Oracle Fusion Cloud Human Resources

Using Absence Management

23D

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1 Overview

Overview of Using Absence Management

You can schedule and approve absences, maintain absences, and analyze absence data using Absence Management.

This high-level workflow summarizes the absences activities for different roles.
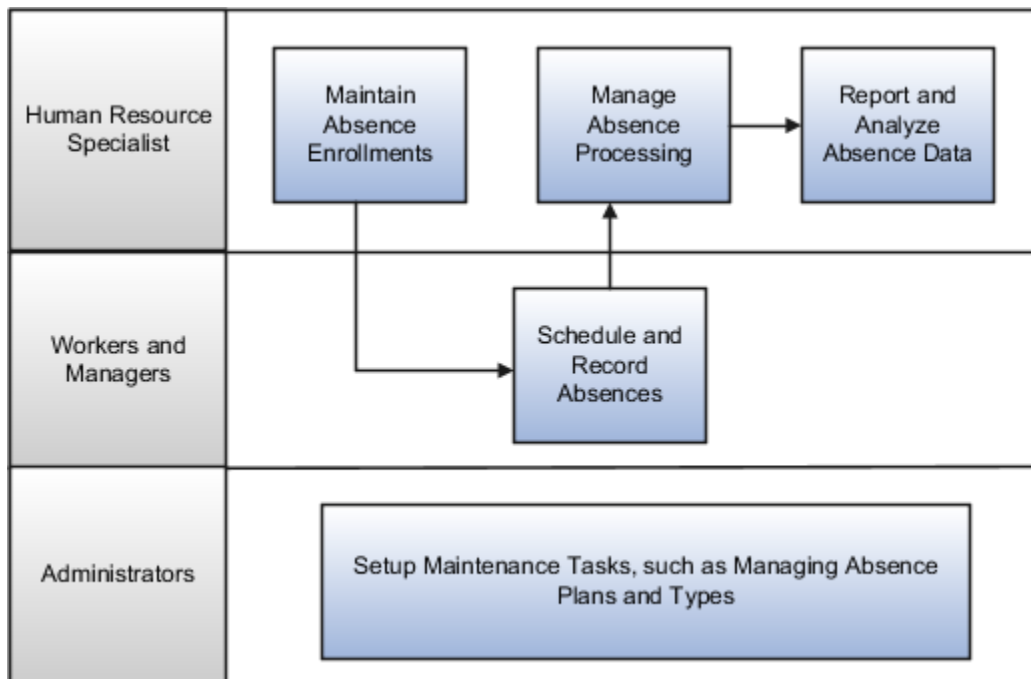
Schedule and Record Absences

Employees, or their managers can:

- Record absences
- Review the daily breakdown for the absence period

Maintain Absence Enrollments

Human resource (HR) specialists use the Manage Absences and Entitlements page to:

- Record absences
- Review entitlements and balances for the absence period
- Review plans that the worker is currently enrolled in
- Calculate accruals
- Adjust plan balances

- Enroll workers in new plans

Manage Absence Processing

HR specialists can manage absence information for multiple employees using these processes.

Process Name	Description
Evaluate Absences	Automatically runs when you enter an absence. You can also manually run this process to calculate entitlements for absences with special conditions, such as duration changes or open-ended absences.
Update Accrual Plan Enrollments	Determines an employee's plan eligibility and updates enrollments, such as new hire, termination, and transfer events. For example, the process determines plan enrollment and terminates the enrollment if the employee is no longer eligible for the plan.
Calculate Accruals and Balances	Calculates the absence balance for each active enrollment and updates the accrual plan balance.
Evaluate Certification Updates	Checks whether certification requirements are past their due dates.
Withdraw Accruals and Balances	Withdraws and updates accrual balances or deletes enrollments in bulk. You typically run this process to correct existing accrual data.
Generate Daily Breakdown of Absence Details	Creates a report listing the daily details of an absence based on how absence type rules are configured.

Report and Analyze Absence Data

Managers and HR specialists can compare absence trends in their organizations over time using absence analytics.

- Review absence reports based on a grouping of similar absence types to an absence category. For example, an organization might want to view how illness-related absences are impacting its operations
- Investigate attendance issues by reviewing employee absence history
- Validate and revise existing polices for real-world relevance by analyzing absence cases

Maintain Absence Setup

Administrators need to perform periodic maintenance of various absence configurations to comply with changes in organization policies for absence management. For more information about these tasks, see the Implementing Absence Management guide.

Absence Management Work Areas

To manage absences, start from the following work areas:

Role	Navigation to Work Area
HR Specialist	Select **Navigator** >**My Client Groups** >**Person Management**

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Role	Navigation to Work Area
Manager	Select **Navigator** >**My Team** >**Absences**
Worker	Select **Navigator** >**Me** >**Time and Absences**
Administrator	Select **Navigator** >**My Client Groups** >**Absences**

Related Topics
- Absence Recording Statuses

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2 Absence Recording

Use Absence Management

You can record absences and view your plan balances. You can also donate some of your plan balances to your co-workers and sell a portion of your balance for payment.

▶ **Watch video**

Add Absences

Here's how you can record an absence when you want to take some time off:

1. Click **Me>Time and Absences>Add Absence**. You can also use the **Add Absence** quick action.
2. Select an absence type in the Add Absence page. The application displays your balance for all the plans in the absence type.
3. Select the start and end dates. If you have multiple assignments, depending on the absence type configuration, you may be able to enter an absence for a specific assignment using the **Business Title** option.
4. Use the **Repeat** option if you want the absence to repeat at fixed intervals. Some absence types might require you to select an absence reason and attach supporting documents for the time off.
5. Click **Submit**.

Review Existing Absences and Plan Balances

You can view your previously recorded absences in the **Existing Absences** page in the Time and Absences work area. This page displays all of your absences for the current year and their current status such as Scheduled, Completed, Awaiting Approval, and so on. You can search for an absence from any time period or date, and even filter the results by absence type or status.

Here's how you can view your absence balance for various plans that you are enrolled in:

1. Click **Me>Time and Absences>Absence Balance**.
2. Use the **Balance As-of Date** option to display the balance either as of today or on the day of the last calculation.
3. Select an absence plan from the Plan Balances section to get a summary of the overall plan balances.
4. Click **Year-End Details** to see the amount of balances that will be carried over and the balance that will expire if you don't use it by the end of the plan year.

   Managers can use the **Absence Planning** page to review absences related to absence types with accrual or compensatory plans for all their direct reports.

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Donate Plan Balances

Here's how you can donate some of your plan balances to your co-worker:

1. Click **Me>Time and Absences>Donations**.
2. Click **Add**.
3. Enter the details like the date, the recipient, the plan you want to donate from and amount you want to donate.
4. Click **Submit**.

Disburse Plan Balances

Here's how you can sell a portion of your balance for payment:

1. Click **Me>Time and Absences>Cash Disbursement**.
2. Click **Add**.
3. Enter the details like date, the plan you to want to disburse the balance from, and the amount of balance to disburse.
4. Click **Submit**.

Bid for Absence

You can request an absence by submitting a bid with two preferred absence dates, designating one as the first preference and the other as the second preference. Depending on the configured rules and other factors, such as seniority dates, submission date and time, manager can approve or reject your bid. Here's how you bid for an absence:

1. Click **Me > Time and Absences > Absence Bid**.
2. Select an absence type.
3. Enter the start and end dates for the first preference.
4. Select the **Add second preference** check box to enable the start and end date fields for the second preference.
5. Enter any other required additional info and click **Submit**.

Additionally, you can bid for an absence from the Absence Balance and Existing Absences pages using the **Bid for Absence** button. You can see the status of your submitted bids in the Existing Absences page.

Managers can see the submitted bids on the Absence Planning page. Depending on the company rules, they can approve or reject the bids along with other absence requests on this page. The approved bids are converted into absence requests. If the line manager is the only approver, then the approved bid becomes a scheduled absence. They can access this page from: **My Team > Show More > Absence Planning**.

Absence Recording Statuses

When you add an absence, the absence record displays the current status of the absence request. Depending on your role, you may receive a notification to take further action on the absence request. The absence status changes accordingly based on time and events.

Status	Description
Saved	You saved an absence request but haven't submitted it yet.
Awaiting Approval	Your submitted absence is waiting to be approved. On approval, the status changes to **Scheduled** or **Completed**.
Denied	Your submitted absence wasn't approved. Your rejected absence record doesn't appear any more in the Absence Records section.
Scheduled	Your absence request is approved for a period in the future.
In progress	Your approved absence has started.
Completed	You completed the scheduled absence.
Pending reevaluation	If your work schedule changes for a submitted future absence, your absence is placed for evaluation. The status changes only when the administrator runs the **Evaluate Absences** process using the **Schedule and Monitor Absence Processes** task in the Absences work area.
Awaiting withdrawal approval	You canceled a scheduled absence and it's waiting to be approved. On approval, the status changes to **Withdrawn**.
Withdrawn	Your canceled absence is approved and withdrawn.

How You Delete Withdrawn Absence Records

If you make a mistake while adding an absence, you need to withdraw it and add a new absence. You can permanently delete an absence record that you withdrew. Here's how you do it.

1. On the Home page, click **My Client Groups** > **Person Management**.
2. On the Actions panel tab, click **Absence Records**.
3. In the Existing Absences section, click **Actions** > **Delete**.

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How an Individual's Schedule Is Identified

You can set up an individual's work time in different ways. So, the process that identifies a person's official schedule for a selected time period uses the individual's current schedule or work hours. It also considers applicable calendar events, work schedule resource exceptions, and absence entries.

Search Order

This flow chart shows you the order that the process searches for someone's schedule, before applying it to the assignment.

Search Order:

1. Published schedule
2. Employment work week
3. Primary work schedule
4. Standard working hours

Schedule found? → Assign the schedule to the person

Schedule not found?

Assign default hours to the person 08:30
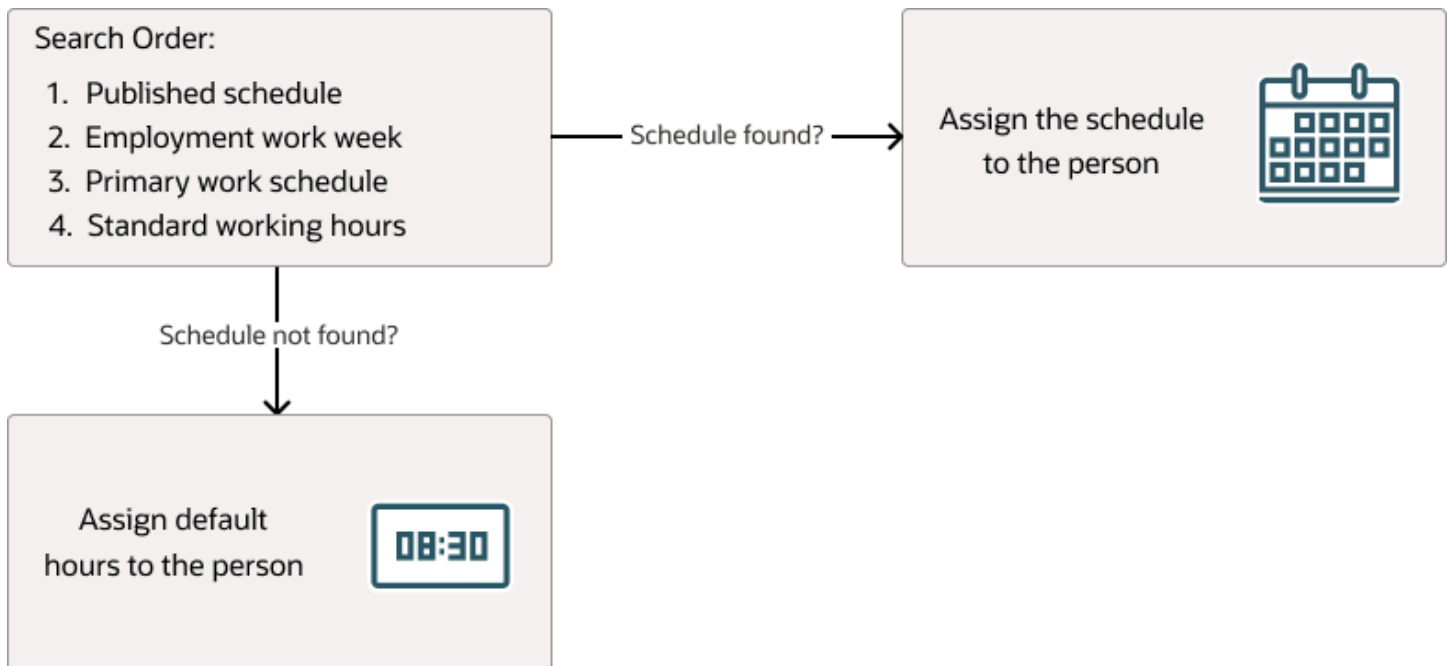
Published Schedule (Workforce Management)

The process builds the published schedule using the employment work week, primary work schedule, or standard working hours for each person. It can also build it using published schedules from other scheduling applications. The published schedule shows applicable calendar events and absences.

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Employment Work Week

The person's employment record can include the setup for their employment work week. Schedules that the process builds from the work week also show applicable calendar events and absences.

Primary Work Schedule

The primary work schedule links to one of these levels. Schedules that the process builds from the work schedule also show assigned calendar events and resource exceptions, and applicable absences.

1. Primary assignment of the person
2. Position
3. Job
4. Department
5. Location
6. Legal Employer
7. Enterprise

The process moves through the schedule hierarchy in the specified order and stops as soon as it finds a primary schedule. This example hierarchy shows primary work schedules associated with three levels.

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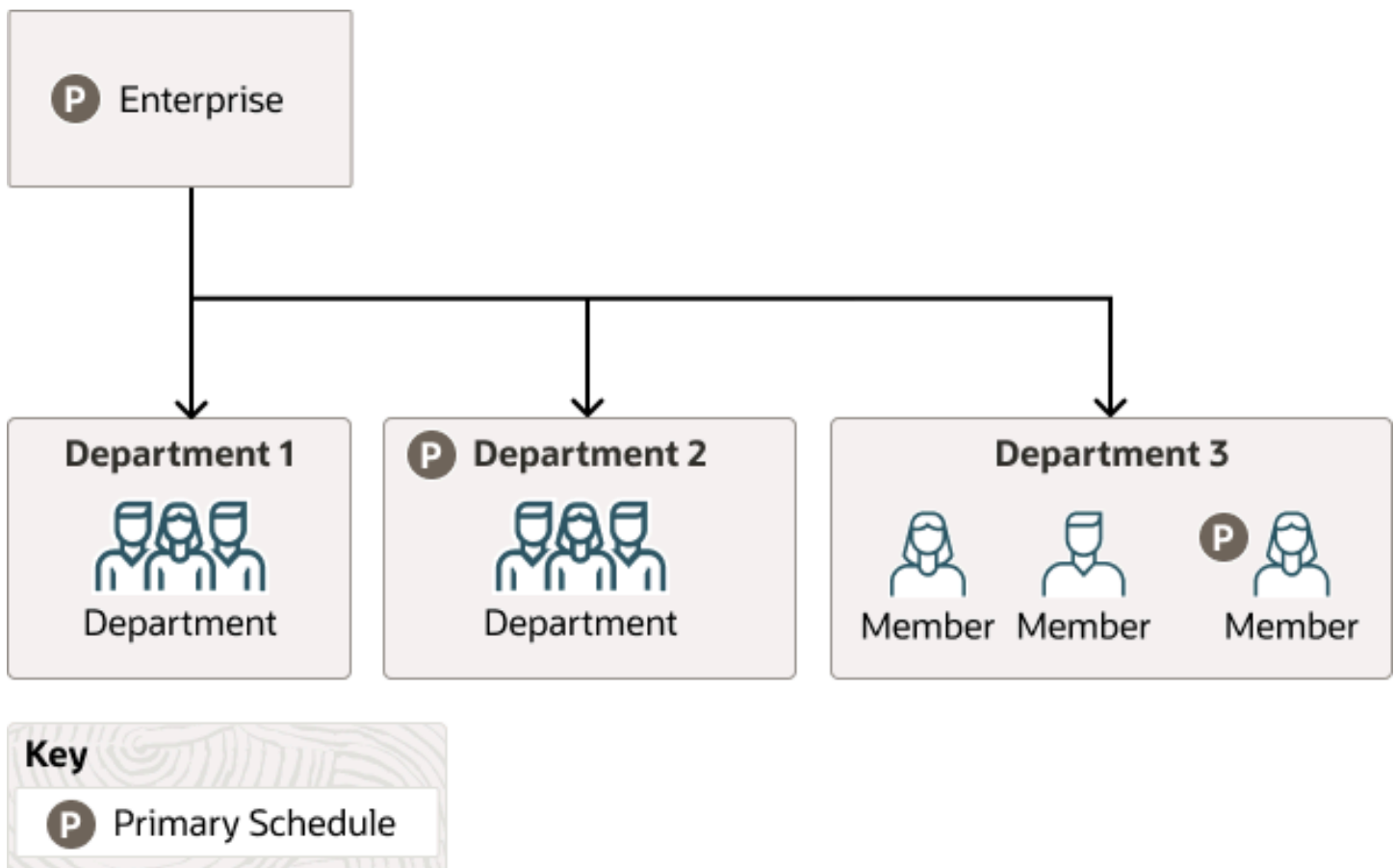
Departments 1 and 3 don't have primary schedules. So, the primary schedule at the enterprise level applies to everyone, with one exception. A person in department 3 has a schedule for their primary assignment. That primary assignment schedule applies instead of the enterprise-level schedule. Department 2 has a primary schedule, and it applies to everyone in that department.

The calendar events and resource exceptions that exist in the primary work schedule affect everyone's schedules, regardless of level. Any absences they report during the selected time period also affect the individual's schedule.

Standard Working Hours

The person's primary assignment includes their standard working hours. Schedules built with these hours also show applicable calendar events and absences.

Default Hours

If the process doesn't find a schedule, it uses the default hours 8:30a to 5:00p.

Open-ended Absences

For qualification plans, you can record an open-ended absence when the employee isn't sure about the end date of the absence. This open-ended option is applicable for some absences, such as maternity or illness.

When you select the **Open-ended** check box, the end date is no longer available. You can enter an estimated end date, but this date is not used in entitlement calculation. Instead, the entitlement is calculated for 365 days. If the absence requires an extension beyond one year, a **Pending Evaluation** record is created, which denotes that the absence can be extended by 90 days when the **Evaluate Absences** process is run.

When an end date is entered on the absence, the entitlement is recalculated based on the actual end date.

Calculation of Qualified Entitlements for Open-ended Absences

The applicable payment percentage defined during plan setup determines the entitlement calculation for open-ended absences.

For example, an employee is eligible for qualified entitlements for 365 days. When the employee schedules an open-ended absence, the calculation displays as follows in the Entitlements section of the Plan Use tab:

Absence Duration	Qualified Entitlement Display
365 days	Displays the absence in a new row with the activity as **Qualified Entitlement**.
Exceeds 365 days	Displays the absence in a new row with the activity as **Pending evaluation**. This denotes that the absence can be extended by 90 days when the **Evaluate Absences** process is run.

After the employee enters an end date, a new row is generated with an **Entitlement exceeded** entry for the unpaid days.

FAQs

How can I view my absence balance?

You can check your absence balances from the Absence Balance page in the Time and Absences work area. You can also see your absence type balance while entering an absence in the Add Absence page.

Additionally, if you enter a start date and an end date for the absence, and click **Calculate**, you can view the balance you will be left with as of the absence end date in the Projected Balance field.

Why can't I see my absence type in the Record Absence page?

You might not be eligible to record an absence belonging to that absence type, or the absence type might not be effective as of today.

How do I use quick actions to manage absences?

You can click the More information icon on your profile picture to access quick actions to manage your absences.

If you're a manager, you can use quick actions from the **My Team** page to manage absences of your direct reports. Select an employee and click **Actions** to access the quick actions.

Can I cancel or update an absence partially?

Yes. Use the Advanced button on the Add Absence page to manage an absence period that contains noncontinuous dates.

Where does the absence duration value come from?

The absence duration value is derived from the primary work schedule of a worker. If the work schedule is Elapsed, the absence record displays the start date duration and end date duration fields.

If the work schedule is Time, it displays the start time and end time fields. However, if the absence plan rules were set up to calculate the duration differently, then that calculation takes precedence over the work schedule.

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What happens if I delete a past absence?

Payment information and band entitlements for that absence period are revised automatically based on the rules of the corresponding absence plan.

What happens if I create an open-ended absence?

Until you enter the actual end date, the absence duration and accrual balance are not updated for the open ended absence that you create.

For a qualification absence, such as long term sickness, the estimated end date is not used in the entitlement calculation. It is for information purpose only. Instead, the entitlement is recalculated based on the actual end date.

How can I enter a partial day absence?

You can enter partial day absences, such as a half day absence from the Add Absence page. Administrators need to enable the Partial Day Rule on the absence type setup page to enable workers to enter partial day absences.

How can I override daily duration during absence entry?

Depending on your organization's policies, you can schedule an absence with a duration that's more than the limit. Administrators can allow this by enabling the **Override daily duration option** from the Display Features tab on the absence type setup page.

How can I schedule an absence for nonworking days?

Depending on your organization's policies, you can enter absences for nonworking days, such as public holiday. The administrator can allow this by enabling the Schedule nonworking days option from the Display Features tab of the absence type setup page.

Why can't I see an attachment option when scheduling an absence?

You need to first enable the Attachment option in the Display Features tab using the Manage Absence Types task in the Absences work area.

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Why can't I upload a file when recording an absence?

Ensure that the file size does not exceed the maximum limit of 2 MB.

Can I schedule an absence on a public holiday?

Yes. However, the absence will not reflect in the work schedule since it is a nonworking day.

Why can't I see the remaining balance when scheduling an absence for an agreement plan?

This option is available only for accrual plans. If you schedule a generic absence type for an agreement plan, click View Entitlement to see the plan activity details.

Why can't I schedule an absence from the time card?

Administrators need to first enable the Integration to time repository option using the Configure Absence Batch Parameters task in the Absences work area.

When you schedule an absence using the time card or from the absences pages with the integration enabled, ensure that you don't change the integration setting after scheduling the absence.

How Absences Are Handled in Organizations with Multiple Legal Employers?

For companies that have more than one legal employer associated with a legislative data group, the legal employer name is displayed in the Employer column of the Manage Absences and Entitlements page.

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3 Absence Entries That Span Midnight

When to Accrue and Pay Absences That Span Midnight

If you have groups of people whose time entries span midnight, you need to identify the reference date.

- Absence calculations use the reference date to determine when to add time to or subtract time from plan and time off in lieu balances.

- Payroll uses the reference date as the pay date for an absence entry that spans midnight.

Setup to Handle Midnight-Spanning Absences

Here are the setup tasks that you need to complete to derive and use the reference date for absences that span midnight.

1. Configure work day definitions that support your policies for reference dates. Use the **Work Day Definitions** task in the Setup and Maintenance work area. It's part of the Workforce Deployment offering, Workforce Management functional area.
2. Assign a work day definition to each person whose time entries can span midnight or who has a nonstandard overtime day. On the Employment Info page for your team or client groups, use the **Assignment Hours Details** icon. The icon is next to the **Working Hours** field.

Start Day Rule

You can configure work day definitions to use the Start day spanning days rule on classic, responsive, and enhanced time card entries that span midnight.

With this rule, the earned and reference dates for the entry are the start date of the entry. For grouped time entries, it's the start date of the oldest time entry in the group.

Entry Spans 2 Periods

It's possible that an entry group includes the last entry of a time card period and the first entry on the next period. These entries both appear on the first time card because the earned and reference dates are in that time card period. The entry from the next period appears as an another day on the first time card.

Here's an example with a time card period of April 5 to 11. The person has a grouping threshold of 90 minutes because you want to keep entries before and after a break together as a single shift. The person works a shift that starts on April 11 and ends on April 12.

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Time Card Period	Date	Start Time	Stop Time	Complete Time Entry
April 5 to 11	April 11	6:30p	11:30p	6:30p to 11:30p
	April 12	NA	NA	12:30a to 5:30a
April 12 to 18	April 12	12:30a	5:30a	NA

Their two time entries are from 6:30p to 11:30p on April 11 and from 12:30a to 5:30a on April 12. Normally, the time card wouldn't show the April 12 time entry because it's part of the next time card period. But because the entries are grouped, the rule adds the April 12 entry to the April 5 to 11 time card.

Also, the entries get processed together as part of the April 5 to 11 time card period. If time card, absence accrual, and pay periods are the same, then the entries also accrue and get paid in that period.

Related Topics
- When to Pay Time Entries That Span Midnight

Example of the Start Day Rule with a 90m Grouping Threshold

You configure the person's work day definition with the Start day spanning days rule and a 90-minute grouping threshold.

Hours Paid and Absences Accrued

Here's how the time on a classic, responsive, or enhanced time card gets paid and accrued for the 2 periods April 5 to 11 and 12 to 18.

Shift	Day Reported	Reported Time	Earned and Reference Day	Hours Paid and Accrued
Wednesday	4, period 1	6:30p to 11:30p	4	10
	5	12:30a to 5:30a		
Thursday	5	6:30p to 11:30p	5	10
	6	12:30a to 5:30a		
Friday	6	6:30p to 11:30p	6	10
	7	12:30a to 5:30a		
Saturday	7	6:30p to 11:30p	7	10
	1, period 2	12:30a to 5:30a		

The final entry for the Saturday shift is reported on Sunday, April 12, which is part of the second period. But because of the grouping threshold, it appears on the April 5 to 11 time card. The hours also get paid and accrue as part of that first period.

Related Topics
- Start Day Rule

Stop Day Rule

You can configure work day definitions to use the Stop day spanning days rule on classic, responsive, and enhanced time card entries that span midnight.

With this rule, the earned and reference dates for the entry are the stop date of the entry. For grouped time entries, it's the stop date of the newest time entry in the group.

Entry Spans 2 Periods

An entry can start on the last day of a time card period, and end on the first day of the next period. When this happens, the entry appears on the time card with the time card period that includes the entry start date. The entry also gets processed as part of that time card period.

Here's an example with the time card periods April 5 to 11 and 12 to 18.

Time Card Period	Date	Reported Time	After Applying Work Day Definition
April 5 to 11	April 11	10:30p	10:30p to 6:30a
April 12 to 18	April 12	6:30a	NA

The entry starts on April 11 at 10:30p and stops on April 12 at 6:30a. So, it appears on the April 5 to 11 time card and gets processed as part of that time card period.

When the time card, absence accrual, and pay periods are the same, the entry accrues and gets paid in the period that includes the entry stop date. So in this example, the entry accrues and gets paid as part of the April 12 to 18 period.

> **Tip:** To ensure that all time card entries get paid in the same pay period, start your time card period 1 day before your pay period. Using the preceding example, if your time card period is April 5 to 11, your pay period is April 6 to 12.

Related Topics
- When to Pay Time Entries That Span Midnight

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Split at Day Start Time Rule

You can configure work day definitions to use the spanning days rule Split at day start time, on time entries that span midnight. The time entries can be on classic, responsive, or enhanced time cards.

This rule splits the entry into two entries, an entry that stops at midnight and an entry that starts at midnight. The earned and reference dates for each of the two entries match the entry start dates.

Entry Spans 2 Periods

In this example, the reported entry that starts on April 11 at 10:30p and ends on April 12 at 6:30a becomes two reported entries:

Time Card Period	Date	Start Time	Stop Time	Complete Time Entry
April 5 to 11	April 11	10:30p	NA	10:30p to 12:00a
April 12 to 18	April 12	NA	6:30a	12:00a to 6:30a

The earned and reference dates for these entries are April 11 and April 12, respectively. When the time card, absence accrual, and pay periods are the same, the entries get processed, accrue, and get paid in the same period.

Related Topics

- When to Pay Time Entries That Span Midnight

Spanning Days Rules and Grouping Threshold

For certain rules, such as Start day, you can also set a grouping threshold. The grouping threshold, measured in minutes, lets you link time entries together to identify the earned or reference date.

For example, you want to treat the entries just before and after a meal break as one shift. So, you set a grouping threshold of 90 in the person's work day definition.

- They start work at 6:30p on April 11 and break for lunch at 11:30p.

- They return from lunch at 12:30a on April 12 and stop for the day at 5:30a.

The earned and reference dates for both entries are April 11 because less than 90 minutes separates the stop and start times.

Related Topics

- Example of the Start Day Rule with a 90m Grouping Threshold
- When to Pay Time Entries That Span Midnight

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4 Absence Maintenance

Absence Administration Tasks

You can do a variety of absence management tasks for an employee on the Manage Absences and Entitlements page. To open this page, search for an employee on the Person Management work area. Then, click Absence Records on the Tasks panel tab.

Section on Page	What You Can Do
Absences	View the details of an ongoing absence and the next scheduled absence.
Pending Actions	View any actions that are still pending, such as a medical certificate required to approve an absence.
Absence Records	Here's what you can do:: • Record an absence for an employee • Check the status of absences and approve an absence • Withdraw an absence • View and change plan entitlements • View and fix any errors
Plan Participation	Here's what you can do: • Enroll employees in new plans or terminate enrollment • Calculate accrual plan balances for a selected plan or all plans • Review accrual plan balances for the absence period • Adjust and transfer accrual plan balances • Review qualification plan entitlements for the absence period

Related Topics
- How You Troubleshoot Absence Entry Errors
- Options to Enable Absence Accrual Balance Adjustments

How You Troubleshoot Absence Entry Errors

When you schedule an absence, at times an error may occur for the current absence or existing absences. You can view this error on the Existing Absences section of the Manage Absences and Entitlements page.

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To take corrective action and resolve the error, click the **View Error** link for the absence record under the Processing Status column for more details. After you resolve the error, click **Recalculate** on the Manage Absences and Entitlements page, in the Existing Absences section to reprocess the absence. You can select one of the following options for reprocessing:

- **Reprocess Future Absences:** Run this process if there is an error with a future absence. For example, if you record an absence today, the plan balance is recalculated. If there are any future absences starting from that date, there may be an error if the plan balance is low. In this scenario, you can take corrective action, such as increasing the accrual limit, and then selecting the **Reprocess Future Absences** option.

- **Run Post Approval Process:** Run this process if there is an error after an absence is approved. For example, if there is a payroll integration issue because the absence element eligibility is incorrect. In this scenario, you can take corrective action, such as attaching the relevant absence element to the absence plan, and then selecting the **Run Post Approval Process** option.

Options to Set Up Accrual Plan Adjustments

Depending on your access, you can select the following accrual plan balance adjustment options:

- Adjust balance

- Transfer balance

- Disburse balance

- Update balance details

You can select these balance adjustment options on the Enrollment and Adjustments menu of the Plan Participation section on the Manage Absence Records and Entitlements page.

Adjust Balance

Use this option to make special adjustments to plan balances, such as award leave time to a worker for exemplary performance at work.

Transfer Balance

Use this option to select a source plan and specify an amount of time to transfer to a target plan balance. Before you make this adjustment, review the plan balances of the source and target plans on the Manage Absence Records and Entitlements page. This helps determine if the worker has enough time in the source plan balance that you can transfer to the new plan balance.

Disburse Balance

Use this option to pay out a part of the plan accrual balance to the worker.

Update Balance Details

Use this option to update the adjustment value and reason, such as removing an incorrect adjustment value or updating the adjustment reason as clerical error.

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How Qualification Plan Entitlement Appears

For qualification plans, the qualified entitlement details for a worker are displayed in the Qualification Entitlements section of the Manage Absences and Entitlements page. The payment percentage defined during plan setup determines the calculation of these qualified entitlements.

Settings That Affect Display Of Qualification Plan Entitlement

To view all qualified entitlement details, you must select the **Evaluate remaining entitlement without absence record** check box. This check box is available on the Participation tab of the Absences Plans page. If you don't select the check box during plan creation, you can view only the payment percentage and used entitlement in the Qualification Plans section. No data appears for the plan period, qualified entitlement, and remaining entitlement columns.

How Qualification Plan Entitlement Is Calculated

Scenario: You defined a one-year rolling backward term in your qualification plan. You set up bands that entitle workers to 30 days absence at full pay and an additional 30 days at half pay.

A worker took an absence for 88 days, from June 1, 2015 to September 30, 2015. The Qualification Plans section displays the following qualified entitlements for an effective date of Sep 30, 2015 (Plan period will be Oct 01, 2014 - Sep 30, 2015):

Plan	Plan Period	Payment Percentage	Qualified Entitlement	Used	Remaining
Sick Leave		100	30	30	0
Sick Leave		50	30	30	0

The worker schedules another absence using the same plan from September 1, 2016 to September 30, 2016 for 22 days. Since you defined a one-year rolling backward term, the details considered for the 365 day time period that precedes the absence start date are:

Decisions to Consider	In This Example
Rolling backward start date	September 2, 2015
Used entitlements during the rolling backward time period	21 days at 0 percent (September 1, 2015 to September 30, 2015)
Available entitlements	30 working days at 100 percent, and the next 30 working days at 50 percent

For the 22-day absence from September 1 through September 30, 2016, the worker qualifies for full payment. The Qualification Plans section displays the following qualified entitlement for an effective date of Sep 30, 2016 (Plan period will be Oct 01, 2015 - Sep 30, 2016):

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Plan	Plan Period	Payment Percentage	Qualified Entitlement	Used	Remaining
Sick Leave		100	30	22	8
Sick Leave		50	30	0	30

If you don't select the **Evaluate remaining entitlement without absence record** check box during plan creation, the qualified entitlements appear as shown in the following table:

Plan	Plan Period	Payment Percentage	Qualified Entitlement	Used	Remaining
Sick Leave		100		22	

FAQs

How can I enroll and disenroll workers in accrual plans?

Use the Update Accrual Plan Enrollments process to update enrollments for multiple workers based on the new hire and transfer events. You can schedule this process on the Schedule and Monitor Absence Processes page in the Absence Administration work area.

You can also use this process to update enrollments of multiple workers for a specific accrual plan. To update enrollments for a specific worker, search for the worker on the Person Management page. Then, use the enrollment actions on the Maintain Absence Records and Entitlements task.

How can I calculate accrual balances of workers?

Use the Calculate Accruals and Balances process to calculate the accrual balances for multiple workers associated with a specific accrual plan. You can schedule this process on the Schedule and Monitor Absence Processes page in the Absence Administration work area.

To calculate accrual balances for a specific worker, search for the worker on the Person Management page. Then, use the accrual actions on the Maintain Absence Records and Entitlements task. You can calculate accruals for a specific plan or all plans in which the worker is currently enrolled.

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5 Absence Processes

Overview of Absence Processes

Use the Schedule and Monitor Absence Processes task in the Absences work area to run the following absence processes:

Process Name	Purpose	When is the Process Run
Evaluate Absences	Calculates entitlements for unprocessed absences based on absence plan rules	Automatically, when a user submits an absence, or under special conditions, such as: • When you need to extend an open-ended absence by 90 days • When a work schedule changes and you need to recalculate absence duration and plan deductions
Evaluate Certification Updates	Checks whether certification requirements for multiple employees are past their due dates	Administrators typically run this process daily to check if certifications are overdue. You run this process only if you use certifications with due dates.
Update Accrual Plan Enrollments	Updates enrollments based on the new hire and transfer events for multiple employees	Administrators typically run this process daily to determine plan eligibility for multiple employees.
Calculate Accruals and Balances	Calculates the accrual balances for multiple employees under an accrual absence plan	Administrators typically run this process at regular intervals. You can also run the process for individual enrollments.
Withdraw Accruals and Balances	Withdraws accruals or deletes enrollments in bulk for several employees	Administrators typically run this process when there is an error in calculation or the dates and they want to roll back the accrual balances to correct the error.
Generate Daily Breakdown of Absence Details	Generates the daily breakdown of absences for absence. The included absences are for absence types with **Include in daily report breakdown** selected on the create or edit absence type pages, Action Items tab	Administrators typically run this process to view the daily absence breakdown in the **Absence Calendar Real Time Entry Report**.

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Related Topics

- Options for the Calculate Accruals and Balances Process
- Options for the Update Accrual Plan Enrollments Process
- Options for the Evaluate Absences Process
- Options for the Evaluate Certification Updates Process

Options for the Calculate Accruals and Balances Process

You can calculate accrual balances and update plan balances for multiple employees using the **Calculate Accruals and Balances** process in the Absences work area. You typically run this process at regular intervals, such as daily or weekly.

You can also run the process for individual enrollments. The process transfers accrual balance data to Oracle Fusion Global Payroll if the Transfer absence payment information for payroll processing option is selected for the absence plan.

> **Note:** If you run the Calculate Accruals and Balances process after deleting a person's enrollment into an accrual plan and re-enrolling them into the same plan, the application won't display the absence information in the Plan Balances region. You'll need to run the Evaluate Absence process to bring the absence information over.

Process Parameters

Use combinations of these parameters to control which person records are processed:

Parameter	Description
Effective Date	Calculates the accrual balance for only those plans that are effective on the specified date This is a required parameter. You can select a past, current, or future date. The process only runs if a plan enrollment exists for the employee on the effective date. • If you don't select an absence plan with this parameter, the process calculates the accrual balance for multiple plans with differing accrual periods on the effective date. • If you select an absence plan, the process calculates the accrual balance for the accrual period of the selected plan on the effective date.
Person	Includes absences for only the specified person • If you select a person but not an absence plan, the process calculates the accrual balance for all plans in which the employee is actively enrolled in. • If you select a person and an absence plan, the process calculates the accrual balance for only the selected plan, if the employee is actively enrolled in the plan.
Business Unit	Includes employees in the selected business unit
Legal Employer	Includes employees assigned to the selected legal employer

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Parameter	Description
Person Selection Rule	Includes specific employees identified by the person selection rule You can use the **Person Selection** formula type to include specific employees who meet special requirements for the absences batch process. You define the formula using the **Manage Fast Formulas** task and select that formula in the **Person Selection Rule** field.
Payroll	Includes employees assigned to the selected payroll
Payroll Relationship Group	Includes employees assigned to the selected payroll relationship group You can define payroll relationship groups for a group of people in a single payroll or in multiple payrolls.
Changes Since Last Run	Includes employees with either payroll or assignment updates or corrections since the last process run If you select: • **Payroll events since last run**: The process calculates the accrual balance for employees whose payroll records have changed since the last scheduled run. For example, an employee schedules five days off on January 25 and you run the process on January 26. Due to an emergency, the employee returns to work on January 29, after being off just four days. The employee updates the absence record to reflect four days off instead of five. If you schedule the process again on February 1 and select **Payroll events since last run**, it generates the updated accrual balance for the employee. • **HR Assignment changes since last run**: The process calculates the accrual balance for employees whose assignment record last updated date is after the last scheduled run. For example, the last scheduled run was on January 1 and you update an employee's assignment on January 2. If you schedule the process again on January 3 and select **HR Assignment changes since last run**, it generates the updated accrual balance for the employee.
Legislative Data Group	Includes only the absence types associated with the selected legislative data group
Absence Plan	Calculates accrual balances for only the selected accrual plan When you select this option, the **Repeating Period** option appears. If you don't select an absence plan, you must select at least one of these parameters • Legislation • Business Unit • Legal Employer • Person Selection Rule • Person • Payroll • Payroll Relationship Group • Changes Only The process calculates accrual balances for each employee identified by the other parameters.
Repeating Period	Includes the selected accrual period for the selected plan

Parameter	Description
	This option appears only when you select a value in the **Absence Plan** option.

Related Topics

- View Status and Other Details for Scheduled Processes
- Statuses of Scheduled Processes

Options for the Evaluate Absences Process

You calculate entitlements for unprocessed absences using the Evaluate Absences process in the Absences work area. Use this process to evaluate absences marked for deferred processing and reevaluate absences that meet the process parameters.

This process runs automatically when you submit an absence. To defer the process, select the rule **Deferred processing on initial entry** in the Display Features tab of the Create Absence Type page.

Process Parameters

Use combinations of these parameters to control which person records are processed:

Parameter Name	Description
Effective Date	Evaluates and updates absence records that are effective on the specified date This is a required parameter.
Person	Includes absences for only the specified person When you select a person record, the **Scheduled Absences** parameter appears.
Scheduled Absences	Includes a particular future-scheduled absence for the selected employee This parameter appears only when you select an employee in the **Person** parameter.
Business Unit	Includes employees in the selected business unit
Legal Employer	Includes employees assigned to the selected legal employer
Person Selection Rule	Includes specific employees identified by the person selection rule You can use the **Person Selection** formula type to include specific employees who meet special requirements for the absences batch process. You define the formula using the **Manage Fast Formulas** task and select that formula in the **Person Selection Rule** field.

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Parameter Name	Description
Payroll	Includes employees assigned to the selected payroll
Legislative Data Group	Includes a group of one or more absence types that are associated with the legislative group that you select
Work Schedule Rule	Includes employees assigned to a particular work schedule
Record Selection	Decides which absence records are selected for processing: • **Evaluate All Absences**: Reprocesses all absence records that meet the other filtering options for the process • **Evaluate Only Duration Changes**: Reprocesses the absence records only if there is a change in absence duration • **Evaluate Only Deferred Absences**: Reprocesses deferred absences • **Evaluate Only Open-ended Absences**: Reprocesses open-ended absences that require an extension

Related Topics
- View Status and Other Details for Scheduled Processes
- Statuses of Scheduled Processes

Options for the Evaluate Certification Updates Process

You can check if certification requirements for multiple employees are past their due dates using the **Evaluate Certification Updates** process in the Absences work area.

When a requirement is past the due date, the process updates the absence records and entitlements. You typically run this process daily to check if certifications are overdue.

You run this process only when absence types have certification requirements and those requirements include actions to take after due dates have passed. For example, you want to change the employee's entitlement to half pay as of the absence start date when a certification requirement passes its due date. When the employee completes the requirement, you can recalculate the entitlements from the absence start date or the completion date.

Process Parameters
Use combinations of these parameters to control which person records are processed:

Parameter	Description
Effective Date	Evaluates and updates certification requirements that are effective on the specified date This is a required parameter.

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Parameter	Description
Person	Includes absences for only the specified person
Business Unit	Includes employees in the selected business unit
Legal Employer	Includes employees assigned to the selected legal employer
Person Selection Rule	Includes specific employees identified by the person selection rule You can use the **Person Selection** formula type to include specific employees who meet special requirements for the absences batch process. You define the formula using the **Manage Fast Formulas** task and select that formula in the **Person Selection Rule** field.

Related Topics
- View Status and Other Details for Scheduled Processes
- Statuses of Scheduled Processes

Options for the Update Accrual Plan Enrollments Process

Update enrollments such as new hire, termination, and transfer events for multiple employees using the **Update Accrual Plan Enrollments** process in the Absences work area. You typically run this process daily to determine plan eligibility, and update plan enrollments and terminations for multiple employees.

Process Parameters

Use combinations of these parameters to control which person records are processed:

Parameter	Description
Effective Date	Evaluates and updates plan enrollments that are effective on the specified date This is a required parameter.
Person	Includes absences for only the specified person
Business Unit	Includes employees in the selected business unit
Legal Employer	Includes employees assigned to the selected legal employer
Person Selection Rule	Includes specific employees identified by the person selection rule

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Parameter	Description
	You can use the **Person Selection** formula type to include specific employees who meet special requirements for the absences batch process. You define the formula using the **Manage Fast Formulas** task and select that formula in the **Person Selection Rule** field.
Absence Plan	Processes enrollments for only the selected accrual plan
	If you don't select an absence plan, you must select at least one of these parameters:
	• Person
	• Business Unit
	• Legal Employer
	• Person Selection Rule
	The process updates accrual plan enrollments for each employee identified by the other parameters.
Plan Category	Includes a specific category, such as balance transfers
Changes since last run	Includes employees with changes, such as assignment updates or corrections since the last process run
Payroll	Includes employees assigned to the selected payroll
Legislative Data Group	Includes only the absence types associated with the selected legislative data group
	If you want to automatically enroll employees to corresponding accrual plans based on their legislative data group, you need to define the following lookup type and lookup code:
	• Lookup Type: ANC_PROC_CONFIGS
	• Lookup Code: ENROLLMENT_PROCESS_LDG
	So when you run the process, the application automatically enrolls employees to eligible absence accrual plans associated with the legislative data group, even if you don't select this field.

Related Topics
- View Status and Other Details for Scheduled Processes
- Statuses of Scheduled Processes

Options for the Withdraw Accruals and Balances Process

You withdraw and update employee accrual balances and delete enrollments using the **Withdraw Accruals and Balances** process. Run this process using the Schedule and Monitor Absence Processes task in the Absences work area.

You typically run this process to correct existing accrual data. You can also run the process for individual enrollments.

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Process Parameters

Use combinations of these parameters to control which person records are processed:

Parameter	Description
Effective Date	Withdraws the accrual balance or deletes enrollments for only those plans that are effective on the specified date This is a required parameter. You can select a past, current, or future date as the effective date.
Processing Option	Withdraws accrual balances or deletes enrollments This is a required parameter.
Person	Includes absences for only the specified person
Legal Employer	Includes employees assigned to the selected legal employer
Person Selection Rule	Includes employees identified by the person selection rule You can use the **Person Selection** formula type to include specific employees who meet special requirements for the absences batch process. You define the formula using the **Manage Fast Formulas** task and select that formula in the **Person Selection Rule** field.
Payroll	Includes employees assigned to the selected payroll
Payroll Relationship Group	Includes employees assigned to the selected payroll relationship group You can define payroll relationship groups for a group of people in a single payroll or in multiple payrolls.
Legislative Data Group	Includes only the absence types associated with the selected legislative data group
Absence Plan	Withdraws accrual balance or deletes enrollments for the selected accrual plan

Generate Daily Breakdown of Absence Details Process

You can view the absence details of employees on the absence calendar by generating the daily breakdown of absences using the **Generate Daily Breakdown of Absence Details** process.

The absences that are processed belong to absence types that were configured to be included in the process. Use the **Include in daily report breakdown** check box that's available in the Action Items tab of the absence type setup page to configure the absence types for it. Run this process using the Schedule and Monitor Absence Processes task in the Absences work area. View the results in the Absence Calendar Real Time Entry Report.

How You Run the Process

You can run this process in two ways.

- When you run the job by passing the absence start and end dates as input parameters, the process will consider all absences that fall within that period for processing. The process ignores the effective date parameter in this case.

- When you run the job without passing the absence start and end dates, and if it's the first time you're running this job, the process will consider all absences that were created or updated on the effective date for processing. On subsequent runs, the process will consider only those absences that were created or updated after the previous run.

Note: When you schedule the absence process to run at a specific time, the application uses this specified time to calculate the effective date. For example, let's assume that you schedule the absence process to repeat every ten minutes starting at 21:30 from 26 May to 14 June. Now this would mean that the absence process would still be active on the morning of 15 June because the application considers it 14 June until the time 21:29. To avoid such discrepancies, you need to ensure that your schedule starts at 00:00.

Ways to Control Which Absences are Processed

There are two ways to control which absences are included in the process:

- Configure the absence type to include or exclude absences.

- Add more parameters to the job, like person and business unit to process only those absences that meet all the criteria you have specified.

You can schedule the job to run as often as required. The more often you run, the more up-do-date information will be available to your manager when they check the Absence Calendar. Any new absences or changes to existing absences that are made after running the job are synced up only in the subsequent run.

Process Parameters

Use combinations of these parameters to control which person records are processed:

Parameter	Description
Effective Date	Generates daily breakdown of absences for absence types that are effective on the specified date. This is a required parameter.
Absence Start Date	Includes absences whose start date falls on or after this specific date. If you enter this date, the process ignores the Effective Date parameter.
Absence End Date	Includes absences whose end date falls on or before this specific date. If you enter this date, the process ignores the Effective Date parameter.
Person	Includes absences for only the specified person. If you select a person but not an absence type, the process generates the daily breakdown of absences meeting the eligibility criteria

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Parameter	Description
	If you select a person and an absence type, the process generates the daily breakdown of absences for only the selected absence type.
Business Unit	Includes employees in the selected business unit
Legal Employer	Includes employees assigned to the selected legal employer
Payroll	Includes employees assigned to the selected payroll
Legislative Data Group	Includes only the absence types associated with the selected legislative data group
Absence Type	Generates the daily breakdown for only the selected absence type

FAQs

How can I check whether certification requirements for multiple persons are past their due dates?

Run the Evaluate Certification Updates process using the Schedule and Monitor Absence Processes task in the Absence Administration work area.

How can I calculate accrual balances of workers?

Use the Calculate Accruals and Balances process to calculate the accrual balances for multiple workers associated with a specific accrual plan. You can schedule this process on the Schedule and Monitor Absence Processes page in the Absence Administration work area.

To calculate accrual balances for a specific worker, search for the worker on the Person Management page. Then, use the accrual actions on the Maintain Absence Records and Entitlements task. You can calculate accruals for a specific plan or all plans in which the worker is currently enrolled.

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