Introduction/ Issue: Hi, this blog post helps Employees to Manage Leave in Fusion

Absence Module.

Navigate to the URL Provided above

After launching the login Home page, enter <Username>, <Password> and click on Sign button as shown below in screenshot.

Sign In Oracle Applications Cloud	
Company Single Sign-On	
User ID Password Forgot Password Sign In	

ORACLE GLOBAL ABSENCE MANAGEMENT

Oracle Fusion Absence Management (Absence Management) 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 and administrative framework. Absence Management provides you the ability to reduce effects associated with absenteeism such as: cost, risks, and productivity.

Absence process starts with applying an absence as an employee, manager or Leave Admin and correspondingly action would be taken whether to approve or reject the absences. Followed by that balance will get updated. Right from an employee is hired till the employee gets terminated throughout the whole life cycle the absences have an important role. Enrollment will start with respect to the hire date and enrollment to plans will be ended during the termination.

Goo	od afternoon,				
Me	My Team My Client Groups	Benefits Admir	nistration Contr	act Management	- >
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a @	ocument Records	්්්ට් Directory	Onboarding	Checklist Tasks	
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Fa fa	mily and Emergency Contacts	Рау	Time and Absences	Career and Performance	

Apply Absence - Employee:

Self-service(Me Tab) enables employees to request, view and enter employee's personal details, document of records, identification information, contact information, family and emergency contacts, employment information.

Navigate: Springboard > Me > Time and Absence

Step-1: Click on 'Add Absence' to apply for absence.

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✓ Time and Absences			
	MA		
	Add Absence Request an absence and submit for approval	Absence Balance Review current plan balances and absences taken or requested	

Step-2: Select type of absence you want to apply and the select the dates for which you want apply leave. Reason for the absence should also be selected if it is mandatory.

*Type Casual Leave	×
	Absence Type Balance 2.5 Day
/hen	Edit Entries
*Start Date and Duration m/d/yy	
*End Date and Duration m/d/yy Image: Compare the second	
Absence Duration 0 Days	Projected Balance Calculate
etails	
Reason	

4.1 View Existing Absence - Employee:

Navigate: Springboard > Me > Time and Absence

Purpose:

- Already applied leaves can be viewed from this work area.
- The status of the absence will be shown against the leave.
- Withdrawal of absence can be done in the work area.



Step-1: Click on 'Existing Absences' to modify existing absences.

Now absence is applied and is pending for approval.

MA	Existing Absence			
A	bsences			+ Add
La	ast 6 months	~		
Se	earch by type or status	Q		Sort By Date ~
	On Duty Covid: 2 Days 6/7/22 - 6/8/22		Scheduled	
	Loss of Pay: 1 Calendar Days 5/26/22 - 5/26/22		Denied	/
	Loss of Pay: 4 Calendar Days 5/20/22 - 5/23/22		Withdrawn	
	Casual Leave: 1 Days 5/19/22 - 5/19/22		Awaiting approval	/
	Loss of Pay: 1 Calendar Days 5/18/22 - 5/18/22		Withdrawn	
				Load More Items 1-5 of 47 items

4.2 Withdraw Existing Absence - Employee:

Navigate: Springboard > Me > Time and Absence

Purpose:

• For any reason an employee decides to with the absence, that is possible from this work area.

Step-1: Click on 'Existing Absences' to modify existing absences.

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Time and Absences				
		MA		
Add Absence	Absence Balance	Existing Absences	Calendar	
approval	absences taken or requested	absence requests	holidays	

Step-2: Click 'Pencil Icon' to withdraw the existing absence.

< MA	Existing Absences		
	Absences		+ Add
	Last 6 months		
	Search by type or status	Sort By Date	~
	On Duty Covid: 2 Days 6/7/22 - 6/8/22	Scheduled	
	Loss of Pay: 1 Calendar Days 5/26/22 - 5/26/22	Denied	/
	Loss of Pay: 4 Calendar Days 5/20/22 - 5/23/22	Withdrawn	
	Casual Leave: 1 Days 5/19/22 - 5/19/22	Awaiting approval	1
	Loss of Pay: 1 Calendar Days 5/18/22 - 5/18/22	Withdrawn	

Step-3: Click 'Delete' to withdraw the absence.

MA	dit Absence		Cì☆ Delete Submit	☐ Ậ MA ~
	*Type Casual Leave			
	When		Edit Entries	
	*Start Date and Duration 5/19/22 @ Full day ~ *Ind Date and Duration 5/19/22 @			
	Absence Duration 1_{Days}	Projected Balance	Calculate	

Step-4: Status of the absence will be changed to withdrawn.

6 U 40	1000 L
Casual Leave: 1 Days	Withdrawh
5/19/22 - 5/19/22	

4.3 View Absence balance - Employee:

Navigate: Springboard > Me > Time and Absence

Purpose:

Absence balances are vital for employees. The availability could be planned accordingly, and future vacations can be planned with the insight of the balance remaining.

Absence balance can be viewed for all the accrual absence types.

Step-1: Click on 'Absence Balance' to view no: of balance absences

Time and Absences			
	МА		
Add Absence Request an absence and submit for approval	Absence Balance Review current plan halances and absences taken or requested	Existing Absences View, change or withdraw existing absence requests	Calendar View your shifts, absences, and public holidays

Step-2: Balance leave for each type of absences will be shown in list view

Absence Balance	
Plan Balances	
	Balance As-of Date Current date ~
IN Permission Plan	0 Hours
IN Casual Leave Plan	2.5 Days
IN Sick Leave	3 Days
IN Sick Leave New Plan	3 Days
Flexi Leave Plan	6 Days
	Load More Items 1-5 of 6 items

Conclusion: Hope this Blog helps Employees to Manage their

Absence.