

Housekeeping



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ORACLE

Fusion Absence Management Processes - Tips and Considerations

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Agenda

1. Absence Management ESS jobs overview- parameters, when to use
 - Evaluate Absences
 - Calculate Accruals and Balances
 - Update Accrual Plan Enrollments
 - Generate Daily Breakdown of Absence Details
 - Process Events
2. Schedule processes
 - The correlation between process parameters and schedule options
 - How to stop a scheduled process
3. Configure Absence Batch Parameters
4. Tips & “tricks” for Absence Management ESS jobs
5. Further resources
6. Q&A

Absence Management ESS jobs overview

Path: My Client Groups > Absences > Schedule and Monitor Absence Processes

- List with absence processes (easy to find a particular process)
- Limited search options (only Time range, no search based on process ID)
- Only detailed process log. Summary log is not available

Path: Tools > Scheduled Processes

- All processes available. Absence processes must be searched by name.
- Easy to find a process previously run. Many search criteria, Process ID included. Easy to find a process
- Detailed and summary logs available.

Evaluate Absences

Calculates entitlements for absence records, based on absence setup.

It is run automatically when a user submits an absence.

- **Parameters**

Effective date: determine which absences will be processed

Population Filters: are used to restrict the number of processed absences.

- **When to use it**

- Absence records loaded with HDL
- Work schedule changes
- Recalculate/Extend entitlements

Name Evaluate Absences

Description Calculates entitlements for unprocessed absences.

Schedule As soon as possible

Notify me when this process ends

Submission Notes

Basic Options

Parameters

* Effective Date

Run as test

Include trace statements in audit log

Increment effective date

Population Filters

Person

Type

Business Unit

Legal Employer

Person Selection Rule

Payroll

Payroll Relationship Group

Legislative Data Group

Work Schedule Rule

Record Selection Evaluate All Absences

Evaluate Only Duration Changes

Evaluate Only Deferred Absences

Extend Open-Ended Absences

Calculate Accruals and Balances

Calculates the accrual balances under an accrual absence plan

- Parameters**

- Effective date: determine for which enrollments is the accrual calculated and the balance calculation date
- Population Filters: are used to restrict the number of processed enrollments

- When to use it**

- Scheduled to run on regular intervals to update the balance at Balance calculation date
- Run manually to recalculate the balance, if necessary (e.g. plan setup updated)

Name Calculate Accruals and Balances

Description Generates details and balances for accrual plan...

Schedule As soon as possible

Basic Options

Parameters

* **Effective Date** 12-10-2023

Run as test

Include trace statements in audit log

Increment effective date

Plan Type All

Basic Details

Person

Business Unit

Legal Employer

Person Selection Rule

Changes Since Last Run

Payroll

Legislative Data Group

Payroll Relationship Group

Absence Plan

Repeating Period

Update Accrual Plan Enrollments

Updates enrollments based on the new hire and transfer events for employees.

- **Parameters**

Effective date: the system use this date to create or terminate enrollments, for records returned by the Population Filters.

If the plan setup has Enrollment Start Date/End date Formula, the date used will be the date returned by the formula

- **When to use it**

- Scheduled to run on regular intervals to update enrollments to evaluate the eligibility profile used on absence plan/s setup
- NOTE: the process will not end date enrollments created manually from UI, even if the employee is no longer eligible.


Name Update Accrual Plan Enrollments

Description Evaluates employee events for enrollment and te...

Schedule As soon as possible

Basic Options

Parameters

* **Effective Date** 12-10-2023 

Run as test

Include trace statements in audit log

Increment effective date

Population Filters

Person ▼

Business Unit ▼

Legal Employer ▼

Person Selection Rule ▼

Absence Plan ▼

Plan Category ▼

Changes Since Last Run ▼

Payroll ▼

Legislative Data Group ▼

Generate Daily Breakdown of Absence Details

Generates the daily breakdown of absences for absence. The included absences are for absence types with Include in daily report breakdown selected on the create or edit absence type pages, Action Items tab

Parameters

The process has two operation mode:

- 1) Only Effective Date is used – absence processed are selected based on the creation or update date
- 2) Absence Start and End date selected – absence processed are selected based on the absence start/end date

When to use it

- Scheduled to run on daily basis to breakdown the absence records applied on daily basis
- Manually, using Absence Start/End date to breakdown the existing absence records, applied before this feature was enabled from absence type setup
- Manually, every time is needed

Name Generate Daily Breakdown of Absence Details

Description Generates daily breakdown of absence record det...

Schedule As soon as possible

Basic Options

Parameters

* Effective Date

Absence Start Date

Absence End Date

Run as test

Include trace statements in audit log

Increment effective date

Mode of operation 1: only Effective Date is used

Mode of operation 2: when Absence Start and End date is used

Population Filters

Person ▼

Business Unit ▼

Legal Employer ▼

Payroll ▼

Legislative Data Group ▼

Absence Type ▼

Process Events

Process absence records or enrollements when employee data changes.

This process gives the ability to configure events to track when employee data changes, and specify what action needs to be taken by an absence plan or absence record when that event occurs.

- **Parameters**
 - Effective date: Only events whose effective date is earlier than this date are processed. If you leave it blank, the process will fetch all un-processed events.
- **When to use it**
 - To optimize the processes and trigger evaluate absence, calculate accrual or update enrollments for those employees who was their data changed


Name Process Events

Description Processes absence data in response to HCM events.

Schedule As soon as possible

Basic Options

Parameters

* **Effective Date** 

Include trace statements in audit log

Increment effective date

Population Filters

Legal Employer


Person Selection Rule

Schedule processes

- The correlation between process parameters and schedule options

Advanced Options


Parameters **Schedule** Notification

* Effective Date 7-11-2023 

Run as test

Include trace statements in audit log


Increment effective date



Plan Type All 


Advanced Options


Parameters **Schedule** Notification

Run As soon as possible
 Using a schedule

Frequency Daily 

Days Between Runs 1  

* Start Date 20-11-2023 09:31 AM  (UTC+00:00) Coordinated Universal Time (UTC)

* End Date 31-12-2023 09:31 AM  (UTC+00:00) Coordinated Universal Time (UTC)

Manage Times

Schedule processes

- How to stop a scheduled process

Navigation path:

Tools > Scheduled processes

Search for the process waiting to run
on next schedule

The screenshot shows a web interface for managing processes. At the top, there is a search section with filters for Name (Calculate), Process ID, Status, Submission Time (After 1-11-2023 09:23 AM), Submission Notes (Contains), and Submitted By. Below the search filters, there are search results in a table. The table has columns for Name, Process ID, Status, Scheduled Time, Submission Time, and Metadata Name. Two rows are visible, both for 'Calculate Accruals and Balances'. The first row has Process ID 2635095 and Status 'Wait'. The second row has Process ID 2635094 and Status 'Wait'. Below the table, there are tabs for 'Process Details' and 'Status Details'. The 'Process Details' tab is active, showing details for 'Calculate Accruals and Balances, 2635095'. The status is 'Wait' and the schedule start is 'Schedule Start'. A red box highlights the 'Parent ID 2635094'. Below the details, there are sections for 'Output', 'Parameters', and 'Parameter Names with Values'. At the bottom, there are fields for 'Effective Date 2023-11-13', 'Repeating Period Person', and 'Legal Employer Person Selection Rule'.

Name	Process ID	Status	Scheduled Time	Submission Time	Metadata Name
Calculate Accruals and Balances	2635095	Wait	14-11-2023 10:24 AM ...	13-11-2023 10:24 AM ...	ACRPRC
Calculate Accruals and Balances	2635094	Wait		13-11-2023 10:24 AM ...	ACRPRC

Process Details Status Details

Calculate Accruals and Balances, 2635095

Status: Wait Schedule Start: **Parent ID 2635094**

Output

Parameters

Parameter Names with Values

Effective Date: 2023-11-13 Repeating Period: Person Legal Employer: Person Selection Rule



Schedule processes

- How to stop a scheduled process

Search for the Parent ID > Cancel Process

Search

Name

Process ID

Status

Submission Time After (UTC+00:00)

Submission Notes Contains

Submitted By

Search Results ?

View Flat List Hierarchy

Actions

Name	Process ID	Status	Scheduled Time	Submission Time	Metadata Name
Calculate Accruals and Balances	2635094	Wait		13-11-2023 10:24 AM ...	ACRPRC



Configure Absence Batch Parameters

Navigation path: My Client Groups > Absences > Configure Absence Batch Parameters

- Total Threads: This parameter indicates the maximum, total number of sub-processes dynamically created for a process.
- Maximum Errors: the total number of errors allowed. The process stops when this number is met.
- Chunk Size: how many data is included in a thread

Job Configuration Save Done

Actions ▾ View ▾

Job Name	Job Description	Total Threads	Maximum Errors	Chunk Size
Process Events	Processes absence data in response to HCM events.	<input type="text" value="5"/>	<input type="text" value="3"/>	<input type="text" value="20"/>
Evaluate Absences	Calculates entitlements for unprocessed absences.	<input type="text" value="5"/>	<input type="text" value="2"/>	<input type="text" value="20"/>
Evaluate Certification Updates	Evaluates certification due dates and updates absence details when due date is passed.	<input type="text" value="5"/>	<input type="text" value="3"/>	<input type="text" value="20"/>
Update Accrual Plan Enrollm...	Evaluates employee events for enrollment and termination into accrual plans.	<input type="text" value="5"/>	<input type="text" value="3"/>	<input type="text" value="20"/>
Calculate Accruals and Balan...	Generate details and balances for accrual plans or compensatory time expirations for compensatory time plans.	<input type="text" value="5"/>	<input type="text" value="3"/>	<input type="text" value="20"/>
Migrate Previous Versions of ...	Transfers data, such as absence types, absence categories, accrual plans, and employee absence records from earlier versions of absence management to the current version.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



Configure Absence Batch Parameters

Navigation path: My Client Groups > Absences > Configure Absence Batch Parameters

Additional Attributes

Integration to Time Repository

Integration Effective Date 1-4-2016

Resubmit affected time cards when absence entries are updated

Absence Type Default

Future Absence Processing

Balance Calculation Date

Hours Display Format

Decimal Number Format

Withdrawn Record Deletion Enable for administrator

Basis for Accrual Calculation

Tips & “tricks” for Absence Management ESS jobs

- Enable deferring before HDL load to bypass the evaluate absence processing
- Carryover is always calculated on the last repeating period of the plan term (e.g. on 31-Dec, is calculated the carryover for 01-Jan, next year). Run the process with 31-Dec to re-calculate carryover.
- The execution time of a process is influenced by the fast formulas used in the absence setup. Check the Fast Formula statistics from the process log and optimize the fast formula if is necessary.
- Check the summary logs if scheduled calculate accrual process is not running for some employees. The process stops if the maximum number of allowed errors is reached
- Run the Calculate accrual process separately for each plan if the plan repeating period is different.

Further resources

[Fusion Absence Management - What Are The Best Practices For Scheduling Accrual process \(Doc ID 2051542.1\)](#)

[Jobs Remain in Running or Canceling. How to Cancel ESS Scheduled Processes? \(Doc ID 2206441.1\)](#)

[Fusion Absence Management: How to Build a Custom Security Role for Scheduled Processes Related to Absences? \(Doc ID 2636805.1\)](#)

[Manage Enrollments and Accrual Data And Withdraw Accruals and Balances Process \(Doc ID 2165415.1\)](#)

[ESS batch jobs \(Doc ID 2153518.1\)](#)

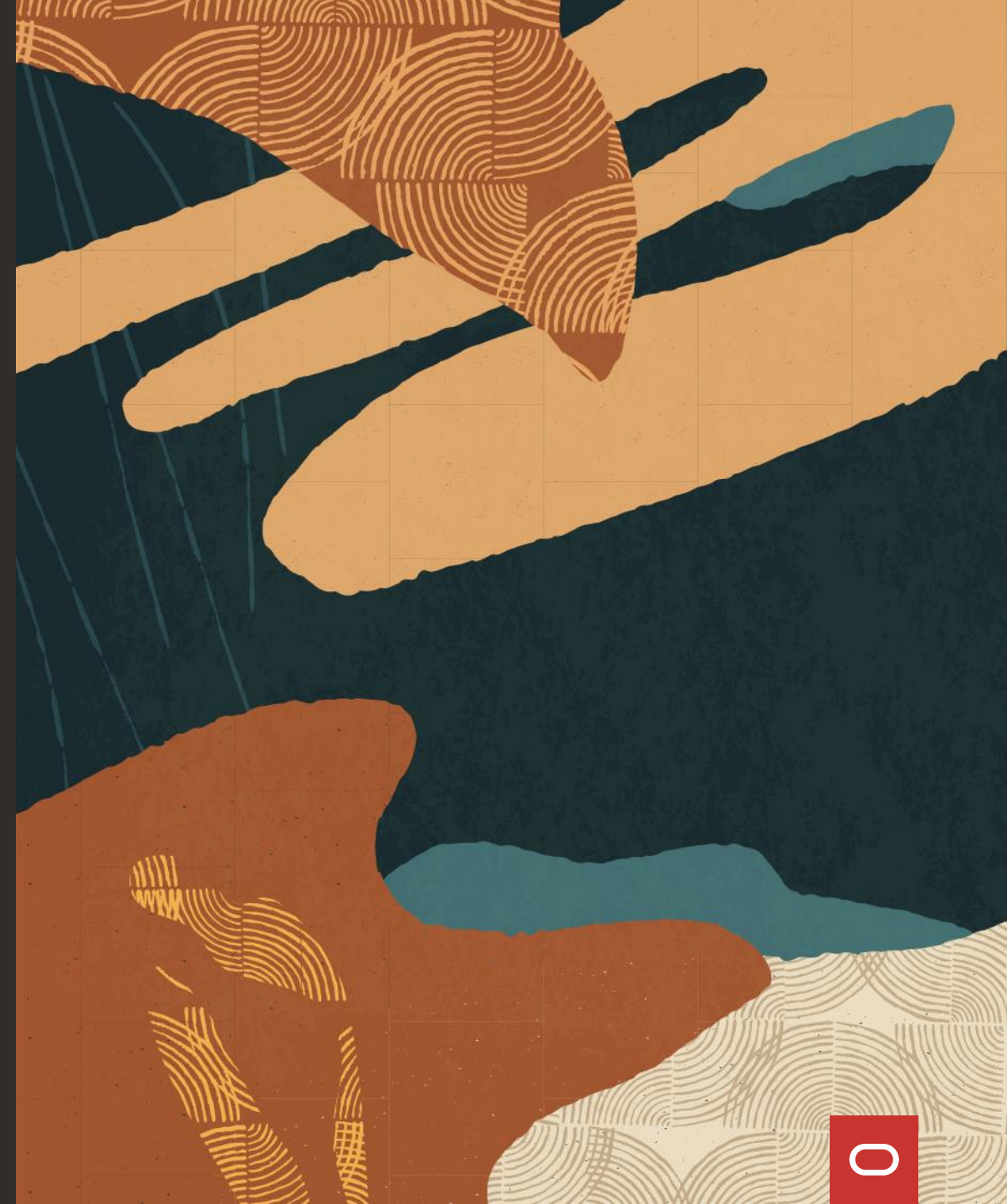
[How Can I Set the Maximum Number of Errors in Absence Processes? \(Doc ID 2068052.1\)](#)

[How to Mass Enroll or Un-enroll Employees for Absence Leave? \(Doc ID 1981659.1\)](#)

[Absence Start Time And End Time Calculated Incorrectly After Changing The Work Schedule From A 24 Hours Elapsed Type To Time Type \(Doc ID 2782891.1\)](#)

Q&A

Thank you



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Please submit the **Survey** that will pop up on your screen and provide any further feedback or send your questions at customersuccess-emea_ww@oracle.com



Thank you!

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