

PEOPLESOFT ENTERPRISE ABSENCE MANAGEMENT



ABSENCE MANAGEMENT

- Rules-based application.
- Integrations to PeopleSoft Time and Labor, Payroll for North America, and Global Payroll.
- Self-service functionality for employee and manager transactions, including eligibility determination for planning time off
- Configurable approvals workflow with delegation capability.
- Captures pertinent absence information at the time the user enters it.

Every competitive organization needs a reliable absence management system to determine absence accruals, forecast eligibility for past, current, and future absence events, and properly determine payment of absences. Oracle's PeopleSoft Absence Management provides a superior ownership experience by delivering a highly configurable and integrated solution for all of your global absence management needs.

A Single, Customizable Rules-Based Application

Oracle's PeopleSoft Absence Management is designed to allow organizations to plan and manage absence events within a single, customizable rules-based application. It provides ultimate flexibility when defining entitlement and eligibility rules around leave accruals and taking leave, whether those rules are mandated by legislature, unions, industry standards, or your organization's unique policies. By having a single global instance for all absence related data, you can accurately analyze the impact of absences and identify absence trends in your organization.

Automate Your Process for Planning and Compensating Absence

Absence Management enables organizations to automate the processes for planning and compensating paid and unpaid time off for a multinational workforce. Absence Management contains built in integration to PeopleSoft Global Payroll and PeopleSoft Enterprise Payroll for North America, either directly or through PeopleSoft Enterprise Time and Labor. It also integrates with third-party payroll solutions using PeopleSoft Enterprise Payroll Interface.

PeopleSoft Absence Management—Self-Service Highlights

PeopleSoft Enterprise Absence Management delivers the following self-service functionality:

- **Employee and Manager Transactions:** Employees and managers can use configurable self-service pages, to enter online requests for absences, view current and future absence balances, and determine eligibility for taking time away from work. In addition, managers and administrators can also use these pages to approve, deny, or push back absence requests. The self service Request Absence page can be configured to best suit your business needs to capture pertinent absence information at the time the user enters it. The user may enter absence events on this page or use the Time and Labor Time Reporting page for reporting absence events.
- **Approvals:** Using self-service functionality, a manager can view transactions they have submitted for approval or received for review, access transaction

details and take further action in the approval process.

- Delegations:** Users can authorize another person to serve as his or her representative when working with absence transactions. Managers can delegate their tasks of approving time, entering employee time, or entering their own time to another person due to workload or their own absence from the office. Employees can delegate the entering of their time to another person while away from the office. Delegations may be granted for one or more types of transactions and can be open-ended or for a specific period of time.
- Workflow:** Managers and employees can choose how they would like to receive workflow notifications for self-service workflow functions. For example, users can elect to receive system-generated notices of actions that have been or should be taken through email, through a worklist routing to their portal homepage, or through both.

Request Absence

Danilo Travantti
Sales Manager

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date: BT [View Monthly Schedule](#)

End Date: BT

Filter by Type: ▼

*Absence Name: ▼ **Current Balance:** 103.99 Hours**

Reason: ▼

Partial Days: ▼

Duration: Hours

Additional Information

Emergency Contact:

Phone Number:

Earliest Return Date: BT

Workflow

Status: Data Saved

Comments

Requestor Comments:

Figure1. Request Absence page

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