Oracle Fusion Cloud Human Resources

How do I set up statutory absences for Ireland?

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-2 About this Playbook

Use this playbook to understand the setup and configuration tasks required for configuring the statutory absences in Oracle Fusion Cloud for Ireland.
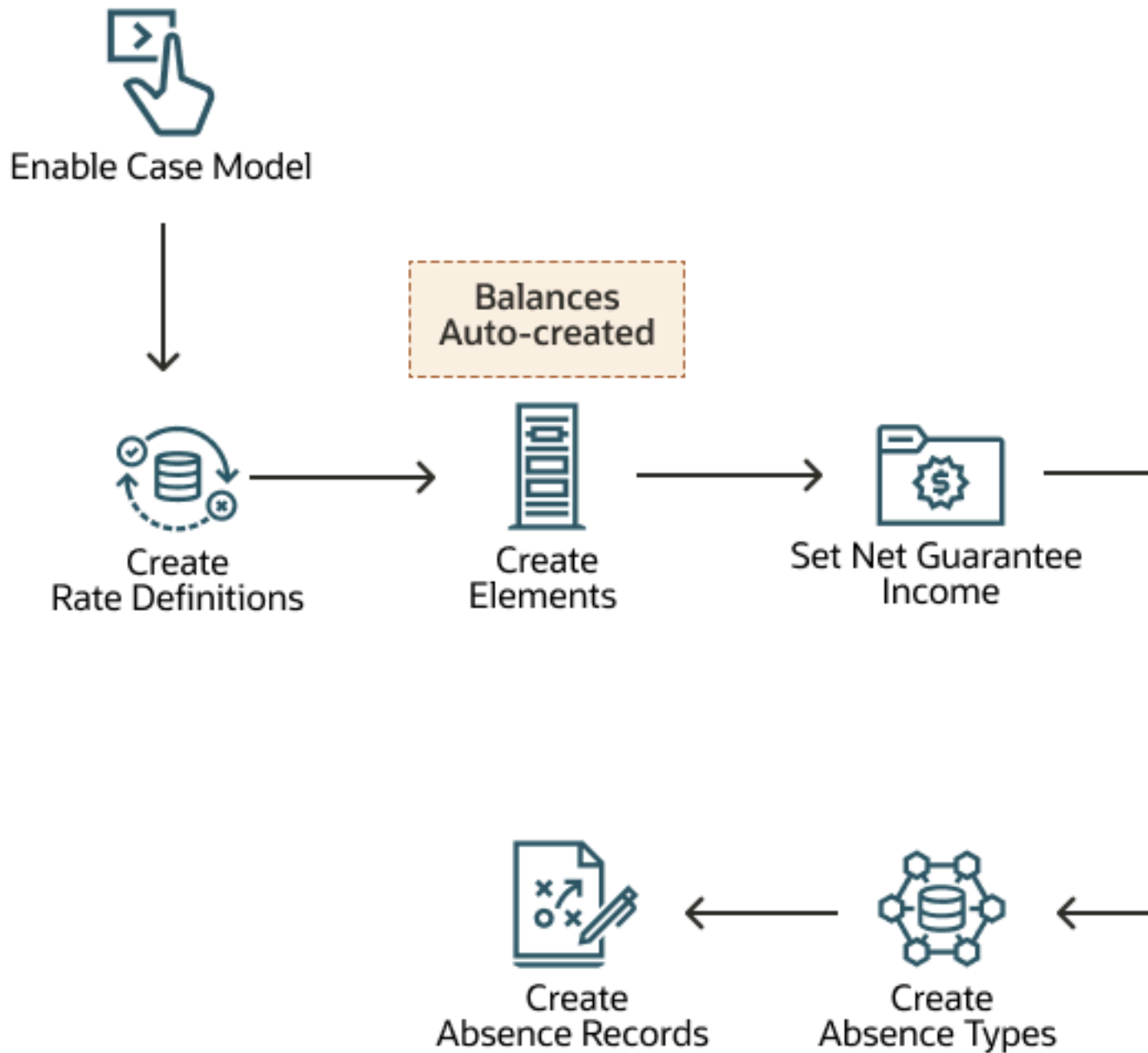
You can calculate statutory absences as prescribed by the Ireland legislation.

You need to use Global Absence Management to record the employee absences with the start and end date corresponding to the person's actual absence or incapacity to work. There should be no gaps in the absence record.

This playbook covers the setup tasks for:

- Sickness Absences

The Absence Flow for Ireland:

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-1 Statutory Sick Pay and Illness Benefit

Set Up Earnings Elements

You need to create absence elements for each absence plan that transfers absence payment information to payroll for processing.

To create a new absence element:

> **Note: My Client Groups > Payroll > Elements**

1. Set up Earnings Elements with the values as shown here:

Field	Value
Calculation rules	Flat Amount
Default Periodicity	Periodically
Periodicity Conversion Rule	Standard Rate Annualized
How do you want the work units reported?	None

2. If there are some elements which are a part of the above Rate Definition but are nonrecurring functionally, for example a Bonus, use these setup as shown here:

Acting Allowance	Flat Amount	Recurring	N/A
Performance related pay	Flat Amount	Recurring	N/A

3. Save the details.

> **Note:**
> - Don't select the **Allow multiple entries in same period** checkbox when creating elements. The HCM Rates functionality doesn't support the creation of rated associated with elements with multiple entries allowed.
> - Even if one of the above element types is a nonrecurring payment, you need to configure it as a recurring element and limit its usage to a one-time payment with the start and end dates on the element entry.

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Set Up Rate Definitions

Before creating an element using the element template, the rate definition for the absence payment needs to be created. The same rate can be used for payment and deduction.

Overview

To enable the payment of the absence in payroll, you must define rate definitions. When creating an absence plan, you need to specify the payment rate that's applicable to this plan, which can either be derived by a formula or based on a rate definition.

You can use a single rate for all the statutory absence plans. Also, you might also need to create one or more rates to calculate the deduction from the salary. This is optional and depends on your policy regarding payment and deduction for absence. A placeholder rate must be associated with the absence plan and the element, to trigger the calculation of the statutory rate.

You need to create Rate Definitions of category element for each earnings element. This is needed to feed the existing SSP Normal Earnings rate definition as a contributor. After this step, you need to feed these Rate Definitions as Rate Contributors to the existing Rate Definition SSP Normal Earnings.

SSP Normal Daily Rate

To create a Rate Definition for each element:

> **Note:** **My Client Groups** > **Absences** > **Formulas and Rates** > **Rate Definitions**

1. On the Rate Definitions page, in the Create Rate Definition window, select 'Element' as the Category, an effective start date that covers any absences you wish to enter, the appropriate Legislative Data Group, Amount as the Storage Type and the appropriate element.
2. In the Basic Details section, enter the Name Code and Short Name for the definition and keep the default values for the other fields.
3. In the Returned Rate Details section, in the tab Returned Rate Details, set Periodicity to Workday and Periodicity Conversion Formula to Periodic Work Schedule Rate Annualized.
4. Go to Actions. Select Edit -> Correct.
5. In the Rate Contributor section that appears, set the periodicity to Workday.
6. Save and submit the details.
7. On the Rate Definitions page, search for and select **SSP Normal Daily Rate** as the Name with an effective start date that covers any absences you wish to enter. Select the appropriate Legislative Data Group.
8. In the Calculation section, add the rate contributor to the **SSP Normal Earnings Rate** that you've created earlier.
9. Select Contributor Type as Rate Definition.
10. In the Rate Contributor section, select a Name (for example: bonus, allowance, regular earnings) and periodicity. Save and submit the details.

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SSP Average Earnings Rate

Now that you've already set up the rate definition, you need to populate the relevant balance with the appropriate balance feeds. The value assigned to a balance during processing is decided by the feeds defined for the balance. You can feed payroll balances by any of these options.

1. Search for and select the relevant balance **Pay for SSP Average Earnings** to set up the balance feeds.
2. In the Balance Feeds by Element section, add the element name, classification, employment level and effective dates.
3. Save and submit the details.

Create Absence Elements

You need to create absence elements for each absence plan that transfers absence payment information for payroll processing.

To create a new absence element:

> **Note: My Client Groups** > **Payroll** > **Elements**

1. In the Create Element window, select the appropriate Legislative Data Group, Absences as the Primary Classification and Sickness as the a Secondary Classification.

   > **Note:** The Category is auto populated when the secondary classification is entered.

2. In the Create Element: Basic Information page, enter the element name, reporting name and the effective date.
3. In the Currency section, select the relevant **Input Currency**.
4. In the Absence Plan Details section, select the appropriate calculation units, work units conversion rule for the absence, and the type of absence information you want transferred to payroll.

   > **Note:** The calculation units should be the same as the one specified in the absence plan. For example, if the calculation units for the plan is in days, select **Days** here.

5. In the Create Element: Additional Details page, in the Absence Payments section select the appropriate absence payment options, as shown:

Field	Value
How do you want to reduce earnings for employees not requiring a time card?	Select the relevant option
Which rate should the absence payment calculation use?	Select the relevant rate that you're using to identify the deduction amount or, provide an empty value to default the rate calculation based on the basic salary. > **Note:** The rate to use for Absence Payment should be the placeholder rate defined earlier.

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Field	Value
Does this plan enable entitlement payments after termination?	Select **Yes** or **No**, to continue or stop paying for the absence after termination of the employee.

6. In the Accrual Liability and Balance Payments section, select the relevant absence liability options.

> **Note:** You need to select the rate definitions created earlier, if you select **Yes** for any of the options in this section.

7. In the Absence Types section, select the appropriate absence type for the element being created.

Elements and absence type

Element	Absence Type
Statutory Sickness Plan	Statutory Sickness
Occupational Sickness Plan	Occupational Sickness

> **Note:** The list of values might vary depending on the secondary classification selected.

8. Review and submit the selected options.

What to do next

As an option, you can also create Absence Elements for Occupational Sickness Plan using the same process. Ensure the processing priority (higher number) of all the OSP elements is lower than the SSP and the related Illness Benefit element.

Create Element Eligibility

Element eligibility for absences need to be created based on several criteria.

Elements

The template creates the following elements:

- Absence type name
- Absence type name Entitlement
- Absence type name Recovery Calculator
- Absence type name Entitlement Result
- Absence type name Entitlement Retro
- Absence type name Entitlement Calculator

You must create the eligibility for the following elements:

- <Base Element Name>

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- <Base Element Name> Entitlement
- <Base Element Name> Recovery Calculator
- <Base Element Name> Entitlement Result
- <Base Element Name> Entitlement Retro
- <Base Element Name> Entitlement Calculator

To create element eligibility:

> **Note:** **My Client Groups** > **Payroll** > **Elements**

1. In Element Overview of the Element Summary page, select **Element Eligibility**.
2. Select Create Element Eligibility from **Actions**.
3. In Element Eligibility, enter the Element Eligibility Name and submit the details.

   > **Note:** There are several criteria available to define eligibility. Ensure that the eligibility is defined in such a way that all employees on the absence plan are eligible. Otherwise, the calculation card will not be created.

4. Search for the other elements prefixed with your absence element name.
5. Select each element in turn and repeat these steps on the Element Summary page to define eligibility for each element.

Modify Fast Formulas

You need to feed the element illness Benefit and illness Benefit Retro to the balance type Illness Benefit Offset.

To edit the formulas, here's what to do:

> **Note:** **My Client Groups** > **Payroll** > **Elements**

1. Feed the element illness Benefit and illness Benefit Retro to the balance type Illness Benefit Offset.
2. Edit the related OSP ENTITLEMENT_RESULT formula as shown here:

```
IF (Absence_Payment_Code = 'ORA_HRX_IE_SICK_OP') AND (factor > 0) THEN
(
L_PROCESS_DATE = '0001/01/01 00:00:00' (date)
l_dir_card_id = dir_card_id
l_dir_comp_id = dir_comp_id
l_asg_id = ASG_HR_ASG_ID
l_cb_id = GET_CONTEXT(CALC_BREAKDOWN_ID,1)
 CHANGE_CONTEXTS(DEDUCTION_CARD_ID = dir_card_id , DIR_CARD_COMP_ID = dir_comp_id)
 (
 L_PROCESS_DATE = PAY_DIR_COMP_MIN_START_DATE
 l_log = PAY_INTERNAL_LOG_WRITE('[DPKB_IE_OSP_010425_ENTITLEMENT_RESULT] - L_PROCESS_DATE OUTPUT : '||
 to_char(L_PROCESS_DATE))

 )
 IF
WSA_EXISTS('WSA:'||'ORA_HRX_IE_IB_DAILY_PER_RATE_FOR_OSP'||'_'|| to_char(l_asg_id)||'_'||
 to_char(l_cb_id)||'_'|| to_char(L_PROCESS_DATE),'NUMBER') THEN
 (
```

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```
l_ORA_HRX_IE_IB_DAILY_PER_RATE = WSA_GET('WSA:'||'ORA_HRX_IE_IB_DAILY_PER_RATE_FOR_OSP'||'_'||
to_char(l_asg_id)||'_'||to_char(l_cb_id)||'_'||to_char(L_PROCESS_DATE),0)

l_log = PAY_INTERNAL_LOG_WRITE('[DPKB_IE_OSP_010425_ENTITLEMENT_RESULT] -
l_ORA_HRX_IE_IB_DAILY_PER_RATE OUTPUT : '|| to_char(l_ORA_HRX_IE_IB_DAILY_PER_RATE))
l_log = PAY_INTERNAL_LOG_WRITE('[DPKB_IE_OSP_010425_ENTITLEMENT_RESULT] - Before pay_value OUTPUT : '||
to_char(pay_value))
pay_value = pay_value - l_ORA_HRX_IE_IB_DAILY_PER_RATE
l_log = PAY_INTERNAL_LOG_WRITE('[DPKB_IE_OSP_010425_ENTITLEMENT_RESULT] - After pay_value OUTPUT : '||
to_char(pay_value))

)
IF pay_value = 0 THEN
(
unit = 0
)
)
```

> **Note:** You can use this sample if the plan is to reduce the occupational sickness plan payment by the illness benefit that has been already paid.

3. Create an OSP plan and link it to the OSP element.

> **Note:** Ensure the OSP plan has a lower processing priority (higher number) than the SSP plan in the absence type element.

4. Edit the GLB_EARN_PRORATION formula as shown here:

```
/*
** Custom Code
*/

L_START=prorate_start
L_LOOP_START=prorate_start
L_END=prorate_end
l_asg_id = ASG_HR_ASG_ID
l_cb_id = GET_CONTEXT(CALC_BREAKDOWN_ID,1)
L_ib_DAYS = DAYS_BETWEEN(trunc(L_END),trunc(L_START)) +1
l_ib_daily_rate = 0
l_log = PAY_INTERNAL_LOG_WRITE('(DPKBGLBPRT) l_asg_id '||to_char(l_asg_id) )
l_log = PAY_INTERNAL_LOG_WRITE('(DPKBGLBPRT) L_ib_DAYS '||to_char(L_ib_DAYS) )
l_log = PAY_INTERNAL_LOG_WRITE('(DPKBGLBPRT) l_prorate_start '||to_char(l_prorate_start) )
l_log = PAY_INTERNAL_LOG_WRITE('(DPKBGLBPRT) l_prorate_end '||to_char(l_prorate_end) )

WHILE L_LOOP_START <= L_END LOOP
 (
 l_ib_daily_rate = l_value
 l_ib_daily_rate = l_value/L_ib_DAYS
 l_ib_daily_rate = trunc(l_ib_daily_rate + 0.005, 2)
 WSA_SET('WSA:'||'ORA_HRX_IE_IB_DAILY_PER_RATE_FOR_OSP'||'_'||to_char(l_asg_id)||'_'||
to_char(l_cb_id)||'_'||to_char(L_LOOP_START),l_ib_daily_rate)


 L_LOOP_START = ADD_DAYS(L_LOOP_START,1)
 l_log = PAY_INTERNAL_LOG_WRITE('(DPKBGLBPRT) L_LOOP_START : ' +to_char(L_LOOP_START ))
 l_log = PAY_INTERNAL_LOG_WRITE('(DPKBGLBPRT) l_ib_daily_rate '||to_char(l_ib_daily_rate) )
 )
```

5. Create Direct Payment Element of type: Recurring.

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Note:

- This element is used for capturing payments for illness benefit. Also the processing priority (higher number) of this element must be higher than the absence elements. Change the default Proration Formula to the one created above.

- Make sure you enter values like this, for example:
  - Enter Daily Amount and set the Periodicity to **Daily**.

  - Also end date the element so that the effective start date and the effective end date of the element matches the period for which the illness benefit is being paid.

Create Sickness Absence Plans

To record that a person is on a sickness absence, you need to first create a sickness absence plan.

Here's what to do:

> **Note:** **My Client Groups** > **Absences** > **Absence Definitions** > **Absence Plans**

1. Create an Absence Plan on the Absence Plans page.
2. Enter the effective date, Ireland as the **Legislation** and **Qualification** as the Plan Type and continue
3. In the Plan Attributes tab, enter the required details for the absence plan such as the plan name, Legislative Data Group, and others.

   > **Note:** If you're using a specific SSP schedule, make sure that you select the schedule category as Alternate Schedule Category. If you're using the employee's regular work schedule, you can leave this blank.

4. Enter the other field values as shown below:

Field	Value
Status	Active
Enable concurrent entitlement	Selected
Plan UOM	Days
Legislative Grouping Code	IE Statutory Sickness
Type	Absence Duration

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5. Click the Participation tab and enter the field values as shown below:

Field	Value
Qualification Date Rule	Absence start date
Entitlement End Rule	As of event

6. Click the Entries and Balances tab and enter the field values as shown below:

Field	Value
Absence Payment Rate Rule	Rate definition
Rate Name	Select the placeholder rate definition created earlier
Transfer absence payment information for payroll processing	Selected
Element	Select the element that created earlier

7. Save and submit.

Create Sickness Absence Types

To record that a person is on a sick leave, a sickness absence plan needs to be created, where an absence type is required.

To create a sickness absence type::

Note: My Client Groups > **Absences** > **Absence Definitions** > **Absence Types**

1. In the Absence Types page, click **Create** to open the Create Absence Type window.

2. Enter the effective date, **Ireland** as the **Legislation,** and **Illness** as the **Pattern** and continue

3. In the Type Attributes tab, enter the required details for the absence type such as the name, Legislative Data Group, and others. Enter the other field values as shown below:

Field	Value
UOM	Calendar days or Hours
Validation Formula	ORA_HRX_IE_ABS_SSP_VALIDATION
Legislative Grouping Code	IE Sickness
Status	Active

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4. In the Multiple Assignment Rules section, select the relevant checkbox to configure Absence types to restrict the way the user enters absences:

   ○ Allow assignment selection at absence entry

   ○ Allow only one assignment per absence

   Note: If you don't select any of the check boxes, you'll see the option All, when you enter the absence. This means that the absence belongs to all the assignments. For further information, see Implementing Absence Management.

5. Click the Plan and Reasons tab.
6. In the Absence Plans section, click **Select and Add**.
7. In the Select and Add Plan to Type window, select the plan that you created for the absence type. Ensure that the **Status** is 'Active' and the Priority is '1'.

   Note: If the Absence type Schedule Hierarchy Start is set to Assignment level, the start time and end time of the absence is automatically defaulted to the time from the normal schedule. If you're using Published Schedule, then you'll need to set the field schedule hierarchy start to Published Schedule. If this isn't done, then you could get a discrepancy between the start and end times on the published schedule versus the assignment schedule. The person might be marked down as late even though the published schedule says that they aren't.

8. Click the Display Features tab, and enter the field values as shown here:

Field	Value
Reason	Display and edit You must define the absence reasons on the Manage Reasons page.
Deferred processing on subsequent absences	Not Enabled When changing an existing absence record, it can have an impact on future-dated absences. You must Submit the Evaluate Absences process to reprocess the future-dated absences.
Deferred processing on initial entry	Not Enabled This allows the processing of entitlement on absence entry. If you choose to defer the processing, you can process absences in a batch by running the Evaluate Absences process.
Schedule nonworking days	Enabled If the unit of measure on the type is either Hours or Days, and you want to allow recording of absences on nonworking days, ensure that the display feature Schedule nonworking days is set to **Enabled**. Any other unit of measure allows for that by default, and therefore the displayed feature can remain unchanged.

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Field	Value
Absence end date	Display and edit
Advanced absence entry	Not enabled
Condition start date	Display and edit
Open -ended	Display and edit
Special Conditions	Display and edit

9. Click the Action Items tab and click **Select and Add** to add the certifications for the Statutory Sick Pay scheme.

10. In the Absence Certifications window, select the names of the relevant certifications for the Statutory Sick Pay scheme, and their corresponding status from the list of values and save the details.

> **Note:** Repeat this step to allocate multiple certifications to the absence type.