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Enterprise HR 9.0 - Monitor Absence

PeopleSoft Human Resources Monitor Absence enables you to set up and track employee absences. You can record different types of absences in PeopleSoft, including: conference attendance, disability, disciplinary, jury duty, maternity leave, personal, religious, and sickness.

With PeopleSoft Human Resources Monitor Absence, you can maintain and track absence data, both historical and current, so that you can better monitor employee absences for both performance evaluation and project planning.

PeopleSoft Human Resources Monitor Absence supports the following business processes:

- Define absence parameters.
- Assign work and holiday schedules.
- Track employee absences.
- Report absences.
  - (NLD) Register Dutch illness.
  - (GBR) Track maternity and parental leave.

Upon completion of this module, you will be able to:

- Manage and view absence data.
- Manage and view vacation data.

Managing Absence

Absence occurs when an employee is not at work during scheduled work hours. Depending on why and when an absence occurs, it can be classified as scheduled or non-scheduled, paid or unpaid, and excused or unexcused.

There are different types of absences, including: sick leave, maternity leave, family emergency, personal time, and vacation. PeopleSoft enables you to track all types of absence, along with corresponding comments, and follow-up actions. Absence tracking is especially useful in project planning to ensure that resources are assigned correctly.

Upon completion of this lesson, you will be able to:

- Enter an employee's new work schedule.
- Enter an employee absence.
- View the absence calendar.
- View absence summary information by employee.
- View absence summary information by department.
- View absence summary information by department tree.

Entering an Employee New Work Schedule

A work schedule enables you to track an employee's regular work hours, holidays, and any changes made to this schedule. You can create and track multiple work schedules for an employee. For example, an employee may alternate shifts annually, which affects all vacation and absence scheduling.

In this scenario, Indira Tendulkar wants to reduce her work hours from 40 hours to 35 hours a week. Your goal is to enter the new work schedule code, KFWS003, into the system.
### Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Begin by navigating to the **Work Schedule** page.  
Click the **Workforce Administration** link. |
Step | Action
--- | ---
2. | Click the **Absence and Vacation** link.
3. | Click the **Track Absence History** link.
4. | Click the **Assign Work/Holiday Schedules** link.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Enter the desired information into the <strong>EmpID</strong> field. Enter &quot;KG0001&quot;.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>7.</td>
<td>You use the <strong>Work Schedule</strong> page to assign work and holiday schedules to employees and update their schedule assignments.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
8. | To change or add a work schedule, enter a row of data with the new effective date and schedule. Adding a row to change a work schedule enables you to maintain a detailed work schedule history.

Click the **Add Row** button.

9. | Use the **Begin Date** field to specify the date from which you want the new work schedule to become effective.

Enter the desired information into the **Begin Date** field. Enter "09/01/2007".

10. | Click in the **Work Schedule** field.

11. | Use the **Work Schedule** field to enter an employee's work schedule code. Indira is currently following a 40-hour work schedule. You need to change it to a 35-hour work schedule. The associated code for the 35-hour work schedule is KFWS003.

Enter the desired information into the **Work Schedule** field. Enter "KFWS003".

12. | Click in the **Holiday Schedule** field.
Step | Action
--- | ---
13. | Specify the employee's holiday schedule for the defined period in the **Holiday Schedule** field. The English Holiday Schedule is specified as Indira's holiday schedule.

Enter the desired information into the **Holiday Schedule** field. Enter "KGEN".

14. | Click the **Save** button.

15. | You have successfully modified an employee's work schedule.

**End of Procedure.**

### Entering Employee Absences

You use the Workforce Administration component to track an employee absence such as sick leave, jury duty, or conference attendance. You can track an employee absence either before or after the absence occurs.

In this scenario, Indira Tendulkar wants to use vacation time so that she can have pre-scheduled surgery. Your goal is to enter the absence information for an absence starting on 05/07/2005. The Absence Type is OTH, for other.

**Procedure**
Step 1. Begin by navigating to the Absence Data page.

Click the **Workforce Administration** link.

**Step 2.** Click the **Absence and Vacation** link.

**Step 3.** Click the **Create/Update Absence** link.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Enter the desired information into the <strong>EmplID</strong> field. Enter &quot;<strong>KG0001</strong>&quot;.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>6.</td>
<td>You use the <strong>Absence Data</strong> page to enter employee absence details. In addition, you record employee absence information, including the reason and the date and time of the absence. On this page, you specify that Indira's absence is because of surgery.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 7.   | Add a row to specify Indira's absence. Adding a row helps you maintain the history of an employee's absence.  
Click the **Add Row** button. |
| 8.   | Use the **Start Date/Time** field to enter the date from which the employee's absence becomes effective. The default is the system date.  
Enter the desired information into the **Start Date/Time** field. Enter "09/01/2007". |
| 9.   | Click in the **End Date/Time** field. |
| 10.  | Specify the end date and time of the absence in the **End Date/Time** field. Entering an employee absence end date is optional.  
Enter the desired information into the **End Date/Time** field. Enter "09/10/2007". |
| 11.  | Click in the **Absence Type** field. |
| 12.  | Use the **Absence Type** field to indicate the absence type, such as jury duty, disciplinary, or maternity leave. The selection that you make in this field affects the remaining fields on this page.  
Enter the desired information into the **Absence Type** field. Enter "OTH". |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Click in the <strong>Reason</strong> field.</td>
</tr>
<tr>
<td>14.</td>
<td>Use the <strong>Reason</strong> field to specify the reason for the absence. Enter the desired information into the <strong>Reason</strong> field. Enter &quot;Surgery&quot;.</td>
</tr>
<tr>
<td>15.</td>
<td>Click in the <strong>Notification Date</strong> field.</td>
</tr>
<tr>
<td>16.</td>
<td>Use the <strong>Notification Date</strong> field to enter the date that you are reporting the absence. Enter the desired information into the <strong>Notification Date</strong> field. Enter &quot;09/12/2007&quot;.</td>
</tr>
<tr>
<td>17.</td>
<td>Click the <strong>Follow-up Action</strong> tab.</td>
</tr>
<tr>
<td>18.</td>
<td>Use the <strong>Follow-up Action</strong> page to enter any follow-up details and subsequent actions required for the absence, such as whether an illness is work-related or an ongoing condition.</td>
</tr>
<tr>
<td>19.</td>
<td>In this example, the doctor was consulted before scheduling the surgery. Click the <strong>Doctor Consulted</strong> option.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
20. | Click the **Comments** tab.
21. | Use the **Comments** page to record comments about an employee's absence.

22. | Use the **Comment Date** field to specify the date on which you entered the comment.
Enter the desired information into the **Comment Date** field. Enter "09/12/2007".

23. | Click in the **Comment** field.

24. | Use the **Comment** field to enter your comments.
Enter the desired information into the **Comment** field. Enter "The company doctor recommended surgery."

25. | Click the **Save** button.

26. | You have successfully entered employee absence details.
**End of Procedure.**

**Viewing the Absence Calendar**

You use the **Absence Calendar** page to view an employee absence in graphical format. The Absence Calendar page is populated from the **General Absence** and **Vacation Absence** pages.
For each day on which there is an absence, the system displays an icon indicating the type of absence (if there is an icon for that type of absence). If there is no image defined, nothing displays on the calendar.

In this scenario, your goal is to view the absence calendar for an employee using the Absence Calendar page.

**Procedure**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the Absence Calendar page. Click the Workforce Administration link.</td>
</tr>
</tbody>
</table>

![Image of the Absence Calendar page]
## Step 2
Click the **Absence and Vacation** link.

## Step 3
Click the **Review Absence Calendar** link.

[Review Absence Calendar]


<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Enter the desired information into the <strong>EmplID</strong> field. Enter &quot;<strong>KG0001</strong>&quot;.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>6.</td>
<td>The <strong>Absence Calendar</strong> page enables you to view a graphical representation of employee absences.</td>
</tr>
<tr>
<td>7.</td>
<td>The month and year that appear in the calendar are identified in this group box.</td>
</tr>
<tr>
<td>8.</td>
<td>Click this button to navigate to the same month of the previous year.</td>
</tr>
<tr>
<td>9.</td>
<td>Click this button to navigate to the previous month.</td>
</tr>
<tr>
<td>10.</td>
<td>Click this button to navigate to the next month.</td>
</tr>
<tr>
<td>11.</td>
<td>Click this button to navigate to the same month of the following year.</td>
</tr>
</tbody>
</table>
Step 12. Click the links in the Legend section to access the Legend - Absence Types page, which provides a definition of all calendar images that appear on the calendar for the month.

Click the Absence Types link.

Absence Types
### Step 13

**Action**

Click the **Return** button.

![Return button](https://example.com/return_button.png)
### Training Guide
**Enterprise HR 9.0 - Monitor Absence**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 14. | For each day on which an absence occurred, the system shows a graphical image, if that type of absence has a defined image. If there is no defined image, nothing appears on the calendar.  
Click a date or graphical image to view the details of a particular absence.  
Click the **Absence Data** button. |

**Viewing Absence Summary by Employee**

You use the **Absence Summary by Employee** page to view a list of all absences for an employee. Absences must be entered in the **General Absence** page in order to display in the Absence Summary by Employee page.

---

**End of Procedure.**
In this scenario, your goal is to view the absence summary for an employee using the Absence Summary by Employee page.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Begin by navigating to the Absence Summary by Employee page.  

Click the Workforce Administration link.  

> Workforce Administration
Step | Action
--- | ---
2. | Click the **Absence and Vacation** link.
3. | Click the **Summary by Employee** link.

*Summary by Employee*
### Step 4
Enter the desired information into the **EmplID** field. Enter "**KG0001**".

### Step 5
Click the **Search** button.

### Step 6
The **Absence Summary by Employee** page enables you to view a list of all absences for an employee.

### Step 7
Click the **Absence Details** link to view absence details for any of the absences.

### Step 8
You have successfully viewed the **Absence Summary by Employee** page.

**End of Procedure.**

---

**Viewing Absence Summary by Department**

You use the **Absence Summary by Department** page to view all absences within a department. Absences must be entered in the **General Absence** page in order to display in the Absence Summary by Department page.

In this scenario, your goal is to view all absences for the Department ID 14000 using the **Absence Summary by Department** page.

**Procedure**
### Step 1

Begin by navigating to the **Absence Summary by Department** page.

Click the **Workforce Administration** link.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Begin by navigating to the Absence Summary by Department</strong> page.<strong>&lt;br&gt;Click the <strong>Workforce Administration</strong> link.</strong></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Absence and Vacation</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Track Absence History</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Summary by Department</strong> link.</td>
</tr>
</tbody>
</table>
Training Guide  
Enterprise HR 9.0 - Monitor Absence

**Step**  | **Action**  
--- | ---  
5. | Enter the desired information into the **SetID** field. Enter "SHARE".  
6. | Click in the **Department** field.  
7. | Enter the desired information into the **Department** field. Enter "14000".  
8. | Click the **Search** button.  
9. | You use the **Absence Summary by Department** page to view all absences within a department. In this example, there is only one employee absence for department 14000.  
10. | You can view the details of an absence by clicking the **Absence Details** link.  
11. | You have successfully viewed all absences within a department. **End of Procedure.**

**Viewing Absence Summary by Dept Tree**

You use the **Absence Summary by Dept Tree** page to view all absences within a department and subordinate departments. Absences must be entered in the **General Absence** page in order to display in the **Absence Summary by Dept Tree** page.

In this scenario, your goal is to view absence summary by department tree for Department ID 14000 using the **Absence Summary by Dept Tree** page.

**Procedure**
### Step 1

Begin by navigating to the **Absence Summary by Dept** tree page.

Click the **Workforce Administration** link.

![Workforce Administration](image-url)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click the <strong>Absence and Vacation</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Track Absence History</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Summary by Dept Tree</strong> link.</td>
</tr>
</tbody>
</table>
5. Enter the desired information into the SetID field. Enter "SHARE".

6. Click in the Department field.

7. Enter the desired information into the Department field. Enter "14000".

8. Click the Search button.

9. You use the Absence Summary by Dept Tree page to view all absences within a department and subordinate departments.

10. You can view the details of an absence by clicking the Absence Details link.

11. You have successfully viewed the absence summary by department tree.

**End of Procedure.**

### Managing Vacations

A common type of employee absence is vacation time. In most cases, companies allot vacation hours or days annually.

Vacation plans determine how much vacation an employee is allotted, if the vacation is paid, and when the vacation can occur. Based on an employee's vacation plan, you can track when an employee has taken vacation and any requests for vacation. In addition, some companies allow vacation to accrue from year-to-year and from overtime. Because vacations are typically pre-approved absences, they should be tracked before the vacation occurs. This aids in resource and project planning.
Upon completion of this lesson, you will able to:
• Enroll employees into a vacation plan.
• Run the Vacation Accrual process.
• Enter vacation requests.
• Approve vacation requests.
• Track vacation absence data.

Enrolling Employees Into a Vacation Plan
You use a vacation plan to track when an employee takes a vacation or makes any requests for a vacation.

Consider this scenario: Indira Tendulkar needs to be enrolled in the UK Vacation Plan. Your goal is to enter the effective date, 02/17/2005, and the vacation benefit plan code, KGVACN, for Indira.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Vacation Plan</strong> page. Click the <strong>Workforce Administration</strong> link.</td>
</tr>
</tbody>
</table>

![Image of Workforce Administration link]
2. Click the **Absence and Vacation** link.

3. Click the **Vacation Plan** link.
Step | Action
--- | ---
4. | Enter the desired information into the **EmplID** field. Enter "**KG0001**".
5. | Click the **Search** button.
6. | The **Vacation Plan** page enables you to record vacation plan types, dates, and vacation benefit coverage.
7. | The **Plan Type** field displays the vacation plan type. By default, the type is **Vacation**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Click in the <strong>Effective Date</strong> field.</td>
</tr>
<tr>
<td>9.</td>
<td>Use the <strong>Effective Date</strong> field to enter the date when the required vacation plan becomes effective. Enter the desired information into the <strong>Effective Date</strong> field. Enter &quot;09/01/2007&quot;.</td>
</tr>
</tbody>
</table>
| 10.  | Select the coverage election. Options are:  
- **Elect**: The person uses the plan.  
- **Waive**: The person waives the plan.  
- **Terminate**: The person terminates coverage. |
| 11.  | In the **Elect Date** field, enter the date that the coverage election takes place. It defaults to the current system date, but can be modified if needed. |
| 12.  | Click in the **Benefit Plan** field. |
| 13.  | Use the **Benefit Plan** field to enter the vacation benefit plan. Indira will be enrolled in the UK Vacation Plan. Enter the desired information into the **Benefit Plan** field. Enter "KGVACN". |
| 14.  | Click the **Save** button. |
| 15.  | You have successfully enrolled an employee into a vacation plan. **End of Procedure.** |
Running the Vacation Accrual Process

The **Vacation Accrual Process** enables you to update an employee's accrual records by company and by vacation benefit plan. Vacations are accrued either monthly or annually. You can also run future accruals. This enables employees to request a vacation for future events.

Consider this scenario: Some employees want to request a vacation. However, they first need to accrue a vacation for the related period. Your goal is to run the Vacation Accrual process with the run control ID VAP01.

**Procedure**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Vacation Accrual Process</strong> page. Click the <strong>Workforce Administration</strong> link.</td>
</tr>
</tbody>
</table>

![Workforce Administration](image)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click the <strong>Absence and Vacation</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Accrue Vacation</strong> link.</td>
</tr>
</tbody>
</table>

**Accrue Vacation**
4. You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use.

   Click the **Add a New Value** tab.

5. A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.

   Enter the desired information into the **Run Control ID** field. Enter "VAP01".

6. Click the **Add** button.

7. Use the **Vacation Accrual Process** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.

8. Use the **Company** field to specify the company code for which you want to run the vacation accrual process. For this exercise, retain the default company code.
Step | Action
--- | ---
9. | Click in the **Vacation Plan** field.
10. | Use the **Vacation Plan** field to specify the vacation plan code.

Enter the desired information into the **Vacation Plan** field. Enter "KGVACN".

11. | Click in the **Current Period End Date** field.
12. | Use the **Current Period End Date** field to enter the end date for which you want to run the Vacation Accrual process. However, if you previously ran the Vacation Accrual process, this field is populated with the last process’s future period and date.

Enter the desired information into the **Current Period End Date** field. Enter "10/01/2007".

13. | Depending on the accrual frequency value, the value in the **Future Period End Date** field is set to a month or a year from the current period end date. Notice that the value in the **Future Period End Date** field is set to an year in future.

14. | Click the **Run** button.

15. | Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>You must select a <strong>Server Name</strong> to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Server Name</strong> list.</td>
</tr>
<tr>
<td>17.</td>
<td>Click the <strong>PSNT</strong> list item.</td>
</tr>
<tr>
<td></td>
<td>PSNT</td>
</tr>
<tr>
<td>18.</td>
<td>Use the <strong>Type</strong> field to select the type of output you want to generate for this job.</td>
</tr>
<tr>
<td>19.</td>
<td>Use the <strong>Format</strong> field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is PDF.</td>
</tr>
<tr>
<td>20.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>21.</td>
<td>Notice the <strong>Process Instance</strong> number appears. This number helps you identify the process you have run when you check the status.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>22.</td>
<td>Click the Process Monitor link.</td>
</tr>
<tr>
<td></td>
<td><strong>Process Monitor</strong></td>
</tr>
<tr>
<td>23.</td>
<td>Use the Process List page to view the status of submitted process requests.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 24.  | The current status of the process is Queued. The process is finished when the status is Success. Continue to click the **Refresh** button until the status is Success.  

---

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 25.  | The current status of process 767 is **Success**. This means the process has completed successfully. Sometimes when you first enter this page, the process is in an incomplete status, such as Queued or Processing. You want to verify that the status is Success before continuing with other processes. Continue to click the **Refresh** button until the status is Success.  

---

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 26.  | Next, view the details of this process.  

---

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 27.  | The **Process Detail** page enables you to view the details of the process, such as process name, instance number, type, and description.  

---
Step | Action
---|---
28. | After you have run the report, you can view it by clicking the **View Log/Trace** link.

Click the **View Log/Trace** link.

**View Log/Trace**
### Step 29. Open the report.

Click the **ABS701_767.PDF** link.

**ABS701_767.PDF**

### Step 30. The **Vacation Accrual** report opens as a PDF file in a separate browser window.

This report enables you to view employee vacation accrual data for a given company ID, vacation benefit plan, and date range.

### Step 31. You have successfully run the Vacation Accrual process, and viewed the Vacation Accrual report.

**End of Procedure.**

**Entering Vacation Requests**

The **Vacation Request** page enables you to enter vacation requests. You can also mark them as approved and enter additional tracking information about this approval.

Before you book vacation requests for employees, make sure their accrual records are current by running the Vacation Accrual process.

In this exercise, you will enter a vacation request for an employee.

**Procedure**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Begin by navigating to the **Vacation Request** page.  
Click the **Workforce Administration** link.  
![Workforce Administration](image) |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td><strong>Click the Absence and Vacation link.</strong></td>
</tr>
</tbody>
</table>
| 3.   | **Click the Request/Approve Vacation link.**

**Request/Approve Vacation**
4. Enter the desired information into the **EmplID** field. Enter "KG0002".

5. Click the **Search** button.

6. Use the **Vacation Request** page to enter vacation requests.
### Step 7
Click the **Next Row** button.

### Step 8
Use the **Request Date** field to specify the date you are entering the vacation request. The default is the system date, but you can change it. In this example, accept the default.

### Step 9
Click in the **Start Date** field.

### Step 10
Use the **Start Date** field to enter the date on which the vacation will start. Enter the desired information into the **Start Date** field. Enter "02/04/2002".

### Step 11
Click in the **End Date** field.

### Step 12
Use the **End Date** field to enter the date on which the vacation will end. Enter the desired information into the **End Date** field. Enter "02/08/2002".

### Step 13
Click in the **Duration (Days)** field.
14. When you click into the **End Date** field, the system calculates the number of vacation days and populates the **Duration (Days)** field with this amount. The system compares the start and end dates to the employee's work and holiday schedules, and calculates the duration as the number of days the employee will not be at work. Therefore, the duration amount is not necessarily the number of days between start and end dates. You can override this field if you want to.

15. The **Days Booked/Taken** field is dynamically updated as you enter the start and end dates until the request is approved. In this example, after tabbing out of the **End Date** field, the **Days Booked/Taken** field displays 5.000.

16. The **Days Remaining** field is dynamically updated as you enter the start and end dates until the request is approved. In this example, after tabbing out of the **End Date** field, the **Days Remaining** field displays 23.000.

17. Click the **Save** button.

18. You have successfully entered a vacation request for an employee. **End of Procedure.**

### Approving Vacation Requests

The **Vacation Approval** page enables you to indicate vacation approval. Before you approve a vacation request, ensure that the employee is assigned to a vacation plan through Base Benefits or Benefits Administration.

In this scenario, you are logged in as Beverly Brown, employee ID CPB0710. Your goal is to approve a vacation request for Dewi Hopkins, employee ID KG0002.

**Procedure**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Begin by navigating to the **Vacation Request** page.  
|      | Click the **Workforce Administration** link.  
|      | [Workforce Administration](#) |
### Step 2
2. Click the **Absence and Vacation** link.

### Step 3
3. Click the **Request/Approve Vacation** link.

**Request/Approve Vacation**
Step | Action
--- | ---
4. | Enter the desired information into the **EmplID** field. Enter "**KG0002**".
5. | **Click the Search button.**
6. | **Use the Vacation Request page to initiate the approval process for a vacation request.**
7. Click the **Next Row** button.

8. Click an entry in the **Approval** column.

9. Use the **Vacation Approval** page to indicate vacation approval.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Click the <strong>Approved</strong> option.</td>
</tr>
<tr>
<td>11.</td>
<td>The <strong>Date Approved</strong> field indicates the date you are approving the vacation. The default is the system date, but it can be changed. In this example, accept the default.</td>
</tr>
<tr>
<td>12.</td>
<td>Click in the <strong>Approved By</strong> field.</td>
</tr>
<tr>
<td>13.</td>
<td>Enter the desired information into the <strong>Approved By</strong> field. Enter &quot;0043&quot;.</td>
</tr>
<tr>
<td>14.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>
### Tracking Vacation Absence Data

The **Vacation Absence** page enables you to track vacation absence data for your employees.

In this scenario, your goal is to track vacation absence data for Dewi Hopkins, whose employee ID KG0002.

### Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>16.</td>
<td>You have successfully approved a vacation request.</td>
</tr>
</tbody>
</table>

**End of Procedure.**
**Step** | **Action**
--- | ---
1. | Begin by navigating to the *Vacation Absence* page.

Click the *Workforce Administration* link.

[Workforce Administration](#)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click the Absence and Vacation link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the Capture Vacation Absence link.</td>
</tr>
<tr>
<td></td>
<td>Capture Vacation Absence</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>4.</td>
<td>Enter the desired information into the <strong>EmpID</strong> field. Enter &quot;<strong>KG0002</strong>&quot;.</td>
</tr>
<tr>
<td>5.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>6.</td>
<td>Use the <strong>Vacation Absence</strong> page to track vacation absence data for your employees.</td>
</tr>
<tr>
<td>7.</td>
<td>Use the <strong>Absence Type</strong> field to select the nature of absence. For this exercise, retain the default absence type.</td>
</tr>
</tbody>
</table>
8. Enter the desired information into the **Reason** field. Enter "**Vacation**".

9. Click in the **Comment Date** field.

10. Use the **Comment Date** field to specify the date on which a comment is added for the vacation data.

    Enter the desired information into the **Comment Date** field. Enter "**02/18/2002**".

11. Click in the **Comment** field.

12. Enter the desired information into the **Comment** field. Enter "**Employee's family occasion**".

13. Click the **Save** button.

14. You have successfully tracked vacation absence data for an employee.

**End of Procedure.**