ORACLE

Oracle Absence Management

Oracle Absence Management (part of Oracle Cloud HCM) is a highly configurable rules-based application that enables you to efficiently manage employee absenteeism globally and locally. Implement your policies and rules consistently while you streamline your absence process administrative framework. Absence Management provides you the ability to reduce effects associated with absenteeism such as: cost, risks, and productivity.

As an integral part of Oracle Cloud HCM, Absence Management enables you to create basic or complex as well as highly differentiated absence plans while providing simplified and smart absence transactions for employees, managers, and administrators.

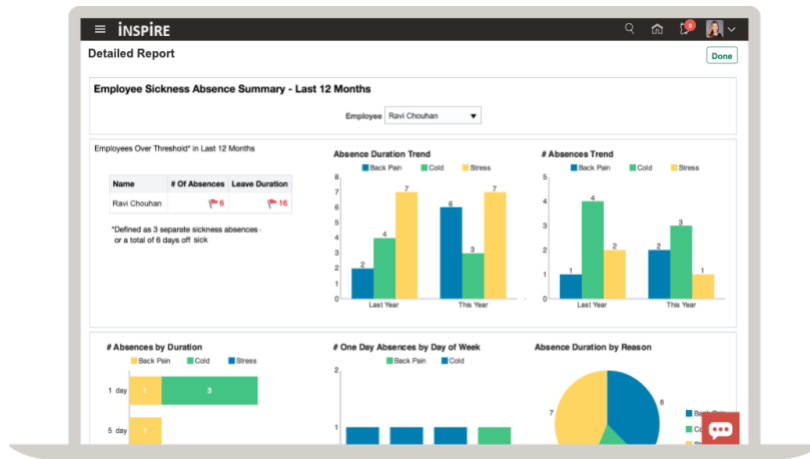## AN ABSENCE SOLUTION THAT HELPS YOUR ORGANIZATION EFFICIENTLY MANAGE ABSENTEEISM

The lack of a reliable absence management system will result in high cost, risks and productivity effects associated with employee absenteeism. Organizations need to address the diverse and complex requirements that result from managing absence policies around the globe. Absence Management enables configuration of absence plans and transactions to eliminate manual processes, reduce extra costs and implement requirements according to your policies, providing full absence visibility for the different roles of the organization without compromising individual privacy or company policy concerns. You are able to track absences -even for contingent workers-, provide approvals, and an administrative framework, as well as insight into entitlement details and balances. The integrated approval framework helps you to

Key features

- Align headcount planning with demand drivers and budgets
- Configurable views of skills, competencies and costs by department or employee level
- Workforce optimization
- 'What if' scenario analysis
- Smart View to quickly import and manage data from Office
- Configurable dashboards based on employee role
- Integration between HR and Financial Planning Predict performance and attrition of individuals and teams

configure the absence approval flow and route approvals according to your organization policies.

HIGHLY CONFIGURABLE AND FLEXIBLE SETUP REDUCES COST AND RISK

Absence Management allows easy configuration of your rules and policies allowing you to define different criteria, rules, accrual definitions and absences without modifying the application code. These rules and criteria can be shared across absence plans and absence types and are maintained between upgrades. Absence Management allows to create absence plans easily and quickly by the configuration of period term, eligibility, accrual or entitlement definition, as well as payment specifications. At the same time, Absence Management allows to create absence types by the configuration of absence validations, carry over rules, administrative tasks, and display appearances that will result in smart transactions for absence request or recording.

In addition to the robust configurable options, you can use FastFormula, an Oracle-provided web-based rules authoring facility. FastFormula can be used as an alternative whenever the out of the box options provided do not match your requirements.

REDUCE RISK WITH CONSISTENT ABSENCE POLICIES

Absence administrators have ultimate control over the configurations within Absence Management, including eligibility rules, validations, accrual or entitlement definitions, and a variety of other options. For example, administrators define and apply absence validations and company-specific rules to prevent workers from entering an absence below the balance limits set by your policy

REDUE COSTS BY PROVIDING AN ADMINISTRATIVE FRAMEWORK

Absence Management provides a framework to configure a set of certificates by absence type. The certifications can be initiated on demand or triggered when the absence record is created. This framework allows management of medical authorizations, late notification overrides, as well as payment suspensions and resumptions.

CREATE SMART TRANSACTIONS AND STREAMLINE PROCESSES TO INCREASE PRODUCTIVITY

Absence management systems are often challenged by the unique rules and user interface required for different countries and different rules. Absence Management allows you to configure the user interface based on legislation, roles, and absence types which results in providing a smart interface and intuitive transactions for your

Key benefits

- Close the gap between workforce supply and demand
- Drill down into what skills, competencies needed for long-term organizational success
- Analyze workforce trends and gain insights into attrition and retirement
- Predict costs and effectiveness of organizational changes
- Get a complete view of your headcount across your entire organization
- Improve collaboration between HR and Finance

different users. While creating an absence type, you determine the information for each specific transaction through the configuration of display features such as showing or hiding a section or a field, enabling or disabling rules, and a variety of other options. You have control to configure what information is shown to an employee, or to an administrator, or both. Users can enter absence transactions thru self-service dialogue or a calendar based user interface.

REDUCE RISK BY VIEWING AUDIT REPORTS

The Audit Framework includes absence records. If you have the Internal Auditor job role, you can view audit reports for Absence Management

EXTRACTS

The HCM Extract feature allows the administrator to extract employee absence information from the database. This can be transmitted to a third party, or via a third party for further transformation

BUILT-IN EXTENSIBILITY

Applications are built so that a business user can adapt the application to suit their personal or organizational needs. The key to this 'tailor-ability' lies in the usage of metadata objects and services in the heart of the application architecture. Changes and extensions to the application are stored as new layers over the delivered objects, allowing for flexibility in an 'upgrade-safe' manner.