



# Absence Admin Guide



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# Guide Usage and Disclosures

# **Guide Information**

This guide is designed based on the Oracle Cloud HCM delivered setups; some fields may differ from your instance configurations. For example, some fields may be required in this guide that are not required in your instance. Additionally, some of the training topics discussed in this guide may not apply to your organization, but we know you'll find it helpful. If you would like a custom guide for your organization, please contact our Training Team at <a href="mailto:learn@camptratech.com">learn@camptratech.com</a>.

# How To Use This Guide

This guide is intended to assist Admin users with their day-to-day tasks in Oracle Cloud. A few notes before you begin:

- 1. Any fields with an asterisk are required fields.
- 2. Based on your configurations, approval workflows may in place for the training topics below; those tasks would need to be approved before the additions or updates are visible in your instance.
- 3. You may have specific flexfields in your instance that require inputs; this guide is a generic tool and will not include those specific flexfields. You will see those fields as a context segment or not visible at all in our Oracle instance.

# **Overall Process Flow**

Before we begin with the training content, It's important to understand the overall process flow of information in Oracle Cloud for the Absence module.



# Absence Management Work Areas

To manage absences, start from the following work areas:

Role	Navigation to Work Area
HR Specialist	Select Navigator >My Client Groups >Person Management
Manager	Select Navigator >My Team >Absences
Worker	Select Navigator >Me >Time and Absences
Administrator	Select Navigator >My Client Groups >Absences

# **Glossary of Terms**

Here we've included common terms associated to the Absence module. Please review the terms below to familiarize yourself with the Oracle Cloud terms used throughout this guide.

#### Absence Entitlement Band

A level that determines the payment that employees must receive for a specific number of days during a long leave of absence based on their length of service.

#### **Absence Entitlement Plan**

A benefit that entitles employees to receive payment while on long leaves of absence.

#### **Absence Plan**

There are a variety of Absence plans; Vacation, PTO, Sick, FML:A, etc with highly configurable rules that enables an organization to efficiently manage employees leave locally and globally.

#### **Absence Reason**

A reason for the leave. For example, an absence reason for a Sick day could be "sick child."

## Absence Type

A grouping of absences, such as illness or personal business, that are handled together for reporting, accrual, and compensation calculations.

## Accrual Band

A range of eligibility criteria that identify how much paid time eligible employees accrue over the course of an accrual term. The criteria may be years of service, grades, hours worked, or some other factor.

## Accrual Carryover

Amount of unused time in the previous accrual term that an employee can use in the next accrual term.

## **Accrual Ceiling**

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Maximum amount of time that an employee can accrue in an accrual term.

#### Accrual Period

A time interval, such as one month, in which employees accrue time within an accrual term.

#### Accrual Plan

A benefit that entitles employees to accrue time for the purpose of taking leave.

#### Accrual Term

Period of time, often one year, for which accruals are calculated.

#### Process

A program that you schedule and run to process data and, if appropriate, generate output as a report. Also known as scheduled process.

# Absence Administration

**Create Eligibility Profiles** 

Navigation: Home>My Client Groups>Absences>Eligibility Profiles>Create>Submit

#### From the home screen, click My Client Groups

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#### Next, click **Absences**

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Scroll down and click **Eligibility Profiles.** If preferred, we can also search the words **Eligibility Profiles** in the Search box at the top

7

Absence Administr	ation	
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	Absence Categories	
	Formulas and Rates	
	Rate Definitions	
	Eligibility	
	B Derived Factors	
	Eligibility Profiles	
	Click Eligibility Profiles	
	Time Periods	
	B Repeating Time Periods	

From the Eligibility Profiles Screen, we can create a new Eligibility Profile or manage existing profiles. First, we'll create an Eligibility Profile. Click **Create** then, **Create Participation Profile** 

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Search

Enter the Name, change the profile usage to Global. Ensure the profile is Active

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Next, select the applicable **Eligibility Criteria**. Select the applicable **Tab** and the corresponding **Tab** that includes the necessary information. If we aren't sure, we can click through each tab until we find the information we need. Click + to add a row. Add the **Sequence** number 1

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If applicable, we can add additional values to the profile but selecting additional **Eligibility Criteria.** For example, Assignment Status with a **Sequence** of 1

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Click Save and Close to create the Eligibility Profile

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# Manage Eligibility Profiles

Navigation: Home>My Client Groups>Absences>Search Eligibility Profiles

From the home screen, click My Client Groups

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Scroll down and click **Eligibility Profiles.** If preferred, we can also search the words **Eligibility Profiles** in the Search box at the top

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	B Repeating Time Periods	

From the Eligibility Profiles Screen, we can create a new Eligibility Profile or manage existing profiles. We'll manage an **Eligibility Profile** by entering the **Name** and click **Search** 

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Update the applicable information. Click **View Hierarchy** to view the Eligibility Profile updated information. Once reviewed, click **OK** 

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# Manage Derived Factors

Navigation: Home>My Client Groups>Absences>Derived Factors

From the home screen, click My Client Groups

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Next, click **Absences** 

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Scroll down and click **Derived Factors.** If preferred, we can also search the words **Derived Factors** in the Search box at the top

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	Rate Definitions	
	Eligibility	
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	Eligibility Profiles	
	Time Periods	

**Derived Factors** includes age, compensation, length of service, hours worked, fulltime equivalent, and a combination of age and length of service. These are the derived factor components that can be added to the **Eligibility Profile** 

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✓ Derived Factors ∅	
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We can create a new Derived Factor or manage existing **Derived Factors**. We'll manage a Derived Factor by entering the **Name** and click **Search** 

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Highlight the row and click **Edit** 

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Age 55-59 Highlight the Row	Person's	55	60	Years	
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Update the applicable details and click **Save and Close** 

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Age 55 and above	Determination	on's 55 150 Years
Age 55-59	* Determination Rule End of year      Determination Formula	on's 55 60 Years
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	Click Save and Close	

# Add Absence Reasons

Navigation: Home>My Client Groups>Absences>Absence Reasons>Create>Submit

From the home screen, click My Client Groups

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#### Next, click Absences

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	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
P Change Location						

Scroll down and click **Absence Reasons.** If preferred, we can also search the words **Absence Reasons** in the Search box at the top

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6.6.0	
	Work Schedule Assignment
	Absence Processes
	Schedule and Monitor Absence Processes
	Configure Absence Batch Parameters
	Absence Definitions
	Absence Reasons
	Absence Certifications Click Absence Reasons
	Absence Plans
	Absence Types
	Leave Agreements

#### Click Create

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Search Results				
View  + Create   Create  Creat	Status	Effective Start Date	Effective End Date	
Click Create	314143	Enecuve Start Date		

Absence Reasons can be associated to multiple Absence Types or we can create a specific reason for a specific type. Enter the **Effective Date**, **Name**, and **Legislation**. The **Status** will populate to **Active** 

Create Absence Reason ©	Save Save and Close
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Basic Details	
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Description Enter Name Celect Legislation Management User-defin	ned
Effective End Date	
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Descriptive Information	
Segment V	

#### Click Save and Close

≡			오 습 ☆
Create Absence Reason 🛛			Save Save and Close
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# Add Absence Reasons To An Absence Type

Navigation: Home>My Client Groups>Absences>Absence Type>Search>Edit>Select and Add>Save and Close

From the home screen, click My Client Groups

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Good afternoon, Pat	trick Jone	s!				
Me My Team My Client Group	s Benefits Adm	inistration Sales	Service K	ínowledge Help	Desk Expenses	>
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Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

#### Next, click Absences

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QUICK ACTIONS	APPS					
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Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation	
Add a Contingent Worker						
රී <sup>#</sup> Add a Pending Worker	රුම	ണി	M		Click Absences	- And
ల్లో Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Person				£3	(j)	
	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
P Change Location						

Scroll down and click **Absence Types.** If preferred, we can also search the words **Absence Types** in the Search box at the top

∠ Absence Administr	ration	
N THE REAL PROPERTY AND A DECISION		
	Absence Processes	
	Schedule and Monitor Absence Processes	
	Configure Absence Batch Parameters	
	Absence Definitions	
	Absence Reasons	
	Absence Certifications	
	Absence Plans	
	Absence Types	
	Leave Agreements	
	Absence Categories	

# Enter the Absence Type **Name** and click **Search**

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a Search	Advanced Swed Search (Application D
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Name Paid Time Off	Pattern Status Management Legislation Date to Construct the Construction of Co

Click the Absence Type Name

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** Name Paid Time Off  ** Status Active   ** Legislation	** Legislative Data Group ** Management *Effective As of Date	✓ ✓ 9/28/22 05	Search	1 Reset
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Enter the **Session Effective Date**; this is the effective date of the addition of the Reason to the Type. Click **Plans and Reasons** 

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Click Edit then Update. Next, under Absence Reasons, click Select and Add

View Type Paid Time Off ⊚		]	Save	Save and Close	<u><u>C</u>ancel</u>
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Select the  ${\it Reason}$  from the drop down and click  ${\it OK}$ 

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lliness			No	No	1/1/51
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## Remove Absence Reasons From An Absence Type

Navigation: Home>My Client Groups>Absences>Absence Type>Search>Edit>Save and Close

PJ Good afternoon, Patrick Jones! My Client Groups Benefits Administration Sales Service Knowledge Help Desk Expenses Click My Client Groups  $\mathbb{M}$ Person Management Add a Pending Worker -fig-<u>8</u> 8 Pending Workers Career Development Ð ෩ ₩/ Succession Plans Workforce Structures

From the home screen, click **My Client Groups** 

#### Next, click Absences

Good afternoon, Pa	atrick Jone	s!				
Me My Team My Client Grou	ups Benefits Adm	inistration Payrc	II Supply Chain	Planning Cash	Management Fi> >	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	الي م	<u>ر</u> *	Part	R	FOR	
Hire an Employee	Hiring	New Person	Person Management	L] Absences	Compensation	
Add a Contingent Worker						
Add a Pending Worker	දුම		ß		Click Absences	
රි <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Pending Workers						
Person	8			a)	①	
Employment Contracts	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
P Change Location						

Scroll down and click **Absence Types.** If preferred, we can also search the words **Absence Types** in the Search box at the top

< Absence Administr	ration	
	Absence Processes	
	Schedule and Monitor Absence Processes	
	Configure Absence Batch Parameters	
동모화관관방	Absence Definitions	
	Absence Reasons	
	Absence Certifications	
	Absence Plans	
	Absence Types	
	Leave Agreements Click Absence Types	
	Absence Categories	

Enter the Absence Type **Name** and click **Search** 

≡ 〈 Absence Types ⊙	
▲ Search	Advanced Saved Search Application De
Name Paid Time Off     Status     Active     Legislation     Vew - + Create St End Date X Delete I Export	** At lea ** Legistative Data Group ** Management ** Effective As of Date 9/28/22 Click Search Click Search
Name	Pattern Status Management Legislation Effective Start E
Paid Time Off	Generic abse Active User-defined United States 1/1/51

# Click the Absence Type Name

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Click Name				

Enter the **Session Effective Date**; this is the effective date of the removal of the Reason to the Type. Click **Plans and Reasons** 

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View Type Paid Time Off $\odot$			Save	Save and Close
*Session Effective Date  *Session Effective Date  # Basic Details  Effective Start Date 1/1/51  Pattern Generic absence Management User-defined  Type Attributes Plans and Reagons Display Features Action Items Additional Details	Effective End Date Legislation United States			
Absence Plans ⑦     Click Plans and Reasons View      Select and Add     Letit     Year on Owner     Concerner				
"Plan	<sup>®</sup> Status	Priority	Concurrent	Effective Start Date
Paid Time Off	Active	10	Yes	1/1/51
Absence Reasons     View ▼ ■ Select and Add		Linkage Reason	Default	Effective Start Date
No data to display.				

Click **Edit** then **Update.** Next, under **Absence Reasons**, highlight the row of the Absence Reason and click **Delete** 

=				Q (Δ ☆	Þ Ó 🖻
View Type Paid Time Off $\odot$			Save	Save and Close	Cancel
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A Alexandra Davara					
View • Es Select and Add		Linkage		Effective Start	Effective End
Reason Click Delete		Reason	Default	Date	Date
liness		No	No	1/1/51	

Click Save and Close

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Edit Absence Type Paid Time Off ⊗				Save	Save and Close
*Session Effective Date 17//51		Click Sav	e and Close		46-10-20
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No data to display.					

## Manage Absence Reasons

Navigation: Home>My Client Groups>Absences>Absence Reasons>Edit>Submit

From the home screen, click My Client Groups

	Q Search						
Go	od afternoon, Pat	trick Jones	s! nistration Sales		ínowledge Help	Desk Expenses	,
QUICK A	споля	APPS	lick My Client Gro	ups			
&*	Hire an Employee	දිරු	Ø	0* M	₫⁄/		
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84	Pending Workers	Compensation	Goals	Performance	Career Development	Talent Review	
ß	Person	0.0			æ		
ති : ති :	Personal Details Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

Next, click **Absences** 

Good afternoon, P	atrick Jone	s!				
Me My Team My Client Gro	pups Benefits Adm	inistration Payrc	oll Supply Chain	Planning Cash	Management Fib	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	സ്പ	<u></u> *	No de la companya de la compa	R	<b>EOB.</b>	
රි <sup>#</sup> Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation	
Add a Contingent Worker						
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රී <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Person		æ/	Ê)	82	1JU	
Employment Contracts	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
[발] Change Location						

Scroll down and click **Absence Reasons.** If preferred, we can also search the words **Absence Reasons** in the Search box at the top

< Absence Administrat	tion	
	Work Schedule Assignment	
	Absence Processes	
	Schedule and Monitor Absence Processes	
	Configure Absence Batch Parameters	1111
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	Absence Reasons	
	Absence Certifications Click Absence Reasons	
	Absence Plans	
	Absence Types	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1
	Leave Agreements	

Enter the Absence Reason Name and click Search

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A Search					Advanced Saved Search Application De
** Na ** Star ✓ Search Results View ↓ + Create 🏨	End Date X Delete JI Export	r Name		** Legisi * Effective As of	** At lea ation Date [9/28/22 6] Click Search
Name	Legislation	Status	Effective Start Date	Effective End Date	
Illness	United States	Active	1/1/51		

# Click the Absence Reason Name

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< Absen	ce Reasons ©						
▲ Search						A <u>d</u> vanced	Saved Search A
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Iliness	United States	Active	1/1/51				
	Click Name						

# Click Edit then Update

– View Reason Illness	Save Save and Cose Cancel
*Session Effective Date 9/28/22 6	Edit V Histo
Effective Start Date 17/51 Name Illiness	Legislation United States Status Active Management User-defined Click Update
Description & Effective End Date	
Legislative Information     Context     Segment	
Descriptive Information     Context     Segment	

Update the applicable details and click **Save and Close** 

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Edit Absence Reason Illness				Save Save and Close
			Click Save and Close	
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# Manage Absence Plans

Navigation: Home>My Client Groups>Absences>Absence Plans>Edit>Submit

From the home screen, click My Client Groups

Q Search						
Good afternoon, Pat	trick Jone	s!				
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QUICK ACTIONS	APPS	lick My Client Gro	ups			
Hire an Employee	පුරා	(A)	o*	N/		
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ි * Add a Nonworker	1	රුම	60	-the	8 - 8	
Pending Workers	Compensation		Performance	Career Development	Talent Review	
Person						
Personal Details	<u> </u>		- 87/			
Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

#### Next, click Absences

Good afternoon, Pa	atrick Jone	s!				ALL S
Me My Team My Client Grou	ups Benefits Adm	inistration Payrc	II Supply Chain	Planning Cash	Management Fi> 🗲	
QUICK ACTIONS	APPS					
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රි <sup>**</sup> Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation	
ල්* Add a Contingent Worker						
ල් <sup>#</sup> Add a Pending Worker	දුම	<b>a</b>	$\bigotimes$		Click Absences	
တို <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Pending Workers						
Person		B/		a D	创	
	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
P Change Location						

Scroll down and click **Absence Plans.** If preferred, we can also search the words **Absence Plans** in the Search box at the top

< Absence Administra	ation
	Schedule and Monitor Absence Processes
	Configure Absence Batch Parameters
	Absence Definitions
	Absence Reasons
	Absence Certifications
	Absence Plans
	Absence Types Click Absence Plans
	Contract Con
	Absence Categories
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#### Enter the Absence Plans Name and click Search

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** Plan Paid Time C	Off			** Legislative Data Group		~				
** Plan Type	~		Enter Plan Name	** Management	t	~				_
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✓ Search Results View → + Create 🏨 Er	nd Date 🔀 Dele	te )∰ Expo	ort						Click Search	Search
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Paid Time Off	Accrual	Active	United States	US Legislative Data Group	User-defined	1/1/51				

# Click Absence Plan Name

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** Plan	Paid Time Off			** Legislative Data Grou	up	$\sim$	v v
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	Click Name						

Enter the Session Effective Date then, Edit and Update

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Effective Start Date 1/1/51	Effective End Date	Update
Plan Type Accrual	Legislation United States	Correct
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Plan Attributes Participation Accruals Entries and General Attributes	d Balances Additional Details	
Plan Paid Time Off	Legislative Data Group US Legislative Data Group	
	Status Active	
Description	Enable concurrent entitlement	
Plan HOM Hours	// Processing Level Assignment	
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A Plan Torm (2)		
Time Anniversary year	Anniversary Event Pula Pahira data	
4 Palanan Dianlau	Anniversary Literic nule rearies wave	
- balance Display		
Worker Balance Display	Manager Balance Display	

Update the applicable details and click Save and Close

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Edit Absence Plan Paid Time (	₽ff ©			Save Save and Close
			Click Save and Close	NAMES IN THE VALUE AND A DESCRIPTION
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Plan Attributes Participation Accruais Entries and Bala General Attributes 'Plan Paid Time Off	Additional Details           Legislative Data Group         US Legislative Data Group           "Status         Active	up V		
Description	Enable concurrent	ntitlement		
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Alternative Schedule Category	Plan Category	×		
Grouping Code				
▲ Plan Term ②				
*Type Anniversary year V	Anniversary Event Rule Rehire date	~		
A Balance Display				

# Add Absence Types

Navigation: Home>My Client Groups>Absences>Absence Types>Create>Submit

From the home screen, click My Client Groups

Q Search						
Good afternoon, Pa	trick Jones	s!				
	APPS	nistration Sales	ups	nowieage Help	Desk Expenses	
양 * Hire an Employee 양 * Add a Contingent Worker	<u>ස</u> ්රෝ Hiring	<i>J</i> ourneys	New Person	Person Management	Absences	
상 * Add a Pending Worker 상 * Add a Nonworker	1978 1978	ŶO	60	ЪÛ		
受が Pending Workers 例 Person	Compensation Q Q	Goals	Performance	Career Development	Talent Review	
Personal Details	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

Next, click **Absences** 

Good afternoon, P	atrick Jone	s!				
Me My Team My Client Gro	pups Benefits Adm	inistration Payrc	oll Supply Chain	Planning Cash	Management Fib	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	സ്പ	<u></u> *	No de la companya de la compa	R	<b>EOB.</b>	
රි <sup>#</sup> Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation	
Add a Contingent Worker						
ල්* Add a Pending Worker	දුම		Ř		Click Absence	5
රී <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Person		æ/	Ê)	82	1JU	
Employment Contracts	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
[발] Change Location						

Scroll down and click **Absence Types.** If preferred, we can also search the words **Absence Types** in the Search box at the top

< Absence Administra	ation
10000000	
	Absence Processes
	Schedule and Monitor Absence Processes
	Configure Absence Batch Parameters
	Absence Definitions
	Absence Reasons
	Absence Certifications
	Absence Plans
	Absence Types
	Leave Agreements
	Absence Categories

Click Create

=	Q 습 ☆ P
✓ Absence Types ♡	
▲ Search	Advanced Saved Search Application D
** Name	** At lea
** Status Active ~	** Management V
	Search
✓ Search Results View      ← Create 2000 End Date      X Delete      Export	
Name Click Create	Pattern Status Management Legislation Effective Start E Date D
No data to display.	

Enter the **Effective As-of Date**, the **Legislation** and **Pattern** will default. These can be updated, if needed. Click **Continue** 

≡ ≺ Absence Types ©	Q 🗅 1	≯Þ €
▲ Search	Advanced Saved Search Appli	tation Default
		* I
** Name	** Legislative Data Group	
** Status Active	** Management	
** Legislation V	"Effective As-of Date 9/28/22 👘	
▲ Search Results Verv ◆ <b>Create</b> Bit End Date 10 Delete 3 <sup>10</sup> Export	Create Absence Type     C	Search Reset
Name	* Patterni Genetic absence V Patterni Status wainingenient. Legislautin Date	Date
No data to display.	Continue Cancel	
	Click Continue	

Enter the required information in each tab for the new **Absence Type.** On the **Type Attributes** Tab, enter the **Name, Legislative Data Group,** and change the **Status** to **Active** 

Create Absence Type @				Save Save and Close
A Basic Details				
Effective Start Date 9	/28/22		Effective End Date	
Pattern G	eneric absence		Legislation	United States
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<ul> <li>General Attributes</li> </ul>				
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	Ent	er Name	Validation Formula	×
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			Legislative Crewing Code	
*UOM	Hours ~	Enter Legislative Data Group	Legislative Grouping Code	
*Legislative Data Group	US Legislative Data Group			Display balance in approval notification
10000	Anting			
Status	Active			
▲ Duration Rules ②	Change S	tatus to Active		
Minimum Duration Alert	None		*Partial Day Rule	Unlimited ~
Maximum Duration Alert	Error ~		Schedule Hierarchy Start Point	Assignment hours details
*Maximum Duration	4,160			
Open-Ended Absence Rules				

Enter the applicable information in each of the remaining tabs

=			Q (_) ☆
Create Absence Type ⊚		Save	Save and Close
			Ma contra
Session Effective Date 9/28/22			
▲ Basic Details			
Effective Start Date 9/28/22 Effective End Date			
Pattern Generic absence Enter Information in Each Tab Legislation United States Management User-defined			
Type Attributes Plans and Reasons Distribut Features Action liters Additional Details			
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Click Save and Close

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Absence Plans ③					
View ▼					
*Plan		* Status	Priority	Concurrent	Effective Start Date
No data to display.					
Absence Reasons					
View 🔻 🗮 Select and Add 🌶 Edit 💌 🍀 End Date 💥 Delete					
"Reason			Linkage Reason	Default	Effective Start Date
No data to display.					

#### Manage Absence Types

Navigation: Home>My Client Groups>Absences>Absence Types>Search>Update>Submit

PJ Good afternoon, Patrick Jones! My Client Groups Benefits Administration Sales Service Knowledge Help Desk Expenses Click My Client Groups QUICK ACTIONS  $\mathbb{M}$ Person Management Add a Pending Worker -fig-8 8 Career Development Ð ෩ ₩/ Succession Plans Workforce Structures

From the home screen, click My Client Groups

#### Next, click Absences

Good afternoon, P	atrick Jone	s!				
Me My Team My Client Gro	pups Benefits Adm	inistration Payrc	oll Supply Chain	Planning Cash	Management Fib	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	സ്പ	<u></u> *	No de la companya de la compa	R	<b>EOB.</b>	
රි <sup>#</sup> Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation	
Add a Contingent Worker						
ල්* Add a Pending Worker	දුම		Ř		Click Absence	5
රී <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Person		æ/	Ê)	82	1JU	
Employment Contracts	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
[발] Change Location						

Scroll down and click **Absence Types.** If preferred, we can also search the words **Absence Types** in the Search box at the top

< Absence Administr	ation
<b>1100000000000000000000000000000000000</b>	
	Absence Processes
	Schedule and Monitor Absence Processes
	Configure Absence Batch Parameters
	Absence Definitions
	Absence Deminidons
	Absence Reasons
	Absence Certifications
	Absence Plans
	Absence Types
	Leave Agreements
	Absence Categories

Enter the Absence Type Name and click Search

≡ < Absence Types ⊚	Q (L) &
∠ Search	Advanced Saved Search Applicat
** Name Paid Time Off Control	** Legislative Data Group
✓ Search Results View ✓ + Create State Total X Delete III Export	Click Search
Name	Pattern Status Management Legislation Effective St Date
Paid Time Off	Generic abse Active User-defined United States 1/1/51

# Click Absence Types Name

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✓ Absence Types ⑦		
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** Name Paid Time Off	** Legislative Data Group	~
** Status Active	** Management	~
** Legislation	*Effective As-of Date	9/28/22
▲ Search Results View      ← Create      ★ End Date      ★ Delete      ﷺ Export Name	Pattern Status	Management Legisi
Paid Time Off	Generic abse Active	User-defined United
Click Name		

Enter the Session Effective Date then, Edit and Update

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Session Effective Date 9/28/22	
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Effective Start Date 1/1/51	Effective End Date
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Management User-defined	Click Update
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General Attributes	
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Description	Validation Formula
Description	Eligibility Profile EWT Absence Plan Eligibility
UOM Hours	Legislative Grouping Lode
Legislative Data Group US Legislative Data Group	Display balance in approval notification
Status Active	
▲ Duration Rules ⑦	
Minimum Duration Alert None	Partial Day Rule Unlimited
Maximum Duration Alert Error	Schedule Hierarchy Start Point
Maximum Duration 4,160	
✓ Open-Ended Absence Rules	
Evaluate absences for schedule changes	Evaluation Period at Absence Entry 365 Calendar days

Update the applicable details and click **Save and Close** 

Ξ				< ○ ☆ ▷ 4
Edit Absence Type Paid Tir	ne Off ©			Save Save and Close
		0806053 3 00067	Click Save and Close	
*Session Effective Date 9/28/22				-
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Minimum Duration Alert None	~	*Partial Day Rule	Unlimited ~	
Maximum Duration Alert Error	~	Schedule Hierarchy Start Point	~	
*Maximum Duration	4,160			
A Onen-Ended Absence Rules				

## Manage Repeating Time Periods

Navigation: Home>My Client Groups>Absences>Repeating Time Periods>Update>Submit

From the home screen, click My Client Groups

Q Search						
Good afternoon, Pat	trick Jone	s!				
Me My Team My Client Group	s Benefits Adm	inistration Sales	Service K	ínowledge Help	Desk Expenses	>
QUICK ACTIONS	APPS	Click My Client Gro	ups			
Hire an Employee	සුතු	(A)	o*	N/		
ල්* Add a Contingent Worker	-\ Hiring	Journeys	New Person	Person Management	LJ Absences	
ි <sup>#</sup> Add a Pending Worker						
o <sup>™</sup> Add a Nonworker	کی	MO	<u>a</u>	- Alt	8	
ੴ⁄∕Pending Workers	Compensation	Goals	Performance	Career Development	Talent Review	
Person						
Personal Details	<u> </u>	ß				
Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

#### Next, click Absences

Good afternoon, Pa	atrick Jones	s!			NUMBER OF	1000
Me My Team My Client Grou	ups Benefits Adm	inistration Payrc	oll Supply Chain	Planning Cash	Management Fib	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	පීතී	o*	N/	ß		
හි <sup>#</sup> Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation	
Add a Contingent Worker						
Add a Pending Worker	Ŷ@	6	Ř		Click Absences	- Andrewski
ල් <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Pending Workers						
Person		87		82	⑦	
	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
🖄 Change Location						

Scroll down and click **Repeating Time Periods.** If preferred, we can also search the words **Repeating Time Periods** in the Search box at the top

< Absence Administra	ation
	And the second se
	Leave Agreements
	Absence Categories
	Formulas and Rates
	Rate Definitions
	Eligibility
	Derived Factors
	Eligibility Profiles
	Time Periods Click Repeating Time Periods
	Repeating Time Periods

From the Repeating Time Periods Screen, we can create a new Repeating Time Period or manage existing Repeating Time Periods. We'll create a **Repeating Time Period** by clicking **Create** 

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✓ Repeating Time Periods ∅	
▲ Search	Advanced
Name	
Description	
Period Type V	
▲ Search Results	
Actions 🔻 🔁 🗟 Detach	
Name Click Create	Description
Biweekly Starting Monday	Delivered biweekly period that starts on Monday.
Daily	Delivered daily period.
EWT Weekly - starting Monday	EWT Weekly - starting Monday
Monthly Accrual Processing Period	Delivered monthly period to accrue absence balances as of the start of each month.
Payroll Weekly Starting Monday	Delivered weekly period for payroll that starts on Monday.
Projects and Payroll Weekly Starting Monday	Delivered weekly period for projects and payroll that starts on Monday.
Projects Weekly Starting Monday	Delivered weekly period for projects that starts on Monday.
Semimonthly	Delivered semimonthly period that starts on the 1st and 16th of every month.
STR Biweekly Starting Saturday	Biweekly Starting Saturday

Enter the Name, Period Usage, Period Type, Period Length, and Sample Start Date

=	오 습 ☆
Create Repeating Time Period ©	Save and Close
*Name Monthly Accrual	
Description	Enter Name
Period Usage 🗌 Time Card	
Approval	
Accrual Processing	
Overtime	
Balances	Select Period Usage
Period Definition	
*Period Type Monthly V	
*Period Length Calendar month	
*Sample Start Date 9/1/22	Select Type, Length, and Start Date
Time Period Preview 🛇	
Preview Period Start Date m/d/yy	
Preview Period End Date m/d/yy	
Preview Time Periods	

### Click Save and Close

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Create Repeating Time I	Period ⊗	Save and Close
*Name	Monthly Accrual	Click Save and Close
Description		
*Period Usage	Time Card	
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	Accrual Processing	
	Overtime	
	Balances	
Period Definition		
*Period Type	Monthly	
*Period Length	Calendar month v	
<sup>°</sup> Sample Start Date	9/1/22 to	
Time Period Preview		
Preview Period Start Date	m/d/yy to	
Preview Period End Date	m/d/yy 節	
	Preview Time Periods	

# Absence Fast Formulas

Navigation: Home>My Enterprise>Setup and Maintenance>Task>Search>Search Fast Formulas

From the home screen, click **My Enterprise** 

Good afternoon, I	Patrick Jones	s!				
Fixed Assets My Enterprise	Tools Configuration	n Others				
QUICK ACTIONS	Click My Enter	prise				
Available Features	Offerings	San Features	Feature Updates	်ဘိုလ်နဲ့ Setup and Maintenance	+	
Things to Finish				II - Li		
Assigned to Me			۶			
Created by Me		You have r	no open notificat	ions.		

# Click Setup and Maintenance

Good afternoon,	Patrick Jone	s!				
Fixed Assets My Enterprise	Tools Configuratio	on Others				
QUICK ACTIONS	APPS					
C Available Features	Offerings	Sew Features	Feature Updates	ිදිදුරු Setup and Maintenance	+	
Things to Finish				Click Setup ar	nd Maintenance	
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Expand the Tasks and click Search

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		Actions <b>V</b>
Change Feature Opt In	Search Tasks	Manage Implementation Projects     Conv Configurations
Shared 💌 📤	Initial Users	Manage Configuration Packages     Manage Export and Import Processes
Shared 🔽	View 🔻 Format 👻 🏢 Freeze 🔛 Detach 📣 Wrap Show Required Tasks 🗸	Purge Export and Import Processes     Magaze Setup Content
Shared 🔽	Task	Review Topology
Shared 🔽	Run User and Roles Synchronization Process	• Search
Shared 💌	Columns Hidden 4 Expand Tasks	Click Search
Shared		
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Enter Task Name **Fast Formulas** in the search bar and click **Search** 

≡
Search
Fast Formulas
Enter Task Name Match With Tasks, Task Lists, Business Objects Click Search Type

## Click Fast Formulas

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Search			
	Fast Formulas           Match With Tasks, Task Lats, Business Objects		126.65
Name		Туре	De
Define Fast Formulas		Task List	Tas
Fast Formulas		Task	
Click Fast Formulas			

From the type drop down, select Absences, and click Search

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Fast Form	nulas ©						Done
▲ Search		ANTONICA CONT				Advanced Saved Search All For	nulas v Required
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Туре	v	Legislative Data Group	v			_	_
▲ Search Results Actions ▼ View •	Absence Accrual Accrual Carryover Select Abs	sence				Click Search	earch Reset Save
Formula Name	Accrual Ineligibility	Description C	ompiled Legislation	Code Legislative Data Group	Effective Start Date	Effective End Date	Edit
No search conducte	Action Type Due Date						
	Age Calculation						
	Age Determination Date	<b>.</b>					

Below we can review the Absence related Fast Formulas

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Fast Formulas ⊘			
⊿ Search			
Formula Name	Compile Statu	15 🗸	
Description	*Effective As-of Dat	te 1/1/51	
Type Absence ~	Legislative Data Grou	US Legislative Data Group	
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Search Results	Below Fast Formul	ds	
Actions • View • Format • + 🗶 🗡 Edit	▼ 💮 Detach		
Formula Name	Type Description	Compiled Legislation Code Legislative Data Group	Effective Start D
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GLB_DEDN_PRORATION	Payroll	0	1/1/01
GLB_DEDN_DUMMY_GUARANTEED_NET	Oracle P	0	1/1/01
GLB_DEDN_CALCULATOR	Oracle P	0	1/1/01
Transfer Incentive Compensation to Payroll	Batch Lo Transfer Incentive Co	•	1/1/00
GLB_DEDN_TOTAL_OWED	Oracle P	•	1/1/01
GLB_DEDN_WSA	Oracle P	0	1/1/01
US e-IWO Outbound Validation Rule	Extract	O US	1/1/01
e-IWO Processing Overrides Formula	Oracle P	US	1/1/01
US e-IWO Y or N Validation	User Tab	O US	1/1/01

## Control Absence Approvals For HR Initiated Transactions

Navigation: Home>My Client Groups>Absences>Absence Types>Search>Update>Submit

PJ Good afternoon, Patrick Jones! My Client Groups Benefits Administration Sales Service Knowledge Help Desk Click My Client Groups QUICK ACTIONS  $\oslash$  $\mathbb{M}$ Person Management Add a Pending Worker -fg-<u>8</u> 8 Pending Workers Career Development Ð ෩ ₩/ Succession Plans Workforce Structures

From the home screen, click My Client Groups

#### Next, click Absences

Good afternoon, P	atrick Jone	s!				
Me My Team My Client Gro	pups Benefits Adm	inistration Payrc	oll Supply Chain	Planning Cash	Management Fib	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	സ്പ	<u></u> *	No de la companya de la compa	R	<b>EOB.</b>	
රි <sup>#</sup> Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation	
Add a Contingent Worker						
ල්* Add a Pending Worker	දුම		Ř		Click Absence	5
රී <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Person		æ/	Ê)	82	1JU	
Employment Contracts	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
[발] Change Location						

Scroll down and click **Absence Types.** If preferred, we can also search the words **Absence Types** in the Search box at the top

< Absence Administr	ation
	Absence Processes
	Schedule and Monitor Absence Processes
	Configure Absence Batch Parameters
	Absence Definitions
	Absence Reasons
	Absence Certifications
	Absence Plans
	Absence Types
	Leave Agreements
	Absence Categories

Enter the **Absence Type Name** and click **Search** 

≡ < Absence Types ⊚	Q (L) &
∠ Search	Advanced Saved Search Applicat
** Name Paid Time Off Control	** Legislative Data Group
✓ Search Results View ✓ + Create State Total X Delete III Export	Click Search
Name	Pattern Status Management Legislation Effective St Date
Paid Time Off	Generic abse Active User-defined United States 1/1/51

# Click Absence Types Name

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✓ Absence Types <sup>®</sup>		
▲ Search		Advance
** Name Paid Time Off	** Legislative Data Group	\ \
** Status Active ~	** Management	\ \
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Click Name		

Enter the Session Effective Date then, Edit and Update

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View Type Paid Time Off ⊚	Save Save and Close Cancel
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Session Effective Date 9/28/22	
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Effective Start Date 1/1/51	Effective End Date
Pattern Generic absence	Legislation United States Correct
Management User-defined	Click Update
Type Attributes Plans and Reasons Display Features Action Items Additional Details	
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Status Active	
▲ Duration Rules ②	
Minimum Duration Alert None	Partial Day Rule Unlimited
Maximum Duration Alert Error	Schedule Hierarchy Start Point
Maximum Duration 4,160	
✓ Open-Ended Absence Rules	
Evaluate absences for schedule changes	Evaluation Period at Absence Entry 365 Calendar days

Click the **Display Features** tab and click **Actions** then **Update** 

View Type Paid Time Off ⊘		[	Save	Save and Close	Cancel
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Sections O Click Display Features		I	Click <b>Upda</b>	te	Actions <b>v</b>
🖌 Primary Absence Details 🕲					Update
✓ Employees	✓ Managers	✓ Adm	ninistrators		Correct
Usage		Usage Type	Employee Self-Service	Manager Self- Service	Administrative Transaction
Comments		Field	Display and	Display and …	Display and
Attachments		Field	Not enabled	Not enabled	Not enabled
Reason		Field	Do not display	Do not display	Do not display
▲ Qualified Entitlements ⑦					
Employees	Managers	Adm	ninistrators		

Scroll down and under **Approval and Processing Rules**, across from **Approval Processing**, we can **Enable** or **Not Enable** Approvals. Under Administrative Transaction, **Not Enabled** will remove any approvals for HR Initiated Leave Requests

Edit Absence Type Paid Time Off 🛛		Save Save and Close Cancel
▲ Qualified Entitlements ⑦		
Employees	Managers	Administrators
Usage		Usage Type Employee Manager Self- Administrative Self-Service Service Transaction
No data to display.		
▲ Approval and Processing Rules ⑦		
✓ Employees	✓ Managers	✓ Administrators
Usage		Usage Type Employee Manager Self- Administrative Self-Service Service Transaction
Concurrency		Rule Not enable $\checkmark$ Not enable $\checkmark$ Not enable $\checkmark$
Deferred processing on subsequent absences		Rule Not enable V Not enable V Not enable V
Additional payload attribute		Rule         Not specifi
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A Projected Balances 💿		
C Employees	Managers	Administrators

#### Click Save and Close

Edit Absence Type Paid Time Off ©			Save	ave and Close	<u>C</u> ancel
		Click Save and Close		V6.6. 4.6.4	
▲ Qualified Entitlements ⑦					
Employees	Managers	Admini	strators		
Usage		Usage Type	Employee Self-Service	Manager Self- Service	Administrative Transaction
No data to display.					
▲ Approval and Processing Rules ②					
✓ Employees	✓ Managers	✓ Admin	istrators		
Usage		Usage Type	Employee Self-Service	Manager Self- Service	Administrative Transaction
Concurrency		Rule	Not enable $\vee$	Not enable $\vee$	Not enable $\vee$
Deferred processing on subsequent absences		Rule	Not enable $\vee$	Not enable $\vee$	Not enable $\vee$
Additional payload attribute		Rule	Not specifi $ \lor $	Not specifi $ \smallsetminus $	Not specifi $\vee$
Approvals reset on update		Rule	Enabled $\vee$	Not enable $\vee$	Not enable $\vee$
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Deferred processing on initial entry		Rule	Not enable $\vee$	Not enable $\vee$	Not enable $\vee$
▲ Projected Balances ⑦					
✓ Employees	Managers	🗹 Admini	strators		

### Add Absence Plan Balance Adjustment Reasons

Navigation: Home>My Enterprise>Setup and Maintenance>Task>Search>Search Global Absences Lookups>Select>Update>Submit

From the home screen, click My Enterprise

Fixed Assets My Enterprise	Tools Configuration	on Others			
QUICK ACTIONS	Click My Ente	rprise			
C Available Features	Offerings	S New Features	Feature Updates	Setup and Maintenance	+
Things to Finish					
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0					

# Click Setup and Maintenance

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Fixed Assets My Enterprise	Tools Configuratio	on Others				
QUICK ACTIONS	APPS					
Call Available Features	Offerings	San New Features	Feature Updates	ිදිදුරු Setup and Maintenance	+	
Things to Finish				Click Setup a	nd Maintenance	
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Expand the Tasks and click Search

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		Actions <b>v</b>
Change Feature Opt In	Search Tasks	Manage Implementation Projects     Copy Configurations
Shared 🔽 📩	Initial Users	Manage Configuration Packages     Manage Export and Import Processes
Shared 🤜	View 🔻 Format 👻 🏢 Freeze 🙀 Detach 📣 Wrap Show Required Tasks 🗸	Purge Export and Import Processes
Shared 💌	Task	Manage Setup Content     Review Topology
Shared 😎	Run User and Roles Synchronization Process	• Search
Shared 🔽	Columns Hidden 4 Expand Tasks	Click Search
Shared 🔽		
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Enter Task Name Manage Global Absences Lookups in the search bar and click Search

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Search				
	Manage Global Absences Lookups		al al i an s <del>hinda</del> n k	
Name	Match With Tasks,Taw Vists,Business Objects	Click Search	Туре	Details
Manage Global Absences Lookups			Task	

# Click Manage Global Absences Lookup

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Search				
			V 46 (6)	107
	Manage Global Absences Lookups			
	Match With Tasks, Task Lists, Business Objects			
Name		Туре	De	etails
Manage Global Absences Lookups		Task		
Click Task Name				

# Click ANC\_ABS\_PLAN\_OTHER\_REASONS

≡
Manage Global Absences Lookups
Actions • View • 🖉 🔛 Detach
Name
ANC_A83_DISEASE_CODE
ANC_A83_UL_SPL_COND
ANC_ABS_MAP_SPL_COND
ANC_AB_PLAN_OTHER_REASONS
ANC_ABS_REPORTING_ORG
ANG_ADJREASON Click Lookup Name
ANC_BLOKED_LEAVE

Click + to add a New Balance Adjustment Reason. Enter the **Lookup Code, Start Date, Meaning**, and **Description** 

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Mar	nage	e Global Absences	Lookups	3										
<b>4</b> C	omr	mon Lookup Type												
Act	ions 🗸	View 👻 Format 👻 🕂	× 😡	Freez	e 📄 Detac	ch 🚽	Wrap							
L	ookuj	p Type   ▲▽	Meaning				Des	scripti	on	Module			Lookup Configuration Level	REST Access Secured
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				Cli	ck +									
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1						Ent	er Applic	able	Information					
_		Lookup Code	Display ▲ ♥ Sequence	Enabled	Start Date	Ent	er Applic End Date	able	Information Meaning	▲▽	Description	Тад		
_	•	Lookup Code EWT_COVID_EXPIRED	Display▲マ Sequence	Enabled	Start Date 1/1/1951	Ent	er Applic End Date	able	Information Meaning COVID Leave		Description Expired Leave Hours	Tag		
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<pre></pre>	> > > >	Lookup Code EWT_COVID_EXPIRED CE CP EWT_INI_LOAD EWT_LEAVE_DONATION EWT_LUMPSUM	Display Sequence           0           0           0           0           0	Enabled ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	Start Date 1/1/1951 1/1/0001 1/1/0001 1/1/1951 1/1/1951 1/1/1951	Ent	er Applic End Date m/d/yyyy 12/31/4712 12/31/4712 12/31/4712 12/31/4712 12/31/4712	able fe	Information Meaning COVID Leave Clerical Error Compensatory Absences plan other rease Leave Donation Lumpsum upon New Hire	▲マ onsAbsen	Description Expired Leave Hours Clerical Error Plan Absence Compensatory Reason Leave Donaton Plan	Tag       [       ]       ]       ]       ]       [       ]       [       ]       [		
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	<ul> <li></li> &lt;</ul>	Lookup Code EWT_COVID_EXPIRED CE CP EWT_INI_LOAD EWT_LEAVE_DONATION EWT_LUMPSUM EWT_PARTIAL_DISB EWT_SICK_LEAVE_PAY	Display 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Enabled	Start Date 1/1/1961 1/1/0001 1/1/0001 1/1/1951 1/1/1951 1/1/1951	Ent	er Applic End Date m/d/yyyy 12/31/4712 12/31/4712 12/31/4712 12/31/4712 12/31/4712 12/31/4712		Information Meaning COVID Leave Clerical Error Compensatory Absences plan other reass Leave Donation Lumpsum upon New Hire Partial Discretionary Payo Sick Leave Payout	DonsAbsen ]	Description Expired Leave Hours Cierical Error Plan Absence Compensatory Reason Leave Donation Plan Leave	Tag  Tag  Tag  Tag  Tag  Tag  Tag  Tag		

## Click Save and Close

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Ма	nage	e Global Absences	s Lookups	0										Save Save and Close
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	÷	CP	0	~	1/1/0001		12/31/4712	Compensatory		Compensatory Reason				
	÷	EWT_INI_LOAD			1/1/1951	6	12/31/4712	Absences plan other reas	onsAbser					

# Settings To Allow HR To Enter Absence With A Negative Balance

Navigation: Home>My Client Groups>Absences>Absence Plans>Edit>Submit

From the home screen, click My Client Groups

Q Search						
Good afternoon, Pat	trick Jone	s!				
Me My Team My Client Group	s Benefits Adm	inistration Sales	Service K	nowledge Help	Desk Expenses	>
QUICK ACTIONS	APPS	lick My Client Gro	ups			
Hire an Employee	පුරා	(A)	o*	N/		
ලි <sup>*</sup> Add a Contingent Worker	_∖ Hiring	Journeys	New Person	Person Management	LJ Absences	
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ි * Add a Nonworker	1	රුම	60	-the	8 - 8	
Pending Workers	Compensation		Performance	Career Development	Talent Review	
Person						
Personal Details	<u> </u>		- 87/			
Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

#### Next, click Absences

Good afternoon, Pa	atrick Jone	s!			- Aller	ALL S
Me My Team My Client Grou	ups Benefits Adm	inistration Payrc	II Supply Chain	Planning Cash	Management Fi> 🗲	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	ന്പ	×	<b>№</b> 1	Q	1073.	
රි <sup>*</sup> Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation	
ර්් Add a Contingent Worker						
ල් <sup>#</sup> Add a Pending Worker	දුම	<b>a</b>	$\bigotimes$		Click Absences	
တို <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Pending Workers						
Person		B/		a D	创	
	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
P Change Location						

Scroll down and click **Absence Plans.** If preferred, we can also search the words **Absence Plans** in the Search box at the top

< Absence Administr	ation
	Schedule and Monitor Absence Processes
	Configure Absence Batch Parameters
	Absence Definitions
	Absence Reasons
	Absence Certifications
	Absence Plans
	B Absence Types Click Absence Plans
	Leave Agreements
	Absence Categories
	Formulas and Rates

#### Enter the Absence Plans Name and click Search

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< Absence P	Plans ⊘									
▲ Search	a a a a a a a		177556715285					N ATT SAN IS SAN A SAN AN	Advanced Saved Search Appli	ication De
										** At lea:
** Plan Paid Time C	Off			** Legislative Data Group		~				
** Plan Type	~		Enter Plan Name	** Management	t	~				_
** Status Active	V			*Effective As-of Date	9/28/22	ŝ				_
** Legislation	~									
✓ Search Results View → + Create 🏨 Er	nd Date 🔀 Dele	te )∰ Expo	ort						Click Search	Search
Plan	Plan Type	Status	Legislation	Legislative Data Group	Management	Effective Start Date	Effective End Date			
Paid Time Off	Accrual	Active	United States	US Legislative Data Group	User-defined	1/1/51				

# Click Absence Plan Name

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▲ Search								Advanced Saved Search Application D
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** Plan	Paid Time Off			** Legislative Data Group		~		
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Plan	Plan Type	Status	Legislation	Legislative Data Group	Management	Effective Start Date	Effective End Date	
Paid Time Off	Accrual	Active	United States	US Legislative Data Group	User-defined	1/1/51		
	Click Name							

#### Enter the Session Effective Date then, Edit and Update

=		山や口と	Û
View Plan Paid Time Off 🛛		Save Save and Close	Cancel
			y v
*Session Effective Date 9/28/22			
Basic Details	Enter Session Effective Date	Edit	▼ Hist
Effective Start Date 1/1/51	Effective End Date		date
Plan Type Accrual	Legislation United States		rrect
Management User-defined		Click Update	
General Attributes	Dalances Audinizital Details		
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Description	Status Activ	e 	
Description	v E	nable concurrent entitiement	
Plan UOM Hours	Processing Level Assig	Junent	
Alternative Schedule Category	Plan Category		
Legislative Grouping Code	Fian Category		
▲ Plan Term ⑦			_
Type Anniversary year	Anniversary Event Rule Rehi	re date	_
Balance Display			_
Worker Balance Display	Manager Balance Display		

Click the **Accruals** Tab and under Plan Limits, check the box **Allow negative balance**. Additionally, we can enter a negative balance limit to ensure the negative leave doesn't exceed a specified amount

=		오 습 ☆
Edit Absence Plan Paid Time Off @		Save Save and Close
*Session Effective Date 9/28/22		
Basic Details		
Effective Start Date 1/1/51	Effective End Date	
Plan Type Accrual Management User-defined	Legislation United States	
Plan Attributes Participation Accruais Entries and Balances A	dditonal Details	
Accrual Attributes  Accrual Definition  Matrix  Click Accruals  Click Accruals	Payment Percentage 100 %	
Partial Accrual Period	Accrual Method Incremental	
*Vesting Rule None	Accrual Proration Rule None  Balance Frequency Source Person primary frequency	
Plan Limits		
Ceiling Rule Include in matrix V		
Ceiling Proration None	Check Checkbox	
Allow negative balance	Limit Proration Rule	
Negative Balance	Color Limit	
▲ Year End Processing		

## Click Save and Close

=		오 습 ☆
Edit Absence Plan Paid Time Of	ð	Save Save and Close
	Click Sa	ive and Close
*Session Effective Date 9/28/22		
▲ Basic Details		
Effective Start Date 1/1/51 Plan Type Accrual Management User-defined	Effective End Date Legislation United States	
Plan Attributes Participation Accruals Entries and Balances	Additonal Details	
Accrual Attributes		
Accrual Definition Matrix	Payment Percentage 100 %	
Partial Accrual Period	Accrual Memodi Incremental	
*Vesting Rule None ~	Balance Frequency Source Person primary frequency	
▲ Plan Limits		
Ceiling Rule Include in matrix		
Ceiling Proration Rule	Annual Accrual Limit Rule	
Allow negative balance	Limit Proration Rule	
Negative Balance 40 Hours		
▲ Year End Processing		

# Create A Calendar Event

Navigation: Home>My Enterprise>Setup and Maintenance>Workforce Information>Create>Submit

From the home screen, click My Enterprise

Fixed Assets My Enterprise	Tools Configuration	on Others			
QUICK ACTIONS	Click My Ente	rprise			
C Available Features	Offerings	S New Features	Feature Updates	Setup and Maintenance	+
Things to Finish					
Assigned to Me			~~~		
0					

### Click Setup and Maintenance

Good afternoon, P	Patrick Jone	s!			
Fixed Assets My Enterprise	Tools Configuratio	on Others			
QUICK ACTIONS	APPS				
Available Features	Offerings	New Features	Feature Updates	Setup and Maintenance	+
Fhinas to Finish				Click Setup a	nd Maintenance
Assigned to Me					
U U		You have r	no open notificati	ions.	

Click Workforce Information under Functional Areas

≡		
etup: Compensation Management 🗖 ᇘ 🕐		
Functional Areas	Change Feature Opt In	Search Tasks
* Initial Users	Shared 🔽 📩	Workforce Information
* Enterprise Profile	Shared 🔽	View 🔻 Format 👻 🧰 Freeze 🔛 Detach 🚽 Wrap Show All Tasks 🗸
* Legal Structures	Shared 😎	Task
* Organization Structures	Shared 🔽	Manage Value Sets for Global Human Resources
* Financial Reporting Structures	Shared	Manage Availability Lookups Manage Geography Trees
* Workforce Structures	Shared 🔽	Manage Calendar Events
* Users and Security	Shared	Review Calendar Events Coverage
		Work Shifts
HCM Data Loader	Shared	Work Workday Patterns
Workforce Information	Shared	Work Schedules
* Basic Payroll		Manage Resource Exceptions
Click Workforce Information		Work Schedule Exceptions
Dabe Fay		Columns Hidden 4
* Benefits	Shared	
* Individual Compensation	Shared 🔽	
Workforce Compensation	•	
* Total Compensation Statements	<b>—</b>	

# Click Manage Calendar Events

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Setup: Compensation Management 💌 🧔 ⊘	
Functional Areas	Change Feature Opt In Search Tasks
* Initial Users	Shared 😎 🔒 Workforce Information
* Enterprise Profile	Shared 🔽 View 🔻 Format 👻 🏢 Freeze 🙀 Detach 📣 Wrap Show All Tasks 🗸
* Legal Structures	Shared C
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* Financial Reporting Structures	Manage Availability Lookups
	Manage Geography Trees
Workforce Structures	Shared Wilding Calendar Evens
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* Basic Payroll	Manage Resource Exceptions
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Dabe Fay	Columns Hidden 4
* Benefits	Shared 🔽
* Individual Compensation	Shared
Workforce Compensation	
* Total Compensation Statements	🚥 .

# Click Create

≡	くしゃもも
⟨ Calendar Events	
/ Sam	Advanced Saved Search All Calendar Events
	** At least one is
** Name ** Hierarchy Type v	
** Category V	
** Short Code	
	Search Reset
✓ Search Results	
Actions v Vew v Format v + Create / Edit : X Delete Manage in Spreadsheet	
Name Category Shon Code Hierarchy Start Date End Date Description	
No search conducted. Click Create	
1	

Enter the Required Information such as **Name**, **Category**, **Start and End Date**, and **Short Code**. If we wish to restrict this holiday to US Only, we will need to attach this holiday to a **Hierarchy** 

=		く 白 ☆
Create Calendar Event		Submit
Calendar Event	Enter the below information	
*Name Juneteenth Observed	*Short Code	JNO22
*Category Public holiday ~	Description	
Half day for elapsed work schedules		
*Start Date 6/20/22 12:00 AM 0		
*End Date 9/29/22 12:00 AM		
Coverage 🕐		
Hierarchy Type Geographic V	Hierarchy	~ ·
Coverage Source		
View 🔻 🏠 Include 🐞 Exclude 🐞 Override 👘 Reset		

Click Submit

≡ Create Calendar Event Calendar Event		Q 습 ☆ Submit
*Name Juneteenth Observed	*Short Code	JNO22
*Category Public holiday ~	Description	
Half day for elapsed work schedules		ß
*Start Date 6/20/22 12:00 AM		
*End Date 9/29/22 12:00 AM		
Coverage		
Hierarchy Type Geographic V	Hierarchy	v
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# Daily Absence Management

# View Employee Absence Plans

Navigation: Home>My Client Groups>Absences>Absence Records

From the home screen, click My Client Groups

		Q Search						
Go	ood aftern	noon, Pat	rick Jone	s!				
Me QUICK	My Team	My Client Groups	APPS	inistration Sales	Service K ups	(nowledge Help	Desk Expenses	
රු* රු* දූ*	Hire an Employee Add a Contingent Wo Add a Pending Worke		එරි Hiring	Dourneys	New Person	Person Management	Absences	
ු පී හි	Add a Nonworker Pending Workers		Compensation	Goals	Performance	Career Development	Talent Review	
8 8 8	Person Personal Details Additional Person Info		Succession Plans	Talent Pools	Workforce Structures	Hass Updates	Payroll	

Next, click **Absences** 

Good afternoon, Pa Me My Team My Client Gro	atrick Jones ups Benefits Adm	<b>S!</b> inistration Payro	oll Supply Chain	Planning Cash	Management Fib <b>y</b>	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	r N N	<u>م</u> *	Qa	Ω	দিন্য	
රී <sup>*</sup> Hire an Employee	Hiring	New Person	Person Management	() Absences	Compensation	
Add a Contingent Worker			mungemen			
Add a Pending Worker	<u>ස</u> ම		8		Click Absences	
රි <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Pending Workers						
Person		B7		82	卻	
By Employment Contracts	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
(한 Change Location						

Click **Absence Records** under **Person Management.** If preferred, we can also search the words **Absence Records** in the Search box at the top

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< Absence Adminis	tration	
	a a <b>la construction de la constru La construction de la construction d</b>	
	What do you want to do or manage?	
	Search for tasks Q	
	Person Management	
	Absence Records	
	Work Schedule Assignmen Click Absence Records	
	Absence Processes	
	Schedule and Monitor Absence Processes	
	Configure Absence Batch Parameters	

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

		Sally				~	
D		Advanced	Search:Sally Name	Business Title	Work Email	Person Number	
Dire	ct Reports	0	Sally Little	Consultant		1009	
N	Michael Burke Manager				mketter@campt	ratech.com	
F	Rishi Verma Director		Click	Employees Name			
, ,	/L Victor Lopez						

Under Plans, we can review the plans in which this employee is enrolled

Ξ							۵	. ∩ ☆ F	J Û 🤤
Kanage Absences and Ent	itlements ©			MARION M				16 JA 10 10	
▲ Absences									
Most Recent or Current Absence		Next Sc	heduled Absence						
None recorded.			None scheduled.						
Pending Actions									
✓ Existing Absences ⑦									
View  + Add  Recalculate  Time Last 6 months Last 6 months	✓ Туре	<ul> <li>✓ Status</li> </ul>	🗸 🔘 🗟 Detac	h					
Dates	Employer	Туре	Assignmen	t	Duration St	atus		Processing Status	Actions
No data to display.									
▲ Plan Participation ⑦									
▲ Plan Balances									
View	~ O								
Plan			Assignment	Туре	Status	Enroliment Start Date	Enroliment End Date	Balance Calculation Date	Balance
Paid Time Off			Consultant	Accrual	Active	6/11/17		1/16/21	240 Hours
Sick Leave			Consultant	Accrual	Active	6/11/17		2/28/19	94.93 Hours

## Manually Enroll An Employee Into A Plan

Navigation: Home>My Client Groups>Absences>Absence Records>Search Employee>Enrollment and Adjustments>Add Enrollment>Submit

From the home screen, click My Client Groups

Q Search						습 ☆ 됸 🕫 🕛
Good afternoon, Pa	trick Jones	s!				
Me My Team My Client Group	s Benefits Admi	inistration Sales		inowledge Help	Desk Expenses	> 0 0 0 0 0
QUICK ACTIONS	APPS	lick My Client Gro	ups			
☆ Hire an Employee	පුරා	A	o*	M∕r		
ල් <sup>#</sup> Add a Contingent Worker	Hiring	Journeys	New Person	Person Management	LJ Absences	
ි <sup>¥</sup> Add a Pending Worker						
ල් <sup>#</sup> Add a Nonworker	₩.	<u>k</u> o	司	-file	<u>8</u> 8	
Pending Workers	Compensation	Goals	Performance	Career Development	Talent Review	
Person						
Personal Details	<u> </u>	ß	66/	Ê.		
Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

#### Next, click Absences

Good afternoon, Pa	atrick Jones	s!			AN AN A	
Me My Team My Client Grou	ups Benefits Adm	inistration Payrc	oll Supply Chain	Planning Cash	Management Fib <b>&gt;</b>	
	APPS					
HCM Experience Design Studio	സ്പ്	<b>⊘</b> *	Nr∕t	Q	5072A	
හි <sup>#</sup> Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation	
Add a Contingent Worker						
රී <sup>*</sup> Add a Pending Worker	දුම	<u>a</u>	Å		Click Absences	
රී <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Pending Workers						
Person		87		82		
	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
👸 Change Location						

Click **Absence Records** under **Person Management.** If preferred, we can also search the words **Absence Records** in the Search box at the top

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< Absence Adminis	tration	
	What do you want to do or manage?	
	Search for tasks Q	
	Person Management	111
	B Absence Records	1.1 6.1
	Work Schedule Assignmen Click Absence Records	6.6.2.1.6
	Absence Processes	A DAY AND
	Schedule and Monitor Absence Processes	111
	Configure Absence Batch Parameters	14.11.11

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

Absence Records		
		Search Person
		Sally
		Advanced Search Sally
	0. 10 1	Name Business Title Work Email Person Number
	Direct Reports	Sally Little Consultant 1009
	MB Michael Burke Manager	mketter@camptratech.com
	RV Rishi Verma Director	Click Employees Name
	VL Victor Lopez Director	

Under Plans, click **Enrollment and Adjustments** then **Add Enrollment**
= <	Manage Absend Sally Little 1009	ces and Entitlements	3				
<ul> <li>Absences</li> <li>Most Recent or Current Ab</li> <li>None record</li> <li>Pending Actions</li> </ul>	sence Jed.			Next Scheduled Absence None sche	duled.		
✓ Existing Absences View → + Add % R Dates	⑦ ecalculate   ▼ Time L Period	ast 6 months Yupe	∽ Status Type	~ <b>O</b>	Detach		Duratio
No data to display.							
<ul> <li>▲ Plan Participation (</li> <li>▲ Plan Balances</li> <li>View ▼ Accruals ▼</li> </ul>	D	Expand Enroll	ments and Adjustments				
Plan Paid Time Off	Add Enrollment Update Enrollment Delete Enrollment Adjust Balance	Click Add Enrollment		<b>A</b> :	ssignment onsultant	<b>Type</b> Accrual	Status Active
Qualified Entitlements View Balance As-of D	Initiate Donation Transfer Balance Disburse Balance Update Balance Details	0					Plan Pei

Expand the drop down for **Select Plan** and select the plan and enter the **Start Date**. The **Start Date** can be the hire date or the date in which the employee became eligible for this plan. Click **Submit** 

Manage Absences and Entitlements © Sally Little 1009	
nces	
int or Current Absence	Next Scheduled Absence
None recorded.	None scheduled.
ing Actions	
ng Absences ⑦ + Add % Recalculate  Time Last 6 months  Type  Stress	🖉 🖉 Detach
Add Enrollment Employer Select Plan SickLe	Leave V
Select Plan	submitEnter Start Date
Participation <sup>®</sup>	
alances	
Accruals 🔻 Enrollments and Adjustments 🔻 Status Active	
	Assignment Type Status Enrollment Enrollment Start Date End Date
Off	Consultant Accrual Active 6/11/17 1

The Plan has been successfully added. To update the balance for an accrual, if needed, we would need to **Run Accruals For All Active Plans** 

K Manage Abser Sally Little 1009	nces and Entitlements 🔊								
None recorded.			None scheduled.	YERR, A			19. <b>19</b> 19 - V	16 in 10 1	
✓ Existing Absences ⑦ View ▼ + Add <sup>®</sup> 9 Recalculate ▼ Tim Perior	e Last 6 months Type	✓ Status	v 🕒 🗑 Deta	ch					
Dates	Employer	Туре	Assignme	nt	Duration S	tatus		Processing Status	Actions
No data to display.	ts 🔻 Status Active 🗸 🔊								
Plan			Assignment	Туре	Status	Enroliment Start Date	Enroliment End Date	Balance Calculation Date	Balance
Paid Time Off			Consultant	Accrual	Active	6/11/17		1/16/21	240 Hours

### Manually Adjust Plan Balance

Navigation: Home>My Client Groups>Absences>Absence Records>Search Employee>Enrollment and Adjustments>Adjust Balance>Submit

PJ Good afternoon, Patrick Jones! My Client Groups Benefits Administration Sales Service Knowledge Click My Client Groups Ø  $\mathbb{M}$ Person Management Add a Pending Worker ŧ <u>8</u> 8 Career Development Ð ෩ ₩/ Succession Plans Workforce Structures

Next, click Absences

Good afternoon, Pa	atrick Jone	s!				
Me My Team My Client Grou	ups Benefits Adm	inistration Payrc	oll Supply Chain	Planning Cash	Management Fi»	>
QUICK ACTIONS	APPS					
HCM Experience Design Studio	۳%	<u></u> *	North	Q	F03.	
Hire an Employee	Hiring	New Person	Person Management	L] Absences	Compensation	
Add a Contingent Worker						
ల్లో Add a Pending Worker	දුම	<u>a</u>	$\bigotimes$		Click Absenc	es
og <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Person				82	ÛÛ	
	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
[비] Change Location						

Click **Absence Records** under **Person Management.** If preferred, we can also search the words **Absence Records** in the Search box at the top

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< Absence Adminis	tration	
	an a <b>managama</b> ti ki sa managan a <b>managan</b> a managan ka mana	
	What do you want to do or manage?	
	Search for tasks Q	
	Person Management	
	Absence Records	
	Work Schedule Assignmen Click Absence Records	
	Absence Processes	
	Schedule and Monitor Absence Processes	
	Configure Absence Batch Parameters	

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

	Sally				~
	Advance	I Search:Sally Name	Business Title	Work Email	Person Number
Direct Reports	0	Sally Little	Consultant		1009
MB Michael Bu Manager	Burke			mketter@campt	ratech.com
RV Rishi Verm Director	ma	Click	Employees Name		
VL Victor Lope Director	pez				
Director					

Under Plans, highlight the row of the plan and click **Enrollment and Adjustments** then, **Adjust Balance** 

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None recorde	d.			None scheduled.	1999 - S.	8 <u>8 8 87</u> 1 -	
<ul> <li>Pending Actions</li> <li>Actions</li> <li>Actions<!--</th--><th>) talculate Time Last 6 months</th><th>√ Туре</th><th><ul> <li>✓ Status</li> </ul></th><th><ul> <li>✓ I Detach</li> </ul></th><th></th><th></th><th></th></li></ul>	) talculate Time Last 6 months	√ Туре	<ul> <li>✓ Status</li> </ul>	<ul> <li>✓ I Detach</li> </ul>			
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▲ Plan Participation ⑦ ▲ Plan Balances View ▼		»					
Plan Accruais V	Enrollments and Adjustments  Status Active Add Enrollment	~ O		Assignment	Туре	Status	Enrollment Start Date
Paid Time Off	Update Enrollment			Consultant	Accrual	Active	6/11/17
Sick Leave	Delete Enrollment			Consultant	Accrual	Active	1/16/21
	Adjust Balance Initiate Donation Transfer Balance Click Adj	ust Balance					
Quaimed Entitlements View	Disburse Balance						
Plan	Update Balance Details					Plan Period	Payment Percentage

Select the **Reason**, enter the **Adjustment Amount**, and the **Date**. When entering the adjustment amount, to add to the balance, simply enter the amount. To remove from the balance, enter a negative entry. Click **Submit** 

Last 6 months	✓ Туре	~	Status	~ 0	Detach				
	Employer		Туре		Assignme	nt	Duration Sta	tus	
ints V Status Active		Select Reason	Plan Sick Leav * Reason Clerical E Adjustment Amount * Date 1/16/21	e rror ~ 120		Enter <b>Adjustr</b>	nent Amoui	nt	
				Submit Cancel	ssignmen	Enter Date	itus	Enroliment	Enrolim End Day
		Click S	Submit	c	Consultant	Accrual	Active	6/11/17	End Da
				c	Consultant	Accrual	Active	1/16/21	
- (°) O							Plan Period	Payment Percentage	Q Enti

Next, to update the balance, we need to **Run Accruals for Selected Plan.** As a note, this process will only update the balance for one pay period; if you need to update the balance for multiple pay periods, follow the **Calculate Accruals & Balance Process**. Highlight the row of the plan and click **Accruals**, then **Run Accruals for Selected Plan** 

K Manage Absences a	nd Entitlements ©										
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Most Recent or Current Absence	r Current Absence Next Scheduled Absence										
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View • + Add • Recalculate • Time Last 6	months Y Type	∨ Status	🗸 🔘 🗟 Detaci	n							
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Plan Participation      Expand Drd	n down										
▲ Plan Balances											
View   Accruals  Enrollments and Adjustments	Status Active 🗸 💿										
Plan Run Accruais for All Active Plans Run Accruais for Selected Plan Click	Run Accruals for Selected Plan		Assignment	Туре	Status	Enrollment Start Date	Enroliment End Date	Balance Calculation Date	Balance		
Paid Time Off			Consultant	Accrual	Active	6/11/17		1/16/21	240 Hours		
Sick Leave			Consultant	Accrual	Active	1/16/21			0 Hours		

Enter the Balance As-of Date and click Submit

	Next Sc	heduled Absence None scheduled.					
Time Last 6 months Y Type	✓ Status	> 💭 🔛 Detach					
Employer	Туре	Assignmer	ıt	Duration Sta	tus		Status
s and Adjustments 🔻 Status Active	Run Accruais for Selected Plan Si * Balance As-of Date 9/29/22 © Calcutate so Withdraw aci Click Submit	ck Leave x Er cruals and balances cruals and balances Sub <u>mit</u> Cancel Assignment	nter Balanc	e As-of Date	Enroliment Start Date	Enrollment End Date	Balance Calculation Date
		Consultant	Accrual	Active	6/11/17		1/16/21
		Consultant	Accrual	Active	1/16/21		
: Co O				Plan Period	Payment	Qualifier	d Us

#### The **Plan Balance** has been updated

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None recorded.			None scheduled.						
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Dates	Employer	Туре	Assignm	ent	Duration S	tatus		Processing Status	Actions
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Plan Participation ⑦     Plan Balances     View      Accruals      Enrollments and Adjustments	▼ Status Active ∨ ♦								
Pian			Assignment	Туре	Status	Enroliment Start Date	Enrollment End Date	Balance Calculation Date	Balance
Paid Time Off			Consultant	Accrual	Active	6/11/17		1/16/21	240 Hours
Sick Leave			Consultant	Accrual	Active	1/16/21		1/31/21	120 Hours

# Update Balance Details

Navigation: Home>My Client Groups>Absences>Absence Records>Search Employee>Enrollment and Adjustments>Update Balance Details>Submit

Q Search						
Good afternoon, Pat	trick Jone	s!				
Me My Team My Client Group	s Benefits Adm	inistration Sales	Service K	ínowledge Help	Desk Expenses	>
QUICK ACTIONS	APPS	Click My Client Gro	ups			
Hire an Employee	සුතු	(A)	o*	N/		
ල්* Add a Contingent Worker	-\ Hiring	Journeys	New Person	Person Management	LJ Absences	
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ੴ⁄∕Pending Workers	Compensation	Goals	Performance	Career Development	Talent Review	
Person						
Personal Details	<u> </u>	ß				
Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

#### Next, click Absences

Good afternoon, Pa	atrick Jones	s!			NUMBER OF	1000
Me My Team My Client Grou	ups Benefits Adm	inistration Payrc	oll Supply Chain	Planning Cash	Management Fib	
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HCM Experience Design Studio	පීතී	o*	N/	ß		
හි <sup>#</sup> Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation	
Add a Contingent Worker						
Add a Pending Worker	Ŷ@	6	Ř		Click Absences	- Andrewski
ල් <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Pending Workers						
Person		87		82	⑦	
	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
🖄 Change Location						

Click **Absence Records** under **Person Management.** If preferred, we can also search the words **Absence Records** in the Search box at the top

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	an an anna an	
	What do you want to do or manage?	
	Search for tasks Q	
	Person Management	
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	Work Schedule Assignmen Click Absence Records	
	Absence Processes	
	Schedule and Monitor Absence Processes	1111
	Configure Absence Batch Parameters	
		2.2

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

Absence Records		
NA 2010 010		Person
		Saliy
		Advanced Search Sally
		Name Business Title Work Email Person Number
	Direct Reports	Sally Little Consultant 1009
	MB Michael Burke Manager	mketter@camptratech.com
	RV Rishi Verma Director	Click Employees Name
	VL Victor Lopez Director	

Under Plans, highlight the row of the plan and click **Enrollment and Adjustments** then, **Update Balance Details** 

< M Sal	Ianage Absences a Ily Little 1009 ?	and Entitlements ©				THERE &				anenaon	
View 🔻 🕂 Add 🏻 🕹 R	Recalculate   Time Last 6 Last 6 Last 6	months Y Type	∨ Status	× 0	Detach						
Dates		Employer	Туре		Assignment		Duration Sta	tus		Processing Status	Actions
No data to display.											
Plan Participation Plan Balances View  Accruals  Plan	Enrollments and Adjustments     Add Errolment     Update Enrolment	Status Active		As	ssignment	Туре	Status	Enroliment Start Date	Enroliment End Date	Balance Calculation Date	Balance
Paid Time Off	Delete Enrollment			Co	onsultant	Accrual	Active	6/11/17		1/16/21	240 Hours
Sick Leave	Adjust balance			Co	onsultant	Accrual	Active	1/16/21		1/31/21	120 Hours
<ul> <li>✓ Qualified Entitlements</li> <li>View ▼ Balance As-of D</li> </ul>	Transfer Balance Disburse Balance Update Balance Details	٥									
Plan		Click Update Balance Details					Plan Period	Payment Percentage	Qualifier Entitlemen	t Used	Remaining
FMLA							9/30/21 - 9/2	0.0	480 Hours	s 0 Hours	480 Hours

Enter the Balance As-of Date and click the Arrow to populate the Balance Details

a Last 6 months	✓ Туре		<ul> <li>✓ Status</li> </ul>		~ (	Detach					
	Employer		Туре			Assignment		Duration Sta	itus		Proces Status
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ents V Status Active		Balance View ▼ 🔐 D	340 Hours etach	Value	Danage	Click Arrow	v >e	Status	Enrollment Start Date	Enrollment End Date	Balanc Calcula Date
		0/20/22	Adjustment	value	20 Clerical Erro	voided	rual	Active	6/11/17		1/16/21
		4	Augustinent			•	rual	Active	1/16/21		1/31/21
			_	_		Submit Cancel					
								Plan Period	Payment Percentage	Qualified Entitlemen	l
								9/30/21 - 9/2	0.0	480 Hours	; (

We can update the Value, Reason, or Void the entry. Click Submit

Employer		Туре		· ~	Assignment		Duration Sta	tus
	Update Balan	ce Details : Paid Ti	ime Off					
tatus Active	Balance As-of Bal View ▼	Date 9/29/22 ance 340 Hours	Ċġ	) O		)e	Status	Enrollment
	Date 9/29/22	<b>Type</b> Adjustment	Value	Reason       10     Clerical Erro	Voided	:rual :rual	Active	6/11/17 1/16/21
, ,					Sub <u>m</u> it <u>C</u> ancel			
			Click Subm				Plan Period	Payment Percentage
							3130121 - 312	0.0

Next, to update the balance, we need to **Run Accruals for Selected Plan.** As a note, this process will only update the balance for one pay period; if you need to update the balance for multiple pay periods, follow the **Calculate Accruals & Balance Process.** Highlight the row of the plan and click **Accruals**, then **Run Accruals for Selected Plan** 

Sally Little 1009	id Entitlements 🛛								
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Most Recent or Current Absence		Nex	it Scheduled Absence						
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View • + Add • Recalculate • Time Last 6 m	onths Y Type	∨ Status	V 🖨 🗟 Detach						
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Plan Participation      Expand Drop	down								
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Plan Run Accruais for All Active Plans Run Accruais for Selected Plan Click F	Run Accruals for Selected Plan		Assignment	Туре	Status	Enrollment Start Date	Enroliment End Date	Balance Calculation Date	Balance
Paid Time Off			Consultant	Accrual	Active	6/11/17		1/16/21	240 Hours
Sick Leave			Consultant	Accrual	Active	1/16/21			0 Hours

Enter the Balance As-of Date and click Submit

	Next S	cheduled Absence					
	V Status	V 🖉 🖹 Detach					
Employer	Туре	Assignmen	ıt	Duration Sta	tus		Processing Status
s and Adjustments    Status Active	Run Accruals for Selected Plan S  * Balance As-of Date 9/28/2  © Calculate a  Withdraw a  Click Submit	ick Leave × En Coruals and balances Coruals and balances Submit Cancel Assignment	nter Balanc	te As-of Date	Enroliment Start Date	Enrollment End Date	Balance Calculation Date
		Consultant	Accrual	Active	6/11/17		1/16/21
		Consultant	Accrual	Active	1/16/21		
				Plan Period	Payment	Qualified	d Us

The Plan Balance has been updated.

# View Current & Projected Leave Balance

Navigation: Home>My Client Groups>Absences>Absence Records>Search Employee>Select Plan>Enter Projected Date>Arrow

Good afternoon, Patrick Jones! My Client Groups Benefits Administration Sales Service Knowledge Click My Client Groups QUICK ACTIONS APPS Ø  $\mathbb{M}$ Person Managemen Add a Pending Worker -fig-8 8 197K) Pending Workers Ð ற 8 Workforce Structures

From the home screen, click My Client Groups

Next, click Absences

Good afternoon, Pa	atrick Jones	s!				
Me My Team My Client Grou	ups Benefits Adm	inistration Payro	ll Supply Chain	Planning Cash	Management Fix	>
QUICK ACTIONS	APPS					
HCM Experience Design Studio	സ്പ	<u>ر</u> *	Ont	Q	নিজ	
ල්* Hire an Employee	Hiring	New Person	Person Management	L] Absences	Compensation	
Add a Contingent Worker			Management			
හි <sup>#</sup> Add a Pending Worker	රුම	ണ	ß		Click Absence	es de la companya de
රි <sup>*</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Pending Workers						
Person				82	ŝ.	
Employment Contracts	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
변 Change Location						

Click **Absence Records** under **Person Management.** If preferred, we can also search the words **Absence Records** in the Search box at the top

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	an a <b>managama</b> ti ki sa managan a <b>managan</b> a managan ka mana	
	What do you want to do or manage?	
	Search for tasks Q	
	Person Management	
	Absence Records	
	Work Schedule Assignmen Click Absence Records	
	Absence Processes	
	Schedule and Monitor Absence Processes	
	Configure Absence Batch Parameters	

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

	VI TINTI IN NO					Search Person
		Sally				~
		Advanced \$	Search:Sally			
Direct R	eports	0	Name Sally Little	Business Title Consultant	Work Email	Person Number 1009
MB	Michael Burke Manager		_		mketter@camp1	ratech.com
RV	<b>Rishi Verma</b> Director		Click	Employees Name		
VL	Victor Lopez Director					

### Under Plans, click the Plan Name

K Manage Absen Sally Little 1009	ces and Entitlements $\odot$									
▲ Existing Absences ⑦				1.11	112.					
View • + Add * Recalculate • Time Period	e Last 6 months Y Type	∨ Status	~ <b>0</b> Si	Detach						
Dates	Employer	Туре	As	signment		Duration Star	tus		Processing Status	Actions
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View  Accruals  Find Enrollments and Adjustme	ents 🔻 Status Active 🗸 🛇									
Plan			Assig	nment	Туре	Status	Enrollment Start Date	Enrollment End Date	Balance Calculation Date	Balance
Paid Time Off			Consu	iltant	Accrual	Active	6/11/17		1/16/21	240 Hours
Sick Leave			Consu	ltant	Accrual	Active	1/16/21		1/31/21	120 Hours
Click Plan Name										
View  Balance As-of Date 9/29/22	<b>G</b>									
Plan						Plan Period	Payment Percentage	Qualified Entitlemen	d Used	Remaining
FMLA						9/30/21 - 9/2	0.0	480 Hour	s 0 Hours	480 Hours

Enter the Balance Calculation Date and then, click the Arrow

ulate V Time Last 6 months V Type		✓ Statu	s	~	<ul> <li>Detach</li> </ul>	i a an a			755 (76 (76 (76 (76 (76 (76 (76 (76 (76 (76	- 31 <i>-</i> 150
Employer	Accrual Plan	Ty Balance : Sick Leav	pe re		Assignme	Arrow	Duration Sta	tus		Processin Status
	Balance Calcula	ation Date         9/22/22           Start Date         1/1/22           Balance         183.27	( Hours	Enter Balar	nce Calculatio	n Date				
illments and Adjustments V Status Active	Summary De View 🔻	Detach					Status	Enroliment Start Date	Enrollment End Date	Balance Calculatio Date
	Date	Туре	Additional Information	Hours	Status	al	Active	6/11/17		1/16/21
	8/31/22	Periodic accrual		3.33	Projected	I	Active	1/16/21		1/31/21
	7/31/22	Periodic accrual		3.33	Projected	-14				
	6/30/22	Periodic accrual		3.33	Projected	-11				
9/29/22	5/31/22	Periodic accrual		3.33	Projected	-				
						ок "4	Plan Period	Payment Percentage	Qualified Entitlement	1
							9/30/21 - 9/2	0.0	480 Hours	0 F

Scroll down to view the **Plan Details**. We can review the **Balance** as of the **Balance Calculation Date**. Projected, under the Status column, represents a projected accrual. We can also view the accrual rates under the **Hours** column as well as the **Date** in which the accrual is applied

me Last 6 months V Type		<ul> <li>✓ Status</li> </ul>		~	🕤 🗐 Detac	:h					
Employer		Тур	pe		Assignm	nent		Duration Stat	tus		Processing Status
	Accrual Plan	Balance : Sick Leav	e								
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		Balance 183.27 H	lours								
ments 🔻 Status Active	Summary D	etails R	eview th	ne belov	//						
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	Date	Туре	Additional Information	Hours	Status		1	Active	6/11/17		1/16/21
	8/31/22	Periodic accrual		3.33	Projected	-	u -	Active	1/16/21		1/31/21
	7/31/22	Periodic accrual		3.33	Projected	- 11					
	6/30/22	Periodic accrual		3.33	Projected						
	5/31/22	Periodic accrual		3.33	Projected	*					
						ок		Plan Period	Payment Percentage	Qualified Entitlement	Used
								9/30/21 - 9/2	0.0	480 Hours	0 Hours

#### Update Absence Plan Enrollment Date

Navigation: Home>My Client Groups>Absences>Absence Records>Search Employee>Enrollment and Adjustments>Update Enrollment>Submit

Q Search						
Good afternoon, Pat	trick Jone	s!				
Me My Team My Client Group	s Benefits Adm	inistration Sales	Service K	nowledge Help	Desk Expenses	>
QUICK ACTIONS	APPS	lick My Client Gro	ups			
Hire an Employee	පුරා	(A)	o*	N/		
ලි * Add a Contingent Worker	_∖ Hiring	Journeys	New Person	Person Management	LJ Absences	
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Pending Workers	Compensation		Performance	Career Development	Talent Review	
Person						
Personal Details	<u> </u>		- 87/			
Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

#### Next, click Absences

Good afternoon, Pa	atrick Jone	s!				ALL S
Me My Team My Client Grou	ups Benefits Adm	inistration Payrc	II Supply Chain	Planning Cash	Management Fi> 🗲	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	ന്പ	×	<b>№</b> 1	Q	1073.	
රි <sup>*</sup> Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation	
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ల్లో Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Pending Workers						
Person		B/		4D	创	
	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
P Change Location						

Click **Absence Records** under **Person Management.** If preferred, we can also search the words **Absence Records** in the Search box at the top

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	What do you want to do or manage?	
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	Absence Records	1011
	Work Schedule Assignmen Click Absence Records	
	Absence Processes	
	Schedule and Monitor Absence Processes	1111
	Configure Absence Batch Parameters	
		2.2

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

Absence Records		
		Person
		Sally
		Advanced Search Salty
	D1 10 1	Name Business Title Work Email Person Number
	Direct Reports	Sally Little Consultant 1009
	MB Michael Burke	mketter@camptratech.com
	RV Rishi Verma Director	Click Employees Name
	VL Victor Lopez Director	

Under Plans, highlight the row of the plan and click **Enrollment and Adjustments** then, **Update Enrollment** 

A      A	anage Absence y Little 1009 ? ecalculate   • Time [ Period [	es and Entitlements ®	✓ Status	✓ 0	Detach	ti kati "A				6.0.0	
Dates		Employer	Туре		Assignmen	ıt	Duration Sta	tus		Processing Status	Actions
No data to display.											
Plan Participation C     Plan Balances     View      Accruals	Enrollments and Adjustment     Add Enrolment	; 🔻 Status Active 🗸	٥							Balance	
Plan	Update Enrollment				Assignment	Туре	Status	Enrollment Start Date	Enroliment End Date	Calculation Date	Balance
Paid Time Off	Delete Enrollment				Consultant	Accrual	Active	6/11/17		1/16/21	240 Hours
Sick Leave	Adjust Balance	Click Update Enrollment			Consultant	Accrual	Active	1/16/21		1/31/21	120 Hours
	Transfer Balance										
✓ Qualified Entitlements     View      ■ Balance As-of D	Disburse Balance Update Balance Details	tio O									
Plan							Plan Period	Payment Percentage	Qualifie Entitlemen	d Used	Remaining
FMLA							9/30/21 - 9/2	0.0	480 Hour	s 0 Hours	480 Hours

Update the Plan Enrollment **Start Date** and click **Submit** 

Adjustments 🔻 Status Active	Update Enrollment : Sick Leave	1					JMIUJ
	* Start Date 1/17/21	Assignment	Туре	Status	Enroliment Start Date	Enrollment End Date	Balance Calculation Date
	End Date m/d/yy	Consu. nt	Accrual	Active	6/11/17		1/16/21
	Sub <u>m</u> it <u>C</u> ancel	c Enter	Start Date	Active	1/16/21		1/31/21
	:k Submit						
				Plan Period	Payment Percentage	Qualified Entitlement	Usec
				9/30/21 - 9/2	0.0	480 Hours	0 Hours

### **Review Accrual Rates**

Navigation: Home>My Client Groups>Absences>Absence Records>Search Employee>Select Plan>Enter Balance Calculation Date>Arrow

Q Search						
Good afternoon, Pat	trick Jone	s!				
Me My Team My Client Group	s Benefits Adm	inistration Sales	Service K	nowledge Help	Desk Expenses	>
QUICK ACTIONS	APPS	lick My Client Gro	ups			
Hire an Employee	පුරා	(A)	o*	N/		
ලි <sup>*</sup> Add a Contingent Worker	_∖ Hiring	Journeys	New Person	Person Management	LJ Absences	
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Pending Workers	Compensation		Performance	Career Development	Talent Review	
Person						
Personal Details	<u> </u>		- 87/			
Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

#### Next, click Absences

Good afternoon, Pa	atrick Jone	s!				ALL S
Me My Team My Client Grou	ups Benefits Adm	inistration Payrc	II Supply Chain	Planning Cash	Management Fi> 🗲	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	ന്പ	×	<b>№</b> 1	Q	1073.	
රි <sup>*</sup> Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation	
ර්් Add a Contingent Worker						
ල් <sup>#</sup> Add a Pending Worker	දුම	<b>a</b>	$\bigotimes$		Click Absences	
ల్లో Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Pending Workers						
Person		B/		4D	创	
	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
P Change Location						

Click **Absence Records** under **Person Management.** If preferred, we can also search the words **Absence Records** in the Search box at the top

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< Absence Adminis	tration	
	What do you want to do or manage?	į.
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	Person Management	111
	Absence Records	11 141
	Work Schedule Assignmen Click Absence Records	J. L . LL LL L
	Absence Processes	A 7.1 8 1.1 1
	Schedule and Monitor Absence Processes	ł
	Configure Absence Batch Parameters	1 2. 1. 1. D.

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

Absence Records		
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	A A A A A A A A A A A A A A A A A A A	Search Person
		Sally
		Advanced Search Sally
	Direct Reports	Name Business Title Work Email Person Number
	MB Michael Burke	mketter@camptratech.com
	RV Rishi Verma Director	Click Employees Name
	VL Victor Lopez Director	

Under Plans, click the **Plan Name** 

K Manage Abser Sally Little 1009	nces and Entitlements Ø									
Existing Absences O					11 12 1				6.9.9	
View • + Add * Recalculate • Perio	iod Type	∨ Status	× O	📰 Detach						
Dates	Employer	Туре		Assignmen	t	Duration Sta	tus		Processing Status	Actions
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▲ Plan Participation ⑦										
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View  Accruals  Enrollments and Adjustr	ments 🔻 Status Active 🗸 🔘									
Plan				Assignment	Туре	Status	Enrollment Start Date	Enrollment End Date	Balance Calculation Date	Balance
Paid Time Off				Consultant	Accrual	Active	6/11/17		1/16/21	240 Hours
Sick Leave				Consultant	Accrual	Active	1/16/21		1/31/21	120 Hours
Click Plan Nam	le									
View  Balance As-of Date 9/29/22	io ©									
Plan						Plan Period	Payment Percentage	Qualified Entitlement	Used	Remaining
FMLA						9/30/21 - 9/2	0.0	480 Hours	6 0 Hours	480 Hours

Enter the Balance Calculation Date and then, click the Arrow

			N. V. 6				i A				6.00.50
ulate Feriod		<ul> <li>Status</li> </ul>		~	Detack	h					
Employer		Тур	be		Assignme	ant		Duration Stat	tus		Processin Status
	Accrual Plan B	alance : Sick Leav	e		Clic	k Arrow					
	Balance Calculat	tion Date 9/22/22	I	ie 0							
	Plan Period S	tart Date 1/1/22									
		Balance 183.27 H	lours	Enter Balan	ce Calculati	on Date					
Status Active	Summary Deta	ails									
	View 🔻 🔶	Detach						Status	Enrollment Start Date	Enrollment End Date	Balance Calculatio Date
	Date	Туре	Additional Information	Hours	Status		d	Active	6/11/17		1/16/21
	8/31/22	Periodic accrual		3.33	Projected	^	d	Active	1/16/21		1/31/21
	7/31/22	Periodic accrual		3.33	Projected	- 11					
	6/30/22	Periodic accrual		3.33	Projected						
9/29/22	5/31/22	Periodic accrual		3.33	Projected	-					
						ок		Plan Period	Payment Percentage	Qualified Entitlement	I
								9/30/21 - 9/2	0.0	480 Hours	0 F

Scroll down to view the **Plan Details**. We can review the accrual rates under the **Hours** column as well as the **Date** in which the accrual is applied

Employer		Тур	pe		Assignme	ent	Duration Stat	us		Processing Status
	Accrual Plan B	alance : Sick Leav	re							
	Balance Calculat	tion Date 9/22/22	Ċo	0						
	Plan Period S	tart Date 1/1/22								
		Balance 183.27 H	lours			_				
nts 🔻 Status Active	Summary Deta		eview the	- helow		_				
	View v	Detach	informa	ation			Status	Enroliment Start Date	Enrollment End Date	Balance Calculation Date
	Date	Туре	Additional Information	Hours	Status	1	Active	6/11/17		1/16/21
	8/31/22	Periodic accrual		3.33	Projected	^ I	Active	1/16/21		1/31/21
	7/31/22	Periodic accrual		3.33	Projected	- 18				
	6/30/22	Periodic accrual		3.33	Projected					
<b>Fa O</b>	5/31/22	Periodic accrual		3.33	Projected					
						ок	Plan Period	Payment Percentage	Qualified Entitlement	Used
							9/30/21 - 9/2	0.0	480 Hours	0 Hours

### Run Accruals Process For An Employee

Navigation: Home>My Client Groups>Absences>Absence Records>Search Employee>Accruals>Run Accruals for Selected Plan>Enter Date>Submit

PJ Good afternoon, Patrick Jones! My Client Groups Benefits Administration Sales Service Knowledge Help Desk Click My Client Groups QUICK ACTIONS Ø  $\mathbb{M}$ Person Management Add a Pending Worker ÷ <u>8</u> 8 Pending Workers Ð ෩ ₩/ Succession Plans Workforce Structures

From the home screen, click My Client Groups

#### Next, click Absences

Good afternoon, P	atrick Jone	s!				
Me My Team My Client Gro	pups Benefits Adm	inistration Payrc	oll Supply Chain	Planning Cash	Management Fib	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	സ്പ	<u></u> *	No de la companya de la compa	R	<b>EOB.</b>	
රි <sup>#</sup> Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation	
Add a Contingent Worker						
ල්* Add a Pending Worker	දුම		Ř		Click Absence	5
රී <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Person		æ/	Ê)	82	1JU	
Employment Contracts	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
[발] Change Location						

Click **Absence Records** under **Person Management.** If preferred, we can also search the words **Absence Records** in the Search box at the top

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	an a <b>managama</b> ti ki sa managan a <b>managan</b> a managan ka mana	
	What do you want to do or manage?	
	Search for tasks Q	
	Person Management	
	Absence Records	
	Work Schedule Assignmen Click Absence Records	
	Absence Processes	
	Schedule and Monitor Absence Processes	
	Configure Absence Batch Parameters	

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

		Sally				~
Direct	Daparta	Advanced	I Search:Sally Name	Business Title	Work Email	Person Number
Direct		0	Sally Little	Consultant		1009
MB	Michael Burke Manager				mketter@camp1	tratech.com
RV	Rishi Verma Director		Click	Employees Name		
VL	Victor Lopez					

After a balance adjustment, we need to **Run Accruals for Selected Plan.** We can **Run Accruals for All Active Plans**, if needed. As a note, this process will only update the balance for one pay period; if we need to update the balance for multiple pay periods, follow the **Calculate Accruals & Balance Process**. Highlight the row of the plan and click **Accruals**, then **Run Accruals for Selected Plan** 

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Most Recent or Current Absence		Next	Scheduled Absence						
Pending Actions			None scheduled.						
✓ Existing Absences ⑦									
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Dates	Employer	Туре	Assignm	ent	Duration St	tatus		Processing Status	Actions
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Plan Participation     Expand Drop down     Plan Balances     Vev      Accuas     Errolinents and Adjustments     Status     Acc	ive v O								
Plan Run Accruais for All Active Plans Run Accruaits for Selected Plan Click Run Acc	ruals for Selected Plan		Assignment	Туре	Status	Enrollment Start Date	Enroliment End Date	Balance Calculation Date	Balance
Paid Time Off			Consultant	Accrual	Active	6/11/17		1/16/21	240 Hours
Sick Leave			Consultant	Accrual	Active	1/16/21			0 Hours
▲ Qualified Entitlements									

Enter the Balance As-of Date and click Submit

	Next 9	cheduled Absence					_
	INCXU 3	None scheduled					
		None scheduled.					
▼ Time Last 6 months ∨ Type	✓ Status	<ul> <li>O 🗟 Detach</li> </ul>					
renou							
Employer	Туре	Assignmen	nt	Duration Sta	tus		Processing Status
	Run Accruais for Selected Plan S	iick Leave × Er	nter Balan	ce As-of Date			
	* Delever de let Dele 000000						
	Balance As-of Date 9/29/22	0					
	<ul> <li>Calculate a</li> </ul>	ccruals and balances					
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s and Adjustments 🔻 Status Active 🗸 🖸		Submit Cancel					
					Enrollment	Enrollment	Balance
	Click Submit	Assignment	iype	Status	Start Date	End Date	Date
		Consultant	Accrual	Active	6/11/17		1/16/21
		Consultant	Accrual	Active	1/16/21		
					1/10/21		
				Plan Period	Payment	Qualified	Us

The **Plan Balance** has been updated.

## End Date A Plan

Navigation: Home>My Client Groups>Absences>Absence Records>Search Employee>EnrolIment and Adjustments>Update EnrolIment>Submit

Q Search	h					습 ☆ 묜 🕫 🔋
Good afternoon,	Patrick Jones	s!				
Me My Team My Client	Class	nistration Sales ick <b>My Client Gro</b>	Service K	(nowledge Help	Desk Expenses	· · · · · · · · · · · · · · · · · · ·
안 <sup>*</sup> Hire an Employee 안 <sup>*</sup> Add a Contingent Worker 유 <sup>*</sup> Add a Donation Worker	ළිදී Hiring	Journeys	New Person	Person Management	Absences	
Add a Nonworker	Compensation	දිල Goals	Performance	Gareer Development	Talent Review	
안 Person 안 Personal Details 안 Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

Next, click Absences

Good afternoon, Pa	atrick Jones ups Benefits Adm	<b>S!</b> inistration Payro	oll Supply Chain	Planning Cash	Management Fix <b>y</b>	
QUICK ACTIONS	APPS					
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රී <sup>*</sup> Hire an Employee	Hiring	New Person	Person Management	() Absences	Compensation	
ි <sup>#</sup> Add a Contingent Worker			Munugenent			
රී <sup>#</sup> Add a Pending Worker	යුම		Ř		Click Absences	
හි <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Person				82	(1)	
C Employment Contracts	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
P Change Location						

Click **Absence Records** under **Person Management.** If preferred, we can also search the words **Absence Records** in the Search box at the top

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	an a <b>managama</b> ti ki sa managan a <b>managan</b> a managan ka mana	
	What do you want to do or manage?	
	Search for tasks Q	
	Person Management	
	Absence Records	
	Work Schedule Assignmen Click Absence Records	
	Absence Processes	
	Schedule and Monitor Absence Processes	
	Configure Absence Batch Parameters	

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

		Sally				~	
		Advanced	I Search:Sally Name	Business Title	Work Email	Person Number	
Direct	t Reports	0	Sally Little	Consultant		1009	
MB	Michael Burke Manager				mketter@camp1	ratech.com	
RV	Rishi Verma Director		Click	Employees Name			
vi	Victor Lopez						

Under Plans, highlight the row of the plan and click **Enrollment and Adjustments** then, **Update Enrollment** 

K Manage Absences a Sally Little 1009	nd Entitlements ©								
Existing Absences <sup>1</sup>					NEW WY			6.6.0	
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Dates	Employer	Туре	Assignm	ent	Duration Sta	itus		Processing Status	Actions
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A Plan Participation  A Plan Balances Vew  Accuals  Enrollments and Adjustments  Add Enrolment Update Enrolment Update Enrolment	Status Active		Assignment	Туре	Status	Enroliment Start Date	Enrollment End Date	Balance Calculation Date	Balance
Paid Time Off Delete Enrolment	Official Undets Envellment		Consultant	Accrual	Active	6/11/17		1/16/21	240 Hours
Adjust Balance	Click Update Enrollment		Consultant	Accrual	Active	1/16/21		1/31/21	120 Hours
Transfer Balance									
▲ Qualified Entitlements Disburse Balance									
View      Balance As-of D Update Balance Details	٥								
Plan					Plan Period	Payment Percentage	Qualified Entitlement	Used	Remaining
FMLA					9/30/21 - 9/2	0.0	480 Hours	s 0 Hours	480 Hours

Update the Plan Enrollment End Date and click Submit

P Last 6 months	✓ Туре		✓ Status	~ I	🕽 🕅 Detach					
	Employer		Туре		Assignmen	t	Duration Sta	tus		Proce: Status
ents 🔻 Status Active	v	o	Update Enrollment : Sick Leav * Start Date 1/16/21 End Date 9/29/22 Submit	e tis Cancel	Assignment	Type Accruai Enter End	Status Active Date	Enrollment Start Date 6/11/17 1/16/21	Enroliment End Date	Balanc Calcul Date 1/16/21 1/31/21
<b>6</b>		Click Su	bmit				Plan Period	Payment Percentage	Qualifie Entitlemer	d
							9/30/21 - 9/2	0.0	480 Hour	s

### **Delete Plan Enrollment**

Navigation: Home>My Client Groups>Absences>Absence Records>Search Employee>Enrollment and Adjustments>Delete Enrollment>Submit

PJ Good afternoon, Patrick Jones! My Client Groups Benefits Administration Sales Service Knowledge Help Desk Click My Client Groups QUICK ACTIONS Ľф Ø  $\mathbb{M}$ Person Management Add a Pending Worker -fg-<u>8</u> 8 Ð ෩ ₩/ Succession Plans Workforce Structures

Next, click Absences

Good afternoon, Pa	atrick Jone	s!				
Me My Team My Client Gro	ups Benefits Adm	inistration Payrc	oll Supply Chain	Planning Cash	Management Fib <b>&gt;</b>	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	ന്ന്	×	<i>∽</i> ⁄⁄	Ŗ	COB.	
පි <sup>*</sup> Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation	
රී * Add a Contingent Worker						
ල් <sup>#</sup> Add a Pending Worker	ජුම	60	Å	8	Click Absences	
ලී <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Pending Workers						
Person	8	· 67/		82	印	
Employment Contracts	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
[腔] Change Location						

Click **Absence Records** under **Person Management.** If preferred, we can also search the words **Absence Records** in the Search box at the top

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	What do you want to do or manage?	
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	Schedule and Monitor Absence Processes	
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Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

Advanced Search Sally           Name         Business Title         Work Email         Person Number           Direct Reports         Sally Little         Consultant         1009           MB         Michael Burke Manager         mketter@camptratech.com			Sally
Direct Reports sally Little Consultant 1009 Michael Burke mketter@camptratech.com			Advanced Search Sally           Name         Business Tille         Work Email         Person Number
MB Michael Burke mketter@camptratech.com	Direct Reports	Direct R	Sally Little Consultant 1009
	MB Michael Burke Manager	МВ	mketter@camptratech.com
RV Rishi Verma Click Employees Name Director	RV Rishi Verma	RV	Click Employees Name
VL Victor Lopez Director	VL Victor Lopez	VL	

As a note, this process should only be used to remove a plan entered or added in error. If an employee is no longer eligible for the plan, the plan should be end dated with the end date being the plan ineligibility date. Under Plans, highlight the row of the plan and click **Enrollment and Adjustments** then, **Delete Enrollment** 

✓ M Sa ✓ Existing Absences	fanage Absenc Ily Little 1009 O	es and Entitle	ements ©				744-7072				6.0.0	
View 🔻 🕂 Add 👒	Recalculate V Time	Last 6 months	✓ Туре	<ul> <li>✓ Status</li> </ul>	~ O	🗑 Detach						
Dates			Employer	Туре		Assignmen	t	Duration Sta	atus		Processing Status	Actions
No data to display.												
<ul> <li>▲ Plan Participation</li> <li>▲ Plan Balances</li> <li>View ▼ Accruals ▼</li> </ul>	⑦ Enrollments and Adjustmen	ts V Status Active	~ <b>0</b>									
Plan	Add Enrollment Update Enrollment					Assignment	Туре	Status	Enroliment Start Date	Enroliment End Date	Balance Calculation Date	Balance
Paid Time Off	Delete Enrolment					Consultant	Accrual	Active	6/11/17		1/16/21	240 Hours
Sick Leave	Adjust Balance Initiate Donation	Click Delete B	Enrollment			Consultant	Accrual	Active	1/16/21		1/31/21	120 Hours
	Transfer Balance											
Qualified Entitlements	Disburse Balance											
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Plan								Plan Period	Payment Percentage	Qualifie Entitlemer	d Used nt	Remaining
FMLA								9/30/21 - 9/2	0.0	480 Hour	s 0 Hours	480 Hours
100 0												

The **Absence Plan** will be deleted.

Enter An Absence Request On Behalf Of An Employee Navigation: Home>My Client Groups>Absences>Absence Records>Search Employee>Add>Submit

Q Search						
Good afternoon, Pat	trick Jone	s!				
Me My Team My Client Group	s Benefits Adm	inistration Sales	Service K	nowledge Help	Desk Expenses	>
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Pending Workers	Compensation		Performance	Career Development	Talent Review	
Person						
Personal Details	<u> </u>		- 87/			
Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

#### Next, click Absences

Good afternoon, Pa	atrick Jone	s!				ALL S
Me My Team My Client Grou	ups Benefits Adm	inistration Payrc	II Supply Chain	Planning Cash	Management Fi> 🗲	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	ന്പ	×	<b>№</b> 1	Q	1073.	
රි <sup>*</sup> Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation	
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ల్లో Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Pending Workers						
Person		B/		4D	创	
	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
P Change Location						

Click **Absence Records** under **Person Management.** If preferred, we can also search the words **Absence Records** in the Search box at the top

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	Person Management	111
	Absence Records	11 141
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	Absence Processes	A 7.1 8 1.1 1
	Schedule and Monitor Absence Processes	ł
	Configure Absence Batch Parameters	1 2. 1. 1. D.

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

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Absence Records		
		Person
		sally ~
		Advanced Search Sally
	Direct Reports	Name Business Title Work Email Person Number
	MB Michael Burke Manager	mketter@camptratech.com
	RV Rishi Verma Director	Click Employees Name
	VL Victor Lopez Director	

Under Existing Absences, click Add

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< Manage Absences and Entitlements ® Sally Little 1009						
▲ Absences						
Most Recent or Current Absence Next Scheduled Ab	ence					
None recorded. Nor	e scheduled.					
▶ Pending Actions						
▲ Evisting Absences ②						
View v Add be Recalculate v Time Last 6 months v Type v Status v	Detach					
Dates Click Add Employer Type	Assignme	nt	Duration St	atus		Processing Status
No data to display.						
▲ Plan Participation ⑦						
▲ Plan Balances						
View   Accruals  Firrollments and Adjustments  Status  Active						
Pian	Assignment	Туре	Status	Enroliment Start Date	Enrollment End Date	Balance Calculation Date
Paid Time Off	Consultant	Accrual	Active	6/11/17		1/16/21
Sick Leave	Consultant	Accrual	Active	1/16/21		1/31/21

### Expand the Absence Type drop down and select the Plan

E ≺ Absence Administration © Sally Little 1009	Q 🗋 🕁
*Abserce Type	

If the employee will only need to be off for one day, click **Single Day**, enter the **Date**, **Start Date Duration**, **Comments** and click **Submit** 

Absence Administration <sup>®</sup> Sally Little 1009	Q D 🕁
*Absence Type Paid Time Off  Advanced Mode Basic Mode Check Check box	
Single day  Start Date 10/3/22  Ford Date 10/3/22  Start Date Duration 8 Hours	
Duration         8 Hours         Enter Start Date         Enter Start Sate Duration           Details         Plan Use         Action Items         Enter Start Sate Duration	
Comments	
Legislative Information     Descriptive Information	
Context v Segment	

If the employee will need to be off for more than one day, Enter the **Start Date**, **End Date**, **Start Date Duration**, **Comments** and click **Submit** 

E Absence Administration @ Sally Little 1009 Click Submit	Q 🛆 🛧
*Absence Type  Paid Time Off  Advanced Mode  Basic Mode  Single day  *Start Date   10/3/22  *Start Date Duration  *End Date   10/3/22  *Start Date Duration  Enter End Date  Enter Start Date Duration  Enter Start Date Duration	
Comments	
Legislative Information     Descriptive Information     Context     Segment	

#### **HR** Approve Absence Request

Navigation: Home>My Client Groups>Absences>Absence Records>Search Employee>Select Absence Date>Submit

Q Search						
Good afternoon, Pat	trick Jone	s!				
Me My Team My Client Group	s Benefits Adm	inistration Sales	Service K	ínowledge Help	Desk Expenses	>
QUICK ACTIONS	APPS	Click My Client Gro	ups			
Hire an Employee	සුතු	(A)	o*	N/		
ල්* Add a Contingent Worker	-\ Hiring	Journeys	New Person	Person Management	LJ Absences	
ි <sup>#</sup> Add a Pending Worker						
o <sup>™</sup> Add a Nonworker	کی	MO	<u>a</u>	- Alt	8	
ੴ⁄∕Pending Workers	Compensation	Goals	Performance	Career Development	Talent Review	
Person						
Personal Details	<u> </u>	ß				
Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

#### Next, click Absences

Good afternoon, Patrick Jones!								
Me My Team My Client Grou	ups Benefits Adm	inistration Payrc	oll Supply Chain	Planning Cash	Management Fi> >			
QUICK ACTIONS	APPS							
HCM Experience Design Studio	පීතී	o*	N/	ß	[ <b>9</b> ]			
පි <sup>*</sup> Hire an Employee	Hiring	New Person	Person Management	LJ Absences	Compensation			
Add a Contingent Worker								
Add a Pending Worker	ko		Ř		Click Absences			
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Pending Workers								
Person				82	١ţ			
	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange			
👸 Change Location								

Click **Absence Records** under **Person Management.** If preferred, we can also search the words **Absence Records** in the Search box at the top

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	What do you want to do or manage?	
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	Absence Processes	
	Schedule and Monitor Absence Processes	1111
	Configure Absence Batch Parameters	
		2.2

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

Absence Records		
		Search Person
		Sally
		Advanced Search Sally
	Direct Departs	Name Business Title Work Email Person Number
	Direct Reports	Sally Little Consultant 1009
	MB Michael Burke	mketter@camptratech.com
	RV Rishi Verma	Click Employees Name
	VL Victor Lopez	

Under Existing Absences, click Absence Request Date

Absences	s									
Most Recent or	r Current Absend	e				Next Schedule	d Absence			
Type Vacation Type Sick										
Assignment	t					Assignmen	t			
Dates	<b>1/4/22</b> - 1/5/	22	Date: 9/30/22 - 9/30/22							
Status	Completed					Statu	s Awaiting approval			
Duration	16 Hours					Duratio	n 8 Hours			
Pending	Actions									
Ľ										
Existing A	Absences 🕐									
View 🕶 🕂	Add 🔮 Recal	culate 🔻	Time Last 6 n Period	nonths	⊻ Туре	<ul> <li>✓ Status</li> </ul>	<ul> <li>Detach</li> </ul>			
Datas										
Dates	_				Employer	Туре	Assignment	Duration Status	Processing Status	Actions
9/30/22 - 9/30	122				Employer US1 Legal Entity	Type Sick	Assignment	Duration Status 8 Hours () Awaiting approval	Processing Status	Actions
9/30/22 - 9/30, Plan Part	ver icipation (2)	Click A	bsence Requ	uest Date	Employer US1 Legal Entity	Type Sick	Assignment	Duration Status 8 Hours () Awaiting approval	Processing Status	Actions
9/30/22 - 9/30,	icipation @	Click A	bsence Requ	uest Date	Employer US1 Legal Entity	Type Sick	Assignment	Durstion Status 8 Hours 🔮 Awaiting approval	Processing Status	Actions
9/30/22 - 9/30 Plan Part Plan Balanc View	icipation @	Click A	bsence Requ	uest Date	Employer US1 Legal Entity »	Type Sick	Assignment	Durstion Status 8 Hours 🔮 Awaiting approval	Processing Status	Actions
9/30/22 - 9/30, Plan Part Plan Balanc View  Type	vicipation (2) ces Status	Click A Enrollment Start Date	bsence Requ Enrollment End Date	uest Date Balance Calculation Date	Employer US1 Legal Entity » Plan	Type Sick	Assignment	Durstion Status 8 Hours 🔮 Awaiting approval	Processing Status	Actions

## Click Submit

= vision		く 〇 夕
Absence Admin Robert Jackman 541	nistration ©	Save Submit
Absence Type Sick	Advanced Mode	
Basic Mode		
Single day		
*Start Date 9/30/22	*Start Time 8:30 AM	
*End Date 9/30/22	*End Time 4:30 PM	
Duration <sup>8</sup> Hours		
Details Linked Absences Plan Use Action Items		
Reason Illness V Add None +		
Legislative Information		
Descriptive Information     Context     Segment		

The leave request has been Approved and the Status is now Scheduled
Vision       Manage Absences and Entitl       Robert Jackman 541	ements o		오 습 ☆ 묜 유 🕻
▲ Absences			
Most Recent or Current Absence	Next Scheduled Absence		
Type Vacation	Type Sick		
Distant 1/4/22 1/5/22	Assignment	9/20/22	
Status Completed	Status Scheduled	5/50/22	
Duration 16 Hours	Duration 8 Hours		
Pending Actions			
	✓ Type ──── Status ─── ©	📰 Detach	
Dates	Employer lype	Assignment Duration Status	Processing status Actions
Plan Participation ⑦     Plan Participation ⑦     Plan Balances     View ▼ Accruais ▼ Enrollments and Adjustments ▼ Status Active     Enrollment Enrollment Balance	→ O(0) O(0) O(0) O(0) O(0) O(0) O(0) O(0)	v nours ug scheduled	
Type Status Enrolment Enrollment Calculation I Start Date End Date Date	Plan		Balance Assignment

## Withdraw An Absence Request

Navigation: Home>My Client Groups>Absences>Absence Records>Search Employee>Actions>Withdraw>OK

PJ Good afternoon, Patrick Jones! My Client Groups Benefits Administration Sales Service Knowledge Help Desk Expenses Click My Client Groups QUICK ACTIONS  $\mathbb{M}$ Person Management Add a Pending Worker -fg-<u>8</u> 8 Career Development Ð ෩ ₩/ Succession Plans Workforce Structures

From the home screen, click My Client Groups

Next, click Absences

Good afternoon, Pa Me My Team My Client Grow	atrick Jones ups Benefits Adm	<b>S!</b> inistration Payro	II Supply Chain	Planning Cash	Management Fis <b>y</b>	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	الي م	<u></u> *	Rove A	Ŗ	<b>EOB.</b>	
ප් Hire an Employee	Hiring	New Person	Person Management	L] Absences	Compensation	
Add a Contingent Worker						
රී * Add a Pending Worker	දුම		Ř		Click Absences	
රී <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Pending Workers						
Person				63		
	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
) Change Location						

Click **Absence Records** under **Person Management.** If preferred, we can also search the words **Absence Records** in the Search box at the top

Ξ		۹
< Absence Adminis	stration	
	and a substant of the substant and a substant and a substant and a substant a substant a substant a substant a	
	What do you want to do or manage?	
	Search for tasks Q	
	Person Management	1.1.1
	Absence Records	11.12
	Work Schedule Assignmen Click Absence Records	
	Absence Processes	A State
	Schedule and Monitor Absence Processes	
	Configure Absence Batch Parameters	Variation International
		1

Enter the employees name in **Search for a Person** box, once the employees name is shown, click the employees' name

Advanced Search Sally Advanced Search Sally Direct Reports Michael Burke Ry Rishi Verma Direct or Victor Lopez	ence Records  Sally  Advance Search Sally  Advance Search Sally  Name Business Tile Work Email Person Number  Direct Reports Sally Little Consultant 1009
Sally Advanced Search Sally Advanced Search Sally Direct Reports Mit Advanced Search Sally Direct Reports Mit Advanced Search Sally Mit Michael Burke Manager Mit Michael Burke Manager Mit Kenna Director Victor Lopez	Sarch Period Advanced Search Sally Direct Reports Utilized Darks
Sally Advanced Search Sally Advanced Search Sally Marve Business Tile Work Email Person Number Sally Little Consultant 1009 Michael Burke Manager Rishi Verma Director Victor Lopez	Advanced Search Sally Advanced Search Sally Direct Reports Sally Little Consultant 1009
Advanced Search Sally           Direct Reports         Name         Business Talle         Work Email         Person Number           MB         Michael Burke         mketter@camptratech.com           MB         Mishiverma         Click Employees Name           Director         Victor Lopez	Advanced Search Sally           Name         Business Tifle         Work Email         Person Number           Direct Reports         Sally Little         Consultant         1009
Name     Business Title     Work Email     Person Number       Direct Reports     Sally Little     Consultant     1009       MB     Michael Burke     mketter@camptratech.com       RV     Rishi Verma     Click Employees Name       Director     Victor Lopez	Name         Business Tille         Work Email         Person Number           Direct Reports         Saity Little         Consultant         1009
Direct Reports sally Little Consultant 1009       MB     Michael Burke     mketter@camptratech.com       Rt     Rishi Verma     Click Employees Name       Director     Victor Lopez	Direct Reports Sally Little Consultant 1009
MB Michael Burke mketter@camptratech.com  RV Rishi Verma Director  Victor Lopez	Michael Dude
RV Rishi Verma Click Employees Name	MB Manager mketter@camptratech.com
Victor Lopez	RV Rishi Verma Click Employees Name
VL Director	VL Victor Lopez

Under Existing Absences, click Absence Request Date

Absence	es									
Most Recent	or Current Absen	ce				Next Sched	Juled Absence			
Tyr Assignme	pe Vacation ent					T Assignn	fype Sick nent			
Dat	tes 1/4/22 - 1/5/	22				D	ates 9/30/22 - 9/30/22			
Stat	us Completed					St	atus Awaiting approval			
Duratio	on 16 Hours					Dura	tion <sup>8</sup> Hours			
Pending	g Actions									
▲ Existing	Absences 🕲									
View 🔻	+ Add 🏻 🌣 Recal	culate 🔻	Time Last 6 n Period	nonths	~ Туре	∨ Status	🗸 🌚 📓 Detach			
Dates	_				Employer	Туре	Assignment	Duration Status	Processing Status	Actions
9/30/22 - 9/3	30/22				US1 Legal Entity	Sick		8 Hours <b>(</b> ) Awaiting approval	0	
▲ Plan Pa	rticipation @	Click A	bsence Req	uest Date						
🔺 Plan Balar	nces									
View 🔻					>>					
Туре	Status	Enrollment Start Date	Enroliment End Date	Balance Calculation Date	Plan				Balar	nce Assignment
Accrual	Active	6/1/15		3/21/22	Ciek				00.11-	Mar Develder

Click Actions then Withdraw

≡ < Manage Ab Sally Little 1009	osences and Entitlements ©				C		₽ Pj
Absences							
Most Recent or Current Absence		Next Sche	duled Absence				
None recorded.			Type Paid Time Off				
		Assign	ment Dates 10/3/22 - 10/3/22				
		:	tatus Scheduled				
		Du	ation <sup>8</sup> Hours				
Pending Actions							
✓ Existing Absences ②	Time			Click Wit	hdraw		_
View • + Add * Recalculate • P	Period Type	<ul> <li>✓ Status</li> </ul>	V 🗯 🗟 Detach			Administer	
Dates	Employer	Туре	Assignment	Duration Status		Withdrawn Record Dele	tion ns
10/3/22 - 10/3/22	ERPWebTutor USA Inc.	Paid Time Off		8 Hours 🎇 Sched	uled	0	
					Expand Ac	tions	
▲ Plan Participation ⑦							
▲ Plan Balances							
View •	»						
Plan			Assignment Type	Status Enro Stat	bliment Enrollment t Date End Date	Balance Calculation Date	Balance

### Click OK. The leave request has been Withdrawn

Ξ					Q Ѽ ☆ F	ı Ç 🦻
A Manage Absences and Sally Little 1009	Entitlements ⊘					
▲ Absences						
Most Recent or Current Absence		Next Scheo	luled Absence			
None recorded.		Assign	Type Paid Time Off nent			
		C Si	ates 10/3/22 - 10/3/22 atus			
		Dura	tion 8 Hours			
Pending Actions						
▲ Existing Absences ⑦						
View • + Add * Recalculate • Time Last 6 months	✓ Туре	∨ Status	🗸 🖨 Detach			
Dates	Employer	Туре	Assignment	Duration Status	Processing Status	Actions
10/3/22 - 10/3/22	ERPWebTutor USA Inc.	Paid Time Off		8 Hours 🚫 Withdrawn	۲	
Plan Participation						
Plan Balances						
View  Accruais  Enrollments and Adjustments  Status Acc	ive 🗸 🖸					

# Calculate Accruals & Balance Process For Employee Population

Navigation: Home>My Client Groups>Absences>Schedule and Monitor Absence Processes>Enter Data>Submit>View Log

From the home screen, click My Client Groups

Q Search						
Good afternoon, Pat	trick Jone	s!				
Me My Team My Client Group	s Benefits Adm	inistration Sales	Service K	ínowledge Help	Desk Expenses	>
QUICK ACTIONS	APPS	Click My Client Gro	ups			
Hire an Employee	සුතු	(A)	o*	N/		
ල්* Add a Contingent Worker	-\ Hiring	Journeys	New Person	Person Management	LJ Absences	
ි <sup>#</sup> Add a Pending Worker						
o <sup>™</sup> Add a Nonworker	کی	MO	<u>a</u>	- Alt	8	
ੴ⁄⁄Pending Workers	Compensation	Goals	Performance	Career Development	Talent Review	
Person						
Personal Details	<u> </u>	ß				
Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

### Next, click **Absences**

Good afternoon, Pa	atrick Jones	s!				0
Me My Team My Client Grou	ups Benefits Admi	nistration Payro	II Supply Chain	Planning Cash	Management Fix >	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	гу М	<u></u> *	North	Q	roz.	
<sup>⊗</sup> <sup>*</sup> Hire an Employee	Hiring	New Person	Person Management	L] Absences	Compensation	
Add a Contingent Worker						
ල් * Add a Pending Worker	දුම	ണി	R		Click Absences	
ජ් <sup>#</sup> Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Pending Workers						
Person			- 2)	67	创	
Employment Contracts	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
Change Location		S. S. C.	and state freel			

Click **Schedule and Monitor Absence Processes** under **Absence Processes**. If preferred, we can also search the words **Schedule and Monitor Absence Records** in the Search box at the top

< Absence Administra	ation
	Search for tasks Q
	Person Management
	Bbsence Records
	Work Schedule Assignment
	Absence Processes
	Schedule and Monitor Absence Processes
	Configure Absence Batch Parameters
	Absence Definitions
	Absence Reasons

Under Submit Jobs click Run across from Calculate Accruals and Balances

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<ul> <li>Schedule and Mon</li> </ul>	itor Abse	ence Processes		
Submit Jobs				
Batch Process Name	Job Descripti	on		Run
Process Events	Processes abs	ence data in response to HCM e	vents.	6
Evaluate Absences	Calculates enti	itlements for unprocessed absen	CES.	De la
Evaluate Certification Updates	Evaluates certi	ification due dates and updates a	ibsence details when due date is passed.	6
Update Accrual Plan Enrollments	Evaluates emp	ployee events for enrollment and	termination into accrual plans.	De la
Calculate Accruals and Balances	Generate deta	ils and balances for accrual plan	s or compensatory time expirations for compensatory time plans.	3
Migrate Previous Versions of Absence Data	Transfers data	, such as absence types, absent	e categories, accrual plans, and employee absence records from earlier versions of absence management to the current version.	un 🗟
Withdraw Accruals and Balances	Withdraws acc	rual details and balances for acc	rual plans.	6
Generate Daily Breakdown of Absence Details	Generates a d	aily breakdown of absence detai	s for reporting purposes.	B
Supplemental Details     View     Flat List     Hierarchy     Mew     Resubmit     Status     All	1	Time Range Last hour	<ul> <li></li></ul>	
Process Name Process	ID Status	Scheduled Time View Output	Parameters	View Log
Process Click History Mapping Data 1516573	Wait	9/29/22 9:00 P		1516573.log
Perform Object Sharing Rule Assi 1516551	Wait	9/29/22 8:38 P	RECORDS_SINCE_LAST_RUN, Matching, false, 1000, 1000, 2, ORA_AccessGroup, ORA_ProductGroup	1516551.log
Perform Object Sharing Rule Assi 1516550	Wait	9/29/22 8:38 P	RECORDS_SINCE_LAST_RUN, Matching, false; 1000, 1000, 2, ORA_AccessGroup, ORA_PriceBookHeader	1516550.log

Enter the **Basic Options**. Enter the **Effective Date**; this is the date the accruals will be ran through from the last balance calculation date. We can select **Run as Test** to review the information in the log before updating the actual accrual and balances. We can enter a **Person** if we want to run this process for one Employee. If we do not enter a person, the process will run for all employees enrolled in all leave plans. Next, we can enter the **Absence Plan** for which we want to process the accruals and balances. Click **Submit** then **OK** 

=		
This process will be queued up for submission at position 1		Process Options Advanced Submit
Name Calculate Accruals and Balances		
Description Generates details and balances for accrual plan	Notify me when this process ends	Click Submit
Schedule As soon as possible	Submission Notes	
Basic Options Parameters Enter the below information		
* Effective Date 9/29/22		
Run as test		
Include trace statements in audit log		
✓ Increment effective date		
Plan Type All 🗸		
Basic Details		
Person		
Business Unit Camptra Org 💌		
Legal Employer ERPWebTutor USA Inc.		
Person Selection Rule		
Changes Since Last Run 🗸		
Payroll		
Legislative Data Group		
Payroll Relationship Group		
Absence Plan Paid Time Off		
Frequency V		

We can monitor the Process under **Supplemental Details.** We can click **Refresh** to update the **Status.** Once the **Status** is **Succeeded**, click the **Paper** under **View Log** to view the details of the process

it Jobs		🗎 1516609 - Notepad				- 0	×
rocess Name	Job Description	File Edit View					•
Events	Processes abser	Accrual Process Job Param	eters				
Absences	Calculates entitle	Plan name Penson	:Paid Time Off				
Certification Updates	Evaluates certific	Effective Date	:2022-09-29				
ccrual Plan Enrollments	Evaluates emplo	Trace	:N				
e Accruals and Balances	Generate details	Legal Employer	:ERPWebTutor USA Inc.				
Previous Versions of Absence Data	Transfers data, s	Person Selection Rule Payroll Definition					
v Accruals and Balances	Withdraws accru	Changes Event Type	:				
e Daily Breakdown of Absence Details	Generates a d	Payroll Relation Group Accrual Period Start Date	: ; ;				
amontal Datails		Accrual Period End Date Increment Effective Date	: :Y				
		Fian Hode	CONS_ANC_ALL_PLANS				
Flat List 🔘 Hierarchy		[2022-09-29 20:33:16.613]	<pre>tntering: anc_process_utils.start_slaves</pre>				
Resubmit Status All	→ Tir	[2022-09-29 20:33:16.627]	11me: 29/09/22 20:33:16				
Name	D Status S	[2022-09-29 20:33:16.627]	p_job_run_id:				
Name Process	D Status S	[2022-09-29 20:33:16.627]	p_person_id:				
Accruals and Balances 1516609	Succeeded 9				1	1	a Org, N, PM
Access Control Data 1516606	Wait 9	Ln I, COl 1	A March M March M M March Mar	100%	Unix (LP)	UTF-8	

#### Schedule Calculate Absence Accrual Process

Navigation: Home>My Client Groups>Absences>Schedule and Monitor Absence Processes>Advanced>Enter Parameters>Enter Schedule>Enter Notification>Submit

From the home screen, click My Client Groups

Q Search						
Good afternoon, Pat	trick Jone	s!				
Me My Team My Client Group	s Benefits Adm	inistration Sales	Service K	ínowledge Help	Desk Expenses	>
QUICK ACTIONS	APPS	Click My Client Gro	ups			
Hire an Employee	සුතු	(A)	o*	N/		
ල්* Add a Contingent Worker	-\ Hiring	Journeys	New Person	Person Management	LJ Absences	
ි <sup>#</sup> Add a Pending Worker						
o <sup>™</sup> Add a Nonworker	کی	MO	<u>a</u>	- Alt	8	
ੴ⁄⁄Pending Workers	Compensation	Goals	Performance	Career Development	Talent Review	
Person						
Personal Details	<u> </u>	ß				
Additional Person Info	Succession Plans	Talent Pools	Workforce Structures	Mass Updates	Payroll	

### Next, click Absences

Good afternoon, Pa	trick Jones	s!			REAL	
Me My Team My Client Grou	ps Benefits Admi	nistration Payro	II Supply Chain	Planning Cash	Management Fi> >	
QUICK ACTIONS	APPS					
HCM Experience Design Studio	n N N	0.*	001	Ω	FOR	
Hire an Employee	Hiring	New Person	Person Management	() Absences	Compensation	
Add a Contingent Worker			Management			
Add a Pending Worker	රුම	ണി	R		Click Absences	
ల్లో Add a Nonworker	Goals	Performance	Profiles	Talent Review	Succession Plans	
Pending Workers						
Person	<u>m</u>			82	(1)	
	Talent Pools	Workforce Structures	Mass Updates	Workforce Modeling	Data Exchange	
원 Change Location						

Click **Schedule and Monitor Absence Processes** under **Absence Processes**. If preferred, we can also search the words **Schedule and Monitor Absence Records** in the Search box at the top

< Absence Administra	ation
	Search for tasks Q
	Person Management
	Bbsence Records
	Work Schedule Assignment
	Absence Processes
	Schedule and Monitor Absence Processes
	Configure Absence Batch Parameters
	Absence Definitions
	Absence Reasons

Under Submit Jobs click Run across from Calculate Accruals and Balances

Ξ	۹ <u>۵</u>	☆ ᄆ ᅌ 🖻					
✓ Schedule and Monitor Absence Processes							
	ary <i>presided</i> court of trans workerry presided court of trans work						
Submit Jobs							
Batch Process Name	Job Description	Run					
Process Events	Processes absence data in response to HCM events.	6					
Evaluate Absences	Calculates entitlements for unprocessed absences.	De la					
Evaluate Certification Updates	Evaluates certification due dates and updates absence details when due date is passed.	B					
Update Accrual Plan Enrollments	Evaluates employee events for enrollment and termination into accrual plans.	6					
Calculate Accruals and Balances	Generate details and balances for accrual plans or compensatory time expirations for compensatory time plans.	3					
Migrate Previous Versions of Absence Data	Transfers data, such as absence types, absence categories, accrual plans, and employee absence records from earlier versions of absence management to the current version.						
Withdraw Accruals and Balances	Withdraws accrual details and balances for accrual plans.	6					
Generate Daily Breakdown of Absence Details	Generates a daily breakdown of absence details for reporting purposes.	6					
# Supplemental Details View  Flat List O Hisrarchy View  Resubmits Status All  Time Range Last hour  Resubmits Status All  Resubmits Status Second S							
Process Name Process	ID Status Scheduled Time View Parameters Output	View Log					
Process Click History Mapping Data 1516573	Wait 9/29/22.9.00 P	1516573.log					
Perform Object Sharing Rule Assi 1516551	Wait 9/29/22 8:38 P RECORDS_SINCE_LAST_RUN, Matching, faise, 1000, 1000, 2, ORA_AccessGroup, ORA_ProductGroup	1516551.log					
Perform Object Sharing Rule Assi 1516550	Wait 9/29/22 8/38 P RECORDS_SINCE_LAST_RUN, Matching, false, 1000, 1000, 2, ORA_AccessGroup, ORA_PriceBookHeader	1516550.log					

Click Advanced

=	()な日、
This process will be queued up for submission at position 1	
	Process Options Advanced Submit
Name Calculate Accruals and Balances	Click Advanced
Description Generates details and balances for accrual plan	Notify me when this process ends
Schedule As soon as possible Submi	ssion Notes
Basic Options Parameters	
* Effective Date 9/29/22 00	
Run as test	
Include trace statements in audit log	
✓ Increment effective date	
Plan Type 🛛 All 🗸 🗸	
Basic Details	
Person	
Business Unit	
Legal Employer	
Person Selection Rule	
Changes Since Last Run 🗸	
Payroll 🔹	
Legislative Data Group	

Enter the **Basic Options**. Enter the **Effective Date**; this is the date the accruals will be ran through from the last balance calculation date. We can select **Run as Test** to review the information in the log before updating the actual accrual and balances. We can enter a **Person** if we want to run this process for one Employee. If we do not enter a person, the process will run for all employees enrolled in all leave plans. Next, we can enter the **Absence Plan** for which we want to process the accruals and balances. Click **Schedule** 

1 This process will be queued up for submission at position 1			
			Process Options
Name Calculate Accruals and Balances			
Description Generates details and balances for accrual plan		Notify me when this process ends	
Schedule As soon as possible Sub	mission Notes		
Advanced Options			
Parameters Schedule, Notification			
* Effective Date 92922 Run as test Click Schedule Include trace statements in audit tog			
✓ Increment effective date			
Plan Type All 🗸			
Basic Details			
Person			
Business Unit Camptra Org			
Legal Employer ERPWebTutor USA Inc.			
Person Selection Rule			
Changes Since Last Run 🗸			
Payroll			
Legislative Data Group			
Payroll Relationship Group			
Absence Plan Paid Time Off			

On the **Schedule** tab, click **Using a schedule**. Select the **Frequency** from the drop down, enter the **Start Date** and **End Date**, click **Notify me when this process ends**. Click **Notification** 

=			へ口々口、
This process will be queved up for submission at position 1			Process Options Basic Submit
Name Calculate Accruals and Balances	Notific or not	ication is sent no matter if the process ends in error of	
Description Generates details and balances for accrual plan	Votify me	e when this process ends	
Scheaule Using a scheaule	Submission Notes		
Advanced Options Parameters Schedule Notification			
Rum () As soon as possible Click Notification (e) Using a schedule			
Frequency Weekly ~			
Weeks Between Runs 1 A			
* Start Date 929/22 8:44 PM			
* End Date 12/31/22 8:44 PM 10 UTC+00:00) Coordinated Universal Time (UTC)			
Manage Times			

Click Create and enter the Create Notification details and Click OK

Ξ		へ口な口
(i) This process will be queued up for submission at position 1		
		Process Options Basic Submit
Name Calculate Accruais and Balances		
Description. Generates details and balances for accrual plan	Notify me when this process ends	
Schedule. Using a schedule	Submission Notes	
Advanced Options Parameters Solucity Notification Ver Ver Create Notification No notication No notication Pacipient Create Notification Details On Warning On Success On Warning On Enter		

Click Submit then OK

=		く口々口、
This process will be queued up for submission at position 1		Process Options Basics Submit
Name Cacuate Accruas and balances	Malify ma whan this process and	
Schedule Using a schedule	Submission Notes	
Advanced Options		
Parameters Schedule Notification		
View 🕶 💽 💥		
Recipient Condition		
mketter@campt On Success, On Warning, On Error		

We can monitor the Process under **Supplemental Details.** We can click **Refresh** to update the **Status.** Once the **Status** is **Succeeded**, click the **Paper** under **View Log** to view the details of the process

it Jobs       - </th <th>Schedule and</th> <th>Monit</th> <th>or Abse</th> <th>ence Processes</th> <th></th> <th></th>	Schedule and	Monit	or Abse	ence Processes		
Vrocess Name       Job Description         Events       Processes abor         Absences       Calculates entra         Previous       Evaluates entra         Previous       Enditation Updates         Centration Updates       Evaluates entra         Previous       Enditation Encluments         E adaptines trained entra       Internet         Previous Versions of Absence Data       Transfers data         Payroll Defaultes       Encluments         e Accuals and Balances       Withdraws acou         e adaptines       Generated etal         Increment Effective Date       : ORA_ANIC_ALL_PLANS         Payroll Defaultes       : ORA_ANIC_ALL_PLANS         Increment Effective Date       : ORA_ANIC_ALL_PLANS         Resubmit States (All       : Intredit         Previol Belauis       : Intredit         Previol Data       1516609         Status (All       : Intredit         Paread Data       : Int	iit Jobs			15/1660 - Notepad File Edit View	- 0	×
Events       Processe abor	'rocess Name		Job Description			- <b>1</b>
2 Absences 2 Advalues employee 2 advalues employee 3 certification Updates 4 cerual Plan Enrollments 6 deruates employee 6 deruates employee 7 rest Rum 1 mane 1 Plan Table 0 Plan Plan Plan Plan Plan Plan Plan Plan	Events		Processes abs	er Accrual Process Job Parameters		
a certification updates b certification updates c certification updates c cual plan Enrolments	e Absences		Calculates enti	te Plan name :Paid Time Off Panson		
Accrual Plan Enrolments       Evaluates emption         Trace       :N         Trace       :N         e Accruals and Balances       Generate detal         Prevous Versions of Absence Data       Transfers data         Watcruals and Balances       Withdraws accurates and Balances         e Daty Breakdown of Absence Data       Transfers data         e Daty Breakdown of Absence Details       Generates at         e mental Details	e Certification Updates		Evaluates certi	fc Effective Date :2022-09-29		
<ul> <li>Accruals and Balances</li> <li>Generate details</li> <li>Previous Versions of Absence Data</li> <li>Transfers data</li> <li>Withdraws dota</li> <li>Balances</li> <li>Withdraws dot</li> <li>Balances</li> <li>Withdraws dota</li> <li>Balances</li> <li>Balanc</li></ul>	Accrual Plan Enrollments		Evaluates emp	lest Kun :N Io Trace :N		
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Thank you for reviewing and using our guide; we hope you have found it helpful. If you have any questions on the content included in this guide, please contact our Training & Learning team at <u>learn@camptratech.com</u>

Version	Revision		
History	Date	Author	Changes
Version 1.0		Megan Ketter	Initial Version

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