Oracle Fusion Absence_ Employee Navigation

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.
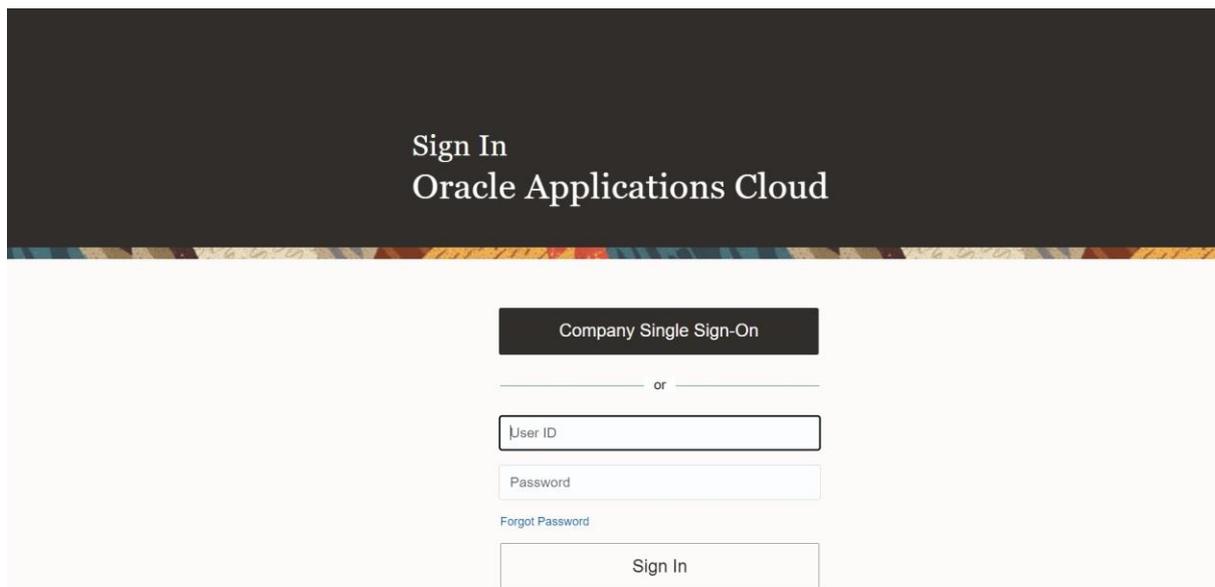
ORACLE GLOBAL ABSENCE MANAGEMENT

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.

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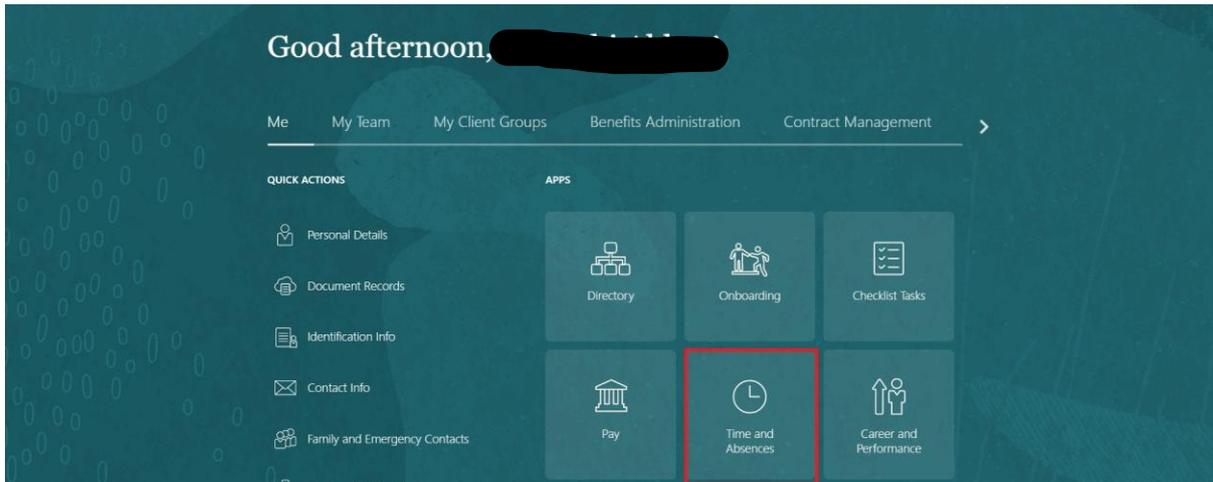
Apply Absence - Employee:

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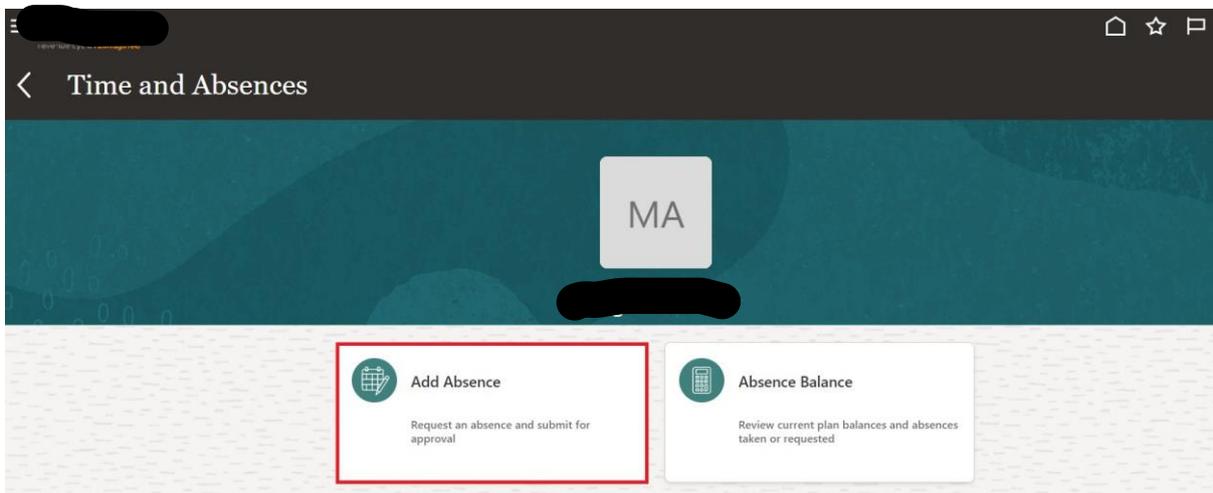
Step-2: *Select type of absence you want to apply and the select the dates for which you want apply leave. Reason for the absence should also be selected if it is mandatory.*

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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.*
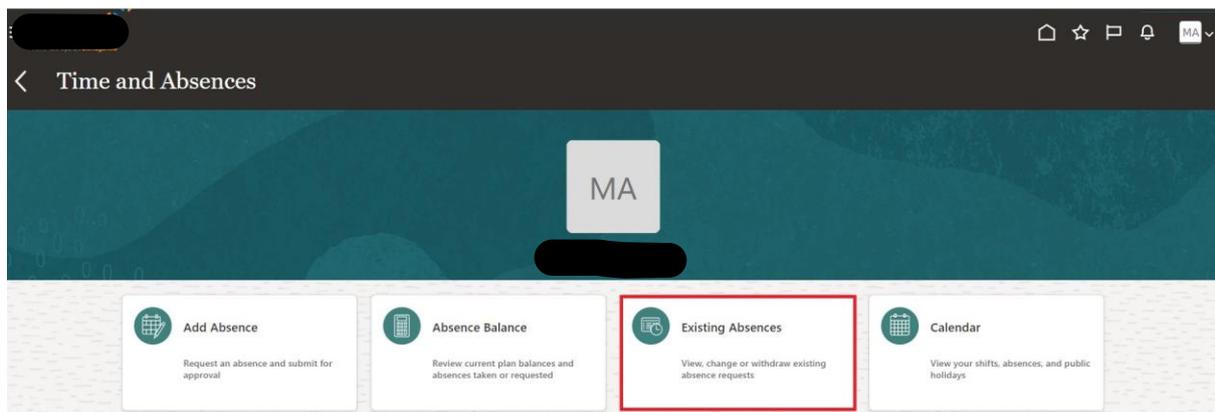
Now absence is applied and is pending for approval.

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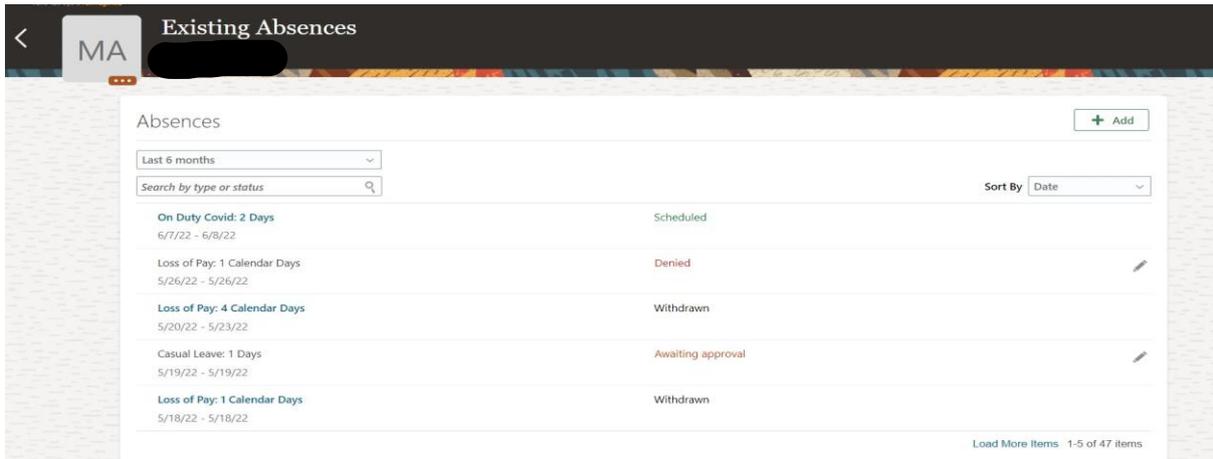
4.2 Withdraw Existing Absence - Employee:

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.*
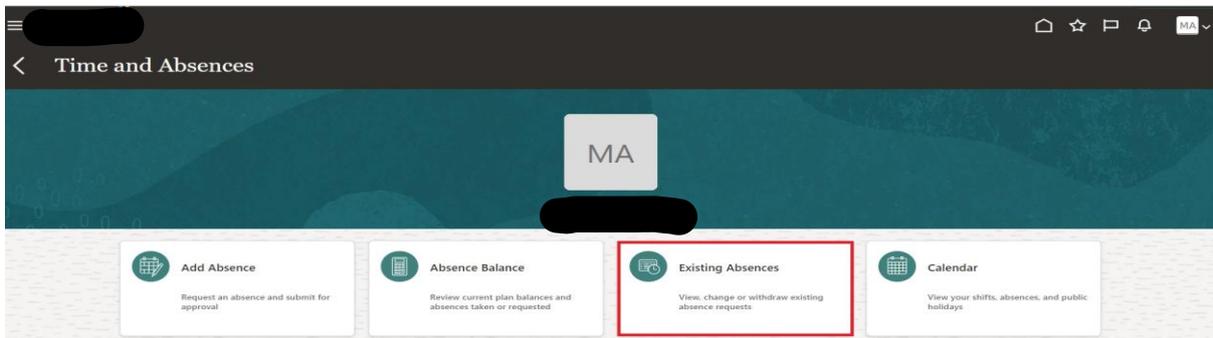
Step-2: *Click 'Pencil Icon' to withdraw the existing absence.*
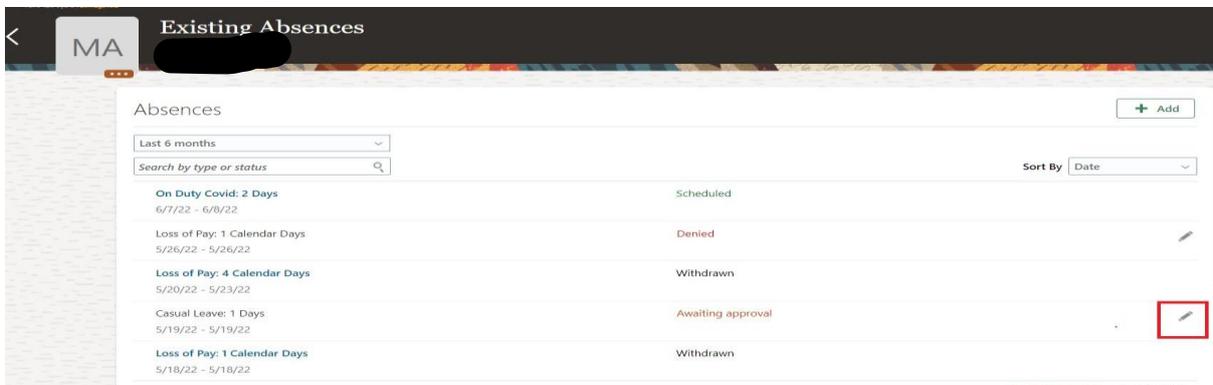
Step-3: *Click 'Delete' to withdraw the absence.*

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

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*

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

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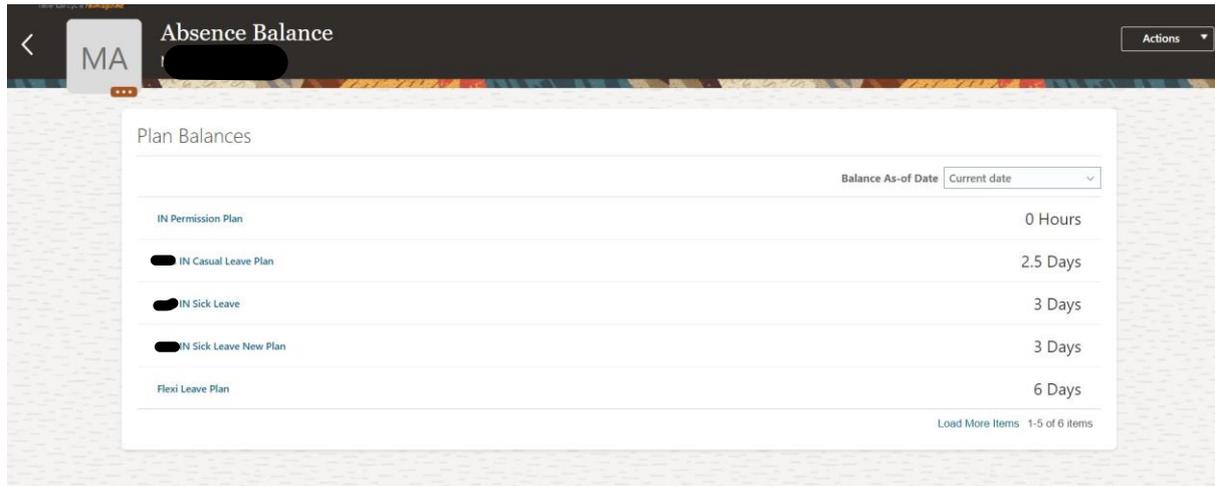
Conclusion: *Hope this Blog helps Employees to Manage their*

Absence.