

Oracle HCM Cloud: Absence Management

Duration: 2 Days

What you will learn

This Fusion Applications: Oracle HCM Absence Management training teaches you how to implement, configure, and use Oracle Fusion Absence Management for your enterprise. Through interactive instruction and hands-on exercises, you'll expand your knowledge and ability to use this solution to benefit your business.

This course is relevant for any customers using Fusion Applications through Release 11.1.9

This course is appropriate for both Oracle Cloud and on-premises deployments.

Learn To:

Use Oracle Fusion Functional Setup Manager to implement Oracle Fusion Absence Management

Create absence plans, types, reasons, categories, and certifications

Create rate definitions and associate them with an absence plan

Use formulas to extend Absence Management functionality

Schedule and maintain absences

View plan participation details and pending action items

Approve the submitted absence

Use data loaders, OTBI, and HCM Extracts to manage absence data

Benefits to You

By taking this course, you'll develop the skills to execute a smooth, rapid implementation of Oracle Fusion Absence Management. Understand the configuration options so that you can make improved decisions during your implementation. Create and manage absence plans and types quickly for your organization. Manage absence reporting activities efficiently.

Oracle Fusion Human Capital Management and Oracle Fusion Functional Setup Manager Security

The knowledge you acquire in this course will help you gain an understanding of how Oracle Fusion uses job and data roles, role inheritance and security privileges to secure application functionality and data access. Learn how to effectively execute tasks needed in your daily job.

Oracle Fusion Absence Management

This course will help you understand Oracle Fusion Absence Management. You'll set up and manage absence components such as accrual plans and qualification plans. You'll also configure supporting absence components such as eligibility profiles and rate definitions and learn to manage absence data.

A Live Virtual Class (LVC) is exclusively for registered students; unregistered individuals may not view an LVC at any time. Registered students must view the class from the country listed in the registration form. Unauthorized recording,

copying, or transmission of LVC content may not be made.

Audience

Configuration Consultant
Configuration Implementer
End Users
Functional Implementer
Implementation Consultant
Technical Administrator
Technical Consultant

Course Objectives

Use formulas to extend Absence Management functionality

Create absence types

Identify absence patterns

Define absence reasons

Create absence categories

Manage absence records and entitlements

Associate rate definitions with absence plans

Create absence certifications

Identify key concepts of absence management

Identify key components of the Security Reference Implementation

Identify the setup components of absence management

Create accrual and qualification absence plans

Define eligibility profiles

Course Topics

HCM Absence Management Course Overview

Course Objectives
Course Methodology
Oracle Fusion Resources
Course Agenda

Oracle Fusion Applications and Absence Management Overview

Oracle Fusion Human Capital Management (HCM) Overview
Oracle Fusion Workforce Management Overview
Absence Management with Time and Labor Overview
Work Schedules and Absence Duration
Absence Management Overview

Security and Functional Setup Manager Overview

Role-Based Access Control
Role Types
Security Reference Implementation
Separation of Absence Management Duties by Job Roles
Functional Setup Manager Overview

Absence Management Overview

Absence Management Setup Components
Absence Management Supporting Setup Components
Absence Administration Work Area Overview
Manage Absence Plan Enrollments Overview
Schedule and Record Absences Overview
Absence Processes
Absence Analytics Overview

Defining Accrual Plan Attributes and Participation

Absence Plans Overview
Absence Plan Types
Accrual Plans Overview
Accrual Plan Attributes
Accrual Plan Participation Overview
Eligibility Profiles Overview
Derived Factors Overview

Defining Accruals, Rates, and Balances

Defining Accruals
Repeating Time Periods
Accrual Plan Limits
Accrual Plan Matrix
Accrual Plan Entries and Balances
Accrual Rates
Absence Plans and Payroll

Setting Up Qualification and No Entitlement Plans

Qualification Plans
Qualification Plan Attributes
Qualification Plan Term Types
Qualification Plan Participation
Qualification Plan Entitlements
Qualification Plan Entries and Balances
No Entitlement Plans

Rate Definitions and Formulas

Rate Definitions in Absence Management
Aspects of a Rate Definition

Associating Rate Definitions with Absence Plans
Fast Formulas in Absence Management
Formula Usage for Absence Plans and Absence Types

Absence Types, Reasons, Categories, and Certifications

Absence Management Setup Framework
Absence Type Overview
Absence Pattern and Features
Plans and Reasons for Absence Types
Absence Certifications
Absence Category

Scheduling and Maintaining Absences

Managing Absence Records and Entitlements
Absence Recording Overview
Absence Approvals
Scheduling and Monitoring Absence Processes

Loading and Exporting Absence Data

Data Loading Scenarios
Data Loaders
HCM File-Based Loader
HCM Spreadsheet Data Loader
Overview of Standard Export Tools
Oracle Transactional Business Intelligence (OTBI)
HCM Extracts