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PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Monitor Absence

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PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Monitor Absence
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PeopleSoft Enterprise Human Resources Monitor Absence Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft Enterprise Human Resources application fundamentals.

Note. This PeopleBook documents only page elements 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.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft Enterprise Human Resources Monitor Absence.

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 9.1 Application Fundamentals PeopleBook.* Each PeopleSoft product line has its own version of this documentation.

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "PeopleSoft Enterprise HRMS Application Fundamentals Preface"

PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.

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- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the locally installed PeopleSoft online library, including web site folders.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

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Chapter 1

Getting Started with Monitor Absence

This chapter discusses:

- Human Resources Monitor Absence overview.
- Human Resources Monitor Absence business processes.
- Human Resources Monitor Absence integrations.
- Human Resources Monitor Absence implementation.

Human Resources Monitor Absence Overview

Monitor Absence enables you to set up and track absences, such as vacations, holidays, sick leave, maternity leave, and parental leave. This section provides an overview of how to:

- Define absence parameters.
- Assign work and holiday schedules.

  You can identify work and holiday schedule times when individuals are expected to be either at work or absent. By tracking work times, you can set a work schedule for your personnel depending on your needs.
- Track absences.

  You can enter and track all general absences, including vacation time.

  You can maintain and track absence data to monitor absences for both performance evaluation and project planning.
- Report absences.

  You can run various reports on absences.
- (NLD) Register Dutch illness.

  You can report daily illness absences for people employed under Dutch regulations if your organization is registered under a Dutch Industrial Insurance Board *(Bedrijfsvereniging).*
- (GBR) Track maternity and parental leave.

  You can track maternity and parental leave for the United Kingdom.

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Human Resources Monitor Absence Business Processes

Monitor Absence provides these business processes:

- Define absence parameters.
- Assign work and holiday schedules.
- Track absences.
- Report absences.
- (NLD) Register Dutch illness.
- (GBR) Track maternity and parental leave.

Human Resources Monitor Absence Integrations

Monitor Absence integrates with these applications:

- All PeopleSoft Enterprise HRMS applications.
- Other PeopleSoft applications.
- Other third-party applications.

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

Human Resources Monitor Absence Implementation

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 Application Fundamentals for HRMS PeopleBook*, with information about where to find the most current version of each.

See Also

"PeopleSoft Enterprise Human Resources Monitor Absence Preface," page vii

Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

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Chapter 2

Setting Up Absence Data

This chapter provides an overview of absence data and discusses how to:

- Set up absence classes, types, codes, and parameters.
- Set up and assign work and holiday schedules.
- Set up vacation benefit plans.

Understanding Absence Data

This section discusses:

- Absence tracking.
- SetIDs and regulatory regions.

Absence Tracking

With the Monitor Absence business process, you can maintain and track both historical and current absence data. This process enables you to better monitor absences for both performance evaluation and project planning. Use the Monitor Absence business process to track typical absences such as sickness, maternity leave, trade union duties, public duties, and annual holidays.

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

SetIDs and Regulatory Regions

During absence data setup, you must consider the regional (that is, national or provincial) regulatory and legislative practices that are applicable to people, and you need to understand how these translate into company policies.

The Absence Class and Absence Type tables are keyed by setID so that you can maintain separate sets of absence types and codes for different regions, as required by the regulatory and legislative practices of the regions.

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Because each country monitors different types of absences, use regulatory regions to process all absences within the PeopleSoft Human Resources system. A *regulatory region* is a set-sharing entity similar to a *business unit*, and you associate regulatory regions with setIDs by using the TableSet Control page. The Monitor Absence business process uses the association between setID and regulatory region to ensure that operators have access to the applicable codes for the countries in which absences occur.

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Working with Regulatory Regions"

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Working with System Data Regulation in HRMS," Understanding PeopleSoft HRMS System Data Regulation

Setting Up Absence Classes, Types, Codes, and Parameters

To set up the absence classes, types, codes, and parameters tables, use the Absence Class Table (ABS_CLASS_TABLE), Absence Type Table (ABS_TYPE_TABLE), Absence Codes (ABS_CODE_TABLE), and Absence Parameters (ABS_PARAMETERS) components.

This section discusses how to define:

- Absence Classes
- Absence types
- Absence codes
- Absence parameters

Pages Used to Set Up Absence Classes, Types, Codes, and Parameters

Page Name	*Definition Name*	*Navigation*	*Usage*
Absence Class Table	ABS_CLASS_TABLE	Set Up HRMS, Product Related, Workforce Administration, Absence, Absence Class Table, Absence Class Table	Define absence classes for regulatory regions.
Absence Type Table	ABS_TYPE_TABLE	Set Up HRMS, Product Related, Workforce Administration, Absence, Absence Type Table, Absence Type Table	Define the types of absences that a person takes.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Absence Codes	ABS_CODE_TABLE	Set Up HRMS, Product Related, Workforce Administration, Absence, Absence Type Table, Absence Codes	Define absence codes for absence types.
Absence Parameters	ABS_PARAMETERS	Set Up HRMS, Product Related, Workforce Administration, Absence, Absence Parameters	Define the parameters for tracking a person's absence. Use these parameters on the absence calendar.

Defining Absence Classes

Access the Absence Class Table page (Set Up HRMS, Product Related, Workforce Administration, Absence, Absence Class Table, Absence Class Table).

Absence Class Table page

Absence Class Displays the Absence Class you selected from the Search Dialogue.

Defining Absence Types

Access the Absence Type Table page (Set Up HRMS, Product Related, Workforce Administration, Absence, Absence Type Table, Absence Type Table).

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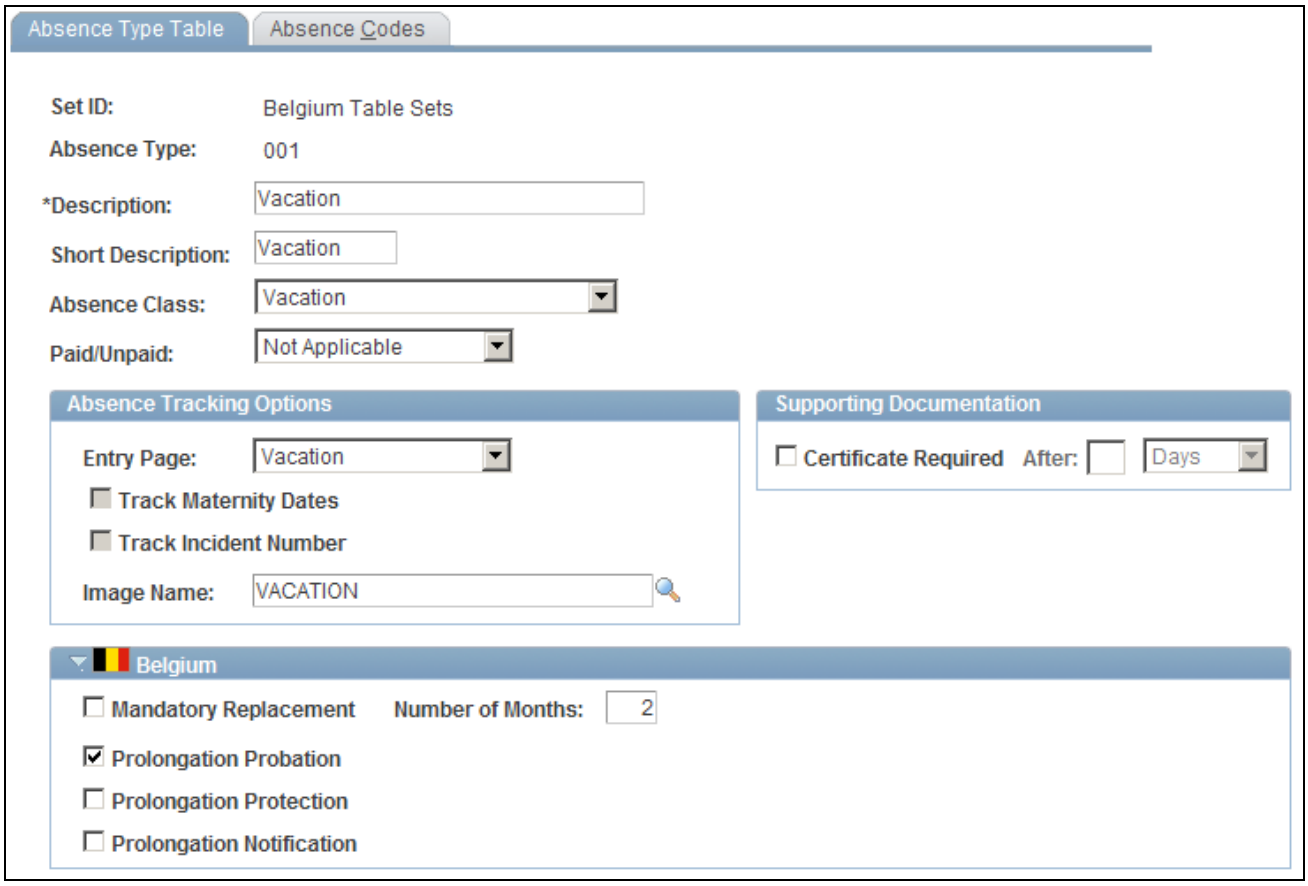

Absence Type Table page

Absence Type Displays the type of absence that you entered to access this page.

Absence Class Select types of absences that you want to group for reporting purposes. Generally, the absence class is a category to which the absence type belongs. For example, if you track three different types of sicknesses, you could categorize them all under the absence class *Sickness* for reporting purposes.

Paid/Unpaid Select a value to indicate whether people using this absence type are paid while absent.

Note. Indicating that an absence type is paid does not mean that the system automatically generates a payment for this type of absence. You must set up the payments through the payroll system.

Absence Tracking Options

The options in the Absence Tracking Options group box control how and where absence data is processed on the Absence Data, Vacation, UK Maternity Leave, or UK Paternal Leave pages.

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Entry Page Select a value to indicate the default for this absence type. Options are:

General Absence: Track information on all absences of this type.

UK Maternity Leave: Track UK maternity leave only.

UK Paternal Leave: Track UK paternal leave only.

Vacation: Use for other types of leave that are not categorized by the preceding two options.

Track Maternity Dates Select this option to track maternity absence on the Absence Data page. The page includes a Maternity link that enables you to enter additional maternity data, such as expected and actual birth dates.

Track Incident Number Select this option to track incidents on the Absence Data page. This option enables you to associate incidents that you create in PeopleSoft Health and Safety with absences that you enter as part of absence monitoring.

Image Name Displays a graphical representation of the symbol to be used to denote the selected absence type on the absence calendar. PeopleSoft provides images for *Sickness,Vacation,* and *Maternity* for certain setIDs.

Supporting Documentation

Certificate Required After Select this check box and enter the duration for which you require a certificate (if certification is required). In companies in many countries, people must produce a medical certificate or some other form of supporting documentation if the absence exceeds a specific number of days.

(BEL) Belgium

Enter data that is required to define absence types for Belgian companies.

Mandatory Replacement Select this option to indicate that a replacement is required for this absence type.

Number of Months If a replacement is required, indicate the length of time that the replacement can hold the position.

Prolongation Probation Select this option if the absence affects a probation period. This option indicates that you may need to take the absence into account and extend the probation period.

Prolongation Protection Select this option if the absence affects a protection period. This option indicates that you may need to take the absence into account and extend a protection period.

Prolongation Notification Select this option if the absence affects a notification period.

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See Also

Chapter 4, "Tracking Vacations," page 39

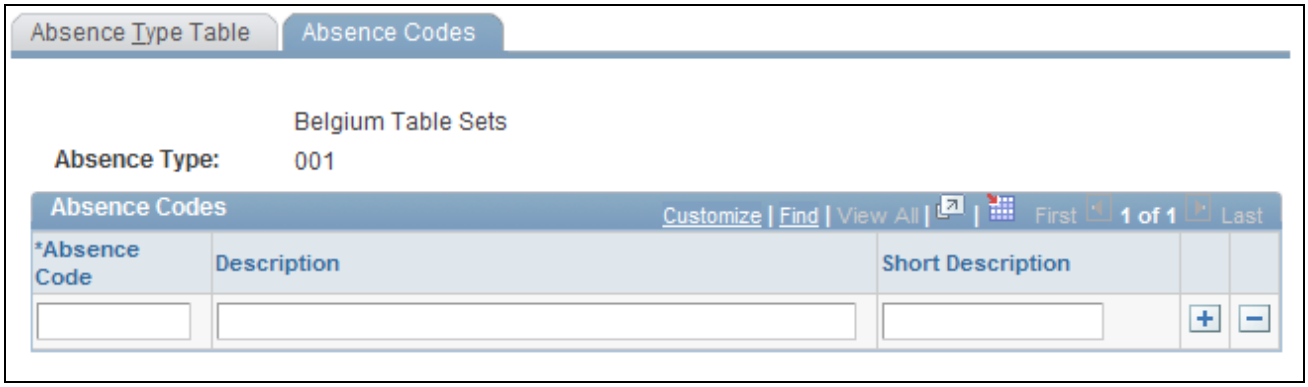
Chapter 3, "Tracking General Absences," Viewing Absences on the Calendar, page 35

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Working with System Data Regulation in HRMS"

Chapter 6, "(GBR) Tracking Maternity and Parental Leave," page 63

Defining Absence Codes

Access the Absence Codes page (Set Up HRMS, Product Related, Workforce Administration, Absence, Absence Type Table, Absence Codes).



Absence Codes page

Absence Codes

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

Define as many codes as necessary to cover every aspect of the absence type. To enter additional codes, insert new rows.

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

The way that you define absence codes for your organization is discretionary. You can modify the list of codes as necessary for your business requirements, or you can disregard this feature altogether.

Defining Absence Parameters

Access the Absence Parameters page (Set Up HRMS, Product Related, Workforce Administration, Absence, Absence Parameters).

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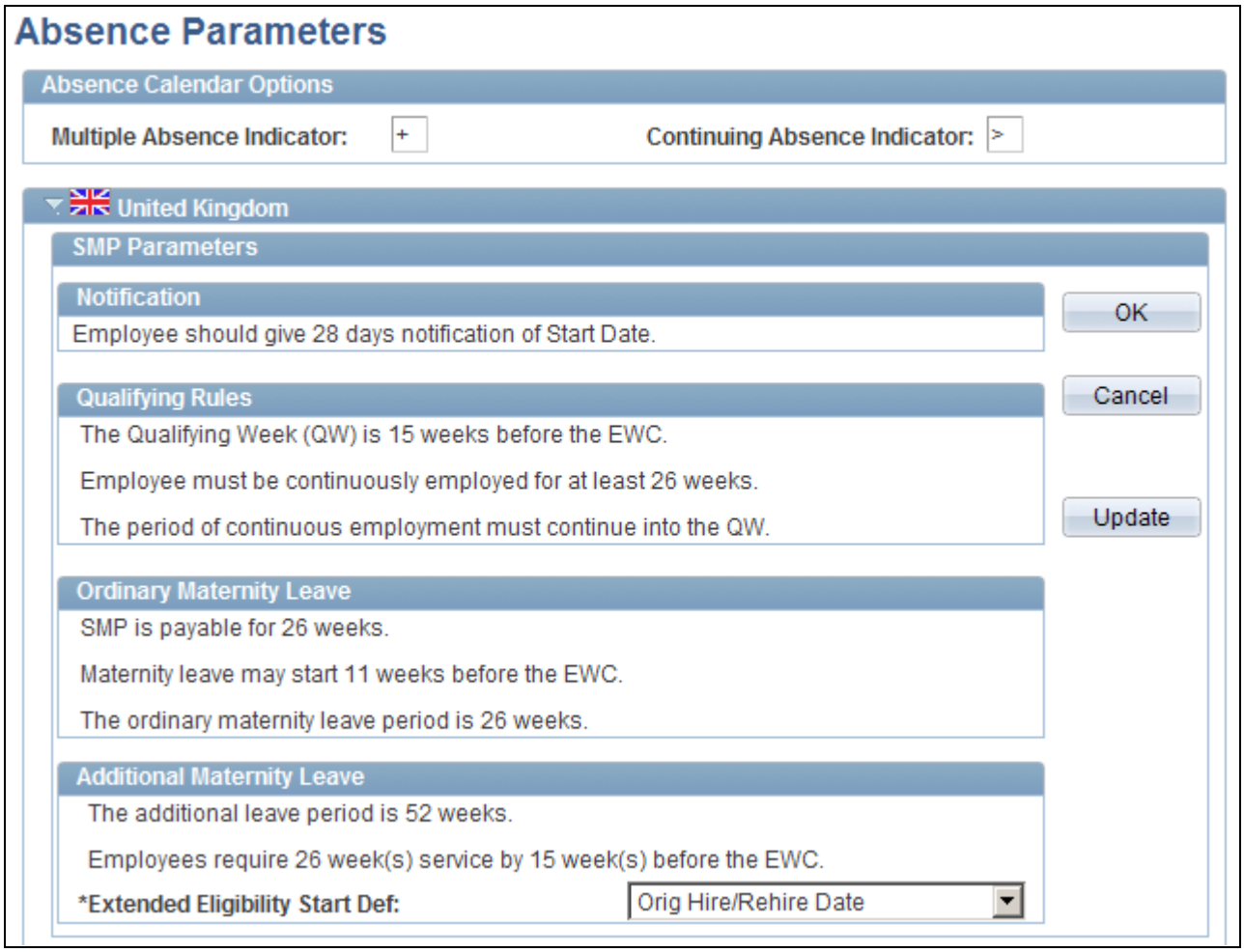

Absence Parameters page (1 of 3)

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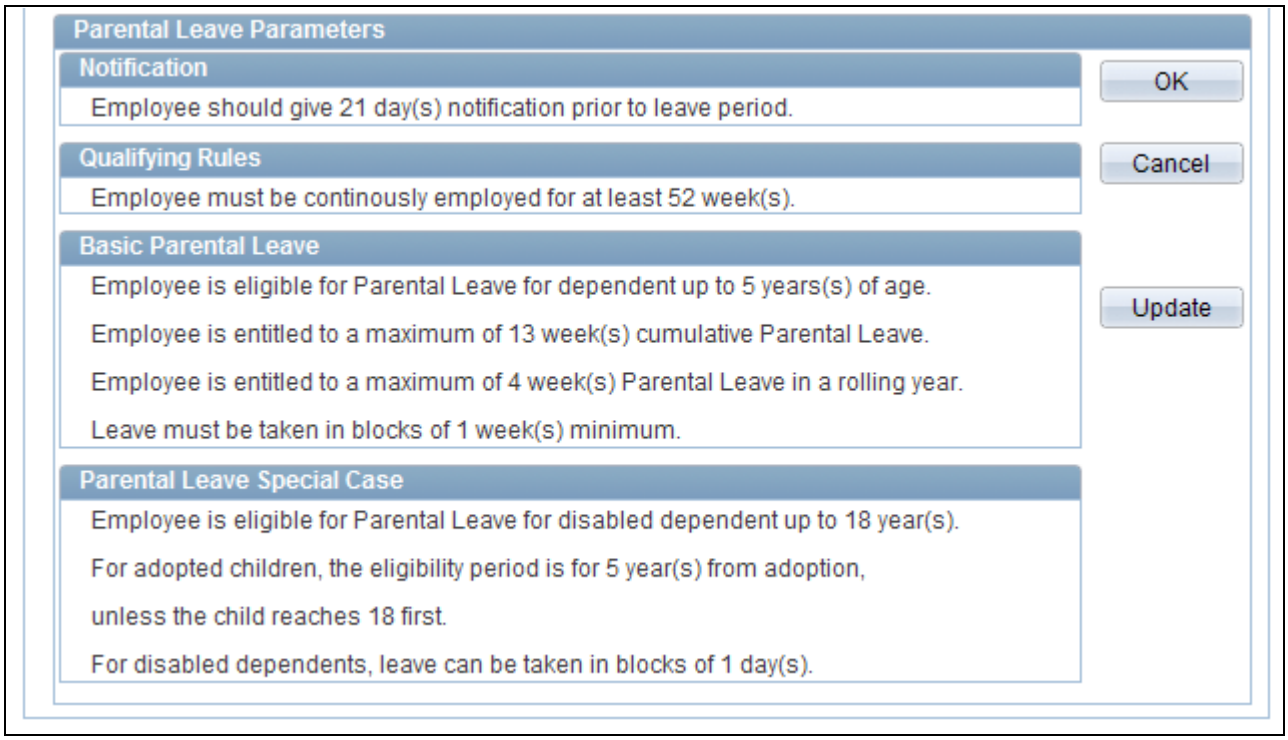

Absence Parameters page (2 of 3)

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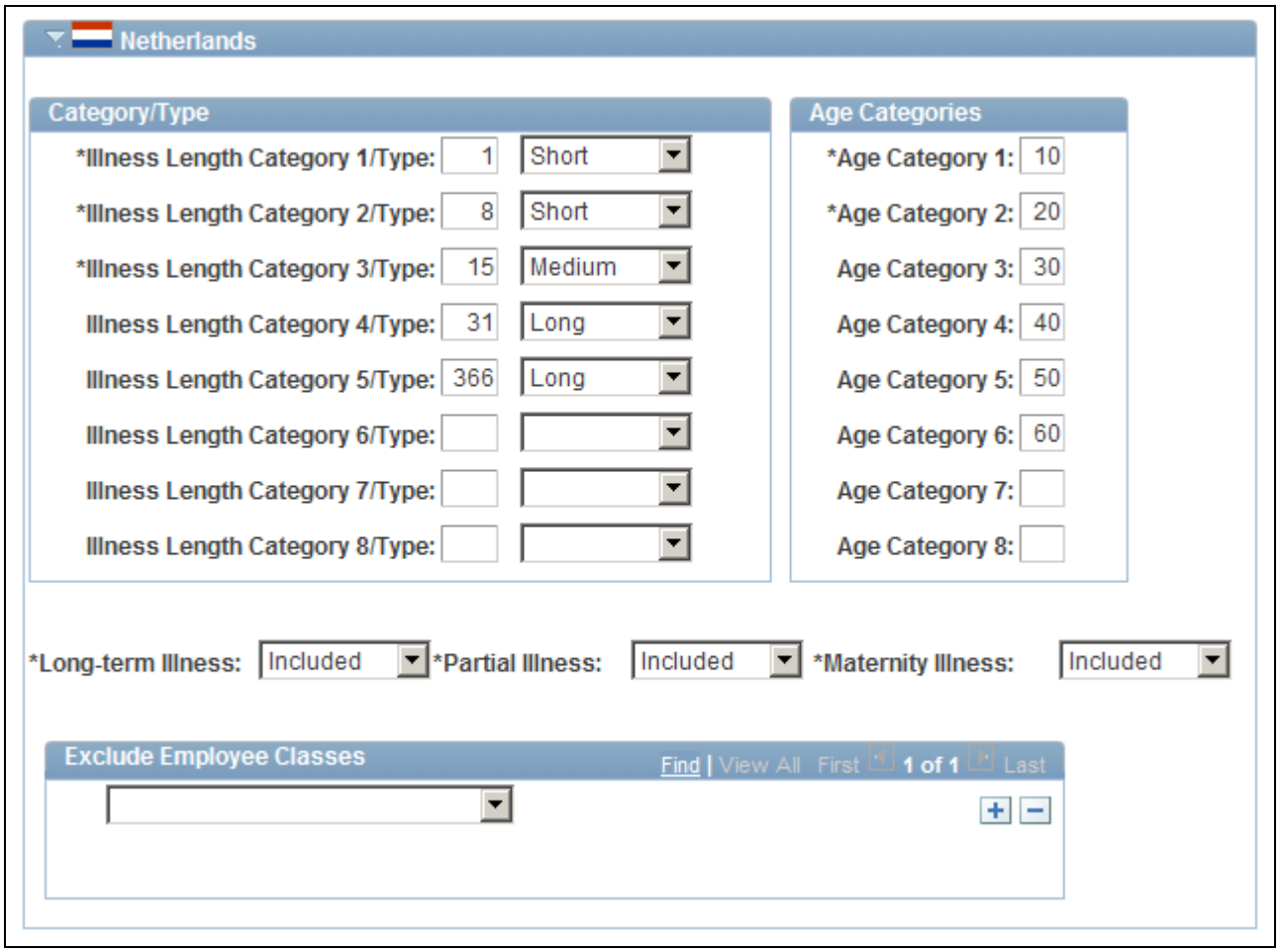

Absence Parameters page (3 of 3)

Absence Calendar Options

Multiple Absence Indicator Displays the symbol that indicates multiple absences. You can change this symbol for different regulatory regions.

Continuing Absence Indicator Displays the symbol that indicates an ongoing absence. You can change this symbol for different regulatory regions.

(GBR) United Kingdom

Use the statutory maternity pay (SMP) parameters and parental leave parameters to define statutory maternity pay and parental leave pay parameters for UK companies.

Update Click to edit the fields in the United Kingdom collapsible section. By default, the fields (which are prescribed by UK regulations) are display-only, except for the Extended Eligibility Start Definition field.

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Extended Eligibility Start Def. (Extended Eligibility Start Definition)

Select *Orig Hire/Rehire Date* to begin eligibility from the hiring date, or the rehire date, whichever is later.

Select *Service Date* to begin eligibility from the worker's service date.

In either case, the system uses the value stored in the worker's Employment Data page.

Note. These values are for tracking purposes only. The PeopleSoft Human Resources system does not calculate SMP or payments of parental leave. You must calculate SMP and parental leave, if paid, in your payroll or other external system.

(NLD) Netherlands

Use the fields in this section to define the parameters for Dutch Illness Registration reporting. Specify the types of illnesses to include or exclude from the report. This information is necessary to comply with Dutch illness registration reporting requirements. You can also exclude certain classes of individuals.

Illness Length Category/Type

Enter the number of absence days for each category Type *(Short, Medium,* and *Long).*

In the example shown, absences between 1 and 14 days are in the *Short* category and absences 31 days and over are in the *Long* category. An absence in the *Long* category is considered a longtime illness.

Age Categories

Use these fields to define the age ranges for the columns on the Illness Registration (ABS006NL) report.

For example, if you enter *10* in the Age Category 1 field and *20* in the Age Category 2 field, the first column in the report is for the age range 10–19.

Longtime Illness, Partial Illness, and **Maternity Illness**

These fields are not used by the illness reporting process or reports.

Exclude Employee Classes

If excluding classes, select which classes of individuals to exclude from the illness registration report. Insert as many rows as necessary to list all excluded classes.

Note. Non-employees are automatically excluded from the report.

Setting Up and Assigning Work and Holiday Schedules

To set up the work and holiday tables, use the Work Template Table (ABSW_TMPL_TABLE) Work Schedule Table (ABSW_SCHD_TABLE), and Holiday Schedule Table (ABS_HOL_SCHD_TABLE) components.

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Work and holiday schedules specify when a person is expected to be either at work or absent. By tracking work times, you can set work schedules that meet your needs. Some organizations need several work schedules because they have many kinds of workers that are working a variety of hours. Other organizations may need only one schedule because everyone in the organization works the same hours.

This section provides an overview of work templates and discusses how to:

- Define work templates.
- Create work schedules.
- Set up holiday schedules.
- Assign and update work and holiday schedules.

Understanding Work Templates

A work template consists of a series of days, or work periods, and the time worked on those days. The template does not indicate specific dates but merely a pattern of work over a day or series of days.

For example, a template for an office worker who has regular Monday to Friday hours might show five days of working eight hours per day, then two days with no work. By contrast, for a person who works irregular hours, you might set up a different template with four days of working seven hours per day, one day off, one day at ten hours per day, and one day off.

Use work templates to create work schedules. A work schedule may consist of one template, or you can combine templates to describe more complex work patterns. Create as many templates as needed to build all components of your organization's work schedules.

Example Template

If a person works from 22:00 to 6:00 three days per week, the work template would look like this:

Day Number	***Start Time***	***End Time***
1	22:00	24:00
2	00:00	06:00
2	22:00	24:00
3	00:00	06:00
3	22:00	24:00
4	00:00	06:00

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Pages Used to Set Up and Assign Work and Holiday Schedules

Page Name	*Definition Name*	*Navigation*	*Usage*
Work Template Table	ABSW_TMPL_TABLE	Set Up HRMS, Product Related, Workforce Administration, Absence, Work Template Table, Work Template Table	Define work templates. The templates describe unique work patterns for your workforce.
Work Schedule Table	ABSW_SCHD_TABLE	Set Up HRMS, Product Related, Workforce Administration, Absence, Work schedule Table, Work schedule Table	Create schedules that match the requirements of your personnel and their respective functions. Schedules represent a cyclical work or nonwork pattern made up of templates.
Holiday Schedule Table	ABS_HOL_SCHD_TABLE	Set Up HRMS, Product Related, Workforce Administration, Absence, Holiday Schedule Table, Holiday Schedule Table	Set up all holiday dates for the regulatory regions.
Assign Work/Holiday Schedules	ABSW_SCHEDULE	Workforce Administration, Absence and Vacation, Track Absence History, Assign Work/Holiday Schedules, Assign Work/Holiday Schedules	Assign work and holiday schedules to individuals. Update schedule assignments.

Defining Work Templates

Access the Work Template Table page (Set Up HRMS, Product Related, Workforce Administration, Absence, Work Template Table, Work Template Table).

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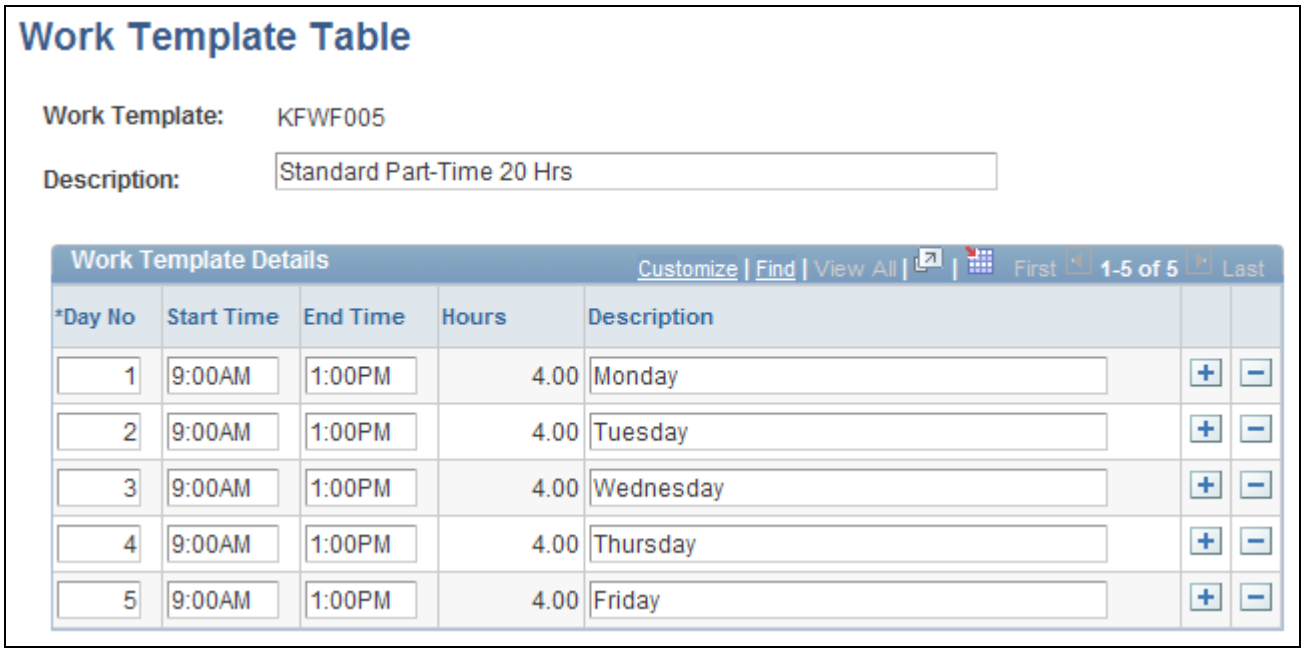

Work Template Table page

Work Template Displays the work template ID that you assign when you define a new template.

Day No (day number) Enter the day number for each entry. Use the same day number more than once to indicate separate work times on the same day.

Start Time Enter the start time for the indicated day.

End Time Enter the end time for the indicated day.

Hours Displays the number of work hours based on the values in the Start Time and End Time fields.

Creating Work Schedules

Access the Work Schedule Table page (Set Up HRMS, Product Related, Workforce Administration, Absence, Work schedule Table, Work schedule Table).

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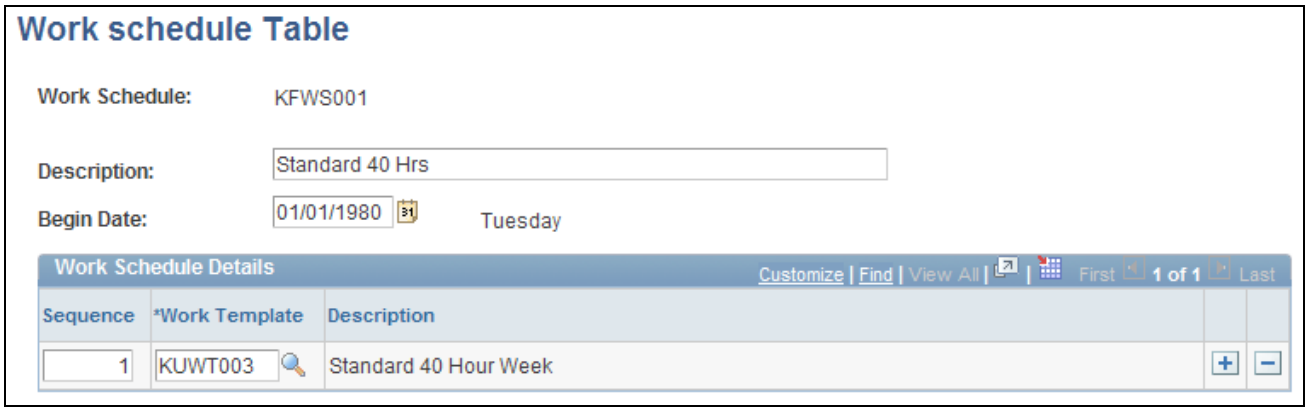

Work schedule Table page

Every person in the system can have a schedule allocated that matches his or her employment contract or functional requirement. These personal schedules enable you to map present and future work patterns for each person.

Work Schedule Displays the work schedule ID that you entered to access this page.

Begin Date Enter the date on which the work schedule takes effect. This date is important when you associate schedules with people.

Note. All Standard Work Templates are based on a seven day week and begin on a Monday. In order to receive correct calculation results, the Begin Date on the Work Schedule Table page must also be specified as a Monday.

Sequence Enter a number to specify the order in which the work templates take effect.

Work Template Select a work template that represents a cyclical work or nonwork pattern.

Example Schedule

Use the same template as many times as necessary to achieve the schedule that you want. For example, if a person works seven days, has two days off, works five days, then has two off, use the following setup:

Sequence	*Work Template*	*Description*
1	All Days	The person works according to template definition (seven days straight).
2	Two Days Off	The person takes the next two days off.

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Sequence	*Work Template*	*Description*
3	Five Days	The person returns to work for another five days.
4	Two Days Off	The person takes another two days off.

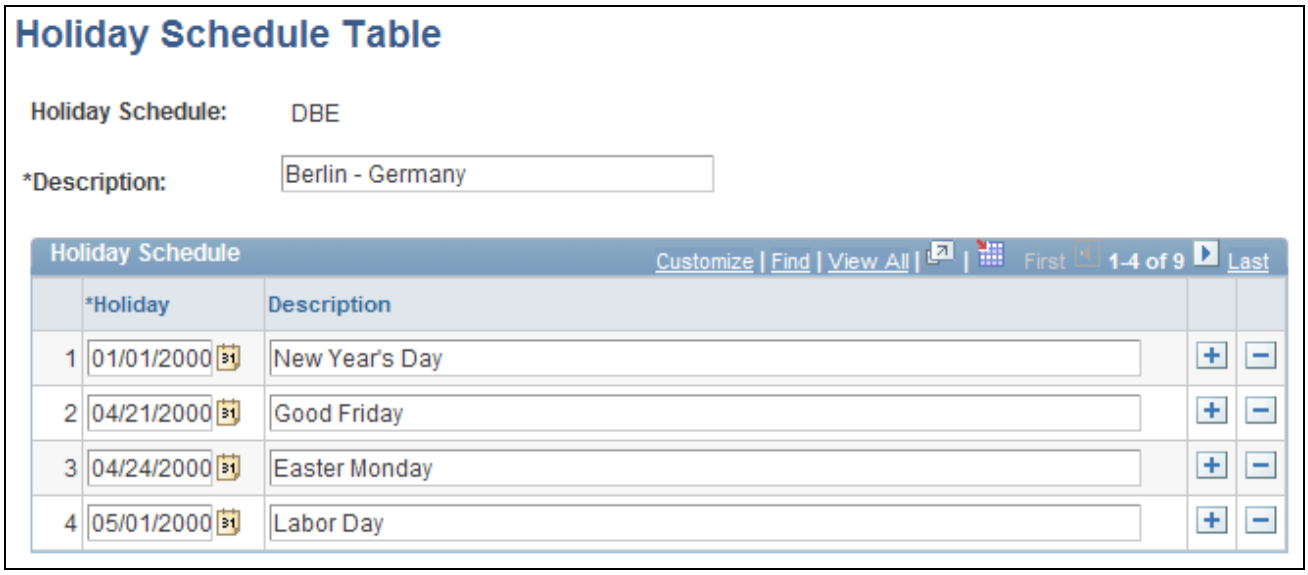
Note. The example above uses a *five days off* work template that is not a delivered value. Use the Work Template Table page to define or modify existing work templates.

See Also

Chapter 2, "Setting Up Absence Data," Defining Work Templates, page 14

Setting Up Holiday Schedules

Access the Holiday Schedule Table page (Set Up HRMS, Product Related, Workforce Administration, Absence, Holiday Schedule Table, Holiday Schedule Table).



Holiday Schedule Table page

When a person is absent, the system uses the holiday calendar for that person when calculating the duration that the person is actually absent from work.

Holiday Schedule Displays the ID of the holiday schedule.

Holiday Enter all the holiday dates that your organization observes within this schedule. These dates are reflected on the absence calendar as nonwork days.

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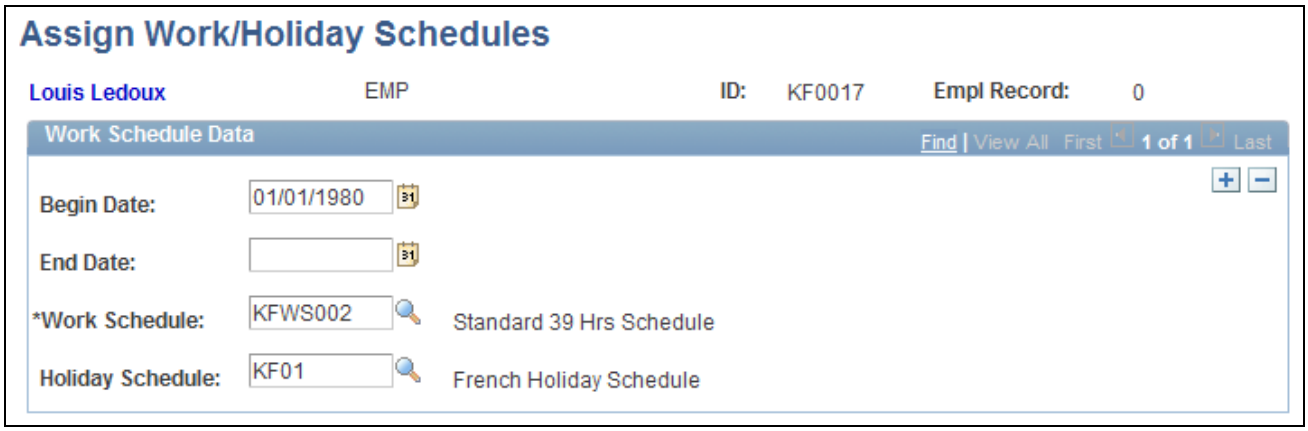
See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Setting Up Holiday Schedules

Assigning and Updating Work and Holiday Schedules

Access the Assign Work/Holiday Schedules page (Workforce Administration, Absence and Vacation, Track Absence History, Assign Work/Holiday Schedules, Assign Work/Holiday Schedules).



Assign Work/Holiday Schedules page

Begin Date Enter the date the work schedule takes effect for this person. The system keys an individual's work schedule by this date and applies the work schedule as of this date, starting with day one of the first template assigned to the schedule. When the schedule has completed, the system starts again, applying the work schedule cyclically.

End Date Enter the date that the work schedule ceases to be effective. This date must be later than the begin date.

Work Schedule Select the person's work schedule for the defined period.

Holiday Schedule Select the person's holiday schedule for the defined period. Even if people have different work schedules, they typically share the same holiday schedule.

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

Change or add work schedules for people as necessary. If a person's job changes during the year, enter a new row of data with the new effective date and schedule. When the new schedule becomes effective, all of the person's data is mapped to the new work schedule. Benefits processing, absence processing, and the calendar reflect the new schedule.

Note. Verify existing begin and end dates for the current work schedules before entering new ones. The system interprets each new begin date as the start of the work schedule associated with it.

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Setting Up Vacation Benefit Plans

To set up the vacation benefit plan tables, use the Benefit Plan (BENEFIT_PLAN_TABLE) and Vacation Plan Table (ABSV_PLAN_TABLE) components.

This section discusses how to:

- Set up vacation providers.
- Add vacation benefit plans.
- Define entitlement rules.
- Add vacation plans to benefit programs.

Pages Used to Set Up Vacation Benefit Plans

Page Name	*Definition Name*	*Navigation*	*Usage*
Benefit Plan	BENEFIT_PLAN_TABLE	Workforce Administration, Absence and Vacation, Define Absence/Work Schedules, Benefit Plan, Benefit Plan Set Up HRMS, Product Related, Base Benefits, Plans and Providers, Benefit Plan Table, Benefit Plan Table	Define the basic criteria for vacation benefits. **Note.** Define all benefit plans.
Vacation Plan Table	ABSV_PLAN_TABLE	Set Up HRMS, Product Related, Workforce Administration, Absence, Vacation Plan Table, Vacation Plan Table	Define the entitlement rules for accruing vacation leave time for each vacation benefit plan.
Benefit Program Table - Benefit Program	BEN_PROG_DEFN1	• Set Up HRMS, Product Related, Base Benefits, Program Structure, Benefit Program Table, Benefit Program • Workforce Administration, Absence and Vacation, Define Absence/Work Schedules, Benefit/Deduction Program, Benefit Program	Add vacation plans to benefit programs.

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See Also

Chapter 4, "Tracking Vacations," Assigning Vacation Plans to Individuals, page 39

Chapter 4, "Tracking Vacations," Updating Vacation Accruals, page 40

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Vendors"

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Manage Base Benefits, "Setting Up Benefit Plans," Defining Benefit Plans

Setting Up Vacation Providers

For vacation plans, you can set up your organization as the provider.

Adding Vacation Benefit Plans

Access the Benefit Plan page (Workforce Administration, Absence and Vacation, Define Absence/Work Schedules, Benefit Plan, Benefit Plan).

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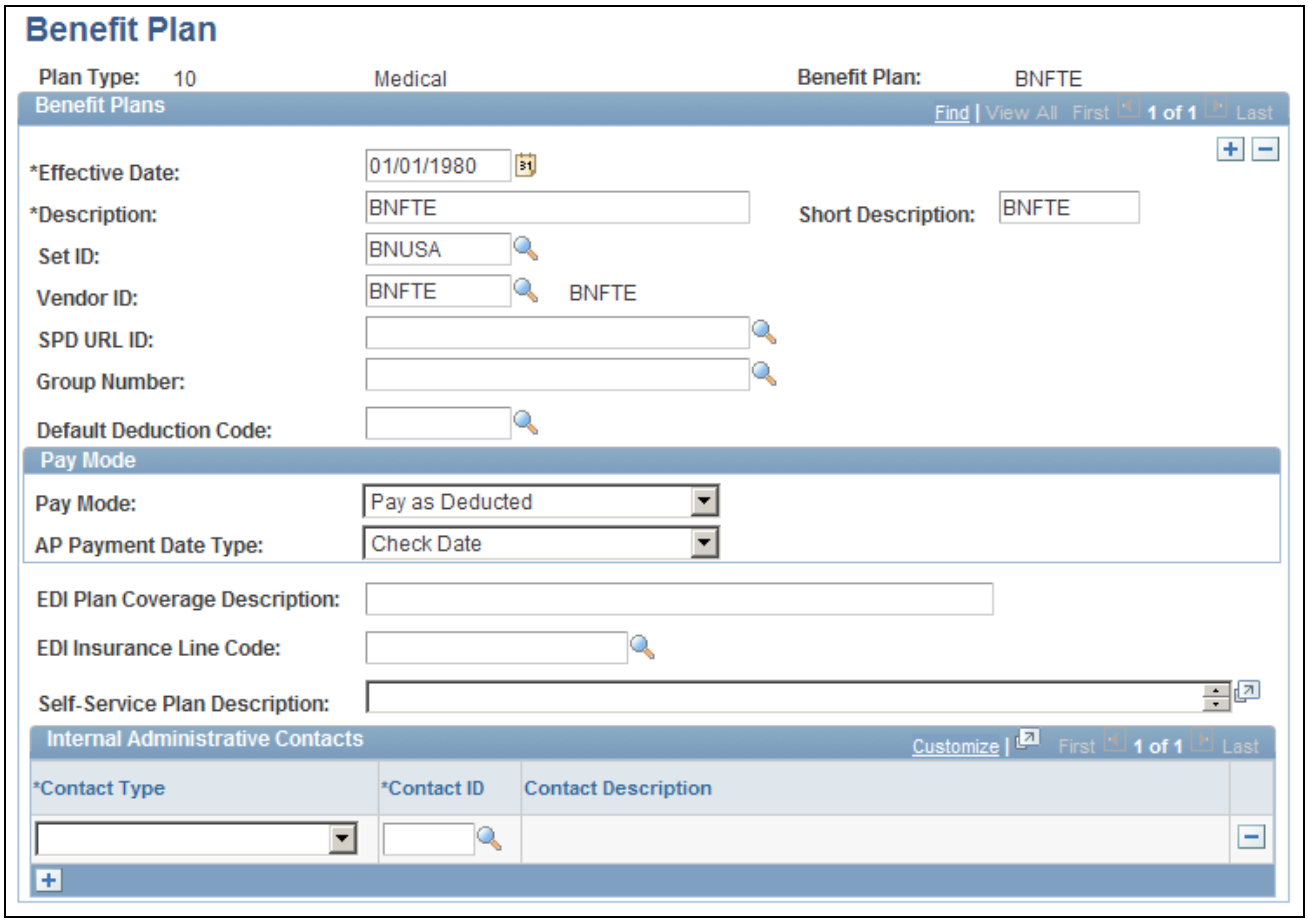

Benefit Plan page

Set up distinct vacation plans for different accrual schedules.

Note. The following fields are required for the Monitor Absence business process vacation plans; the remaining fields apply to other benefit plans. The Benefit Plan page is documented in the *PeopleSoft Enterprise 9.1 Human Resources PeopleBook: Manage Base Benefits.* It is included in the Absence and Vacation menu for your convenience.

Plan Type

For vacation plans, select the plan type *Vacation* to access the page.

Note. The recommended plan type is Vacation; this plan type is delivered with PeopleSoft Enterprise Human Resources for vacation processing. Adding or changing plan types often involves complex updates to associated processing logic.

Benefit Plan

Displays the benefit plan ID that you entered to access this page.

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Vendor ID Select an ID from the list of providers. If the provider does not appear on the list, access the Provider/Vendor Table component (PROVIDER_TABLE) and add it.

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

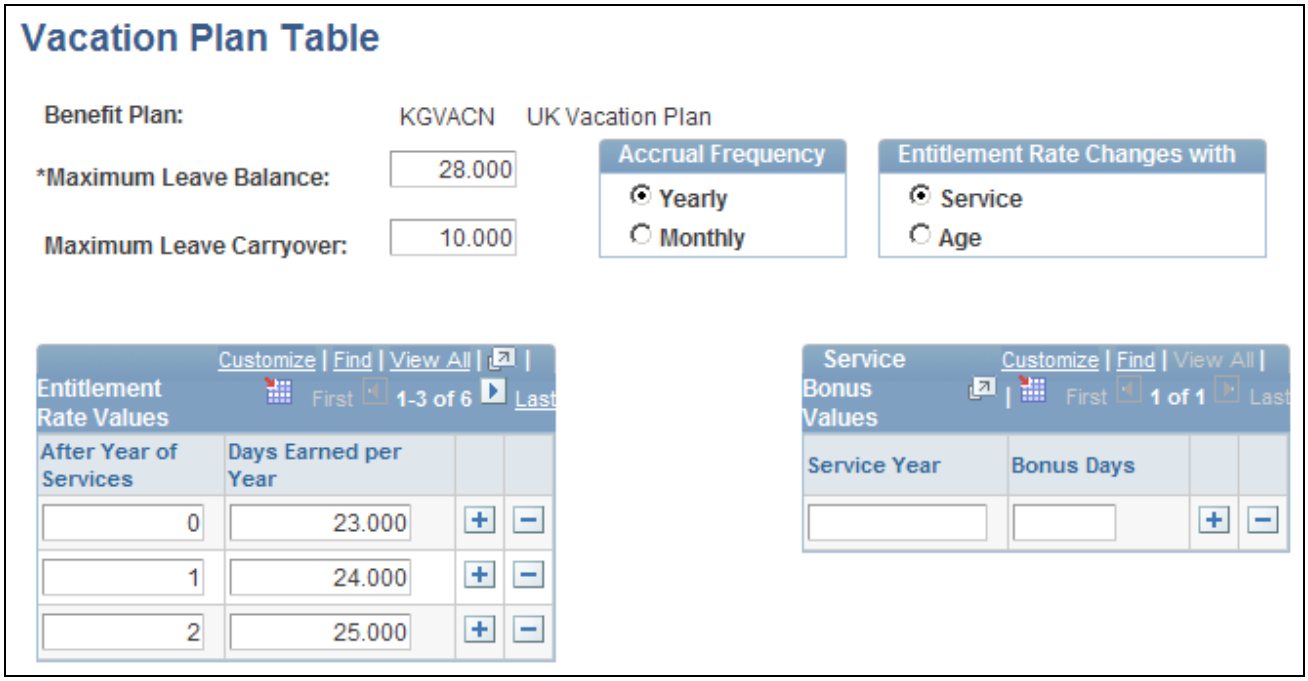
See *PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "Setting Up Vendors," Entering Vendor Information.

See Also

PeopleSoft Enterprise Benefits Administration 9.1 PeopleBook, "Building Automated Benefit Programs"

Defining Entitlement Rules

Access the Vacation Plan Table page (Set Up HRMS, Product Related, Workforce Administration, Absence, Vacation Plan Table, Vacation Plan Table).



Vacation Plan Table page

Benefit Plan Displays the name of the vacation plan.

Maximum Leave Balance Enter the maximum number of days that a person can hold in any one period.

Maximum Leave Carryover Enter the maximum number of days that a person can carry into the next period.

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Accrual Frequency

Select the length of the accrual period and how often the process should be run. The default is *Yearly*, but you can change it to *Monthly* if necessary.

Changing the accrual frequency changes the period prompt in the Entitlement Rate Values and Service Bonus Values group boxes.

Entitlement Rate Changes with

Select either *Service* or *Age*. When you do, the prompt under the Entitlement Rate Values group box changes.

Entitlement Rate Values

Enter the vacation entitlement schedule under this plan in the Entitlement Rate Values group box according to the person's length of service or age, depending on your selection in the Entitlement Rate Changes with group box.

Service Bonus Values

Enter bonus accruals based only on completion of years of service. Enter figures to three decimal places. The amounts are either per year or per month, depending on your selection in the Accrual Frequency group box.

Adding Vacation Plans to Benefit Programs

Access the Benefit Program Table - Benefit Program page (Set Up HRMS, Product Related, Base Benefits, Program Structure, Benefit Program Table, Benefit Program).

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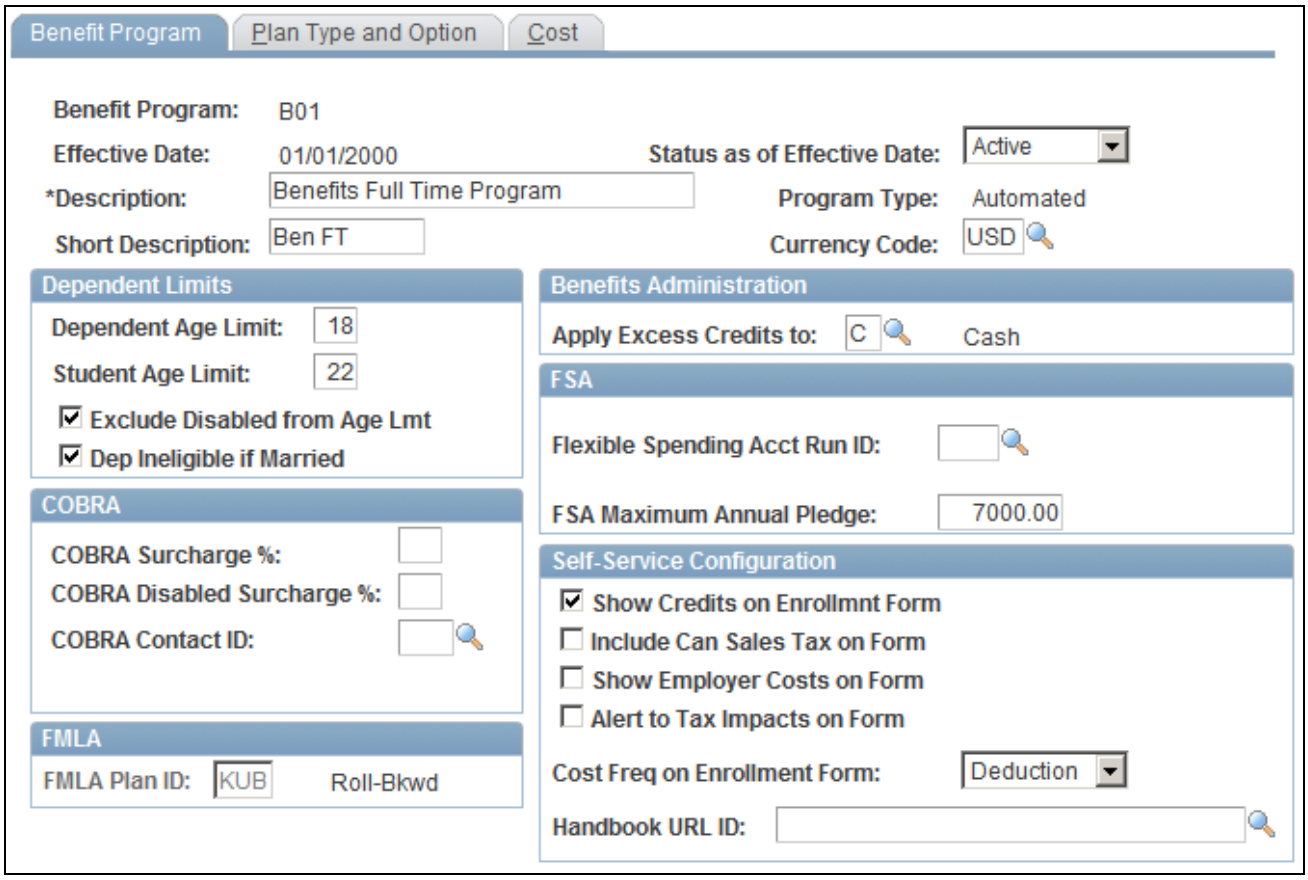

Benefit Program Table - Benefit Program page

Note. Many of the fields on this page do not apply to vacation plans.

After defining vacation plans, you must include them in a benefit program. Benefit programs combine various benefit plans into a single program. For example, a benefit program for salaried workers might include a vacation plan, company car plan, and maternity leave plan. When you set up people, you assign them a benefit program. Later, when you enroll individuals in a benefit plan, your plan choices include only those that are available in the benefit program that is assigned to the person.

See Also

PeopleSoft Enterprise Benefits Administration 9.1 PeopleBook, "Building Automated Benefit Programs"

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Chapter 3

Tracking General Absences

This chapter lists common elements and discusses how to:

- Track general absence data.
- Review absence summaries.
- Run absence reports.

Common Elements Used in This Chapter

Begin Date	Enter the date that the absence began.
End Date/Time	Enter the date and time that the absence ended.
Absence Type	Select a type of absence. The available absence types depend on how you set up the system.
Absence Code	Select a code that provides more detailed information about the type of absence.

Tracking General Absence Data

This section discusses how to:

- Enter absence data.
- (BEL) (NLD) Track absence recurrence.
- Enter follow-up actions.
- Record comments about an absence.

Use the Absence Data component (ABSENCE_HISTORY) to enter and track all general absences—the actual absent time, any follow-up activities related to the absence, and any comments about the absence.

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

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Pages Used to Track General Absence Data

Page Name	*Definition Name*	*Navigation*	*Usage*
Absence Data	ABSENCE_HISTORY	Workforce Administration, Absence and Vacation, Track Absence History, Create/Update Absence, Absence Data	Enter absence data details. For a vacation absence, use the Request/Approve Vacation page instead.
Maternity Dates	ABS_HIST_MAT_SEC	Click the Maternity link on the Absence Data page. This option appears when you select *Maternity* as the absence type.	Enter the expected and actual dates that the baby is born for a person with a *Maternity* absence type.
Absence Recurrence	ABS_RECUR_SEC	Click the Absence Recurrence link on the Absence Data page under the appropriate country flag.	Track absence recurrence (for regulations in Belgium and The Netherlands).
Follow-up Action	ABSENCE_HISTORY2	Workforce Administration, Absence and Vacation, Track Absence History, Create/Update Absence, Follow-up Action	Enter any follow-up details and subsequent actions that are required for the absence, such as whether the illness is work-related or due to an ongoing illness.
Create/Update Absence - Comments	ABSENCE_HISTORY3	Workforce Administration, Absence and Vacation, Track Absence History, Create/Update Absence, Comments	Record comments about the person's absence.

Entering Absence Data

Access the Absence Data page (Workforce Administration, Absence and Vacation, Track Absence History, Create/Update Absence, Absence Data).

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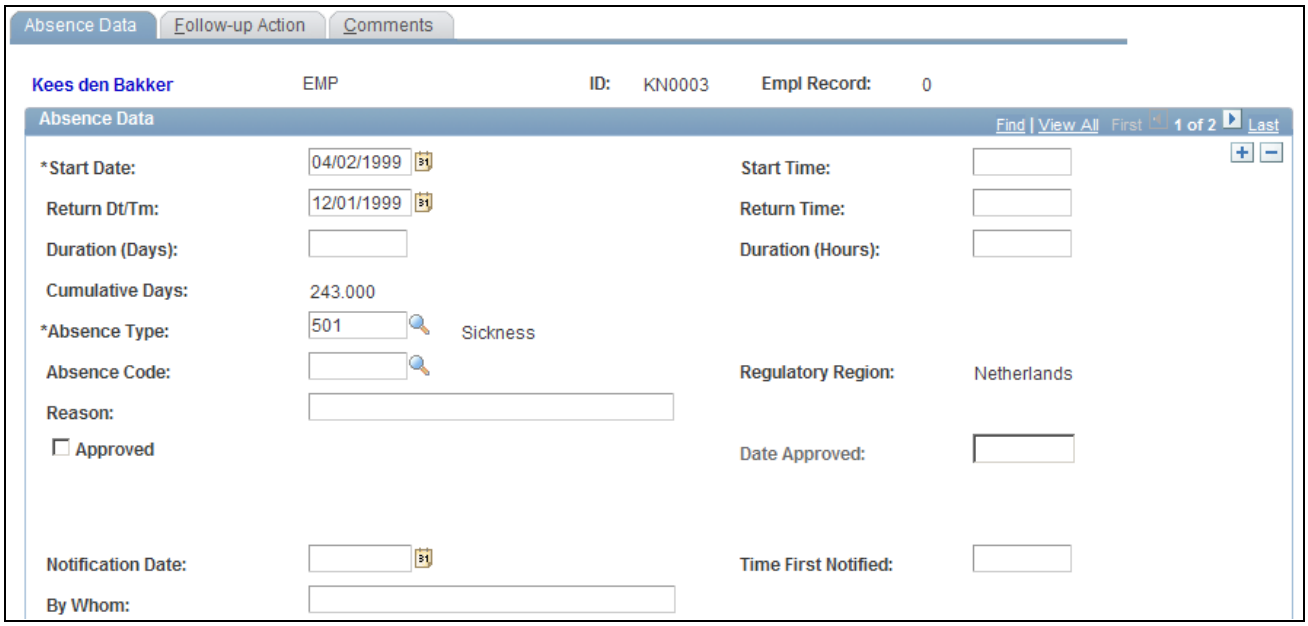
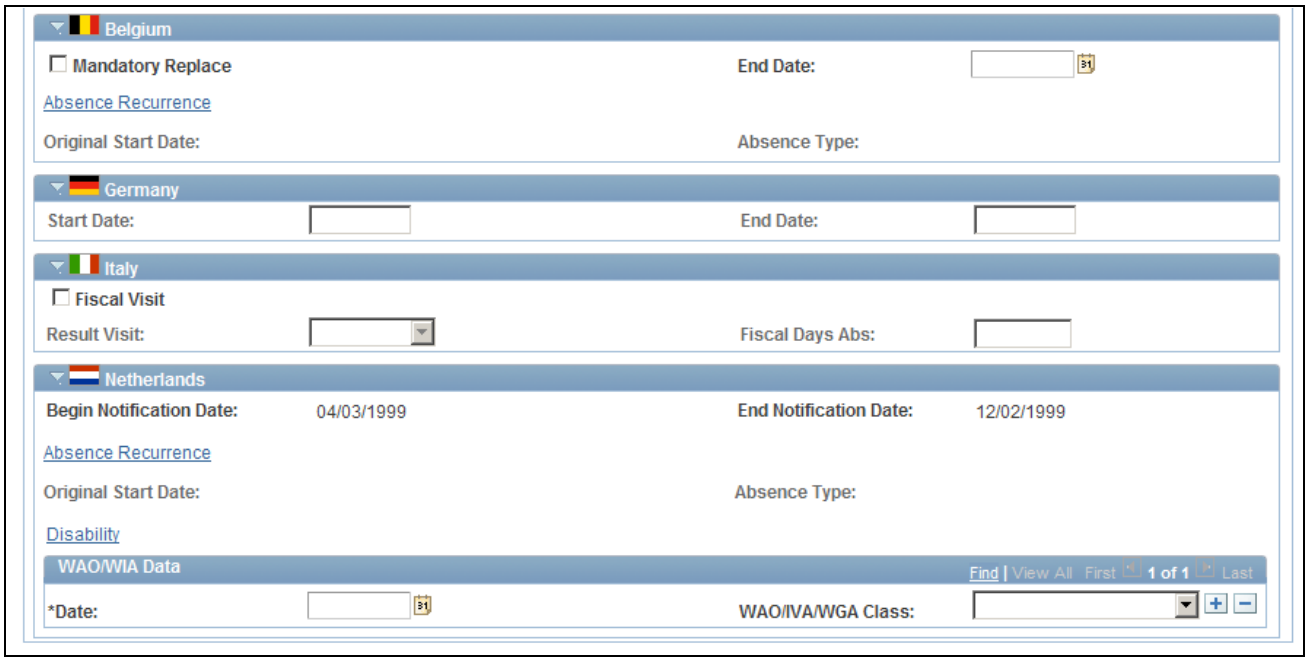


Absence Data page (1 of 2)



Absence Data page (2 of 2)

Start Date and **Start Time**

Enter the beginning date and time of the absence.

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Duration (Days) Displays the total duration of the absence in days and hours. You can override this system calculation.

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

Absence Type Enter the type of absence. If you enter *Maternity*, a link to the Maternity Dates page appears.

Regulatory Region Displays the person's regulatory region.

Reason Enter a detailed reason for the absence.

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

Date Approved If applicable, enter the date that the absence was approved.

Notification Date, Time First Notified, and **By Whom** Enter the date and time that the absence was first reported and the person who reported it.

(BEL) Belgium

Mandatory Replacement Select this check box to indicate that a replacement is required for this absence. This option applies to structural absences only.

End Date Enter an end date for the period during which a replacement is required for the absent person.

(DEU) Germany

Start Date Enter the beginning of the person's maternity leave.

End Date Enter the end of the person's maternity leave.

(ITA) Italy

Fiscal Visit Select this check box if a doctor's visit is required to verify the person's illness.

Result Visit Select a value to indicate the result of the doctor's visit.

Fiscal Days Abs (fiscal days absent) Enter the number of fiscal days that the person will be absent, as determined by the doctor.

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(NLD) Netherlands

Begin Notification Date Displays the date that the illness absence was reported to the *Arbeidsomstandigheden (ARBO)* service provider. This field is populated by the VpMeld Illness Notification processes.

End Notification Date Displays the date that the end of the illness absence was reported to the ARBO service provider. This field is populated by the VpMeld Illness Notification processes.

Absence Recurrence Click this link to access the Absence Recurrence page.

Disability Click this link to access the Disability page if the absence is related to a disability.

WAO/WIA Date Enter the date when the employee goes on long-term disability WAO *(Wet op de arbeidsongeschiktheidsverzekering)* or WIA *(Wet Werk en Inkomen naar Arbeidsvermogen).*

WAO/IVA/WGA Class Select the disability classification for the person. Employees who were declared disabled before January 1, 2006 are covered by the WAO Act and the classifications defined for that act.

From January 1, 2006, the WIA Act replaced the WAO Act and introduced new classifications, which divides disabled employees into those that are fully disabled (IVA [*Inkomensvoorziening Volledig Arbeidsongeschikten*]) and those that are partially disabled (WGA [*Werkhervatting Gedeeltelijk Arbeidsgeschikten*]). Any new cases must be classified using the WIA classifications.

See Also

Chapter 4, "Tracking Vacations," Entering Vacation Requests, page 42

Chapter 2, "Setting Up Absence Data," Understanding Absence Data, page 3

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records," Tracking Disabilities

Chapter 5, "(NLD) Using Dutch Illness Reporting," page 47

(BEL and NLD) Tracking Absence Recurrence

Access the Absence Recurrence page (click the Absence Recurrence link on the Absence Data page under the appropriate country flag).

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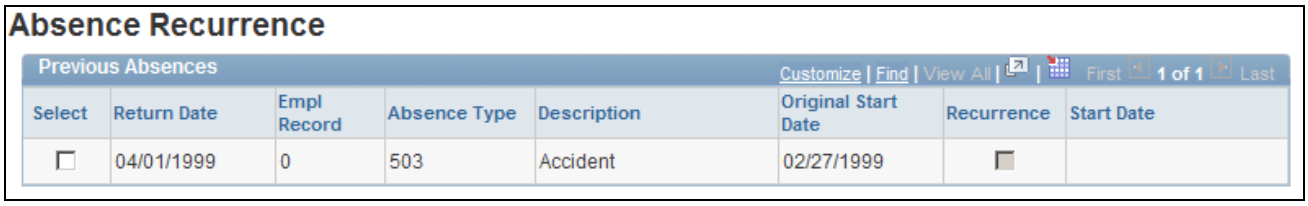


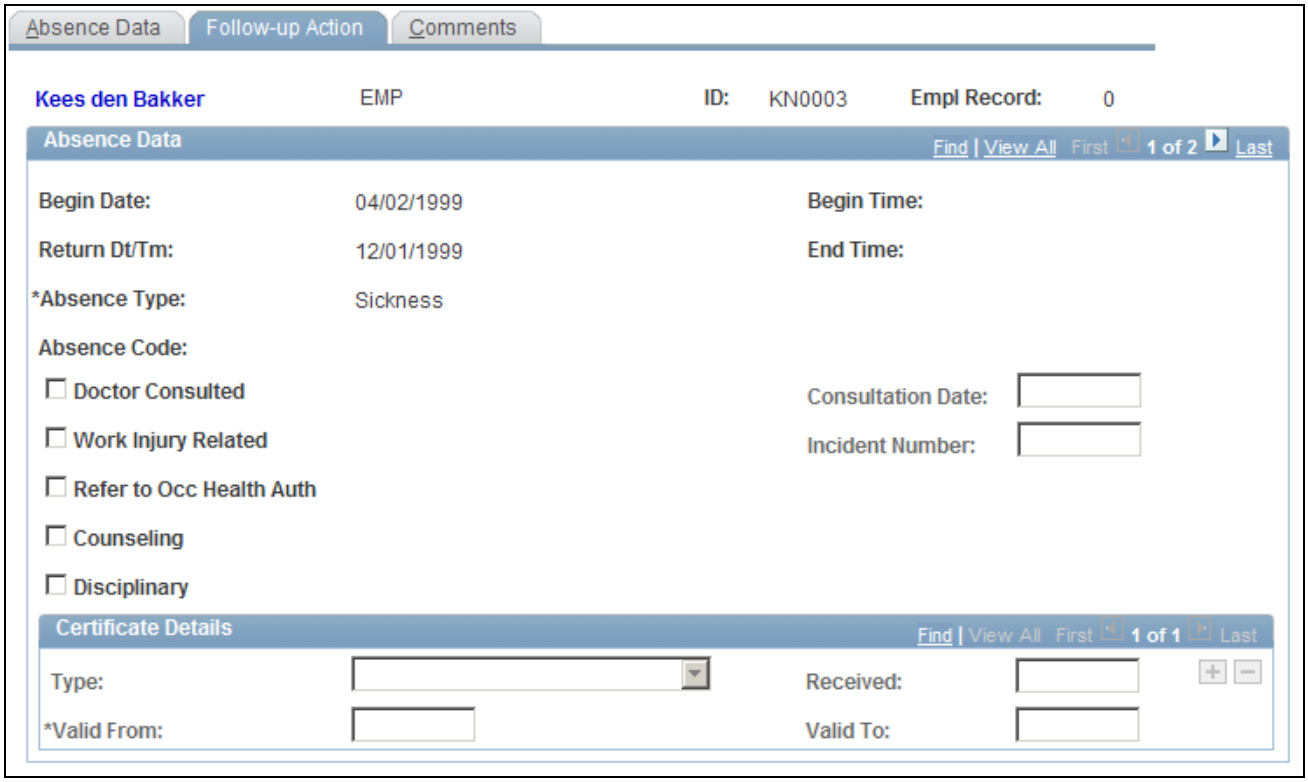
Absence Recurrence page

Regulations in Belgium and the Netherlands require noting if the absence for an illness is a recurrence of a previous absence. For example, a person might be absent for a month, return to work for three days, and then be absent for another week with the same illness. The second absence must be recorded as a recurrence of the prior absence.

When you access the Absence Recurrence page, the system displays all previous absences. If the absence being recorded relates to a previous absence, select the check box next to the previous related absence's return date.

Entering Follow-Up Actions

Access the Follow-up Action page (Workforce Administration, Absence and Vacation, Track Absence History, Create/Update Absence, Follow-up Action).



Follow-up Action page

Doctor Consulted Select this check box if you contacted the person's doctor about the absence.

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Consultation Date Enter the date that you contacted the doctor.

Work Injury Related Select this check box if the absence is related to a work injury.

Incident Number Enter the incident number that was assigned if you selected the Work Injury Related check box. Complete this field if you use the PeopleSoft Enterprise Human Resources: Health and Safety business process. Options include all incidents entered into the Health and Safety module.

Note. To track absence data about work-related injuries, set up the system to monitor such information.

Refer to Occ. Health Auth. (refer to occupational health authority) Select this check box if follow-up action with the Occupational Health Authority is appropriate.

Counseling Select this check box if follow-up counseling is appropriate.

Disciplinary Select this check box if disciplinary action is appropriate.

Certificate Details

Type Enter the type of certification if you receive certification for a follow-up action. Values are:

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

Self Certificate: A certificate received from the person.

Received Enter the date that you received the certificate.

Valid From and **Valid To** Enter from and to dates for the certification so that you can track the need to obtain additional certification for ongoing illnesses.

See Also

Chapter 2, "Setting Up Absence Data," Understanding Absence Data, page 3

Recording Comments About an Absence

Access the Create/Update Absence - Comments page (Workforce Administration, Absence and Vacation, Track Absence History, Create/Update Absence, Comments).

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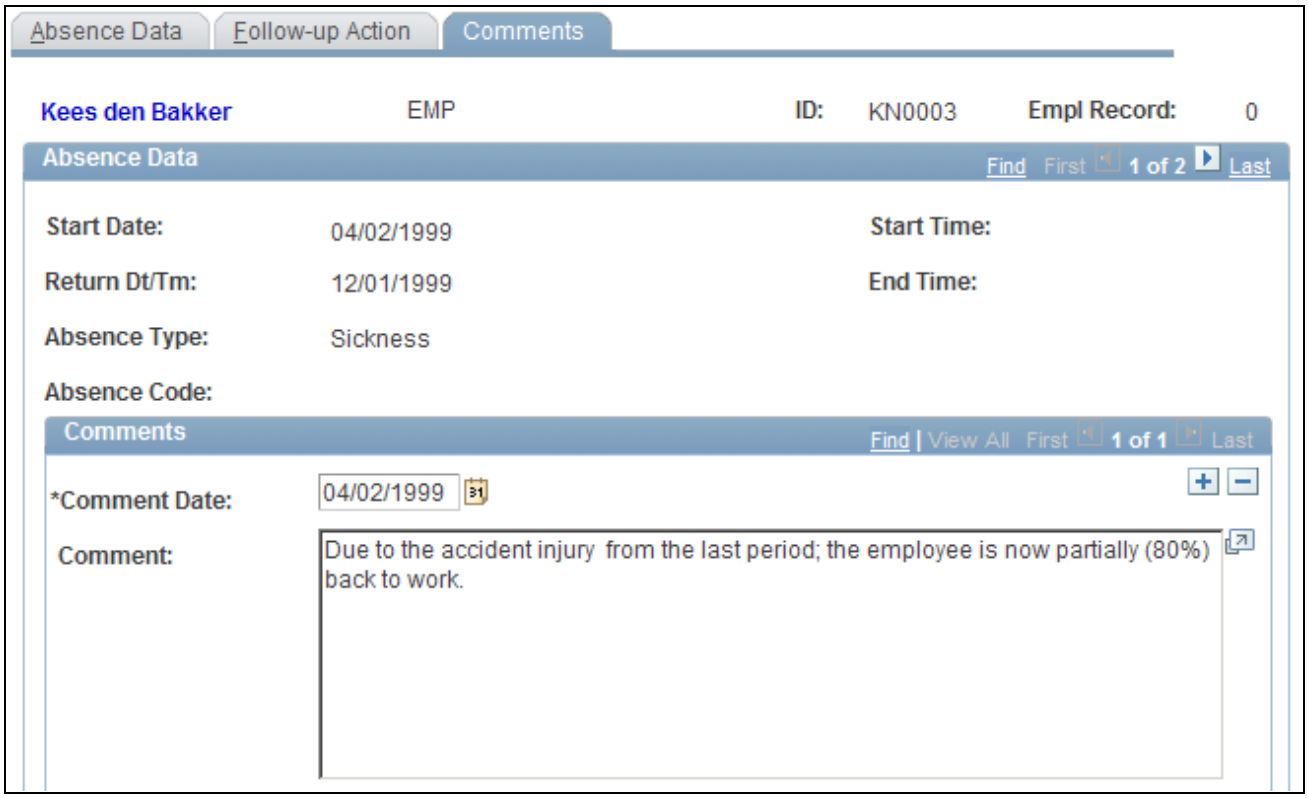
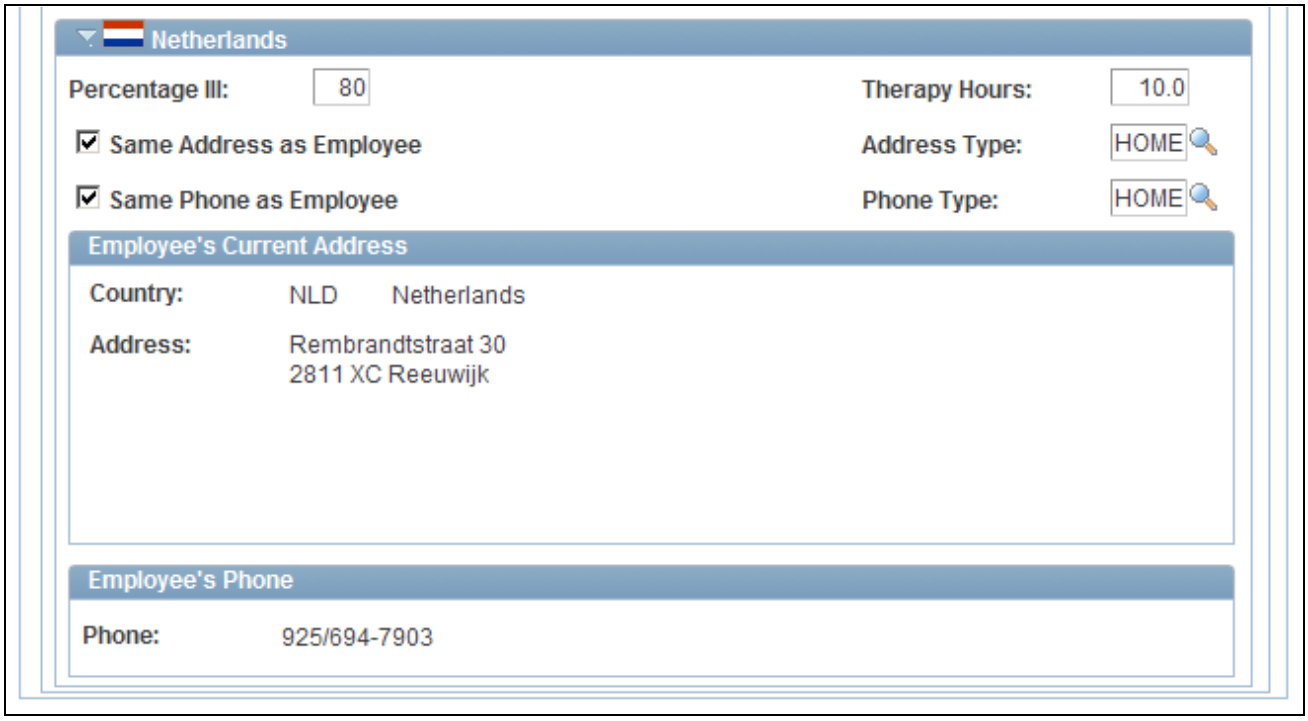


Create/Update Absence - Comments page (1 of 2)



Create/Update Absence - Comments page (2 of 2)

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(NLD) Netherlands

Percentage Ill (percentage illness)	Enter a percentage indicating how ill the person is. This information is especially useful for long periods of illness, because it enables you to gauge the person's return to full-time work. This percentage is used by the Dutch illness reports to determine whether an illness is a partial illness. A percentage less than 100 percent indicates a partial illness.
Therapy Hours	Enter the number of hours that the person is undergoing therapy.
Same Address as Employee and **Same Phone as Employee**	Select these check boxes if the absent person is convalescing or rehabilitating at home. The person's personal address appears in the address fields and the fields are unavailable for entry. To change the person's address, use the Modify a Person component (PERSONAL_DATA). If the absent person is convalescing or rehabilitating at a different address, such as a clinic or hospital, deselect the check box.
Contact Phone	Enter a telephone number to contact the person.

See Also

Chapter 5, "(NLD) Using Dutch Illness Reporting," page 47

Reviewing Absence Summaries

This section provides an overview of absence indicators and discusses how to view absences on the calendar.

Understanding Absence Indicators

PeopleSoft delivers summary pages that enable you to review the history of absences for a person, for all reasons, including vacations and sickness. Reviewing this information can help you to identify absence trends and patterns.

When you set up absence parameters, you defined absence calendar options for the calendar. There are two types of indicators that appear on the calendar:

- Continuing absence indicator.

  If you enter an absence with no end date, you can see the continuing absence indicator. This means that the absence does not yet have an end date entered.

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- Multiple absence indicator.

  If you enter more than one absence for a particular day for a person, you can see the multiple absence indicator. This means that there is more than one instance or type of absence entered for the person (for example, a combination of sick leave and personal leave).

Pages Used to Review Absence Summaries

Page Name	*Definition Name*	*Navigation*	*Usage*
Review Absence Calendar	ABSENCE_CALENDAR	Workforce Administration, Absence and Vacation, Track Absence History, Review Absence Calendar, Review Absence Calendar	View absences in graphical format.
Review Absence Calendar - Legend - Absence Types	ABS_TYPE_SEC	Click the Absence Types link in the Legend group box on the Review Absence Calendar page.	View a definition of all calendar images that appear on the calendar for the month. **Note.** This page is available only for employees that have absences.
Summary by Employee	ABS_SUM_EMPL	Workforce Administration, Absence and Vacation, Track Absence History, Summary by Employee, Summary by Employee	View a list of all absences for a person.
Summary by Department	ABS_SUM_DEPT	Workforce Administration, Absence and Vacation, Track Absence History, Summary by Department, Summary by Department	View all absences within a department.
Summary by Dept Tree (summary of department tree)	ABS_SUM_DEPT2	Workforce Administration, Absence and Vacation, Track Absence History, Summary by Dept Tree, Summary by Dept Tree	View all absences within a department and subordinate departments.
Review Parental Leave by Empl (review parental leave by employee)	ABS_PAR_EE_INQ_UK	Workforce Administration, Absence and Vacation, Maternity/Parental Leave UK, Review Parental Leave by Emp, Review Parental Leave by Empl	View a list of all parental leave absences for all dependents by individual. The list can be printed and passed on to the individual's next employer if requested.

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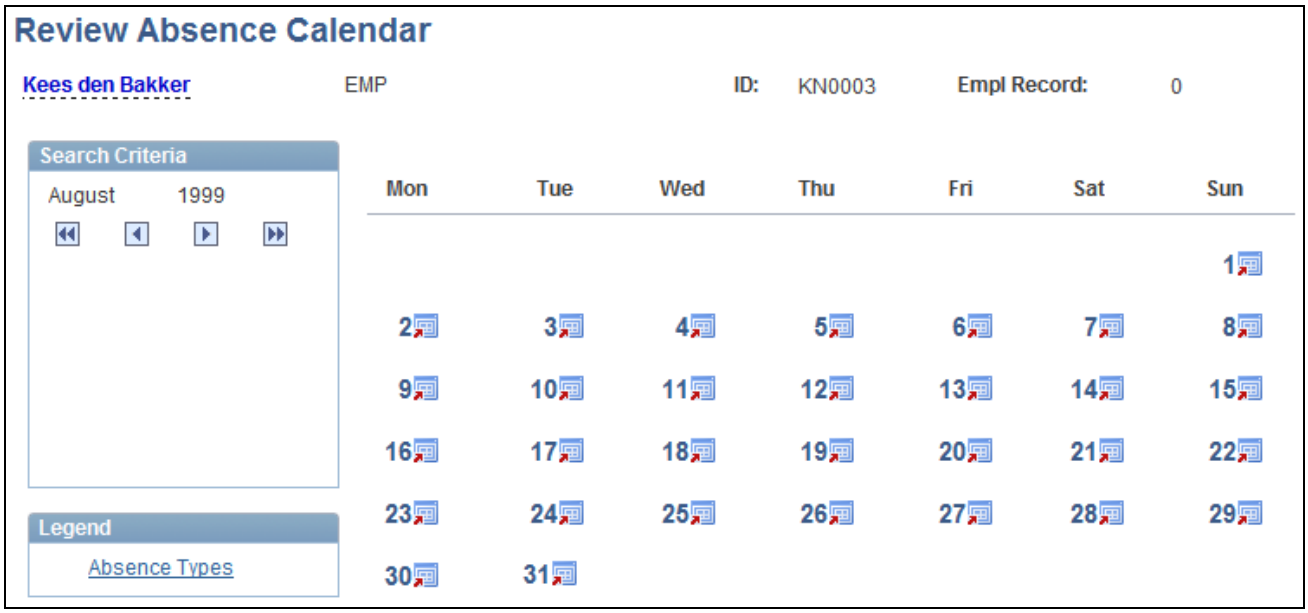
Page Name	Definition Name	Navigation	Usage
Review Parental Leave by Dept (review parental leave by department)	ABS_PAR_DEPTINQ_UK	Workforce Administration, Absence and Vacation, Maternity/Parental Leave UK, Review Parental Leave by Dept, Review Parental Leave by Dept	View a list of parental leave absences for a department, by employee ID.

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "PeopleSoft Application Fundamentals for HRMS Reports," Monitor Absence Reports

Viewing Absences on the Calendar

Access the Review Absence Calendar page (Workforce Administration, Absence and Vacation, Track Absence History, Review Absence Calendar, Review Absence Calendar).



Review Absence Calendar page

For each day on which an absence occurred, the system shows a graphical image, if that type of absence has a defined image. If there is no defined image, nothing appears on the calendar.

Click a date or graphical image to view the details of a particular absence.

Search Criteria

The month and year that appear in the calendar are identified in this group box. Click the arrow icons to navigate from one month to another:

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	Click this button to navigate to the same month of the previous year.
	Click this button to navigate to the previous month.
	Click this button to navigate to the next month.
	Click this button to navigate to the same month of the following year.

Legend

Absence Types	Click to access the Legend - Absence Types page, which provides a definition of all calendar images that appear on the calendar for the month.

See Also

Chapter 2, "Setting Up Absence Data," Defining Absence Parameters, page 8

Running Absence Reports

This section describes the pages used to run absence reports and discusses how to run the Bradford Score GBR report (ABS004UK).

Pages Used to Run Absence Reports

Page Name	*Definition Name*	*Navigation*	*Usage*
Absence Listing	RUNCTL_ABS001	Workforce Administration, Absence and Vacation, Absence Reports, Absence Listing	Run the Absence Listing report (ABS001) that provides information about a person's absence history. Run the Refresh Employees Table process (PRCSRUNCNTL) before running this report.
Absence Periods	RUNCTL_FROMTHRU	Workforce Administration, Absence and Vacation, Absence Reports, Absence Periods, Absence Periods	Run the Absence Periods report (ABS002) that provides information about the number of absence periods.

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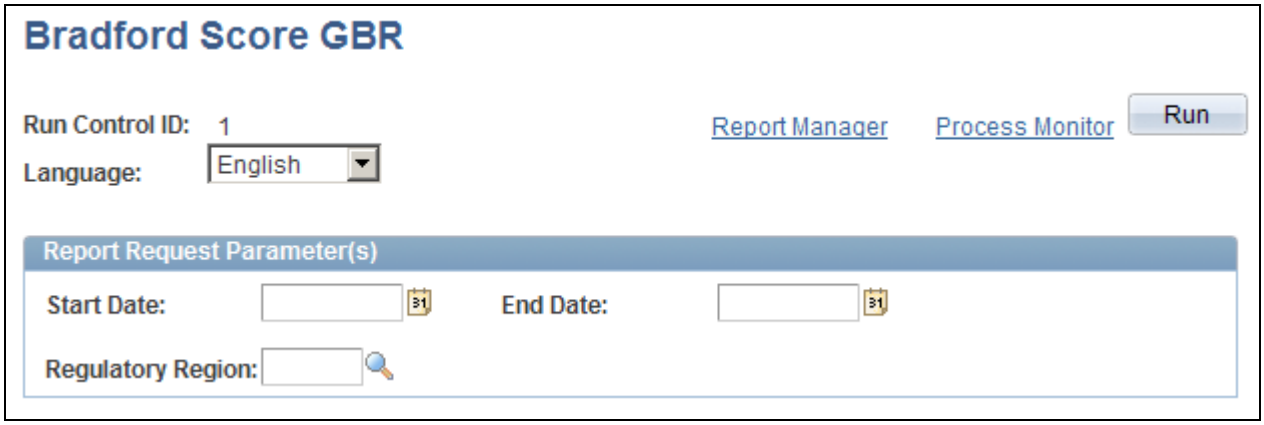
Page Name	Definition Name	Navigation	Usage
Time Lost Due to Absence	RUNCTL_ABS003	Workforce Administration, Absence and Vacation, Absence Reports, Time Lost Due to Absence, Time Lost Due to Absence	Run the Time Lost Due to Absence report (ABS003) that provides absence information. **Note.** Run the Refresh Employees Table process before running this report.
Bradford Score GBR	RUNCTL_ABS004UK	Workforce Administration, Absence and Vacation, Absence Reports, Bradford Score GBR, Bradford Score GBR	(GBR) Run the Bradford Score report. This report lists absences for the regulatory region of UK only. It lists department, person name, employee ID, person type, job title, total number of absences, total number of days absent, and the Bradford score.

(GBR) Running the Bradford Score Report

Access the Bradford Score GBR page (Workforce Administration, Absence and Vacation, Absence Reports, Bradford Score GBR, Bradford Score GBR).



Bradford Score GBR page

The Bradford Score column of this report is calculated based on the following information:

- Total number of absences (A).
- Total number of days absent (B).
- $A^2 \times B$.

Note. Run the Refresh Employees Table process before running this report.

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Regulatory Region

Enter the UK regulatory region for the report. If you set up regulatory regions for parts of the UK, you can run the report for a region such as Scotland or Wales.

Leave this field blank if you want the report to cover all individuals for UK companies.

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Chapter 4

Tracking Vacations

This chapter discusses how to:

- Manage vacation accruals.
- Manage vacation absences.

Managing Vacation Accruals

This section discusses how to:

- Assign vacation plans to individuals.
- Update vacation accruals.

Pages Used to Manage Vacation Accruals

Page Name	*Definition Name*	*Navigation*	*Usage*
Vacation Plan	ABSV_PLANS	Workforce Administration, Absence and Vacation, Create Vacation Schedule, Vacation Plan, Vacation Plan	Assign vacation plans to individuals.
Accrue Vacation	RUNCTL_ABS701	Workforce Administration, Absence and Vacation, Create Vacation Schedule, Accrue Vacation, Accrue Vacation	Update individuals' accrual records by company and vacation benefit plan.

Assigning Vacation Plans to Individuals

Access the Vacation Plan page (Workforce Administration, Absence and Vacation, Create Vacation Schedule, Vacation Plan, Vacation Plan).

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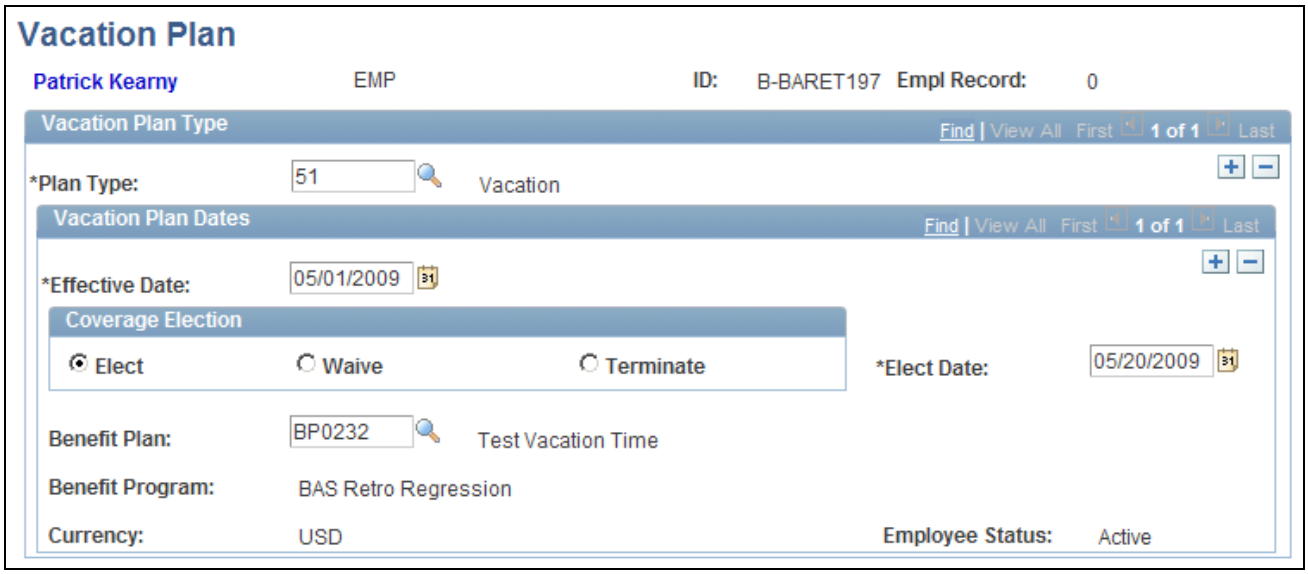

Vacation Plan page

Plan Type	Displays the vacation plan type. By default, the type is *Vacation.*
Elect	Select to indicate that the person uses the plan.
Waive	Select to indicate that the person waives the plan.
Terminate	Select to indicate that the person terminates coverage.
Elect Date	Enter the date that the coverage election takes place.
Benefit Program	Displays information about the person's benefit program.
Benefit Plan	Select the vacation benefit plan from the values in the Benefit Plan table.
Currency	Displays the currency that is associated with the benefit plan.

Updating Vacation Accruals

Access the Accrue Vacation page (Workforce Administration, Absence and Vacation, Create Vacation Schedule, Accrue Vacation, Accrue Vacation).

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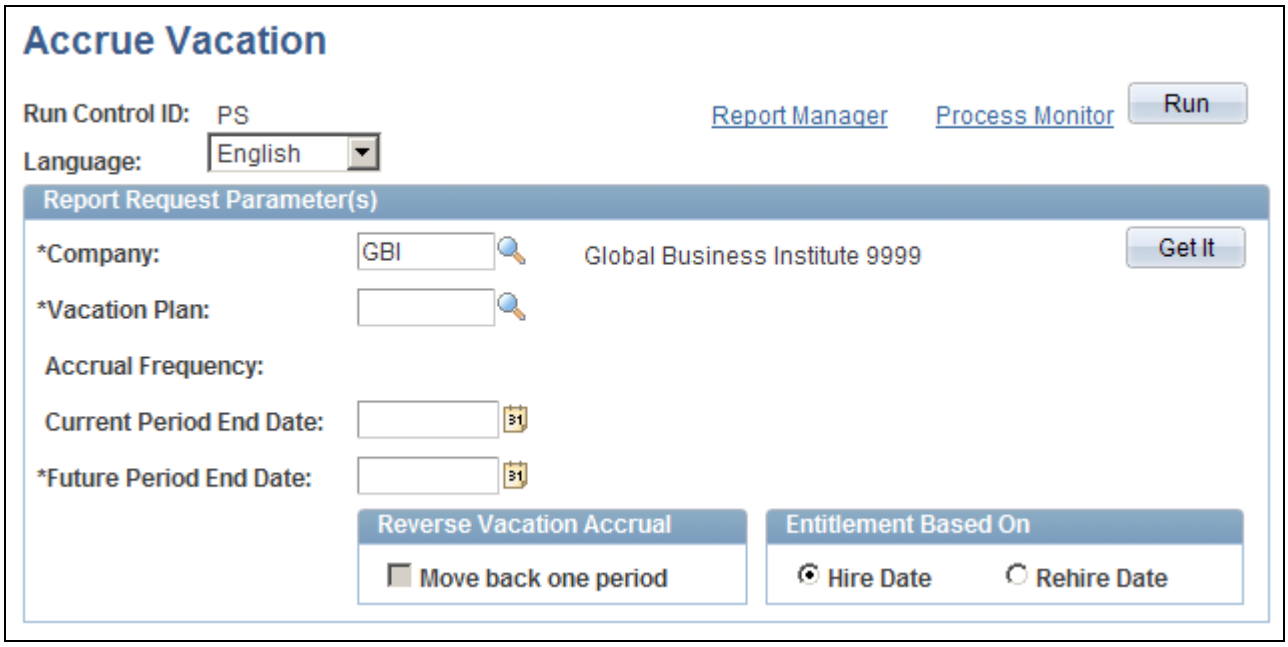

Accrue Vacation page

Vacation Plan Select the name of the vacation plan.

Current Period End Date If you have run the vacation accrual process before, the system sets the *Current Period End Date* field to the previous run's future period end date and makes the field display-only. It also sets the new future period end date to one year or month (depending on the accrual frequency value) from the current period end date.

Managing Vacation Absences

This section discusses how to:

- Enter vacation requests.
- Approve vacation requests.
- Track vacation absence data.

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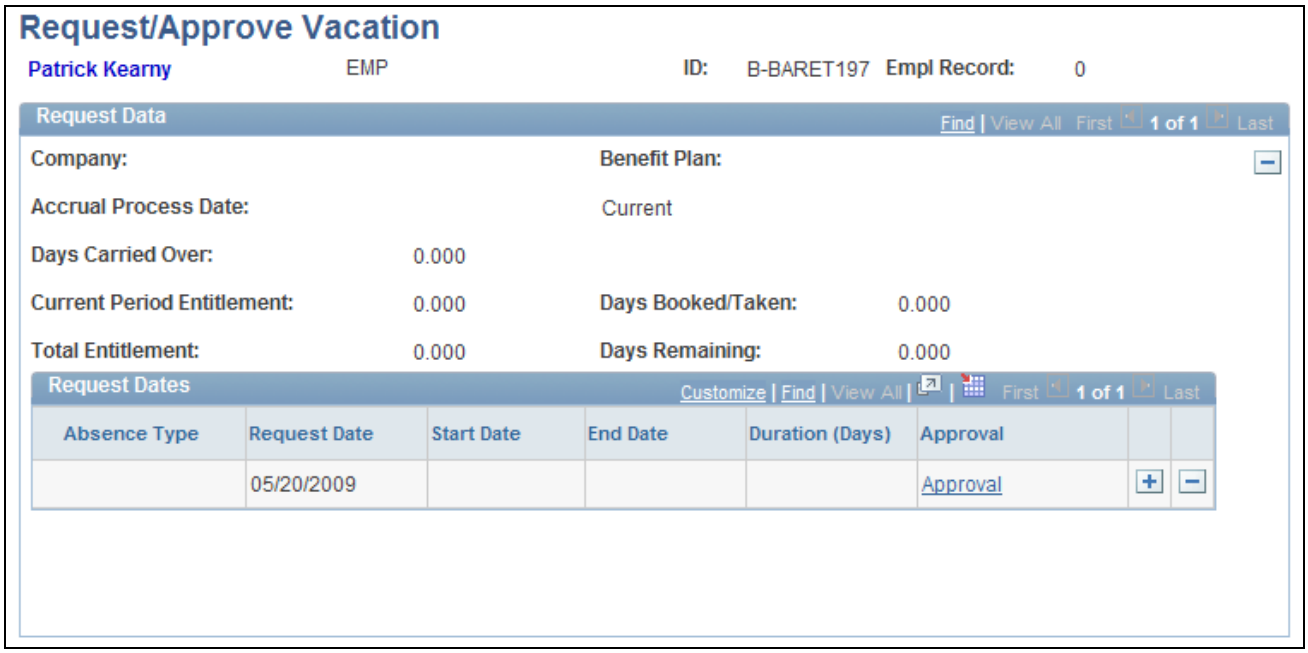
Pages Used to Manage Vacation Absences

Page Name	*Definition Name*	*Navigation*	*Usage*
Request/Approve Vacation	ABSV_REQUEST	Workforce Administration, Absence and Vacation, Create Vacation Schedule, Request/Approve Vacation, Request/Approve Vacation	Enter vacation requests, mark requests as approved, and enter additional tracking information about approvals.
Vacation Approval	ABSV_REQ_SEC	Click the Approval link on the Request/Approve Vacation page.	Indicate vacation approval.
Capture Vacation Absence	ABSENCE_VACATION	Workforce Administration, Absence and Vacation, Create Vacation Schedule, Capture Vacation Absence, Capture Vacation Absence	Track vacation absence data for your personnel.

Entering Vacation Requests

Access the Request/Approve Vacation page (Workforce Administration, Absence and Vacation, Create Vacation Schedule, Request/Approve Vacation, Request/Approve Vacation).

Note. Before you record vacation requests for a person, make sure the accrual records are current by running the vacation accrual process on the Accrue Vacation page.



Request/Approve Vacation page

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Accrual Process Date	Displays the current end date that you selected on the Accrue Vacation page before running the process.
Days Carried Over	Displays the days carried over from the last entitlement period.
Current Period Entitlement	Displays the current entitlement, which the system calculates according to the information in the Vacation Plan table. It is calculated after the system runs the vacation accrual process for the current period.
Days Booked/Taken	Displays the days booked or taken. Until the request is approved, this field is dynamically updated as you enter the start and end dates.
Total Entitlement	Displays the total entitlement of vacation days, as updated by the vacation accrual process.
Days Remaining	Displays the days remaining. Until the request is approved, this field is dynamically updated as you enter the start and end dates.
Absence Type	Select the absence type for this request.
Request Date	Enter the request date for the vacation. The default is the current date.
Start Date	Enter the vacation start date for the request.
End Date	Enter the vacation end date for the request.
Duration (Days)	Displays the duration of the absence. The duration is not the difference between the start and end dates. The system compares the dates to the person's work and holiday schedules and calculates the number of actual work days that the person missed. You can override this value.
Approval	Click to access the Vacation Approval page. You can save a vacation request prior to approval, or you can approve the request.

See Also

Chapter 4, "Tracking Vacations," Updating Vacation Accruals, page 40

Approving Vacation Requests

Access the Vacation Approval page (click the Approval link on the Request/Approve Vacation page).

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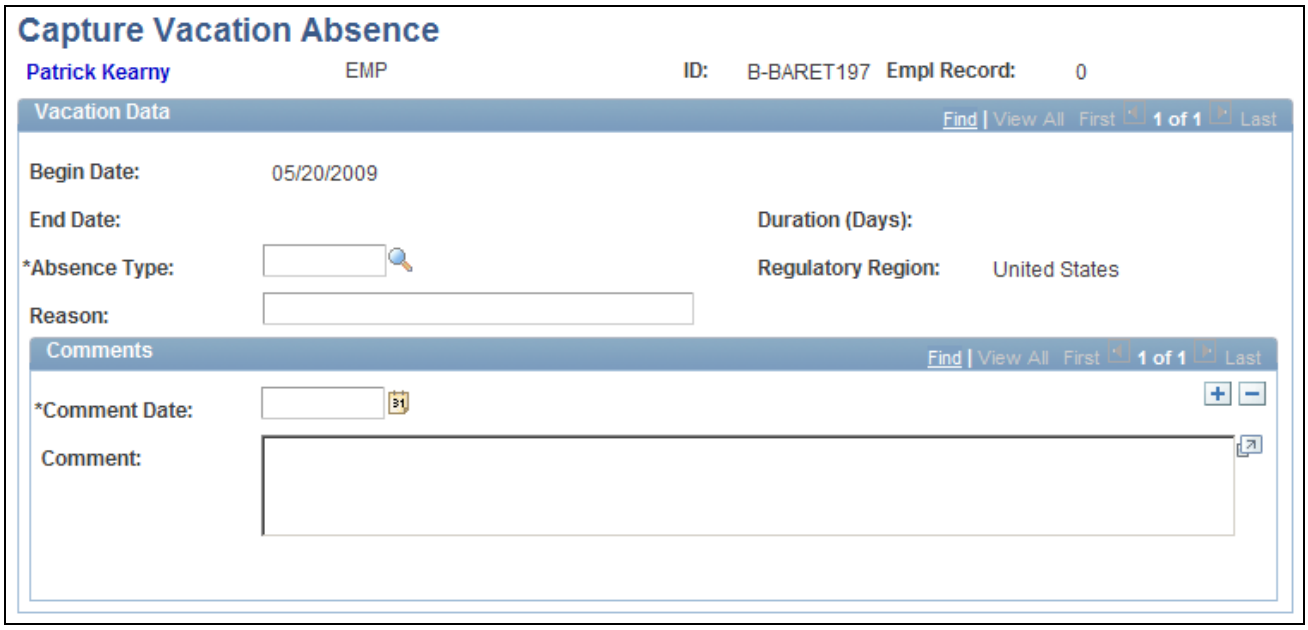
Vacation Approval page

Approved	Select to approve the request.
Approved By	Select the approver's ID.
Date Approved	Enter the date that the request is approved.

Tracking Vacation Absence Data

Access the Capture Vacation Absence page (Workforce Administration, Absence and Vacation, Create Vacation Schedule, Capture Vacation Absence, Capture Vacation Absence).



Capture Vacation Absence page

Note. Deleting a row on the Capture Vacation Absence page doesn't delete a row on the Request/Approve Vacation page and doesn't reduce the number of days booked or taken by the person.

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Begin Date	The values in the Begin Date,End Date, and Duration (Days) fields come from the Request/Approve Vacation page and are display-only.
Absence Type	Select the absence type.
Reason	Enter a reason for the vacation.

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Chapter 5

(NLD) Using Dutch Illness Reporting

This chapter provides overviews of Dutch illness reporting, the Create Illness Statistics NLD process, and the Illness Registration reports, and discusses how to generate Dutch illness reports.

Understanding Dutch Illness Reporting

PeopleSoft Enterprise HRMS delivers Dutch illness reporting with these applications:

- Monitor Absence business process.

  The Monitor Absence business process enables you to record and report on employee absences within Human Resources.

- PeopleSoft Enterprise Global Payroll for the Netherlands.

  If you have Global Payroll for the Netherlands installed, you can enter absence data within Global Payroll (using the Absence Events NLD page). The illness reporting delivered with Global Payroll for the Netherlands provides the same functionality as that delivered with Human Resources, except that it reports on the absence data recorded within Global Payroll.

See *PeopleSoft Enterprise Global Payroll for the Netherlands 9.1 PeopleBook*, "Updating Absences."

Companies registered under a Dutch Industrial Insurance Board *(Bedrijfsvereniging)* must report daily illness absences for people employed under Dutch regulations. Absence reporting is made to the *Arbeidsomstandigheden (ARBO)*—or working conditions—service providers under the Dutch Occupational Health and Safety Act. The PeopleSoft system uses an interface based on the import definition of the third-party product Vpmeld, which communicates with the ARBO service provider GAK Arbodienst *(Arbodienst)*. A separate third-party product Plato has been developed, based on the same Vpmeld import definition in order to allow communication with other certified ARBO service providers.

The interface between the PeopleSoft system and Vpmeld includes a process that enables you to enter all required information within the PeopleSoft system; Vpmeld performs the validation and messaging.

The PeopleSoft system provides three processes for extracting and reporting illness absence information. All of these processes create import files for Vpmeld, based on the import definition of Vpmeld version 1.9. (They are compatible with version 1.11, as well.) The files are generated in the %PS_SERVDIR directory with automatically assigned sequence numbers.

The PeopleSoft system transfers the following information to Vpmeld, which then performs subsequent transactions with the applicable organizations:

- All company-related and person-related information from the PeopleSoft database.
- All illness notifications, including initial notifications, updates, and corrections.

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- All illness-end notifications, including initial notification, updates, and corrections.

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

Understanding the Create Statistics Process

The Create Illness Statistics NLD process generates the illness statistics for the month specified on the run control page and stores this information in the PS_ABS_STAT_NLD table.

Note. The Create Illness Statistics NLD process (GPNLAM01) delivered with Global Payroll for the Netherlands also populates PS_ABS_STAT_NLD table. The only difference between these two processes is the source of the absence data. Global Payroll for the Netherlands uses the absence data entered in Global Payroll while the process in Monitor Absence uses the absence data entered in Human Resources.

This table describes the fields in the PS_ABS_STAT_NLD table:

Fieldname	*Format*	*Description*	*Values*
EMPLID	Char (11)	Employee ID	
EMPL_RCD	Num (3)	Employment Rcd Nbr	
COMPANY	Char (3)	Company	
SETID	Char (5)	SetID	
DEPTID	Char (10)	Department	
NL_FROM_YEAR	Num (4)	Year From	
NL_FROM_MONTH	Num (2)	Month From	
BEGIN_DT	Date	Begin Date	
CREATION_DT	Date	Creation Date	
SEX	Char (1)	Gender	F or M
ABSENCE_TYPE	Char (3)	Absence Type	501–507
AGE_NLD	Num (3)	Age	

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Fieldname	***Format***	***Description***	***Values***
EMPL_RCD_ILI_NLD	Num (10,3)	Factor of employment days (working days divided by the number of days in the period). For example, an employee hired on January 10, would have a factor of 22/31.	0–1
EMPL_RCD_ELI_NLD	Num (10,3)	Factor of employment days, excluding long-term illness. Absence days considered long-term illness are not counted as employment days.	0–1
FTE_ILI_NLD	Num (10,3)	Employment days multiplied by the FTE factor and divided by the calendar days. For example, if a part-time employee is hired mid-month, with an FTE factor of 0.8, this field is set to 0.4.	0–1
FTE_ELI_NLD	Num (10,3)	Employment days, excluding long-term illness, multiplied by the FTE factor and divided by the calendar days.	0–1
ILL_AVDAYS_ILI_NLD	Num (10,3)	Available day count (the FTE factor multiplied by the number of days in month). For example, if an part-time employee has an FTE of 0.5, the available day count for January is 0.5*31.	0–31
ILL_AVDAYS_ELI_NLD	Num (10,3)	Available day count, excluding long-term illness.	0–31
ILL_START_FULL_NLD	Char (1)	Indicates whether an illness started within the reporting month with 100% absence or a partial illness became full-time.	Y/N
ILL_START_PART_NLD	Char (1)	Indicates whether an illness started within the reporting month as a partial illness.	Y/N

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Fieldname	*Format*	*Description*	*Values*
ILL_ENDEPI_ELI_NLD	Char (1)	Indicates whether a short-term illness ended or became a long-term illness.	Y/N
ILL_ENDEPI_ILI_NLD	Char (1)	Indicates whether a full-time illness ended.	Y/N
ILL_ENDIPI_ELI_NLD	Char (1)	Indicates whether a short—term illness ended or became long-term.	Y/N
ILL_ENDIPI_ILI_NLD	Char (1)	Indicates whether an illness ended in the reporting month.	Y/N
ILL_DAYEPI_ELI_NLD	Num (10,3)	Number of full-time illness days (Percentage Ill field is 100 percent) in the reporting month multiplied by the FTE factor. This excludes longtime illnesses. For example, an employee who is 100% sick from January 20 to 24 and 40% from January 25, this field is set to 5. If the employee is part-time with an FTE factor of 0.5, the same absence would be calculated as 5*0.5.	1–31
ILL_DAYEPI_ILI_NLD	Num (10,3)	Number of full-time illness days in the reporting month, including longtime illnesses, multiplied by the FTE factor.	1–31
ILL_DAYIPI_ELI_NLD	Num (10,3)	Number of days of partial illness (Percentage Ill field is less than 100 percent) in the reporting period multiplied by the FTE factor. This excludes longtime illnesses.	1–31
ILL_DAYIPI_ILI_NLD	Num (10,3)	Total number of days of illness in the reporting period, multiplied by the FTE factor. This includes both partial and longtime illnesses.	1–31

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Fieldname	*Format*	*Description*	*Values*
ILL_LENEPI_ELI_NLD	Num (10,3)	Duration of illness. This is the number of days between the begin date and either of the following • The return date. • The date that the illness became partial or longtime.	1–n
ILL_LENEPI_ILI_NLD	Num (10,3)	Duration of illness. This is the number of days between the begin date and either of the following: • The return date. • The date that the illness became partial.	1–n
ILL_LENIPI_ELI_NLD	Num (10,3)	Duration of illness. This is the number of days between the begin date and either of these dates: • The return date. • The date that the illness becomes a longtime illness.	1–n
ILL_LENIPI_ILI_NLD	Num (10,3)	Duration of illness. This is the number of days between the begin and the return date.	1–n

Understanding the Illness Registration Reports

This section discusses the information that appears on the Illness Registration reports (ABS005NL and ABS006NL). For samples of these reports refer to *PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook: Report Samples.*

The Illness Registration reports use the illness statistics calculated by the Create Illness Statistics NLD process and stored in the PS_ABS_STAT_NLD table. You must run the Create Illness Statistics NLD process for the reporting period before you run the reports.

The following table explains how the fields that appear on the reports are calculated:

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Illness Percentage	This is calculated as follows: (Illness days / Available calendar days) * 100.
Illness Frequency	This is calculated as follows: Newly started illnesses / Number of Employments
Average Illness Length of Ended Illnesses	The average duration of illnesses. The system includes all calendar days (week days and weekends) in the calculation.
Number of Ended Illnesses	Number of absences that ended within the reporting period. If you exclude longtime and partial illnesses on the run control page, when an illness becomes longtime or partial this is considered the end of the illness.
Number of Newly Started Illnesses	Number of illnesses that started within the reporting period. If you exclude partial illnesses on the run control page, the report only include partial illnesses that become full-time during the reporting period.
Number of Actual Illnesses	Total number of illness absence entries in the reporting period.
Full Time Equivalent (FTE)	Total number of employees for the reporting period. This value takes into account the FTE factor. Depending on the run control parameters you select, this value includes or excludes employees with longtime illnesses. For example, a part-time employee with an FTE or 0.5 who is hired on January 10 counts as 0.5*22/31 for the January report.
Number of Employments	Total number of employees for the reporting period. This includes both employees who were sick and employees who had no absence entries. Depending on the run control parameters you select, this value includes or excludes employees with longtime illnesses. Mid-period hires and terminations are prorated. For example, a part-time employee with an FTE or 0.5 who is hired on January 10 counts as 22/31 for the January report.
Available Calendar Days	Number of available work days, based on the actual calendar days and the FTE factor.
Illness Days (Calendar Days)	Number of days of illness in the reporting period, taking into account the FTE factor and the illness percentage. Depending on the run control parameters you select, this value includes or excludes partial illnesses and longtime illnesses. For example, for a part-time employee with an FTE of 0.5 who is 100% sick for 10 days and 40% for 10 days, the Illness Days value is calculated as follows if you include partial illnesses: (10 * 100% * 0.5) + (10 * 40% * 0.5). However, if you exclude partial illnesses, the calculation is: 10 * 100% * 0.5.

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Number of Employments without Illness

Number of employees who had no reported illness in the reporting period. Mid-period hires and terminations are prorated. The FTE factor is not included in the calculation.

For example, an employee hired on January 10 and worked the month without illness, counts as 22/31 for the January report, irrespective of the FTE factor.

Understanding Long-Term Illness Reporting

According to the Dutch law *Poortwachter*, an employer has to report the status of a sick employee periodically to the *Arbodienst.* Depending on the branch of the *Arbodienst* and the contract that an employer has with the *Arbodienst*, several deadlines may apply. The most common among these are reports that need to be sent to the *Arbodienst*and the Social Security agency when an employee is ill for 8 weeks, 13 weeks, and/or 52 weeks.

You can use the Person Checklist functionality from Human Resources to track the actions related to the *Poortwachter* law. PeopleSoft delivers a predefined checklist, called NLDABS, which can be used to administer the actions taken.

Monitor Absence and Global Payroll for the Netherlands deliver the Longterm Illnesses report that provides the required information about sick employees. The Longterm Illnesses report includes the latest action taken for each long-term illness.

See Also

Chapter 5, "(NLD) Using Dutch Illness Reporting," page 47

PeopleSoft Enterprise Global Payroll for the Netherlands 9.1 PeopleBook, "Global Payroll for the Netherlands Reports"

Prerequisites

Before you can use the Dutch illness reporting features, ensure the following information is defined:

- Valid insurance registration numbers.

  Enter your insurance provider's registration number on the Company Table - Default Settings page. In the section for the Netherlands, select the insurance provider in theVendor ID field and enter the registration number.

- For each person, a valid Dutch Social Fiscal Number must be available; enter this information on the Personal Data - Biographical Details page.

- Record employee absences using the Absence Data component (ABSENCE_HISTORY).

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Common Elements Used in This Chapter

Illness	Absence entries with an absence type that is associated with the absence class *SCK* and a SetID of *NLD.* The Dutch Illness reporting only includes absence entries that meet these criteria.
Longtime Illness	An illness is considered longtime when the duration is within the illness-length category *Long,* as specified on the Absence Parameters page.
Partial Illness	An illness is considered partial if the Percentage Ill field on the Create/Update Absence — Comment page is less than 100 percent.
Maternity Leave	An illness is considered as maternity leave, when the Absence Type is *502 (Maternity).*
From Date	Select the date from which to start extracting information.
Absence Type	Displays the absence type, as defined on the Absence Type page. **Note.** Only absences with absence types of *501,502,503,504,505,506,* or *507* is captured for processing.
Absence Code	Displays the absence code, as defined on the Absence Type page.
Begin Date	Enter the date that the absence begins.
Return Date	Enter the date that the absence ends.
Begin Notification Date	Enter the date that notification of the illness absence was sent to Vpmeld.
End Notification Date	Enter the date that notification of the end of the illness absence was sent to Vpmeld.

Generating Dutch Illness Reports

This section discusses how to:

- Extract company name and address information.
- Extract and report illness notification data by person.
- Extract and report notifications for previously unreported absences.
- Run the illness registration reports.

Use the pages in the Process Absence Data NLD (process absence data Netherlands) component to report on absence information for the Netherlands.

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Pages Used to Generate Dutch Illness Reports

Page Name	*Definition Name*	*Navigation*	*Usage*
Export Company Data	HR_RUNCTL_COMP_NLD	Workforce Administration, Absence and Vacation, Process Absence Data NLD, Export Company Data, Export Company Data	Extract company name and address information, with or without the personal information of the personnel within the company. A process then generates an import file that can be loaded into Vpmeld to initialize or update the basic information for the company and personnel.
Employee Illness Notification	HR_RUNCTL_PERS_NLD	Workforce Administration, Absence and Vacation, Process Absence Data NLD, Employee Illness Notification, Employee Illness Notification	Extract and report illness notification data by person.
Illness Notifications by Group	HR_RUNCTL_ILL_NLD	Workforce Administration, Absence and Vacation, Process Absence Data NLD, Illness Notifications by Group, Illness Notifications by Group	Extract and report illness begin or end notifications for all absences that weren't previously reported.
Create Illness Statistics NLD	RUNCTL_ABS702_NL	Workforce Administration, Absence and Vacation, Absence Reports, Create Illness Statistics NLD, Create Illness Statistics NLD	Create absence statistics for a company in the Netherlands. The Create Illness Statistics NLD SQR process (ABS702NL) populates the table PS_ABS_STAT_NLD with employment and illness data for a given month. Run this process before running the Illness Registration report.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Illness Registration NLD	RUNCTL_ABS005_NL	Workforce Administration, Absence and Vacation, Absence Reports, Illness Registration NLD, Illness Registration NLD	(NLD) Use this page to run these reports: • Illness Registration report (ABS005NL) provides a summary of illness statistics for a department sorted by gender. • Illness Registration report (ABS006NL) provides a summary of illness statistics for a department sorted by age. Before you run these reports, run the Create Illness Statistics NLD (ABS702) process to populate the report table PS_ABS_STAT_NLD for the reporting period.
Longterm Illnesses NLD	RUNCTL_ABS007_NL	Workforce Administration, Absence and Vacation, Absence Reports, Longterm Illnesses NLD, Longterm Illnesses NLD	(NLD) Use this page to run the Longterm Illnesses report (ABS007NL), which lists illnesses from which the person hasn't fully recovered. These illnesses are subject to the Dutch law *Poortwachter*. This report is also accessible through Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Longterm Illnesses NLD.

Extracting Company Name and Address Information

Access the Export Company Data page (Workforce Administration, Absence and Vacation, Process Absence Data NLD, Export Company Data, Export Company Data).

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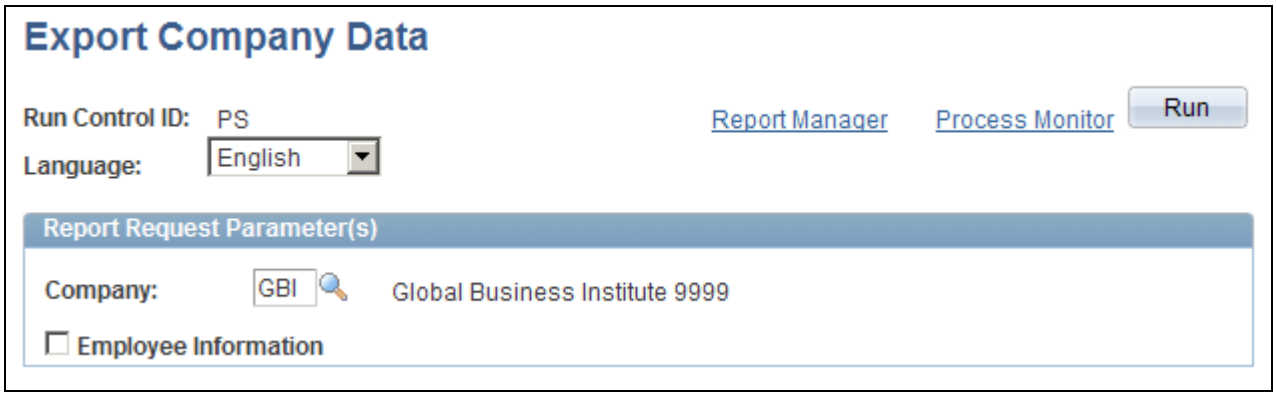


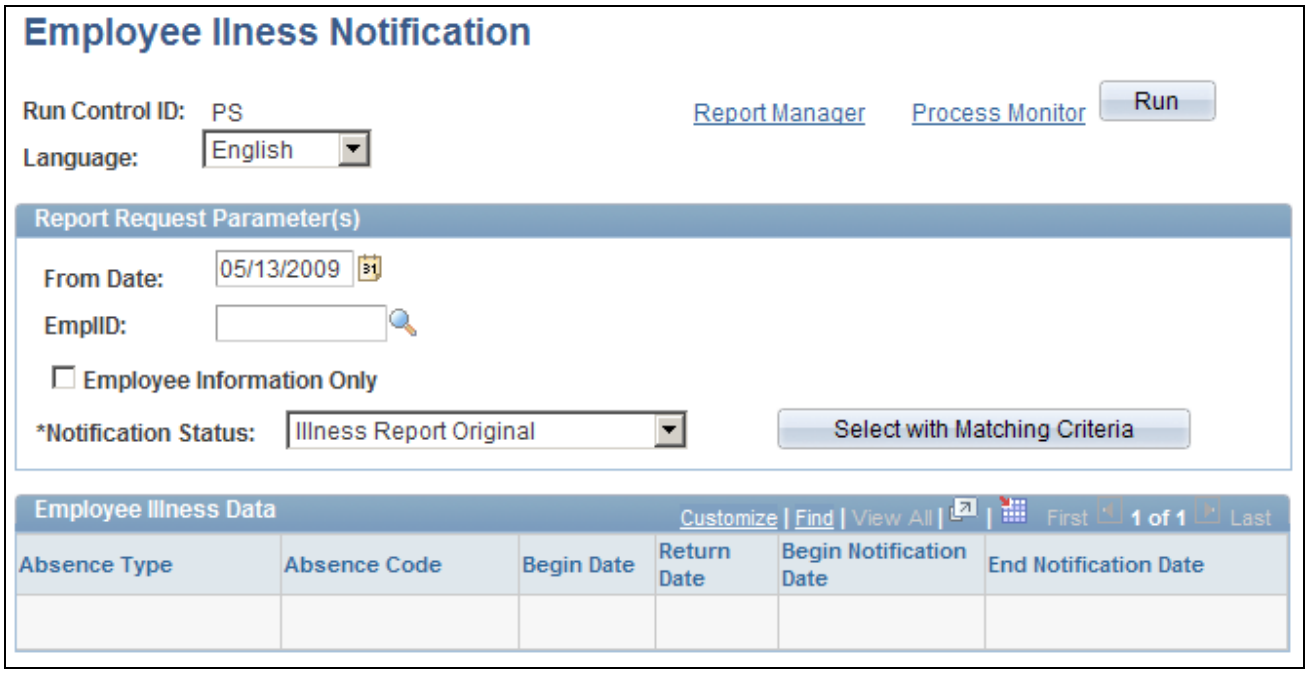
Export Company Data page

Company Select the company from which to extract information.

Employee Information Select to extract employee information that is associated with the company.

Extracting and Reporting Illness Notification Data by Person

Access the Employee Illness Notification page (Workforce Administration, Absence and Vacation, Process Absence Data NLD, Employee Illness Notification, Employee Illness Notification).



Employee Illness Notification page

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Report Request Parameters

Employee Information Only

Select to extract employee information only when you want to create or update the personal information for the person. When you select this check box, the Illness Status Information field becomes unavailable for data entry.

Notification Status

Select the notification status. Options are:

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

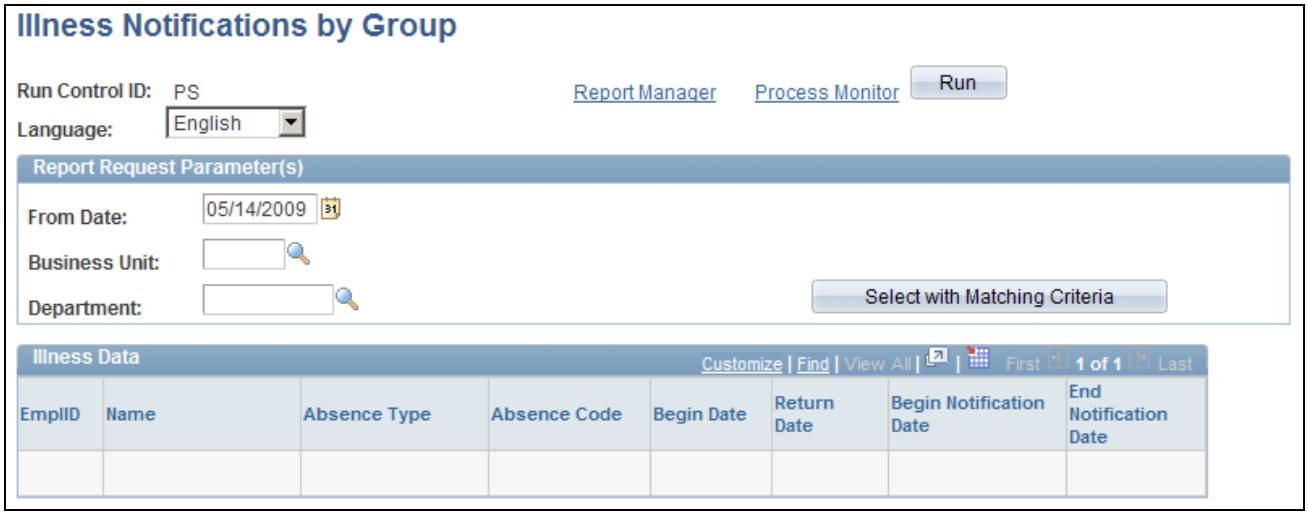
Illness Report Original: Send an original illness notification to Vpmeld. If you select this option, the report lists illness data in addition to information about the person.

Illness Report Replace: Send an illness notification replacement to Vpmeld. If you select this option, the report lists illness data in addition to the person's information.

Note. When you click the Select with Matching Criteria button, the system populates the remaining fields.

Extracting and Reporting Notifications for Previously Unreported Absences

Access the Illness Notifications by Group page (Workforce Administration, Absence and Vacation, Process Absence Data NLD, Illness Notifications by Group, Illness Notifications by Group).



Illness Notifications by Group page

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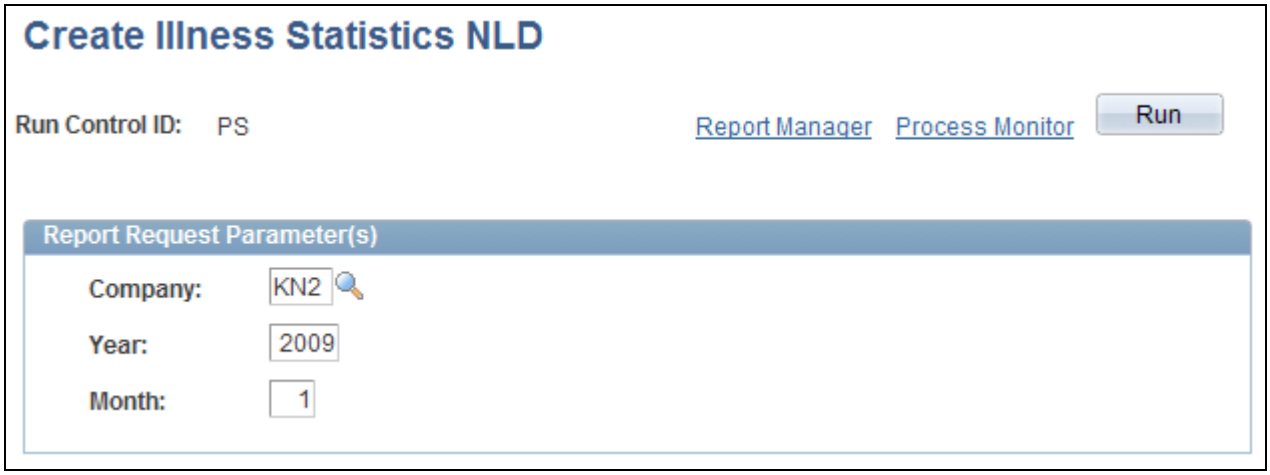
Report Request Parameters

Department Select a department for which to extract information. You must first select a business unit.

Note. When you click the Select with Matching Criteria button, the system populates the remaining fields.

Running the Create Statistics Process

Access the Create Illness Statistics NLD page (Workforce Administration, Absence and Vacation, Absence Reports, Create Illness Statistics NLD, Create Illness Statistics NLD).



Create Illness Statistics NLD page

Year Enter the year for which you want to create illness statistics.

Month Enter the month for which you want to create illness statistics.

When you run the Create Illness Statistics NLD process, the system populates the table PS_ABS_STAT_NLD with employment and illness data for the specified month. This table must be populated before you can run the Illness Registration reports for that month.

Running the Illness Registration Reports

Access the Illness Registration NLD page (Workforce Administration, Absence and Vacation, Absence Reports, Illness Registration NLD, Illness Registration NLD).

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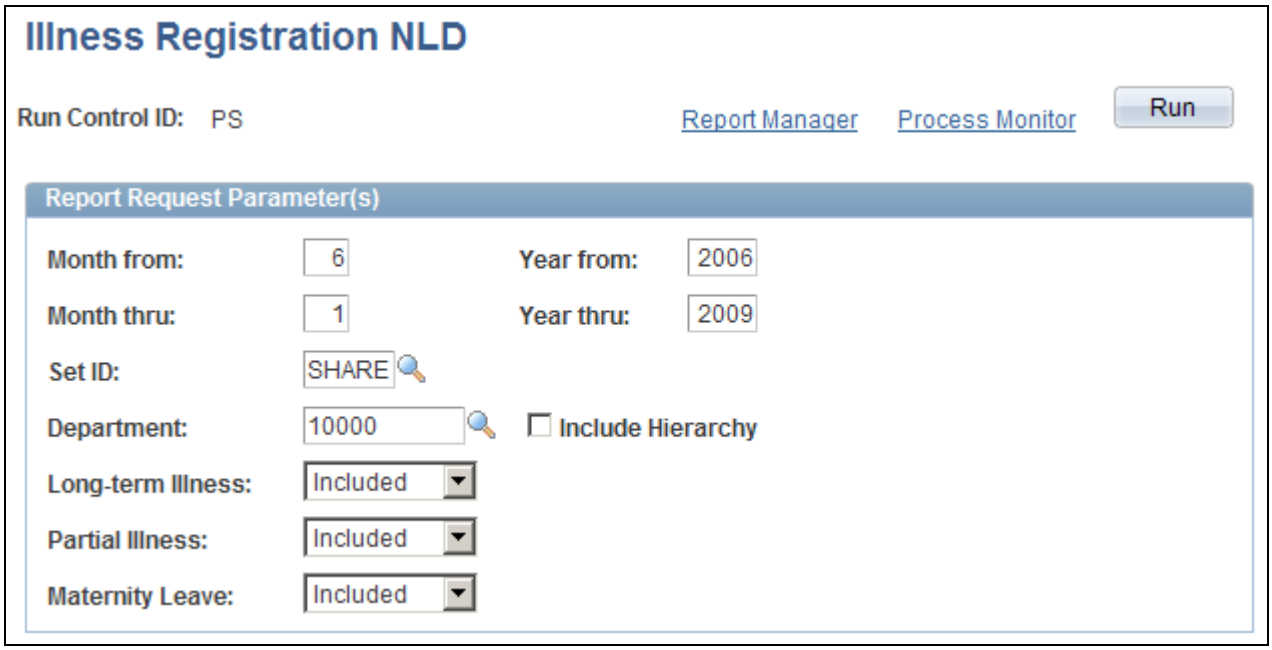

Illness Registration NLD page

Month from and **Year from**

Enter the month and year for the start of the period on which to report.

Month thru and **Year thru**

Enter the month and year for the end of the period on which to report.

Include Hierarchy

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

Longtime Illness

Select to include or exclude longtime illnesses. Options are:

Included: Include longtime illnesses in the report. An illness is considered longtime if the duration of the illness falls within the illness-length category *Long*, as specified on the Absence Parameters page.

Excluded: Do not include longtime illnesses in the report. If you exclude longtime illnesses, the system counts an illness that becomes longtime within the reporting period as an ended illness. All illness days beyond the longtime illness length are not counted in the statistics.

The system counts available employment days only until the day that an illness becomes longtime.

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Partial Illness

Select to include or exclude partial illness. An illness is considered partial if the Percentage Ill field on the Create/Update Absence — Comment page is less than 100 percent. Options are:

Included: Include partial illnesses in the report. If you include partial illnesses, the system uses the Percentage Ill value to calculate the illness days.

Excluded: Do not include partial illnesses in the report. If you select *Excluded,* a partial illness is not considered as an illness and the system counts the person as fully available during the partial illness days

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

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

Maternity Leave

Select to include or exclude maternity leave in the report. Options are:

Included: To treat maternity leave as any other illness.

Excluded: If you select Excluded, days on maternity leave are not counted as illness days.

See Also

Chapter 2, "Setting Up Absence Data," Defining Absence Parameters, page 8

Chapter 3, "Tracking General Absences," Recording Comments About an Absence, page 31

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Chapter 6

(GBR) Tracking Maternity and Parental Leave

This chapter discusses how to:

- Track maternity absence data.
- Track parental leave absence data.

Tracking Maternity Absence Data

This section discusses how to track maternity absence data.

Pages Used to Track Maternity Absence Data

Page Name	*Definition Name*	*Navigation*	*Usage*
Maternity Leave	ABS_MATERNITY_UK	Workforce Administration, Absence and Vacation, Maternity/Paternal Leave UK, Maintain Maternity Leave, Maternity Leave	Track maternity absence data.
Maintain Maternity Leave - Comments	ABS_MAT_COM_UK	Workforce Administration, Absence and Vacation, Maternity/Paternal Leave UK, Maintain Maternity Leave, Comments	Record your comments about the record.

Tracking Maternity Absence Data

Access the Maternity Leave page (Workforce Administration, Absence and Vacation, Maternity/Paternal Leave UK, Maintain Maternity Leave, Maternity Leave).

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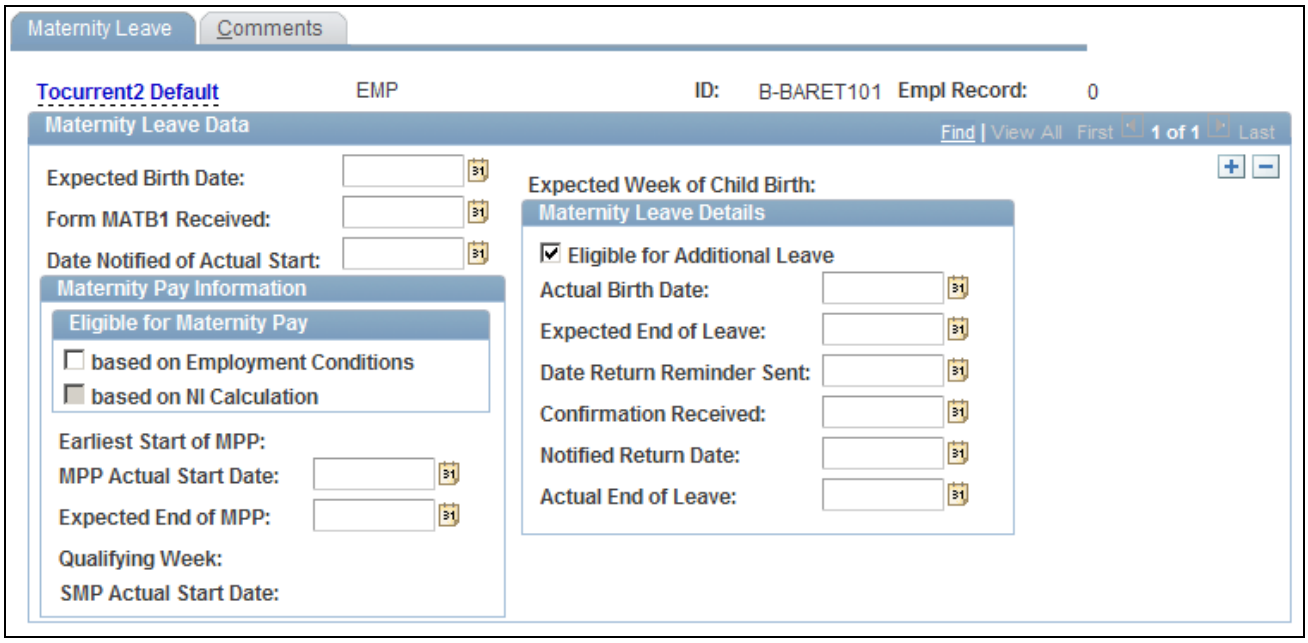

Maternity Leave page

Expected Birth Date

Enter the expected birth date as it appears on the MATB1 form or other official notification.

When you exit this field, the system completes the Expected Week of Child Birth (EWC) field, the Earliest Start of MPP (earliest start of maternity pay period) field, and the Qualifying Week field. The system also calculates whether the person is eligible for maternity pay based on employment conditions.

Form MATB1 Received

Enter the date that you receive medical evidence of the pregnancy.

Note. The MATB1 form is unacceptable if dated more than 20 weeks before the start of the expected week of child birth (EWC).

Date Notified of Actual Start

Enter the date that the person notified you of her intended leave start date.

Eligible for Maternity Pay

Based on Employment Conditions

By default, this check box is selected if the person is eligible for maternity pay based on her employment history. The system reviews the person's record for length of service and compares it to the qualifying data on the Absence Parameters page to determine whether she is eligible for maternity pay.

Note. If the employee is under 16 years of age or over 65 years of age, the Based on Employment Condition check box is selected. This check box is later used when processing SMP through the Global Payroll for the U.K. rules, and contribute to determining the SMP and SSP employee eligibility.

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Based on National Insurance (NI) Calculation

This check box appears only if you have PeopleSoft Enterprise Global Payroll UK installed.

A payroll process reviews the person's average earnings and uses the expected week of child birth date to calculate whether the person is eligible for maternity pay based on NI contributions. If the person is eligible, the check box is selected by default. Remember that the process is run only at scheduled times, so you don't know whether the person is eligible for maternity pay until you run the process.

Maternity Pay Information

Earliest Start of MPP (earliest start of maternity pay period)

Displays the earliest start of the maternity pay period. The system calculates the earliest date that the maternity pay period can start based on the information that was entered on the Absence Parameters page.

MPP Actual Start Date (maternity pay period actual start date)

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

Note. The actual start date of the MPP must be after the expected week of child birth.

Expected End of MPP (expected end of maternity pay period)

Displays the expected end of the maternity pay period. The system automatically calculates the date when the maternity payments cease based on the earliest start of MPP date.

Qualifying Week

The system populates this field; it is display-only. The qualifying week is 15 weeks before the expected week of child birth. The system uses this date to determine if the person is eligible for maternity pay.

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

This field appears only if you have Global Payroll for the UK installed.

The statutory maternity pay actual start date is the first date that the person is entitled to SMP. The system calculates this date based on the maternity pay period actual start date; this field is display-only.

Expected Week of Child Birth

The system calculates the expected week of child birth, which begins on the any day of the week that the baby is due to be born. This field is display-only.

Maternity Leave Details

Eligible for Additional Leave

By default, this check box is selected if the person is eligible for additional leave based on the additional maternity leave parameters on the Absence Parameters page. You can override the default as necessary.

Actual Birth Date

Enter the actual date on which the baby is born.

Expected End of Leave

The system calculates the expected end of leave based on length of service and the absence parameters. You can override the default date if necessary.

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Date Return Reminder Sent As the end date of the MPP approaches, you can send a return-to-work reminder to the person. Enter the date in this field.

Confirmation Received When you receive a reply from the person, enter the date in this field.

Notified Return Date Enter the date on which the person informs you that the employee will return to work.

Actual End of Leave Enter the date on which the person returns to work.

See Also

Chapter 2, "Setting Up Absence Data," Setting Up Absence Classes, Types, Codes, and Parameters, page 4

PeopleSoft Enterprise Global Payroll for the United Kingdom 9.1 PeopleBook

(GBR) Tracking Parental Leave Absence Data

This section discusses how to track parental leave absence data.

Page Used to Track Parental Leave Absence Data

Page Name	*Definition Name*	*Navigation*	*Usage*
Review Parental Leave by Dept (review parental leave by department)	ABS_PARENTAL_UK	Workforce Administration, Absence and Vacation, Maternity/Parental Leave UK, Maintain Parental Leave, Review Parental Leave by Dept	Track parental leave absence data.

Tracking Parental Leave Absence Data

Access the Review Parental Leave by Dept page (Workforce Administration, Absence and Vacation, Maternity/Parental Leave UK, Maintain Parental Leave, Review Parental Leave by Dept).

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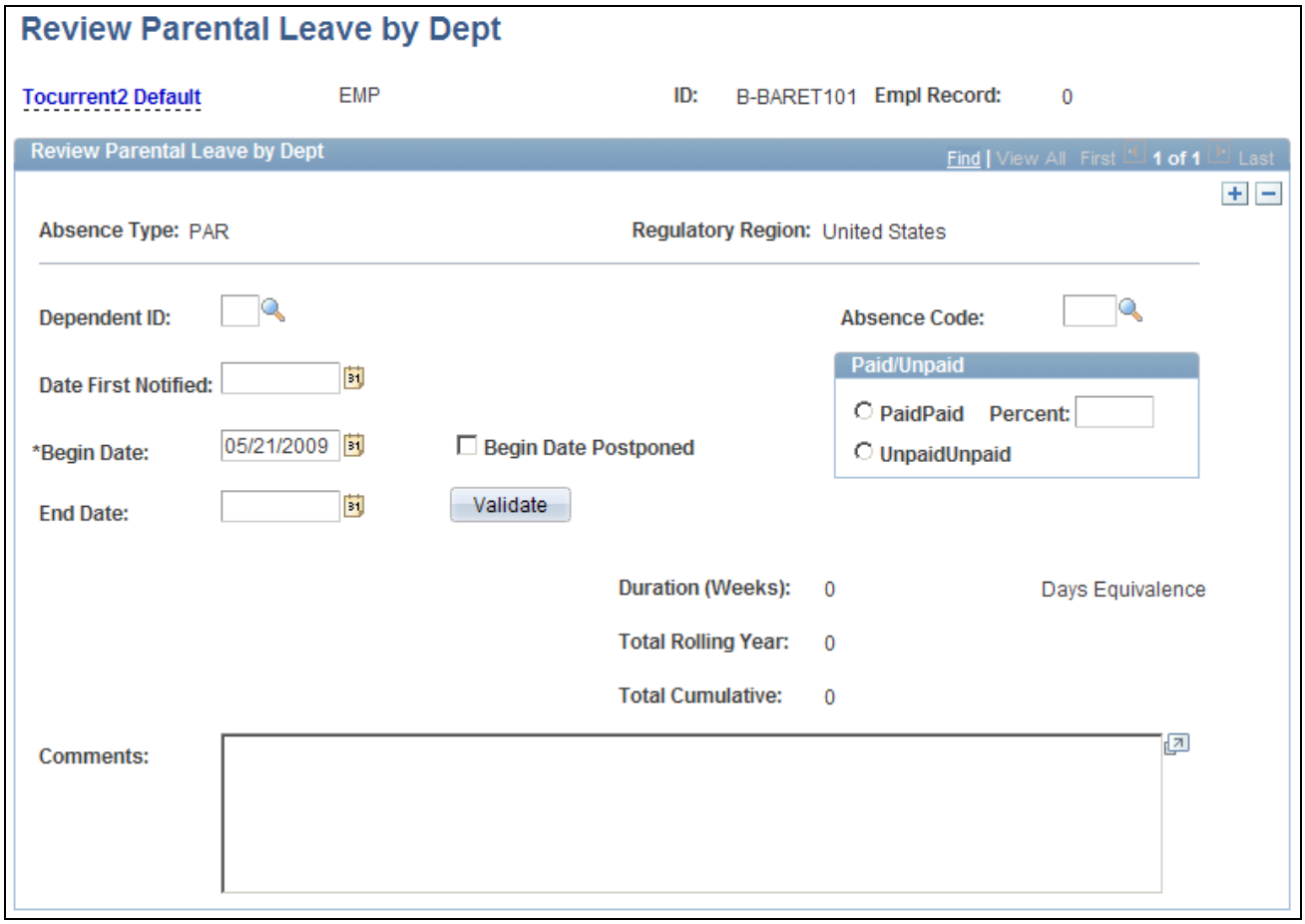

Review Parental Leave by Dept page

Dependent ID Select the dependent from the list that was created during dependent data setup. The system displays the dependent's name as an active link to the dependent's Details page.

Absence Code Select the absence code from the Absence Code table for the parental leave.

Date First Notified Enter the date that the person notified the organization of the need for this leave.

Begin Date Postponed Select if the leave is postponed after approval.

Paid or **Unpaid** Select either *Paid* or *Unpaid* for this leave. If *Paid* is selected, enter the percentage of normal pay that the person will receive.

Validate After entering all of the leave information, click the Validate button to verify the leave against the parameters of parental leave and to calculate the duration of the leave in weeks and in days.

Duration (Weeks) Displays the total number of weeks for this leave.

Total Rolling Year Displays the total number of parental leave weeks taken in the 12 month period that precedes the begin date of the leave.

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Total Cumulative Displays the total number of parental leave weeks taken during the person's present and past employment for each dependent.

Days Equivalence Convert the number of weeks into days.

See Also

Chapter 2, "Setting Up Absence Data," Setting Up Absence Classes, Types, Codes, and Parameters, page 4

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