duration. Clicking the Calculate End Date button causes the system to calculate and display the end date. This is the default selection.

Calculate Duration Select to have the Calculate Duration button appear. When entering an absence request, the user must enter the absence begin and end dates. Clicking the Calculate Duration button causes the system to calculate and display the duration.

If both entered recalculate This field controls what happens when a user enters a value in both the End Date and Duration fields while entering an absence request.

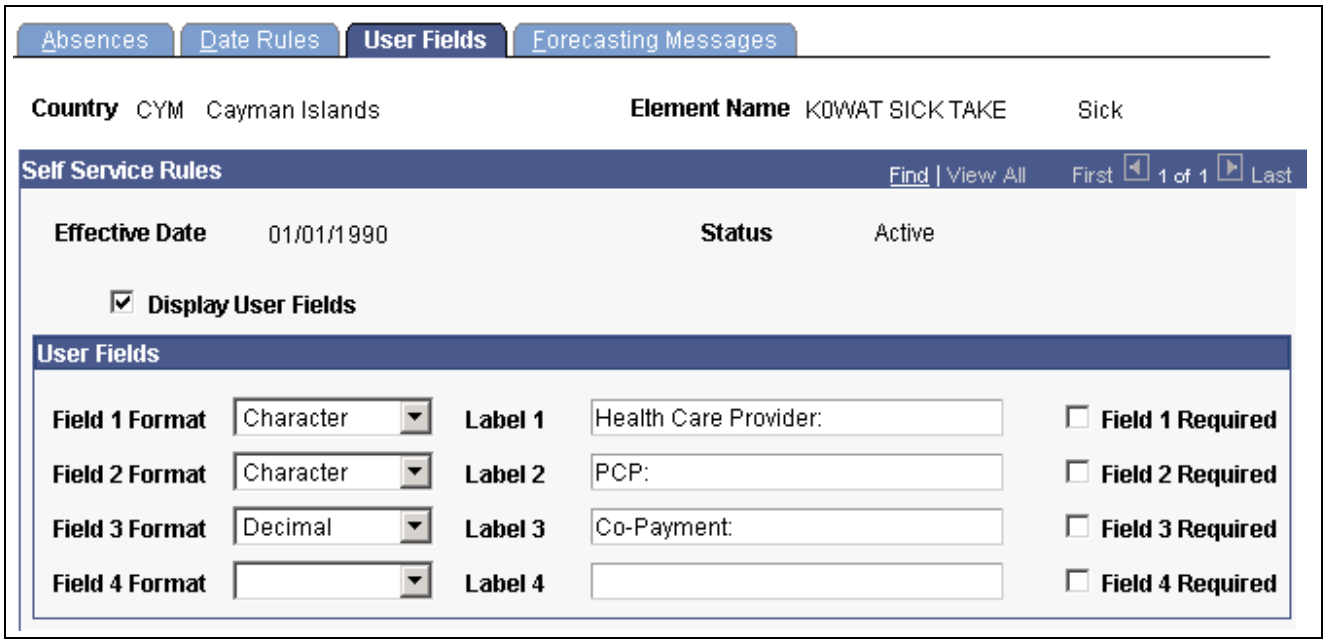
- If you select *End Date* this field will be recalculated.
- If you select *Duration*, this field will be recalculated.

Exclude Holidays Select to exclude holidays from the end date and duration calculation for requested absence events.

Exclude Off Day Select to exclude non-worked days (based on the employee's schedule) from the end date and duration calculation for requested absence events.

Defining User Fields

Access the User Fields page.



User Fields page

Display User Fields Select to have up to four user-defined fields appear on the Request Absence page.

User Fields

Define up to four fields to appear on the Request Absence page. These fields enable you to collect additional data that you may need for absence tracking. You can use these fields as system elements and embed them in rules to perform a specific task with the information that users enter.

For each field you define, specify the format, the field label, and whether users are required to complete the field.

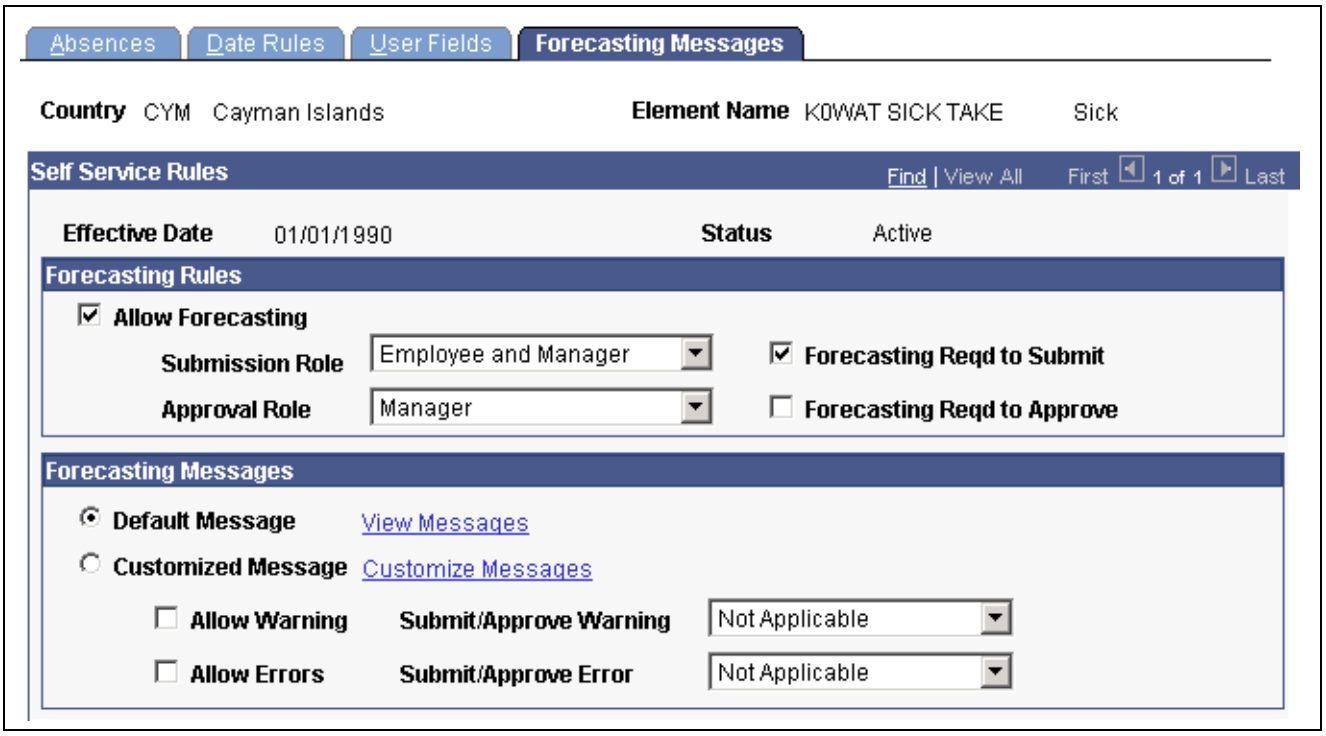
Field <number> Format Options are *Character, Date, Decimal,* and *Monetary.*

Label <number> Enter up to 30 alphanumeric characters for the field name. To appear on the Absence Detail page, the field must have a label.

Field <number> Required Select if users are required to complete the field.

Defining Forecasting Rules

Access the Forecasting Messages page.



Forecasting Messages page

Forecasting Results

Allow Forecasting

Select to enable self service users to run the online forecasting process. A Forecast Balance button will appear on the Request Absence page. This check box is not selected by default.

Note. For self service users to run the forecasting process, the country rules for that Take element must also allow forecasting. (The Forecast Request Enabled check box must be selected on the Forecasting Grid page.)

Submission Role

If forecasting is required before submitting an absence request, specify who must run the process. Options are: *Employee, Manager, Employee and Manager,* and *Not Applicable*(default).

This field works in conjunction with the Forecasting Reqd to Submit check box. If you select the Forecasting Reqd to Submit check box, then you must specify a role in this field.

Forecasting Reqd to Submit (forecasting required to submit)

Select to require that the Forecasting process be run before submitting an absence request. This check box is not selected by default. Depending on your rules, the results of the forecasting process may determine whether or not the request can be submitted.

Users receive an error message when they click Submit on the Absence Request page without first forecasting the absence entitlement balance.

Forecasting Reqd to Approve (forecasting required to approve)

Select to require that the online forecasting process be run before approving an absence request.

Approval Role If forecasting is required, specify who can run the forecasting process. Options are: *Manager* and *Not Applicable*.

Forecasting Messages

The system can display the message, “Forecasting Completed Successfully” at the end of the forecasting process, or it can display customized messages that you create. You can have a different message display when the forecasting process is successful, generates a warning, or results in an error. You define the criteria for issuing a success, warning, or error message.

Default Message and **View Messages** Select to have the system display the default message after a user runs the forecasting process. Click the View Messages link to access the View Messages page to see the default message. There is a default message for successful forecasting and one for system error.

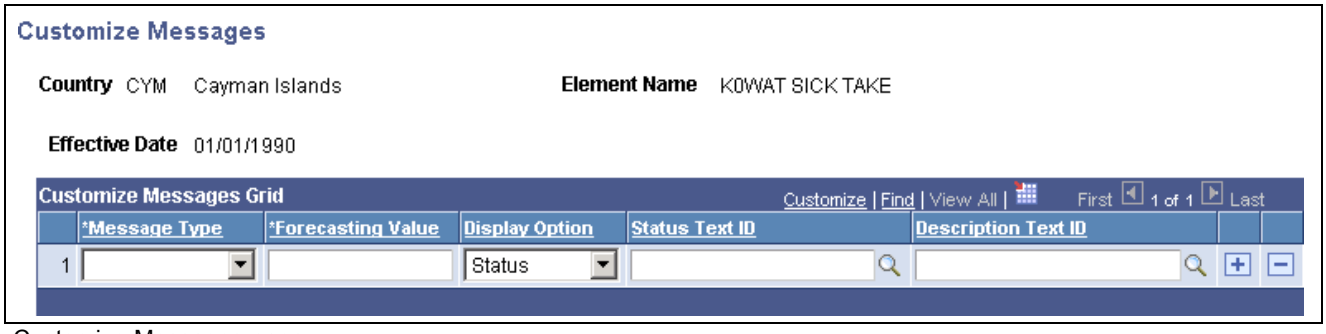
Customized Message Select to have a customized message display after a user runs the online forecasting process.

Allow Warning and **Submit Warning** Select to enable users to submit absence requests when the forecasting process results in a warning. In the Submit Warning field, specify who can submit requests with warnings. Options are: *Employee*, *Manager*, *Employee and Manager* (default), and *Not Applicable*.

Allow Errors and **Submit Error** Select to enable users to submit absence requests when the forecasting process results in an error. In the Submit Error field, specify who can submit requests with errors. Options are: *Employee*, *Manager*, *Employee and Manager* (default), and *Not Applicable*.

Customizing Forecasting Messages

Access the Customize Messages page.



Customize Messages page

Message Type Select the type of message to define: *Error, Success,* or *Warning*.

Forecasting Value Enter the value that the Forecasting process (the forecasting formula) will return to trigger the display of this message. You can enter up to 20 alphanumeric characters in this field (the maximum field length for a character element in Absence Management).

Display Option Specify the type of information in the Text Catalog that is to display after forecasting is complete. Options are: *Status*, *Description* and *Both* (default).

Status Text ID If you selected *Display Status* or *Both* in the Display Option field, enter the text ID from the HR Text Catalog for the status message.

Description Text ID If you selected *Display Description* or *Both* in the Display Option field, enter the text ID from the HR Text Catalog for the description.

Defining Forecasting Rules for Self Service Absence Requests

To define rules for using the self service Forecasting and Balance Inquiry processes, use the Forecasting (GP_ABS_SS_FCST) component.

This section discusses how to:

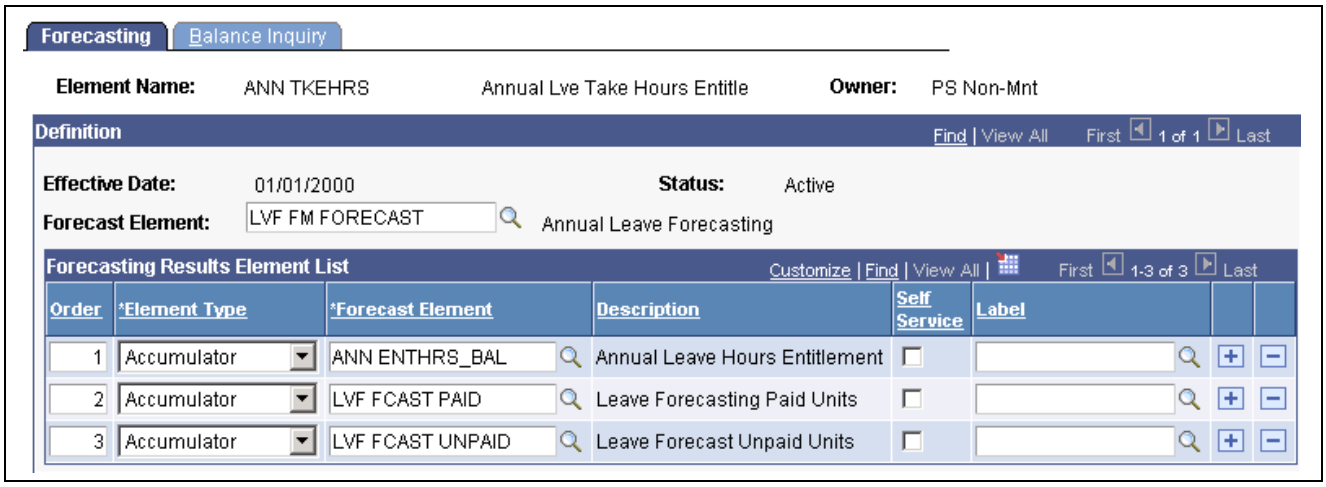
- Select entitlement balances to display in forecasting results.
- Select entitlement balances to display in balance inquiry results.

Pages Used to Define Self Service Forecasting Rules

Page Name	Object Name	Navigation	Usage
Forecasting	GP_ABS_TAKE6	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Forecasting, Forecasting	Specify which forecasting result elements to display in the Forecasting Results grid. Also specify whether to display a customized label from the HR Text Catalog as the description or the element description as defined on the Element Name page (GP_PIN).
Balance Inquiry	GP_ABS_TAKE7	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Forecasting, Balance Inquiry	Specify which entitlement balances the Balance Inquiry process is to display and whether to display a customized label from the HR Text Catalog as the description or the element description as defined on the Element Name page (GP_PIN).

Defining Rules for Self Service Absence Entitlement Balance Forecasting

Access the Forecasting page.



Forecasting page

This page displays the forecasting rules defined for a Take element on the Absence Take - Forecasting page. The Forecast Element field at the top of the page shows the formula that the system resolves during the Forecasting process. The Forecasting Results Element List grid shows what appears on the Absence Forecast Results page (in the Absence Event Entry component) after you run the Forecasting process. You can have all or a subset of these results display to self service users after they run the forecasting process.

Note. To enter information on this page, the Allow Forecasting check box must be selected on the Forecasting Messages page.

Self Service Select to have the forecasting results for this element display to self service users.

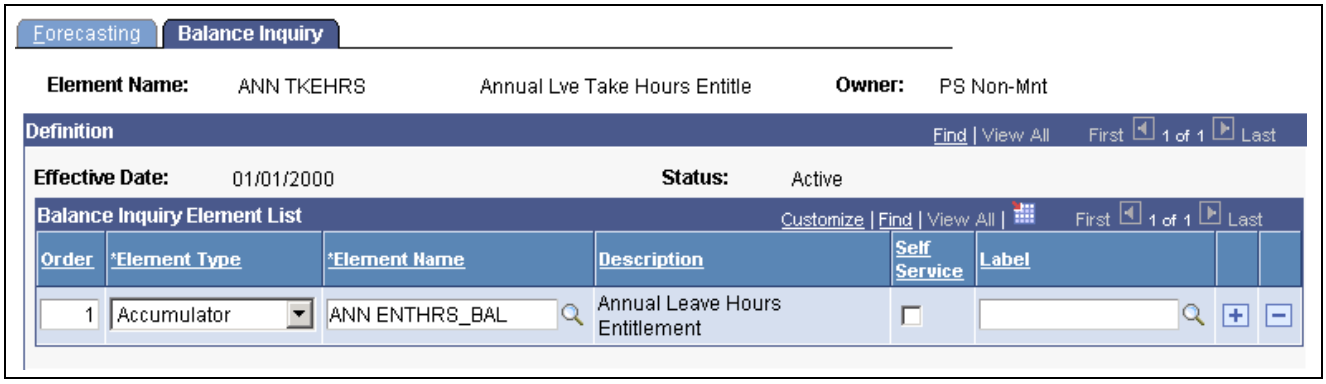
Label Specify the label for the Forecast element that displays in self service.

See Also

Chapter 11, “Defining Absence Elements,” Defining Rules for Absence Forecasting, page 217

Defining Rules for the Self Service Balance Inquiry Process

Access the Balance Inquiry page.



Balance Inquiry page

This page is similar in function to the Forecasting page but applies to rules for the Balance Inquiry process.

Reviewing System Generated Forecasting Error Status Messages

The following table provides a list of system generated error messages that appear when the Forecast Balance process ends in error. Absence and system administrators use this information to manage the absence forecasting functionality when message errors appear.

Note. These messages are formatted differently depending on the component where they appear, either Absence Administrator pages or Absence Self Service pages. Use Absence Administrator pages (Absence Event Entry and Review Absence Balances) if you need additional information to resolve any of these error messages.

Message ID	471 - MSGID-NO-TXN-DATA
Functional	No Forecast Transaction Row (GP_TXN_DATA). This row is inserted by push button PeopleCode.
Technical	Transaction record is missing. Select on PS_GP_TXN_DATA matching on TXN_ID, TXN_NUM returns no rows. This would be due to a problem in the PeopleCode or with the data input if running GPPOLRUN manually either from DOS or from Animator. Not likely to occur online unless bug in PeopleCode.
Message ID	472 - MSGID-INVALID-TXN-DATA
Functional	Invalid data on the forecast transaction row (GP_TXN_DATA). One or more of the following fields are missing from this record: OPRID, BATCH_RUN_ID, CAL_RUN_ID, EMPLID, or COUNTRY.
Technical	Transaction record data is invalid. A row exists on PS_GP_TXN_DATA matching TXN_ID, TXN_NUM but one or more of the other fields is blank (OPRID, BATCH_RUN_ID, CAL_RUN_ID, EMPLID, COUNTRY). Not likely to occur online unless bug in PeopleCode.
Message ID	473 - NO-TXN
Functional	No Forecast Transaction Definition (GP_TXN). Please add a Transaction Definition for the TXN_ID and COUNTRY listed. Main Menu > Set Up HRMS > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Forecast Transactions. Transaction ID = 100 for Absence Forecasting and 110 for Balance Forecasting.
Technical	Transaction definition is missing. Select on PS_GP_TXN matching TXN_ID returns no rows. This is a data setup issue. Not likely to occur as the definition is required for the online transaction.
Message ID	474 - INVALID-TXN
Functional	Invalid Forecast Transaction Definition Data (GP_TXN). The Calendar Group ID (the forecast calendar template) is missing. When adding a new Absence Forecast Transaction, please make sure that you are associating the correct Calendar Template. Also make sure the template contains all the calendars and dates that you want to forecast for all the employee/paygroups that you want to make forecasting available to.
Technical	Transaction definition is invalid. A row exists on PS_GP_TXN matching TXN_ID but CAL-RUN-ID-TMPLT is blank. This is a data setup issue. It is also unlikely to occur.
Message ID	475 - OL-RUNCTL-MISSING
Functional	Run Control Missing for Forecast Process (GP_RUNCTL). This is inserted by the push button PeopleCode.

Technical	Run Control is missing. Select on PS_GP_RUNCTL matching on OPRID and RUN_CNTL_ID returns no rows. This would be due to a problem in the PeopleCode or with the data input if running GPPOLRUN manually either from DOS or from Animator. Not likely to occur online unless bug in PeopleCode.
Message ID	476 - INVALID-RUNCTL
Functional	Invalid Run Control (GP_RUNCTL). The Calendar Group ID is missing. The Run Control was inserted by push button PeopleCode.
Technical	Run Control data is invalid. A row exists on PS_GP_RUNCTL matching OPRID and RUN_CNTL_ID but CAL_RUN_ID is blank. Not likely to occur online unless bug in PeopleCode.
Message ID	477 - NO-EVENT
Functional	No Absence Events exist to forecast for this employee. This error is not likely to happen in self service because at least one event will exist when forecasting from absence self service.
Technical	There are no absence events for this employee. This is indicated if no rows are returned for a SELECT against GP_ABS_EVENT looking for the min(bgn_dt) and max(end_dt) (for non voided events only). This could happen if forecasting and only voided events exist. It wouldn't happen if you forecast after creating or modifying an event.
Message ID	478 - SQL-ERROR
Functional	SQL Error During Absence Forecasting. This type of error is not likely to happen unless there is a conflict in the database. Please contact your system or database administrator.
Technical	For each call to PTPSQLRT, there is the potential that an SQL-ERROR could occur for either the Select or the Fetch. This is set in the ZZ000-SQL-ERROR section. This requires system administrator intervention.
Message ID	479 - NO-PAYEE-ERROR
Functional	Forecasting Completed Successfully! No Errors were found.
Technical	Forecasting Completed Successfully! The forecasting process ended with no errors. In self service a 479 message/status is also used when you decide to display customized messages instead of the default "Success" message (Country Take setup).
Message ID	480 - PAYEE-ERROR
Functional	Forecasting Completed With Errors! This type of error requires checking for more details in the Forecast Messages tab in Absence Event Entry. There are different possible causes for this error, and therefore you need to verify the detail of each message produced by the error handling modules.
Technical	Indicates somewhere in one of the called COBOL modules a payee error was encountered. Select on PS_GPXPYE_SEG_STAT record where CALC_ACTION='C' and PYE_CALC_STAT in ('00','02','03','04','05'). This requires system administrator intervention.
Message ID	481 - NO-CAL-RUN-DTL
Functional	The Calendar Group ID (Template) does not cover the forecasting period. As a result, there are no calendars to process. Please add calendars to your Calendar Group ID (that is the template) to cover the forecast period.

Technical	The online transaction record and run control record are created via the online Peoplecode. Once they are selected and validated, GPPOLRUN determines the forecast period and creates a GPXCAL_RUN_DTL for each calendar to be processed in forecasting. In order to control which calendars to run, only those unfinalized calendars for the employee's paygroup from the template whose period begin and end dates fall within the FCST period begin and end date are inserted into GPXCAL_RUN_DTL selecting data from the corresponding "real" GP_CAL_RUN_DTL for that matching CAL_ID and GP_PAYGROUP. If on a subsequent select of that GPXCAL_RUN_DTL matching on CAL_RUN_ID, no records are selected, then Message #481 - NO CAL RUN DTL is generated. If none are present, that means the template for the employee's paygroup does not match up with the forecast period. This could occur if the template includes calendars for several paygroups but the necessary calendar for the paygroup of the employee to process this event is missing. For example Paygroup A has Jan-Dec 04 calendars. Paygroup B has Mar-Dec 04 calendars. Employee from paygroup B has event in February only. This error would be generated.
Message ID	482 - INVALID-TXN-DATA-BAL
Functional	Invalid data on the forecast transaction row (GP_TXN_DATA). One or more of the following fields are missing from this record, the forecast as of date (FCST_ASOF_DT), or the take element (PIN_FCST_TAKE_NUM).
Technical	Balance Inquiry only. A row exists on PS_GP_TXN_DATA matching TXN_ID, TXN_NUM but either FCST_ASOF_DT is spaces or PIN_FCST_TAKE_NUM is zero. Not likely to occur online unless bug in PeopleCode.
Message ID	483 - NO-EVENTS-TO-FCST
Functional	No Events to Forecast. The Forecast End Date is <= Period End Date of the last finalized absence calendar. The forecast end date is for absence forecasting equal to the maximum event end date. For absence balance forecasting the forecast end date is equal to the "as of date."
Technical	Consider all events are processed versus one or more new events entered retroactively. If FCST-END-DT < PRD-END-DT, this could occur if the end date of all the employee's absence events are within a finalized calendar, if an absence event is entered for a calendar period that has already finalized, or if the As of Date of Balance Inquiry is within a finalized calendar. The employee should look at the list of their current balances instead.
Message ID	484 - ASOF-DT-BEFORE-TEMPLATE
Functional	The Calendar Group ID (Template) does not cover the forecasting period. The As of Date must be greater than or equal to the earliest Begin Date of the calendar periods associated with the Calendar Group used as the template for Forecasting. Using the Calendar Group ID component, please add calendars to your template for the period in which you wish to forecast.
Technical	This could occur if the As of Date of Balance Inquiry is greater than the period end date of the last finalized calendar and is less than the min(period begin date) of the calendars on the template: EVENT-BGN-DT > PRD-END-DT and EVENT-BGN-DT < TMPLT-BGN-DT. This could also occur if the As of Date of Balance Inquiry is less than the min(period begin date) of the calendars on the template: EVENT-BGN-DT < TMPLT-BGN-DT.
Message ID	485 - NO-TMPLT-CALENDARS
Functional	No Calendars were found for the template. Using the Calendar Group ID component, please add calendars to your template for the period in which you wish to forecast.

Technical	The calendar detail corresponding to the calendars on the template are missing or the dates are missing.This is indicated by a SELECT on a join of GP_CALENDAR, GP_CAL_DTL and GP_CAL_PRD for the CAL_RUN_ID from the run control. This is a data setup issue that requires system administrator intervention.
Message ID	486 - INVALID-ASOF-DT
Functional	Balance Forecast As Of Date falls within an Absence Begin and End Date. Please select an As Of Date Before or After the Absence Event Begin/End Date.
Technical	Forecast Balance only. The Forecast Balance As of Date falls in the middle of an existing absence event. The reason this is an issue is that the design for Balance Inquiry includes creating a temporary "dummy" event for begin data/end date = As of Date. This causes issues with the rule that there cannot be two events for the same take on the same day and therefore the current Absence architecture and coding do not support that. A specific SQL against GP_ABS_EVENT looking for this situation is issued in GPPOLRUN.
Message ID	487 - EVENTS-BEFORE-TEMPLATE
Functional	The Calendar Group ID (Template) does not cover the forecasting period. The event begin date must be greater than or equal to the earliest Begin Date of the calendar periods associated with the Calendar Group used as the template for Forecasting. Using the Calendar Group ID component, please add calendars to your template for the period in which you wish to forecast.
Technical	This could occur if the min (bgn_dt) of all the employee's absence events is greater than the period end date of the last finalized calendar and is less than the min(period begin date) of the calendars on the template: EVENT-BGN-DT > PRD-END-DT and EVENT-BGN-DT < TMPLT-BGN-DT. This could also occur if there are NO finalized calendars on the template and the min(bgn_dt) of all the employee's absence events is less than the min(period begin date) of the calendars on the template: EVENT-BGN-DT < TMPLT-BGN-DT.
Message ID	488 - ASOF-DT-AFTER-TEMPLATE
Functional	The Calendar Group ID (Template) does not cover the forecasting period. The As of Date must be less than or equal to the maximum End Date of the calendar periods associated with the Calendar Group used as the template for Forecasting. Using the Calendar Group ID component, please add calendars to your template for the period in which you wish to forecast.
Technical	This could occur if the As of Date of Balance Inquiry is greater than the max(period end date) of the calendars on the template: FCST-END-DT > TMPLT-END-DT. This could also occur if there are NO finalized calendars on the template and if the As of Date of Balance Inquiry is greater than the max(period end date) of the calendars on the template: EVENT-END-DT > TMPLT-END-DT.
Message ID	489 - EVENTS-AFTER-TEMPLATE
Functional	The Calendar Group ID (Template) does not cover the forecasting period. The event end date must be less than or equal to the maximum End Date of the calendar periods associated with the Calendar Group used as the template for Forecasting. Using the Calendar Group ID component, please add calendars to your template for the period in which you wish to forecast.
Technical	This could occur if the max(end_dt) of all the employee's absence events is greater than the max(period end date) of the calendars on the template: FCST-END-DT > TMPLT-END-DT. This could also occur if there are NO finalized calendars on the template and the max(end_dt) of all the employee's absence events is greater than the max(period end date) of the calendars on the template: EVENT-END-DT > TMPLT-END-DT.

Message ID	490 - EVENT-NOT-FCSTD
Functional	No events were forecasted. One possible cause is that the Calendar Group ID (Template) does not cover the forecasting period. As a result, there are no calendars to process. Review and add calendars to your Calendar Group ID (the template) to cover the forecast period. Another possible cause is that the date range entered for forecasting cover periods already processed and finalized. Forecasting only processes from last finalized period going forward.
Technical	The conditions detected in GPPOLRUN are "generic" in nature. It can't detect everything without knowing more about the processing that will occur during batch. Therefore it's possible that an event is entered and passes the GPPOLRUN checks and then goes on to batch processing. If for example there are calendars for paygroup A for all of 2004 but calendars only for Feb-Dec of 2004 for paygroup B, then an event entered for an employee in paygroup B for January won't get caught by the GPPOLRUN edits but that event won't get processed because paygroup B January calendar was not processed. This is one example where the error #490 comes into play – No events were forecasted. This is different than 477 – No events.

Viewing or Modifying Text on Self Service Absence Pages

You can use the Text Catalog feature to modify field labels, button text, and text that appears elsewhere on the self service absence pages.

See Also

Chapter 21, "Viewing and Finalizing Absence Results," Viewing Daily Results of the Absence Take Process, page 433

Delivered Text Catalog Entries for Absence Management

The text catalog entries for Absence Management are included in the following table:

Text ID	Usage	Text	Description
ABS_REQ_HIST_PAG	Page Title	Absence Request History	Absence Request History
SELECT_ABS_REQ_PAG	Page Title	Absence Requests	Absence Request History
APPR_CONFIRM_PAG	Page Title	Approval Confirmation	Approval Confirmation
APV_CONFIRM_PAG	Page Title	Approve Confirmation	Approve Confirmation Page Title
CAN_CONFIRM_PAG	Page Title	Cancel Confirmation	Cancel Confirmation Page Title
CANCEL_CONFIRM_PAG	Page Title	Cancel Confirmation	Cancel Confirmation Page Title
DENY_CONFIRM_PAG	Page Title	Denial Confirmation	Denial Confirmation Page

Text ID	Usage	Text	Description
DNY_CONFIRM_PAG	Page Title	Deny Confirmation	Deny Confirmation Page Title
FCST_BALANCE_ PAG	Page Title	Forecast Balance	Forecast Balance
PSH_CONFIRM_PAG	Page Title	Push Back Confirmation	Push Pack Confirm page Title
ABS_DETAIL_PAG	Page Title	Request Absence	Page Title for Absence Detail
ABS_REQ_STAT_PAG	Page Title	Request Details	Request Details
RQST_DETAIL_PG	Page Title	Request Details	Request Details Page Title
SAVE_CONFIRM_ PAG	Page Title	Save Confirmation	Save Confirmation Page Title
EMP_JOB_PICK_ TITLE	Page Title	Select Job Title	Select Job Title text for employee job picker page
SUBMIT_CONFIRM_ PAG	Page Title	Submit Confirmation	Submit Confirmation Page Title
VIEW_ABS_BAL_ PAG	Page Title	View Absence Balances	View Absence Balance Page
VIEW_ABS_HIST_ PAG	Page Title	View Absence History	Hyperlink
VIEW_ABS_RQST_ PAG	Page Title	View Absence Request History	View Absence Request Page Title
APPR_PAGE_INS	Page Instructions	Approve Absence Page Instructions	Approve Absence Request Page Instructions
APPR_CONFIRM_INS	Page Instructions	Are you sure you want to Approve this Absence Request?	Approval Confirmation
CANCEL_CONFIRM_ INS	Page Instructions	Are you sure you want to Cancel this Absence Request?	Cancel Confirmation Instructions
DENY_CONFIRM_INS	Page Instructions	Are you sure you want to Deny this Absence Request?	Deny Confirmation Page Instructions
PSH_CONFIRM_ INST2	Page Instructions	Are you sure you want to return this transaction to the previous step in the approval process?	Pushback confirmation
APPR_LINK_PAGE_ INS	Page Instructions	Click on the requestor’s name link to approve or deny the request. You can view the monthly calendar for your direct reports by clicking on the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests	Pending requests page instructional text.

Text ID	Usage	Text	Description
FCST_BAL_INS	Page Instructions	Enter As of Date and Absence Name. Then click Forecast Balance.	Forecast Balance Instructional Text
SEL_ABS_TYPE_INS	Page Instructions	Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.	Select Absence Name Instructions
ABS_REQ_HIST_INS	Page Instructions	Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh. Select the absence name link to view request details, and edit or delete buttons to modify the request.	Absence Request History page Instructions
APV_CONFIRM_INS	Page Instructions	The Absence Request was successfully approved.	Approval Confirmation Page instructional text
CAN_CONFIRM_INS	Page Instructions	The Absence Request was successfully cancelled.	Cancel Confirmation Page instructional text
DNY_CONFIRM_INS	Page Instructions	The Absence Request was successfully denied.	Deny Confirmation page instructional text
PSH_CONFIRM_INS	Page Instructions	The Absence Request was successfully pushed back to the previous step in the approval process.	Push Back Confirmation instructional text
SAVE_CONFIRM_INS	Page Instructions	The Absence Request was successfully saved. The request must be submitted in order for it to be approved.	Save Confirmation Page Instructions
SUBMIT_CONFIRM_INS	Page Instructions	The Absence Request was successfully submitted.	Submit Confirmation Instructions
ABS_BAL_HIST_INS	Page Instructions	View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.	Page instructions for balance history page
FCST_ABS_RSLT_INS	Page Instructions	View forecast element results. For more details please contact your absence administrator.	Forecast absence result instructional text.
ABS_REQ_STAT_INS	Page Instructions	View Request Status and Approval Details	Instructional Text for Approval Details Page
ABS_DETAIL_GBX	Groupbox Title	Absence Detail	Group box for Absence Detail
ADDTNL_INFO_GBX	Groupbox Title	Additional Information	Additional Information
COMMENTS_GBX	Groupbox Title	Comments	Comments group box

Text ID	Usage	Text	Description
DETAILS_GBX	Groupbox Title	Details	Details
FCST_BAL_GBX	Groupbox Title	Forecast Balance	Forecast Balance
FCST_BAL_DTL_GBX	Groupbox Title	Forecast Balance Details	Forecast Balance Details
ABS_ENTMT_BAL_GRD	Grid/Scroll Heading	Absence Entitlement Balances	Absence Entitlement Balance Grid
ABS_REQ_HIST_GRD	Grid/Scroll Heading	Absence Request History	Absence Request History
JOB_PICK_GRD	Grid/Scroll Heading	Job Information	Job Picker Grid Title
REQ_HIST_GRID	Grid/Scroll Heading	Request History	Request History Grid
APPROVE_BTN	Hyperlink /Button	Approve	Approve Button
CALC_DURATION_BTN	Hyperlink /Button	Calculate Duration	Calculate Duration
CALC_ENDDT_DUR_BTN	Hyperlink /Button	Calculate End Date or Duration	Calculate End Date or Duration Button
CANCEL_BTN	Hyperlink /Button	Cancel	Cancel Button
DENY_BTN	Hyperlink /Button	Deny	Deny Button
RETURN_DR_LNK	Hyperlink /Button	Direct Reports	Return to direct reports
EDIT_KEY_FLDS_HYP	Hyperlink /Button	Edit Key Fields	Edit Key Fields
EMP_HOME_LNK	Hyperlink /Button	Employee Home	Employee Home Link Text
FCST_BAL_HYP	Hyperlink /Button	Forecast Balance	Forecast Balance
FCST_BTN	Hyperlink /Button	Forecast Balance	Forecast
RETURN_JP_LNK	Hyperlink /Button	Job List	Return to employee job picker page
PUSH_BACK_BTN	Hyperlink /Button	Needs Rework	Needs Rework Button

Text ID	Usage	Text	Description
REFRESH_BTN	Hyperlink /Button	Refresh	Refresh Button
REQUEST_BTN	Hyperlink /Button	Request Absence	Request Absence hyperlink
REQ_ABS_HYP	Hyperlink /Button	Request Employee Absence	Request Employee Absence
RET_ABS_BAL_HYP	Hyperlink /Button	Return to Absence Balances	Return to absence balances
RET_ABS_REQ	Hyperlink /Button	Return to Absence Request	Return To Request Absence
RET_ABS_DTLS_HYP	Hyperlink /Button	Return to Absence Request History	Return to Absence Request History Hyperlink
SAVE_BTN	Hyperlink /Button	Save for Later	Save for Later
SUBMIT_BTN	Hyperlink /Button	Submit	Submit Button
TL_HOME_LNK	Hyperlink /Button	Time Reporting Home	Time Reporting Home Page Link
VIEW_ABS_BAL_ BTN	Hyperlink /Button	View Absence Balances	View Absence Balances Hyperlink
VIEW_EE_REQ_HYP	Hyperlink /Button	View Absence Request History	View Employee Requests
VIEW_FCST_DETLS	Hyperlink /Button	View Forecast Details	View Forecast Details Hyperlink
VIEW_MGR_CAL_ HYP	Hyperlink /Button	View Monthly Calendar	View Manager Calendar Hyperlink
VW_CAL_DIRECT_ HYP	Hyperlink /Button	View Monthly Calendar	View Calendar for All Direct Reports Hyperlink
VIEW_CAL_HYP	Hyperlink /Button	View Monthly Schedule	View Schedule Hyperlink
ABS_EXAMPLE_ DATE	Field Label		Example date text on pages
ABS_EXAMPLE_DT_ TXT	Field Label		Example Date text on pages
BAL_DISCLAIM_FLD	Field Label	**Disclaimer: The current balance does not reflect absence requests that have not been processed.	Balance Disclaimer

Text ID	Usage	Text	Description
THREAD_DSCR	Field Label	Absence Management	The thread descr id is used to display text on the header of the process monitor in the approval framework. This text is returned in thread descr class that is defined in the Approval Framework Transaction Registry in the Approval Event Handler section.
FCST_GRD_ABS_NM	Field Label	Absence Name	Forecast Grid Absence Name columns
ABSENCE_NAME_FLD	Field Label	Absence Name:	Absence Name
REQUEST_NAME_FLD	Field Label	Absence Name:	Request Name Field Label
ACCRUAL_PD_FLD	Field Label	Accrual Period	Accrual Period
ACCRUAL_PERIOD	Field Label	Accrual Period	View Absence Balances - Accrual Period column title
ALL_TXT	Field Label	All	All text on pages.
ALL_DAYS_HALF_FLD	Field Label	All Days Are Half Days	All Days Are Half Days
ALL_DAYS_HRS_FLD	Field Label	All Days Hours:	All Days Hours
APPRVR_CMMNTS_FLD	Field Label	Approver Comments:	Approver Comments
AS_OF_DATE_FLD	Field Label	As of Date:	As of Date
BAL_ASOF_FLD	Field Label	Balance	View Absence Balance Grid - Balance as of
COMMENTS_FLD	Field Label	Comments:	Comments field
DISP_CURR_BAL_FLD	Field Label	Current Balance:	Current Balance
DATE_FLD	Field Label	Date:	Date Field
FCST_GRD_ABS_DESCR	Field Label	Description	Forecasting Grid Description Column
DURATION_FLD	Field Label	Duration:	Duration
EMPLID_FLD	Field Label	Employee ID:	Employee Id
END_DT_FLD	Field Label	End Date:	End Date

Text ID	Usage	Text	Description
END_DAY_HRS_FLD	Field Label	End Day Hours:	End Day Hours
END_DAY_HALF_FLD	Field Label	End Day Is Half Day	End Day Is Half Day
ABSENCE_TYPE_FLD	Field Label	Filter by Type:	Absence Type
REQUEST_TYPE_FLD	Field Label	Filter by Type:	Absence Type Field Label
FCST_ELEM_LBL	Field Label	Forecast Element	Forecast Element Grid Column
FCST_STATUS_FLD	Field Label	Forecast:	Forecast Status
FCST_STAT_FLD	Field Label	Forecast:	Forecasting Status window label
FROM_DT2_FLD	Field Label	From Date	From Date
FROM_DATE_FLD	Field Label	From:	From Date
GO_TO_FLD	Field Label	Go To:	Go To label
JOB_TITLE_FLD	Field Label	Job Title:	Job Title
EMP_NAME_FLD	Field Label	Name:	Employee Name
PARTIAL_DAYS_FLD	Field Label	Partial Days:	Partial Days
RET_VIEW_PND_HYP	Field Label	Pending Absence Request	Return to pending requests
DISP_REASON_FLD	Field Label	Reason:	Reason
REQUESTED_BY_FLD	Field Label	Requested By	Requested By
RQSTR_COMMENTS_FLD	Field Label	Requestor Comments:	Requestor Comments
SEL_ABS_NAME_TXT	Field Label	Select Absence Name	Select Absence Name Text on pages
SEL_ABS_REASON_TXT	Field Label	Select Absence Reason	Select Absence Reason text on pages
PEND_REQ_FLD	Field Label	Show Requests by Status:	Show requests by status
BEGIN_DT_FLD	Field Label	Start Date:	Start Date
START_DT_FLD	Field Label	Start Date:	Start Date
BEGIN_DAY_HRS_FLD	Field Label	Start Day Hours:	Start Day Hours

Text ID	Usage	Text	Description
BEGIN_DAY_HALF_FLD	Field Label	Start Day is Half Day	Start Day is Half Day
STATUS_FLD	Field Label	Status	Status Field
DATE_SUBMIT_FLD	Field Label	Submitted	Date Submitted Field
SUPERVISOR_FLD	Field Label	Supervisor:	Supervisor Field
THROUGH_DT_FLD	Field Label	Through:	Through Date
TO_DATE2_FLD	Field Label	To Date	To Date Field
TO_DATE_FLD	Field Label	To:	To Date Field
TAKE_UK1_FLD	Field Label	User Key 1	User Key 1
TAKE_UK2_FLD	Field Label	User Key 2	User Keys 2
TAKE_UK3_FLD	Field Label	User Key 3	User Key 3
TAKE_UK4_FLD	Field Label	User Key 4	User Key 4
TAKE_UK5_FLD	Field Label	User Key 5	User Key 5
TAKE_UK6_FLD	Field Label	User Key 6	User Key 6
FCST_GRD_ABS_VALUE	Field Label	Value	Forecasting Results Value Column
WORKFLOW_STAT_FLD	Field Label	Workflow Status:	Workflow Status
FIELD_REQD1_ERR	Error/Warning	%1 is required, please enter a value for %1	Field is required error message
V_OVERLAP_ERR_TXT	Error/Warning	A prior Request or Absence Event Entry was made for this same Absence and these exact dates. Please modify the dates or contact your Manager or Absence Administrator to have the existing entry removed.	Invalid Entry - Denied Request or Void Event exist for this absence on these exact dates
ALL_HRS_GT_SCHED	Error/Warning	All Days Hours was greater than your scheduled hours for some of the requested days. Calculation used the scheduled hours.	All Hours greater than scheduled hours
DUP_ABS_ERR	Error/Warning	An Absence Request already exists with the same Start and/or End dates. Please modify your Start and/or End dates.	Absence Exists

Text ID	Usage	Text	Description
FCST_ERROR_ OTHER	Error/Warning	An error occurred while constructing the customized forecasting message for Absence Take: %1. Please contact your system administrator.	Customized forecasting message
CUST_MSG_ERROR	Error/Warning	An error occurred while constructing the customized forecasting message. Please contact your system administrator.	Cannot construct customized message.
BAL_AS_OF_DT_ERR	Error/Warning	Balance Forecast As Of Date falls within an existing Absence event. Please enter another As Of Date. You can navigate to the Absence Request History page and review the dates of the existing requests.	As of Date falls in the middle of an Absence Event
DFLT_FCST_ SUCCESS	Error/Warning	Completed Successfully!	Forecasting has completed with no errors.
FCST_DATE_TIME	Error/Warning	Date Time: %1	Forecasting Status Message Date Time
DURATION_NOT_ CALCD	Error/Warning	Due to insufficient calendar templates scheduled, the duration of the requested absence was not obtained. Contact your system administrator.	Duration of absence was not obtained.
DUR_LT_ PARTIALHRS	Error/Warning	Duration is less than the combination of partial day hours. Change duration or the partial day hours.	Duration is less than the partial day hours
END_DT_DUR_ERR	Error/Warning	Either an %1 or %2 must be entered before pressing a button. Please enter an %1 or a %2.	No End date and or duration
END_HRS_IND_ERR	Error/Warning	End Day Hours and Half Day Indicator can not be used together. Either clear out End Day Hours or Half Day Indicator.	Can not use End Date Hours and Half Indicator together.
END_HRS_GT_ SCHED	Error/Warning	End Day Hours were greater than your scheduled hours for the end day. Calculation used the scheduled hours and the end day hours were set to the scheduled hours.	End Day Hours greater than scheduled hours
DFLT_FCST_ERROR	Error/Warning	Error Code (17005, %1) occurred. Please take note of this error code and notify your system administrator.	Forecast Error message
NO_END_DT_ERR	Error/Warning	In order to calculate the Duration, you must enter an End Date.	No End Date entered

Text ID	Usage	Text	Description
NO_DURATION_ERR	Error/Warning	In order to calculate the end date, you must enter a value in the duration field.	No duration entered
NOT_AVAILABLE_ MSG	Error/Warning	Not Available	Not Available
PART_DAY_ERR	Error/Warning	Partial Days is set to %1, but %2 and %3 are empty. Please enter either %2 or %3.	Partial days error
DFLT_FCST_STATUS	Error/Warning	Returned Value: %1	Default forecasting status
BGN_EQ_END_ PARTIAL	Error/Warning	Start Date equals End Date. Can not use Partial Days fields for End Date. To use partial days, set Partial Days to All or Start Only then enter partial hours or check the half day indicator.	Begin and End Dates equal, only use partial days for all days or start date.
BEGIN_HRS_IND_ ERR	Error/Warning	Start Day Hours and Half Day Indicator can not be used together. Either clear out Start Day Hours or Half Day Indicator.	Can not use start day hours and start day half indicator together
BEGIN_HRS_GT_ SCHED	Error/Warning	Start Day Hours are greater than your scheduled hours for the start day. Calculation used the scheduled hours and the start day hours were set to your scheduled hours.	Start Day Hours greater than scheduled hours
EMP_NOT_FOUND	Error/Warning	The absence request could not be processed for this employee. The employee was not active as of the start date of the absence. Validate the start date and the employee id. If this information is correct, then contact your system administrator.	Employee is not active as the absence start date
DURATION_GT_ YEAR_D	Error/Warning	The duration of the requested absence is greater than one year. If this is not correct, change the start or end dates.	Requested absence duration is greater than one year.
DURATION_GT_ YEAR_E	Error/Warning	The duration of the requested absence is greater than one year. If this is not correct, enter the correct duration.	Entered absence duration is greater than one year.
TL_MAXIMUM_ ENDDT	Error/Warning	The end date is beyond the latest end date on the work schedule. Change the end date or duration. If this end date is correct, contact your system administrator.	End Date is greater than maximum end date on Time and Labor Load Dates table.
ED_GRTR_BD_ERR	Error/Warning	The End Date you selected is before the Start Date. Please enter an End Date that is on or after the Start Date.	End Date cannot be prior to the Start Date

Text ID	Usage	Text	Description
Y_OVERLAP_ERR_TXT	Error/Warning	The Start and End Dates of your request are overlapping with existing requests or absence events. Please modify your Start and/or End Date. You can also navigate to the Absence Request History page and review the dates of the existing requests.	You cannot enter Absence Requests with overlapping dates
TL_MINIMUM_STARTDT	Error/Warning	The start date is prior to the earliest start date on the work schedule. Correct the start date. If this start date is correct, contact your system administrator.	Start Date is less than minimum start date on Time and Labor Load Dates table.
ED_GRTR_FRDT_ERR	Error/Warning	The Through Date you selected is before the From Date. Please enter a Through Date that is on or after the From Date.	Through Date entered cannot be prior to the From Date
NO_CURR_BAL_MSG	Error/Warning	There are no current balances to display	No current Balances
APPR_LINK_PAGE_ERR	Error/Warning	There are no results to display. Please select a different Status and select the Refresh button.	No rows returned
HIST_NO_RSLT_ERR	Error/Warning	There were no requests found for the date range that you specified. Please specify a new date range.	No Results
CANNOT_APR_W_ERR	Error/Warning	You are not allowed to approve a request with a forecast status of error. Please choose to either deny this request or send it back in the approval chain for rework	Cannot approve a request with a forecast status of error
CANNOT_APR_W_WRN	Error/Warning	You are not allowed to approve a request with a forecast status of warning. Please choose to either deny this request or send it back in the approval chain for rework	Cannot approve and a request with a forecast status of warning
CANNOT_APPR_FCSTER	Error/Warning	You are not allowed to approve requests when forecasting is required and the process ended with errors. Please contact your system administrator.	Cannot approve when forecasting ended with errors
CANNOT_SUB_W_ERR	Error/Warning	You are not allowed to submit a request with a forecast status of error. Please modify and forecast your request before submitting again.	Cannot submit a request with a forecasting status of error.

Text ID	Usage	Text	Description
CANNOT_SUB_W_ WARN	Error/Warning	You are not allowed to submit a request with a forecast status of warning. Please modify and forecast your request before submitting again.	Cannot submit a request with a forecasting status of warning.
CANNOT_SUB_ FCSTERR	Error/Warning	You are not allowed to submit requests when forecasting is required and the process ended with errors. Please contact your system administrator.	Cannot submit when forecasting ended with errors
FCST_REQ_APPROVE	Error/Warning	You must forecast this absence request before approving.	Forecasting Required
FCST_REQ_ERR	Error/Warning	You must forecast this absence request before submitting it or saving it for later.	Forecasting required error
ALL_HRS_IND_ERR	Error/Warning	You must not enter values in All Days Hours and Half Day Indicator. Either clear out All Days' Hours or Half Day Indicator.	Must not use all days half indicator and all days' hours.
END_NOT_HOLIDAY	Error/Warning	Your request can not end on a holiday. The end date coincides with a holiday. Change the end date or duration.	Request End date can not occur on a holiday
END_NOT_ NONWORK	Error/Warning	Your request can not end on an off day. According to your work schedule, the end date is an off day. Change the end date or duration.	Request end date cannot occur on a non-workday.
START_NOT_ HOLIDAY	Error/Warning	Your request can not start on a holiday. The start date coincides with a holiday. Change the start date.	Request cannot start on a holiday
START_NOT_ NONWORK	Error/Warning	Your request can not start on an off day. According to your work schedule, the start date is an off day. Change the start date.	Request start date cannot occur on a off day.
WORK_SCHED_NF	Error/Warning	Your work schedule was not found. Work schedules are required to calculate the duration or end date. Contact your system administrator.	Work schedule not found for employee

CHAPTER 17

Entering and Approving Self Service Absence Requests

This chapter provides an overview of the self service absence request transactions and explains how to manage absence requests.

Note. If you are using Absence Management in Switzerland, follow the instructions for Switzerland instead of the instructions in this chapter.

See Also

Chapter 16, "Setting Up Self Service Absence Transactions," page 317

Understanding the Absence Request Transactions

Using self service transactions, employees and managers can submit absence requests, forecast absence entitlement balances, and carry out other common tasks using the Self Service pages in Absence Management.

Self service options differ for employees and managers.

Role	Absence Self Service Options
Employee	• Forecast, add, edit, and cancel absence requests. • View absence requests, with their approval status. • View absence events entered by the Absence Administrator. • View absence entitlement balances for the current period. • View absence entitlement balances as of a future date. • View the employee's monthly schedule for past and future months.
Manager	• Perform all employee self service absence functions on behalf of direct reports. • View a list of absence requests for direct reports. • Forecast an absence request in order to approve it. • Approve, deny, or push back absence requests submitted by direct reports. • View a monthly calendar for direct reports.

See Also

Chapter 15, "Entering Absences," Entering, Updating, and Voiding Absences, page 300

Employee Self Service for Managing Absences

This section provides an overview of the procedures for accessing and using employee self service absence pages and discusses how to:

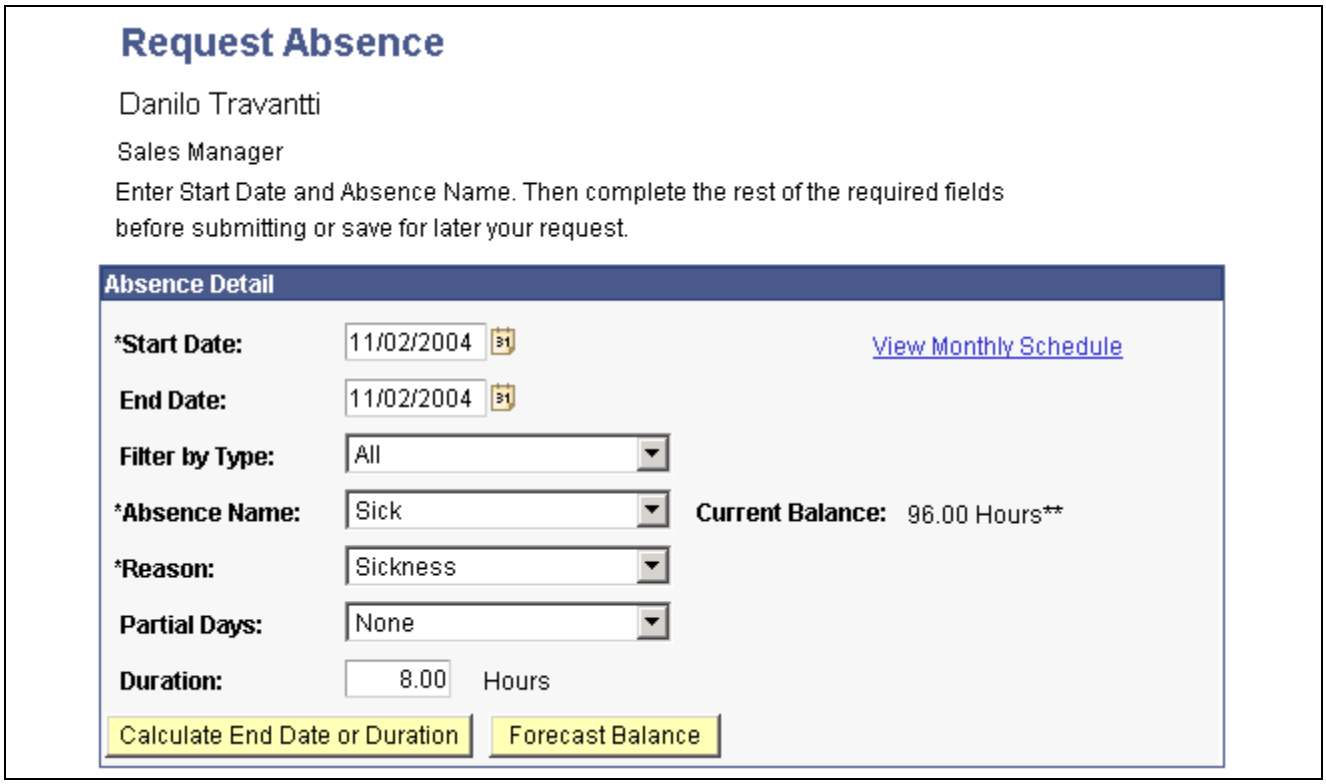
- Request absences.
- View the employee's schedule for past or future months.
- View absence balances.
- View absence request history.
- View approval details for an absence request.
- Forecast absence entitlement balances as of a future date.

Self Service Pages Used by Employees to Manage Absence Requests

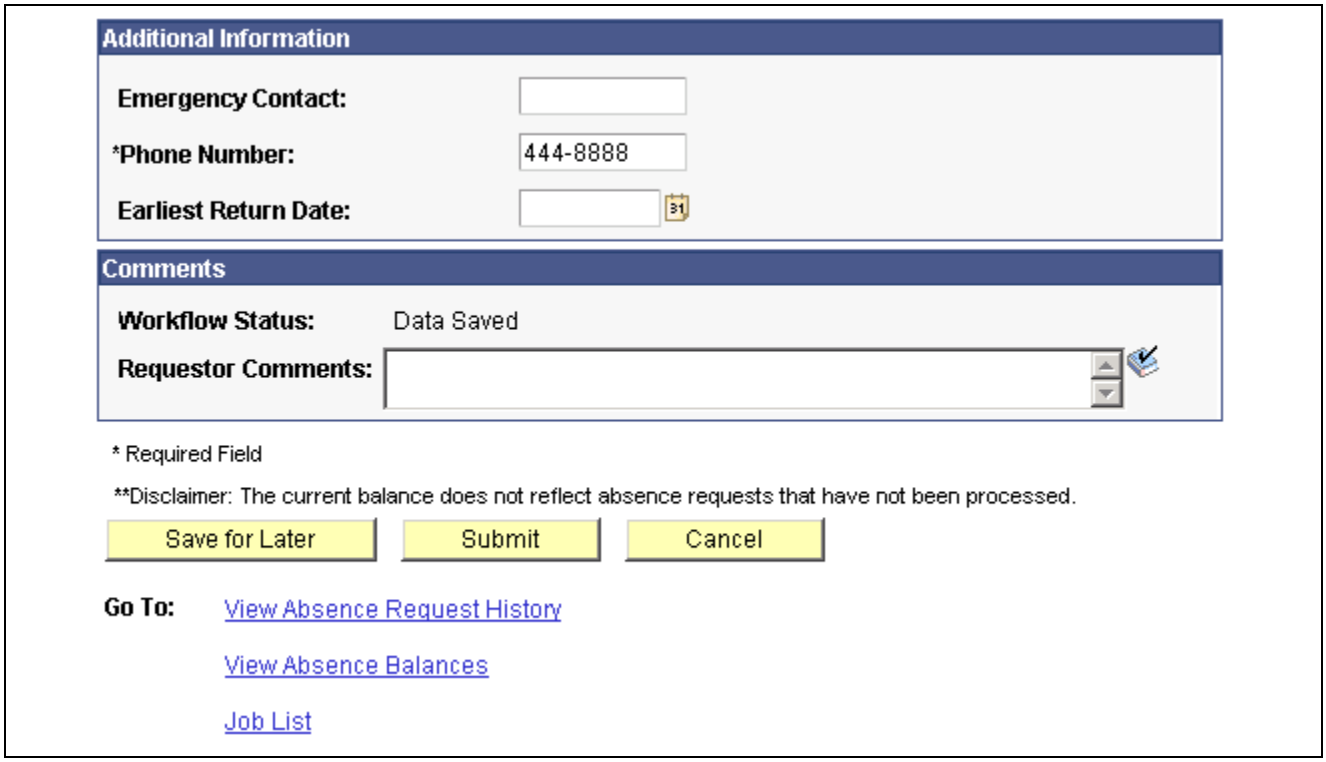
Page Name	Object Name	Navigation	Usage
Request Absence	GP_ABS_SS_REQUEST	Self Service, Time Reporting, Report Time, Absence Request	Request absence based on the start date of the absence event.
Monthly Schedule	SCH_EE_MONTHLY	Click the View Monthly Schedule link on the Absence Request page.	Employees view their schedule for a one month period for any past or future month.
View Absence Balances	GP_ABS_SS_BALANCES	Self Service, Time Reporting, View Time, Absence Balances, View Absence Balances	This page includes links to pages to request absence, view absence requests, view monthly schedule, and forecast balances.
Absence Request History	GP_ABS_SS_REQHIST	• Self Service, Time Reporting, View Time, Absence Request History, Absence Request History • Click the View Absence Requests History link on the Absence Request page or the View Absence Balances page.	View processed or pending absence events based on the specified date range.
Request Details	GP_ABS_SS_REQSTAT	Click the link for the absence in the Absence Name column on the Absence Request History page.	View details for a specific absence request.
Forecast Balance	GP_ABS_SS_FCST_BAL	Click the Forecast Balance link on the View Absence Balances page.	Run the online forecasting process for future absence entitlement balances based on date, absence type and absence name.
Select Job Title	GP_SS_EE	Self Service, Time Reporting, Report Time, <any employee self service absence process>	Employees with multiple jobs use this page to select the job for which they want to enter or review a self service absence transaction.

Employee Absence Request Entry

Access the Request Absence page.



Request Absence page (part 1 of 2)



Request Absence page (part 2 of 2)

The Absence Request page consists of three group boxes: Absence Detail, Additional Information, and Comments. The available fields in the Additional Information group box depend on how your organization sets up self service for Absence Management.

Absence Detail

Start Date Select the first day of the absence event. The field option defaults to the current date. If there's a break in the absence, enter each event separately. For example, if you're out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

Note. The system uses the Take definition that is in effect on the Start Date.

End Date Select the last day of the absence event. If you leave this field empty and the Calculate End Date option on the Absences (setup) page is selected, the system automatically determines the end date based on the begin date, duration, and half day options or partial hours if the absence is measured in hours.

Filter by Type Select the absence type. The selection you make in this field will limit or filter the selections available in the Absence Name field.

Absence Name Select the absence name from the available options. The options available depend on the selection in the Filter by Type field.

After you select entries in the above fields, the system refreshes the page with additional fields.

Reason Select a reason from the available options. The reasons available depend on your selections in the previous fields.

Partial Days Specify which days of the absence event are partial days.

If the Calculate End Date or Duration option is enabled on the Absence (setup) page, and the Unit Type is *Days*, the system does not consider any partial hours or half-day entries that are entered in this group box when it calculates the end date or duration.

Note. Data that you enter in the following fields is used in the absence calculation process only if the data is referenced by your absence formulas.

The available options in the Partial Days field when the absence is calculated in days include:

- *All Days*
- *End Day Only*
- *None*
- *Start Day Only*
- *Start and End Days*

Depending on the option that you select, up to two check boxes appear that allow you to specify which days of the absence event are half days. Select the check boxes that are appropriate for the absence event.

Duration The system calculates the duration of the absence event when you click the Calculate End Date or Duration button.

Calculate End Date or Duration Click this button to have the system automatically calculate the end date or duration of an absence event.

Forecast Balance	Click this button to run the online absence forecasting process for the type of absence Take selected for this absence request. This button will appear only for those absence names that require forecasting.
Save for Later	This option allows the employee to save the absence event information for later review and editing, and does not generate workflow for the approvals process.
Submit	This option saves the information and generates the workflow approval process that routes the request to one or more managers whose roles are defined in workflow to enable them to approve, deny, or push back the absence request to the previous approval level with comments. The push back is often used by approvers to suggest absence request revision or to obtain additional information.
Cancel	This option is available only for requests that have been saved for later or that were pushed back from the approver. Depending on the setup, when you click Cancel the application either physically deletes the request from request and workflow records, or sets the status of the request to cancelled.

Additional Information

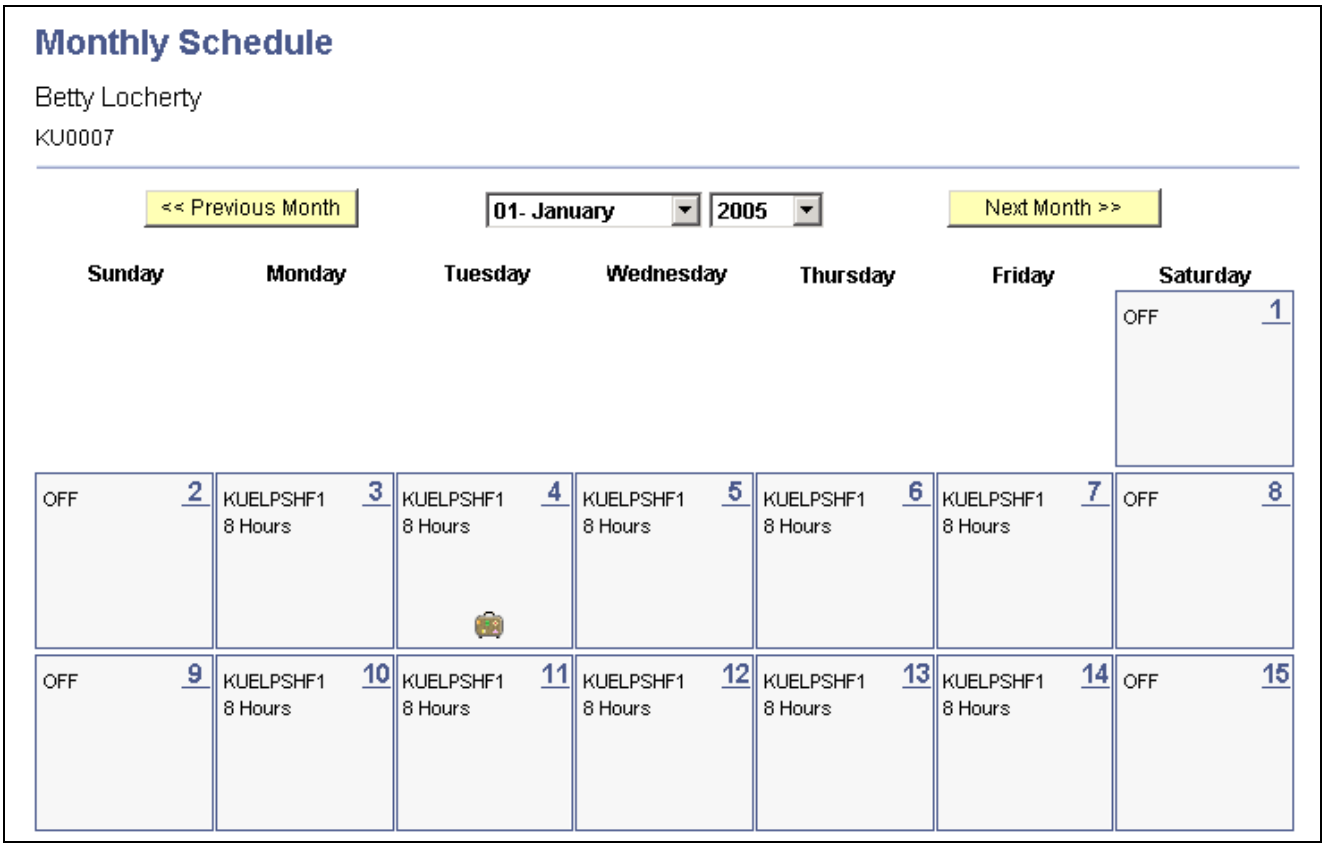
The fields that appear in this group box depend on how Absence Management is configured during the implementation process.

Comments

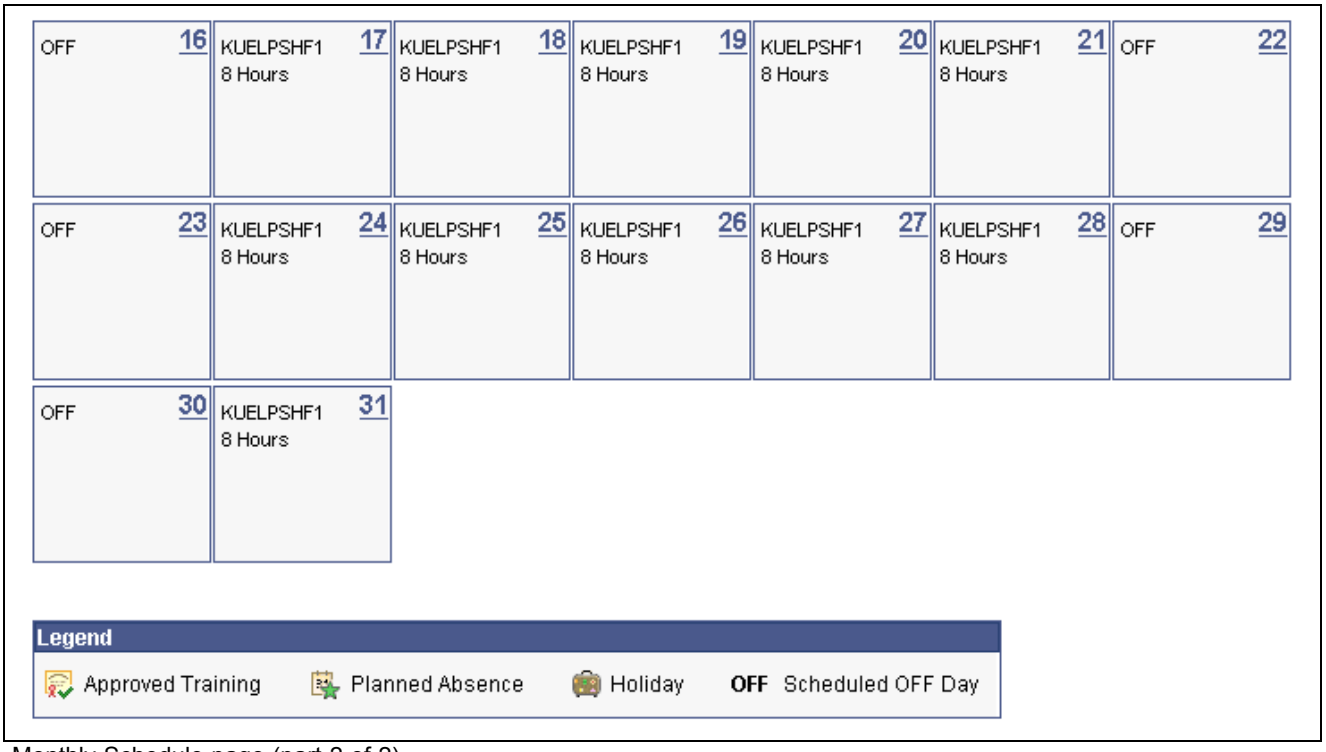
The Requestor Comments field enables the employee to enter free form text related to the absence request that becomes part of the record and is visible throughout the approval process. Comments display on the Absence Details page.

Viewing the Monthly Schedule

Access the Monthly Schedule page.



Monthly Schedule page (part 1 of 2)



Monthly Schedule page (part 2 of 2)

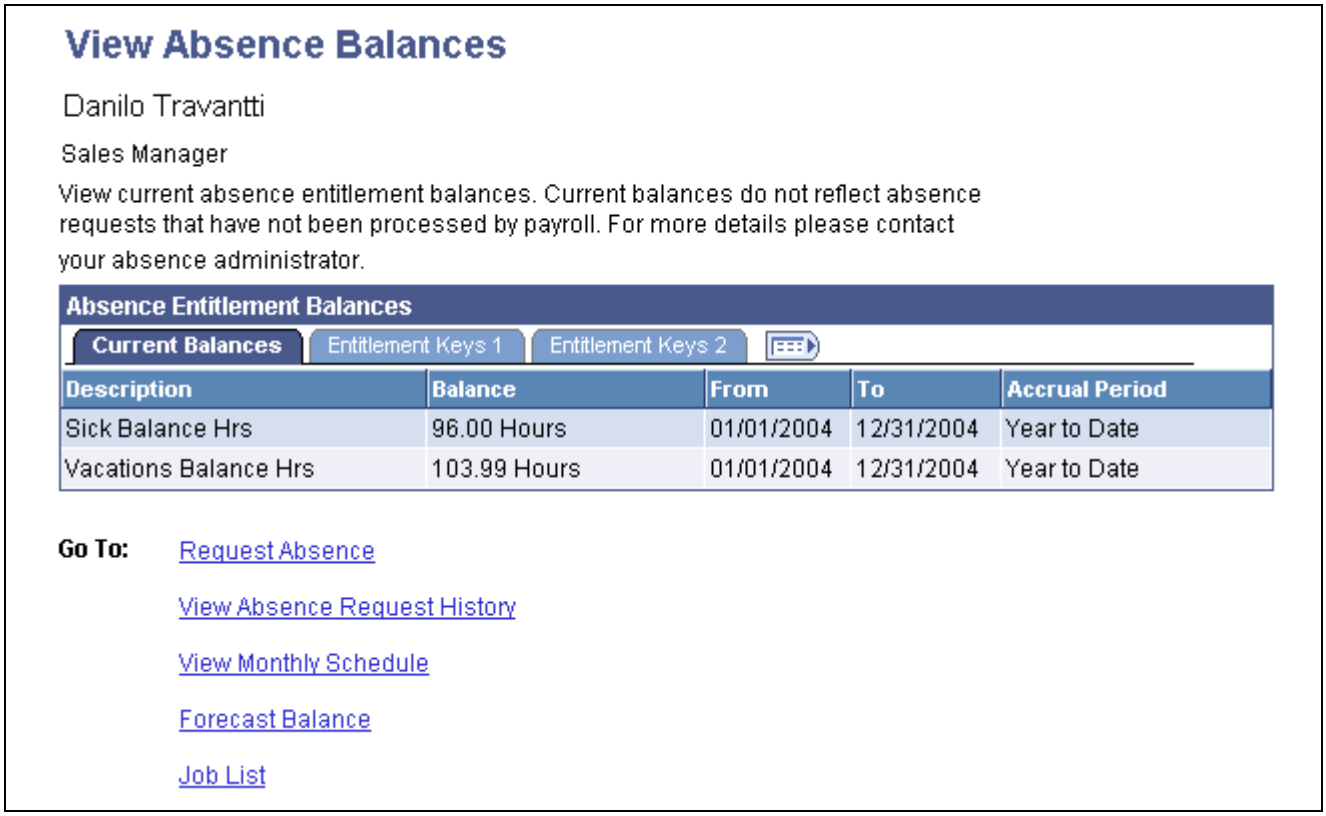
Employees can view their schedule for one month in the future or past by using the available options in the month and year fields. Click the Previous Month and Next Month buttons to view previous or subsequent months, respectively.

For employees with multiple jobs, the Select Job Title field appears on this page.

See Chapter 17, "Entering and Approving Self Service Absence Requests," Selecting Job Title, page 363.

Viewing Absence Balances

Access the View Absence Balances page.



View Absence Balances page

This page contains the following links:

- Request Absence

  This is a link back to the Absence Request page.
- View Absence Request History

  This is a link to the Absence Request History page.
- View Monthly Schedule.

  This is a link to the Monthly Schedule page.
- Forecast Balance.

  This is a link to the Forecast Balance page.
- Job List

  This is a link to the Select Job Title page for employees with multiple jobs.

See Chapter 17, "Entering and Approving Self Service Absence Requests," Selecting Job Title, page 363.

See Also

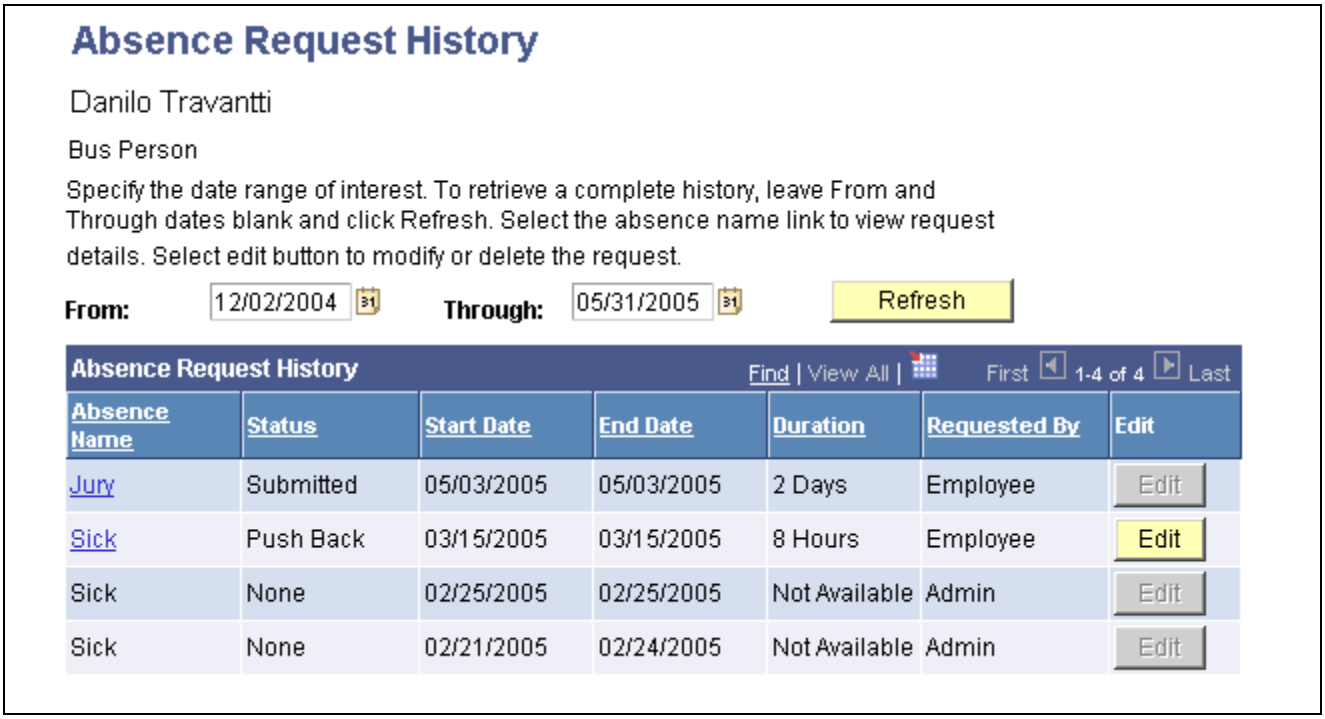
Chapter 17, "Entering and Approving Self Service Absence Requests," Employee Absence Request Entry, page 355

Chapter 17, "Entering and Approving Self Service Absence Requests," Viewing Absence Request History, page 361

Chapter 17, "Entering and Approving Self Service Absence Requests," Viewing Absence Balances, page 360

Viewing Absence Request History

Access the Absence Request History page.



Absence Request History page

This page display all absence requests for the employee. Absence requests entered by the employee contain a link in the Absence Name column. Absences that are entered by the Absence Administrator do no have a link in the Absence Name column. The employee can edit absences requests that are saved, but not yet submitted, by clicking the Edit button in the Edit column.

From and **Through** The user can display absence request that fall within a specified date range by entering dates in the From: and Through: fields. If the employee enters a date in only the From field, the system displays absence requests that have a Start Date equal to or after the specified date. Alternatively, if the employee enters a date only in the Through: field, the system displays absence requests that have an End Date equal to or prior to the specified date. If no date is entered in either field, the system displays all absence requests for the employee.

Refresh Click the Refresh button after entering, changing, or removing dates in the From: and Through: fields.

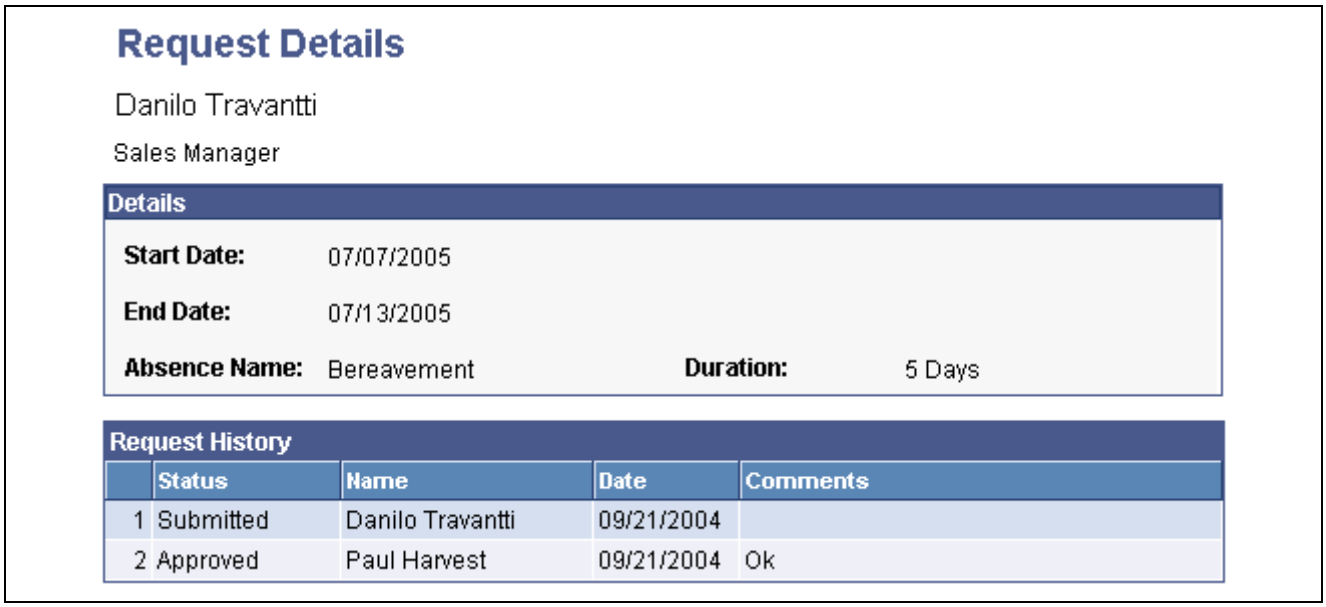
The Absence Request History group box contains Absence Name, Status, Start Date, End Date, Duration, and Requested by. You can sort the rows by any of these criteria by clicking the column heading.

See Also

Chapter 15, "Entering Absences," Entering, Updating, and Voiding Absences, page 300

Viewing Absence Request Details

Access the Request Details page.

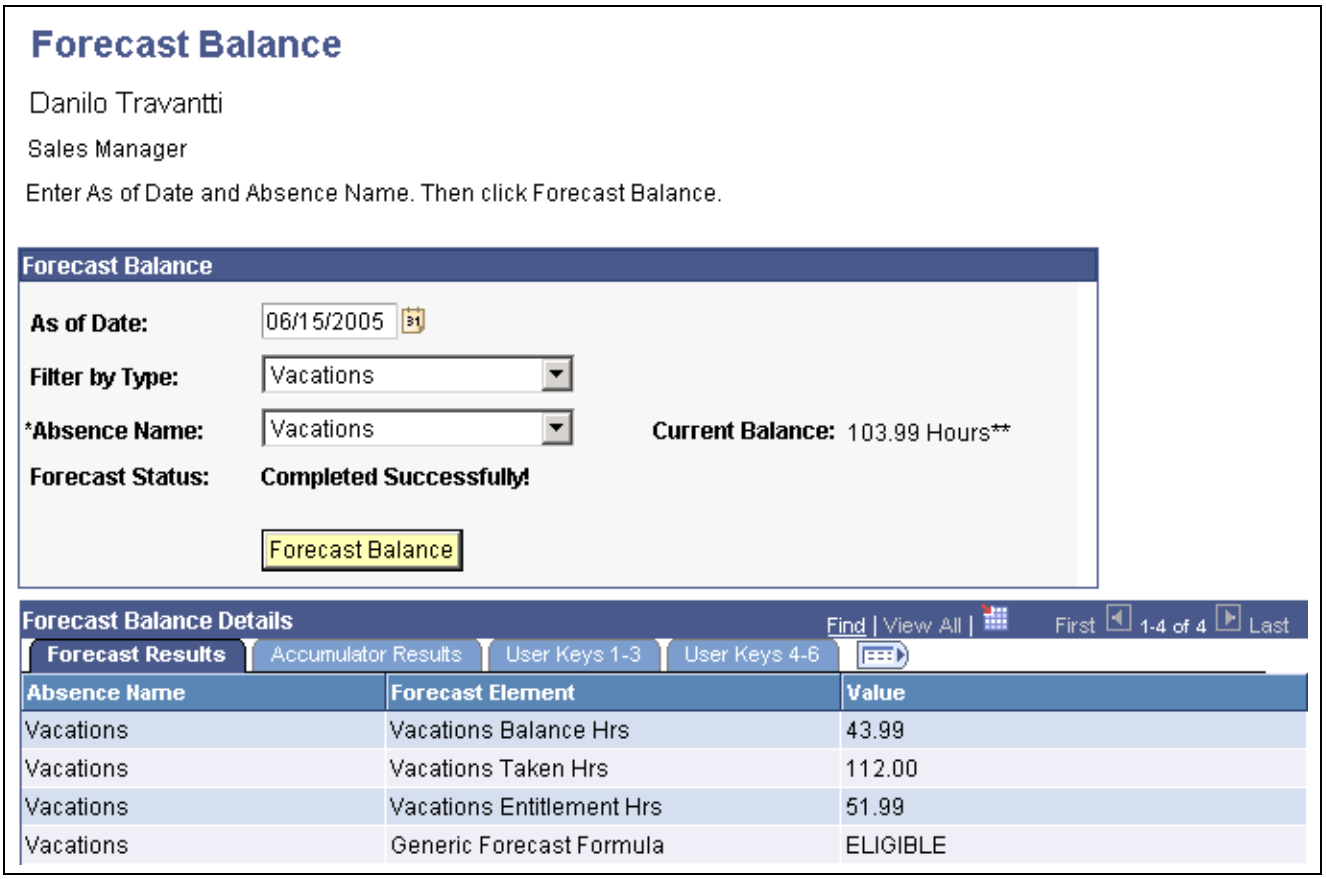


Request Details page

The page displays information about the selected absence.

Forecasting Absence Entitlement Balances

Access the Forecast Balance page.



Forecast Balance page

This page enables the employee to run the online absence entitlement balance Forecast process, and to view entitlement balances as of a future date, by absence type, and absence name.

As of Date Enter a future date that the system will use to calculate the balance.

Filter by Type Select the absence type. The selection you make in this field will limit or filter the selections available in the Absence Name field.

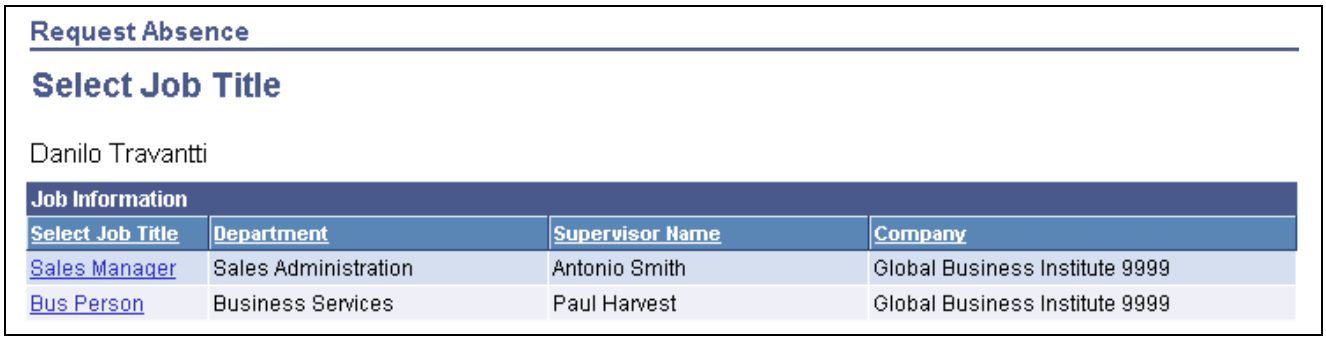
Absence Name Select the absence name from the available options in the field.

Note. The user must make an entry in this field in order for the system to display the Forecast Balance button.

Forecast Balance Click this button to run the online absence balance forecasting process. When the process is completed, the forecasted absence entitlement balances appear in the Forecast Balance Details group box.

Selecting Job Title

Employees with multiple jobs must select the job for which they are entering or reviewing self service absence transactions. The following page is an example of an employee with multiple jobs that is entering an absence request. A similar page with a modified title appears whenever this employee initiates any absence self service transaction.



Select Job Title page for an absence request

After the employee selects the job title, the processes are identical to those discussed in the previous sections.

Manager Self Service Pages

This section provides an overview of the procedures for accessing and using manager self service absence pages and discusses how to:

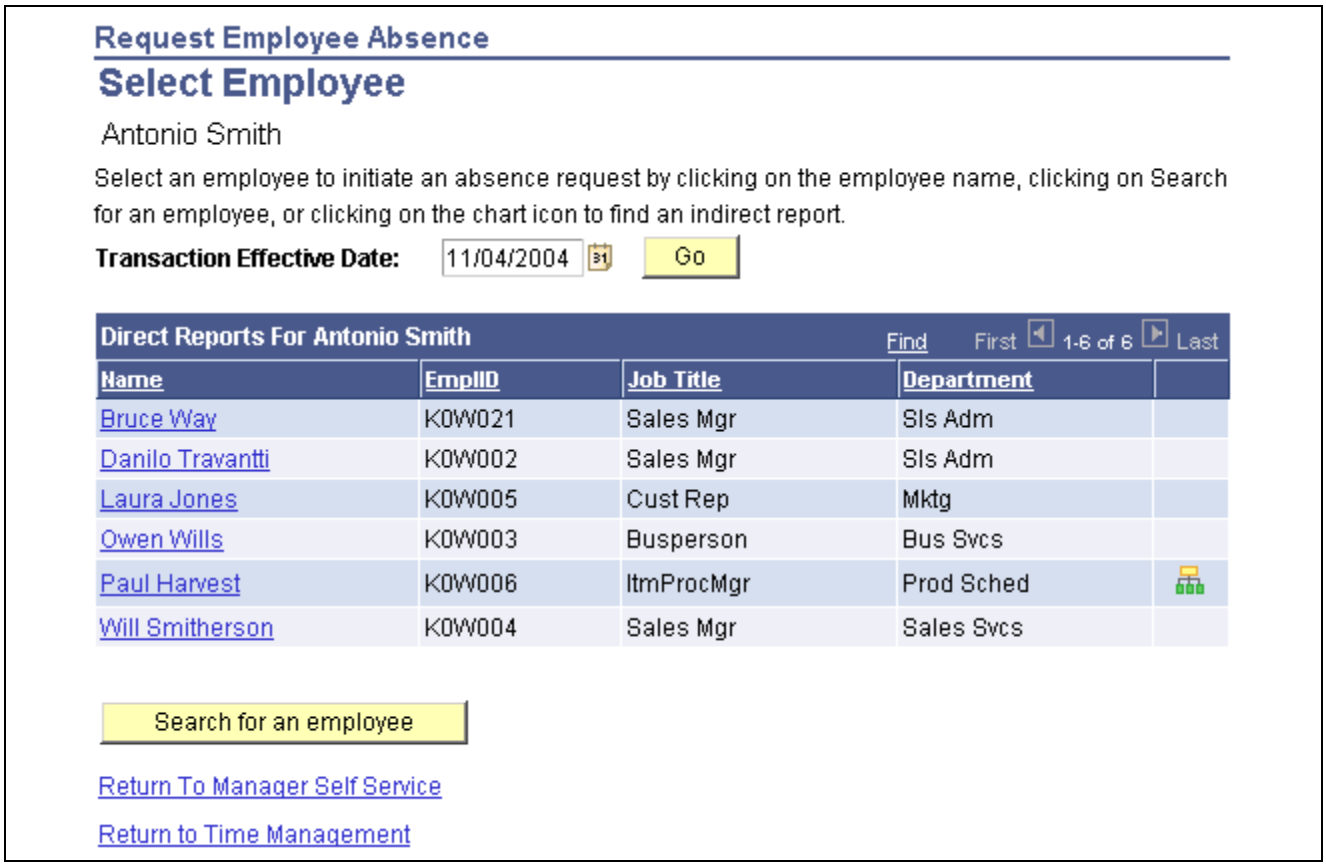
- Request an absences on behalf of an employee who reports directly to the manager.
- View employee absence requests.
- View employee absence entitlement balances.
- Forecast employee absence entitlement balances.
- Approve, deny, or push back employee absence requests.
- View absence request history for direct reports.

Self Service Pages Used by Managers to Manage Absence Requests

Page Name	Object Name	Navigation	Usage
Request Employee Absence	OPRROWS	Manager Self Service, Time Management, Report Time, Absence Request, Request Employee Absence	View a list of direct reports, select an employee, and enter an absence request on behalf of the employee.
View Employee Absence Requests	OPRROWS	Manager Self Service, Time Management, View Time, Absence Request History, View Employee Absence Requests	Managers use this page to view absence request information for direct and indirect reports.
View Employee Absence Balances	OPRROWS	Manager Self Service, Time Management, View Time, Absence Balances, View Employee Absence Balances	View absence balances for direct reports.
Forecast Balance	GP_ABS_SS_FCST_BAL	Manager Self Service, View Time, Absence Balances Select the employee Namelink, click the Forecast Balance link on the View Absence Balances page.	View the results of the Absence Forecasting process.
Absence Requests	GP_SS_ABS_APPR	Manager Self Service, Time Management, Approve Time and Exceptions, Absence Requests, Absence Requests	Select the absence request to approve or deny.
Request Details	GP_ABS_SS_APPROVE	Manager Self Service, Time Management, Approve Time and Exceptions, Absence Requests Click the employee Name link for the request.	Used by the manager to approve, deny, or push back an employee absence request to the previous approval level.
Absence Request History	GP_ABS_SS_REQHIST	Manager Self Service, Time Management, View Time, Absence Request History Click the employee Name link.	Review the absence request history for an employee for a specified time range of dates.

Requesting Absence on Behalf of an Employee

Access the Request Employee Absence page.



Request Employee Absence page

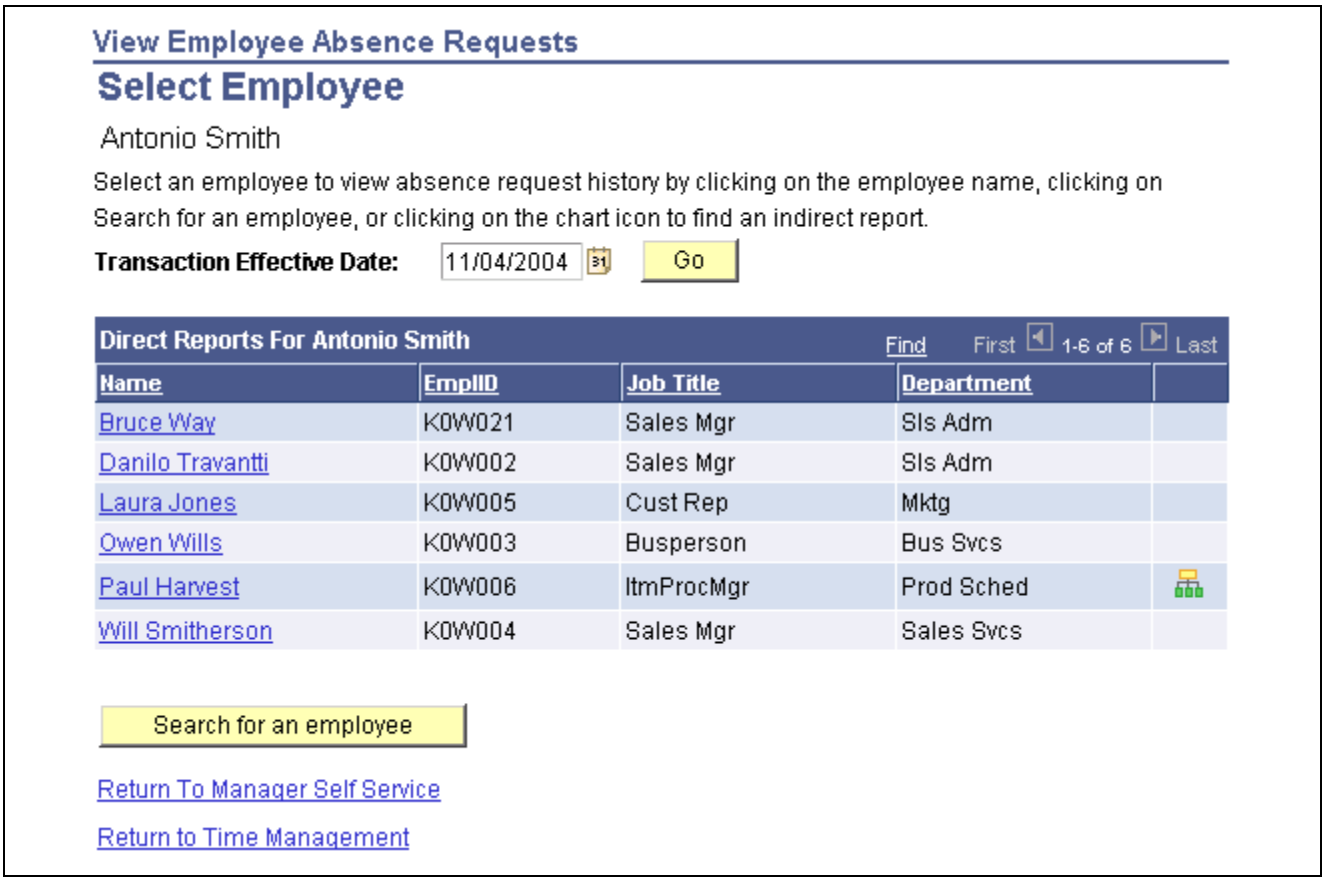
The system displays the Request Absence page for a manager's direct report when the manager clicks the link with that person's name. The system displays a page that is identical to the employee self service Request Absence page, with the exception that it contains a Direct Reports link to return to the View Employee Absence Requests page.

See Also

Chapter 17, "Entering and Approving Self Service Absence Requests," Employee Absence Request Entry, page 355

Viewing Employee Absence Requests

Access the View Employee Absence Requests page.



View Employee Absence Requests page

The direct reports for the manager are displayed on this page. Click the column titles for Name, EmplID, Job Title, and Department to sort the list by these criteria. The last column may contain an icon that indicates the employee has direct reports. Click the icon to display a list of individuals that report to that employee. These employees are referred to as the manager's indirect reports.

Click the Search for an employee button to search for direct reports by last name.

Transaction Effective Date The system displays the direct reports for the manager as of this date.

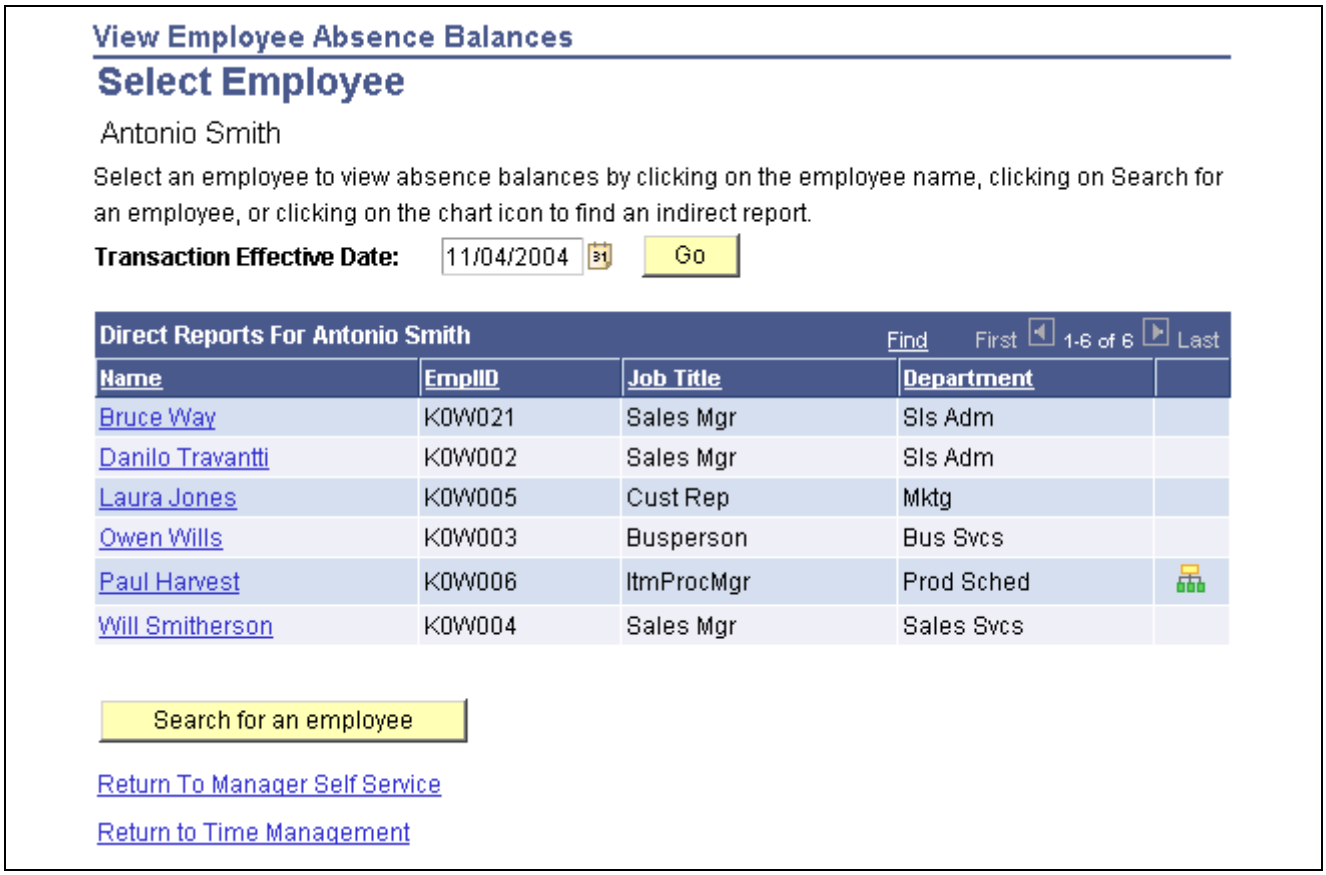
The system displays the Request Absence page for a manager's direct report when the manager clicks the link with that person's name. The system displays a page that is identical to the employee self service Request Absence page, with the exception that it contains a Direct Reports link to return to the View Employee Absence Requests page.

See Also

Chapter 17, "Entering and Approving Self Service Absence Requests," Viewing Absence Request History, page 361

Viewing Absence Balances

Access the View Employee Absence Balances page.



View Employee Absence Balances page

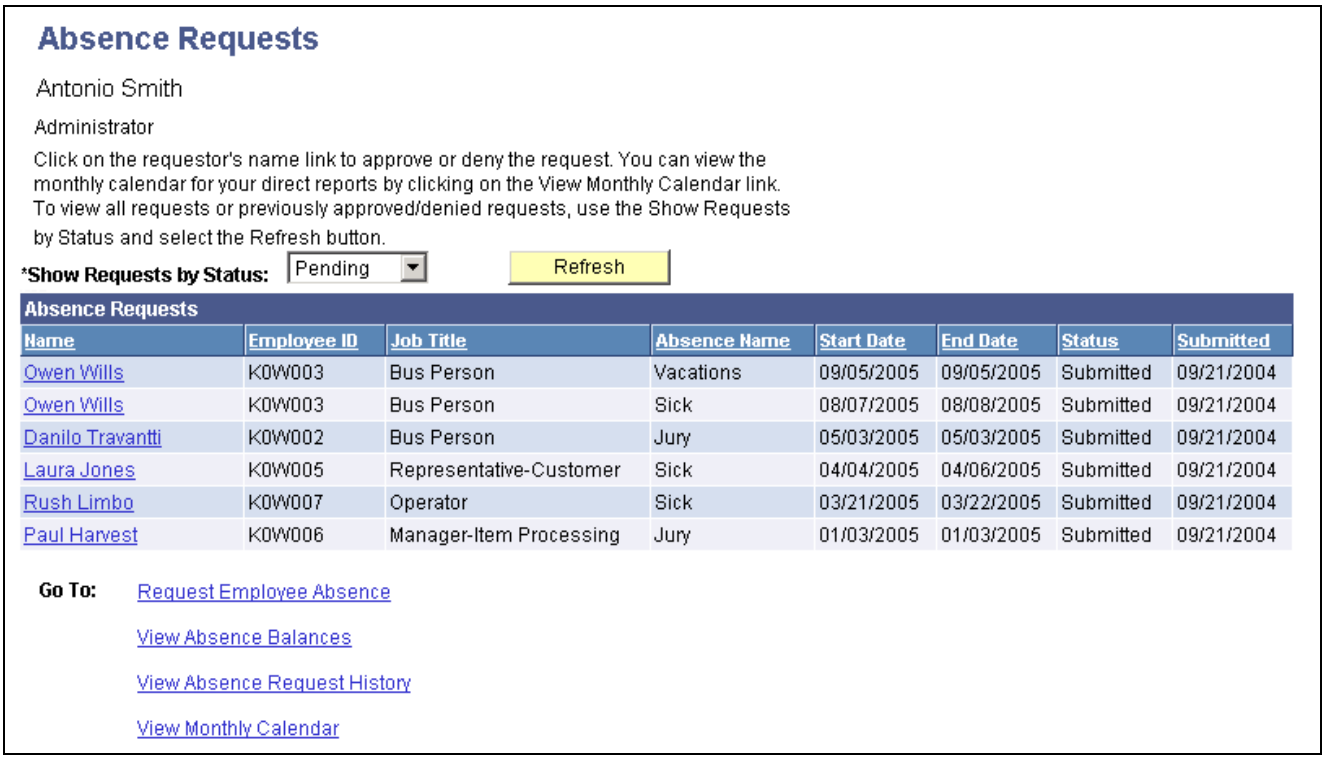
This page functions in the same manner as the View Employee Absence Requests page. From this page, when the manager clicks the employee name link the system displays the View Absence Balances page for that employee. This page is identical to the employee self service View Absence Balances page, and includes the Forecast Balances link to enable the manage to forecast absence entitlement balances for a future date for direct reports. The one exception to the similarity of the employee self service page and the manager self service page is that the manager has a Direct Reports link to return to the View Employee Absence Balances—Select Employee page.

See Also

Chapter 17, “Entering and Approving Self Service Absence Requests,” Viewing Absence Balances, page 360

Approving and Denying Absence Requests

Access the Absence Requests page.

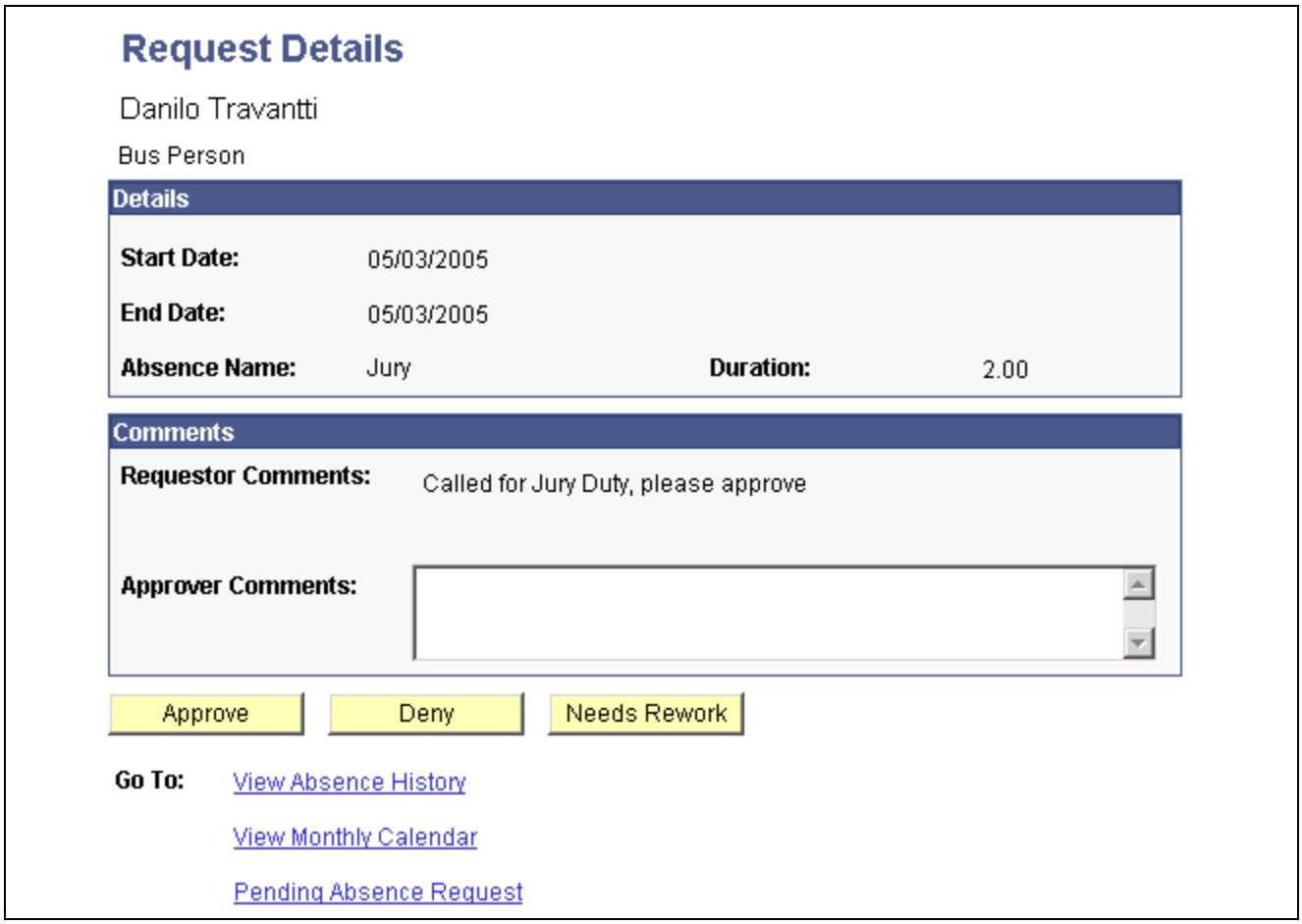


Absence Requests page

Show Requests by Status The following options are available in this field:

- *Approved*
- *Denied*
- *Pending (default)*

After selecting the status, click the Refresh button to display all requests. Click the employee name link to work with the request. The Request Details page appears:



Request Details page

The manager uses this page to approve, deny, or push the request back to the previous step in the approval process (by clicking the Needs Rework button). The approver can include suggested changes or other comments by entering information in the Approver Comments field. After selecting one of these buttons, the approver must confirm the selection on a confirmation page:

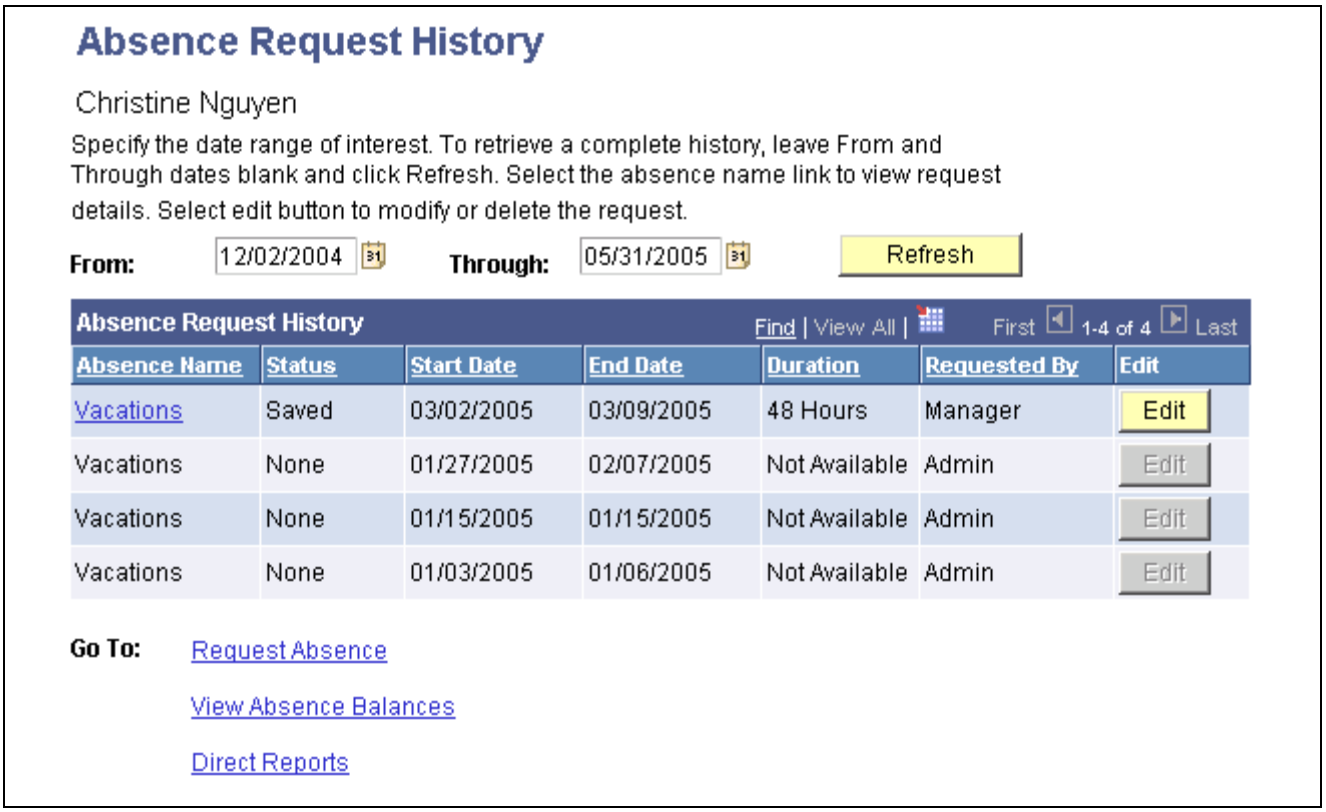


Approval Confirmation page

After clicking the Yes button the system re-displays the Absence Requests page so that the manager can continue to work with other absence requests. Clicking the No button displays the Request Details page.

Reviewing Absence Request History

Access the Absence Request History page.



Absence Request History page

The system displays a page that is identical to the employee self service Absence Request History page, with the exception that it contains a Direct Reports link to return to the View Employee Absence Requests page.

Clicking the link in the Absence Name column displays the Approval Details page. Links appear only for absence requests that the manager has worked with using the self service pages. Absences that are entered through the absence entry pages (not self service) appear on this page but cannot be modified from this page.

From and Through The user can display absence request history that falls within a specified date range by entering dates in the From and Through fields. If the manager enters a date in only the From field, the system displays absence requests that have a Start Date equal to or after the specified date. Alternatively, if the manager enters a date only in the Through field, the system displays absence requests that have an End Date equal to or prior to the specified date. If no date is entered in either field, the system displays all absence requests for the employee.

See Also

Chapter 15, “Entering Absences,” page 299

CHAPTER 18

Setting Up Overrides

This chapter provides an overview of overrides and discusses how to:

- Define pay entity overrides.
- Define paygroup overrides.
- Define payee overrides.
- Define pay calendar overrides.
- Define overrides via elements.
- Resolve overrides in background processing.

Understanding Overrides

This section lists common elements used in this chapter and discusses:

- Override levels.
- Overrides available for primary elements.
- Overrides available for supporting elements.
- Begin and end date logic for overrides.
- Element overrides and segmentation.

Use overrides to control the values the system uses to resolve an element for a specified time period. When you run the absence process, the system retrieves the rule definition for the element and applies any override instructions that you've entered.

Common Elements Used in This Chapter

Pay entity override and **Paygroup override**
: Override the value of a bracket, date, duration, formula, or variable element whenever the element is resolved for a payee who's linked to a specified pay entity or paygroup, respectively.

Payee override
: Refers to one of four types of payee-specific overrides:
  - Assigning or disabling an earnings, deduction, or absence element.
  - Overriding the definition of an absence element.
  - Overriding the value of a variable used by an absence element.
  - Overriding the value of a bracket, date, duration, formula, or variable element whenever it's resolved.

Pay calendar override	Can exclude specific earnings, deduction, and absence elements from a calendar and override the values of associated bracket, date, duration, formula, and variable elements.
Via elements override	Controls whether an element's value can be updated by an array, bracket, date, or formula element.
Element definition override	Overrides the value of a bracket, date, duration, formula, or variable element that's used in the definition of a primary element (absence take or absence entitlement).

Override Levels

Before entering instructions to override an element, you must specify allowed types of overrides for that element by selecting the appropriate check boxes in the Override Levels group box on the Element Name page.

When you enable overrides for a supporting element, clear the Always Recalculate check box on the Element Name page. Otherwise the system uses the value of the element according to the element definition, not the override value.

Note. An additional level, 'Payee/Calendar' overrides, exist for supporting elements through the Off-Cycle Requests component. This level is available for off-cycle requests only and does not extend to on-cycle calendars. Before entering supporting element overrides on the Payee / Calendar Overrides page, you must select the Payee and the Calendar check boxes in the Override Levels group box on the Element Name page for the supporting element.

See Also

Chapter 22, "Managing Off-Cycle Processing," page 465

Overrides Available for Primary Elements

Several override levels enable you to control the value of absence take, and absence entitlement elements, which the system applies in this order:

1. Payee overrides.

   Assign or disable an earnings, deduction, or absence element or override the definition of an earnings, deduction, or absence element.

2. Pay calendar overrides.
3. Via element overrides.

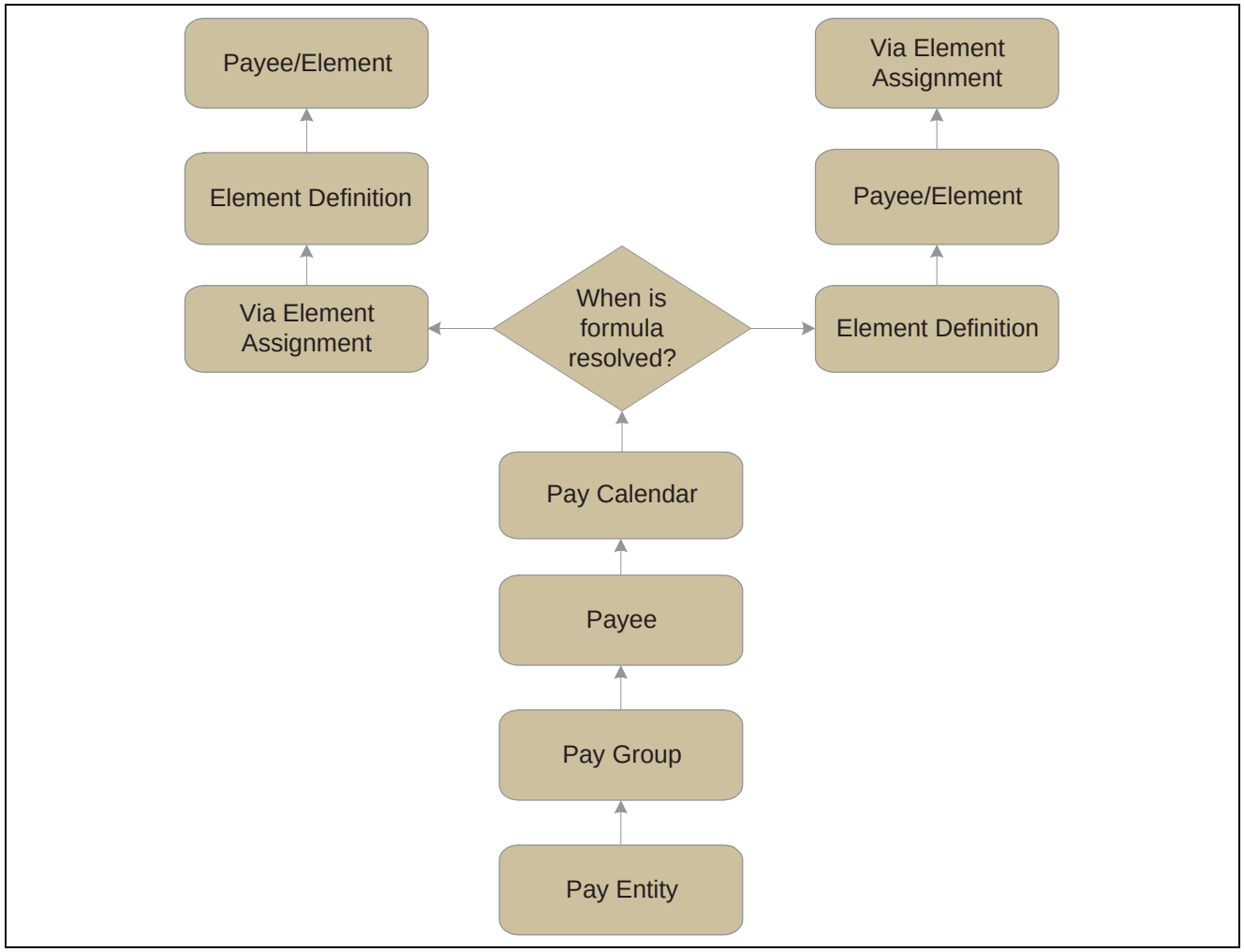
Overrides Available for Supporting Elements

Eight override levels enable you to control the values of brackets, dates, duration, formulas, and variables:

- Pay entity overrides.
- Paygroup overrides.
- Payee overrides: Override the value of a bracket, date, duration, formula, or variable element whenever it's resolved for the payee.
- Payee/Element overrides. Overrides the value of a variable used by a specific earning or deduction assigned to a payee.

- Pay calendar overrides.
- Via element overrides.
- Element definition overrides.

When the system encounters multiple overrides for a supporting element, it applies the overrides in the sequence illustrated below, beginning with pay entity overrides.



Element Override Hierarchy

Note. A payee/element override refers to the override of a variable element that's associated with a particular earning or deduction for a payee. Enter such overrides on the Element Detail page, linked to the Payee Assignment By Element and Element Assignment By Payee pages. A payee override is the override of a bracket, date, duration, formula, or variable that's associated with a payee. Enter such overrides on the Payee Supporting Element Overrides page.

Example

VARIABLE1 has the following values:

- 30 according to the rule definition
- 20 according to a pay entity override
- 10 according to a paygroup override

In this case, VARIABLE1 resolves to 10, because paygroup overrides take precedence over pay entity overrides.

Begin and End Date Logic for Overrides

When entering override instructions, you specify begin and end dates.

The begin date tells the system when to start applying the override instructions. It's required, and the current date is the default.

The end date specifies when override instructions become inactive. It's required only for entering multiple rows of instructions for the same element.

The processing rules for begin and end dates vary, depending on the type of override being processed.

Element Overrides and Segmentation

When a pay period has period segmentation or element segmentation, payee overrides are generally applied to a segment based on the segment end date as well as the override's end date.

Payee overrides are based on the segment or slice in which they fall. The definition may be different in a slice or segment, unlike in the rule definition. A segment or a slice uses a payee override if it falls in the segment or slice, based on the override begin and end dates. Payee overrides do not cause segmentation.

Pay entity, paygroup, and element overrides are unaffected by segmentation. The system retrieves the definition of the element and the override only once every period, regardless of period or element segmentation.

See Also

Chapter 18, "Setting Up Overrides," Defining Pay Entity Overrides, page 376

Defining Pay Entity Overrides

This section provides an overview of processing rules for pay entity overrides and discusses how to override the value of elements that are associated with a pay entity.

Understanding Processing Rules for Pay Entity Overrides

During processing, the system refers to the begin and end dates (if any) and the Definition as of Date (Use Defn As Of) that were defined for the element on the Element Name page.

For the override instructions to take effect:

- The begin date must be before or equal to element's Definition as of Date.
- The end date must be greater than or equal to the Definition as of Date.

Example

VARIABLE1 is defined as follows:

- Definition as of Date = Calendar Period Begin Date
- Value = 100

- Pay Period = January 01, 2004 − January 31, 2004

The following pay entity override exists:

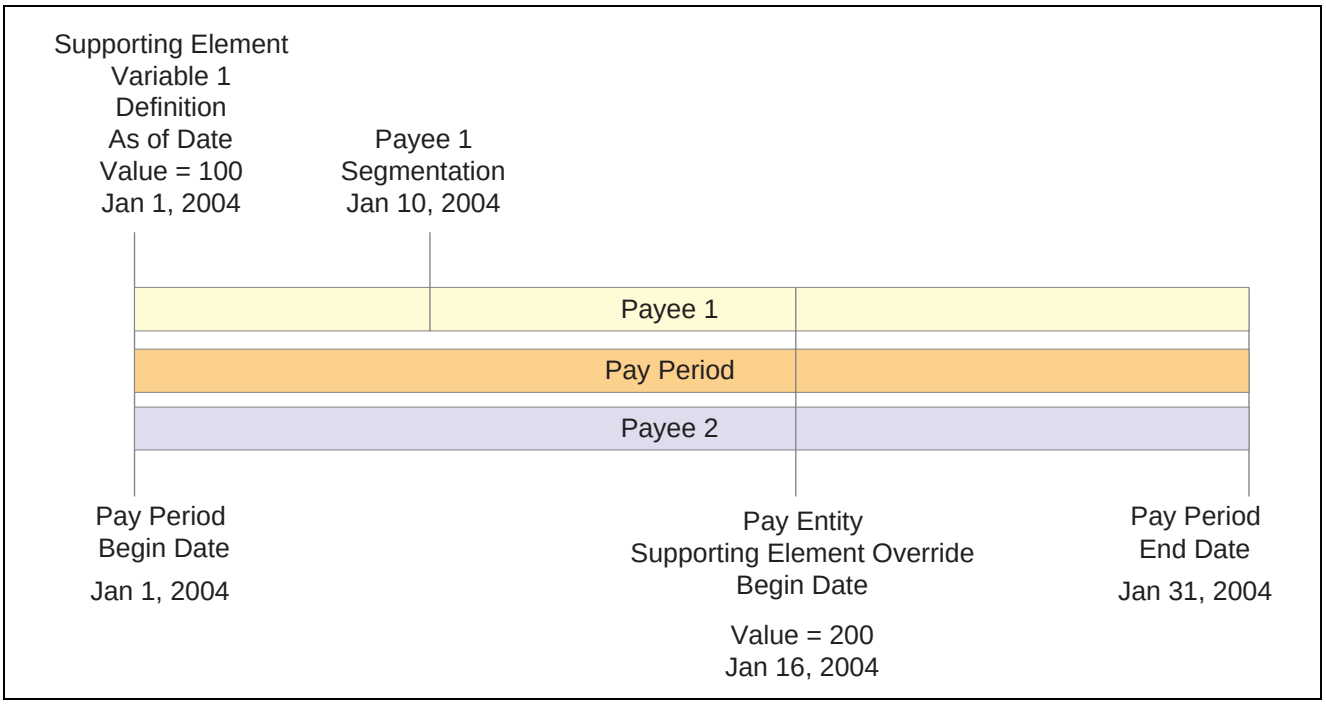
- Begin Date = January 16, 2004 (no End Date)
- Value = 200

Payee 1 has segmentation on January 10, 2004. Payee 2 has no segmentation.

Both payees have the same value for VARIABLE1. Payee 1's segmentation doesn't alter the value of VARIABLE1.

In the diagram, the pay entity supporting element override is *not* applicable to either payee, because it wasn't applicable as of the VARIABLE1 Definition as of Date (Calendar Period Begin Date), resulting in a value of 100 for both payees.

If the Definition as of Date for VARIABLE1 is Pay Period End Date, both payees use the pay entity override value 200.



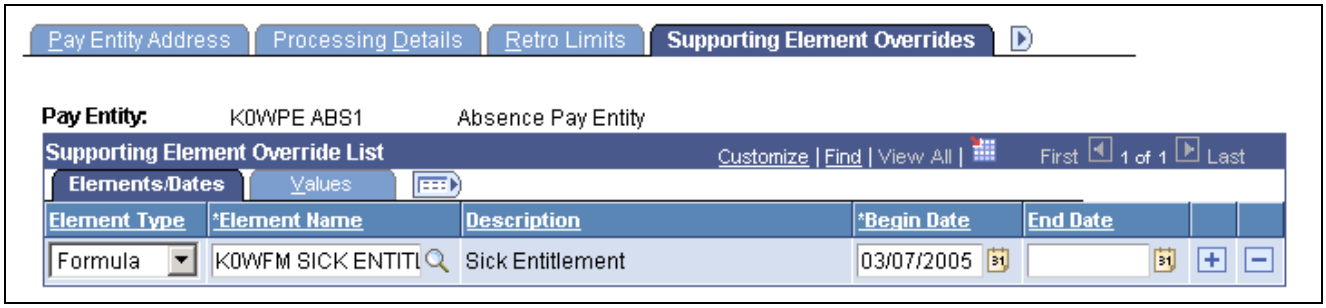
Processing rules for pay entity overrides example

Page Used to Define Pay Entity Overrides

Page Name	Object Name	Navigation	Usage
Pay Entities - Supporting Element Overrides	GP_PYENT_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Supporting Element Overrides	Override the value of bracket, date, duration, formula, or variable elements that are associated with a specified pay entity.

Overriding the Value of Elements That Are Associated With a Pay Entity

Access the Pay Entities - Supporting Element Overrides page.



Pay Entities - Supporting Element Overrides

To define a pay entity override on the Pay Entities - Supporting Elements Override page:

1. Select the type and name of the supporting element for which you want to enter override instructions.
2. Enter the override begin and end dates.
3. Enter the override value on the Values tab.

Defining Paygroup Overrides

This section provides an overview of paygroup overrides and lists the page used to define paygroup override.

Understanding Paygroup Overrides

To override the value of elements that are associated with payees in a specific paygroup, you use the Paygroups - Supporting Elements Override page. This page is similar to the Pay Entities - Supporting Elements Override page, as are the processing rules.

Page Used to Define Paygroup Overrides

Page Name	Object Name	Navigation	Usage
Paygroups - Supporting Element Overrides	GP_PYGRP_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Paygroups, Supporting Element Overrides	Override the value of bracket, date, duration, formula, or variable elements that are associated with payees in a specified paygroup.

See Also

Chapter 18, "Setting Up Overrides," Overriding the Value of Elements That Are Associated With a Pay Entity, page 378

Defining Payee Overrides

This section provides an overview of payee overrides and processing rules for payee overrides, and discusses how to:

- Override component values, generation control, frequency, , and variables for a payee.
- Override supporting element values for payees.

Understanding Payee Overrides

Payee overrides enable you to control how an earnings or deduction element is resolved for a specific payee.

Using payee overrides, you can:

- Override variable elements used by a specific earnings/deduction assigned to a payee.
- Override a variable for *all* elements that use the variable (not just one earning or deduction assigned to a payee).
- Override supporting elements associated with a payee.

Understanding Processing Rules for Payee Overrides

For payee overrides, the system looks at segment end dates (or period dates if there's no segmentation) for a payee to determine if a supporting element override is used. Unlike pay entity and paygroup, the system doesn't look at the Use Defn As Of (Definition as of Date).

Example: Segmentation and Payee Supporting Element Overrides

Two payees have the same override.

- Payee 1 has no segmentation.
- Payee 2 has segmentation. Segment 1 is January 1−15. Segment 2 is January 16−31.
- The pay period is January 1−31.
- VR1, a variable element, is defined as 50.
- VR1 has a payee-level override of 100 beginning on January 16.

For Payee 1, the value of VR1 is always 100, because there's no segmentation.

For Payee 2, the value of VR1 is 50 for Segment 1 and 100 for Segment 2.

See Also

Chapter 18, "Setting Up Overrides," Element Overrides and Segmentation, page 376

Page Used to Define Payee Overrides

Page Name	Object Name	Navigation	Usage
Supporting Elements	GP_PAYEE_SOVR	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements	Override the value of a bracket, date, duration, formula, or variable element that's associated with a payee.

Overriding Supporting Element Values for Payees

Use the Supporting Elements page to override the value of a bracket, date, duration, formula, or variable element that's associated with a payee. Whenever the system resolves an element for the payee, it uses the override value that you select.

The Supporting Elements page is similar to the Pay Entities - Supporting Elements Override page, but the processing rules differ.

See Also

Chapter 18, "Setting Up Overrides," Defining Pay Entity Overrides, page 376

Defining Pay Calendar Overrides

When defining a calendar for an absence process, you can enter instructions for two types of overrides. You can:

- Specify any absence elements to exclude from processing for all payees.

  Enter these instructions on the Calendar - Excluded Elements page.

- Override the value of brackets, dates, duration, formulas, and variable elements on the Calendar - Overrides page.

  In this case, begin and end dates aren't used, on the assumption that the override applies to the calendar period.

See Also

Chapter 18, "Setting Up Overrides," Defining Pay Entity Overrides, page 376

Chapter 14, "Using Calendars," Overriding Supporting Elements for a Calendar, page 287

Chapter 14, "Using Calendars," Entering Calendar Override Instructions for a Payee, page 294

Defining Overrides Via Elements

The Update Via Element feature is used to control which elements can be updated by another element. You can update an element by means of another element in four places in the application:

- Arrays (through the Arrays Fields Retrieved fields on the Array Fields Retrieved page.
- Brackets (through the Return Column fields on the Bracket Search Keys/Return Columns page).

- Dates (through the Date Extract fields on the Date Extract page).
- Formulas (through the Assign To columns on the Formula Definition page).

Resolving Overrides in Background Processing

This section discusses overrides in background processing.

The following table describes how overrides to supporting elements are resolved during background processing.

Program	Process
Payee Data Manager	Resolves hierarchy between pay entity, paygroup, payee, and calendar supporting element overrides and loads the winner into a supporting element override/value array.
PIN Manager	Checks to see if the supporting element is resolved. • If the element isn't resolved, it looks for a supporting element override. - If a supporting element override exists, the override value is used. - If no supporting element override exists, the PIN resolution program is called. • If the element is resolved, the PIN manager checks the RECALC logic. - If RECALC = NO, the PIN manager returns the previously resolved value. - If RECALC = YES, the system looks for a supporting element override. If none exists, the PIN manager calls the PIN Resolution program to resolve the element.

Program	Process
Element Assignment	An array, formula, bracket, or date extract can assign a value to another element. In this case, the element is considered resolved.
n/Entitlement/Take program	Applies primary element overrides, then payee/element overrides, as applicable, to a supporting element used by take or entitlement elements. For each type of override, the program saves the current value of the supporting element and retrieves the override value. Say a primary element override and a payee/element override exist for Variable A. The system stores the current value of Variable A (5), retrieves the primary override value (6), stores the current value of Variable 1 (6), retrieves the payee/element override value (3), and so on. After resolving the take or entitlement element, the program restores the supporting element to its prior value—in our example, 5.

CHAPTER 19

Managing Element Eligibility and Resolution

This chapter discusses which elements are eligible for resolution and whether to resolve an element that is eligible during an absence run. It discusses:

- Element eligibility.
- Element resolution.

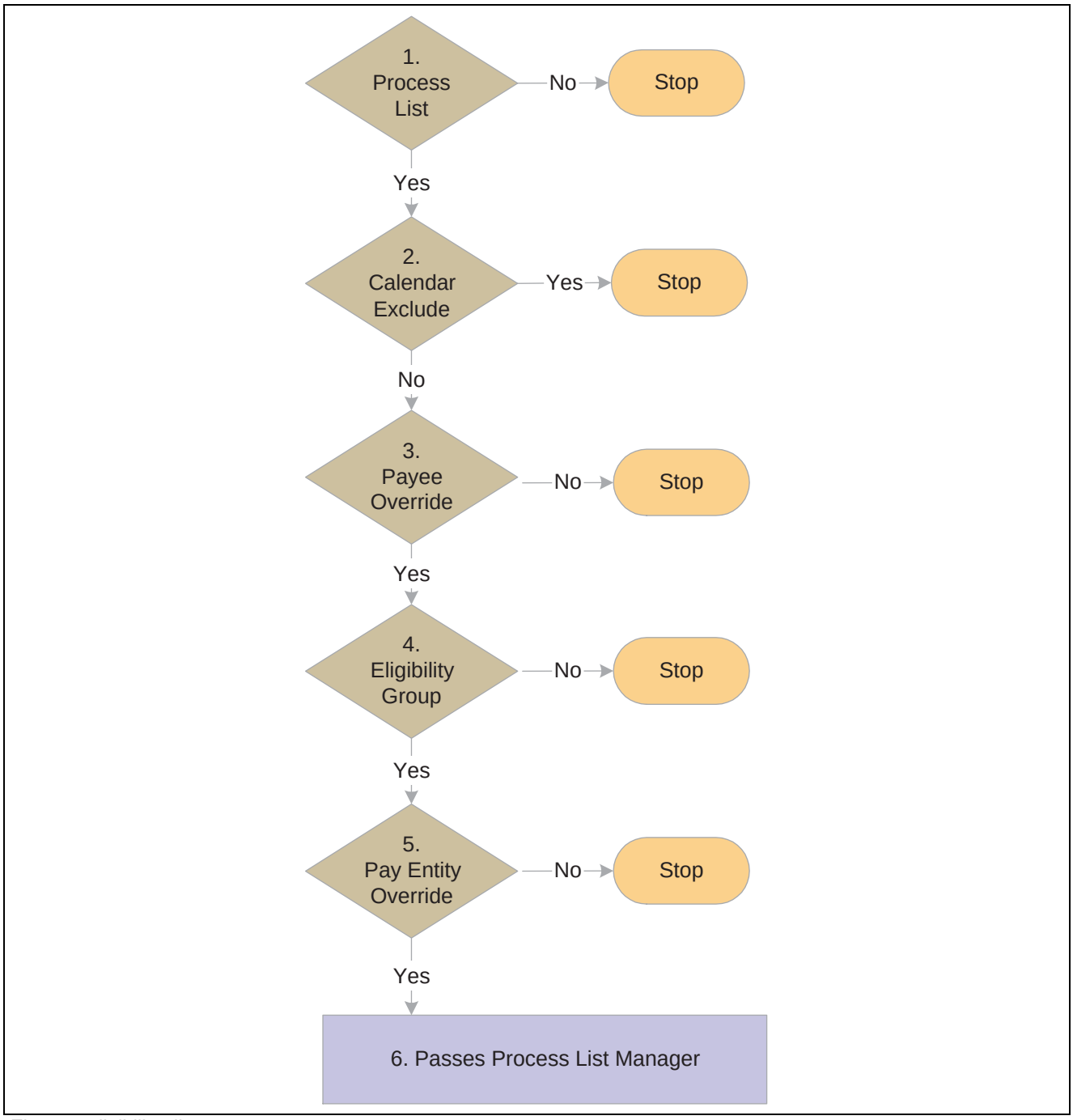
Element Eligibility

This section discusses how the system determines which elements are eligible for resolution.

The system determines which absence take, and frequency-based entitlement elements that it encounters on a process list are eligible for resolution, using the Eligibility program, which applies eligibility tests.

- If the element passes, the system sets the eligibility switch to Yes and a process switch to Yes. The Process List Manager calls the PIN Manager to resolve the element.
- If the element is ineligible, the process switch is generally set to No and the element isn't resolved.

The following diagram illustrates what the system checks to determine element eligibility:



Element eligibility diagram

To determine element eligibility the system checks:

1. Process list.

   The process list provides the first test of eligibility. With the exception of absence-based entitlement, the element must be in a section of the process to be eligible for resolution.

   Process lists can specify conditions under which sections are resolved. If a section isn't resolved because the required conditions are not met, no further processing occurs for that section's elements.

2. Calendar exclude.

The Eligibility program checks to see if you've entered instructions to exclude the element from the calendar that's currently being processed. If the element is excluded, the eligibility switch is set to No. The element is not resolved. (If you exclude an element, you can still assign it a value in a formula.)

3. Payee override.

   There are two functions of an element override at the payee level:

   a. To assign an element to a payee. When adding an element to an eligibility group, you can specify that the element will only pass eligibility if there is input at the payee level for that element. If so, a payee override causes the element to fail eligibility.

   b. To override the definition of an element for a payee. You can override most fields on the element definition on a field by field basis. You can also override the element's eligibility definition. If the Apply check box is cleared for a payee override, the element will fail eligibility even if the element is in the payee's eligibility group.

4. Eligibility group.

   The system checks if the element is in the payee's eligibility group. (Absence-based entitlement elements do not need to be included in an eligibility group.)

   If the element's not in the Eligibility group, processing of the element stops. If it is in the eligibility group, the system checks if you've entered instructions to assign the element at the payee level (through the Entitlement/Take Assignment page.) If you have, and the Apply check box is selected, it sets the process and eligibility switches to Yes.

5. Pay entity override.

   If you've enabled positive input overrides for the pay entity (on the Pay Entity - Processing Details page), the element is eligible for resolution.

See Also

Chapter 14, "Using Calendars," Excluding Elements From a Calendar, page 288

Chapter 10, "Defining Processing Elements," page 173

Element Resolution

This section provides an overview of element resolution and discusses:

- Definition as of date
- Begin and end dates
- Generation control
- Overrides
- Recalculate options

Understanding Element Resolution

There are many factors that affect the resolution of an element that meets the eligibility criteria. In general, there's a resolution program for each element type.

Definition as of Date

All effective-dated elements contain a Definition As Of Date field, which tells the system which effective-dated row to use when retrieving an element definition. You provide the Definition As Of Date information on the Element Name page. If, for example, you select *Calendar Period Begin Date*, the system retrieves the element definition that was in effect as of the calendar period's first day.

See Also

Chapter 5, "Defining General Element Information," Understanding the Process of Selecting Definition As Of Dates, page 57

Begin and End Dates

Begin and end dates are used with override instructions, specifying the period during which an override applies. Processing rules for begin and end dates vary, depending on the type of override that's being processed.

See Also

Chapter 18, "Setting Up Overrides," Begin and End Date Logic for Overrides, page 376

Generation Control

Generation control enables you to further control whether an absence entitlement, or entitlement adjustment is processed for a payee. You define the criteria under which elements should be resolved. Criteria can be based on HR status, run type, segment status, and other parameters.

For each parameter, you select whether the entries exclude or include the element during background processing. Each payee must pass all generation control conditions for the element to be processed.

See Also

Chapter 7, "Defining Calculation Elements," Defining Generation Control Elements, page 140

Overrides

You can override a value or an element definition at various levels. For example, you can override primary elements (entitlements and takes), at the payee level and exclude an element from the process list for all payees, by using the calendar exclude feature.

If there are several levels of overrides for an element, the system follows a hierarchy during processing.

See Also

Chapter 18, "Setting Up Overrides," page 373

Recalculate Options

The Always Recalculate option on the Element Name page, and the Recalculate option on the section component determine the recalculation options.

If you select Always Recalculate on the Element Name page, the system recalculates the element whenever it encounters it in the calculation process. So when you're updating a formula and recalculating or resolving it, the system uses the previously resolved value of the element if this check box is cleared. Always Recalculate applies only to the period that's being resolved.

Note. The Recalculate setting on a section applies only to the element on that section, not to the entire element chain. In other words, it does not apply to the elements used by the parent element. For example, assume an entitlement element is defined with a bracket. Further assume that the entitlement element is defined as *Always Recalculate* and the bracket is not, and the entitlement is up for recalculation. The entitlement will go through a new resolution but the *Always Recalculate* attribute would not be inherited by the bracket. Instead, it would return its old value. On the other hand, if the entitlement had the *Always Recalculate* check box cleared (not selected), the resolution chain would end with the entitlement. No attempt would be made to resolve the bracket, because it was not needed.

PIN Manager Logic

When the PIN Manager is called to resolve an element, it:

1. Checks to see whether the element has already been resolved for the current time frame (segment or slice).
2. If the element isn't resolved, it calls the appropriate resolution program to resolve it.
3. If the element is resolved, the system checks the recalc (recalculation) logic.

Recalc Logic

The recalc logic is as follows:

1. The system reads the Always Recalculate check box on the Element Name page.

   If the check box is selected, the appropriate resolution program is called; if it isn't, the system takes the next step.
2. If the PIN Manager was called from the process list, the PIN Manager reads the Recalculate check box from the section of the current element.

   If the check box is selected, the appropriate resolution program is called. If the check box isn't selected, the PIN Manager returns the previously resolved value for the element. The element isn't recalculated.

Example 1

You assign a value of 10 to variable V1 in formula F1 and use V1 in a different formula, F2. If V1 has Always Recalculate selected, the following occurs:

When the formula program calls the PIN Manager to get the V1 value, it determines that V1 is resolved. Because Always Recalculate is selected, the PIN Manager calls the variable resolution program to resolve the element. V1 is resolved to whatever the definition contains. The value assigned to V1 from F1 is lost.

If you clear the Always Recalculate check box for V1, the value assigned to V1 isn't lost. The PIN Manager, called from F2 to resolve V1, determines that V1 is resolved. Additionally, it determines that Always Recalculate isn't selected and returns the resolved value to the formula program.

Dates, arrays, and brackets can assign values to variables. For proper calculation, you must consider recalculation logic.

Example 2

In this example, the Always Recalculate check box must be selected. During resolution of a count element, daily processing occurs. The PIN Manager is called to resolve the formula, which isn't used elsewhere, once each day. The formula is resolved for the first day. On the second day, the first-day value is used, unless Always Recalculate is selected for the formula.

See Also

Chapter 26, “Defining Retroactive Processing,” page 529

CHAPTER 20

Processing Absences

This chapter provides an overview of absence processing and discusses how to:

- Prepare for absence processing.
- Enter processing instructions.
- Create group lists.
- Create process streams.

Note. Although the focus of this chapter is on-cycle processing, most of the concepts and procedures covered here also apply to off-cycle processing.

Understanding Absence Processing

This section discusses:

- The absence Entitlement process.
- The absence Take process.
- Absence processing features.
- Absences and segmentation.
- Absences and retroactive processing.
- Preparing to run the entitlement or take process.
- Absence processing preparations.
- Absence processing sequence.
- Absence processing phases and options.

The Absence Entitlement Process

This process updates frequency-based entitlements for payees and makes entitlement available. For example, if entitlement is granted monthly, you run the entitlement process once a month, even if you run weekly payrolls. You do not run this process for per-absence entitlements because they are updated by the Take process. You can run the Entitlement process before or after the Take process.

The Absence Take Process

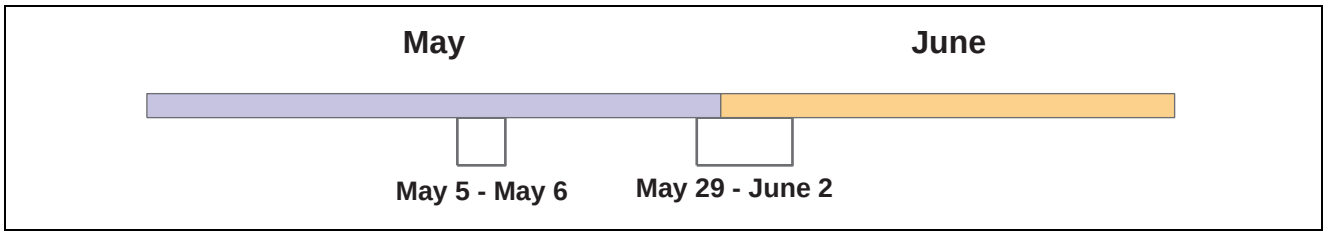
During this process, the system looks at each daily record and determines the amount of time that should be paid or unpaid, according to your absence rules. It converts paid and unpaid units to positive input and adjusts entitlement balances. The take process creates daily data and uses system elements in daily data. These two aspects of the take process are discussed below:

Daily Data

When you run the Take process, one of the first things the program does is *expand* each absence event in the process list that occurred for a payee during the absence processing period (or current segment, if the processing period is segmented). Expanding the event means that the system creates a detailed row of data for each day of the absence in the GP_RSLT_ABS record. We call these rows *daily data*.

The Take process expands each event that includes a date in the current segment. It creates a row for each day of the absence event, including days that fall outside the processing period. The system also populates the work schedule and holiday schedule system elements for the day before and after the absence, if the payee was not absent on those days. If the payee was absent the day before or the day after the reported absence, other absence-related system elements can be populated, depending on your rules.

For example, assume that the processing period is May 1 to 31, and there is no segmentation. If the payee is absent from May 5 to May 6 and again from May 29 to June 2, the Take process creates two rows of daily data for the first absence and five rows for the second absence.



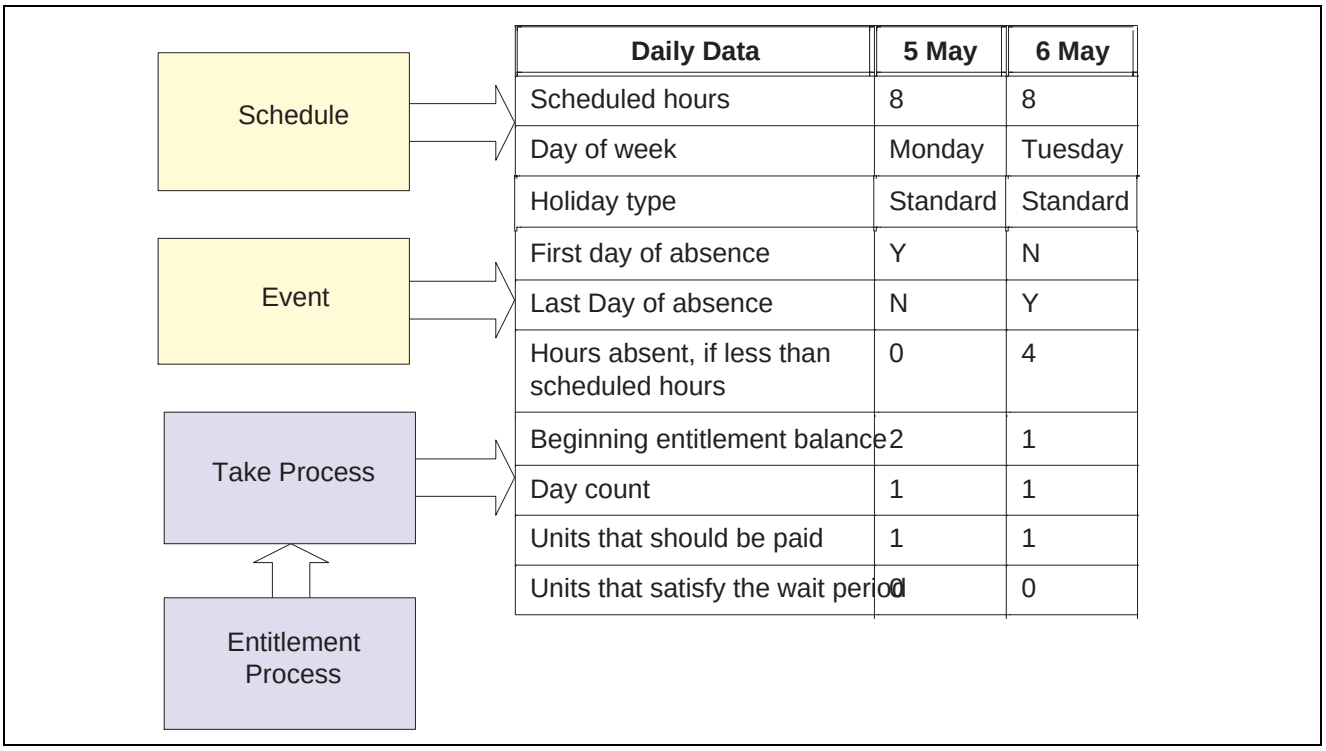
Daily data is created for each day of an absence event

Even though the system creates a row of daily data for each day of an absence event, this does not mean that each day is processed. The entire event is expanded so that the system has all the information it needs to accurately evaluate each absent day. Only those days that occurred during the processing period are processed. Using the above example, the system would process the following absent days: May 5, 6, 29, 30, and 31.

Sources of Daily Data

Data that populates the daily data row initially comes from two sources:

- The payee's work and holiday schedules, which provide the day of the week, scheduled hours, and holiday type.
- The absence event, which provides the absence take, begin and end dates, partial days absent, if applicable, and other information.



Daily Data	5 May	6 May
Scheduled hours	8	8
Day of week	Monday	Tuesday
Holiday type	Standard	Standard
First day of absence	Y	N
Last Day of absence	N	Y
Hours absent, if less than scheduled hours	0	4
Beginning entitlement balance	2	1
Day count	1	1
Units that should be paid	1	1
Units that satisfy the wait period	0	0

Sources of daily data

The Take process also contributes to the daily data. When it applies the absence rules—defined by your absence elements—to the event and schedule data, it derives a set of results that populates the daily data. The results include the beginning entitlement balance, absent units, paid and unpaid units, ending balance, and other information.

The *day formula,* which you create and assign to your take rule, is what drives the results. This formula interprets each day of the absence and returns the number of units that the absent day represents; for example, four hours or one day. Once the system knows the absence *day count,* it can compare the count to the entitlement balance, determine whether a wait period or any other requirements for payment have been met and determine whether any part of the absent day should be paid. It can also calculate the ending entitlement balance.

The Role of System Elements in Daily Data

Much of the daily absence data is stored by system elements—a collection of predefined elements.

- Using System Elements in Formulas

  When you define a take element, you identify the day count formula that the system will use to calculate the number of units that the payee was absent for the day being processed. The formula makes use of any information that is stored in the daily data, including—in some cases—data from the day before or after the day that is being evaluated. For example, three system elements store a payee's scheduled hours:

  - SCHED_HRS captures the number of hours that the payee was scheduled to work for the day that is being evaluated.
  - SCHED_HRS_DB captures the number of hours that the payee was scheduled to work the day before.
  - SCHED_HRS_DA captures the number of hours that the payee was scheduled to work the day after.

  You might create a day count formula that uses the prior or next day's values in its calculations. Or you might create a day count formula that uses the value of the SCHED_HRS element to calculate the day count.

Depending on what absence features you want to use, you might need to create other formulas. Any of these formulas can make use of the daily data that is captured by the system elements.

- Using User-Defined Fields

  User-defined system elements enable you to capture and use absence data that is specific to your organization. Data that is entered into these fields is stored by system elements and added to the Daily Data records during the Take process. As is true of all system elements, the data captured by these elements can be used by any absence formula. Each of the following pages includes a set of user-defined fields:

  - Absence Event Entry
  - Take Calculation
  - Shift

Absence Processing Features

This section discusses:

- Process lists.
- Iterative processing for preliminary absence runs.
- Stream processing.
- Group lists.
- Troubleshooting tools.

Process Lists

Once you've finished setting up your absence system, you're ready to run an absence process. Whether you're running the process for absence take or absence entitlement, the steps are the same. Your process list and calendar definitions determine who and what gets processed. Useful features of process lists include:

- The absence period can be the same as or different from the pay period. For example, January absences can be paid in January or February. You specify the target calendar pay for each absence process.
- You can run the entitlement and take processes together or separately.
- More than one Take process can target the same pay calendar. For example, vacations taken in January and sick time taken in February can be paid in February. To accomplish this, create two absence process lists, one for vacations and another for sick time, and attach each process list to a separate absence calendar. On each absence calendar, select the pay calendar as the target calendar.
- The system can process absence takes according to their sequence on the process list or in chronological order. To process absences in chronological order, you include take elements in an absence take section of a process list.

Iterative Processing for Preliminary Absence Runs

Iterative processing enables you to process complex, preliminary absence runs quickly with minimal demands on system resources. You launch an Identify phase that flags each payee that meets the selection criteria for your absence run, then launch a Calculate phase that computes absence take or entitlement, as applicable, for all *identified* payees. After reviewing the results and making the necessary corrections, you rerun the Calculate phase for payees that have had changes since the last run.

Stream Processing

Stream processing is an optional feature that you can use to reduce processing time. You divide payees into subsets, based on their employee IDs, so that the system can perform calculations for multiple sets of payees at the same time.

Group Lists

Group lists are user-defined subsets of the payee population that are scheduled for processing. This feature enables absence administrators to work concurrently with different sets of payees in the same paygroup.

Troubleshooting Tools

When you run absence calculations, you can generate an element resolution chain that shows, by payee, how and in what order each element was resolved. This chain also shows how long it took to resolve each element on the process list. Significant system resources are needed to produce an element resolution chain, so we recommend that you use this feature for problem solving only.

Absences and Segmentation

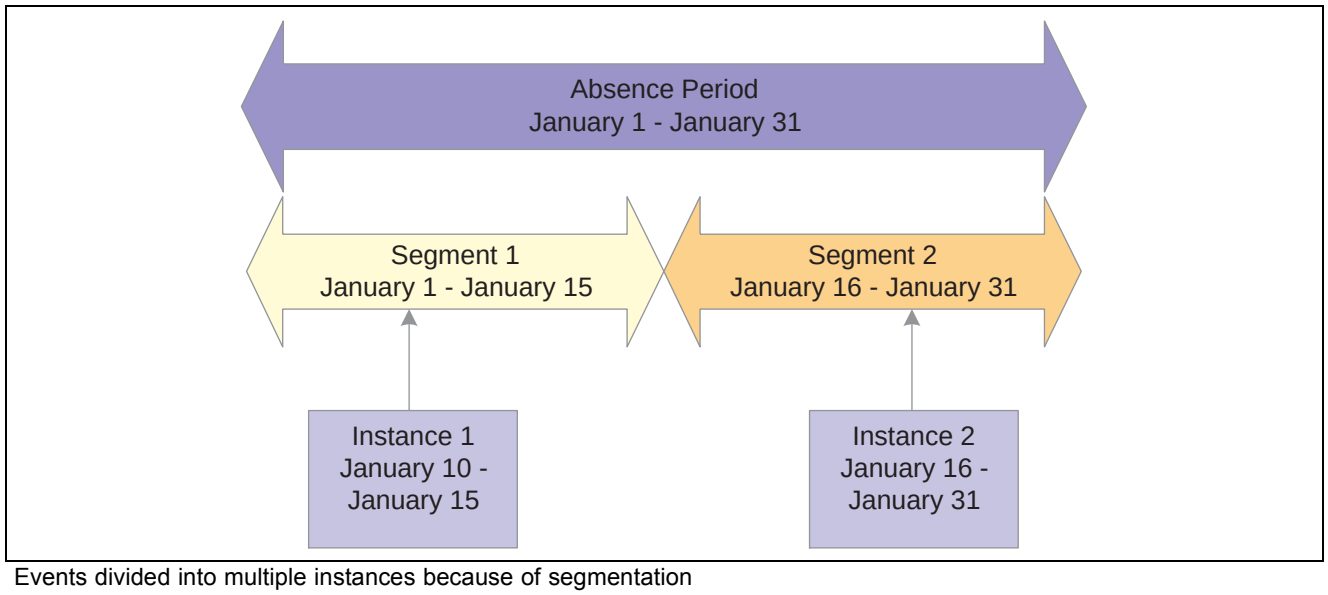
When you run the Take process, the system assigns an instance number to each event, based on the following rules:

- If Multiple Instances is selected on the Absence Take - Calculation page, the system assigns a separate instance number to each like event that falls within the same absence period.
- If Multiple Instances is not selected, the system assigns the same instance number to all like events that fall within the same absence period.

  When the absence element that is associated with the take element is segmented, the Take process creates multiple instances, regardless of whether you selected Multiple Instances. Multiple instances are also created if the percent defined for the take element changes. (Percent is defined on the Generate Positive Input Member List on the Absence Take - Day Formula page.)

Example

Payee A is absent from January 10 to 17. The absence element is segmented as shown below. The event is divided into the two instances.



Events divided into multiple instances because of segmentation

Absences and Retroactive Processing

This section describes how absences work with retroactive processing.

- Setting Up Triggers for Absence Events

  Triggers are the mechanism that Absence Management uses to detect changes to data that result in some type of system action. We recommend that you create retro and iterative triggers so that the system recognizes the online changes that users make to absence events through the Absence Event Entry page (the GP_ABS_EVENT record). Then iterative or retro processing is triggered whenever you add, delete, or update events.

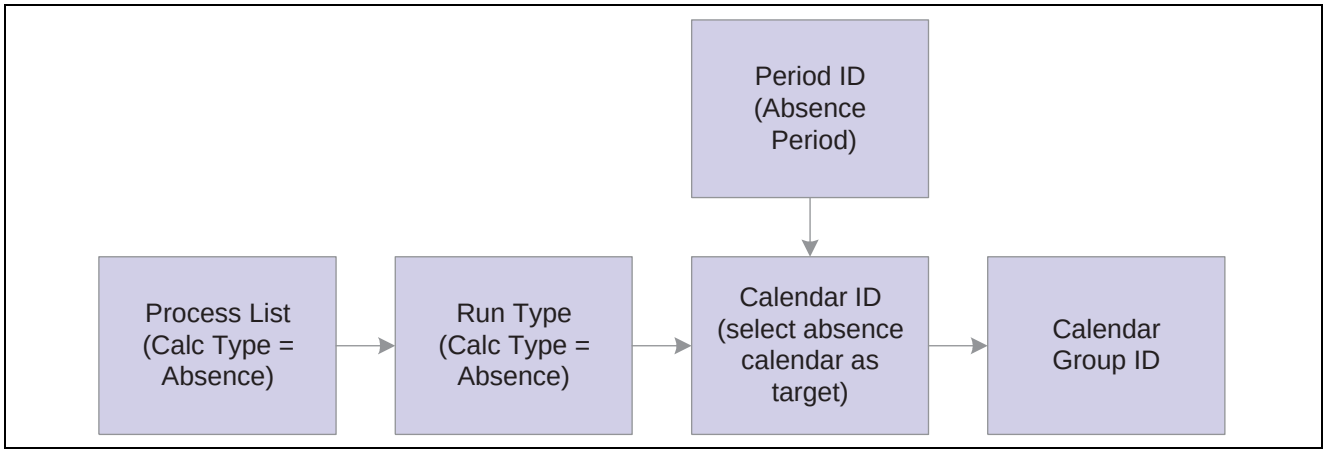
- Retro Processing Method

  Retro processing of absence calendars is carried out using the Corrective retro method. Retro processing creates a new version of the generated positive input results and new versions of the daily absence data (GP_RSLT_ABS). For example, if an absence event occurs from 1 to 5 January (when it was originally processed), the event is represented by five rows of data in the daily record, each named Version1. If you change the end date to 7 January, 7 rows appear in Version 2 of the results.

Preparing to Run the Entitlement or Take Process

Following are the steps to prepare for running the Entitlement and Take processes:

1. Create one or more absence process lists to define the absence take elements or frequency-based entitlement elements that are to be resolved during processing.
2. Associate the process list with a run type.
3. Create a calendar for the absence processing period.
4. Attach the calendar to a calendar group ID.



Preparing for absence processes

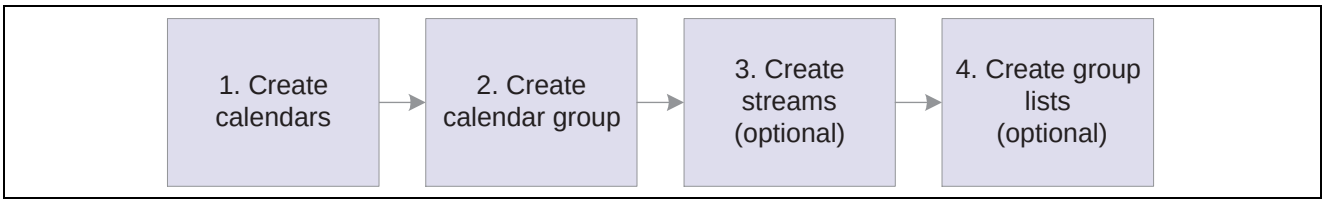
Typically, you create process lists and attach them to run types when you implement Absence Management. Then perform the remaining tasks on a regular basis.

After defining the Calendar Run ID, you're ready to start the process. Complete the Run Control page and use PeopleSoft Process Scheduler to start the process.

Absence Processing Preparations

The following illustration shows the steps to prepare for absence processing:

Here are the steps to prepare for absence processing:



Processing Steps

1. (Required) Create calendars.

   Calendars tell the system which paygroup, run type, process list, and calendar period to process. You define paygroups, run types, and process lists during system implementation. You can define calendar periods during implementation or when you set up your calendars.

   Important! You should not edit fields on the Calendar Period, Calendar, or Calendar Group ID pages after you initiate processing (other than to add payees to the Calendar, if you selected the Listed Payees option). To make changes to those pages, you must cancel the absence run.

2. (Required) Create the calendar group ID.

   The calendar group ID identifies the set of calendars to run together and the sequence in which to process the calendars. If you want to use stream processing, you must indicate that when setting up the calendar group ID.

3. (Optional) Create streams.

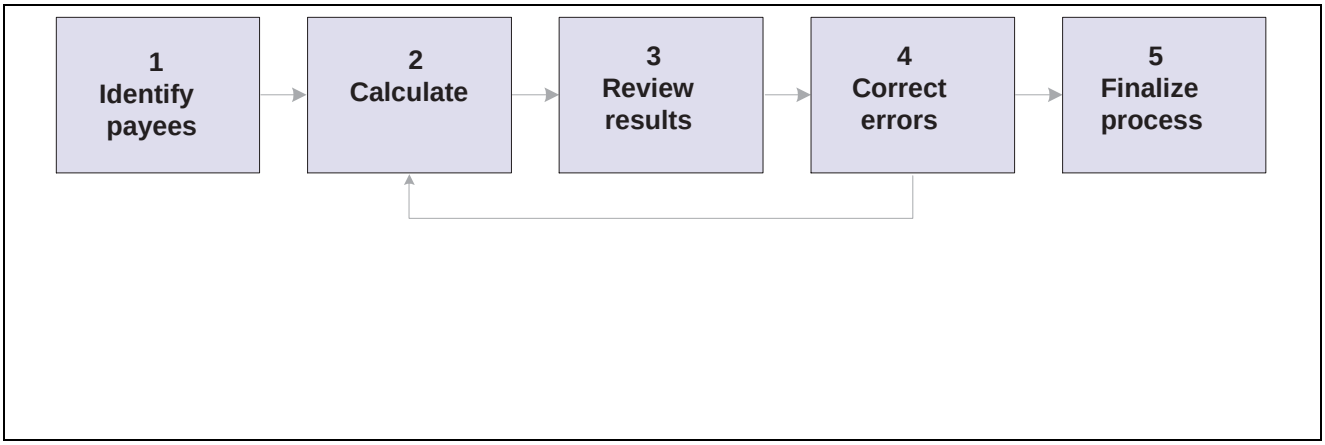
   To use stream processing, identify the range of employee IDs for each stream. Stream set up is a one-time process that may require the assistance of a database administrator.

4. (Optional) Create group lists.

   To use the group list feature, clerks who run the absence process select the payees for each group list. (Group lists are tied to user IDs.)

Absence Processing Sequence

The following illustration shows the absence processing steps:



Absence processing sequence

Here are the steps for processing absences (use the Payroll/Absence Run Control page for steps 1, 2, and 5):

1. Identify payees (Identify phase).

The absence cycle begins when you run a process that identifies all payees that are to be processed.

2. Perform calculations (Calculate phase).

   This phase computes each payee's absence take or entitlement units for an absence run.

3. Review results.

   If the system encounters problems during the Calculate phase—for example, invalid element definitions or payee eligibility problems—it places the payee in error. You can use various pages to review summary results, errors, and warning messages.

4. Correct any errors and recalculate.

   To correct errors, you may need to update the Positive Input pages or make changes to the data in other applications that are integrated with Absence Management, such as Human Resources or Time and Labor. You can then run the Calculate phase again to process only the payees that need to be recalculated.

5. Finalize the run.

   When you're satisfied with the processing results, run the Finalize phase to close the calendar group ID.

Absence Processing Phases and Options

This section explains in detail some of the steps in absence processing.

Identifying Payees

You begin an absence run by selecting the Identify phase on the Payroll/Absence Run Control page. The Identify phase loops through each calendar that is linked to the calendar group ID and finds all the payees that belong to the paygroup that you identified when setting up the calendars. It then identifies the subset of payees that meet the payee selection criteria on the calendars.

You run the Identify phase once per calendar group ID (or once for each stream, if you're using stream processing). Later, if you add new hires, remove terminated payees, enter positive input, or make other changes that affect payee eligibility, the system detects the changes by looking for iterative triggers when you run the Calculate phase. (You must define iterative triggers for the types of changes to the Job record that you want the system to detect.)

For example, after running the Identify phase, you add five new hires to the paygroup. As each new hire is added, the system creates a trigger. When you run the Calculate phase, the system sees the triggers for the new hires and includes them in the population of payees to be processed.

A calendar group ID is considered *open* from the time that you launch the Identify phase until you run the Finalize phase.

Calculating Payees

Once you identify payees, you can perform absence take or entitlement calculations. The system calculates one payee at a time, calendar by calendar. If a calendar that is associated with a payee is segmented, the system calculates absences each segment before calculating the payee's absences in the next calendar. After the system has calculated a payee's absences across all calendars, it continues to the next payee.

Usually you run the Calculate phase several times for the same calendar group ID, first for the entire population of payees that you selected during the Identify phase and then for payees with changes or errors. With each iteration, you identify which payees you want to calculate by selecting one of these options:

- Calculate

This is the Calculate option that you'll select most often. It instructs the system to identify all payees with iterative triggers, including new hires and transfers, payees placed in error during a previous calculation, and those for whom you've manually entered processing instructions using the process indicator.

- Recalculate All

  Occasionally, you might need to recalculate every payee that is associated with a calendar group ID, stream, or group list. The Recalculate All option instructs the system to delete existing calculations and calculate each payee again without identifying the payees; that is, without trying to determine whether each payee still meets the payee selection criteria.

Freezing and Unfreezing Calculations

If your organization is like most, you have a short window of time between the day that you start running the absence process and your cut-off date. At some point, you might want to stop processing payees with iterative triggers (for example, those with salary adjustments) and concentrate on correcting errors so that you can finalize your absence run. To do this, you instruct the system to freeze calculations for the population that you specify. The Calculate phase ignores any subsequent online changes that you make to payees during the pay run and any positive input that you enter later for these payees. (The system keeps the triggers in case the payee is unfrozen later.) However, if you run the Recalculate All option after payees are frozen, the payees are recalculated.

You can freeze or unfreeze all payees that are in the current process stream, group list, or calendar group ID by selecting the Freeze option on the Payroll/Absence Run Control page or you can freeze selected payees on the Payee Status page.

To freeze calculations for a payee, the following conditions must be met:

- Each absence that is associated with the payee (for all segments of all calendars) must have a calculation status of *Payment Calculated*. If you freeze or unfreeze one segment for a payee, all of the payee's segments for the calendar become frozen or unfrozen.
- The selection status cannot be *Suspended by User, Suspended by System,*or *Cancelled*.

Suspending Active Payees

When submitting processing instructions, you have the option to automatically suspend all active payees under certain circumstances so that you can process a special run, such as a one-time adjustment for a small group of payees. The Suspend Active option on the run control page controls this feature. For on-cycle processing, this option is available when you run the Identify or Calculate phase (including Recalculate All). For off-cycle processing, this option is selected automatically and cannot be changed.

When the Suspend Active option is activated, the system does the following when it processes each payee:

- Checks to see if the payee is associated with another open *on-cycle* calendar group.

  When this condition is true, the system checks the payee's calculation status in that calendar group:

  - If the status is Identified, the system suspends the payee from that run, so that the payee can be immediately identified and calculated in the new run.
  - If the calculation status is Frozen, the system suspends the payee in the new run that you're submitting.
- Checks to see if the payee is associated with another open *off-cycle* calendar group.

  When this condition is true, the system suspends the payee in the calendar group that you just submitted.

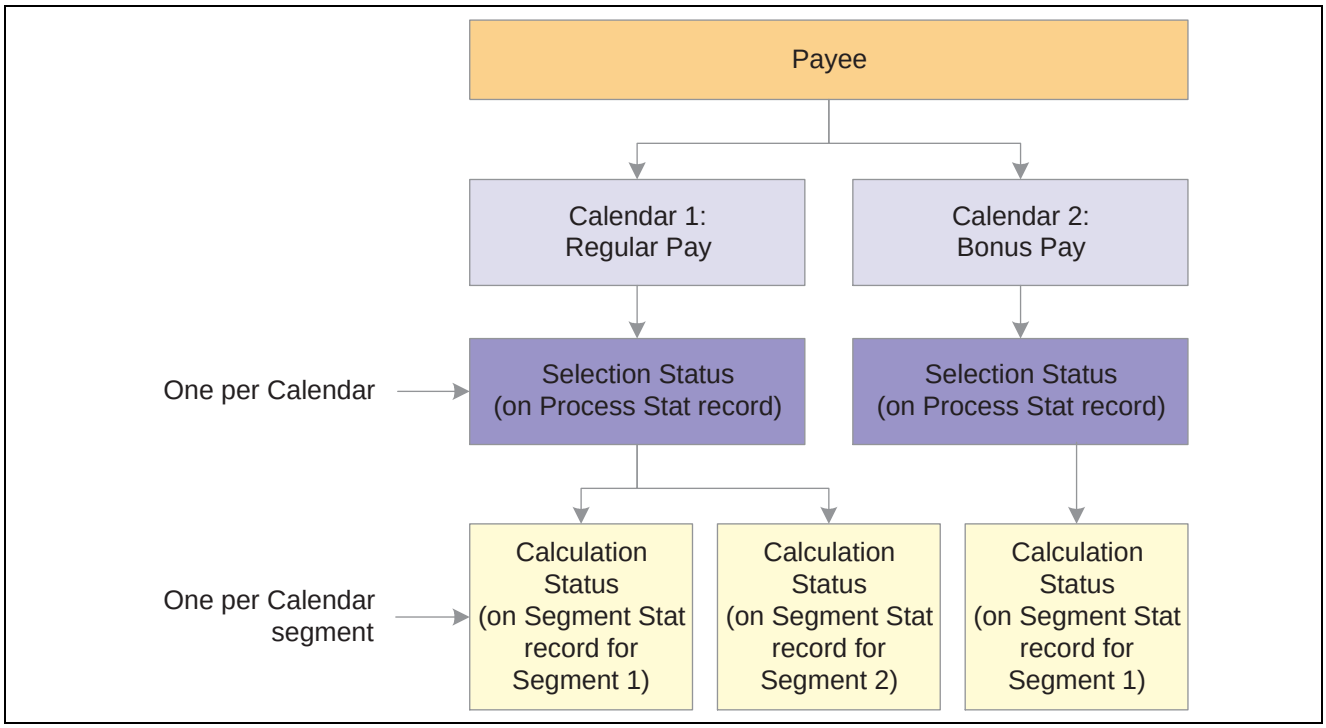
Status Codes and Process Indicators

Status codes and process indicators play an important role in absence processing. Status codes help you monitor and interpret the processing results; process indicators enable you to manually enter processing instructions for specific payees. This section focuses on how the codes are created and how to interpret them.

Status Codes

The system creates two sets of status codes as it identifies each payee for processing:

- One *selection status* code for each payee for each calendar, which it stores on the Process Stat (process status) record. During the first run of the Identify phase, each payee's selection status is set to Active or Inactive to explain why the payee was identified for processing. With each iteration of the Calculate phase, the system updates the status to explain why the payee was included in or excluded from processing.
- One *calculation status* code for each payee, per calendar segment, which is stored on the Segment Stat record. If a calendar has no period segmentation, a payee has one calculation status. Calculation status tells you the most recent action that has been completed for the segment, for example, identified, calculated, or frozen. Before you run the Calculate phase for the first time, the status code for each identified payee is *Identified*.



Status codes created when payees are identified for processing

Process Indicators

Sometimes you might need to cancel a payee from an absence run; temporarily suspend a payee from processing; freeze, unfreeze a payee; or take some other action at the payee level. You do this by entering a process indicator that tells the system what action to take during the next iteration of processing. For example, if the selection status for payee A is *Active,* and you need to cancel that payee from the absence run, set the payee's process indicator to *Cancel*. The next time you run the Calculate phase, the system deletes all calculation results for payee A and changes payee A's selection status to *Cancelled.*

Important! Changing a process indicator updates all of a payee's segments that are in the same calendar group ID.

Status Code and Process Indicator Definitions

The tables below list the status codes and process indicators. Selection status (one per payee per calendar) and calculation status (one per calendar segment) are system-maintained; the process indicator is user-maintained.

Selection Status	Definition
Active	Payee was active for at least one day within the calendar.
Inactive	Payee was not active within the calendar, but was selected because of positive input, a retroactive trigger, or a forwarded adjustment.
Cancelled	You manually canceled the payee from the calendar run. The system doesn't reselect the payee for the current calendar run or a retroactive run.
Suspended by User	You manually suspended the payee from the calendar run. The next time you run Calculate, the system tries to reidentify the payee and recalculate the net pay.
Suspended by System	The payee is linked to another open calendar group ID. (A payee can be selected for only one unfinalized calendar group ID at a time.)

Calculation Status	Definition
Identified	Segment has been identified for calculation but has not been calculated.
Calculation Successful	Segment has been calculated.
Frozen For Further Calc	Segment is not subject to further calculations unless you unfreeze it or run the Recalculate All phase.
Finalized	The calendar run has been finalized. You can no longer make changes.
Calculation Error	An error occurred during calculation.
Calculation Error — Bypassed	The system did not attempt to calculate the payee because of an error.
Calculation Error — By Rule	An error was produced because of a condition that you defined through a message element.

Calculation Status	Definition
Deleted by Process	Segment has been deleted by the process.
Has No Payment	Note: This calculation status is not applicable to Absence Management.

Process Indicator	Definition
Normal	This initial setting appears after each calculation. It indicates that there are no special processing instructions for this payee.
Cancel	The payee will be canceled from the absence process during the next iteration of the Calculate phase. The selection status will be changed to Canceled. The payee will not be identified again unless you change the indicator to Uncancel before finalizing the absence run.
Recalculate	All calculations that are associated with the payee's jobs (employee ID and employee record number combination) will be rerun the next time you run the Calculate phase. This is similar to the Recalculate All option on the Payroll/Absence Run Control page, but it applies only to payees that you select.
Suspend	The payee will be withheld from processing the next time you run the Calculate phase. The selection status will be changed to *Suspended by,* and all calculation results will be deleted. During subsequent calculations, the system will try to reidentify and recalculate the payee (until it succeeds or you cancel the payee). You do not need to take any action.
Uncancel	The system will change the selection status from *Canceled* to *Active, Inactive,* or whichever selection status is appropriate and will try to reidentify and recalculate the payee the next time the Calculate phase runs.
Freeze	The payee is not subject to recalculation unless you select Recalculate All or Un-freeze on the Payroll/Absence Run Control page or the Payee Status page.
Unfreeze	Reverses a payee's freeze status.

Entering Processing Instructions

When you're ready to begin an absence run, create a run control ID and enter your processing instructions:

1. Access the Payroll/Absence Run Control page.
2. Indicate which payees you want to process (options vary by processing phase).
3. Select the phase of processing to execute (always select the Identify phase the first time).
4. To produce an element resolution chain or generate performance statistics, select the appropriate option.
5. Select the language to use for the Log File.
6. Click the Run button.

Note. The Description and Process Name (as they appear on the Process Scheduler page) are Global Payroll & Absence Mgmt, GPPDPRUN. The same name applies to absence and pay runs.

Because processing is iterative, you return to the Payroll/Absence Run Control page several times throughout the run to update your instructions. For example, after the Calculate phase runs, you'll want to check the results, make corrections, access the Payroll/Absence Run Control page again (using the same run control ID), and enter instructions for the next phase of processing. Repeat this process as often as necessary until you're ready to finalize the run. The system deletes the run control record each time a processing phase is completed.

If an absence run is aborted, you can correct the problem, use the Restart Information link on the run control page to view the restart information, and resume where processing left off. You don't have to start the absence run at the beginning.

In this section, we discuss how to:

- Enter processing instructions for absence and entitlement processes.
- View information about an aborted run and restart the process.

See Also

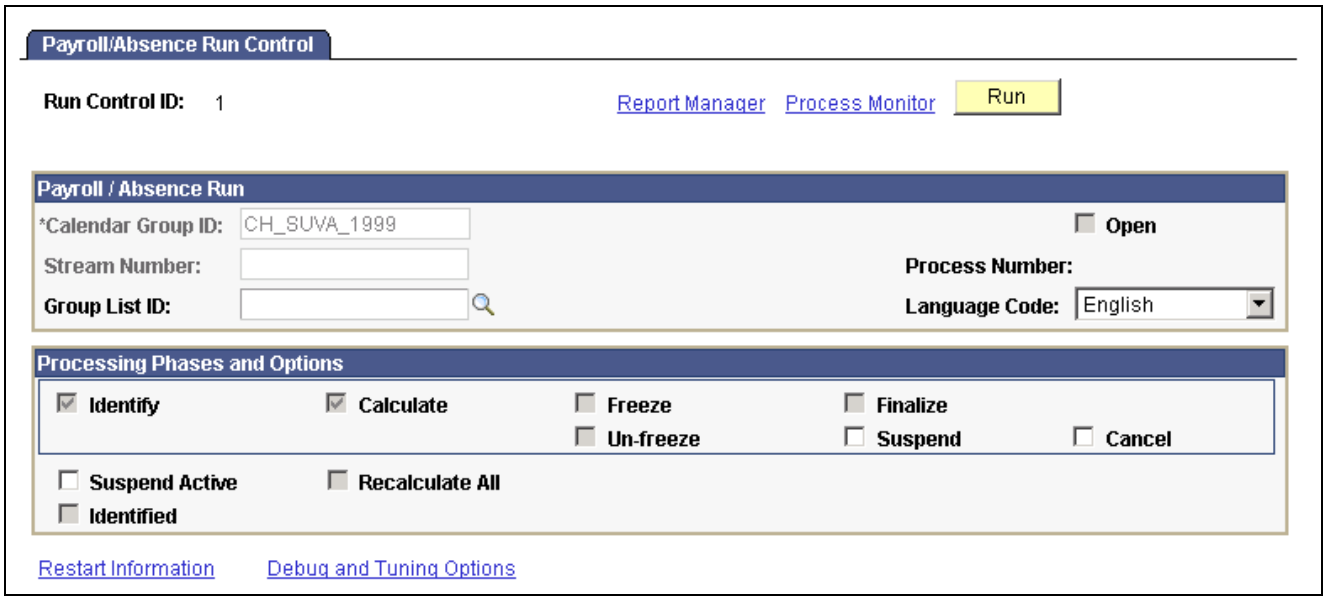
Enterprise PeopleTools PeopleBook: Process Scheduler

Pages Used to Enter Processing Instructions and Define Run Control Parameters

Page Name	Object Name	Navigation	Usage
Payroll/Absence Run Control	GP_RUNCTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calculate Absence and Payroll	Enter processing instructions for a payroll process, an absence take process, or an absence entitlement process. This page is used to run both on-cycle and off-cycle payrolls.
Payroll/Absence Run Control - Restart Information	GP_RUNCTL_SEC	Click the Restart Information link on the Payroll/Absence Run Control page.	View information about an aborted run, including where the system resumes processing after you fix the problem and resubmit the process.
Debug and Tuning Options	GP_RUNCTL_DBUG_SEC	Click the Debug and Tuning Options link on the Payroll/Absence Run Control page.	Generate statistics to improve the performance of the pay run.

Entering Processing Instructions

Access the Payroll/Absence Run Control page.



Payroll/Absence Run Control page

Payroll/Absence Run Control

Calendar Group ID Select the ID for the set of calendars to process. (The prompt table excludes calendar group IDs that have been finalized.)

Open Selected after you run the Identify phase for the entire calendar group or for a stream; this check box remains selected until you run the Finalize phase, so you can still process changes. (The Calendar Group ID page displays the time that the Identify phase was run.)

Stream Number If you selected the stream processing option on the Calendar Group ID page, the Stream Number field is available. The following conditions apply:

- If you select Identify (as the processing phase), you must enter the stream number to process.
- If you select Calculate, Un-freeze, or Freeze, enter the stream number here or complete the Group List ID field (if you have run the Identify phase for all streams).

Group List ID To calculate, freeze, or unfreeze only payees in a particular group list, enter the group list ID. You can process only group lists that you created with your user ID.

Language Code Select the language the system uses to display the Log File (which helps the system administrator determine whether a run completes successfully). The default is the Preference Language that is defined for the user.

See Chapter 20, "Processing Absences," Creating Process Streams, page 408.

Processing Phases and Options

Select the processing phase to run. You can run some phases together, such as Identify and Calculate. Sometimes selecting one option makes other options unavailable.

Identify Select the first time you run the process. It instructs the system to identify all payees (associated with the calendar group ID, or selected stream, if applicable) that meet the payee selection criteria that is defined on the calendar pages that are tied to the calendar group ID. If you are using stream processing, the Identify phase must be run by itself. Otherwise, you can run the Identify phase with the Calculate phase.

Once you run the Identify phase, you cannot select this check box again for the same calendar group ID or stream, unless you cancel the entire run. With iterative processing, the system adds and removes payees based on changes that you make to the data, so you don't have to run the Identify process more than once.

Calculate Select when you are ready to calculate the absence units for an absence run. You can run the Calculate phase after or at the same time as the Identify phase. The first time you run Calculate, the system calculates every payee that is flagged by the Identify phase.

For each subsequent run of the Calculate phase, you define the subset of payees that you want to process or reprocess by selecting the appropriate check boxes:

Select the Calculate check box to reidentify payees and recalculate:

- Payees that were placed in error during a previous calculation.
- Payees that were placed in suspend status.
- Payees for whom you manually set the process indicator to *Recalculate* or *Uncancel*

- Payees with iterative triggers, unless they are frozen.

Select both Calculate and Recalculate All to recalculate the entire population of payees that have already been calculated, including frozen payees. The system reidentifies only payees with iterative triggers.

Freeze Select to freeze payees that have been calculated. (Payees with *Identified* status are not frozen.) The system freezes all calculations for the selected population. When you run the Calculate phase for this payee again, the system ignores iterative triggers and positive input that were added while the payee was frozen. (If you select the Recalculate All option, however, the system processes the triggers and positive input.)

Un-freeze Select to lift the freeze for payees that were frozen. During the batch process, the system resets the calculation status to *Calculated*. In subsequent runs of the Calculate phase, the system again performs calculations for these payees.

Finalize Select to close the absence cycle for the entire calendar group ID. Once you finalize the run, no more calculations are possible.

The Finalize phase must be run by itself.

Suspend Select to pull payees from an open absence run. Suspended payees are given an iterative trigger with a status of unprocessed. You can then include these payees in another run, like an off-cycle or bonus run, before finalizing the open absence run. Once you return to the open pay run, the system re-identifies and re-calculates the suspended payees. Suspended payees do not lose their associated retroactivity.

Cancel Select to invalidate the entire pay run. The system deletes all calculations for payees, restores all data to prior values, and deletes all status indicators.

Select this check box after you run the Identify or Calculate phase. If this check box is selected, no other options are available. You cannot cancel a run after absences are finalized.

The Cancel phase must be run by itself.

Suspend Active This check box specifies whether to suspend payees from other open calendar groups so that they can be processed in this run. (A payee can only be identified in one open calendar group ID at a time.)

For on-cycle processing, the check box is available when you select the Identify, Calculate, or Recalculate All option. It is selected, by default.

For off-cycle processing, the check box is always selected and you cannot change the setting.

Recalculate All If you select this check box, also select Calculate. The system deletes the calculation results for all payees from prior runs, including frozen payees, and sets the status indicators to their original values. It then recalculates (but does not reidentify) every payee that has already been calculated.

This option is appropriate if you've modified records that are used during processing and that do not create iterative triggers—for example, if you've changed an element's definition.

Warning! Recalculating all payees can place a heavy load on system resources. We suggest that you select Recalculate All only when you suspect that calculations are wrong for a large number of payees because of bad data, an erroneous element definition, or some other problem with far-reaching consequences.

Identified Selected if the Identify phase has been run for all streams. Once all streams are identified, you can use group lists for other phases of processing.

Restart Information If a fatal error, such as a database error, occurs during processing, the processing stops and an error message appears. Click this link to see where the process stopped and where it will resume after you address the problem. After correcting the error, restart the process. Usually you don't need to cancel the run.

Debug and Tuning Options You can generate statistics to improve the performance of the absence run by accessing the Debug and Tuning Options page.

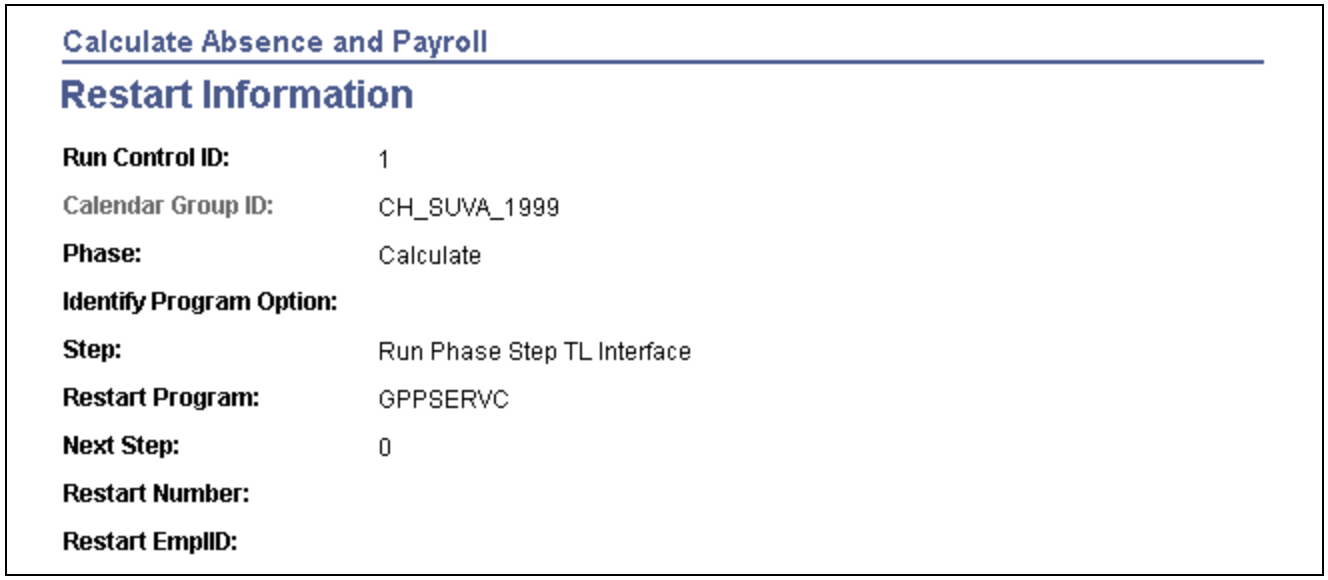
See Also

Chapter 21, "Viewing and Finalizing Absence Results," Finalizing an Absence Run, page 461

Chapter 21, "Viewing and Finalizing Absence Results," Viewing an Element Resolution Chain, page 454

Restarting the Process

Access the Restart Information page.



Restart Information page

Phase, Identify Program Option, Step These fields identify where processing stopped, if the program made a commit during processing. Run Phase displays *Initial, Iterative, Cancel, Identify, Calculate, Finalize, Complete.*

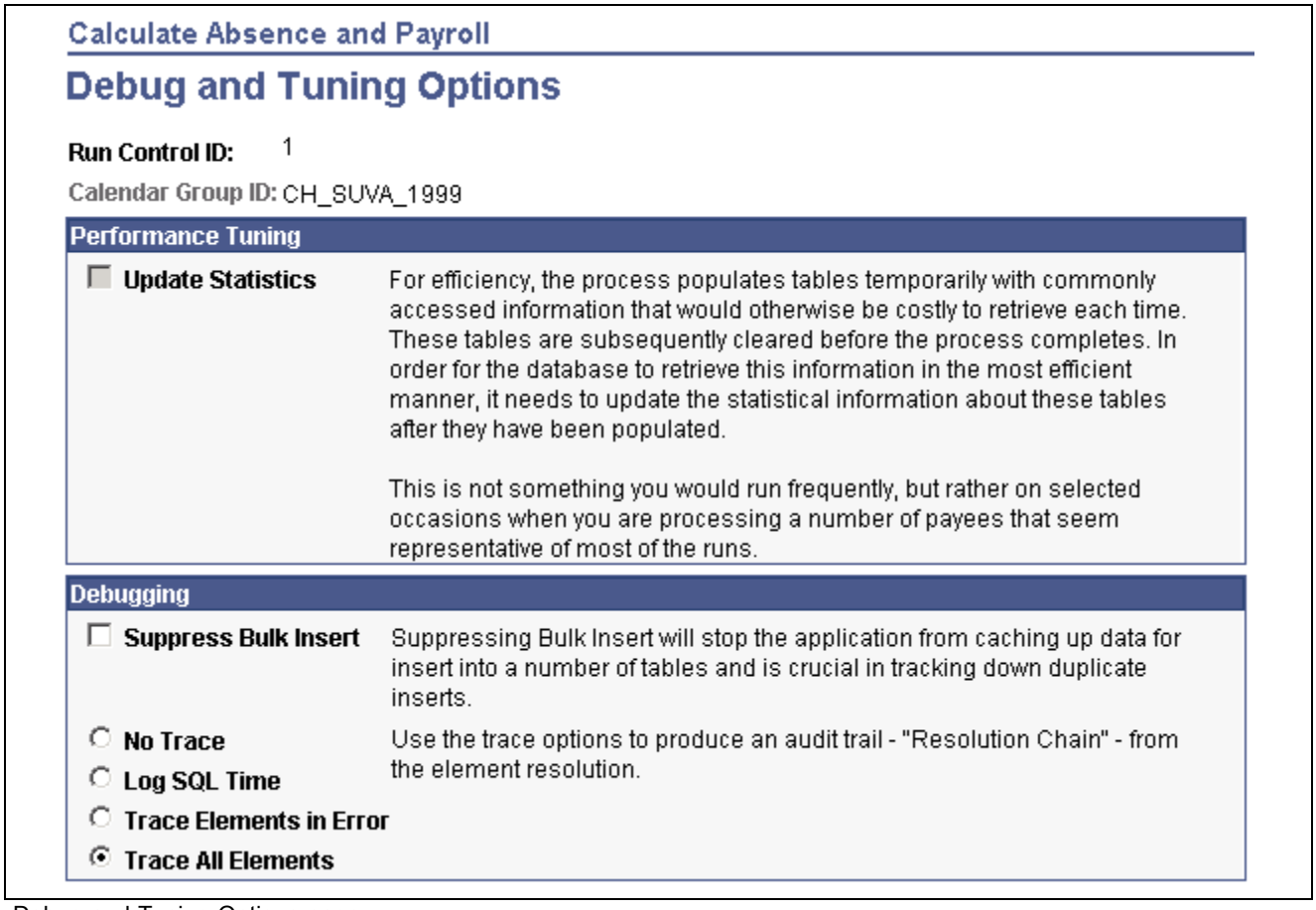
Restart Program, Next Step, Restart Number These fields contain information only if the process was aborted during the Identify phase.

Restart EmplID If the failure occurred during the Calculate phase, this field displays the employee ID number of the first payee that is to be calculated when you restart the process.

Note. When you restart the Calculate phase for a group list, the system uses the definition of the group list as of the restart time.

Debugging and Tuning

Access the Debug and Tuning Options page.



Debug and Tuning Options page

Performance Tuning

Update Statistics This option helps the database administrator to fine-tune system performance. If you select this check box, the system generates statistics at the beginning of the Calculate phase that provide information about how the worktables are being used during processing.

Debugging

Several trace options are available during the Calculate phase. These options enable you to request an element resolution chain—a file with detailed results of the Calculate phase—for payees that will be calculated during the next run.

Note. If you are calculating a large number of payees, selecting Trace Cursor, Trace Elements in Error, or Trace All Elements can degrade system performance. We recommend that you use these options for troubleshooting only. (These options require the same level of system resources.)

No Trace	Select if you don't want to produce an element resolution chain.
Log SQL Time	Select to have the Log File report each time the Payee Data Manager program opens cursors (SELECT statements that return more than one row) for the Job table, Job Dates table, Person Organization table, and the Person Organization Instance table during background processing. This information can be useful for performance tuning.
Trace Elements in Error	Select to produce an element resolution chain that includes only those payees in error.
Trace All Elements	Select to produce an element resolution chain that shows how all elements were resolved for the calculated payees. You can determine the intermediate value of every element and the order in which the elements were resolved.

Creating Group Lists

A group list defines a subset of payees that you can process at the same time. Group lists are linked to user IDs. You can process any group list that you create. You can use group lists with the Calculate, Freeze, and Unfreeze phases of processing after you run the Identify phase for the calendar group. Groups lists and streams are mutually exclusive: if you select a group list for processing, you cannot also select a stream number, and vice versa.

Following are some key characteristics of group membership:

- You can update the members of a group list at any time. The system uses the current definition of the group list.
- The system ignores payees in a group list that are not associated with the absence calendars that are being processed.
- You can include a payee in more than one group list; however, we recommend that you do not.

  If users start concurrent processes for the same calendar group, but with different group lists that include the same members, the second process stops soon after it begins. This allows the user to remove duplicate payees from the group list.

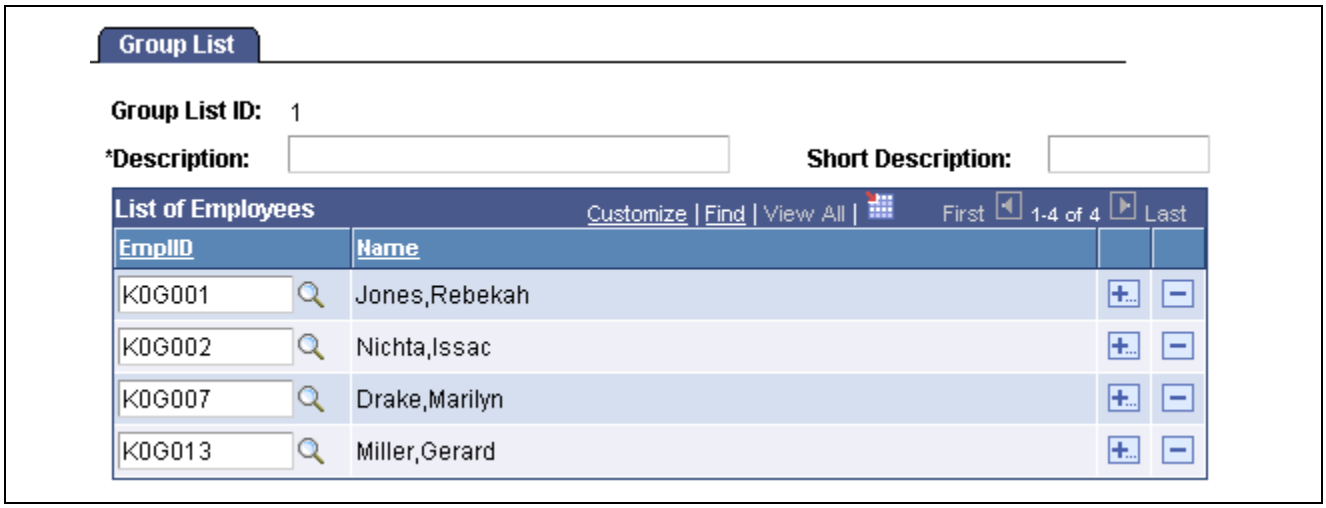
Warning! If you run the Calculate phase by group list only, the system doesn't detect changes to the payees that are added or removed from a calendar after the initial Identify phase. To process overlooked payees, run the Calculate phase for the entire population (without group lists) before finalizing the run.

Page Used to Create a Group List

Page Name	Object Name	Navigation	Usage
Group List	GP_GRP_LIST	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payee Groups, Group Lists	Create, edit, and view subsets of payees that you can process during an absence run.

Creating a Group List

Access the Group List page.



Group List page

EmplID Select the emplID for each person to include in the group.

Note. You can view or edit only groups that are created with your user ID.

Creating Process Streams

Stream processing is an optional feature that provides added flexibility to absence processing. You can divide payees into subsets, or *streams,* based on employee ID, and run calculations for either of the following:

- Only those payees in the stream that you select.
- Two or more streams at the same time.

By starting more than one stream at a time, you shorten the processing time significantly—the system processes the streams simultaneously, rather than going through a single, extended run. Using streams can also help control the sequence of each run and establish break points, to commit the results of your absence run to the database.

You must process each stream before you can finalize the calendar group ID. The Cancel and Finalize phases are not stream-oriented because they affect all payees that are processed with the same calendar group ID.

Prerequisites

Stream processing requires preliminary steps. Perform steps 1 and 2 once. Perform steps 3 and 4 each time that you use stream processing while running absences.

To prepare for stream processing:

1. Create the streams.
2. Partition tables in the database.

   A database administrator needs to partition tables, using employee ID as the key.
3. When creating calendars, select the Stream Processing check box on the Calendar Group ID page.
4. Select the streams to process through the Payee/Absence Run Control page.

   To process several streams at once:

   a. Select the processing options for the first stream.

   b. Using a different Run Control ID, enter the instructions for the next stream.

   c. Repeat step (4b) for each stream.

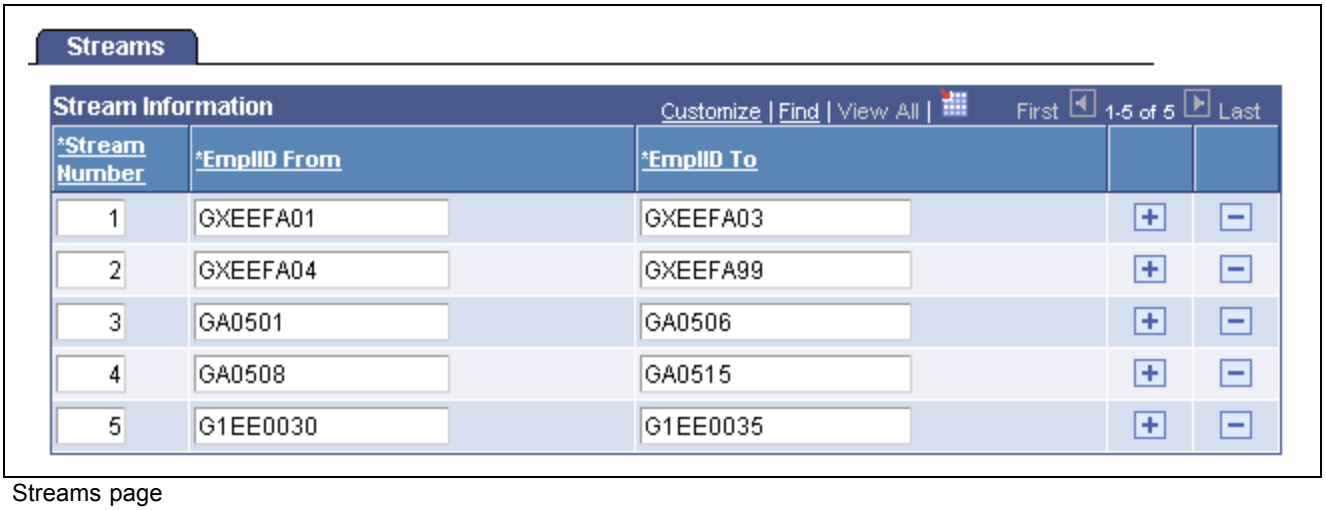
   You can run the streams all at once or at different times.

Page Used to Create Streams

Page Name	Object Name	Navigation	Usage
Streams	GP_STREAM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payee Groups, Streams	Set up a processing stream. Before you can use stream processing, you must partition tables in the database.

Creating Streams

Access the Streams page.



Streams page

Enter a stream number and the emplIDs of the first and last payees to include in the stream.

Note. You cannot include the same emplID in more than one stream.

CHAPTER 21

Viewing and Finalizing Absence Results

This chapter provides an overview of viewing absence result and finalizing the absence process and discusses how to:

- View processing results.
- View the log file.
- View processing statistics.
- View payee iterative lists.
- View payee messages.
- View payee status and update a payee's processing instructions.
- View results by calendar.
- View positive input results.
- View daily results of the Absence Take process.
- View delta values for retroactive calculations.
- View results by calendar group.
- Define administrator absence results.
- View administrator absence results.
- View an element resolution chain.
- Correct background processing and data entry errors.
- Finalize an absence run.
- Cancel an absence run.
- Process special situations.
- Report absence data.

Note. Although the focus of this chapter is on-cycle processing, most of the concepts and procedures covered here also apply to off-cycle processing.

Common Elements Used in This Chapter

Calculate Action The following values appear in this field:

Calculate: The segment has been calculated.

Calculate and Replace: The segment was originally calculated and later an off-cycle correction, with a correction type of replacement, is selected.

Reverse: The segment was calculated originally, but during the recalculation period, the payee was no longer eligible for selection, and the segment was reversed. For example, assume that a payee was originally in Paygroup A but moved to Paygroup B. A retroactive change is made to switch the payee to Paygroup B. *Reversal* segments are created for the Paygroup A calendar during the retroactivity, to *reverse* the previous calculation.

EmplID From (employee ID from) and **EmplID To** (employee ID to): Enter the employee IDs of the first and last payees in the range (on inquiry pages) or to be included in the processing stream.

Paid and **Unpaid**: The portions of the day count that are paid and unpaid.

Revision Number and **Version Number**: Together, these fields indicate whether an amount was recalculated due to retroactivity and (if so) which retroactive method was applied:

When the retro method is corrective, the version number increments by 1; the Revision Number stays at 1.

When the retro method is forwarding, the version number stays the same; the Revision Number increments by 1.

The original set of output results for a calendar calculation is Version 1, Revision 1.

Segment Number: The number that is associated with the segment. The value *1* appears if the calendar is not segmented.

Viewing Absence Processing Results

After running the Calculate phase, you can view the results. Processing results appear on the components listed below. We suggest that you view the pages in the order shown.

Results Pages	Purpose
Log File	Enables the system administrator to determine whether the COBOL process was executed successfully.
Processing Statistics	Provides processing statistics for the run, including the number of payees that are in error. View by calendar or calendar group.
Payee Iterative List	Lists those payees for whom the system has performed interactive calculations.
Payee Messages	Shows error messages and warnings.
Payee Status	Enables you to view the calculation status of payees and to enter processing instructions for individual payees.

Results Pages	Purpose
Results by Calendar Group ID	Shows a payee's calculated absence results, accumulators, and supporting elements for each calendar that is associated with the calendar group ID that you select. You also see calculations by calendar segments, positive input, and retroactive calculations.
Results by Calendar	These pages display the same information as the Results by Calendar Group pages, but only for the calendar that you select. You can view the results of a calendar that has been used in different Calendar Groups. For example, if retroactivity causes a calendar to be run more than once, you can access the results of the original run, plus the results of each retroactive run.
Element Resolution Chain	Shows how each element was resolved.

These pages can also be a helpful resource after the Finalize phase. All information remains available after you finalize a run except for Payee Messages and Iterative Triggers. Canceling an entire absence run deletes all results.

Viewing the Log File

This section discusses viewing the Log File generated by an absence process.

The Log File gives the system administrator basic information about the run and whether it was completed successfully. The language in which this file is produced is determined by the user ID of the person who enters the processing instructions on the Payroll/Absence Run Control page.

Example 1: Log File for Successfully Completed Run

The database name and the processing options that you selected on the Payroll/Absence Run Control page appear at the top of the file:

```
Process started        :                13:27:09

Connecting to Database                  GP830DVL
  with User ID         :                PSGP
  and Batch Run ID     :                1

Calendar Group ID                       K0CRUSA 199910
  Stream Number        :                00
  Group List ID        :
  Identify Option      :                No
  Calculation Option   :                Y
  -   Trace Option     :                A
  -   Recalculate All  :                N
```

```
  Unfreeze Option      :                N
  Freeze Option        :                N
  Finalize Option      :                N
  Cancel Option        :                N
```

The Checkpoint Interval and Progress Interval that you selected on the Installation Settings page appear in the next section of the Log File.

```
Checkpoint / Restart
  CheckPoint Interval  :                1000
  Progress Interval    :                0500
```

Information about the run phase follows. You can see some of the same information when you select the Restart Information link on the Payroll/Absence Run Control page.

```
Run Phase            :                1
  Cancel Pgm Option    :
  Identify Pgm Option  :
  Next Program         :
  Next Step            :                0000
  Next Number          :                00
  Next Employee ID     :

Processing Payee Range
  First Employee ID    :                B-BARET100
  Last Employee ID     :                ZP007
```

A timestamp message appears at the beginning and end of each processing phase. The timestamps represent application server machine time, not database time.

```
Initial Phase started  :                13:27:12

  Looking for T&L feed
  COMMIT TAKEN

Initial Phase ended    :                13:27:12

Iterative Phase started:                13:27:12

  COMMIT TAKEN

Iterative Phase ended  :                13:27:12

Cancel    Phase started:                13:27:12

  Canceling Selectively for Recalculation
  Total number of Segments processed   :          0
  COMMIT TAKEN

Cancel    Phase ended  :                13:27:14

Identify  Phase started:                13:27:14

  Iterative screening for new Payees
```

```
  Total number of Payees identified    :         10
  Total number of Segments identified  :         20
  COMMIT TAKEN

Identify  Phase ended  :                 13:27:17

Calculate Phase started:                13:27:18

  Looking for T&L feed
  COMMIT TAKEN

  Total number of Payees processed     :         10
  Total number of Segments processed   :         20
  Total number of Payees in error      :          0
  Total number of Segments in error    :          0

Calculate Phase ended  :                13:27:45

  COMMIT TAKEN

Process ended          :                13:27:45

COBOL Array usage recorded during this run

PAYEE or SEGMENT Level Arrays

  Copybook      Array Name              Used   Limit
  ------------------------------------------------
  GPPIDNT7.CBL  CSTAT-DATA OF W-WK         2      50
 GPPIDNT7.CBL  CSEG-ENTRY OF W-WK         2      99
 GPPIDNT7.CBL  JOB-ROW OF W-WK            1    1000
 GPCDPDM1.CBL  L-JOB-DATA                 1     100
 GPCDPDM1.CBL  L-EMP-DATA                 1      20
 GPCDPDM1.CBL  L-PRD-DATA                 1      20
 GPCDPDM1.CBL  L-ADR-DATA                 2      20
 GPCDPDM1.CBL  L-CMP-DATA                 3     100
 GPCDPDM1.CBL  L-WS-DATA                  1      20
 GPCDPDM .CBL  L-PMT-DATA                 2      50
 GPCDPDM5.CBL  L-EVNT-DATA                1      50
 GPCUPINV.CBL  PINV-DATA                 89    5000
 GPCUPINW.CBL  PINWB-DATA                33    3000
 GPCDPDM2.CBL  L-ABS-DATA                 5    1000
 GPCDPDM5.CBL  L-FWD-PI-DATA             10     500
 GPCDPDM5.CBL  L-FWD-SOVR-DATA           10     600
 GPCDPDM5.CBL  L-PI-DATA                  5     300
 GPCDPDM5.CBL  L-PI-SOVR-DATA             3     600
 GPCDPDM5.CBL  L-PI-REF-DATA              3     600
 GPCUPINW.CBL  PINWC-DATA                 6    2000
 GPCDPDM5.CBL  L-EOVR-DATA                1     300
```

```
PROCESS Level Arrays

  Copybook      Array Name              Used   Limit
  ------------------------------------------------
  GPCDPRUN.CBL  CAL-DATA                   2     100
 GPCUPING.CBL  PING-DATA                  25      50
 GPCUPINT.CBL  PINT-DATA              107951  300000
 GPCUPINA.CBL  PINA-DATA                6718   18000
 GPCUPINB.CBL  PINB-DATA                6718   18000
 GPCPLIST.CBL  PL-PRCLIST-DATA             1      20
 GPCPLIST.CBL  PLS-SECTION-DATA           10     200
 GPCPLIST.CBL  PLE-ELEMENT-DATA           64    2000
 GPPCANWA.CBL  WA-TBL-NM OF W-WK          43      50 ***
 GPPIDNT7.CBL  PE-ENTRY OF PE-DATA         1      50
```

Example 2: Log File for Run That Is Terminated by an Error

The database name and the processing options that you selected on the Payroll/Absence Run Control page appear at the top of the file:

```
Process started        :                11:06:34

Connecting to Database                  GP830TS1
  with User ID         :                PS
  and Batch Run ID     :                GGTEST

Calendar Group ID                       GXHCRUSA 199910
  Stream Number        :                00
  Group List ID        :
  Identify Option      :                N
  Calculation Option   :                Y
  -   Trace Option     :                N
  -   Recalculate All  :                Y
  Unfreeze Option      :                N
  Freeze Option        :                N
  Finalize Option      :                N
  Cancel Option        :                N

Checkpoint / Restart
  CheckPoint Interval  :                1000
  Progress Interval    :                0500
  Run Phase            :                1
  Cancel Pgm Option    :
  Identify Pgm Option  :
  Next Program         :
  Next Step            :                0000
  Next Number          :                00
  Next Employee ID     :

Processing Payee Range
```

```
  First Employee ID    :                B-BARET100
  Last Employee ID     :                Z9060

Initial Phase started  :                11:06:38

  Looking for T&L feed
  COMMIT TAKEN

Initial Phase ended    :                11:06:38

Cancel    Phase started:                11:06:38

  Canceling All For Recalculation
  Total number of Segments processed   :         12
  COMMIT TAKEN

Cancel    Phase ended  :                11:06:45

Calculate Phase started:                11:06:45

  Looking for T&L feed
  COMMIT TAKEN

Application Program Failed
Action Type     : SQL FETCH
 In Pgm Section  : SQLRT: DA000-FETCH
 With Return Code: 08608
```

The actual error message appears on the next line.

```
 Error Message   : [Microsoft][ODBC SQL Server Driver]String data, right⇒
 truncation (SQLSTATE 01004) 0
Application Program Failed
In Pgm Section  : GPPDPDM1: RD000
Application Program Failed
In Pgm Section  : GPPDPDM0: XA000-GET-NEXT-SEGMENT
Application Program Failed
In Pgm Section  : GPPSERVC: XP000-CALL-PMT-DATA-MGR
Application Program Failed
In Pgm Section  : GPPDPRUN: JA000-CALL-SERVICE

Process ended          :                11:06:48
The process terminated with ERRORS.
```

See Also

Chapter 21, “Viewing and Finalizing Absence Results,” Understanding Background Processing Errors, page 456

Viewing Processing Statistics

This section discusses viewing processing statistics for an absence process.

The Processing Statistics component displays high-level processing results:

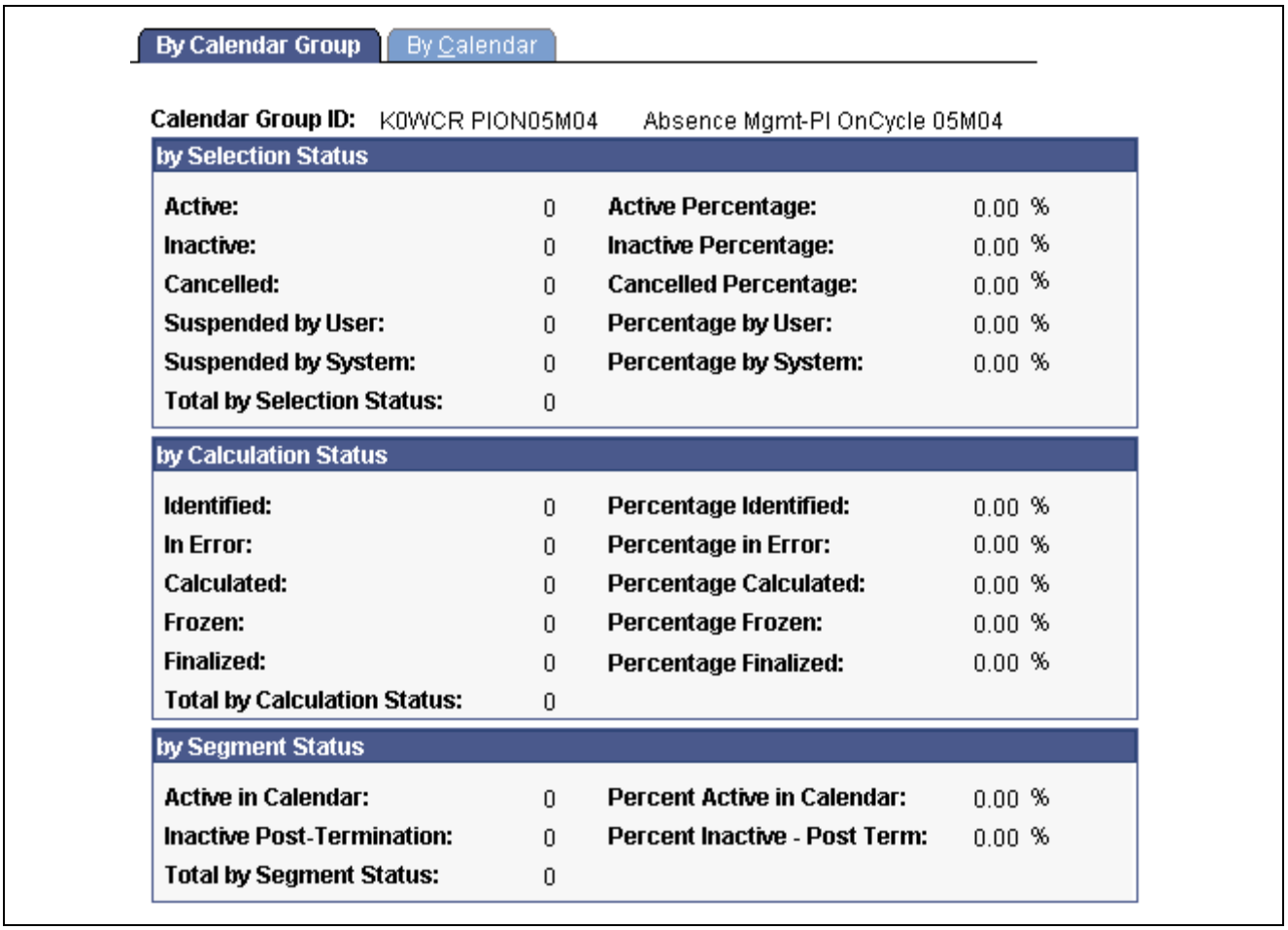
- The number of payees that are identified, in error, calculated, or finalized.
- The number of active, inactive, canceled, and suspended payees.

Pages Used to View Processing Statistics

Page Name	Object Name	Navigation	Usage
By Calendar Group	GP_CALRUN_STAT1	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Processing Statistics, By Calendar Group	View processing statistics for the absence run by calendar group. First, run the Identify phase.
By Calendar	GP_CALRUN_STAT2	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Processing Statistics, By Calendar	View processing statistics for the absence run by calendar.

Viewing Processing Statistics by Calendar Group

Access the Processing Statistics - By Calendar Group page.



Processing Statistics — By Calendar Group page

by Selection Status

Active Payees that were identified for processing because they were active for at least one day within the calendar period. Excludes payees with the selection status *Cancelled* or *Suspended*.

Inactive Payees that were identified for processing because they were inactive but had positive input, a retroactive trigger, or forwarded adjustment.

Cancelled Payees that you manually cancelled from the calendar group ID on the Payee Status page.

Suspended by User Payees that you manually suspended from the calendar group ID via the Payee Status page or the Payroll/Absence Run Control page.

Suspended by System Payees that the system suspended because the payee was also identified in another open calendar group ID.

by Calculation Status

This group box displays the number of payees with calculation statuses, followed by the percentage that each number represents.

by Segment Status

This group box displays the number of active and inactive payees, followed by the percentage that each number represents.

Active in Calendar Payees that were identified because they were active for at least one day within the calendar period.

Inactive Post-Termination Payees that are being paid for a period of time when they were inactive (such as a sales commission paid to a person that has left the company) or for a forwarding retro situation where there is a mismatch on the payment keys.

See Also

Chapter 26, "Defining Retroactive Processing," page 529

Viewing Processing Statistics by Calendar

The fields on the Processing Statistics - By Calendar page are the same as those on the Processing Statistics - By Calendar Group page, but they reflect the results for an individual calendar.

To view statistics for the next or previous calendar that is associated with this calendar group ID, click the scroll arrows on the Calendar Statistics title bar.

See Also

Chapter 21, "Viewing and Finalizing Absence Results," Understanding Background Processing Errors, page 456

Viewing Payee Iterative Lists

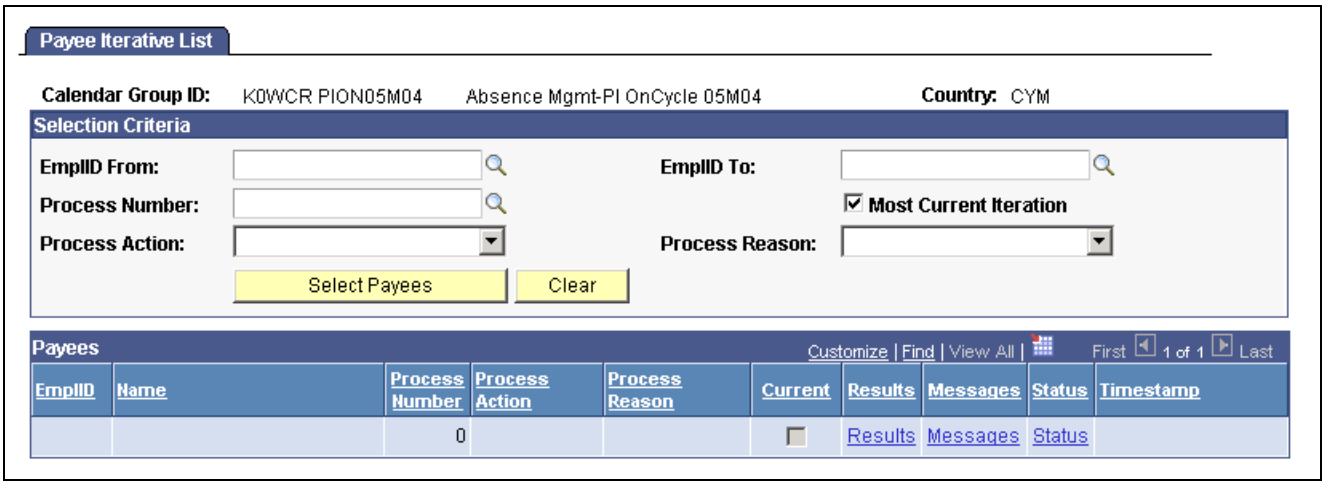
The payee iterative list provides an inquiry page that enables users to see who was processed during the last iterative calculation and why. Users can define whom the list includes: a single payee, payees that were recalculated, or an entire calendar group. Each batch process automatically creates a payee iterative list of those payees affected by the batch run.

Page Used to View Payee Iterative Lists

Page Name	Object Name	Navigation	Usage
Payee Iterative List	GP_PYE_ITER_LST	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payee Iterative List	View a list of employees that were processed in any manner during a batch process.

Viewing the Payee Iterative List

Access the Iterative List page.



Payee Iterative List page

Calendar Group ID This list is available until the process is finalized for the Calendar Group, at which time the payee iterative list is deleted.

Process Number The process number has an associated operator ID, run control, timestamp, and group list ID.

Most Current Iteration Select to return only the payees processed in the last calendar group run.

Process Action The process action represents the high level reason for inclusion. They are *Added, Calculated, Status Change, Not Calculated,* and *Removed*

Process Reason Select a Process Reason to limit your search. Available options are: *Cancelled – By User, Error in Processing, Frozen – Run Control, Initial Calculation, initial Identify, Iterative Trigger, Previously in Error, ReCalc – By User, ReCalc All – Run Control, Suspended – By User, Suspended – By System, Time and Labor Feed, Uncancelled – By User, Unfrozen – By Run,* and *Unsuspended – By System.*

Note. If you run the Initial Identify and a calculation at the same time, the Action/Reason displayed is Calculated/Initial Identify.

Select Payees Runs the search according to the specifications that you selected in the Selection Criteria group box.

EmplID Displays the resulting emplIDs.

Current The system displays a *Y* if the viewed entry is the most current.

Messages Select to launch the Payee Message page in a new browser window.

Status Select to launch the Payee Status page in a new browser window.

Results Select to launch the Payee Results page in a new browser window.

Timestamp Displays when the run control was saved.

Viewing Payee Messages

Payee messages report errors and warnings that are generated during the Calculate phase. The system displays messages that are defined by PeopleSoft in the Message Catalog and any unique messages that you created using formula elements. You specify the population of payees for whom you want to review messages.

The message log is erased when you run the Finalize process.

This section discusses how to:

- View errors and warnings that are generated for the calendar group ID during the Identify or Calculate phase.
- View detailed information for a selected message.

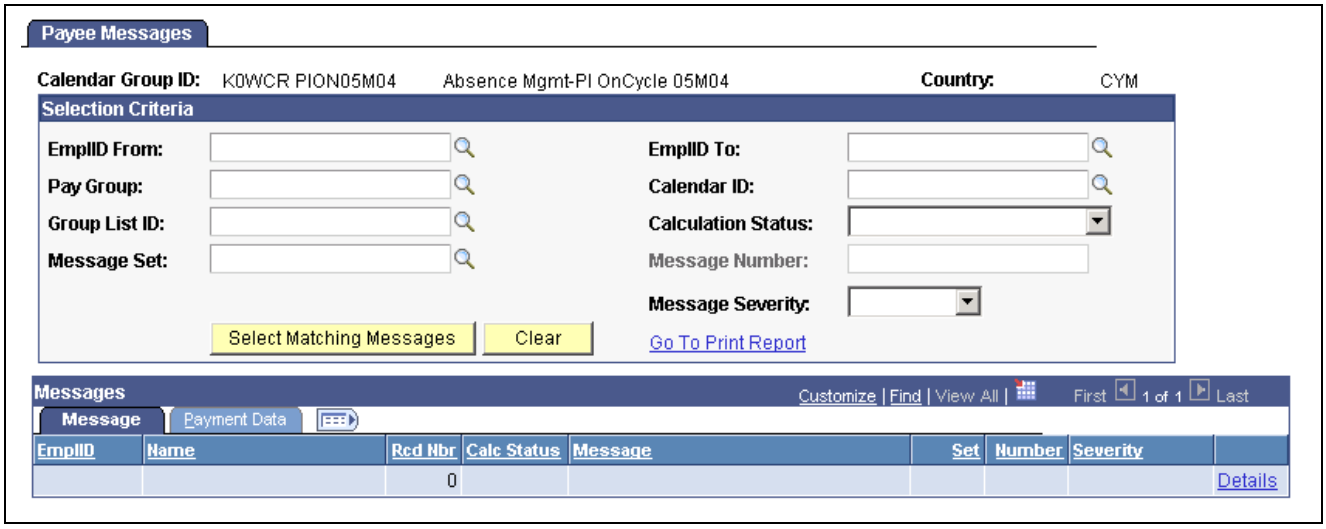
Important! Error messages require resolution; you cannot finalize an absence run with errors.

Pages Used to View Payee Messages

Page Name	Object Name	Navigation	Usage
Payee Messages	GP_MESSAGE_LOG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payee Messages	View errors and warnings generated for the calendar group ID during the Identify or Calculate phase.
Batch Message Details	GP_MESSAGE_SP	Click the Details link on the Payee Messages page.	View detailed information for a selected message.

Reviewing Payee Messages

Access the Payee Messages page.



Payee Messages page

To view payee messages:

1. Enter the criteria for screening messages in the Selection Criteria group box. (optional)

If you select a group list ID, messages for payees that currently belong to the group display. If you enter no selection criteria, messages for all payees in the calendar group display.

2. Click Select Matching Messages to display the results of your search.

Message

Set and **Number** — Associated set number and message number from the Message Catalog. (Message Set 17005 is the core batch message set; each country has a separate set number for messages from their country-specific batch processes.) If the message number is less than 300, the text only appears in the Cobol log file. Those with numbers greater than 300 appear online.

Details — Click to access the Batch Message Detail Sec page to see the full text of the message, an explanation, and the name of the Absence Management program and program section that generated the message.

Message — Messages appear in the language that is associated with the user's language preference. Messages that have not been translated appear in the base language that is defined for Absence Management.

Payment Data

This tab displays the calendar ID, paygroup, and segment associated with the warning or error message.

See Also

Chapter 20, "Processing Absences," Status Codes and Process Indicators, page 398

Viewing Payee Status and Updating a Payee's Processing Instructions

This section discusses how to review payee status and processing instructions.

Important! Changing a process indicator updates the process indicator for *every* calendar that is associated with the payee for a particular calendar group ID.

See Also

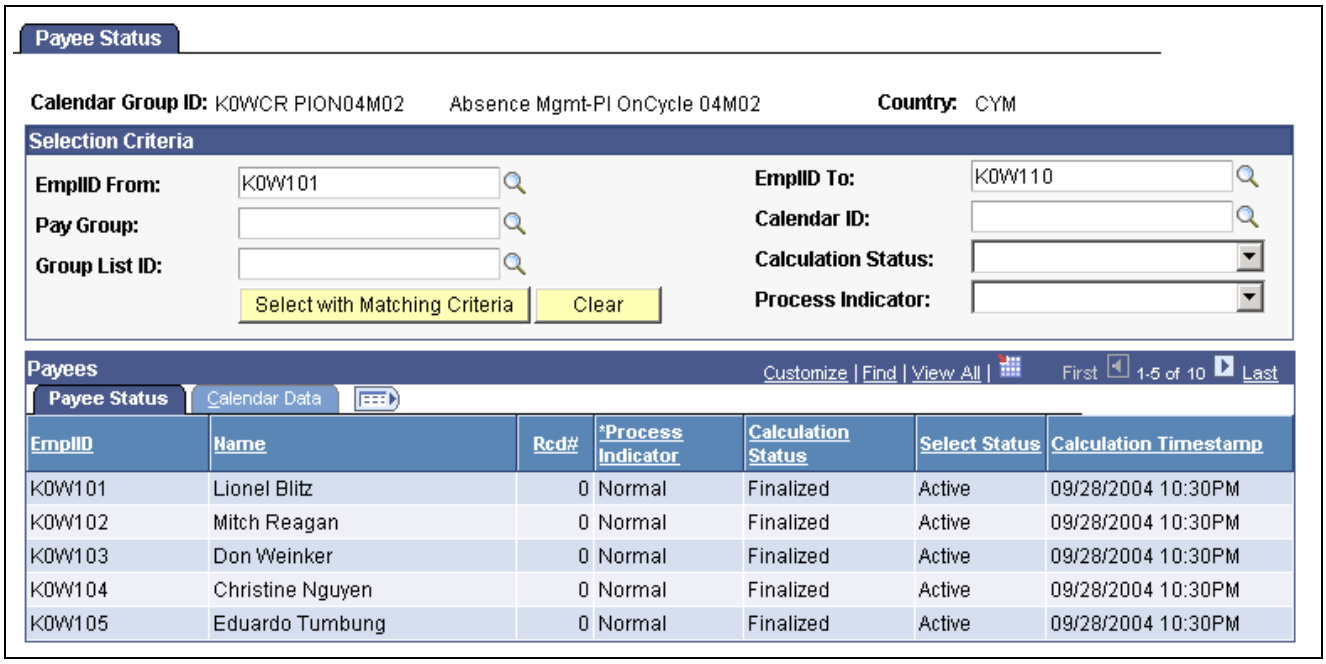
Chapter 20, "Processing Absences," Status Codes and Process Indicators, page 398

Page Used to View Payee Status and Update a Payee's Processing Instructions

Page Name	Object Name	Navigation	Usage
Payee Status	GP_PAYEE_STATUS	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payee Status	View payees by process indicator, calculation status, or other criteria and specify the action that the system is to take.

Reviewing Payee Status and Processing Instructions

Access the Payee Status page.



Payee Status page

To review payee status:

1. In the Selection Criteria group box, specify which payees to review (optional).

   For example, to see all payees that will be suspended from the next run, select *Suspend* in the Process Indicator field.

2. Click the Select with Matching Criteria button to display the results of your search.

To enter processing instructions for a payee:

1. In the Selection Criteria group box, specify the payees for which you want to enter instructions.
2. On the Payee Status tab, select the applicable process indicator.

Payee Status

The system displays the results of your search. Each segment, including retro segments, is listed on a separate line.

Process Indicator Select the action for the system to take. Some actions take effect instantly; others take effect the next time you run the batch process for the population that the payee is in. The selection status that's associated with the payee and the absence calculation status determine what actions you can select. (You cannot change process indicators after a run is finalized.)

All process indicators apply to all absences for a payee. You can see a payee's list of absences in the Results by Calendar component. If a payee has two process indicators because of two jobs, and you change the value of one process indicator to *Cancel,* the second process indicator is also set to *Cancel,* and the payee isn't paid. Options are:

Cancel: The next time you run Calculate, the payee's results (and segment status record) are deleted. The selection status is *Cancel*. The payee remains in *Cancel* status, unless you later change the status to *Uncancel.*

Freeze: Allowed only when the calculation status is *Payment Calculated.* Immediately updates the status to *Frozen* and causes future runs of the Calculate phase to ignore unprocessed positive input or other changes that have been entered since the payee was last calculated (for this calendar period). Applies to all segments for the payee.

Normal.

Re-Calc (recalculate): Use only when the calculation status is *Payment Calculated or Frozen.* The next time you run Calculate, the payee will be recalculated.

Suspend: The next time you run the batch process, the payee's results (and segment status record) are deleted. The selection status is set to *Suspended by User*. The payee is reidentified for inclusion in the absence run.

Uncancel: Use only if the selection status is *Cancelled.*

Unfreeze: Allowed only when the calculation status is *Frozen.* This action immediately changes the calculation status to *Payment Calculated.* The next time the Calculate phase is run for this payee, the system processes unprocessed changes (iterative triggers). Applies to all segments for the payee.

Calendar Data

This tab identifies the segment for which the absence was generated, the pay entity associated with the calendar, and the run type (absence).

Viewing Results by Calendar

Each time you run the Calculate phase, you can use the Results by Calendar pages to display payee information.

This section discusses how to:

- View segmentation information for a payee.
- View detailed information about a segment.
- View absences for a calendar.
- View accumulators for a calendar.

- View supporting elements by calendar.

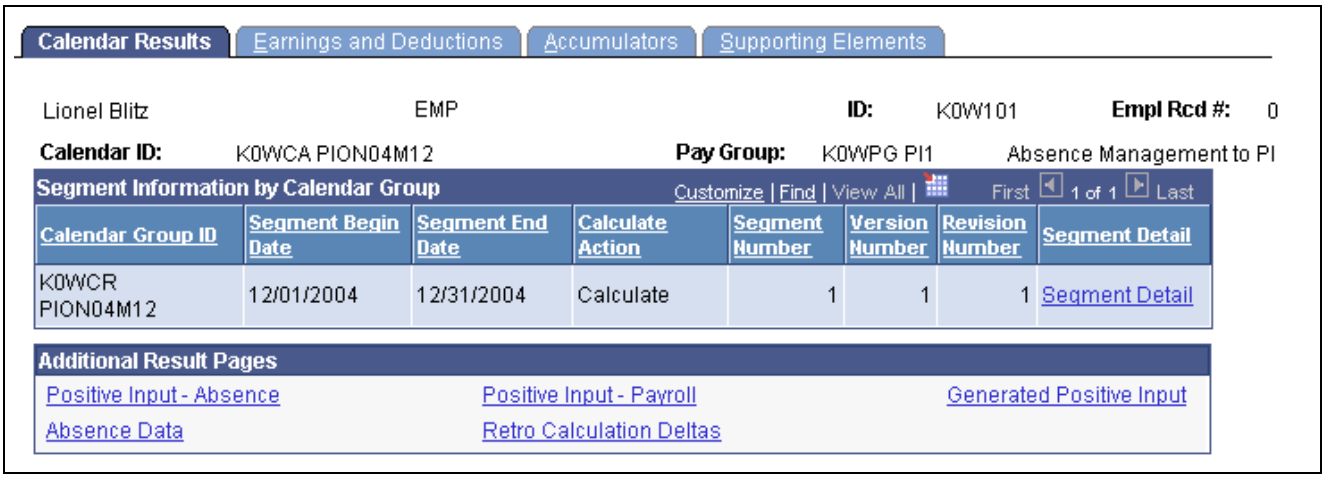
You can review the results of a calendar each time it's run. For example, if retroactivity causes the February 2000 calendar to be recalculated in March, April, and May, you can quickly view the results for each calendar run on the Results by Calendar page. Click the scroll arrows to view each set of results for the calendar.

Pages Used to View Results by Calendar

Page Name	Object Name	Navigation	Usage
Results by Calendar - Calendar Results	GP_RSLT_CAL_SEG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Calendar Results	View segmentation information for a payee. Page includes links to other pages that display positive input, absence, and retro results.
Result Segment Detail	GP_RSLT_SEG_SP	Click the Segment Detail link on the Results by Calendar page.	View more information about a segment's process and segment statuses.
Results by Calendar - Earnings and Deductions (Note: this page does not apply to Absence Management)	GP_RSLT_CAL_ED	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Earnings and Deductions	This page is not applicable to Absence Management. No information appears on this page.
Results by Calendar - Accumulators	GP_RSLT_CAL_ACUM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Accumulators	View accumulator amounts.
Results by Calendar - Supporting Elements	GP_RSLT_CAL_PIN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Supporting Elements	View information for each supporting element that was used to calculate absence results.

Viewing Segmentation Information for a Payee

Access the Results by Calendar - Calendar Results page.



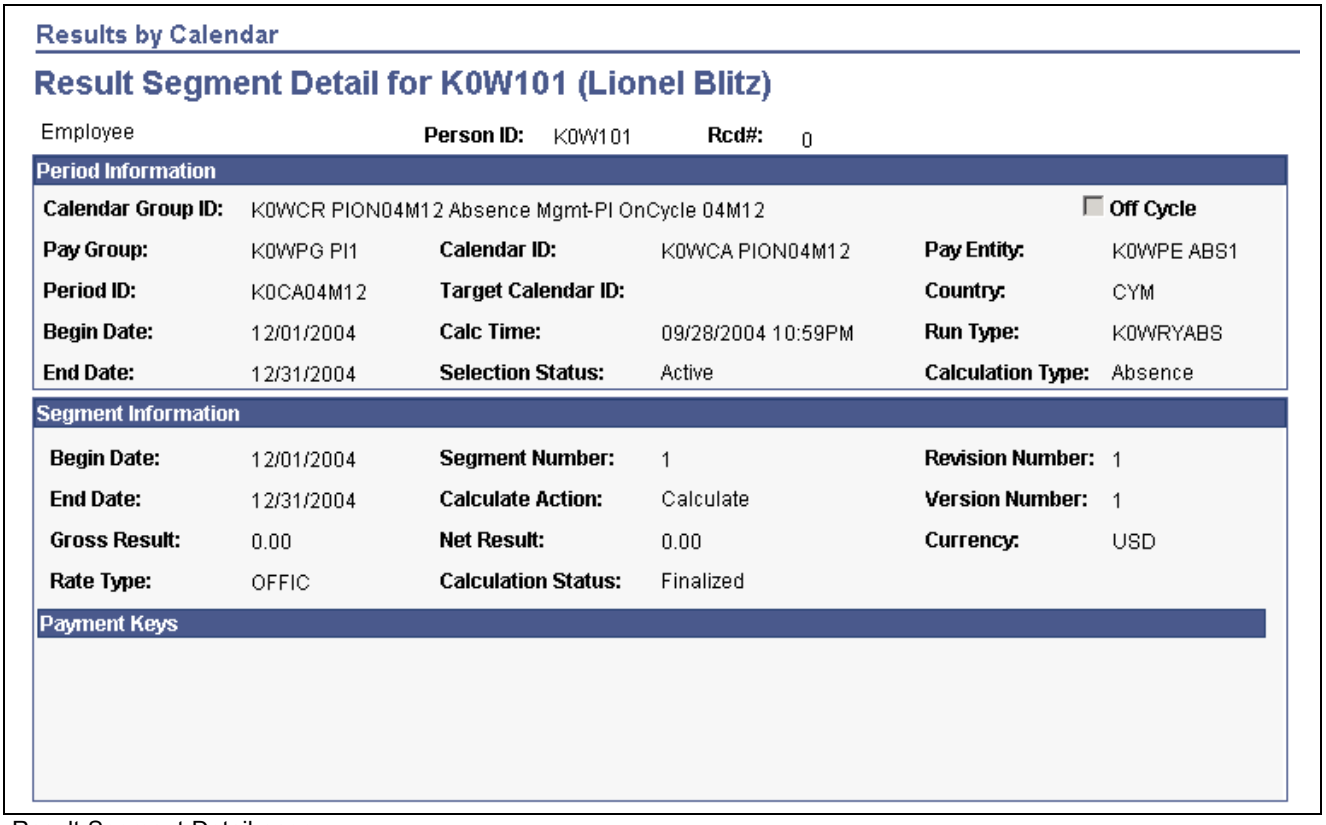
Calendar Results page

Segment Information by Calendar Group

Segment Detail Click to display the Result Segment Detail page.

Viewing Detailed Information About a Segment

Access the Results by Calendar - Result Segment Detail page.



Result Segment Detail page

Period Information

Period ID The ID for the time period that is covered by the calendar.

Begin Date and **End Date** The begin and end dates that are associated with the Process Stat record. The dates match the calendar begin and end dates.

Target Calendar ID The target calendar that you selected when defining the calendar for this calendar run.

Calc Time (calculation time) The last time that calculations were run for this payee.

Segment Information

Rate Type The exchange rate type associated with the payment. (You define the exchange rate type on the Paygroup Name page and can override it by payee.)

Calculation Status Values are:

Active in Segment: Payee was active for at least one day during the calendar segment.

Inactive in Segment: Payee was not active during that time period.

Payment Keys

This group box displays any payment keys that have been defined for the payee's pay entity.

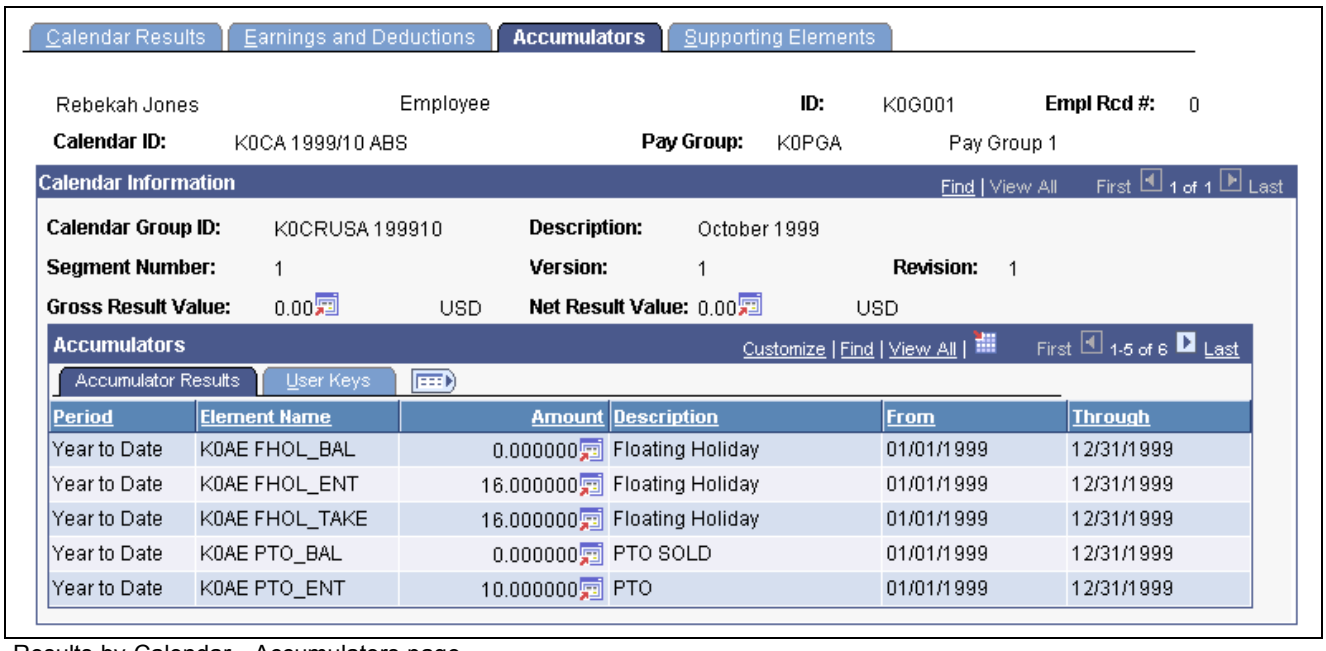
See Also

Chapter 20, "Processing Absences," Status Codes and Process Indicators, page 398

Chapter 13, "Defining the Organizational Structure," Entering Processing Details for a Pay Entity, page 264

Viewing Accumulators for a Calendar

Access the Results by Calendar - Accumulators page.



Results by Calendar - Accumulators page

Accumulator Results

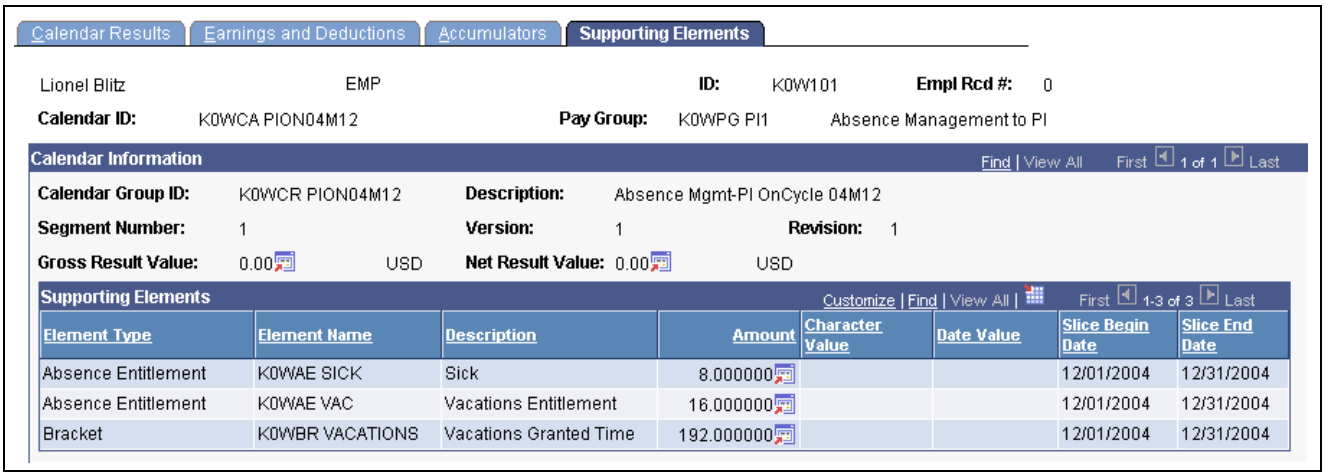
Period The period of time tracked by the accumulator.

User Keys

This tab displays the system element or variable element that is associated with the user keys for each accumulator.

Viewing Supporting Elements by Calendar

Access the Results by Calendar - Supporting Elements page.



Supporting Elements page

The type of value that the supporting element resolved to determines the column that it is listed under Amount, Character Value, or Date Value.

Slice Begin Date and **Slice End Date** The begin and end dates of the slice in which the supporting element was resolved.

Viewing Positive Input Results

This section discusses how to:

- View positive input from the Absence Take process.
- View all positive input processed for a payee.
- View system-generated positive input by calendar.
- View supporting element information.

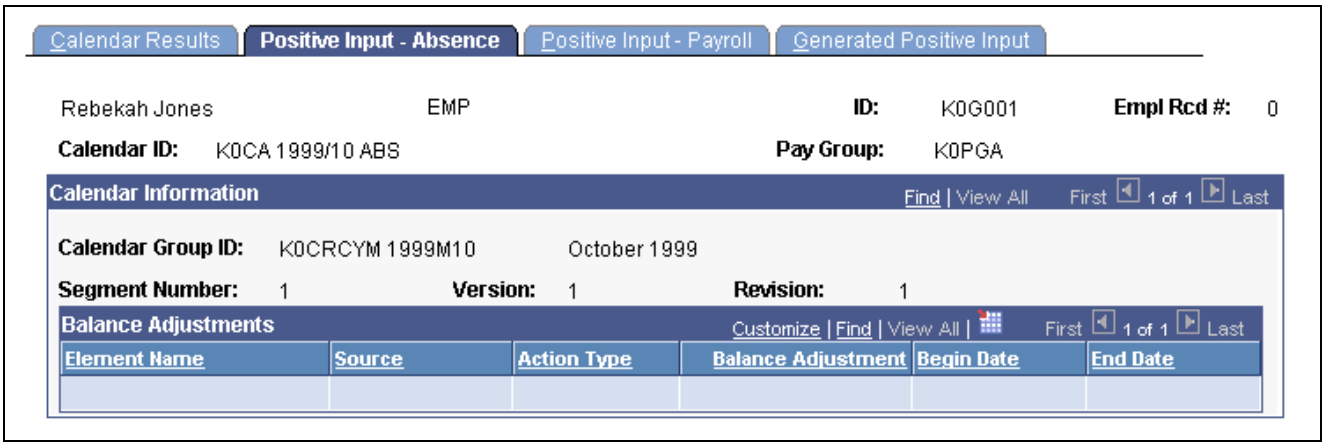
Pages Used to View Positive Input Results

Page Name	Object Name	Navigation	Usage
Positive Input - Absence	GP_RSLT_CAL_AE	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Calendar Results Click the Positive Input - Absence link on the Calendar Results page. • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Calendar Group Results Click the Positive Input - Absence link on the Calendar Group Results page.	Displays balance adjustments made to frequency-based entitlement elements that are processed for the absence calendar.
Positive Input - Payroll (Note: This page is not applicable to Absence Management)	GP_RSLT_CAL_PI	• Click the Positive Input - Payroll link on the Calendar Results page. • Click the Positive Input - Payroll link on the Calendar Group Results page.	This page is not applicable to Absence Management. No information will appear on this page.
Positive Input - Other Data (Note: This page is not applicable to Absence Management)	GP_RSLT_PI_COMP_SP	Click the Other Data button on the Positive Input - Payroll page.	This page is not applicable to Absence Management. No information will appear on this page.
Positive Input - Supporting Element Overrides	GP_RSLT_PI_SOVR_SP	Click the Override button on the Positive Input - Payroll page.	View detailed user instructions on the Positive Input - Supporting Elements page.
Generated Positive Input	GP_RSLT_CAL_GPI, GP_RSLT_RUN_GPI	• Click the Generated Positive Input link on the Calendar Results page. • Click the Generated Positive Input link on the Calendar Group Results page.	View resolved and unresolved positive input that was created for another calendar from: a generated positive input section of the process list or the absence take process.
Results by Calendar - Positive Input - Details	GP_RSLT_GPICOMP_SP	Click the Other Data button on the Generated Positive Input page.	Displays detailed information for a system-generated instance of positive input.

Page Name	Object Name	Navigation	Usage
Generated Positive Input - Supporting Element Overrides	GP_RSLT_GPISOVR_SP	Click the Override button on the Generated Positive Input page.	Displays information for supporting elements that are associated with a system-generated instance of positive input.

Viewing Positive Input From the Absence Take Process

Access the Positive Input - Absence page.



Positive Input - Absence page

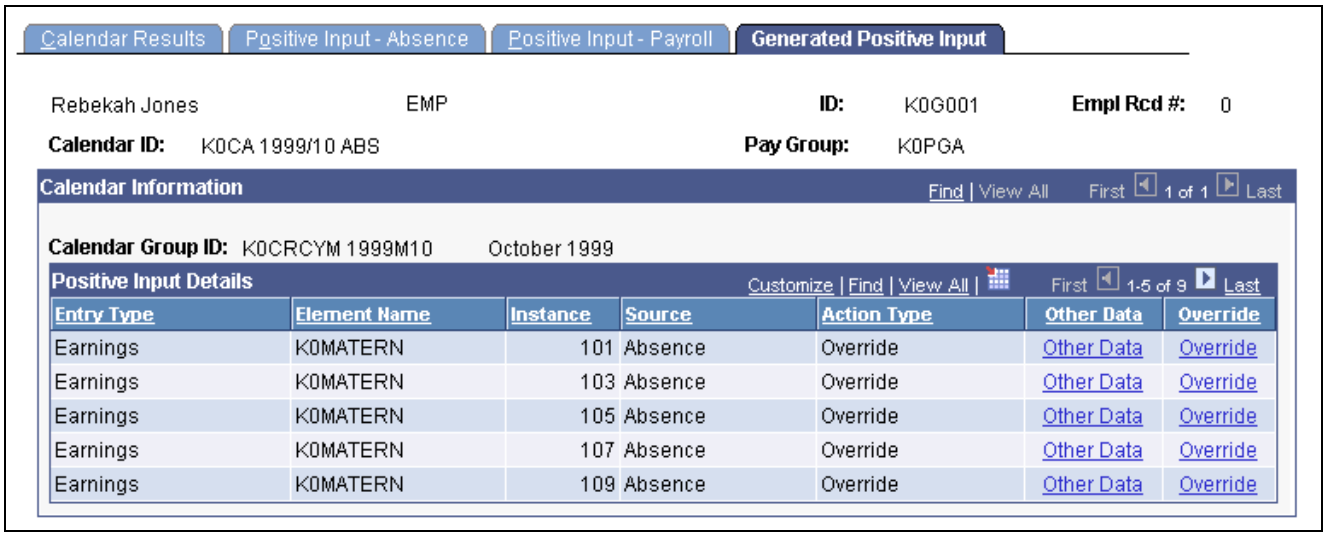
Source *Absence* means that the instance of positive input was created by the Absence Take process.

Balance Adjustment The number of units by which the entitlement balance for this absence take element is being adjusted, if applicable.

Begin Date and **End Date** The first day and last day of the absence event.

Viewing System-Generated Positive Input by Calendar

Access the Generated Positive Input page.



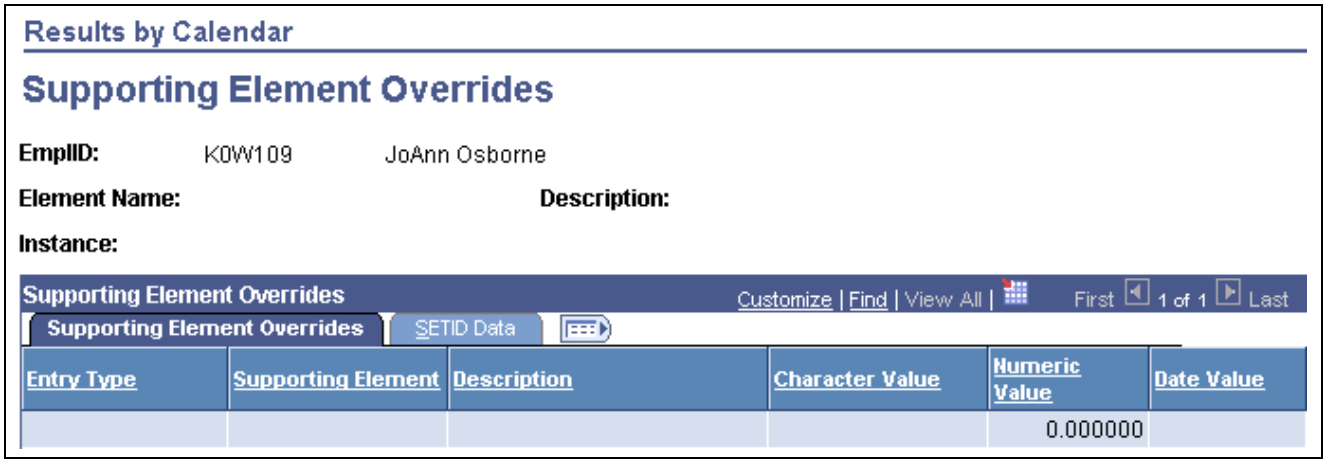
Generated Positive Input page

Other Data Click to display the Other Data page to view detailed information about the instance of positive input.

Override Click to display the Supporting Element Overrides page to view information for supporting elements that are associated with the generated instance.

Viewing Supporting Element Information

Access the Supporting Element Overrides page.



Results by Calendar - Supporting Element Overrides page

SETID Data

This tab displays the SetID associated with the supporting element override.

See Also

Chapter 18, “Setting Up Overrides,” page 373

Viewing Daily Results of the Absence Take Process

This section discusses how to:

- View the daily results of the absence process.
- View information about the payee's entitlement balance.
- View hours that a payee was absent.
- View values from the user defined fields.
- View values from the Cfg1 – Cfg4 scheduling fields.
- View values from Cfg1 – Cfg4 fields (alternate work schedule in effect).

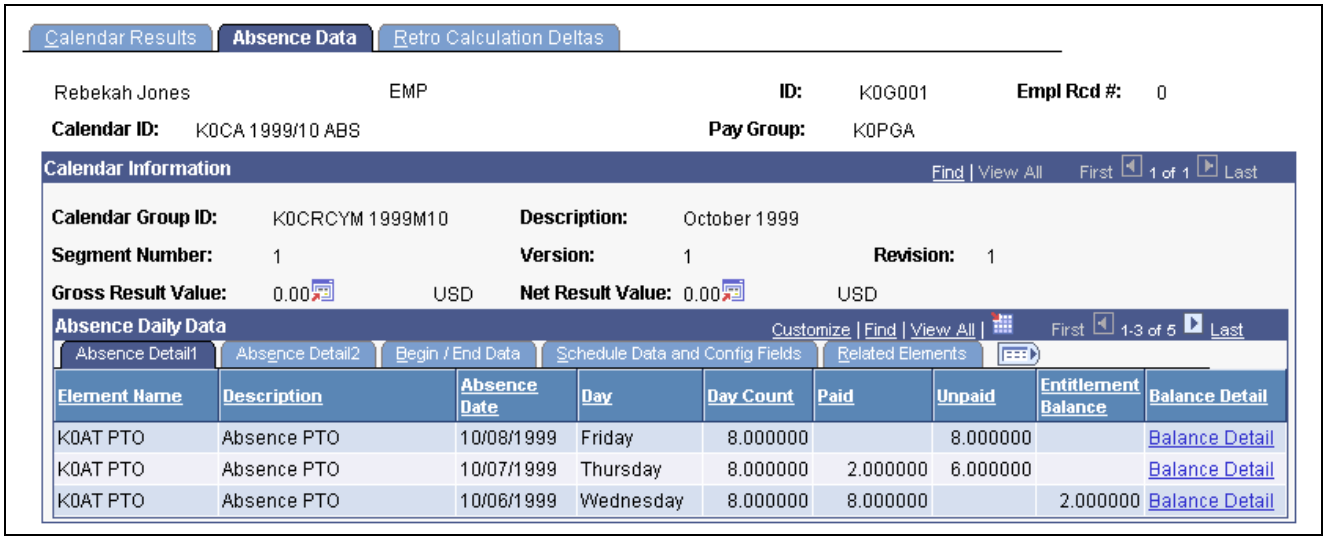
Pages Used to View Daily Results of the Absence Take Process

Page Name	Object Name	Navigation	Usage
Absence Data	GP_RSLT_CAL_ABS, GP_RSLT_RUN_ABS	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Calendar Results Click the Absence Data link on the Calendar Results page. • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Calendar Group Results Click the Absence Data link on the Calendar Group Results page.	View the daily results of the Absence Take process, including the day count, paid and unpaid day count, ending entitlement balance, forecast value, absence type, and reason.
Absence Balance Data	GP_ABS_EXPLAIN_SP	Click the Balance Detail link on the Absence Detail tab of the Absence Data page.	View detailed information about the payee's entitlement balance.
Absence Begin/End Data	GP_ABS_BGN_END_SP	Click the Begin/End link on the Begin/End tab of the Absence Data page.	View the hours that a payee was absent, if less than a full day. This page shows the first date of the absence and the original begin date, if this absence is linked to a previous absence.

Page Name	Object Name	Navigation	Usage
Configurable Fields	GP_ABS_CONFIG_SP	Click the Configuration Fields link on the Schedule Data and Config Details tab of the Absence Data page.	View values that were entered in the User Defined fields when the absence was reported and the User Defined values that are associated with the take element.
Work Schedule Data	GP_ABS_WS_SP	Click the Work Schedule link on the Schedule Data and Config Fields tab of the Absence Data page.	View values that were entered in the Sch Cfg1…4 fields (Shifts page) that apply to the absence date. Also view values for the Sch Cfg fields that are associated with the Workday override schedule selected on the Daily Work Schedule Override page.
Alternate Work Schedule Data	GP_ABS_ALT_WS_SP	Click the Alternate Work Schedule link on the Schedule Data and Config Fields tab of the Absence Data page.	View values that were entered in the Sch Cfg1…4 fields (Shifts page or Daily Work Schedule Override page) that apply to the absence date. Applicable only if an alternate work schedule was in effect on the absence day.

Viewing the Daily Results of the Absence Process

Access the Absence Data page.



Absence Data page

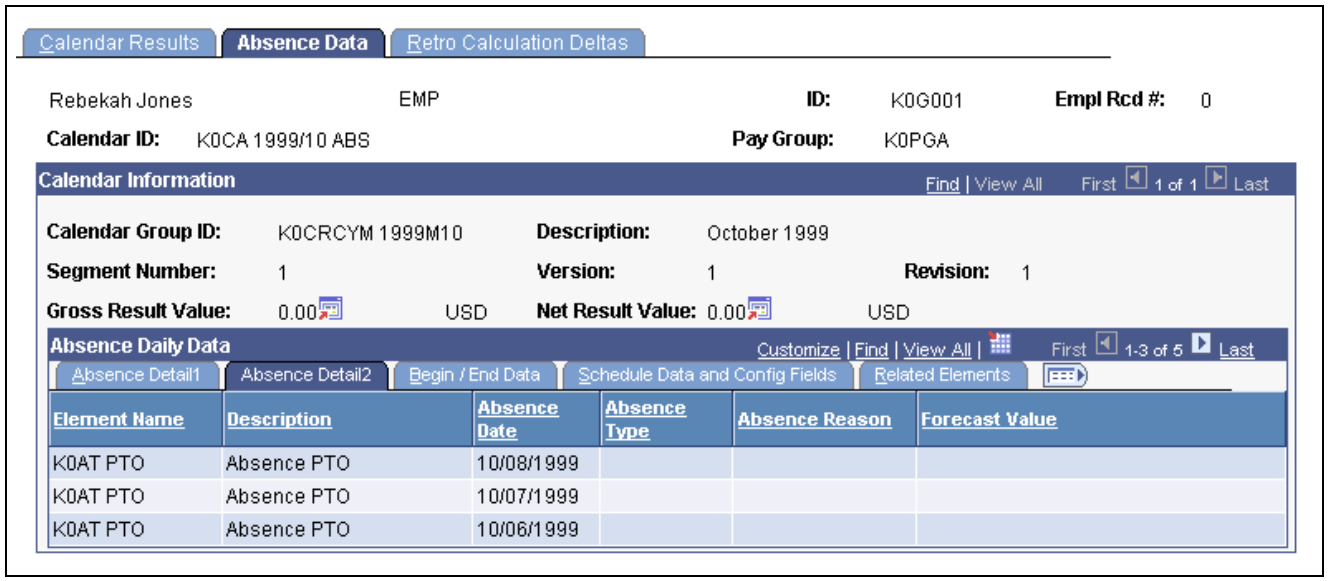
Day Count Displays the result of the Day Formula for the absence take element.

Entitlement Balance Displays the number of paid absence days to which the payee is entitled after taking this absence into account.

Balance Detail Click to open the Absence Balance Data page to view additional information about the absence.

Absence Detail2

Access the Absence Detail2 tab.

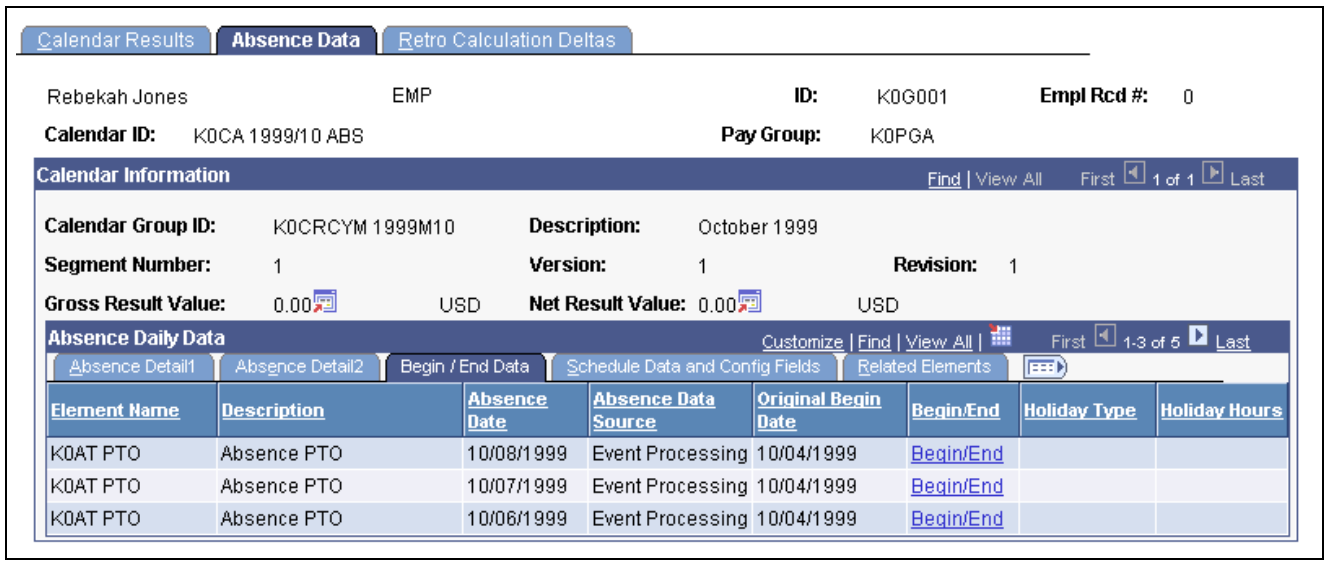


Absence Data page: Absence Detail2 tab

The Forecast Value field displays the forecast value for the last day of the absence event.

Begin/End Data

Access the Begin/End Data tab.



Absence Data page: Begin/End Data tab

Absence Data Source Displays the absence process that generated the absence event:

Take Processing: The row was created when a negative entitlement balance was redirected to another take element (according to instructions on the

Absence Take - Negative Balance page) or when the "mapped to" feature (defined on the Absence Take - Day Formula page) resulted in the creation of a second absence event.

Event Processing: The row was created when the absence event was expanded into daily rows during the Absence Take process.

Original Begin Date If this is a linked absence, the original begin date from the Absence Event Entry page appears.

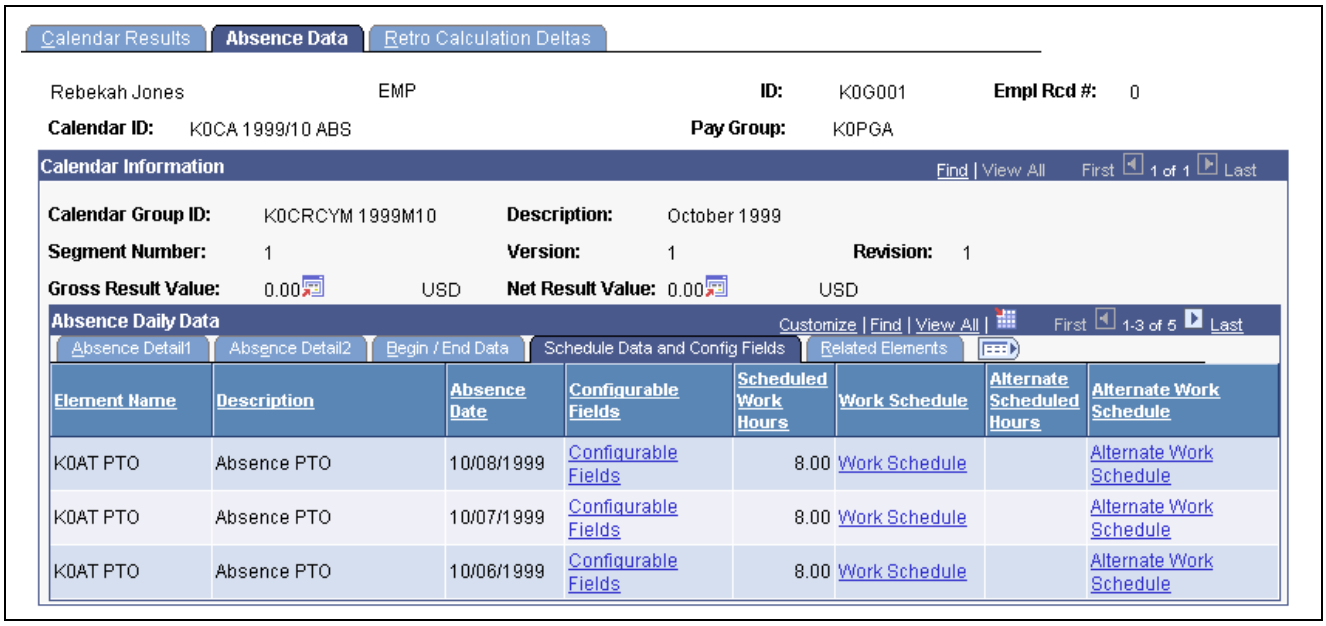
Begin/End Click to view the Begin/End Data tab to view information about partial-day absences.

Holiday Type If the absence occurred on a holiday, the type of holiday is identified: *BRG* (bridge), *CAN* (Canadian), *HIGH, LOW, STD* (standard), *USA* (USA public), and *VERY* (very high).

Holiday Hours Displays the number of hours from the Holiday schedule.

Schedule Data and Config Fields (schedule data and configuration fields) Tab

Access the Schedule Data and Config Fields tab.



Absence Data page: Schedule Data and Config Fields tab

Configuration Fields Click to access the Configurable Fields page to view information from the User Defined fields that are associated with the absence event and absence take element.

Scheduled Work Hours Displays the number of hours that the payee was scheduled to work on the absence date.

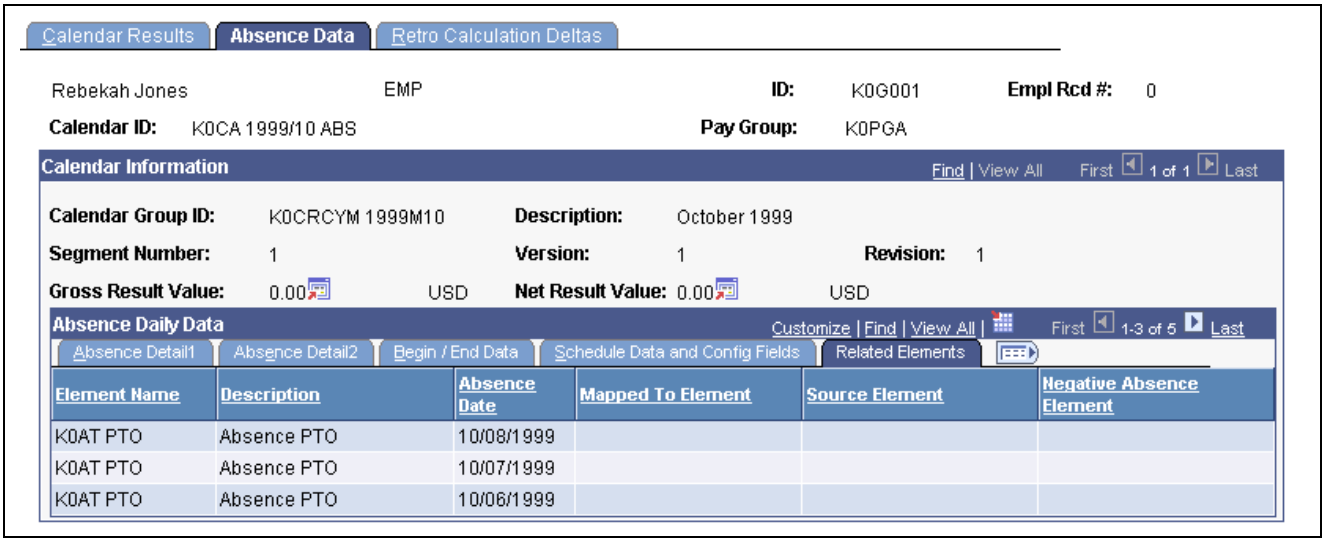
Work Schedule Click to access the Absence Configurable Data page to view the payee's Work Day ID, data that is contained in the User Defined fields, and information about schedule overrides.

Alternate Scheduled Hours Number of hours that the payee was scheduled to work, according to the payee's alternate work schedule, on the absence date.

Alternate Work Schedule Click to access the Alternate Work Schedule Data page to view the payee's Work Day ID, data that is contained in the User Defined fields, and information about schedule overrides for the alternate work schedule.

Related Elements

Access the Related Elements tab.



Absence Data page: Related Elements tab

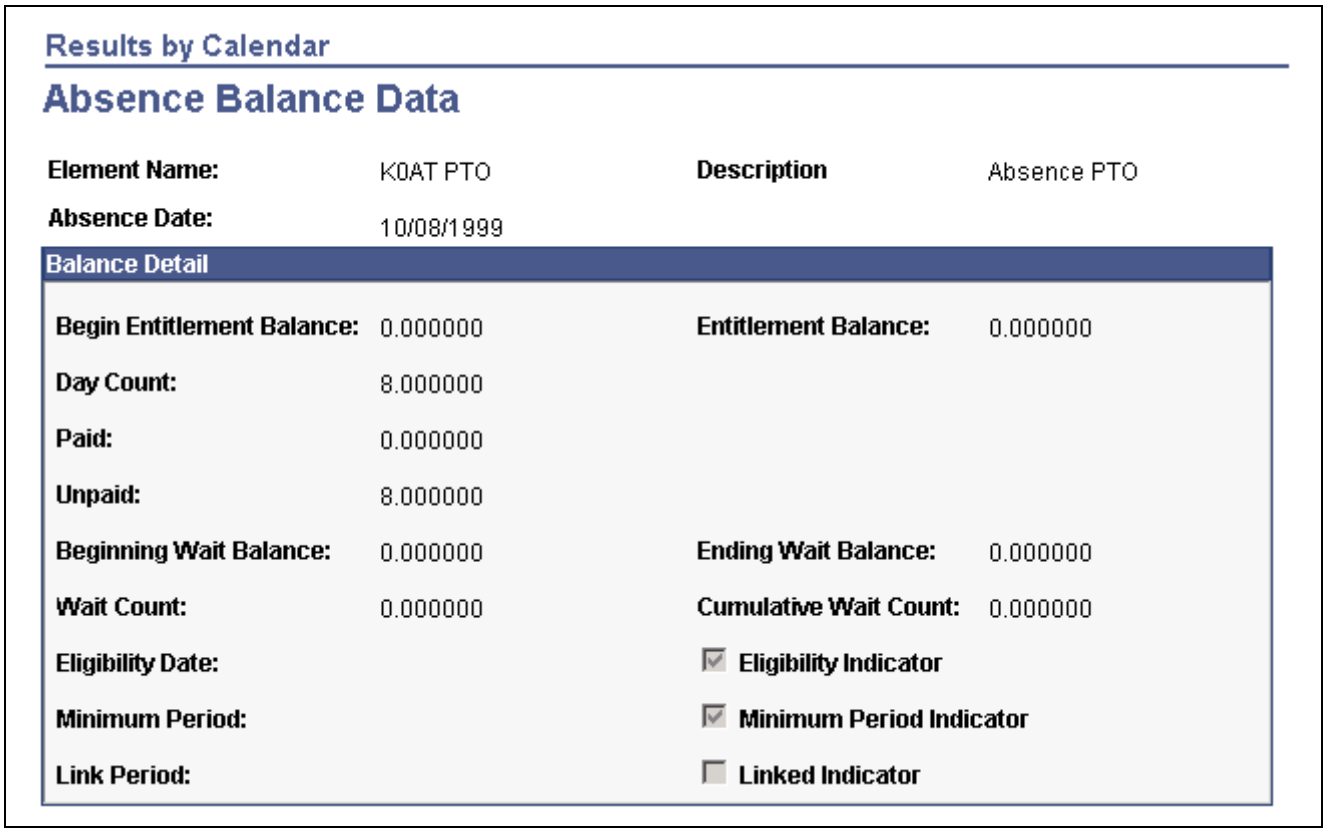
Mapped to Element If the absence take element that is associated with the payee's absence is mapped to another take element (through the Take - Day Formula page), the name of the absence take element for which the system will generate a matching absence event appears.

Source Element Displays the absence take element that triggered generation of a second absence event.

Negative Absence Element If the event resulted in a negative entitlement balance, and you selected *Take with Other Absence* for this take element (on the Absence Take - Negative Balance page), the name of the specified take element appears.

Viewing Entitlement Balance Information

Access the Absence Balance Data page.



Absence Balance Data page

Begin Entitlement Balance and **Entitlement Balance** — Displays the number of paid absence days to which the payee was entitled before and after taking this absence into account.

Day Count — Displays the calculated Day Count.

Beginning Wait Balance — If this absence is subject to a wait per absence rule, this field displays the remaining number of days that the payee must be absent before the current absence date can be paid. It does not count the current absence date.

Ending Wait Balance — Displays the waiting period balance after the current absence date is taken into account.

Wait Count — Displays the result of the Wait Count formula.

Cumulative Wait Count — Displays the wait units that are associated with the current absence event.

Eligibility Date — If the absence is subject to an eligibility period, the date that the payee becomes eligible to take a paid absence appears. Absences that are taken on or after this date can be applied against the entitlement balance. Days before this date are unpaid.

Eligibility Indicator — Selected if the eligibility date has been reached.

Minimum Period — If this absence is subject to a minimum period rule, this field displays the minimum number of calendar days that the payee must be absent before he or she can be paid for the entire absence.

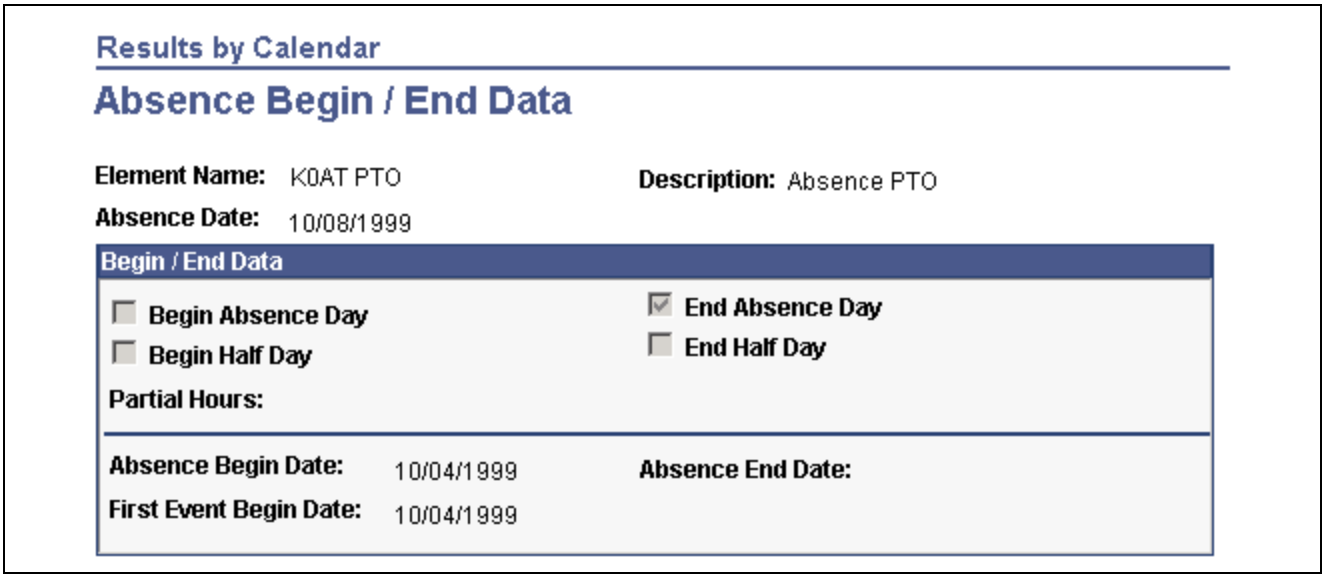
Minimum Period Indicator — Selected if the minimum absence period for this absence has been met.

Link Period This field applies only if the absence is subject to a linked absence rule. It displays the number of days (or other units) that can elapse between this absence and a related absence for the current absence date to be treated as a linked absence. Linked absences can share the same entitlement and wait period.

Linked Indicator Selected if this absence event is linked to another absence event.

Viewing Hours That a Payee Was Absent

Access the Absence Begin/End Data page.



Absence Begin/End Data page

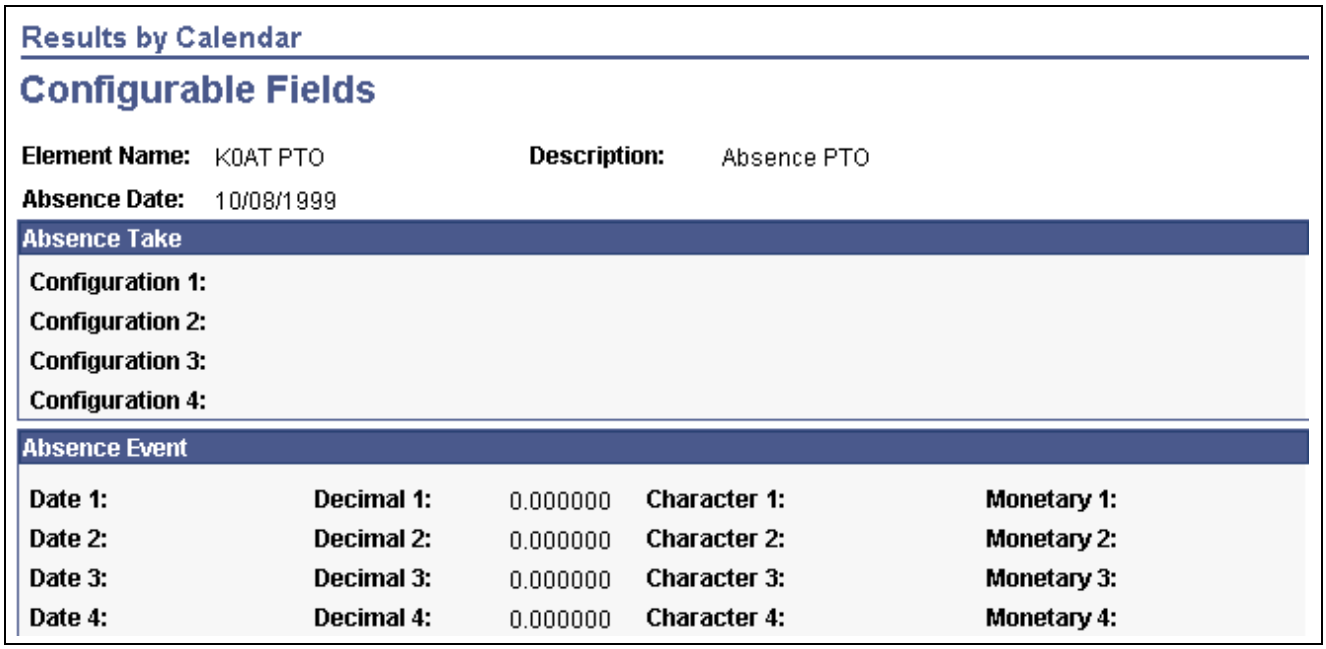
Element Name Displays the name of the absence take element.

Partial Hours Displays the hours that the payee was absent, if the payee was absent only part of the day.

First Event Begin Date Displays the date that was entered in the Original Begin Date field on the Absence Event Entry Detail page.

Viewing Values From the User Defined Fields

Viewing the Configurable Fields page.



Configurable Fields page

Absence Take

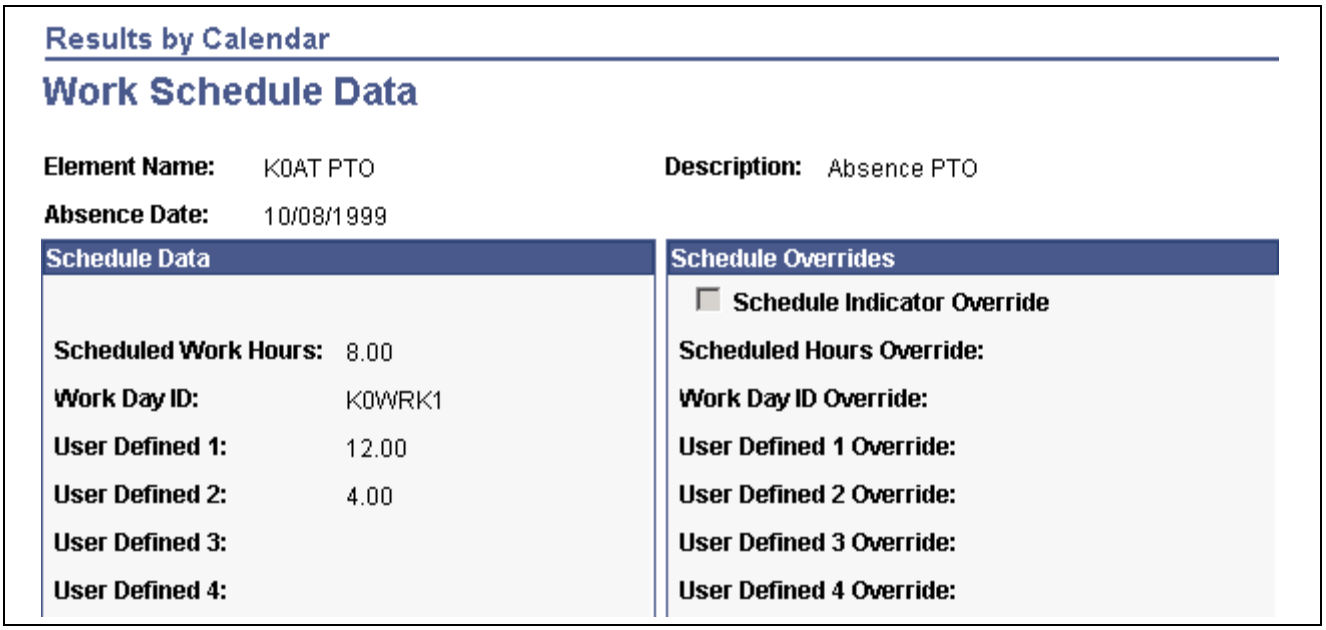
Configuration 1, Configuration 2, Configuration 3 and **Configuration 4** These fields display information that was entered in the Used Defined fields on the Absence Take - Calculation page.

Absence Event

These fields display information that a user entered into the User Defined fields on the Absence Event Entry Detail page.

Viewing Values From the Cfg1 – Cfg4 Scheduling Fields

Viewing the Work Schedule Data page.



Work Schedule Data page

Schedule Data

Scheduled Work Hours Displays the number of hours the payee was scheduled to work on the absence date. The hours come from the Schedule Hours field on the Shift page.

Work Day ID Displays the Work Day ID for the work pattern assigned to the payee. Word Day IDs are assigned to all members of a paygroup via the Paygroup page and can be overridden for a payee on the Assign Schedules (Details) page.

User Defined 1 – 4 Displays the data that was entered in the Sch Cfg 1 – Cfg4 fields on the Shifts page for this shift.

Schedule Overrides

Schedule Indicator Override Selected if an override was entered for the payee on the Override Scheduled Workday page.

Scheduled Hours Override Displays the scheduled hours that are associated with the Workday override that was entered on the Override Scheduled Workday page.

Work Day ID Override Displays the Work Day ID that was selected as an override on the Override Scheduled Workday page.

User Defined 1 – 4 Override Displays the values of the Sch Cfg fields that are associated with the Workday override schedule selected on the Override Scheduled Workday page.

Schedule Overrides

Schedule Indicator Override Selected if an override was entered for the payee on the Override Scheduled Workday page.

Scheduled Hours Override Displays the scheduled hours that are associated with the Workday override that was entered on the Override Scheduled Workday page.

Work Day ID Override Displays the Work Day ID that was selected as an override on the Override Scheduled Workday page.

User Defined 1 - 4 Override Displays the values of the Sch Cfg fields that are associated with the Workday override schedule selected on the Override Scheduled Workday page.

Viewing Values From Cfg1 – Cfg4 Fields (Alternate Work Schedule)

Access the Alternate Work Schedule Data page.

The fields on this page are the same as those on the Absence Configurable Data page, but they apply to the alternate work schedule.

Viewing Delta Values for Retroactive Calculations

This section discusses viewing delta values.

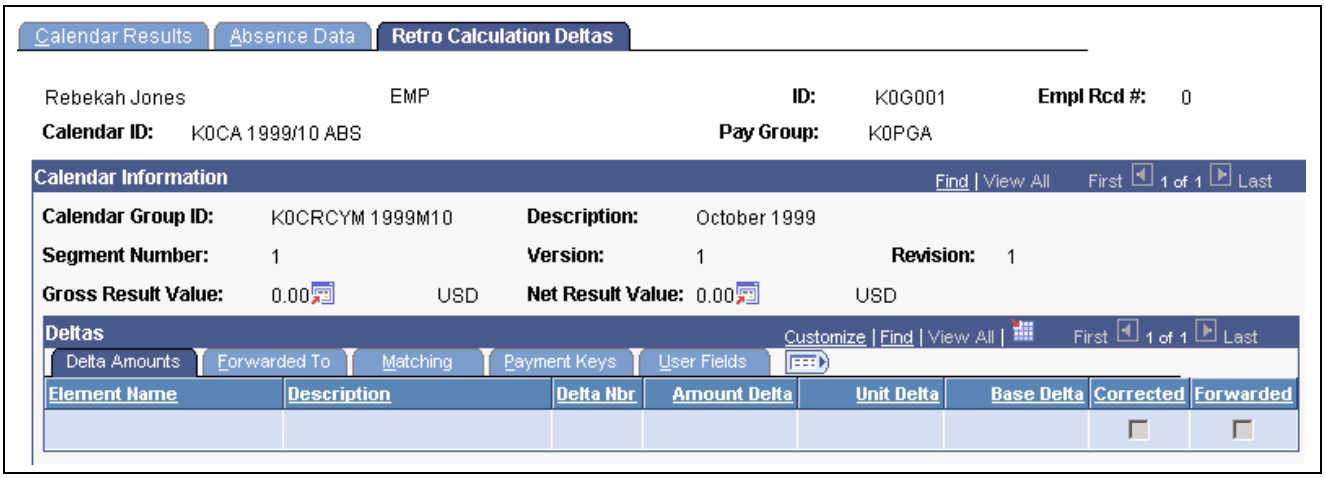
When retroactive processing occurs for a payee, the system recalculates each element that is generated for the payee. The difference between the recalculated results and the original results is called the *delta*.

Page Used to View Deltas

Page Name	Object Name	Navigation	Usage
Retro Calculation Deltas	GP_RSLT_CAL_DLTA	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Calendar Results • Click the Retro Calculation Deltas link on the Calendar Results page.	View the delta values associated with payments that were recalculated because of retroactivity.

Viewing Delta Values

Access the Retro Calculation Deltas page.



Retro Calculation Deltas page

Amount Delta, Unit Delta, and **Base Delta** Displays the difference between the original value and the recalculated value.

Corrected Absence Management uses only corrective retro. Selected when the retro mode is corrective to indicate that the originally calculated value has been replaced by the recalculated value.

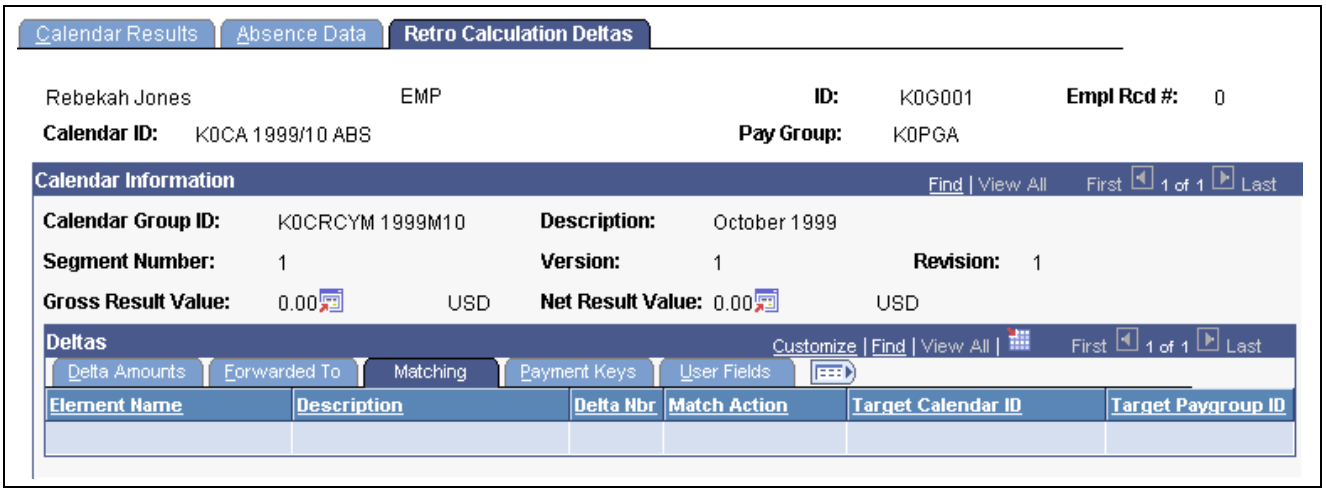
Forwarded This is not applicable to Absence Management.

Forwarded To

This tab identifies the calendar group ID, the calendar, paygroup and element that will receive the value of the element's retro delta in the current period.

Matching

Access the Matching tab.



Retro Calculation Deltas page: Matching tab

During forwarding retro, the system forwards adjustments from the recalculated calendars to the current calendar when the Employee Record Number, Paying Entity, Paygroup, and Run Type match. If any of these items do not match, the system follows the forwarding instructions that are defined for the payee on the Unprocessed Retro Deltas page and that display on the Delta Amounts page.

Match Action Displays the instructions that you entered on the Unprocessed Retro Deltas page. Values are:

Apply Cal (apply to calendar): The retro delta was pulled into the specific calendar and paygroup that you entered in the Target Calendar ID and Target Calendar Paygroup fields on the Unprocessed Retro Deltas page.

Dflt Match (default match): The retro delta was pulled into the current calendar and paygroup.

Do Not Prc (do not process): The unprocessed retro deltas were not pulled into a calendar as a retro adjustment.

Target Calendar ID and **Target Paygroup ID** Displays the calendar and paygroup to which the deltas were forwarded.

Payment Keys

This tab displays the names of the payment keys and their values.

See Also

Chapter 26, “Defining Retroactive Processing,” page 529

Chapter 26, “Defining Retroactive Processing,” Understanding Complex Retro Processing, page 545

Viewing Results by Calendar Group

This section discusses viewing results by calendar group. You can also view results by calendar.

See Also

Chapter 21, “Viewing and Finalizing Absence Results,” Viewing Results by Calendar, page 425

Pages Used to View Results by Calendar Group

Page Name	Object Name	Navigation	Usage
Calendar Group Results	GP_RSLT_RUN_SEG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Results by Calendar Group	View the processing statistics for an entire calendar group. This component displays the same information as the Results by Calendar component, except that it is for a calendar group rather than an individual calendar. Page includes links to other pages that display positive input, absence, and retroactive processing results.
Result Segment Detail	GP_RSLT_SEG_SP	• Click the Segment Detail link on the Calendar Results page. • Click the Segment Detail link on the Calendar Group Results page.	View more information about a segment's process and segment statuses.
Results by Calendar Group - Earnings and Deductions	GP_RSLT_RUN_ED	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Earnings and Deductions	This page is not applicable to Absence Management. No information will appear on this page.
Results by Calendar Group - Element Resolution Details	GP_RSLT_RES_SEC	Click the Resolution Details link on the Results by Calendar Group - Earnings and Deductions page.	This page is not applicable to Absence Management. No information will appear on this page.
Results by Calendar Group - Accumulators	GP_RSLT_RUN_ACUM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Accumulators	View accumulator amounts.
Results by Calendar Group - Supporting Elements	GP_RSLT_RUN_PIN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Supporting Elements	View information for each supporting element that was used to calculate the earnings or deduction amount.

Defining Administrator Absence Results

This section discusses setting up administrator results.

Prerequisites

List sets maintain the framework for Administrator Absence Results. A list set and application definition are delivered as system data. This definition is used to assign attributes to element list sets and element groups. List set are used to determine which elements appear on the page (via element groups defined for the set). These attributes will control the administrator absence results component and the information displayed in the component. Therefore, you can set up many different list sets for different types of views of the data.

Element list sets provide the ability to address the following requirements:

- Determine which inquiry pages should be available or hidden.
- Specify which list set should appear in an list set area on a page.
- Either accept the defaulted title or override it.
- Specify lists of elements such as absences, accumulators, and supporting elements.
- Define a set of elements to be viewed in the inquiry pages.
- Compose attributes of the elements to be viewed.

Also, you have to determine what elements can be viewed by someone in a particular PeopleSoft role, such as an Absence Administrator or a Benefits Administrator. For example, your Absence Administrator may be able to view all elements, while your Benefits Administrator may only have access to the Benefit elements.

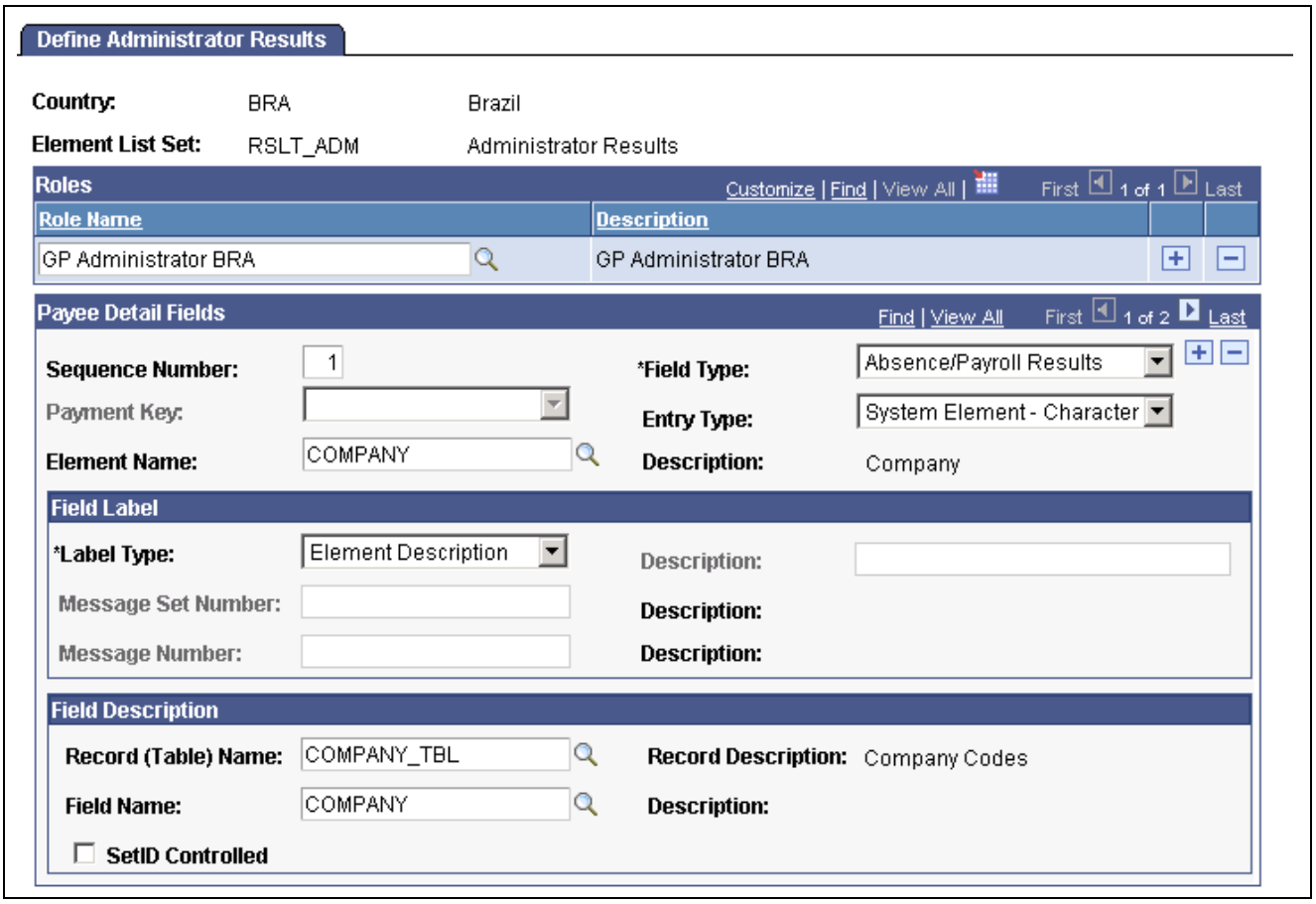
See *Enterprise PeopleTools PeopleBook: Security Administration, Setting Up Roles*

Page Used to Define Administrator Absence Results

Page Name	Object Name	Navigation	Usage
Define Administrator Results	GP_RSLT_ADM_SETUP	Setup HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Define Administrator Results, Define Administrator Results	Set up country options and link a list set to a PeopleSoft role for the Payee Detail group box on the Summary page.

Setting Up Administrator Absence Results

Access the Define Administrator Results page.



Define Administrator Results page

Roles

Enter the role name you want associated with the list set.

See *Enterprise PeopleTools PeopleBook: Security Administration, Setting Up Roles*

Payee Detail Fields

Field Type Enter the field type for the value you want displayed in the Payee Details section of the Summary page. Valid values are *Payment Key* and *Absence/Payroll Results*.

Payment Key If *Payment Key* is selected for the Field Type enter payment key number you want displayed.

Entry Type If *Absence/Payroll Results* is selected for the Field Type enter the entry type. Valid values are *System Element – Character* and *Variable – Character*.

Element Name If *Absence/Payroll Results* is selected for the Field Type enter the element name for the entry type selected.

Field Label

Label Type Select a label for the Field Type selected. Different fields will be able to be edited based on the Label Type selected.

If the Field Type is *Payment Key*, the valid values are *Message Catalog* or *Text*.

If the Field Type is *Absence/Payroll Results*, the valid values are *Element Description*, *Element Name*, *Message Catalog*, or *Text*.

Description If the Label Type selected is *Text* enter the description. This will display on the Summary page – Payee Details group box.

Message Set Number If the Label Type selected is *Message Catalog*select the message set number to be displayed on the Summary page – Payee Details group box.

Message Number If the Label Type selected is *Message Catalog*select the message number to be displayed on the Summary page – Payee Details group box.

Field Description

The fields in this section are used to retrieve the description of a field from the record indicated.

Record (Table) Name Enter the name of the record to retrieve a field description from if you want the field description on the Summary page – Payee Details group box.

Field Name Enter the field name which has the description that you want displayed on the Summary page – Payee Details group box.

SetID Controlled If the field entered in the Field Name is controlled by a SetID then select this box.

Viewing Administrator Absence Results

This section provides an overview of administrator absence results and discusses how to:

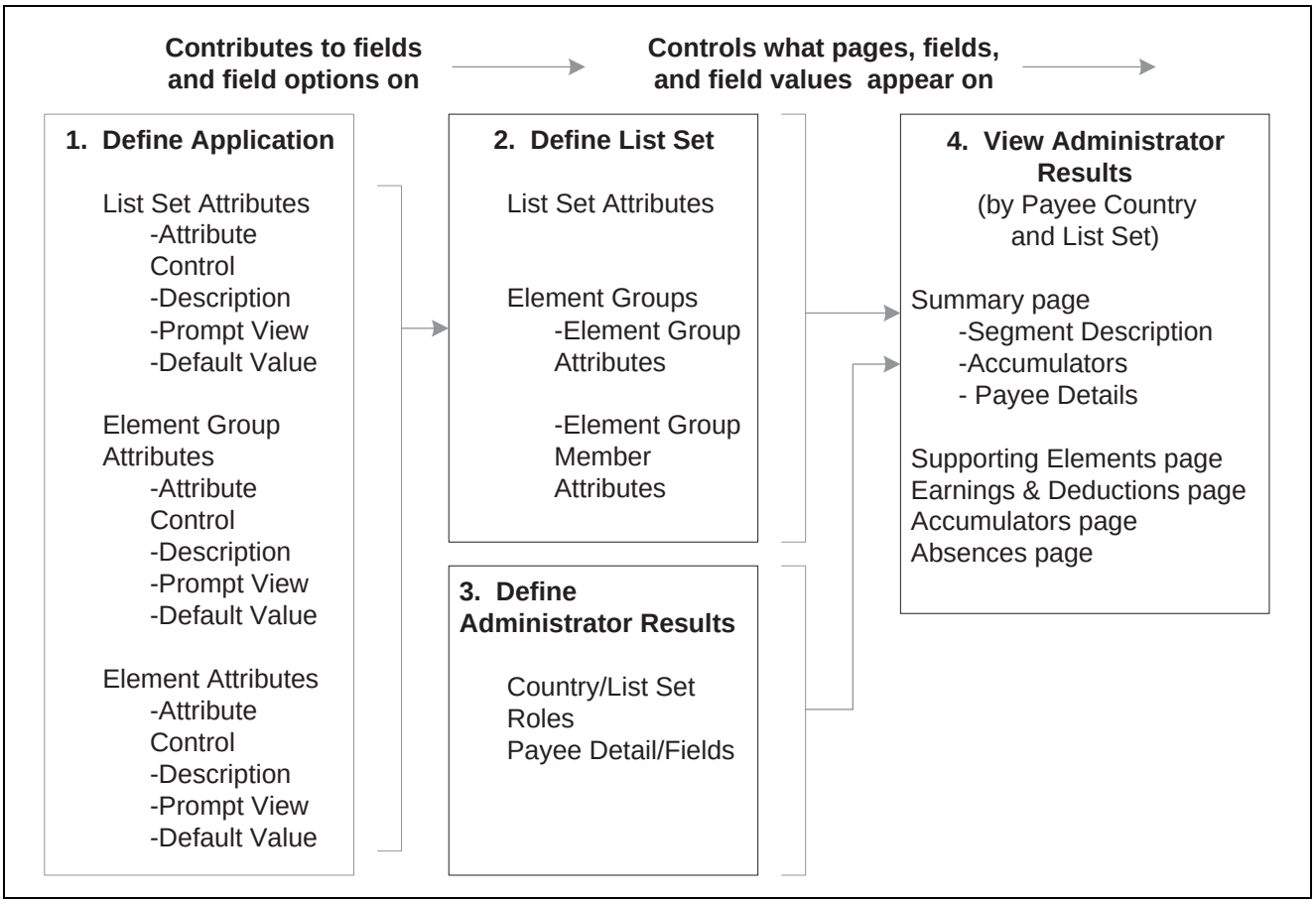
- View summary information.
- View supporting elements.
- View accumulators.
- View absences.

Understanding Administrator Absence Results

Administrator Absence Results inquiry pages are used for viewing absence results configured by the user. They provide the ability to view the following types of information after a absences have been calculated:

- Summary information detailing payee and segment information.
- Supporting elements used in the absence calculation such as variables and accumulators.
- Accumulators.
- Absences.

Application definitions, list sets, and role-based settings on the Define Administrator Results component all contribute to the appearance of the Administrator Results component. For example, the settings in the List Set Attributes group box on the Define List Set page control what pages of the component appear). This is just one of many ways that List Sets contribute to the appearance of the Administrator Results component. The following diagram presents an overview of this relationship:



Configuring the appearance of the Administrator Results component

Pages Used to View Administrator Absence Results

Page Name	Object Name	Navigation	Usage
Summary	GP_RSLT_ADM_SUMM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results, Summary	View payee information by segment.
Administrator Results - Supporting Elements	GP_RSLT_ADM_SOVR	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results, Supporting Elements	View information about supporting elements used to calculate earnings and deductions for a payee.
Administrator Results - Earnings and Deductions (Note: This page is not applicable to Absence Management)	GP_RSLT_ADM_ED	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results, Earnings and Deductions	This page does not apply to Absence Management. No information will appear on this page.
Administrator Results - Accumulators	GP_RSLT_ADM_ACUM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results, Accumulators	View accumulator amounts.
Administrator Results - Absences	GP_RSLT_ADM_ABS	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results, Absences	View absence daily data, generated positive input, and accumulators that are processed for the absence calendar.

Viewing Summary Information

Access the Summary page.



Summary page

Note. The appearance of this page is controlled by List Sets and Role based security. Depending on a user's role, and the user's role association with a given list set, different values will appear.

Segment Description

This area displays information pertaining to the payee's segment. The segment begin date, segment end date, calendar, paygroup, currency, calculation date and time, and the calculation status are displayed in this group box.

Payee Details

This area displays information that is stored in the absence result tables that relate to a payee's segment. The title and contents of this area are configured by country and are specified through the Payee Detail Fields group box settings on the Define Administrator Results page.

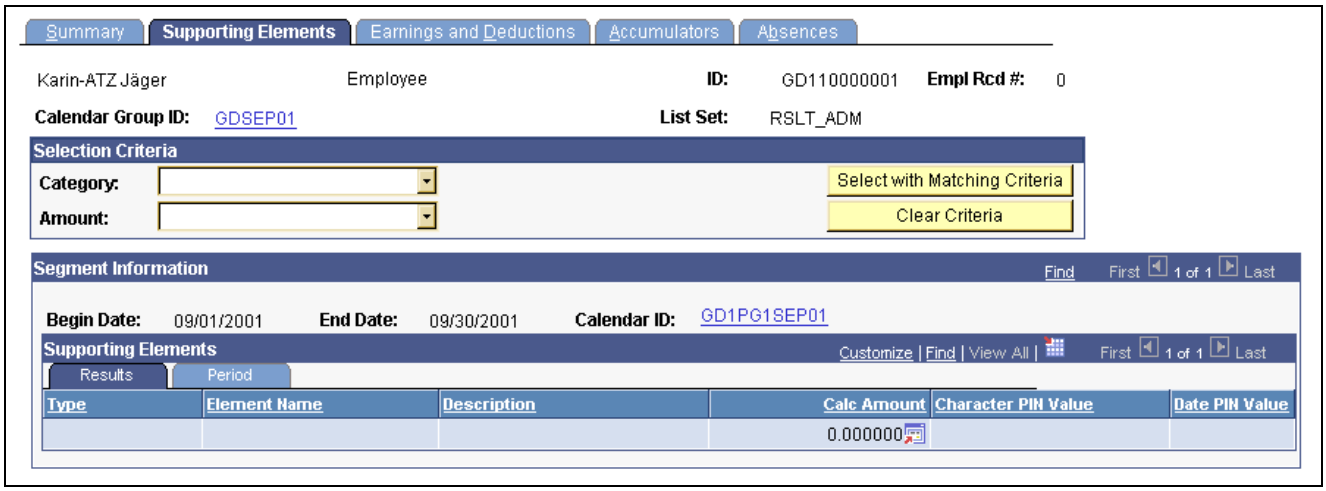
If segmentation occurs the value displayed will be that of the last slice.

Accumulators

This area displays segment and year to date accumulators that relate to a payee's segment. The title and content of this area are configured by country and are specified in an list set from an element list set.

Viewing Supporting Elements

Access the Supporting Elements page.



Supporting Elements page

This page displays supporting elements that have been defined in an element list set.

Selection Criteria

This group box is available on most of the inquiry pages. Unless selection criteria is entered, all elements applicable in the element list set defined in the setup will be displayed. Any selection criterion entered will filter the elements on the current inquiry page but it does not filter the information on any of the other inquiry pages.

If multiple criteria are entered, elements must match all criteria specified in order to be displayed.

Category Select the name of the category of elements to filter. These categories are from the Category table.

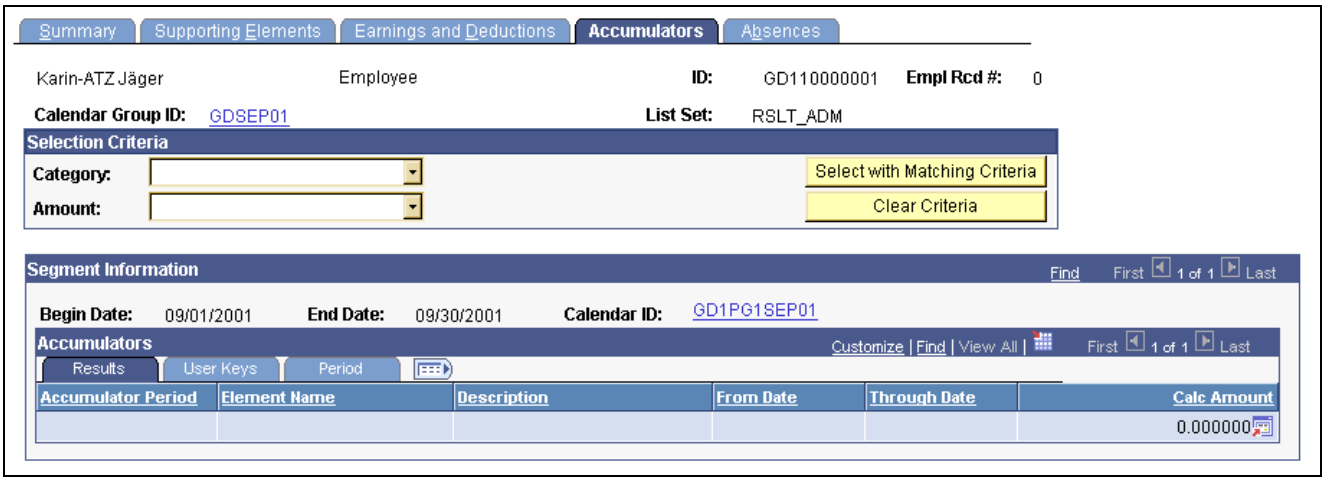
See Chapter 5, "Defining General Element Information," Defining Industries and Categories, page 56.

Amounts Select the type of amount you want to display. Choices are *Negative Amounts* and *Positive Amounts*. Leave the Amount field blank to return all amounts.

Note. Zero amounts will only display when you select no amount in the Amount field, as these are neither positive nor negative.

Viewing Accumulators

Access the Accumulators page.

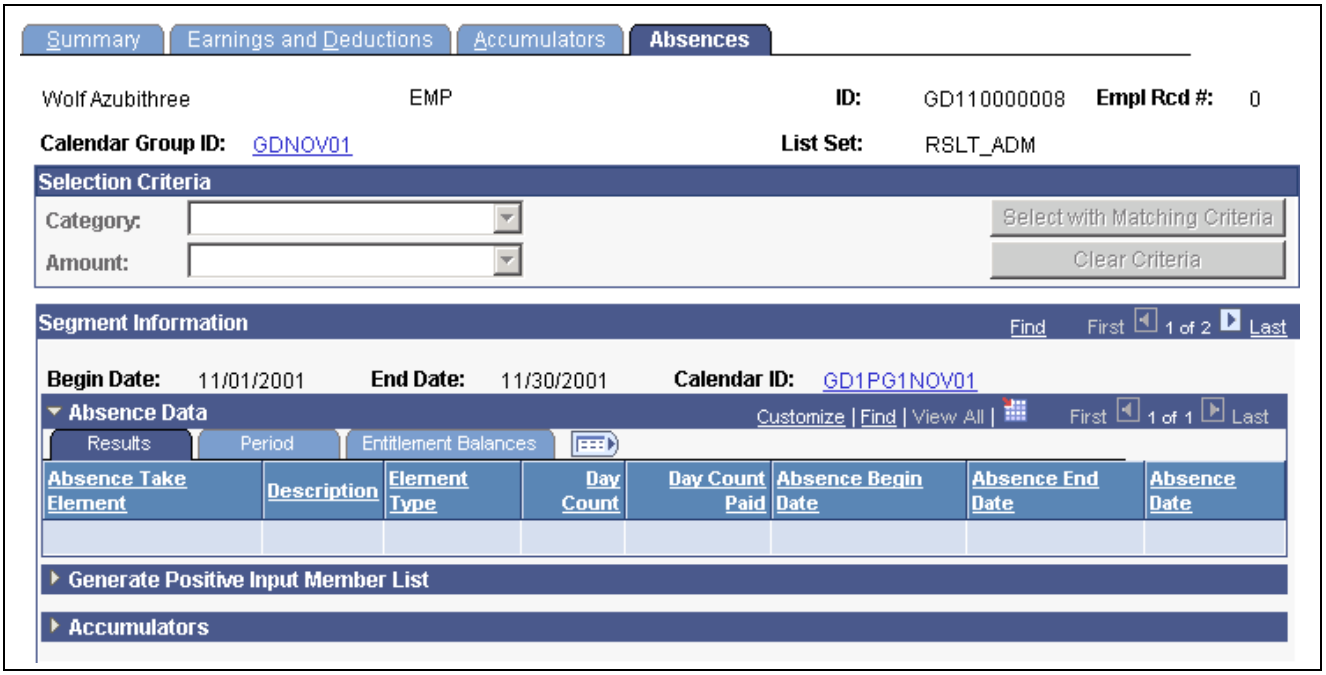


Accumulators page

This page displays accumulators that have been defined in an element list set.

Viewing Absences

Access the Absences page.



Absences page

This page displays three list set areas that display absence information. These lists areas include absence daily data, generated positive input, and accumulators. Each element displayed is defined in an element list set.

Viewing an Element Resolution Chain

When you run absence calculations, you can generate an element resolution chain that shows, by payee, how and in what order each element was resolved and how long it took to resolve each element on the process list. This can be helpful if your absences are taking a long time to calculate, and you're doing some performance tuning on your rule definitions. Because significant system resources are required to produce an element resolution chain, we recommend that you use this feature for problem solving only.

This section discusses how to:

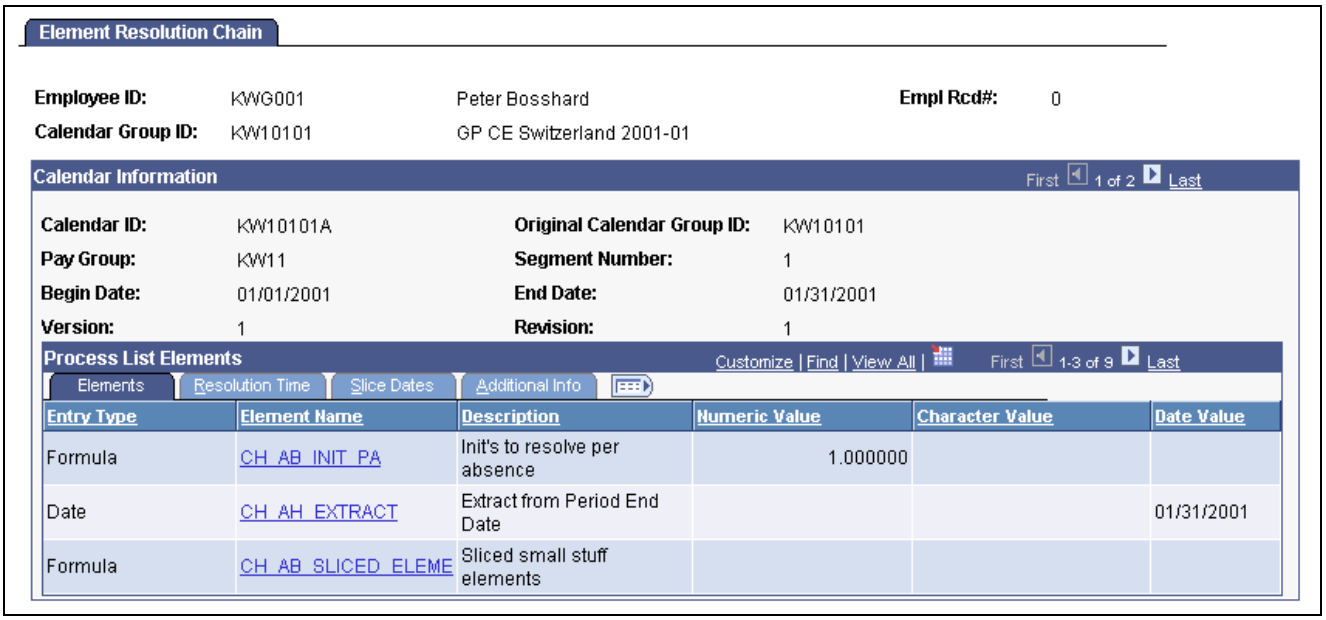
- View resolved elements.
- View the order in which the elements were resolved.

Pages Used to View the Element Resolution Chain

Page Name	Object Name	Navigation	Usage
Element Resolution Chain	GP_AUDIT_CHAIN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Element Resolution Chain	View elements that were resolved for a payee during processing. Select *Trace All Elements* or *Trace Elements in Error* on the Payroll/Absence Run Control page.
Detail Audit Chain	GP_AUDIT_DTL_SEC	Click the link of the element name to view the Detail Audit Chain for that element.	View the order in which each element was resolved and the numeric, character, or date value to which the element resolved.

Viewing Resolved Elements

Access the Element Resolution Chain page.



Element Resolution Chain page: Elements tab1

Begin Date and **End Date** Displays the begin and end dates of the calendar in which the element was processed.

Element Name Click to access the Detail Audit Chain page where you can view the order in which the element resolved.

Resolution Time

Seconds The number of seconds taken to resolve the element. An asterisk (*) indicates that resolution took less than one second.

Invalid Trace Selected if the system could not trace the element's resolution, due to a programming error, a corrupted table, or other problem.

Slice Dates

Displays the begin date and end date of the slice in which the element resolved.

Additional Info

Pointer Value Displays the PIN number to which the pointer element identified in the Name field resolved. Applies only to elements with a field format of *Pointer*.

Adjustment Displays the amount of the calculated adjustment for the element, such as a retroactive adjustment. Applies only to elements with a field format of *Decimal* or *Monetary*.

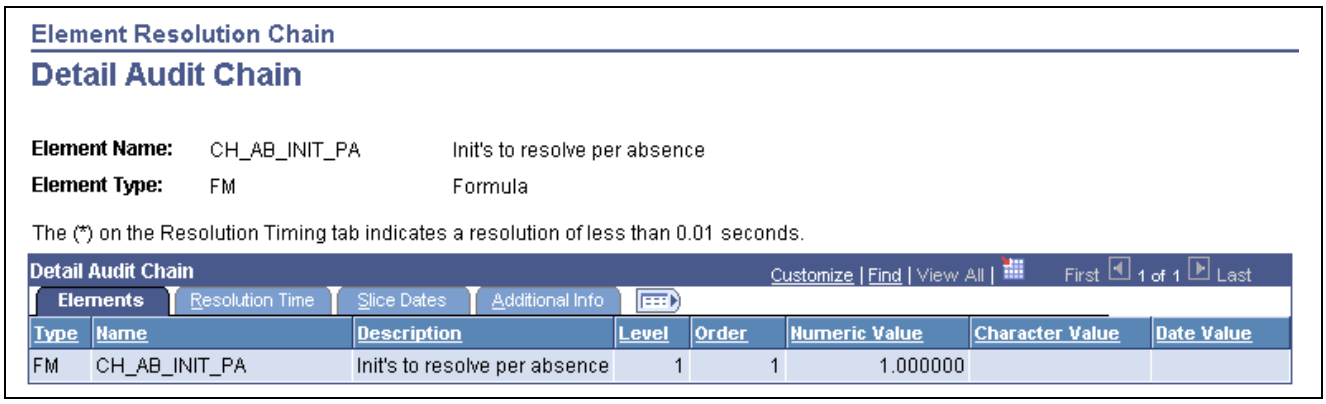
Calculation Raw Value Displays the amount before rounding if the element was rounded during processing. Applies only to elements with a field format of *Decimal* or *Monetary*.

See Also

Chapter 6, "Defining Data Retrieval Elements," page 69

Viewing the Order in Which Elements Were Resolved

Access the Detail Audit Chain page.



Detail Audit Chain page: Elements tab

The Order field shows the order of resolution.

Correcting Background Processing and Data Entry Errors

This section provides an overview of background processing errors and messages, and discusses how to generate the Payee Message report.

Understanding Background Processing Errors

When an error occurs during background processing, the system assigns one of the following calculation statuses to the absence:

- Error.

  The error occurred as the amount was being calculated. For example, the batch process could not find an appropriate effective-dated row for an element definition.

- Bypassed.

  The system did not attempt to calculate the payee because of an error. For example, the system could not find the payee's job row.

- Error - User.

  An error condition defined by your organization was met. For example, a formula element that generates an error message when a payee's results reach a specified maximum amount.

Each time you run the Calculate phase, you can review the Processing Statistics page for the number of calculations in error. You can also review the Payee Messages page for warnings or messages generated for each error. After fixing problems that caused errors, run the Calculate phase again. The system tries to recalculate the payee.

While the inquiry pages provide the level of detail that you need to resolve most errors, sometimes you might need more help. If you're having problems resolving errors for a few payees, you can generate an element resolution chain for only those people.

To generate a resolution chain:

1. On the Payee Status page, set the process indicator to *Recalculate*.
2. On the Payroll/Absence Run Control page, select the Calculate check box and select *Trace Elements in Error* as the Trace option.
3. Start the job.

Important! You cannot finalize an absence run with errors. If you can't resolve all errors before completing the absence run, cancel the absences that are in error and process them later in a supplemental run.

Understanding Background Processing Messages

Batch messages in Absence Management fall into two categories:

- Messages 1 to 300

  Informational messages and messages that identify process terminating errors. These messages appear in the process log and inform you of the progress of the process or report critical errors that cause the process to terminate.

- Messages 301 and higher

  Warnings and errors of lesser severity that allow processing to continue even though they might set one or more segments (payments) in error for the payee that is identified on the Payee Messages page.

  With a few exceptions, these messages report problems that caused the resolution of an element or a segment to be bypassed, and identify the affected payee. You can view these messages on the Payee Messages page.

These two categories of background processing error messages apply to the delivered Message Set 17005 and to any Message Sets creates by the customer.

Message Set number 17005 is the core application batch for Absence Management. Some of the key messages in that set are described below.

You can review background processing messages on the Payee Messages page, or through the Payee Message Report. This report provides the ability to identify payees who may need further editing to make it through finalization of the absence run. It provides the same selection logic as is available online.

Message Number	Message / Explanation
3	Internal array overflow occurred for array %1 defined in copybook %2 with a max array count of %3 COBOL does not offer an efficient way to dynamically allocate space for data, so we must define a predetermined number of rows in all arrays into which we read data. This message is issued when the process retrieves more data from the database than it can fit into the program's storage. The message identifies what storage area is exceeded, in what copy book the area is defined, and the limit of the area. To proceed, you must have a system administrator or system programmer expand the area to a reasonable number, recompile the Absence Management COBOL application, and rerun your process. Sample message: GPPDPDM1: XB000 Internal array overflow occurred for⇒ array %1 defined in copybook %2 with a max⇒ array count of %3 L-PMT-DATA GPCDPDM.CBL 20 Sample Resolution: Go to the copybook in question, where you will find the setup shown below. 05 L-PMT-COUNT PIC 9999 ⇒ VALUE 0 COMP. 88 L-PMT-COUNT-MAX ⇒ VALUE 50. 05 L-PREV-PMT-PTR PIC 9999 ⇒ VALUE 0 COMP. 05 L-ORIG-PMT-COUNT PIC 9999 ⇒ VALUE 0 COMP. 05 L-PMT-DATA ⇒ OCCURS 50 ⇒ INDEXED BY PMT-IDX. Increase the number in the OCCURS clause and the VALUE for L-PMT-COUNT-MAX, keeping the two numbers in sync. This array contains one row for each segment that is being processed for a payee in a calendar group. It includes a single history row and any retro segments, as well as the number of segments in the current period for all employee record numbers that are being processed (if the payee has multiple jobs).

Message Number	Message / Explanation
301	Element %1 of parent element %2 on process List %3 is not found in %4. (PIN number %5) This error is issued by an element resolution program when the program cannot find an entry for the element in one of the key attribute arrays (UPINT or UPINA). It identifies the element component, its parent (%2), and the process list being processed (%3). It tells you that it could not find the entry in UPINT or in UPINA (%4) and what the PIN number of the element is (%5). This error can occur if the parent is set up to use an element that is defined as specific to a country other than the country for which the current calendar group is running. Resolution: Inspect the parent element (or the sections of the process list, if the element reported in error is directly on the process list). Modify the element dependencies or remove the element from the process list, as appropriate. Also see messages 314 and 315.
302	The definition for element %1 (parent element %2, process list element %3) is inactive as of %4 On the Payee Messages page, the %n placeholders are substituted for the element names. The message is issued if the process encounters a request to resolve an element that was set to inactive on or before the date on which it resolution was requested (%4). The parent element (%2) is the element that is directly dependent on this element. The process list element (%3) shows the element on the process list that is dependent on both the element in error and its parent. In more complex setups, there may be multiple layers of elements between the parent and the element on the process list. If the error occurs for the process list entry itself, all three will show the same element name. Resolution: Review the definition of the element in error and assess whether the element should be inactivated. If so, modify the definition of the parent element to no longer depend on this element for resolution. If the element in error is directly on the process list (that is, in a section of a process list), remove it from that section.

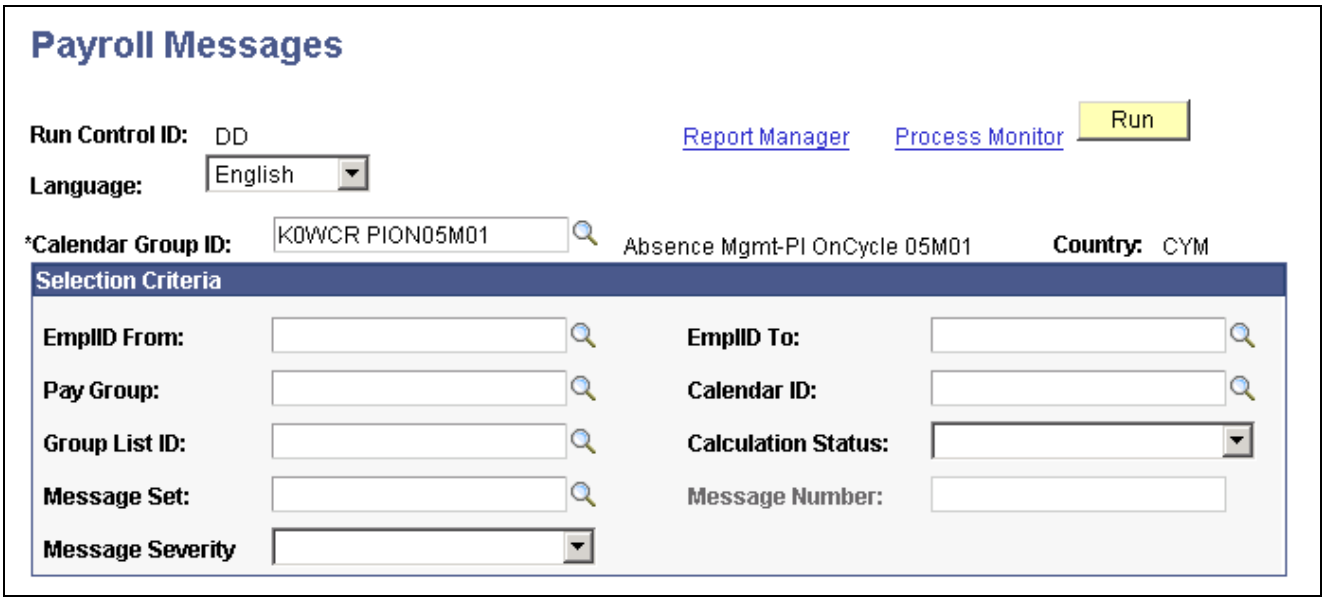
Message Number	Message / Explanation
314	Element %1 has an invalid PIN (%2). Valid range is 1 through %3. PIN not loaded This message is issued as elements or element rule definitions are loaded. It identifies an element with a PIN number that is outside the valid range of PIN numbers (1 through 300,000). The upward limit is the array size of the UPINT array in GPCUPINT. Resolution: If the PIN number (%2) is 0, something is wrong with the setup of one of your rules. A PIN number that is greater than 300,000 indicates that your rule set is getting large. Consult your system administrator or application developer to expand the UPINT array.
315	Element %1 (PIN %2) - and data for the element - not loaded into the process. (N/A for country: %3) This message is issued during the loading of elements or element rule definitions. It differs from message 314 in that the PIN number is valid, but the element for which the process is attempting to load data is specific to a country that is different from the country that is associated with your current process (%3). Resolution: Review your rule setup, focusing on any modifications or additions to the rules that have been made since the last successful run.

Page Used to Create the Payee Messages Report

Page Name	Object Name	Navigation	Usage
Payroll Messages	GP_GPSQR04_PNL	Global Payroll & Absence Management, Absence and Payroll Processing, Reports, Payroll Messages	Run the Messages Report (GP000004) SQR process to identify payees who may need further editing to make it through finalization of the payroll.

Creating the Payee Messages Report

Access the Payroll Messages page.



Payroll Messages page

Calendar Group ID The calendar group to process.

EmplID From and **EmplID To** Range of payees to process. Do not enter an EmplId To value without also entering and EmplID From value.

Pay Group The paygroup to process.

Calendar ID The calendar to process.

Group List ID Payees currently assigned to the group list ID will be processed.

Calculation Status Calculation status to process.

Message Set A specific message set can be selected, and the system will report only those messages in Absence Management.

Message Number This field is available if you select a message set. Enter any valid message number.

Message Severity Select *Error* or *Warning* to exclude informational messages and process terminating errors (message numbers under 300) from the report.

Finalizing an Absence Run

When you finalize an absence run, no further changes can be made. Only after you finalize a run can the calendars in a calendar group be picked up for retroactive processing in subsequent runs of other calendar groups.

You finalize an entire run at the end of a absence cycle, after you've resolved all errors and made all adjustments. When you run the Finalize phase, the system:

- Sets the calculation status of each absence to Finalize.

- Deletes all warnings, error messages, element resolution chains, processed retro triggers, and iterative triggers, including unprocessed, iterative triggers. (Positive input, segmentation triggers, and unprocessed retro triggers are not deleted.)
- Inserts a timestamp that you can view on the Calendar Group ID page.
- Marks the calendar group ID as Finalized and clears the Open indicator.

Important! The Finalize phase cannot be reversed.

To finalize an absence run:

1. Ensure that the following requirements are met.

   The batch process aborts if any of the following conditions are not met. To see which conditions were not met, check the Log File.

Requirement	Where to Check
No absences are in Error or Identified status.	Processing Statistics pages for the calendar group ID.
No payees are Suspended by User or Suspended by System.	Processing Statistics pages for the calendar group ID.
All streams have been calculated, if stream processing is activated for the calendar group.	Processing Statistics pages. If you are unsure of the stream numbers, check the Stream Setup page.
All process indicators are set to Normal.	Payee Status page.

   Because the system deletes all iterative triggers, you may want to look at the Iterative Triggers - Cal Group ID page to see if there are unprocessed triggers that you need to address in a separate run.
2. Access the Payroll/Absence Run Control page for the same run control ID and select the Finalize check box.
3. Review the Processing Statistic pages for the calendar group ID and make sure that the *Finalized* and *Totals* figures match.

Canceling an Absence Run

This section discusses how to:

- Cancel an entire absence run.
- Cancel an individual payee.

You can cancel an entire absence run (the entire calendar group ID) or you can cancel individual payees from a calendar group ID. For each canceled payee, the system deletes all calculations, sets the selection status to *Cancelled,* and deletes the Calculation status. It also deletes all error messages, warnings, and audit records, if you requested an element resolution chain.

Canceled payees are ignored during future iterations of processing, including retroactive runs, unless you manually *uncancel* them or run the Identify phase again—if you've canceled an entire run.

Canceling an Entire Absence Run

You rarely need to cancel an entire absence run. However, if you discover a problem that affects most or all payees, canceling the run may be the most efficient way to address the problem. For example, if you attach the wrong process list to a calendar or if you add calendars to the calendar group ID in the wrong order, it might be quicker to cancel the run, make the corrections, and run the Identify step again than to correct each payee individually.

To cancel a pay run, you select the Cancel check box on the Payroll/Absence Run Control page.

Canceling Individual Payees

To cancel an individual payee, set the process indicator for the payee to *Cancel.*

Uncanceling a payee creates an iterative trigger during the next processing run. During the next iteration of the Calculate phase, the system deletes and re-identifies the payee. If the identification process determines that the payee still meets the selection criteria, that payee is included in the run. Otherwise, the payee is canceled again.

Processing Payees in Two Open Calendar Groups

If a payee is on more than one open calendar run, the payee is selected and processed in the first calendar group ID in which that payee is picked up. When the system processes the second calendar group ID, it puts the payee in an error status. To process that payee in the second calendar group ID, do one of the following:

- Finalize the first calendar group ID and then run the second calendar group ID.
- Suspend the payee in the first calendar group ID and recalculate the first calendar group ID (to invoke the suspend action). Rerun and finalize the second calendar group ID. Recalculate the first calendar group ID. This might be appropriate, for example, if the payee changes paygroups mid-period and the calendars for the previous and current paygroups are linked to different calendar group IDs.

Reporting Absence Data

This section discusses how to:

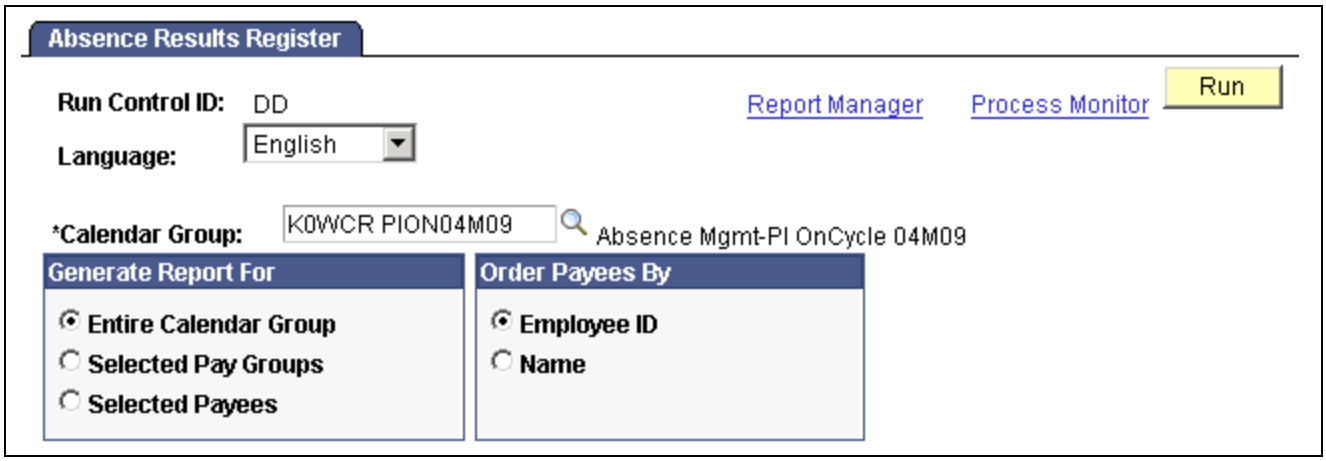
- Create a results report.
- Create a summary report.

Page Used to Report Absence Data

Page Name	Object Name	Navigation	Usage
Absence Results Register	GP_GPSQR01_PNL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Absence Results Register	Create a report containing individual results of a absence calculations.

Creating a Results Report

Access the Absence Results Register page.



Absence Results Register page

Language Determines the language that is used during translations and the formatting for dates and numbers.

Calendar Group Select the calendar group ID of the absence run for which you want to generate a report.

Generate Report For Select the result set for this report. The options are:

- Entire Calendar Group
- Selected Paygroups
- Selected Payees

Order Payees By Select to sort payees by employee ID or name.

CHAPTER 22

Managing Off-Cycle Processing

This chapter provides an overview of off-cycle processing, lists common elements, and discusses how to:

- Define common values for off-cycle groups.
- Correct or reverse absence results.
- Process advances.
- View results of off-cycle processing.

Understanding Off-Cycle Processing

This section discusses:

- Differences between on- and off-cycle runs.
- Types of off-cycle transactions.
- Features of off-cycle processing.
- Steps for entering off-cycle requests.
- Processing and postprocessing steps.
- Off-cycle background processing.
- System elements for developing off-cycle rules.

Differences Between On- and Off-Cycle Absence Runs

On-cycle processing refers to executing regularly scheduled runs. In Absence Management these are recurring runs for which a period, calendar, and calendar group have been predefined. A paygroup with a monthly frequency has twelve regularly scheduled on-cycle absence runs each year.

Off-cycle absence processing refers to processing absences and making corrections to finalized results outside of the normal absence schedule. Off-cycle transactions are typically made to correct prior absence results or to make termination payments that can't wait until the next scheduled on-cycle absence run.

With the exceptions that are explained in this chapter, the concepts that apply to on-cycle processing also apply to off-cycle processing: retroactivity, segmentation, calendars, calendar groups and running calculations. The primary difference between on and off-cycle processing is the way in which you enter instructions for what and whom to process.

See Also

Chapter 20, "Processing Absences," page 389

Types of Off-Cycle Transactions

Absence Management supports two types of off-cycle transactions.

- Corrections

  These are transactions that correct the results of a finalized absence run. An example is reversing an absence entitlement that was made to a payee in error.

- Advances

  Advances are the processing of segments before they are normally scheduled, such as the early calculation of absence transactions in order to pay wages due to termination or to process a leave of absence in advance.

Features of Off-Cycle Processing

With off-cycle processing, you can:

- Override supporting elements.

  For all off-cycle transactions except advances, you can override the values of brackets, dates, duration, formulas, and variables for a given payee and calendar. Advances will take these overrides from the calendar definitions of the calendars being advanced.

- Define iterative triggers definitions for modifications.

  For all off-cycle transactions, iterative triggers are enabled, such that the addition or change to any data on the off-cycle pages will automatically cause the payee with data changes to be recalculated when the user next runs the calculate phase for the off-cycle calendar group.

Note. The system will not create triggers unless you have set up the proper trigger definitions for each country. The records for which you should create trigger definitions are GP_OFFCYCL_C_VW and GP_OFFCYCL_A_VW These correspond to Corrections and Advances, respectively.

See Chapter 23, "Setting Up Triggers," Setting Up Trigger Definitions, page 485.

Steps for Entering Off-Cycle Requests

You can enter multiple off-cycle requests for the same paygroup and target period.

To enter requests for off-cycle transactions:

1. Create an off-cycle group using the Off Cycle Requests (GP_ABS_OFFCYCLE) component.

   An off-cycle group identifies which off-cycle transactions to process and the processing instructions, including who, what, and when to process. It's purpose is similar to a calendar in an on-cycle process, except that you enter specific instructions for each payee. Off-cycle group setup includes two steps:

   a. Name the off-cycle group and enter various default instructions for all transactions on the Intro page.

   b. For each transaction, enter instructions on the page that's specific to that transaction type.

2. Create a calendar group for the off-cycle run.

   A calendar group for an off-cycle run identifies the *off-cycle groups* to process together (whereas a calendar group for an on-cycle process identifies the *calendars* to process together). Use the same page to create all calendar groups, completing the fields that pertain to off-cycle processing.

Note. You can create a calendar group for an off-cycle run directly on the Intro page of the Absence Mgmt Off Cycle Request componenet by clicking the Create Calendar Group button. When you click this button, the system automatically populates the Calendar Group page with the information required to generate the off-cycle calendar group.

See Also

Chapter 14, "Using Calendars," Defining Calendar Groups, page 291

Processing and Postprocessing Steps

To process requests for off-cycle transactions:

1. Initiate the off-cycle run.

   Use the same run control page that you use to initiate on-cycle runs. This page, the Payroll/Absence Run Control page, can be accessed by navigating to Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Process Off Cycle. Or the same page can be accessed by navigating to Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calculate Absence and Payroll.

   When the system recognizes the entered calendar group as an off-cycle group, it sets the Suspend Active setting to *on* for the processing phases where it is relevant (Identify and Calculate).

2. Finalize the run once you're satisfied with the processing results.
3. Run any and all post-processes, as necessary.

   Each post processing step needs to be run with the same sequence as on-cycle.

See Also

Chapter 20, "Processing Absences," Entering Processing Instructions, page 401

Off-Cycle Background Processing

With off-cycle processing, the system automatically suspends affected payees from other runs in which they are active so that they can be included in the off-cycle process. (A payee can only be active in one run at a time.)

Here's what the system does when you submit an off-cycle request:

- Checks to see if the payee is associated with an open calendar group.
- If yes, suspends the payee in the calendar group so that the payee can be calculated immediately in the off-cycle group.

Note. If the Calculation status is set to Frozen, suspends the payee in the off-cycle calendar group.

Transaction processing varies depending on the type of off-cycle requesting being processed.

Corrections

Off-cycle corrections are based on retroactive processing just like the retroactive corrections that take place during on-cycle runs.

- A trigger must exist on or before the pay period end date for the calendar being corrected or reversed.
- The retroactive method used is based on the type of correction being processed:

- Replacement – Corrective retroactive method is forced.
- Reverse – Replacement – Corrective retroactive methods is forced.

• New calendars are created and will be processed. If delta's exist and are to be forwarded, these new off-cycle calendars that are automatically generated will receive these deltas:

- Elements resolved.
- All supporting elements on process lists are resolved.
- Segmentation triggers are ignored.

Advances

For advances, calendar groups are processed with the applicable calendars. Batch processing follows the same logic as on-cycle processing.

System Elements for Developing Off-Cycle Rules

The following table provides information about delivered system elements that are used during off-cycle processing:

System Element	Description	Values
GP TX TYPE	Identifies the transaction type	• R (Correction) • A (Advances) • Blank (on-cycle runs)
OFF CYCLE	Identifies whether calendar is off-cycle or on-cycle.	• Y (Yes) = off-cycle calendar. • N (No) = on-cycle calendar. (Any run with a defined calendar is considered on-cycle, including semi-regular runs.)
GP CORR TYPE	Identifies the correction type	R Replacement — Normal Retro, W Reversal — Replacement,

Common Elements Used in This Chapter

Limited Element Set

To process only selected elements on the process list, select the element group to process. Use the Element Group component (GP_ELEMENT_GROUP) to define a limited element set.

Note. Including an element in a limited element set does not override general eligibility rules. Limited element sets provide an additional filter that can further narrow the elements that get resolved.

See Chapter 13, "Defining the Organizational Structure," Defining Element Groups, page 258.

Offcycle Group Identifies a set of off-cycle transactions to process. The name of an off-cycle group is user defined. You can use any value.

Period Begin Date and **Period End Date** Dates the system uses to determine:

- The period for updating accumulators, for those accumulators that are defined to accumulate based on period begin date or period end date.
- The element definitions to retrieve during processing, for those elements that use period begin date or period end date as the definition as of date.

Corrections inherit these dates from the target calendar; you can override the default dates. Advance payments inherit these dates from the source calendar—the calendar that is being advanced; you cannot override these dates for advances.

Target Period ID Affects the period for which balance accumulators are updated. The target period provides the default values for the period begin date and period end date for all transaction types except advances. For advances, the target period determines the process begin date and process end date.

Defining Default Values for Off-Cycle Groups

This section provides an overview of off-cycle group setup and discusses how to create an off-cycle group and define its default values.

Understanding Off-Cycle Group Setup

Use the Off Cycle Requests component (GP_OFFYCLE_SETUP) to create an off-cycle group and to define default instructions for the transactions to be processed. On the component's Intro page you enter a description of the group and select the default payment date and payment method for all transactions. After entering instructions on the Intro page, you complete a separate page of the component for each transaction type you intend to process.

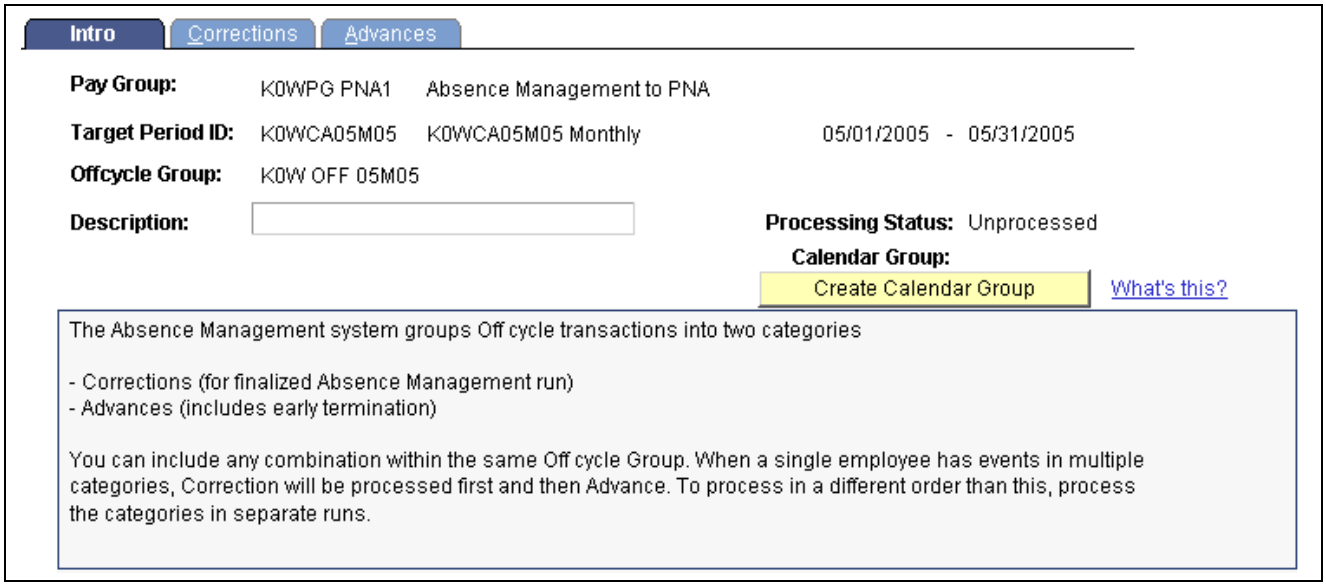
If a payee has entries for more than one transaction type, the system processes the correction transactions first, then the advance transactions. To process the transactions in any other order, set up separate off-cycle groups and process the payments in separate runs.

Page Used to Define Default Values for Off-Cycle Transactions

Page Name	Object Name	Navigation	Usage
Intro	GP_OFFCYCLE_INTRO	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Absence Mgmt Off Cycle Request, Intro	Name an off-cycle group and select the default payment date and method. Also view off-cycle groups, using the following search criteria to retrieve them: paygroup, period ID, off-cycle group, description, processing status, or calendar group.

Defining Common Values for Off-Cycle Transactions

Access the Intro page by entering the paygroup, target period ID, and name for the off-cycle group.



Intro page

Description Allows additional, longer text for easy identification by the user (like J.Doe Advances Mon 01.04.04). Compliments the shorter Off Cycle Group field.

Processing Status Displays *Unprocessed*, *Processing initiated, Processing finalized,* or *Canceled*, depending on the status of the off-cycle absence process. Once processing is finalized, you cannot make changes to the off-cycle group. Canceled appears if a user has canceled the calendar group with which the off-cycle group is associated.

Calendar Group This value displays after you associate the off-cycle group with a calendar group. The system clears this value if you remove the off-cycle group from the calendar group.

Create Calendar Group Click to generate a calendar group for the off-cycle group you are defining. When you click this button, the system displays the Calendar Group page pre-populated with the required calendar group information. Click OK to accept the system-defined calendar group.

Note. This button appears on the page only after you save the off-cycle request. After the off-cycle request is associated with a calendar group, the button disappears.

Note. Note that this button enables you to associate a single off-cycle request (group) with a calendar group. If you want to combine multiple off-cycle requests in the same calendar group, you should create the calendar group manually and add the separate off-cycle requests to the calendar group directly on the Calendar Group page.

Correcting or Reversing Absence Results

This section provides an overview of correcting absence results and discusses how to enter instructions to correct absence results.

With its built-in retroactive processing capabilities, Absence Management generally handles corrections as a basic part of regular on-cycle absence runs. With off-cycle processing, you can quickly address the more critical exceptions.

Understanding Absence Result Corrections

There are two types of corrections that can be processed. They are:

- Replacement.
- Reversal – Replacement.

Example of a Replacement Correction

For a *replacement correction,* the normal retroactive processing behavior is overruled from the "calendar to correct" forward. While the system still performs cross-validation of retroactive triggers (no method conflict among triggers allowed), other rules are abandoned. With normal retroactive corrections:

- The retroactive mode is corrective (the system ignores for processing the retroactive events of the trigger)
- No elements are forwarded (the system ignores the retroactive processing set)
- All elements are recalculated (the system ignores the retroactive recalculate setting)

Example of a Reversal — Replacement

The off-cycle request for a reversal will force the reversal regardless of whether the underlying data has been changed to reflect the fact that the payee is ineligible or not, meaning:

- If the necessary data corrections have already taken place to reflect that the payee should not have been processed, the request for an adjustment or a replacement will have the same effect.
- If the necessary data corrections are *not* made, a subsequent retroactive process will reidentify and recalculate the reversed segment.

For a corrective client this would develop as follows (in terms of balances and target calendar calculations):

- No elements will be forwarded (the system ignores the retroactive processing set)
- All elements will be recalculated (the system ignores the retroactive recalculate setting)

	1st Trigger				Target Calendar
	January	February	March	April	Off-Cycle
	v2r1	v2r1	v2r1	v2r1	
E1 Old	10000.00	10000.00	10000.00	10000.00	

	1st Trigger				Target Calendar
E1 New	10000.00	0	10000.00	10000.00	0
Difference		10000.00			

Replacement reversals are similar to the standard replacement in that the normal retroactive behavior is overruled from the "calendar to correct" and forward. While the cross-validation of retroactive triggers still occurs (no method conflict among triggers allowed), other rules are abandoned. With replacement reversal corrections:

- The retroactive mode is corrective (the system ignores the retroactive events of the trigger for processing)
- No elements will be forwarded (the system ignores the retroactive processing set)
- All elements will be recalculated (the system ignores the retroactive recalculate setting)

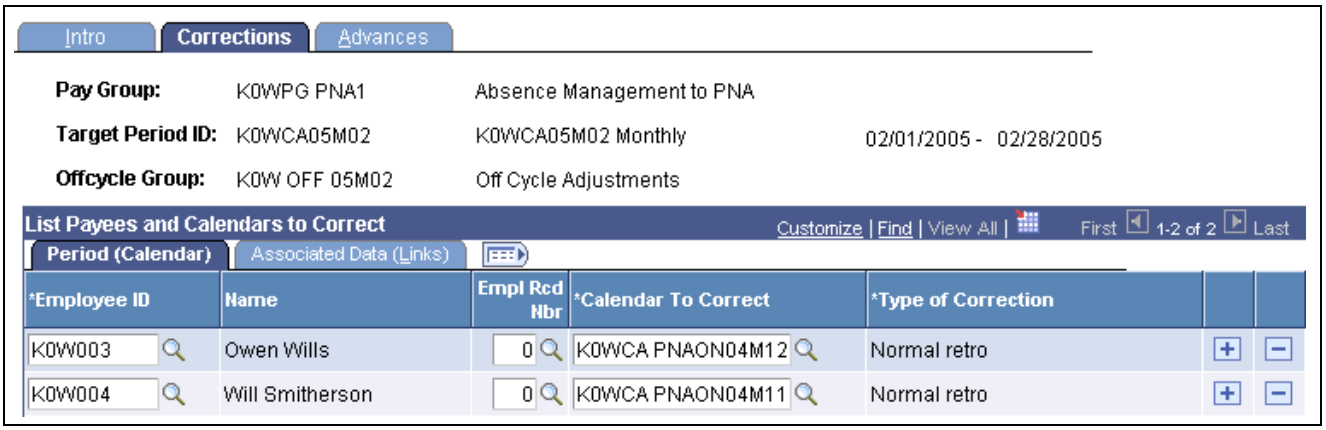
For a corrective client there is no principal difference between reversal – normal retroactive and reversal – forced replacement.

Pages Used to Correct Absence Results

Page Name	Object Name	Navigation	Usage
Corrections	GP_OFFCYCLE_CORR	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Absence Mgmt Off Cycle Request, Corrections	Enter instructions for processing payroll corrections.
Adjust Absence Balances	GP_PI_MNL_AE	• Global Payroll & Absence Mgmt, Payee Data, Adjust Balances, Absences • Click the link in the Absence Balance Cal to Correct column on the Associated Data (Links) tab of the Corrections page.	Adjust frequency-based entitlement for a payee by calendar period.
Retro	GP_TRIGGER_RTO	Click the Review Triggers link on the Associated Data (Links) tab of the Corrections page.	Enter or review retroactive trigger information.

Making Corrections

Access the Corrections page.



Corrections page

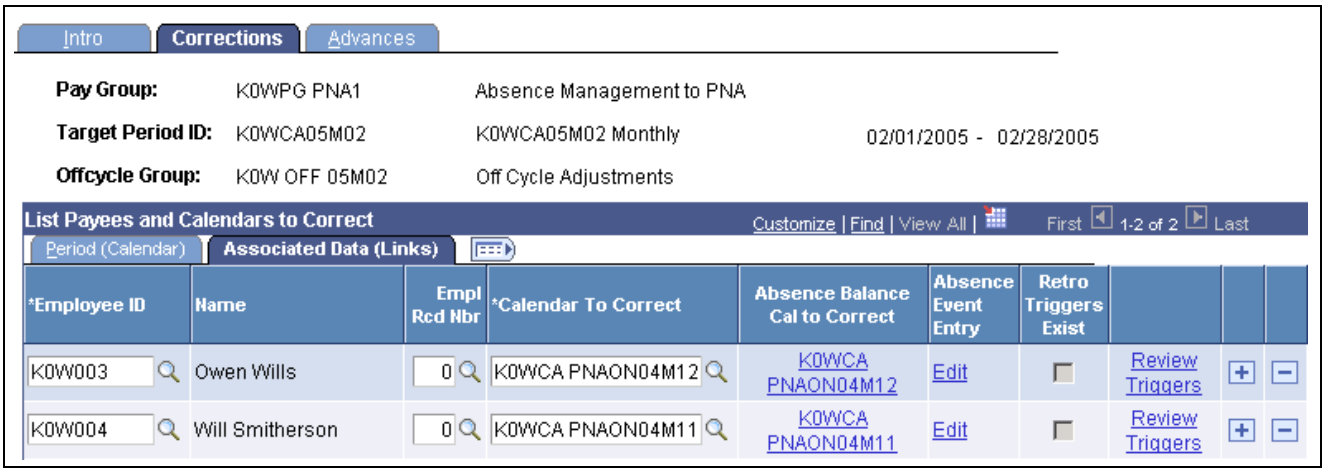
Employee ID Enter the employee ID for whom you created the absence transaction. The section will limit itself to payees (and jobs) that at one time or another were associated with the paygroup associated with the off-cycle group.

Empl Rcd Nbr (employee record number) Select the employee record number to be corrected.

Calendar To Correct Select the finalized calendar that needs a correction made to it.

Associated Data (Links)

Select the Associated Data (Links) tab.



Corrections page

From this tab, you can click links to access the absence balance calendar to correct, enter absence events, and view, edit, and add retroactive triggers.

Absence Balance Cal to Correct Click the link to adjust frequency-based entitlement for a payee by calendar period.

Absence Event Entry Click the link to add or update an absence event.

Retro Triggers Exist (retroactive triggers exist) If a retroactive trigger exists for this correction the check box will be selected. If the check box is cleared, you must manually create the trigger or make the correction to data that will cause the trigger to be generated.

Review Triggers Click the link to view, edit, and add retroactive triggers.

Processing Advances

This section provides an overview of advances and discusses how to enter instructions for advances.

Understanding Advances

Advance processing is the processing of on-cycle calendars ahead of their regular schedule. Examples include payments for early termination or a full or partial period advance.

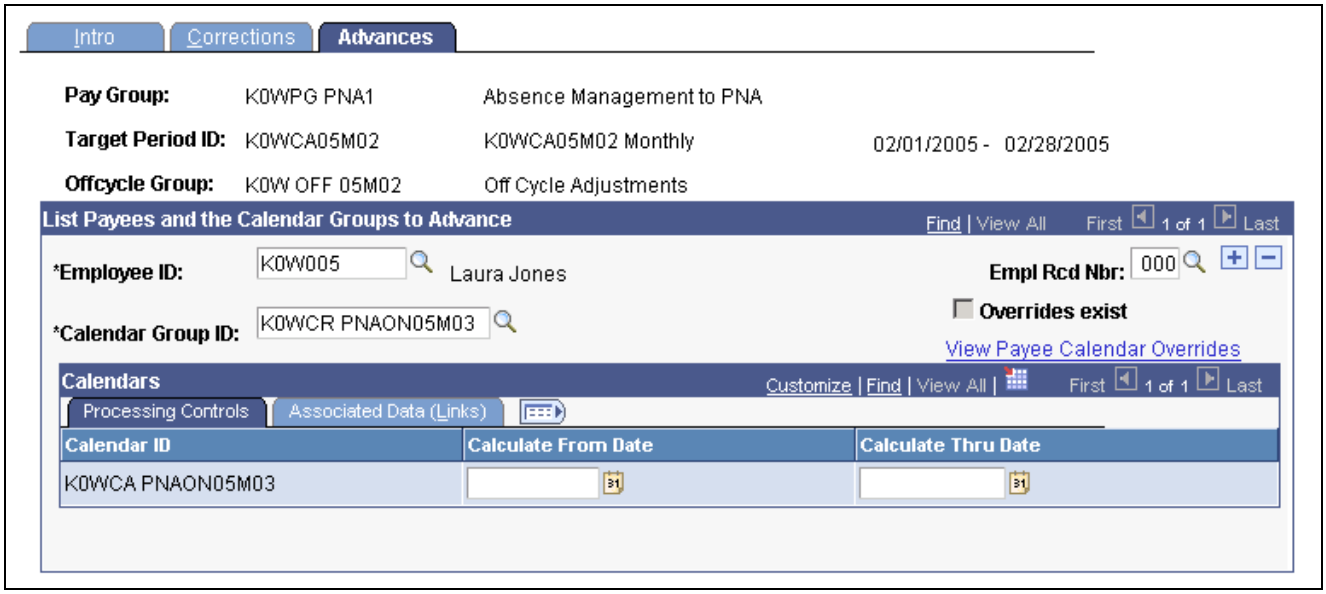
Note. The advance on-cycle calendars are processed individually exactly like they would have been within their scheduled run. The only difference is the timing.

Page Used to Enter Instructions for Advance Absence Transactions

Page Name	Object Name	Navigation	Usage
Advances	GP_OFFCYCLE_ADV	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Absence Mgmt Off Cycle Request, Advance	Enter instructions for processing absences in advance. .

Entering Instructions for Advances

Access the Advance page.



Advances page

Note. The system will not process more than one advance for the same calendar group and person within the same off cycle run. If you need to advance smaller fractions of the same absence period (such as, the 1st through the 5th and the 10th through 11th) at the same time, you must set up two different requests and process each in a separate run.

In addition, if two advances are set up for the same payee and calendar group in two different off cycle requests, and you attempt to process these together in the same run, the system issues a warning that informs you the duplicate was discovered and that all but one request will be ignored. You can ignore the warning and proceed, or go back and modify the request before processing.

List Payees and the Calendar Groups to Advance

Employee ID — Enter the employee ID for whom you created the absence transaction. The section will limit itself to payees (and jobs) that at one time or another were associated with the paygroup associated with the off-cycle group.

Empl Rcd Nbr (employee record number) — Enter the employee record number for the absence transaction.

Calendar Group ID — Select the unfinalized calendar group that is associated with the paygroup. In the Calendars grid, the system lists, in the defined processing order, all calendars that are associated with the selected calendar group.

Overrides Exist — This check box is automatically selected if there are payee calendar overrides for the calendar group.

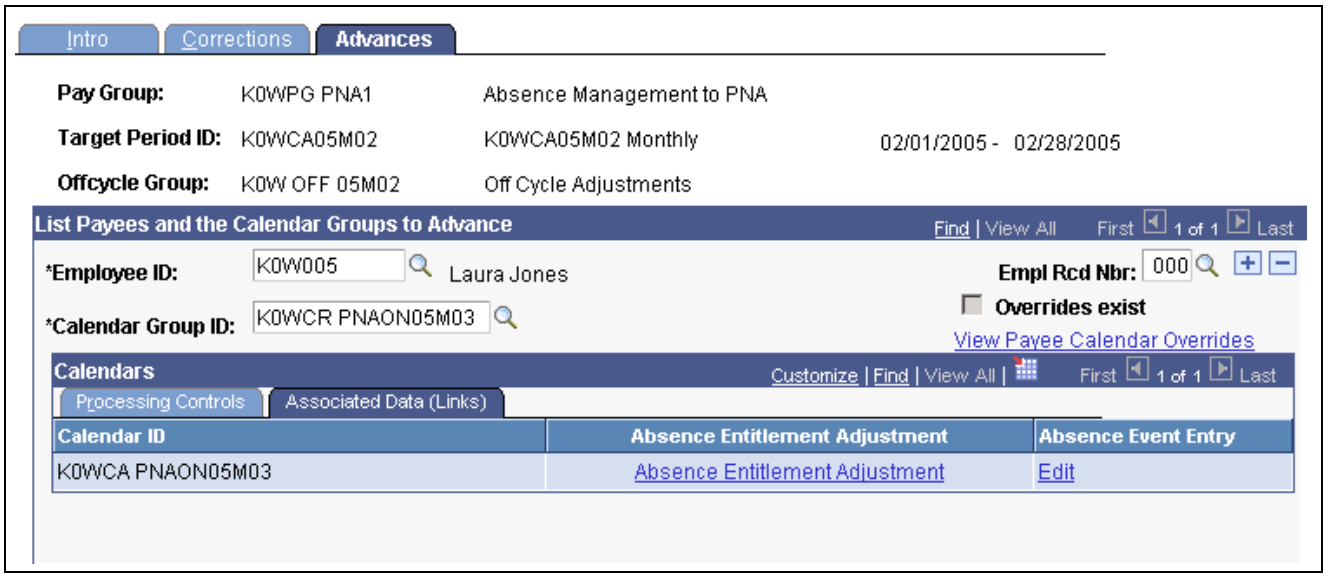
View Payee Calendar Groups — Click to access the Payee Calendar Groups (GP_PYE_RUN) component. You can view or modify overrides here. The system respects all payee calendar overrides when processing advances, including overrides to prevent the processing of calendars.

Calculate From Date and **Calculate Thru Date** — To calculate absence transactions for a partial period, enter the begin and end dates for the period of time. Entering dates here causes period segmentation to occur during the off-cycle run, without the presence of a segmentation trigger. (Segmentation triggers would affect both on- and off-cycle transactions, which is not a desirable outcome.)

To avoid unintentional duplicate absences, whenever from and thru dates are defined for a calendar, subsequent processes will review the segments to ensure that new segments do not cover the same period of time for the same calendar. This rules applies whether or not the run type allows duplicates for the calendar period.

Associated Data (Links)

Select the Associated Data (Links) tab.



Advance Payrolls page — Associated Data (Links):

Absence Entitlement Adjustment Click to access the Adjust Absence Balances page that you use to adjust entitlement balances

Viewing Results of Off-Cycle Processing

To view the results of an off-cycle run you can:

- Check the Processing Status field on the Intro page of the Off-Cycle Request component to see the processing status for the entire off-cycle group.
- View the Results by Calendar Group pages.
- View the Payee Messages pages.

The last two items are covered in the absence processing chapter.

See Also

Chapter 21, “Viewing and Finalizing Absence Results,” Viewing Results by Calendar, page 425

Chapter 21, “Viewing and Finalizing Absence Results,” Viewing Payee Messages, page 422

CHAPTER 23

Setting Up Triggers

This chapter provides an overview of triggers and discusses how to:

- Set up trigger definitions.
- Implement triggers.
- View and manage triggers.
- Review PeopleSoft system delivered triggers.

See Also

Chapter 24, "Setting Up Mass Triggers," page 501

Understanding Triggers

This section discusses:

- Description of triggers
- Trigger table data
- Iterative triggers
- Retroactive triggers
- Segmentation triggers
- Trigger generation

Description of Triggers

In Absence Management, the mechanism used to detect online changes to data that result in a system action is called a *trigger*. Common data changes that might use triggers are payee hiring and job location changes.

There are three types of triggers: iterative, retroactive, and segmentation. Before you can use a trigger to process a payee, perform segmentation, or perform retroactive processing, you must set up a trigger definition to tell the system that when a particular change to the database occurs, it should generate the trigger. When the database change occurs, the appropriate trigger is generated. The batch process uses the trigger to perform the proper action.

You can generate triggers in two ways:

- Manually: Doesn't require you to set up trigger definitions. You create triggers manually for a given payee.

Note. The manual generation of triggers is available for retroactive and segmentation triggers only. Iterative triggers can only be generated automatically.

- Automatically: Does require you to set up trigger definitions. These trigger definitions tell the system how and when to generate "automatic" triggers when a database change occurs.

Once triggers are generated (manually or automatically), the batch process uses the trigger to perform the proper action.

Trigger Table Data

When a trigger is generated by a change to a record or record and field combination, it writes out the necessary data to process the trigger. Each type of trigger has its own tables in which the trigger data is stored.

Besides storing information about which employees to process, process definitions, and effective dates, trigger tables store information about the status of payee-level triggers, the trigger type, the date and time when the trigger is generated, and so on.

Iterative Trigger Table

The information generated by an iterative trigger is stored in the iterative trigger table (GP_ITER_TRGR). The following table illustrates the structure of data in the iterative trigger table:

Field	Purpose
EMPLID	Identifies a payee who's affected by a change that generates an iterative trigger.
CAL_RUN_ID	Identifies the calendar run ID that processed an iterative trigger.
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same iterative trigger is generated repeatedly, a timestamp is needed to keep the instances unique.
ITER_TRGR_STATUS	Identifies whether the batch process has considered a trigger. Options are: *Canceled:* You can cancel a trigger whose status is *Unprocessed* on the Payee Triggers - Iterative page. *In-Process:* For triggers that are being considered by the batch process. *Processed:* For triggers that were processed by the batch and aren't to be reconsidered. *Unprocessed:* For triggers that haven't been processed by the batch.

Field	Purpose
ITER_TRGR_SRC	Options are: *Batch:* For triggers that are generated during background processing. *Online:* For triggers that are generated by the online code.
COUNTRY	The country code that's associated with the iterative trigger.

Retroactive Trigger Table

The information generated by a retroactive trigger is stored in the retroactive trigger table (GP_RTO_TRGR). The following table illustrates the structure of data in the retroactive trigger table:

Field	Purpose
EMPLID	Identifies a payee who's affected by the change that generates a retroactive trigger.
COUNTRY	The country code that's associated with a retroactive trigger.
TRGR_EVENT_ID	The trigger event ID that's associated with record, field, or value changes as defined in your trigger definition.
TRGR_EFFDT	The effective date in relation to which retroactive processing is considered.
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same retroactive trigger is generated repeatedly, a timestamp is needed to keep the instances unique.
RTO_TRGR_SRC	Options are: *Automatic:* Represents triggers that are generated by the online code. *Manual:* Denotes manually generated triggers. *Utility-Generated:* Not available.

Field	Purpose
TRGR_STATUS	Identifies whether the batch process has considered a trigger. Options are: *Canceled:* You can cancel a trigger whose status is *Unprocessed* on the Payee Triggers page. *In-Process:* Denotes triggers that are being considered by the batch process. *Processed:* Represents triggers that were processed by the batch and aren't to be reconsidered. *Unprocessed:* Identifies triggers that haven't been processed by the batch.
TRGR_DESCR	This field serves as the trigger tag, a description of a trigger. For use with the *Utility-Generated* source value.
CAL_RUN_ID	Identifies the calendar run ID that processed a retroactive trigger.

When a retroactive trigger is generated by a data change, it writes out the employee ID, the effective date of the change (also called the trigger effective date), the country, and the associated event ID along with information to facilitate retroactive processing by the batch code. Among other things, this data tells the system:

- Which payees to process.
- Which periods to process retroactively, based on the trigger effective date.
- Which process definition (associated with an event definition) to use when managing retroactive situations.

The system determines how many previous periods to recalculate in relation to the change's effective date.

Note. You can generate multiple rows of trigger data for one event by making multiple record and field combinations sensitive to retroactive data changes. For example, a retroactive hire situation might be picked up by a field on the Job page and fields on other pages that would ordinarily be affected by changes to an employee's hire date. Although multiple rows of trigger data don't prevent retroactive processing, the earliest trigger effective date is used to drive limit calculations, which, in turn, direct retroactive calculations.

Segmentation Trigger Table

The information generated by a segmentation trigger is stored in the segmentation trigger table (GP_SEG_TRGR). The following table illustrates the structure of data in the segmentation trigger table:

Field	Purpose
EMPLID	Identifies a payee who's affected by a change that generates a segmentation trigger.
EMPL_RCD	Identifies a job that's affected by a change.

Field	Purpose
COUNTRY	The country code that's associated with the segmentation trigger.
TRGR_EVENT_ID	The trigger event ID that's associated with a triggering condition, as defined in your setup. It tells the system what type of segmentation to apply and the elements to segment (given element segmentation).
TRGR_EFFDT	The effective date in relation to which a period or elements are segmented.
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same segmentation trigger is generated repeatedly, a timestamp is needed to keep the instances unique.
SEG_TRGR_SRC	Options are: *Automatic:* Represents triggers that the online code generates. *Manual:* Denotes manually generated triggers.
SEG_TRGR_STATUS	Identifies whether the batch process considers a trigger. Options are: *Active:* This trigger has been written out and remains active until canceled by a user, and continues to be processed by the batch each time. *Canceled:* You can cancel a trigger whose status is *Active* on the Payee Triggers page.
SEG_TRGR_LVL	Specifies whether a trigger is payee-level or at the payee-job (EMPL_RCD) level. Instructs the system to process for one job only or for all jobs.
CAL_RUN_ID	Identifies the first calendar group ID that uses a segmentation trigger. If the segmentation trigger is reused because of retroactivity, the calendar group ID isn't updated.

See Also

Chapter 26, "Defining Retroactive Processing," Understanding Retroactive Processing, page 529

Chapter 26, "Defining Retroactive Processing," Defining Backward and Forward Retroactive Processing Limits, page 535

Iterative Triggers

Iterative triggers tell the system that a payee needs to be processed (or reprocessed) for the current open calendar. They are generated for open calendar group IDs. Without an iterative trigger, the payee cannot be reprocessed. Because processing is its sole function for the current open calendar, it doesn't need to have an event ID attached.

Iterative triggers are generated by the system, through online data changes or an automatic reprocess feature in background processing. When specified data has changed for a payee, the system (through online code) generates iterative triggers that enable the batch process to recalculate the payee, add the payee to the calendar run, or remove the payee from the calendar run.

See Also

Chapter 20, "Processing Absences," Absence Processing Features, page 392

Retroactive Triggers

When the online system registers payee data changes to an online record or record and field combination, PeopleCode creates a trigger including the country code, which is an integral part of its definition. A trigger is inserted for every country where a trigger definition for that record or record and field combination has been defined regardless of whether a payee has ever been in the country. The system cleans up extraneous retroactive triggers during the identification phase by searching the Job table for the country that's associated with the payee's current job and Payee Process Stat (payee process status) records for countries where the payee was formerly employed. If the payee has never been in the country that is being processed, the retroactive triggers for that country are deleted. To avoid more than one calendar group from deleting the same set of triggers, only triggers for the country identified by the calendar group being processed are deleted.

To enter a retroactive trigger manually, you use the Review Triggers - Retro page; required fields are Country, Trigger Effective Date, and Trigger Event ID.

See Also

Chapter 26, "Defining Retroactive Processing," Defining Trigger Event IDs, page 533

Chapter 23, "Setting Up Triggers," Viewing, Adding, or Canceling Retroactive Triggers, page 495

Segmentation Triggers

Segmentation triggers tell the system that absence data for a payee must be segmented. A segmentation event ID must be created before defining a segmentation trigger.

Example

A payee changes jobs on March 15, during a pay period that goes from March 1 through March 31. The system segments each period or element (given element segmentation), using the following segmentation logic:

Segment	Logic for Period Segmentation	Logic for Element Segmentation
First	From pay period start date to segmentation date minus 1 (March 1 − March 14).	First slice: From pay period start date to segmentation date minus 1 (March 1 − March 14). Second slice: From segmentation date to pay period end date (March 15 − March 31).
Second	From segmentation date to pay period end date (March 15 − March 31).	Not applicable.

For period segmentation: The first segment includes March 1 – March 14; the second segment includes March 15 – March 31. Each segment comprises separate calculations.

For element segmentation: Only one segment exists, with two slices. The first slice includes March 1 – March 14; the second slice includes March 15 – March 31.

See Also

Chapter 25, “Defining Segmentation,” Understanding Segmentation, page 509

Chapter 25, “Defining Segmentation,” Defining Segmentation Events and Types, page 525

Trigger Generation

All triggers are generated, taking trigger level into account. Retroactive and segmentation triggers check Trigger Effdt Type (trigger effective-dated type) to determine whether a trigger should be generated.

Rules for Generating Iterative Triggers

Iterative triggers are generated only when an open calendar group exists; the calendar group must be “Identified.”

When the trigger level is *Record,* an iterative trigger is generated if a row is added, changed, or deleted.

When the trigger level is *Field,* Non-Value-based:

- If a row and the field are changed, an iterative trigger is generated.
- If a row is added or deleted, an iterative trigger is generated.

When the trigger level is *Field,* Value-based, besides observing the rules for non-value-based triggers, an iterative trigger is generated only if the value on the added, changed, or deleted row matches a specified value or you have specified generation of a trigger even if no values match.

Rules for Generating Retroactive Triggers

When Trigger Effdt Type is *Effective Date:*

- If a row is added, use that effective date as the trigger date.
- If a row is deleted, use the initial effective date as the trigger date.

- If a row is changed, the earlier of the initial effective date and the changed effective date is used.

The initial effective date is the effective date with which the row was loaded. The changed effective date is the effective date on the row at save time. If you haven't changed the effective date, it's the same as the initial effective date. If you've changed the effective date, it's different from the initial effective date.

When Trigger Effdt Type is *Begin/End Date:*

- If a row is added, use the begin date as the trigger date.
- If a row is deleted, use the initial begin date as the trigger date.
- If a row is changed and the end date is the only changed field, use the earlier of the initial end date and changed end date as the trigger date; otherwise, use the earlier of the initial begin date and the changed begin date as the trigger date.

The initial begin date is the begin date with which the row was loaded. The changed begin date is the begin date on the row at save time. If you haven't changed the begin date, it's the same as the initial begin date. If you've changed the begin date, it's different from the initial begin date.

The initial end date is the end date with which the row was loaded. The changed end date is the end date on the row at save time. If you haven't changed the end date, it's the same as the initial end date. If you've changed the end date, it's different from the initial end date.

Note. With absences, use the begin date even if you change the end date. The existing row is voided, and a new row is created. Because the existing row is void, begin date is used.

When Trigger Effdt Type is *Fixed Date,* the trigger date is the date that you specify as a parameter in the PeopleCode function Generate_Triggers.

When Trigger Level is *Record:*

- If a row is added, changed, or deleted, a retroactive trigger is generated.
- If you change multiple rows, the earliest trigger date from all the changed rows is used as the trigger date.

When Trigger Level is *Field,* Non-Value-based:

- If a row is added or deleted, find the maximum effective-dated row that's earlier than the trigger date for the row.

  If the field value differs between the prior row and the added or deleted row, a retroactive trigger is generated.
- If a row and the field value are changed, a retroactive trigger is generated, whether or not the effective date for that row is changed.
- If a row and the effective date for that row are changed (assume the effective date before the change is "old date" and the effective date after the change is "new date"):
  - If the field is changed, a retroactive trigger is generated.
  - Find the row whose maximum effective date is less than the new date.

    If the field value differs between the prior row and the changed row, a retroactive trigger is generated.
  - Find the row whose maximum effective date is less than the old date.

    If the field value differs between the prior row and the changed row, a retroactive trigger is generated.
- If a prior row isn't found, the added, changed, or deleted row is the first row in the buffer.

  A retroactive trigger is generated with the primary event ID specified in the trigger definition.

When Trigger Level is *Field,* Value-based, besides observing the rules for non-value-based triggers, a retroactive trigger is generated only if the value on the added, changed, or deleted row matches a specified value or you've specified generation of a trigger even if no values match.

Rules for Generating Segmentation Triggers

Segmentation triggers are generated only from records whose Trigger Effdt Type is *Effective Date.*

Segmentation triggers aren't generated for deleted rows.

When Trigger Effdt Type is *Effective Date:*

- If a row is added, use that effective date as the trigger date.
- If a row is changed, the changed effective date (not the initial effective date) is used.

Note. The initial effective date is the effective date with which the row was loaded. The changed effective date is the effective date on the row at save time.

When Trigger Level is *Record,* a segmentation trigger is generated if a row is added or changed.

When Trigger Level is *Field,* Non-Value-based:

- If a row is added or changed, find the row whose maximum effective date is less than the added or changed row.

  If the field value differs between the prior and current row, a segmentation trigger is generated.
- If a prior row cannot be found:
  - If the field value is changed, a segmentation trigger is generated.
  - If it is a new row, a segmentation trigger is generated for all specified fields.

When Trigger Level is *Field,* Value-based, besides observing the rules for non-value-based triggers, a segmentation trigger is generated only if the value on the added or changed row matches a specified value or you've specified generation of a trigger even if no values match.

Setting Up Trigger Definitions

To setup trigger definitions, used the Trigger Definitions (GP_TRGR_SETUP) component.

This section provides an overview of trigger definition setup and discusses how to:

- Define triggers.
- Indicate which field values initiate actions.

See Also

Chapter 14, "Using Calendars," page 273

Chapter 26, "Defining Retroactive Processing," page 529

Chapter 25, "Defining Segmentation," Defining Segmentation Events and Types, page 525

Understanding Trigger Definition Setup

To set up and use triggers, you should understand exactly how trigger definition is structured.

A trigger serves as a mechanism to detect online changes, as they happen, to certain data in the system and to write a row of data to a trigger table for further processing by the batch code. The row of data in the trigger table is the trigger that tells the system that some action must occur during background processing.

Three types of actions can occur, reflecting the three types of triggers: iterative, retroactive, and segmentation.

An *iterative* trigger tells the system to process (or reprocess) a payee for the current open calendar, possibly because data has changed for the payee or the payee was placed in suspended mode during background processing and needs reprocessing. Only one iterative trigger is generated, regardless of the number of calendars in the calendar group.

A *retro* trigger tells the system to perform retroactive processing. Perhaps a payee's absence is reported two months late. The absence data must be reprocessed for the previous two months, to ensure that the payee is correctly compensated for the time off.

A *segmentation* trigger tells the system to perform period segmentation or element segmentation.

Note. It's highly recommended that when you define a retroactive or segmentation trigger, you also define an iterative trigger. If a calendar group has been calculated once and data changes are subsequently made, unless an iterative trigger is defined, retroactive or segmentation triggers generated from the data changes are not processed until the next Identify process.

Payee level triggers are generated when there are changes to payee records that have Employee ID as part of their primary key structure. Payee-level triggers identify which specific payee needs processing. Mass triggers function differently.

See Chapter 24, "Setting Up Mass Triggers," page 501.

Segmentation triggers can only be defined with effective-dated records. Retroactive triggers can be defined only with records using *Effective Date, Begin-End Date,* or *Fixed Date.* Iterative triggers can be defined with non-effective-dated records. If you ignore these requirements, the system will generate an error message stating that the trigger will not be generated from the record.

To set up a trigger:

1. Select the country.

   All triggers are defined at the country level because retroactive methods, process definitions, and trigger event IDs are uniquely defined by country. The same trigger may be processed differently in different countries.

2. Specify which record or field combination needs to be sensitive to data changes.

   You can indicate that the entire record is to be sensitive to data changes (a *record-trigger* level), meaning that data changes to any field in the record trigger an action, or indicate that specific field combinations in the record are to be sensitive to data changes (a *field-trigger* level).

   For retroactive, segmentation, and iterative triggers, you can define *value-qualified* triggers, representing trigger conditions where the field must be changed to a value on a specified list for the trigger to be generated.

3. For retroactive and segmentation triggers, create a trigger event definition.

   The trigger event definition tells the system what to do when the trigger is activated. Iterative triggers don't have trigger event definitions, because their only function is to process a payee for the current open calendar; therefore, the defined event is always the same.

4. Create the trigger setup.

   On the Trigger Definitions - Trigger Definitions page, you define the type of trigger (iterative, retroactive, or segmentation), whether an entire record or one or more record and field combinations are to be sensitive to data changes, and which trigger event definition is associated with the trigger (for retroactive and segmentation triggers). If you choose to make one or more record and field combinations that are sensitive to data changes, you need to define the fields and, if applicable, their associated values.

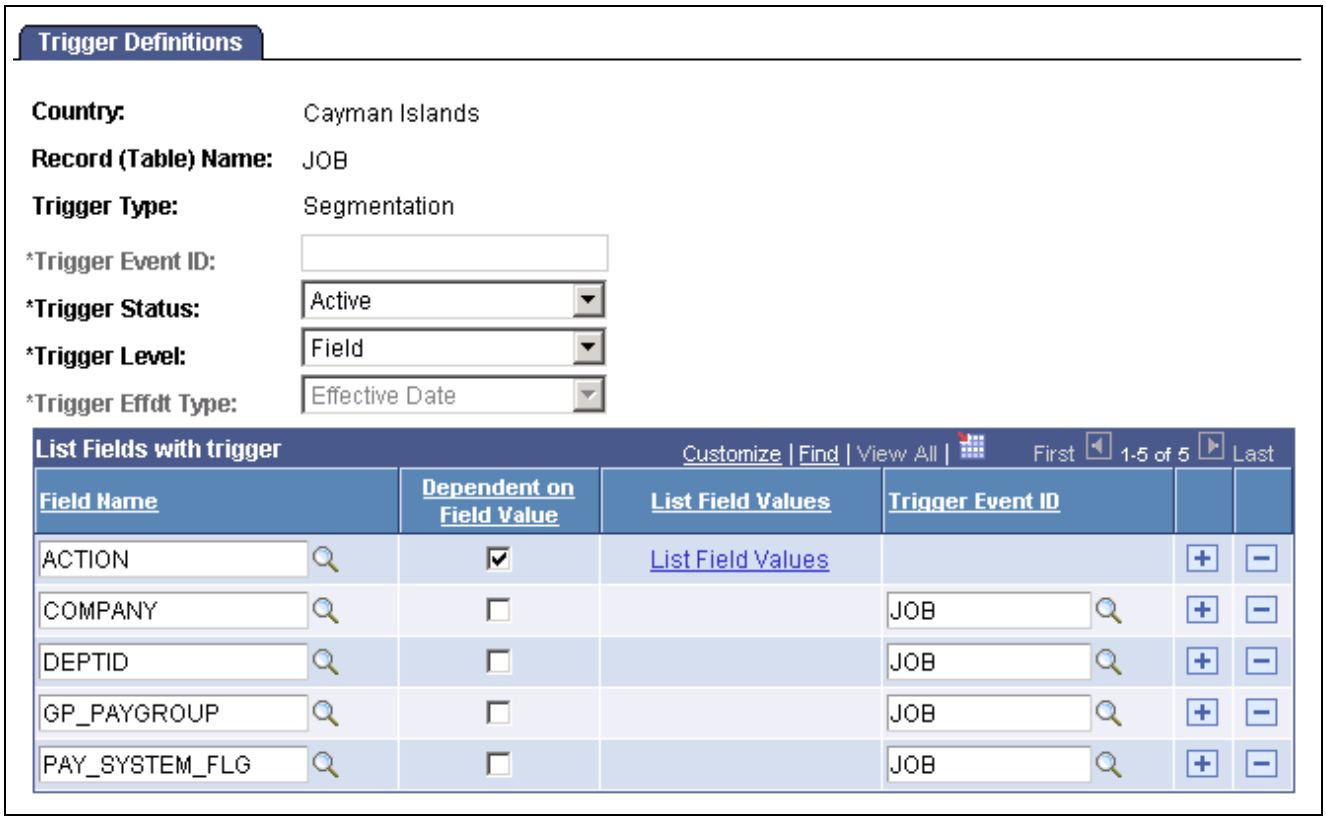
Note. Trigger data is generated by the online system, based on conditions that you specify during setup. Additionally, you can manually enter trigger rows.

Pages Used to Set Up Trigger Definitions

Page Name	Object Name	Navigation	Usage
Trigger Definitions - Trigger Definitions	GP_TRGR_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions	Define iterative, segmentation, and retroactive triggers. To create a retroactive or segmentation trigger, first define the appropriate event ID on the Retro Event Definition page or Segmentation Event Definition page.
Trigger Definitions - Field Values	GP_TRGR_SETUP_SEC	Click the List Field Values link on the Trigger Definitions page.	Indicate which field values initiate actions.

Defining Triggers

Access the Trigger Definitions - Trigger Definitions page.



Trigger Definitions - Trigger Definitions page

Country Displays a definition that applies to one country.

Record (Table) Name Displays the record (table) name that you selected to access this page. Can stand alone or be part of the record and field combination that generates a trigger in response to an online data change.

Trigger Status To activate the trigger definition, select *Active.* To have no triggers generated, select *Inactive.*

Trigger Type Displays the trigger type, which is based on the type of trigger that you selected to access this page. Options are: *Iterative, Retro,* and *Segmentation.*

Trigger Level Select *Record* to have the trigger activated if any data change takes place to any field in the record. Select *Field* to indicate that the trigger is to be activated if any data change affects the record and field combination. You indicate the field of the record and field combination in Field Name in the Trigger List group box. If you select *Field,* Field Name contains the specific field that generates a trigger if it's changed.

Trigger Event ID and **Primary Event ID** Trigger Event ID is a required field, defined at the record level for retroactive and segmentation. Enter an event ID that you defined on the Retro Event Definition page or Segmentation Event Definition page. This field isn't used for iterative triggers, because they aren't dependent on event IDs. This field isn't available when the trigger type is *Segmentation* and trigger level is *Field.*

Primary Event ID appears only when the trigger type is *Retro* and the trigger level is *Field.* Enter an event ID that you defined on the Retro Event Definition page. This event ID handles the case when the trigger level is *Field* and a prior row cannot be found—meaning that the changed, added, or deleted row is

the first row in the buffer. In such a case, a retroactive trigger is generated using the primary retroactive event ID specified.

Trigger Effdt Type Displays one of these values, based on your selection in Record (Table) Name:

Effective Date

Begin-End Date

Fixed Date: This value can be used only with retroactive triggers. You must pass a date as a parameter to the generic PeopleCode function. This date is used as the effective date for the trigger. Regardless of the number of data changes, only one trigger is generated.

Note. For the *Segmentation* trigger type, the record can only be effective-dated. Other Trigger Effdt Type values aren't allowed.

List Fields with trigger

If you selected *Field* in the Trigger Level field, the List Fields with trigger group box becomes available.

Field Name Enter the field name that is to generate a trigger in response to data changes.

Dependent on Field Value If you select this check box to indicate that the fields that you've defined as sensitive to data changes are dependent on field value, only changes to the values specified on the Trigger Definition - Field Values page trigger a system action. This enables you to limit the kinds of changes that cause system actions (because not all values in the field trigger an action—only those that you identify here).

List Field Values Click to access the Trigger Definitions - Field Values page, where you can indicate the field values that trigger an action.

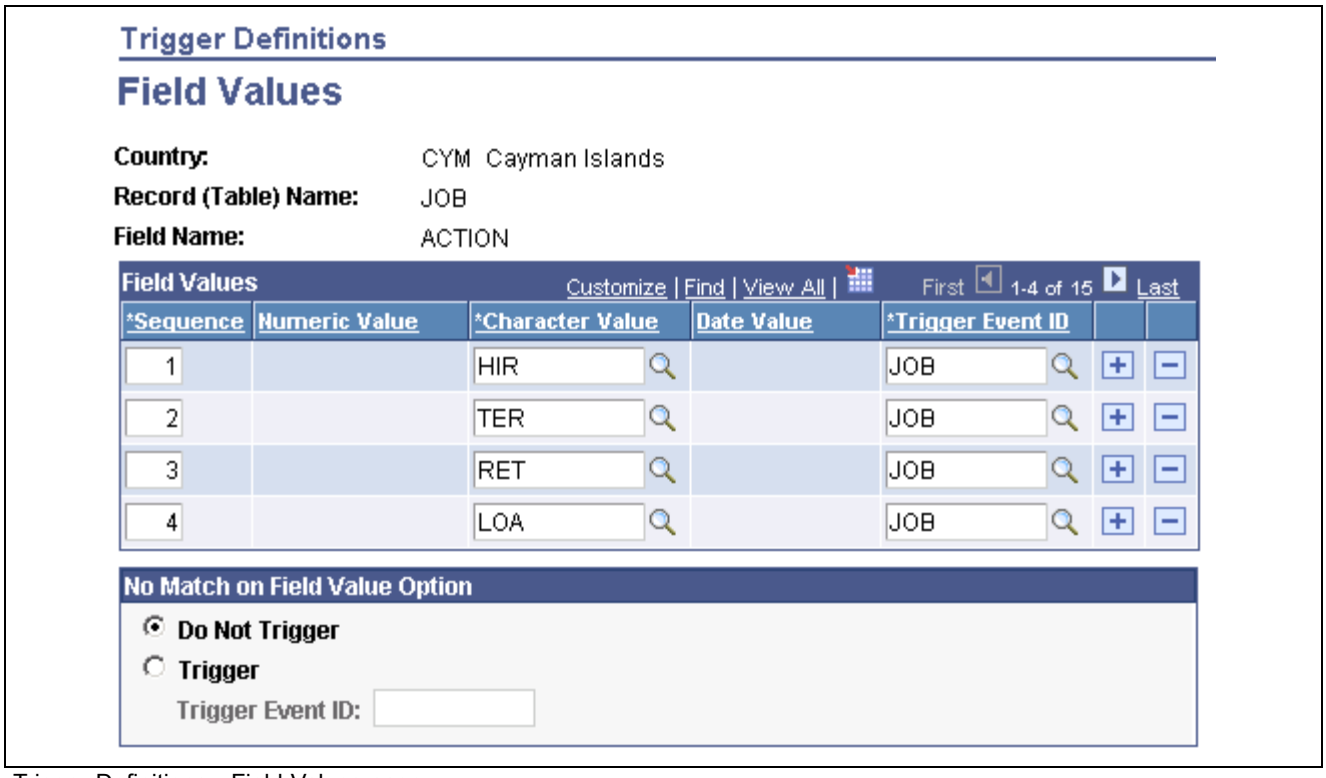
Trigger Event ID This field is required if Field Name is selected and Dependent on Field Value is not. Based on the trigger type selected, enter an event ID that you defined on the Retro Event Definition page or the Segmentation Event Definition page. This field is not used for iterative triggers, because iterative triggers do not have event IDs.

See Also

Chapter 26, "Defining Retroactive Processing," Defining Backward and Forward Retroactive Processing Limits, page 535

Indicating Which Field Values Initiate Actions

Access the Trigger Definitions - Field Values page.



Trigger Definitions - Field Values page

Field Values

Sequence Enter a sequence number, which the system needs to uniquely identify the field values and distinguish it from other rows of data that you might set up.

Numeric Value If the record and field combination stores numeric values, this field is available for entry. Enter the matching value.

Character Value If the record and field combination stores character values, this field is available for entry. Enter the matching value.

Date Value If the record and field combination stores date values, this field is available for entry. Enter the matching value.

Trigger Event ID Based on the trigger type that you selected, enter one of the event IDs that you defined on the Retro Event Definition page or Segmentation Event Definition page. This field is not used for iterative triggers, because iterative triggers don't have event IDs.

No Match on Field Value Option

Using the options in this group box, you can specify a default trigger event ID to use when a change to a field affects values besides those you listed on the Field Values page. You need these options only if changes to other values in the field are to trigger processing.

Do Not Trigger This option is selected because the system assumes that triggers are to be generated only when there's a match between the actual value and the field values that you identify on the Field Values page.

Trigger If you select this option, the event ID field becomes available for entry.

Trigger Event ID Enter a default event ID to be used for processing field values that you have not linked to an event ID on the Field Values page.

Example

You're modifying the *Pay Rate Change* value in the HR Action field to trigger retroactive processing but aren't changing the effective date of other values, such as *Family Status Change* and *Hire,* in the same field to trigger retroactivity. To use the Trigger Definitions - Trigger Definitions page to specify one value for retroactive processing:

1. Enter the record (for this example, Job table) on the Add search page, and select *Retro* as the trigger type.
2. Select a trigger level of *Field* and the appropriate retroactive event ID.
3. In the Field group box, enter the field (Action) for which to generate a retroactive trigger, and select the Dependent on Field Value check box.
4. On the Trigger Definitions - Field Values page, define the exact value (Pay Rate Change) that you want to make sensitive to retroactive changes and the process to use when calculating retroactivity, by linking the value to a retroactive event ID.

See Also

Chapter 26, "Defining Retroactive Processing," page 529

Implementing Triggers

You need to implement triggers for every trigger record in Trigger Definition Setup.

Enter the following PeopleCode on SavePostChange for a field on this record. Because this PeopleCode has been defined at this level, it's run in any component that uses the record (provided that record fields aren't used as related-display fields).

PeopleCode is delivered on some records in the database. To prevent these records from generating triggers, remove the following PeopleCode from these records:

1. Declare the function that generates triggers:

```
Declare Function Generate_Triggers PeopleCode
FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula;
```

2. Declare a local date variable as:

```
Local date &L_DT;
```

3. Invoke the function as:

```
Generate_Triggers(EMPLID, &L_DT);
```

Details

The function Generate_Triggers is defined in FUNCLIB_GP.TRGR_FUNCTIONS.FieldFormula and needs two parameters when it's invoked. The parameters are:

1. &P_EMPLID

   Indicates the EMPLID for which the triggers are to be generated. Use field EMPLID for &P_EMPLID.

2. &P_FIXED_DT

   The value to be used for trigger effective date for records where Trigger Effdt Type is *Fixed Date*. It's ignored for records where Trigger Effdt Type is *Effdt* or *Begin-End Date*. Use &L_DT for &P_FIXED_DT.

The variable &L_DT needs to be assigned a value only in case of the Fixed Date type of triggers.

Note. You can enter PeopleCode that can invoke the function only if certain conditions are met.

The following examples are from PeopleCode that's delivered with the database. The examples show changes necessary for any additional records that are to generate triggers.

Example: Trigger Record = GP_PYE_SOVR

Sample PeopleCode:

```
PeopleCode on GP_PYE_SOVR.EMPLID.SavePostChange
Declare Function Generate_Triggers PeopleCode
FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula;
Local date &L_DT;
/*-----Function to generate Triggers for Absence Management---*/
Generate_Triggers(EMPLID, &L_DT);
```

Explanation

&L_DT isn't assigned a value, because Trigger Effdt Type for the Payee Supporting Element Override table (GP_PYE_SOVR) is not *Fixed Date*.

See Also

Chapter 23, "Setting Up Triggers," Reviewing PeopleSoft Delivered Triggers, page 498

Chapter 23, "Setting Up Triggers," Understanding Triggers, page 477

Viewing and Managing Triggers

This section discusses how to:

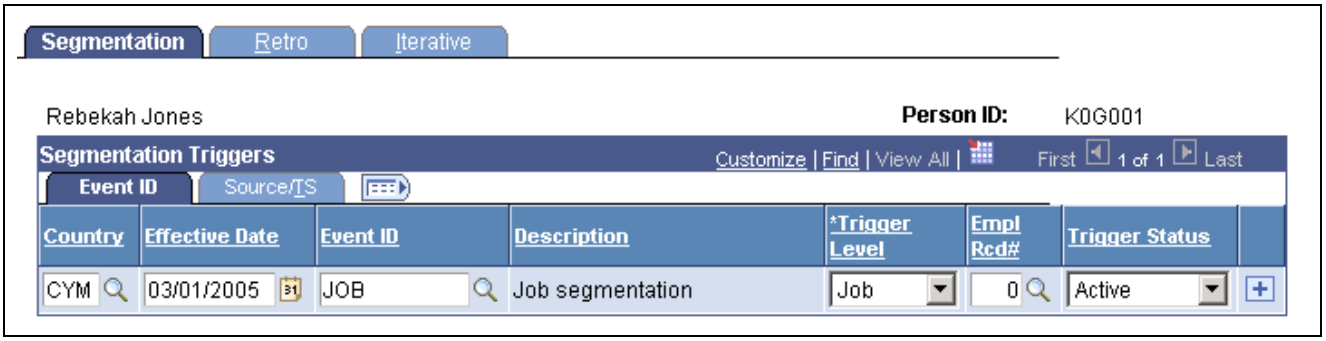
- View, add, or cancel segmentation triggers.
- View, add, or cancel retroactive triggers.
- View or change the trigger status for iterative triggers.
- View iterative triggers by calendar group ID.

Pages Used to View and Manage Triggers

Page Name	Object Name	Navigation	Usage
Review Triggers - Segmentation	GP_TRIGGER_SEG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Segmentation	View, add, or cancel segmentation triggers. A segmentation trigger must be active to be viewed or managed on this page.
Review Triggers - Retro	GP_TRIGGER_RTO	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Retro	View, add, or cancel retroactive triggers. A retroactive trigger must be unprocessed to be viewed or managed on this page.
Review Triggers - Iterative	GP_TRIGGER_ITER	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Iterative	View or change the trigger status for iterative triggers. An iterative trigger must be unprocessed to be viewed or managed on this page.
Review Iterative Triggers	GP_TRGRITER_CALRUN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Iterative Triggers, Review Iterative Triggers	View iterative triggers by calendar group ID. An iterative trigger must be unprocessed to be viewed or managed on this page.

Viewing, Adding, or Canceling Segmentation Triggers

Access the Review Triggers - Segmentation page.



Review Triggers - Segmentation page

Country Displays the country to which the trigger applies.

Effective Date Displays the trigger effective date in relation to which the period or elements are segmented.

Event ID Displays the event ID, which tells the system which segmentation type to use to process segmentation events and which elements to segment if you use element segmentation. The event IDs displayed here are those that you defined on the Segmentation Event Definition page.

Description Displays a description of the trigger event ID that you defined on the Segmentation Event Definition page.

Trigger Level Options are:

Payee: Select to have all of a payee's jobs processed for segmentation.

Job: Select to have segmentation occur for one employee record number (job) and not for other jobs.

Empl Rcd# (employee record number) Select the employee record number for which you want to create a trigger.

If you select *Payee* as the trigger level, the value that appears in this field is *0.* If you select *Job,* that particular job (Empl Rcd#) appears.

Trigger Status Options are:

Active: Select if the trigger is active.

Canceled: Enables you to cancel an active segmentation trigger. After you save the page, the trigger no longer appears if you reenter the page.

Trigger Source Select a trigger source. A trigger can have two different sources. Trigger rows are generated by the online system, based on conditions that you specify during setup; you can manually insert trigger rows that weren't created based on predefined rules. Options are:

Automatic: Indicates triggers that were created based on predefined conditions that you specify during setup.

Manual: Indicates triggers that were manually entered on this page. For a manually inserted row of trigger data, the trigger source is *Manual* and the trigger status is *Active.*

Timestamp The day and time the trigger was created.

Adding Manual Segmentation Triggers

For a manually inserted row of trigger data:

- You define the country and effective date on the Payee Triggers - Segmentation page.

  A trigger is created for a payee, and segmentation occurs. The system uses the effective date that you specify as the segmentation date, as with automatic segmentation.

- You must connect any trigger that you add on the Payee Triggers - Segmentation page to an event ID.

  The system uses the event ID that you specify on the Payee Triggers - Segmentation page to determine which type of segmentation to use and which elements to segment in the case of element segmentation.

The trigger source is *Manual,* and the trigger status is *Active.*

Note. Unlike automatically generated triggers, manual triggers are independent of any database change that's defined by a record or record and field combination on the Triggers Definition page. It's important to understand the potential consequences of creating manual triggers. Because they aren't tied to a specific data change, you might segment periods and elements where nothing has changed.

Updating and Canceling Segmentation Triggers

For automatically and manually generated rows of trigger data:

- The event ID is changeable.
- You can change the trigger status from *Active* to *Canceled.*

- You cannot reinstate a canceled trigger; you must add a new manual trigger.

For the effective date on generated rows of trigger data:

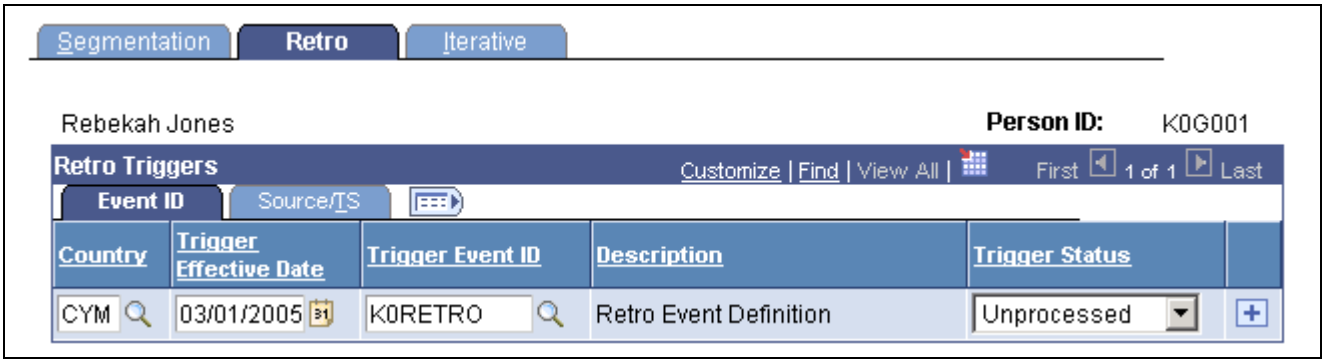
- The effective date on the Payee Triggers - Segmentation page is the date in relation to which segmentation occurs.
- The effective date can be changed on a manually generated trigger.
- You cannot alter the effective date of a trigger that was generated by the system based on predefined setup rules.

See Also

Chapter 26, "Defining Retroactive Processing," Segmentation and Retro, page 546

Viewing, Adding, or Canceling Retroactive Triggers

Access the Review Triggers - Retro page.



Review Triggers - Retro page

Country Displays the country to which the trigger applies.

Trigger Effective Date Displays the trigger effective date that the system uses to determine how many previous periods to recalculate.

Trigger Event ID Displays the trigger event ID, which tells the system which retroactive process definition to use when an event triggers retroactivity.

Description Displays the description of the trigger event ID that you defined on the Retro Event Definition page.

Trigger Status Select a trigger status. Options are:

Canceled: Indicates that the trigger will not be processed. A canceled trigger no longer appears on the page.

Unprocessed: Indicates that the trigger hasn't been processed.

Retro Trigger Source Select a retroactive trigger source. A trigger can have two different sources. Trigger data is generated automatically by the online system based on conditions that you specify during setup, or you can manually insert trigger rows that weren't created automatically based on predefined rules. Options are:

Automatic: Indicates triggers that were created based on predefined conditions that you specify during setup.

Manual: Indicates triggers that were manually entered on the Payee Triggers - Retro - Unexpanded page. For a manually inserted row of trigger data, the trigger source is *Manual* and the trigger status is *Unprocessed.*

Trigger Tag If a trigger is utility-generated, this field describes the source of the trigger.

Timestamp The day and time the trigger was created.

Adding Manual Retroactive Triggers

For a manually inserted row of trigger data:

- You define the country and effective date on the Payee Triggers - Retro page.

  A retroactive trigger is created for that payee, and retroactive processing occurs regardless of whether changes are made to the database. The system uses the effective date to determine which periods to recalculate, as with standard retroactivity.

- Any trigger that you add to the Payee Triggers - Retro page must be connected to an event ID.

  The system uses the event ID that you specify to determine how retroactivity should be processed so that when that trigger gets expanded and is used in a batch, the batch knows which retroactive process to use.

- The trigger source is *Manual,* and the trigger status is *Unprocessed.*

Note. Unlike automatically generated triggers, manual triggers are independent of any database change that's defined by a record or record and field combination on the Triggers Definition page. It's important to understand the potential consequences of creating manual triggers. Because they aren't tied to a specific data change, you might process retroactivity in previous periods, where nothing has changed.

Warning! If a retroactive trigger is added or canceled, this isn't the only required action. The corresponding data in the database must be adjusted accordingly.

Updating and Canceling Retroactive Triggers

For automatically and manually generated rows of trigger data:

- The event ID may be changed.
- You can change the trigger status from *Unprocessed* to *Canceled.*

  After a trigger is processed, you cannot alter the trigger status, because it's no longer unprocessed and therefore doesn't appear on the page anymore.

- You cannot reinstate a canceled trigger.

  You must add a new manual trigger.

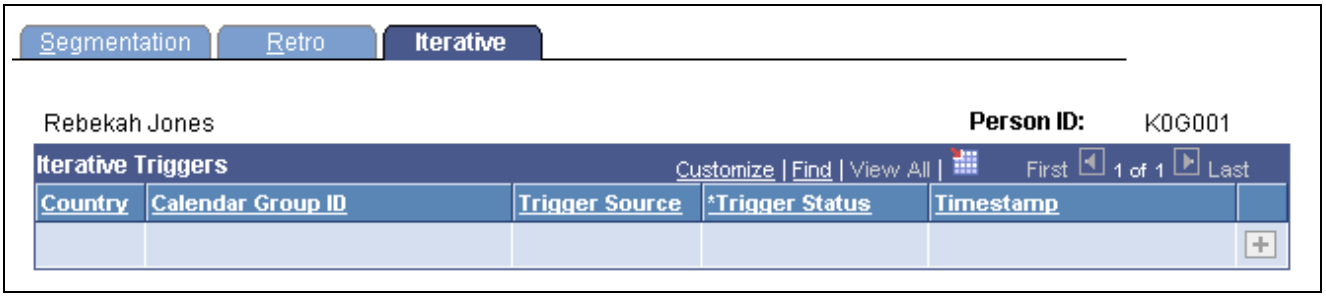
For the trigger effective date on generated rows of trigger data:

- The trigger effective date on the Payee Triggers - Retro page is the date in relation to which retroactive processing occurs.
- The trigger effective date can be changed on a manually generated trigger (the trigger source is *Manual).*
- You cannot alter the trigger effective date of a trigger that has been generated by the system based on predefined setup rules.

Warning! Canceling a trigger does not undo the database change that created the trigger. If there's retroactivity for another reason, this change can be picked up when prior periods are recalculated.

Viewing or Changing the Trigger Status for Iterative Triggers

Access the Review Triggers - Iterative page.



Review Triggers - Iterative page

Country Displays the country to which the trigger applies.

Calendar Group ID Identifies the calendar group that's targeted to process the iterative trigger.

Trigger Source Select a trigger source. An iterative trigger can have two different sources. Trigger data is generated by the online code based on conditions that you specify during setup or by the system during background processing. Options are:

Batch: Indicates triggers that were generated by background processing.

Online: Indicates triggers that were created by the online code.

Trigger Status Select a trigger status. Options are:

Canceled: Indicates that the trigger isn't to be processed.

Unprocessed: Indicates that the trigger hasn't been processed.

Timestamp The day and time the trigger was created.

Adding Manual Iterative Triggers

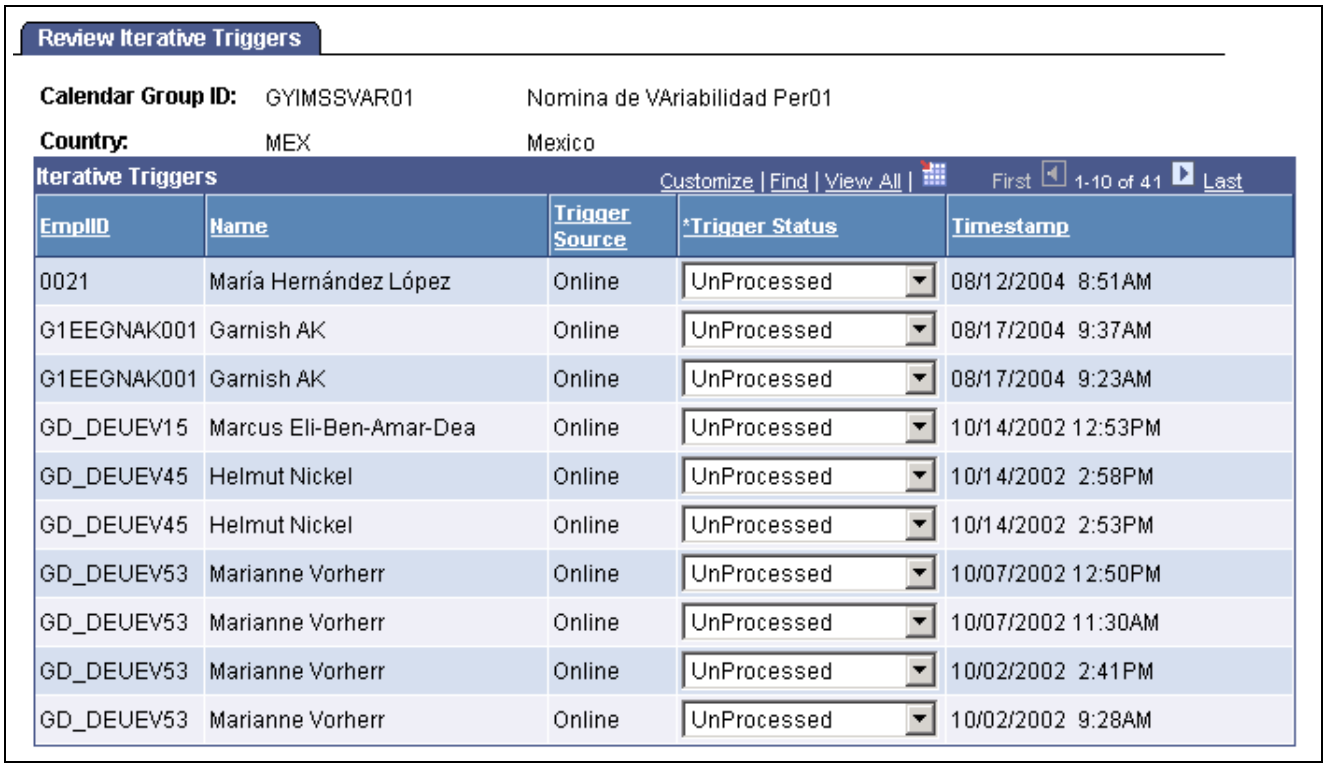
On this page, you cannot manually insert a row of trigger data.

Updating and Canceling Iterative Triggers

For automatically generated rows of trigger data, you can change the trigger status from *Unprocessed* to *Canceled.* After a trigger is processed, you cannot alter the trigger status, because it's no longer unprocessed and therefore doesn't appear on the page anymore.

Viewing Iterative Triggers by Calendar Group ID

Access the Review Iterative Triggers page.



Review Iterative Triggers page

EmplID (employee ID) Lists all payees in the selected calendar group who have unprocessed iterative triggers.

Trigger Source Displays the trigger source. An iterative trigger can have two different sources. Trigger data is generated automatically by the online code based on conditions that you specify during setup or by the system during background processing. Options are:

Batch: Indicates triggers that were generated by background processing.

Online: Indicates triggers that were created by the online code.

Trigger Status Select a trigger status. Options are:

Canceled: Indicates that the trigger isn't to be processed. You can cancel automatically generated triggers by setting the trigger status to *Canceled.*

Unprocessed: Indicates that the trigger has not been processed.

Reviewing PeopleSoft Delivered Triggers

Absence Management delivers the following list of record.fields that have trigger PeopleCode attached to facilitate trigger definition. Corresponding trigger definitions require trigger event IDs; therefore, it is your responsibility to set them up. All trigger definitions and trigger event IDs should be set up and defined based on statutory or customer-specific business logic.

The following list is delivered as a starting point. You can add PeopleCode to other fields to meet customer-specific business needs, and delete the PeopleCode from any of these fields:

- JOB.REPORTS_TO
- COMPENSATION.EMPLID
- GP_PI_MNL_SOVR.SETID
- GP_PYE_OVRD.ARR_PYBK_AMT
- GP_PYE_OVR_SOVR.SOVR_VAL_DT
- GP_PYE_SOVR.EMPLID
- PERS_DATA_EFFDT.EMPLID
- CONTRACT_DATA.EMPLID
- WKF_CNT_TYPE.EMPLID
- SCH_ASSIGN.EMPLID
- GP_ABS_EVENT.EMPL_RCD
- GP_SEG_TRGR.CAL_RUN_ID
- GP_SEG_TRGR_VW.CAL_RUN_ID
- GP_RTO_TRGR.CAL_RUN_ID
- GP_RTO_TRGR_VW.CAL_RUN_ID
- GP_RTO_TRG_CTRY.CAL_RUN_ID
- GP_ABS_OVRD.PIN_GCTL_NUM
- GP_PYE_SECT_DTL.RECALC_IND
- JOB_JR.EMPLID
- ADDRESSES.EMPLID
- BEN_PROG_PARTIC.EMPLID
- GP_PI_MNL_DATA.PIN_NUM
- GP_PI_MNL_D_VW.PIN_NUM
- GP_PI_MNL_E_VW.PIN_NUM
- HEALTH_BENEFIT.EMPLID
- LIFE_ADD_BEN.EMPLID
- PERSON.EMPLID
- PER_ORG_ASGN.EMPLID
- PRIMARY_JOBS.EMPLID

Because Compensation is a child of Job, it's highly suggested that only retroactive and iterative triggers be defined for this record. Defining a segmentation trigger at the record level for Compensation can have adverse effects. For each subsequent Compensation row dated after the changed row, a trigger is generated besides the changed row. As a result, too many triggers are generated and each additional trigger causes unwanted segmentation. It is recommended that you define the segmentation trigger using JOB.COMP_RATE at the record and field level.

Note. It's recommended that you set up period segmentation triggers for changes in the Absence System and Pay Group fields on the Job record.

CHAPTER 24

Setting Up Mass Triggers

This chapter provides an overview of mass triggers and discusses how to:

- Set up mass triggers.
- Process mass trigger action events.

See Also

Chapter 23, "Setting Up Triggers," page 477

Understanding Mass Triggers

This feature enables you to generate employee triggers based on changes to setup tables. Mass triggers can be established for specific records on specific components. A set of SQL objects defines the population affected by the setup table change. Once the affected employees are determined, you can review the trigger details before accepting the changes.

To set up mass triggers you must:

- Define the component/record and fields that activate the trigger on the Trigger Definitions page.
- Set up the SQL objects that will check the records to determine the population affected by the setup table change. You must define the SQL objects using PeopleTools and select them on the Trigger SQL page.

The mass trigger event process occurs in three steps:

1. After saving the page containing the component/record and fields that activate the mass trigger, the event and the field values are stored on the mass trigger result table (GP_MT_TRIGGER).

   The event status is set to Unexpanded.

2. The system evaluates the SQL objects and writes the results to the mass trigger results table (GP_MT_RESULT), which records the impacted population. The event status is set to Expanded, if all objects expand successfully.

3. The system generates a list of retro and iterative triggers for the impacted population. Once completed, the event status is set to Triggers Generated.

You can view the events and their results on the Mass Trigger Events component. The system enables you to do the following:

- Delete a trigger event using the Trigger Events page. This includes the mass trigger, the impacted population, and the generated payee triggers.

  Deletion cannot occur if any of the generated triggers have been processed.

- Manually expand an event using the Impacted Employees page. You may want to generate triggers after correcting an erroneous SQL object. Manually expanded triggers can do the following:
  - Generate the impacted population and the retroactive and iterative triggers for events that have a status of Unexpanded.
  - Generate retroactive and iterative triggers for events that have a status of Expanded.

Setting Up Mass Triggers

To define mass triggers, use the Mass Trigger Definitions (GP_MT_TRG_DFN) component.

This section discusses how to:

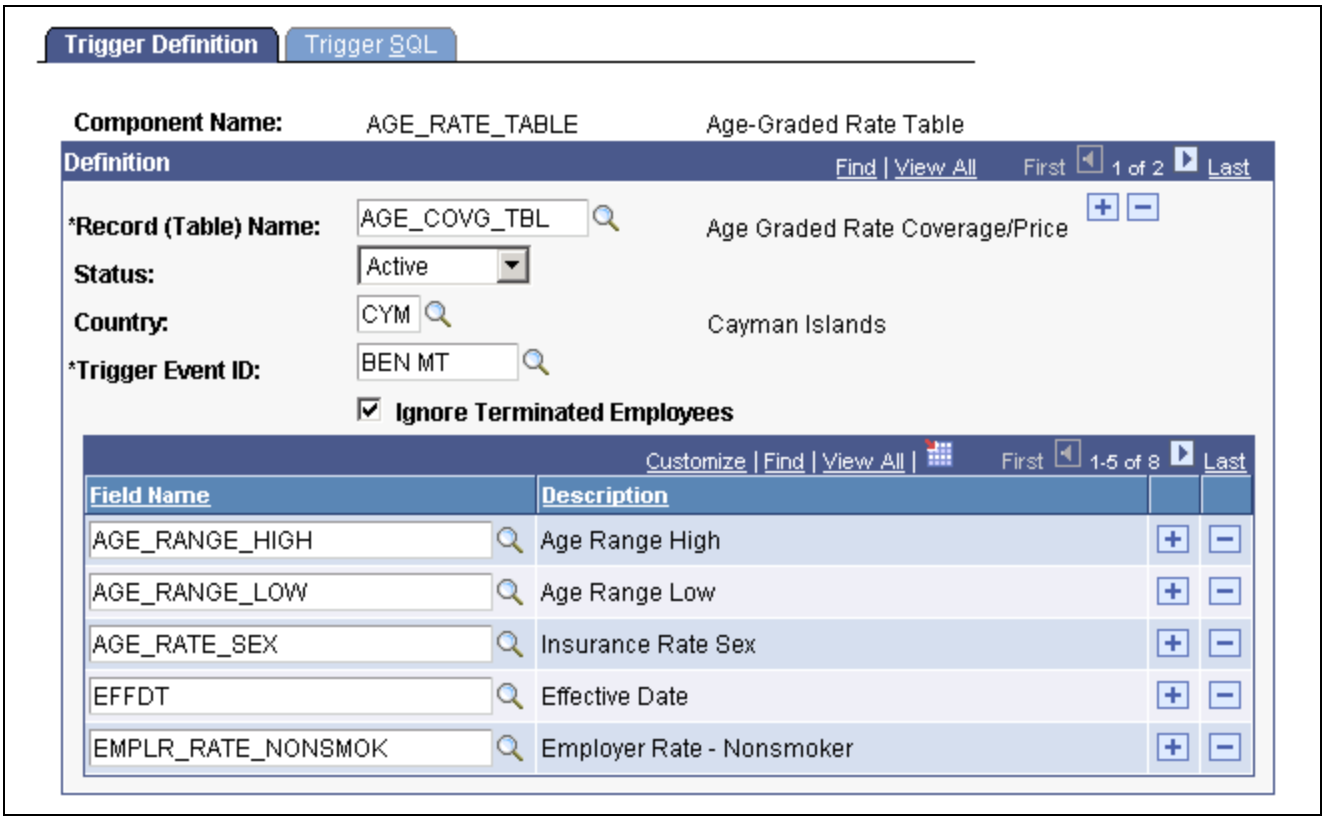
- Define mass triggers
- Use SQL objects
- View the SQL statement

Pages Used to Set Up Triggers

Page Name	Object Name	Navigation	Usage
Trigger Definition	GP_MT_TRG_DFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Mass Trigger Definitions, Trigger Definition	Define which record activates the trigger.
Trigger SQL	GP_MT_TRG_SQL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Mass Trigger Definitions, Trigger SQL	Specify which SQL objects must be executed in order to retrieve the population impacted by a mass trigger event.
Sql Definition	GP_MT_SQLTXT_SEC	Select the SQL Definition link on the Trigger SQL page.	View the SQL definition.

Defining Mass Triggers

Access the Trigger Definition page.



Trigger Definition page

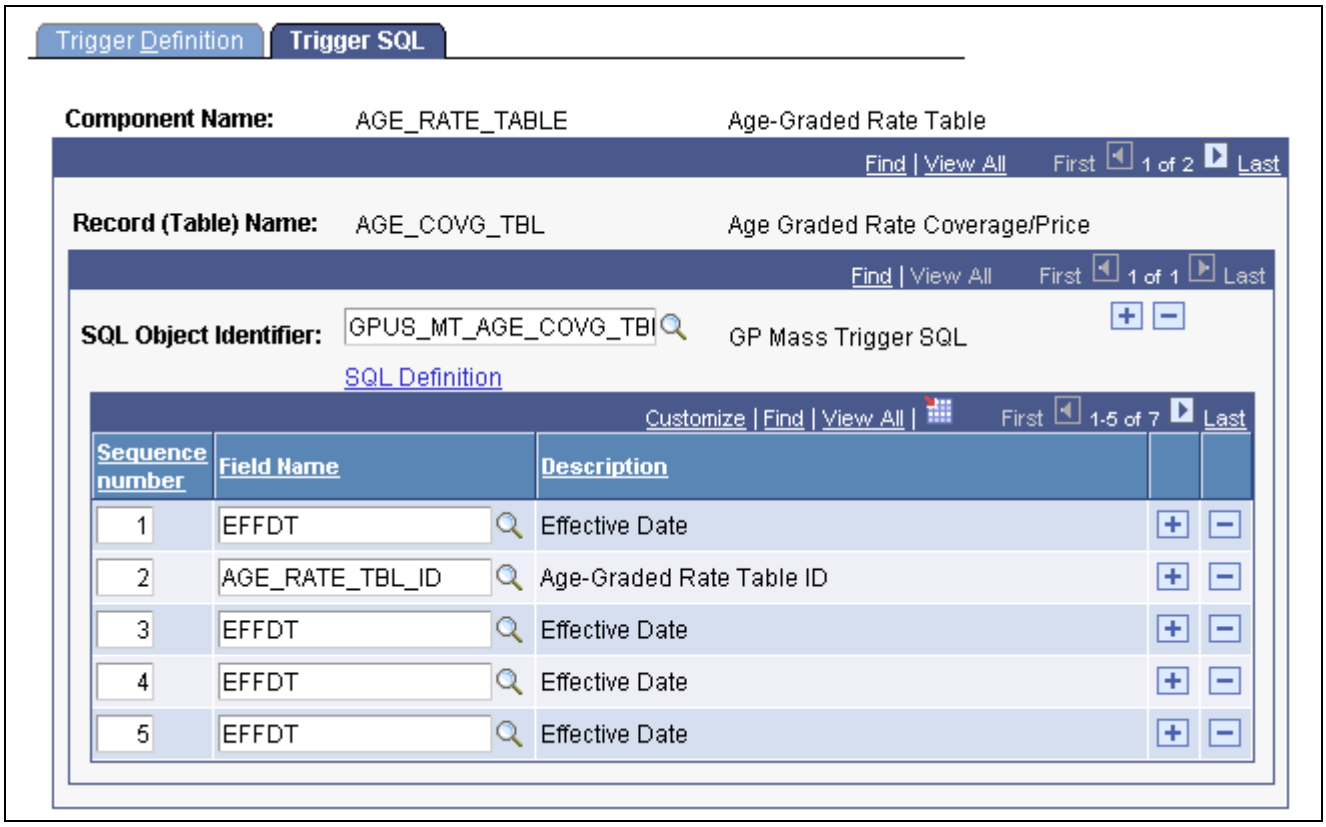
Trigger Event ID Associate a Trigger Event ID to link the mass trigger to the retroactive process ID that processes the generated payee triggers.

Ignore Terminated Employees Select to ignore terminated employees when processing the mass trigger.

Field Name List the fields that cause the system to generate a mass trigger event. Fields used as input parameters on the SQL Objects page need not be listed here. The system inserts them after saving.

Using SQL Objects

Access the Trigger SQL page.



Trigger SQL page

SQL Object Identifier Select any stand-alone SQL object defined in Application Designer. These objects contain placeholders for input parameters.

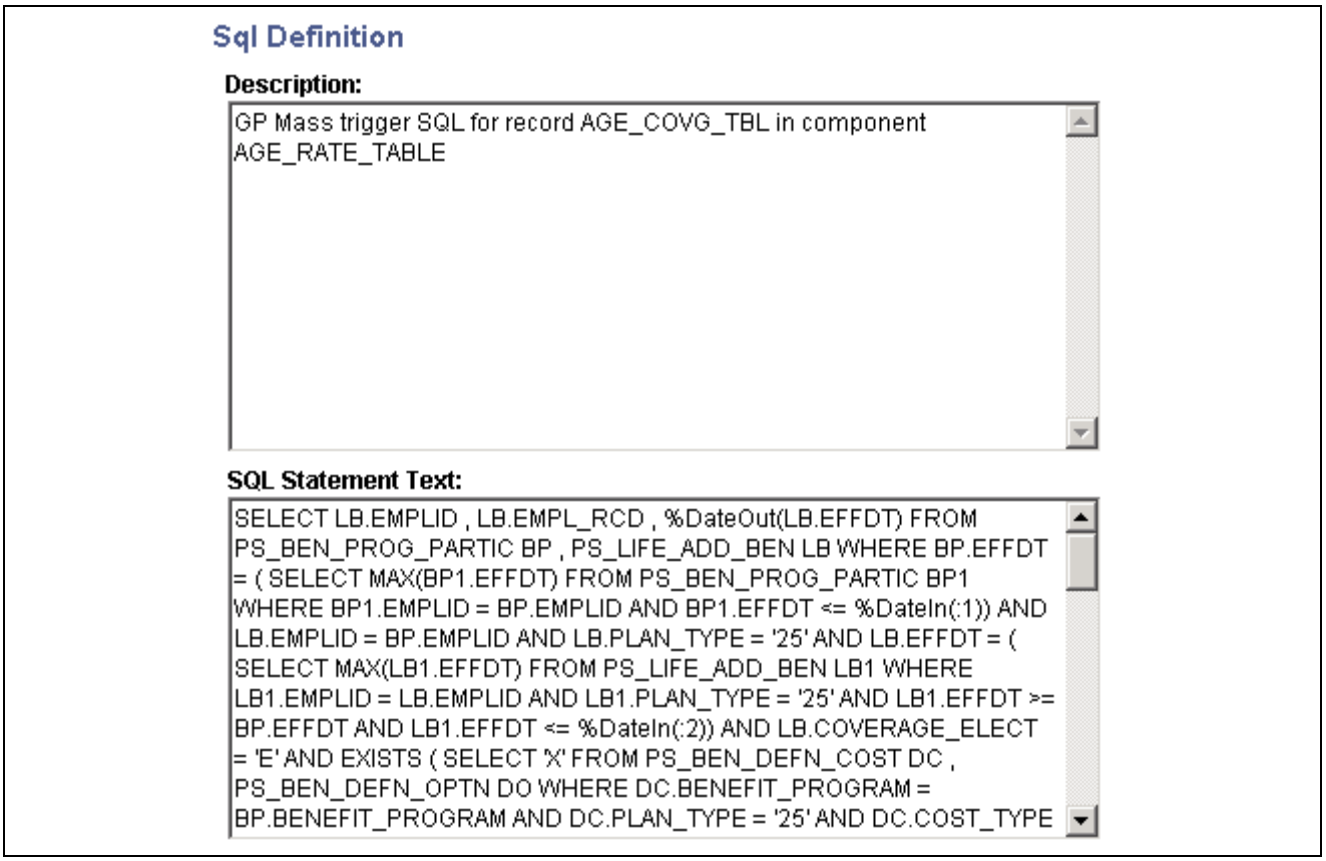
SQL Definition Click to access the Sql Definition page.

Sequence number Enter the number of the respective placeholders in the SQL object.

Field Name Enter the fields used to fill the SQL object placeholders at runtime. Available fields prompt from the record listed above. Once saved, the system adds these fields to the Trigger Definition page.

Viewing the SQL Statement

Access the Sql Definition page.



Sql Definition page

Use this page to view a description of the SQL statement as well view the actual SQL text.

Processing Mass Trigger Action Events

This section discusses how to:

- Delete an event.
- Expand an event manually.
- View retroactive triggers.
- View iterative triggers.

Pages Used to Process Trigger Events

Page Name	Object Name	Navigation	Usage
Mass Trigger Events	GP_MT_TRIGGER	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Rvw/Expand Mass Triggers, Mass Trigger Events	View all mass trigger events listed for a component/record. Delete an event.
Message per MT Event	GP_MT_MSG_SEC	Click the Details link on the Mass Trigger Events page.	View a message.
Message	GPDE_MT_MSGLNG_SEC	Click the Details link on the Message per MT Event page.	View a message.
Field Values	GP_MT_TRG_VAL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Rvw/Expand Mass Triggers, Field Values	View the field values valid before and after the mass trigger event.
Affected Employees	GP_MT_RESULT	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Rvw/Expand Mass Triggers, Affected Employees	View the list of employees affected by the mass trigger event. Manually expand an event.
Retro Triggers	GP_MT_RTO_TRG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Rvw/Expand Mass Triggers, Retro Triggers	View the retroactive triggers generated for a mass trigger event.
Iterative Triggers	GP_MT_ITER_TRG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Rvw/Expand Mass Triggers, Iterative Triggers	View the iterative triggers generated for a mass trigger event.
Calendar Groups	GP_MT_ITER_SEC	Click the Calendar Group ID button on the Iterative Triggers page.	View calendar groups.

Deleting an Event

Access the Mass Trigger Events page.

Use the delete button to delete an event before processing the trigger. This action deletes the event's results tables, thus removing the field values, the list of affected employees, the retroactive triggers and the iterative triggers generated for the event. Only the users who created the trigger event can delete it.

Expanding an Event Manually

Access the Affected Employees page.

Expand/Refresh Employee List Select to manually expand an event. Once activated, the system deletes the current list and generates a new one. All related retroactive and iterative

	triggers are also deleted and regenerated. The refresh button can only be activated if none of the related triggers have been processed. Only the user who created the mass trigger event can activate it.
EmplID	The system generates this list when storing the mass trigger event.
As of Date	The date that a retroactive calculation must occur.

Viewing Retroactive Triggers

Access the Retro Triggers page.

Trigger Effective Date	Corresponds to the As of Date on the Affected Employees page.
Trigger Status	Can either be *Unprocessed, In Process, Processed,* or *Cancelled.*
Trigger Tag	Combines the component name and record name for which the mass trigger event was generated.
Calendar Group ID	This is the ID used for processing the retroactive trigger.

Viewing Iterative Triggers

Access the Iterative Triggers page.

When a mass trigger is expanded an iterative trigger is generated for every affected employee and for every calendar group ID that is currently open. Select the Calendar Group ID icon to access the Calendar Groups page and view the calendar groups for which an iterative trigger has been granted.

CHAPTER 25

Defining Segmentation

This chapter provides an overview of segmentation and discusses how to:

- Set up segmentation.
- Manage segmentation.

Understanding Segmentation

Segmentation refers to the process of calculating all or a subset of elements in a process list in separate slices or segments. You can *segment* calculations based on events such as changes in compensation or employee status during a calculation period. For example, if an individual changes jobs during the period and your organization separates calculations for the first job from those for the second job, you can set up the system to trigger segmentation of entitlement when there's a change to the job change action/reason field in Human Resources.

This section discusses:

- Types of segmentation.
- Relationship of period, segment, and slice dates.
- Basic rules of element resolution.
- Effective-dated element definitions.
- Rules for slicing accumulators and accumulator members.
- Rules for parent and child element resolutions.
- Segmentation and payee overrides.
- Proration and segmentation.
- Retroactive processing and segmentation.
- Segmentation system elements.

Types of Segmentation

Absence Management offers two types of segmentation:

- Period segmentation.

This type of segmentation is applicable when data that changes midperiod, such as a compensation rate, requires all elements in the process list to be calculated repeatedly on either side of the change date. The system divides the period (defined by the period begin and end dates) into two or more distinct segments and treats each segment as a complete and separate set of absence calculations. It calculates each element in the process list for each segment, so a payee has multiple Payee Process Stat records. The system calculates each element more than once, using components that were effective during the different time slices.

- Element segmentation.

  This type of segmentation is applicable when data that changes midperiod requires the affected element (and perhaps a subset of other elements) to be calculated repeatedly on either side of the change date. (Each subperiod is called a *slice.)* The system segments only the elements that you select and it creates separate result columns only for the specified elements. In element segmentation, there's only one result set.

Selecting Elements to Segment

With period segmentation, the system segments all elements on the process list automatically. With element segmentation, you must specify which elements in the process list to slice. To do this, you add the elements to be segmented to an *element list* that you define using the Segmentation Event Definition page that is described in this chapter.

See Also

Chapter 25, "Defining Segmentation," Defining Segmentation Events and Types, page 525

Relationship of Period, Segment, and Slice Dates

For every absence period, the system generates begin and end dates for:

- Periods

  The calendar period—monthly, biweekly, or weekly—used to group and calculate a payee's absence entitlement and take. Each period has a begin and end date and can be sliced or segmented.

- Segments

  A *subperiod* of time in the normal period that's created due to period segmentation. Each segment represents a separate calculation of every element in the period and has begin and end dates. It can be *sliced* if an element in the segment is calculated separately on either side of the *slice date.*

- Slices

  The span of time into which an element is segmented due to element segmentation. Unlike a segment or period, it doesn't represent a separate calculation, because it affects only a limited set of elements in a period or segment. Like a segment, a slice has begin and end dates.

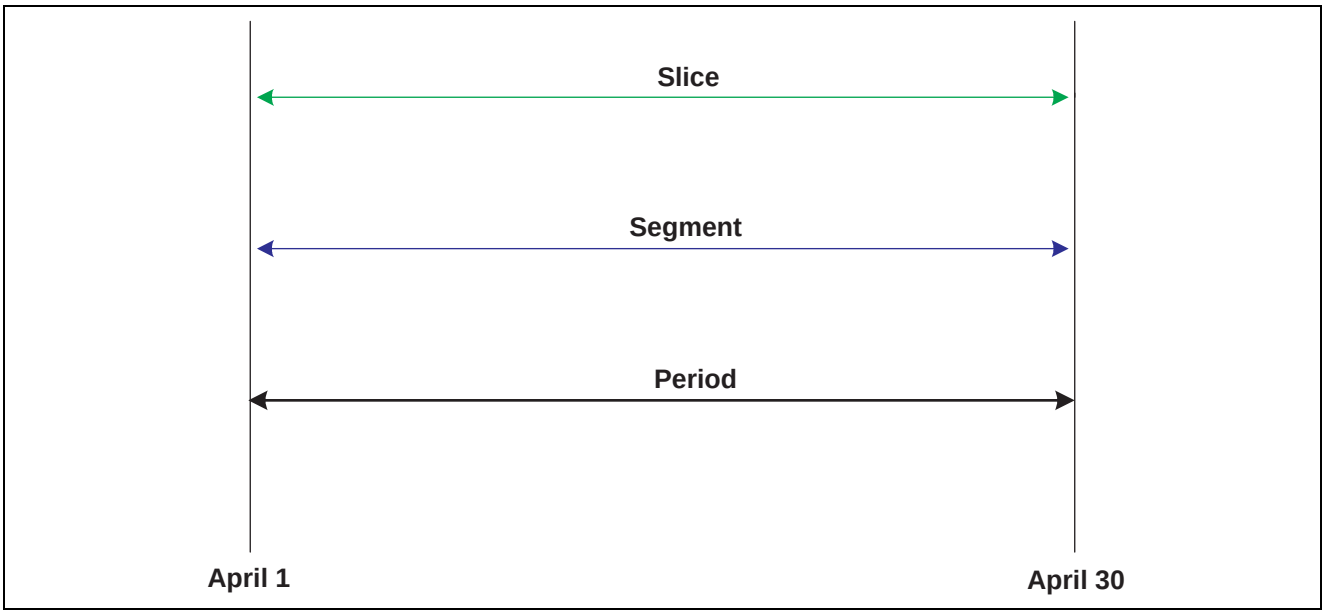
All three sets of dates (period, segment, and slice) are generated, regardless of whether a period is sliced or segmented. The begin and end dates for periods, segments, and slices, are stored in the output result tables for the period and made available as system-computed elements for use in other calculations.

See Chapter 25, "Defining Segmentation," Segmentation System Elements, page 523.

Example 1: Unsegmented Period

In an unsegmented period the number of periods equals the number of segments, which equals the number of slices. All three have identical begin and end dates.

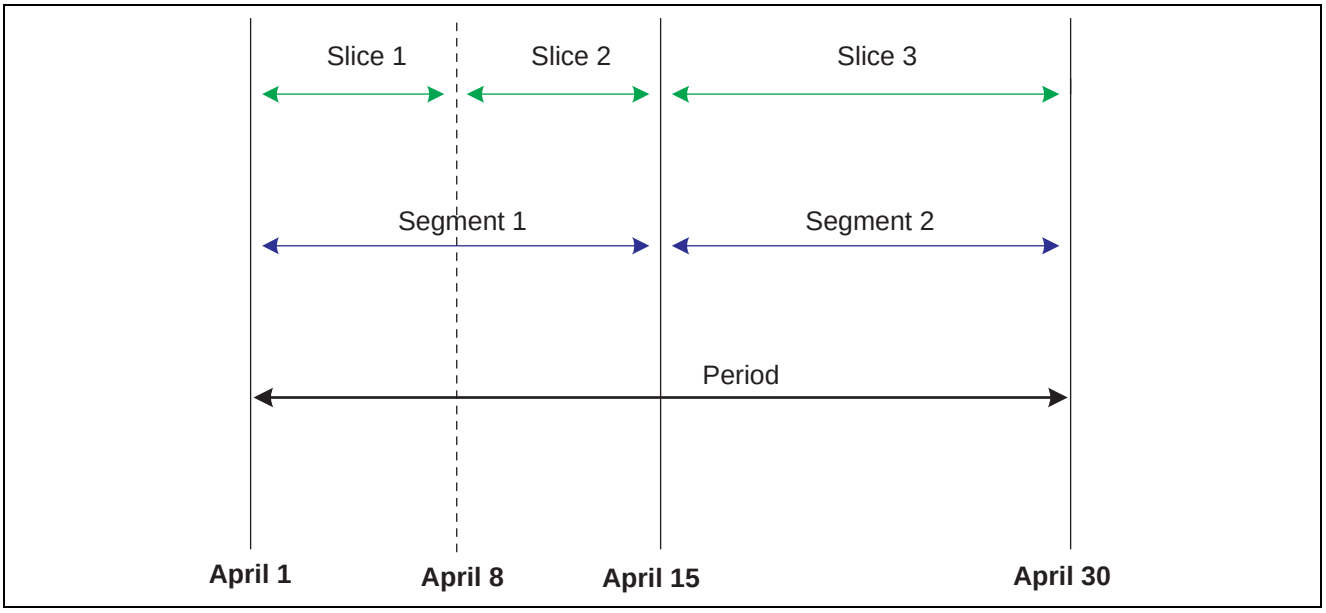
This diagram illustrates the relationship between period, segment, and slice begin and end dates for an unsegmented period.



An unsegmented period

Example 2: Segmented Period

This diagram shows a period with two segments; segment 1 contains a sliced element:



A segmented period

Basic Rules of Element Resolution

This section discusses the basic rules of element resolution for period and element segmentation.

Using Period Segmentation

With period segmentation, all elements are resolved once for each segment.

Using Element Segmentation

When using element segmentation:

- Primary elements are resolved once in each slice, only if the element is defined to be sliced.
- Supporting elements are resolved once in each slice if the element is defined to be sliced.

  A supporting element is also resolved in each slice if it is used to calculate an element that's defined to be sliced. Suppose that an entitlement element E1 is sliced. If this element uses a duration element (a supporting element) that measures years of service, and the value of entitlement E1 is based on the years returned by the duration element, the duration element is resolved whenever E1 is resolved, because it's a component of E1.

Note. To define the elements to be sliced, use the Segmentation Event Definition page.

Example of Period Segmentation

In period segmentation, all elements are calculated once for each segment. This table lists examples of elements and the associated period segmentation rules:

Element	Element Type	Entitlement	Proration
E1	Numeric	10	Yes
E2	Formula	F1 = E1 × 10%	No
A1 (accumulator)	E1 + E2	N/A	N/A

Assume that E1 represents vacation entitlement and the value of E1 increases from 10 to 20, triggering the segmentation of the September absence period into two equal parts. This scenario is represented in this table.

Element	Segment 1: September 1–September 15	Segment 2: September 16–September 30
E1	10% × ½ = 5	20 × ½ = 10
E2	E1, Segment 1 × 10% = (5 × 10%) = .5	E1, Segment 2 × 10% = (10 × 10%) = 1
A1	Sum of E1 and E2 for Segment 1 = (5 + .5) = 5.5	Sum of E1 and E2 for Segment 2 = (10 + 1) = 11

Example of Element Segmentation

When you use element segmentation, the system segments only those elements that are included in the list of elements to be segmented.

This table lists examples of elements and associated element segmentation rules:

Element	Element Type	Entitlement	On Element List for Segmentation?	Proration
E1	Numeric	10	Yes	Yes
E2	Formula	F1 = E1 × 10%	No	Yes
A1 (accumulator)	E1 + E2	N/A	N/A	No

Assume that E1 represents vacation entitlement and the value of E1 increases from 10 to 20 on September 16, triggering the slicing of E1 into two equal parts. This scenario is represented in this table.

Element	Segment 1: September 1–September 15	Segment 2: September 16–September 30
E1	10% × ½ = 5	20 × ½ = 10
E2	Sum of E1 × 10% = (5 + 10) × 10% = 1.5	
A1	Sum of E1 and E2 = (15 + 1.5) = 16.5	

E1 is sliced once on September 16, resulting in two separate calculations for E1: one for each slice.

See Also

Chapter 25, "Defining Segmentation," Defining Segmentation Events and Types, page 525

Effective-Dated Element Definitions

All effective-dated elements contain a Definition as of Date field that tells the system which effective-dated row to use when retrieving the definition of an element. Options include calendar period begin date, calendar period end date, and payment date.

The same Definition as of Date definition is used for all segments and slices within the period.

See Also

Chapter 5, "Defining General Element Information," Understanding the Process of Selecting Definition As Of Dates, page 57

Rules for Slicing Accumulators and Accumulator Members

This section describes the rules for slicing accumulators and accumulator members.

Using Period Segmentation

With period segmentation, every element and supporting element is segmented—a situation cannot exist in which an element is segmented but the accumulator to which it belongs isn't segmented.

Using Element Segmentation

The slicing of a member of an accumulator does not cause slicing of the accumulator, but the slicing of an accumulator causes all member elements to be sliced.

Rules for Parent and Child Element Resolutions

When an element is composed of (or based on) other elements, the system defines those other elements as *child* elements and the elements that are based on them as *parent* elements. Elements and supporting elements can be parents or children.

Say variable A is a percentage of earnings E1 and earnings E2 (variable A = 10% × (E1 + E2)). In this example, variable A is the parent and earnings E1 and earnings E2 are the children. The concept of *child* and *parent* elements is central to understanding how an element that's based on other elements is resolved.

Matching and Mismatching Slices and Segments

During period segmentation, all elements are segmented equally, and parent and child elements always match.

During element segmentation, parent and child elements can be sliced equally, or one may be sliced more than the other. For example, the parent might be included in the list of elements to segment, while the child is not. If the parent and child slices are identical, the parent and child are said to match; if they are not identical, they are referred to as mismatching.

Absence Management follows specific rules for processing matching and mismatching elements. These rules are illustrated in the following examples.

Examples 1–7: Parent Element Is a Primary Element or a Supporting Element

The following cases use these elements:

- Earnings E1 = Percent of F1 (supporting element)
- Earnings E3 = Percent of E2 (primary element)
- F1 = 100 (supporting element)
- E2 = 100 (primary element)

This table summarizes the examples that follow in this section. The child and parent slices in these examples do not always match, as indicated in the Match/No Match column.

Case Number	Parent Action	Child Action	Child Type	Match/No Match	Process Rule
1	Sliced	Not Sliced	Primary Element (E2)	No Match	*Use* the value of the child for each slice of the parent.
2	Sliced	Sliced	Primary Element (E2)	Match	*Use* the slice value of the child for each slice of the parent.

Case Number	Parent Action	Child Action	Child Type	Match/No Match	Process Rule
3	Sliced	Sliced	Primary Element (E2)	Partial Match Child Sliced More	*Sum* the value for each child slice that matches the parent slice.
4	Sliced	Sliced	Primary Element (E2)	Partial Match Child Sliced Less	*Use* the Slice value of the child where dates match. If they don't match, *sum* the value of all child slices. May return incorrect values.
5	Sliced	Sliced	Primary Element (E2)	No Match	*Sum* the value of all child slices. May return incorrect values.
6	Not Sliced	Sliced	Primary Element (E2)	No Match	*Sum* of the child values.
7	Sliced	Not Sliced	Supporting Element (F1)	Not applicable. Matching does not matter when the child is a supporting element.	*Resolve* the value of the child for each slice of the parent. (See note following case details.)

Note. The following examples show the results with and without proration. Prorated amounts are in parentheses.

Case 1

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E3

Scenario: Parent is sliced; child is not sliced. Child is a primary element.

E3 (parent)	*Slice 1* 10% of 100 (50)	*Slice 2* 10% of 100 (50)
E2 (child)	*Slice 1* 100	

Each slice of E3 uses the full value of the child (E2), producing a warning message.

Case 2

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Scenario: Parent is sliced; child is sliced. Child is a primary element.

E3 (parent)	*Slice 1* 10% of 100 (50)	*Slice 2* 10% of 100 (50)
E2 (child)	*Slice 1* 100 (50)	*Slice 2* 100 (50)

When the parent's slice dates equal the child's slice dates, the parent uses the child's value. Although the slice dates match, without proration, the results may be incorrect.

Case 3

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Scenario: Parent is sliced; child is sliced more. Slices partially match. Child is a primary element.

E3 (parent)	*Slice 1* 10% of 100 (33.33)	*Slice 2* 10% of 200 (33.33 + 33.34)	
E2 (child)	*Slice 1* 100 (33.33)	*Slice 2* 100 (33.33)	*Slice 3* 100 (33.33)

Slice 1 of the parent and child match, so the system sums the child slices (slice 1, in this example). For the second slice of E3 (the parent), the system sums slice 2 and slice 3 of E2 (the child), because the begin date of slice 2 and end date of slice 3 match slice 2 of E3 (the parent). This scenario will generate a warning message.

Case 4

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Scenario: Parent is sliced; child is sliced less. Slices partially match. Child is a primary element.

E3 (parent)	*Slice 1* 10% of 100 (33.33)	*Slice 2* 10% of 200 (66.67)	*Slice 3* 10% of 200 (66.67)
E2 (child)	*Slice 1* 100 (33.33)	*Slice 2* 100 (66.67)	

Generally, if the child is a primary element, it should be on the same list of elements to be segmented as the parent element. This ensures that both the child and parent have matching slices. Otherwise, the above scenario could occur and should be avoided.

The resolution is twofold. When there are exact matches (as in slice 1 of the parent and the child), the system uses the child's value. If the parent or the child has proration turned on, the result is correct. The second resolution of the parent sums all resolutions of the child (200, in this example), resulting in an overcalculated amount. This is because the system cannot get a match on the slice dates for the parent and the child. Even with proration turned on, the amount of the child is overstated (see the amounts in parentheses).

Case 5

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Parent is sliced. Child is sliced. No match on slice dates. Child is a primary element.

E3 (parent)	*Slice 1* 10% of 300 (100)	*Slice 2* 10% of 300 (100)	
E2 (child)	*Slice 1* 300 (100)	*Slice 2* 300 (100)	*Slice 3* 300 (100)

Generally, if the child is a primary element, it should be on the same list of elements to be segmented as the parent element. This ensures that both the child and parent have matching slices. Otherwise, the above scenario could occur and should be avoided.

As in the second resolution in Case 5, when the parent's slice dates do not match any child slice dates, the system sums the value of all child slices for each resolution of the parent, resulting in a warning message.

Case 6

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Parent is not sliced. Child is sliced. No match on slice dates. (Slice dates are not applicable to the parent.) Child is a primary element.

E3 (parent)	*Slice 1* 10% of 200 (100)	
E2 (child)	*Slice 1* 200 (100)	*Slice 2* 200 (100)

When the parent isn't sliced, and the child is—and the child is a primary element—the resolution of the parent element sums the values of all resolutions of the child, generating a warning message.

Case 7

Assumptions:

E1 (primary element) = 10% of F1

F1 (supporting element) = 100

Proration on E1

Parent is sliced. Child is not sliced. Child is a supporting element.

E1 (parent)	*Slice 1* 10% of 100 (50)	*Slice 2* 10% of 100 (50)
F1 (child)	*Slice 1* 100	*Slice 2* 100

Slice 1 of E1 resolves child for the slice 1 time period. F1 is sliced because, as a supporting element child, it will resolve for each parent's slice.

Note. A parent element that is on the process list as well as the list of elements to be segmented, dictates the time period of the slice periods. If the supporting element is populated via an array, bracket, or a formula, then that array, bracket or formula element must be on the same list of elements to segment as the parent. (Define the list of elements to segment using the Element List grid on the Segmentation Event Definition page that is described in this chapter.)

General Rules for Warning Messages

If the child element is a primary element and its slice dates don't match the parent's slice dates, the following situations cause warning messages:

- Parent is sliced. Child isn't sliced (see Case 1).
- Parent is sliced. Child is sliced. The slice dates of the parent don't match the slice dates of the child (see Cases 3, 4, and 5).
- Parent isn't sliced. Child is sliced (see Case 6).

If the child element is an accumulator, a warning message is issued whenever the accumulator's slice dates don't match the parent's slice date.

Segmentation and Payee Overrides

You can define two types of overrides at the payee level:

- Primary element overrides.
- Supporting element overrides.

Both types of overrides are called *payee overrides,* and the system follows the same basic rules for applying these overrides to segmented and unsegmented periods. Generally, with period or element segmentation, payee overrides are applied to a segment based on the segment end date and the end date of the override, following the rules below. The rules are the same for primary and supporting element overrides at the payee level; only primary element overrides are discussed here. Any minor differences in these two types of overrides are clarified in the following examples.

The rules for applying overrides at the payee level are:

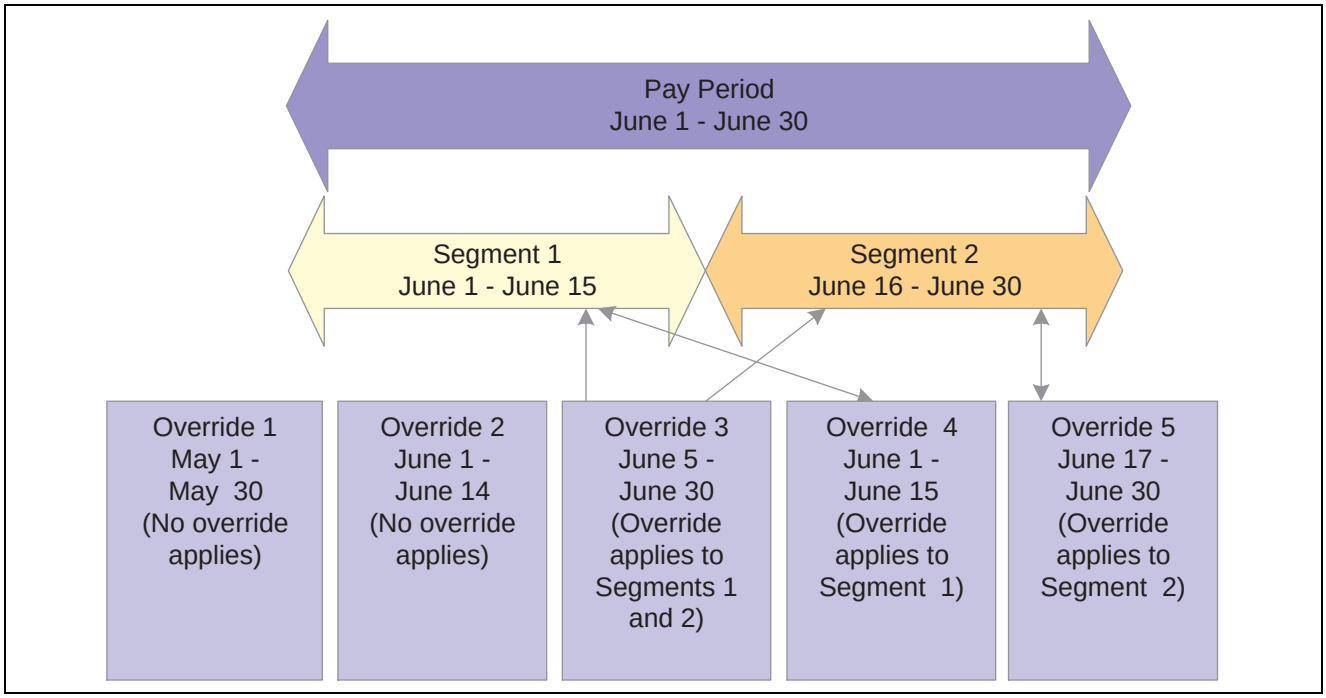
- Primary element overrides apply to absence entitlement and absence take elements, and the overrides must have begin dates. End dates are not required.

  Supporting element overrides apply to elements such as variables, formulas, arrays, and brackets.
- If an override is to apply to a segment, the end date of the override must equal or be greater (or blank) than the end date of the segment (see Overrides 3 and 4 in the diagram that follows).

- An override can apply to more than one segment if the end date of the override is greater than one segment's end date and greater than or equal to the subsequent segment's end date (or blank) (see Override 3 in the diagram that follows).
- If the end date of the override is less than the end date of the segment, the override doesn't apply to that segment (see Overrides 1 and 2 in the diagram that follows).
- Primary element overrides are prorated if the element is defined to be prorated.

  With supporting element overrides, the supporting element is prorated if it's a component of an element that's defined to be prorated and that element is segmented.
- Payee overrides must be active as of the segment end date.

This diagram shows an example of a primary element override:



A primary element override

- Overrides 1 and 2 apply to neither segment, because their end dates come before the end dates of Segments 1 and 2.
- Override 3 applies to Segments 1 and 2 equally, because its end date is greater than the first segment's end date and greater than or equal to the second segment's end date.
- Override 4 applies to Segment 1 because its end date is greater than or equal to the end date of Segment 1 and less than the end date of Segment 2.
- Override 5 applies to Segment 2, because its end date is equal to the end date of Segment 2 and its begin date is after the end date of Segment 1.

The following examples offer a more detailed view of how payee overrides are applied to segmented and unsegmented periods:

Scenario: Two payees are eligible to receive entitlement (E1) whose value is 10. Assume that Payee 1 has no segmentation and that Payee 2 has period segmentation in the January period. The segment dates for Payee 2 are January 1, 2005−January 15, 2005 and January 16, 2005–January 31, 2005. The payees have identical supporting element overrides, and the period being processed is January 1, 2005–January 31, 2005. This table lists cases that show how the system applies primary element overrides:

Note. In this example, override is abbreviated *Over*.

Case	Over. Begin Dt	Over. End Dt	Over. Value	Payee 1 Results	Payee 2 Results	Reasons
1	Jan. 1, 2000	Dec. 31, 2004	20	10	10	End date is less than period/segment end date.
2	Jan. 1, 2000	Jan. 5, 2005	20	10	10	End date is less than period/segment end date.
3	Jan. 1, 2005	Jan. 5, 2005	20	10	10	End date is less than period/segment end date.
5	Jan. 5, 2005	Jan. 20, 2005	20	10	S1=20 S2=10	For Payee 2, Segment 1 uses the override because the end date is greater than Segment 1's end date.
6	Jan. 20, 2005	Jan. 25, 2005	20	10	10	The override's begin date is greater than Segment 1's end date and its end date is less than Segment 2's end date, so the override doesn't apply to either segment of Payee 2. For Payee 1, the override's end date is less than the end date of the period, so no override applies.

Case	Over. Begin Dt	Over. End Dt	Over. Value	Payee 1 Results	Payee 2 Results	Reasons
7	Jan. 5, 2005	Jan. 31, 2005	20	20	S1=20 S2=20	The override's begin date is before the end date of Segment 1, and its end date is greater than or equal to the end dates of both segments, so it applies to both segments.
8	Jan. 20, 2005	Feb. 1, 2005	20	20	S1=10 S2=20	For Payee 2, Segment 1 doesn't use the override, because the override's begin date is greater than Segment 1's end date.

Note. Although these examples refer to period segmentation, the same basic rules apply to element segmentation—if a sliced element is overridden at the payee level, the override applies to the slices just as it applies to segments with period segmentation.

See Also

Chapter 18, "Setting Up Overrides," page 373

Proration and Segmentation

This section discusses:

- Segmentation with proration.
- Segmentation without proration.

Segmentation with Proration

To have the system prorate a segmented, frequency-based entitlement element, specify proration as part of the element's definition. Then, when segmentation or slicing occurs, the element automatically calls the appropriate proration rule.

You must define the proration rule to use in segmentation processing, because the rule is not hard-coded. Generally, a proration rule that you define consists of a numerator, representing the slice or segment, and a denominator, representing the entire calendar period.

You can determine how to define the numerator and denominator that constitute the proration factor. The numerator and denominator can be any of these elements:

- Accumulator

- Count
- Duration
- Formula
- Variable

Note. When you define a proration element, the Always Recalculate check box on the Proration Name page is automatically selected. This is to ensure that the system correctly calculates the proration factor when there is element segmentation.

Segmentation without Proration

To apply segmentation without proration, select the *No Proration* option on the Rounding/Proration page of the Absence Entitlement component.

Note. You can slice or segment a period without applying proration, but an element cannot be prorated unless there is segmentation.

Retroactive Processing and Segmentation

When a retroactive trigger is generated in response to an event, the system writes the effective date of the change to trigger occurrence tables. The system uses this date to determine how far back in time to recalculate closed periods, using this logic:

- Without backward limits, the system takes the effective date of the change that triggers retroactive processing, returns to the first calendar period in which the effective date falls, and calculates the entire period and everything forward.
- If the effective date of the retroactive change falls midperiod, the system doesn't automatically segment the period or use proration when recalculating original absence items (because it tries recalculating the *entire* period).
- Segmentation triggers remain active and available to the system because they may be needed for future retroactive processing.

See Also

Chapter 26, "Defining Retroactive Processing," Defining Backward and Forward Retroactive Processing Limits, page 535

Chapter 23, "Setting Up Triggers," Trigger Table Data, page 478

Chapter 26, "Defining Retroactive Processing," page 529

Segmentation System Elements

This table lists the system elements that are delivered for segmentation:

System Element	Description
FIRST ACT SEGMENT	First Active Segment (Y/N) Indicates whether the segment that is being processed is the first *active* segment within the calendar period.

System Element	Description
FIRST SEGMENT	First Segment (Y/N) Indicates whether the segment that is being processed is the first segment within the calendar period.
LAST ACT SEGMENT	Last Active Segment (Y/N) Indicates whether the segment that is being processed is the last *active* segment within the calendar period.
LAST SEGMENT	Last Segment (Y/N) Indicates whether the segment that is being processed is the last segment within the calendar period.

Setting Up Segmentation

To setup segmentation rules, use the Segmentation Event Definitions (GP_SEG_EVENT) component and the Trigger Definitions (GP_TRGR_SETUP) component.

This section provides an overview of setting up segmentation and discusses how to:

- Define segmentation events and types.
- Define trigger fields.

Understanding Segmentation Setup

To set up segmentation:

1. Define an event ID and segmentation type on the Segmentation Event Definition page.

   Segmentation can be caused by events such as paygroup transfers, pay entity transfers, and new hires. The system does not automatically know what type of segmentation (period or element) to apply to an event. When you create an event ID, you specify:

   - The type of segmentation to use.
   - The elements to slice (for element segmentation only).

2. Define the fields that trigger segmentation on the Trigger Definition page, and link them to the event ID.

   These fields become *trigger fields,* which trigger segmentation in response to changes in payee data. By attaching the event ID to a field, you tell the system what type of segmentation to use when the event occurs.

See Also

Chapter 23, “Setting Up Triggers,” page 477

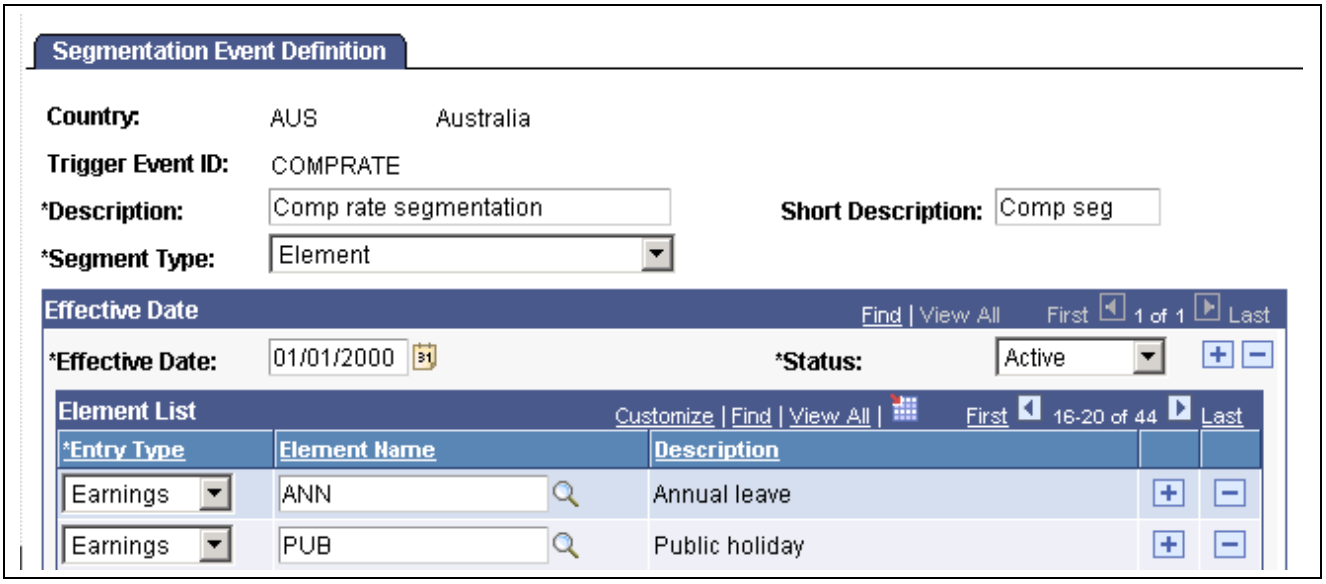
Chapter 23, “Setting Up Triggers,” Segmentation Triggers, page 482

Pages Used to Set Up Segmentation

Page Name	Object Name	Navigation	Usage
Segmentation Event Definition	GP_SEG_EVENT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Segmentation Event Definitions, Segmentation Event Definition	Define segmentation events, specify a segmentation type, and select individual elements for segmentation.
Trigger Definitions	GP_TRGR_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions	Define triggers.

Defining Segmentation Events and Types

Access the Segmentation Event Definition page.



Segmentation Event Definition page

Country Displays the country that uses the trigger event ID defined on this page. Event IDs are defined by country because one country (or organization in a country) might decide to process an event by segmenting one subset of elements (in the case of element segmentation), whereas another might decide to process the same event by segmenting a different subset of elements. Or one country might use period segmentation while another uses element segmentation to process the same event.

Trigger Event ID Displays the trigger event ID that you entered to access this page.

This ID tells the system which segmentation type to use to process segmentation events and which elements to segment if you use element segmentation.

Segment Type Select a segment type. Options are *Period* and *Element*.

See Chapter 25, "Defining Segmentation," Types of Segmentation, page 509.

Effective Date Enter the effective date of the trigger event ID. You can enter multiple effective-dated rows for each trigger event ID if the trigger event definition changes.

Status Select the status of the trigger event ID. Options are *Active* and *Inactive.*

Element List

If you use element segmentation to process an event, you must specify which elements in the process list should be sliced, because element segmentation affects only a limited set of elements. Enter the elements to be segmented in the Element List group box.

Entry Type Select the type of element to segment. Options are: *Abs Entitl* (absence entitlement), *Array, Bracket, Date, Formula, Seg Accm* (segment accumulator), and *WritArray* (writable array).

Note. *Earnings* and *Deduction* are used by Global Payroll only.

Only segment accumulators are available for segmentation.

Element Name Select the element name.

See Also

Chapter 26, "Defining Retroactive Processing," page 529

Chapter 26, "Defining Retroactive Processing," Defining Backward and Forward Retroactive Processing Limits, page 535

Chapter 23, "Setting Up Triggers," Trigger Table Data, page 478

Defining Trigger Fields

Access the Trigger Definition page.

On this page you define the fields that trigger segmentation, and link them to an event ID.

Note. The Trigger Definition page is also used to define iterative and retroactive triggers.

See Also

Chapter 24, "Setting Up Mass Triggers," page 501

Chapter 23, "Setting Up Triggers," Setting Up Trigger Definitions, page 485

Managing Segmentation

Trigger data is generated automatically by the online system based on the conditions that you specify during setup. After the online system generates segmentation triggers, use the Review Triggers - Segmentation page to manage those triggers so that segmentation occurs only when you want it to—and only in response to appropriate changes in system data.

This section discusses how to view, add, and cancel segmentation triggers.

Page Used to Manage Segmentation

Page Name	Object Name	Navigation	Usage
Review Triggers - Segmentation	GP_TRIGGER_SEG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Segmentation	View, add, or cancel segmentation triggers.

Viewing, Adding, and Canceling Segmentation Triggers

Access the Review Triggers - Segmentation page.

Use this page to view segmentation triggers for each employee ID/employee record combination. You can also manually add and delete trigger rows through this page.

See Also

Chapter 23, “Setting Up Triggers,” Viewing and Managing Triggers, page 492

CHAPTER 26

Defining Retroactive Processing

This chapter provides an overview of retroactive processing, and discusses how to:

- Set up retroactive processing.
- Define trigger event IDs.
- Define backward and forward retroactive limits.
- Manage unprocessed retroactive deltas.
- Understand general rules of retroactive processing.
- Understand complex retroactive processing.

Understanding Retroactive Processing

Retroactive (retro) processing refers to the recalculation of prior periods due to changes in payee data that could result in adjustments to entitlement or compensation.

Absence Management uses a form of retroactive processing referred to as *corrective retro*. With corrective retro, the system:

1. Recalculates the elements of the absence run that are defined to be recalculated during retroactive processing.
2. Replaces the previous calculations with the recalculated values for the elements of the run.
3. Updates balance and segment accumulators in the recalculated period.
4. Computes retro deltas and stores them in the recalculated period.
5. Executes a full reversal of the prior calculation results.

The recalculated run replaces the previously calculated run. However, the original run calculations remain available for auditing and reporting purposes. Retro deltas are stored in the recalculated period.

Example 1: Corrective Retro—No Exceptions

In this example, Earnings 1 rate changes from 100 to 120; effective date is in period 1; notified in period 2:

Re-Calc Option	Calendar Period 1	Prior Results (Old Value)	Re-Calculation (New Value)	Deltas	Corrective Replace Old Value with New Value	Forward Y/N
Always	Earnings 1	100	120	20	Y	N
Always	Deduction 1 (flat amount)	30	30	0	Y	N

This table shows the processing results for the example above:

Calendar Period 2	Current Results	Retro Adjustmt
Earnings 1	120	None
Deduction 1 (flat amount)	30	None

In this example, only Earnings 1 generates a retro delta. The new value of Earnings 1 replaces its old value.

Understanding Key Terms

A number of key terms related to retroactivity occur throughout this chapter. Understanding how they are used will make it easier to follow the examples of retroactive processing presented here.

Version and Revision Numbers

In the following sections you will see numerous references to version and revision numbers. Absence Management tags each Payee Process Stat record with a version and revision number. The version number is the vehicle for tracking recalculation of a calendar period due to retroactivity.

The system defines the original set of output results for a calendar calculation as Version 1, Revision 1 (V1R1). Each subsequent recalculation of the calendar increases the version number while the revision number stays at one. For example, the first retro would be Version 2, Revision 1 (V2R1). The second retro would be Version 3, Revision 1 (V3R1), and so forth. (Revision numbers are updated only in Absence Management.)

Prior Results and Recalculated Results

When retroactive processing occurs for a previously calculated period, new results are created for that period. The new results are called the *recalculated results.* The results from the previously calculated period are called the *prior results.*

Recalc Period

A period that has been previously calculated and is being recalculated due to retroactivity.

Retro Deltas

When retroactive processing occurs for a given payee, the system recalculates each element generated for the payee. The system compares the recalculated results to the prior results. The difference between these results is typically called the *retro delta*. A retro delta represents an increase or a decrease that results in an adjustment to the payee's calculations.

Retro on Retro

When a period that has already been processed for retroactivity is processed again due to additional retroactive data changes, the occurrence is called *retro on retro*.

See Also

Chapter 26, "Defining Retroactive Processing," Tracking Recalculated Calendars, page 543

Setting Up Retroactive Processing

To set up retroactive processing, use the Countries (GP_COUNTRY) and the Retro Process Definitions (GP_RTO_PRC_DEFN) components.

This section provides an overview of retroactive processing setup and discusses how to:

- Define the retroactivity defaults at the country level.
- Define a retro process.

See Also

Chapter 26, "Defining Retroactive Processing," Additional Pages Affecting Retroactive Processing, page 542

Understanding Retroactive Processing Setup

The steps for setting up retroactive processing are:

1. Specify the retroactivity defaults.

   Using the Countries page, select the corrective method for processing retroactivity. (Forwarding retro applies only to Global Payroll.)

   Use the Store Non-Zero Delta Component check box to indicate whether you want to store any delta amount or delta component that has a non-zero value, regardless of the setting on the Element Name (GP_PIN) page.

   See Chapter 3, "Introducing the Core Application Architecture," Defining Country-Level Setup, page 26.

2. Define a process.

   Once you have selected a default method for the country, define a retro process on the Retro Process Definition page.

3. Map retro processes to Event IDs.

   Use the Retro Event Definition page to associate each process that you defined in step 2 with a trigger event ID. This event ID is used to identify the process definition (see Step 2).

4. Define trigger fields.

Once you have linked a process to an Event ID, you must decide which database records and fields you want to make sensitive to retroactive changes in data. You identify these fields and records on the Trigger Definitions - Trigger Definition page and link them to a trigger event ID that you defined in Step 3. Because the trigger event ID contains information about what process to use, any field or record that is linked to this ID triggers the correct process when it encounters a triggering event.

5. Determine which pay entities allow retro processing.

   Use the Pay Entity Retro Limits page to decide whether this pay entity allows retroactive processing of its calendars.

6. Specify backward and forward limits.

   After you have defined your retro method, defined the conditions that trigger retro processing, and specified which pay entities allow retro processing, specify (on the Pay Entity Retro Limits page) the backward and forward limits for retro processing (optional). This tells the system how far back in time to go to recalculate closed calendars that are associated with a pay entity, and how long after a payee has been inactive the payee is to remain eligible for retro processing.

   Note. You can override the backward and forward limits at the payee level using the Retro Limits Assignment page.

7. View, add, and cancel retro triggers.

   Once the online system has generated retro triggers, use the Payee Triggers - Retro page to manage retro events so that retroactive processing takes place only when you want it to—and only in response to the appropriate changes in system data. This page enables you to view retro triggers for each payee; you can also add and cancel triggers on this page.

   Note. Retro trigger data is generated by the online system based on conditions that you specify during setup. You can also manually enter retro trigger rows that were not created automatically.

   Warning! Canceling a trigger does not undo the database change that created the trigger in the first place. If there is retro for some other reason, this change may be picked up when prior periods are recalculated.

Pages Used to Set Up Retroactive Processing

Page Name	Object Name	Navigation	Usage
Countries	GP_COUNTRY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Countries, Countries	Define the retro method at the country level.
Retro Process Definition	GP_RTO_PRC_DEFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Definitions	Define a retro process.

Defining Retroactivity Defaults

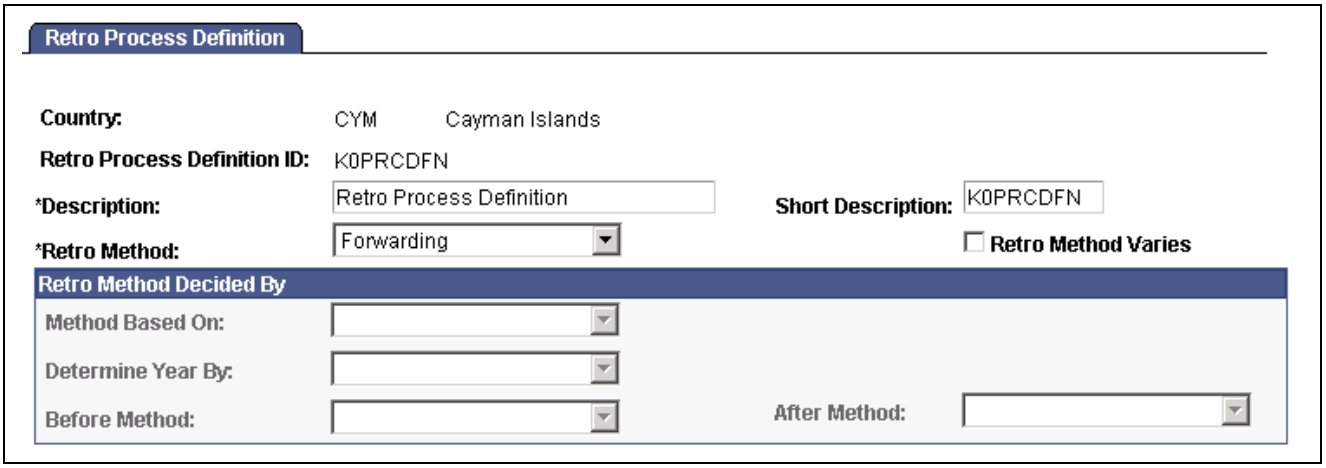
Access the Countries page.

Note. We discuss the Countries page in detail elsewhere in this PeopleBook.

See Chapter 3, "Introducing the Core Application Architecture," Defining Country-Level Setup, page 26.

Defining a Retro Process

Access the Retro Process Definition page.



Retro Process Definition page

Retro Process Definition ID (retroactive process definition ID) Identifies the retro process you are defining.

Retro Method For Absence Management, this value should always be set to *Corrective*.

Retro Method Varies Leave this check box empty. It applies only to Global Payroll.

Retro Method Decided By

The fields in this group box apply only to Global Payroll.

Defining Trigger Event IDs

To define trigger event IDs, use the Retro Event Definitions (GP_RTO_EVT) component.

This section provides an overview of triggers and discusses how to associate a triggering event with a process.

Understanding Triggers

The mechanism that is used to track online data changes that should trigger retro processing is called a *trigger*. When a change occurs to a field that has an effective date, begin and end dates, or a record that has been defined as *sensitive* to retroactive changes, the system writes a line of data to the trigger tables to enable retroactive processing by batch. This data includes which payees to process, what periods to consider for recalculation, what process to use, and so forth. At processing time, the system reads this data. You must specify which records and fields are to cause data to be sent to the trigger tables in response to retroactive changes:

1. Use the Retro Event Definition page to associate the events (such as retroactive entitlement increases) that are to trigger retro processing to a process that you identified on the Retro Process Definition page.

This association—between an event and a process definition—is identified in the system through a trigger event ID.

2. Use the Trigger Definitions - Trigger Definition page to map trigger fields or records to a trigger event ID that you defined on the Retro Event Definition page. This ID tells the system what process to use when fields or records are modified—it is one of the pieces of processing information that is written to the trigger tables when fields or records are modified. Since the Trigger Definitions - Trigger Definition page is documented in the chapter "Setting Up Triggers," this section describes only the use of the Retro Event Definition page.

See Also

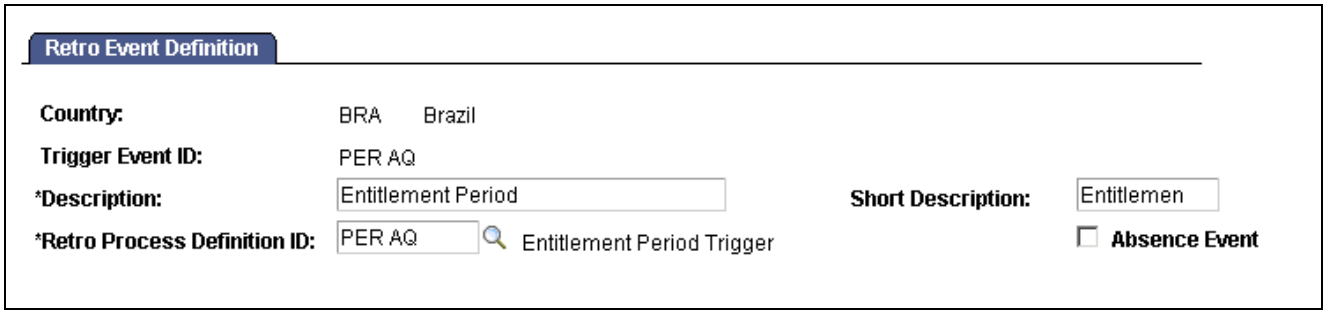
Chapter 23, "Setting Up Triggers," Defining Triggers, page 487

Page Used to Associate a Triggering Event

Page Name	Object Name	Navigation	Usage
Retro Event Definition	GP_RTO_EVT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Event Definitions	Associate a triggering event (a change in critical data) with one of the processes that you defined on the Retro Process Definition page.

Associating a Triggering Event With a Process

Access the Retro Event Definition page.



Retro Event Definition page

Country This display-only field is populated based on the country that you selected on the search page.

Trigger Event ID This display-only field is populated based on the trigger event ID that you selected on the search page.

Link each trigger event ID to one of the processes you defined on the Retro Process Definition page.

Retro Process Definition ID Select a process that you defined on the Retro Process Definition page to link to the trigger event ID.

Note. Different countries can process the same event differently.

Absence Event Select if the trigger event ID is for an absence event only.

Example of an Absence Event

The Absence Event indicator determines the first calendar for recalculation, which avoids processing calendars unnecessarily. Selection of the indicator depends on such things as the processing order of the calendars for a particular period, as well as what absence related trigger definitions have been defined and to which retro events they point. When the indicator is set to yes, processing can start at the first absence calendar instead of the first calendar that qualifies after checking retro limits.

Note. Absence balance accumulators are always defined as corrective—they must be updated (replaced) at the end of each calculation period.

See Also

Chapter 23, "Setting Up Triggers," page 477

Chapter 9, "Setting Up Accumulators," page 161

Defining Backward and Forward Retroactive Processing Limits

After you have defined the retro method and the events that will trigger retro processing, you specify the backward and forward limits for retro processing. This tells the system how far back in time to go to recalculate closed calendars (backward limit) and how long after a payee who has been inactive or terminated is eligible for retroactive processing (forward limit).

Note. You can override backward and forward limits you define at the pay entity level using the Retro Limits Assignment page at the payee level.

To define backward and forward retroactive processing limits, use the Pay Entities (GP_PYENT) component.

This section provides overviews of backward limits and forward limits, and discusses how to:

- Define backward and forward limits for retro processing at the pay entity level.
- Define backward and forward limits for retro processing at the payee level.

Understanding Backward Limits

The number of periods that are recalculated is determined by the interaction of the following dates:

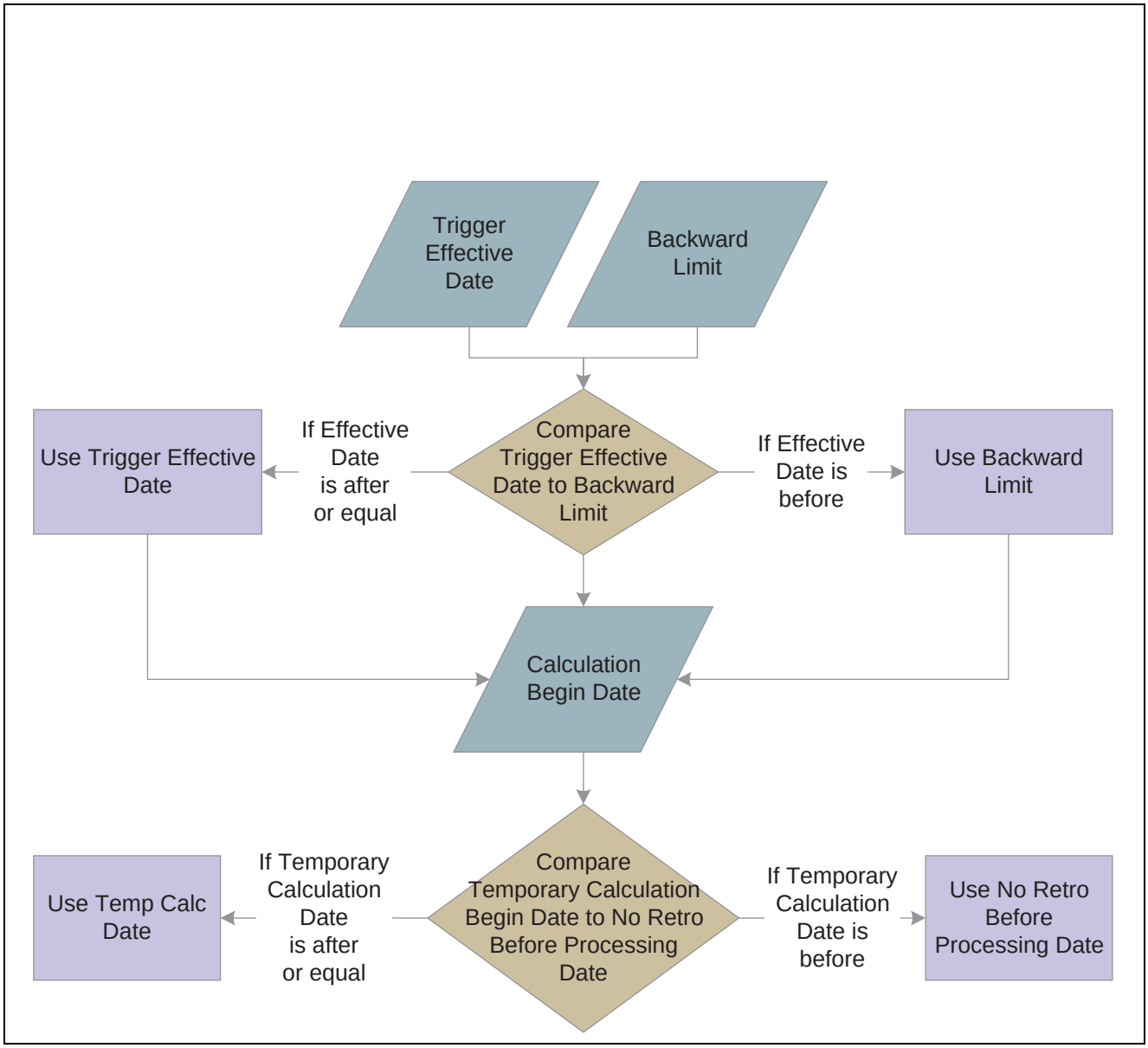
Backward Limit Date This date—defined on the Retro Limits page—establishes the maximum number of periods that the system recalculates going back into the past. This date is only an outer limit; the number of periods that are recalculated can be less than the limit.

Trigger Effective Date This date—the effective date of the change that triggers retro—sets a theoretical goal for how far back the system goes when calculating retro. When the system determines which periods to process, the backward limit date takes precedence over the trigger date. For example, if the trigger effective date is January 1, 1990, and the backward limit date is January 1, 2000, the backward limit date stops all calculations prior to (and including) that date. By contrast, if the backward limit date is January 1, 1990, and the trigger

effective date is January 1, 2000, then the trigger effective date establishes the number of periods that are recalculated.

No Retro Processing Before Date This is the date that a payee enters the Absence Management system. This date takes precedence over the trigger effective date and the backward limit date because no matter what these dates are, there is no historical data to recalculate before the No Retro Processing Before Date.

The following diagram illustrates the interaction of the dates that determine the number of past periods that are recalculated.



First recalculation period

The first recalculation period is determined by comparing the trigger effective date to the backward limit date and comparing both dates to the calculation begin date.

Understanding Forward Limits

When the system calculates retroactivity for inactive payees, it first determines whether it is still within the forward limits. If it is, the system determines how far back it can go based on the backward limits.

Determining forward limits is easier than determining backward limits because there are no trigger effective dates to compare to forward limits, and you don't consider the No Retro Processing Before Date. You just decide how long a payee is eligible for retroactive payment after his or her last inactive date. If the payee is eligible, then the previously described guidelines (for backward limits) apply for determining the number of past periods to recalculate.

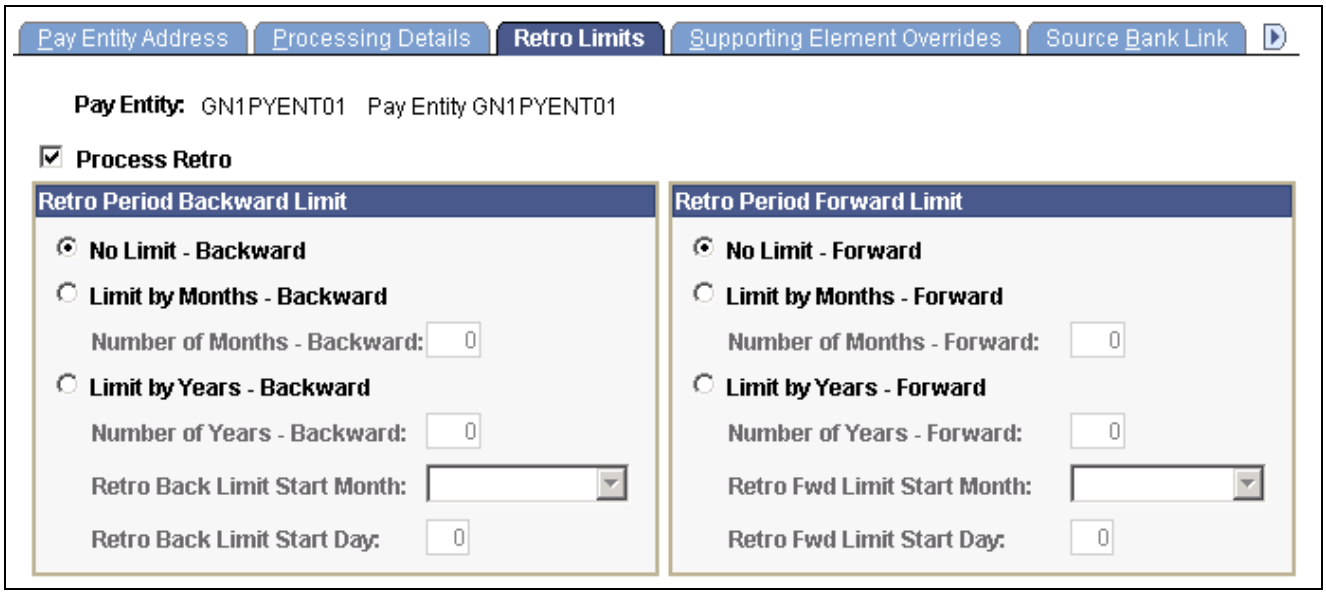
For forward limits to apply, a payee must be inactive in all jobs (EMPL_STATUS on the Job record is used to validate the payee's status). A payee is considered inactive if the EMPL_STATUS value is *D* (deceased), *R* (retired), *T* (terminated), *V* (terminated pension payout), or *X* (retired-pension administration). If a payee has multiple jobs, the highest effective date of all rows that are returned is used as the inactive date.

Pages Used to Define Backward and Forward Retroactive Processing Limits

Page Name	Object Name	Navigation	Usage
Retro Limits	GP_PYENT_RETRO	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Retro Limits	Define the backward and forward limits for retro processing at the pay entity level.
Retro Limits Assignment	GP_PYE_RTO_LIM	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Assign Retro Limits	Override, at the payee level, the backward and forward limits for retro processing that you established at the pay entity level on the Retro Limits page.

Defining Backward and Forward Limits for Retro Processing at the Pay Entity Level

Access the Retro Limits page.



Retro Limits page

Process Retro This field determines whether this pay entity allows retro to be processed. You can override it at the payee level.

Retro Period Backward Limit

In this group box, you limit the number of calendar periods that the system goes back when processing retroactivity.

No Limit - Backward If you select this option, then retro processing begins with the first period that includes the trigger effective date and goes forward. Selecting this option does not mean that there are no limits to how far back you can go. The No Retro Processing Before field plays a role in determining how far back you can process retro. The No Retro Processing Before field is on the Retro Limits Assignment page.

Limit by Months - Backward and **Number of Months - Backward** To define a limit in terms of months, select this option and enter the number of months that the system is to calculate backward. The system determines the maximum number of months to go back starting from the begin date of the first calendar in the current calendar group for the payee.

Limit by Years - Backward and **Number of Years - Backward** To define a limit in terms of years, select this option and enter the number of years that the system is to calculate backward. This limit year, in conjunction with the Retro Back Limit Start Month and Retro Back Limit Start Day fields, determines how far back the system goes when processing retroactivity.

For example, if Number of Years - Backward is *2*, Retro Back Limit Start Month is *06* (June), Retro Back Limit Start Day is *01,* and the current period begin date is April 1, 2005, then the backward limit is June 1, 2003. The system allows retroactivity 2 years from the current period begin date, but not prior to June 1 of that year.

Retro Back Limit Start Month Select the calendar month to use as the backward limit.

Retro Back Limit Start Day Select the day to use as the backward limit.

Using Backward Limit Criteria to Determine the First Retro Period to Recalculate

Example 1: Using months criterion.

Trigger Effective Date	Current Calendar Period	Backward Limit	First Retro Period
February 15, 2005	June 1, 2005−June 30, 2005	2 months = April 1, 2005	April 1, 2005–April 30, 2005

The backward limit is determined by going back two months from the current calendar period begin date of June 1, 2005, providing a backward limit date of April 1, 2005. The system compares the backward limit date to the trigger effective date. The trigger effective date precedes the backward limit date, so the system uses the backward limit date to determine the first retro period. Two periods will be recalculated. April (April 1, 2005−April 30, 2005) and May (May 1, 2005−May 31, 2005).

Example 2: Using years, months, and days criteria (trigger effective date does not exceed backward limit date).

Trigger Effective Date	Current Calendar Period	Backward Limit	First Retro Period
June 30, 2004	June 1, 2005−June 30, 2005	Year =1, Month = 3, Day = 15 (March 15, 2004)	June 1, 2004−June 30, 2004

The backward limit is determined by going back one year (the start year is determined by the year of the begin date of the first calendar) and applying the month and day that are defined: The result is a backward limit date of March 15, 2004. The system compares the limit to the trigger effective date, which (in this example) is used to determine the first retro period because it does not exceed the backward limit date. Twelve periods will be recalculated.

Example 3: Using years, months, and days criteria (trigger effective date exceeds backward limit date).

Trigger Effective Date	Current Calendar Period	Backward Limit	First Retro Period
February 28, 2004	June 1, 2005−June 30, 2005	Year = 1, Month = 3, Day =15 (March 15, 2004)	March 1, 2004−March 31, 2004

The backward limit is determined by going back one year (the start year is determined by the year of the begin date of the first calendar) and applying the month and day that are defined: The result is a backward limit date of March 15, 2004. The system compares that date to the trigger effective date, which (in this example) exceeds the backward limit date, so that the backward limit date determines the first retro period. Fifteen periods will be recalculated.

Retro Period Forward Limit

In this group box, specify the amount of time that retro can continue to be calculated after a payee is terminated or becomes inactive.

No Limit - Forward — If you select this option, retro can be processed indefinitely for inactive payees belonging to this Pay Entity. Although eligible for retro processing, the inactive payee is still restricted by the backward limits.

Limit by Months - Forward and **Number of Months - Forward** — To define the forward limit in terms of months, select this option and enter the number of months to continue calculating retroactivity after a payee becomes inactive. The system determines the maximum number of months using the *Inactive* date of the last active job.

Limit by Years - Forward and **Number of Years - Forward** — To define your limit in terms of years, select this option and enter the number of years beyond the inactive date to process retro. The year, in conjunction with Retro Fwd Limit Start Month and Retro Fwd Limit Start Day, determines how far forward from this inactive date the system goes when processing retroactivity.

Retro Fwd Limit Start Month (retro forward limit start month) — The calendar month to use as the forward limit in conjunction with the year in the Number of Years - Forward field.

Retro Fwd Limit Start Day (retro forward limit start day) — The day to use as the forward limit in conjunction with the year and month entered in the Number of Years - Forward and Retro Fwd Limit Start Month fields. So, for example, if the Number of Years is *2,* the Retro Fwd Limit Start Month is *06* (June), the Retro Fwd Limit Start Day is *01,* and the termination date is January 1, 2005, the limit for processing retroactivity would be June 1, 2007. In this example, the system knows to allow retroactivity for 2 years from the *Inactive* date, but not after June 1 of that year.

Using Forward Limit Criteria to Determine the First Retro Period to Recalculate

Example 1: Using months criterion (calendar period does not exceed forward limit).

Inactive Date	Current Calendar Period	Forward Limit	Eligible for Retro Processing?
January 1, 2005	June 1, 2005−June 30, 2005	12 months (January 31, 2006)	Yes

The forward limit is determined by going forward 12 months from the inactive date. The current calendar period does not exceed the forward limit, so retro processing can occur. The retro triggers are compared to the backward limits to continue the process.

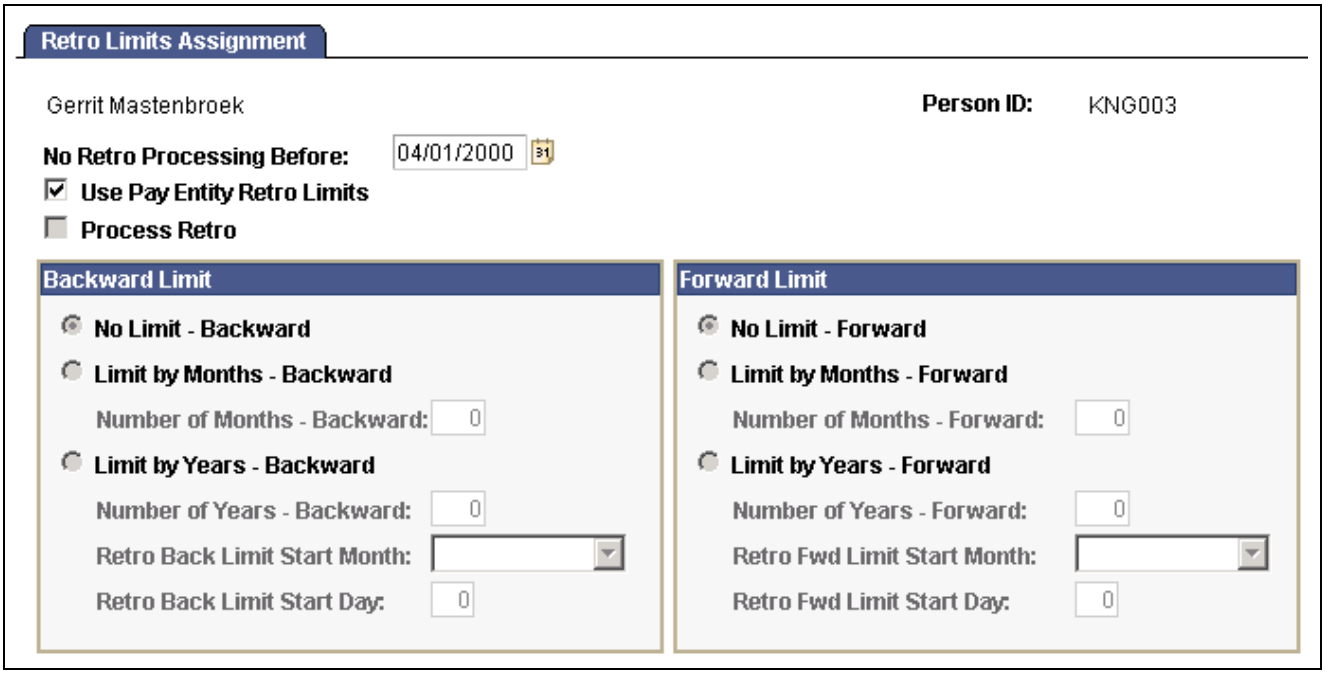
Example 2: Using months criterion (calendar period exceeds forward limit).

Inactive Date	Current Calendar Period	Forward Limit	Eligible for Retro Processing?
January 31, 2005	June 1, 2005−June 30, 2005	3 months (April 30, 2005)	No

The forward limit is determined by going forward 3 months from the inactive date. The current calendar period (in this example) exceeds the forward limit, so retro processing cannot occur. The retro triggers are ignored and marked as used.

Defining Retro Processing Limits at the Payee Level

Access the Retro Limits Assignment page.



Retro Limits Assignment page

No Retro Processing Before This date is the date when Absence Management begins processing calculations for a payee. It is set by the system, but you can override it. The system cannot process retroactivity for a payee prior to this date. If a payee has multiple jobs, be sure that this date is correct, to support all jobs.

Use Pay Entity Retro Limits Select to use the retro limits that are defined for the pay entity to which the payee belongs. When this check box is selected, the system uses the values from the pay entity definition, and all other fields on this page, other than No Retro Processing Before, are unavailable for entry. When this check box is cleared, the Process Retro check box becomes available for entry, and the system uses the values that were entered at the payee level, rather than those that were entered at the pay entity level.

Process Retro Select if you want the retro calculation to be processed. If you select this check box, the fields in the Backward Limit and Forward Limit group boxes become available for entry.

See Also

Chapter 26, "Defining Retroactive Processing," Defining Backward and Forward Limits for Retro Processing at the Pay Entity Level, page 537

Additional Pages Affecting Retroactive Processing

In addition to the pages and procedures described earlier in this chapter, several other pages affect retro processing. These pages are of two types—general setup pages and calendar setup. The following table describes these pages:

Page Type	Page Name	Description
General Setup	Pay Entity - Processing Details	Define payment keys. Retro adjustments respect payment key values when they are applied to a segment.
Calendar Setup	Run Types	Specify the run types that can process retro triggers. The run type is linked to a calendar, which is linked to a calendar group. If at least one calendar in the group is defined to process retro triggers, the calendar group uses the information defined for the run type as the default to process retro triggers.
Calendar Setup	Calendars - Definition	Specify the population of payees to choose for a calendar run. You can also select payees with retro triggers (active or inactive) for processing, if selected payees with retro triggers will be included.
Calendar Setup	Calendar Group	Define whether to process or not process retro triggers defaults from Run Type. If at least one calendar allows retro triggers to be processed, the Process retro triggers check box will be selected, otherwise it will be cleared. It can be cleared to not process retro triggers. However, it may not be set to process retro triggers if the default has the check box cleared.

Understanding General Rules of Retro Processing

The information in this section is meant to provide an in-depth picture of how the system processes retroactivity.

This section discusses how Absence Management:

- Tracks recalculated calendars.
- Calculates retro deltas and processes adjustments.
- Loads balance accumulators.
- Stores recalculated results.
- Reverses previous results.

Tracking Recalculated Calendars

In this section are numerous references to version and revision numbers. Absence Management tags each Payee Process Stat Record (payee process status record) with a version number to track the recalculation of a calendar period due to retroactivity.

The system defines the original set of output results for a calendar calculation as Version 1, Revision 1 (V1R1). Each subsequent recalculation increments the version number by 1. The revision number stays the same. For example, the first corrective retro is Version 2, Revision 1 (V2R1). The second corrective retro (retro on retro) is Version 3, Revision 1 (V3R1), and so forth.

The system uses these numbers to determine which calculations to use as the *old* and *new* values when processing retro deltas.

Version and Revision Numbers in Retro Adds

A retro add is a situation in which a previous calculation does not exist for a payee, and retroactivity calls for a payee process status record to be created for the first time. For example, it is determined that a payee whom you thought was hired in February was actually hired in January. There are no calculations for January, so when January is processed for retro, the system must create a payee process status record for the period and assign version and revision numbers to it. In this case, the first calculation is labeled V1R1. The reason is that corrective retro replaces the results of the prior calculation (it does not use them only to create retro deltas), so when a period is added, it treats this period as if it were the original one.

The following tables illustrate how the system numbers payee process status records in retro add situations:

Scenario:

In the following retro adds, it is discovered that a payee who was calculated as part of period 1 does not belong to that period. The calculations for the payee are therefore reversed in Recalc No. 2. When the payee is later added back because is it discovered that he or she belongs to the calendar after all, a new calculation is created using the version and revision numbers that are indicated in Recalc No. 3.

Period/Recalculation	Numbering
Period 1 (original calculation)	V1R1
Recalc No. 1	V2R1
Recalc No. 2 (reversal)	V3R1
Recalc No. 3 (add)	V4R1

In each example, all calculations for the payee are reversed in Recalc No. 2 when the payee is eliminated from the calendar. When the payee is later restored (when it is discovered that he or she belongs in the original calendar), new calculations are created. The new calculation uses the numbering that is indicated in Recalc No. 3.

See Also

Chapter 26, "Defining Retroactive Processing," Retroactive Adds, page 546

Chapter 26, "Defining Retroactive Processing," Retroactive Deletes, page 546

Calculating Retro Deltas and Processing Adjustments

This section provides information about how the system calculates retro deltas and processes adjustments.

Calculating Retro Deltas

In corrective retro, the Delta = New Value - Old Value (the old value is the value from the previous version, Revision 1).

Period 1	Value of E1	Delta
V1R1	20	
V2R1	30	E1 (V2R1) − E1 (V1R1) = 10
V3R1	40	E1 (V3R1) − E1 (V2R1) =10

Example: Processing Deltas

Following is an example of how the system calculates deltas for retro on retro.

Scenario:

- In period 2, E1 changes from 10 to 20. The first retro calculation involves retro in period 2 back to period 1.
- In period 3, E1 changes from 20 to 30. The second retro calculation involves retro in period 3 back to period 1.

Version/ Revision Number	Load YTD Balances	Period 1	Load YTD Balances	Period 2	Load YTD Balances	Period 3
V1R1	Load 0	E1 = 10	Load 200	E1 = 20	Load 60	E1 = 30
V2R1	Load 0	E1 = 20 Delta = 10	Load 30	E1 = 30 Delta = 10		
V3R1	Load 0	E1 = 30 Delta = 10				

In this example, the system calculates retro deltas by taking the new value of E1 minus the old value of E1 (the old value is defined as the value of the previous calculation (previous version, Revision 1). The deltas of E1 are not marked to be forwarded.

There are no adjustments to the value of E1 (as in forwarding retro) because corrective retro replaces the old value with the new value:

- First retro calculation:

  Period 1 (V2R1): E1 = 20

  Delta = 10 [20 (V2R1) − 10 (V1R1)]. New value replaces old value.
- Second retro calculation (retro on retro):

  Period 1 (V3R1): E1 = 30

  Delta = 10 [30 (V3R1) − 20 (V2R1)]. New value replaces old value.
- Period 2 (V2R1): E1 = 30

  Delta = 10 [30 (V2R1) − 20 (V1R1)]. New value replaces old value.

Loading Balance Accumulators

Before elements are recalculated during retro, balances must be loaded to produce the correct value for the balance accumulators.

The system loads the balance for the element from the calculation with the highest version number in the previous period.

Storing Recalculated Results

When a trigger starts retroactive processing for a payee, the system recalculates each calculation that is generated for the payee from the date of retroactivity forward. The system compares the recalculated results to the original results. If there is a difference between them, the system:

1. Stores prior results for auditing purposes.
2. Replaces the prior results with new ones in the recalculated period and stores the new calculation results for each payee.

   These results represent the true results for that period.

Understanding Complex Retro Processing

This section discusses:

- Segmentation and retro.
- Retroactive deletes.
- Retroactive adds.

Segmentation and Retro

Segmentation can affect retro processing when a segmented period is being recalculated for retro, and the segmentation dates of the original calculation don't coincide with those of the recalculation.

This is called a *segment mismatch,* and it affects how retro deltas are calculated.

Note. Segmentation also affects how the Retro Recalculation Option of Do Not Recalculate is handled.

See Chapter 25, "Defining Segmentation," page 509.

Calculating Deltas in Matched and Mismatched Segments

The way that Absence Management calculates deltas varies depending on whether the segmentation dates and payment keys of the prior period match those of the recalc period.

When Segments Match

When segment dates match and payment keys are the same, the system recalculates the original segments (to determine the new values for each segment), subtracts the old value from the new value for each element of pay (to determine the retro deltas), and writes new results to the output tables.

When Segments Don't Match

When segments don't match, the system treats the old and new values as if they belong to separate segments.

- The system creates reversal segments for each segment that existed in the prior calculation and then creates new recalc segments.
- A reversal segment does not have any results. The only results that are written to the output result tables are for deltas and balance accumulators. For calculating deltas, the new values are assumed to be 0.

The new recalc segments generate the new values. The new values are written to the output result tables. For calculating deltas, the old values are assumed to be 0.

Note. When the value of a payment key (for example, company ID) changes between a prior calculation and the recalculation, the system handles the situation as a segment mismatch. That is, it treats the old and new calculations as belonging to separate segments—just as if the segment dates no longer matched.

See Chapter 25, "Defining Segmentation," page 509.

Retroactive Deletes

A retroactive delete occurs when there is a retroactive termination, a retroactive paygroup transfer, or a retroactive change in pay system. In all cases the information is received after the actual effective dates for these changes. The result is that calculations where made they should not have been and these results must be completely reversed.

Retroactive Adds

A retroactive add occurs when there is a retroactive hire or a retroactive paygroup transfer. With a retroactive hire, there is no previous calculation. In the case of a retroactive paygroup transfer, the retro add refers to the paygroup the payee is transferred to.

Tips for Retroactive Processing

The following table provides hints on using retroactive processing.

Question	Answer
Can Absence Management calculate retro across countries?	The default retro method, retro process definitions, and trigger event IDs are defined by country. The system does not calculate retro across countries. However, if a payee transfers to another country, and it's later discovered that the payee should have received additional entitlement while employed in the first country, it might be possible to process retro for that payee even though he or she is inactive in the original country. This depends on the forward limits that apply at the pay entity level and other processing rules that determine how long after a payee is inactive he or she remains eligible for retroactive processing.
What happens when multiple triggers are generated and each points to a different retro process definition?	Suppose that multiple retro events occur, causing multiple retro triggers to be written to the trigger tables. If these triggers call for that calendar run to be processed (recalculated) using different process definitions, a conflict will occur. In such a situation, where the events that cause retroactive processing activate the application of more than one process definition for the same payee in the same calendar, the system writes an error message and does not process retro. Only the current period is calculated. Retro triggers are not marked as processed. **Note.** The retro conflict method that is specified on the Countries page does not apply to the conflict situation described here. In this situation, the retro conflict method will not resolve the conflict. However, you can change the event ID that is associated with the retro trigger, using the Payee Trigger Retro Expanded page. For a payee, you cannot have more than one process definition resulting from the retro events that cause retroactivity for that calendar run. The same process must apply for all calendars in the calendar group.

See Also

Chapter 26, "Defining Retroactive Processing," Setting Up Retroactive Processing, page 531

Chapter 25, "Defining Segmentation," page 509

CHAPTER 27

Integrating Absence Management and the Payroll System

This chapter provides an overview of how Absence Management integrates with your payroll system and discusses how to:

- Configure Absence Management integration with PeopleSoft Enterprise payroll systems.
- Integrate with PeopleSoft Enterprise Payroll for North America
- Integrate with PeopleSoft Enterprise Payroll Interface.
- Work with Absence Management integration and retroactivity.

Understanding How Absence Management Integrates with the Payroll System

This section discusses:

- Mapping Absence Management paygroups to the payroll system.
- Mapping Absence Management codes to the payroll system.
- Setting up job level data to assign Absence Management to payees.
- Running Absence Management processes to create an absence generated positive input file.
- Managing the generated positive input file.
- Running the Absence Management conversion process to Payroll for North America or Payroll Interface.
- Running payroll system processes.

Mapping Absence Management Paygroups to the Payroll System

Paygroups are defined in both Absence Management and in the payroll system. You must establish a one-to-one correspondence between each paygroup in Absence Management and each paygroup in either Payroll for North America or Payroll Interface, depending on which application you use.

Mapping Absence Management Codes to the Payroll System

Absence codes in Absence Management need to be translated to either earnings or deduction codes in the payroll system. You must establish a one-to-one correspondence between the codes in Absence Management and the codes in Payroll for North America or Payroll Interface, depending on which application you use.

The direct interfaces to Payroll for North America and to Payroll Interface map their Absence Codes on the Earnings/Deduction Mapping page in Absence Management. Payroll for North America with a Time and Labor interface maps Absence Codes on the Time Reporting Code— TRC page in Time and Labor.

Setting Up Job Level Data to Assign Absence Management to Payees

At the job data level you assign Absence Management to each payee. Additionally, you must enroll payees in Time and Labor if you use it in conjunction with Payroll for North America.

Running Absence Management Processes to Create an Absence Generated Positive Input File

Running the absence calculation process creates absence results as generated positive input in Absence Management.

Managing the Generated Positive Input File

Any generated positive input record created by Absence Management can be marked to not be converted or sent to the payroll system.

Running the Absence Management Conversion Process for Payroll for North America or Payroll Interface

Running the conversion process transfers or makes the absence results available to the payroll system for processing.

Running Payroll System Processes

Running the payroll process generates payroll results that take into account absence-related earnings or deductions that were calculated in Absence Management and provided to your payroll system through integration.

Configuring Absence Management Integration with PeopleSoft Enterprise Payroll Systems

Most mapping and setup pages are shared by Payroll for North America and Payroll Interface. Additional setup is required when Payroll for North America is used with PeopleSoft Enterprise Time and Labor. After you complete the setup, the application runs separate conversion processes depending on the payroll system with which you integrate. These processes are discussed in subsequent sections.

This section discusses how to:

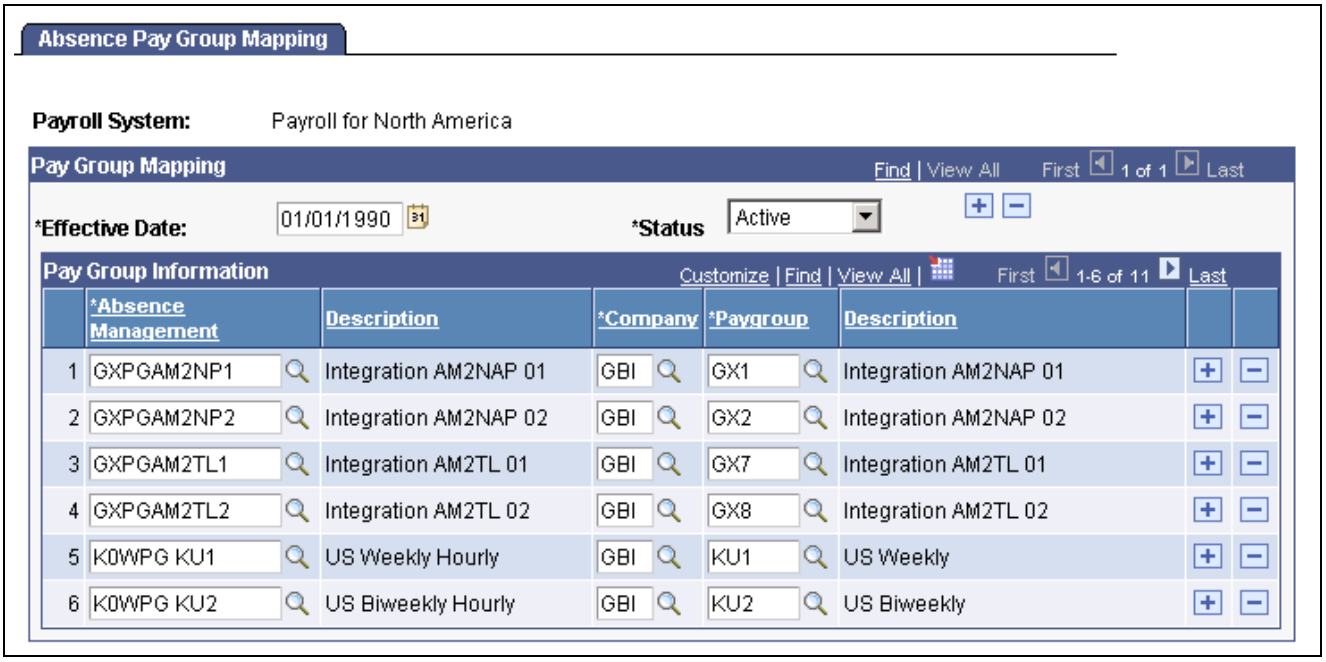
- Map Absence Management paygroups to the payroll system’s paygroups.
- Map Absence Management codes to the payroll system’s earnings or deduction codes.
- Identify the payroll and absence management systems at the payee job level.
- Work with generated positive input.

Pages Used to Configure Absence Management Integration with Payroll for North America or Payroll Interface

Page Name	Object Name	Navigation	Usage
Pay Group Mapping	GP_ABS_PAYGROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Absence Pay Group Mapping	Map Paygroups that are defined in Absence Management to paygroups that are defined in Payroll for North America or Payroll Interface.
Earnings/Deduction Mapping	GP_ABS_ERN_DED_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Absence Earns/Deductn Mapping	Map elements defined in Absence Management to codes in direct interface with Payroll for North America or Payroll Interface.
Manage Generatd Positive Input	GP_ABS_MANAGE_GPI	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Absence Conversion Processing, Manage Generatd Positive Input	View and manage generated positive input from the absence process by Calendar Group ID. Filter records by EmplID and select or deselect specific records for conversion to Payroll for North America or Payroll Interface.

Mapping Absence Management Paygroups to the Payroll System's Paygroups

Access the Absence Paygroup Mapping page.



Absence Paygroup Mapping page

Use this page to establish a one-to-one correspondence between paygroups in Absence Management and paygroups in Payroll for North America or Payroll Interface. For Payroll for North America, the paygroup prompt list originates from the Payroll for North America Paygroup Table without any PI Configuration value; those for Payroll Interface have a PI Configuration value.

Note. A company may have multiple paygroups, but each paygroup is attached to only one company.

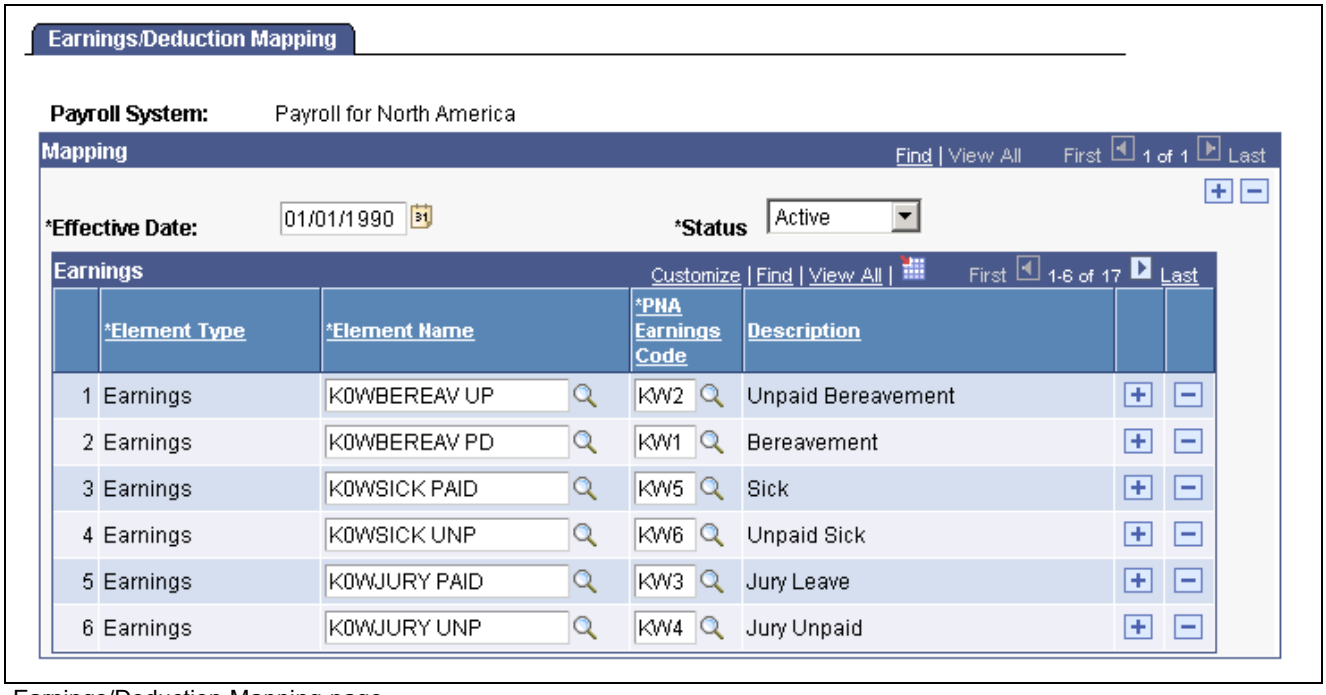
Mapping Absence Management Codes to the Payroll System's Earnings or Deduction Codes

You use different pages to map Absence Management codes to the payroll system's earnings or deduction codes depending on which applications you use. This section discusses pages used to:

- Map Absence Management codes to Payroll for North America without Time and Labor.
- Map Absence Management codes to Payroll for North America with Time and Labor.
- Map Absence Management codes to Payroll Interface.

Mapping Absence Management Codes to Payroll for North America Without Time and Labor

Access the Earnings/Deduction Mapping page using Payroll for North America as the payroll system.



Earnings/Deduction Mapping page

Use this page to map earnings elements in Absence Management to Earnings Codes in a Payroll for North America system that does not interface with Time and Labor.

Note. All positive input generated in Absence Management that interfaces directly with Payroll for North America without Time and Labor must be linked to earnings codes on the Earnings/Deduction Mapping page. Earnings codes for Payroll for North America originate from the Payroll for North America Earnings Code table.

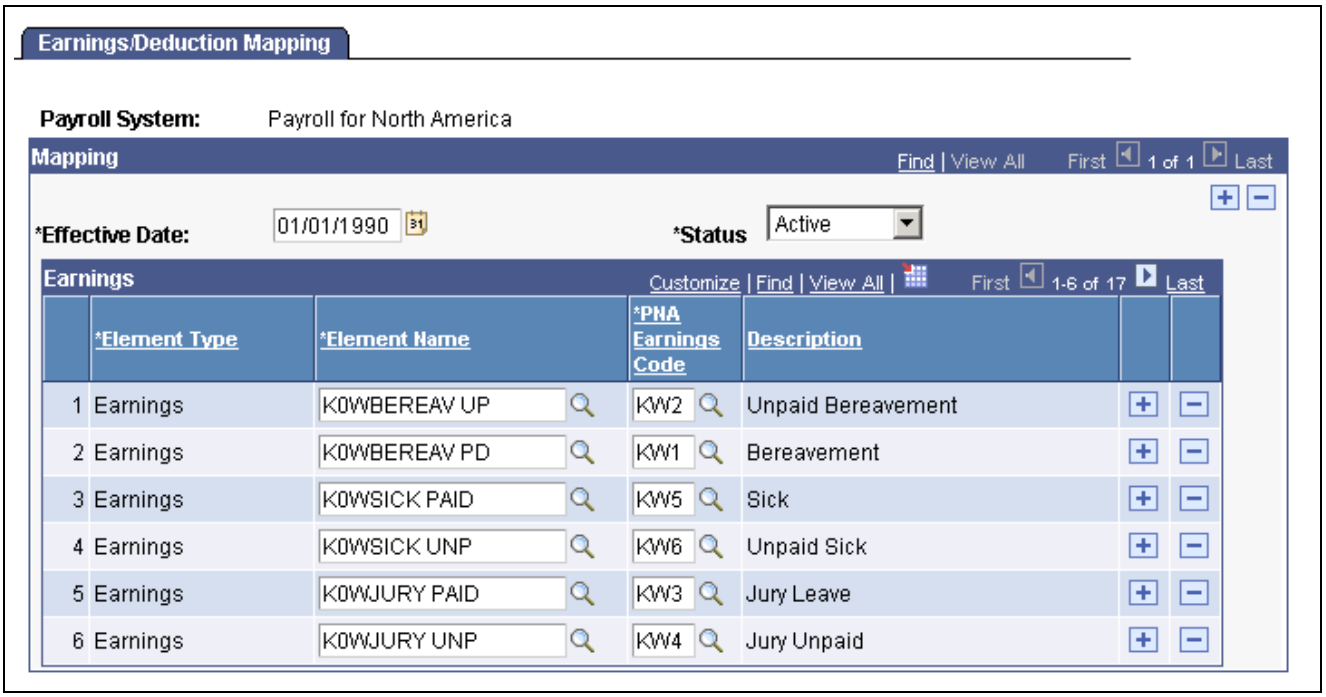
Mapping Absence Management Codes to Payroll for North America with Time and Labor

If you use Time and Labor, you must map Time Reporting Codes (TRCs) to both Payroll for North America Earnings Codes and Absence Management elements at the same time. You do this on the Time and Labor TRC setup pages by selecting the Absence Flag and selecting North American Payroll as the payroll system.

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, "Establishing Time Reporting Codes," Defining and Mapping Time Reporting Codes (TRCs).

Mapping Absence Management Codes to Payroll Interface

Access the Earnings/Deduction Mapping page using Payroll Interface as the payroll system.



Earnings/Deduction Mapping page

For Payroll Interface, you can map both earning and deduction elements from Absence Management.

Note. Positive input generated in Absence Management does not need to be mapped to valid Payroll Interface codes. Absence Management does not validate Payroll Interface codes. Mapped Payroll Interface codes are free form, as defined by the third-party payroll system's interface. Element numbers (PIN_NUM), Element Codes (PIN_CODE) or Element Names (PIN_NM) can be used instead of mapped Payroll Interface codes to identify Absence codes in Absence Management's output interface file.

Identifying Absence Management at the Payee Job Level

You must identify the payroll and absence system for each payee using the Payroll page in the Job Data component of PeopleSoft Enterprise Human Resources.

See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "Updating Person and Job Information," Pages Used to Update Job Data and Salary Data.

Select *Payroll for North America* or *Payroll Interface* in the Payroll System field. In addition, select *Absence Management* in the Absence System field. Enter the Absence Management system's Pay Group, Eligibility Group, Exchange Rate Type, and Use Rate As Of in the fields provided in the Absence Management System group box. To set any of the latter three values to default from the Absence Management paygroup's values, select the appropriate check box under Use Pay Group Value. Otherwise, enter a corresponding value in each field.

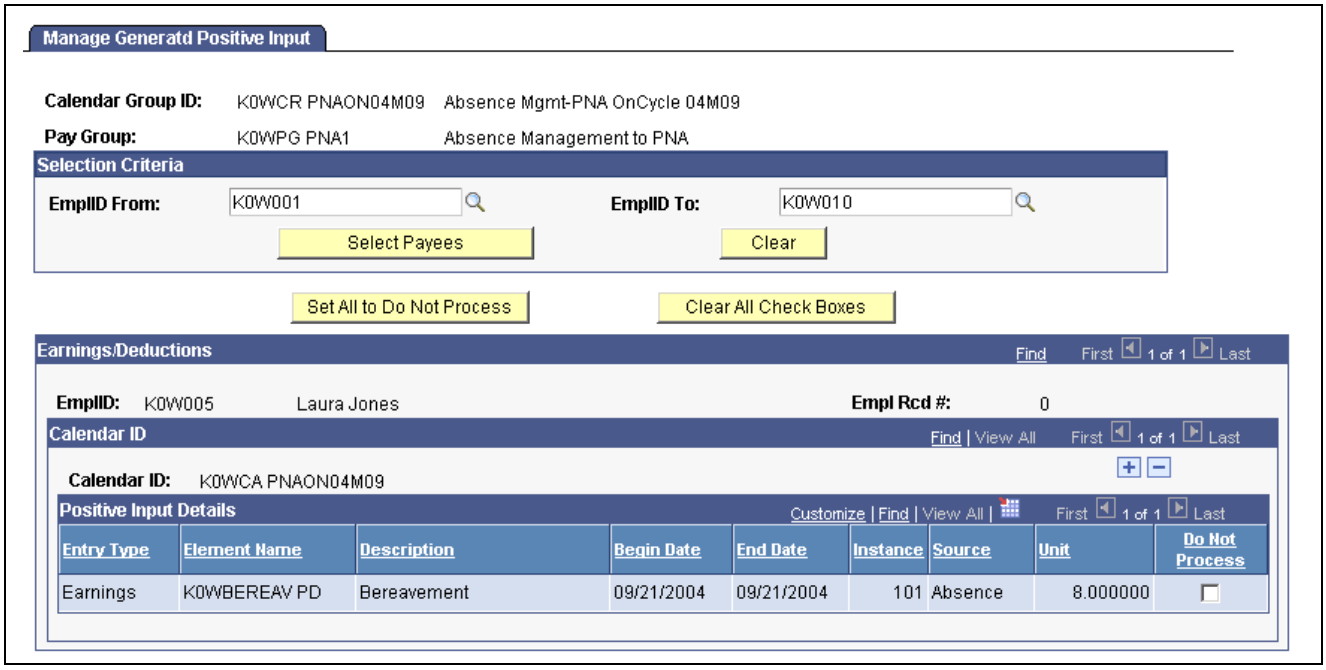
Note. For Payroll for North America that interfaces with Time and Labor, the employee should also be enrolled in Time and Labor's Time Reporter Data.

See Also

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Setting Up Time Reporters," Entering and Maintaining Time Reporter Data

Working With Generated Positive Input

Access the Manage Generatd Positive Input page.



Manage Generatd Positive Input page

Absence Management creates a Generated Positive Input (GP_PI_GEN_DATA) file when the Absence Take process runs during absence processing. Absence Management uses this file to provide information to the payroll system's interface file.

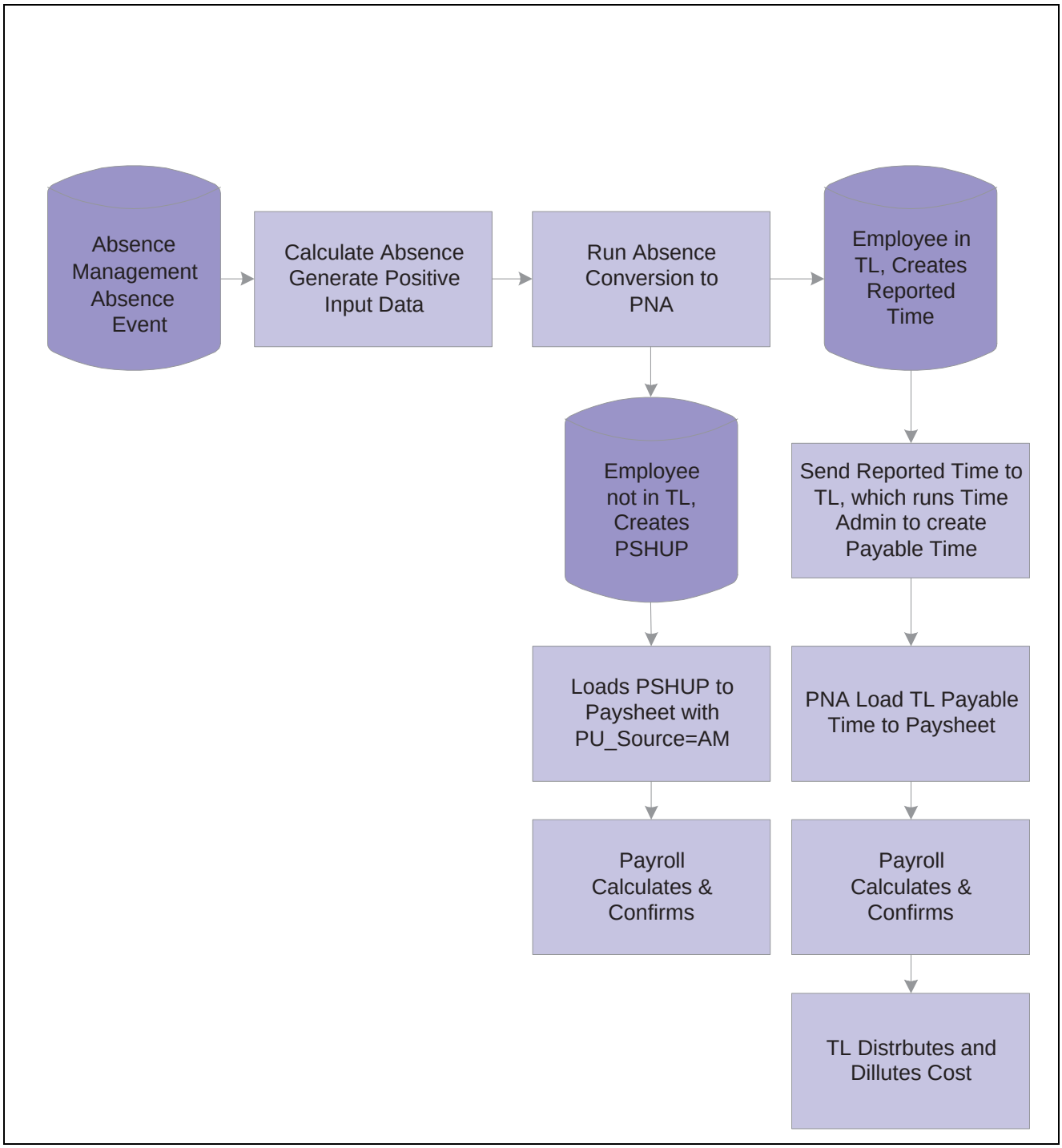
After the Generated Positive Input file is created, the user can opt not to send or process some absences to the payroll system. This page displays absence results for the selected Calendar Group ID as generated positive input. Select the Do Not Process check box in the Positive Input Details group box for all items that you do not want to transfer to the payroll system that Absence Management integrates with, either Payroll for North America or Payroll Interface.

Use the following fields and buttons to filter results by Employee ID and select or deselect all check boxes.

EmplID From and **EmplID To**	Enter an employee ID in one or both fields to limit the records that display in the Positive Input Details group box. Specifying a value in the EmplID From field sets the lower end of the range of values. Specifying a value in the EmplID To field sets the higher end of the range of values. You can leave these fields blank to display all generated positive input for the Calendar Group ID.
Select Payees	Click this button to display records for the range of EmplIDs that you specified in the EmplID From and EmplID To fields.
Clear	Click this button to remove values in the EmplID From and EmplID To fields. After clicking this button, you must click the Select Payees button again to display records for all, or a different range of EmplIDs.
Set All to Do Not Process	Click this button to select the Do Not Process check box for all displayed records.
Clear All Boxes	Click this button to deselect the Do Not Process check box for all displayed records.

Integrating with Payroll for North America

The following diagram illustrates the flow of information from Absence Management to Payroll for North America, with or without the interface to Time and Labor.



Absence Management Integration to Payroll for North America

There are two types of integration between Absence Management and Payroll for North America, direct integration or integration though PeopleSoft Enterprise Time and Labor. To enable direct integration between Absence Management and Payroll for North America, Absence Management exports computed absence results as Paysheet Load Transactions.

If your organization uses Time and Labor in conjunction with Payroll for North America, Absence Management exports computed absence results as Reported Time in Time and Labor. Time and Labor converts this Reported Time into Payable Time and adds sequence and reference numbers for eventual cost distribution.

This section discusses how to:

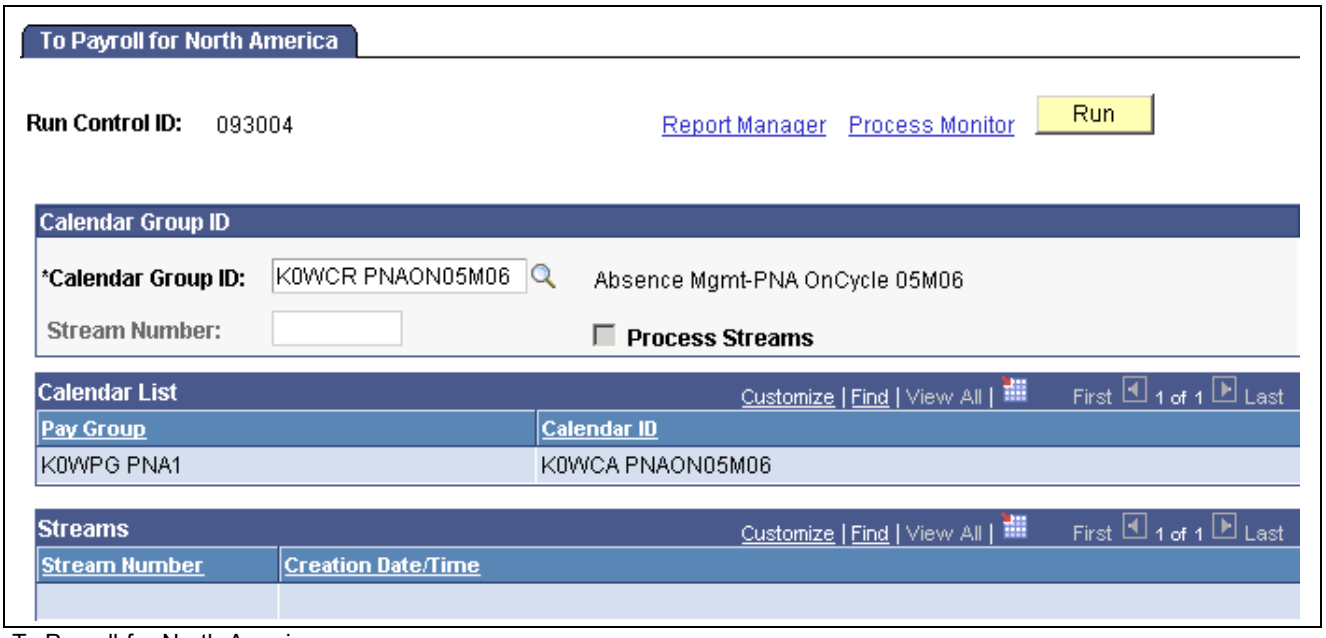
- Run the Absence Conversion process to Payroll for North America.
- Run direct interface to Payroll for North America processes.
- Run interface to Payroll for North America through Time and Labor processes.
- Calculate absences with Payroll for North America.

Page Used to Integrate Absence Management to Payroll for North America

Page Name	Object Name	Navigation	Usage
To Payroll for North America	GP_ABS_NA_RUNCTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Absence Conversion Processing, To Payroll for North America	Run the process that sends the generated positive input from the absence process to the Paysheet Load Holding Record (PSHUP) for use by Payroll for North America, or create Time and Labor Reported Time for use by Time and Labor.

Running the Absence Conversion Process to Payroll for North America

Access the To Payroll for North America page.



To Payroll for North America page

Use this page to transfer generated positive input from Absence Management to Payroll for North America. After this process is completed, the Absence Management data resides in the Paysheet Load Holding Record (PSHUP_TXN) in Payroll for North America for those employees that are not enrolled in Time and Labor.

See *PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook*, "Working with Paysheets," Loading Paysheet Transactions.

Payees Enrolled in Time and Labor

When payees are enrolled in Time and Labor and you run the Absence Conversion process, the system creates Time and Labor Reported Time (TL_RPTD_TIME) instead of creating data in the Paysheet Load Holding Record (PSHUP_TXN).

Note. A subset of payees whose absences are processed in Absence Management can be enrolled in Time and Labor. When you run the conversion process to Payroll for North America, the system identifies which payees are enrolled in Time and Labor and creates data appropriate for processing by Time and Labor before payroll processes occur.

Paysheet Load Holding Record (PSHUP_TXN) Fields Updated Through the Conversion Process

The following table lists values that populate the Paysheet Load Holding Record (PSHUP_TXN) fields in Payroll for North America. The PSHUP_TXN fields that are not listed are populated with blanks, zeroes or nulls depending on the field type. Key fields such as PAY_END_DT, OFF_CYCLE, PAGE_NUM, LINE_NUM, ADDL_NBR and SEPCHK are assigned values during the actual Paysheet Load process.

PSHUP_TXN Field	Value or Record.Field
PU_SOURCE	'AM 'for Absence Management
CREATION_DT	Run's Current Date
COMPANY	JOB.COMPANY
PAYGROUP	JOB.PAYGROUP
PAY_END_DT	Null
OFF_CYCLE	'N'
EARNS_BEGIN_DT	GP_PI_GEN_DATA.BGN_DT
EARNS_END_DT	GP_PI_GEN_DATA.END_DT
EMPLID	GP_PI_GEN_DATA.EMPLID
EMPL_RCD	GP_PI_GEN_DATA.EMPL_RCD
SEQNO	Assigned Unique Sequence Number
PU_TXN_TYPE	'E'
PU_TXN_STATUS	'A'
PAGE_NUM	0
LINE_NUM	0
ADDL_NBR	0

PSHUP_TXN Field	Value or Record.Field
SEPCHK	0
DEPTID	JOB.DEPTID
JOBCODE	JOB.JOBCODE
POSITION_NBR	JOB.POSITION_NBR
ACCT_CD	JOB.ACCT_CD
PU_DISTRIBUTE	’N’
ERNCD	GP_ABS_ERNDDMAP.ERNCD
ADDL_PAY_SHIFT	’N’
ADDL_SEQ	0
ADDLPAY_REASON	’N’
OTH_HRS	GP_PI_GEN_DATA.GP_UNIT
HOURLY_RT	GP_PI_GEN_DATA.GP_RATE
DISABLE_DIR_DEP	N’
BUSINESS_UNIT	GP_PI_GEN_DATA.BUSINESS_UNIT
AMT	GP_PI_GEN_DATA.GP_AMT
MANUAL_CHECK	’N’
CURRENCY_CD	GP_PI_GEN_DATA.CURRENCY_CD
GROSSUP	’N’

Time and Labor Reported Time (TL_RPTD_TIME) Fields Updated Through the Conversion Process

The following table lists values that populate TL_RPTD_TIME fields in Time and Labor. The conversion process sends transactions to TL_RPTD_TIME through the Component Interface CI_TL_RPTD_TIME. Other TL_RPTD_TIME fields that are not listed are populated with blanks, zeroes, nulls, or record field defaults. The actual SEQ_NBR is assigned during Component Interface processing.

TL_RPTD_TIME Field	Value or Record.Field
EMPLID	GP_PI_GEN_DATA.EMPLID
EMPL_RCD	GP_PI_GEN_DATA.EMPL_RCD
DUR	GP_PI_GEN_DATA.END_DT

TL_RPTD_TIME Field	Value or Record.Field
SEQ_NBR	0
TRC	TL_ERNCD_TBL.TRC
TL_QUANTITY	GP_PI_GEN_DATA.GP_UNIT
OPRID	OPRID of the Run
RT_SOURCE	'AM' for Absence Management
REPORTED_STATUS	'AP' for Approved
DTTM_CREATED	Current Date Time of the Run
PUNCH_TYPE	'0' for Elapsed
TASKGROUP	TL_EMPL_DATA.TASKGROUP

Running Payroll System Processes for Payroll for North America

Absence Management converts the generated positive input file into a Payroll for North America Paysheet Transaction file (PSHUP_TXN) for employees not enrolled in Time and Labor. The paysheet transactions can be loaded using the Load Paysheet Transactions page in Payroll for North America by selecting *Absence Management* in the Paysheet Update Source field in the Calculate Options group box.

See *PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook*, "Working with Paysheets," Loading Data into Paysheets.

Running Payroll for North America through Time and Labor

For employees enrolled in Time and Labor, the conversion process creates Time and Labor reported time from Absence Management's generated positive input. Time and Labor's Time Administration processes the reported time to generate payable time. Consequently, you can load the payable time to paysheets using the Load Time and Labor process page in Payroll for North America.

Note. Reported time generated by the Absence Management conversion has a Reported Time Source of Absence Management. This deactivates the elapsed time display in Time and Labor and triggers Time and Labor's Override Rules for these reported absences. Therefore, all absences should be entered through Absence Management. After the reported time is sent to Time and Labor, it cannot be updated.

See *PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook*, "Working with Paysheets," Pages Used to Load Paysheet Transactions.

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, "Understanding the Batch Process in Time Administration," Starting the Time Administration Process.

See *PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook*, "Administering the Interface with PeopleSoft Enterprise Time and Labor".

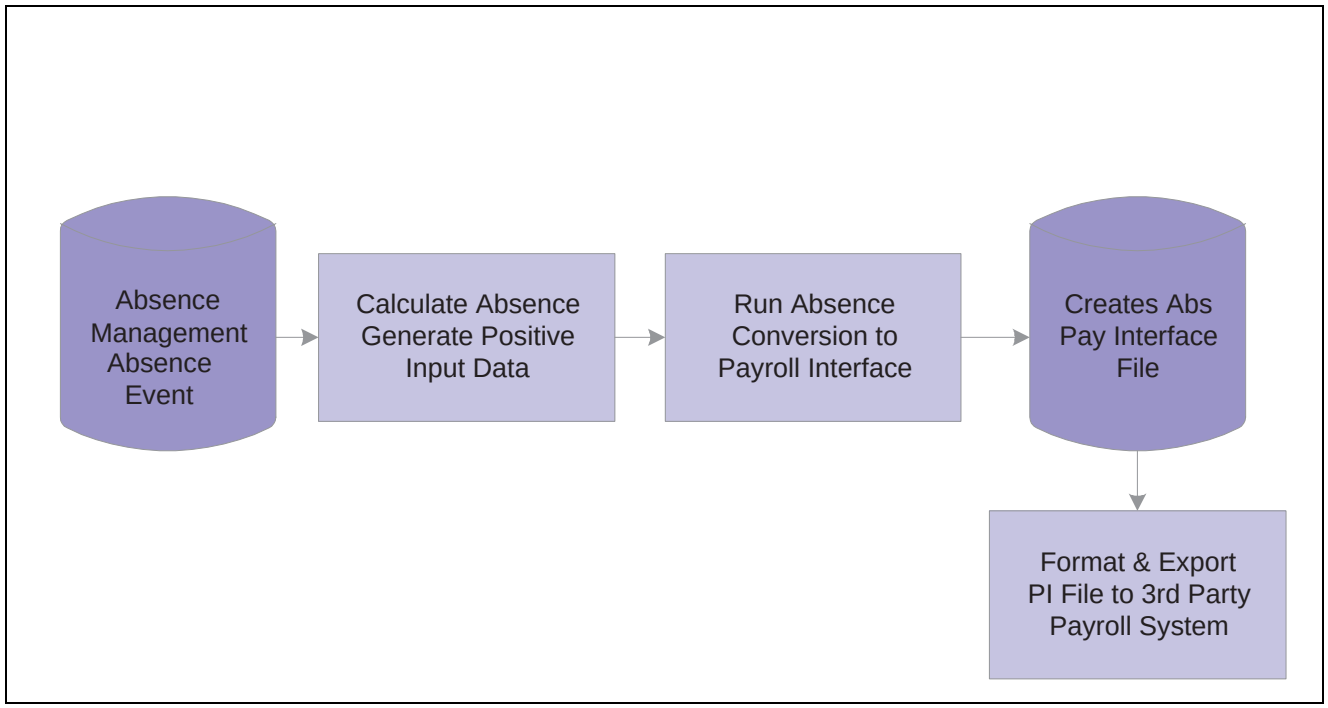
Calculating Absences with Payroll for North America

After absence transactions are loaded into paysheets, Payroll for North America calculates the absences as earnings. If there is an interface through Time and Labor, then the process can go through Time and Labor cost distribution as needed.

See *PeopleSoft Enterprise Payroll for North America 8.9 PeopleBook*, “Calculating Pay”.

Integrating with Payroll Interface

The following diagram illustrates the flow of information from Absence Management to Payroll Interface.



Absence Management Integration to Payroll Interface

This section discusses how to:

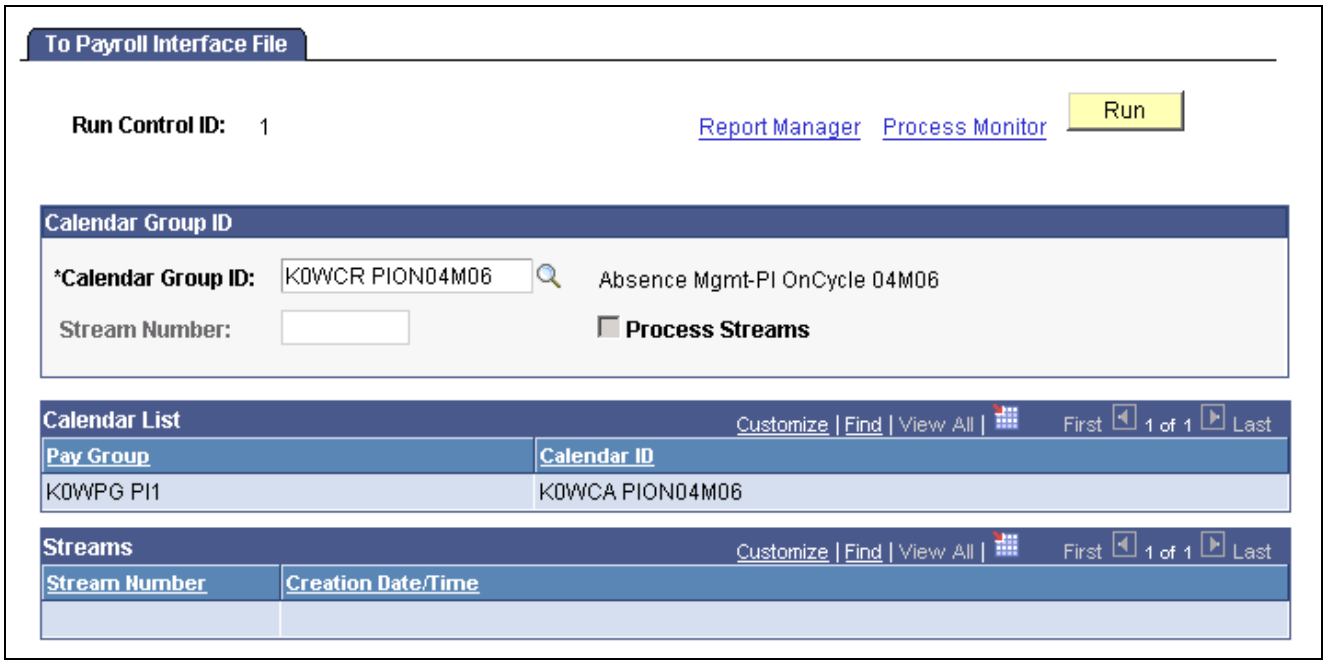
- Run the Absence Conversion process.
- Set up and run Payroll Interface processes.

Pages Used to Integrate Absence Management with Payroll Interface

Page Name	Object Name	Navigation	Usage
To Payroll Interface File	GP_ABS_PI_RUNCTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Absence Conversion Processing, To Payroll Interface	Run the process that sends the generated positive input from the absence process to a new table from which Payroll Interface extracts data for use in the payroll system.

Running the Absence Conversion Process to Payroll Interface

Access the To Payroll Interface File page.



To Payroll Interface File page

Use this page to transfer generated positive input from Absence Management to Payroll Interface. After this process is completed, the Absence Management data resides in new table, Absence Management to Payroll Interface - Output File (GP_ABS_PAY_INTF), from which Payroll Interface extracts data for use in the payroll system.

Absence Management to Payroll Interface - Output File (GP_ABS_PAY_INTF) Fields Updated Through the Conversion Process

The following table shows values that populate GP_ABS_PAY_INTF fields for Payroll Interface. This record is available for further conversion and export according to third party payroll system's requirements using Payroll Interface components.

GP_ABS_PAY_INTF	Value or Record.Field
EMPLID	GP_PI_GEN_DATA.EMPLID
EMPL_RCD	GP_PI_GEN_DATA.EMPL_RCD
GP_PAYGROUP	GP_PI_GEN_DATA.GP_PAYGROUP
CAL_ID	GP_PI_GEN_DATA.CAL_ID
SRC_CAL_ID	GP_PI_GEN_DATA.SRC_CAL_ID
PI_VER_NUM	GP_PI_GEN_DATA.PI_VER_NUM
PIN_NUM	GP_PI_GEN_DATA.PIN_NUM
PI_SOURCE	GP_PI_GEN_DATA.PI_SOURCE
GEN_INSTANCE	GP_PI_GEN_DATA.GEN_INSTANCE
BGN_DT	GP_PI_GEN_DATA.BGN_DT
END_DT	GP_PI_GEN_DATA.END_DT
SRC_CAL_RUN_ID	GP_PI_GEN_DATA.SRC_CAL_RUN_ID
PAY_SYSTEM_FLG	JOB.PAY_SYSTEM_FLG
COMPANY	JOB.COMPANY
PAYGROUP	JOB.PAYGROUP
PI_FIELD_VALUE	GP_ABS_ERNDDMAP.PI_FIELD_VALUE
PIN_CODE	GP_PIN.PIN_CODE
PIN_NM	GP_PIN.PIN_NM
PI_ACTION_TYPE	GP_PI_GEN_DATA.PI_ACTION_TYPE
CURRENCY_CD	GP_PI_GEN_DATA.CURRENCY_CD
RATE_ASOF_DATE	GP_PI_GEN_DATA.RATE_ASOF_DATE
GP_RATE	GP_PI_GEN_DATA.GP_RATE
GP_UNIT	GP_PI_GEN_DATA.GP_UNIT
GP_BASE	GP_PI_GEN_DATA.GP_BASE
GP_PCT	GP_PI_GEN_DATA.GP_PCT
GP_AMT	GP_PI_GEN_DATA.GP_AMT
BUSINESS_UNIT	GP_PI_GEN_DATA.BUSINESS_UNIT

GP_ABS_PAY_INTF	Value or Record.Field
DESCR	GP_PI_GEN_DATA.DESCR
ABS_PRD_BGN_DT	GP_PI_GEN_DATA.ABS_PRD_BGN_DT
ABS_PRD_END_DT	GP_PI_GEN_DATA.ABS_PRD_END_DT
ABS_BGN_DT	GP_PI_GEN_DATA.ABS_BGN_DT
ABS_END_DT)	GP_PI_GEN_DATA.ABS_END_DT

Setting Up and Running Payroll Interface Processes

Use Payroll Interface pages to set up and configure the process of extracting data from the new table that Absence Management creates during the Absence Conversion process to Payroll Interface. On the Payroll Interface set up pages enter GP_ABS_PAY_INTF as the Record Name. For Field Names, enter those listed in the table in the previous section.

See *PeopleSoft Enterprise Payroll Interface 8.9 PeopleBook*, "Running Exports and Imports," Exporting or Importing Data.

Absence Management Integration and Retroactivity

Regardless of the payroll system's retroactive mode—which can be corrective or forwarding—the Absence Management retro conversions are always done in corrective mode. This means that all prior transactions for the retroactive period are reversed and new transactions are created for all entries from the recalculated results. This ensures that not only changes to amounts, but also changes to Absence Take codes and any segmentation that may result from retroactive processes is reflected in the updated transactions. Payroll for North America or any third party payroll system integrated with Payroll Interface processes the reversing of old transactions as well as new transactions; consequently, the system calculates the correct net amount for each absence code.

Note. If an employee whose absences are tracked using Absence Management is transferred to a different pay systems that uses Absence Management, we recommend that this be done at the beginning or end of the pay period. The generated positive input from Absence Management does not handle segments; consequently, there is a risk of sending the absence data to both systems if the Calendar ID's Additional Criteria is defined to process positive input.

CHAPTER 28

Managing Applications and List Sets

This chapter provides an overview of applications and list sets and discusses how to:

- Set up application definitions
- Define list sets

Note. To illustrate the relationship between applications and lists sets, we present exhibits in this chapter that reference the delivered RSLT_ADM application. This application is delivered for use with the Administrator Results component, and is only one of many ways in which you can define applications and lists sets to control a variety of reports and processes in your system.

Understanding Applications and List Sets

Application definitions and list sets work together, so you can configure the appearance of:

- Administrator results
- Reports
- Processes

Application definitions are high-level groups of settings that enable you to define what types of fields and field values you require at multiple element levels (list sets, element groups, and elements, for example). When you create a list set, the system prompts you to enter an application. Based on the application definition you select, the Define List Set page refreshes to display the available configuration fields.

List sets enable you to create groups of elements and corresponding element attributes to associate with a specific application, such as administrator results, a new report, or a process. For example, if you were to create your own report, you could have a list of entitlements, takes, and accumulators from which you would draw your report data. You can further specify the circumstances under which certain elements may or may not be printed. The List Set feature enables you to do this without having to create new pages and new records. In summary, list sets enable you to:

- Associate groups of elements with a specific application.
- Associate which element groups are part of the list set.
- Set up the configuration required for the application at various levels, including the list set level, element group level, and element level.

Primary List Set Components

The Application Definition and List Set feature is composed of three key parts:

- Element Groups

  An element group is a list of elements. An administrator can use element groups to create a list of elements that may be used for one or multiple applications.

- Application Definitions

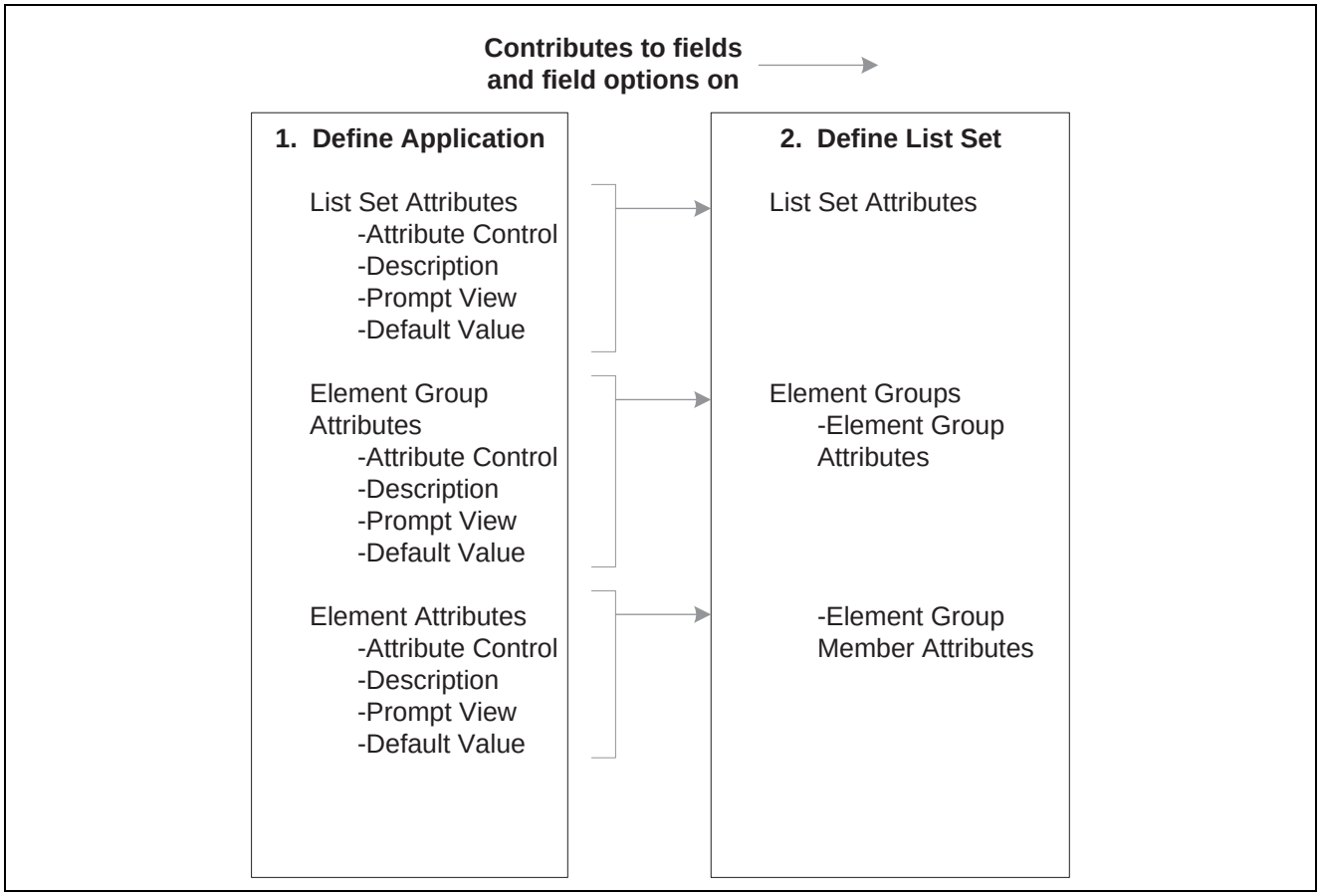
  An application definition describes a set of attributes, such as sequence or print options, used to indicate what attributes the administrator will need to assign to elements in a list set to make them available for an application.

- List Sets

  A list set is a set of element groups connected to an application definition in order to assign application specific attributes to list sets. The administrator uses list sets to group the element groups together and assign attributes to the elements, element groups, or the entire set. The list set includes all of the elements that will be available for the application.

Setup Flow of Application Definitions and List Sets

The following diagram illustrates how setup on the Application Definition page determines which fields appear on the Define List Set page:



How application definitions contribute to list set setup

How to Set Up Applications and List Set Configurations

To build a list set using an application definition you must complete the following steps:

1. Use the Define Application page to identify and label the attributes you want to define. These can be defined at the list set, element group, and element level. The system uses the information on the Define Application page to populate the List Set page.
2. Use the Define Values for Attribute secondary page to specify additional values, as necessary.

3. Use the Define List Set page to identify various element groups that you want to associate with the list set, and specify attribute values for each. If you defined any attributes at the list set level on the Define Applications page, the system displays them here. You may also create new element groups from this page if you have not previously done so.
4. Use the Element Group Attributes secondary page to view or update element group and element attribute details.

Prerequisite

Element groups are needed on the Define List Set page. Therefore, before you can set up application definitions and lists sets, you should set up element groups. If you do not set up Element Groups prior to creating a list set, you will have the opportunity to create the element group as you go. However, PeopleSoft recommends that you define any needed element groups before you set up applications and list sets.

See Also

Chapter 13, "Defining the Organizational Structure," Defining Element Groups, page 258

Common Elements Used in This Chapter

Application	A feature, process, or report delivered by Absence Management or developed by the customer that requires the use of element groups and list sets.
Attribute	Characteristics defined for elements in a list, groups in a set, or for an entire set of elements such as at the element level "Print Rate" check box or at the list level "Rate Column Label" character field.
Element Group	An element group is a list, or group of elements.
List Set	A set of element groups defined for use with an application.

Setting Up Applications

To set up application definitions, use the Define Application (GP_ELN_APP) component.

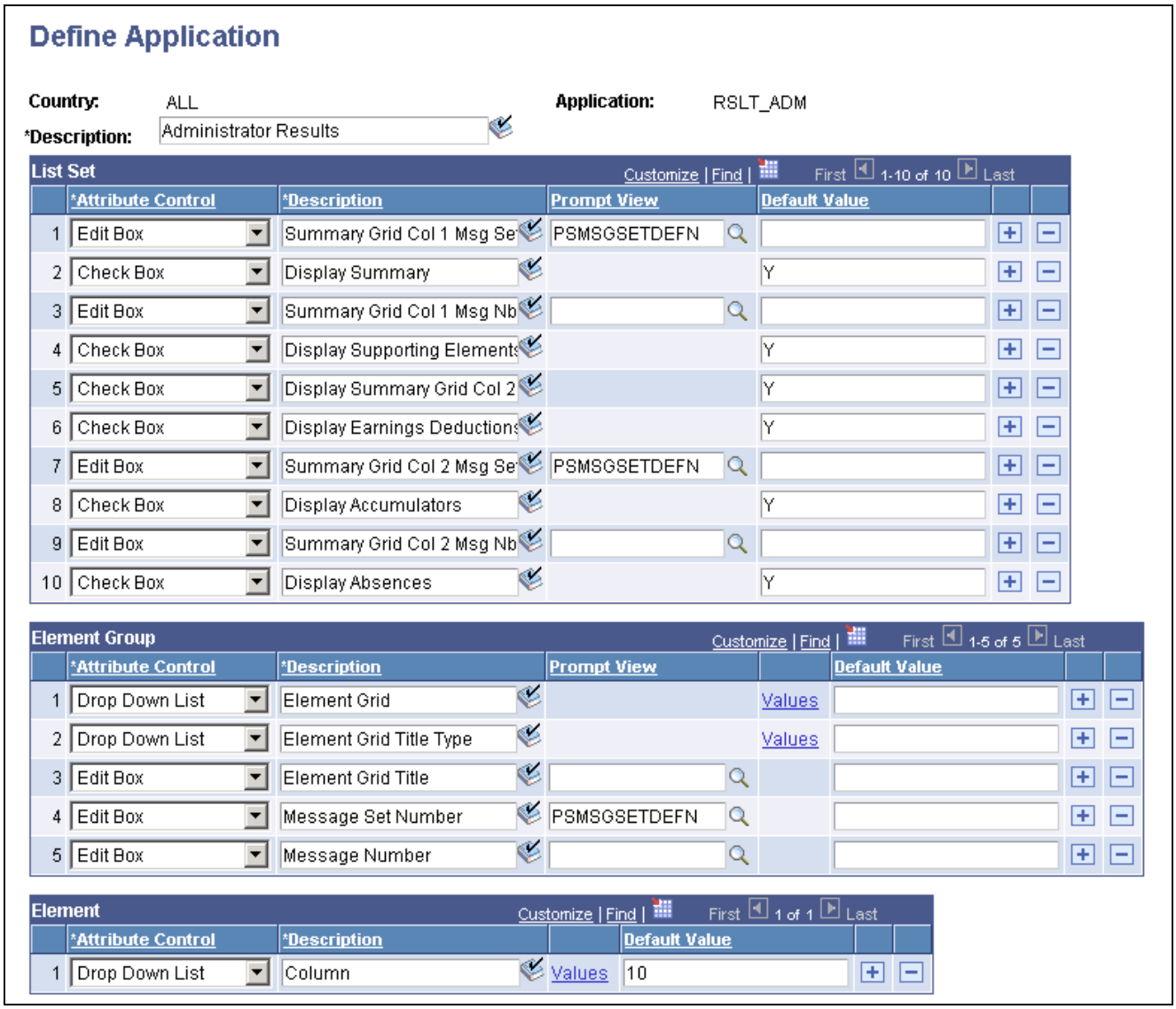
This section discusses how to set up application definitions.

Pages Used to Set Up Application Definitions

Page Name	Object Name	Navigation	Usage
Define Application	GP_ELN_APP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Define Application	Define attributes attached to a list set, an element group, or an element.
Define Values for Attribute	GP_ELN_LIST_SET, GP_ELN_LIST_LST, GPE_ELN_LIST_PIN	For attribute controls with a value of *Drop Down List,* click the Values link on the Define Application page.	Set up the specific attribute values available for a list set, element group, or element.

Defining Applications

Access the Define Application page.



Define Application page

Note. PeopleSoft delivers an application of RSLT_ADM with a country of *ALL* (shown in the preceding exhibit), designed to work in conjunction with the Administrator Results component. . You should not modify this delivered application. Link this delivered application with a list set of your choosing, and use it to control the appearance of the Administrator Results component.

See Chapter 21, "Viewing and Finalizing Absence Results," Defining Administrator Absence Results, page 445.

See Chapter 21, "Viewing and Finalizing Absence Results," Viewing Administrator Absence Results, page 448.

There is no minimum number of attributes required for each level (represented by the three group boxes). An application definition can be created without specifying attributes. This may be done for applications for which you intend to use the list set solely to group multiple element groups. There is a maximum of ten attributes for each level.

Attributes defined at the list set level apply to all of the element lists in the set.

Attribute Control Specify how to display the attribute on the Define List Set page. Options are:

Check Box: This attribute is displayed as a check box.

Drop Down List: This attribute is a character field that only accepts input from a list of values that you can create on the Define Values for Attribute page.

Edit Box: This attribute is a character field that accepts any character value.

Translate: This attribute is a character field that only accepts input from a prompt list of translate values.

Description Enter the field label name to appear on the List Set Definition page.

Prompt View Select a record from which to create a prompt table. The input will be validated against this table. This field is available only if the Attribute Control is *Edit Box.*

Important! This is straight prompting on the record specified. There is no additional security utilized nor any relationship prompting (for example, using SetID logic, and so on).

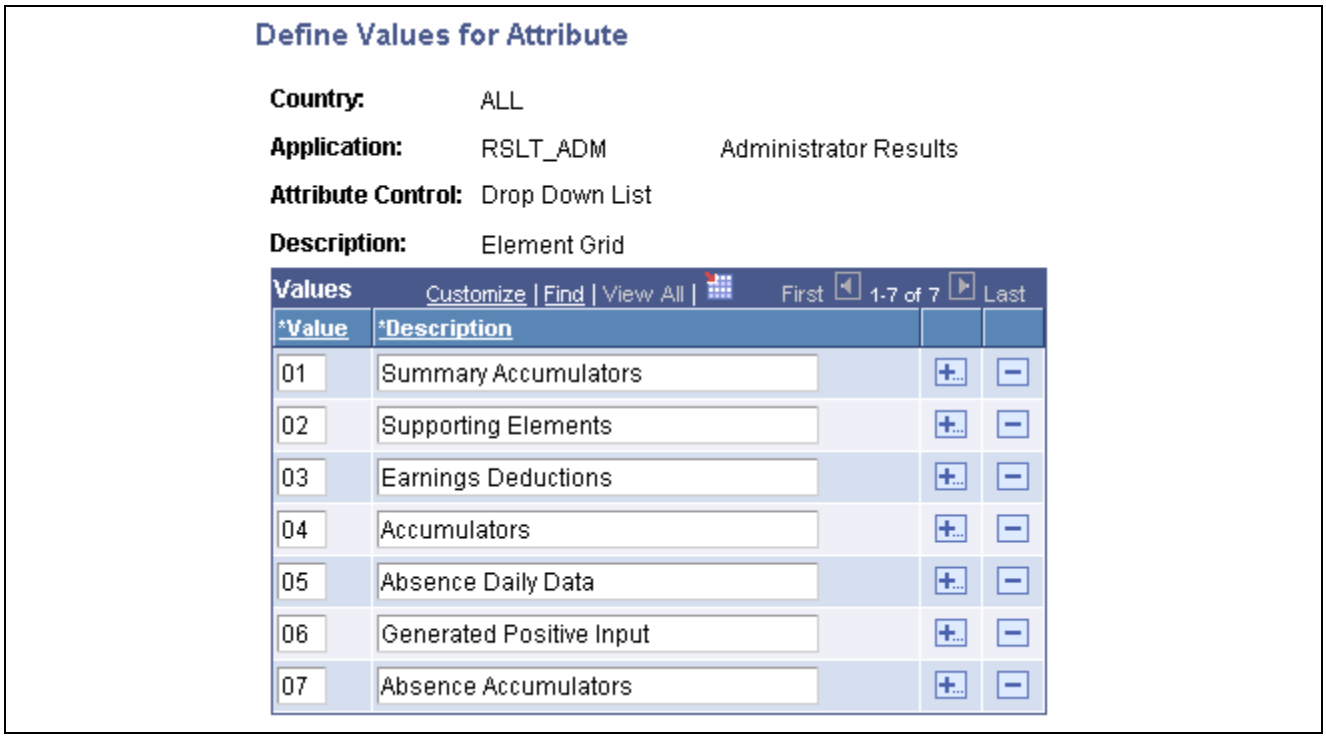
Values Select this link to record the available values on the Define Values for Attribute page. This field is available only if the Attribute Control is *Drop Down List.*

Field Name Enter an element that contains translate values. The system presents these translate values in a drop down list on the Define List Set page. This field is available only if the Attribute Type is *Translate.*

Default Value To have the system populate a specific attribute value on the Define List Set page, enter a valid default value. The default value must be valid for the associated attribute control.

Defining Values for an Attribute

Access the Define Values for Attribute page.



Define Values for Attribute page

For attributes with an attribute control of *Drop Down List,* you must specify the drop down values. The system displays these values as options on the Element Group Attributes page during list set setup. You can use any value in the Value column as a default value.

Value Enter the value returned.

Description Enter the description associated with the value.

Setting Up List Sets

To create list sets, use the Define List Set (GP_ELN_SET) component.

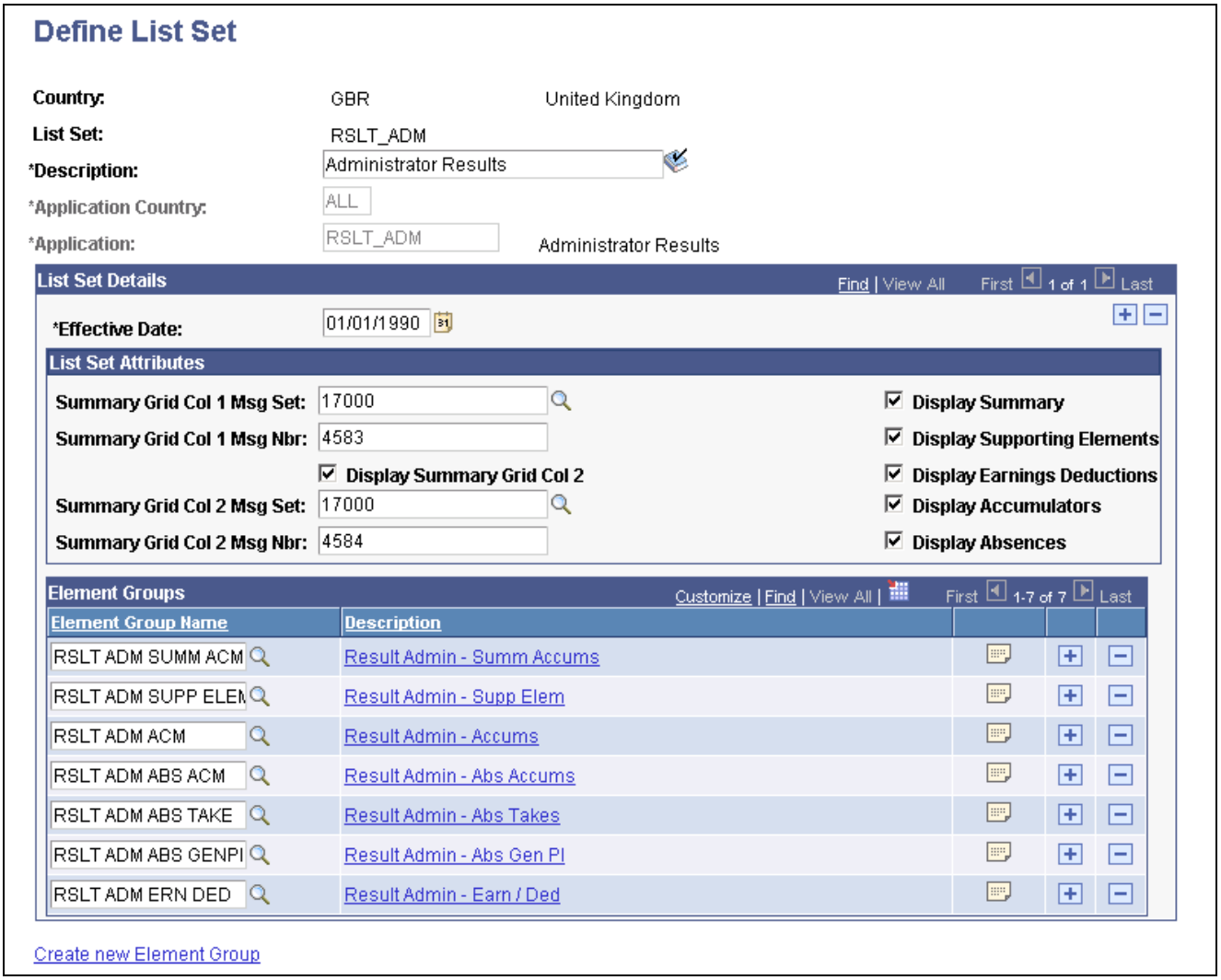
This section discusses how to define list sets.

Pages Used to Define List Sets

Page Name	Object Name	Navigation	Usage
Define List Set	GP_ELN_SET	Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Define List Set	Assign element groups to an application.
Element Group Attributes	GP_ELN_SET_SEC	Select the Element Group Details link on the Define List Set page.	Enter the element and element group attribute values for a list set.

Defining List Sets

Access the Define List Set page.



Define List Set page

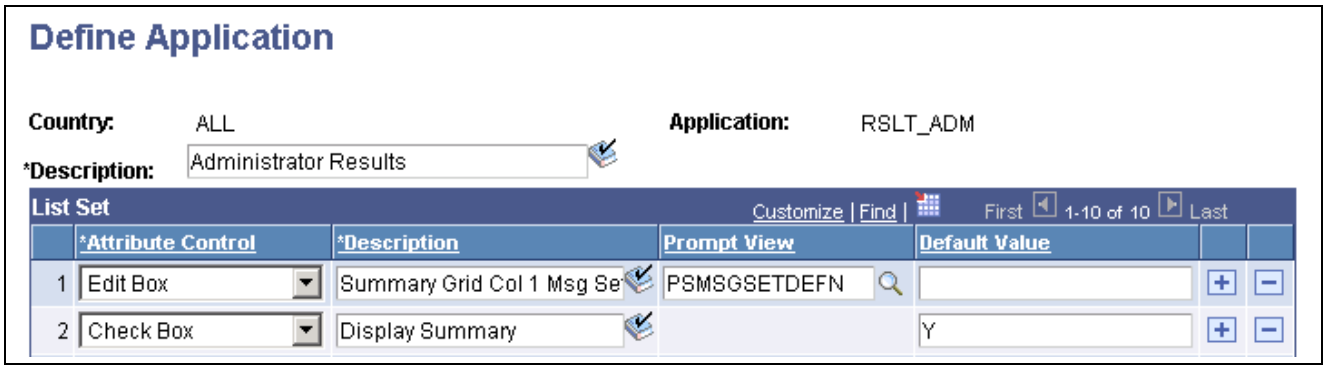
Description Enter a description for the list set.

Application Country Select the country for which you want to locate an application definition.

Application Select the application definition. Doing so will cause the system to display a variety of fields on the page, based on the values defined for the application definition.

List Set Attributes

All of the fields in the List Set Attributes group box are user-defined and come from the setup on the Define Application page. For example, the Summary Grid Col 1 Msg Set field in the previous exhibit was defined on the Define Application page using the Attribute Control, Description, and Prompt View fields. The Display Summary check box was defined there as well. In row number 2 of the following exhibit, you can see that the Display Summary check box was set up with a default value of *Y* for yes. This means that on the Define List Set page in *Add* mode for the *RSLT_ADM* application, the Display Summary check box appears and is selected by default.



Example of the setup source for the List Set Attributes group box

Element Groups

Initially, in *Add* mode, there are no element groups in this group box. You must select all of the element groups you want to associate with this list set. If you want to assign an element group that has not yet been created, you may do so by clicking the Create new Element Group link.

Element Group Name Enter the element groups to associate with this list set. The element groups you specify can appear in any component, report, or process that you configure using the list set.

Description Click to access the Element Group Members page, where you can review details for the element group, and make changes if necessary.

Element Group Details Click to access the Element Group Attributes page, where, depending on your settings on the Application Definition page, you can define more specifically where and how the details for each element group will appear in related components, reports, and processes.

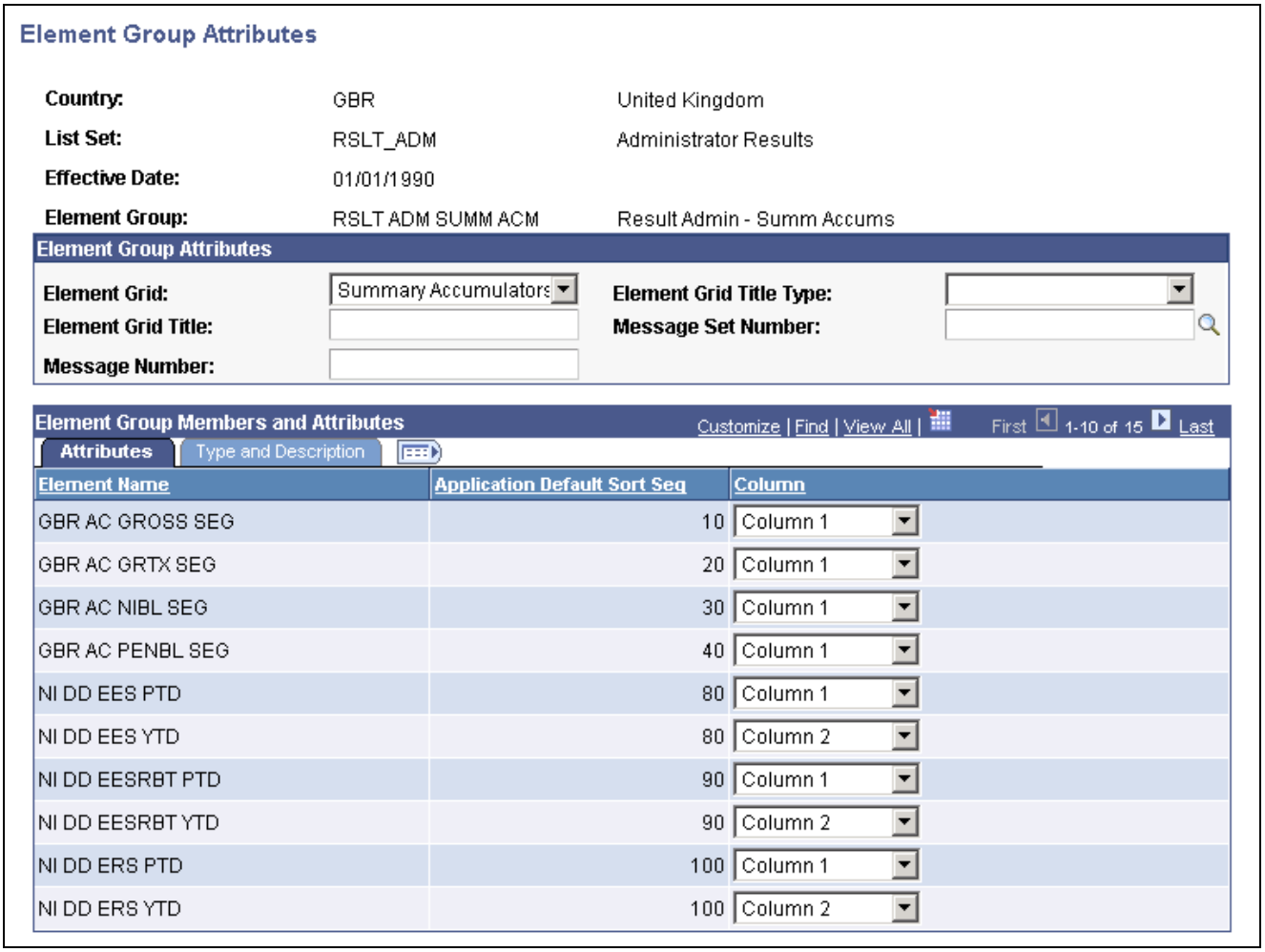
Create new Element Group Click to access the Element Groups component in *Add* mode where you can create an element group. This link is useful if you have not previously defined an element group that you want to reference in your list set.

See Chapter 13, "Defining the Organizational Structure," Defining Element Groups, page 258.

Note. The Define List Set page displays all of the added and updated elements with their default attribute values. The system first loads the list of elements from the element group definition and then assigns the values of the attributes from the GP_ELN_PIN_ATTR table. Thus, the page always displays the exact element group members. If an element is removed from the element group, the element is removed from the list set. The element group member list is refreshed each time the user views the Element Group Details page.

Entering Element Group Attributes

Access the Element Group Attributes page.



Element Group Attributes page

The fields available on this page depend upon the values selected on the Define Application page. The system refreshes the values on this page each time you access it, in order to account for any changes at the element group level.

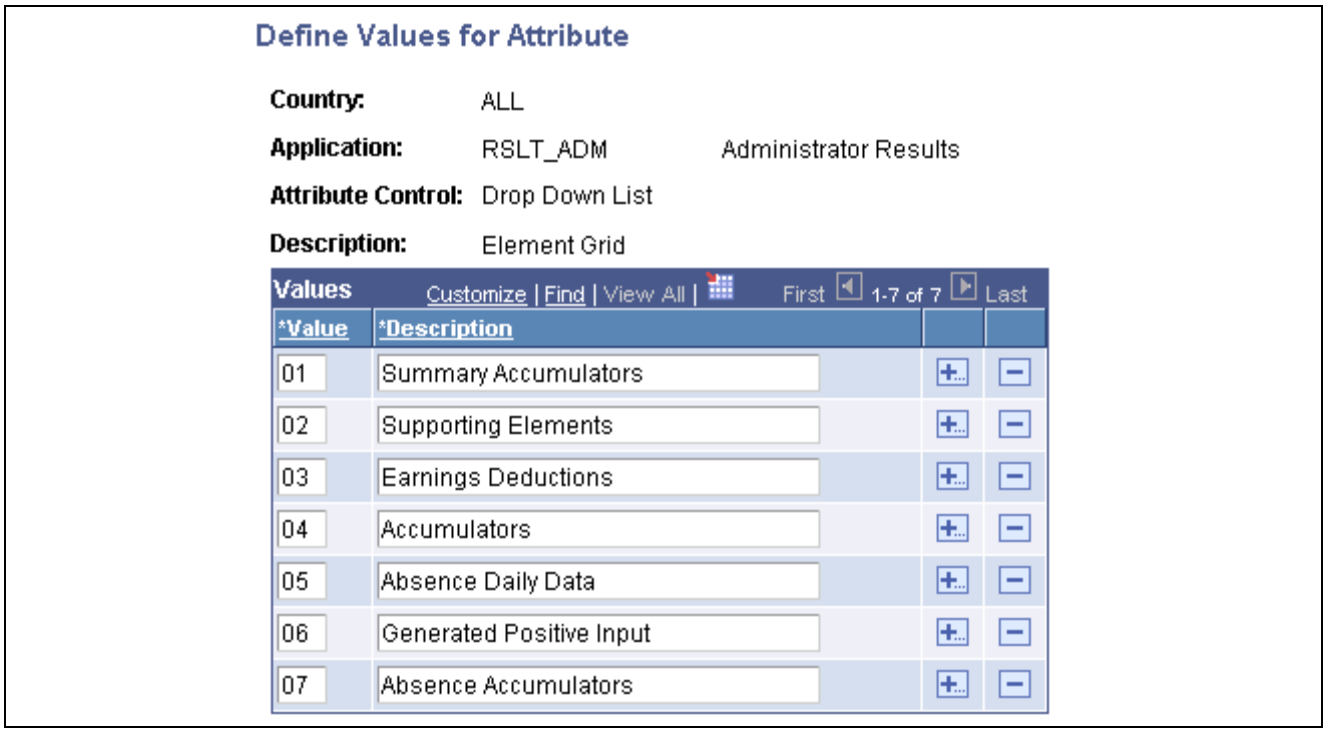
Each time you access the page, the system:

- Brings in any new elements that are members of the defined element group, along with their default attribute values.
- Removes any elements that are no longer members of the defined element group.

Use this page to define more specifically where and how the details for each element group appear in components, reports, and processes that use this list set.

Element Group Attributes

All of the fields in the Element Group Attributes group box are user-defined and come from the setup on the Define Application page. For example, the Element Grid field in the previous exhibit was defined on the Define Application page using the Attribute Control, Description, and Values fields. In the following exhibit, you can see that the Element Grid field was set up with valid values of *Summary Accumulators, Supporting Elements, Earnings Deductions, Accumulators, Absence Daily Data, Generated Positive Input*, and *Absence Accumulators.*



Example of the setup source for the Element Group Attributes group box

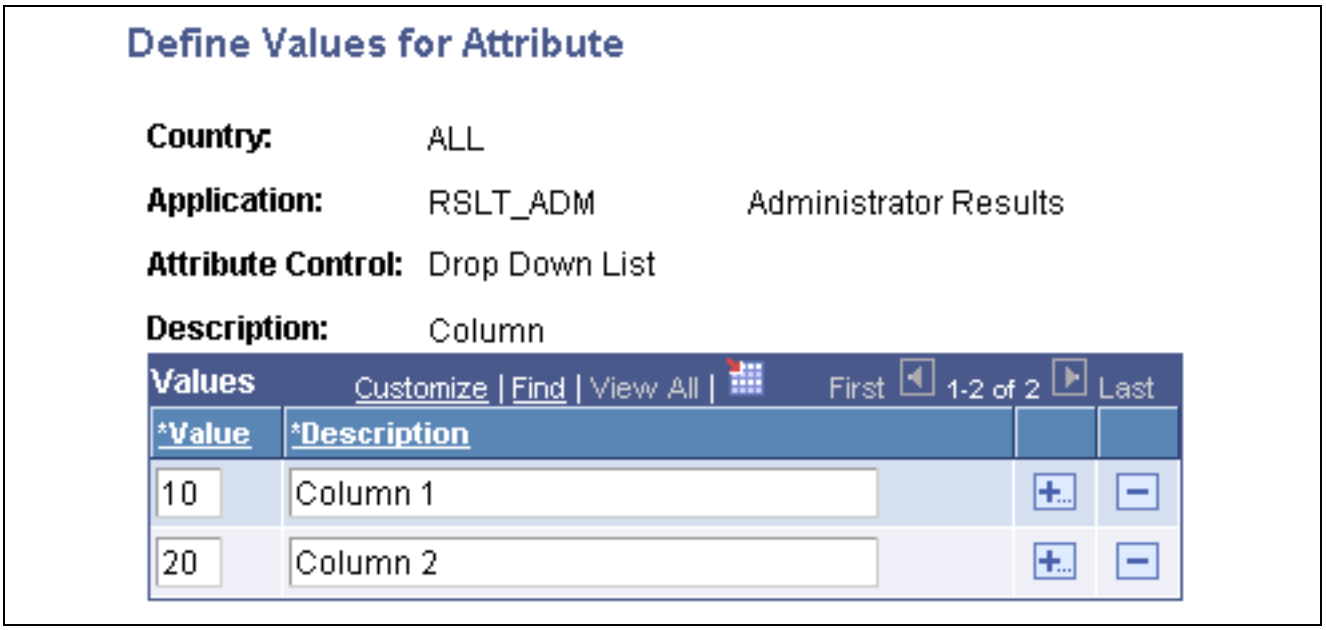
Element Group Members and Attributes

Each element that is a member of the element group appears in the Element Name column on the Element Group Attributes page. Then, based on settings from the Define Application page setup, you can specify details for reach. For example, the Column header on the Attributes tab of the Element Group Attributes page comes from the Attribute Control and Description fields on the Define Application page.



Example of the setup source for columns in the Element Group Members and Attributes group box

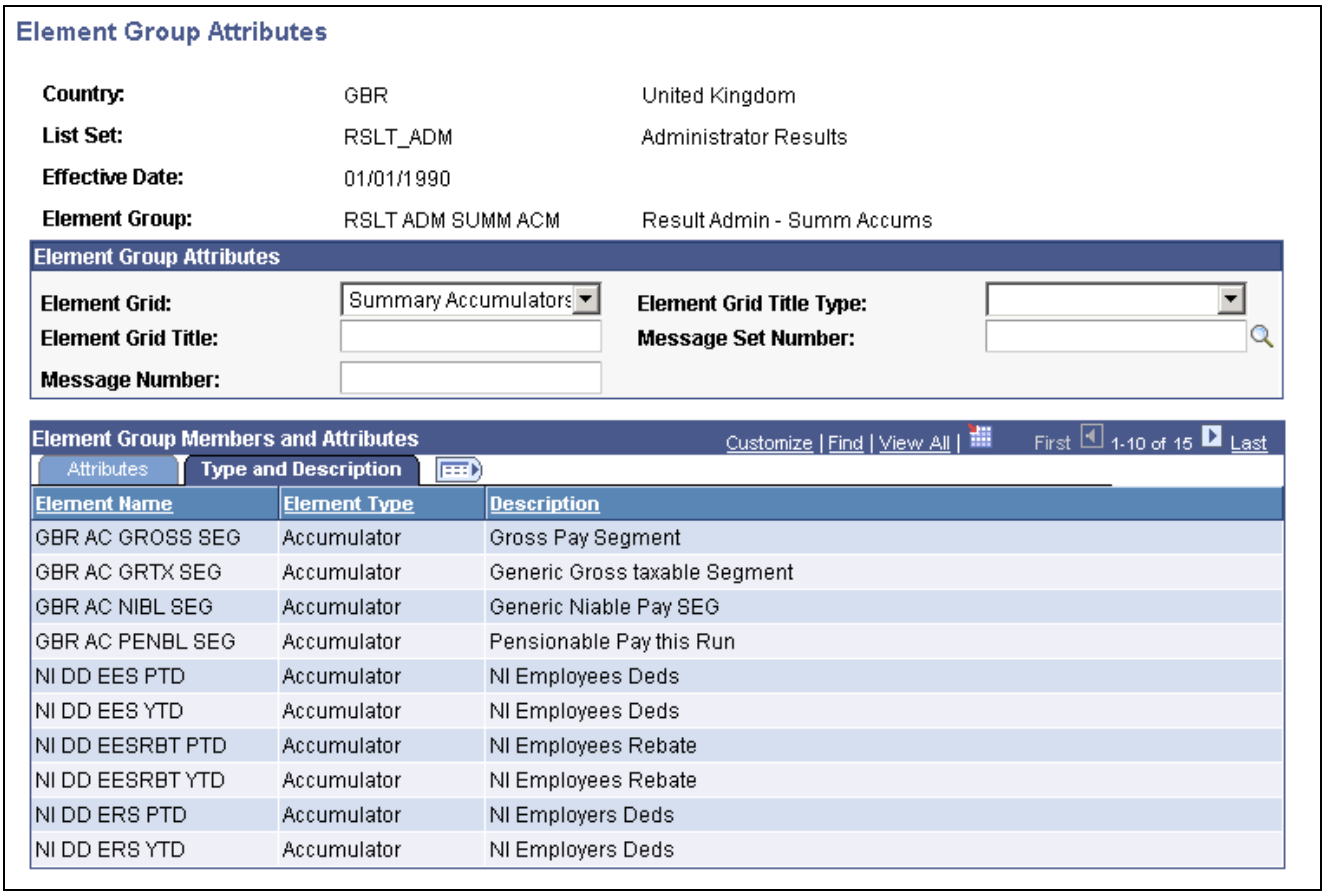
The available values under the Column header on the Attributes tab of the Element Group Attributes page comes from the corresponding Define Values for Attribute page.



Example of the setup source for the field values in the Element Group Members and Attributes group box

Type and Description

Access the Type and Description tab.



Element Group Attributes page: Type and Description tab

On this tab you can view the element type and description values for each element. These values come from the element setup. The description is what appears in the component, report, or process that you configure using this list set.

CHAPTER 29

Using the Utilities

This chapter provides an overview of the Absence Management utilities and discusses how to:

- Define element relationships.
- Add records to an element map.
- View element relationships.
- Create and export rule packages.
- View the status of packages.
- Compare and upgrade rule packages.
- Rename elements.
- Create and export nonrule packages.
- Compare and upgrade nonrule packages.
- Copy packages.
- Stamp and package elements by version.

Understanding the Absence Management Utilities

This section discusses:

- Utility usage guidelines.
- The packaging and upgrading processes.
- Base and related languages.
- The versioning functions.
- The delete functions.
- The process of connecting UNIX and NT directories.

Common Elements Used in This Chapter

Rule One or more elements that define a business rule applicable to your absence system, such as an entitlement or take rule, or a count or rounding rule. The primary key for a rule is PIN_NUM.

Nonrule Nonrule data includes processing results, payee data, setup definitions, and other data where PIN_NUM isn't the primary key.

PIN Number (pay item name number)
This number is a pointer back to a PIN name, related data in GP_PIN, and other tables. It is generated and assigned to every element, those delivered by PeopleSoft and those you create. Absence Management programs access and process elements by referring to their PIN numbers (PIN_NUM), not their names.

PIN numbers are assigned sequentially in a given database, meaning that the same element can have different PIN numbers in different databases. So when you move elements between databases, the utilities don't rely on the PIN number to determine if the source elements that you're copying exist in the target database.

PIN Code (pay item name code)
The only element attribute that must be unique across databases. Like a PIN number, it's automatically assigned to every element, those delivered by PeopleSoft and those you create. The Code consists of the element name plus the suffix *ALL*, if the element is used by all countries, or a three-character country code, if the element is used by one country—for example, BASE ALL or BASE ITA. When you move elements between databases, the system compares the elements that you're exporting with those in the target database. PIN code is one of the attributes that the system checks when comparing elements.

Element Map
Depicts the relationships between the elements in your database. For example, if you have an entitlement element with a calculation rule of rate × units, where the number of units is returned by a formula, you can use the element map to see how the components and formula elements are connected to your entitlement element.

The element map plays a critical role in packaging and moving elements and data to other databases. Because the map must be current and accurate when you create packages, the system rebuilds it when you start the process that creates rule packages. During mapping, the system validates that the defined fields exist in the records.

Note. Mapping includes PIN-level records only. You must include those records that don't have a PIN number as the primary key in order to use the nonrule packager.

Focus Element
The focal point of a process or action.

Upgrading
This process is composed of: copying items from a source database to a target database; comparing the copied items with the target database; overlaying items in the target database or adding new items, depending on the comparison results; and deleting selected items from the target database.

Package Status
Click this link to access the Package Status page.

Target PIN Number (target pay item name number)
The element's PIN number in the target database.

See Also

Chapter 3, "Introducing the Core Application Architecture," Why the Core Application Uses Element Name Number (PIN) Processing, page 11

Utility Usage Guidelines

Absence Management provides a suite of integrated tools for implementing and maintaining the elements that define your absence rules. You can use these utilities to view the relationships between elements, package and move elements and data between databases, and delete elements. When implementing your absence system, you can use the utilities to move all or selected rules that you've created and tested into your production database. In an existing system, these utilities streamline the process of introducing new rules, installing system updates, and moving processing results and absence data to other databases.

Here are some guidelines for using the utilities:

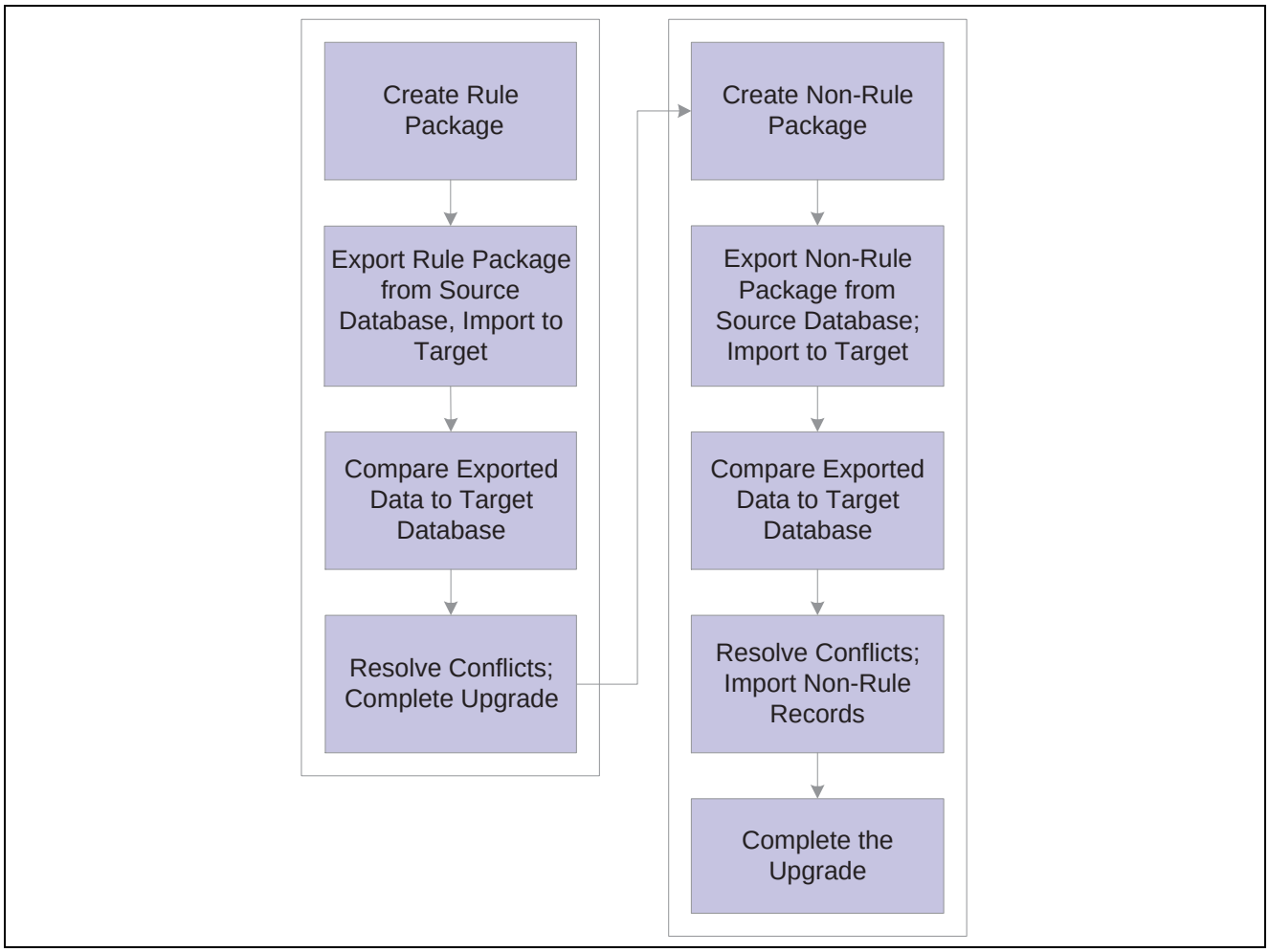
- Operations involving the utilities can have a significant impact on the system, so anyone using these tools must be very familiar with Absence Management.
- Source and target databases must use the same PeopleTools release.

  The source and target databases used by the nonrule packager must also share the same base language.
- Do not change the PIN_CODE in the Absence Management language table (GP_PIN_LANG).

  Doing so can affect the movement of this table.
- The utilities shouldn't be used during an absence run or while online work is being performed, but rather after business hours.
- You should import only one package at a time.

The Packaging and Upgrading Processes

To move rules and data between databases, you use several utilities in a specific sequence. This illustration shows the typical sequence for using the utilities to move rules and data between databases:



Moving rules and data between databases

To move rules and data between databases:

1. Create and upgrade a rule package.

   A rule package contains elements that are defined in records with PIN_NUM as the primary key. You use the Create Rule Package utility to package the elements being moved. You can select individual elements by name, specify the attributes of the elements to include in the package, or both. You tell the system whether you want to include only the focus elements or the focus elements plus the elements the focus elements use, based on the element map.

   You can direct the system to delete or upgrade elements in the target database. A batch process creates a package of elements that you can view online.

   After creating a package, you export it from the source database and import it into the target database; the system adds 50 000 000 to the value of each PIN number in the package to avoid overwriting elements in the target database that have matching PIN numbers.

   An online compare process follows, where the system compares the packaged elements with those in the target base. The goal is to determine which elements are new to the target database, which match elements that exist in the database, and which need deleting according to your instructions. Elements that are new to the target database are assigned the next PIN number.

   After reviewing the results of the comparison and resolving conflicts, you complete the upgrade process.

2. Create and upgrade a nonrule package.

Nonrule packages contain data from records where PIN_NUM is *not* the primary key—plus information about related elements.

To create a nonrule package:

a. Define the criteria for creating the package of data to move.

b. Export the nonrule data and element information from the source database.

c. Import information for the elements (not the elements themselves) into the target database.

d. Run a compare process that compares the packaged elements with those in the target database and identifies conflicts to address before importing nonrule data.

e. Import the nonrule data and start an upgrade process that renumbers the PINs in the nonrule data records that were moved to the target database.

   For example, imagine that the absence results record (GP RSLT ABS) contains a take element with a PIN number of 1333 on the source database. The element was moved to the target database, and because it matches (based on PIN code) an element in the target database with PIN number 3453, the nonrule packager renumbers the PIN number in the absence results record.

Base and Related Languages

The source and target database need not be of the same base language. The rule packager, using Data Mover functionality, can replace the data to the target's base language, if that base language is a related language in the source database. Additionally, the feature also creates a related language entry on the target database for the source database's base language. Consider the following example:

A German (DEU) target database contains the following data:

Base Data

PIN_NUM	PIN_CODE	Translatable Data	Nontranslatable Data
701	GP_TEMP001_DEU	Current German Text content	Current values on the target database

You create a package from an English (ENG) source database copying PIN_CODE GP_TEMP001 for base language only. The system:

- Exports a data file containing information for PIN_CODE GP_TEMP001 from the ENG database.

  The data file contains the new PIN_NUM of 50 000 701.

- Imports the data file to the target database.

  Upon import, DataMover automatically creates a related language row with a language code of ENG.

The German target database now looks like this:

PIN_NUM	PIN_CODE	Translatable Data	Nontranslatable Data
701	GP_TEMP001_DEU	CONTENT	Current values on the target database
50 000 701	GP_TEMP001_DEU	TAKE	New values from the source database

Related Language Data

PIN_NUM	PIN_CODE	LANGUAGE_CD	Translatable Data
50 000 701	GP_TEMP001_DEU	ENG	TAKE

The system then:

- Connects 50 000 701 with 701 using the PIN_CODE.
- Copies the DEU translatable fields from 701 to 50 000 701.
- Deletes the original PIN_NUM 701.
- Renumbers the new rows with the PIN_NUM of the target database.

The result of the process is updated information on the base table and a new ENG entry on the related language table, as shown below.

Base Table

PIN_NUM	PIN_CODE	Translatable Data	Nontranslatable Data
701	GP_TEMP001 DEU	CONTENT	New values from the source database

Related Language Table

PIN_NUM	PIN_CODE	LANGUAGE_CD	Translatable Data
701	GP_TEMP001 DEU	ENG	TAKE

Had the package been defined as both *base* and *related languages,* the swapping of languages to some extent would already have been completed by datamover during the package import (if a related language row for the language of the target database was part of the package.) This would result in overlaying translatable fields of the base row with the contents of the copied language row. If only the related language was copied with the package, the process is the same as described above, except for translatable fields of the base row of the target database, which would be updated to contain the values of the moved language row.

The Versioning Functions

You can use the versioning utilities of Absence Management to assign a version number to an element and to package elements by multiple versions. Having created a package, you can move it to another database. In this case, the system moves changes from element definitions or component records.

Version-based packages only pull data from the database base language table, not from the Pay Item Names — Related Language table (GP_PIN_LANG). The only way to move related language information from GP_PIN_LANG is to use a regular rule package.

The Delete Functions

To delete rules from the target or source database, you can enter instructions for deleting elements when defining the selection criteria for a package. To preserve the integrity of your data, you can delete an element only if it's not associated with other data. That is, the element being deleted must meet all the following conditions:

- Not used in a result table.
- Not associated with payee data.
- Not linked to a nonrule table.
- Not used by another element.
- Not created by the PeopleSoft system.

See Also

Chapter 29, "Using the Utilities," Selecting Elements for a Rule Package, page 596

Chapter 29, "Using the Utilities," Selecting Elements for a Rule Package by Attribute, page 599

The Process of Connecting UNIX and NT Directories

If your application runs on UNIX, exporting and importing packages requires additional consideration. You can create scripts on the UNIX machine, but the importing and exporting of packages occurs on the NT system, where Process Scheduler is located. Of course, this means that you must have NT Process Scheduler to run the rule packager.

Because UNIX and NT reference directories differently, you must define a shared directory that can be accessed by both platforms. In order to do so, the same paths must be mounted on both platforms. The path name must be defined identically on both machines. For example, we have defined the following directory structure to store datamover files:

- NT system: \\tl-nfs\dsapps\hcm890\datamover\
- UNIX system: /tl-nfs/dsapps/hcm890/datamover/

When you specify the path names before creating scripts or exporting, you must always use the NT notation including the double backslash. PeopleCode automatically transcribes the path name to the appropriate platform notation when needed.

Defining Element Relationships

The Define Element Relationships utility builds an element map that shows how elements with PIN numbers are related. It defines the relationship between elements, it also enables packager to define if elements are used in nonrule data, which is important when deleting elements and packaging nonrule data.

Although the system rebuilds the map when you create a rule package, we recommend that you rebuild the map when defining new elements, changing existing elements, or deleting elements. It's also advisable to rebuild the map for the target database after completing an upgrade. This ensures that the map is current when displayed.

This section discusses how to:

- Rebuild element maps.
- Review for errors.

See Also

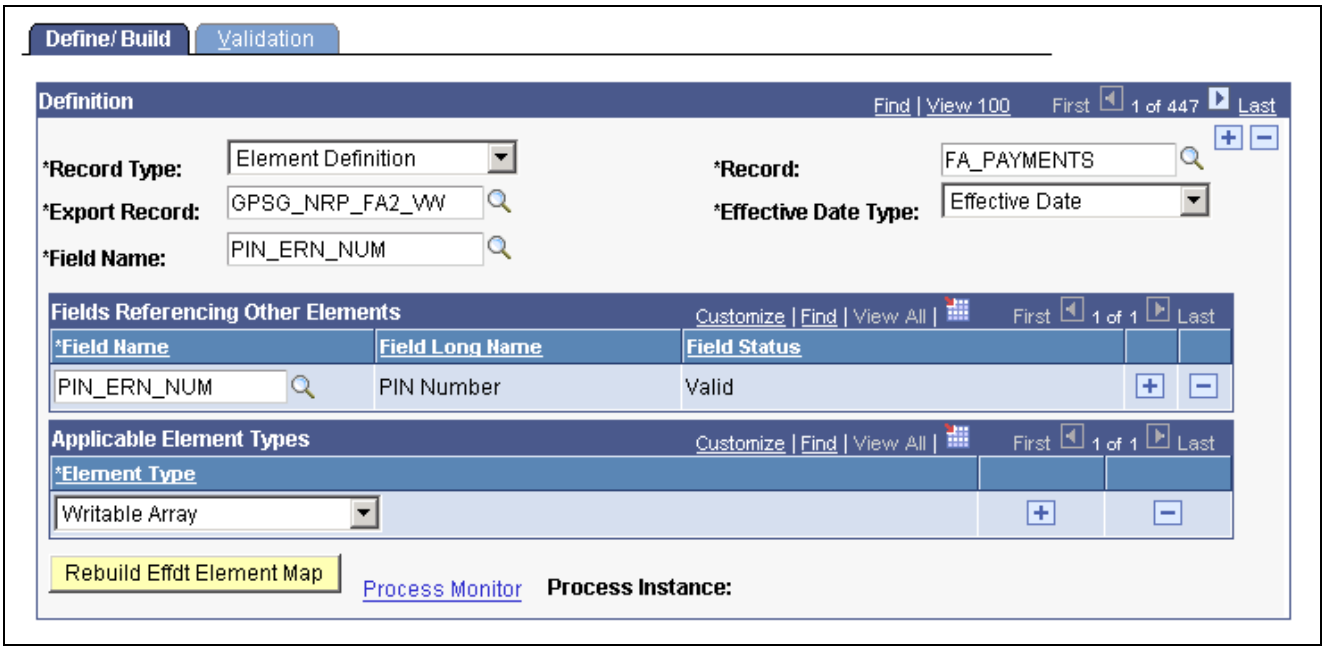
Chapter 29, "Using the Utilities," Adding Records to an Element Map, page 587

Pages Used to Define Element Relationships

Page Name	Object Name	Navigation	Usage
Define/Build	GP_PIN_FLD_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Define Element Relationships, Define/Build	Start the GP_PINMAP process, which rebuilds element maps. View which records contain fields that store PIN numbers. You can add and delete records that you've created to the rule map.
Validation	GP_PIN_FLD_MAP_ERR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Define Element Relationships, Validation	Review for errors after rebuilding the element map.

Rebuilding Element Maps

Access the Define/Build page.



Define/Build page

This page only lists those records that contain elements (which store PIN numbers). PIN NUM is often the key to these records, though this is not always the case.

Note. You cannot edit this page if it displays information for a PeopleSoft-delivered object.

See Chapter 29, "Using the Utilities," Adding Records to an Element Map, page 587.

Record Type Select a record type, which is the type of record that contains elements. Values are:

Element Definition: Records of this type define elements with a primary key of PIN_NUM. Examples: GP_ABS_TAKE (absence takes), GP_ARRAY arrays and GP_FORMULA (formulas).

Records that contain elements but don't define elements have one of the following record types:

Set-up Definition: These are records you define when you implement Absence Management. Examples: GP_ELIG_GRP_MBR (eligibility group member) and GP_RUN_TYPE_DTL (run type detail).

Output Result Data: These records contain calculation results. Examples: GP_RSLT_ACUM (accumulator results) and GP_RSLT_PIN.

Payee Data: These records contain payee-specific data. Examples: GP_ABS_EVENT (absence events) or GP_PYE_OVRD (payee overrides).

Record Displays the name of the record, containing one or more elements.

Export Record Displays the name of the record that the system uses when exporting this data to another database.

Effective Date Type Identifies whether the record is effective-dated. If this field is set incorrectly, the packager may fail.

Effdt (effective date): This is the default value. Indicates that the record is effective-dated. Example: GP_BRACKET.

Note. If you include in a package an element that has more than one effective-dated row, the system tries to match each row when comparing the source elements with the target database. If it finds a match, it replaces the row in the target database; if it doesn't find a match, it adds the row to the target database.

No Effdt (not effective-dated): Indicates that the record doesn't have an effective date. Example: GP_ARRAY.

Note. If you include in a package an element with no effective date, the system replaces all data for that element in the target database when you start the upgrade process.

Begin − End: Indicates that the record isn't effective-dated but contains begin and end dates. Example: GP_ACM_MBR.

Note. If you include in a package an element with begin and end dates, the system replaces all data for that element in the target database when you start the upgrade process.

Field Name Displays the name of the field in the record that contains other PIN number elements.

For a record type of *Element Definition,* the system displays the name of the key field (PIN_NUM).

Rebuild Effdt Element Map (rebuild effective-dated element map) Click to start the rebuild process. If the system cannot build the element map because of errors, this message appears on the page: "Effdt Element Map hasn't been built. Please check Validation page for errors."

Fields Referencing Other Elements

This group box displays all fields that store the PIN numbers of (member) elements that are used by the record/field combination at the top of the page.

The sample page displays information for GP_ERN_DED, the record that defines entitlement and take elements. This record can use up to 17 elements. PIN_AMT_NUM and PIN_BASE_NUM are some of the fields that store PIN numbers of member elements. For example, PIN_BASE_NUM identifies the element that returns the base amount. To resolve an entitlement or take element, the system must know the PIN numbers of elements that store the amount, base, generation control instructions, and so on.

Field Name Displays the name of the field that stores a member element's PIN number.

Field Long Name Displays the long name of the field.

Field Status Displays the field's status. Values are:

Valid: Indicates that the field existed in the record when the element map was last rebuilt.

Invalid: Indicates that the field on the record did not exist when the element map was last rebuilt. The system flags invalid fields when you rebuild the element map.

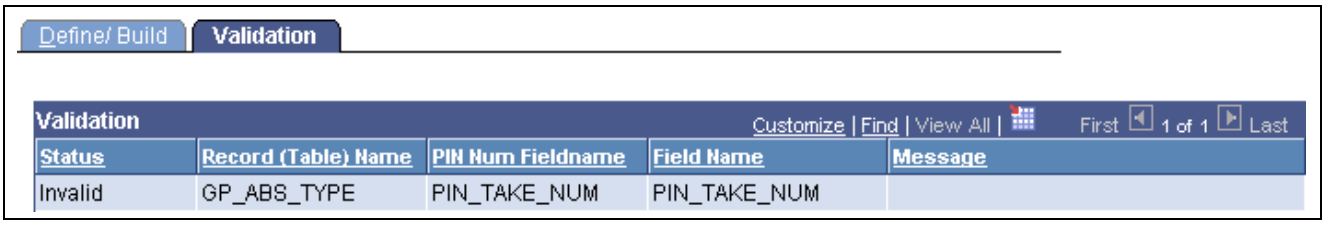
Applicable Element Types

When the record type is *Element Definition,* this group box identifies the corresponding element types.

Element Type Important when packaging elements. The element type that you select when creating a package gives the system information for selecting rows from the appropriate record.

Reviewing for Errors

Access the Validation page.



Validation page

Review this page for errors generated by the rebuild process.

Status Displays *Invalid* if an error occurred. Usually means that a field has been renamed or removed from the record, or that the record no longer exists.

If this is a PS Delivered/Maintained (PeopleSoft system delivered/maintained) record, contact the PeopleSoft Global Support Center.

If the error involves a record that you created, check the record to make sure all the fields are still valid.

Record (Table) Name Identifies the record that contained the invalid field.

PIN Num Fieldname (pay item name number field name) Displays the name of the field that appears in the Field Name field at the top of the Define/Build page.

Field Name Displays the field name that no longer exists in the record but appears on the Define/Build page.

Message Displays an error message pertaining to the specific field.

Adding Records to an Element Map

The procedure of adding records to an element map depends on the record's main (first) key:

- If the main key is PIN_NUM, the record type is *Element Definition,* also called Rule Definition.
- If the main key is not PIN_NUM, the record type is *Output Result Data, Payee Data,* or *Set Up Definition,* depending on its purpose.

This section discusses how to:

- Add rule definitions to an element map.

- Add nonrules to an element map.

Page Used to Add Records to an Element Map

Page Name	Object Name	Navigation	Usage
Define/Build	GP_PIN_FLD_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Define Element Relationships, Define/Build	Start the GP_PINMAP process, which rebuilds element maps. View which records contain fields that store PIN numbers. You can add and delete records that you've created to the rule map.

Adding Rule Definitions to an Element Map

This section describes the procedure for adding rule definitions to an element map, where the record's main key is PIN_NUM.

To add a rule definition to an element map:

1. Use PeopleTools to create a Structured Query Language (SQL) view for the record.

   The view must have the same structure as your new record, as illustrated in the following example.

   The first line of the Select statement must read:

   ```
   SELECT PIN_NUM + 50000000
   ```

2. On the Define/Build page, add a row for the new record.
3. Complete these fields on the Define/Build page:
   a. For Record Type, select *Element Definition.*
   b. For Record, select your new record.
   c. For Export Record, select the view that you created in step 1.
   d. For Effective Date Type, select the appropriate value for the record.
   e. For Field Name, select *PIN_NUM.*
   f. In the Fields Referencing Other Elements group box, list each field in your record that contains a PIN number.

      This includes the field name defined in step c. You can select only PIN_NUM.

   g. If you selected *Element Definition* for the record type, identify the element types in the Applicable Element Types group box.
4. Click Rebuild Effdt Element Map to start the Rebuild process.

Important! After adding an element definition record to the element map, follow the rules for defining version relationships.

Example

This illustration shows how your SQL statement should match the record structure:

Record Fields | Record Type

Num	Field Name	Type	Len	Format	Short Name	Long Name
1	PIN_NUM	Nbr	8		PIN Number	PIN Number
2	EFFDT	Date	10		Eff Date	Effective Date
3	EFF_STATUS	Char	1	Upper	Status	Status as of Effective D
4	**ENTRY_TYPE_ELEM**	Char	3	Upper	Entry Type	Entry Type
5	**PIN_NUMERATOR_NUM**	Nbr	8		Numerator	User Defined Numerator
6	**ENTRY_TYPE_ELEM2**	Char	3	Upper	Entry Type	Element Entry Type
7	**PIN_DENOMIN_NUM**	Nbr	8		Denominator	User Definded Denomin
8	DENOM_USES_NUMER	Char	1	Upper	1 Array for %	Denominator Uses Num
9	GP_VERSION	Char	18	Upper	Version	Version

Record definition for GP_PRORATION

```
SELECT PIN_NUM + 50000000
,EFFTDT
,EFF_STATUS
,ENTRY_TYPE ELEM
,PIN_NUMERATOR_NUM
,ENTRY_TYPE_ELEM2
,PIN_DENOMIN_NUM
,DENOM_USES_NUMER
,GP_VERSION
 FROM PS_GP_PRORATION
```

Adding Nonrules to an Element Map

This section describes the procedure for adding rule definitions to an element map, where the record's main key is not PIN_NUM.

To add a nonrule to an element map:

1. Use PeopleTools to create a SQL view for the record.

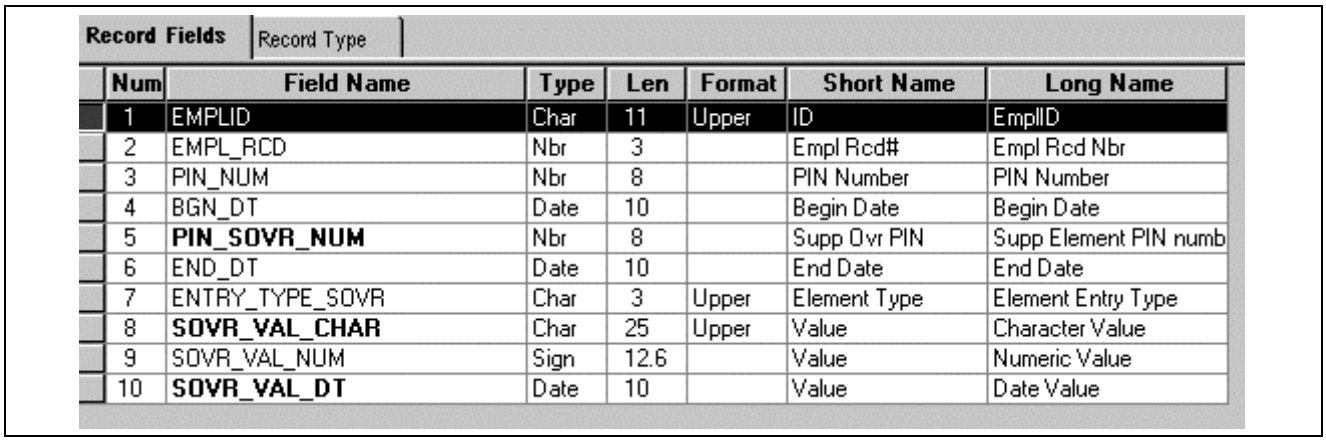
   The view must have the same structure as your new record, as illustrated in the following example.

   In the Select statement, enter *+ 50 000 000* after each field in the record that references a PIN number.
2. On the Define/Build page, add a row for the new record.
3. Complete these fields on the Define/Build page:
   a. For Record Type, select *Output Result Data, Payee Data,* or *Set up Definition.*
   b. For Record, select your new record.
   c. For Export Record, select the view that you created in step 1.
   d. For Effective Date Type, select the appropriate value for the record.
   e. For Field Name, select any field in the record that references PIN_NUM.
   f. In the Fields Referencing Other Elements group box, list each field within your record that contains a PIN number.

      This includes the field name defined in step d. You can select only PIN_NUM.
4. Click Rebuild Effdt Element Map to start the Rebuild process.

Example

This illustration shows how your SQL statement should match the record structure:



Record Fields | Record Type

Num	Field Name	Type	Len	Format	Short Name	Long Name
1	EMPLID	Char	11	Upper	ID	EmplID
2	EMPL_RCD	Nbr	3		Empl Rcd#	Empl Rcd Nbr
3	PIN_NUM	Nbr	8		PIN Number	PIN Number
4	BGN_DT	Date	10		Begin Date	Begin Date
5	**PIN_SOVR_NUM**	Nbr	8		Supp Ovr PIN	Supp Element PIN numb
6	END_DT	Date	10		End Date	End Date
7	ENTRY_TYPE_SOVR	Char	3	Upper	Element Type	Element Entry Type
8	**SOVR_VAL_CHAR**	Char	25	Upper	Value	Character Value
9	SOVR_VAL_NUM	Sign	12.6		Value	Numeric Value
10	**SOVR_VAL_DT**	Date	10		Value	Date Value

Record definition for GP_ PYE_OVR_SOVR

```
SELECT EMPLID
,EMPL_RCD
,PIN_NUM + 50000000
,BGN_DT
,PIN_SOVR_NUM + 50000000
,END_DT
,ENTRY_TYPE_SOVR
,SOVR_VAL_CHAR
,SOVR_VAL_NUM
,SOVR_VAL_DT
  FROM PS_GP_PYE_OVR_SOVR
```

Viewing Element Relationships

You can use the View Element Relationships utility to view hierarchical maps, including a map that existed as of a specific date.

This section discusses how to:

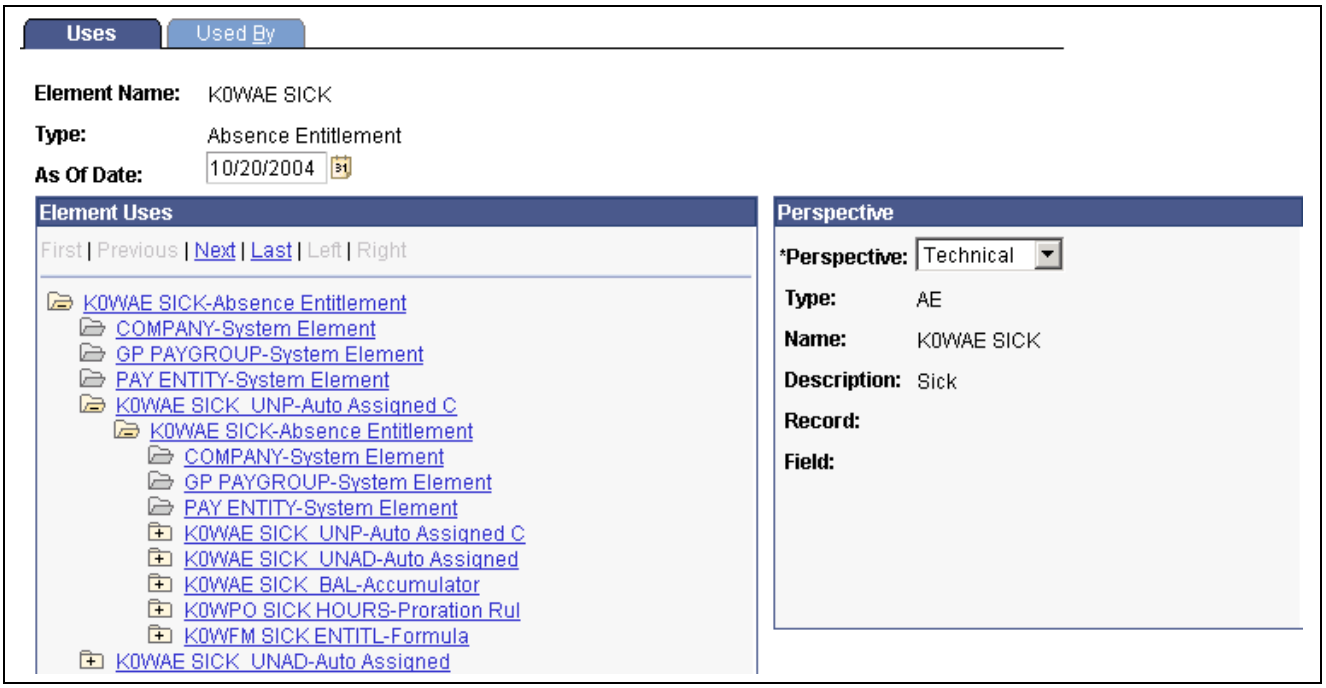
- View elements used by a focus element.
- View elements that use a focus element.

Pages Used to View Element Relationships

Page Name	Object Name	Navigation	Usage
View Element Relationships - Uses	GP_PINTREE_EFFDT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Relationships, Uses	View a map of elements that a focus element uses. The element relationship map must be built before the data is displayed.
View Element Relationships - Used By	GP_PINTREE_EFFDT2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Relationships, Used By	View elements that use the focus element.

Viewing Elements Used by a Focus Element

Access the View Element Relationships - Uses page.



View Element Relationships - Uses page

Element maps include fields that contain PIN_NUM only. So, when looking at the map for an entitlement element, you don't see fields for frequency, currency, and other non-element information.

Element Name Displays the name of the element that you selected on the search page. This is the *focus* element.

Type Displays the element type of the focus element.

As Of Date To see the relationship map that was in effect on a specific date, enter the date in this field.

Element Uses Click the element name to view its member elements. This information appears in a tree structure that expands or collapses as you click the + or − folder before an element name.

Perspective

To see additional information on a related element, click the element name in the Element Uses group box and select a view in the Perspective field.

Perspective Select the format for the data in this group box. Values are:

Functional: Displays descriptive names of the data.

Technical: Displays technical names for the data.

Type Displays the element type of the selected element.

Name Displays the name of the selected element. (The name is the same for the functional and technical views.)

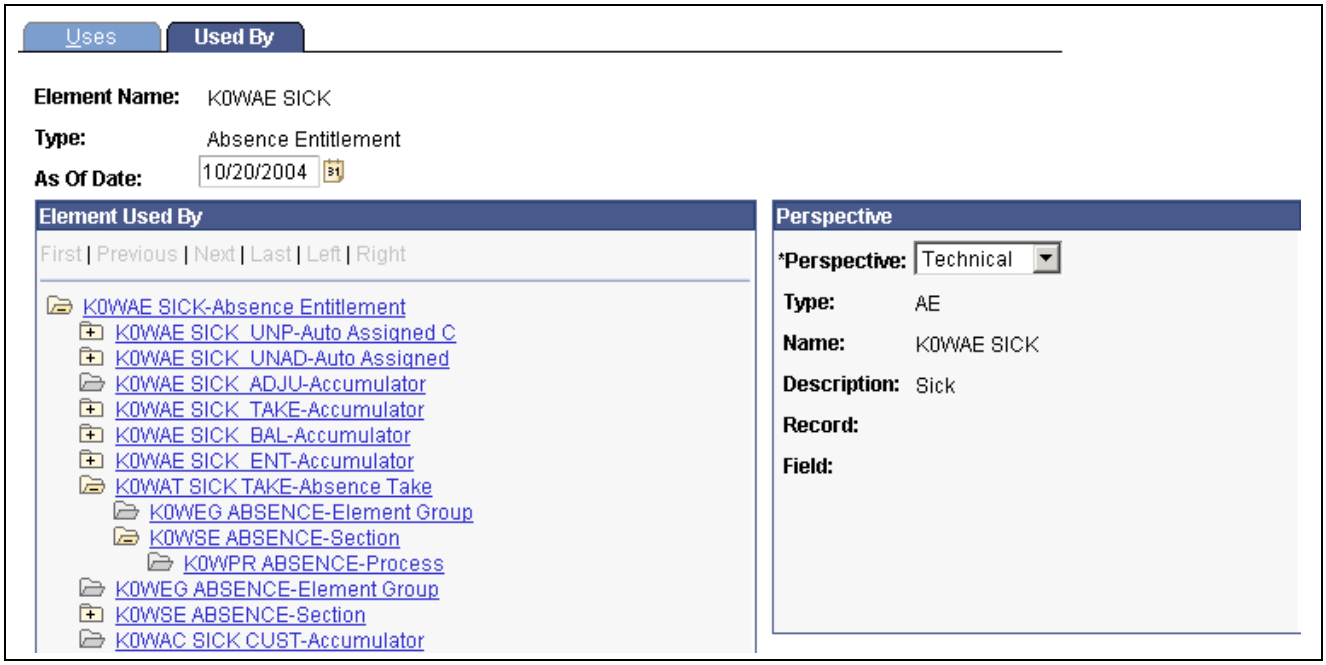
Description Displays the description of the selected element. (The description is the same for the functional and technical views.)

Record Displays the name of the record in which the selected element resides.

Field Displays the name of the field that stores an element's value.

Viewing Elements That Use a Focus Element

Access the View Element Relationships - Used By page.



View Element Relationships - Used By page

This page resembles the View Element Relationships - Uses page but shows all elements that use the focus element.

See Also

Chapter 29, “Using the Utilities,” Viewing Elements Used by a Focus Element, page 591

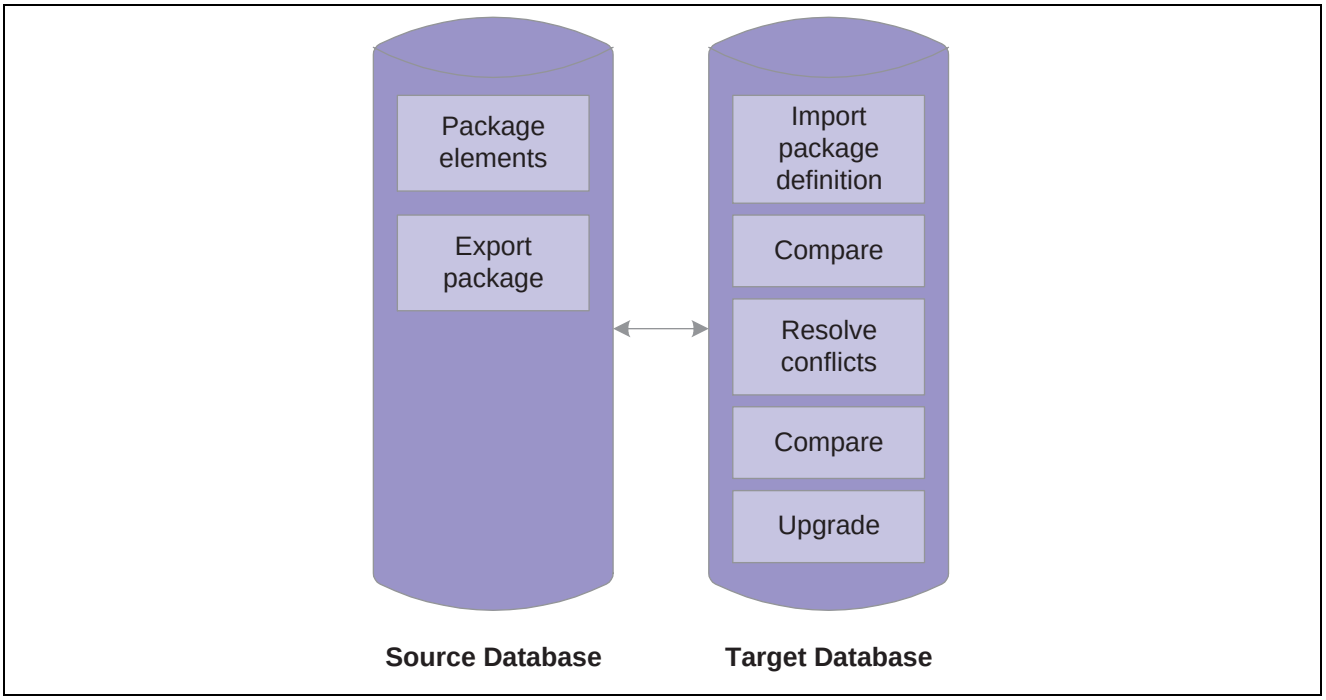
Creating and Exporting Rule Packages

This section provides overviews of how to move rules packages, define and create rule packages and discusses how to:

- Name rule packages.
- Select elements for a rule package.
- Select elements for a rule package by attribute.
- Modify the SQL Where clause for selection criteria.
- Display the elements in a rule package.
- Export packages of elements.
- View scripts.

Understanding How to Move Rule Packages

Rule packages include elements that are defined in records where PIN_NUM is the key. You can create a rule package and move its elements to a target database. This diagram displays the process:



Moving rules between databases

To move rules from one database to another:

1. Define and create a rule package using the Create Rule Package component.

2. Export and import the rule package using PIA.
3. Compare and upgrade the elements in the package, using the Compare and Upgrade Package component.

Understanding How to Define and Create Rule Packages

Use the Create Rule Package component to define the selection criteria for the elements to include in your package and to specify the action the system takes for each element: upgrade (copy) the element to the target database or delete the element from the target database.

You can define two sets of selection criteria:

- Use the Create Rule Package - Packaging Criteria 1 page to select elements by name.
- Use the Create Rule Package - Packaging Criteria 2 page to select elements by attribute (element type, owner, used by, class, category, country).

  You can modify the SQL code that the system uses when it selects elements that meet your Criteria 2 parameters.

If you complete both pages, the system selects all elements that meet the criteria defined on the Create Rule Package - Packaging Criteria 1 page *or* the Create Rule Package - Packaging Criteria 2 page.

You can start the package creation process from either page.

To define and create the rule package using the Create Rule Package component:

1. Define the selection criteria for the elements to move and delete from the target database.
2. Run the Create Package process.
3. View the package.

   Cancel any elements that you're not moving.

Warning! If you add or change an element after creating a package, you must recreate the package to include the element.

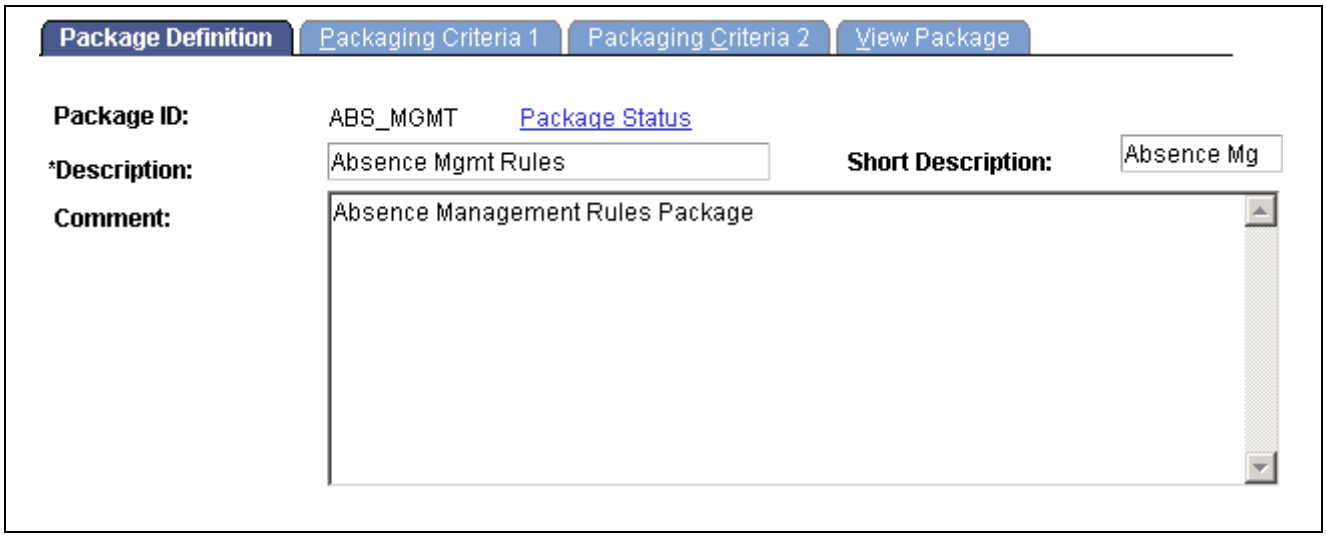
Pages Used to Create and Export Rule Packages

Page Name	Object Name	Navigation	Usage
Package Definition	GP_PKG_DFN	• Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Rule Package, Package Definition • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Compare/Upgrade Rule Package, Package Definition • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Export Rule Package, Package Definition	Name a rule package and enter a description and comments.
Packaging Criteria 1	GP_PKG_CRITERIA1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Rule Package, Packaging Criteria 1	Select specific elements for a rule package. Start the batch process that creates the package.
Packaging Criteria 2	GP_PKG_CRITERIA2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Rule Package, Packaging Criteria 2	Select elements for a rule package by attribute (element type, owner, used by, class, category, country). Modify the SQL code that the system uses to select elements that meet the Criteria 2 parameters.
Where Clause	GP_PKG_CRIT2_SEC	Click the Show Where Clause link on the Packaging Criteria 2 page.	View and modify the SQL Where clause for the selection criteria defined on the Packaging Criteria 2 page.
View Package	GP_PKG_VIEW	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Rule Package, View Package	View the elements in a rule package. View the action (upgrade or delete) that the system takes when you copy the package. You can cancel elements in the package.

Page Name	Object Name	Navigation	Usage
Element Export	GP_PKG_ELEM_EXP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Export Rule Package, Element Export	Export a package of elements. You must create a package before you can export it.
View Scripts	GP_PKG_EXPIMP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Export Rule Package, View Scripts	View export, import, and cleanup scripts.

Naming Rule Packages

Access the Package Definition page.

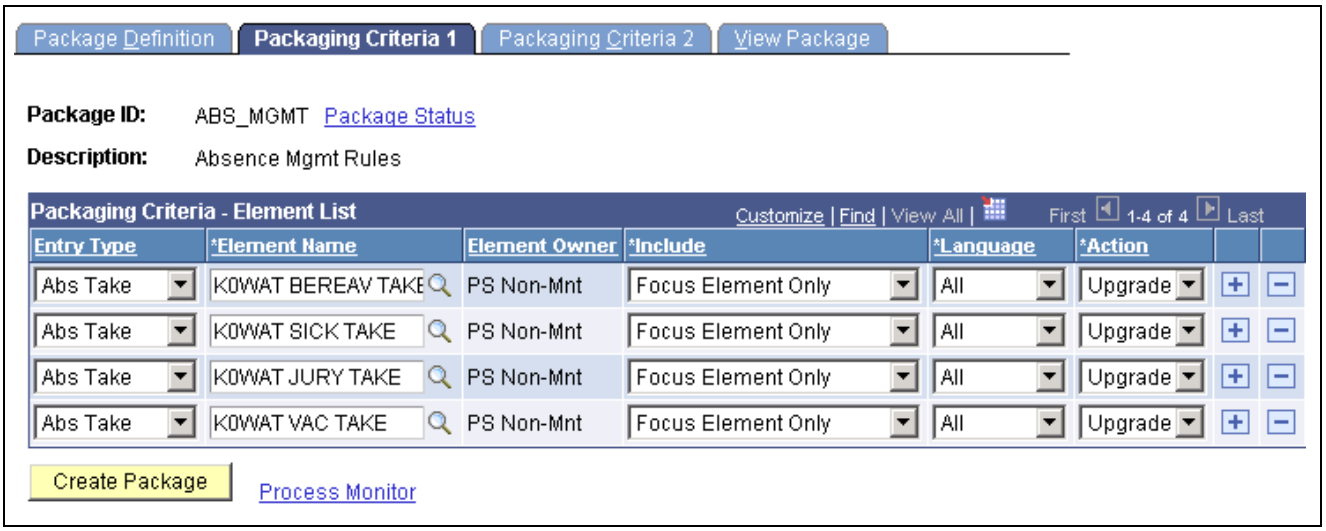


Package Definition page

Enter a description of the package and comments.

Selecting Elements for a Rule Package

Access the Packaging Criteria 1 page.



Packaging Criteria 1 page

Packaging Criteria - Element List Set

Entry Type Select the entry type for the element to include in the package. This determines which elements you can select in the Element Name field.

Element Name In this required field, select the name of the element to include in the package, the *focus* element.

Element Owner Identifies who created the element that you selected in the Element Name field and who's responsible for maintaining it. Valid values are *Customer, Modified, PS Mnt* (PeopleSoft Maintained), *PS NonMnt,* and *PS Secure.*

Include This required field defines what the package includes. Values are:

Focus Element + Members: Selects these elements in the order listed: the focus element (in the Element Name field); and member elements that the focus element uses (as depicted on the View Element Relationships — Uses page).

Focus Element Only (default): Selects these elements in the order listed: the focus element; its autogenerated components and autogenerated accumulators. First level elements are selected as information only elements.

Warning! Select *Focus Element Only* only if you know that the target database contains all the member elements. If it doesn't, the system reports an error during the compare process.

Note. The system always includes information for the member elements in the package—even when you select *Focus Element Only.* Although the member elements aren't copied to the target database, the system uses the information to perform the Compare process described later in this chapter.

Language Specify how or whether to copy language information to the target database.

Language information pertains to fields on GP_PIN that are translatable. This data is stored on the related-language table for GP_PIN, GP_PIN_LANG.

Note. If you select *All* or *Related,* the system deletes all existing languages and inserts data in the Related Language table for elements that you're moving, including any language records that you've added if the base language in the target database is included in the package.

Values are:

All: Adds all language information to the package.

Base: Select to get only the base language data.

Related: Copies all language data related to the element but not the element itself.

Action

In this required field, select the action the system should take with this element when upgrading the target database. Values are:

Upgrade (default): Adds the element to the target database or updates a matching element that's in the target database.

Delete: Deletes the element from the target database after copying it to the target database. (One database can be used as both the source and target database.)

You cannot delete elements that meet any of the following conditions:

- Used in a results table.
- Associated with payee data.
- Linked to a nonrule table.
- Used by another element.
- Delivered by the PeopleSoft system.

Note. You can delete the related language or all language information but not the base language alone.

If you are deleting both a parent and a child element, you must still unhook the child from the parent.

Create Package

Click to start the Create Package program (GP_PKG_CR). You can view the process status through the Process Monitor. Wait until the program has finished before opening a page that's associated with the package.

If the process fails due to mapping errors, the Process Monitor indicates "*No Success*," and the log file notifies you that the map wasn't built. This message appears on the View Package page above Element List: "*Package not created - there are errors in Element Relationship.*"

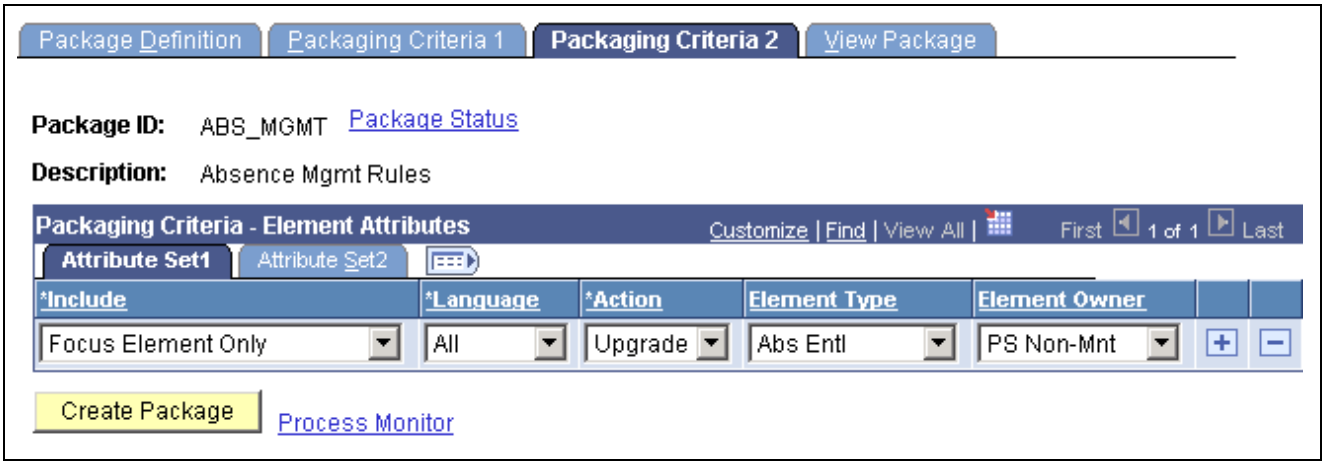
If the process fails for any other reason check any SQL code that you created using the where clause on the Packaging Criteria 2 page. If the problem persists, contact PeopleSoft's Global Support Center.

See Also

Chapter 29, "Using the Utilities," Base and Related Languages, page 581

Selecting Elements for a Rule Package by Attribute

Access the Packaging Criteria 2 page.



Packaging Criteria 2 page

Attribute Set1

Select the Attribute Set1 tab.

Include

In this required field, specify whether the package includes only focus elements (which meet the selection criteria on the Attribute Set1 tab) or also includes elements that are used by the focus elements.

Values are *Focus Element + Members* and *Focus Element Only.*

Focus Element + Members: Selects these elements in the order listed: the focus element (in the Element Name field); and member elements that the focus element uses (as depicted on the View Element Relationships - Uses page).

Focus Element Only (default): Selects these elements in the order listed: the focus element; its autogenerated components and autogenerated accumulators. First level elements are selected as information only elements. Information only elements are used by the focus element and its immediate children (if this information has not been previously selected).

Warning! Select *Focus Element Only* only if you know that the target database contains all the member elements. If it doesn't, the system reports an error during the compare process.

Note. The system always includes information for the member elements in the package—even when you select *Focus Element Only.* Although the member elements aren't copied to the target database, the system uses the information to perform the compare process described later in this chapter.

Language

Specify how or whether to copy language information to the target database.

Language information pertains to fields on GP_PIN that are translatable. This data is stored on the related-language table for GP_PIN, GP_PIN_LANG.

Note. If you select *All* or *Related,* the system overwrites data in the Related Language table for elements that you're moving, including any language records that you've added if the base language in the target database is included in the package.

Values are:

All: Adds all language information to the package.

Base: Select to get only the base language data.

Related: Copies all language data related to the element but not the element itself.

To load translated data into your database after installing Absence Management, select *Related* to copy the language data associated with the elements.

Action In this required field, select the action the system should take with this element when upgrading the target database. Values are:

Upgrade (default): Adds the element to the target database or updates a matching element that's in the target database.

Delete: Deletes the element information from the target database after copying it to the target database. (One database can be used as both the source and target database.)

You cannot delete elements that meet any of the following conditions:

- Used in a results table.
- Associated with payee data.
- Linked to a nonrule table.
- Used by another element.
- Delivered by the PeopleSoft system.

Note. You can delete the related language or all language information but not the base language alone.

If you are deleting both a parent and a child element, you must still unhook the child from the parent.

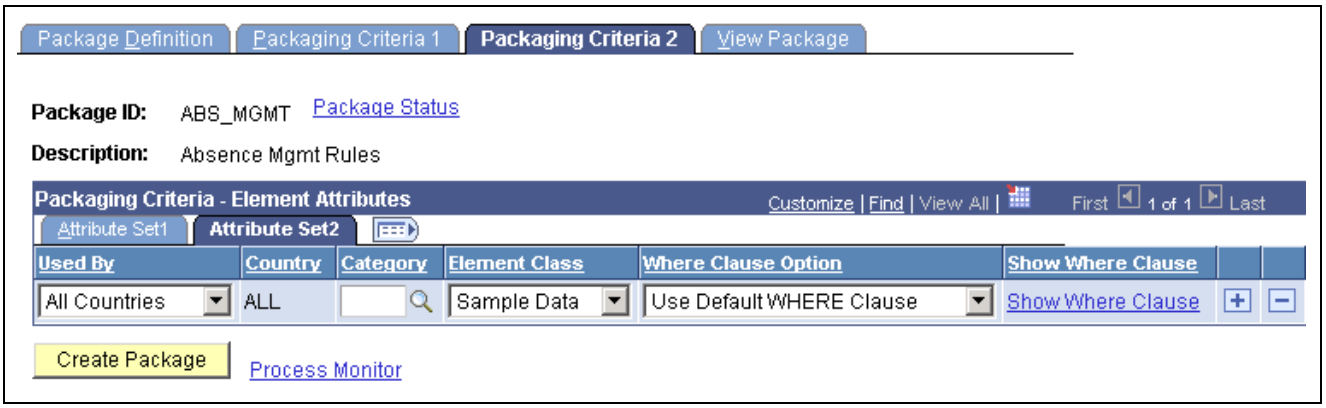
Element Type Select the type.

Element Owner Select elements by owner. Valid values are: *Customer, Modified, PS Mnt, PS NonMnt,* and *PS Secure.*

Create Package Click to start the Create Package program (GP_PKG_CR). The Process Request page appears, so you can monitor the process. Wait until the program finishes before opening a page that's associated with the package.

Attribute Set2

Select the Attribute Set2 tab.



Packaging Criteria 2 page — Attribute Set2 tab

Used By Select where elements are used. Values are *All Countries* (default) and *Specific Country*. If you select *Specific Country,* you must complete the Country field.

Country Select the country's three-digit country code if you selected *Specific Country* in the Used By field.

Category To select only elements assigned to a particular category, select the category. (You assign a category to an element on the Element Name page.)

Element Class Select the element class to package. (You assign an element class to an element on the Element Name page.)

Valid values are: *Customary, Not Classified, Sample Data, Statutory,* and *System Data.*

Where Clause Option The system converts the criteria entered on the Create Rule Packages - Packaging Criteria 2 page into SQL before it creates the package. The Where Clause is editable.

Values are:

Use Default WHERE Clause: Tells the system to use the default Where clause and discard SQL code modifications.

Change WHERE Clause: Makes the other fields on this page unavailable and puts the SQL code on the Where Clause page in edit mode.

Warning! Selecting *Use Default WHERE Clause* deletes any SQL code you may have entered on the Where Clause page.

Show Where Clause Displays the Where Clause page, where you can view and alter the SQL code for your selection criteria.

See Also

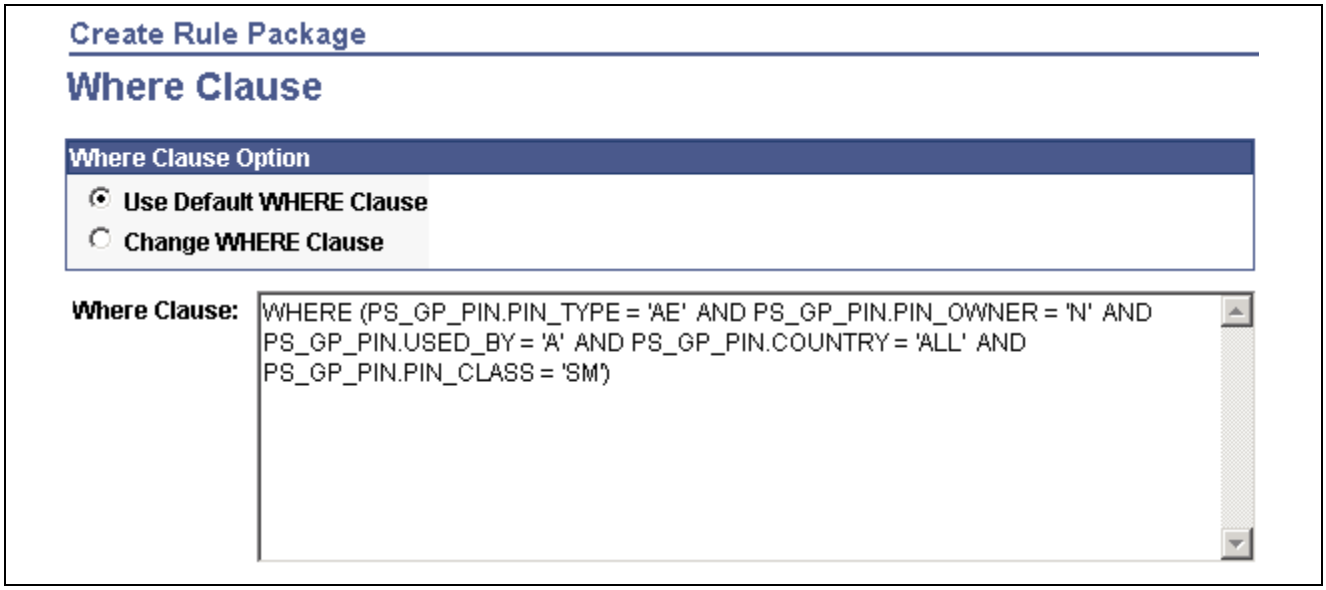
Chapter 29, "Using the Utilities," Selecting Elements for a Rule Package, page 596

Chapter 30, "Defining Security," page 635

Chapter 29, "Using the Utilities," Base and Related Languages, page 581

Modifying the SQL Where Clause for Selection Criteria

Access the Where Clause page.



Where Clause page

Where Clause Option

Select *Use Default WHERE Clause* to use the default clause or revert to it after editing the SQL code. Changes to the Where clause are lost.

Select *Change WHERE Clause* to activate the code on the lower part of the page for editing.

Where Clause

If you selected *Use Default WHERE Clause* for Where Clause Option, the system displays the Where clause of the SQL statement that it created based on the selection criteria that you entered for the package on the Packaging Criteria 2 page.

If you selected *Change Where Clause,* you can edit the SQL. The following rules apply:

- Do not use PIN_NUM as a selection criterion or any field where PIN_NUM can be stored.

  (Doing so prevents renumbering during the import process.)

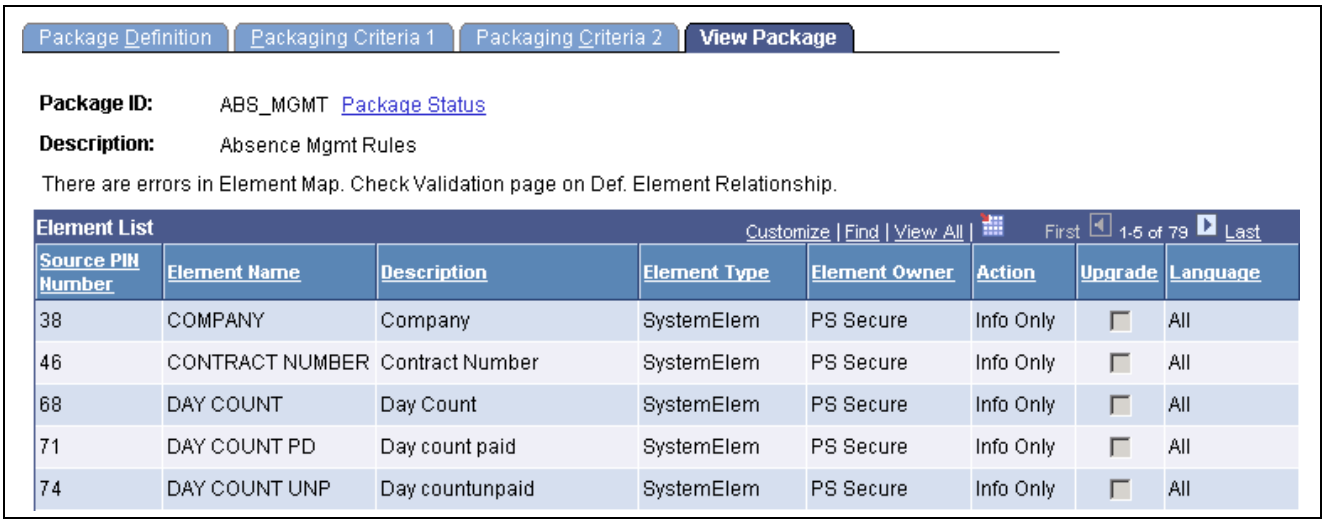
- Add the prefix PS_GP_PIN to field names that you enter.

  Example: PS_GP_PIN.RECALC_IND.

Note. When you save, the system checks for the use of PIN_NUM, and looks for SQL syntax errors. The fields on the Packaging Criteria 2 page become uneditable.

Displaying the Elements in a Rule Package

Access the Create Rule Package - View Package page.



View Package page

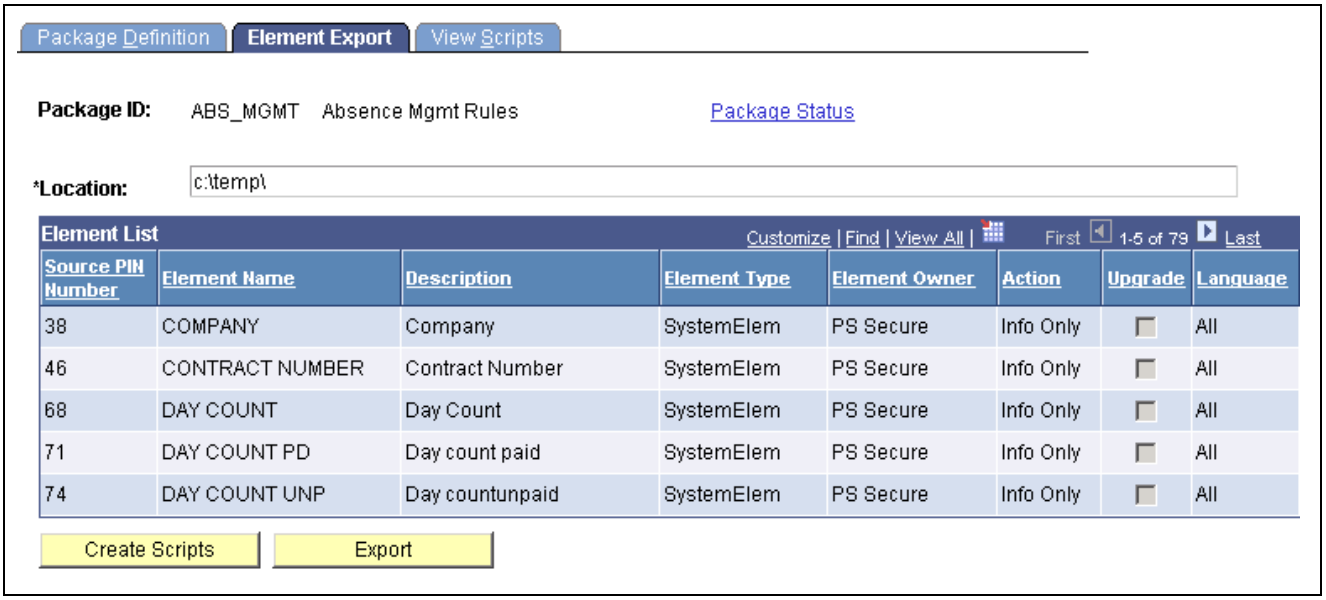
Action Displays the action applicable to the element in your package.

Values are: *Upgrade, Delete,* and *Info Only.*

Upgrade This check box is selected automatically to include the element in the package for export. Clear it to exclude the element from the export.

Exporting Packages of Elements

Access the Element Export page.



Element Export page

Once you have created a package, you can export it. During the export process, the system automatically adds 50 000 000 to the value of the PIN number assigned to each element so that it can distinguish the exported elements from elements that exist in the target database.

To export a rule package:

1. Select the package ID.

2. Select a location for the exported files.

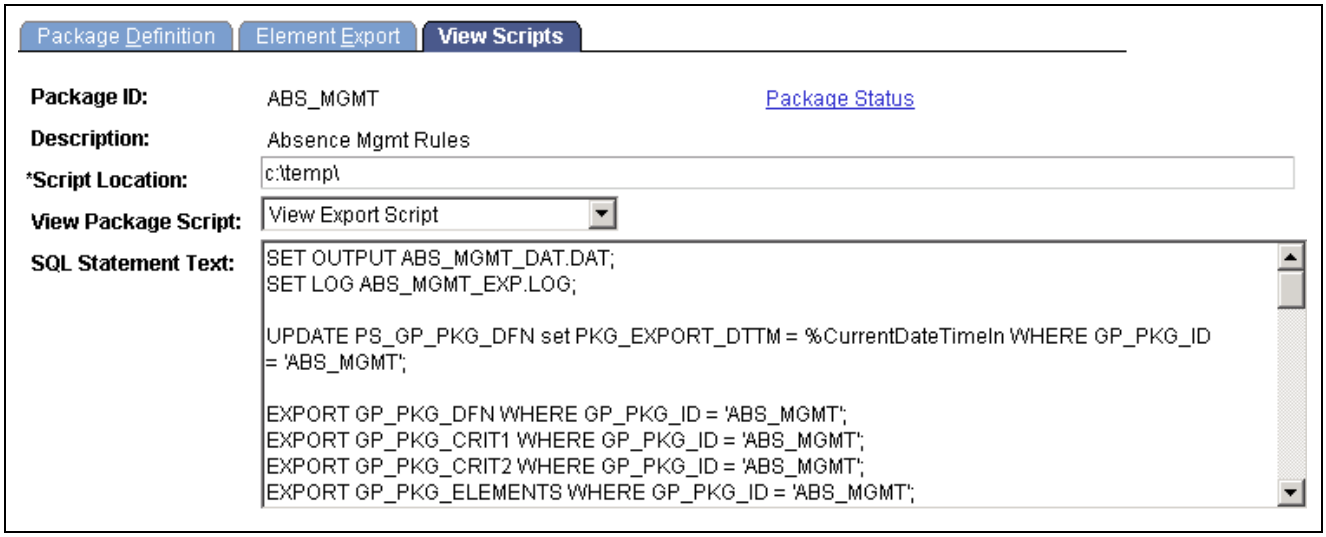
   The location of scripts and data files should be accessible by both the source and target databases.

   When deleting items, the source database and target database can be the same.

3. Select Create Scripts. This button will create the Packagename_exp.dms and Packagename_imp.dms scripts.
4. Export the package from the source database, and import it into the target database.

Viewing Scripts

Access the View Scripts page.



Export Rule Package - View Scripts page

Script Location Displays the script location, which must be accessible by both the import and export databases. The setup must be specific in the Process Scheduler configuration file, and the drives must be mounted on both machines. If the configuration file has changed during the process, the log will not open.

View Package Script Select the type of script that you want to view: export, import, or cleanup. The DataMover script appears. Make sure that these scripts are correct.

Viewing the Status of Packages

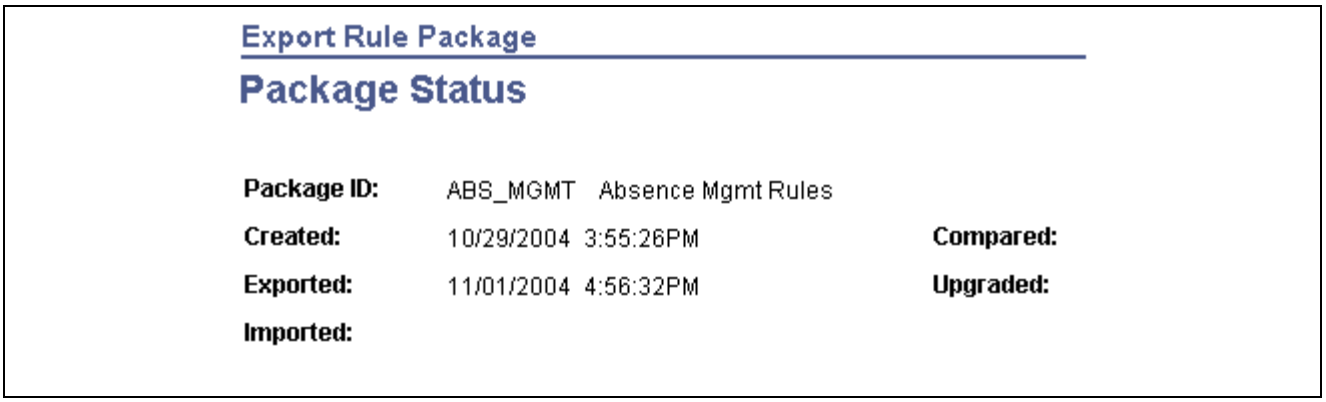
This section discusses how to view the status of a package.

Page Used to View the Status of Packages

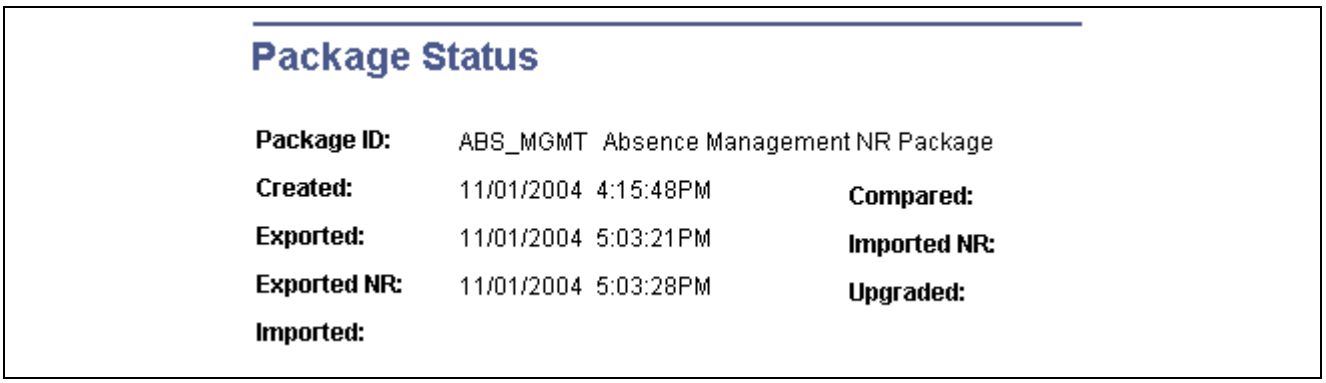
Page Name	Object Name	Navigation	Usage
Package Status	GP_PKG_DTTM_SEC	Click the Package Status link on the Package Definition page.	View the date and time a package was created, exported, imported, compared, and upgraded.

Viewing the Status of a Package

Access the Package Status page.



Package Status page (rule package)



Package Status page (nonrule package)

The last completed process determines which process you can run next.

Comparing and Upgrading Rule Packages

This section provides an overview of rule packages comparisons and upgrades and discusses how to:

- Start the compare and upgrade processes.
- Review for upgrade errors.

Understanding Rule Package Comparisons and Upgrades

After you have imported a rule package to the target database use the Compare and Upgrade Package component to compare and upgrade the rule package, as explained in this section.

To compare and upgrade a rule package:

1. Compare the packaged elements with the elements in the target database.

   The system determines which elements are new to the target database, which update existing elements in the target database, and which need deleting from the target database.

2. Resolve conflicts that are identified during the compare process.

   Conflicts can occur for several reasons. For example, the source element could use other elements that don't exist in the target database and are not included in your package or an element that you want to delete could be used in a results table. The corrective action depends on the type of conflict.

3. Rerun the compare process after correcting errors or excluding elements from the package.

4. Run the upgrade process.

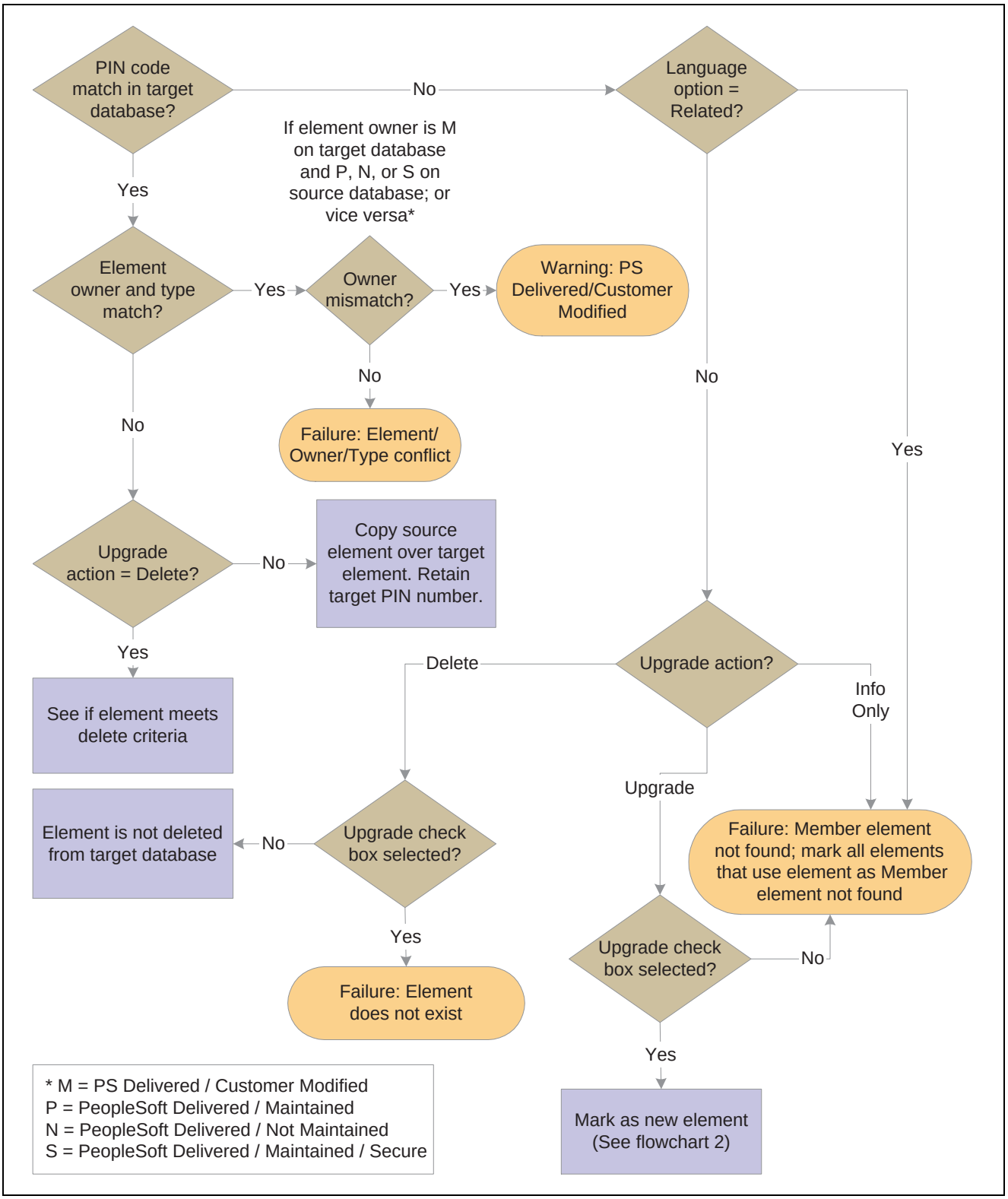
   The system renumbers the 50,000,000 rows added at import into the target database, renumbers the PINs that already exist in the database, renumbers the new elements by assigning new PIN numbers, and deletes rows according to the option chosen in the package. You can run this process only once.

Note. Before moving multiple elements simultaneously, it is recommended that you back up the target database before starting the process.

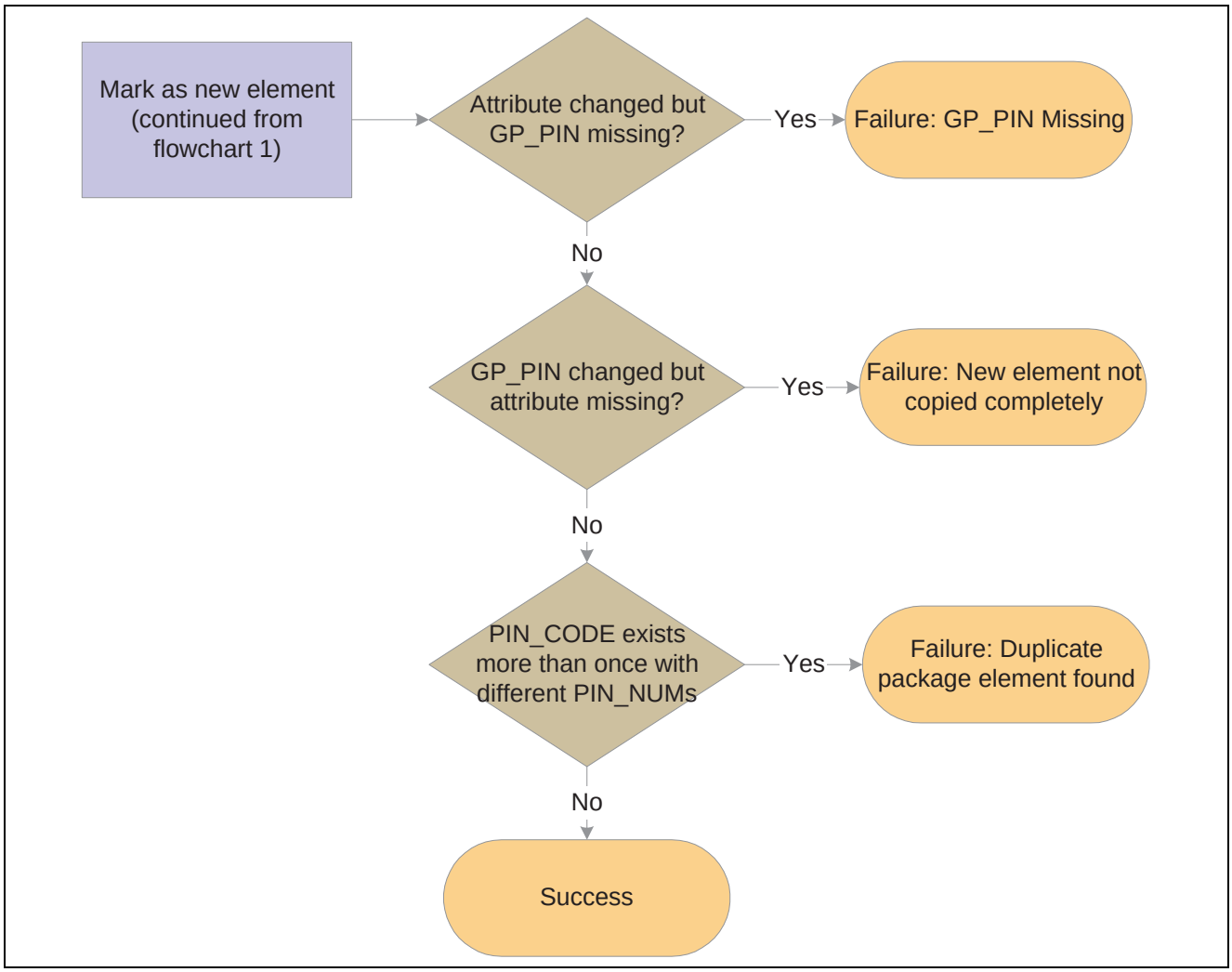
What Happens During the Compare Process

For each exported element, the system looks for an element in the target database with the same PIN code, element type, and element owner.

This flowchart shows the logic that the system uses to perform the comparison and generate the resulting warning or error messages:



Compare process for rule packages (flowchart 1)



Compare process for rule packages (flowchart 2)

Warning! If you revise an element and export the element to another database that contains that element, the system overwrites that definition if you select the Upgrade check box on the Package Upgrade tab of the Package Elements page.

See Also

Chapter 29, "Using the Utilities," The Delete Functions, page 583

Running the Compare Report

You can create a Compare Report while performing the compare process. The Compare Report enables you to see what elements the Rule Package will change on a field-by-field basis to help you decide whether to upgrade a specific element or not.

The Compare Report creates a report displaying the affected elements and what the differences are between the elements in the Rule Package and the target database. The Compare Report can only be run at the same time as the compare process.

Note. Running the Compare Report will affect the performance of applying a rules package so you should run the Compare Report only when you need a field-by-field comparison of the rules package and the target database.

Compare Report Contents

The Compare Report consists of four columns. The columns and contents are described in the following table:

Column	Contents
Elements	• Element name (PIN code). • Element type. • Upgrade action (either Upgrade or Delete). • Compare status. • Error or Warning (if applicable).
Record/Field	Record or field name for the values contained in the Rule Package and Target Database columns.
Rule Package	Data values that are moving to the target database as part of the Rule Package for the applicable record or field name.
Target Database	Data values that are currently in the target database for the applicable record or field name.

Elements Displayed in the Compare Report

The Compare Report contains details about each of these groups of elements:

- Elements with Errors or Warnings—All elements that have an error or warning message appear in this first section with basic information about the element (if it is available). All errors and warnings should be looked into and resolved before continuing the upgrade process.
- Modified Elements— The rows (records and fields) that will be changed are displayed. If a new row of data is being added, all fields appear.
- New Elements—For new elements that are contained in the Rule Package but not in the target database, the following GP_PIN fields are displayed: PIN Code (as the key field); PIN_NM; DESCR; COMMENTS. From Element Definition Records, only key fields are displayed.
- Deleted Elements—The following fields from GP_PIN are displayed: PIN Code (as the key field); PIN_NM; DESCR; COMMENTS. For rows that exist currently in the database, only key fields from Element Definition Records are displayed.
- Elements with no changes—No field information is displayed.

Note. For formulas, only the formula text is displayed, rather than details about each individual field.

For all PIN Number fields, the Compare Report displays the corresponding PIN Code instead of the PIN Number.

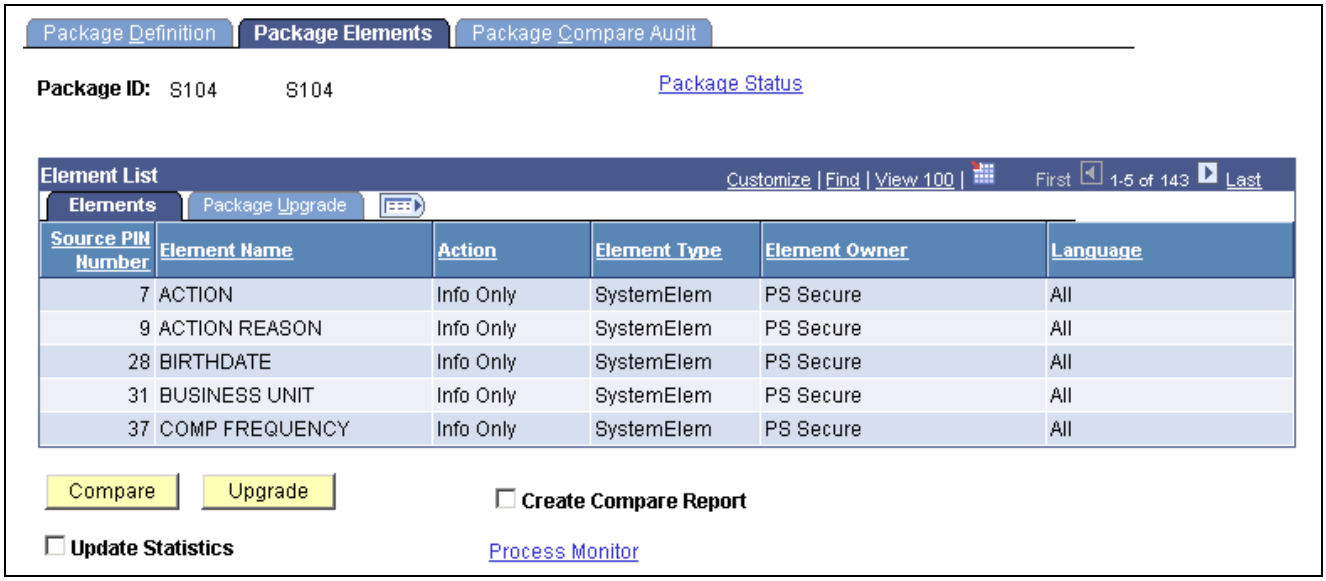
For translate value fields, both the value itself and the corresponding translate value short description are displayed.

Pages Used to Compare and Upgrade Rule Packages

Page Name	Object Name	Navigation	Usage
Compare and Upgrade Package - Package Elements	GP_PKG_ELEM_UPG	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Compare/Upgrade Rule Package, Package Elements	Start the Compare or Upgrade processes. You can access the package only after exporting or importing the package into the target database.
Package Compare Audit	GP_PKG_CMP_AUDIT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Compare/Upgrade Rule Package, Package Compare Audit	Review for errors that occurred during the Compare process. Before continuing with the upgrade process, correct the errors and rerun the Compare process.

Starting the Compare and Upgrade Processes

Access the Package Elements page from the *target* database.



Package Elements page

Use this page to start the Compare process, which compares the data from the source database to the target database. You also use this page to start the Upgrade process, which completes the upgrade, and to exclude elements from the upgrade process.

Compare This button is available immediately after the import. Click to start the Compare process. The system compares the elements you imported with the ones in the target database. After the compare process is complete, check the Package Upgrade tab and then review the Package Compare Audit page for errors.

Upgrade This button becomes available after you run a successful Compare process. See the description of the Package Upgrade tab.

Click the button to start the Upgrade process. You can upgrade a package only once. This process upgrades only elements that passed the Compare process without errors.

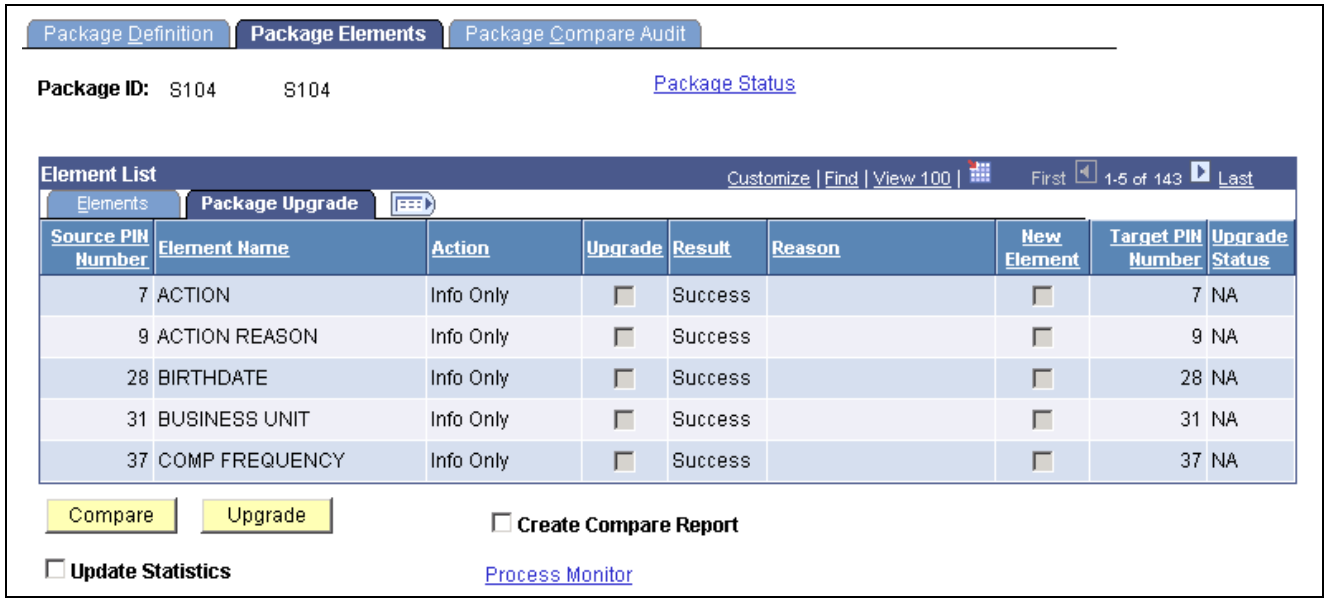
Important! If possible, run these processes separately from regular absence processes to avoid affecting other users.

Create Compare Report Select this check box to create the Compare Report to compare the rule package to the target database on a field-by-field basis. This button is available when the Compare button is also available

Update Statistics Select this check box to update statistics on the appropriate tables.

Package Upgrade

Select the Package Upgrade tab.



Package Elements page - Package Upgrade tab

This page shows the results of the Compare process. If failures are reported, correct the errors before continuing with the upgrade. The Package Compare Audit page provides additional information about any errors.

Before you can start the Upgrade process, at least one element must have passed the Compare process with no errors (warnings are acceptable). Click the Upgrade button to accept the changes.

Source Pin Number (source pay item name number) Displays the PIN number of the element from the source database (without an added 50 000 000).

Element Name Displays the name of the element in the source database.

Upgrade Select this option to overwrite the element with the data from the source database. If you modified the target element then your changes will be lost. To exclude the element from the upgrade process, clear the check box. Excluded elements will retain any changes you may have made.

Important! If you exclude an element from the package, you must rerun the Compare process before resuming the upgrade.

Result

Displays the result of the comparison. Values are:

Not Done: You haven't yet run the Compare process.

Success: The Compare process encountered no errors.

Failure: The Compare process failed. The Reason field shows why.

Warning: The PeopleSoft system has modified the element in the source database or you have taken control of the element ownership. The Reason field shows why. You can accept or ignore the change.

Note. Failures are listed first, followed by warnings and then successes, so if the entries on the first page all read Success, you can assume that the entire comparison process succeeded.

Reason

If the compare process failed or generated a warning, one of the following reasons appears here:

New Element Not Copied Completely: You're trying to copy a new element into the target database but that element has no GP_PIN record—only a definition. (For example, you stamp and package elements by version. Another person modifies the element and clears the version number.) Restamp the element with the appropriate version and export it again. (This error only occurs when exporting elements by version.)

Element Owner / Type Conflict: The PIN code for the source element matches a PIN code in the target database, but the owner or element type doesn't match. Use the Element Rename page to change the PIN code in the target database.

If an element is customer-defined, the Element Owner field on the Compare and Upgrade Package - Package Elements page reads *Customer*.

Member Element not found: The source element uses other elements that don't exist in the target database and aren't included in the package. Remove the element from the upgrade process by clearing the *Upgrade* check box, or include the missing elements in the packaging criteria, recreate the package in the source database, and re-import it.

Mbr Element Owner/Type Conflict (member element owner/type conflict): This is similar to the *Element Owner/Type Conflict* message but applies to a member element that's used by the focus element. Use the Element Rename page to change the PIN code in the target database.

Element does not exist: You're trying to delete an element that's not in the target database.

PS Delivered/Customer Modified: This warning indicates that the element in the source database has been modified and no longer matches the element in the target database. To accept the PeopleSoft or customer modifications and overwrite any changes in the target database, select the Upgrade check box. The element ownership remains PS Delivered/Customer Modified once the check box is selected.

PS Delivered/PS Modified: This warning indicates that the PeopleSoft system has changed the ownership of the element in the source database so that it's no longer PeopleSoft system delivered or maintained. To reject the change, clear the Upgrade check box.

Cannot delete PS-Owned Element: You're trying to delete a PeopleSoft-owned element from the target database. You cannot delete such elements.

Duplicate Package Element Found: You're trying to import an element that is in another package that's being upgraded.

Used in Non-Elem Defn (element definition): You are trying to delete an element that is used in a non-element definition. Modify the nonelement definition so that it no longer uses this element.

Used in Output Results: You are trying to delete an element that is used in a processing result table. (Results cannot be deleted from the result tables.)

Used in Payee Data: You're trying to delete an element that's associated with payee data. Modify the payee data so that it no longer uses this element.

Used in Rule Defn (definition): You are trying to delete an element that is used by another element. Modify the rule definition so that it is no longer uses this element.

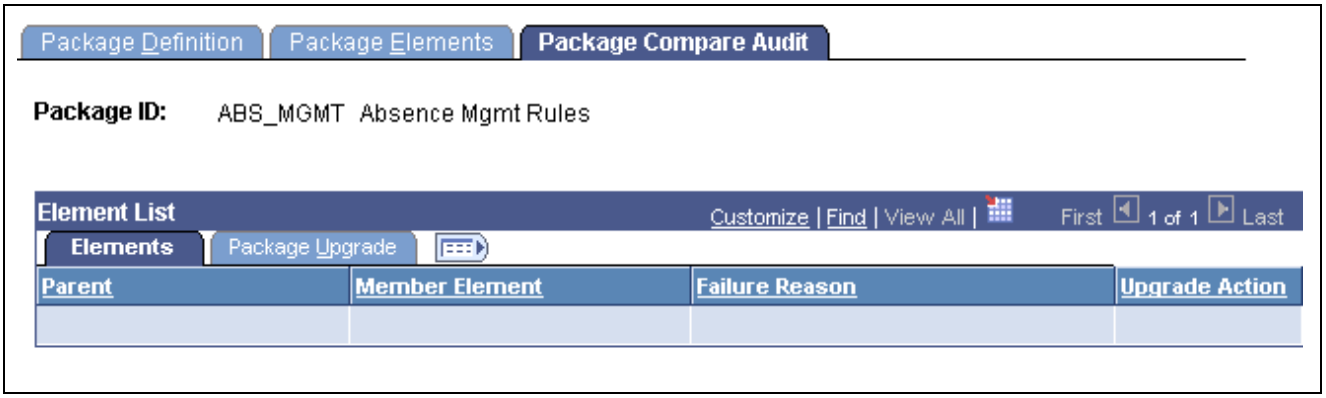
Auto-component used in RuleDfn (rule definition): You are trying to delete an element whose component is used by a rule definition. Modify the element definition so that it is no longer uses this component.

New Element The check box is selected if the element to be exported isn't in the target database.

Upgrade Status Indicates whether the upgrade process has occurred. Changes from *Not Done* to *Done* after you complete the Compare and Upgrade processes.

Reviewing for Upgrade Errors

Access the Package Compare Audit page.



Package Compare Audit page

Parent Displays the name of the erroneous parent element.

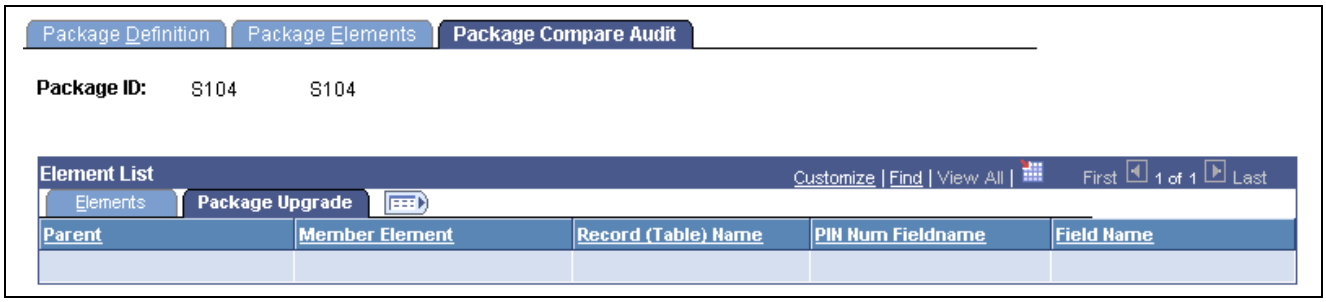
Member Element Displays the name of the member element that generated the error.

Failure Reason Displays the cause of the failure. The same information appears in the Reason field on the Package Elements tab.

Upgrade Action Displays the action that the system was trying to take when the error occurred. Values are: *Upgrade, Delete,* and *Info Only.*

Package Upgrade

Select the Package Upgrade tab.



Package Compare Audit page - Package Upgrade tab

Parent Displays the name of the parent element that generated the error.

Member Element Displays the name of the member element that generated the error.

Record (Table) Name Displays the name of the record that stores the parent element and its members.

PIN Num Fieldname (pay item name number field name) Displays the name of the field that contains the key field.

Field Name Displays the name of the field that contains the member element that created the error.

Renaming Elements

This section provides an overview on how to rename elements, and discusses renaming an element.

Understanding How to Rename Elements

Sometimes the Compare process finds an element in the target database whose PIN code is the same as the source element's, but the two elements have different element types or owners. In this case, you receive one of the following error messages: "Element Owner/Type Conflict" or "Mbr Element Owner/Type Conflict."

To continue exporting the element, you can use the Element Rename Utility to change the PIN code of the target element. After changing the PIN code, always rerun the Compare process.

When you instruct the system to change an element's PIN code, it checks the following:

- Is the new PIN code already in use?

  If yes, the system generates an error.
- Is the old PIN code used in PeopleSoft Enterprise Time and Labor?

  If yes, the system creates a warning. Remap the element in Time and Labor to reflect the new code.
- Is the new PIN code the same as the old PIN code?

  If yes, the system issues a warning.

Important! Do not rename an element when you are in the process of creating a package.

Warning! Time and Labor stores PIN code information, so if you make a change, you must update Time and Labor data accordingly.

See Also

Chapter 29, "Using the Utilities," The Delete Functions, page 583

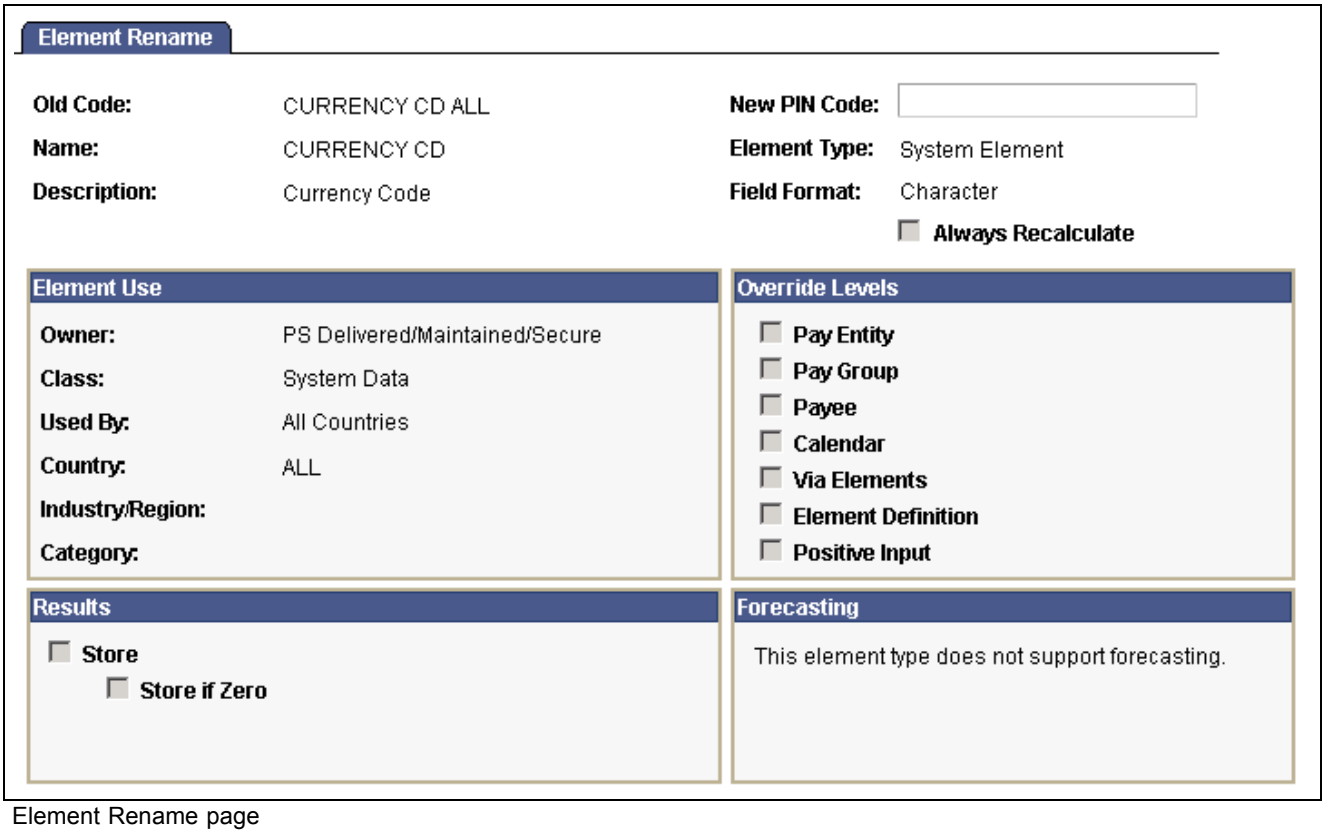
PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Integrating with Payroll Applications," Configuring Time and Labor and PeopleSoft Human Resources

Page Used to Rename Elements

Page Name	Object Name	Navigation	Usage
Element Rename	GP_PIN_RENAME	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Rename Element Codes	Change an element's PIN code.

Renaming an Element

Access the Element Rename page.



Element Rename page

New PIN Code (new pay item name code)	Enter the new code. The old PIN code is replaced when you save.

Creating and Exporting Nonrule Packages

This section provides an overview of creating and exporting nonrule packages and discusses how to:

- Name nonrule packages.
- Define selection criteria.
- Modify the SQL Where clause for the selection criteria.
- Display elements of a nonrule package.
- Export and import nonrule packages.
- View nonrule package scripts.

Understanding How to Create and Export Nonrule Packages

Nonrule packages contain both nonelements and element information. Nonelements are those that belong to records where PIN_NUM is *not* the primary key.

Important! To create nonrule packages, you should be very familiar with the structure of the source database. To move a complete set of related data, you need to understand which records are related.

Before moving nonrule data, you must make sure that the elements that are associated with the nonrule data exist in the target database. You can do this by creating a rule package that contains the elements that are associated with the data record that's being moved and copying (upgrading) the rule package to the target database.

Suppose that you're moving calendar detail records. Calendar details are associated with the process number PIN (PIN_PRC_NUM), so you create a rule package that contains this element and move it to the target database. The system can assign a new PIN number to the element in the target database, if necessary. Now you can move the calendar details. You create a nonrule package, selecting GP_CAL_RUN_DTL as the record to move.

When the system moves the calendar details, it finds the process number element in the target database, retrieves the new PIN number that was assigned during the rule upgrade process, and renumbers the process number PIN in the calendar detail record. (Without renumbering, the calendar detail would contain PIN numbers that may not exist or are not related the element used by that calendar in the target database.)

To create and export a nonrule package:

1. Create the nonrule package.

   Use the Create Non-Rule Package component to:

   - Define the selection criteria for the records to move from the source database.
   - Run the Create Package process.
   - View the rules that are associated with the data that you're moving.
2. Export the nonrule package, and import the element data.

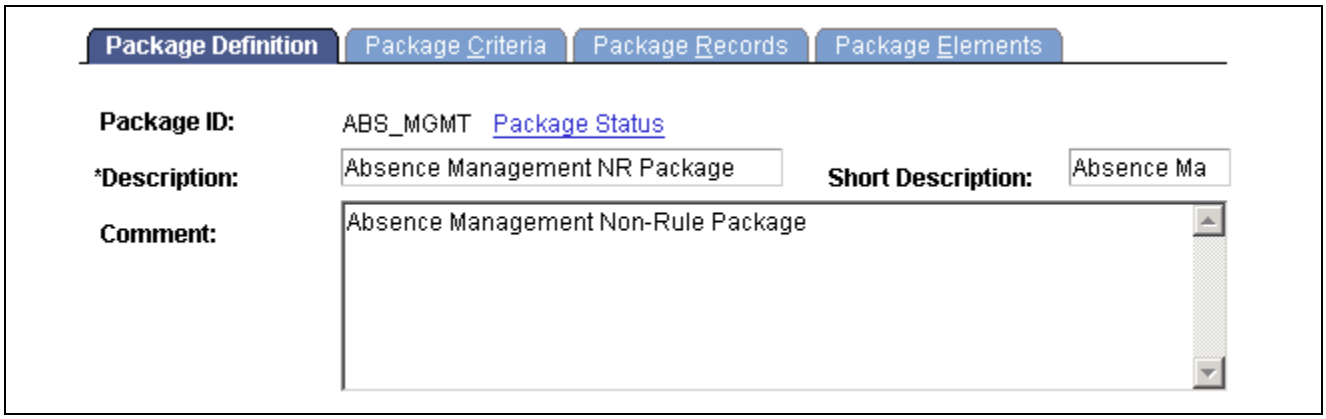
The system exports the nonrule data and the element information contained in the nonrules and imports the element information only.

Pages Used to Create and Export Nonrule Packages

Page Name	Object Name	Navigation	Usage
Create Non-Rule Package - Package Definition	GP_NR_PKG_DFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Definition	Name a nonrule package and enter a description and comments.
Create Non-Rule Package - Package Criteria	GP_NR_PKG_CRIT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Criteria	Define criteria for selecting items for the nonrule package.
Create Non-Rule Package - Package Records	GP_NR_PKG_RECS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Records	Display, and optionally edit, the Where clause of a SQL statement the system created based on selection criteria that you entered on the Create Non-Rule Package - Package Criteria page.
Create Non-Rule Package - Package Elements	GP_NR_PKG_ELMTS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Elements	Display the elements of a nonrule package. Use the Create Non-Rule Package - Package Criteria page to create a package before viewing results here.
Export Non-Rule Package - Package Records	GP_NR_PKG_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Export Non-Rule Package, Package Records	Export package records and element information.
Export Non-Rule Package - View Scripts	GP_NR_PKG_EXPIMP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Export Non-Rule Package, View Scripts	View export, import, and cleanup scripts.

Naming Nonrule Packages

Access the Create Non-Rule Package - Package Definition page.

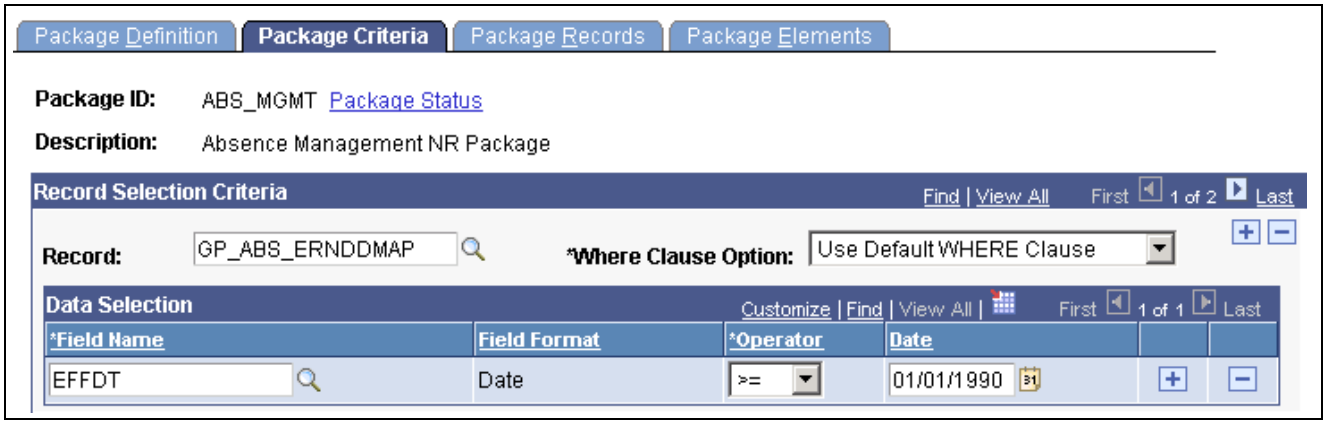


Create Non-Rule Package - Package Definition page

Enter a description of the package and comments.

Defining Selection Criteria

Access the Create Non-Rule Package - Package Criteria page.



Create Non-Rule Package — Package Criteria page

Package ID Displays the package ID.

Record Select the record that contains the data to move. The Data Selection group box becomes available.

Where Clause Option The system converts the criteria entered on this page into SQL before creating the package. The Where clause is editable.

Values are:

Change WHERE Clause: Makes all the fields on package criteria page unavailable and puts the SQL code that appears on the Where Clause page in edit mode.

Use Default WHERE Clause: Tells the system to use the default Where clause and discard SQL code modifications on package criteria page.

Data Selection

Use these fields to indicate which data to move. Selection criteria are optional, but if you don't enter selection criteria, no delete process is performed on the target database before source data importation. This can result in a "Duplicate Record" message from Data Mover during import, or it can cause the Upgrade process to fail.

Field Name Select the field on which to base the selection criteria. (It is advisable to use a key field, which are identified in the prompt table's Key Position column.)

Field Format Displays the format of the field that you selected.

Operator Select the operator that the system uses to select the data to include in the package. Values are <, <=, <>, =, >, >=, and *LIKE*. If you select *LIKE,* you can enter a partial value, such as *S,* in the field to the right.

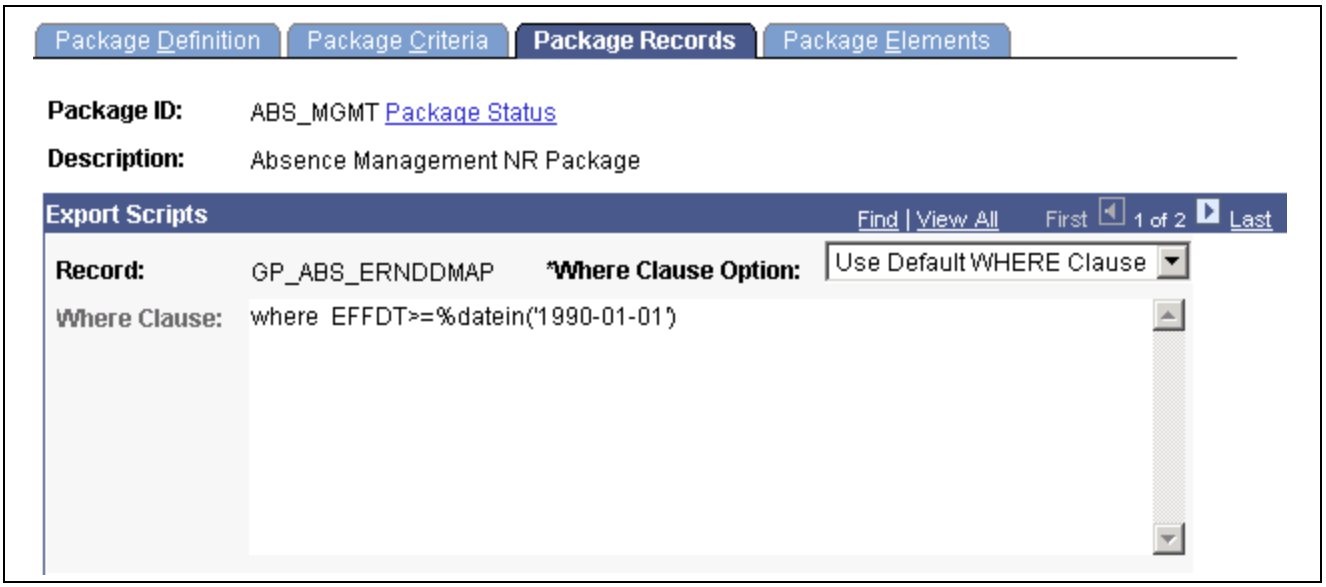
In the field on the right of the Operator field, enter the value the system searches for. (The name of this field varies with field format.)

Create Package Click to create the package after defining the selection criteria. The Create Non-Rule Package - Package Records page appears when the package is created.

To review the package contents, select the Package Elements tab.

Modifying the SQL Where Clause for the Selection Criteria

Access the Create Non-Rule Package - Package Records page.



Create Non-Rule Package - Package Records page

Record Displays the record from which fields are selected.

Where Clause Option Select a Where clause option. Values are:

Change WHERE Clause: Select to enable editing SQL code on the lower part of the page for editing.

Use Default WHERE Clause: Select to use the default clause or revert to it after editing the SQL code. Changes that you've made to the Where clause are lost.

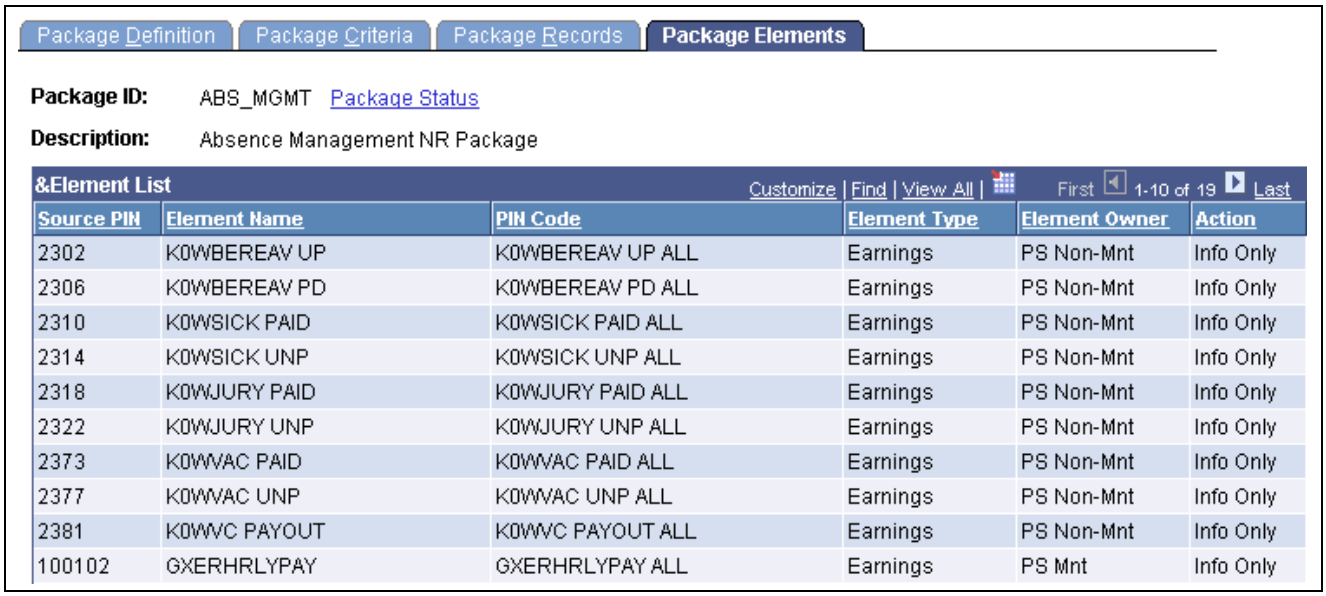
Where Clause

If you selected *Use Default WHERE Clause* in the Where Clause Option field, the system displays the Where clause of the SQL statement it created based on the selection criteria that you entered for the package on the Create Non-Rule Package - Package Criteria page.

If you selected *Change Where Clause,* you can edit the SQL. Do not use PIN_NUM as a selection criterion or any field where PIN_NUM can be stored. (Doing so prevents renumbering during the import process.)

Displaying Elements of a Nonrule Package

Access the Create Non-Rule Package - Package Elements page.



Package Definition | Package Criteria | Package Records | **Package Elements**

Package ID: ABS_MGMT Package Status

Description: Absence Management NR Package

&Element List Customize | Find | View All | First 1-10 of 19 Last

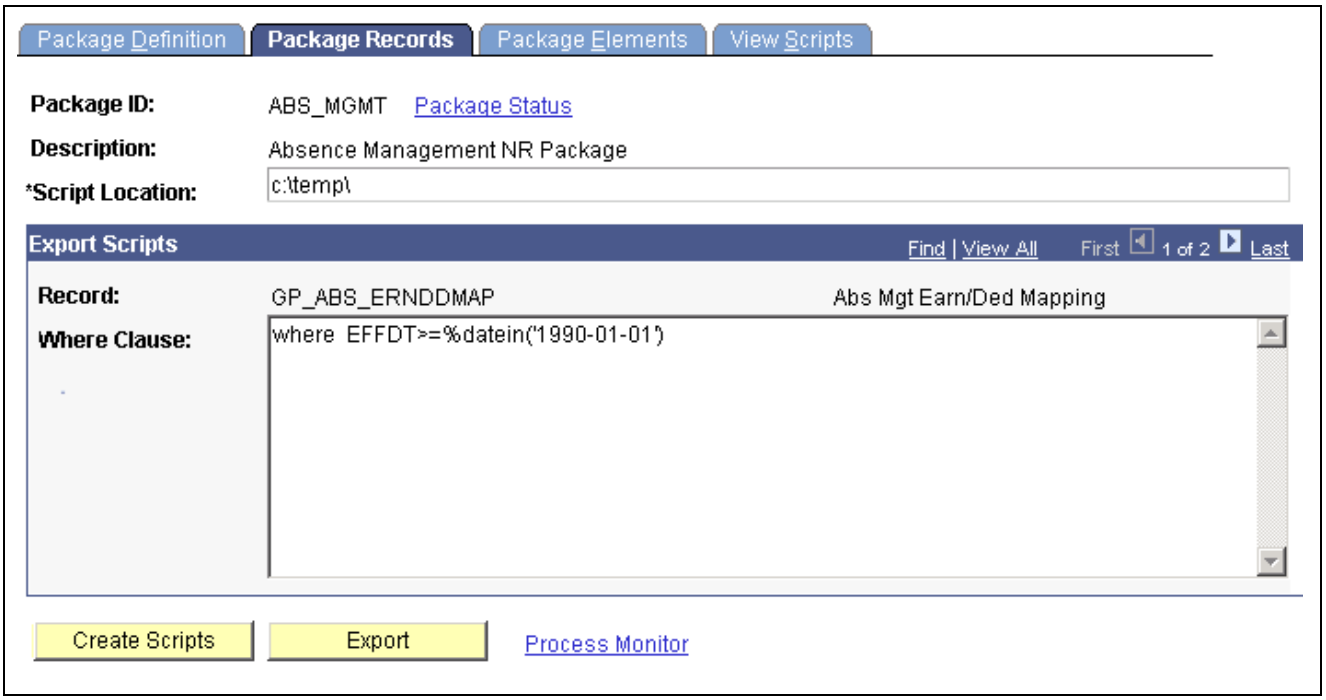
Source PIN	Element Name	PIN Code	Element Type	Element Owner	Action
2302	K0WBEREAV UP	K0WBEREAV UP ALL	Earnings	PS Non-Mnt	Info Only
2306	K0WBEREAV PD	K0WBEREAV PD ALL	Earnings	PS Non-Mnt	Info Only
2310	K0WSICK PAID	K0WSICK PAID ALL	Earnings	PS Non-Mnt	Info Only
2314	K0WSICK UNP	K0WSICK UNP ALL	Earnings	PS Non-Mnt	Info Only
2318	K0WJURY PAID	K0WJURY PAID ALL	Earnings	PS Non-Mnt	Info Only
2322	K0WJURY UNP	K0WJURY UNP ALL	Earnings	PS Non-Mnt	Info Only
2373	K0WVAC PAID	K0WVAC PAID ALL	Earnings	PS Non-Mnt	Info Only
2377	K0WVAC UNP	K0WVAC UNP ALL	Earnings	PS Non-Mnt	Info Only
2381	K0WVC PAYOUT	K0WVC PAYOUT ALL	Earnings	PS Non-Mnt	Info Only
100102	GXERHRLYPAY	GXERHRLYPAY ALL	Earnings	PS Mnt	Info Only

Create Non-Rule Package - Package Elements page

Note. This display page lists the elements that are included in the package as informational items. It doesn't show the nonelement items.

Exporting and Importing Nonrule Packages

Access the Export Non-Rule Package - Package Records page.



Export Non-Rule Package - Package Records page

Record Displays the name of the record that you're exporting.

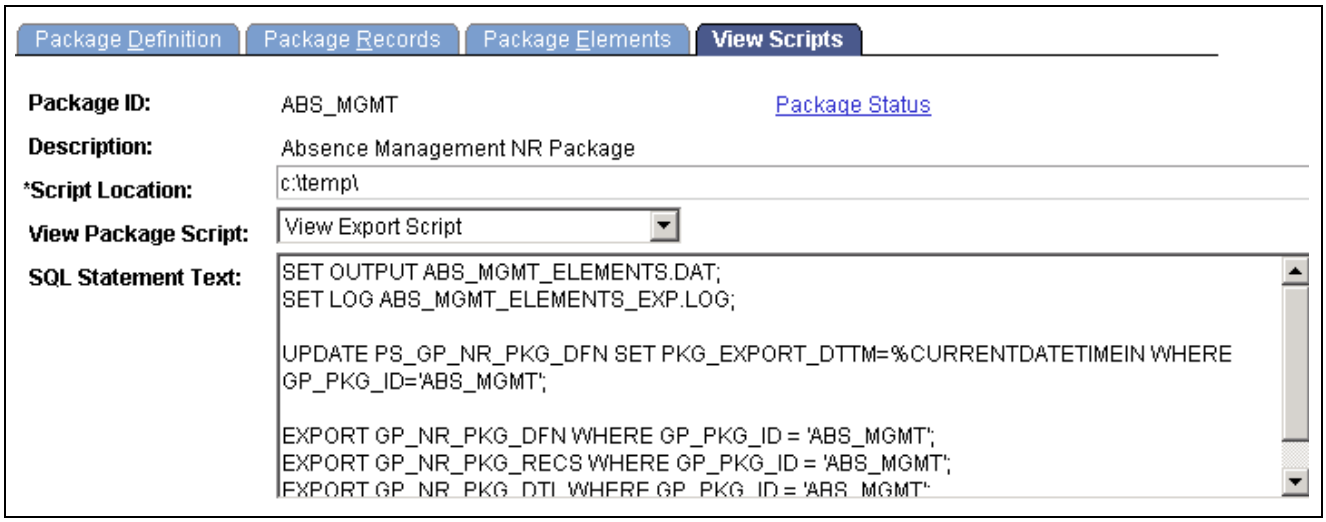
Where Clause Displays the Where clause of the SQL statement that selects the data to be exported.

Create Scripts Click to create the import and export scripts (XXX_elements_imp.dms, XXX_elements_exp.dms, XXX_records_exp.dms and XXX_record_imp.dms, where XXX = name of package) for the non-rule package. The scripts will be created in the script location you specify.

Export Click, once you have selected the location.

Viewing Nonrule Package Scripts

Access the Export Non-Rule Package - View Scripts page.



Export Non-Rule Package - View Scripts page

Comparing and Upgrading Nonrule Packages

This section provides and overview of comparing and upgrading nonrule packages and discusses how to:

- Import nonrule element information.
- Compare nonrule packages with a target database.
- Import nonrule records.
- Upgrade nonrule packages.

Understanding How to Compare and Upgrade Nonrule Packages

After exporting a nonrule package:

1. Import the nonrule elements.

   This pertains to information about the elements, not the elements themselves.
2. Compare and upgrade the elements in the package to ensure that the rules are in the target database.

   Use the Compare Non-Rule Package component to:
   - Compare the element information in the package with the target database.
   - Identify any missing elements that need to be moved into the target database.
3. Use the Import Non-Rule Records component to import the nonrule records.
4. Use the Upgrade Non-Rule Package component to complete the upgrade.

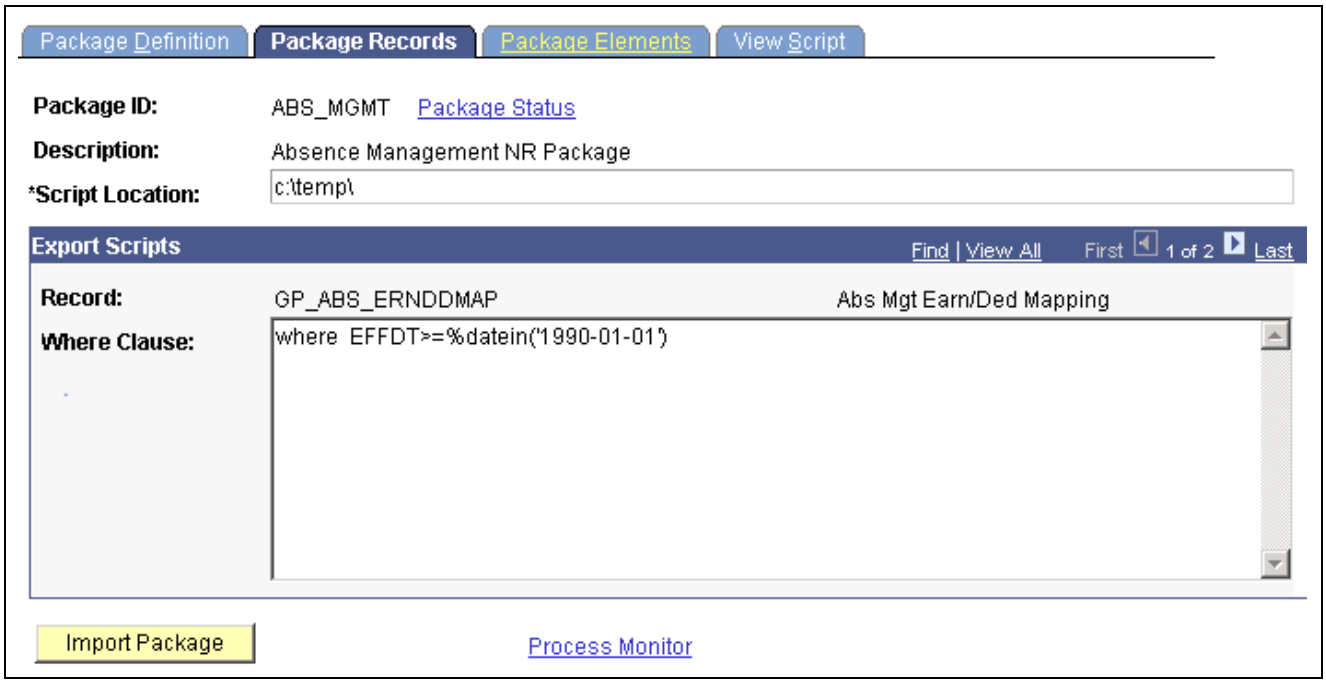
Pages Used to Compare and Upgrade Nonrule Packages

Page Name	Object Name	Navigation	Usage
Import Non-Rule Elements - Package Records	GP_NR_PKG_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Elements, Package Records	Import nonrule element information into a target database.
Import Non-Rule Elements - Package Elements	GP_NR_PKG_ELMTS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Elements, Package Elements	View the element information that the system will import.
Import Non-Rule Elements - View Script	GP_NR_PKG_EXPIMP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Elements, View Script	View import scripts.
Compare Non-Rule Package - Package Definition	GP_NR_PKG_DFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Compare Non-Rule Package, Package Definition	View the package definition.
Compare Non-Rule Package - Package Elements	GP_NR_PKG_ELMTS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Compare Non-Rule Package, Package Elements	Compare data from a source database with a target database. View the contents of the imported package.
Import Non-Rule Records - Package Definition	GP_NR_PKG_DFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Records, Package Definition	View the package definition.
Import Non-Rule Records - Package Records	GP_NR_PKG_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Records, Package Records	Import nonrule records into the target database.

Page Name	Object Name	Navigation	Usage
Import Non-Rule Records - Package Elements	GP_NR_PKG_ELMTS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Records, Package Elements	View the elements that were imported.
Import Non-Rule Records - View Script	GP_NR_PKG_EXPIMP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Non-Rule Records, View Script	View the import script.
Upgrade Non-Rule Package - Package Records	GP_NR_PKG_RECS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Upgrade Non-Rule Package, Package Records	Renumber the nonrule data that you've imported to a target database. The Compare process must be successfully completed before you can upgrade the package.

Importing Nonrule Element Information

Access the Import Non-Rule Elements - Package Records page.



Import Non-Rule Elements - Package Records page

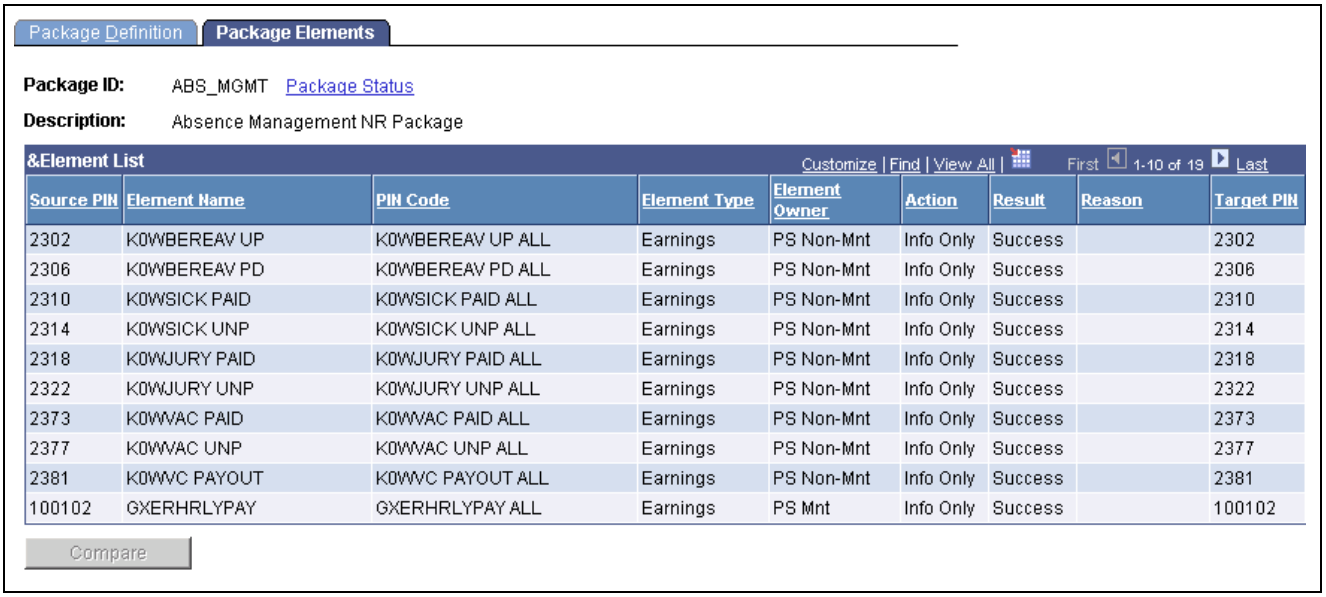
After reviewing the results of the Compare process and moving any missing elements into the target database, you can import the nonrule records into the target database.

Script Location Enter the name of the directory where the Data Mover scripts are stored.

Import Package If the button is available, click to start the Import process.

Comparing Nonrule Packages with a Target Database

Access the Compare Non-Rule Package - Package Elements page.



Package Definition | Package Elements

Package ID: ABS_MGMT Package Status

Description: Absence Management NR Package

&Element List — Customize | Find | View All | First 1-10 of 19 Last

Source PIN	Element Name	PIN Code	Element Type	Element Owner	Action	Result	Reason	Target PIN
2302	K0WBEREAV UP	K0WBEREAV UP ALL	Earnings	PS Non-Mnt	Info Only	Success		2302
2306	K0WBEREAV PD	K0WBEREAV PD ALL	Earnings	PS Non-Mnt	Info Only	Success		2306
2310	K0WSICK PAID	K0WSICK PAID ALL	Earnings	PS Non-Mnt	Info Only	Success		2310
2314	K0WSICK UNP	K0WSICK UNP ALL	Earnings	PS Non-Mnt	Info Only	Success		2314
2318	K0WJURY PAID	K0WJURY PAID ALL	Earnings	PS Non-Mnt	Info Only	Success		2318
2322	K0WJURY UNP	K0WJURY UNP ALL	Earnings	PS Non-Mnt	Info Only	Success		2322
2373	K0WVAC PAID	K0WVAC PAID ALL	Earnings	PS Non-Mnt	Info Only	Success		2373
2377	K0WVAC UNP	K0WVAC UNP ALL	Earnings	PS Non-Mnt	Info Only	Success		2377
2381	K0WVC PAYOUT	K0WVC PAYOUT ALL	Earnings	PS Non-Mnt	Info Only	Success		2381
100102	GXERHRLYPAY	GXERHRLYPAY ALL	Earnings	PS Mnt	Info Only	Success		100102

Compare

Compare Non-Rule Package - Package Elements page

After completing the first part of the export and import process, log onto the target database and perform the Compare process, which verifies that the elements needed by the data you're moving exist in the target database. The Compare process checks PIN code and PIN type.

If the elements don't exist or if the element types do not match, the Compare process fails and you must create a rule package and move the package to the target database before continuing with the nonrule upgrade.

Element List

This group box shows the results of the comparison of the source and target databases. If the compare process reports failures, correct the errors before continuing with the Upgrade process.

Source PIN (source pay item name) — Displays the PIN number of the element from the source database (without 50000000 added).

Element Name — Displays the name of the element in the source database.

PIN Code (pay item name code) — Displays the element's PIN code.

Element Type — Displays the element's type.

Element Owner — Identifies who created the element and who's responsible for maintaining it. Valid values are: *Customer, Modified, PS Mnt, PS NonMnt,* and *PS Secure.*

Result — Displays the results of the comparison:

Not Done: You haven't yet run the Compare process.

Success: The Compare process didn't encounter any errors.

Failure: The Compare process failed. The Reason field shows why.

Reason — If the Compare process failed, displays one of the following values:

Not Found: Create a new rule package that includes the missing elements and move the package to the target database before continuing with the nonrule upgrade.

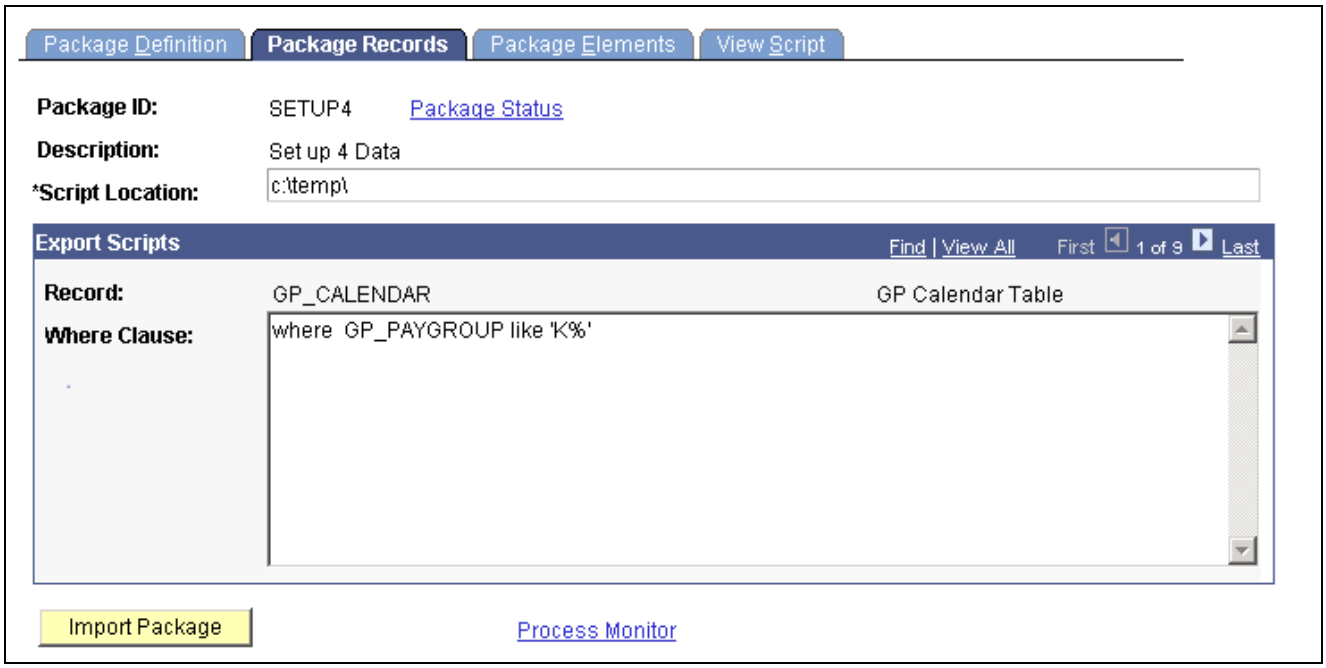
Type Cnflt (type conflict): The element types do not match. Most likely this error occurred because you created an element that has the same PIN code, but a different type. Rename your element and create a new rule package that includes the element that is being used.

Compare Click to start the comparison process. Once the process is complete, the Element List group box shows, element by element, whether a match was found.

If the process generates no errors, the following message appears: "Compare process completed successfully. You can now import nonrule records from the source database."

Importing Nonrule Records

Access the Import Non-Rule Records - Package Records page.

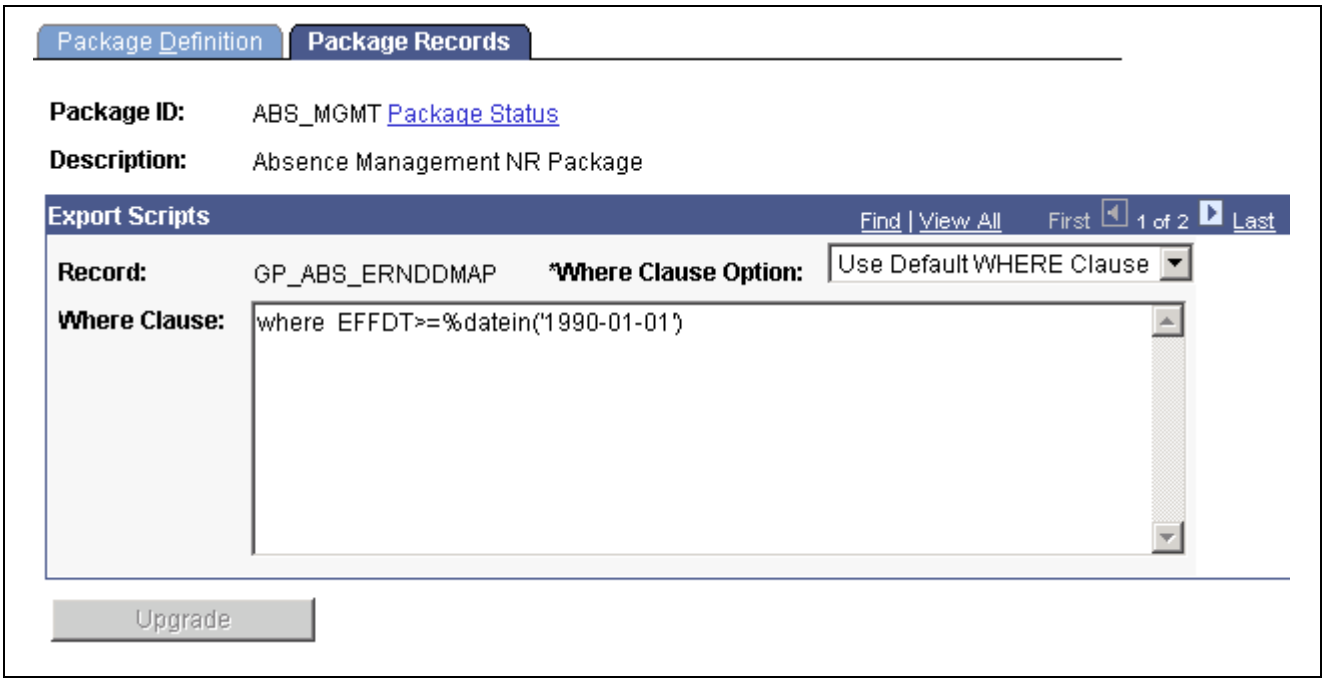


Import Non-rule Records — Package Records page

Click Record Import to import the records.

Upgrading Nonrule Packages

Access the Upgrade Non-Rule Package - Package Records page.



Upgrade Non-rule Package — Package Records page

The final step is to renumber the elements on the nonrule data that you've imported so that they have the same PIN numbers as the matching elements in the target database, using the Upgrade Non-Rule Package component.

Upgrade Click to start the renumbering process. A message tells you when the process is complete.

Thereafter, you cannot compare or upgrade the package unless you re-import records and elements into the target database.

Copying Packages

This section discusses how to:

- Copy a rule package and its selection criteria.
- Copy a nonrule package and its selection criteria.

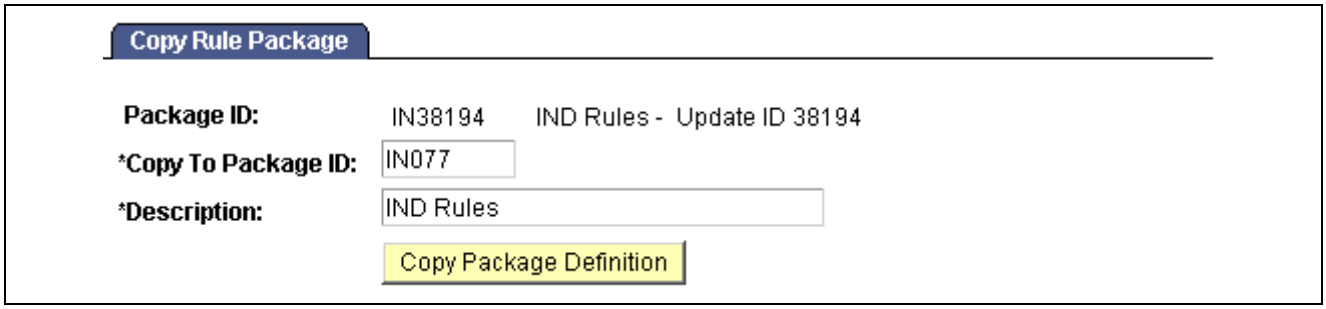
Note. Copying packages alone does not prepare the package for export. You must also run the create rule or non-rule process, which attaches all elements to the package.

Pages Used to Copy Packages

Page Name	Object Name	Navigation	Usage
Copy Rule Package	GP_PKG_COPY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Copy Rule Package, Copy Rule Package	Copy an existing rule package and its selection criteria. This does not copy the element information.
Copy Non-Rule Package	GP_NR_PKG_COPY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Copy Non-Rule Package, Copy Non-Rule Package	Copy an existing nonrule package and its selection criteria. This does not copy the element information.

Copying a Rule Package and Its Selection Criteria

Access the Copy Rule Package page.



Copy Rule Package page

Copy To Package ID Enter up to eight alphanumeric characters for the new package ID.

Copy Package Definition Click to copy the package.

Copying a Nonrule Package and Its Selection Criteria

Access the Copy Non-Rule Package page.

See the field descriptions for the Copy Rule Package page.

See Also

Chapter 29, “Using the Utilities,” Copying a Rule Package and Its Selection Criteria, page 628

Stamping and Packaging Elements by Version

This section provides an overview of stamping and packaging elements by version and discusses how to:

- Stamp elements with a new version number.

- Define version relationships.
- Identify elements to package.
- View version details.

Understanding How to Stamp and Package Elements by Version

Versioning is a way to track the elements that were delivered for each release or update and to package elements by version. For example, elements delivered with Absence Management 8.8 are labeled 8.80.00.00. Major releases, updates, and hot fixes typically require a new version of all or some previously delivered rules.

You can assign a version number (or label) to multiple elements and use the versioning utilities to package elements by version so that they can be moved to another database.

When you package elements by version, the system pulls the rows associated with the version that you specify. Once the elements are packaged, you can move them across databases, using the same procedures that apply to rule packages; you export the elements, compare them with existing elements in the database, and complete the upgrade.

To package rules by version:

1. Use the Create Package by Version component to:
   - Define the selection criteria for elements being packaged.
   - Create the package.
   - View the package to confirm that it includes the intended data, including effective-dated data, as applicable.
2. Follow the procedures presented earlier in this chapter for exporting rule packages.
3. Follow the procedures presented earlier in this chapter for comparing and upgrading rule packages.

See Also

Chapter 29, “Using the Utilities,” Creating and Exporting Rule Packages, page 593

Chapter 29, “Using the Utilities,” Comparing and Upgrading Rule Packages, page 605

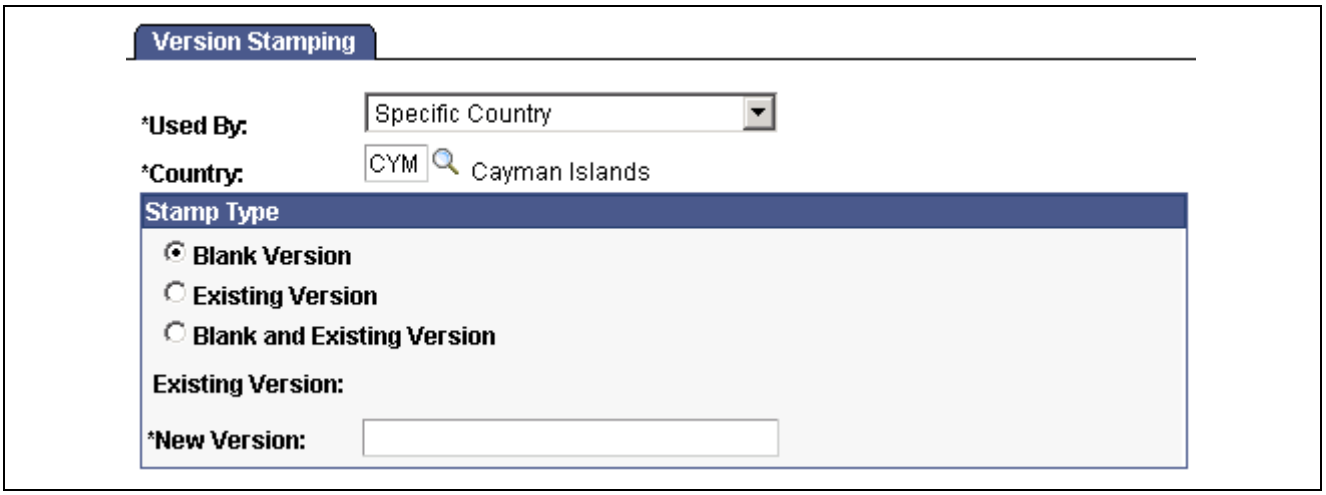
Chapter 5, “Defining General Element Information,” Defining Element Names, page 57

Pages Used to Stamp and Package Elements by Version

Page Name	Object Name	Navigation	Usage
Version Stamping	GP_STAMPING	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Version Stamping, Version Stamping	Stamp elements with a new version number, and initiate the stamping process.
Define Version Relationships	GP_VER_RULE_DFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Define Version Relationships, Define Version Relationships	View version relationships between element definition records. Displays the Rule Definition record and the corresponding child records.
Create Version Rule Package - Package Definition	GP_PKG_DFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Version Rule Package, Package Definition	Enter a description of the package that you're creating. You can enter comments.
Create Version Rule Package - Packaging Criteria-Version	GP_PKG_VERSION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Version Rule Package, Packaging Criteria-Version	Identify, by country and version, elements to package.
Create Version Rule Package - View Package Elements	GP_PKG_VER_VIEW	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Version Rule Package, View Package Elements	View the elements in the package. The page displays the action that the system takes when you copy the package.
Create Version Rule Package - View Version Details	GP_PKG_VER_DTL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Version Rule Package, View Version Details	View the list of elements that are included in a package that was created with the Create Package by Version - Packaging Criteria-Version page. Ensure that the package includes the effective-dated versions of the elements that you intended to package.

Stamping Elements with a New Version Number

Access the Version Stamping page.



Version Stamping page

Use this page to *stamp* a version on elements that you add or modify or to restamp an existing version of an element.

Used By You can stamp elements that are applicable to all countries or limit the stamping to one country. If you select *Specific Country,* select the country code in the Country field.

Stamp Type Indicate the elements to stamp:

Blank: Elements that have no existing version.

Existing Version: Elements whose version is what you specified in the Existing Version field.

Blank and Existing Version: Elements with no existing version and elements associated with the version that you specified in the Existing Version field.

Existing Version Becomes available when you select *Existing Version* or *Blank and Existing Version* as the stamp type. Select from any existing version. The system looks for all elements associated with the version that you select.

New Version Enter up to 16 alphanumeric characters for the name of the new version. The system adds the prefix *C_* to the name if this is a customer installation. A package coming from the PeopleSoft system would have version numbers, preceded by *P_*. When using the User Version functionality provided on the Element Name page, the system adds the prefix *INT_* to those versions. The Element name page is documented in another section of this PeopleBook.

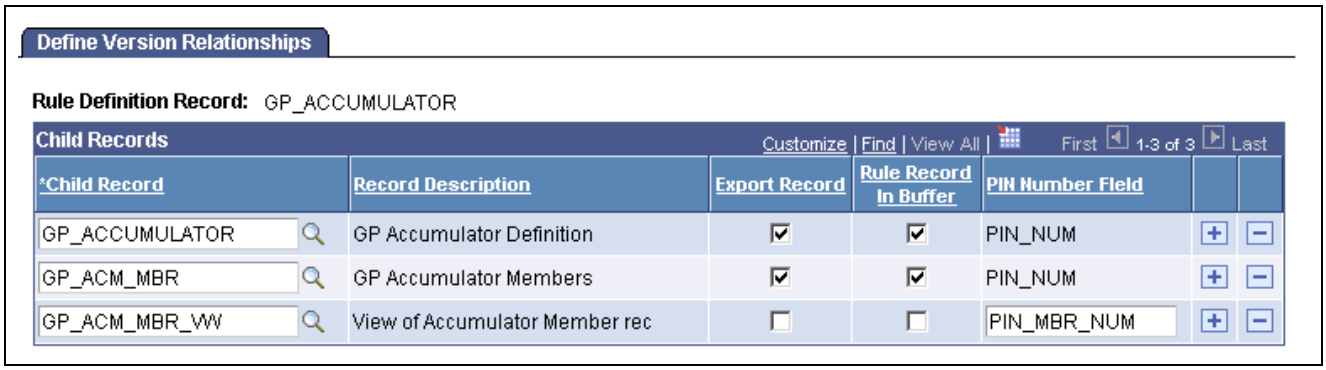
See Chapter 5, "Defining General Element Information," Defining Element Names, page 57.

Stamp Global Payroll Records Click to initiate the stamping process. The system stamps the selected elements with the new version after clearing the existing Version entries, if any.

Note. Versioning occurs in element definition records (records with a primary key of PIN_NUM).

Defining Version Relationships

Access the Define Version Relationships page.



Define Version Relationships page

Rule Definition Record Displays the name of the parent record that contains the field GP_VERSION.

Child Record Displays the child record whose data when changed causes GP_VERSION to be cleared from the corresponding row in parent record. (The name of the parent record is displayed here if there are no children.)

Export Record Selected if the child record is to be included in the version package for export and import.

For example, when an accumulator element changes, only data in GP_ACCUMULATOR and GP_ACM_MBR needs to be moved. The child record, GP_ACM_MBR_VW, does not need to be exported and imported because it is used only to associate accumulators with primary elements.

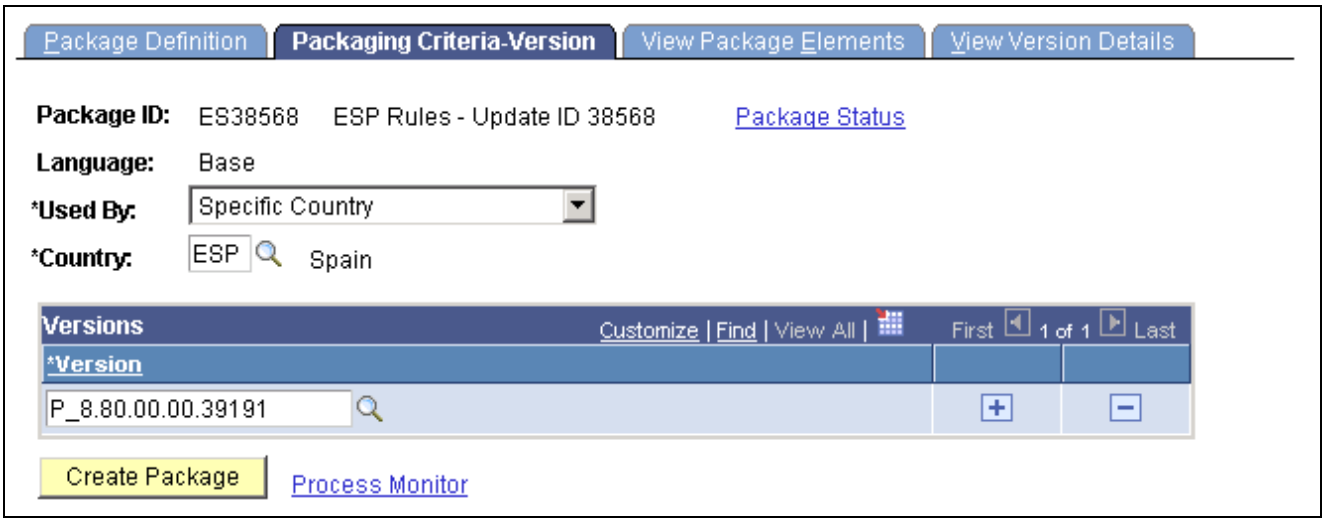
Rule Record in Buffer Applicable to accumulators only.

Selected if the record that has GP_VERSION is in the component buffer (for example, when an element accumulator is changed, and needs GP_VERSION cleared). Record GP_ACCUMULATOR is not in the component buffer. Select this check box to prevent the system from looking for the record in RECNAME_RULE_DFN in the component buffer and issue a SQLEXEC instead. The child record that exists in the component is GP_ACM_MBR_VW.

PIN Number Field Displays the name of the PIN_NUM field on the record that needs GP_VERSION cleared. Using the earlier example, the accumulator PIN_NUM is contained as PIN_MBR_NUM in the component buffer and PIN_NUM itself contains the PIN. So, when updating data for GP_ACCUMULATOR, data for PIN_MBR_NUM value and not PIN_NUM value from the component must be updated.

Identifying Elements to Package

Access the Create Version Rule Package - Packaging Criteria-Version page.



Create Version Rule Package - Packaging Criteria-Version page

Language Display-only. Indicates that base language information associated with the selected elements is to be copied to the target database.

See Chapter 29, "Using the Utilities," Base and Related Languages, page 581.

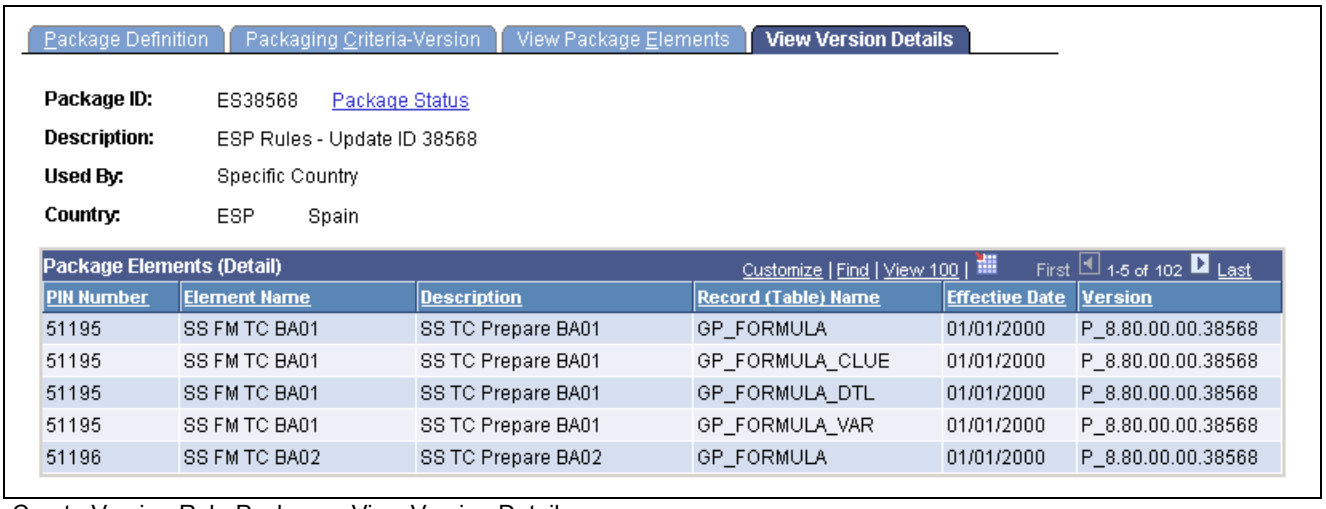
Used By Select where elements are used. Values are *All Countries* (default) and *Specific Country*. If you select *Specific Country,* you must complete the Country field.

Version Select the version of elements to include in the package. You can select multiple versions if they are from the same country.

Create Package Click this button to start the batch process that creates the package.

Viewing Version Details

Access the Create Version Rule Package - View Version Details page.



Create Version Rule Package - View Version Details page

This page provides information about the elements that have been packaged by version, including effective dates.

CHAPTER 30

Defining Security

This chapter provides an overview of security and discusses:

- How to restrict user access.
- Element security.
- Payee security.

Understanding Security

Security refers to the ability to restrict users from viewing or updating certain data or payees.

In Absence Management, there are two levels of security:

- Element-level security

  Restricts the elements that a user can view or update, based on the User Rules Profile page and the Used By, Owner, and Override Levels fields on the Element Name page.

- Payee-level security

  Restricts the payees that a user can view, based on the standard department-level security in Human Resources.

Note. Absence Management can also use the group security feature in Time and Labor.

Element Usage Security

You set up profiles for your users that give them access to applicable country-specific element information. For example, if your organization operates only in France, users do not need element information that is specific to the UK. *Element-usage security* limits the number of elements that appear in prompt tables to those that are relevant to the user.

Owner Security

Owner security refers to who owns and maintains an element—PeopleSoft or the customer. Certain elements can be modified only by PeopleSoft, you can modify others.

The Owner field on the Element Name page identifies an element's owner.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Override Levels

Override levels for an element vary, depending on the element type. Typical override levels include Pay Entity, Paygroup, Pay Calendar, Payee, and Via Elements. You indicate these on the Element Name page by using check boxes. These check boxes indicate whether the element can be updated through overrides or by another element.

The update Via Element security feature controls which elements can be updated by another element. You can update an element by means of another element in four places in the application:

- Arrays (through the Map Retrieved Fields to Variable Elements fields on the Field Map and Keys page).
- Brackets (through the Return Column fields on the Bracket Search Keys/Return Columns page).
- Dates (through the Date Extract fields on the Date Extract page).
- Formulas (through the Assign To columns on the Formula Definition page).

The system checks the User Rules Profile and element-usage security to ensure that the only elements that are allowed entry are those that can be updated by another element.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Common Elements Used in This Chapter

Prompt edits	Records or views that you use as an online prompt on a specified field.
Query security records	Records or views that you use in PeopleSoft Query.
Search records and **search views**	Records and views that you use to access a component.

Restricting User Access

You can restrict whether a user can access elements that are defined for all countries or for a specific country and whether a user can take control of PeopleSoft-delivered and maintained elements.

This section provides an overview of restricting access to country-specific elements and discusses how to define elements for user access.

Understanding How to Restrict Access to Country-Specific Elements

When you create an element, you designate (in the Used By field of the Element Name page) whether it can be used by all countries or by a specific country. An element cannot use an element that is defined at a lower level. For example, an element that's defined as *All Countries* cannot use an element that's defined as *Specific Country.*

The User Rules Profile page defines the default values that users see in the Used By and Country fields when adding an element.

This table shows how the settings on the User Rules Profile page affect the Used By and Country fields on the Element Name page:

User Rules Profile page	Element Name page
Used By = All Countries	Used By = All Countries is the default. Country field hides
Used By = Specific Country	Used By = Specific Country and can't be changed. Country field defaults to Country and can't be changed.

Warning! After you save an element that is defined for *All Countries,* be careful about changing the Used By field. Problems can result if the element has been used in absence processing.

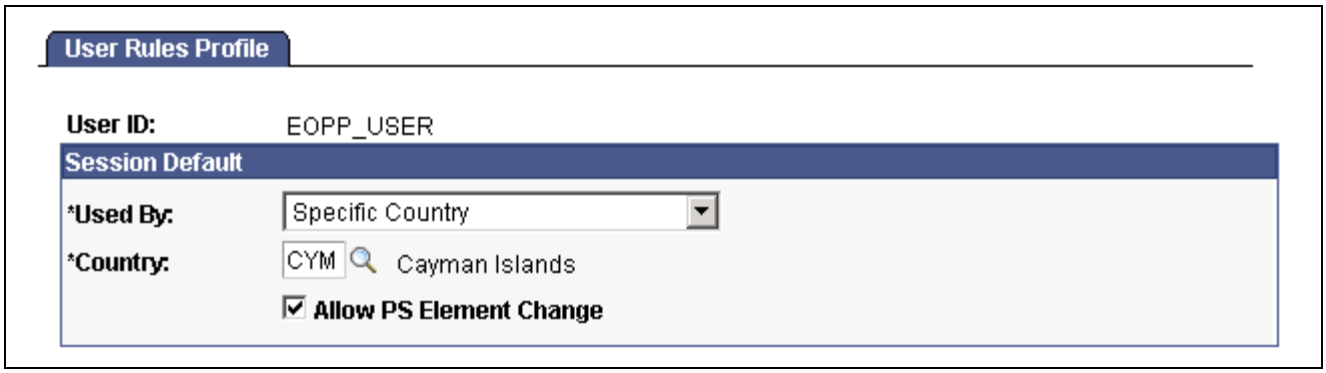
Note. The User Rule Profile in Absence Management is in addition to the User Rules Profile in Human Resources.

Page Used to Restrict User Access

Page Name	Object Name	Navigation	Usage
User Rules Profile	GP_OPR_RULE_PRF	Set Up HRMS, Security, User Maintenance, Global Payroll User Profile	Control whether a user has access to elements defined for all countries or a specific country. Also define if users can take control of PeopleSoft Delivered/Maintained elements. Create a user ID in PeopleTools before using this page.

Defining Elements for User Access

Access the User Rules Profile page.



User Rules Profile page

All search views refer to the information that you enter here to determine which elements to display.

Session Default

Used By

Specify which elements the users with this User ID should have access to. Values are:

All Countries: Elements defined for All Countries.

Specific Country: Elements defined only for the country you select in the Country field.

Note. You associate a rule with a country when you define an element on the Element Name page.

Allow PS Element Change (allow PeopleSoft element change)

Select to enable users to take control of PS Delivered/Maintained elements. Taking control of an element means that a user can edit the element's definition and change the element owner to PS Delivered-Customer Modified. Once a user takes control of an element, it cannot be changed back to PS Delivered/Maintained.

See Also

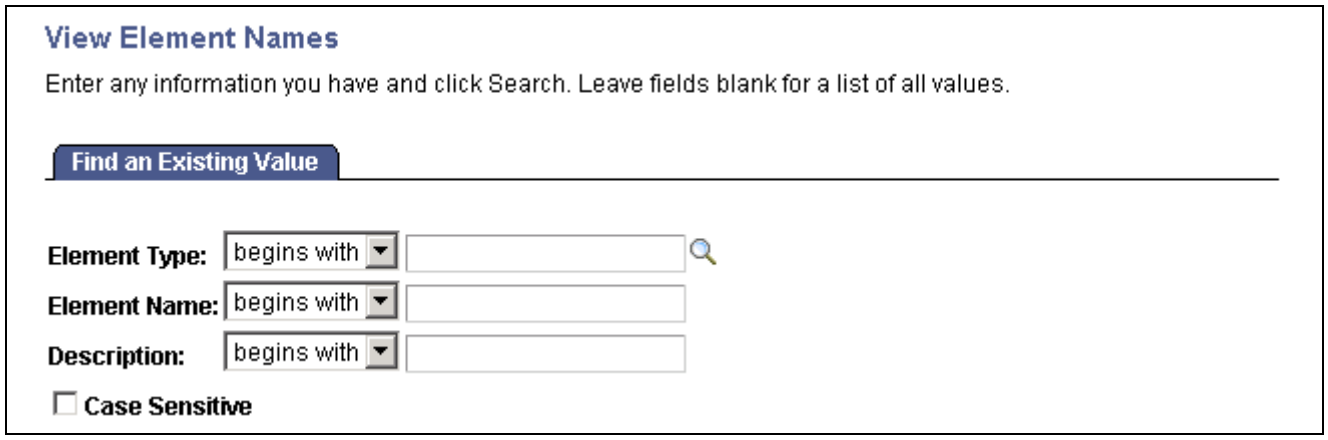
Chapter 5, "Defining General Element Information," Defining Element Names, page 57

Enterprise PeopleTools PeopleBook

Element Security

This section discusses the security that governs element selection from within a component.

The following tables indicate element-level security by menus and components. Following is an example of the Search page that is referred to in the tables:



Search page

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements - All Element Definition Components

Security on the Search Page	Security Governing Element Selection From Within the Component
Add Mode - When you add a new element, the system has no information about the element, so there is no security. Applicable to Non-Add mode. If User Rules Profile = *All Countries*, then Used By = *All Countries* Or Used By = *Specific Country*. If User Rules Profile = *Specific Country*, then Used By = *All Countries* Or Used By = *Specific Country*. Country must match the Country on the User Rules Profile page.	*Element-usage security:* If Used By = *All Countries*, then the elements it can use must also be Used By = *All Countries*. If Used By = *Specific Country*, then the elements it can use must also be Used By = *All Countries* Or The elements it can use must be Used By = *Specific Country*, and the value in the Country field must equal the country that the element is being used by. *Update by element security:* For the following elements, you can update element security with the Via Element override check box on the Element Name page: - Formula definitions/Assigned To field. - Date definitions/Date Extract fields. - Bracket definitions/Return Column field. - Array definitions/Retrieved fields. **Note.** If User Rules = *Specific Country*, you can view all countries, but you cannot change the Used By field on such an element.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Eligibility Groups

Security on the Search Page	Security Governing Element Selection From Within the Component
Security is handled inside the component.	*Element usage (which element groups appear on the prompt list):* If User Rules Profile = *All Countries*, then No security. If User Rules Profile = *Specific Country*, then Used By = *All Countries* Or Used By = *Specific Country*. Country on the Element Name page must match the Country on the User Rules Profile page. **Note.** Elements defined for all countries can be used with elements defined for a specific country. For example, a German variable can be used with a duration element that's defined for all countries, but it cannot be used with a duration element that's defined only for France.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities

Security on the Search Page	Security Governing Element Selection From Within the Component
Add Mode - When you add a new element, the system has no information about the element, so there is no security. Applicable to Non-Add mode. If User Rules Profile = *All Countries*, then No security. If User Rules Profile = *Specific Country*, then Pay Entity Country must = User Country.	*Supporting Element Overrides - element usage is based on Pay Entity Country:* You must enter Pay Entity Country before entering any Supporting Element Overrides. Used By = *All Countries* Or Used By = *Specific Country*, and Country on the Element Name page matches Country on the Pay Entity page. Pay Entity Override is selected on the Element Name page.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups

Security on the Search Page	Security Governing Element Selection From Within the Component
Add Mode - When you add a new element, the system has no information about the element, so there is no security. Mode does not equal Add. If User Rules = *All Countries*, then No security. If User Rules Profile = *Specific Country*, then Pay Entity Country = User Country.	*Rounding/Proration elements - element usage is based on Pay Entity Country:* Used By = *All Countries* Or Used By = *Specific Country*, and Country matches Pay Entity Country. *Supporting Element Overrides - element usage is based on Pay Entity Country:* Used By = *All Countries* Or Used By = *Specific Country*, and Country matches Pay Entity Country. Pay Group Override is selected on the Element Name page.

Set Up HRMS, Product Related, Global Payroll, Framework, Processing - Run Types

Security on the Search Page	Security Governing Element Selection From Within the Component
Security is handled inside the component.	*Element usage (which process list appears on the prompt list):* If User Rules Profile = *All Countries*, then No security. If User Rules Profile = *Specific Country*, then Used By = *All Countries* Or Used By = *Specific Country*, and Country matches User Country.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars

Security in the Search Page	Security Governing Element Selection From Within the Component
Applicable to all modes (in relation to the Pay Group field). If User Rules Profile = *All Countries*, then No security. If User Rules Profile = *Specific Country*, then Pay Entity *Country* that is associated with the paygroup must match User *Country*.	*Supporting Element Overrides and Elements to Exclude - element usage is based on Pay Entity Country:* Used By = *All Countries* Or Used By = *Specific Country*, and Country matches Pay Entity Country. Calendar override check box must be selected.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendar Group

Security in the Search Page	Security Governing Element Selection From Within the Component

Add Mode - When you add a new element, the system has no information about the element, so there is no security.
 	
Applicable to Non-Add mode.
 	
If User Rules Profile = *All Countries*, then
 	
No security.
 	
If User Rules Profile = *Specific Country*, then
 	
Calendar Run ID Country must match User Country.
	Country - Valid countries are based on User Rules Profile Country:
	
	If User Rules Profile = *All Countries*, then No security
	
	If User Rules Profile = *Specific Country*, then Calendar Run ID Country appears as the default in User Country and cannot be changed.
	
	Pay Entity/Pay Group/Calendar ID is based on Calendar Run ID Country:
	
	You must enter Calendar Run ID Country before entering Pay Entities, Paygroups, or Calendar Run IDs.
	
	Pay Entity Country must match Calendar Run ID Country.
	
	Paygroup Country (Country of the Pay Entity that is associated with the paygroup) must match Calendar Run ID Country.
	
	Calendar Country (of the Pay Entity Country that is associated with paygroup for Calendar) must match Calendar Run ID Country.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Definitions

Security on the Search Page	Security Governing Element Selection From Within the Component

For all modes.
If User Rules Profile = *All Countries*, then
No security.
If User Rules Profile = *Specific Country*, then
Country = User Country.
	Security is handled by the search page security.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Overrides

Security on the Search Page	Security Governing Element Selection From Within the Component

For all modes.
If User Rules Profile = *All Countries*, then
No security.
If User Rules Profile = *Specific Country*, then
Country = User Country.
	Element and Forward to Element - element usage is based on Retro Process Definition Country:
	Used By = *All Countries*
	Or
	Used By = *Specific Country*, and Country matches Retro Process Definition Country.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Event Definitions (retroactive event definitions)

Security on the Search Page	Security Governing Element Selection From Within the Component

Security is handled inside the component	*Country Security (which countries appear on prompt list):*
	If User Rules Profile = *All Countries*, then
	User is allowed to work on any country in Absence Management.
	If User Rules Profile = *Specific Country*, then
	The only valid value is the Country that matches User Country.
	Retro Process Definition (for Event Process Definition) Security (which retro process definitions appear in prompt list):
	You must select Country before entering a Retro Process Definition.
	The Country on Retro Process Definition must match the selected Country.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Segmentation Event Definition

Security on the Search Page	Security Governing Element Selection From Within the Component

Security is handled inside the component	*Country Security (which countries appear in prompt list):*
	If User Rules Profile = *All Countries*, then
	User can work on any country in Absence Management.
	If User Rules Profile = *Specific Country*, then
	The only valid value is the Country that matches User Country.
	Element usage is based on Country of Event:
	Used By = *All Countries*
	Or
	Used By = *Specific Country*, and Country matches Event Country.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements - Element Name and View System Elements by Source

The Element Name page and the System Element by Source page are display-only. Anyone can view these pages.

Payee Security

This section discusses payee security by department and group.

Payee payroll data is sensitive information because it often contains pay-related information. Absence Management provides payee-level security that restricts the payees that a user can view.

Department Security

Absence Management delivers the standard Human Resources department-level security. Payee-level security affects all Absence Management reports as well as every component, search record or view, and prompt record and view that contains the EMPLID field. All components that are entered with an employee ID contain payee-level security.

A department security tree is used to limit the payees that a user can view or report on.

The following tables indicate payee-level security by menus and components.

Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements

Security on the Search Page	Security Governing Element Selection From Within the Component
Payee-level security applies.	Element Usage (based on Country of Payee which is based on Pay Entity associated with Paygroup) To determine Payee Country, the system first retrieves the Paygroup for the Payee where the maximum effective dated job row <= current date. Then the system retrieves the Pay Entity that is associated with this Paygroup and looks at the Country. Used By = All Countries Or Used By = Specific Country, and Country matches Payee Country.

Group Security

Group security is a PeopleSoft Enterprise Time and Labor security feature that can be used by Absence Management if the two applications are integrated. Group security enables you to restrict access to employee records and the Absence Management reports.

See Also

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Establishing Static and Dynamic Groups"

Enterprise PeopleTools PeopleBook: Security Administration

CHAPTER 31

Viewing Delivered Elements and System Data

This chapter provides an overview of the delivered system data and discusses how to view delivered elements.

Understanding the Delivered System Data

Absence Management delivers a set of system data consisting of predefined rules that you can use when configuring your system. You do not need to define these rules. They are part of the Absence Management core application and can be used wherever you need them.

Note. All system elements are delivered and are considered to be system data.

See Chapter 6, "Defining Data Retrieval Elements," Working with System Elements, page 70.

Warning! Do not modify this system data. Many Absence Management calculations assume that the value of the system data remains consistent. Modifying them can jeopardize the integrity of the system.

This table lists the delivered system data:

Element Type	Element Name	Description	Comments
Array	GP AR PSLP GRP ID	Payslip message group ID.	
Array	GP AR PSLP MSG PBD	Payslip message active.	Array to read PLSP_MSGs managed in GP that are active.
Array	GP AR PSLP PLIST	Payslip message HR group list.	
Count	GP WORK DAY COUNT	Work day count.	Counts the number of workdays. Used with the standard proration element GP PRORATE WRK DAY. For this count element, a day is considered a workday if scheduled hours are greater than zero.

Element Type	Element Name	Description	Comments
Count	GP WORK HRS COUNT	Work hours count.	Counts the number of workdays. Used with the standard proration element GP PRORATE WRK HRS. For this count element, count the number of scheduled hours.
Duration	GP YEARS OF SVC	Years of service.	Calculates the years of service based on the hire date through the calendar period end date.
Duration	GP MONTHS OF SVC	Months of service.	Calculates the months of service based on the hire date through the calendar period end date.
Duration	GP DAYS OF SVC	Days of service.	Calculates the days of service based on the hire date through the calendar period end date.
Duration	GP AGE IN YEARS	Age in years.	Calculates the age of person in years from the birth date through the calendar period end date.
Duration	GP AGE IN MONTHS	Age in months.	Calculates the age of person in months from the birth date through the calendar period end date.
Duration	GP AGE IN DAYS	Age in days.	Calculates the age of person in days from the birth date through the calendar period end date.
Duration	GP CAL DAYS SLICE	Calendar days in slice.	Calculates the number of calendar days in the slice. Used in the proration element GP PRORATE CAL DAYS.
Duration	GP CAL DAYS SEG	Calendar days in segment.	Calculates the number of calendar days in the segment.

Element Type	Element Name	Description	Comments
Duration	GP CAL DAYS PERIOD	Calendar days in period.	Calculates the number of calendar days in the calendar period. Used in the proration element GP PRORATE CAL DAYS.
Date	GP ABS BGN DT - 1	Absence begin date - 1.	
Date	GP PMNT DT EXTR	Payment date, date extract.	Returns three variable elements (GP PMNT DATE YR, GP PMNT DATE MO, GP PMNT DATE DY) that will resolve to the year, month, and day of the Calendar Payment Date.
Date	GP PRD BGN DT EXTR	Period begin date, date extract.	Returns three variable elements (GP PRD BGN DATE YR, GP PRD BGN DATE MO, GP PRD BGN DATE DY) that will resolve to the year, month, and day of the Calendar Period Begin Date.
Date	GP SLICE END DT +1	Slice end date, plus one day.	Returns the slice end date, plus one day. Used in a duration element GP CAL DAYS SLICE that calculates the number of calendar days in a slice.
Date	GP SEG END DT +1	Segment end date, plus one day.	Returns the segment end date, plus one day. Used in a duration element GP CAL DAYS SEG that calculates the number of calendar days in a segment.
Date	GP SEG END DT EXTR	Segment end date, date extract.	
Date	GP SLI BGN DT EXTR	Slice begin date, date extract.	

Element Type	Element Name	Description	Comments
Date	GP SLI END DT EXTR	Slice end date, date extract.	
Date	GP PRD END DT +1	Period end date, plus one day.	Returns the period end date, plus one day. Used in a duration element GP CAL DAYS PERIOD that calculates the number of calendar days in a calendar period.
Date	GP PRD END DT EXTR	Period end date, date extract.	Returns three variable elements (GP PRD END DATE YR, GP PRD END DATE MO, and GP PRD END DATE DY) that resolve to the year, month, and day of the calendar period end date.
Date	GP SEG BGN DT EXTR	Segment begin date, date extract.	
Error message	MSG PIN	Call Error Message	Triggers the writing of a message, when entered in a Formula element. Before executing this element, the same formula must populate other system elements, such as MSG_NBR, MSG_SET_NBR, and MSG_PAYMENT_ERR.
Formula	GP JANUARY	January.	Returns True if the month of the calendar period is January; otherwise False.
Formula	GP FEBRUARY	February.	Returns True if the month of the calendar period is February; otherwise False.
Formula	GP MARCH	March.	Returns True if the month of the calendar period is March; otherwise False.

Element Type	Element Name	Description	Comments
Formula	GP APRIL	April.	Returns True if the month of the calendar period is April; otherwise False.
Formula	GP MAY	May.	Returns True if the month of the calendar period is May; otherwise False.
Formula	GP JUNE	June.	Returns True if the month of the calendar period is June; otherwise False.
Formula	GP JULY	July.	Returns True if the month of the calendar period is July; otherwise False.
Formula	GP AUGUST	August.	Returns True if the month of the calendar period is August; otherwise False.
Formula	GP SEPTEMBER	September.	Returns True if the month of the calendar period is September; otherwise False.
Formula	GP OCTOBER	October.	Returns True if the month of the Calendar Period is October; otherwise False.
Formula	GP NOVEMBER	November.	Returns True if the month of the calendar period is November; otherwise False.
Formula	GP DECEMBER	December.	Returns True if the month of the calendar period is December; otherwise False.
Formula	GP COUNT WORK DAYS	Workday count.	Returns True if scheduled hours are greater than zero; otherwise False. Used in the count element GP WORK DAY COUNT to count the number of workdays.

Element Type	Element Name	Description	Comments
Formula	GP COUNT WORK HRS	Work hour count.	Returns the number of work hours for a day. Used in the count element GP WORK HRS COUNT to count the number of work hours.
Formula	GP CHECK 1ST SEG	Check if first segment.	Returns True if you are in the first segment of a calendar for a payee; otherwise False. Determined by checking the value of the system element FIRST SEGMENT.
Formula	GP CHECK LST SEG	Check last segment.	Returns True if you are in the last segment of a calendar for a payee; otherwise False. This is determined by checking the value of the system element LAST SEGMENT.
Formula	GP CHK 1ST ACT SEG	Check first active segment.	Returns True if you are in the first active segment of a calendar for a payee; otherwise False. This is determined by checking the value of the system element FIRST ACT SEGMENT.
Formula	GP CHK LST ACT SEG	Check last active segment.	Returns True if you are in the last active segment of a calendar for a payee; otherwise False. This is determined by checking the value of the system element LAST ACT SEGMENT.
Formula	GP FM PSLP AR	Payslip messages duration.	(Duration formula). Calls GP FM PSLP SEL (population) when duration criteria is met.

Element Type	Element Name	Description	Comments
Formula	GP FM PSLP SEL	Payslip messages duration.	(Population formula). Writes to the writable array If the Emplid meets the population criteria in the Message Definition. The message definition may have specified that a custom formula will be used to determine the criteria.
Formula	GP RETRO OVERRIDE	Retro process override formula.	
Generation Control	GP QTR END ONLY	Quarter end only.	Checks generation control based on the quarter-end date. The quarter-end date is based on a predefined generation control frequency of QTR END (which references a frequency with a factor of 4). **Note.** For generation control frequency to be True, enter the matching generation control frequency on any calendar for which you want generation control to be True.
Generation Control	GP YEAR END ONLY	Year end only.	Checks generation control based on the year-end date. The year-end date is based on a predefined generation control frequency of YEAR END (which references a frequency with a factor of 1). **Note.** For generation control frequency to be True, you must enter the matching generation control frequency on any calendar for which you want generation control to be True.

Element Type	Element Name	Description	Comments
Generation Control	GP APPLY 1ST SEG	Apply once - first segment.	Checks generation control based on whether the calculation is in the first segment (in a calendar). Generation control is True if you are in the first segment or False if you are not.
Generation Control	GP APPLY LST SEG	Apply once - last segment.	Checks generation control based on whether the calculation is in the last segment (in a calendar). Generation control is True if you are in the last segment or False if you are not.
Generation Control	GP APPLY LST A SEG	Apply once - last active segment.	Checks generation control based on whether the calculation is in the last active segment (in a calendar). Generation control is True if you are in the last active segment or False if you are not.
Generation Control	GP APPLY 1ST A SEG	Apply once - first active segment.	Checks generation control based on whether the calculation is in the first active segment (in a calendar). Generation control is True if you are in the first active segment or False if you are not.
Proration Rule	GP PRORATE CAL DAY	Proration based on calendar days.	Provides basic proration logic based on calendar days.
Proration Rule	GP PRORATE WRK DAY	Proration based on workdays.	Provides basic proration logic based on workdays.
Proration Rule	GP PRORATE WRK HRS	Proration based on work hours.	Provides basic proration logic based on work hours.

Element Type	Element Name	Description	Comments
Rounding Rule	GP ROUND NEAR 0DEC	Round to nearest zero decimal places.	Rounds to nearest (up if greater than or equal to 5; otherwise down) zero decimal places.
Rounding Rule	GP ROUND NEAR 2DEC	Round to nearest two decimal places.	Rounds to nearest (up if greater than or equal to 5; otherwise down) two decimal places.
Rounding Rule	GP ROUND UP 0DEC	Round up to zero decimal places.	Rounds up to zero decimal places.
Rounding Rule	GP ROUND UP 2DEC	Round up to two decimal places.	Rounds up to two decimal places.
Rounding Rule	GP ROUND DOWN 0DEC	Round down to zero decimal places.	Rounds down (truncates) to zero decimal places.
Rounding Rule	GP ROUND DOWN 2DEC	Round down to two decimal places.	Rounds down (truncates) to two decimal places.
Variable	GP TEMP001 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP002 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP003 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP004 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP005 CHAR	Temporary variable - character.	For use in formulas as a *temporary*variable (to calculate intermediate results).

Element Type	Element Name	Description	Comments
Variable	GP TEMP006 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP007 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP008 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP009 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP010 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP001 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP002 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP003 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP004 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).

Element Type	Element Name	Description	Comments
Variable	GP TEMP005 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP006 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP007 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP008 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP009 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP010 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP001 DATE	Temporary variable - date.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP002 DATE	Temporary variable - date.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP003 DATE	Temporary variable - date.	For use in formulas as a *temporary* variable (to calculate intermediate results).

Element Type	Element Name	Description	Comments
Variable	GP TEMP004 DATE	Temporary variable - date.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP005 DATE	Temporary variable - date.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP PRD END DATE YR	Period end date - year.	Stores the calendar period year if the date element GP PRD END DT EXTR is resolved. **Note.** The date element GP PRD END DT EXTR extracts the year from the calendar period and populates the variable GP PRD END DATE DY. For this date extract and corresponding variable to be resolved, either put this date element directly on the process list (include it in a section) or reference it in another element that is being resolved.
Variable	GP PRD END DATE MO	Period end date - month.	Stores the calendar period month if the date element GP PRD END DT EXTR is resolved. **Note.** The date element GP PRD END DT EXTR extracts the month from the calendar period and populates the variable GP PRD END DATE DY. For this date extract and corresponding variable to be resolved, either put this date element directly on the process list (include it in a section) or reference it in another element that is being resolved.

Element Type	Element Name	Description	Comments
Variable	GP PRD END DATE DY	Period end date - day.	Stores the calendar period day, if the date element GP PRD END DT EXTR is resolved. **Note.** The date element GP PRD END DT EXTR extracts the day from the calendar period and populates the variable GP PRD END DATE DY. For this date extract and corresponding variable to be resolved, either put this date element directly on the process list (include it in a section) or reference it in another element that is being resolved.
Variable	GP TRUE	True.	Default is 1. Can be used in conjunction with formulas to set a value that is equal to True, which can then be used to validate against generation control or other checks.
Variable	GP FALSE	False.	Default is 0. Can be used in conjunction with formulas to set a value to False, which can then be used to validate against generation control or other checks.
Variable	GP ACTIVE	Active.	Default is A (active). Can be used in conjunction with formulas to check and compare with an active or inactive status that is retrieved from a different table.
Variable	GP GL AFF INTRA1	Affiliate Intra 1 - Chartfield	
Variable	GP GL AFF INTRA2	Affiliate Intra 2 - Chartfield	

Element Type	Element Name	Description	Comments
Variable	GP GL AFFILIATE	Affiliate - Chartfield	
Variable	GP GL ALT ACCOUNT	Alternate Account - Chartfield	
Variable	GP GL BUDGET REF	Budget Reference - Chartfield	
Variable	GP GL CHARTFIELD1	Chartfield 1 - Chartfield	
Variable	GP GL CHARTFIELD2	Chartifeld2 - Chartfield	
Variable	GP GL CHARTFIELD3	Chartfield 3 - Chartfield	
Variable	GP GL CLASS	Class Field - Chartfield	
Variable	GP GL DEPT	GL Department - Chartfield	
Variable	GP GL FUND	Fund Code - Chartfield	
Variable	GP GL OP UNIT	Operating Unit - Chartfield	
Variable	GP GL PRODUCT	Product - Chartfield	
Variable	GP GL PROGRAM	Program Code - Chartfield	
Variable	GP GL PROJECT	Program Code - Chartfield	
Variable	GP NULL DATE	Null Date	Used within rules when a reference to a ’null’ date needs to be checked (or initialized).

Element Type	Element Name	Description	Comments
Variable	GP PMNT DATE DY	Payment Date - Day	Stores the Calendar Payment Date 'Day' - if the Date GP PMNT DT EXTR is resolved. Note: The Date element GP PMNT DT EXTR will extract the 'day' from the Calendar Period and populate the variable GP PMNT DATE DY.
Variable	GP PMNT DATE MO	Payment Date - Month	Stores the Calendar Payment Date 'Month' - if the Date GP PMNT DT EXTR is resolved. Note: The Date Element GP PMNT DT EXTR will extract the 'month' from the Calendar Period and populate the Variable GP PMNT DATE MO.
Variable	GP PMNT DATE YR	Payment End Date - Year	Stores the Calendar Payment Date 'Year' - if the Date GP PMNT DT EXTR is resolved. Note: The Date Element GP PMNT DT EXTR will extract the 'year' from the Calendar Period and populate the Variable GP PMNT DATE YR.
Variable	GP PRD BGN DATE DY	Period Begin Date - Day	Stores the Calendar Period Begin Date 'Day' - if the Date GP PRD BGN DT EXTR is resolved. Note: The Date Element GP PRD BGN DT EXTR will extract the 'day' from the Calendar Period and populate the Variable GP PRD BGN DATE DY.

Element Type	Element Name	Description	Comments
Variable	GP PRD BGN DATE MO	Period Begin Date - Month	Stores the Calendar Period Begin Date 'Month' - if the Date GP PRD BGN DT EXTR is resolved. Note: The Date Element GP PRD BGN DT EXTR will extract the 'month' from the Calendar Period and populate the Variable GP PRD BGN DATE DY.
Variable	GP PRD BGN DATE YR	Period Begin Date - Year	Stores the Calendar Period Begin Date 'Year' - if the Date GP PRD BGN DT EXTR is resolved. Note: The Date Element GP PRD BGN DT EXTR will extract the 'year' from the Calendar Period and populate the Variable GP PRD BGN DATE DY.
Variable	GP PSLP ASOF	Payslip Message Duration As Of	Message definition - if using date for duration- date is as of what?
Variable	GP PSLP CAL RUN	Payslip Message Calendar Run	Message definition calendar run only populated if Duration of message = Calendar
Variable	GP PSLP EMPLID	Payslip Message Employee ID	Message definition Emplid only populated if Population criteria is Emplid.
Variable	GP PSLP FM NUM	Payslip Message	Message definition FM NUM only populated if population criteria is 'custom formula'
Variable	GP PSLP FROM DT	Payslip Message From Date	Message definition From Date only populated if duration of message is as of a date
Variable	GP PSLP GP	Payslip Message Assign Method	Message definition - Assignment Method

Element Type	Element Name	Description	Comments
Variable	GP PSLP GRP ID	Payslip Message Group ID	Message definition Group Id only populated if GP Group Build is Population criteria.
Variable	GP PSLP MSG CTRY	Payslip Message Country	Country of message definition (key to message definition)
Variable	GP PSLP MSG NBR	Payslip Message Number	Message number from payslip definition (key to message definition)
Variable	GP PSLP PLIST	Payslip Message HR Group List	Message definition HR Group List only populated if HR Group List is Population criteria.
Variable	GP PSLP SEL	Payslip Message Select	Message definition - population selection criteria
Variable	GP PSLP STATUS	Payslip Message Status	Status of message "active or inactive"
Variable	GP PSLP TO DT	Payslip Message To Date	Message definition To Date optionally populated if duration of message is as of a date
Variable	GP SEG BGN DATE DY	Segment Begin Date - Day	
Variable	GP SEG BGN DATE MO	Segment Begin Date - Month	
Variable	GP SEG BGN DATE YR	Segment Begin Date - Year	
Variable	GP SEG END DATE DY	Segment End Date - Day	
Variable	GP SEG END DATE MO	Segment End Date - Month	
Variable	GP SEG END DATE YR	Segment End Date - Year	

Element Type	Element Name	Description	Comments
Variable	GP SLI BGN DATE DY	Slice Begin Date - Day	
Variable	GP SLI BGN DATE MO	Slice Begin Date - Month	
Variable	GP SLI BGN DATE YR	Slice Begin Date - Year	
Variable	GP SLI END DATE DY	Slice End Date - Day	
Variable	GP SLI END DATE MO	Slice End Date - Month	
Variable	GP SLI END DATE YR	Slice End Date - Year	
Writable Array	GP WA GUIDE	WA Segmentation Guide	Used for integration with EPM. To use it, just add the WA to any section. The writable array will not cause the resolution of the system elements defined in the Writable Array Fields grid.
Writable Array	GP WA PSLP MSG	Payslip Messages	Payslip Messages writable array

Viewing the Delivered Elements

This section provides an overview of the GP_ELEMENTS query and discusses how to:

- Access the GP_ELEMENTS query.
- Run the GP_ELEMENTS query.

Understanding the GP_ELEMENTS Query

Absence Management delivers a query that you can run to list the elements that are defined for your system. With this query, you specify which elements you want to see. You can view elements defined for all countries or a specific country, view elements by category or name, or a combination of these criteria.

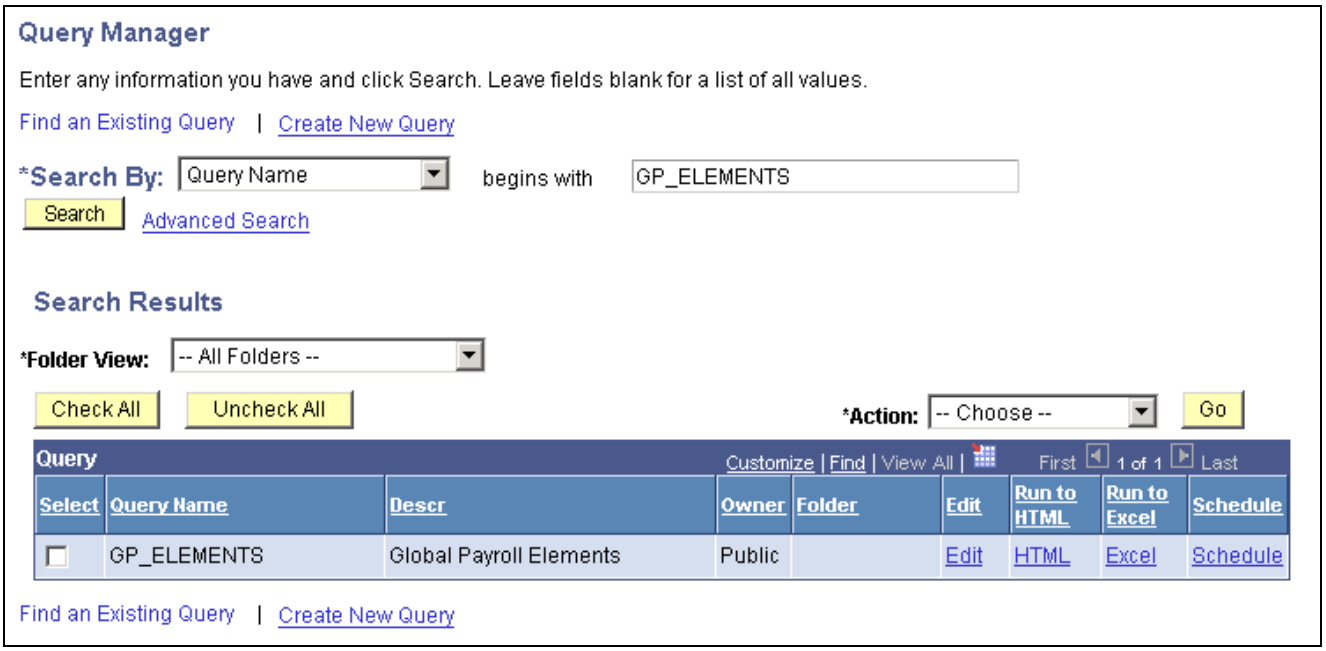
You can view the query results online and download them to a Microsoft Excel spreadsheet.

Page Used to Access and Run the GP_ELEMENTS Query

Page Name	Object Name	Navigation	Usage
Query Manager	QRY_SELECT	Reporting Tools, Query, Query Manager	Create, update, and launch queries.

Accessing the GP_ELEMENTS Query

Access the Query Manager page.



Query Manager page

Edit Click to edit field properties and sort order for your query.

Run to HTML Click to access the GP_ELEMENTS query, where you can view results of your query online. Once you've defined your search criteria for the GP_ELEMENTS query, in addition to viewing results online, you also have the option of downloading the results into a Microsoft Excel spreadsheet or a CSV text file.

Run to Excel Click to access the GP_ELEMENTS query, where you can download the results of your query to a Microsoft Excel spreadsheet.

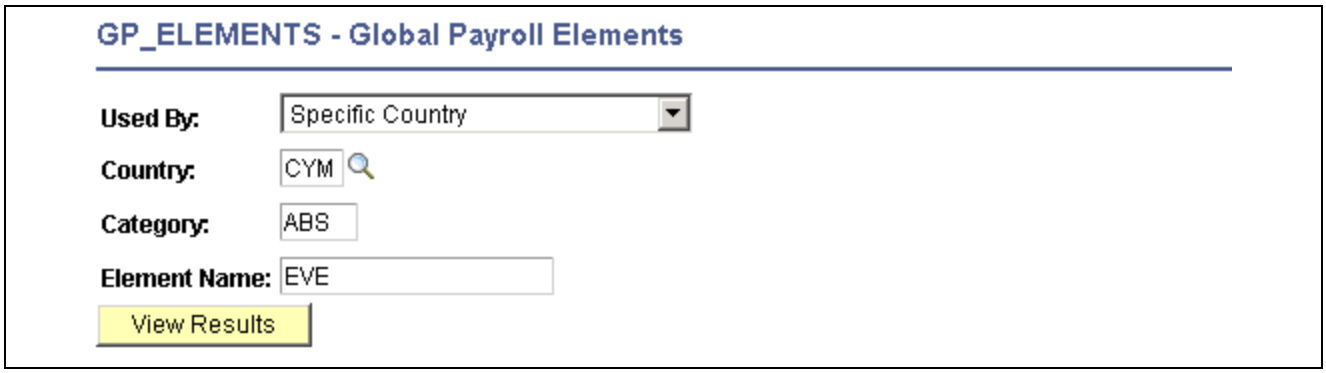
Schedule Click to define criteria for scheduling a query.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Query

Running the GP_ELEMENTS Query

Access the GP_ELEMENTS query.



GP_ELEMENTS query

To run the query, enter your search criteria and click the View Results button. Modify the query using the criteria described below.

Used By Identify whether you want to view elements for *All Countries* or *Specific Country.*

Country If you select *All Countries* in the Used By field, enter *ALL* in the Country field. If you select *Specific Country* in the Used By field, enter the country code for which you want to view elements.

Category and **Element Name** To narrow your results, you can enter a functional category code, such as ABS, for absences. You can also enter part of or all of an element name.

Note. For information about category and element naming conventions, see the country extension PeopleBooks.

View Results Click to download the results to a Microsoft Excel file.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Query

CHAPTER 32

Setting Up and Running Generic Reports

This chapter provides an overview of generic reports and discusses how to:

- Set up generic reports.
- Run generic reports.

See Also

Appendix A, "Absence Management Reports," page 677

Understanding Generic Reports

Absence Management provides the framework for you to define your own generic reports of basic absence results. With generic reports, you can set up result table queries that best suit your needs. These queries are useful for quickly viewing data. They are not a substitute for the SQRs used to create final, publishable reports.

There are three types of generic reports that show different views of the same information:

- Element List

  A list of absence elements for each employee for a period. Define each column as a set of numeric elements, which are accumulated.

- Summary

  A list of user-defined absence elements for the absence periods between two dates for each employee. Define each row as a set of numeric elements, which are accumulated. On the run control page you define each column with a From Date and a To Date.

- Accumulator

  Displays totals of selected accumulators for each employee. On the run control page, you define the absence calendars for which the report should be printed.

All of these reports enable you to select sort options and break levels. If you define break levels, the system prints a total for each break, as the break occurs, and prints a grand total at the end of the report. If no breaks are defined, no totals are printed for the report. Depending on the break levels, an employee can appear more than once on a single report (the same employee but with different segment numbers).

For all three report types, the maximum number of columns is 12.

Break Levels

Break levels are a tool for sorting results. Use them to organize the information on the report. You can include up to three break levels in a report. For example, the first level might sort employees into business units; the second might sort members of each business unit into departments; and the third might sort the members of each department into establishments. When you select the break levels for a report, you can print each section on a separate page.

System data supplies the following standard break levels:

- Department
- Company
- Establishment

Setting Up Generic Reports

This section discusses how to:

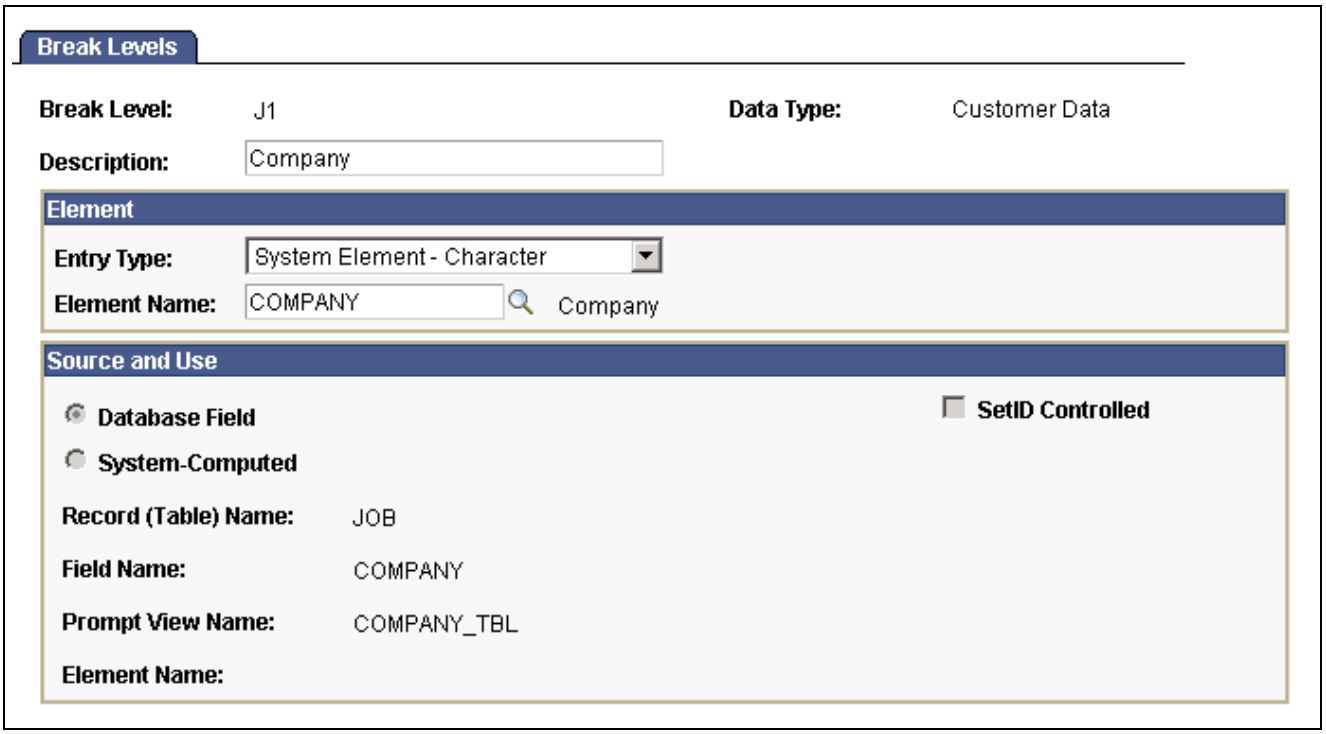
- Define break levels.
- Define generic report parameters.
- Define generic report rows and columns.

Pages Used to Set Up Generic Reports

Page Name	Object Name	Navigation	Usage
Break Levels	GP_GENRPT_BRK_LVLS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Generic Report Break Levels, Break Levels	Define break levels.
Generic Reports - Definition	GP_GENRPT_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Generic Reports, Definition	Define the report ID and parameters.
Rows or Columns	GP_GENRPT_ROW	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Generic Reports, Rows or Columns	Define rows or columns and the elements that are to be reported.

Defining Break Levels

Access the Break Levels page.



Break Levels page

Note. If you sort by Department break level, we recommend that you sort by Business Unit first and then by Department.

Break Level A number and/or code that identifies the break level.

Data Type Values are:

System Data: For a PeopleSoft-delivered break level.

Customer Data: For all other break levels.

Description A meaningful description for the break level. This is the heading for the break data that will appear on your report.

Element

Entry Type Select the entry type of the element that you're associating with the break level. Values are *System Element - Character* and *Variable - Character.*

Element Name Select the system element or variable that you're associating with the break level. For example, if you define paygroup as the break level, select the GP PAYGROUP element.

Note. Any element selected must be resolved and stored.

Record (Table) Name If you select *Variable - Character* as the Entry Type, enter the name of the record from which the variable was originally populated.

Field Name If you select *Variable - Character* as the Entry Type, in addition to entering the name of the record from which the variable was originally populated, you must also specify the field on the record.

Source and Use

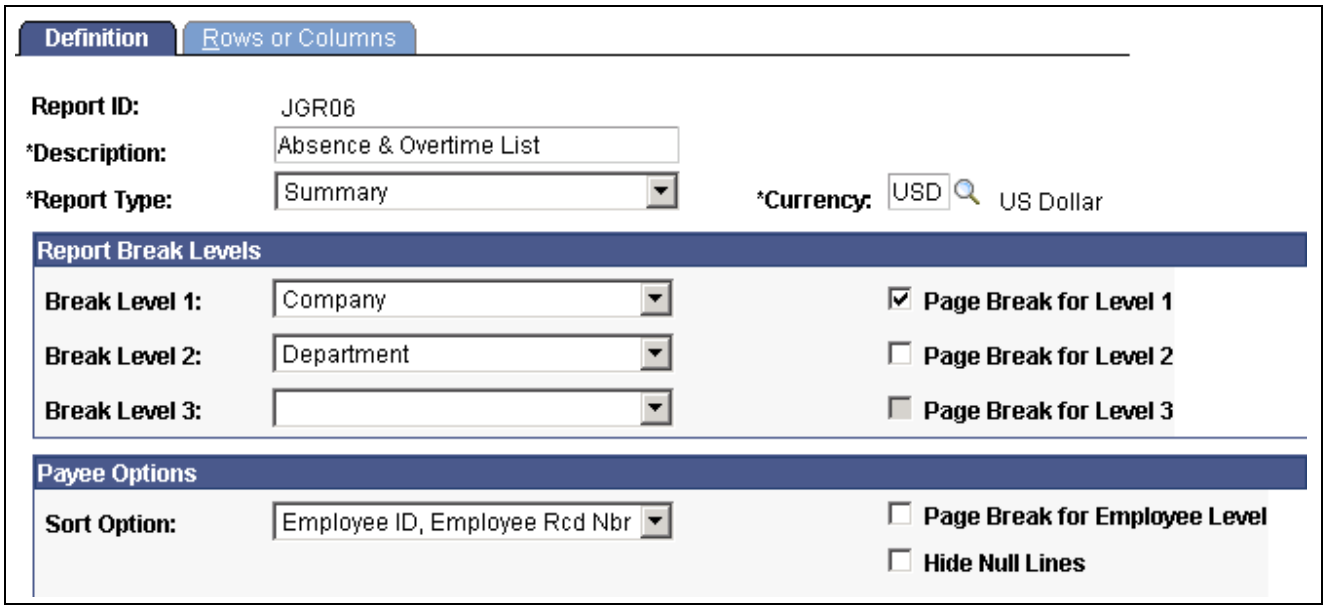
If you select a system element, information contained on the Source and Use page of GP_PIN appears in this group box.

See Also

Chapter 6, "Defining Data Retrieval Elements," Working with System Elements, page 70

Defining Generic Report Parameters

Access the Generic Reports - Definition page.



Generic Reports - Definition page

Report Type Values are *Summary, List* (element list), and *Accumulators*.

Currency Define the default currency for the report. Amounts are converted to this currency before processing. You can change the currency on the Generic Report run control page.

Generic reports provide a maximum of 14 print positions for currency amounts. The system changes the number of decimal places, depending on the currency code. Amounts are truncated to 1, 2, or 3 decimal places, depending on the currency. If the currency does not use decimal places, all 14 print positions are available to display amounts.

Report Break Levels

Break Level 1, Break Level 2, and **Break Level 3** You can use up to three break levels. If you use multiple break levels, the system sorts first by break level 1, then by break level 2, and last by break level 3. Select from the break levels that you set up on the Break Levels page.

Page Break for Level 1, Page Break for Level 2, and **Page Break for Level 3** Select to have a page break at the selected break level on the printed report.

Payee Options

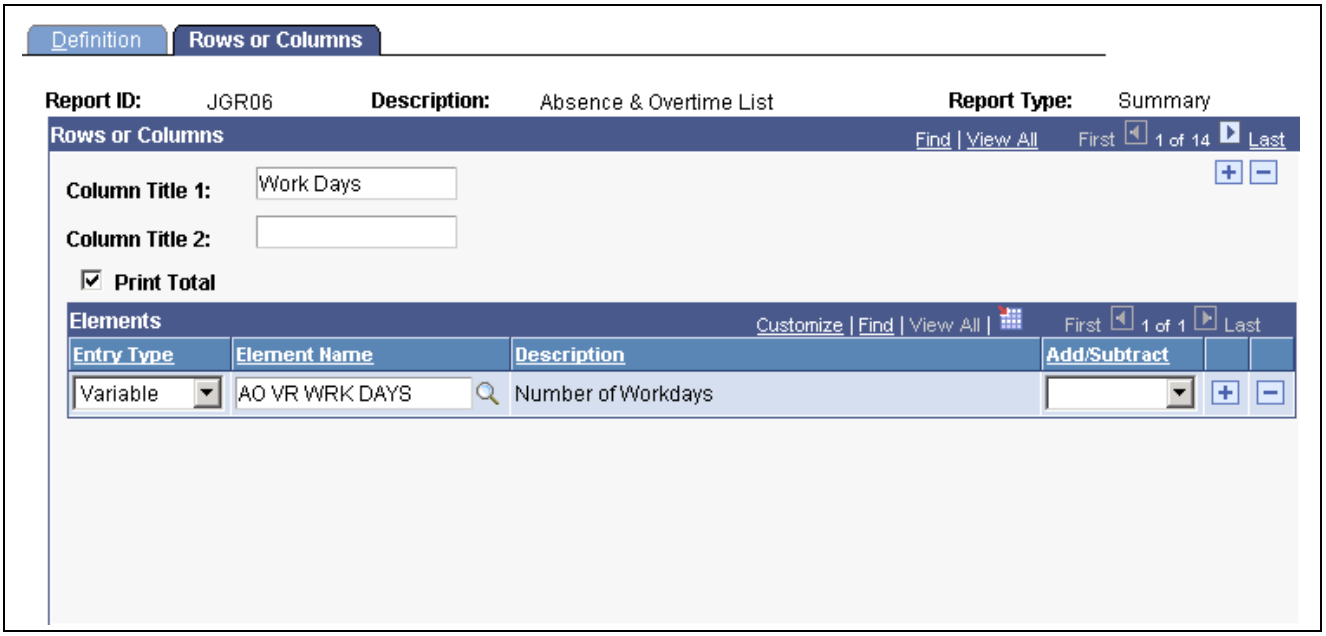
Sort Option Select a default method for sorting by employee. You can sort by the employee ID and employee record number or by the name and employee record number. When you run the report, you can change the sort option on the run control page.

Page Break for Employee Level (Summary type only) Select to print a separate page for each employee.

Hide Null Lines (List and Summary type only). Select to prevent the printing of lines that have a value of 0.

Defining Generic Report Rows and Columns

Access the Generic Reports - Rows or Columns page.



Generic Reports - Rows or Columns page

Different fields appear on this page depending on the report type that you selected on the Generic Reports - Definition page. For all report types, the Column Title, Print Total, Element Name, and Description fields appear.

The following additional fields appear for the specified report type:

List and Summary	Accumulators
Entry Type	User Key
Add/Subtract	Label Column
	Label (if Label Column is selected)

List and Summary	Accumulators
	Do not print row if results equal zero
	Print Calendar ID

Rows or Columns

The following table summarizes the type of data in the rows and columns for each report type.

Report Type	Columns	Rows
List	Element or group of elements	Payees
Summary	Date ranges	Element or elements
Accumulator	Accumulators	Payees

Column Title Define the title for each column. Each title can be two lines with up to 30 characters in each line.

User Key (Accumulator type only) Select a user key for the accumulator. A column is either a user key or an element.

Print Total Select to print totals before a page break.

Print Field Label This check box appears only for Accumulator report types and only for columns that are not user keys. Select to print a label instead of the values for an element in the column. The system prints the text from the Label field.

Do not print row if results equal zero This check box appears only for Accumulator report types and for columns that are not user keys. Select the check box to suppress rows where an accumulator does not have an end date and therefore forwards zero results into each new calendar. Selecting this check box will prevent unwanted and meaningless rows from displaying on the report.

Print Calendar ID This check box appears only for Accumulator report types and only for columns that are not user keys. Select this check box to print the calendar ID of the result row, thereby increasing the readability of the report for calendar groups in which retroactive processing has occurred.

Elements

Select the elements that are to be reported in each row or column.

Entry Type Select the entry type of the element. Values are *Auto Assgn* (auto assigned), *Bracket, Deduction,Earnings,Formula, SystemElem* (system element), and *Variable.*

Element Name Select the element name.

Label	Replaces the Description field only for the accumulator report type when you select the Label Column check box for a column that is not a user key or calendar ID. Enter the label that is to be printed in the column when the associated element is other than 0.
Add/Subtract	Select whether the element should be added to or subtracted from the total for the column or row.

Note. For Accumulator report types, some precision may be needed. The system obtains all the user keys from the accumulator result table for all the accumulators that are defined in the setup. It then prints the user keys and selects the accumulator results starting from those keys.

In addition, there are cases where accumulators continue to carry forward after an event has completed because the accumulators have not been defined with an end date. In such cases, it may be necessary to identify an accumulator where the results always carry forward as zero and use the Do not print row if results equal zero check box. The above also applies in cases where accumulators have been defined with a storage option of "All Calculations" and the calendar run has encountered retroactive processing. Use the Do not print row if results equal zero check box to suppress the extra unwanted rows.

Running Generic Reports

This section discusses how to run generic reports.

Run the report after selecting additional run time parameters such as summary or detail payee data, sorting, and begin and end dates.

The run control page triggers:

- The GP_GEN_RPTS Application Engine program that creates two temporary tables with data from absence results.
- The GPGENRPT SQR program that reads the absence results from the temporary tables and formats the report.

Selecting Payees and Periods for List and Summary Reports

The List and Summary reports can cover multiple periods. Using the Period ID, the system establishes date and payee parameters. The system will select and report on all payees that have a segment record with the matching Period IDs. When multiple periods are selected for the List Report, the system will sum the results of all segments selected.

Selecting Payees and Periods for Accumulators

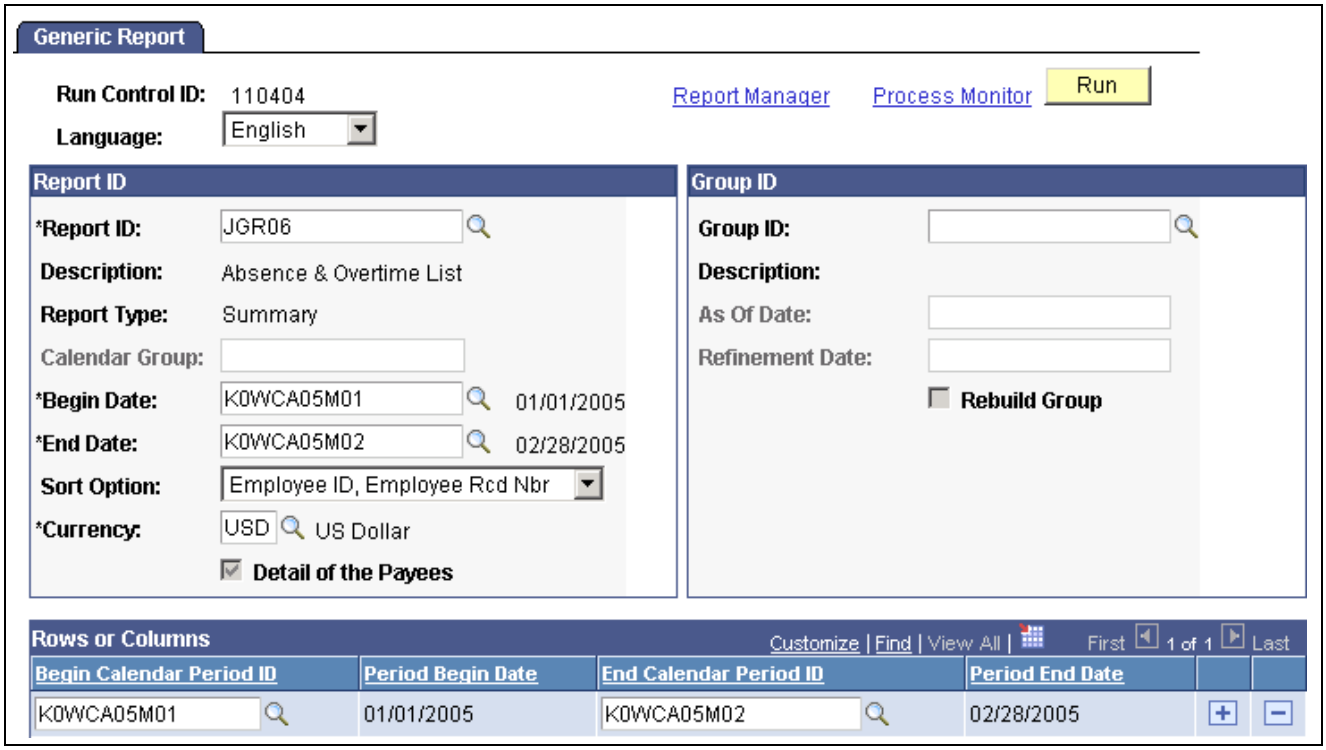
The accumulator report covers a single period. Using the Calendar Group ID, the system establishes date and payee parameters. The Calendar Group ID may contain only one period. However, if the Calendar Group has experienced retroactive processing, then additional rows may appear on the report. For this reason we recommend you select the Print Calendar ID check box to help identify any retroactive row.

Page Used to Run a Generic Report

Page Name	Object Name	Navigation	Usage
Generic Report	GP_GENRPT_RC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Create Generic Reports, Generic Report	Run generic reports.

Running Generic Reports

Access the Generic Report page.



Generic Report page

To run the report, you must first specify the Calendar that should be included. This is done by either entering Begin and To Dates, for the List and Summary report, or entering the Calendar Group ID, for the accumulator report. Because the List and Summary reports can cover multiple periods of time, enter Period IDs.

Report Type This field affects the other fields available on this page.

Begin Date Use this field in combination with the End Date field to construct the report's time frame. The period defined by these dates must match the dates of a defined absence period. Some report types use the Group ID instead.

End Date Use this field in combination with the Begin Date field to construct the report's time frame. The period defined by these dates must match the dates of a defined pay period. Some report types use the Group ID instead.

Sort Option This field displays the sort option defined on the Generic Reports-Definition page. You can override this value here.

Currency This field displays the currency defined on the Generic Reports-Definition page. You can override this value here.

Detail of the Payees Select to report the details of each payee. If this option is not selected, the report includes only summaries by break level. If you do not define breaks for the report, this option is not available.

Group ID You may select a subset of payees by using the Group ID section and entering a specific Group ID. This Group ID is defined on the Group Build pages in PeopleSoft Enterprise Human Resources.

As Of Date Specify the effective-date version of the group to report on.

Refinement Date If the group definition includes effective-dated records, enter the date for which you want the records run. For example, to run a group with an effective date of January 1, 1990 and run the effective-dated rows in the group as of February 15, 1998, select an As of Date of January 1, 1990 and a Refinement Date of February 15, 1998.

If you leave this field blank, the system runs the group as of the current date.

Rebuild Group Select to re-create the group before running the generic report.

The Rows and Columns group box appears only for a Summary Type report. The system creates a set of columns for the first 12 months in the reporting period that you define in the Report ID group box. It enters the first and last days of each month in the From Date and the To Date columns. You can manually define different columns for your summary report, up to 12 columns total.

APPENDIX A

Absence Management Reports

This appendix provides an overview of Absence Management reports and discusses how to view summary tables of all reports.

See Also

Chapter 32, "Setting Up and Running Generic Reports," page 667

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Absence Management Reports: A to Z

This table lists the Absence Management reports, sorted alphanumerically by report ID. All reports are SQR reports.

Note. The following reports apply only to PeopleSoft Enterprise Global Payroll: Payroll Results Register (GP000001) and Payroll Results Summary report (GP00003).

Report ID and Report Name	Description	Navigation	Run Control Page
GP000002 Absence Results Register	Displays, by payee, the results of absence calculations. Reports results by segment. Produce after you calculate or finalize an absence run.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Absence Results Register, Absence Results Register	GP_GPSQR01_PNL
GP000004 Payee Messages	Displays any messages generated from an absence run.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Messages, Payroll Messages	GP_GPSQR04_PNL
GPGENRPT User-designed generic report, no standard report name.	Define additional runtime parameters and run generic reports.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Create Generic Reports, Generic Report	GP_GENRPT_RC

See Also

Chapter 21, "Viewing and Finalizing Absence Results," Creating a Results Report, page 463

Chapter 21, "Viewing and Finalizing Absence Results," Creating the Payee Messages Report, page 460

Glossary of PeopleSoft Terms

absence entitlement This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

absence take This element defines the conditions that must be met before a payee is entitled to take paid time off.

academic career In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

academic institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

academic organization In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

academic plan In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

academic program In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

accounting class In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

accounting date The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.

accounting split The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

action reason The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration,

PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

address usage In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

analysis database In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.

Application Messaging PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.

AR specialist Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.

arbitration plan In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.

assessment rule In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.

asset class An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

attribute/value pair In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.

audience In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.

authentication server A server that is set up to verify users of the system.

base time period In PeopleSoft Business Planning, the lowest level time period in a calendar.

benchmark job In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.

billing career In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.

bio bit or bio brief In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.

book In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.

branch A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.

budgetary account only An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

budget check In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

budget control In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

business activity The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

business event In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).

business process A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

business task The name of the specific function depicted in one of the business processes.

business unit A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.

buyer In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.

campus In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

catalog item In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, “Introduction to Microsoft Word.” A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.

catalog map In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company’s catalog.

catalog partner In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.

categorization Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.

category In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

channel In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.

ChartField A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField balancing You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

checklist code In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

Class ChartField A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

collection To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

comm key See *communication key.*

communication key In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

compensation object In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

component interface A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.

condition In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

constituents In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

control table Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

cost profile A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

cost row A cost transaction and amount for a set of ChartFields.

course In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab.

See also *class*.

course share set In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.

data acquisition In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

data cube In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.

data elements Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

dataset A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

delivery method type In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

detailed business process A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

directory information tree In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

division In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort*.

document sequencing A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

effective date A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

equity item limit In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

event A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.

event propagation process In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception In PeopleSoft Receivables, an item that either is a deduction or is in dispute.

exclusive pricing In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.

fact In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

forecast item A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

generic process type In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GL business unit Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit*.

GL entry template Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

group In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.

incentive object In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access.*

institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft application or an external application.

integration set A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.

learner group In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

ledger mapping You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

linked section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

LMS Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.

load In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine*.

match group In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency The ability to process transactions in a currency other than the business unit's base currency.

national allowance In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package

	is based on the amount of financial need. The process of determining a student's need is called *need analysis.*
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also *compensation object.*
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	See *event.*
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.

See also *division* and *cohort*.

portal registry In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.

price list In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

price rule In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.

price rule key In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

primacy number In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.

primary name type In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.

process group In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

process definition Process definitions define each run request.

process instance A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

process job You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

product family A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.

product line The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects

In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

publishing

In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components

In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group

A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag

Abbreviation for *record input value-added tax flag.* Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag

Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname

The name of a record that is used to determine the associated field to match a value or set of values.

recognition

In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data

In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.

reference object

In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction

In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing

In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

remote data source data Data that is extracted from a separate database and migrated into the local database.

REN server Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

reversal indicator In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

role Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

role user A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

roll up In a tree, to roll up is to total sums based on the information hierarchy.

run control A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID A unique ID to associate each user with his or her own run control table entries.

run-level context In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

SCP SCBM XML message Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.

search query You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

search/match In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

seasonal address In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

section In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

single signon With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

source key process In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

source transaction In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

speed key See *communication key.*

SpeedChart A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

staging A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

standard letter code In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

statutory account Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

summary ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

summary time period In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

TableSet A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

tax authority In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

territory In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

third party A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.

3C engine Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

3C group Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

TimeSpan A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.

trace usage In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.

transaction allocation In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.

transaction state In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.

Translate table A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

tree The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

tuition lock In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

universal navigation header Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

update access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access.*

user interaction object In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).

variable In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.

VAT exception Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.

VAT exempt Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.

VAT exoneration Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.

VAT suspension Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.

warehouse A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worker A person who is part of the workforce; an employee or a contingent worker.

workset A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.

worksheet A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

worklist The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML link The XML Linking language enables you to insert elements into XML documents to create a links between resources.

XML schema An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

XPI Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.

yield by operation In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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