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"



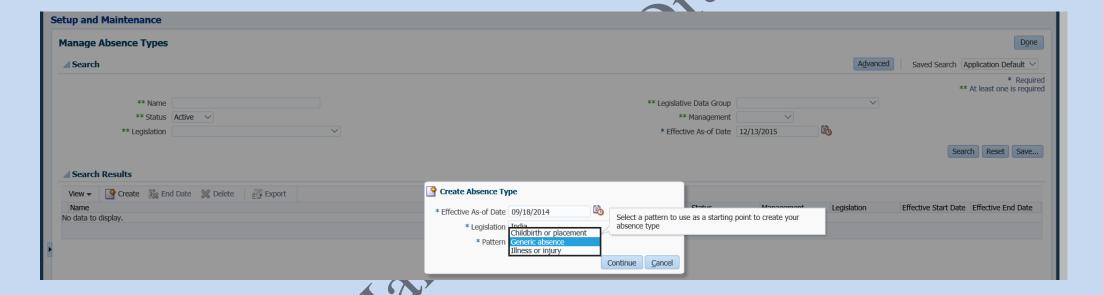


Click on Go to Task Button

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



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

a) TYPE ATTRIBUTES

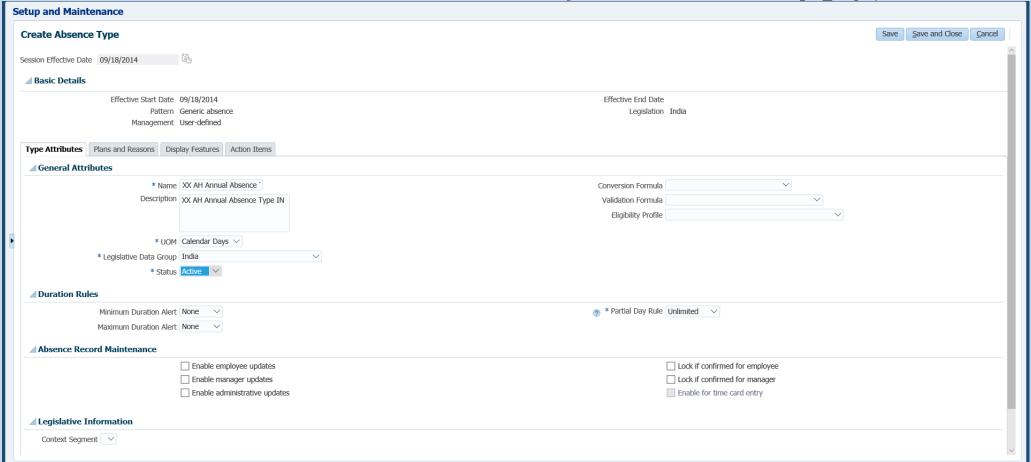
Contains Details about Type Name, Description, UOM, Legislative Data Group, Status, Duration Rules, Absence Record Maintenance, fast formulas Conversion Formula, Validation Formula along with Eligibility Profile associated with a particular absence type

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	

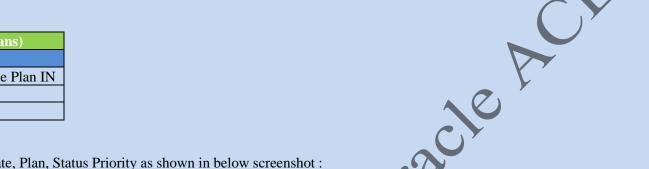


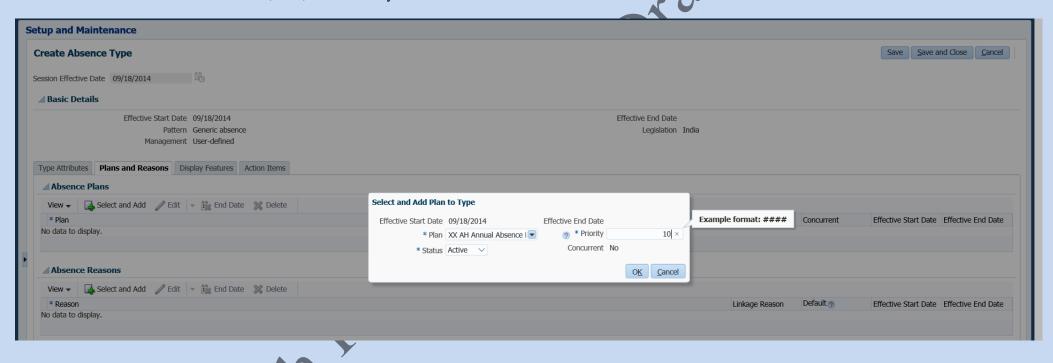


b) PLANS AND REASONS

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

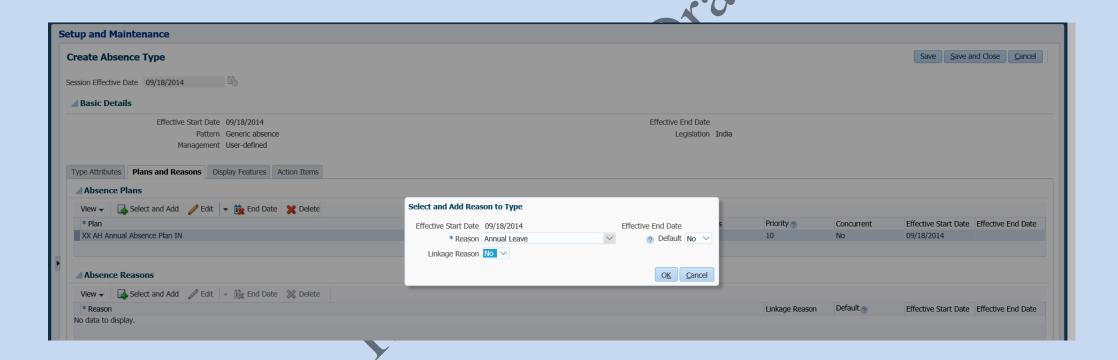
Contains Details about Effective Start Date, Plan, Status Priority as shown in below screenshot:





Also select an Absence Reason as shown:

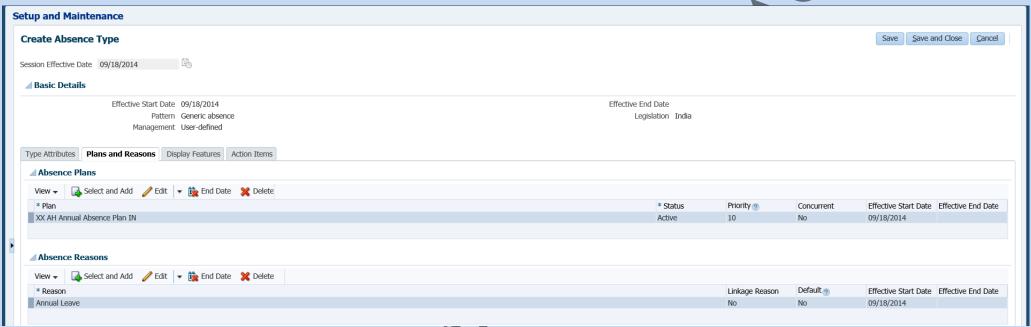
Plans and Reasons (Absence Reasons)	
LABEL	VALUE
Reason	Annual Leave
Linkage Reason	No
Default	No



An overview of fusion absence management – Part 2 $\begin{array}{c} \text{Absence type definition and use} \\ \text{Author: Ashley Hardy} \end{array}$



The page after filling details should look like:



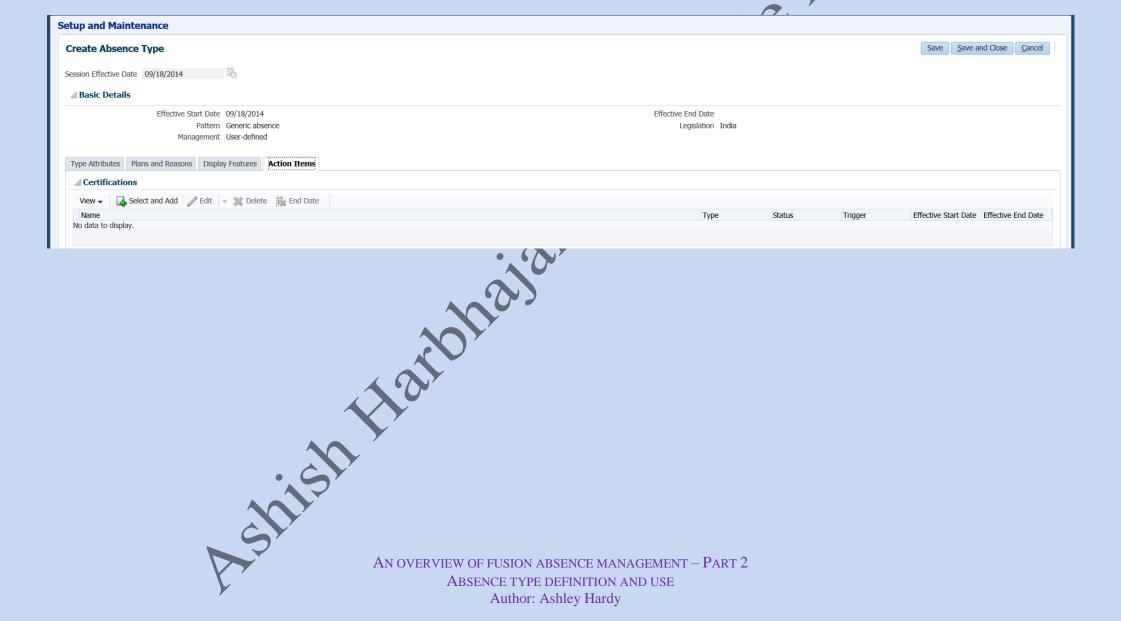
c) **DISPLAY FEATURES**

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



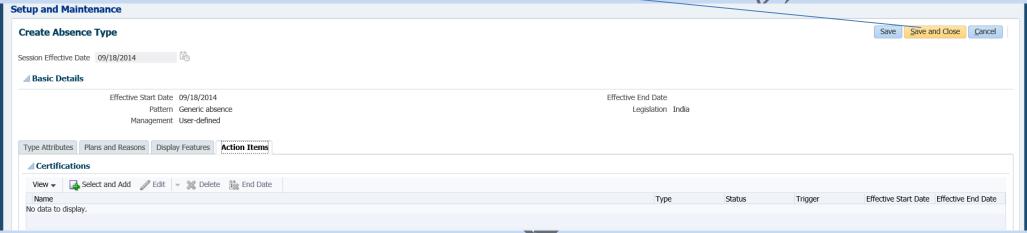
d) ACTION ITEMS

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;



Click on Save and Close Button





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