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# PeopleSoft HCM 9.2: PeopleSoft Human Resources Monitor Absence

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**September 2024**

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# 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.

### Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the [Oracle Help Center](#). The hosted PeopleSoft 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. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see [Configuring Context-Sensitive Help Using the Hosted Online Help Website](#).

### Locally Installed PeopleSoft Online Help

If you're setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. Installable PeopleSoft Online Help is made available with selected PeopleSoft Update Images and with PeopleTools releases for on-premises installations, through the [Oracle Software Delivery Cloud](#).

Your installation documentation includes a chapter with instructions for how to install the online help for your business environment, and the documentation zip file may contain a README.txt file with additional installation instructions. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help."

To configure the context-sensitive help for your PeopleSoft applications to use a locally installed online help website, see [Configuring Context-Sensitive Help Using a Locally Installed Online Help Website](#).

### Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the [Oracle Help Center](#). 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>
<b>Key+Key</b>	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 <b>Alt+W</b> , hold down the <b>Alt</b> key while you press the <b>W</b> 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.
& (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.



<b>Typographical Convention</b>	<b>Description</b>
⇒	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

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help.
- Managing hosted Online Help.
- Managing locally installed PeopleSoft Online Help.

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## PeopleSoft HCM Related Links

[Oracle Help Center](#)

[PeopleSoft Online Help Home](#)

[PeopleSoft Information Portal](#)

[My Oracle Support](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

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

[HCM Abbreviations](#)

[PeopleSoft Spotlight Series](#)

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## Contact Us

Send your suggestions to [pssoft-infodev\\_us@oracle.com](mailto:pssoft-infodev_us@oracle.com).

Please include the applications update image or PeopleTools release that you're using.

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## Chapter 1

# Getting Started with Monitor Absence

---

## 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.

---

## 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.

---

## 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

---

## Understanding Absence Data

This section discusses:

- Absence tracking.
- SetIDs and regulatory regions.

## Absence Tracking

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

---

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

---

## SetIDs and Regulatory Regions

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

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

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” \(Application Fundamentals\)](#)

[“Understanding PeopleSoft HCM System Data Regulation” \(Application Fundamentals\)](#)

## 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**

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 Table**

Set ID Belgium Table Sets

Absence Class VAC

\*Description

Short Description



<b>Field or Control</b>	<b>Description</b>
<b>Absence Class</b>	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**

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.

Absence Type Table

Absence Codes

Set ID: Belgium Table Sets

Absence Type: 001

\*Description:

Short Description:

Absence Class:

Paid/Unpaid:

**Absence Tracking Options**

Entry Page:

Track Maternity Dates

Track Incident Number

Image Name:

**Supporting Documentation**

Certificate Required After  Days

▼ **Belgium**

---

Mandatory Replacement      Number of Months:

Prolongation Probation

Prolongation Protection

Prolongation Notification

▼ **Netherlands**

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Action List:

<b>Field or Control</b>	<b>Description</b>
<b>Absence Type</b>	<p>Displays the type of absence that you entered to access this page.</p> <hr/> <p><b>Note:</b> 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.</p> <hr/>
<b>Absence Class</b>	<p>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 <i>Sickness</i> for reporting purposes.</p>
<b>Paid/Unpaid</b>	<p>Select a value to indicate whether people using this absence type are paid while absent.</p> <hr/> <p><b>Note:</b> 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.</p> <hr/>

## 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.

<b>Field or Control</b>	<b>Description</b>
<b>Entry Page</b>	<p>Select a value to indicate the default for this absence type. Options are:</p> <p><i>General Absence:</i> Track information on all absences of this type.</p> <p><i>UK Maternity Leave:</i> Track UK maternity leave only.</p> <p><i>UK Paternal Leave:</i> Track UK paternal leave only.</p> <p><i>Vacation:</i> Use for other types of leave that are not categorized by the preceding two options.</p>
<b>Track Maternity Dates</b>	<p>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.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Track Incident Number</b>	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.
<b>Image Name</b>	Displays a graphical representation of the symbol to be used to denote the selected absence type on the absence calendar. PeopleSoft provides images for <i>Sickness</i> , <i>Vacation</i> , and <i>Maternity</i> for certain setIDs.

## Supporting Documentation

<b>Field or Control</b>	<b>Description</b>
<b>Certificate Required After</b>	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.

<b>Field or Control</b>	<b>Description</b>
<b>Mandatory Replacement</b>	Select this option to indicate that a replacement is required for this absence type.
<b>Number of Months</b>	If a replacement is required, indicate the length of time that the replacement can hold the position.
<b>Prolongation Probation</b>	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.
<b>Prolongation Protection</b>	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.
<b>Prolongation Notification</b>	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” (Application Fundamentals)

[Tracking Maternity Absence Data](#)

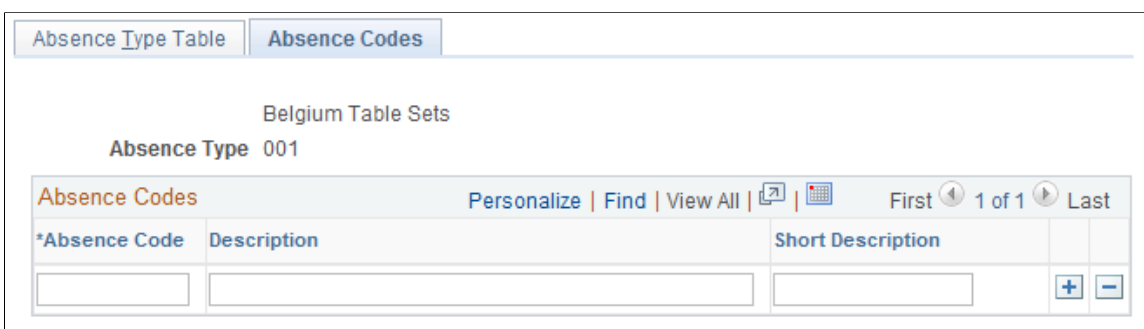
## Absence Codes Page

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**

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.



<b>Field or Control</b>	<b>Description</b>
<b>Absence Codes</b>	<p>Enter a three-letter code indicating a type of absence.</p> <p>Define as many codes as necessary to cover every aspect of the absence type. To enter additional codes, insert new rows.</p> <p>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 <i>Sickness</i>.</p> <p>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.</p>

## 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**

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

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.

**Parental Leave Parameters**

**Notification**

Employee should give 21 day(s) notification prior to leave period.

**Qualifying Rules**

Employee must be continuously employed for at least 52 week(s).

**Basic Parental Leave**

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.  
 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.

**Parental Leave Special Case**

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.  
 For disabled dependents, leave can be taken in blocks of 1 day(s).

OK

Cancel

Update

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.

Netherlands

**Category/Type**

*Illness Length Category 1/Type	1	Short
*Illness Length Category 2/Type	8	Short
*Illness Length Category 3/Type	15	Medium
Illness Length Category 4/Type	31	Long
Illness Length Category 5/Type	366	Long
Illness Length Category 6/Type		
Illness Length Category 7/Type		
Illness Length Category 8/Type		

**Age Categories**

*Age Category 1	10
*Age Category 2	20
Age Category 3	30
Age Category 4	40
Age Category 5	50
Age Category 6	60
Age Category 7	
Age Category 8	

\*Long-term Illness Included

\*Partial Illness Included

\*Maternity Illness Included

**Exclude Employee Classes** Find | View All    First 1 of 1 Last

+
-

### Absence Calendar Options

<b>Field or Control</b>	<b>Description</b>
<b>Multiple Absence Indicator</b>	Displays the symbol that indicates multiple absences. You can change this symbol for different regulatory regions.

<b>Field or Control</b>	<b>Description</b>
<b>Continuing Absence Indicator</b>	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.

<b>Field or Control</b>	<b>Description</b>
<b>Update</b>	Click to edit the fields in the <b>United Kingdom</b> collapsible section. By default, the fields (which are prescribed by UK regulations) are display-only, except for the <b>Extended Eligibility Start Definition</b> field.
<b>Extended Eligibility Start Def.</b> (Extended Eligibility Start Definition)	<p>Select <i>Orig Hire/Rehire Date</i> to begin eligibility from the hiring date, or the rehire date, whichever is later.</p> <p>Select <i>Service Date</i> to begin eligibility from the worker's service date.</p> <p>In either case, the system uses the value stored in the worker's Employment Data page.</p>

**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.

<b>Field or Control</b>	<b>Description</b>
<b>Illness Length Category/Type</b>	<p>Enter the number of absence days for each category Type (<i>Short, Medium, and Long</i>).</p> <p>In the example shown, absences between 1 and 14 days are in the <i>Short</i> category and absences 31 days and over are in the <i>Long</i> category. An absence in the <i>Long</i> category is considered a longtime illness.</p>

<b>Field or Control</b>	<b>Description</b>
<b>Age Categories</b>	<p>Use these fields to define the age ranges for the columns on the Illness Registration (ABS006NL) report.</p> <p>For example, if you enter <i>10</i> in the <b>Age Category 1</b> field and <i>20</i> in the <b>Age Category 2</b> field, the first column in the report is for the age range 10–19.</p>
<b>Longtime Illness, Partial Illness, and Maternity Illness</b>	<p>These fields are not used by the illness reporting process or reports.</p>
<b>Exclude Employee Classes</b>	<p>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.</p> <hr/> <p><b>Note:</b> Non-employees are automatically excluded from the report.</p> <hr/>

## 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

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<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.



<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<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:

<b>Day Number</b>	<b>Start Time</b>	<b>End Time</b>
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**

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 Table

**Work Template** KFWF005

Description

Work Template Details					Personalize   Find   View All	First  1-5 of 5  Last
*Day No	Start Time	End Time	Hours	Description		
1	<input type="text" value="9:00AM"/>	<input type="text" value="1:00PM"/>	4.00	<input type="text" value="Monday"/>	+	-
2	<input type="text" value="9:00AM"/>	<input type="text" value="1:00PM"/>	4.00	<input type="text" value="Tuesday"/>	+	-
3	<input type="text" value="9:00AM"/>	<input type="text" value="1:00PM"/>	4.00	<input type="text" value="Wednesday"/>	+	-
4	<input type="text" value="9:00AM"/>	<input type="text" value="1:00PM"/>	4.00	<input type="text" value="Thursday"/>	+	-
5	<input type="text" value="9:00AM"/>	<input type="text" value="1:00PM"/>	4.00	<input type="text" value="Friday"/>	+	-

<b>Field or Control</b>	<b>Description</b>
<b>Work Template</b>	Displays the work template ID that you assign when you define a new template.
<b>Day No</b> (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.
<b>Start Time</b>	Enter the start time for the indicated day.
<b>End Time</b>	Enter the end time for the indicated day.
<b>Hours</b>	Displays the number of work hours based on the values in the Start Time and End Time fields.

## Work Schedule Table Page

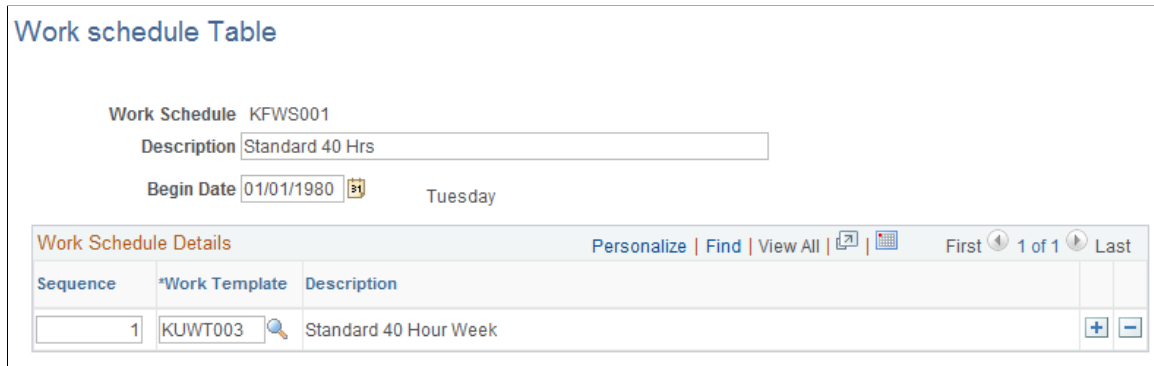
Use the Work Schedule Table page (ABSW\_SCHD\_TABLE) to create schedules that match the requirements of your personnel and their respective functions.

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**

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.

<b>Field or Control</b>	<b>Description</b>
<b>Work Schedule</b>	Displays the work schedule ID that you entered to access this page.
<b>Begin Date</b>	Enter the date on which the work schedule takes effect. This date is important when you associate schedules with people.  <b>Note:</b> All Standard Work Templates are based on a seven day week and begin on a Monday. In order to receive correct calculation results, the <b>Begin Date</b> on the Work Schedule Table page must also be specified as a Monday.

**Work Schedule Details**

<b>Field or Control</b>	<b>Description</b>
<b>Sequence</b>	Enter a number to specify the order in which the work templates take effect.
<b>Work Template</b>	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**

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.

### Holiday Schedule Table

Holiday Schedule DBE

\*Description

Holiday Schedule		Personalize   Find   View All	First  1-4 of 9  Last
	*Holiday	Description	
1	01/01/2000	New Year's Day	+ -
2	04/21/2000	Good Friday	+ -
3	04/24/2000	Easter Monday	+ -
4	05/01/2000	Labor Day	+ -

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.

<b>Field or Control</b>	<b>Description</b>
<b>Holiday Schedule</b>	Displays the ID of the holiday schedule.
<b>Holiday</b>	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” (Application Fundamentals)

**Assign Work/Holiday Schedules Page**

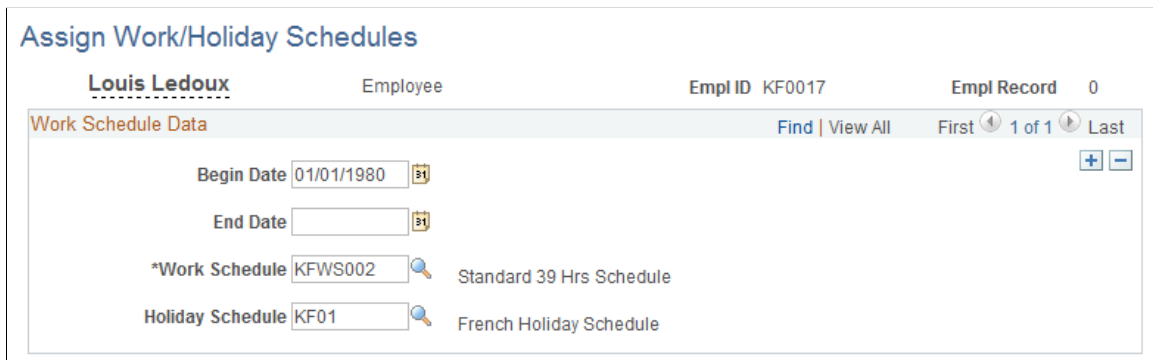
Use the Assign Work/Holiday Schedules page (ABSW\_SCHEDULE) to assign work and holiday schedules to individuals.

Update schedule assignments.

Navigation:

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

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.



<b>Field or Control</b>	<b>Description</b>
<b>Begin Date</b>	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.
<b>End Date</b>	Enter the date that the work schedule ceases to be effective. This date must be later than the begin date.

<b>Field or Control</b>	<b>Description</b>
<b>Work Schedule</b>	Select the person's work schedule for the defined period.
<b>Holiday Schedule</b>	Select the person's holiday schedule for the defined period. Even if people have different work schedules, they typically share the same holiday schedule.  <b>Important!</b> 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

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<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**

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.

The screenshot displays the 'Benefit Plan' configuration page. At the top, it shows 'Plan Type 10' and 'Medical'. The 'Benefit Plan' field is set to 'BNFTE'. Below this, there are several input fields: '\*Effective Date' (01/01/1980), '\*Description' (BNFTE), 'Set ID' (BNUSA), 'Vendor ID' (BNFTE), 'SPD URL ID', 'Group Number', and 'Default Deduction Code'. A 'Short Description' field also contains 'BNFTE'. There is a checkbox for 'Include in Health Pagelet'. The 'Pay Mode' section includes 'Pay Mode' (Pay as Deducted) and 'AP Payment Date Type' (Check Date). Below that are fields for 'EDI Plan Coverage Description', 'EDI Insurance Line Code', and 'Self-Service Plan Description'. At the bottom, there is a table for 'Internal Administrative Contacts' with columns for '\*Contact Type', '\*Contact ID', and 'Contact Description'. The table currently has one empty row and a '+', '-' button.

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 Human Resources Manage Base Benefits) topic. The Benefit Plan Table page and Benefit Plan page are identical.

<b>Field or Control</b>	<b>Description</b>
<b>Plan Type</b>	<p>For vacation plans, select the plan type <i>Vacation</i> to access the page.</p> <hr/> <p><b>Note:</b> The recommended plan type is <i>Vacation</i>; this plan type is delivered with PeopleSoft HR for vacation processing. Adding or changing plan types often involves complex updates to associated processing logic.</p> <hr/>
<b>Benefit Plan</b>	<p>Displays the benefit plan ID that you entered to access this page.</p>
<b>Vendor ID</b>	<p>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.</p> <hr/> <p><b>Important!</b> 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.</p> <hr/> <p>See “Entering Vendor Information” (Application Fundamentals).</p>

**Related Links**

“Understanding Benefit Programs” (PeopleSoft 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**



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.

The screenshot shows the 'Vacation Plan Table' interface. At the top, it displays 'Benefit Plan' as 'KGVACN UK Vacation Plan'. Below this are input fields for '\*Maximum Leave Balance' (28.000) and 'Maximum Leave Carryover' (10.000). There are two radio button groups: 'Accrual Frequency' with 'Yearly' selected and 'Monthly' unselected; and 'Entitlement Rate Changes with' with 'Service' selected and 'Age' unselected. Below these are two tables. The first table, 'Entitlement Rate Values', has columns 'After Year of Services' and 'Days Earned per Year', with rows for years 0, 1, and 2. The second table, 'Service Bonus Values', has columns 'Service Year' and 'Bonus Days'. Navigation links like 'Personalize', 'Find', and 'View All' are visible above both tables.

<b>Field or Control</b>	<b>Description</b>
<b>Benefit Plan</b>	Displays the name of the vacation plan.
<b>Maximum Leave Balance</b>	Enter the maximum number of days that a person can hold in any one period.
<b>Maximum Leave Carryover</b>	Enter the maximum number of days that a person can carry into the next period.
<b>Accrual Frequency</b>	Select the length of the accrual period and how often the process should be run. The default is <i>Yearly</i> , but you can change it to <i>Monthly</i> if necessary.  Changing the accrual frequency changes the period prompt in the <b>Entitlement Rate Values</b> and <b>Service Bonus Values</b> group boxes.
<b>Entitlement Rate Changes with</b>	Select either <i>Service</i> or <i>Age</i> . When you do, the prompt under the <b>Entitlement Rate Values</b> 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**

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' configuration page for program 'B01'. It includes the following sections and fields:

- General Information:**
  - Benefit Program: B01
  - Effective Date: 01/01/2000
  - \*Description: Benefits Full Time Program
  - Short Description: Ben FT
  - Status as of Effective Date: Active
  - Program Type: Automated
  - Currency Code: USD
- COBRA:**
  - COBRA Surcharge %
  - COBRA Disabled Surcharge %
  - COBRA Contact ID
- FSA:**
  - Flexible Spending Acct Run ID
  - FSA Maximum Annual Pledge: 7000.00
- FMLA:**
  - FMLA Plan ID: KUB
  - Roll-Bkwd
- Benefits Administration:**
  - Apply Excess Credits to: Cash
- Self-Service Configuration:**
  - Show Credits on Enrollment Form:
  - Include Can Sales Tax on Form:
  - Show Employer Costs on Form:
  - Alert to Tax Impacts on Form:
  - Cost Freq on Enrollment Form: Deduction Frequency
  - Handbook URL ID

**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 Benefits Administration)

## Chapter 3

# Tracking General Absences

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## Common Elements Used in Tracking General Absences

<i>Field or Control</i>	<i>Description</i>
<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

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#">Absence Data Page</a>	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.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<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.
<u>Create/Update Absence - Comments Page</u>	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**

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 shows 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: [ ]
  - Regulatory Region: Netherlands
  - Reason: [ ]
  - Approved:
  - Date Approved: [ ]
  - Notification Date: [ ]
  - Time First Notified: [ ]
  - By Whom: [ ]
- Other Controls:**
  - Mandatory Replace:
  - End Date: [ ]
  - Absence Recurrence: [ ]
  - Original Start Date: [ ]
  - Absence Type: [ ]

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 the continuation of the 'Absence Data' page, focusing on regional and notification settings:

- Germany:** Start Date [ ], End Date [ ]
- Italy:** Fiscal Visit  Result Visit [ ] Fiscal Days Abs [ ]
- Netherlands:** Begin Notification Date 04/03/1999, End Notification Date 12/02/1999
- Absence Recurrence:** Original Start Date [ ], Absence Type [ ]
- Disability:** [ ]
- WAO/WIA Data:** \*Date [ ], WAO/IVAWGA Class [ ]

<b>Field or Control</b>	<b>Description</b>
<b>Start Date and Start Time</b>	Enter the beginning date and time of the absence.

<b>Field or Control</b>	<b>Description</b>
<b>Duration (Days)</b>	<p>Displays the total duration of the absence in days and hours. You can override this system calculation.</p> <hr/> <p><b>Note:</b> 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.</p> <hr/>
<b>Absence Type</b>	Enter the type of absence. If you enter <i>Maternity</i> , a link to the Maternity Dates page appears.
<b>Regulatory Region</b>	Displays the person's regulatory region.
<b>Reason</b>	Enter a detailed reason for the absence.
<b>Approved</b>	Select this check box to indicate the status of the absence.
<b>Date Approved</b>	If applicable, enter the date that the absence was approved.
<b>Notification Date, Time First Notified, and By Whom</b>	Enter the date and time that the absence was first reported and the person who reported it.

### (BEL) Belgium

<b>Field or Control</b>	<b>Description</b>
<b>Mandatory Replacement</b>	Select this check box to indicate that a replacement is required for this absence. This option applies to structural absences only.
<b>End Date</b>	Enter an end date for the period during which a replacement is required for the absent person.

### (DEU) Germany

<b>Field or Control</b>	<b>Description</b>
<b>Start Date</b>	Enter the beginning of the person's maternity leave.
<b>End Date</b>	Enter the end of the person's maternity leave.

**(ITA) Italy**

<b>Field or Control</b>	<b>Description</b>
<b>Fiscal Visit</b>	Select this check box if a doctor's visit is required to verify the person's illness.
<b>Result Visit</b>	Select a value to indicate the result of the doctor's visit.
<b>Fiscal Days Abs (fiscal days absent)</b>	Enter the number of fiscal days that the person will be absent, as determined by the doctor.

**(NLD) Netherlands**

<b>Field or Control</b>	<b>Description</b>
<b>Begin Notification Date</b>	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.
<b>End Notification Date</b>	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.
<b>Absence Recurrence</b>	Click this link to access the Absence Recurrence page.
<b>Disability</b>	Click this link to access the Disability page if the absence is related to a disability.
<b>WAO/WIA Date</b>	Enter the date when the employee goes on long-term disability WAO (Wet op de arbeidsongeschiktheidsverzekering) or WIA (Wet Werk en Inkomen naar Arbeidsvermogen).
<b>WAO/IVA/WGA Class</b>	<p>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.</p> <p>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.</p>

## Related Links

[Request/Approve Vacation Page](#)

[Understanding Absence Data](#)

“Tracking Disabilities” (PeopleSoft Human Resources Administer Workforce)

[Understanding Dutch Illness Reporting](#)

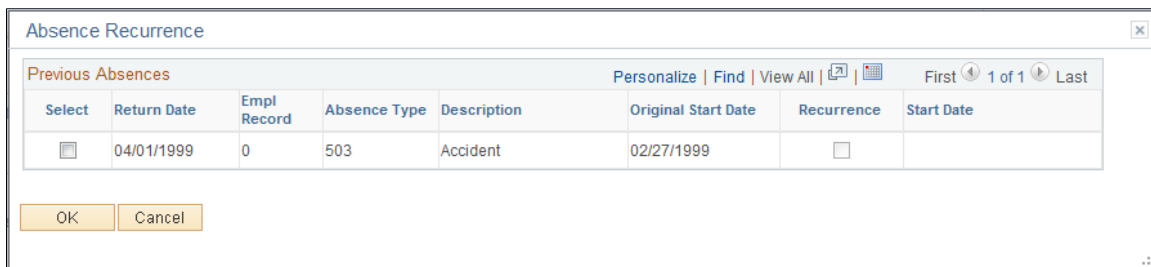
## Absence Recurrence Page

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.

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.



The screenshot shows a window titled "Absence Recurrence" with a close button in the top right corner. Below the title bar is a header area with "Previous Absences" on the left and "Personalize | Find | View All" with icons on the right. A pagination control shows "First 1 of 1 Last". Below this is a table with the following columns: Select, Return Date, Empl Record, Absence Type, Description, Original Start Date, Recurrence, and Start Date. There is one row of data with a checked checkbox in the Select column, a return date of 04/01/1999, an employee record of 0, an absence type of 503, a description of "Accident", an original start date of 02/27/1999, and an unchecked checkbox in the Recurrence column. At the bottom of the window are "OK" and "Cancel" buttons.

Select	Return Date	Empl Record	Absence Type	Description	Original Start Date	Recurrence	Start Date
<input checked="" type="checkbox"/>	04/01/1999	0	503	Accident	02/27/1999	<input type="checkbox"/>	

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**



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.

Absence Data
Follow-up Action
Comments

**Kees den Bakker**      Employee      Empl ID KN0003      Empl Record 0

**Absence Data** Find | View All    First 1 of 2 Last

Begin Date 04/02/1999      Begin Time

Return Dt/Tm 12/01/1999      End Time

\*Absence Type Sickness

Absence Code

Doctor Consulted      Consultation Date

Work Injury Related      Incident Number

Refer to Occ Health Auth

Counseling

Disciplinary

**Certificate Details** Find | View All    First 1 of 1 Last

Type       Received

\*Valid From       Valid To

<b>Field or Control</b>	<b>Description</b>
<b>Doctor Consulted</b>	Select this check box if you contacted the person's doctor about the absence.
<b>Consultation Date</b>	Enter the date that you contacted the doctor.
<b>Work Injury Related</b>	Select this check box if the absence is related to a work injury.
<b>Incident Number</b>	Enter the incident number that was assigned if you selected the <b>Work Injury Related</b> 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.  <b>Note:</b> To track absence data about work-related injuries, set up the system to monitor such information.
<b>Refer to Occ. Health Auth</b> (refer to occupational health authority)	Select this check box if follow-up action with the Occupational Health Authority is appropriate.
<b>Counseling</b>	Select this check box if follow-up counseling is appropriate.
<b>Disciplinary</b>	Select this check box if disciplinary action is appropriate.

## Certificate Details

<b>Field or Control</b>	<b>Description</b>
<b>Type</b>	Enter the type of certification if you receive certification for a follow-up action. Values are:  <i>Medical Certificate:</i> A certificate received from the absent person's physician.  <i>Self Certificate:</i> A certificate received from the person.
<b>Received</b>	Enter the date that you received the certificate.
<b>Valid From and Valid To</b>	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**

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 a web application. At the top, there are three tabs: 'Absence Data', 'Follow-up Action', and 'Comments', with 'Comments' being the active tab. Below the tabs, the employee's name 'Kees den Bakker' is displayed, followed by 'Employee', 'Empl ID KN0003', and 'Empl Record 0'. The 'Absence Data' section is visible, showing fields for 'Start Date' (04/02/1999), 'Return Dt/Tm' (12/01/1999), 'Absence Type' (Sickness), and 'Absence Code'. Below this, the 'Comments' section has a 'Find | View All' header and 'First 1 of 1 Last' navigation. A single comment is listed with a '\*Comment Date' of 04/02/1999 and a text area containing: 'Due to the accident injury from the last period; the employee is now partially (80%) back to work.' There are '+' and '-' buttons next to the date field and a 'L2' icon next to the comment text.

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 the 'Employee's Current Address' and 'Employee's Phone' sections. At the top left, there is a dropdown menu for 'Netherlands' with a flag icon. Below this, there are several input fields: 'Percentage Ill' with a value of 80, 'Therapy Hours' with a value of 10.0, 'Same Address as Employee' (checked), 'Same Phone as Employee' (checked), 'Address Type' with a value of HOME and a magnifying glass icon, and 'Phone Type' with a value of HOME and a magnifying glass icon. The 'Employee's Current Address' section is highlighted and contains the following information: 'Country NLD Netherlands' and 'Address Rembrandtstraat 30, 2811 XC Reeuwijk'. The 'Employee's Phone' section is also highlighted and contains the information: 'Phone 925/694-7903'.

**(NLD) Netherlands**

<b>Field or Control</b>	<b>Description</b>
<b>Percentage Ill</b> (percentage illness)	<p>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.</p> <p>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.</p>
<b>Therapy Hours</b>	Enter the number of hours that the person is undergoing therapy.
<b>Same Address as Employee and Same Phone as Employee</b>	<p>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).</p> <p>If the absent person is convalescing or rehabilitating at a different address, such as a clinic or hospital, deselect the check box.</p>
<b>Contact Phone</b>	Enter a telephone number to contact the person.

**Related Links**

[Understanding Dutch Illness Reporting](#)

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## 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

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<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**

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.

### Follow-up Action Item NLD

Follow-up Action NL0002

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

\*Effective Date

\*Status

\*Description

Short Description

\*Absence Duration  \*Period

Notification Days

Comments

**Participants** Personalize | Find |  |  | First 1 of 1 Last

*Participant	*Notification Channel	*Template Name	Details
<input type="text" value="Case Manager"/>	<input type="text" value="Worklist"/>	<input type="text" value="HR_ACTION_LIST_NLD"/> <input type="button" value="M"/>	<input type="button" value="Details"/> <input type="button" value="+"/> <input type="button" value="-"/>

<b>Field or Control</b>	<b>Description</b>
<b>Absence Duration</b>	Indicates when the action item is due based on the beginning of the absence. This can be specified in Weeks or Days.
<b>Notification Days</b>	Indicates how many days prior to the Due date (based on the Absence Duration) notifications are sent to the participants for this action item.
<b>Comments</b>	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.

<b>Field or Control</b>	<b>Description</b>
<b>Participant</b>	<p>Select from a predefined list of roles:</p> <ul style="list-style-type: none"> <li>• Absence Administrator – Any Administrator can be associated to this role.</li> <li>• Case Manager – The Case Manager can be associated to each specific Absence case.</li> <li>• Health Service Provider – A contact from the ARBOdienst.</li> <li>• HR Administrator - Any Administrator can be associated to this role.</li> <li>• Employee – The employee specific to the Absence case.</li> <li>• Manager - The employee’s manager.</li> <li>• Supervisor - The employee’s supervisor.</li> </ul>
<b>Notification Channel</b>	<p>Options are:</p> <ul style="list-style-type: none"> <li>• Email</li> <li>• Worklist</li> <li>• Both</li> <li>• None</li> </ul>
<b>Template Name</b>	<p>A pre-defined format of the notification message.                      A pre-defined template HR_ACTION_LIST_NLD is provided and can be customized using <b>PeopleTools &gt; Workflow &gt; Notifications &gt; Generic Templates</b>.</p>

## 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**

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

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**Action List Item** 1 of 1 | View All

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

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

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**Assignment Action List Item** 1-9 of 9

	*Sequence	*Item Code	Description		
1	100	NL0001	Illness Notification	+	-
2	200	NL0002	Create Re-integration File	+	-
3	300	NL0003	Analysis by Health Service	+	-
4	400	NL0004	Cancellation Travel Allowance	+	-
5	500	NL0005	Plan of Approach	+	-
6	600	NL0006	Notification Social Security	+	-
7	700	NL0007	First Year Evaluation	+	-
8	800	NL0008	Salary Reduction 1st Year	+	-
9	900	NL0009	Request for Unemployment Allow	+	-

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**

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**

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**

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.

<b>Field or Control</b>	<b>Description</b>
<b>From Date and Thru Date</b>	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.
<b>Company</b>	Can be specified to limit the processing to the employees within a specific organization.
<b>Run</b>	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**

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  + -

\*Action List  Illness Action List NLD

Responsible ID

Comment

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

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

**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>Field or Control</b>	<b>Description</b>
<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 <b>Comments</b> per action list, as well as per action item under the <b>Details</b> link. The administrator can add multiple <b>Notes</b> 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 **Details** link on the Monitor Follow-up Actions 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.

**Action Item Details**

Action Item NL0005 Plan of Approach Date First Notified 01/28/2013

Briefing Status Not Started Time First Notified 4:19PM

Comments

OK Cancel Refresh

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

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.

**Define Attachments**

Configuration ID NL0005\_ATT

Attachment Configuration Details Find | View All First 1 of 1 Last

\*Effective Date 01/28/2013 \*Effective Status Active

\*Description Plan of approach (template) Short Description Plan of ap

Comments

\*Attachment Type Attachment

Attachment NLD\_Plan\_of\_APP.txt View Attachment Delete Attachment

Authorized Roles Personalize | Find | View All | First 1 of 1 Last

*Role Name	Description
1 HR Administrator NLD	HR Administrator NLD

Last Upd User PS Updated on 01/28/13 12:53:37PM

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).

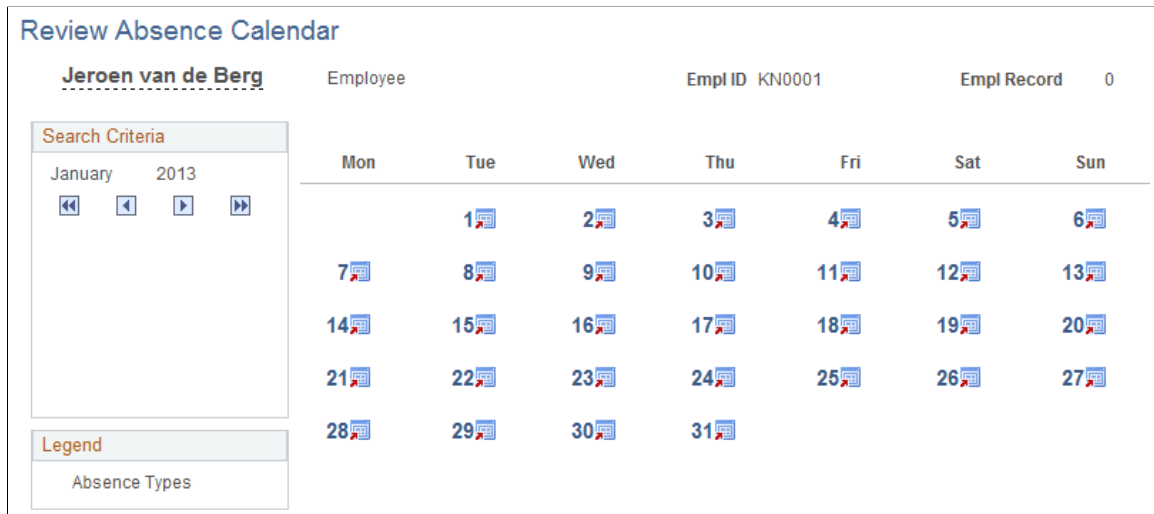
## Review Absence Calendar Page

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**

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:

<i>Field or Control</i>	<i>Description</i>
 <b>Previous Year</b>	Click the <b>Previous Year</b> button to navigate to the same month of the previous year.

<b>Field or Control</b>	<b>Description</b>
 <b>Previous Month</b>	Click the <b>Previous Month</b> button to navigate to the previous month.
 <b>Next Month</b>	Click the <b>Next Month</b> button to navigate to the next month.
 <b>Next Year</b>	Click the <b>Next Year</b> button to navigate to the same month of the following year.

## Legend

<b>Field or Control</b>	<b>Description</b>
<b>Absence Types</b>	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](#)

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## 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

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
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.



<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
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.
<u>Bradford Score GBR Page</u>	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**

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

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

---

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

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<b><i>Field or Control</i></b>	<b><i>Description</i></b>
<b>Regulatory Region</b>	<p>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.</p> <p>Leave this field blank if you want the report to cover all individuals for UK companies.</p>

## 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**

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.

**Vacation Plan**

Joe Cummins Employee Empl ID B-BARET199 Empl Record 0

Vacation Plan Type Find | View All First 1 of 1 Last

\*Plan Type 51 Vacation

Vacation Plan Dates Find | View All First 1 of 1 Last

\*Effective Date

Coverage Election

Elect  Waive  Terminate

\*Elect Date 01/28/2013

Benefit Plan

Benefit Program BAS Retro Regression

Currency USD Employee Status Active

<b>Field or Control</b>	<b>Description</b>
<b>Plan Type</b>	Displays the vacation plan type. By default, the type is <i>Vacation</i> .
<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**

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.

### Accrue Vacation

Run Control ID IGE
Report Manager
Process Monitor
Run

Language English

**Report Request Parameter(s)**

**\*Company**  Global Business Institute

**\*Vacation Plan**

**Accrual Frequency**

**Current Period End Date**

**\*Future Period End Date**

Get It

**Reverse Vacation Accrual**

Move back one period

**Entitlement Based On**

Hire Date     Rehire Date

<b>Field or Control</b>	<b>Description</b>
<b>Vacation Plan</b>	Select the name of the vacation plan.
<b>Accrual Frequency</b>	The rate at which leave is earned and tabulated
<b>Current Period End Date</b>	If you have run the vacation accrual process before, the system sets the <i>Current Period End Date</i> field to the previous run's future period end date and makes the field display-only. It also sets the new future period end date to one year or month (depending on the accrual frequency value) from the current period end date.

## Managing Vacation Absences

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

### Pages Used to Manage Vacation Absences

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<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.

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.

<b>Field or Control</b>	<b>Description</b>
<b>Accrual Process Date</b>	Displays the current end date that you selected on the Accrue Vacation page before running the process.
<b>Days Carried Over</b>	Displays the days carried over from the last entitlement period.
<b>Current Period Entitlement</b>	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.
<b>Days Booked/Taken</b>	Displays the days booked or taken. Until the request is approved, this field is dynamically updated as you enter the start and end dates.
<b>Total Entitlement</b>	Displays the total entitlement of vacation days, as updated by the vacation accrual process.
<b>Days Remaining</b>	Displays the days remaining. Until the request is approved, this field is dynamically updated as you enter the start and end dates.
<b>Absence Type</b>	Select the absence type for this request.
<b>Request Date</b>	Enter the request date for the vacation. The default is the current date.
<b>Start Date</b>	Enter the vacation start date for the request.

<b>Field or Control</b>	<b>Description</b>
<b>End Date</b>	Enter the vacation end date for the request.
<b>Duration (Days)</b>	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.
<b>Approval</b>	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.

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.

<b>Field or Control</b>	<b>Description</b>
<b>Approved</b>	Select to approve the request.
<b>Approved By</b>	Select the approver's ID.
<b>Date Approved</b>	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**

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.

The screenshot shows the 'Capture Vacation Absence' page for employee Joe Cummins (Empl ID B-BARET199, Empl Record 0). The page is divided into two main sections: 'Vacation Data' and 'Comments'.  
 In the 'Vacation Data' section, the 'Begin Date' is 01/28/2013. There are input fields for 'End Date', '\*Absence Type', and 'Reason'. The 'Duration (Days)' and 'Regulatory Region' (United States) are also visible. Navigation links for 'Find | View All' and 'First 1 of 1 Last' are present.  
 The 'Comments' section has a '\*Comment Date' field and a large text area for the 'Comment'. It also includes '+ -' and 'Find | View All' navigation links.

**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.

<b>Field or Control</b>	<b>Description</b>
<b>Begin Date</b>	The values in the <b>Begin Date</b> , <b>End Date</b> , and <b>Duration (Days)</b> fields come from the Request/Approve Vacation page and are display-only.
<b>Absence Type</b>	Select the absence type.
<b>Reason</b>	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.

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

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## 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

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

<b>Fieldname</b>	<b>Format</b>	<b>Description</b>	<b>Values</b>
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
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” (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:

<b>Term</b>	<b>Definition</b>
<b>Illness Percentage</b>	This is calculated as follows:  $(\text{Illness days} / \text{Available calendar days}) * 100.$
<b>Illness Frequency</b>	This is calculated as follows:  $\text{Newly started illnesses} / \text{Number of Employments}$
<b>Average Illness Length of Ended Illnesses</b>	The average duration of illnesses. The system includes all calendar days (week days and weekends) in the calculation.
<b>Number of Ended Illnesses</b>	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 or 0.5 who is hired on January 10 counts as $0.5 * 22/31$ for the January report.

<b>Term</b>	<b>Definition</b>
<b>Number of Employments</b>	<p>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.</p> <p>For example, a part-time employee with an FTE or 0.5 who is hired on January 10 counts as 22/31 for the January report.</p>
<b>Available Calendar Days</b>	<p>Number of available work days, based on the actual calendar days and the FTE factor.</p>
<b>Illness Days (Calendar Days)</b>	<p>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.</p> <p>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: <math>(10 * 100% * 0.5) + (10 * 40% * 0.5)</math>.</p> <p>However, if you exclude partial illnesses, the calculation is: <math>10 * 100% * 0.5</math>.</p>
<b>Number of Employments without Illness</b>	<p>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.</p> <p>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.</p>

## 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

<i>Field or Control</i>	<i>Description</i>
<b>Illness</b>	Absence entries with an absence type that is associated with the absence class SCK and a SetID of <i>NLD</i> .  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>Field or Control</b>	<b>Description</b>
<b>Absence Type</b>	Displays the absence type, as defined on the Absence Type page.  <b>Note:</b> Only absences with absence types of 501, 502, 503, 504, 505, 506, or 507 is captured for processing.
<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 Used 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.
<u>Follow-up Participants NLD Page</u>	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](#)

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## 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

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<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.
<a href="#">Create Illness Statistics NLD Page</a>	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.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Illness Registration NLD Page</u>	RUNCTL_ABS005_NL	<p>(NLD) Use this page to run these reports:</p> <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>
Longterm Illnesses NLD Page	RUNCTL_ABS007_NL	<p>(NLD) Use this page to run the Longterm Illnesses report (ABS007NL), which lists illnesses from which the person hasn't fully recovered. These illnesses are subject to the Dutch law Poortwachter.</p> <p>This report is also accessible through Global Payroll &amp; Absence Mgmt, Absence and Payroll Processing, Reports, Longterm Illnesses NLD.</p>

## 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**

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.

### Export Company Data

Run Control ID IGE
Report Manager
Process Monitor
Run

Language

Report Request Parameter(s)

Company   Global Business Institute

Employee Information

<i><b>Field or Control</b></i>	<i><b>Description</b></i>
<b>Company</b>	Select the company from which to extract information.
<b>Employee Information</b>	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**

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.

### Employee Illness Notification

Run Control ID IGE
Report Manager
Process Monitor
Run

Language English

**Report Request Parameter(s)**

From Date 01/21/2013 📅

Empl ID  🔍

Employee Information Only

\*Status Illness Report Original Select with Matching Criteria

**Employee Illness Data** Personalize | Find | View All | 📄 | 📅 | First 1 of 1 Last

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

## Report Request Parameters

<i>Field or Control</i>	<i>Description</i>
<b>Employee Information Only</b>	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 <b>Illness Status Information</b> field becomes unavailable for data entry.
<b>Notification Status</b>	<p>Select the notification status. Options are:</p> <p><i>Illness Report Change:</i> Send an illness notification change to Vpmeld.</p> <p><i>Illness Report Original:</i> Send an original illness notification to Vpmeld. If you select this option, the report lists illness data in addition to information about the person.</p> <p><i>Illness Report Replace:</i> Send an illness notification replacement to Vpmeld. If you select this option, the report lists illness data in addition to the person's information.</p> <hr/> <p><b>Note:</b> When you click the <b>Select with Matching Criteria</b> button, the system populates the remaining fields.</p>

## 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**

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

<i>Field or Control</i>	<i>Description</i>
<b>Department</b>	Select a department for which to extract information. You must first select a business unit.  <b>Note:</b> When you click the <b>Select with Matching Criteria</b> 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**

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.

### Create Illness Statistics NLD

Run Control ID IGE Report Manager
Process Monitor
Run

Report Request Parameter(s)

Company

Year

Month

<i>Field or Control</i>	<i>Description</i>
<b>Year</b>	Enter the year for which you want to create illness statistics.
<b>Month</b>	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

Use the Illness Registration NLD page (RUNCTL\_ABS005\_NL) to use this page to run these reports: 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.

Navigation:

**Workforce Administration > Absence and Vacation > Absence Reports > Illness Registration NLD > Illness Registration NLD**

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.

### Illness Registration NLD

Run Control ID IGE
Report Manager Process Monitor
Run

Report Request Parameter(s)

Month from

Month thru

Set ID

Department

Long-term Illness  ▼

Partial Illness  ▼

Maternity Leave  ▼

Year from

Year thru

Include Hierarchy

<b>Field or Control</b>	<b>Description</b>
<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>Field or Control</b>	<b>Description</b>
<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**

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 date pickers for 'Earliest Start of MPP', 'MPP Actual Start Date', 'Expected End of MPP', 'Qualifying Week', 'SMP Actual Start Date', and 'SMP/MPP Actual End Date'.
- Maternity Leave Details:** A sub-section containing 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'.

<i>Field or Control</i>	<i>Description</i>
<b>Expected Birth Date</b>	<p>Enter the expected birth date as it appears on the MATB1 form or other official notification.</p> <p>When you exit this field, the system completes the <b>Expected Week of Child Birth (EWC)</b> field, the <b>Earliest Start of MPP</b> (earliest start of maternity pay period) field, and the <b>Qualifying Week</b> field. The system also calculates whether the person is eligible for maternity pay based on employment conditions.</p>
<b>Form MATB1 Received</b>	<p>Enter the date that you receive medical evidence of the pregnancy.</p> <hr/> <p><b>Note:</b> The MATB1 form is unacceptable if dated more than 20 weeks before the start of the expected week of child birth (EWC).</p> <hr/>
<b>Date Notified of Actual Start</b>	<p>Enter the date that the person notified you of her intended leave start date.</p>

## Eligible for Maternity Pay

<i>Field or Control</i>	<i>Description</i>
<b>Based on Employment Conditions</b>	<p>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.</p> <hr/> <p><b>Note:</b> If the employee is under 16 years of age or over 65 years of age, the <b>Based on Employment Condition</b> 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.</p>
<b>Based on National Insurance (NI) Calculation</b>	<p>This check box appears only if you have PeopleSoft Global Payroll UK installed.</p> <p>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.</p>

## Maternity Pay Information

<i>Field or Control</i>	<i>Description</i>
<b>Earliest Start of MPP</b> (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.
<b>MPP Actual Start Date</b> (maternity pay period actual start date)	<p>Enter the last day that the person expects to work before the start of leave.</p> <hr/> <p><b>Note:</b> The actual start date of the MPP must be after the expected week of child birth.</p>
<b>Expected End of MPP</b> (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.

<b>Field or Control</b>	<b>Description</b>
<b>Qualifying Week</b>	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.
<b>SMP Actual Start Date</b> (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.

<b>Field or Control</b>	<b>Description</b>
<b>Expected Week of Child Birth</b>	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

<b>Field or Control</b>	<b>Description</b>
<b>Eligible for Additional Leave</b>	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.
<b>Actual Birth Date</b>	Enter the actual date on which the baby is born.
<b>Expected End of Leave</b>	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.
<b>Date Return Reminder Sent</b>	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.
<b>Confirmation Received</b>	When you receive a reply from the person, enter the date in this field.

<b>Field or Control</b>	<b>Description</b>
<b>Notified Return Date</b>	Enter the date on which the person informs you that the employee will return to work.
<b>Actual End of Leave</b>	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

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## **(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

Page Name	Definition Name	Usage
<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**

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 Mother Refresh + -

Mother/Adopter Eligible for Statutory Maternity Pay       Self Certificate

Date of Entitlement Notice 09/18/2014 31       Mother/Adopter Deceased

Date of Booking notice 09/26/2014 31       Partner in Same Organization

Binding Notice Date  31      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# 0      Partner SHPL Weeks# 0

Employee SHPP Weeks# 0      Partner SHPP Weeks# 0

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

	Start Date	End Date	
1			+ -

<b>Field or Control</b>	<b>Description</b>
<b>Employee is</b>	Select the category to which the employee belongs: <ul style="list-style-type: none"> <li>• Adopter</li> <li>• Mother</li> <li>• Partner</li> </ul>
<b>Mother/Adopter Eligible for:</b>	Select the leave type for which the employee is eligible  For Adopter: <ul style="list-style-type: none"> <li>• Statutory Adoption Pay</li> <li>• Unpaid SAP</li> </ul> For Mother: <ul style="list-style-type: none"> <li>• Statutory Maternity Pay</li> <li>• Unpaid SMP</li> </ul> <hr/> <b>Note:</b> 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) <hr/> For Partner: <ul style="list-style-type: none"> <li>• Maternity Allowance</li> <li>• Statutory Adoption Pay</li> <li>• Statutory Maternity Pay</li> <li>• Unpaid SAP</li> <li>• Unpaid SMP</li> </ul> <hr/> <b>Note:</b> If you select <b>Unpaid SMP</b> or <b>Unpaid SAP</b> , 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. <hr/>
<b>Date of Entitlement Notice</b>	Enter the Entitlement Notice date. <hr/> <b>Note:</b> On selecting Entitlement Notice date, ShP Entitlement Details section is displayed to capture employee/partner ShPL (Shared Parental Leave)/ShPP(Shared Parental Pay)details. <hr/>

<b>Field or Control</b>	<b>Description</b>
<b>Date of Booking notice</b>	Enter the Booking Notice date. <hr/> <b>Note:</b> On selecting Booking Notice date, ShP Leave Details section is displayed to capture employee/partner ShPP Leave details. <hr/>
<b>Binding Notice Date</b>	Enter the Binding Notice date.
<b>Expected Birth Date</b>	Expected Birth Date is auto populated from SMP if employee is mother and SMP details is available.
<b>Actual Birth Date</b>	Actual Birth Date is auto populated from SMP if employee is mother and SMP details is available.
<b>Expected Week of Child Birth</b>	Expected Week of Child Birth is auto populated from SMP if employee is mother and SMP details is available.
<b>Qualifying Week</b>	Qualifying Week is auto populated from SMP if employee is mother and SMP details is available.
<b>Self-Certificate</b>	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, <b>Date of Mother\Adopter demise</b> 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, <b>Partner Employee ID</b> 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>Field or Control</b>	<b>Description</b>
<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 <b>Mother/Adopter Deceased</b> 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.  <b>SMP/SAP/MA Start Date</b> 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.  <b>SMP/SAP/MA End Date</b> is auto populated from SMP if employee is mother and SMP details is available.
<b>Curtailment Date</b>	<b>Curtailment Date</b> is auto populated from SMP if employee is mother and SMP details is available.
<b>Number of SMP/SAP/MA Weeks</b>	System automatically calculates the number of SMP/SAP/MA weeks based on input.

## SHP Entitlement Details

<b>Field or Control</b>	<b>Description</b>
<b>Employee SHPL Weeks#</b>	Enter the number of employee ShPL weeks.
<b>Employee SHPP Weeks#</b>	Enter the number of employee ShPP weeks.
<b>Partner SHPL Weeks#</b>	Enter the number of partner ShPL weeks.
<b>Partner SHPP Weeks#</b>	Enter the number of partner ShPP weeks.

## SHP Leave Details

<b>Field or Control</b>	<b>Description</b>
<b>Start Date</b>	Enter the date on which the employee ShP leave starts.
<b>End Date</b>	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.

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## (GBR) Tracking Parental Leave Absence Data

This section discusses how to track parental leave absence data.

### Page Used to Track Parental Leave Absence Data

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Review Parental Leave by Dept Page</u>	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**

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.

<b>Field or Control</b>	<b>Description</b>
<b>Dependent ID</b>	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.
<b>Absence Code</b>	Select the absence code from the Absence Code table for the parental leave.
<b>Date First Notified</b>	Enter the date that the person notified the organization of the need for this leave.
<b>Begin Date Postponed</b>	Select if the leave is postponed after approval.
<b>Paid or Unpaid</b>	Select either <i>Paid</i> or <i>Unpaid</i> for this leave. If <i>Paid</i> is selected, enter the percentage of normal pay that the person will receive.
<b>Validate</b>	After entering all of the leave information, click the <b>Validate</b> button to verify the leave against the parameters of parental leave and to calculate the duration of the leave in weeks and in days.
<b>Duration (Weeks)</b>	Displays the total number of weeks for this leave.
<b>Total Rolling Year</b>	Displays the total number of parental leave weeks taken in the 12 month period that precedes the begin date of the leave.
<b>Total Cumulative</b>	Displays the total number of parental leave weeks taken during the person's present and past employment for each dependent.
<b>Days Equivalence</b>	Convert the number of weeks into days.

## **Related Links**

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