Department of Government Enablement, Abu Dhabi

**Lean Specification**

**Alert to Confirm Return to Work from Leave**

**HCM-RPT-122**

**Oct 2025**

Document Control Information

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# Introduction

## Business Objectives

This report will send reminders to employees to update their leave and confirm their return to work. If the employee doesn’t confirm their return to work by updating their leave request with step “Confirmed”, email reminder will be triggered. Upon few alerts if still the user hasn’t confirmed their leave request, the notification will be escalated to Absence Administrator.

The purpose of this alert is to make sure that the employees have provided all the necessary documents with correct leave duration, post their return from leave and avoid any compliance issue.

* 1. **Dependencies and Prerequisites**

All application module setups required for this report which are mentioned here under are assumed to be available or must be setup before running the report.

# Functional Overview

## Detailed Requirements

Reminders will be sent out to the Employee/Line Manager if the employee hasn’t updated the leave request which has reason "Authorization" to "Confirmation" after return to work.

## Assumptions

The report is based on the following assumptions.

1. The report should be run as per the schedule
2. Notification should trigger to Employee/Line Manager/Absence Admin

# Functional Design

## RICEF Summary

| Object Type | Report |
| --- | --- |
| Object Name | Alert to Confirm Return to Work |
| Object Short Description | Alert to Confirm Return to Work |
| Data Entities | Alert to Confirm Return to Work |
| Output Type | TBD |
| Full File/ Changes Only | Full File |
| Frequency | Scheduled/Daily |
| File Name | TBD |
| Direction | NA |
| From System | NA |
| To System | NA |

## Report Notification Logic

* Check which Absence Types are to be considered to send notification:
  + UDT – ADG\_ABS\_ALERT\_RETURN\_TO\_WORK
  + Column – ABSENCE\_TYPE
  + Rows – <Absence type name>
  + Value – Y
* Check for which employee the above absence type is in approved status, leave End date prior to current date, Reason/Stage (DFF) value is “Authorization”. To check DFF Attribute name of that Absence Type
  + UDT – ADG\_ABS\_ALERT\_RETURN\_TO\_WORK
  + Column – DFF\_ATTRIBUTE
  + ROW – <Absence Type name>
  + Value – <Attribute Name>
* Check the Initial reminder Frequency (these reminders will go to the Employee, cc line manager) in the below intervals
  + UDT – ADG\_ABS\_ALERT\_RETURN\_TO\_WORK
  + Column – INIT\_REMINDERS
  + Row - Frequency
  + Value – <#number of reminders>
* Check the escalated reminder frequency (these reminders will go to the employee and Absence Administrator, cc line Manager) in the below intervals
  + UDT – ADG\_ABS\_ALERT\_RETURN\_TO\_WORK
  + Column – ESCALATED\_REMINDERS
  + Row - Frequency
  + Value – <#number of reminders>

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Sample Initial Notification\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**To** – Employee

**From** – no-reply@oracle.com

**CC** – Line Manager

**Subject** –Reminder Number (e.g <Reminder 1/2/3>) - (Employee name) - Action Required – Update your <Absence Type> request confirming your Return to Work.

**Body** – It is a reminder to confirm your Return to Work from (Absence Type name). Kindly update your leave request with "Confirmation".

Person number:

Person name:

Absence Type Name:

Absence Start/End Dates:

Regards

HR IT Team

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Sample Escalation Notification\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**To** – Employee, Absence Administrator (AOR)

**From** – no-reply@oracle.com

**CC** – Line Manager

**Subject** – Reminder Number (e.g <Reminder 1/2/3>) - (Employee name) - Action Required – Update your <Absence Type> request confirming your Return to Work.

**Body** – It is a reminder to confirm your Return to Work from (Absence Type name). Kindly update your leave request with "Confirmation".

Person number:

Person name:

Absence Start/End Dates:

Regards

HR IT Team

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

## Business Rules

## Initiation, Type, Frequency, Output and Scheduling Requirements

## Error handling

## Volume and Performance Requirements

## User and Job Role Assignments

## Test Scenarios

# Technical Specification

## Overview – Technical Design

## Detailed Technical Design

|  |  |
| --- | --- |
| **Report Design** | |
| **Report Path** |  |
| **Report Name** |  |
| **Report Tool** |  |
| **Report Security Group** |  |
| Additional Information |  |

## BI Publisher Design

|  |  |
| --- | --- |
| **BI Publisher Details** | |
| **Data Model Name** |  |
| **Template Name** |  |
| **Template Output Formats (\* Indicates Default)** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Report Parameters** | | | | |
| **Parameter Name** | | **Data Type** | **Required (Y/N)** | **Default Value** | **LOV query** |
|  | |  |  |  |  |

## 4.4 RTF Template:

## 4.5 Report SQL

## 4.6 Test Scenarios

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Test Scenarios** | **Expected Result** | **Actual Result** | **Pass/Fail** |
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# Open and Closed Issues

## Open Issues

Describe open issues that could impact the interface design.

| Issue Id | Description | Opened By | Responsible | Due Date |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Closed Issues

| Issue Id | Description | Opened By | Responsible | Due Date |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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