

## INTRODUCTION

This article is the second part of the series “An Overview of Fusion Absence Management”.

The first part titled: “ An overview of Fusion Absence Management Part 1 Absence Plan Definition and Use” can be found at :

<https://github.com/AshishHCM/OracleHCMCloudGitHub/blob/master/An%20Overview%20of%20Fusion%20Absence%20Management%20Part1.pdf>

Before we start to understand How to create an Absence Type first try to understand what a Absence Type is and why is it required.

An absence type as the name suggests refers to different types of absences like Sick Leave, Annual Leave, Vacation Leave, Marriage Leave, Compassionate Leave, Maternity leave, Paternity Leave and you can keep on expanding so on and so forth.

Basically in a nutshell, all the various reasons / events / activities for which a Leave Application may be raised can be treated as Absence Type (context being Fusion Absence Management).

So before we jump into a typical business requirement and dig deep into how to fulfill the same let-us try to familiarize ourselves with some of the most commonly used terms which would be referred in the ongoing article:

### Absence Pattern

This could be defined as the broad level categorization of different leave types like General Leave, Illness, Injury ... special leave types.

In context of Fusion Absence Management there are 3 different types of Patterns (available as of today) namely :

- a) Childbirth or Placement: Refers to specific leave type Childbirth (Maternity) and Placement ( Specific Assignment)
- b) Generic Absence : Covers the largest scope in terms of leave types. Includes Annual Leave, Vacation Leave, Compensatory Off, Marriage Leave, Optional Leave, Compassionate Leave...etc.
- c) Illness or Injury : As the name suggests leave patterns which depends on an individual's physical condition. This patterns includes Sick Leave, Hospitalization leave to name a few.

### Legislation

Geography / Country where this Absence Type is Maintained. For Example if we are doing Absence Type setup for India Legislation would be India , if we are doing for USA it would be United States and so on....

### Absence Type UOM

Unit of Measure which states in which unit (either of Days / Calendar Days / Hours) will this Absence Type will get measured

## BUSINESS REQUIREMENT

Now since we are aware of some of the most commonly used terms for an absence types we should try to create one absence type .Requirement is to create an Absence Type of Pattern Generic Absence.

## PERQUISITES:

You need to have an already created Absence Plan available to attach to the absence Type (we did same in Absence Article 1 so we are good) . Also we would assume that we have an absence reason already created in the application to use.

## SETUP STEPS

In this example to keep things simpler we would only discuss about the Mandatory Details required to create an Absence type (fields which are mandatory are generally highlighted with an asterisk mark beside them), A complete detail of all fields could be covered in next article.

Navigation is as shown below:

Login to Fusion Applications -> Click on Navigator -> Click on '**Setup and Maintenance**' -> In '**All Tasks**' Search for "**Manage%Absence%Types**"

The screenshot displays the 'Setup and Maintenance' interface. The 'Overview' tab is active, and the 'All Tasks' sub-tab is selected. The search bar contains the text 'Manage%Absence%Types'. The search results table shows one result: 'Manage Absence Types'.

Name	Business Objects	Go to Task	Selected Scope	Permitted	Authorized Roles	Predecessor Tasks
Manage Absence Types	Global Absence Type (6 more...)					0

Click on Go to Task Button

Click on Create Button and populate the following details:

LABEL	VALUE
Effective as of Date	9/18/14
Legislation	India
Pattern	Generic Absence

You may populate the following screen with above details

**Setup and Maintenance**

**Manage Absence Types**

Search

Advanced | Saved Search | Application Default

\*\* Name

\*\* Status Active

\*\* Legislation

\*\* Legislative Data Group

\*\* Management

\* Effective As-of Date 12/13/2015

\* Required  
\*\* At least one is required

Search | Reset | Save...

**Search Results**

View Create End Date Delete Export

Name  
No data to display.

**Create Absence Type**

\* Effective As-of Date 09/18/2014

\* Legislation India

\* Pattern

- Childbirth or placement
- Generic absence
- Illness or injury

Select a pattern to use as a starting point to create your absence type

Continue Cancel

Status Management Legislation Effective Start Date Effective End Date

Each absence plan setup requires four Tabs to be filled namely (screen-shot reference).

a) TYPE ATTRIBUTES

Contains Details about Type Name, Description, UOM, Legislative Data Group, Status, Duration Rules , Absence Record Maintenance, fast formulas Conversion Formula , Validation Formula along with Eligibility Profile associated with a particular absence type

Populate the following values (displayed in tabular format below)

General Attributes	
LABEL	VALUE
Name	XX AH Annual Absence Type IN
Description	XX AH Annual Absence Type IN
UOM	Calendar Days
Legislative Data Group	India
Status	Active

Duration Rules	
LABEL	VALUE
Minimum Duration Rule	None
Maximum Duration Rule	None
Partial Day Rule	Unlimited



**Setup and Maintenance**

**Create Absence Type**

SaveSave and CloseCancel

Session Effective Date 09/18/2014

**Basic Details**

Effective Start Date 09/18/2014

Effective End Date

Pattern Generic absence

Legislation India

Management User-defined

**Type Attributes** Plans and ReasonsDisplay FeaturesAction Items

**General Attributes**

\* Name XX AH Annual Absence

Description XX AH Annual Absence Type IN

\* UOM Calendar Days

\* Legislative Data Group India

\* Status Active

Conversion Formula

Validation Formula

Eligibility Profile

**Duration Rules**

Minimum Duration Alert None

Maximum Duration Alert None

\* Partial Day Rule Unlimited

**Absence Record Maintenance**

☐ Enable employee updates

☐ Enable manager updates

☐ Enable administrative updates

☐ Lock if confirmed for employee

☐ Lock if confirmed for manager

☐ Enable for time card entry

**Legislative Information**

Context Segment

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b) PLANS AND REASONS

Plans and Reasons ( Absence Plans)	
LABEL	VALUE
Plan	XX AH Annual Absence Plan IN
Status	Active
Priority	10

Contains Details about Effective Start Date, Plan, Status Priority as shown in below screenshot :

**Setup and Maintenance**

**Create Absence Type** Save Save and Close Cancel

Session Effective Date 09/18/2014

**Basic Details**

Effective Start Date 09/18/2014 Effective End Date  
 Pattern Generic absence Legislation India  
 Management User-defined

Type Attributes **Plans and Reasons** Display Features Action Items

**Absence Plans**

View Select and Add Edit End Date Delete

\* Plan No data to display.

**Absence Reasons**

View Select and Add Edit End Date Delete

\* Reason No data to display.

**Select and Add Plan to Type**

Effective Start Date 09/18/2014 Effective End Date  
 \* Plan XX AH Annual Absence I \* Priority 10  
 \* Status Active Concurrent No

Example format: ####

OK Cancel

Linkage Reason Default Effective Start Date Effective End Date

AN OVERVIEW OF FUSION ABSENCE MANAGEMENT – PART 2  
ABSENCE TYPE DEFINITION AND USE  
Author: Ashish Harbhajanka

Also select an Absence Reason as shown:

Plans and Reasons (Absence Reasons)	
LABEL	VALUE
Reason	Annual Leave
Linkage Reason	No
Default	No

**Setup and Maintenance**

**Create Absence Type** Save Save and Close Cancel

Session Effective Date 09/18/2014

**Basic Details**

Effective Start Date 09/18/2014 Effective End Date  
Pattern Generic absence Legislation India  
Management User-defined

Type Attributes **Plans and Reasons** Display Features Action Items

**Absence Plans**

View Select and Add Edit End Date Delete

* Plan	Effective Start Date	Effective End Date	Priority	Concurrent	Effective Start Date	Effective End Date
XX AH Annual Absence Plan IN			10	No	09/18/2014	

**Absence Reasons**

View Select and Add Edit End Date Delete

\* Reason  
No data to display.

Linkage Reason Default Effective Start Date Effective End Date

**Select and Add Reason to Type**

Effective Start Date 09/18/2014 Effective End Date  
\* Reason Annual Leave Default No  
Linkage Reason No

OK Cancel

AN OVERVIEW OF FUSION ABSENCE MANAGEMENT – PART 2  
ABSENCE TYPE DEFINITION AND USE  
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The page after filling details should look like:

**Setup and Maintenance**

**Create Absence Type**Save Save and Close Cancel

Session Effective Date 09/18/2014

**Basic Details**

Effective Start Date 09/18/2014  
Pattern Generic absence  
Management User-defined  
Effective End Date  
Legislation India

Type Attributes **Plans and Reasons** Display Features Action Items

**Absence Plans**

View Select and Add Edit End Date Delete

* Plan	* Status	Priority ?	Concurrent	Effective Start Date	Effective End Date
XX AH Annual Absence Plan IN	Active	10	No	09/18/2014	

**Absence Reasons**

View Select and Add Edit End Date Delete

* Reason	Linkage Reason	Default ?	Effective Start Date	Effective End Date
Annual Leave	No	No	09/18/2014	



c) DISPLAY FEATURES

This page comes with default values populated and for the sake of simplicity let-us keep them as is the page appears as shown below

**Setup and Maintenance**

**Create Absence Type** Save Save and Close Cancel

Type Attributes Plans and Reasons **Display Features** Action Items

**Primary Absence Details**

☒ Employees ☒ Managers ☒ Administrators

Usage	Usage Type	Employee Self-Service	Manager Self-Service	Administrative Transaction
Reason	Field	Do not display	Do not display	Do not display
Attachments	Field	Not enabled	Not enabled	Not enabled
Comments	Field	Display and edit	Display and edit	Display and edit

**Qualified Entitlements**

☐ Employees ☐ Managers ☐ Administrators

Usage	Usage Type	Employee Self-Service	Manager Self-Service	Administrative Transaction
No data to display.				

**Approval and Processing Rules**

☒ Employees ☒ Managers ☒ Administrators

Usage	Usage Type	Employee Self-Service	Manager Self-Service	Administrative Transaction
Deferred processing on initial entry	Rule	Not enabled	Not enabled	Not enabled
Approval processing	Rule	Enabled	Not enabled	Not enabled
Additional payload attribute	Rule	Not specified	Not specified	Not specified
Concurrency	Rule	Not enabled	Not enabled	Not enabled
Approvals reset on update	Rule	Enabled	Not enabled	Not enabled

d) ACTION ITEMS

Used to configure any specific actions to be triggered / executed / performed whenever this leave type is applied. Not applicable for current example hence ignored for now. We keep this page as blank as shown below;

**Setup and Maintenance**

**Create Absence Type** Save Save and Close Cancel

Session Effective Date 09/18/2014

**Basic Details**

Effective Start Date 09/18/2014 Effective End Date  
Pattern Generic absence Legislation India  
Management User-defined

Type Attributes Plans and Reasons Display Features **Action Items**

**Certifications**

View Select and Add Edit Delete End Date

Name	Type	Status	Trigger	Effective Start Date	Effective End Date
No data to display.					

AN OVERVIEW OF FUSION ABSENCE MANAGEMENT – PART 2  
ABSENCE TYPE DEFINITION AND USE  
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Click on **Save and Close** Button

**Setup and Maintenance**

**Create Absence Type** Save Save and Close Cancel

Session Effective Date 09/18/2014

**Basic Details**

Effective Start Date 09/18/2014 Effective End Date  
Pattern Generic absence Legislation India  
Management User-defined

Type Attributes Plans and Reasons Display Features **Action Items**

**Certifications**

View Select and Add Edit Delete End Date

Name	Type	Status	Trigger	Effective Start Date	Effective End Date
No data to display.					

Once all the above setup is done Absence Type Creation is complete.