(24D) Oracle Fusion Cloud HCM: Absence Management

Oracle Global Human Resources Cloud

DURATION	MODULES	COURSE CODE
3 Days	**25 Lectures**	**—**

Course Overview

By taking this course, you'll develop the skills to execute a smooth, rapid implementation of Oracle Cloud 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

What You Will Learn

Oracle HCM Cloud and Workforce Management Introduction

- Common Questions
- Oracle Human Capital Management
- Setup HCM with FSM
- Workforce Management
- Workforce Management Shared Components
- Absence Management Business Process Flow
- Using Absence Management with Time and Labor
- Considerations for using Absence Management with Time and Labor
- Prerequisite Absence Setup
- Absence Entry Configuration
- Absence Approvals and Transfer
- Absence Policy to Compliance
- Key Points

Using Worker Scheduling with Absence Management

- Common Questions
- Work Schedule
- Work Schedules – Impact on Absence Duration Calculation
- Work Schedules Search Order
- Steps to Create and Assign a Work Schedule
- Key Points

Absence Management Overview

- Common Questions
- Absence Management
- Absence Management Setup Components
- Absence Management Supporting Setup Components
- Absence Management Setup Framework
- Absence Management Setup Sequence
- Absence Management Integration
- Absence Administration Work Area
- Key Points

Managing Absences

- Common Questions
- Using Absence Management – Overview
- Absence Recording Overview
- Manage Absence Enrollments
- Absence Cases
- Schedule and Monitor Absence Processes
- Configure Absence Batch Parameters
- Absence Planning
- Auditing Absence Management Business Objects
- Setting Up Audit for Absence Management
- Audit History
- Key Points

Defining Accrual Plan Attributes

- Common Questions
- Absence Policy to Compliance
- What is an Absence Plan?
- Absence Plan Types
- Accrual Plans Overview
- Accrual Absence Plan Rules
- Creating an Accrual Absence Plan
- Configuring Accrual Plan Attributes
- Key Points
- Practice

Defining Accrual Plan Participation

- Common Questions
- Absence Policy to Compliance
- Accrual Plan Participation
- Enrollment Rules
- Balance Disposition Rules

- Enrollment Reinstatment Rules
- Eligibility
- Eligibility Profiles
- Eligibility Criteria
- Excluding, Sequencing, Adding, and Viewing Criteria
- Derived Factors Overview
- Create a Derived Factor
- Key Points
- Practices

Defining Accruals

- Common Questions
- Absence Policy to Compliance
- Defining Accruals
- Accrual Definition
- Accrual Method
- Accrual Proration Rule
- Partial Accrual Period Proration Rule
- Accrual Vesting Rule
- Balance Frequency Source
- Accrual Plan Limits
- Accrual Year End Processing
- Accrual Plan Matrix
- Using Accrual Plan Matrix
- Key Points
- Practices

Accrual Rates and Balances

- Common Questions
- Absence Policy to Compliance
- Accrual Plan Entries and Balances
- Adjustments and Transfers
- Disbursements
- Donation
- Rates
- Payroll Integration
- Key Points
- Practice

Setting Up Qualification Plans

- Common Questions
- Absence Policy to Compliance
- What is a Qualification Plan?
- Qualification Absence Plan Rules

- Accrual Versus Qualification
- Qualification Plan Attributes
- Enabling Concurrent Entitlement
- Qualification Plan Term
- Rolling Backward Term
- Rolling Backward Term Overlaps
- Rolling Forward Term
- Qualification Plan Participation
- Qualification Plan Entitlements
- Qualification Plan Matrix Example
- Qualification Plan Entries and Balances
- Key Points
- Practices

Setting Up Agreement and No Entitlement Plans

- Common Questions
- Absence Policy to Compliance
- Agreement Plan
- Shared Parental Leave Agreement
- Creating a Shared Parental Leave Agreement
- Shared Parental Leave Absence Plans
- Shared Parental Leave Absence Types
- Leave Agreement Template
- No Entitlement Plans
- Key Points

Setting Up Compensatory Plans

- Common Questions
- Absence Policy to Compliance
- What is a Compensatory Plan?
- Compensatory Plan Rules
- Creating a Compensatory Plan
- Key Points

Setting Up Donation Plans

- Common Questions
- Absence Policy to Compliance
- What is a Donation Plan?
- Enabling Paid Time Off Donations
- Donation Rules
- Donation Plan Attributes
- Donation Plan Participation
- Donation Plan Entries and Balances
- Key Points

Rate Definitions

- Common Questions
- Rate Definition
- Rate Definitions in Absence Management
- Rate Hierarchy
- Creating Rate Definitions in Absence Management
- Configuring Returned Rate Details
- Configuring Rate Contributor
- Configuring Override and Defaulting Rules
- Configuring Contributor Rules and Information
- Associating Rate Definitions with Absence Plans
- Key Points

Absence Types and Reasons

- Common Questions
- Absence Policy to Compliance
- Absence Management Setup Framework
- Absence Type Overview
- Absence Patterns and Features
- Creating Absence Types
- Absence Type Rules
- Creating an Absence Type
- General Attributes
- Duration Rules and Open-Ended Absence Rules
- Multiple Assignment Rules and Absence Record Maintenance
- Attachment Rules
- Plans and Reasons for Absence Types
- Absence Reasons
- Key Points

Absence Type Display Features

- Common Questions
- Absence Policy to Compliance
- Absence Type Display Features
- Display Feature Sections
- Primary Absence Details and Supplemental Absence Details
- Qualified Entitlements
- Approval and Processing Rules
- Projected Balances
- Dates and Duration
- Action Items
- Additional Details
- Key Points

Absence Elements and Formulas

- Common Questions
- Elements Defined
- Associating Elements with Absence Plans
- Retroactive Processing of Absence Elements
- Fast Formulas
- Formula Components
- Formula Usage for Accrual Plans
- Formula Usage for Qualification Plans
- Formula Usage for Absence Types
- Key Points

Absence Certifications and Categories

- Common Questions
- Absence Certification
- Certification Action Items
- Absence Certification Rules
- Creating Absence Certification
- Requirement Trigger
- Actions Section
- Entitlement Update Rule
- Absence Category
- Key Points
- Practices

Enrolling Workers in Absence Plans

- Common Questions
- Absence Policy to Compliance
- Absence Plan Enrollments
- Managing Absence Records and Entitlements
- Managing Absences and Entitlements
- Managing Plans
- Managing Enrollments and Adjustments
- Viewing Accrual Plan Entitlements
- Viewing Qualification Entitlements
- Key Points
- Practices

Scheduling Absences as a Worker and Manager

- Common Questions
- Absence Policy to Compliance
- Absence Recording Overview
- Scheduling Absences Using the Time and Absences Page

- New Absence Page
- Existing Absences
- Edit Absence
- Absence Balance
- Absence Balance – Qualified Entitlements
- Cash Disbursements
- Donations Page
- Absence Bid
- Open-Ended Absences
- Scheduling Absences Using the My Team Work Area
- Journeys Overview
- Checklist and Journey Templates
- Contextual Journey on the New Absence Page
- Key Points
- Practice

Scheduling Absences as a HR Specialist

- Common Questions
- Absence Policy to Compliance
- Scheduling Absences from the Absences and Entitlements Page
- Scheduling Maternity Absence from the Absences and Entitlements Page
- Viewing the Scheduled Maternity Absence
- Checking Plan Entitlements
- Key Points
- Practices

HCM Assignment Security

- Common Questions
- HCM Assignment Security
- Absence Security for Workers with Multiple Assignments
- HCM Assignment Security Considerations
- Configuring Multiple Assignment Rules
- Add Absence Page
- Key Points

Absence Approvals and Maintenance

- Common Questions
- Absence Policy to Compliance
- Absence Approvals
- Approval Notification
- Approving an Absence
- Configuring Absence Approvals
- Routing Work Schedule Assignment Approvals
- Delivered Absence Approval Rule

- Schedule and Monitor Absence Processes
- Process Events
- Evaluate Absence Process
- Evaluate Certification Update Process
- Update Accrual Plan Enrollments Process
- Calculate Accruals and Balances Process
- Withdraw Accruals and Balances Process
- Generate Daily Breakdown of Absence Details Process
- Key Points
- Practices

Loading and Exporting Absence Data

- Data Loading Scenarios
- Integrated Workbooks for Absence Management
- Update Absence Data Using Spreadsheet Data Loader
- HCM Extracts for Absence Data
- Extract Type and Data Groups
- Absences and Payroll Info for Reconciliation Extract

Oracle AI in HCM

- Common questions
- What is AI assist?
- Requirements for AI assist
- AI assist examples within absence management
- What are AI agents?
- Examples of how AI agents are used in HCM
- Access requirements for AI agents in HCM
- Profile options for using AI agents
- How do I use the AI Agent Studio?
- AI agents for absence management
- Information resources
- Key points

Information Resources

- Information Resources
- Oracle Help Center
- My Oracle Support
- Oracle Cloud Customer Connect
- Oracle University
- Oracle Partner Community