Oracle Fusion Cloud Human Resources

How do I set up statutory absences for France?

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Chapter 1
About this Playbook

1 About this Playbook

Use this playbook to understand the setup and configuration tasks required for configuring the statutory absences in Oracle Fusion Cloud for France.

This playbook covers the setup tasks for:

- Sickness Absences
- Maternity, Paternity and Adoption Absences
- Parental Bereavement Absences
- Work Accident, Travel Accident and Occupational Disease Absences
- DSN Event Reporting

The Absence Flow for France:

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2 Statutory Sick Leave

Enable the Case Model

France absence management is using the case model to manage sickness absences. You need to enable the usage of the case model.

To use the case model:

> **Note:** **Navigator** > **Setup and Maintenance** > **Manage Common Lookups** > **Absence Plans**

1. In the Absence Plans page, click **Create** and add the following details:
   - **Lookup Type**: HRX_FR_ABS_CONFIG
   - **Lookup Value**: HRX_FR_SICKNESS
2. Enter the start date of using the case model.
3. Click **Save and Close**.

> **Note:** This is a temporary way of enabling the case model and is to be used only on test PODs for the time being.

The sickness absence type is used to manage:

- Regular
- Post Natal Pathological leave
- Long Term Sickness (French: affection de longue durée. ALD)
- No waiting period (Miscarriage)

When creating an absence record for an employee, the default value is Regular.

The following information is available at absence or case entry level:

Name	Description	Level
Medical Certificate	Check box to confirm that a medical certificate exists. The certificate can be stored and attached to the absence record	Absence entry
Daily Salary Basis	User enterable field to enter a monetary value to be used instead of (override) the system calculated one	Absence entry and case level
Salary Override	The user can enter a value which should be used to calculate the payments when there is insufficient information for normal processing e.g., for the calculation of the IJSS, the system needs to calculate the reconstituted salary for the past 3 months. For a new starter, the payroll system does not have the previous 3 months payment information. You'd use the salary override field to pass the 3 months averaged reconstituted salaries.	Absence entry and case level
Consumed days	This field can be used when migrating absences from a legacy system. That will pass on the value of the entitlement days that have already	Case Level

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Name	Description	Level
	been consumed so that the system can determine what's left in terms of entitlement.	

Create Absence Plans for IJSS and LGI

If the collective agreement rules are more favorable than the LGI rules, then create only the Collective Agreement plan. If there is no collective agreement, create an LGI plan only.

To create a sickness absence plan:

> **Note:** **Navigator** > **Absences** > **Absence Plans**

1. In the Absence Plans page, click **Create**.
2. In the Create Absence Plan window, enter the effective date, France as the **Legislation** and Qualification as the **Plan Type**.
3. Click **Continue**.
4. In the Plan Attributes tab, enter the required details for the absence plan such as the plan name, Legislative Data Group, and others. Enter the other field values as shown:

		IJSS	LGI	Collective Agreement
Field	**Description**			
Status		Active	Active	Active
Enable concurrent entitlement		Yes	Yes	Yes
Plan UOM		Calendar Days	Calendar Days	Calendar Days
Legislative Grouping Code		Social Security Daily Allowance	Legal or Conventional	Collective agreement
Type		Absence duration	Absence duration	Absence duration

5. In the Participation tab click **Add** and enter the following details in the eligibility section:
6.

		IJSS	LGI	Collective Agreement
Field	**Description**			
Sequence		1	1	1
Eligibility Profile		Employee	Employee	Employee

The participation functionality is used to restrict access to the plans to certain types of employees.

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7. Information in the Eligibility tab should be left blank, except if you need additional criteria for specific collective agreement. For example, if you have a plan for managers and non-managers, create two separate plans and use eligibility profile.

   For more information see *https://docs.oracle.com/pls/topic/lookup?ctx=fa-latest&id=s20052677*

8. In the Entries and Balances tab, enter the following information (this applies for all plans):

Field	Description
Absence Payment Rate Rule	N/A
Rate Name	N/A
Transfer absence payment information for payroll processing	Select as required
Element	Name of element created for payments. See *Create Absence Elements for Sickness Absences*

9. Click **Save and Close**. The absence plan is created.

Configure Sick Leave Rules for your Collective Agreement

If you operate in a collective agreement (CAGR) where sick leave entitlement and payment rules are more beneficial than the Legal Guarantee Income (LGI) rules, you must configure those CAGR rules using value definitions.

You must first create a CAGR absence plan and then create the entitlement rules for your collective agreement using value definitions.

To do so, please refer to the Configuration Rules for Sickness Absences for the Banking industry document and associated spreadsheet. These documents describe how to configure entitlement rules taking the example of the French banking industry and provide a sample excel file for loading these rules into the system.

Manage Statutory Rules for Alsace Moselle

If the employee local scheme is Alsace Moselle, a different set of norms are applicable.

The specific statutory rules for this region that are delivered are:

- No waiting period for IJSS payment
- LGI is paid for 6 weeks.

The payment should stop after 6 weeks. For this, the system will automatically create the 'Maximum entitlement paid' certificate to stop payments. Certificates are the means by which the system controls the payment for a given date of absence and stops the payment for that day, if needed. Oracle delivers some certificates that are triggered according to the statutory rules. These cannot be voided. See *Manage Certifications for Sickness Absences* The 6 weeks maximum rule is only a guideline from the authorities and the decision is made by the company as to whether payment continues after 6 weeks.

If payment needs to continue beyond the 6 weeks, a longer payment period can be defined by modifying the relevant value definition: <Plan Name>_ALSACE_MOSELLE_SENIORITY_BAND_VD.

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> **Note:** IJSS and LGI rules are delivered by Oracle. Collective Agreement rules, if they apply, must be configured but the three set of rules (IGSS, LGI and CAGR) follow the same construct process.

Create Sickness Absence Types

To allow recording of a sick leave for an employee, an absence type needs to be created also attached to a plan which contains the rates and other rules.

Three absence types need to be created:

Incurs IJSS, Legal Guarantee Income or IJSS and Collective Agreement (Concurrent absence should not be enabled)

To create an absence type:

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

1. In the Absence Types page, click **Create**.
2. In the Create Absence Type window, enter the effective date, France as the **Legislation** and Illness or injury as the **Pattern**.
3. Click **Continue**.
4. In the Type Attributes tab, enter the required details for the absence type such as the name, Legislative Data Group, Management as Predefined and others. Enter the other field values as shown:

FIELD	VALUE
Name	Sickness
Description	Predefined
UOM	*Calendar days
Legislative Grouping Code	Illness
Legislative Data Group ID	As required
Validation Formula	HRX_FR_MAL_VALIDATION
Status	Active
Minimum Duration Alert	None
Minimum Duration	None
Maximum Duration Alert	None
Maximum Duration	None
Partial Day	Not allowed
Enable employee updates	Select

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FIELD	VALUE
Enable manager updates	Select
Enable administrative updates	Select
Linkage Rule (IJSS)	None
Evaluate reason in linkage	No
Linkage period	N/A
Linkage Period UOM	N/A
Effective working time for accruals	N/A
Effective working time for seniority	N/A

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 IJSS that you created for the absence type. Ensure that the Status is Active and the Sequence is 1.
8. Click **Select and Add** again.
9. In the Select and Add Plan to Type window, select the plan LGI (or CAGR) that you created for the absence type. Ensure that the Status is Active and the Sequence is 2.
10. Click **OK**.
11. Click the Display Features tab, and enter the field values as shown:

Usage	Employee Self-Service	Manager Self-Service	Administrative Transaction
Open Ended	Don't Display	Don't Display	Don't Display

12. Click **Save and Close**. The sickness absence type is created.

Create Rate Definition

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

To create a new rate definition for LGI or CAGR:

Note: My Client Groups > Payroll > Rate definition

1. Click **Create**.
2. In the Create rate Definition window, select the appropriate **Legislative Data Group**.
3. Enter the basic details. **Category** should be Derived Rate.
4. Select Calculate Live rate.
5. In the Return Rate Details section, enter the **Periodicity** as Calendar Months, the **Periodicity Conversion Formula** as Standard Rate Annualized, the **Currency** and the decimal display.

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6. In the Rate contributor section, select:
   - **Balance Name:** Basic salary
   - **Reference Date:**This Month End Date
   - **Dimension:**Relationship Period to Date
   - **Periodicity:** Calendar Month
7. Click **Save**.

The rate definition for IJSS, based on reconstituted salary, is delivered.

Create Absence Elements

Absence elements need to be created for each absence plan that transfers absence payment information to payroll for processing.

These elements need to be created:

- IJSS payment
- LGI or CAGR payment

To create a new absence element:

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

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

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

3. Click **Continue**.
4. In the Create Element: Basic Information page, enter the element name, reporting name and the effective date.
5. In the Currency section, select Euro as the **Input Currency**.
6. In the Absence Plan Details section, select the relevant options, as shown:

Field	Value
Calculation units	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.
Work Units Conversion Rule	Periodic Work Schedule Rate Annualized **Note:** Before submitting, select the **Work units conversion rule** again and change Rate to **Work units conversion rule** in the statement.
What type of absence information do you want transferred to payroll	Qualification Absences

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7. Click **Next**.
8. 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 rate to determine absence deduction amount. **Note:** ○ This is the rate created previously: LGI or CAGR rate ○ For IJSS element, the deduction is overridden to zero
Which rate should the absence payment calculation use?	Select rate to determine absence Payment amount. **Note:** This is the rate created previously for IJSS, LGI or CAGR.
Does this plan enable entitlement payments after termination?	No.
Special Rules section	
Use this element to calculate a gross amount from a specified net amount?	No
Additional Payment Information section	
What's the additional payment information for?'	Select appropriate value IJSS, LGI or CAGR

9. Review the selected options.
10. Click **Submit**.
11. Once the element is created, change the priority of LGI/CAGR elements to 2750. The priority of IJSS elements should be 2760.
12. Create eligibility for the created elements.

Balances

A dedicated balance is delivered to calculate the daily salary amount: Reconstituted salary.

Once elements are created, the following balances will be created using the below naming convention:

- <Element Name>Net IJSS Payment
- <Element Name>Net IJSS Payment Retro
- <Element Name> Entitlement Payment
- <Element Name> Entitlement Payment Retro
- <Element Name> Non Subrogated Net IJSS

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- <Element Name> Non Subrogated Net IJSS Retro
- <Element Name>Non Subrogated Negative IJSS
- <Element Name>Non Subrogated Negative IJSS Retro

Create a Net Guarantee Element

A net guarantee element or (Fr: Garantie au net) need to be created to manage a deduction.

When defining the Collective agreement applicable for your company, set the "Net guaranteed Income" flexfield to 'Yes'.

To create a new Net Guarantee element:

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

1. Click **Create**.
2. In the Create Element window, select the appropriate Legislative Data Group, Regular Earnings as the **Primary Classification** and select Net Guaranteed as the **Secondary Classification**.
3. In the Create Element: Basic Information page, type a **Name**, **Reporting Name** and **Effective Date** for the element.
4. Complete the questions, as shown:

QUESTION/ FIELD	RESPONSE
Should every person eligible for the element automatically receive it?	Yes
*What is the earliest entry date for this element?	First Standard Earnings Date
*What is the latest entry date for this element?	Final close
At which employment level should this element be attached?	Assignment Level
Does this element recur each payroll period, or does it require explicit entry?	Recurring
Process the element only once in each payroll period?	Yes
Can a person have more than one entry of this element in a payroll period?	No
Process and pay element separately or with other earnings elements?	Process and pay with other earnings
What is the default periodicity of this element?	Calendar Month

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QUESTION/ FIELD	RESPONSE
Periodicity Conversion Rule	Standard Rate annualized
How do you want the work units to be reported?	None
Is this element subject to proration?	No
Is this element subject to retroactive changes?	Yes
Retro Group	Entry change for Retro
Is this earning included in the overtime basis	No
Is this earning comparable with SMIC:	No
What is the DSN code:	Leave Blank

5. In the Element: Review page, verify the information and click **Submit** to create the new element.
6. The Element Creation confirmation pop-up window appears. Click **OK**.
7. In the Element Overview panel, select **Actions** > **Create Element** .
8. On the Element Eligibility page, enter a name in the **Element Eligibility Name** field and click **Submit**.

> **Note:** By entering only a name and no eligibility criteria, the element is eligible for all employees.

9. Modify the following properties:
    a. **Processing priority:** 3000 (later than other earnings element)
    b. **Skip rule:** FR Net Guarantee Skip
10. Go to advance rule:
    a. **Enable Iterative Calculation** : Yes
    b. **Iterative Order**: 100
    c. **Iterative Formula** : ORA_HRX_FR_GAN_ITERATIVE
11. Create Element Eligibilty for the retro element.
12. Change the processing priority to 3000 for the retro element.

> **Note:** This is not needed for the additional element created by the template.

The iterative formula on Net Guaranteed element compares the Net Pay with the absence and Net Pay without the absence. A Net Guaranteed element is generated, which reduces the earnings. This iterative process continues till the Net Pay matches the Net Pay without absence.

13. On IJSS Entitlement Element that was created earlier for IJSS, navigate to Skip rules and add: **FR Absences Skip**.

Manage Subrogation

If you do not wish to subrogate payments, then you will need to create a value definition.

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To create a value definition:

> **Note:** **My Client Groups** > **Payroll** > **Calculation Value Definitions**

1. In the Calculate Value Definitions page, click **Create**.
2. Enter the details for the value definition being created, see example below:

Field name	Example value
Name	<PLANNAME>_SUBROGATION_VD
Effective start date	User defined
Legislative Data Group	User defined
Use existing value definition group	Yes
Value Definition Group	Absences
Calculation type	Text

3. Click **OK**.
4. On the calculation definitions detail screen click the **Create** icon on the calculation values section.
5. Enter the details as required, see example below:

Field name	Example value
From Value	1
To Value	9999999
Text	N

6. Click **Submit**.

*<PLANNAME> = The name of the plan which you do not wish to subrogate.

> **Note:** When there is subrogation, there is no need for a separate Net IJSS element. But, when creating an absence IJSS element, a corresponding Net IJSS element is always created. Subrogation will occur by default for the applicable payments.

Manage Seniority

Absence entitlement for LGI and CAGR can be based on seniority that the employee has accrued.

When defining an absence type, you can specify if this absence type reduces seniority.

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The seniority calculation is performed in accordance with the statutory French rules, based on the hire date (Fr: ancienneté dans la société) except in the case of Global Transfer in which case the system will check for the hire date of the first employment in the chain.

To override this hire date:

> **Note:** **My Client Groups** > **Person Management**

1. Search and select the relevant employee.
2. In Person Record, in the Legislative Information section and click the **More details** button.
3. In the **Seniority Override Date** field, enter the date that you wish to use to calculate the seniority.

This overridden date will now be used to calculate any seniority for the absence.

> **Note:** The system calculates the difference in days between the given date and the enterprise hire date (or the overridden seniority date) and reduces it by the number of days of absences.

Manage Certifications

Certificates are used to control or stop payments and show the user why a period of absence has not been paid.

The following certificates are delivered and automatically generated by the system:

Certification	Description	Absence Type	Compensation scheme
Employee has less than 1 year of service.	Employee has less than 1 years' service	Sickness/Long Term Disease/Post Natal Pathological	Legal Guarantee Income
Maximum entitlement paid	Maximum amount has been paid for this absence.		IJSS/Legal Guarantee Income
Insufficient information to process absence*	The system is unable to find the three payroll runs (during the entitlement processing) for the IJSS salary reference periods.		IJSS
Not Eligible for Absence Payment.	The system will generate this certificate when the **Absence not payable** field has been selected on the absence record.		IJSS/LGI/CA
Waiting days	No payments	Sickness/Long term disease	IJSS/Legal Guarantee Income

*This certificate will be triggered if the system is unable to find the three payroll runs (during the entitlement processing) for the IJSS salary reference periods. If an override (Daily Salary Basis, Social Contributions, Salary Override) has been populated, then the appropriate value should be used, and the certificate not produced.

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Create Absence Records

Absence records should be recorded with the start and end date corresponding to the person's actual absence from work (period of sickness).

To create an absence record:

> **Note:** **My Client Groups** > **Absences** > **Absence Records**

1. From the list of employees, select the name of the person for whom you wish to create an absence record.
2. In the Manage Absences and Entitlements page, in the Existing Absences section, click **Add**.
3. Select the absence type from the list of values.
4. Enter the relevant details for the absence such as the start and end dates and times of the absence and upload any supporting document or relevant attachment, if required.
5. If needed, select **ALD**, **No Waiting Period** or **Post Natal Pathological**.
6. Click **Submit**.

Other Sickness Types

Instances of other sickness types have distinct norms and entitlement rules. These include:

- Post Natal Pathological
- Miscarriage
- Long Term Sickness

Post Natal Pathological

When there is an instance of a post natal pathological sickness, a record is to be entered as **Post Natal Pathological**. In terms of entitlement:

1. The PNP sickness record consumes the configured IJSS, LGI or CAGR entitlements.
2. No waiting days are counted for a post natal pathological sickness absence regardless of what the rules for a regular sickness are. If these are waiting days for LGI and CAGR, these are honored.

> **Note:**
> - On the payment side, a post natal pathological sickness is paid as a regular sickness (incl net guaranteed calculation).
> - On the payslip, a post natal pathological sickness appears as a regular sickness.
> - By law, a PNP absence cannot be more than 4 weeks. This is enforced upon saving a post natal pathological record.

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Miscarriage

In case of a miscarriage, a sickness record needs to be entered with **No Waiting Period**.

On the entitlement side, there is no waiting days counted if there are any on the IJSS plan (that is, whatever the value definition setup says for the IJSS plan). If there are waiting days for LGI or CAGR, these should be honored.

A miscarriage sickness consumes the configured IJSS, LGI or CAGR entitlements. On the payment side, a miscarriage sickness is paid as a regular sickness (incl. net guaranteed calculation).

> **Note:** On the payslip, it appears as a regular sickness.

Long Term Sickness (ALD)

A sickness can only be re-qualified as a long-term sickness after 6 months. When the sickness record ends after 6 months, enter an adjacent sickness long term absence record selecting ALD.

The sickness record and the sickness long term record must be adjacent. The sickness long term sickness record will go into the same case as the original sickness-Regular sickness absence.

There is no payment in case of long term sickness. This will be achieved via an automatically generated certificate (Payment stoppage - Long Term Sickness). To view the certificate, navigate to the **Absence Case > Region certification**, .

Representation of Postnatal Pathological, Miscarriage and Long-Term Sickness in the DSN

- For postnatal pathological and sickness without waiting period, Event DSN must be sent.

- For long term disease, no separate DSN event is generated. It will be reported in the monthly DSN (as an extension of a previous absence).

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Chapter 3
Maternity, Paternity and Adoption Absences

3 Maternity, Paternity and Adoption Absences

Leave Entitlements

Based on the legal requirements and company agreements, different kind of rules must be considered for setting up your maternity, paternity and adoption absences.

> **Note:** Based on information (Multiple births, dependent children) collected when entering an absence, a validation is performed to check if the actual or projected start /end dates of the absence are consistent with the birth date.

Maternity

This table indicates the legally prescribed entitlements depending on the type of event and on the conditions:

MATERNITY	SCENARIO	TOTAL DURATION IN WEEKS	ANTE NATAL LEAVE	POST NATAL LEAVE
Single birth	The employee has less than three dependents	16	6	10
	The employee has three or more dependents	26	8	18
Multiple births	Birth of twins	34	12	22
	Birth of triplets	46	24	22

Based on information (Multiple births, dependent children ...) collected when entering an absence, a validation is performed to check if the actual or projected start /end dates of the absence are consistent with the birth date. If information is not consistent, messages are generated:

- The maternity leave start date can't be less than 2 weeks before the expected or actual date of childbirth. Do you want to continue?

- The Total duration leave exceeds the entitlement. Do you want to continue?

- The maternity leave end date can't be less than 6 weeks after the expected or actual date of childbirth. Do you want to continue?

Before the actual child birth is known, the maternity leave is determined starting from the expected delivery date.

Upon childbirth, if the delivery date is before the expected date, the ante-natal leave is reduced and Post Natal increased for the same length. The total length does not change.

If the delivery date is after the expected date, the antenatal leave will be increased, and the postnatal leave will remain the same. The total length will be longer.

High premature: If the actual birth date is more than 6 weeks before the expected child date, the total maternity leave increases by the number of days between the actual child birth and the start date of the maternity leave.

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ANTE-NATAL PATHOLOGICAL LEAVE	TOTAL DURATION IN WEEKS
For pathological reasons	2
Post-Natal Pathological Leave	Total duration in weeks
For pathological reasons	4

The post-natal pathological leave is paid at IJSS Sickness rate. It will be managed with the sickness absence type.

The ante-natal Pathological is paid at IJSS Maternity rate and can be split. An additional absence type (Additional Maternity Leave) is also needed.

Paternity

PATERNITY	TOTAL DURATION IN CALENDAR DAYS
Single birth	25
Multiple births	32

The paternity leave can be split in 3 periods. If information is not consistent, messages are generated:

- The duration of Paternity absence cannot be less than 4 days.
- The duration of Linked Paternity absence cannot be less than 5 days.
- You can't add more than 2 linked absence periods.

Adoption

TYPE OF ADOPTION	SCENARIO	TOTAL DURATION IN WEEKS	PARTNER ADOPTION IN CALENDAR DAYS
Single adoption	The employee has less than 2 dependent children	10	25
	The employee has 2 or more dependent children	18	
Multiple adoption	N/A	22	32

If information is not consistent, messages are generated:

- You need to enter an adoption start date that's on or before the placement date.
- You can't add more than one linked absence period.
- The absence duration must be 25 days or greater. (32 days or greater in case of multiple adoptions)
- The adoption leave can't start more than 7 days before the actual or expected placement date of the child.

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Create Absence Plans for IJSS and Collective Agreement

Maternity, paternity and adoption require a set of different IJSS and potentially CAGR plans for each of the absence types. (i.e a total of 3 IJSS plans and potentially 3 CAGR plans)

To create an absence plan:

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

1. In the Absence Plans page, click **Create**.
2. In the Create Absence Plan window, enter the effective date, France as the **Legislation** and Qualification as the **Plan Type**.
3. Click **Continue**.
4. In the Plan Attributes tab, enter the required details for the absence plan such as the plan name, Legislative Data Group, and others. Enter the other field values as shown:

Field	IJSS	Collective Agreement
Status	Active	Active
Enable concurrent entitlement	Yes	Yes
Plan UOM	Calendar Days	Calendar Days
Legislative Grouping Code	Social Security Daily Allowance	Collective agreement
Type	Absence duration	Absence duration

> **Note:** These fields need to be entered as shown above and the ones not specifically listed need to remain with their defaulted values if there is one.

5. In the Participation tab click **Add** icon and enter the following details in the Eligibility section, if required:

Field	IJSS	Collective Agreement
Sequence	1	1
Eligibility Profile	Employee	Employee

The participation functionality is used to restrict access to the plans to certain types of employees.

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6. Information in the Eligibility tab should be left blank, except if you need additional criteria for specific collective agreement. For example, if you have a plan for managers and non-managers, create two separate plans and use eligibility profile.

   For more information see *https://docs.oracle.com/pls/topic/lookup?ctx=fa-latest&id=s20052677*

7. In the Entries and Balances tab, enter the following information (this applies for all plans):

Field	Description
Absence Payment Rate Rule	N/A
Rate Name	N/A
Transfer absence payment information for payroll processing	Select as required
Element	Name of element created for payments. See *Create Absence Elements for Maternity, Paternity or Adoption Absences*

8. Click **Save and Close**. The absence plan is created.

Note: If there is no collective agreement, you would just create an IJSS plan for each absence type (Maternity, Paternity and Adoption). IJSS rules are delivered in the product. If Collective Agreement rules apply, they must be configured at implementation level.

Enable the Case Model

The absence management solution delivered with the French payroll uses the case model to manage maternity, paternity or adoption.

To enable the usage of the case model:

Note: Setup and Maintenance > **Manage Common Lookups** > **Absence Plans**

1. In the Absence Plans page, click **Create** and add the following details:
   ○ **Lookup Type**: HRX_FR_ABS_CONFIG
   ○ **Lookup Value**: HRX_FR_MATERNITY, HRX_FR_PATERNITY and HRX_FR_ADOPTION
2. Enter the start date of using the case model.
3. Click **Save and Close**.

   Note: This is a temporary way of enabling the case model and is to be used only on test PODs for the time being.

When an absence record is created, two cases will be automatically created: One for IJSS and one for CAGR. When two absences are linked (Antenatal pathological for maternity), or a main leave (Maternity, paternity or adoption split), absences are aggregated in the same case.

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Maternity, paternity or adoption absences are entered at the person level.

A case will be created per contract, which implies:

- Several assignments under the same contract: A single case
- Several assignments under several contracts: A case for each separate contract

The following information is available at absence or case entry level:

Name	Description	Level
Multiple Birth	List of value (null, twin, triplets or more)	Absence entry
Less than Three Dependent Children	Select, as required	Absence entry
High Premature	Select as required	Absence entry
Daily Salary Basis	User enterable field to enter a monetary value to be used to override the system calculated one	Case level
Salary Override	The user can enter a value which should be used to calculate the payments when there is insufficient information for normal processing e.g. For the calculation of the IJSS, the system needs to calculate the reconstituted salary for the past 3 months. For a new starter, the payroll system does not have the previous 3 months payment information. You'd use the salary override field to pass the 3 months averaged reconstituted salaries.	Case level
Consumed days	This field can be used when migrating absences from a legacy system. That will pass on the value of the entitlement days that have already been consumed so that the system can calculate what's left.	Case level

Create Absence Plans Using Value Definitions

After setting up the collective agreement absence plan you will need to set up the Value Definitions that correspond to it.

For Maternity, Paternity and Adoption, various criteria occur:

- Number of previous children: The number of children is defined by this value definition:
  - Suffix: _BIRTH_TO_PREVCHILD_VD
  - Suffix: _PREVCHILD_TO_SEN_VD1
- Simple or multiple births
- Seniority:
  - Suffix:_SEN_TO_ENTLBANDS_VD)
- Entitlement bands: They represent the percentage of payments and the duration (in days) of the payment at this percentage
  - Suffix: _ ENTLBANDS n – where n is a number from 1 to 9

To create the value definitions:

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Note: My Client Groups > Payroll > Calculation Value Definitions

1. In the Calculate Value Definitions page, click **Create**.
2. Enter the details for the value definition being created, see example below:

Field	Example Value
Name	<PLANNAME>_BIRTH_TO_PREVCHILD_VD
Effective start date	User defined
Legislative Data Group	User defined
Use existing value definition group	Yes
Value Definition Group	Absences
Calculation type	Text

3. Click **OK**.
4. On the calculation definitions detail screen click the Create icon on the calculation values section. Enter the details as required to define the first band:

Field	Example Value
From Value	0
To Value	999
Text	<PLANNAME> _PREVCHILD_TO_SEN_VD1

5. Click **Submit**.
6. Create a new value definition for the criteria: Number of previous children.

Field name	Example value
Name	<PLANNAME>_PREVCHILD_TO_SEN_VD1
Effective start date	User defined
Legislative Data Group	User defined
Use existing value definition group	Yes
Value Definition Group	Absences
Calculation type	Text

7. Click **OK**.
8. On the calculation definitions detail page, click the **Create** icon In the Calculation values section.
9. Enter the details as required to define the band:

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Field	Example Value
From Value	0
To Value	999
Text	<PLANNAME>__PREVCHILD_TO_SEN_VD1A

10. Create a new value definition to define the bands.

Field	Example Value
Name	<PLANNAME>_ PREVCHILD_TO_SEN_VD1A
Effective start date	User defined
Legislative Data Group	User defined
Use existing value definition group	Yes
Value Definition Group	Absences
Calculation type	Number

11. Click **OK**.
12. On the calculation definitions detail screen click the create icon on the calculation values section.
13. Enter the details as required, to define the each band:

Field	Example Value
From Value	0
To Value	0
Number	<PLANNAME>_ENTLBANDS_VD1A

Field	Example Value
From Value	1
To Value	99
Number	<PLANNAME>_ ENTLBANDS_VD1B

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14. Create a new value definition to define the payment associate to the band:

Field	Example Value
Name	<PLANNAME>_ENTLBANDS_VD1A
Effective start date	User defined
Legislative Data Group	User defined
Use existing value definition group	Yes
Value Definition Group	Absences
Calculation type	Number

15. Click **OK**.

16. On the calculation definitions detail screen click the **Create** icon on the calculation values section.

17. Enter the details as required, to define each band:

Field	Example Value
From Value	0
To Value	999
Number	0

18. Click **Submit**.

19. Create a new value definition to define the payment associate to the band:

Field	Example Value
Name	<PLANNAME>_ENTLBANDS_VD1B
Effective start date	User defined
Legislative Data Group	User defined
Use existing value definition group	Yes
Value Definition Group	Absences
Calculation type	Number

20. Click **OK**.

21. On the calculation definitions detail screen click the create icon on the calculation values section.

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22. Enter the details as required to define each band:

Field	Example Value
From Value	0
To Value	999
Flat Amount	1

Create Maternity Absence Types

To allow recording of a maternity leave for an employee, absence types will need to be created.

Two absence types need to be created:

- Main Maternity – Incurs IJSS and Collective Agreement, if applicable.
- Additional Maternity – Incurs IJSS and Collective Agreement, if applicable.

To create an absence type:

Note: My Client Groups > Absences > Absence Types

1. In the Absence Types page, click **Create**.
2. In the Create Absence Type window, enter the effective date, France as the **Legislation** and Childbirth or placement as the **Pattern**.
3. Click **Continue**.
4. In the Type Attributes tab, enter the required details for the absence type such as the name, Legislative Data Group, Management as Predefined and others. Enter the other field values as shown:

Field	Main Maternity	Additional Maternity
Name	Main Maternity	Additional Maternity
Description	Predefined	Predefined
UOM	*Calendar days	*Calendar days
Legislative Grouping Code	Maternity	Maternity Extension
Legislative Data Group ID	As required	As required
Validation Formula	ORA_HRX_FR_MAP_CASE_VALIDATION	ORA_HRX_FR_MAP_CASE_VALIDATION
Event Type	Childbirth	Childbirth
Status	Active	Active
Minimum Duration Alert	None	None

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Field	Main Maternity	Additional Maternity
Minimum Duration	None	None
Maximum Duration Alert	None	None
Maximum Duration	None	None
Partial Day	Not allowed	Not allowed
Enable employee updates	Select	Select
Enable manager updates	Select	Select
Enable administrative updates	Select	Select
Linkage Rule (IJSS)	None	None
Evaluate reason in linkage	No	No
Linkage period	N/A	N/A
Linkage Period UOM	N/A	N/A
Effective working time for accruals	N/A	N/A
Effective working time for seniority	N/A	N/A

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 IJSS that you created for the absence type. Ensure that the **Status** is Active and the **Sequence** is 1.
8. Click **Select and Add** again.
9. In the **Select and Add Plan to Type** window, select the plan Collective Agreement, that you created for the absence type. Ensure that the **Status** is Active and the **Sequence** is 2.
10. Click **OK**.
11. Click the Display Features tab, and enter the field values as shown:

Usage	Employee Self-Service	Manager Self-Service	Administrative Transaction
Open Ended	Don't Display	Don't Display	Don't Display

12. For Additional Maternity absence type, disable these options:
    - Expected date of event
    - Actual date of event
    - Planned absence start date
    - Planned absence end date
    - Late notification evaluation
    - Open-ended
    - Planned absence start date validation

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- o Matching date
- o Intend not to return to work

13. For the Main Maternity absence type, disable these options:
    - o Open-ended
    - o Planned absence start date validation
    - o Matching date
    - o Intend not to return to work

14. Click **Save and Close**. The maternity absence type is created.

> **Note:** Two weeks of antenatal pathological leave can be given to the employee, which need not be consecutive. The Main Maternity leave can be split, if for example, the baby is hospitalized.

Create Paternity Absence Types

To allow recording of a paternity leave for an employee, absence types will need to be created.

Two absence types need to be created:

- Main Paternity – Incurs IJSS and Collective Agreement, if applicable.
- Additional Paternity – Incurs IJSS and Collective Agreement, if applicable.

To create an absence type:

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

1. In the Absence Types page, click **Create**.
2. In the Create Absence Type window, enter the effective date, France as the **Legislation** and Childbirth or placement as the **Pattern**.
3. Click **Continue**.
4. In the Type Attributes tab, enter the required details for the absence type such as the name, Legislative Data Group, Management as Predefined and others. Enter the other field values as shown:

Field	Main Paternity	Additional Paternity
Name	Main Paternity	Additional Paternity
Description	Predefined	Predefined
UOM	*Calendar days	*Calendar days
Legislative Grouping Code	Paternity	Linked Paternity
Legislative Data Group ID	As required	As required
Validation Formula	ORA_HRX_FR_MAP_CASE_VALIDATION	ORA_HRX_FR_MAP_CASE_VALIDATION

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Field	Main Paternity	Additional Paternity
Event Type	Childbirth	Childbirth
Status	Active	Active
Minimum Duration Alert	None	None
Minimum Duration	None	None
Maximum Duration Alert	None	None
Maximum Duration	None	None
Partial Day	Not allowed	Not allowed
Enable employee updates	Select	Select
Enable manager updates	Select	Select
Enable administrative updates	Select	Select
Linkage Rule (IJSS)	None	None
Evaluate reason in linkage	No	No
Linkage period	N/A	N/A
Linkage Period UOM	N/A	N/A
Effective working time for accruals	N/A	N/A
Effective working time for seniority	N/A	N/A

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 IJSS that you created for the absence type. Ensure that the **Status** is Active and the **Sequence** is 1.
8.   Click **Select and Add** again.
9.   In the **Select and Add Plan to Type** window, select the plan Collective Agreement, that you created for the absence type. Ensure that the **Status** is Active and the **Sequence** is 2.
10. Click **OK**.
11. Click the Display Features tab, and enter the field values as shown:

Usage	Employee Self-Service	Manager Self-Service	Administrative Transaction
Open Ended	Don't Display	Don't Display	Don't Display

12. For Additional Paternity absence type, disable these options:
     o   Absence Expected date of event
     o   Actual date of event
     o   Planned absence start date

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- o Planned absence end date
- o Late notification evaluation
- o Open-ended
- o Planned absence start date validation
- o Matching date
- o Intend not to return to work

13. For the Main Paternity absence type, disable these options:
    - o Open-ended
    - o Planned absence start date validation
    - o Matching date
    - o Intend not to return to work

14. Click **Save and Close**. The paternity absence type is created.

Create Adoption Absence Types

To allow recording of an Adoption leave for an employee, an absence type will need to be created.

Three absence types need to be created:

- Main Adoption – Incurs IJSS and Collective Agreement if applicable.
- Additional Adoption – Incurs IJSS and Collective Agreement if applicable.
- Parner Adoption – Incurs IJSS and Collective Agreement if applicable.

To create the absence type for adoption absences:

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

1. In the Absence Types page, click **Create**.
2. In the Create Absence Type window, enter the **Effective Date**, France as the **Legislation** and Child Birth or placement as the **Pattern**.
3. Click **Continue**.
4. In the Type Attributes tab, enter the required details for the absence type such as the name, Legislative Data Group, Management as Predefined and others. Enter the other field values as shown:

Field	Main Adoption	Additional Adoption	Partner Adoption
Name	Main Adoption	Additional Adoption	Additional Adoption
Description	Predefined	Predefined	Predefined
UOM	*Calendar days	*Calendar days	*Calendar days
Legislative Grouping Code	Adoption	Linked Adoption	Partner Adoption

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Field	Main Adoption	Additional Adoption	Partner Adoption
Legislative Data Group ID	As required	As required	As required
Validation Formula	ORA_HRX_FR_MAP_CASE_VALIDATION	ORA_HRX_FR_MAP_CASE_VALIDATION	ORA_HRX_FR_MAP_CASE_VALIDATION
Event Type	Placement	Placement	Placement
Status	Active	Active	Active
Minimum Duration Alert	None	None	None
Minimum Duration	None	None	None
Maximum Duration Alert	None	None	None
Maximum Duration	None	None	None
Partial Day	Not allowed	Not allowed	Not allowed
Enable employee updates	Select	Select	Select
Enable manager updates	Select	Select	Select
Enable administrative updates	Select	Select	Select
Linkage Rule (IJSS)	None	None	None
Evaluate reason in linkage	No	No	No
Linkage period	N/A	N/A	N/A
Linkage Period UOM	N/A	N/A	N/A
Effective working time for accruals	N/A	N/A	N/A
Effective working time for seniority	N/A	N/A	N/A

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: IJSS that you created for the absence type. Ensure that the **Status** is Active and the **Sequence** is 1.
8. Click **Select and Add** again.
9. In the **Select and Add Plan to Type** window, select the plan: Collective Agreement that you created for the absence type. Ensure that the **Status** is Active and the **Sequence** is 2.

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10. Click **OK**.
11. Click the Display Features tab, and enter the field values as shown:

Usage	Employee Self-Service	Manager Self-Service	Administrative Transaction
Open Ended	Don't Display	Don't Display	Don't Display

12. For the Additional Adoption and Partner Adoption absence, disable these options:
    o Expected date of event
    o Actual date of event
    o Planned absence start date
    o Planned absence end date
    o Late notification evaluation
    o Open-ended
    o Planned absence start date validation
    o Matching date
    o Intend not to return to work
    o Authorized Absence
13. For the Main Adoption absence, disable these options:
    o Open-ended
    o Planned absence start date validation
    o Matching date
    o Intend not to return to work
14. Click **Save and Close**. The adoption absence types are created.

Create Rate Definitions

The rate definition for the absence payment and deduction of CAGR needs to be created. The same rate can be used for Payment or deduction.

To create a new rate definition for CAGR:

> **Note: My Client Groups** > **Payroll** > **Rate definition**

1. Click **Create**.
2. In the Create rate Definition window, select the appropriate Legislative Data Group.
3. Enter the basic details. **Category** should be Derived Rate.
4. Select Calculate Live rate.
5. In the Return Rate Details section, enter the **Periodicity** as Calendar Months, the **Periodicity Conversion Formula** as Standard Rate Annualized, the **Currency** and the decimal display.
6. In the Rate contributor section, select the **Rate Contributor** as Balance and add:
    o **Balance Name:** Basic salary

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- o **Reference Date:** This Month End Date
- o **Dimension:** Relationship Period to Date
- o **Periodicity:** Calendar Month

7. Click **Save**.

Create Absence Elements

Absence elements need to be created for each absence plan that transfers absence payment information to payroll for processing. Elements need to be created for IJSS and CAGR payment.

To create a new absence element:

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

1. Click **Create**.
2. In the Create Element window, select the appropriate **Legislative Data Group** and Absences as the **Primary Classification**. Select Maternity, Paternity or Adoption as the **Secondary Classification**.

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

3. Click **Continue**.
4. In the Create Element: Basic Information page, enter the element name, reporting name and the effective date.
5. In the Currency section, select Euro as the **Input Currency**.
6. In the Absence Plan Details section, select the relevant options, as shown:

Field	Value
Calculation units	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.
Work Units Conversion Rule	Periodic Work Schedule Rate Annualized > **Note:** Before submitting, select again the 'work units conversion rule.', and change 'rate' to 'work units conversion rule' in the statement.
What type of absence information do you want transferred to payroll	Qualification Absences

7. Click **Next**.
8. 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 rate to determine absence deduction amount.

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Field	Value
	Note:
	○ This is the rate created previously: CAGR rate.
	○ For IJSS, select the seeded rate: Reconstituted Salary Rate. For IJSS element, the deduction is overridden to zero.
Which rate should the absence payment calculation use?	Select rate to determine absence Payment amount. **Note:** This is the rate created previously for IJSS or CAGR.
Does this plan enable entitlement payments after termination?	No
Special Rules section	
Use this element to calculate a gross amount from a specified net amount?	No
Additional Payment Information section	
What's the additional payment information for?'	Select appropriate value IJSS or CAGR

9. Review the selected options and click **Submit**.
10. Change the priority of CAGR elements to 2750. The priority of IJSS elements should be 2760.
11. Create eligibility for the created elements.
12. In the Absence Plans page, in the section Entries and balances, add the element you just created.

Balances

A dedicated balance is delivered to calculate the daily salary amount: Reconstituted salary. Once elements are created, the following balances will be created using the below naming convention:

- <Element Name>Net IJSS Payment
- <Element Name>Net IJSS Payment Retro
- <Element Name> Entitlement Payment
- <Element Name> Entitlement Payment Retro
- <Element Name> Nonsubrogated Net IJSS
- <Element Name> Nonsubrogated Net IJSS Retro
- <Element Name>Nonsubrogated Negative IJSS
- <Element Name>Nonsubrogated Negative IJSS Retro

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Manage Subrogation

If you do not wish to subrogate payments, then you will need to create a value definition.

To create a value definition:

> **Note:** **My Client Groups** > **Payroll** > **Calculation Value Definitions**

1. In the Calculate Value Definitions page, click **Create**.
2. Enter the details for the value definition being created, see example below:

Field name	Example value
Name	<PLANNAME>_SUBROGATION_VD
Effective start date	User defined
Legislative Data Group	User defined
Use existing value definition group	Yes
Value Definition Group	Absences
Calculation type	Text

3. Click **OK**.
4. On the calculation definitions detail screen click the create icon on the calculation values section.
5. Enter the details as required, see example below:

Field name	Example value
From Value	1
To Value	9999999
Text	N

6. Click **Submit**.

*<PLANNAME> = The name of the plan which you do not wish to subrogate.

> **Note:** When there is subrogation, there is no need for a separate Net IJSS element. But, when creating an absence IJSS element, a corresponding Net IJSS element is always created. Subrogation will occur by default for the applicable payments.

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Certifications

Certifications will be used to control or stop payments and show the user why a period of absence has not been paid.

The following certificates are delivered and automatically generated by the system:

Certification	Description	Absence Type	Compensation Scheme
Maximum entitlement paid*	Maximum amount has been paid for this absence.	Maternity, Paternity and Adoption	IJSS/CAGR
Insufficient information to process absence*	The system is unable to find the 3 payroll runs (during the entitlement processing) for the IJSS salary reference period.		IJSS
Not Eligible for Absence Payment.	The system will generate this certificate when the **Absence not payable** field has been selected on the absence record.		IJSS/CAGR

*This certificate will be triggered if the system is unable to find the three payroll runs (during the entitlement processing) for the IJSS salary reference periods. If an override (Daily Salary Basis, Social Contributions, Salary Override) has been populated, then the appropriate value should be used, and the certificate not produced.

Create Absence Records

Absence records should be recorded with the start and end date corresponding to the person's actual absence from work (period of maternity, paternity and adoption), without gaps. Absences should not be recorded by individual absence records for each day's absence.

To create an absence record:

> **Note: My Client Groups** > **Absences** > **Absence Records**

1. From the list of employees, select the name of the person for whom you wish to create an absence record.
2. In the Manage Absences and Entitlements page, in the Existing Absences section, click **Add**.
3. Select the absence type from the list of values.
4. Enter the relevant details for the absence such as the expected date of birth, expected start and end dates and times of the absence and upload any supporting document, if required, if required.

   > **Note:** For an additional maternity leave, adoption, or paternity, start and end date of the absence are sufficient. But you will need to add the appropriate list of values to link with the main leave.

5. Click **Submit**.

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Note: For each day and plan, the system will determine the rate of payment and display them in the Plan U page.

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4 Parental Bereavement Leave Absences

Enable the Case Model

The absence management solution delivered with the French payroll uses the case model to manage parental bereavement absences.

To enable the usage of the case model:

> **Note:** **Setup and Maintenance** > **Manage Common Lookups** > **Absence Plans**

1. In the Absence Plans page, click **Create** and add the following details:
   - **Lookup Type**: HRX_FR_ABS_CONFIG
   - **Lookup Value**: HRX_FR_PBL
2. Enter the start date of using the case model.
3. Click **Save and Close**.

   > **Note:** This is a temporary way of enabling the case model and is to be used only on test PODs for the time being.

When an absence record is created, two cases will be automatically created: One for IJSS, one for CAGR. Parental bereavement absences are entered at the person level.

A case will be created per contract which implies:

- Several assignments under the same contract: A single case
- Several assignments under several contracts: A case for each separate contract

The following information is available at absence or case entry level:

Name	Description	Level
Date of Death of the Child	Date	Absence entry
Daily Salary Basis	User enterable field to enter a monetary value to be used to override the system calculated one	Case level
Salary Override	The user can enter a value which should be used to calculate the payments when there is insufficient information for normal processing e.g. For the calculation of the IJSS, the system needs to calculate the reconstituted salary for the past 3 months. For a new starter, the payroll system does not have the previous 3 months payment information. You'd use the salary override field to pass the 3 months averaged reconstituted salaries.	Case level
Consumed Days	This field can be used when migrating absences from a legacy system. That will pass on the value of the entitlement days that have already been consumed so that the system can calculate what's left.	Case Level

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Create Absence Plans for IJSS and Collective Agreement

Parental bereavement absences require a set of different IJSS and potentially CAGR plans. If there is no collective agreement, create an IJSS plan only.

> **Note:** IJSS rules are delivered in the product. If Collective Agreement rules apply, they must be configured at implementation level.

To create a parental bereavement absence plan:

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

1. In the Absence Plans page, click **Create**.
2. In the Create Absence Plan window, enter the effective date, France as the **Legislation** and Qualification as the **Plan Type**.
3. Click **Continue**.
4. In the Plan Attributes tab, enter the required details for the absence plan such as the plan name, Legislative Data Group, and others. Enter the other field values as shown:

Field	IJSS	Collective Agreement
Status	Active	Active
Enable concurrent entitlement	Yes	Yes
Plan UOM	Calendar Days	Calendar Days
Legislative Grouping Code	Social Security Daily Allowance	Collective agreement
Type	Absence duration	Absence duration

> **Note:** The fields not specifically listed here need to remain with their defaulted values.

5. In the Participation tab click **Add** icon and enter the following details in the Eligibility section, if required:

Field	IJSS	Collective Agreement
Sequence	1	1

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Field	IJSS	Collective Agreement
Eligibility Profile	Employee	Employee

The participation functionality is used to restrict access to the plans to certain types of employees.

> **Note:** To restrict the IJSS for employees only, create an eligibility profile for Employee.

6. Information in the Eligibility tab should be left blank, except if you need additional criteria for specific collective agreement. For example, if you have a plan for managers and non-managers, create two separate plans and use eligibility profile.

For more information see *https://docs.oracle.com/pls/topic/lookup?ctx=fa-latest&id=s20052677*

7. In the Entries and Balances tab, enter this information:

Field	Value
Absence Payment Rate Rule	N/A
Rate Name	N/A
Transfer absence payment information for payroll processing	Select, as required
Element	Name of element created for payments. See *Create Absence Elements for Parental Bereavement Absences*

8. Click **Save and Close**. The absence plan is created.

> **Note:** If there is no collective agreement, you would just create an IJSS plan for each absence type (Maternity, Paternity and Adoption). IJSS rules are delivered in the product. If Collective Agreement rules apply, they must be configured at implementation level.

Create Absence Plans

After setting up the collective agreement absence plan you will need to set up the Value Definitions that correspond to it.

The association between the ranges of seniority years and the entitlement bands. (Suffix:_SENIORITY_BAND_VD). The entitlement bands represent the percentage of payments and the duration (in days) of the payment at this percentage (Suffix: _BANDn – where n is a number from 1 to 9). In this example, employee has 100% of salary maintenance after 9 months of seniority.

To create the value definitions:

> **Note:** **My Client Groups** > **Payroll** > **Calculation Value Definitions**

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1. In the Calculate Value Definitions page, click **Create**.
2. Enter the details for the value definition being created, see example below:

Field	Example Value
Name	<PLANNAME>_SENIORITY_BAND_VD
Effective start date	User defined
Legislative Data Group	User defined
Use existing value definition group	Yes
Value Definition Group	Absences
Calculation type	Text

3. Click **OK**.
4. On the calculation definitions detail screen click the Create icon on the calculation values section. Enter the details as required to define the two bands:

Field	Example Value
From Value	0
To Value	0.75 (0.75 represents 9 months (9/12)
Text	<PLANNAME> _BAND_1

5. Click **+** to add the second band:

Field	Example Value
From Value	0.76
To Value	99999
Text	<PLANNAME> _BAND_2

6. Click **Submit** after all the values have been entered.

Next, perform the following steps to create the payment factors for each band:

Band 1: Less than 9 months of seniority, payment factor is 0

> **Note:** **My Client Groups** > **Payroll** > **Calculation Value Definitions**

1. In the Calculate Value Definitions page, click **Create**.

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2. Enter the details for the value definition being created, see example below:

Field	Example Value
Name	<PLANNAME> _BAND_1
Effective start date	User defined
Legislative Data Group	User defined
Use existing value definition group	Yes
Value Definition Group	Absences
Calculation type	Number

3. Click **OK**.
4. On the calculation definitions detail screen click the create icon on the calculation values section.
5. Enter the details as required, see example below:

Field	Example Value
From Value	0
To Value	999
Number	0

Band 2: More than 9 months of seniority, payment factor is 1

Note: My Client Groups > Payroll > Calculation Value Definitions

1. In the Calculate Value Definitions page, click **Create**.
2. Enter the details for the value definition being created, see example below:

Field	Example Value
Name	<PLANNAME> _BAND_2
Effective start date	User defined
Legislative Data Group	User defined
Use existing value definition group	Yes
Value Definition Group	Absences
Calculation type	Number

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3. Click **OK**.
4. On the calculation definitions detail screen click the **Create** icon on the calculation values section.
5. Enter the details as required, see example below:

Field	Example Value
From Value	0
To Value	999
Number	1

Create Parental Bereavement Absence Types

To allow recording of a parental bereavement leave for an employee, one absence type will need to be created.

To create a parental bereavement absence type:

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

1. In the Absence Types page, click **Create**.
2. In the Create Absence Type window, enter the effective date, France as the **Legislation** and Illness or injury as the **Pattern**.
3. Click **Continue**.
4. In the Type Attributes tab, enter the required details for the absence type such as the name, Legislative Data Group, Management as Predefined and others. Enter the other field values as shown:

FIELD	VALUE
Name	Parental Bereavement
Description	Predefined
UOM	*Calendar days
Legislative Grouping Code	Parental Bereavement
Legislative Data Group ID	As required
Validation Formula	ORA_HRX_FR_PBL_VALIDATION
Status	Active
Minimum Duration Alert	None
Minimum Duration	None
Maximum Duration Alert	None

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FIELD	VALUE
Maximum Duration	None
Partial Day	Not allowed
Enable employee updates	Select
Enable manager updates	Select
Enable administrative updates	Select
Linkage Rule (IJSS)	None
Evaluate reason in linkage	No
Linkage period	N/A
Linkage Period UOM	N/A
Effective working time for accruals	N/A
Effective working time for seniority	N/A

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 IJSS that you created for the absence type. Ensure that the Status is Active and the Sequence is 1.
8. Click **Select and Add** again.
9. In the Select and Add Plan to Type window, select the plan LGI (or CAGR) that you created for the absence type. Ensure that the Status is Active and the Sequence is 2.
10. Click **OK**.
11. Click the Display Features tab, and enter the field values as shown:

Usage	Employee Self-Service	Manager Self-Service	Administrative Transaction
Open Ended	Don't Display	Don't Display	Don't Display
Qualified Entitlement	N/A	N/A	Enable

12. Click **Save and Close**. The parental bereavement absence type is created.

Create Rate Definition

Before creating the element using the element template, you need to create a rate definition. The rate definition for the absence payment and deduction of CAGR needs to be created. The same rate can be used for payment or deduction.

To create a new rate definition for CAGR:

| **Note:** **My Client Groups** > **Payroll** > **Rate definition**

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1. Click **Create**.
2. In the Create rate Definition window, select the appropriate **Legislative Data Group**.
3. Enter the basic details. **Category** should be Derived Rate.
4. Select Calculate Live Rate.
5. In the Return Rate Details section, enter the **Periodicity** as Calendar Months, the **Periodicity Conversion Formula Standard Rate** as Annualized, the **Currency** and the Decimal Display.
6. In the Rate contributor section, select the **Rate Contributor** as Balance, and add:
   - **Balance Name:** Basic salary
   - **Reference Date:** This Month End Date
   - **Dimension:** Relationship Period to Date
   - **Periodicity:** Calendar Month
7. Click **Save**.

Create Absence Elements

Absence elements need to be created for each absence plan that transfers absence payment information to payroll for processing. Elements need to be created for IJSS and CAGR payment.

To create a new absence element:

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

1. Click **Create**.
2. In the Create Element window, select the appropriate **Legislative Data Group** and Absences as the **Primary Classification**. Select Parental Bereavement as the **Secondary Classification**.

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

3. Click **Continue**.
4. In the Create Element: Basic Information page, enter the element name, reporting name and the effective date.
5. In the Currency section, select Euro as the **Input Currency**.
6. In the Absence Plan Details section, select the relevant options, as shown:

Field	Value
Calculation units	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.
Work Units Conversion Rule	Periodic Work Schedule Rate Annualized **Note:** Before submitting, select again the 'work units conversion rule.', and change 'rate' to 'work units conversion rule' in the statement.
What type of absence information do you want transferred to payroll	Qualification Absences

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7. Click **Next**.
8. 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 rate to determine absence deduction amount. **Note:** ○ This is the rate created previously: CAGR rate. ○ For IJSS, select the seeded rate: Reconstituted Salary Rate. For IJSS element, the deduction is overridden to 0.
Which rate should the absence payment calculation use?	Select rate to determine absence Payment amount. **Note:** This is the rate created previously for IJSS or CAGR.
Does this plan enable entitlement payments after termination?	No
Special Rules section	
Use this element to calculate a gross amount from a specified net amount?	No
Additional Payment Information section	
What's the additional payment information for?'	Select appropriate value IJSS or CAGR

9. Review the selected options and click **Submit**.
10. Change the priority of CAGR elements to 2750. The priority of IJSS elements should be 2760.
11. Create eligibility for the created elements.
12. In the Absence Plans page, in the section Entries and balances, add the element you just created.

Balances

A dedicated balance is delivered to calculate the daily salary amount: Reconstituted salary.

After the elements are created, balances will be created using the naming convention as shown here:

- <Element Name>Net IJSS Payment
- <Element Name>Net IJSS Payment Retro
- <Element Name> Entitlement Payment
- <Element Name> Entitlement Payment Retro
- <Element Name> Non Subrogated Net IJSS

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- <Element Name> Non Subrogated Net IJSS Retro

- <Element Name>Non Subrogated Negative IJSS

- <Element Name>Non Subrogated Negative IJSS Retro

Create a Net Guarantee Element

A net guarantee element or (Fr: Garantie au net) need to be created to manage a deduction.

When defining the Collective agreement applicable for your company, set the Net guaranteed Income flexfield needs to be opted for. To do so:

Note: My Client Groups > Work Structure > Collective Agreements

1. Select your collective agreement.
2. Set the **Net Guaranteed Income** to Yes.

To create a new Net Guarantee element:

Note: My Client Groups > Payroll > Elements

1. Click **Create**.
2. In the **Create Element** window, select the appropriate Legislative Data Group, Regular Earnings as the **Primary Classification** and Net Guaranteed as the **Secondary Classification**.
3. In the Create Element: Basic Information page, type a **Name**, **Reporting Name** and **Effective Date** for the element.
4. Complete the questions, as required and click **Next**.
5. In the Create Element: Additional Details page, complete the remaining questionnaire.
6. In the Element: Review page, select the **Periodicity conversion rule** as Standard rate annualized.
7. Verify the remaining information and click **Submit** to create the new element.
8. The Element Creation confirmation pop-up window appears. Click **OK**.
9. On the Element Summary page, provide additional information as needed, such as **Input values**, **Processing rules**, and **Eligibility**.

   Note: Use the Element Overview panel on the left to navigate through the setup pages. Element eligibility must be defined to link the element to an element entry (and hence to gross compensation).

10. In the Element Overview panel, select **Actions > Create Element Eligibility**
11. On the Element Eligibility page, enter a name in the **Element Eligibility Name** field and click **Submit**.

   Note: By entering only a name and no eligibility criteria, the element is eligible for all employees.

12. Modify these properties:
    a. **Processing priority:** 3000 (later than other earnings element)
    b. **Skip rule:** FR Net Guarantee Skip
13. Go to advance rule:
    a. **Enable Iterative Calculation** : Yes
    b. **Iterative Order**: 100

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      c. **Iterative Formula** : ORA_HRX_FR_GAN_ITERATIVE

14. On IJSS Entitlement Element that was created earlier for IJSS, navigate to **Skip rules** and add: **FR Absences Skip**.

Manage Subrogation

If you do not wish to subrogate payments, then you will need to create a value definition.

To create a value definition:

> **Note:** **My Client Groups** > **Payroll** > **Calculation Value Definitions**

1. In the Calculate Value Definitions page, click **Create**.
2. Enter the details for the value definition being created, see example below:

Field name	Example value
Name	<PLANNAME>_SUBROGATION_VD
Effective start date	User defined
Legislative Data Group	User defined
Use existing value definition group	Yes
Value Definition Group	Absences
Calculation type	Text

3. Click **OK**.
4. On the calculation definitions detail screen click the **Create** icon on the calculation values section.
5. Enter the details as required, see example below:

Field name	Example value
From Value	1
To Value	9999999
Text	N

6. Click **Submit**.

*<PLANNAME> = The name of the plan which you do not wish to subrogate.

> **Note:** When there is subrogation, there is no need for a separate Net IJSS element. But, when creating an absence IJSS element, a corresponding Net IJSS element is always created. Subrogation will occur by default for the applicable payments.

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Certifications

Certifications will be used to control or stop payments and show the user why a period of absence has not been paid.

The following certificates are delivered and automatically generated by the system:

Certification	Description	Absence Type	Compensation Scheme
Maximum entitlement paid*	Maximum amount has been paid for this absence.	Parental Bereavement	IJSS/CAGR
Insufficient information to process absence*	The system is unable to find the three payroll runs (during the entitlement processing) for the IJSS salary reference period.		IJSS
Not Eligible for Absence Payment.	The system will generate this certificate when the **Absence not payable** field has been selected on the absence record.		IJSS/CAGR

*This certificate will be triggered if the system is unable to find the three payroll runs (during the entitlement processing) for the IJSS salary reference periods. If an override (Daily Salary Basis, Social Contributions, Salary Override) has been populated, then the appropriate value should be used, and the certificate not produced.

Create Absence Records

Global Absence Management is used to record the employee absences.

To create an absence record:

| **Note: My Client Groups** > **Absences** > **Absence Records**

1. From the list of employees, select the name of the person for whom you wish to create an absence record.
2. In the Manage Absences and Entitlements page, in the Existing Absences section, click **Add**.
3. Select the absence type from the list of values.
4. Enter the relevant details for the absence such as the date of death of the child and submit the details.

Note: When an absence is submitted for a person, the system looks at the collection of plans attached to the absence type for this absence records. It resolves eligibility for each of these plans and will then breakdown the absence record into days. For each day and plan, the system will determine the rate of payment and will display them in the plan use screen.

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5 Work Accident, Travel Accident and Occupational Disease Absences

Overview

This section covers the setup and administration of the FR Work Accident, Travel Accident and Occupational Diseases Absences.

An injured employee must inform their employer and provide a medical certificate within 48 hours of the start of the absence, without which the employer doesn't register an absence. The medical certificate shows the absence type and the date(s) to record the absence period.

An employee on leave will be entitled to one or more indemnities:

- **Daily social security allowance Work Accident, Travel Accident and Occupational diseases - IJSS ATMP. (Fr: Indemnités Journalières de la Sécurité Sociale Accident du travail)**: It is paid at a standard rate as a percentage of daily reconstituted salary. By default, employees are entitled to IJSS payment. If the employee does not qualify, then you will need to make the absence non payable by selecting the **Absence not payable** check box on the absence record.

- **Legal Guarantee Income – LGI - (Fr: Minimum Légal Garanti)**: This is a statutory payment made on top of the IJSS payment and has qualifying rules which also determine the rate of payment. The rate of payment is a percentage of salary which is set by French legislation.

- **Collective Agreement - CAGR - (Fr: Convention Collective)**: If your company uses a collective agreement which is more beneficial to the employees, then you need to create a collective agreement plan. In that case, do not create the LGI plan.

> **Note:** Employees with multiple contracts of employment will receive both IJSS and guarantees (whether legal or conventional) for each contract.

Enable the Case Model

The absence management solution delivered with the French payroll uses the case model to manage AT-MP absences.

To enable the usage of the case model:

> **Note:** Setup and Maintenance > **Manage Common Lookups** > **Absence Plans**

1. In the Absence Plans page, click **Create** and add the following details:
   - **Lookup Type**: HRX_FR_ABS_CONFIG
   - **Lookup Value**: HRX_FR_AT_MP
2. Enter the start date of using the case model.

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3. Click **Save and Close**.

> **Note:** This is a temporary way of enabling the case model and is to be used only on test PODs for the time being.

The following information is available at absence or case entry level:

Name	Description	Level
Medical Certificate	Select the checkbox to confirm that a medical certificate exists. The certificate can be stored and attached to the absence record	Absence record level
Incident Category	Select Travel Accident, Work Accident or Occupational Disease. This will manage the payment entitlement and the DSN code to be derived	Absence record level
Incident Reference	This will be a reference number which has been given to the incident reporting.	Absence record level
Incident date	Date of the incident.	Absence record level
Accident Employee Fault	Yes/No. This is used to determine waiting days for Alsace-Moselle region. Default is No.	Absence record level
Daily Salary Basis	User enterable field to enter a monetary value to be used instead (override) the system calculated one	Absence entry and case level
Salary Override	The user can enter a value which should be used to calculate the payments when there is insufficient information for normal processing e.g. For the calculation of the IJSS, one payroll run is needed.	Absence entry and case level
Consumed days	This field can be used when migrating absences from a legacy system. That will pass on the value of the entitlement days that have already been consumed so that the system can happen what's left.	Case Level

Create Absence Plans for IJSS and LGI or CAGR

To manage AT/MP absence entitlement, a AT/MP absence plan needs to be created for IJSS and LGI or Collective Agreement.

If the collective agreement rules are more favorable than the LGI rules, then you would create only the Collective Agreement plan in lieu of the LGI plan.

If there is no collective agreement, you would just create an LGI plan.

> **Note:** IJSS and LGI rules are delivered by Oracle. Collective Agreement rules if they apply must be configured. A separate document gives the details of setting up the collective agreement for banking sector.

To create a parental bereavement absence plan:

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

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1. In the Absence Plans page, click **Create**.
2. In the Create Absence Plan window, enter the effective date, France as the **Legislation** and Qualification as the **Plan Type**.
3. Click **Continue**.
4. In the Plan Attributes tab, enter the required details for the absence plan such as the plan name, Legislative Data Group, and others. Enter the other field values as shown:

Field	IJSS	LGI	Collective Agreement
Status	Active	Active	Active
Enable concurrent entitlement	Yes	Yes	Yes
Plan UOM	Calendar Days	Calendar Days	Calendar Days
Legislative Grouping Code	Social Security Daily Allowance	Legal or Conventional	Collective agreement
Type	Absence duration	Absence duration	Absence duration

   Note: The fields not specifically listed here need to remain with their defaulted values.

5. In the Participation tab click **Add** icon and enter the following details in the Eligibility section, if required:

Field	IJSS	LGI	Collective Agreement
Sequence	1	1	1
Eligibility Profile	Employee	Employee	Employee

   The participation functionality is used to restrict access to the plans to certain types of employees.
6. Information in the Eligibility tab should be left blank, except if you need additional criteria for specific collective agreement. For example, if you have a plan for managers and non-managers, create two separate plans and use eligibility profile.
   For more information see *https://docs.oracle.com/pls/topic/lookup?ctx=fa-latest&id=s20052677*
7. In the Entries and Balances tab, enter this information:

Field	Value
Absence Payment Rate Rule	N/A
Rate Name	N/A
Transfer absence payment information for payroll processing	Select, as required
Element	Name of element created for payments. See*Create Absence Elements for AT-MP Absences*

8. Click **Save and Close**. The absence plan is created.

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Manage Statutory Rules for Alsace Moselle

Distinct statutory rules are applicable for the employees of the Alsace Moselle region.

If the employee local scheme is Alsace Moselle, the specific statutory rules for this region are delivered:

- No waiting period for LGI in case of Travel Accident.

  > **Note:** IJSS and LGI rules are delivered by Oracle. If applicable, Collective Agreement rules must be configured but the three sets of rules (IJSS, LGI and CAGR) follow the same construct.

Configure Work Accident Rules for Collective agreement for AT-MP Absences

If you operate in a collective agreement (CAGR) where work accident entitlement and payment rules are more beneficial than the Legal Guarantee Income (LGI) rules, you must configure those CAGR rules using value definitions.

You must first create a CAGR absence plan. (Refer to *Create AT-MP Absence Plans for IJSS and LGI or CAGR*).

Then, you need to create the entitlement rules for your collective agreement using value definitions. To do so, please refer to the Configuration Rules for Sickness Absences for the Banking Industry document and associated spreadsheet which describe how to configure entitlement rules taking the example of the French banking industry and provide a sample excel file for loading these rules into the system.

Create AT-MP Absence Types

To allow recording of an AT/MP leave for an employee, an absence type will need to be created which is then used to record the details.

The absence type will also be attached to a plan which will contain details of the rates and rules. A single absence type is needed to manage the three kinds of absence: work accident, travel accident or occupational disease. When entering an absence record, user will choose the kind of absences. Rules such as waiting period for travel accident are delivered out of the box.

To create an AT-MP absence type:

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

1. In the Absence Types page, click **Create**.
2. In the Create Absence Type window, enter the effective date, France as the **Legislation** and Illness or injury as the **Pattern**.
3. Click **Continue**.

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

FIELD	VALUE
Name	Work Accident, Travel Accident and Occupational diseases
Description	Predefined
UOM	*Calendar days
Legislative Grouping Code	Illness
Legislative Data Group ID	As required
Validation Formula	ORA_HRX_FR_AT_MP_VALIDATION
Status	Active
Minimum Duration Alert	None
Minimum Duration	None
Maximum Duration Alert	None
Maximum Duration	None
Partial Day	Not allowed
Enable employee updates	Select
Enable manager updates	Select
Enable administrative updates	Select
Linkage Rule (IJSS)	None
Evaluate reason in linkage	No
Linkage period	N/A
Linkage Period UOM	N/A
Effective working time for accruals	N/A
Effective working time for seniority	N/A

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 IJSS that you created for the absence type. Ensure that the Status is Active and the Sequence is 1.
8. Click **Select and Add** again.
9. In the Select and Add Plan to Type window, select the plan LGI (or CAGR) that you created for the absence type. Ensure that the Status is Active and the Sequence is 2.
10. Click **OK**.

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

Usage	Employee Self-Service	Manager Self-Service	Administrative Transaction
Open Ended	Don't Display	Don't Display	Don't Display

12. Click **Save and Close**. The AT/MP absence type is created.

Overview of Work Accident Risk Codes and Rates

The Work Accident Risk Code and Rates come from the French administration (CARSAT) via a CRM 34 file.

At the beginning of every year, they are published by CARSAT on the net enterprise portal. The goal of the Work Accident Risk Code and Rates loader is to update the risk codes and rates on the TRU Statutory Deductions Card - Work Accident Component and onto the Employee Statutory Deductions Card - Work Accident Component.

Prerequisites

The Reporting establishment (TRU) and associated TRU Statutory deductions calculation card should be created before attempting to load work accident risk codes and rates.

Let's see an example, where we will attempt to load the below CRM 34 file into the Reporting Establishment/TRU: ZHRX-FR-V-TRU20101.

Some existing work accident risk codes and rates are attached to this TRU Statutory deductions card. Two risk codes are associated to this TRU: 123AD and 602MD. By selecting a work accident calculation component (e.g. 602MD) and looking at the component details, we can see whether the risk code is the primary risk code for his reporting establishment.

> **Note:** Only one risk code can be made primary for a given reporting establishment

By selecting the **Enterable Calculation values on Calculation Cards** tab, we can see the rate associated to the risk code

Sample of Work Accident Risk Codes and Rates File

The CRM 34 file is an XML file:

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<gipmds:rapport xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:gipmds="http://www.gip-mds.fr/"
 type="34" profil="DSN" version="v02r02" xsi:schemaLocation="http://www.gip-mds.fr/ dsn_bilans_v02r02.xsd">
 <envoi>
 <envoi_identification>
 <idflux>WSPkzH.Km3Rl7AFxrSYT9ie</idflux>
 <emetteur_siret>11111111111111</emetteur_siret>
 </envoi_identification>
 <envoi_bilan>
 <envoi_etat>OK</envoi_etat>
 </envoi_bilan>
 </envoi>
 <declaration>
 <declaration_identification>
 <rang>1</rang>
 <SIREN>665778316</SIREN>
 <nic_affectation>0018</nic_affectation>
 </declaration_identification>
```

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```xml
    <declaration_bilan>
    <etat>OK</etat>
    </declaration_bilan>
    </declaration>
    <communication>
    <information_collective type="atmp">
    <calcul date_calcul="2023-02-24T11:38:48">
    <information>
    <donnees_clefs>
    <rubriques>
    <rubrique_string name="section">01</rubrique_string>
    <rubrique_date name="dateDebutEffet">2024-11-01</rubrique_date>
    </rubriques>
    </donnees_clefs>
    <donnees_paie>
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    </donnees_paie>
    <donnees_declaration>
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    <rubrique_string name="codeRisque">Risk1</rubrique_string>
    <rubrique_string name="temoinBureau"> </rubrique_string>
    </rubriques>
    </donnees_declaration>
    </information>
    </calcul>
    </information_collective>
    <information_collective type="atmp">
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    <information>
    <donnees_clefs>
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    </rubriques>
    </donnees_clefs>
    <donnees_paie>
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    </donnees_paie>
    <donnees_declaration>
    <rubriques>
    <rubrique_string name="codeCtn">CC</rubrique_string>
    <rubrique_string name="codeRisque">Risk2</rubrique_string>
    <rubrique_string name="temoinBureau"> </rubrique_string>
    </rubriques>
    </donnees_declaration>
    </information>
    </calcul>
    </information_collective>
    </communication>
  </gipmds:rapport>
```

Load Work Accident Risk Codes and Rates

The first step is to load the CRM 34 file to the UCM server.

To load the CRM 34 file:

1. Connect to the UCM server for your environment and click **New Check-In**.
2. Enter a title of your choice. e.g. WorkAccidentLoader

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3. Click **Primary File – Browse**.
4. Select the CRM 34 file from file system and click **Check In** at the bottom of page. The UCM content ID will be displayed.
5. Go to **MyClientGRoups** > **Payroll** > **Submit a flow**
6. Submit the **Load Inbound Work Accident Rates** flow with the UCM **Content ID**under the Flow Parameters section.

The Load Inbound Work Accident Rates flow has the following tasks:

Task	Type
Upload Work Accident File to Interface Table	Standard process
Validate TRU Work Accident Data	Standard process
Generate TRU Work Accident Anomalies Report	Report
Review TRU Work Accident Anomalies Report	Manual
Create and Process TRU Calculation Card HDL File	Standard process
Transfer TRU Calculation Card HDL File	Data Loader
Validate TRU Primary Risk Code	Manual task
Validate TRU Primary Risk Code	Standard process
Generate TRU Primary Risk Code Anomalies Report	Report
Review TRU Primary Risk Code Anomalies Report	Manual

During the Upload Work Accident File to Interface Table task, the CRM 34 file is fetched from UCM, parsed and the content is stored in some internal interfacing tables. The data is then validated during the Validate TRU Work Accident Rate task (e.g. check that the SIRET is correct and corresponds to the SIRET of one TRU/Establishment in the database). This validation generates TRU work accident anomalies that can be reviewed manually in the Review TRU Work Accident Anomalies Report task. Please note that this a manual task so the user has to mark the task as complete after the review of the anomalies is performed.

TRU Statutory Card Updates

The flow carries on and automatically generates an HDL input file and loads it into the TRU Calculation card. At that point a manual task has to be performed to **Designate a Primary risk code**. The primary risk code cannot be designated as per TRU/Establishment in the CRM 34 file, if there are several risk codes for this given TRU/establishment.

Then, a report is produced to flag any anomalies (e.g. if several risk codes have been flagged as **Primary** for the same TRU/Reporting Establishment). The user can then perform the task **Review the TRU Primary Risk Code Anomalies**.

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Person Statutory Card Updates

The flow carries on and automatically generates an HDL input file for updating the work accident component on the person statutory cards. The rate displayed is used as of that date to compute the work accident employer contribution, and the work accident rate component is updated on the employee's personal statutory card.

> **Note:** When a person is hired into an establishment, assuming the reporting establishment has up-to-date work accident risk codes and rates, a work accident component is automatically created with the Primary Risk Code and associated work accident rate active as of that hire date. This is part of the hire flow and does not require an upload of work accident rates.The existing exceptions to the primary risk code are preserved. So, if an employee has a nonprimary risk code and if the CRM 34 file contains a code update, then this employee's Statutory Deductions card will be updated with the new rate for this risk code.

Create Rate Definition

Before creating the element using the element template, you need to create a rate definition.

The rate definition for the absence payment and deduction of LGI or CAGR needs to be created.

> **Note:** The same rate can be used for payment or deduction.

To create a new rate definition for LGI or CAGR:

> **Note: My Client Groups** > **Payroll** > **Rate definition**

1. Click **Create**.
2. In the Create rate Definition window, select the appropriate **Legislative Data Group**.
3. Enter the basic details. **Category** should be Derived Rate.
4. Select Calculate Live Rate.
5. In the Return Rate Details section, enter the **Periodicity** as Calendar Months, the **Periodicity Conversion Formula Standard Rate** as Annualized, the **Currency** and the Decimal Display.
6. In the Rate contributor section, select and add:
   - **Balance Name:** Basic salary
   - **Reference Date:** This Month End Date
   - **Dimension:** Relationship Period to Date
   - **Periodicity:** Calendar Month
7. Click **Save**.

Create Absence Elements

Absence elements need to be created for each absence plan that transfers absence payment information to payroll for processing.

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To create a new absence element:

Note: My Client Groups > Payroll > Elements

1. Click **Create**.
2. In the Create Element window, select the appropriate **Legislative Data Group** and Absences as the **Primary Classification**. Select AT/MP as the **Secondary Classification**.

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

3. Click **Continue**.
4. In the Create Element: Basic Information page, enter the element name, reporting name and the effective date.
5. In the Currency section, select Euro as the **Input Currency**.
6. In the Absence Plan Details section, select the relevant options, as shown:

Field	Value
Calculation units	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.
Work Units Conversion Rule	Periodic Work Schedule Rate Annualized **Note:** Before submitting, select again the 'work units conversion rule.', and change 'rate' to 'work units conversion rule' in the statement.
What type of absence information do you want transferred to payroll	Qualification Absences

7. Click **Next**.
8. 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 rate to determine absence deduction amount. **Note:** o This is the rate created previously: LGI or CAGR rate. o For IJSS, select the seeded rate: Reconstituted Salary Rate. For IJSS element, the deduction is overridden to 0.
Which rate should the absence payment calculation use?	Select rate to determine absence Payment amount. **Note:** This is the rate created previously for IJSS, LGI or CAGR.
Does this plan enable entitlement payments after termination?	No

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Field	Value
Special Rules section	
Use this element to calculate a gross amount from a specified net amount?	No
Additional Payment Information section	
What's the additional payment information for?'	Select appropriate value IJSS for AT/MP, LGI for AT/MP or CAGR for AT/MP

9. Review the selected options and click **Submit**.
10. Change the priority of CAGR elements to 2750. The priority of IJSS elements should be 2760.
11. Create eligibility for the created elements.
12. In the Absence Plans page, in the section Entries and balances, add the element you just created.

Balances

This balance is the same as the reconstituted salary but will not include irregular earnings.

If an employee has any irregular earnings that need to be taken into account, you can:

Use balance adjustment

Or,

Enter directly the amount in the salary override field at IJSS case level.

Once elements are created, the following balances will be created using the naming convention as shown:

- <Element Name>Net IJSS Payment
- <Element Name>Net IJSS Payment Retro
- <Element Name> Entitlement Payment
- <Element Name> Entitlement Payment Retro
- <Element Name> Non Subrogated Net IJSS
- <Element Name> Non Subrogated Net IJSS Retro
- <Element Name>Non Subrogated Negative IJSS
- <Element Name>Non Subrogated Negative IJSS Retro

Manage Net Guarantee

A net guarantee element or (Fr: Garantie au net) need to be created to manage a deduction.

To create a new Net Guarantee element:

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Note: My Client Groups > Payroll > Elements

1. Click **Create**.
2. In the **Create Element** window, select the appropriate Legislative Data Group, Regular Earnings as the **Primary Classification** and Net Guaranteed as the **Secondary Classification**.
3. In the Create Element: Basic Information page, type a **Name**, **Reporting Name** and **Effective Date** for the element.
4. Complete the questions, as required and click **Next**.
5. In the Create Element: Additional Details page, complete the remaining questionnaire.
6. In the Element: Review page, select the **Periodicity conversion rule** as Standard rate annualized.
7. Verify the remaining information and click **Submit** to create the new element.
8. The Element Creation confirmation pop-up window appears. Click **OK**.
9. On the Element Summary page, provide additional information as needed, such as **Input values**, **Processing rules**, and **Eligibility**.

   Note: Use the Element Overview panel on the left to navigate through the setup pages. Element eligibility must be defined to link the element to an element entry (and hence to gross compensation).

10. In the Element Overview panel, select **Actions > Create Element Eligibility**
11. On the Element Eligibility page, enter a name in the **Element Eligibility Name** field and click **Submit**.

   Note: By entering only a name and no eligibility criteria, the element is eligible for all employees.

12. Modify these properties:
    a. **Processing priority:** 3000 (later than other earnings element)
    b. **Skip rule:** FR Net Guarantee Skip
13. Go to advance rule:
    a. **Enable Iterative Calculation** : Yes
    b. **Iterative Order**: 100
    c. **Iterative Formula** : ORA_HRX_FR_GAN_ITERATIVE
14. On IJSS Entitlement Element that was created earlier for IJSS, navigate to **Skip rules** and add: **FR Absences Skip**.

Manage Subrogation

When there is no subrogation, there is no need for a separate Net IJSS element. Nevertheless, when creating an absence IJSS element, a corresponding Net IJSS element is always created.

It is the population of the results into this element that is condisubrogattonal based on whether subrogation applies. Subrogation will occur by default for the applicable payments. If you do not wish to subrogate the payments, then you will need to create a value definition as follows:

To create a value definition:

Note: My Client Groups > Payroll > Calculation Value Definitions

1. In the Calculate Value Definitions page, click **Create**.
2. Enter the details for the value definition being created, see example below:

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Field name	Example value
Name	<PLANNAME>_SUBROGATION_VD
Effective start date	User defined
Legislative Data Group	User defined
Use existing value definition group	Yes
Value Definition Group	Absences
Calculation type	Text

3. Click **OK**.
4. On the calculation definitions detail screen click the **Create** icon on the calculation values section.
5. Enter the details as required, see example below:

Field name	Example value
From Value	1
To Value	9999999
Text	N

6. Click **Submit**.
*<PLANNAME> = The name of the plan which you do not wish to subrogate.

Manage Seniority

Absence entitlement for LGI and CAGR can be based on seniority that the employee has accrued. When defining an absence type, you can specify if this absence type reduces seniority.

The seniority calculation is based on the statutory French rules. This means the seniority of an employee is assessed based on the hire date (FR: ancienneté dans la société), or on the Enterprise Hire Date (FR: ancienneté dans le groupe). By default, these are equal, but the enterprise hire date can be overridden. On top of this, the seniority date can also be overridden at the employee level.

If you do not wish to use the hire date, then this value can be overridden.

To override the values:

> **Note: My Client Groups** > **Person Management** > **Person Record**

1. Click **More details** in the Legislative Information section.
2. The screen will then display a list of fields including Seniority Override Date. Enter the date that you wish to use to calculate the seniority for the absence

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When calculating seniority as of a given date for a given employee, the system calculates the difference in days between this given date and the enterprise hire date and reduces it by the number of days of reducing-seniority absences recorded between the given date and the enterprise hire date.

Certificates

Certifications will be used to control or stop payments and show the user why a period of absence has not been paid.

The following certificates are delivered and automatically generated by the system:

Certification	Description	Absence Type	Compensation Scheme
Employee has less than 1 year of service.	Employee has less than 1 years' service	AT/MP	Legal Guarantee Income
Waiting days	No payments	AT/MP, travel accident	Legal Guarantee Income travel accident
Maximum entitlement paid	Maximum amount has been paid for this absence.	AT/MP	Legal Guarantee Income
Insufficient information to process absence*	The system is unable to find the 1 payroll run (during the entitlement processing) for the IJSS salary reference period.	AT/MP	IJSS

*This certificate will be triggered if the system is unable to find the three payroll runs (during the entitlement processing) for the IJSS salary reference periods. If an override (Daily Salary Basis, Social Contributions, Salary Override) has been populated, then the appropriate value should be used, and the certificate not produced.

Create Absence Records

Global Absence Management is used to record the employee absences.

Absence records should include the start and end date of the person's period of absence, without any gaps. Absences should not be recorded by individual absence records for each day's absence.

If records are created with gaps, the application can incorrectly calculate any entitlement or payment for an absence.

For example, to record a persons' absence for 01 to 07 June 2024, enter one record with the start date 01 June 2024 and end date 07 June 2024. You can't record the absence as individual records, that is, separately for the 01, 02, 03, 04, 05, 06, and 07 June.

You should not create the absence as two separate records either. For example, 01-04 June, 05-07 June.

If the employee's absence is extended, then update the new end date of the absence record. Don't create a new record.

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The case model is used to manage French absence:

- Each absence record will form a case.

- AT/MP absences are entered at the person level.

- A case will be created per absence record and contract.

Note: The incident date will be used to determine if a waiting period applies for Travel Accident (LGI). If there are two travel accident with different incident dates, the second travel accident will have waiting days. But if the incident date is the same, there is no waiting period for the second absence record.

- If an employee has several assignments under the same contract, a single case will be created.

- If an employee has several assignments under the several contracts, then a case would be created for each separate contract.

To create an absence record:

Note: My Client Groups > **Absences** > **Absence Records**

1. From the list of employees, select the name of the person for whom you wish to create an absence record.
2. In the Manage Absences and Entitlements page, in the Existing Absences section, click **Add**.
3. Select the absence type from the list of values.
4. Enter the relevant details for the absence such as the date of death of the child and submit the details.

Note: For each day and plan, the system determines the rate of payment and will display them in the Plan Use page.

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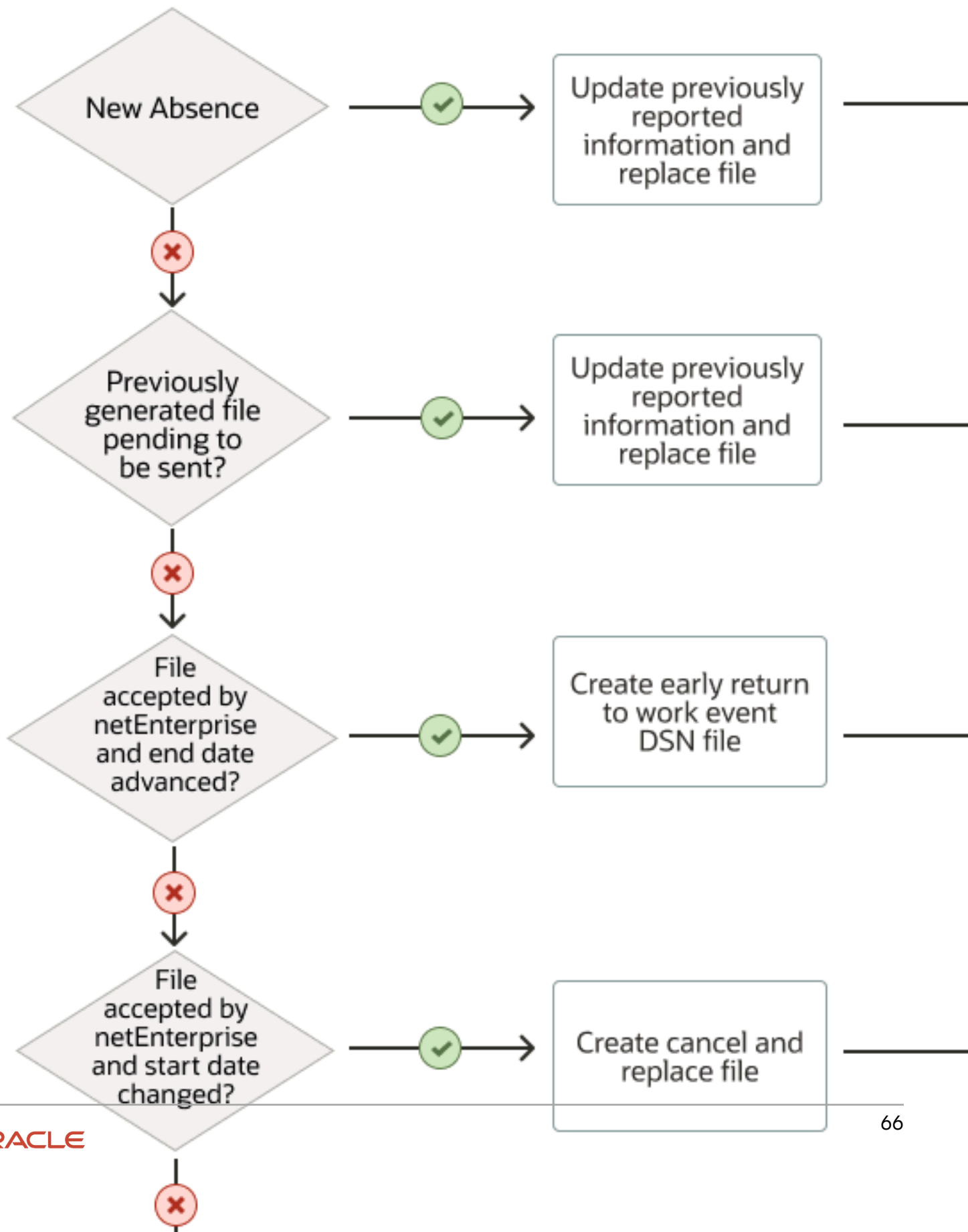# 6 Manage DSN Reporting for Absences

Overview of DSN Reporting

French legal employers have the obligation of reporting absences.

This is done via a specific report (Event DSN – Signalement d'évènement Arrêt de travail) instances where an employee has an absence event that implies a potential payment by Social Security (e.g sick leave, maternity, work accident). This absence needs to be declared to national authorities within five days from the start date of the absence. This notification will be used by CPAM (the authority in charge of paying absence Social Security indemnities) to initiate the payment process.

There are two types of DSN files:

- Monthly DSN declaration (Fr: DSN mensuelle): Sent once per month and reflects data of the corresponding monthly payroll.

- Event DSN (Fr: DSN evenementiel): Sent on a on-demand basis to report absence events that are potentially liable to payments by Social Security payment or report termination events. Additionally, it could be sent to produce one-off requests of variable data.

Work flow of Event DSN File

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```
                 New Absence ──────✓──────▶  Update previously
                                             reported
                                             information and
                                             replace file
                      ✗
                      │
                      ▼
              Previously
              generated file ─────✓──────▶  Update previously
              pending to                     reported
              be sent?                       information and
                                             replace file
                      ✗
                      │
                      ▼
              File
              accepted by
              netEnterprise ─────✓──────▶   Create early return
              and end date                   to work event
              advanced?                      DSN file
                      ✗
                      │
                      ▼
              File
              accepted by
              netEnterprise ─────✓──────▶   Create cancel and
              and start date                 replace file
              changed?
                      ✗
                      │
                      ▼
```

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> **Note:** In Oracle Fusion, two absences that need to be processed together from an entitlement and payment perspective are grouped into an absence case.

Two sick leave events and two work accident events where the second event is considered to be a relapse of the first one will be considered as a single event from the file generation point of view.

The type of actions that are supported are:

- Generation of file upon first time entry of the absence event.

- Generation of a Cancel and Replace event DSN for change of start date.

- Generation of a Cancel and Replace event DSN for change of subrogation dates.

- Generation of an Early Return to Work file in case the absence end date is advanced.

While executing the process it will be possible to:

- View the events that have been extracted and their related statuses in the dashboard UI

- Download and view the file the was produced.

> **Note:** Extension of end date of the absence leave will not trigger generation of a new file. Advancing the absence end date will generate a different file (Early Return to Work DSN - Signalement d'évènement Reprise suite à arrêt de travail).
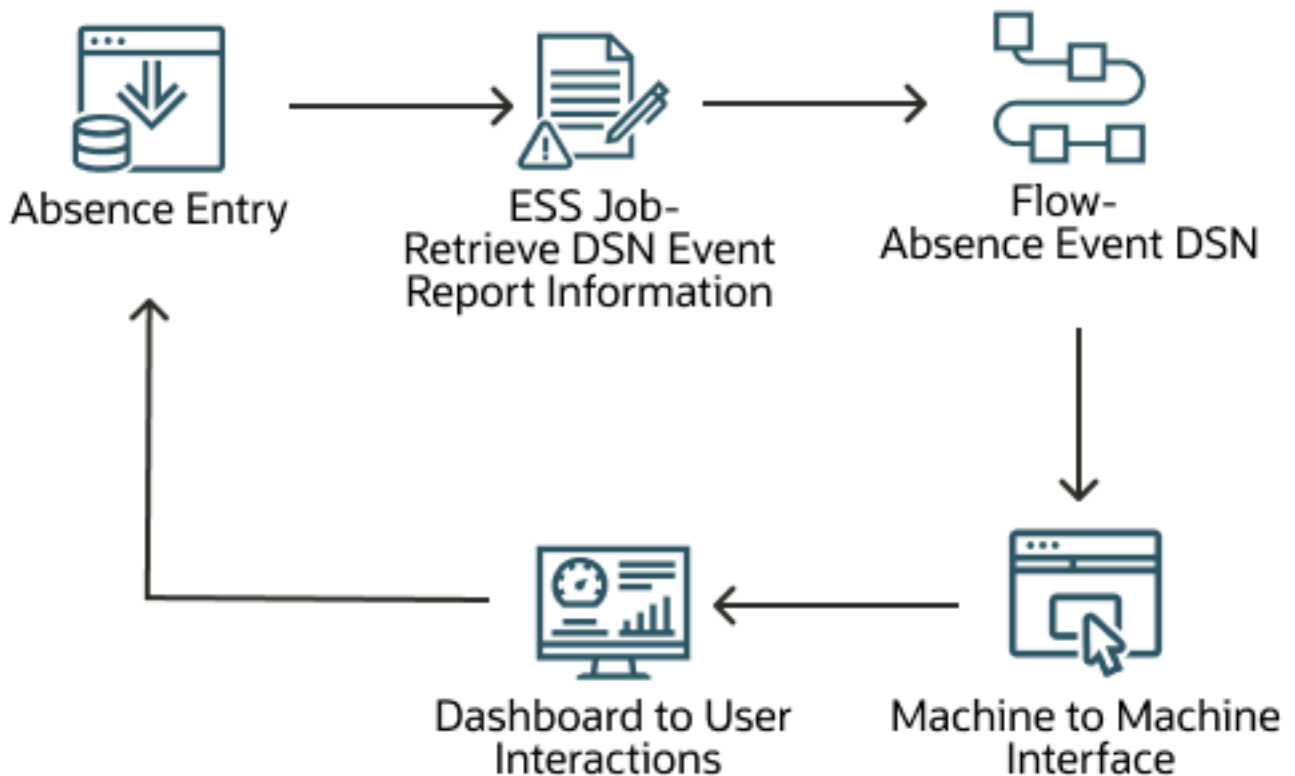
Supported Events and Solution Architecture

Absence Event DSN, Early Return to work DSN files are supported for the following absence types:

- Sickness

- Maternity

- Paternity

- Adoption

- Work Accident

- Travel Accident

- Occupational Disease

The ESS process will read the absence changes comparing to the previous submission and will prepare the reporting information for next submission. This process reads the changes in the absences and store the information to be reported after analyzing the previous submission status, acceptance status of previous status. The flow 'Absence Event DSN' will then trigger DSN validations as per 2025 DSN Specs and generate the files.

Solution Architecture

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| **Note:** Sending and retrieving CRM files depend on M2M availability.

Both the ESS Job and the Absence Event DSN flow can be scheduled either independently or in sequence. If scheduled independently it would be recommended to schedule them in a way that supposes an interval between the ESS job and the Absence Event DSN in order to be sure to avoid possible locking or misinterpretation of the event data preparation in progress.

Set up DSN Defaults

The solution gives the user the possibility of configuring the way they want to process to flow once they submit the file for transmission to net enterprise.

For example, users will be able to control if they want to create the file first but keep it on hold until an action is made to remove the hold, to send the file. This configuration is specified at the Legal Employer level using a Legal Entity level Calculation Card named **DSN Defaults**.

To access the card definition, use the following navigation:

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Note: My Client Groups > Setup and Maintenance > Implementation Project

1. Select the scope for the Legal Entity related tasks.
2. Select the task **Legal Entities Calculation Cards**.
3. Create, Edit or View as card of type: DSN Defaults.
4. Enter the component as Web Services.
5. Select Component Details – Default Options.
6. Define the value for Send Action as Absence and Return to work and save the details.

More details about values applicable for the Send Action is described here:

SEND ACTION	DESCRIPTION
Test Submission on hold – no live Submission	Generated files go on hold. Upon release from hold the files will be sent as test files during the next file submission process. Used for parallel running only, as no live file will be sent when using this option.
Test Submission on hold then live Submission	Generated files go on hold. Upon release from hold the files will be sent as test files during the next file submission process. All successful test submissions will then be sent as live.
Test Submission then Live Submission	Generated files will be sent as test files during the next file submission process. All successful test submissions will then be sent as live.
Test Submission on hold for subrogation then live submission	Files related to subrogation will be put on hold until the user releases them through the Dashboard. Non subrogated related files will be sent as test files during the next file submission process. All successful test submissions will then be sent as live.
No test submission – live submission on hold	Skip the test file submissions. Generated files go on hold. Upon release from hold the files will be sent as live files during the next file submission process.
No test submission – live submission	Skip the test file submissions. Generated files will be sent as live files during the next file submission process.
No test submission – live submission on hold for subrogation	Skip the test file submissions. Files related to subrogation will be put on hold until the user releases them through the Dashboard. Non subrogated related files will be sent as live files during the next file submission process.

Enable Absence Case Creation

Whenever user enters an absence, an absence case is also created with set of information that is further used by Absence payment calculation and other processes.

This is enabled by setting up the following Lookup Type or Lookup Code:

Lookup Type	Lookup Code
HRX_FR_ABS_CONFIG	HRX_FR_SICKNESS
	HRX_FR_MATERNITY
	HRX_FR_PATERNITY
	HRX_FR_ADOPTION

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Lookup Type	Lookup Code
	HRX_FR_AT_MP

Set Up Issuer and Declaration Information for Establishment

You need to configure the issuer and declaration information for Establishment for the DSN event.

To set up Issuer and Declaration information for Establishment:

> **Note:** **My Client Groups** > **Setup and Maintenance** > **Implementation Project**

1. Select an FR Implementation project.
2. In the Search Window task, enter Legal Reporting Unit and click **Search**.
3. Select the task **Legal Reporting Unit Calculation Cards**.
4. Select the **Scope** as the Establishment of the employees to open the Legal Reporting Unit related tasks
5. Click **Go to task**.
6. Click **+** and enter the values as required:
   a. Effective date, as per the requirement
   b. Select **Name** as DSN Reporting
7. Click **Continue**.
8. Click Component Groups, Reporting Information.
9. Set up Issuer Contact Information: In the section Calculation Components, Click **+**.
10. In the **Create Component** window, select **Calculation Component** as Issuer and click **Continue**.
11. In the section Calculation Component Details, enter **Contact Name, Title, Email, Prone Number, Fax Number**. Select the **Issuer Establishment**, that issues DSN on behalf of the employer's establishment.
12. Save the details.
13. Set up IJSS Payments Recipient (The reporting establishment, with its banking details, that is meant to receive the payments back from CPAM in case of subrogation).
14. In the Calculation Components section, click **+**.
15. In the Create Component window, select **Calculation Component** as IJSS Payments Recipient and click **Continue**.
16. In the section Calculation Component details, enter values for fields:
    o **IJSS Recipient Establishment**: Select the IJSS Recipient establishment
    o Bank Account Name
17. Click **Save**.
18. Set up Contact. In the section Calculation Components, click **+**.
19. In the Create Component window, select **Calculation Component** as Contact and click **Continue**.
20. In the section Calculation Component details, enter values for fields: **Contact Name, Email, Phone Number, Contact Type, Fraction Number**.

Field	Value
Absence and Return to Work DSN	Select **Yes**, if this contact is applicable for Absence and Return to work DSN.

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Field	Value
End of Contract DSN	
Monthly DSN	

21. Click **Save**.

Set Up Absence Plans and Types

For how to set up Absence Plans and Absence type for France refer to specific documents:

Field Legislative Grouping code at absence type level is used to determine the values of attribute S21.G00.60.001 - Absence Type - Motif de l'arrêt

S21.G00.60.001 - Absence Type - Motif de l'arrêt	Legislative Grouping Code
01 – maladie	Illness Long Disease Maternity Post Natal Pathological Leave
02 - maternité	Maternity Maternity Antenatal Pathological Leave Maternity Extension
03 – paternité – accueil de l'enfant	Paternity Linked Paternity
09 - adoption	Adoption Partner Adoption Linked Adoption
04 - congé suite à un accident de trajet	Travel Accident
05 - congé suite à maladie professionnelle	Occupational Disease
06 - congé suite à accident de travail ou de service	Work Accident

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Extract Absence Information for Event DSN File

You need to prepare the absence information for DSN Reporting.

To extract the absence information for the event DSN file:

> **Note:** **My Client Groups** > **Tools** > **Scheduled Processes**

1. Click **Schedule New Process**.
2. Select the **Type** as Job, **Name** as Retrieve DSN Event Report Information and click **OK**.
3. In the **Process Details** window, select the relevant Legislative Data Group and the Payroll Statutory Unit or Legal entity for which employees will be processed.
4. To schedule the process, click **Advanced**.
5. In Advanced options, select **Run** > **Using a schedule** and select the **Frequency, Start date, End date**.

   > **Note:** For example: You could schedule this process to run every day.

6. Click **Submit**.

Review Extracted Events in the DSN Dashboard

You can review the relevant extracted events in the dashboard.

To navigate to the event DSN dashboard, append the string: fscmUI/redwood/dsndashboard/dsndashboard/main to the link identifying the environment (e.g. *https://cptbihvqy.fusionapps.ocs.oc-test.com/*)

For example:*https://cptbihvqy.fusionapps.ocs.oc-test.com/fscmUI/redwood/dsndashboard/dsndashboard/main*

Select the relevant Legal Entity (PSU) and an event is added to the queue:

The dashboard contains five pages and KPIs for each:

KPIs	Description
Overview	Shows total number of actionable items i.e. at the File Review and CRM stages.
Event Queue	Shows the number of files in the queue, i.e. in File pending status. > **Note:** It will also contain events that start in the future. For these events, no DSN file should be generated yet, so the DSN file generation process discards such future events until their event date is reached.
File Review	Shows total number of actionable items (that is, files that have generated successfully but must be removed from hold to progress to submission, or files that have failed to generate or submit successfully. These files could be:

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KPIs	Description
	• Newly created files for which the configuration is set to have the files sent for submission after having been reviewed by the payroll specialist. For more details on the configuration see *Set up DSN Defaults*. • Files that have been submitted and rejected and hence need to be reviewed to fix the reasons for rejection.
File Submission	Contains the files that are in the process of being submitted.
CRMs Received	The CRMs Received KPI shows the total number of actionable CRMs that have been retrieved back into the system.. That is, CRMs that are either KO or ANO and not marked as reviewed in the CRM responses drawer. **Note:** Machine-to-Machine communication can be enabled just by an implementing customer.

- Clicking the **Tax Reporting Unit** button allows filtering the events by Reporting Establishment. (based on the assumption that TRU and reporting establishment are1:1).
- Clicking the **Declaration Nature** button allows filtering the events by type of event DSN.

Once events have been imported into the queue, the process to prepare a file can be run.

Generate Event DSN File

You need to prepare the absence information for DSN Reporting.

To produce the event DSN file:

Note: My Client Groups > **Payroll** > **Submit a Flow**

1. For the relevant LDG select flow Absence Event DSN.
2. Populate the relevant parameters as shown here:

Field	Value
PSU	Select the PSU/Legal entity for which employees will be processed.
Effective Date	As of date of the report. Note that the process will select all absence events that have a stat date prior or equal to the Effective data and that have had changes since the last time the process has been run.
Process configuration group	optional and used to filter the population to be processed.
DSN Version	optional and will be used to populated accordingly the field in the file. What happens if it is not filled in?

3. Click **Submit**.
4. Click **Absence Event DSN** task.

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5. Click **Process Results** to view the people or absences processed in this submission.
6. If the process shows as error, click **(...)** next to the row, to view the error messages. An output file with Errors and Warnings report will be generated in case of errors.

View the Event DSN File

The generated files for a person/absence can be viewed from Person level Documents of Records.

To view the Event DSN file:

> **Note:** **My Client Groups** > **Employment** > **Documents of Records**

1. Enter the employee's name in **Search person** window.
2. Deselect Expired, Payroll in **Show Filters**. This fetches the Event DSN files created so far, with document type as Absence Events DSN.
3. View more details and click the specific file under **Attachments**.

> **Note:**
> - No new file will be generated if the process detects that the only change made since the previous reporting, is an extension of the end date.
>
> - Before creating the file, the status of any corresponding absence record referring to the same absence event is verified. If the file has never been sent or been rejected by the net enterprise, it will be replaced by the new one.

Review DSN Event Data

You can use person level calculation cards DSN Info to review the prepared event data for the submission.

To simulate recording of successful receipt of Event DSN file by netEnterprise, you can select the absence submission, and directly edit the status of the event queue to LIVE_SEND_OK, which marks the successful receipt of the event DSN file by netEnteprise.

To review the prepared event data for submission:

> **Note:** **My Client Groups** > **Payroll** > **Calculation Cards**

1. Enter the employee's name in **Search person** window.
2. Select the Calculation Card – DSN Info. You can view different components, one for each of the absence information processed under **Component Groups** > **Reporting Information**
3. Select the relevant **Calculation Component** based on the reference dates. You can see the details of the component in details in **Calculation Component Details** > **DSN Absence Info**.
4. Expand the DSN Absence information tab to view more details such as the declaration type, status, declaration nature, absence type, absence dates etc.

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DSN Data Sources

The DSN files sources their information from various components.

Field	Description	Source
S21.G00.60.001 - Absence Type - Motif de l'arrêt	Absence type entered in the absence case. This will depend on the Legislative Grouping Code set at the absence type level.	Absence Type: Legislative Grouping Code • Illness, Long Disease, Maternity Postnatal Pathological Leave • Maternity, Maternity Antenatal Pathological Leave, Maternity Extension • Paternity, Linked Paternity • Adoption, Partner Adoption, Linked Adoption • Work Accident, Travel Accident, Occupational Disease
S21.G00.60.002 - Date Last Worked - Date du dernier jour travaillé	Day before the start date of the first absence in the case. The value can also be overridden at absence case entry level where a dedicated field is provided.	Override Last Day worked can be done at: • Sickness, Work Accident, Travel Accident, Occupational Disease • Absence Case level • Maternity, Paternity, Adoption Absences • Absence Entry level
S21.G00.60.003 - Expected Absence End Date - Date de fin prévisionnelle	End Date of the last absence in the case (for sickness, work accident, travel accident, occupational disease) Or, End date of the absence entry (for Maternity Paternity, Adoption)	N/A
S21.G00.60.004 – Subrogation - Subrogation	The process will first check if the LGI/CAGR plan supports subrogation for the specific absence type. Then the process will calculate the subrogation dates based on the final date to which the absence is entitled to a LGI/CAGR payment. Finally, the user will always have the possibility of manually overriding the start and end date of subrogation (if liable) at the absence case entry level.	Sickness, Work Accident, Travel Accident, Occupational Disease. Absence Case level – if subrogation dates are not null. For Maternity, Paternity, Adoption – when absence case is created Subrogation is set to Y. But not shown in the UI.
S21.G00.60.005 - Subrogation Start Date - Date de début de subrogation		Override Subrogation Start Date Sickness, Work Accident, Travel Accident, Occupational Disease:Absence Case level For Maternity, Paternity, Adoption Absence Entry level
S21.G00.60.006 - Subrogation End Date - Date de fin de subrogation		Override Subrogation End Date Sickness, Work Accident, Travel Accident, Occupational Disease: Absence Case level

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Field	Description	Source
		For Maternity, Paternity, Adoption at Absence Entry Level (Select appropriate Context value in Legislative Information of Absence Entry)
S21.G00.60.007 – IBAN S21.G00.60.008 - BIC	Read from Reporting Establishment card. See *Set up DSN Defaults*.	N/A
S21.G00.60.010 – Return to Work Date – Date de la reprise	Absence end date+1	Absence end date+1
S21.G00.60.011 - Return to Work Reason - Motif de la reprise	Return to work reason as entered in the absence case.	Sickness, Work Accident, Travel Accident, Occupational Disease: Absence Case level For Maternity, Paternity, Adoption: Absence Entry level
S21.G00.60.012 – Work accident date - Date de l'accident ou de la première constatation	Date in which the work accident actually occurred	Work Accident, Travel Accident, Occupational Disease: Absences are identified by Legislative Grouping Code of AT/MP At absence Entry level for the context French AT/MP, Incident Category is selected as Work Accident, Occupational Disease, Travel Accident

DSN Reporting for Sickness Absences

The DSN will collect information from certain fields which will be placed in the legislative section of the IJSS case.

These fields are required for DSN reporting:

Field	Description
Subrogation Start Date	Required for DSN. Automatically calculated: Absence Start Date in case of a single absence, else the start of the first absence in the case (for linked absences).
Override Subrogation Start Date	User enterable field to enter the date to be used instead of (override) the system calculated one
Subrogation End date	Required for DSN. Automatically calculated: Subrogation End date will be the maximum entitlement remaining under either the LGI, conventional or company plan, even if it goes beyond the absence end date.
Override Subrogation End Date	User enterable field to enter the date to be used instead of (override) the system calculated one
Return To Work Reason	By default, the DSN will return normal return to work as a reason, but the user can select Return on Therapeutic part-time or Return part-time, for personal reasons.

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Field	Description
Last Day Worked Override	The last day worked is the calendar day before the absence start date,but the user can enter the last day worked for DSN reporting, instead of the calculated one.

> **Note:** For DSN purposes, any absence contained in a case is treated as a single absence i.e., only one DSN record is required for all the absences contained in a case.

DSN Reporting for Maternity, Paternity or Adoption Absences

The DSN will collect information from certain fields which will be placed in the legislative section of the IJSS case.

These fields are required for DSN reporting:

Field	Description
Subrogation Start Date	Required for DSN. Automatically calculated: Absence Start Date in case of a single absence, else the start of the first absence in the case (for linked absences).
Override Subrogation Start Date	User enterable field to enter the date to be used instead of (override) the system calculated one
Subrogation End date	Required for DSN. Automatically calculated: Subrogation End date will be the maximum entitlement remaining under either the LGI, conventional or company plan, even if it goes beyond the absence end date.
Override Subrogation End Date	User enterable field to enter the date to be used instead of (override) the system calculated one
Return To Work Reason	By default, the DSN will return normal return to work as a reason, but the user can select Return on Therapeutic part-time or Return part-time, for personal reasons.
Last Day Worked Override	The last day worked is the calendar day before the absence start date,but the user can enter the last day worked for DSN reporting, instead of the calculated one.

DSN Reporting for Parental Bereavement Absences

The DSN will collect information to produce the Absence Event DSN which will be placed in the legislative section of the Absence record.

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These fields are required for DSN reporting:

Field	Description	Level
Date of Death of the Child	Date	Absence entry
Daily Salary Basis	User enterable field to enter a monetary value to be used to override the system calculated one	Case level
Salary Override	The user can enter a value which should be used to calculate the payments when there is insufficient information for normal processing e.g. For the calculation of the IJSS, the system needs to calculate the reconstituted salary for the past 3 months. For a new starter, the payroll system does not have the previous 3 months payment information. You'd use the salary override field to pass the 3 months averaged reconstituted salaries.	Case level
Consumed Days	This field can be used when migrating absences from a legacy system. That will pass on the value of the entitlement days that have already been consumed so that the system can calculate what's left.	Case Level

DSN Reporting for AT-MP Absences

The DSN will collect information to produce the Absence Event DSN which will be placed in the legislative section of the Absence record.

For DSN purposes all absences contained in a case are treated as a single absence i.e., only one DSN record is required for all the absences contained in a case.

These fields are required for DSN reporting:

Name	Description
Subrogation Start Date	Required for DSN. Automatically calculated: Absence Start Date in case of a single absence, else the start of the first absence in the case (for linked absences).
Override Subrogation Start Date	User enterable field to enter the date to be used instead (override) the system calculated one
Subrogation End date	Required for DSN. Automatically calculated: Subrogation End date will be the maximum entitlement remaining under either the LGI, conventional or company plan, even if it goes beyond the absence end date.
Override Subrogation End Date	User enterable field to enter the date to be used instead (override) the system calculated one
Return To Work Reason	By default, the DSN will return normal return to work as a reason.
Last Day Worked Override	The last day worked is the calendar day before the absence start date,

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Name	Description
	But the user can enter the last day worked for DSN reporting, instead of the calculated one.

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