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# PeopleSoft HCM 9.2: Human Resources Monitor Absence

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PeopleSoft HCM 9.2: Human Resources Monitor Absence  
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# Contents

- Preface: Preface.....vii**
- Understanding the PeopleSoft Online Help and PeopleBooks..... vii
- PeopleSoft Hosted Online Help..... vii
- Locally Installed Help..... vii
- Downloadable PeopleBook PDF Files..... vii
- Common Help Documentation..... viii
- Field and Control Definitions..... viii
- Typographical Conventions..... viii
- ISO Country and Currency Codes..... ix
- Region and Industry Identifiers..... ix
- Translations and Embedded Help..... x
- Using and Managing the PeopleSoft Online Help..... x
- Related Links for PeopleSoft HCM..... x
- Contact Us..... x
- Follow Us..... xi
- Chapter 1: Getting Started with Monitor Absence.....13**
- HR Monitor Absence Overview..... 13
- HR Monitor Absence Business Processes..... 13
- HR Monitor Absence Integrations..... 14
- HR Monitor Absence Implementation..... 14
- Chapter 2: Setting Up Absence Data.....15**
- Understanding Absence Data..... 15
- Absence Tracking..... 15
- SetIDs and Regulatory Regions..... 15
- Setting Up Absence Classes, Types, Codes, and Parameters..... 16
- Pages Used to Set Up Absence Classes, Types, Codes, and Parameters..... 16
- Absence Class Table Page..... 16
- Absence Type Table Page..... 17
- Absence Codes Page..... 19
- Absence Parameters Page..... 20
- Setting Up and Assigning Work and Holiday Schedules..... 23
- Pages Used to Set Up and Assign Work and Holiday Schedules..... 23
- Understanding Work Templates..... 23
- Work Template Table Page..... 24
- Work Schedule Table Page..... 25
- Holiday Schedule Table Page..... 26
- Assign Work/Holiday Schedules Page..... 27
- Setting Up Vacation Benefit Plans..... 28
- Pages Used to Set Up Vacation Benefit Plans..... 29
- Setting Up Vacation Providers..... 29
- Benefit Plan Page..... 29
- Vacation Plan Table Page..... 31
- Benefit Program Table - Benefit Program Page..... 32
- Chapter 3: Tracking General Absences.....35**
- Common Elements Used in Tracking General Absences..... 35
- Tracking General Absence Data..... 35

Pages Used to Track General Absence Data.....	35
Absence Data Page.....	36
Absence Recurrence Page.....	39
Follow-up Action Page.....	39
Create/Update Absence - Comments Page.....	41
Setting Up Illness Monitoring (Poorwachter) for the Netherlands.....	43
Pages Used to Set Up Illness Monitoring.....	43
Follow-up Action Item NLD Page.....	43
Follow-up Action List NLD Page.....	45
Absence Type Table Page.....	46
Absence Takes NLD Page.....	46
Follow-up Participants NLD Page.....	47
Create Follow-up Actions Page.....	48
Monitor Follow-up Actions Page.....	49
Action Item Details Page.....	50
Reviewing Absence Summaries.....	52
Pages Used to Review Absence Summaries.....	52
Understanding Absence Indicators.....	52
Review Absence Calendar Page.....	53
Running Absence Reports.....	54
Pages Used to Run Absence Reports.....	54
Bradford Score GBR Page.....	54
<b>Chapter 4: Tracking Vacations.....</b>	<b>57</b>
Managing Vacation Accruals.....	57
Pages Used to Manage Vacation Accruals.....	57
Vacation Plan Page.....	57
Accrue Vacation Page.....	58
Managing Vacation Absences.....	59
Pages Used to Manage Vacation Absences.....	59
Request/Approve Vacation Page.....	59
Vacation Approval Page.....	61
Capture Vacation Absence Page.....	61
<b>Chapter 5: (NLD) Managing Dutch Illness Reporting.....</b>	<b>63</b>
Understanding Dutch Illness Reporting.....	63
Understanding the Create Statistics Process.....	64
Understanding the Illness Registration Reports.....	66
Understanding Long-Term Illness Reporting.....	68
Prerequisites.....	68
Common Elements Used in Dutch Illness Reporting.....	68
Setting Up Dutch Long-Term Illness Reporting.....	69
Pages Use to Set Up Dutch Long-Term Illness Reporting.....	69
Follow-up Action Item NLD Page.....	70
Follow-up Action List NLD Page.....	70
Follow-up Participants NLD Page.....	70
Generating Dutch Illness Reports.....	70
Pages Used to Generate Dutch Illness Reports.....	70
Export Company Data Page.....	71
Employee Illness Notification Page.....	72
Illness Notifications by Group Page.....	73
Create Illness Statistics NLD Page.....	74
Illness Registration NLD Page.....	75

**Chapter 6: (GBR) Tracking Maternity and Parental Leave..... 79**

- Tracking Maternity Absence Data..... 79
  - Pages Used to Track Maternity Absence Data..... 79
  - Maternity Leave Page..... 79
- (GBR) Tracking Parental Leave Absence Data..... 82
  - Page Used to Track Parental Leave Absence Data..... 82
  - Review Parental Leave by Dept Page..... 82
- (GBR) Tracking Shared Parental Leaves..... 84
  - Pages Used to Track Shared Parental Leave..... 84
  - Maintain Shared Parental Leave Page..... 84



# Preface

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## Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft Applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

### PeopleSoft Hosted Online Help

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Online Help website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted online help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Online Help website is available in English only.

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**Note:** Only the most current release of hosted online help is updated regularly. After a new release is posted, previous releases remain available but are no longer updated.

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### Locally Installed Help

If you are setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the Hosted Online Help website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Elasticsearch for full-text searching. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Elasticsearch, see the documentation for your chosen search engine.

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**Note:** See [Oracle Support Document 2205540.2 \(PeopleTools Elasticsearch Home Page\)](#) for more information on using Elasticsearch with PeopleSoft.

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**Note:** Before users can access the search engine on a locally installed help website, you must enable the Search field. For instructions, go to your locally installed PeopleSoft Online Help site and select About This Help >Managing Locally Installed PeopleSoft Online Help >Enabling the Search Button and Field in the Contents sidebar.

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### Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has

a different structure and it does not include the interactive navigation features that are available in the online help.

## Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals
- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft Applications.

## Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

## Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

<b><i>Typographical Convention</i></b>	<b><i>Description</i></b>
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For Alt+W, hold down the Alt key while you press the W key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ( ).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.



<b>Typographical Convention</b>	<b>Description</b>
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.  Ampersands also precede all PeopleCode variables.
=>	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

## ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY\_CD\_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY\_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

## Region and Industry Identifiers

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

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

### Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

## Industry Identifiers

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

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

## Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

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## Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
- PeopleSoft Online Help accessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

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## Related Links for PeopleSoft HCM

[PeopleSoft Information Portal](#)

[My Oracle Support](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

[PeopleSoft Business Process Maps \(Microsoft Visio format\)](#)

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## Contact Us

Send your suggestions to [PSOFT-INFODEV\\_US@ORACLE.COM](mailto:PSOFT-INFODEV_US@ORACLE.COM). Please include release numbers for the PeopleTools and applications that you are using.

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## Chapter 1

# Getting Started with Monitor Absence

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## HR 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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## HR 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.

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## HR Monitor Absence Integrations

Monitor Absence integrates with these applications:

- All PeopleSoft HCM applications.
- Other PeopleSoft applications.
- Other third-party applications.

We discuss integration considerations in the implementation topics in this product documentation.

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## HR 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.

Refer to the *PeopleSoft HCM 9.2 - Reorganization of Component Interface Permissions* (Doc ID [2342162.1](#)) MOS posting for a list of system-delivered CIs and their usage, the mapping of CIs and associated permission lists, and the mapping of CI permission lists and user roles.

See Also *PeopleTools: PeopleSoft Setup Manager* and *PeopleTools: PeopleSoft Component Interfaces*

### Related Links

Application Fundamentals

## Chapter 2

# Setting Up Absence Data

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## 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.

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

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## 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.

Because each country monitors different types of absences, use regulatory regions to process all absences within the PeopleSoft HR 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.

### Related Links

"Understanding Regulatory Regions" (PeopleSoft HCM 9.2: Application Fundamentals)

"Understanding PeopleSoft HCM System Data Regulation" (PeopleSoft HCM 9.2: Application Fundamentals)

## 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.

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

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Absence Class Table Page</u>	ABS_CLASS_TABLE	Define absence classes for regulatory regions.
<u>Absence Type Table Page</u>	ABS_TYPE_TABLE	Define the types of absences that a person takes.
<u>Absence Codes Page</u>	ABS_CODE_TABLE	Define absence codes for absence types.
<u>Absence Parameters Page</u>	ABS_PARAMETERS	Define the parameters for tracking a person's absence. Use these parameters on the absence calendar.

### Absence Class Table Page

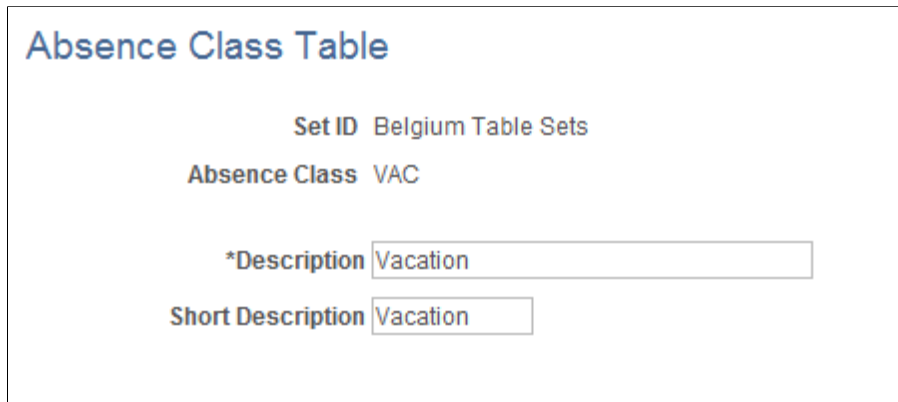
Use the Absence Class Table page (ABS\_CLASS\_TABLE) to define absence classes for regulatory regions.

#### Navigation

Set Up HCM > Product Related > Workforce Administration > Absence > Absence Class Table > Absence Class Table

#### Image: Absence Class Table page

This example illustrates the fields and controls on the Absence Class Table page. You can find definitions for the fields and controls later on this page.



**Absence Class**

Displays the Absence Class you selected from the Search Dialogue.



## Absence Type Table Page

Use the Absence Type Table page (ABS\_TYPE\_TABLE) to define the types of absences that a person takes.

### Navigation

Set Up HCM > Product Related > Workforce Administration > Absence > Absence Type Table > Absence Type Table

### Image: Absence Type Table page

This example illustrates the fields and controls on the Absence Type Table page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Absence Type Table' configuration page. At the top, there are tabs for 'Absence Type Table' and 'Absence Codes'. The main content area is divided into several sections:

- Set ID:** Belgium Table Sets
- Absence Type:** 001
- \*Description:** Vacation
- Short Description:** Vacation
- Absence Class:** Vacation
- Paid/Unpaid:** Not Applicable
- Absence Tracking Options:**
  - Entry Page:** Vacation
  - Track Maternity Dates
  - Track Incident Number
  - Image Name:** PS\_VACATION\_ICN
- Supporting Documentation:**
  - Certificate Required After  Days
- Belgium:**
  - Mandatory Replacement
  - Prolongation Probation
  - Prolongation Protection
  - Prolongation Notification
  - Number of Months:** 2
- Netherlands:** (Section header visible)
- Action List:**

### Absence Type

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

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**Note:** Customers using Global Payroll and/or Absence Management must associate the relevant Absence Take to the Absence Type in order to trigger the same functionality.

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### 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.

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**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.

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**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.

**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.

**Related Links**

- [Managing Vacation Accruals](#)
- [Review Absence Calendar Page](#)
- "Understanding PeopleSoft HCM System Data Regulation" (PeopleSoft HCM 9.2: Application Fundamentals)
- [Tracking Maternity Absence Data](#)

**Absence Codes Page**

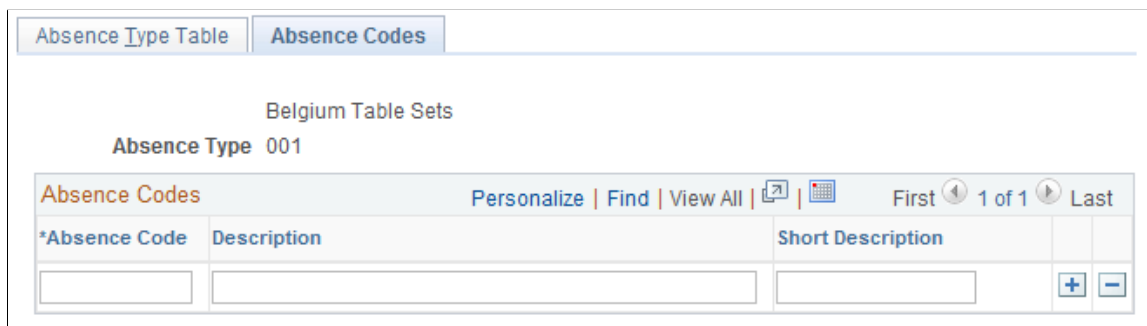
Use the Absence Codes page (ABS\_CODE\_TABLE) to define absence codes for absence types.

**Navigation**

Set Up HCM > Product Related > Workforce Administration > Absence > Absence Type Table > Absence Codes

**Image: Absence Codes page**

This example illustrates the fields and controls on the Absence Codes page. You can find definitions for the fields and controls later on this 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.

## Absence Parameters Page

Use the Absence Parameters page (ABS\_PARAMETERS) to define the parameters for tracking a person's absence.

Use these parameters on the absence calendar.

### Navigation

Set Up HCM > Product Related > Workforce Administration > Absence > Absence Parameters

### Image: Absence Parameters page (1 of 3)

This example illustrates the fields and controls on the Absence Parameters page (1 of 3). You can find definitions for the fields and controls later on this page.

**Absence Parameters**

**Absence Calendar Options**

Multiple Absence Indicator  Continuing Absence Indicator

United Kingdom

**SMP Parameters**

**Notification**  
Employee should give 28 days notification of Start Date.

**Qualifying Rules**  
The Qualifying Week (QW) is 15 weeks before the EWC.  
Employee must be continuously employed for at least 26 weeks.  
The period of continuous employment must continue into the QW.

**Ordinary Maternity Leave**  
SMP is payable for 26 weeks.  
Maternity leave may start 11 weeks before the EWC.  
The ordinary maternity leave period is 26 weeks.

**Additional Maternity Leave**  
The additional leave period is 52 weeks.  
Employees require 26 week(s) service by 15 week(s) before the EWC.  
\*Extended Eligibility Start Def

**Image: Absence Parameters page (2 of 3)**

This example illustrates the fields and controls on the Absence Parameters page (2 of 3). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Parental Leave Parameters' configuration page. It is divided into four main sections:

- Notification:** A text field containing 'Employee should give 21 day(s) notification prior to leave period.' An 'OK' button is located to the right.
- Qualifying Rules:** A text field containing 'Employee must be continuously employed for at least 52 week(s).' A 'Cancel' button is located to the right.
- Basic Parental Leave:** A text area containing three lines of text: 'Employee is eligible for Parental Leave for dependent up to 5 years(s) of age.', 'Employee is entitled to a maximum of 13 week(s) cumulative Parental Leave.', and 'Employee is entitled to a maximum of 4 week(s) Parental Leave in a rolling year. Leave must be taken in blocks of 1 week(s) minimum.' An 'Update' button is located to the right.
- Parental Leave Special Case:** A text area containing three lines of text: 'Employee is eligible for Parental Leave for disabled dependent up to 18 year(s).', 'For adopted children, the eligibility period is for 5 year(s) from adoption, unless the child reaches 18 first.', and 'For disabled dependents, leave can be taken in blocks of 1 day(s).' No button is visible to the right of this section.

**Image: Absence Parameters page (3 of 3)**

This example illustrates the fields and controls on the Absence Parameters page (3 of 3). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Absence Parameters' configuration page for the Netherlands. It features two main columns of settings:

- Category/Type:** A list of eight illness length categories. Each row includes a label (e.g., '\*Illness Length Category 1/Type'), a numeric input field (e.g., '1'), and a dropdown menu (e.g., 'Short').
- Age Categories:** A list of eight age categories. Each row includes a label (e.g., '\*Age Category 1') and a numeric input field (e.g., '10').

Below these columns are three dropdown menus for illness types: '\*Long-term Illness' (set to 'Included'), '\*Partial Illness' (set to 'Included'), and '\*Maternity Illness' (set to 'Included').

At the bottom, there is an 'Exclude Employee Classes' section with a dropdown menu, a 'Find | View All' search bar, and pagination controls showing 'First 1 of 1 Last' with '+' and '-' buttons.

**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.

**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 HR 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.

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.

### Pages Used to Set Up and Assign Work and Holiday Schedules

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Work Template Table Page</u>	ABSW_TMPL_TABLE	Define work templates. The templates describe unique work patterns for your workforce.
<u>Work Schedule Table Page</u>	ABSW_SCHD_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.
<u>Holiday Schedule Table Page</u>	ABS_HOL_SCHD_TABLE	Set up all holiday dates for the regulatory regions.
<u>Assign Work/Holiday Schedules Page</u>	ABSW_SCHEDULE	Assign work and holiday schedules to individuals. Update schedule assignments.

### 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:

<i>Day Number</i>	<i>Start Time</i>	<i>End Time</i>
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

### Work Template Table Page

Use the Work Template Table page (ABSW\_TMPL\_TABLE) to define work templates.

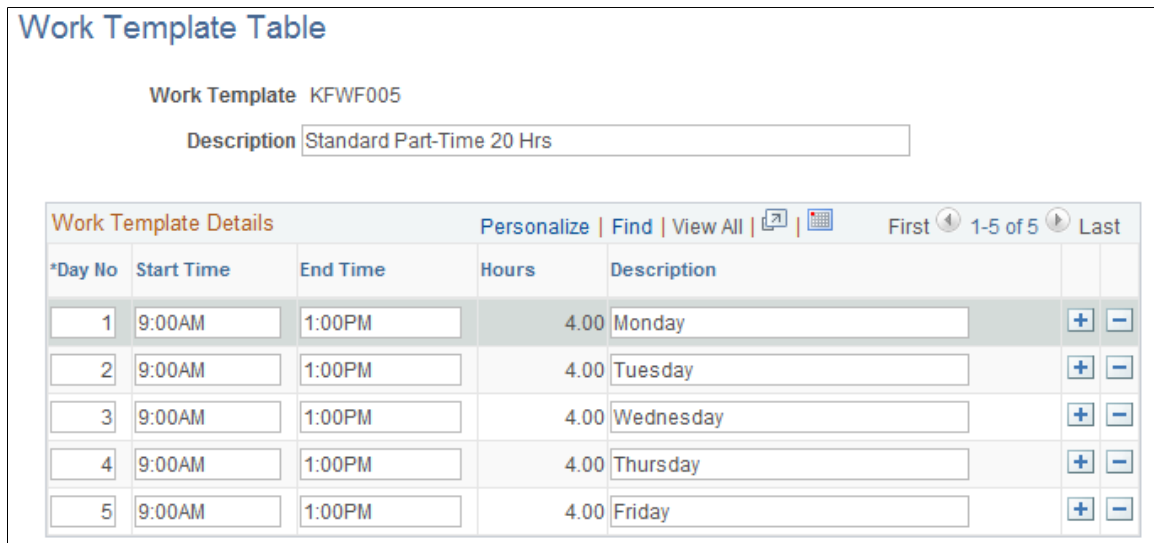
The templates describe unique work patterns for your workforce.

#### Navigation

Set Up HCM > Product Related > Workforce Administration > Absence > Work Template Table > Work Template Table

#### Image: Work Template Table page

This example illustrates the fields and controls on the Work Template Table page. You can find definitions for the fields and controls later on this 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.

## Work Schedule Table Page

Use the Work Schedule Table page (ABSW\_SCHD\_TABLE) to create schedules that match the requirements of your personnel and their respective functions.

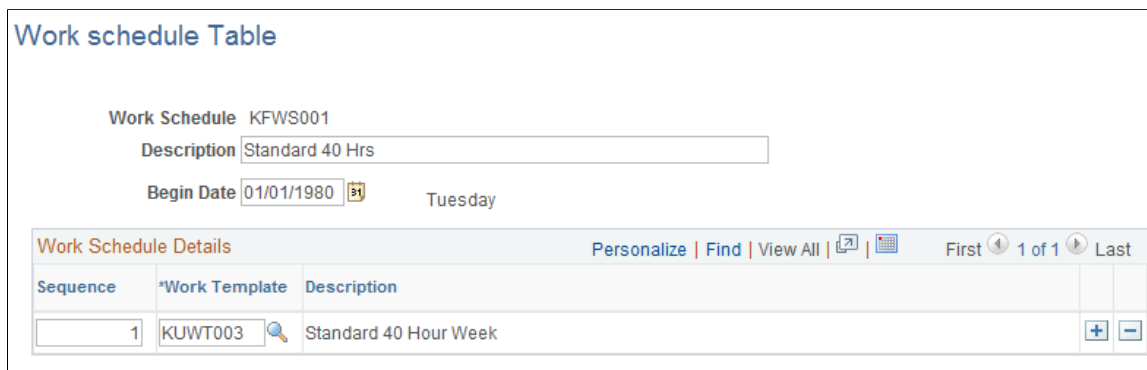
Schedules represent a cyclical work or nonwork pattern made up of templates.

### Navigation

Set Up HCM > Product Related > Workforce Administration > Absence > Work schedule Table > Work schedule Table

### Image: Work schedule Table page

This example illustrates the fields and controls on the Work schedule Table page. You can find definitions for the fields and controls later on this 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.

---

## Work Schedule Details

**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:

<b>Sequence</b>	<b>Work Template</b>	<b>Description</b>
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.
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.

## Related Links

[Work Template Table Page](#)

## Holiday Schedule Table Page

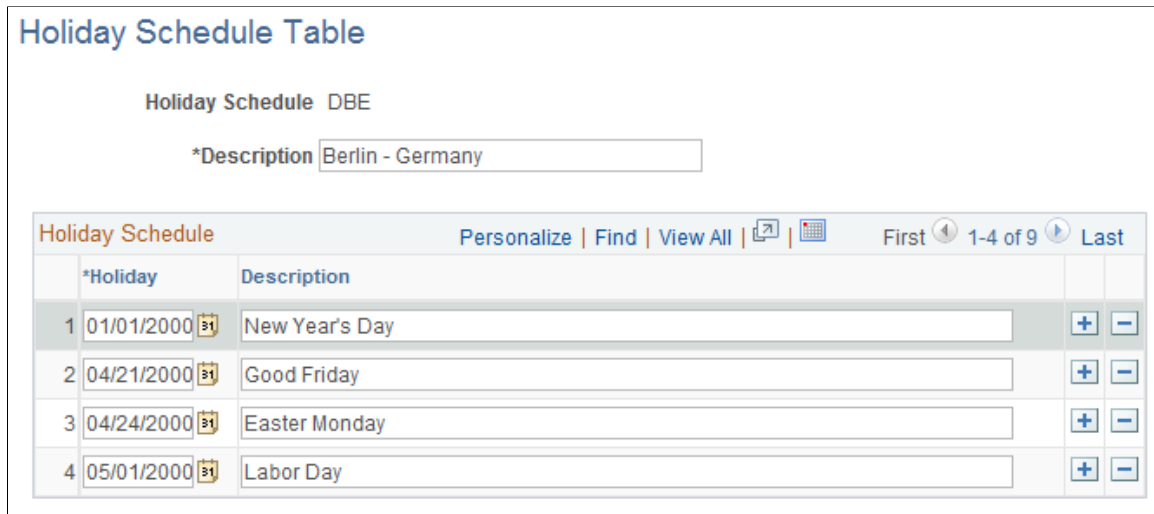
Use the Holiday Schedule Table page (ABS\_HOL\_SCHD\_TABLE) to set up all holiday dates for the regulatory regions.

## Navigation

Set Up HCM > Product Related > Workforce Administration > Absence > Holiday Schedule Table > Holiday Schedule Table

**Image: Holiday Schedule Table page**

This example illustrates the fields and controls on the Holiday Schedule Table page. You can find definitions for the fields and controls later on this 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.

**Related Links**

"Setting Up Holiday Schedules" (PeopleSoft HCM 9.2: Application Fundamentals)

**Assign Work/Holiday Schedules Page**

Use the Assign Work/Holiday Schedules page (ABSW\_SCHEDULE) to assign work and holiday schedules to individuals.

Update schedule assignments.

**Navigation**

Workforce Administration > Absence and Vacation > Track Absence History > Assign Work/Holiday Schedules > Assign Work/Holiday Schedules

**Image: Assign Work/Holiday Schedules page**

This example illustrates the fields and controls on the Assign Work/Holiday Schedules page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Assign Work/Holiday Schedules' page for employee Louis Ledoux. At the top, the employee's name 'Louis Ledoux' is displayed, along with 'Employee', 'Empl ID KF0017', and 'Empl Record 0'. Below this is a section titled 'Work Schedule Data' with a search bar and navigation controls ('Find | View All', 'First 1 of 1 Last'). The main form contains four fields: 'Begin Date' with the value '01/01/1980', 'End Date' (empty), '\*Work Schedule' with the value 'KFWS002' and a dropdown menu showing 'Standard 39 Hrs Schedule', and 'Holiday Schedule' with the value 'KF01' and a dropdown menu showing 'French Holiday Schedule'.

**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.

---

## 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.

## Pages Used to Set Up Vacation Benefit Plans

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Benefit Plan Page</u>	BENEFIT_PLAN_TABLE	Define the basic criteria for vacation benefits.  Define all benefit plans.
<u>Vacation Plan Table Page</u>	ABSV_PLAN_TABLE	Define the entitlement rules for accruing vacation leave time for each vacation benefit plan.
<u>Benefit Program Table - Benefit Program Page</u>	BEN_PROG_DEFN1	Add vacation plans to benefit programs.

## Setting Up Vacation Providers

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

### Benefit Plan Page

Use the Benefit Plan page (BENEFIT\_PLAN\_TABLE) to define the basic criteria for vacation benefits.

#### Navigation

- Workforce Administration > Absence and Vacation > Define Absence/Work Schedules > Benefit Plan > Benefit Plan
- Set Up HCM > Product Related > Base Benefits > Plans and Providers > Benefit Plan Table > Benefit Plan Table

**Image: Benefit Plan page**

This example illustrates the fields and controls on the Benefit Plan page. You can find definitions for the fields and controls later on this 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 and are documented in the "Benefit Plan Table Page" (PeopleSoft HCM 9.2: Human Resources Manage Base Benefits) topic. The Benefit Plan Table page and Benefit Plan page are identical.

**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 HR 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.

**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 "Entering Vendor Information" (PeopleSoft HCM 9.2: Application Fundamentals).

**Related Links**

"Understanding Benefit Programs" (PeopleSoft HCM 9.2 Benefits Administration)

**Vacation Plan Table Page**

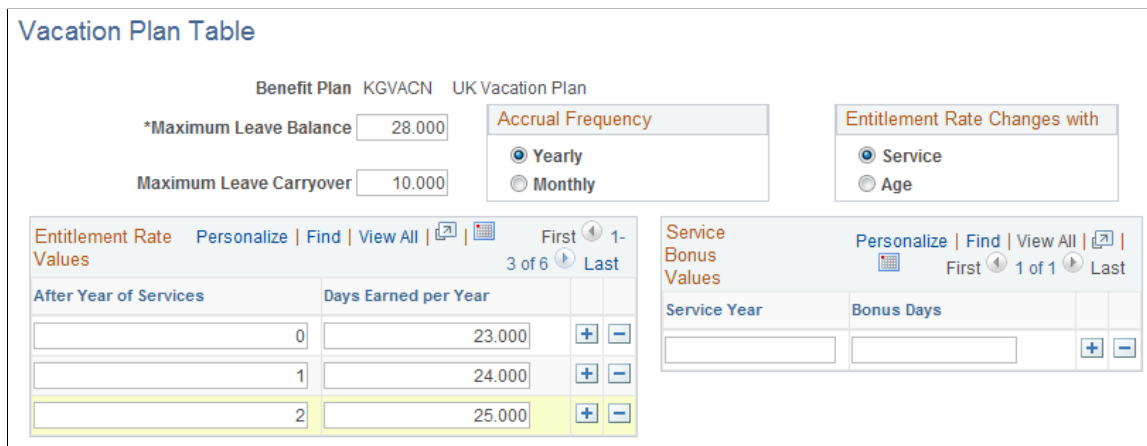
Use the Vacation Plan Table page (ABSV\_PLAN\_TABLE) to define the entitlement rules for accruing vacation leave time for each vacation benefit plan.

**Navigation**

Set Up HCM > Product Related > Workforce Administration > Absence > Vacation Plan Table > Vacation Plan Table

**Image: Vacation Plan Table page**

This example illustrates the fields and controls on the Vacation Plan Table page. You can find definitions for the fields and controls later on this 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.
- 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.

**Benefit Program Table - Benefit Program Page**

Use the Benefit Program Table - Benefit Program page (BEN\_PROG\_DEFN1) to add vacation plans to benefit programs.

**Navigation**

- Set Up HCM >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

**Image: Benefit Program Table - Benefit Program page**

This example illustrates the fields and controls on the Benefit Program Table - Benefit Program page. You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Benefit Program Table - Benefit Program page' for 'Benefit Program B01'. The page is organized into several sections:

- Header:** Includes tabs for 'Benefit Program', 'Plan Type and Option', and 'Cost'. Below the tabs, the 'Benefit Program' is identified as 'B01'. The 'Effective Date' is '01/01/2000', and the 'Status as of Effective Date' is 'Active'. The '\*Description' is 'Benefits Full Time Program' and the 'Short Description' is 'Ben FT'. The 'Program Type' is 'Automated' and the 'Currency Code' is 'USD'.
- COBRA Section:** Contains fields for 'COBRA Surcharge %', 'COBRA Disabled Surcharge %', and 'COBRA Contact ID'.
- FSA Section:** Contains fields for 'Flexible Spending Acct Run ID' and 'FSA Maximum Annual Pledge' (set to 7000.00).
- FMLA Section:** Contains fields for 'FMLA Plan ID' (set to KUB) and 'Roll-Bkwd'.
- Benefits Administration Section:** Contains the 'Apply Excess Credits to' field, set to 'Cash'.
- Self-Service Configuration Section:** Includes checkboxes for 'Show Credits on Enrollmnt Form' (checked), 'Include Can Sales Tax on Form', 'Show Employer Costs on Form', and 'Alert to Tax Impacts on Form'. It also features a 'Cost Freq on Enrollment Form' dropdown menu set to 'Deduction Frequency' and a 'Handbook URL ID' field.



---

**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.

### **Related Links**

"Understanding Benefit Programs" (PeopleSoft HCM 9.2 Benefits Administration)



## Chapter 3

# Tracking General Absences

---

## Common Elements Used in Tracking General Absences

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

---

## Tracking General Absence Data

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.

---

## Pages Used to Track General Absence Data

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Absence Data Page</u>	ABSENCE_HISTORY	Enter absence data details. For a vacation absence, use the Request/Approve Vacation page instead.
Maternity Dates Page	ABS_HIST_MAT_SEC	Enter the expected and actual dates that the baby is born for a person with a <i>Maternity</i> absence type.
<u>Absence Recurrence Page</u>	ABS_RECUR_SEC	Track absence recurrence (for regulations in Belgium and The Netherlands).
<u>Follow-up Action Page</u>	ABSENCE_HISTORY2	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.

Page Name	Definition Name	Usage
Create/Update Absence - Comments Page	ABSENCE_HISTORY3	Record comments about the person's absence.
Monitor Follow-up Actions Page	HR_EMPL_ACTN_NLD	Maintain the follow-up actions by employee.
Action Item Details Page	HR_ACTN_IT_NLD_SEC	Upload and download attachments, notes, or provide a URL to an internal or external website.
Create Follow-up Actions Page	HR_ACTN_NOTIF_NLD	Create and update the follow-up lists per absence case. This process can be ran adhoc, but can be scheduled as a nightly batch.

## Absence Data Page

Use the Absence Data page (ABSENCE\_HISTORY) to enter absence data details.

For a vacation absence, use the Request/Approve Vacation page instead.

### Navigation

Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence > Absence Data

### Image: Absence Data page (1 of 2)

This example illustrates the fields and controls on the Absence Data page (1 of 2). You can find definitions for the fields and controls later on this page.

The screenshot displays the 'Absence Data' page for employee Kees den Bakker (Empl ID KN0003). The page is divided into several sections:

- Employee Information:** Kees den Bakker, Employee, Empl ID KN0003, Empl Record 0.
- Absence Data Section:**
  - \* Start Date: 04/02/1999
  - Return Dt/Tm: 12/01/1999
  - Duration (Days): [ ]
  - Duration (Hours): [ ]
  - Cumulative Days: 243.000
  - \* Absence Type: 501 (Sickness)
  - Absence Code: [ ]
  - Reason: [ ]
  - Regulatory Region: Netherlands
  - Date Approved: [ ]
  - Notification Date: [ ]
  - By Whom: [ ]
  - Time First Notified: [ ]
  - End Date: [ ]
- Controls:**
  - Approved
  - Mandatory Replace
  - Belgium (dropdown menu)
- Footer:** Absence Recurrence, Original Start Date, Absence Type.

**Image: Absence Data page (2 of 2)**

This example illustrates the fields and controls on the Absence Data page (2 of 2). You can find definitions for the fields and controls later on this page.

The screenshot shows a web form for entering absence data. It is organized into sections for different countries: Germany, Italy, and Netherlands. Each country section has fields for Start Date and End Date. The Italy section includes a 'Fiscal Visit' checkbox, a 'Result Visit' dropdown menu, and a 'Fiscal Days Abs' input field. The Netherlands section has 'Begin Notification Date' (04/03/1999) and 'End Notification Date' (12/02/1999). Below these are sections for 'Absence Recurrence' (Original Start Date, Absence Type), 'Disability', and 'WAO/WIA Data'. At the bottom, there are search controls: 'Find | View All', 'First 1 of 1 Last', and a 'WAO/IVA/WGA Class' dropdown menu with '+' and '-' buttons.

**Start Date and Start Time**

Enter the beginning date and time of the absence.

**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.

**(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.

**Related Links**

[Request/Approve Vacation Page](#)

[Understanding Absence Data](#)

"Tracking Disabilities" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

## Understanding Dutch Illness Reporting

### Absence Recurrence Page

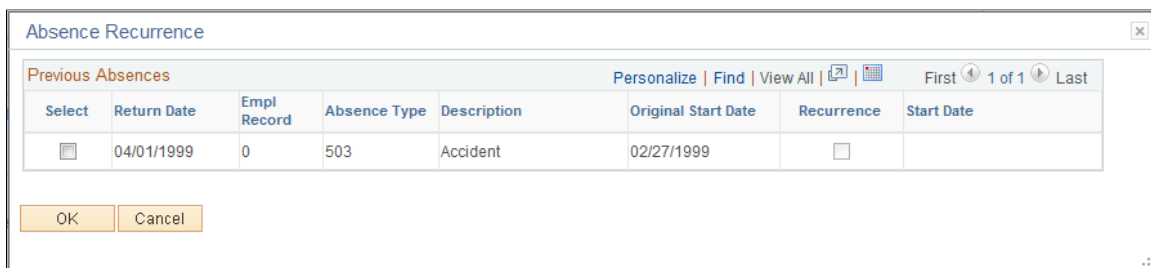
Use the Absence Recurrence page (ABS\_RECUR\_SEC) to track absence recurrence (for regulations in Belgium and The Netherlands).

#### Navigation

Click the Absence Recurrence link on the Absence Data page under the appropriate country flag.

#### Image: Absence Recurrence page

This example illustrates the fields and controls on the Absence Recurrence page. You can find definitions for the fields and controls later on this 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.

### Follow-up Action Page

Use the Follow-up Action page (ABSENCE\_HISTORY2) to 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.

#### Navigation

Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence > Follow-up Action

**Image: Follow-up Action page**

This example illustrates the fields and controls on the Follow-up Action page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Follow-up Action' tab for employee Kees den Bakker (Empl ID KN0003). The 'Absence Data' section includes: Begin Date (04/02/1999), Return Dt/Tm (12/01/1999), \*Absence Type (Sickness), and Absence Code. There are five checkboxes: Doctor Consulted, Work Injury Related, Refer to Occ Health Auth, Counseling, and Disciplinary. To the right are input fields for Consultation Date and Incident Number. The 'Certificate Details' section includes a Type dropdown, \*Valid From input, Received input with +/- buttons, and Valid To input. Navigation links like 'Find', 'View All', 'First', 'Last', and '1 of 2' are visible.

**Doctor Consulted**

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

**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 HR: 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.

### Related Links

[Understanding Absence Data](#)

## Create/Update Absence - Comments Page

Use the Create/Update Absence - Comments page (ABSENCE\_HISTORY3) to record comments about the person's absence.

### Navigation

Workforce Administration > Absence and Vacation > Track Absence History > Create/Update Absence > Comments

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

This example illustrates the fields and controls on the Create/Update Absence - Comments page (1 of 2). You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Comments' tab of the 'Create/Update Absence' page for employee Kees den Bakker (Empl ID KN0003). The page is divided into two main sections: 'Absence Data' and 'Comments'.

**Absence Data Section:**

- Start Date: 04/02/1999
- Return Dt/Tm: 12/01/1999
- Absence Type: Sickness
- Absence Code: (empty)
- Start Time: (empty)
- End Time: (empty)

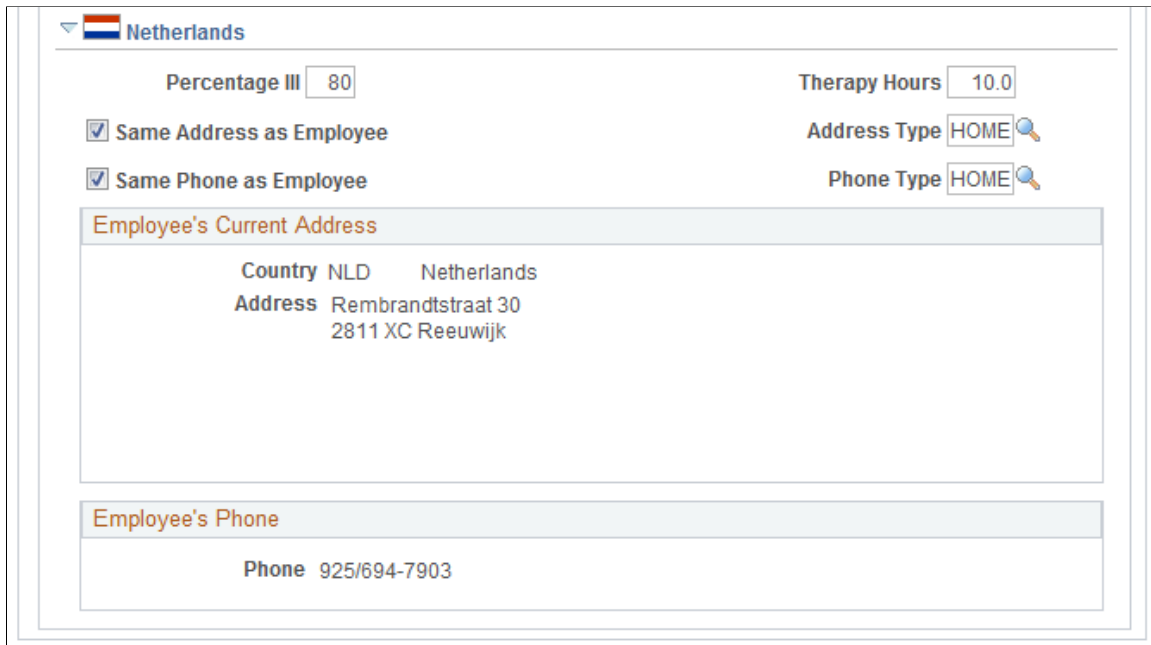
**Comments Section:**

- \*Comment Date: 04/02/1999
- Comment: Due to the accident injury from the last period; the employee is now partially (80%) back to work.

The interface includes navigation controls such as 'Find', 'First', '1 of 2', and 'Last' for the Absence Data section, and 'Find | View All', 'First', '1 of 1', and 'Last' for the Comments section. There are also '+' and '-' buttons for adding and removing comments.

**Image: Create/Update Absence - Comments page (2 of 2)**

This example illustrates the fields and controls on the Create/Update Absence - Comments page (2 of 2). You can find definitions for the fields and controls later on this page.



The screenshot shows a web form for the Netherlands. At the top left is the Dutch flag and the text "Netherlands". Below this are several input fields and checkboxes:

- Percentage Ill**: A text input field containing the value "80".
- Therapy Hours**: A text input field containing the value "10.0".
- Same Address as Employee**: A checked checkbox.
- Same Phone as Employee**: A checked checkbox.
- Address Type**: A dropdown menu with "HOME" selected and a magnifying glass icon.
- Phone Type**: A dropdown menu with "HOME" selected and a magnifying glass icon.

Below these fields are two summary boxes:

- Employee's Current Address**: A box containing "Country NLD Netherlands" and "Address Rembrandtstraat 30 2811 XC Reeuwijk".
- Employee's Phone**: A box containing "Phone 925/694-7903".

**(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.

**Related Links**

[Understanding Dutch Illness Reporting](#)

## Setting Up Illness Monitoring (Poortwachter) for the Netherlands

These topics provide an overview of the tracking and monitoring of follow-up actions in case of long-term illnesses.

The setup is based on the current action list for the Dutch act Law Poortwachter, but can potentially be used for any kind of absence.

### Pages Used to Set Up Illness Monitoring

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Follow-up Action Item NLD Page</u>	HR_ACTN_ITEM_NLD	Pre-populate setup with follow-up actions specific to the Dutch law Wet Poortwachter.
<u>Follow-up Action List NLD Page</u>	HR_ACTN_LIST_NLD	Pre-populate setup for workflow notifications.
<u>Absence Type Table Page</u>	ABS_TYPE_TABLE	Define the types of absences that a person takes.
<u>Absence Takes NLD Page</u>	GPNL_ABS_TAKE	Define whether the employer or the employee makes the claim to the Social Security agency for the costs of a leave.
<u>Follow-up Participants NLD Page</u>	HR_COMP_RLLIST_NLD	Determine which users are associated to each role by company.
<u>Create Follow-up Actions Page</u>	HR_ACTN_NOTIF_NLD	Create and update the follow-up lists per absence case. This process can be run adhoc or scheduled as a nightly batch.
<u>Monitor Follow-up Actions Page</u>	HR_EMPL_ACTN_NLD	Maintain and monitor follow up actions based on the absence duration.
<u>Action Item Details Page</u>	HR_ACTN_IT_NLD_SEC	Upload and download attachments, notes, or provide a URL to an internal or external website.

### Follow-up Action Item NLD Page

Use the Follow-up Action Item NLD page (HR\_ACTN\_ITEM\_NLD) to pre-populate setup with follow-up actions specific to the Dutch law Wet Poortwachter.

#### Navigation

Set Up HCM >Product Related >Workforce Administration >Absence >Follow-up Action Item NLD >Follow-up Action Item NLD

## Image: Follow-up Action Item NLD page

This example illustrates the fields and controls on the Follow-up Action Item NLD page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Follow-up Action Item NLD' page. At the top, it displays 'Follow-up Action NL0002'. Below this is the 'Action List Item' section, which includes several fields:
 

- \*Effective Date: 01/01/1900
- \*Status: Active
- \*Description: Create Re-integration File
- Short Description: File
- \*Absence Duration: 4
- \*Period: Week
- Notification Days: 7
- Comments: For employees sick for more than 4 weeks, a re-integration file needs to be tracked.

 At the bottom, there is a 'Participants' table with the following data:
 

*Participant	*Notification Channel	*Template Name	Details
Case Manager	Worklist	HR_ACTION_LIST_NLD	Details

### Absence Duration

Indicates when the action item is due based on the beginning of the absence. This can be specified in Weeks or Days.

### Notification Days

Indicates how many days prior to the Due date (based on the Absence Duration) notifications are sent to the participants for this action item.

### Comments

Text included in the notification message. A specific comment per participant may be recorded under the Details.

## Participants

The options in the Participants group box control how and where absence data is processed.

### Participant

Select from a predefined list of roles:

- Absence Administrator – Any Administrator can be associated to this role.
- Case Manager – The Case Manager can be associated to each specific Absence case.
- Health Service Provider – A contact from the ARBOdienst.
- HR Administrator - Any Administrator can be associated to this role.

- Employee – The employee specific to the Absence case.
- Manager - The employee's manager.
- Supervisor - The employee's supervisor.

**Notification Channel**

Options are:

- Email
- Worklist
- Both
- None

**Template Name**

A pre-defined format of the notification message.

A pre-defined template HR\_ACTION\_LIST\_NLD is provided and can be customized via:

PeopleTools >Workflow >Notifications >Generic Templates.

## Follow-up Action List NLD Page

Use the Follow-up Action List NLD page (HR\_ACTN\_LIST\_NLD) to pre-populate setup for workflow notifications.

**Navigation**

Set Up HCM >Product Related >Workforce Administration >Absence >Follow-up Action List NLD >Follow-up Action List NLD

## Image: Follow-up Action List NLD page

This example illustrates the fields and controls on the Follow-up Action List NLD page. You can find definitions for the fields and controls later on this page.

### Follow-up Action List NLD

**Action List:** KN0001

**Action List Item** Find | View All | First 1 of 1 Last

\*Effective Date: 01/01/1900        \*Status: Active

\*Description: Illness Action List NLD      Short Description: IllnessNLD

Assignment Action List Item				Personalize   Find   <input type="button" value="Print"/>   First 1-9 of 9 Last	
*Sequence	*Item Code	Description			
1	100	NL0001 <input type="button" value="Search"/>	Illness Notification	<input type="button" value="+"/>	<input type="button" value="-"/>
2	200	NL0002 <input type="button" value="Search"/>	Create Re-integration File	<input type="button" value="+"/>	<input type="button" value="-"/>
3	300	NL0003 <input type="button" value="Search"/>	Analysis by Health Service	<input type="button" value="+"/>	<input type="button" value="-"/>
4	400	NL0004 <input type="button" value="Search"/>	Cancellation Travel Allowance	<input type="button" value="+"/>	<input type="button" value="-"/>
5	500	NL0005 <input type="button" value="Search"/>	Plan of Approach	<input type="button" value="+"/>	<input type="button" value="-"/>
6	600	NL0006 <input type="button" value="Search"/>	Notification Social Security	<input type="button" value="+"/>	<input type="button" value="-"/>
7	700	NL0007 <input type="button" value="Search"/>	First Year Evaluation	<input type="button" value="+"/>	<input type="button" value="-"/>
8	800	NL0008 <input type="button" value="Search"/>	Salary Reduction 1st Year	<input type="button" value="+"/>	<input type="button" value="-"/>
9	900	NL0009 <input type="button" value="Search"/>	Request for Unemployment Allow	<input type="button" value="+"/>	<input type="button" value="-"/>

The Action Items are grouped by setting up the Action List. It is important to setup the appropriate order based on the timing that the action becomes relevant.

**Note:** While the existing setup is specific for Dutch Sickness events, the functionality can be used for other types of absences. This functionality is not limited to the Netherlands.

Once the Action List is defined, it can be associated to one or more Absence Types.

## Absence Type Table Page

**Note:** Customers using Global Payroll and/or Absence Management must associate the relevant Absence Take to the Absence Type in order to trigger the same functionality.

See [Absence Type Table Page](#)

## Absence Takes NLD Page

Use the Absence Takes page (GPNL\_ABS\_TAKE) to define whether the employer or the employee makes the claim to the Social Security agency for the costs of a leave.

### Navigation

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Elements >Absence Elements >Absence Takes NLD >Absence Takes NLD

**Image: Absence Takes NLD page**

This example illustrates the fields and controls on the Absence Takes NLD page. You can find definitions for the fields and controls later on this page.

**Follow-up Participants NLD Page**

Use the Follow-up Participants NLD page (HR\_COMP\_RLLIST\_NLD) to determine which users are associated to each role by company.

**Navigation**

Set Up HCM >Product Related >Workforce Administration >Absence >Follow-up Participant NLD >Follow-up Participant NLD

**Image: Follow-up Participants NLD page**

This example illustrates the fields and controls on the Follow-up Participants NLD page. You can find definitions for the fields and controls later on this page.

*Participant	*User List		
Absence Administrator	Monitor Absence Admin NLD		+ -
Case Manager	Monitor Absence Case Mgr NLD		+ -
Supervisor	Monitor Absence Supervisor NLD		+ -

A User List can be specified that will be used to retrieve the users associated to that role, except for the Employee, which is directly retrieved from the absence event, for each participant role. The User Lists used in this feature can be defined by Role, SQL or Application Class (Set Up HCM, Common Definitions, Approvals, Maintain User Lists).

Three sample User Lists are available to demonstrate the usage of each of the different types (Role, SQL or App Class), but it is expected that during implementation of this feature, company specific User Lists are defined to retrieve the appropriate users for each of the participant categories. To create and update the follow-up lists per absence case, this process can be run adhoc, but can also be scheduled as a nightly batch.

## Create Follow-up Actions Page

Use the Create Follow-up Actions page (HR\_ACTN\_NOTIF\_NLD) to maintain and monitor follow up actions based on the absence duration.

### Navigation

Workforce Administration >Absence and Vacation >Process Absence Data NLD >Create Follow-up Actions

### Image: Create Follow-up Actions page

This example illustrates the fields and controls on the Create Follow-up Actions page. You can find definitions for the fields and controls later on this page.

### From Date and Thru Date

Determine the time period in which new or ended absences will be picked up for processing, as well as actions that are due in that period. In case the Thru Date is not specified, the program will use the current date.

### Company

Can be specified to limit the processing to the employees within a specific organization.

### Run

Click to run the Create Follow-up Notifications (HR\_ACTION\_NLD) application engine process.

Based on the Original Begin date, the action list is created and the action dates are determined based on the absence duration from the setup. The following actions will be processed:

- Begin of Absence – A new action list is created when the first action requires a notification.
- Return of Absence – A new action item is inserted to reflect that the employee has returned from leave.
- Recurrence of Absence – A new action item is inserted to reflect that a recurrence has occurred; the action dates for the actions that had not started are recalculated based on the duration the employee had been recovered.



- Action Date – When a new action requires notification, a message is generated and the status is updated to *Notified*.
- Closure of Absence – Four weeks (28 days) after return of absence, a new action item is inserted to reflect the closure of the action list and the pending action items are set to Cancelled.

## Monitor Follow-up Actions Page

Use the Monitor Follow-up Actions page (HR\_EMPL\_ACTN\_NLD) to maintain the follow-up actions by employee.

### Navigation

Workforce Administration > Absence and Vacation > Process Absence Data NLD > Monitor Follow-up Actions

### Image: Monitor Follow-up Actions page

This example illustrates the fields and controls on the Monitor Follow-up Actions page. You can find definitions for the fields and controls later on this page.

**Monitor Follow-up Actions**

**Jeroen van de Berg** Employee      Empl ID KN0001      Empl Record 0

**Employee Action List** Find | View All    First 1 of 1 Last

\*Original Begin date 01/28/2013

\*Action List KN0001      Illness Action List NLD

Responsible ID KNG001

Comment

---

**Employee Action List Items** Personalize | Find | First 1-9 of 9 Last

*Action Date	*Item Code	Description	Briefing Status	*Status Date	Notes	Details
02/01/2013	NL0001	Illness Notification	Not Started	01/28/2013		Details
02/25/2013	NL0002	Create Re-integration File	Not Started	01/28/2013		Details
03/11/2013	NL0003	Analysis by Health Service	Not Started	01/28/2013		Details
03/11/2013	NL0004	Cancellation Travel Allowance	Not Started	01/28/2013		Details
03/25/2013	NL0005	Plan of Approach	Not Started	01/28/2013		Details
11/18/2013	NL0006	Notification Social Security	Not Started	01/28/2013		Details
01/27/2014	NL0007	First Year Evaluation	Not Started	01/28/2013		Details
01/27/2014	NL0008	Salary Reduction 1st Year	Not Started	01/28/2013		Details
09/15/2014	NL0009	Request for Unemployment Allow	Not Started	01/28/2013		Details

**Note:** The employee action list will be automatically generated by the process, once the first action for the absence requires a notification. So, depending on the timing of the first action, it is determined as of which absence duration an action list will be created.

<b>Original Begin date</b>	The Original Begin date defaults with the absence begin date and can be updated in case the begin date was corrected on the absence after the action list was generated.
<b>Responsible ID</b>	This person will be notified for those actions that the Case Manager has been specified as a participant. The administrator can add Comments per action list, as well as per action item under the Details link. The administrator can add multiple Notes for each action item.
<b>Briefing Status</b>	<p>The values include: Not Started, Notified, In Progress, Cancelled and Completed.</p> <p>The process will update the values to either Not Started, Notified or Cancelled depending on the situation. The administrator must update the status to reflect whether an action is in progress or completed.</p>
<b>Status Date</b>	The Status Date is set by the process once a status changes, or can be set by the administrator.

## Action Item Details Page

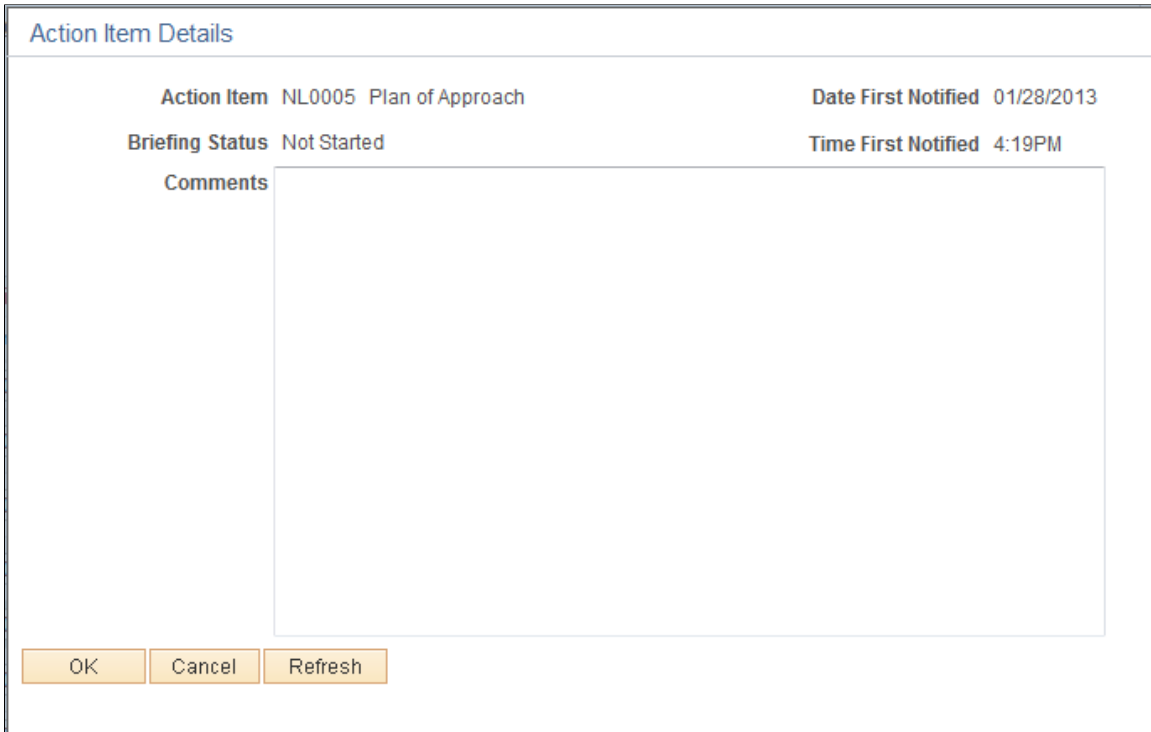
Use the Action Item Details page (HR\_ACTN\_IT\_NLD\_SEC) to upload and download attachments, notes, or provide a URL to an internal or external website.

### Navigation

Click the Detailslink on the Monitor Follow-up Actions page.

**Image: Action Item Details page**

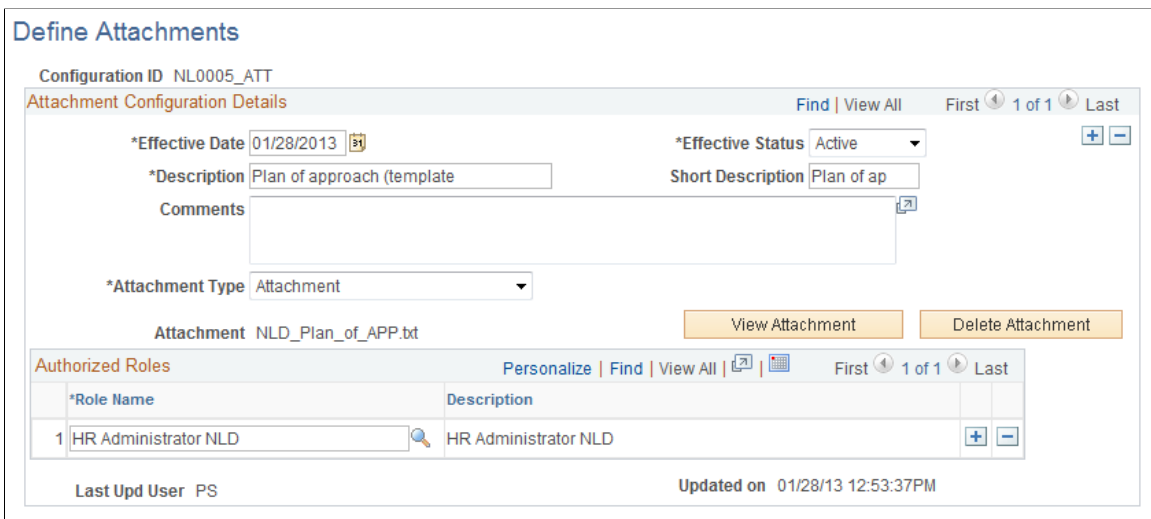
This example illustrates the fields and controls on the Action Item Details page. You can find definitions for the fields and controls later on this page.



To enable this feature, access Define Attachments page (Set Up HCM >Common Definitions >Attachments >Define Attachments >Define Attachments).

**Image: Define Attachments page**

This example illustrates the fields and controls on the Define Attachments page. You can find definitions for the fields and controls later on this page.



Links can be enabled by defining attachments, which can be a URL, an Attachment, or a Document Definition (allows the user to upload a file).

## Reviewing Absence Summaries

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

### Pages Used to Review Absence Summaries

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Review Absence Calendar Page</u>	ABSENCE_CALENDAR	View absences in graphical format.
Review Absence Calendar - Legend - Absence Types Page	ABS_TYPE_SEC	View a definition of all calendar images that appear on the calendar for the month.  This page is available only for employees that have absences.
Summary by Employee Page	ABS_SUM_EMPL	View a list of all absences for a person.
Summary by Department Page	ABS_SUM_DEPT	View all absences within a department.
Summary by Dept Tree (summary of department tree) Page	ABS_SUM_DEPT2	View all absences within a department and subordinate departments.
Review Parental Leave by Empl (review parental leave by employee) Page	ABS_PAR_EE_INQ_UK	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.
Review Parental Leave by Dept (review parental leave by department) Page	ABS_PAR_DEPTINQ_UK	View a list of parental leave absences for a department, by employee ID.

## 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.

- 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).

## Review Absence Calendar Page

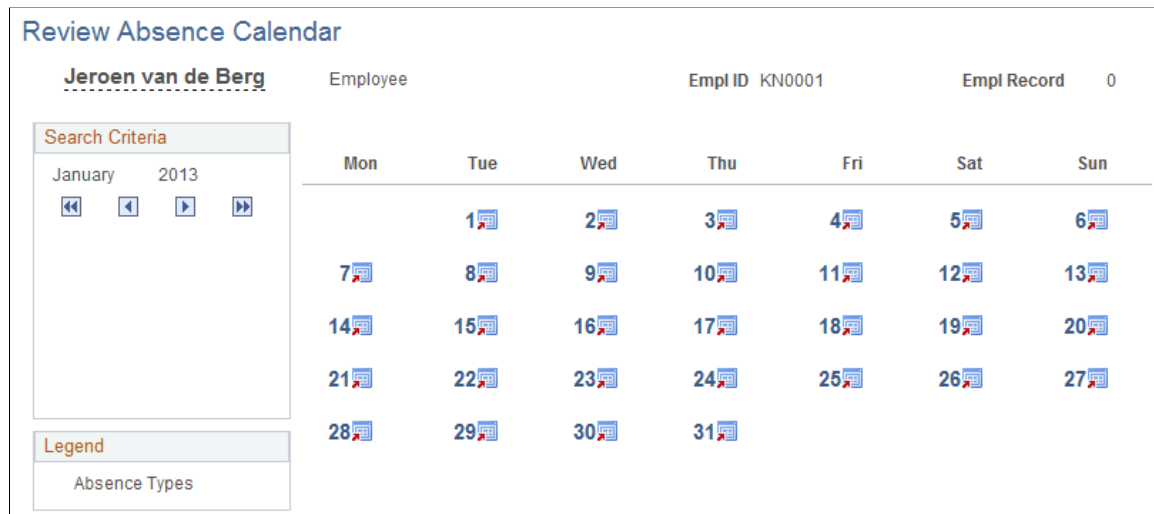
Use the Review Absence Calendar page (ABSENCE\_CALENDAR) to view absences in graphical format.

### Navigation

Workforce Administration > Absence and Vacation > Track Absence History > Review Absence Calendar > Review Absence Calendar

### Image: Review Absence Calendar page

This example illustrates the fields and controls on the Review Absence Calendar page. You can find definitions for the fields and controls later on this 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:



**Previous Year**

Click the Previous Year button to navigate to the same month of the previous year.



**Previous Month**

Click the Previous Month button to navigate to the previous month.



**Next Month**

Click the Next Month button to navigate to the next month.



**Next Year**

Click the Next Year 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.

### Related Links

[Absence Parameters Page](#)

## 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

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Absence Listing Page	RUNCTL_ABS001	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 Page	RUNCTL_FROMTHRU	Run the Absence Periods report (ABS002) that provides information about the number of absence periods.
Time Lost Due to Absence Page	RUNCTL_ABS003	Run the Time Lost Due to Absence report (ABS003) that provides absence information.  Run the Refresh Employees Table process before running this report.
<a href="#">Bradford Score GBR Page</a>	RUNCTL_ABS004UK	(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.

### Bradford Score GBR Page

Use the Bradford Score GBR page (RUNCTL\_ABS004UK) to 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.

## Navigation

Workforce Administration > Absence and Vacation > Absence Reports > Bradford Score GBR > Bradford Score GBR

### Image: Bradford Score GBR page

This example illustrates the fields and controls on the Bradford Score GBR page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Bradford Score GBR' report configuration interface. At the top, there are links for 'Run Control ID IGE', 'Report Manager', and 'Process Monitor', along with a 'Run' button. Below these is a 'Language' dropdown menu currently set to 'English'. A section titled 'Report Request Parameter(s)' contains three input fields: 'Start Date' and 'End Date' (both with calendar icons) and 'Regulatory Region' (with a search icon).

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.

---

### 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.





## Chapter 4

# Tracking Vacations

## Managing Vacation Accruals

This section discusses how to assign and update vacation plans.

### Pages Used to Manage Vacation Accruals

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Vacation Plan Page</u>	ABSV_PLANS	Assign vacation plans to individuals.
<u>Accrue Vacation Page</u>	RUNCTL_ABS701	Update individuals' accrual records by company and vacation benefit plan.

### Vacation Plan Page

Use the Vacation Plan page (ABSV\_PLANS) to assign vacation plans to individuals.

#### Navigation

Workforce Administration > Absence and Vacation > Create Vacation Schedule > Vacation Plan > Vacation Plan

#### Image: Vacation Plan page

This example illustrates the fields and controls on the Vacation Plan page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Vacation Plan' page for employee Joe Cummins (Empl ID B-BARET199). The page is divided into several sections:

- Vacation Plan Type:** Includes a search field for '\*Plan Type' with the value '51' and a magnifying glass icon. The word 'Vacation' is displayed next to it.
- Vacation Plan Dates:** Includes a search field for '\*Effective Date' with a calendar icon.
- Coverage Election:** A panel with three radio buttons: 'Elect' (selected), 'Waive', and 'Terminate'.
- \*Elect Date:** A search field with the value '01/28/2013' and a calendar icon.
- Benefit Plan:** A search field with a magnifying glass icon.
- Benefit Program:** Displays 'BAS Retro Regression'.
- Currency:** Displays 'USD'.
- Employee Status:** Displays 'Active'.

#### Plan Type

Displays the vacation plan type. By default, the type is *Vacation*.

<b>Elect</b>	Select to indicate that the person uses the plan.
<b>Waive</b>	Select to indicate that the person waives the plan.
<b>Terminate</b>	Select to indicate that the person terminates coverage.
<b>Elect Date</b>	Enter the date that the coverage election takes place.
<b>Benefit Program</b>	Displays information about the person's benefit program.
<b>Benefit Plan</b>	Select the vacation benefit plan from the values in the Benefit Plan table.
<b>Currency</b>	Displays the currency that is associated with the benefit plan.

## Accrue Vacation Page

Use the Accrue Vacation page (RUNCTL\_ABS701) to update individuals' accrual records by company and vacation benefit plan.

### Navigation

Workforce Administration > Absence and Vacation > Create Vacation Schedule > Accrue Vacation > Accrue Vacation

### Image: Accrue Vacation page

This example illustrates the fields and controls on the Accrue Vacation page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Accrue Vacation' page with the following elements:

- Run Control ID: IGE
- Report Manager
- Process Monitor
- Run button
- Language: English (dropdown)
- Report Request Parameter(s) section:
  - \*Company: GBI (with search icon) - Global Business Institute (with Get It button)
  - \*Vacation Plan: (with search icon)
  - Accrual Frequency
  - Current Period End Date: (with calendar icon)
  - \*Future Period End Date: (with calendar icon)
  - Reverse Vacation Accrual:
    - Move back one period
  - Entitlement Based On:
    - Hire Date
    - Rehire Date

**Vacation Plan** Select the name of the vacation plan.

**Accrual Frequency** The rate at which leave is earned and tabulated

**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.

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## Managing Vacation Absences

This section discusses how to enter vacation request and track vacation absence data.

### Pages Used to Manage Vacation Absences

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Request/Approve Vacation Page</u>	ABSV_REQUEST	Enter vacation requests, mark requests as approved, and enter additional tracking information about approvals.
<u>Vacation Approval Page</u>	ABSV_REQ_SEC	Indicate vacation approval.
<u>Capture Vacation Absence Page</u>	ABSENCE_VACATION	Track vacation absence data for your personnel.

### Request/Approve Vacation Page

Use the Request/Approve Vacation page (ABSV\_REQUEST) to enter vacation requests, mark requests as approved, and enter additional tracking information about approvals.

#### Navigation

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.

---

**Image: Request/Approve Vacation page**

This example illustrates the fields and controls on the Request/Approve Vacation page. You can find definitions for the fields and controls later on this page.

**Request/Approve Vacation**

**Joe Cummins** Employee Empl ID B-BARET199 Empl Record 0

**Request Data** Find | View All First 1 of 1 Last

Company Benefit Plan

Accrual Process Date Current

Days Carried Over 0.000

Current Period Entitlement 0.000 Days Booked/Taken 0.000

Total Entitlement 0.000 Days Remaining 0.000

**Request Dates** Personalize | Find | View All | First 1 of 1 Last

Absence Type	Request Date	Start Date	End Date	Duration (Days)	Approval
	01/28/2013				Approval

**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.

### Related Links

[Accrue Vacation Page](#)

## Vacation Approval Page

Use the Vacation Approval page (ABSV\_REQ\_SEC) to indicate vacation approval.

### Navigation

Click the Approval link on the Request/Approve Vacation page.

### Image: Vacation Approval page

This example illustrates the fields and controls on the Vacation Approval page. You can find definitions for the fields and controls later on this page.

#### Approved

Select to approve the request.

#### Approved By

Select the approver's ID.

#### Date Approved

Enter the date that the request is approved.

## Capture Vacation Absence Page

Use the Capture Vacation Absence page (ABSENCE\_VACATION) to track vacation absence data for your personnel.

### Navigation

Workforce Administration > Absence and Vacation > Create Vacation Schedule > Capture Vacation Absence > Capture Vacation Absence

## Image: Capture Vacation Absence page

This example illustrates the fields and controls on the Capture Vacation Absence page. You can find definitions for the fields and controls later on this page.

**Capture Vacation Absence**

**Joe Cummins** Employee Empl ID B-BARET199 Empl Record 0

**Vacation Data** Find | View All First 1 of 1 Last

Begin Date	01/28/2013	End Date		Duration (Days)		Regulatory Region	United States
*Absence Type	<input type="text"/>	Reason	<input type="text"/>				

**Comments** Find | View All First 1 of 1 Last

\*Comment Date

Comment

**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.

### 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.

## Chapter 5

# (NLD) Managing Dutch Illness Reporting

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## Understanding Dutch Illness Reporting

PeopleSoft HCM 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 HR.

- PeopleSoft 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 HR, except that it reports on the absence data recorded within Global Payroll.

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.
- 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 HR.

This table describes the fields in the PS\_ABS\_STAT\_NLD table:

<b>Fieldname</b>	<b>Format</b>	<b>Description</b>	<b>Values</b>
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	
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



<b>Fieldname</b>	<b>Format</b>	<b>Description</b>	<b>Values</b>
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
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

<b>Fieldname</b>	<b>Format</b>	<b>Description</b>	<b>Values</b>
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 <ul style="list-style-type: none"> <li>The return date.</li> <li>The date that the illness became partial or longtime.</li> </ul>	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: <ul style="list-style-type: none"> <li>The return date.</li> <li>The date that the illness became partial.</li> </ul>	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: <ul style="list-style-type: none"> <li>The return date.</li> <li>The date that the illness becomes a longtime illness.</li> </ul>	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 the "Monitor Absence Reports" (PeopleSoft HCM 9.2: Application Fundamentals) topic.

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:

### **Illness Percentage**

This is calculated as follows:

$$(\text{Illness days} / \text{Available calendar days}) * 100.$$

### **Illness Frequency**

This is calculated as follows:

$$\text{Newly started illnesses} / \text{Number of Employments}$$

### **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.

<b>Number of Newly Started Illnesses</b>	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.
<b>Number of Actual Illnesses</b>	Total number of illness absence entries in the reporting period.
<b>Full Time Equivalent (FTE)</b>	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 of 0.5 who is hired on January 10 counts as $0.5 * 22/31$ for the January report.
<b>Number of Employments</b>	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 of 0.5 who is hired on January 10 counts as $22/31$ for the January report.
<b>Available Calendar Days</b>	Number of available work days, based on the actual calendar days and the FTE factor.
<b>Illness Days (Calendar Days)</b>	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: $10 * 100% * 0.5$ .
<b>Number of Employments without Illness</b>	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.

PeopleSoft HR Monitor Absence business process delivers time-driven workflow notification for tracking and reporting follow-up actions. You will define action follow-up items, lists, and participants.

You can also use the Person Checklist functionality from HR to track the actions related to the *Poortwachter* law. The PeopleSoft application 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.

### Related Links

[Understanding Dutch Illness Reporting](#)

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## 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 the Vendor 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).
- 

## Common Elements Used in Dutch Illness Reporting

### 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.

<b>Longtime Illness</b>	An illness is considered longtime when the duration is within the illness-length category <i>Long</i> , as specified on the Absence Parameters page.
<b>Partial Illness</b>	An illness is considered partial if the Percentage Ill field on the Create/Update Absence — Comment page is less than 100 percent.
<b>Maternity Leave</b>	An illness is considered as maternity leave, when the Absence Type is <i>502 (Maternity)</i> .
<b>From Date</b>	Select the date from which to start extracting information.
<b>Absence Type</b>	Displays the absence type, as defined on the Absence Type page.
	<hr/> <b>Note:</b> Only absences with absence types of <i>501, 502, 503, 504, 505, 506, or 507</i> is captured for processing. <hr/>
<b>Absence Code</b>	Displays the absence code, as defined on the Absence Type page.
<b>Begin Date</b>	Enter the date that the absence begins.
<b>Return Date</b>	Enter the date that the absence ends.
<b>Begin Notification Date</b>	Enter the date that notification of the illness absence was sent to Vpmeld.
<b>End Notification Date</b>	Enter the date that notification of the end of the illness absence was sent to Vpmeld.

---

## Setting Up Dutch Long-Term Illness Reporting

To set up Dutch Long-Term Illness reporting, use the Follow-up Action Item NLD (HR\_ACTN\_ITEM\_NLD), Follow-up Action List NLD (HR\_ACTN\_LIST\_NLD), and Follow-up Participants NLD (HR\_ACTN\_ROLE\_NLD) components.

### Pages Use to Set Up Dutch Long-Term Illness Reporting

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Follow-up Action Item NLD Page</u>	HR_ACTN_ITEM_NLD	Define follow-up action items to use in tracking and monitoring long term illnesses.
<u>Follow-up Action List NLD Page</u>	HR_ACTN_LIST_NLD	Create follow-up action lists for tracking and monitoring long term illnesses.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">Follow-up Participants NLD Page</a>	HR_COMP_RLLIST_NLD	Identify follow-up participants that should be notified during the monitoring of long term illnesses.

## Follow-up Action Item NLD Page

See [Follow-up Action Item NLD Page](#)

## Follow-up Action List NLD Page

See [Follow-up Action List NLD Page](#)

A pre-defined template HR\_ACTION\_LIST\_NLD is provided and can be customized by accessing the Generic Templates page (PeopleTools >Workflow >Notifications >Generic Templates). It is important to setup the appropriate order based on the timing that the action becomes relevant.

## Follow-up Participants NLD Page

See [Follow-up Participants NLD Page](#)

## Generating Dutch Illness Reports

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

## Pages Used to Generate Dutch Illness Reports

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">Export Company Data Page</a>	HR_RUNCTL_COMP_NLD	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.
<a href="#">Employee Illness Notification Page</a>	HR_RUNCTL_PERS_NLD	Extract and report illness notification data by person.
<a href="#">Illness Notifications by Group Page</a>	HR_RUNCTL_ILL_NLD	Extract and report illness begin or end notifications for all absences that weren't previously reported.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Create Illness Statistics NLD Page</u>	RUNCTL_ABS702_NL	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.
<u>Illness Registration NLD Page</u>	RUNCTL_ABS005_NL	(NLD) Use this page to run these reports: <ul style="list-style-type: none"> <li>• Illness Registration report (ABS005NL) provides a summary of illness statistics for a department sorted by gender.</li> <li>• Illness Registration report (ABS006NL) provides a summary of illness statistics for a department sorted by age.</li> </ul> <p>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.</p>
<u>Longterm Illnesses NLD Page</u>	RUNCTL_ABS007_NL	(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 <i>Poortwachter</i> .  This report is also accessible through Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Longterm Illnesses NLD.

## Export Company Data Page

Use the Export Company Data page (HR\_RUNCTL\_COMP\_NLD) to 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.

### Navigation

Workforce Administration > Absence and Vacation > Process Absence Data NLD > Export Company Data > Export Company Data

**Image: Export Company Data page**

This example illustrates the fields and controls on the Export Company Data page. You can find definitions for the fields and controls later on this page.

**Company** Select the company from which to extract information.

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

**Employee Illness Notification Page**

Use the Employee Illness Notification page (HR\_RUNCTL\_PERS\_NLD) to extract and report illness notification data by person.

**Navigation**

Workforce Administration > Absence and Vacation > Process Absence Data NLD > Employee Illness Notification > Employee Illness Notification



## Image: Employee Illness Notification page

This example illustrates the fields and controls on the Employee Illness Notification page. You can find definitions for the fields and controls later on this page.

## 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.

---

## Illness Notifications by Group Page

Use the Illness Notifications by Group page (HR\_RUNCTL\_ILL\_NLD) to extract and report illness begin or end notifications for all absences that weren't previously reported.

### Navigation

Workforce Administration > Absence and Vacation > Process Absence Data NLD > Illness Notifications by Group > Illness Notifications by Group

### Image: Illness Notifications by Group page

This example illustrates the fields and controls on the Illness Notifications by Group page. You can find definitions for the fields and controls later on this page.

### 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.

---

## Create Illness Statistics NLD Page

Use the Create Illness Statistics NLD page (RUNCTL\_ABS702\_NL) to 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.

### Navigation

Workforce Administration > Absence and Vacation > Absence Reports > Create Illness Statistics NLD > Create Illness Statistics NLD

**Image: Create Illness Statistics NLD page**

This example illustrates the fields and controls on the Create Illness Statistics NLD page. You can find definitions for the fields and controls later on this 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.

**Illness Registration NLD Page**

**Image: Illness Registration NLD page**

This example illustrates the fields and controls on the Illness Registration NLD page. You can find definitions for the fields and controls later on this page.

<b>Month from and Year from</b>	Enter the month and year for the start of the period on which to report.
<b>Month thru and Year thru</b>	Enter the month and year for the end of the period on which to report.
<b>Include Hierarchy</b>	Select to include departments within the selected department, based on the department security tree.
<b>Longtime Illness</b>	<p>Select to include or exclude longtime illnesses. Options are:</p> <p><i>Included:</i> Include longtime illnesses in the report. An illness is considered longtime if the duration of the illness falls within the illness-length category <i>Long</i>, as specified on the Absence Parameters page.</p> <p><i>Excluded:</i> 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.</p> <p>The system counts available employment days only until the day that an illness becomes longtime.</p>
<b>Partial Illness</b>	<p>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:</p> <p><i>Included:</i> Include partial illnesses in the report. If you include partial illnesses, the system uses the Percentage Ill value to calculate the illness days.</p> <p><i>Excluded:</i> Do not include partial illnesses in the report. If you select <i>Excluded</i>, a partial illness is not considered as an illness and the system counts the person as fully available during the partial illness days</p> <p>An illness that becomes partial within the reporting period after being a longtime illness is counted as an ended illness.</p> <p>An illness that becomes longtime after being partial is counted as a newly started illness.</p>
<b>Maternity Leave</b>	<p>Select to include or exclude maternity leave in the report. Options are:</p> <p><i>Included:</i> To treat maternity leave as any other illness.</p> <p><i>Excluded:</i> If you select Excluded, days on maternity leave are not counted as illness days.</p>

## **Related Links**

[Absence Parameters Page](#)

[Create/Update Absence - Comments Page](#)



## Chapter 6

# (GBR) Tracking Maternity and Parental Leave

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## Tracking Maternity Absence Data

This section discusses how to track maternity absence data.

### Pages Used to Track Maternity Absence Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Maternity Leave Page</u>	ABS_MATERNITY_UK	Track maternity absence data.
Maintain Maternity Leave - Comments Page	ABS_MAT_COM_UK	Record your comments about the record.

### Maternity Leave Page

Use the Maternity Leave page (ABS\_MATERNITY\_UK) to track maternity absence data.

#### Navigation

Workforce Administration > Absence and Vacation > Maternity/Paternal Leave UK > Maintain Maternity Leave > Maternity Leave

### Image: Maternity Leave page

This example illustrates the fields and controls on the Maternity Leave page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Maternity Leave' page for employee Christine Kable (Empl ID T2270). The page is divided into several sections:

- Maternity Leave Data:** Contains three date pickers: 'Expected Birth Date', 'Form MATB1 Received', and 'Date Notified of Actual Start'.
- Maternity Pay Information:** Includes a sub-section 'Eligible for Maternity Pay' with two radio buttons: 'based on Employment Conditions' (selected) and 'based on NI Calculation'. Below this are several date pickers: 'Earliest Start of MPP', 'MPP Actual Start Date', 'Expected End of MPP', 'Qualifying Week', 'SMP Actual Start Date', and 'SMP/MPP Actual End Date'.
- Expected Week of Child Birth:** A date picker field with '+' and '-' navigation buttons.
- Maternity Leave Details:** A section with a checked checkbox 'Eligible for Additional Leave' and several date pickers: 'Actual Birth Date', 'Expected End of Leave', 'Date Return Reminder Sent', 'Confirmation Received', 'Notified Return Date', and 'Actual End of Leave'.

#### 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.



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**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 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.

**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.

### Related Links

[Setting Up Absence Classes, Types, Codes, and Parameters](#)

PeopleSoft Global Payroll for the United Kingdom

## (GBR) Tracking Parental Leave Absence Data

This section discusses how to track parental leave absence data.

### Page Used to Track Parental Leave Absence Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#">Review Parental Leave by Dept Page</a>	ABS_PAR_DEPTINQ_UK	Track parental leave absence data.

### Review Parental Leave by Dept Page

Use the Review Parental Leave by Dept (review parental leave by department) page (ABS\_PAR\_DEPTINQ\_UK) to track parental leave absence data.

#### Navigation

Workforce Administration > Absence and Vacation > Maternity/Parental Leave UK > Review Parental Leave by Dept

## Image: Review Parental Leave by Dept page

This example illustrates the fields and controls on the Review Parental Leave by Dept page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Review Parental Leave by Dept' page. At the top, it displays 'Department 10000' and 'Human Resources'. Below this are two date pickers labeled 'From Dt' and 'To Dt'. The main content area is a table with a header row containing '&Employee' and navigation links 'Find | View All', 'First', '1 of 1', and 'Last'. The table has a column for 'Empl ID'. Below the table is a 'Dependent' section with a 'Find' link and navigation links 'First', '1 of 1', and 'Last'. The table has columns for 'Absence Code', 'Begin Date', 'End Date', and 'Duration'. The 'Duration' column has sub-columns for 'Day(s)' and 'Week(s)'. There is also a checkbox labeled 'Postponed'.

### 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.

### 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.

## Related Links

[Setting Up Absence Classes, Types, Codes, and Parameters](#)

## (GBR) Tracking Shared Parental Leaves

Under the shared parental leave (ShPL) legislation, a working mother/adopter can opt to end their maternity/adoption leave and maternity/adoption pay early and transfer her untaken maternity leave/pay to her partner at any point from 2 weeks after the birth/placement. Currently an employee is entitled to take 52 weeks of statutory maternity/adoption leave, 39 of which is paid, and 2 weeks of statutory paternity leave/pay.

Global Payroll for UK delivers an absence feature to reduce the mother's maternity leave entitlement and share the untaken leave with the partner.

Shared parental leave/pay can be stopped and started and parents can be off at the same time, if they wish. Parents can take their leave in phases, for example 20 weeks for the mother/adopter, followed by 20 weeks for the father/partner, followed by 10 weeks for the mother/adopter. So it may be the case that statutory parental pay is paid over one or two discontinuous periods. Parents must notify their employers of their plans under ShPL 8 weeks before they become eligible for it, and all shared leave and pay must be taken between the birth/placement and the child's first birthday.

### Supporting Elements for Shared Parental Leave

The system delivers or updates these elements to support shared parental leave:

- Absence entitlements - SHPB AE (Shared Parental Leave Entitlement for Birth) and SHPA AE (Shared Parental Leave Entitlement for Adoption.).
- Absence takes - SHPB AT(Shared parental birth take) and SHPA AT(Shared parental adoption take). When the transfer of maternity/adoption leave to the partner needs to be recorded in the system, the take element is used to take away the untaken leaves from the mother's/adopter's leave entitlement.

### Pages Used to Track Shared Parental Leave

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Maintain Shared Parental Leave Page</u>	ABS_SHARE_PAR_GBR	Used to track shared parental absence data.

### Maintain Shared Parental Leave Page

Use the Shared Parental Leave page (ABS\_SHARE\_PAR\_GBR) to track shared parental absence data.

#### Navigation

Workforce Administration > Absence and Vacation > Maternity/Paternal Leave UK > Maintain Shared Parental Leave

**Image: Maintain Shared Parental Leave Page**

This example illustrates the fields and controls on the Maintain Shared Parental Leave page, when the employee is a ‘Mother’. You can find definitions for the fields and controls later on this page.

**Maintain Shared Parental Leave**

**Lorraine Dillon** Employee **Empl ID** GG EM 192 **Empl Record** 0

**Shared Parental Details** Find | View All First 1 of 1 Last

Employee is  Refresh

Mother/Adopter Eligible for   Self Certificate

Date of Entitlement Notice   Mother/Adopter Deceased

Date of Booking notice   Partner in Same Organization

Binding Notice Date  Partner Employee ID

Expected Birth Date Match Notified Date

Actual Birth Date Expected Placement Date

Expected Week of Child Birth Actual Placement Date

Qualifying Week Matching Week End Date

**SMP/SAP/MA Details**

Mat/Adoption Leave Start Date SMP/SAP/MA Start Date

Mat/Adoption Leave End Date SMP/SAP/MA End date

Date of Mother/Adopter demise

Maternity/Adop Leave Weeks 0 Number of SMP/SAP/MA Weeks 0

**SHP Entitlement Details**

Employee SHPL Weeks#  Partner SHPL Weeks#

Employee SHPP Weeks#  Partner SHPP Weeks#

**SHP Leave Details** Personalize | Find | View All | First 1 of 1 Last

	Start Date	End Date
1	<input type="text"/>	<input type="text"/>

**Employee is** Select the category to which the employee belongs:

- Adopter
- Mother
- Partner

**Mother/Adopter Eligible for:** Select the leave type for which the employee is eligible

For Adopter:

- Statutory Adoption Pay
- Unpaid SAP

For Mother:

- Statutory Maternity Pay

- Unpaid SMP

---

**Note:** Once Employee is selected as Mother, Birth related details will be auto populated with the Maternity leave details (latest entry of Maternity leave based on due date will be defaulted to Shared parental page)

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For Partner:

- Maternity Allowance
- Statutory Adoption Pay
- Statutory Maternity Pay
- Unpaid SAP
- Unpaid SMP

---

**Note:** If you select Unpaid SMP or Unpaid SAP, there won't be any Shared Parental Pay calculation happening in the payroll. All these leaves if processed under Absence Event GBR will be processed as unpaid.

---

**Date of Entitlement Notice**

Enter the Entitlement Notice date.

---

**Note:** On selecting Entitlement Notice date, ShP Entitlement Details section is displayed to capture employee/partner ShPL (Shared Parental Leave)/ShPP(Shared Parental Pay)details.

---

**Date of Booking notice**

Enter the Booking Notice date.

---

**Note:** On selecting Booking Notice date, ShP Leave Details section is displayed to capture employee/partner ShPP Leave details.

---

**Binding Notice Date**

Enter the Binding Notice date.

**Expected Birth Date**

Expected Birth Date is auto populated from SMP if employee is mother and SMP details is available.

**Actual Birth Date**

Actual Birth Date is auto populated from SMP if employee is mother and SMP details is available.

**Expected Week of Child Birth**

Expected Week of Child Birth is auto populated from SMP if employee is mother and SMP details is available.

**Qualifying Week**

Qualifying Week is auto populated from SMP if employee is mother and SMP details is available.

**Self-Certificate**

Declaration saying that they meet the requirements of Shared Parental Leave/Pay.

<b>Mother/Adopter Deceased</b>	Select the check box if mother/adopter has deceased.  On selecting the check box, Date of Mother\Adopter demise field is enabled.
<b>Partner in Same Organization</b>	Select the check box if both mother/adopter and partner are working in same organization.  On selecting the check box, Partner Employee ID field is displayed.
<b>Partner Employee ID</b>	Select the employee id of the partner.
<b>Match Notified Date</b>	Capture the date where the matching for adoption is notified to the employer
<b>Expected Placement Date</b>	Expected date on which the child comes to live with the adopting parents.
<b>Actual Placement Date</b>	Actual date on which the child comes to live with the adopting parents.
SMP/SAP/MA Details	
<b>Mat/Adoption Leave Start Date</b>	Enter the Mat/Adoption Leave start date. <hr/> <b>Note:</b> Mat/Adoption Leave Start Date is auto populated from SMP if employee is mother and SMP details is available. <hr/>
<b>Mat/Adoption Leave End Date</b>	Enter the Mat/Adoption Leave End Date. <hr/> <b>Note:</b> Mat/Adoption Leave End Date is auto populated from SMP if employee is mother and SMP details is available. <hr/>
<b>Date of Mother/Adopter demise</b>	Enter the date of Mother/Adopter demise.  This field is enabled only if you have selected Mother/Adopter Deceased checkbox.
<b>Maternity/Adop Leave Weeks</b>	System automatically calculates the Maternity/Adop Leave Weeks based on input.
<b>SMP/SAP/MA Start Date</b>	Enter the SMP/SAP/MA start date.  SMP/SAP/MA Start Date is auto populated from SMP if employee is mother and SMP details is available.
<b>SMP/SAP/MA End Date</b>	Enter the SMP/SAP/MA end date.  SMP/SAP/MA End Date is auto populated from SMP if employee is mother and SMP details is available.
<b>Curtailment Date</b>	Curtailment Date is auto populated from SMP if employee is mother and SMP details is available.

**Number of SMP/SAP/MA Weeks** System automatically calculates the number of SMP/SAP/MA weeks based on input.

SHP Entitlement Details

**Employee SHPL Weeks#** Enter the number of employee ShPL weeks.

**Employee SHPP Weeks#** Enter the number of employee ShPP weeks.

**Partner SHPL Weeks#** Enter the number of partner ShPL weeks.

**Partner SHPP Weeks#** Enter the number of partner ShPP weeks.

SHP Leave Details

**Start Date** Enter the date on which the employee ShP leave starts.

**End Date** Enter the date on which the employee ShP leave ends.

**Split Days**

Each employee is entitled to up to 20 days (SPLIT- Shared Parental Leave In Touch days) during which the employee may work under the contract of employment (or undertake training or any activity undertaken for the purposes of keeping in touch with the workplace). The 20 SPLIT days are in addition to the 10 Keep In Touch (KIT) days available for employees on maternity/adoption leave.