

# Oracle PeopleSoft Absence Management

Every competitive organization needs a reliable absence management system to determine absence accruals, forecast eligibility for past, current, and future absence events, and properly determine payment of absences. Oracle's PeopleSoft Absence Management provides a superior ownership experience by delivering a highly configurable and integrated solution for all of your global absence management needs.

## A Single and Configurable Rules-Based Application

Oracle's PeopleSoft Absence Management is designed to allow organizations to plan and manage absence events within a single and configurable rules-based application. It provides ultimate flexibility when defining entitlement and eligibility rules around leave accruals and taking leave, whether those rules are mandated by legislation, unions, industry standards, or your organization's unique policies.

Absence Entitlements define how much time off an employee is allowed per absence type. They also specify the entitlement period, the calculation frequency, and any automatic adjustments to make to entitlement balances. The entitlement could be on a per absence instance basis or on a set frequency.

Absence Take elements define the rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before entitlement can be used. By linking Absence Takes to Entitlements, paid and unpaid time off can be calculated.

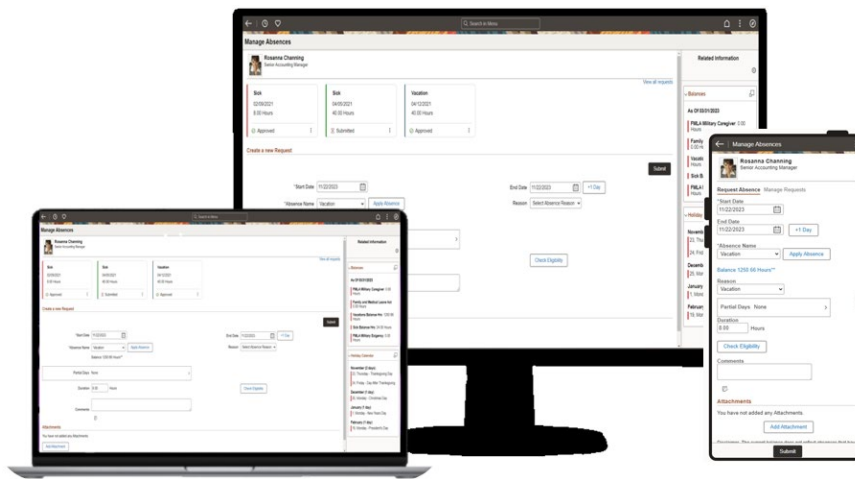
The configuration can be absence type based or based on a combination of absence type and country. These are just some of the configurations available to manage absences.

## Absence Self Service

The modern workforce uses their mobile devices as much as their desktop computers to perform daily work activities. Employees are always connected and expect their applications to be readily available on multiple devices at all times. PeopleSoft Absence Management allows employees and managers to enter, review and approve, and cancel absence requests from a phone, tablet or desktop computer.

## Key Features

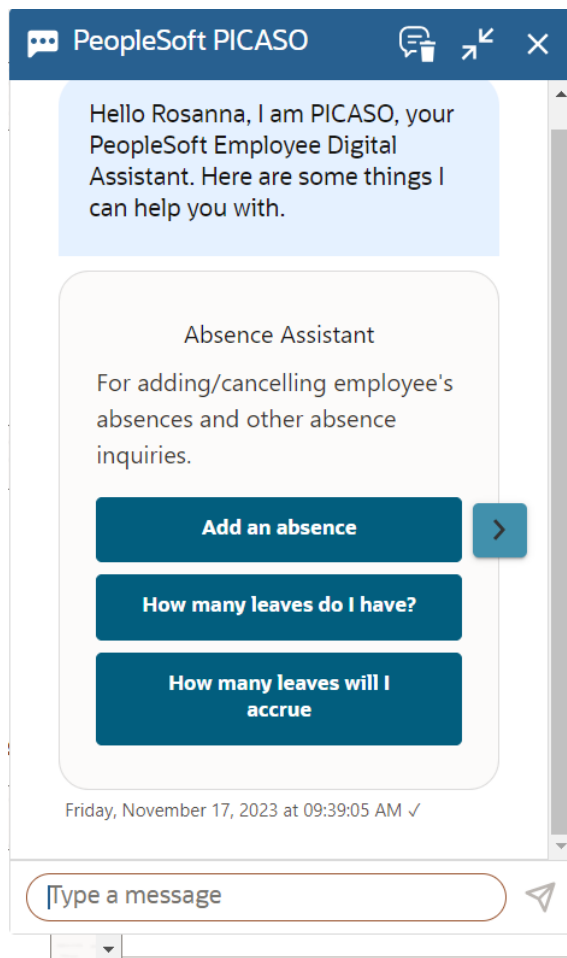
- Flexible, robust, and configurable
- Mobile self-service functionality for employee and manager transactions
- Robust and intuitive, actionable role-based analytics
- Seamless integration with PeopleSoft Time and Labor, Payroll for North America, and Global Payroll
- Configurable approval workflows with delegation capability
- Intuitive analytics for absence requests and processed absences
- Digital Assistant is available 24/7 to assist employees in requesting or cancelling absences and looking up balances



### Key Benefits

- State of the Art Rules Engine
- Mobile Capabilities
- Intuitive User Interface
- Delivered Analytics

PeopleSoft provides an Absence Management Digital Assistant that can be available 24/7 to aid employees in requesting an absence, viewing absence requests and balances, forecasting balances, and cancelling absence requests.



### Related Products

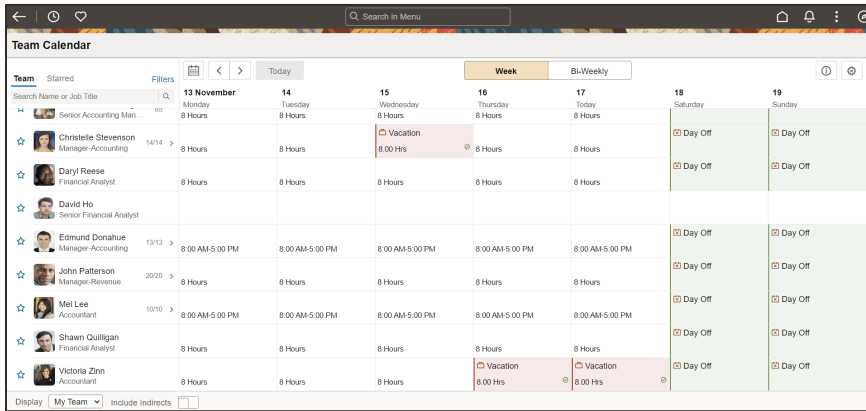
PeopleSoft Absence Management is a fully integrated solution that works seamlessly with other PeopleSoft products. For more information on related applications, refer to product datasheets on the following:

- Payroll for North America
- Global Payroll
- Time and Labor

Utilizing Oracle Digital Assistant employees are able to request a leave, view previous requests, and forecast future leave.

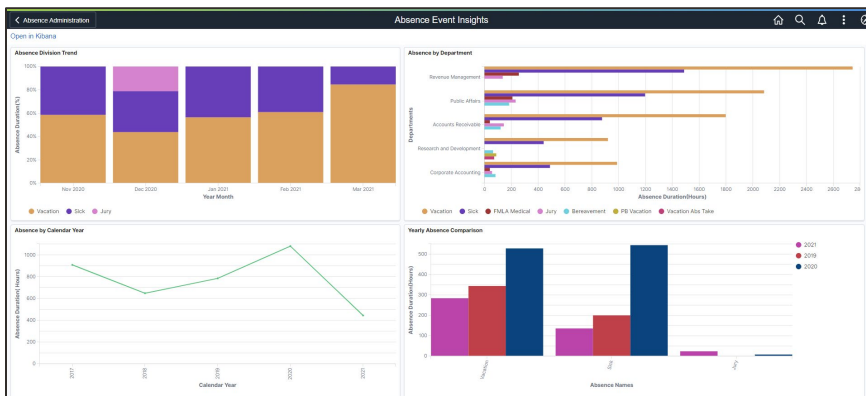
## Team and Peer Calendars

Absence requests can be viewed on the Team Calendar allowing managers to plan coverage in their areas of responsibility. The Peer Calendar can be used by employees to plan and request absences, allowing them to view the absences requested within their team. The amount of detail shown to peers can be controlled by an administrator.



## Absence Insights

PeopleSoft allows you to view absence event data and processed absences in modern, interactive visualizations. This enables your organization to monitor who is taking absences and when they are taking them, which allows for better planning of coverage and the costs associated with the absences. The visualizations are arranged into convenient dashboards that help managers and administrators better understand the data.



By having a single global instance for all absence related data, you can accurately analyze the impact of absences and identify absence trends in your organization.

## Extended Leave

The Extended Leave framework enables the administration of programs such as the Family and Medical Leave Act (FMLA) on a continuous and intermittent basis as well as tracking the use of paid time off (PTO) and sick leave to cover these absences.

## Leave Donations

Leave Donations functionality enables you to automate the administration of leave donation programs. Employees can donate leave, request to receive leave, return unused leave, or end their donations using self-service.

## Integrations

Absence Management fully integrates with other PeopleSoft modules. It can integrate directly to PeopleSoft Payroll for North America and PeopleSoft Global Payroll. PeopleSoft Absence Management also integrates to either of these modules through Time and Labor, where employees are able to see their absences on their timesheets before submitting their time.

Absence Management is also fully integrated with the Approval Workflow Engine (AWE), which allows your organization to configure approvals and delegations.

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