

Oracle® Cloud

Manage Absence Requests



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Contents

1 About This Recipe

Overview	1-1
System and Access Requirements	1-1

2 Perform Prerequisite Tasks

3 Select and Configure the Recipe

Configure Roles	3-1
Configure Connectors	3-1

4 Activate and Run the Recipe

Preface

This document describes how to install, configure, and run this recipe in Oracle Cloud Infrastructure Process Automation.

Topics:

- [Documentation Accessibility](#)
- [Diversity and Inclusion](#)
- [Related Resources](#)
- [Conventions](#)

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Related Resources

For more information, see these Oracle resources:

- Oracle Cloud Infrastructure Process Automation documentation in the Oracle Cloud Library on the Oracle Help Center.
- Oracle Cloud at <http://cloud.oracle.com>.

Conventions

The following text conventions are used in this document.

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1

About This Recipe

Use this recipe to manage leaves of absence through Oracle Cloud Infrastructure Process Automation.



Note:

The recipe is meant only for guidance and is not warranted to be error-free.

Overview

This recipe provides a mechanism to manage absence requests from employees, according to specific company policies.

To run the recipe, you must create a process application using the recipe, and configure the roles and other resources of the recipe. When an employee submits an absence request, the process flow of the recipe is triggered. It either auto-approves the request or directs the request to appropriate authorities (the manager and an HR personnel) for approval. If the request is approved, the process flow can communicate the absence approval to an external system (for example, an HCM system) for recording. For this, you'll have to configure a connector to the third-party system. Finally, a confirmation message is sent to the employee's email address.

System and Access Requirements

- Oracle Cloud Infrastructure Process Automation, Version 23.12 or higher

2

Perform Prerequisite Tasks

You must perform the following configuration tasks on your Oracle Identity Cloud Service (IDCS) instance in order to successfully run the recipe.

- Assign IDCS application roles
- Create the required users in IDCS

For details, see [Manage Access and Assign Roles](#).

3

Select and Configure the Recipe

On your Oracle Cloud Infrastructure Process Automation instance, create a process application using the recipe to deploy and configure the recipe's resources.

1. On the Designer home page, click **Create**. In the Create application pane, select **Create application from recipe**.
2. Find the recipe of your choice, then click **Select**.
The Create application from recipe pane opens.
3. Review the name, version, and description for the application, and click **Create**.
The process application's main page opens, displaying all the resources of the recipe. Configure the following resources before you activate and run the application.

Configure Roles

1. Click the **Roles** tab to view the roles present in the process application. The following roles are displayed:
 - **Employee**: Users that request the leave of absence.
 - **Manager**: Users that approve the request.
 - **HR Manager**: Users from the HR department that approve the request.
 - **Process Owner**: Users that handle the payroll, benefits, and HCM updates.
 - **Process Reviewer**: Users that review the request.
2. Assign the right users to each role.
 - a. Click a role to open the page that lists the users, groups, and permissions for the role.
 - b. Delete the default users assigned, if any.
 - c. In the **Search by** drop-down field, select **Users**.
 - d. In the **Search for users or groups** field, search and select a user.
The user you select is added to the role.
 - e. Select the necessary permission for the user in the Application Permission Level section.
3. To return to the process application's main page, click the application's name in the breadcrumb.

Configure Connectors

Optionally, add connectors to your application to connect to third-party systems, and record the approved leaves of absence. You can create connectors to external applications, such as payroll, benefits, or HCM applications. See [Configure REST Connectors in Designer](#).



Note:

Without connectors, you can only test run this application in the Process Workspace.

4

Activate and Run the Recipe

After you've configured the roles and other resources, you can activate and run the application.

1. On the process application's main page, click **Activate**. In the Activate pane, with the default snapshot selected, click **Activate**.

A message confirms that the application has been activated.

2. Run the recipe.

- a. In the Activate pane, click **Test in Workspace**.

A new browser tab opens with Workspace.

- b. Log in as a user with the Employee role, and click the activated application on the Start Requests page.

- i. In the pane that appears, complete the form and click **Submit** to start an instance of the application.

You'll receive a notification about your request approval on the email address you provide in the form.

- c. Log in as a user with the Manager role, open the Workspace navigation menu, and click **Tasks** to open the Tasks page.

- i. Under the **My tasks** tab, click the task from the absence approval process.

- ii. In the task details pane, review and update (if required) the form associated with the task, and then click **Approve**.

- d. Repeat Step 2(c) by logging in as a user with the HR Manager role.

3. Track the running of the process instance in the Workspace. See Track Processes.

4. View the runtime execution details of your process in **Analytics**. See Use Analytics.

5. Log in to the employee's email account specified in the form, and check for the message from Oracle Cloud Infrastructure Process Automation.

The email message contains the approval details for your absence request.

Related Documentation

- *Using Oracle Cloud Infrastructure Process Automation*