



# Oracle Fusion Cloud HCM: Absence Management

Student Guide  
D104714GC60

**Copyright © 2025, Oracle and/or its affiliates.**

## **Disclaimer**

This document contains proprietary information and is protected by copyright and other intellectual property laws. The document may not be modified or altered in any way. Except where your use constitutes "fair use" under copyright law, you may not use, share, download, upload, copy, print, display, perform, reproduce, publish, license, post, transmit, or distribute this document in whole or in part without the express authorization of Oracle.

The information contained in this document is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

## **Restricted Rights Notice**

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software" or "commercial computer software documentation" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

## **Trademark Notice**

Oracle®, Java, MySQL, and NetSuite are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

## **Third-Party Content, Products, and Services Disclaimer**

This documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

751217202525D

# Contents

## **1 Oracle HCM Cloud and Workforce Management Introduction**

- Common Questions 1-2
- Oracle Human Capital Management 1-3
- Setup HCM with FSM 1-4
- Workforce Management 1-5
- Workforce Management Shared Components 1-6
- Absence Management Business Process Flow 1-7
- Using Absence Management with Time and Labor 1-8
- Considerations for using Absence Management with Time and Labor 1-9
- Prerequisite Absence Setup 1-10
- Absence Entry Configuration 1-11
- Absence Approvals and Transfer 1-12
- Absence Policy to Compliance 1-13
- Key Points 1-21

## **2 Using Worker Scheduling with Absence Management**

- Common Questions 2-2
- Work Schedule 2-3
- Work Schedules – Impact on Absence Duration Calculation 2-4
- Work Schedules Search Order 2-5
- Steps to Create and Assign a Work Schedule 2-7
- Key Points 2-8

## **3 Absence Management Overview**

- Common Questions 3-2
- Absence Management 3-3
- Absence Management Setup Components 3-4
- Absence Management Supporting Setup Components 3-5
- Absence Management Setup Framework 3-6
- Absence Management Setup Sequence 3-7
- Absence Management Integration 3-8
- Absence Administration Work Area 3-9
- Key Points 3-10

## **4 Managing Absences**

- Common Questions 4-2
- Using Absence Management - Overview 4-3
- Absence Recording Overview 4-4
- Manage Absence Enrollments 4-5
- Absence Cases 4-6
- Schedule and Monitor Absence Processes 4-7
- Configure Absence Batch Parameters 4-8
- Absence Planning 4-10
- Auditing Absence Management Business Objects 4-11
- Setting Up Audit for Absence Management 4-12
- Audit History 4-13
- Key Points 4-14

## **5 Defining Accrual Plan Attributes**

- Common Questions 5-2
- Absence Policy to Compliance 5-3
- What is an Absence Plan? 5-4
- Absence Plan Types 5-5
- Accrual Plans Overview 5-6
- Accrual Absence Plan Rules 5-7
- Creating an Accrual Absence Plan 5-10
- Configuring Accrual Plan Attributes 5-11
- Key Points 5-13
- Practice 5-14

## **6 Defining Accrual Plan Participation**

- Common Questions 6-2
- Absence Policy to Compliance 6-3
- Accrual Plan Participation 6-4
- Enrollment Rules 6-5
- Balance Disposition Rules 6-6
- Enrollment Reinstatement Rules 6-7
- Eligibility 6-8
- Eligibility Profiles 6-9
- Eligibility Criteria 6-10
- Excluding, Sequencing, Adding, and Viewing Criteria 6-11
- Derived Factors Overview 6-12
- Create a Derived Factor 6-13
- Key Points 6-14
- Practices 6-15

## **7 Defining Accruals**

- Common Questions 7-2
- Absence Policy to Compliance 7-3
- Defining Accruals 7-4
- Accrual Definition 7-5
- Accrual Method 7-6
- Accrual Proration Rule 7-7
- Partial Accrual Period Proration Rule 7-8
- Accrual Vesting Rule 7-9
- Balance Frequency Source 7-10
- Accrual Plan Limits 7-11
- Accrual Year End Processing 7-12
- Accrual Plan Matrix 7-13
- Using Accrual Plan Matrix 7-14
- Key Points 7-15
- Practices 7-16

## **8 Accrual Rates and Balances**

- Common Questions 8-2
- Absence Policy to Compliance 8-3
- Accrual Plan Entries and Balances 8-4
- Adjustments and Transfers 8-5
- Disbursements 8-6
- Donation 8-7
- Rates 8-8
- Payroll Integration 8-9
- Key Points 8-10
- Practice 8-11

## **9 Setting Up Qualification Plans**

- Common Questions 9-2
- Absence Policy to Compliance 9-3
- What is a Qualification Plan? 9-4
- Qualification Absence Plan Rules 9-5
- Accrual Versus Qualification 9-6
- Qualification Plan Attributes 9-7
- Enabling Concurrent Entitlement 9-8
- Qualification Plan Term 9-9
- Rolling Backward Term 9-10
- Rolling Backward Term Overlaps 9-11
- Rolling Forward Term 9-12

Qualification Plan Participation 9-13  
Qualification Plan Entitlements 9-14  
Qualification Plan Matrix Example 9-15  
Qualification Plan Entries and Balances 9-16  
Key Points 9-17  
Practices 9-18

## **10 Setting Up Agreement and No Entitlement Plans**

Common Questions 10-2  
Absence Policy to Compliance 10-3  
Agreement Plan 10-4  
Shared Parental Leave Agreement 10-5  
Creating a Shared Parental Leave Agreement 10-6  
Shared Parental Leave Absence Plans 10-7  
Shared Parental Leave Absence Types 10-8  
Leave Agreement Template 10-9  
No Entitlement Plans 10-10  
Key Points 10-11

## **11 Setting Up Compensatory Plans**

Common Questions 11-2  
Absence Policy to Compliance 11-3  
What is a Compensatory Plan? 11-4  
Compensatory Plan Rules 11-5  
Creating a Compensatory Plan 11-6  
Key Points 11-7

## **12 Setting Up Donation Plans**

Common Questions 12-2  
Absence Policy to Compliance 12-3  
What is a Donation Plan? 12-4  
Enabling Paid Time Off Donations 12-5  
Donation Rules 12-6  
Donation Plan Attributes 12-7  
Donation Plan Participation 12-8  
Donation Plan Entries and Balances 12-9  
Key Points 12-10

## **13 Rate Definitions**

Common Questions 13-2  
Rate Definition 13-3

- Rate Definitions in Absence Management 13-4
- Rate Hierarchy 13-5
- Creating Rate Definitions in Absence Management 13-6
- Configuring Returned Rate Details 13-7
- Configuring Rate Contributor 13-8
- Configuring Override and Defaulting Rules 13-9
- Configuring Contributor Rules and Information 13-10
- Associating Rate Definitions with Absence Plans 13-11
- Key Points 13-12

## **14 Absence Types and Reasons**

- Common Questions 14-2
- Absence Policy to Compliance 14-3
- Absence Management Setup Framework 14-4
- Absence Type Overview 14-5
- Absence Patterns and Features 14-6
- Creating Absence Types 14-7
- Absence Type Rules 14-8
- Creating an Absence Type 14-9
- General Attributes 14-10
- Duration Rules and Open-Ended Absence Rules 14-11
- Multiple Assignment Rules and Absence Record Maintenance 14-12
- Attachment Rules 14-13
- Plans and Reasons for Absence Types 14-14
- Absence Reasons 14-15
- Key Points 14-16

## **15 Absence Type Display Features**

- Common Questions 15-2
- Absence Policy to Compliance 15-3
- Absence Type Display Features 15-4
- Display Feature Sections 15-5
- Primary Absence Details and Supplemental Absence Details 15-6
- Qualified Entitlements 15-7
- Approval and Processing Rules 15-8
- Projected Balances 15-9
- Dates and Duration 15-10
- Action Items 15-11
- Additional Details 15-12
- Key Points 15-13

## **16 Absence Elements and Formulas**

- Common Questions 16-2
- Elements Defined 16-3
- Associating Elements with Absence Plans 16-4
- Retroactive Processing of Absence Elements 16-5
- Fast Formulas 16-6
- Formula Components 16-7
- Formula Usage for Accrual Plans 16-8
- Formula Usage for Qualification Plans 16-9
- Formula Usage for Absence Types 16-10
- Key Points 16-11

## **17 Absence Certifications and Categories**

- Common Questions 17-2
- Absence Certification 17-3
- Certification Action Items 17-4
- Absence Certification Rules 17-5
- Creating Absence Certification 17-6
- Requirement Trigger 17-7
- Actions Section 17-8
- Entitlement Update Rule 17-9
- Absence Category 17-10
- Key Points 17-11
- Practices 17-12

## **18 Enrolling Workers in Absence Plans**

- Common Questions 18-2
- Absence Policy to Compliance 18-3
- Absence Plan Enrollments 18-4
- Managing Absence Records and Entitlements 18-5
- Managing Absences and Entitlements 18-6
- Managing Plans 18-7
- Managing Enrollments and Adjustments 18-8
- Viewing Accrual Plan Entitlements 18-9
- Viewing Qualification Entitlements 18-10
- Key Points 18-11
- Practices 18-12

## **19 Scheduling Absences as a Worker and Manager**

- Common Questions 19-2
- Absence Policy to Compliance 19-3

Absence Recording Overview 19-4  
Scheduling Absences Using the Time and Absences Page 19-5  
New Absence Page 19-6  
Existing Absences 19-7  
Edit Absence 19-8  
Absence Balance 19-9  
Absence Balance – Qualified Entitlements 19-10  
Cash Disbursements 19-11  
Donations Page 19-12  
Absence Bid 19-13  
Open-Ended Absences 19-14  
Scheduling Absences Using the My Team Work Area 19-15  
Journeys Overview 19-16  
Checklist and Journey Templates 19-17  
Contextual Journey on the New Absence Page 19-18  
Key Points 19-19  
Practice 19-20

## **20 Scheduling Absences as a HR Specialist**

Common Questions 20-2  
Absence Policy to Compliance 20-3  
Scheduling Absences from the Absences and Entitlements Page 20-4  
Scheduling Maternity Absence from the Absences and Entitlements Page 20-5  
Viewing the Scheduled Maternity Absence 20-6  
Checking Plan Entitlements 20-7  
Key Points 20-8  
Practices 20-9

## **21 HCM Assignment Security**

Common Questions 21-2  
HCM Assignment Security 21-3  
Absence Security for Workers with Multiple Assignments 21-4  
HCM Assignment Security Considerations 21-5  
Configuring Multiple Assignment Rules 21-6  
Add Absence Page 21-8  
Key Points 21-9

## **22 Absence Approvals and Maintenance**

Common Questions 22-2  
Absence Policy to Compliance 22-3  
Absence Approvals 22-4

- Approval Notification 22-5
- Approving an Absence 22-6
- Configuring Absence Approvals 22-7
- Routing Work Schedule Assignment Approvals 22-8
- Delivered Absence Approval Rule 22-9
- Schedule and Monitor Absence Processes 22-10
- Process Events 22-11
- Evaluate Absence Process 22-12
- Evaluate Certification Update Process 22-13
- Update Accrual Plan Enrollments Process 22-14
- Calculate Accruals and Balances Process 22-15
- Withdraw Accruals and Balances Process 22-16
- Generate Daily Breakdown of Absence Details Process 22-17
- Key Points 22-18
- Practices 22-19

## **23 Loading and Exporting Absence Data**

- Data Loading Scenarios 23-2
- Integrated Workbooks for Absence Management 23-3
- Update Absence Data Using Spreadsheet Data Loader 23-4
- HCM Extracts for Absence Data 23-5
- Extract Type and Data Groups 23-6
- Absences and Payroll Info for Reconciliation Extract 23-7

## **23 Oracle AI in HCM**

- Common questions 23-2
- What is AI assist? 23-3
- Requirements for AI assist 23-4
- AI assist examples within absence management 23-5
- What are AI agents? 23-6
- Examples of how AI agents are used in HCM 23-7
- Access requirements for AI agents in HCM 23-8
- Profile options for using AI agents 23-9
- How do I use the AI Agent Studio? 23-10
- AI agents for absence management 23-11
- Information resources 23-12
- Key points 23-13

## **25 Information Resources**

- Information Resources 25-2
- Oracle Help Center 25-3

My Oracle Support 25-4  
Oracle Cloud Customer Connect 25-5  
Oracle University 25-6  
Oracle Partner Community 25-7

