Absence Management

Set Up Task: Installation Settings

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Installation Settings

Set Up Classification: Shared

Sequence: 008.001

Task Description: Define Global Payroll and Absence installation setting or processing parameters.

---

**Checkpoint Intervals**

- Identify Phase: 2000
- Calculate Phase: 1000
- TL Feed Phase
- *Cancel Phase: 2000
- Progress Interval: 500

*Intervals explained: One of the parameters that affect batch processing performance is the amount of work accumulated in the system before changes are committed to the database.*

*The "Checkpoint Intervals" measure the accumulated work in terms of the number of payets processed in a given processing phase between each commit. The optimal setting is unique to each installation and phase.*

*The "Progress Interval" controls when progress is recorded on the process log during the calculation phase.*

**Absence Processing**

- Months of Absence History: 24

**Absence Event Entry**

- Days Before Current Date: 90
- Days After Current Date: 90

**Role not allowed: Approve Automatically**

- Hide Forecast Button
- Hide Save For Later Button

**Absence Analytics Settings**

- Days Before Current Date: 90
- Days After Current Date: 90

**Access Type**: By Supervisor ID

**Enable Pivot Grid Analytics**

- Enable Pivot Grid Analytics

---

DRAFT
Payment Processing

Database Identifier 00
Payment Count 3000

Packager Processing Defaults

Script Location

Rule Packager Defaults

Compare Report Print Options

- Errors/Warnings
- Modified
- New
- Deleted
- Unchanged

Continue Upgrade Processing

- With Errors
- With Warnings

Search Settings

- Enable Positive Input Search
- Positive Input Day Limit 30

Payslip Store Option

Store Option

Load Dates

Scheduling and Punch Pattern

- Schedule Resolution: Take Last Schedule Update
- Schedule Totaling: Exclude Breaks and Meals

Default Punch Pattern

<table>
<thead>
<tr>
<th>Punch Type</th>
<th>Column Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>Meal</td>
<td>Lunch</td>
</tr>
<tr>
<td>In</td>
<td>In</td>
</tr>
<tr>
<td>Out</td>
<td>Out</td>
</tr>
</tbody>
</table>

Payable Time Approvals

- Retain basic (non-AWE) model

Email Notifications

- Enable Notifications
- Enable Alert Notification

Manager Notifications

- Exception Generated
- Scheduled Event Modified
- Payable Time Needs Approval

Employee Notifications

- Payable Time Is Approved

Employee Location

- Radius 500 Feet
Absence Management

Set Up Task: Countries

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Countries

Set Up Classification: Shared

Sequence: 009.001

Task Description: Define country and related retro processing method information.

Countries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Screen shot of Countries search interface]

Search Results:

<table>
<thead>
<tr>
<th>Country</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARG</td>
<td>Argentina</td>
</tr>
<tr>
<td>AUS</td>
<td>Australia</td>
</tr>
<tr>
<td>BRA</td>
<td>Brazil</td>
</tr>
<tr>
<td>CHE</td>
<td>Switzerland</td>
</tr>
<tr>
<td>CHN</td>
<td>China</td>
</tr>
<tr>
<td>CYM</td>
<td>Cayman Islands</td>
</tr>
<tr>
<td>DEU</td>
<td>Germany</td>
</tr>
<tr>
<td>ESP</td>
<td>Spain</td>
</tr>
<tr>
<td>FRA</td>
<td>France</td>
</tr>
<tr>
<td>GBR</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>HKG</td>
<td>Hong Kong</td>
</tr>
<tr>
<td>IND</td>
<td>India</td>
</tr>
<tr>
<td>ITA</td>
<td>Italy</td>
</tr>
<tr>
<td>JPN</td>
<td>Japan</td>
</tr>
<tr>
<td>MEX</td>
<td>Mexico</td>
</tr>
<tr>
<td>MYS</td>
<td>Malaysia</td>
</tr>
<tr>
<td>NLD</td>
<td>Netherlands</td>
</tr>
<tr>
<td>NZL</td>
<td>New Zealand</td>
</tr>
<tr>
<td>SGP</td>
<td>Singapore</td>
</tr>
<tr>
<td>THA</td>
<td>Thailand</td>
</tr>
<tr>
<td>USA</td>
<td>United States</td>
</tr>
</tbody>
</table>
Countries

<table>
<thead>
<tr>
<th>Country</th>
<th>USA United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Pay Validation Formula</td>
<td>GEN FM NPV FLOW x</td>
</tr>
<tr>
<td>*Default Retroactive Method</td>
<td>Forwarding</td>
</tr>
<tr>
<td>*On Conflict Retroactive Method</td>
<td>Forwarding</td>
</tr>
</tbody>
</table>

- **Use Current Results+Adjustment**
  - [ ] To Process Banking
  - [ ] To Process General Ledger

- **Process Payee Assignments**
  - *Process Assignments Option* Active as of Segment End Date
  - Prorate Assignments Start Date

- **Supporting Element Overrides**
  - *Payee Level* By Segment
Absence Management

Set Up Task: Schedule Groups

Navigation:
Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Schedules > Schedule

Set Up Classification: Shared

Sequence: 305.001

Task Description: Schedule groups provide a way to organize schedules and group payees with like schedules. Each schedule group is associated with a SetID (as is each shift, workday, and schedule definition). When you assign schedules, you select the schedule group, which filters the schedules that you can assign.
Absence Management

Set Up Task: Shifts

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Schedules > Shifts

Set Up Classification: Shared

Sequence: 306.001

Task Description: You can create elapsed, flex, and punch shifts with the Shifts component (SCH_SHIFT) or you can enter shift information manually when you create a schedule definition.

Shifts

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Search Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set ID</td>
</tr>
<tr>
<td>Shift ID</td>
</tr>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Include History</td>
</tr>
<tr>
<td>Correct History</td>
</tr>
<tr>
<td>Case Sensitive</td>
</tr>
</tbody>
</table>

Search Results
Absence Management

Set Up Task: Workdays

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Schedules > Workdays

Set Up Classification: Shared

Sequence: 307.001

Task Description: You can create workdays to be used as labels for the days within a schedule definition.

Workdays

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Set ID begins with SHARE
Workday ID begins with
Description begins with

[Include History] [Correct History] [Case Sensitive]

Search Results

View All  First  1-42 of 42  Last

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Workday ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHARE0136HRS</td>
<td>1 Hour, 36 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0139HRS</td>
<td>1 Hour, 39 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0200HRS</td>
<td>2 Hours</td>
<td></td>
</tr>
<tr>
<td>SHARE0212HRS</td>
<td>2 Hours, 12 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0220HRS</td>
<td>2 Hours, 20 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0220HRS</td>
<td>2 Hours, 20.4 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0224HRS</td>
<td>2 Hours, 24 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0245HRS</td>
<td>2 Hours, 45 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0253HRS</td>
<td>2 Hours, 53 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0253HRS</td>
<td>2 Hours, 53.4 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0312HRS</td>
<td>3 Hours, 12 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0318HRS</td>
<td>3 Hours, 18 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0348HRS</td>
<td>3 Hours, 48 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0351HRS</td>
<td>3 Hours, 51 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0354HRS</td>
<td>3 Hours, 54 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0355HRS</td>
<td>3 Hours, 55 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0359HRS</td>
<td>3 Hours, 59 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0359HRS</td>
<td>3 Hours, 59.4 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0400HRS</td>
<td>4 Hours</td>
<td></td>
</tr>
<tr>
<td>SHARE0424HRS</td>
<td>4 Hours, 24 Min</td>
<td></td>
</tr>
<tr>
<td>SHARE0440HRS</td>
<td>4 Hours, 40 Min</td>
<td></td>
</tr>
</tbody>
</table>
Absence Management

Set Up Task: Definitions

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Schedules > Definitions

Set Up Classification: Shared

Sequence: 308.001

Task Description: Specify a pattern of shifts or scheduled times to create a schedule.

Workday

![Workday Set ID: SHARE SHARE Workday ID: 0136HRS Workday Information: Effective Date: 12/50/1900 Description: 1 Hour, 36 Min Short Description: 1.6 hrs]
Absence Management

Set Up Task: Entry Types

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Entry

Set Up Classification: Shared

Sequence: 383.001

Task Description: You use the Entry Types page mainly to associate a corresponding prompt view to use if the entry type is selected online. For each entry type that’s defined, you associate a prompt view with it. For some entry types, you also associate additional, special prompts to be used for security and override areas (related to the Override fields on the Element Name page). Entry type prompts are closely related to entry types. Use an entry type prompt to indicate the entry types for a field in the application. The entry type prompts are then used and attached through Absence Management so that only those entry types are available. Based on the entry type that you selected, you go to the prompt views that are indicated for that entry type to get a list of elements to select from.

Entry Types

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

- **Entry Type**
  - begins with
- **Description**
  - begins with
- **Short Description**
  - begins with

- Case Sensitive

Search Results

<table>
<thead>
<tr>
<th>Entry Type</th>
<th>Description</th>
<th>Short Description</th>
<th>Value Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Character</td>
<td>Character</td>
<td>Character</td>
</tr>
<tr>
<td>002</td>
<td>Numeric</td>
<td>Numeric</td>
<td>Numeric</td>
</tr>
<tr>
<td>003</td>
<td>Calendar Date</td>
<td>Calendar Date</td>
<td>Date</td>
</tr>
<tr>
<td>AA0</td>
<td>Auto Assigned</td>
<td>Auto Assignn</td>
<td>Element</td>
</tr>
<tr>
<td>AC0</td>
<td>Accumulator</td>
<td>Accumulator</td>
<td>Element</td>
</tr>
<tr>
<td>AC4</td>
<td>Segment Accumulator</td>
<td>Seg. Accom</td>
<td>Element</td>
</tr>
<tr>
<td>AE0</td>
<td>Absence Entitlement</td>
<td>Abs Entitlement</td>
<td>Element</td>
</tr>
<tr>
<td>AE5</td>
<td>Absence Entitlement</td>
<td>Abs Entitlement</td>
<td>Element</td>
</tr>
<tr>
<td>AR0</td>
<td>Array</td>
<td>Array</td>
<td>Element</td>
</tr>
<tr>
<td>AT0</td>
<td>Absence Take</td>
<td>Abs Take</td>
<td>Element</td>
</tr>
<tr>
<td>BR0</td>
<td>Bracket</td>
<td>Bracket</td>
<td>Element</td>
</tr>
<tr>
<td>BR1</td>
<td>Bracket - Character</td>
<td>Bracket - Character</td>
<td>Element</td>
</tr>
<tr>
<td>BR2</td>
<td>Bracket - Numeric</td>
<td>Bracket - Numeric</td>
<td>Element</td>
</tr>
<tr>
<td>BR3</td>
<td>Bracket - Date</td>
<td>Bracket - Date</td>
<td>Element</td>
</tr>
<tr>
<td>CT0</td>
<td>Count</td>
<td>Count</td>
<td>Element</td>
</tr>
<tr>
<td>DD0</td>
<td>Deduction</td>
<td>Deduction</td>
<td>Element</td>
</tr>
</tbody>
</table>
Entry Types

**Promt Views for Element Security and Overrides**

- **Calendar**: GP_PIN_DROCL_VW
- **Pay Entity**: GP_PIN_DROPE_VW
- **Pay Group**: GP_PIN_DROPG_VW
- **Element Definition**: GP_PIN_DRODES_VW

- **Payee**: GP_PIN_DROPY_VW
- **Positive Input**: 
- **Via Element**: GP_PIN_DROEL_VW
Absence Management

Set Up Task: Entry Type Prompts

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Entry Type Prompts

Set Up Classification: Shared

Sequence: 384.001

Task Description: Entry type prompts are closely related to entry types. Use an entry type prompt to indicate the entry types for a field in the application. The entry type prompts are then used and attached through Absence Management so that only those entry types are available. Based on the entry type that you selected, you go to the prompt views that are indicated for that entry type to get a list of elements to select from.

### Entry Type Prompts

Enter any information you have and click Search. Leave fields blank for a list of all values.

![Search Criteria](image)

- **Search Results**
  - **Entry Prompt ID**
    - GPBR_ENT_EDA_VW: Earnings, Deductions and Acum
    - GPBR_ENT_ED_VW: Earn and Ded View
    - GPCH_ENT_BL_VW: Print Class View
    - GEPS_ENT_FLX_VW: Estimation Set Definition
    - GEPS_ENT_RTO_VW: FAN pymt. type retro Override
    - GEPS_ENT_SE1_VW: Seniority calc. valid elements
    - GEPS_ENT_TX1_VW: Tax Calculation Variables
    - GEPS_GRN_EL_VW: GEPS Garnishment Element View
    - GPERS_GRHEL_VW: Garnishment Element for Others
    - GPERS_GRPCTEL_VW: Garnishment Element for Pct.
    - GPRF_DA_PINVW: DADS Elements
    - GPRF_DUCCS_PINVW: DUCS Contribution Setup
    - GPRF_PAGES_VW: Types used in page setups
    - GPRF_PIN_RPT_VW: Report Prompt
    - GPGB_ENT_EDA_VW: Earns, Deds, Acums
    - GPRN_ENT_CHR_VW: Payee Reports Character Prompt
    - GPRN_ENT_DAY_VW: Payee Report Date Prompt
    - GPRN_ENT_DT_VW: Payee Report Date Prompt
    - GPRN_ENT_NUM_VW: Payee Report Numeric Prompt
    - GPRN_ENT_PSL_VW: India Payslip Entry Prompt
    - GPRN_ENT_BLS_VW: Print Class View
    - GPJP_ENT_PP_VW: Payslip Entry Prompt View
    - GPMX_ENT_ED_VW: Earn and Ded View

---

DRAFT
## Entry Type Prompts

**Entry Prompt ID**: GPBR_ENT_ED_VW

<table>
<thead>
<tr>
<th>Entry Type</th>
<th>Description</th>
<th>Valid Entry Type</th>
<th>Prompt View Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Character</td>
<td></td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>Numeric</td>
<td></td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>Calendar Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AA0</td>
<td>Auto Assigned</td>
<td></td>
<td>GP_PIN_AA0_VW</td>
</tr>
<tr>
<td>AC0</td>
<td>Accumulator</td>
<td></td>
<td>GP_PIN_AC0_VW</td>
</tr>
<tr>
<td>AC4</td>
<td>Segment Accumulator</td>
<td></td>
<td>GP_PIN_AC4_VW</td>
</tr>
<tr>
<td>AE0</td>
<td>Absence Entitlement</td>
<td></td>
<td>GP_PIN_AE0_VW</td>
</tr>
<tr>
<td>AE5</td>
<td>Absence Entitlement</td>
<td></td>
<td>GP_PIN_AE5_VW</td>
</tr>
<tr>
<td>AR0</td>
<td>Array</td>
<td></td>
<td>GP_PIN_AR0_VW</td>
</tr>
<tr>
<td>AT0</td>
<td>Absence Take</td>
<td></td>
<td>GP_PIN_AT0_VW</td>
</tr>
</tbody>
</table>
Absence Management

Set Up Task: Element Suffixes

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Element Suffixes

Set Up Classification: Shared

Sequence: 385.001

Task Description: Enter component/accumulator suffixes for earning/deduction/absence entitlements.
Absence Management

Set Up Task: Categories

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Categories

Set Up Classification: Shared

Sequence: 386.001

Task Description: Industries and categories are ways to further classify elements. You create codes for the industries and categories that are applicable to your organization. For each code, you specify if it is applicable to all countries or a specific country. You can view all industry and category codes through the Industry/Region Types and Category Types pages. Your security level, as defined on the User Rules Profile page, determines the countries for which you can add industries and categories. You associate an industry and category with an element by selecting from prompt tables on the Element Name page. The country for which an element is defined determines the available industry and category codes.
Absence Management

Set Up Task: Industries/Regions

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Industries/Regions

Set Up Classification: Shared

Sequence: 387.001

Task Description: Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help: Asia Pacific, Europe North America and Latin America. Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help: USF (U.S. Federal) and E&G (Education & Government).

Industries/Regions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Country begins with: ALL
Industry/Region begins with:

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Earnings

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Payroll Elements > Earnings

Set Up Classification: Shared

Sequence: 388.001

Task Description: Earning and deduction elements enable you to send absence-related data to your payroll system so that payees can be appropriately compensated for time off. Think of earnings as adding to a person's pay and deductions as subtracting from a person's pay. There's little difference between defining earning elements and defining deduction elements.

Earnings

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Element Name begins with

Description begins with

Country begins with

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Entitlements

Set Up Task: Absence Entitlements

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements
> Absence Entitlements

Set Up Classification: Shared
Sequence: 390.001

Task Description: Absence entitlement elements define how much paid time off your organization gives payees for various kinds of absences. They also specify the entitlement period, the calculation frequency, and any automatic adjustments to make to entitlement balances. For example, you might set up a vacation entitlement element that gives payees 15 days of paid vacation each year. Also, you might specify that payees are compensated for half of any vacation days that are unused by April 1 of the following year. Entitlement can be granted for each absence or at the frequency that you specify.

Absence Entitlements
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Element Name begins with
Description begins with
Country begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Absence Take Types

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements
> Absence Take Types

Set Up Classification: Shared
Sequence: 391.001

Task Description: Absence types define the broad categories of absences you want to track, such as illness, vacation, or maternity leave. Within each absence type, you can create a set of absence reasons that further classify absences. For example, if you create an absence type called illness, you may want to set up reasons such as cold, flu, stress, and so on. You create absence types to describe the categories of absences that are relevant to your organization such as illness, vacation, personal, or work injury. Within each type, you can define codes that further describe the reason for the absence; for example, flu or back problems. The type and reason that are associated with an absence event populate system elements that you can use in absence formulas.
Absence Management

Set Up Task: Absence Takes

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Takes

Set Up Classification: Shared

Sequence: 392.001

Task Description: Absence take elements define your rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before entitlement can be used. For example, a vacation take rule may require that payees be employed three months before using vacation entitlement. You can link each take element to one or more entitlement elements so that the system can calculate the number of paid and unpaid units and update the entitlement balances. If you link to more than one entitlement element, you specify the order in which the elements are to be used. When an absence occurs, the system takes from the first entitlement (until it is depleted) before taking from the next entitlement.

Absence Takes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Element Name begins with
Description begins with
Country begins with

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Accumulators

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Accumulators

Set Up Classification: Shared

Sequence: 393.001

Task Description: You use accumulator elements to store and track balances. You can store an accumulator for a designated period of time. For example, you can store absence entitlement balance data for one year. The system can create accumulators automatically (automatically generated accumulators) or you can create them manually (additional accumulators).

Accumulators

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Element Name begins with
Description begins with
Country begins with

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Arrays

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Arrays

Set Up Classification: Shared

Sequence: 394.001

Task Description: Arrays are temporary tables that COBOL programs use to store data during processing. Once processing is complete, the programs write the data from the temporary arrays to the appropriate output tables.

Arrays

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Element Name  begins with
Description  begins with
Country  begins with

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: **Brackets**

Navigation:
Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Brackets

Set Up Classification: **Shared**

Sequence: 395.001

Task Description: Brackets enable you to create simple lookup tables. Based on a table that you define in a bracket, a bracket is used to look up data and assign certain values based on the lookup data. Brackets are also called bands and lookup tables. Brackets can use one or more lookup values (search columns). Using a lookup value, bracket processing returns one or more columns that are available for use in other elements such as formulas.
Absence Management

Set Up Task: Bracket Data

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Bracket Data

Set Up Classification: Shared

Sequence: 396.001

Task Description: Update bracket data.

Bracket Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- Element Name: begins with
- Description: begins with
- Country: begins with
- Category: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Components

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Components

Set Up Classification: Shared

Sequence: 397.001

Task Description: Components that contribute to a payee’s base pay are called base pay components. All base pay components are stored in the PS_COMPENSATION record in HR. This functionality enables your organization to compensate a payee at more than one rate of pay, such as regular pay and merit pay. Components can represent a flat amount, hourly rate, hourly rate plus flat amount, percentage of the worker’s compensation package, or salary points. Components that do not contribute to base pay are called nonbase-pay components and may or may not be stored in the PS_COMPENSATION record. When you run the absence process, the system follows a hierarchy to determine the applicable rate.
Absence Management

Set Up Task: Counts

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Counts

Set Up Classification: Shared

Sequence: 398.001

Task Description: Counts are a way to calculate and summarize something on a daily basis. For example, you might track the number of hours that a payee worked. A count element provides a day-by-day check of the hours worked and keeps adding to the work hours for a defined period of time. Once you define the calculation rules for a count, you can associate it with a proration rule. When segmentation occurs, the count elements used in the proration rule determine the numerator and denominator to use for prorating amounts.
Absence Management

Set Up Task: Dates

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Dates

Set Up Classification: Shared

Sequence: 399.001

Task Description: Using the date element, you can calculate a date by starting with an existing date and adding to or subtracting from it to come up with a new date. For example, to determine the date for a payee’s five years of service, start with the payee’s hire date and add five years to it. You can also parse parts of a date. For example, if you want only the year of a date to be returned, use a date element to parse out the years, months, or days of the date.
Absence Management

Set Up Task: Durations

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Durations

Set Up Classification: Shared

Sequence: 400.001

Task Description: A duration element calculates the time between two dates, by subtracting one date from another. For example, age at Pay Period End Date is calculated as Pay Period End Date minus Birth Date. The resulting value is a duration. Duration elements always resolve to a number. You can define durations in years, months, or days. If you define duration in days, you can include or exclude certain periods of time based on PeopleSoft HR status codes. You can also include or exclude absence days that have been entered in Absence Management.

Durations

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Element Name begins with
Description begins with
Country begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Fictitious Calculations

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Fictitious Calculations

Set Up Classification: Shared

Sequence: 401.001

Task Description: This is not used in Absence Management.

Fictitious Calculations

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Element Name begins with
Description begins with
Country begins with

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Formulas

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Formulas

Set Up Classification: Shared

Sequence: 402.001

Task Description: Formulas offer a convenient way to implement various absence management features. You can create different formulas for the features that you use or use the same formula in as many situations as you need to.
Absence Management

Set Up Task: Generation Control

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Generation Control

Set Up Classification: Shared

Sequence: 403.001

Task Description: In the basic processing of an element, the system assumes that the element is to be processed whenever a payee is processed. But sometimes you don’t want an element processed every time for every payee. Generation control provides a type of filtering that enables you to control whether an element for a payee is processed during batch processing. Using generation control elements, you can tell the system whether to process an element based on predefined criteria.

Generation Control

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Element Name begins with

Description begins with

Country begins with

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Generation Control Frequencies

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Generation Control Frequencies

Set Up Classification: Shared

Sequence: 403.002

Task Description: When defining absence elements in Absence Management, the system obtains the frequency factor from HR. The system annualizes the absence element, according to the specified frequency factor, and denationalize the absence element, according to the specified calendar period frequency. The only exception to this rule is when you’ve specified a generation control frequency. Then, the system annualizes the absence value according to the specified frequency factor, but denationalize it according to the generation control frequency.

Generation Control Frequencies

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Frequency Tag begins with  
Description begins with  

Case Sensitive

Search Results

<table>
<thead>
<tr>
<th>Frequency Tag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1ST MONTH</td>
<td>1st Month</td>
</tr>
<tr>
<td>ANNUAL</td>
<td>ANNUAL</td>
</tr>
<tr>
<td>AWS</td>
<td>Annual Wage Supplement Period</td>
</tr>
<tr>
<td>FRS ONLY</td>
<td>GEN GC 1ST ONLY</td>
</tr>
<tr>
<td>FRS SCND</td>
<td>GEN GC WEEK 1AND2</td>
</tr>
<tr>
<td>HXGCFIV QE</td>
<td>HXGCFIV QE</td>
</tr>
<tr>
<td>JANUARY</td>
<td>JANUARY</td>
</tr>
<tr>
<td>QUARTER</td>
<td>QUARTER</td>
</tr>
<tr>
<td>SCND ONLY</td>
<td>GEN GC 2ND ONLY</td>
</tr>
<tr>
<td>TIRD FRTH</td>
<td>GEN GC WEEK 3AND4</td>
</tr>
</tbody>
</table>
Generation Control Frequencies

- Frequency Tag: ANNUAL
- Description: ANNUAL
- Short Description: ANNUAL
- Frequency Type: Annual
- Frequency Annualization Factor: 1.0000000
Absence Management

Set Up Task: Historical Rules

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Historical Rules

Set Up Classification: Shared

Sequence: 404.001

Task Description: You can use historical rule elements to set up rules that retrieve data from prior periods. Historical rules can be used in formulas. A historical rule can be associated with any element that's stored in the Earnings/Deductions results table, Accumulator results table, or Other Elements results table.

Historical Rules

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Element Name  begins with
Description  begins with
Country  begins with

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Proration Rules


Set Up Classification: Shared

Sequence: 405.001

Task Description: You can use a proration rule to prorate a value when segmentation occurs. A proration rule generally works in conjunction with segmentation. A proration rule defines a numerator and a denominator to apply to an amount during segmentation. A proration rule defines the from and to dates for a count.

Proration Rules

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Element Name [begins with  ]
Description [begins with  ]
Country [begins with  ]

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Rate Codes

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Rate Codes

Set Up Classification: Shared

Sequence: 406.001

Task Description: You use rate codes to retrieve multiple components of pay data from HR and bring into Absence Management. The system calculates the values in Absence Management, rather than transferring the data directly from HR, so that currency conversions can be calculated for every absence run. In Absence Management, you define a rate code element and link it to the corresponding rate code defined in a HR table.

Rate Codes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Element Name begins with

Description begins with

Country begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Rounding Rules

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Rounding Rules

Set Up Classification: Shared

Sequence: 407.001

Task Description: Use rounding rules to round other elements such as formulas or absence elements that resolve to a numerical value. A rounding rule resolves to 1, if rounding is successful, or 0, if rounding is not successful. For example, let’s say that you define a rounding rule that truncates resolved values to two decimal places. During a calculation, you get a resolved value of 2.833333. The rounding rule truncates the value to 2.83. You specify whether you want to round based on such factors as the number of digits or decimals, or round to an incremental value. You also select the type of rounding: Nearest, Round Up, Round Down, or Round Up if Greater Than or Equal To, Else Down.
Absence Management

Set Up Task: System Elements

Navigation:
Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > System Elements

Set Up Classification: Shared
Sequence: 408.001

Task Description:
System elements are delivered and maintained by PeopleSoft and usually contain payee-related data for use in calculations. Although you cannot add system elements, you have the ability to define and alter various parameters that control their use. There are two types of system elements: Database system elements, which come from a predefined list of database records and fields. System-computed elements, which come from internally stored data. System-computed elements are resolved at different times, for example, at the beginning of calculations, daily, or when a rate code element is encountered, depending on the element's purpose.
Absence Management

Set Up Task: Variables

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Variables

Set Up Classification: Shared

Sequence: 409.001

Task Description: Variables are a means of storing a value and using it later. In situations requiring you to input a value, whether in a formula, in a calculation component, or elsewhere, the system enables you to identify the input as a variable and use the same value repeatedly. Using variables, you can define this value and invoke it anywhere in your formulas and calculations.

Variables

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Element Name  begins with [ ]
Description  begins with [ ]
Country  begins with [ ]

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Variables by Category

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Variables by Category

Set Up Classification: Shared

Sequence: 410.001

Task Description: View or update the values of one or more variables within the same category. (Variables are assigned to categories on the Variable Name page.)
Absence Management

Set Up Task: Writable Arrays

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Writable Arrays

Set Up Classification: Shared

Sequence: 411.001

Task Description: A writable array writes the values of user-defined elements into a row in a table. Writable arrays are in many ways the opposite of standard arrays. You can use writable arrays to populate your own result tables. You use PeopleSoft Application Designer to create the result table, and then you use the writable array pages in Absence Management to define the element that populates the table during batch processing.
Absence Management

Set Up Task: Configuration by Category

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Payroll Elements > Configuration by Category

Set Up Classification: Shared

Sequence: 412.001

Task Description: Customize the interface for assignment of earnings and deductions for a category of elements.

Configuration By Category

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

<table>
<thead>
<tr>
<th>Country</th>
<th>Category</th>
<th>Entry Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Search Clear Basic Search Save Search Criteria

No matching values were found.
HCM Configuration Guide - Shared Tasks  HCM-008-CFG

Absence Management

Set Up Task: Configuration by Element

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Payroll Elements > Configuration by Element

Set Up Classification: Shared

Sequence: 413.001

Task Description: Customize the interface for assignment for a specific earning or deduction.

Configuration By Element

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

<table>
<thead>
<tr>
<th>Element Name</th>
<th>begins with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>begins with</td>
</tr>
<tr>
<td>Country</td>
<td>begins with</td>
</tr>
</tbody>
</table>

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Element Groups

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Element Groups

Set Up Classification: Shared

Sequence: 414.001

Task Description: Use element groups to create groupings of elements to associate with eligibility groups. You associate eligibility groups with pay groups and list sets. You define element groups based on your organizational needs. For example, if your organization has a simple absence management system, you might group all entitlement elements into one element group and all take elements into another element group and use the two element group names to specify all entitlements and takes.

Element Groups

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Element Name begins with ▼ ▼
Description begins with ▼ ▼
Country begins with ▼ ▼
Element Group Use ▼ ▼

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Define Administrator Results

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Define Administrator Results

Set Up Classification: Shared

Sequence: 415.001

Task Description: Use the Define Administrator Results page (GP_RSLT_ADM_SETUP) to set up country options and link a list set to a PeopleSoft role for the Payee Detail group box on the Summary page.

Define Administrator Results

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

<table>
<thead>
<tr>
<th>Country begins with</th>
<th>List Set begins with</th>
<th>Description begins with</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Case Sensitive

Search Clear Basic Search Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Eligibility Groups

Navigation:
Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Eligibility Groups

Set Up Classification: Shared
Sequence: 416.001

Task Description:
Eligibility groups indicate the specific elements for which a certain payee population may be eligible. Eligibility groups contain one or more element groups and are often used to differentiate types or levels of workers. For example, you can create an eligibility group of element groups pertaining to company executives. You assign a default eligibility group to each pay group. Payees assigned to a pay group inherit the eligibility group from the pay group definition. You can override a pay group definition by payee by stating a different eligibility group at the payee level.

Eligibility Groups

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Eligibility Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXHOURLY</td>
<td>GP US Exception Hourly</td>
</tr>
<tr>
<td>G1EGEXHOUR</td>
<td>Exception Hourly</td>
</tr>
<tr>
<td>G1EGHOUR</td>
<td>Hourly</td>
</tr>
<tr>
<td>G1EGSALARY</td>
<td>Salary</td>
</tr>
<tr>
<td>GEN ESP</td>
<td>Spain generic</td>
</tr>
<tr>
<td>GFA1RT3601</td>
<td>Article 36</td>
</tr>
<tr>
<td>GFDUCS01</td>
<td>DUCS Eligibility Group</td>
</tr>
<tr>
<td>G2EMPLOY001</td>
<td>Employee</td>
</tr>
<tr>
<td>G1MANAG01</td>
<td>Manager</td>
</tr>
<tr>
<td>GFGLOBAL</td>
<td>French Employees Elig. Group</td>
</tr>
<tr>
<td>GSCSTAFF</td>
<td>GBR Staff Eligibility Group</td>
</tr>
<tr>
<td>GNEMPLOY01</td>
<td>Employees</td>
</tr>
<tr>
<td>GR CLAUS</td>
<td>BORRAR</td>
</tr>
<tr>
<td>GR DIR</td>
<td>Directors</td>
</tr>
<tr>
<td>GR ESTAG</td>
<td>Trainees</td>
</tr>
<tr>
<td>GR HOOR</td>
<td>Hourly Employess</td>
</tr>
<tr>
<td>GR LHF</td>
<td>Lhf</td>
</tr>
<tr>
<td>GR M APR</td>
<td>Apprentice</td>
</tr>
<tr>
<td>GR M EN</td>
<td>Monthly Employees</td>
</tr>
</tbody>
</table>
Eligibility Groups

Eligibility Group: G1EGEXHOUR

Definition

- Effective Date: 31/01/2004
- Description: Exception Hourly

Status: Active

Short Description: EX Hour

Eligibility Group Members

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Description</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Add</th>
<th>Remove</th>
</tr>
</thead>
</table>

DRAFT
Absence Management

Set Up Task: Pay Entities

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Entities

Set Up Classification: Shared

Sequence: 417.001

Task Description: A pay entity is the organization that is responsible for paying payees. You can also use a pay entity to define the type of currency for processing calculations. The pay entity is a legal definition of an organization from an absence and payroll perspective. In many cases, an organization and a pay entity are identical. Absence Management doesn't define a relationship between an organization and a pay entity. If several organizations are held by the same holding organization, the holding organization can be the pay entity, or one organization can have several subsidiaries that are individual pay entities. The system defines most accumulators by pay entity.

Pay Entities

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Pay Entity begins with

Include History  Correct History

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Pay Groups


Set Up Classification: Shared

Sequence: 418.001

Task Description: A pay group is a logical grouping of qualifying individuals for absence management and contains payees who share pay characteristics. All payees in a pay group must have the same absence calculation process and belong to the same pay entity.

Pay Groups

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Pay Group begins with
Description begins with

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Sections

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Processing > Sections

Set Up Classification: Shared

Sequence: 419.001

Task Description: Sections control the processing order of individual elements, breaking down large process lists into manageable pieces. Each section can have one or more individual elements. You can’t add element groups to a section and generally can’t include sections. Using sections enables reuse of work. For example, if several processes use the same set of take elements, you can create one section for takes and attach it to multiple process lists. Sections are effective-dated—during processing, the system retrieves sections attached to the process list, based on your calendar period end date.

Sections

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value]

Search Criteria

Element Name [begins with]  
Description [begins with]  
Country [begins with]  
Section Use [begins with]  
Section Type [begins with]  

Include History [Correct History] [Case Sensitive]

Search Clear Basic Search Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Process Lists


Set Up Classification: Shared

Sequence: 420.001

Task Description: Process lists control absence processing at the highest level. They identify the sections, or sets of elements, to resolve during processing and the order in which they resolve.

Process Lists

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

**Search Criteria**

- Element Name
- Description
- Country
- Calculation Type

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Run Types

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Processing > Run Types

Set Up Classification: Shared

Sequence: 421.001

Task Description: A user-defined method of identifying an absence run. The run type identifies the process list to use, whether to process retroactive triggers. It's also used in generation control, historical rules, and retroactive matching processes. You attach a run type to an absence run process by linking it to a calendar. Because you define the run type information outside the calendar, you can link the same run type to multiple calendars. For example, if a weekly and a monthly pay group use the same process list, you might set up one run type and link it to multiple calendars. The effective date enables you to switch process lists or retroactive trigger processing actions and yet reproduce a retroactive calculation with old settings.
Run Types

<table>
<thead>
<tr>
<th>Run Type Name</th>
<th>Description</th>
<th>Short Description</th>
<th>Allow Duplicates</th>
</tr>
</thead>
<tbody>
<tr>
<td>GG IMIS 01</td>
<td>MIS Payroll</td>
<td>IMIS Pay</td>
<td></td>
</tr>
<tr>
<td>*Description</td>
<td>Payroll Calculation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Retro Adjustment Sources**

<table>
<thead>
<tr>
<th>Run Type Name</th>
<th>Description</th>
</tr>
</thead>
</table>

**Definition**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/1990</td>
<td>Active</td>
</tr>
</tbody>
</table>

**Process Name**

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GBR PR PAYROLL</td>
<td>Payroll Process for GB</td>
</tr>
</tbody>
</table>

**Time & Labor TRCs**

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Description</th>
</tr>
</thead>
</table>

**Variable Compensation Awards**

<table>
<thead>
<tr>
<th>*Earnings</th>
<th>Description</th>
</tr>
</thead>
</table>
Absence Management

Set Up Task: Periods

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Calendars > Periods

Set Up Classification: Shared

Sequence: 422.001

Task Description: Define period parameters like begin and end dates and frequency.

**Periods**

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
</table>

**Search Criteria**

- **Period ID:** begins with
- **Description:** begins with
- **Period Begin Date:** >=
- **Period End Date:** <=

- **Case Sensitive**

**Search Results**

Only the first 300 results can be displayed.

<table>
<thead>
<tr>
<th>Period ID</th>
<th>Description</th>
<th>Period Begin Date</th>
<th>Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015B01</td>
<td>2015B01 Biweekly</td>
<td>08/16/2015</td>
<td>08/22/2015</td>
</tr>
<tr>
<td>2015B02</td>
<td>2015B02 Biweekly</td>
<td>08/30/2015</td>
<td>09/12/2015</td>
</tr>
<tr>
<td>2015B03</td>
<td>2015B03 Biweekly</td>
<td>09/13/2015</td>
<td>09/26/2015</td>
</tr>
<tr>
<td>2015B04</td>
<td>2015B04 Biweekly</td>
<td>09/27/2015</td>
<td>10/10/2015</td>
</tr>
<tr>
<td>2015B05</td>
<td>2015B05 Biweekly</td>
<td>10/11/2015</td>
<td>10/24/2015</td>
</tr>
<tr>
<td>2015B08</td>
<td>2015B08 Biweekly</td>
<td>11/22/2015</td>
<td>12/05/2015</td>
</tr>
<tr>
<td>2015B09</td>
<td>2015B09 Biweekly</td>
<td>12/06/2015</td>
<td>12/19/2015</td>
</tr>
<tr>
<td>2016B01</td>
<td>2016B01 Biweekly</td>
<td>12/20/2015</td>
<td>01/03/2016</td>
</tr>
<tr>
<td>2016B02</td>
<td>2016B02 Biweekly</td>
<td>01/03/2016</td>
<td>01/16/2016</td>
</tr>
<tr>
<td>2016B03</td>
<td>2016B03 Biweekly</td>
<td>01/17/2016</td>
<td>01/30/2016</td>
</tr>
<tr>
<td>2016B04</td>
<td>2016B04 Biweekly</td>
<td>01/31/2016</td>
<td>02/13/2016</td>
</tr>
<tr>
<td>2016B05</td>
<td>2016B05 Biweekly</td>
<td>02/14/2016</td>
<td>02/27/2016</td>
</tr>
</tbody>
</table>
Periods

- **Period ID**: 2015B01
- **Description**: 2015B01 Biweekly
- **Short Description**: 2015B01
- **Period Begin Date**: 08/16/2015
- **Period End Date**: 08/29/2015
- **Frequency**: Biweekly
- **Frequency Factor**: 26.000000
Absence Management

Set Up Task: Calendars

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Calendars

Set Up Classification: Shared

Sequence: 423.001

Task Description: Identifies which payees to process and the run type and absence period. It can include instructions for generation control, excluding certain elements from processing, overriding supporting elements, and providing other information.

Calendars

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Pay Group [ begins with [ ]
Calendar ID [ begins with [ ]

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Calendar Groups

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Calendars > Calendar Groups

Set Up Classification: Shared

Sequence: 424.001

Task Description: A calendar group identifies calendars to process together for an on-cycle run or the off-cycle groups to process for an off-cycle run. When creating a calendar group, consider that: The processing phases defined on the run control page are performed across all members of the calendar group; therefore, group together calendars that require identical calculations. Secondly, Elements from different countries cannot be processed simultaneously. Don’t include calendars that represent pay entities from different countries—based on the calendar’s pay group—in the same calendar group. Next, a calendar’s order in the calendar group ID determines the calculation processing sequence.
Absence Management

Set Up Task: Absence Forecast Transactions


Set Up Classification: Shared

Sequence: 425.001

Task Description: Define an absence forecasting Transaction.

Absence Forecast Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Country begins with
Transaction ID =

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Retro Process Definitions

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Triggers > Retro Process Definitions

Set Up Classification: Shared

Sequence: 426.001

Task Description: Define the retro method and variations on the method to use during processing.

Retro Process Definitions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value   Add a New Value

Search Criteria

Country begins with

Retro Process Definition ID begins with

Search   Clear   Basic Search   Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Retro Process Overrides

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Triggers > Retro Process Overrides

Set Up Classification: Shared

Sequence: 427.001

Task Description: Define elements to forward during processing and link to a process definition.

Retro Process Overrides

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Country begins with

Retro Process Definition ID begins with

Default Retroactive Method =

Include History  Correct History

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

**Set Up Task:** Retro Event Definitions

**Navigation:** Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Triggers > Retro Event Definitions

**Set Up Classification:** Shared

**Sequence:** 428.001

**Task Description:** Associate a triggering event (a change in critical data) with one of the processes that you defined on the Retro Process Definition page.

---

**Retro Event Definitions**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value] [Add a New Value]

**Search Criteria**

- Country begins with
- Trigger Event ID begins with

[Search] [Clear] [Basic Search] [Save Search Criteria]

**Search Results**

<table>
<thead>
<tr>
<th>Country</th>
<th>Trigger Event ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARG</td>
<td>COMPENSATI</td>
<td>Event Retro p/COMPENSATION</td>
</tr>
<tr>
<td>ARG</td>
<td>DEPENDENT</td>
<td>Dependents</td>
</tr>
<tr>
<td>ARG</td>
<td>GPABSEVENT</td>
<td>Event Retro p/GP_ABS_EVENT</td>
</tr>
<tr>
<td>AUS</td>
<td>COMPENSATI</td>
<td>Event Retro for COMPENSATION</td>
</tr>
<tr>
<td>AUS</td>
<td>GPABSEVENT</td>
<td>Event Retro for GP_ABS_EVENT</td>
</tr>
<tr>
<td>AUS</td>
<td>GABSOVRD</td>
<td>Event Retro for GP_ABS_OVRD</td>
</tr>
<tr>
<td>AUS</td>
<td>GPPIMNLAT</td>
<td>Event Retro GP_PIMNL_DATA</td>
</tr>
<tr>
<td>AUS</td>
<td>GPPIMNLSOV</td>
<td>Event Retro GP_PIMNL_OVRD</td>
</tr>
<tr>
<td>AUS</td>
<td>GPPYE0VRD</td>
<td>Event Retro for GP_PYE_OVRD</td>
</tr>
<tr>
<td>AUS</td>
<td>GPPYE0VRSON</td>
<td>Event Retro GP_PYE_OVRD_OVRD</td>
</tr>
<tr>
<td>AUS</td>
<td>GPPYESECTD</td>
<td>Event Retro GP_PYE_SECT_DTL</td>
</tr>
<tr>
<td>AUS</td>
<td>JOB</td>
<td>Event for JOB</td>
</tr>
<tr>
<td>AUS</td>
<td>SCHASSIGN</td>
<td>Event for SCH_ASSIGN</td>
</tr>
<tr>
<td>BRA</td>
<td>AFASTAMENT</td>
<td>Absences Triggers</td>
</tr>
<tr>
<td>BRA</td>
<td>COMPENSATI</td>
<td>Compensation Override</td>
</tr>
<tr>
<td>BRA</td>
<td>PER AQ</td>
<td>Entitlement Period</td>
</tr>
</tbody>
</table>
Retro Event Definitions

Country: AUS  Australia

Trigger Event ID: JOB

*Description: Retro Event for JOB

Retro Process Definition ID: AU RETRO  AU Retrospective Processing

Short Description: JOB Retro

Absence Event
Absence Management

Set Up Task: Segmentation Event Definitions

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Triggers > Segmentation Event Definitions

Set Up Classification: Shared

Sequence: 429.001

Task Description: Use the Segmentation Event Definition page (GP_SEG_EVENT) to define segmentation events, specify a segmentation type, and select individual elements for segmentation.

Segmentation Event Definitions

![Segmentation Event Definitions Diagram]

Use the Segmentation Event Definition page (GP_SEG_EVENT) to define segmentation events, specify a segmentation type, and select individual elements for segmentation.
Absence Management

Set Up Task: Trigger Definitions

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Triggers > Trigger Definitions

Set Up Classification: Shared

Sequence: 430.001

Task Description: Define trigger types, record levels and associated fields and link to event IDs.

Trigger Definitions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Country: begins with  AUS  
Record (Table) Name: begins with  
Trigger Type:  

Search  Clear  Basic Search  Save Search Criteria

Search Results

<table>
<thead>
<tr>
<th>Country</th>
<th>Record (Table) Name</th>
<th>Trigger Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUS</td>
<td>ADDRESS</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>COMPENSATION</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>EMPLOYMENT</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GPAU_ABSADV_SEG</td>
<td>Segmentatin</td>
</tr>
<tr>
<td>AUS</td>
<td>GPAU_EE_TAX_DTL</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GPAU_GARN_DTLS</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GPAU_LSL_HISTRY</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_ABSEVT_SGP</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_ABS EVENT</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_ABS EVENT</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_ABS_OVRD</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_ABS_OVRD</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_OFFCYCL_A_VW</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_OFFCYCL_B_VW</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_OFFCYCL_C_VW</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_OFFCYCL_D_VW</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_PI_MNL_DATA</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_PI_MNL_DATA</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_PI_MNL_SOVR</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_PI_MNL_SOVR</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_PYR_OVRD</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_PYR_OVRD</td>
<td>Iterative</td>
</tr>
<tr>
<td>AUS</td>
<td>GP_PYR_OVRD_SOVR</td>
<td>Iterative</td>
</tr>
</tbody>
</table>
Absence Management

Set Up Task: **Mass Trigger Definitions**

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Triggers > Mass Trigger Definitions

Set Up Classification: Shared

Sequence: 431.001

Task Description: Define triggers for mass trigger generation.

**Mass Trigger Definitions**

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Component Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEN_PROG_DEFN</td>
<td>Benefit Program Table</td>
</tr>
<tr>
<td>BN_FORMULA</td>
<td>Benefits Coverage Formula Tbl</td>
</tr>
<tr>
<td>BN_RATE_TABLE</td>
<td>Benefit Rates</td>
</tr>
<tr>
<td>CALC_RULES_TBL</td>
<td>Calculation Rules Table</td>
</tr>
<tr>
<td>COVERAGE_GROUP_TBL</td>
<td>Coverage Group Table</td>
</tr>
<tr>
<td>GPCH_CA_STAT_SET</td>
<td>Children Allowance - Statutory</td>
</tr>
<tr>
<td>GPCH_SI_COMPANY</td>
<td>Company Data SICHE</td>
</tr>
<tr>
<td>GPCH_TX_SETUP</td>
<td>Source Tax Table CHE</td>
</tr>
<tr>
<td>GPDE_SI_LIMITS</td>
<td>S1 Income Limits</td>
</tr>
<tr>
<td>GPDE_SI_PROV</td>
<td>Health Insurance Providers</td>
</tr>
<tr>
<td>GPDE_SI_PROV_RT</td>
<td>S1 Provider Rates</td>
</tr>
<tr>
<td>LIFE_ADD_TABLE</td>
<td>Life and AD/ID Plan Table</td>
</tr>
</tbody>
</table>
Absence Management

**Set Up Task:** Generic Report Break Levels

**Navigation:**
Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Generic Report Break Levels

**Set Up Classification:** Shared

**Sequence:** 432.001

**Task Description:** Use the Generic Report Break Levels page GP_GENRPT_BRK_LVLS to define break levels.

### Generic Report Break Levels

Enter any information you have and click Search. Leave fields blank for a list of all values.

- **Find an Existing Value**
- **Add a New Value**

#### Search Criteria

- **Report Break Levels begins with**
- **Case Sensitive**

#### Search Results

View All  First 1-10 of 19 Last

**Report Break Levels**  **Description**

- F1  Company 'FRA'
- F2  Establishment FRA
- F3  Department FRA
- J1  Company
- J2  Department
- c1  Company
- d1  Department
- e1  Company ESP
- e2  Department ESP
- e3  Location ESP

### Generic Report Break Levels

**Break Level J1**

**Description**

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Customer Data</th>
</tr>
</thead>
</table>

**Source and Use**

- **Database Field**
- **System-Computed**

  **Record (Table) Name**  **Field Name**  **Prompt View Name**  **Element Name**

  - JCB  COMPANY  COMPANY_TBL  

---

**Wednesday, April 06, 2016**
Absence Management

Set Up Task: Generic Reports

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Generic Reports

Set Up Classification: Shared

Sequence: 433.001

Task Description: Define generic reports with rows/columns, break levels, and sorting options.

Generic Reports

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Find an Existing Value</th>
<th>Add a New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search Criteria</strong></td>
<td></td>
</tr>
<tr>
<td>Generic Report ID</td>
<td>begins with</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>begins with</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Sensitive</td>
<td></td>
</tr>
</tbody>
</table>

Search Results

<table>
<thead>
<tr>
<th>Generic Report ID</th>
<th>Description</th>
<th>Currency Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESPAY001</td>
<td>Earnings and Deductions</td>
<td>EUR</td>
</tr>
<tr>
<td>FRPAY001</td>
<td>Summary Statement</td>
<td>EUR</td>
</tr>
<tr>
<td>FRPAY003</td>
<td>Loans</td>
<td>EUR</td>
</tr>
<tr>
<td>FRPAY004</td>
<td>Garnishments</td>
<td>EUR</td>
</tr>
<tr>
<td>FRPAY005</td>
<td>Tax on salaries</td>
<td>EUR</td>
</tr>
<tr>
<td>FRPAY008</td>
<td>Control report for Filton</td>
<td>EUR</td>
</tr>
<tr>
<td>JGR01</td>
<td>Earnings/Deduction List(Sal)</td>
<td>JPY</td>
</tr>
<tr>
<td>JGR02</td>
<td>Accumulator List(Sal)</td>
<td>JPY</td>
</tr>
<tr>
<td>JGR03</td>
<td>Earnings/Deduction List(Bonus)</td>
<td>JPY</td>
</tr>
<tr>
<td>JGR04</td>
<td>Accumulator List(Bonus)</td>
<td>JPY</td>
</tr>
<tr>
<td>JGR05</td>
<td>Wage Ledger</td>
<td>JPY</td>
</tr>
<tr>
<td>JGR06</td>
<td>Absence &amp; Overtime List</td>
<td>USD</td>
</tr>
<tr>
<td>JGR07</td>
<td>Withholding Tax (Terminated)</td>
<td>JPY</td>
</tr>
<tr>
<td>JGR08</td>
<td>Retirement Allowance</td>
<td>JPY</td>
</tr>
</tbody>
</table>
### Report ID: ESPAY001
- **Description:** Earnings and Deductions
- **Report Type:** Summary

#### Report Break Levels
- Break Level 1
- Break Level 2
- Break Level 3
- Page Break for Level 1
- Page Break for Level 2
- Page Break for Level 3

#### Payee Options
- **Sort Option:** Name, Employee Rcd Nbr
- Page Break for Employee Level
- Hide Null Lines

### Rows or Columns

#### Column Title 1: BASE SALARY
- **Print Total:**

<table>
<thead>
<tr>
<th>Elements</th>
<th>Description</th>
<th>Add/Subtract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings</td>
<td>SALARIO BASE</td>
<td>Base salary</td>
</tr>
</tbody>
</table>

#### Column Title 2

- **Print Total:**

<table>
<thead>
<tr>
<th>Elements</th>
<th>Description</th>
<th>Add/Subtract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings</td>
<td>BECA INVESTN</td>
<td>Scholarship Holder</td>
</tr>
<tr>
<td>Earnings</td>
<td>GASTOS BECA</td>
<td>Scholarship Holder Expenses</td>
</tr>
</tbody>
</table>

#### Column Title 1: GRAND-HOLDER
- **Print Total:**

<table>
<thead>
<tr>
<th>Elements</th>
<th>Description</th>
<th>Add/Subtract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings</td>
<td>DEV SS EXPTR</td>
<td>SS Contributed by Expatriate</td>
</tr>
</tbody>
</table>

#### Column Title 2
Absence Management

Set Up Task: Define Report Data

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Define Report Data

Set Up Classification: Shared

Sequence: 434.001

Task Description: Use the Define Report Data page (GP_RPT_TBL) to assign the output table, writable array, primary input table type, and segment options.

Define Report Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

- Country begins with
- Report Data begins with
- Description begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Streams

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payee Groups > Streams

Set Up Classification: Shared

Sequence: 435.001

Task Description: Stream processing is an optional feature that provides added flexibility to absence processing. You can divide payees into subsets, or streams, based on employee ID, and run calculations for either of the following: • Only those payees in the stream that you select or • Two or more streams at the same time. By starting more than one stream at a time, you shorten the processing time significantly—the system processes the streams simultaneously, rather than going through a single, extended run. Using streams can also help control the sequence of each run and establish break points, to commit the results of your absence run to the database. You must process each stream before you can finalize the calendar group ID. The Cancel and Finalize phases are not stream-oriented because they affect all payees that are processed with the same calendar group ID.
Absence Management

Set Up Task: Absence Pay Group Mapping

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Integration > Absence Pay Group Mapping

Set Up Classification: Shared

Sequence: 436.001

Task Description: Use the Absence Pay Group Mapping page (GP_ABS_PAYGROUP) to map pay groups that are defined in Absence Management to pay groups that are defined in Payroll for North America or Payroll Interface.

Absence Pay Group Mapping

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Absence Pay System =  

Include History  Correct History

Search Results

<table>
<thead>
<tr>
<th>Payroll System</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll NA</td>
<td>Payroll for North America</td>
</tr>
<tr>
<td>P.I.</td>
<td>Payroll Interface</td>
</tr>
</tbody>
</table>

Absence Pay Group Mapping

Pay Group Mapping

<table>
<thead>
<tr>
<th>Pay Group Information</th>
<th>Personalize</th>
<th>Find</th>
<th>View All</th>
<th>Pay Group Mapping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll System</td>
<td>Payroll for North America</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Effective Date: 1/1/2015  Status: Active

<table>
<thead>
<tr>
<th>Pay Group</th>
<th>Description</th>
<th>Company</th>
<th>Paygroup</th>
<th>Paygroup Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>USG EH</td>
<td>Except Hly Reg Leave (E)</td>
<td>400</td>
<td>40A</td>
<td>Salaried</td>
</tr>
<tr>
<td>USG HHR</td>
<td>Non Exempt Hly Elapsed (H)</td>
<td>400</td>
<td>40H</td>
<td>Staff - Hourly</td>
</tr>
<tr>
<td>USG A</td>
<td>Salaried</td>
<td>400</td>
<td>40A</td>
<td>Salaried</td>
</tr>
<tr>
<td>USG A</td>
<td>Salaried</td>
<td>980</td>
<td>98A</td>
<td>Salaried</td>
</tr>
<tr>
<td>USG E</td>
<td>Exempt Hourly</td>
<td>980</td>
<td>98E</td>
<td>Exempt Hourly</td>
</tr>
</tbody>
</table>
Absence Management

Set Up Task: Absence Earns/Deductn Mapping

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Integration > Absence Earns/Deductn Mapping

Set Up Classification: Shared

Sequence: 437.001

Task Description: Map Absence Management earnings and deductions to Payroll for North America or Payroll Interface.

Absence Earns/Deductn Mapping

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value] [Add a New Value]

[Search Criteria]

Payroll System: [Payroll for North America]

Include History: [ ]

Correct History: [ ]

[Search] [Clear] [Basic Search] [Save Search Criteria]

No matching values were found.
Absence Management

Set Up Task: Country

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Absence Management > Country

Set Up Classification: Shared

Sequence: 438.001

Task Description: Setup Country configuration and rules for Absence Self Service.

Country

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Country begins with

Include History  Correct History

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
**Absence Management**

**Set Up Task:** Setup Record Definition

**Navigation:**
Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Absence Management > Setup Record Definition

**Set Up Classification:** Shared

**Sequence:** 439.001

**Task Description:**
The Setup Record Definition page enables you to specify the necessary record and fields in your configurable section.
Absence Management

Set Up Task: Setup Section Definition

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Absence Management > Setup Section Definition

Set Up Classification: Shared

Sequence: 439.002

Task Description: Use the Setup Section Definition page (GP_ABS_SECDEFN) to combine records and fields into sections for use in the extended absence template.

Setup Section Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Country begins with

Template Section ID begins with

Description begins with

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Template Definition

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Absence Management > Template Definition

Set Up Classification: Shared

Sequence: 439.003

Task Description: Use the Template Definition - Template page (GP_ABS_TEMPL_DEF) to enter template identification information. Use the Template Definition - Sections page (GP_ABS_TEMPL_DEF) to combine sections into a page in the extended absence feature.

Template Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Country begins with  
Template begins with  
Description begins with  
Template Status =  

Include History  Correct History  Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: **Country Take**

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Absence Management > Country Take

Set Up Classification: Shared

Sequence: 440.001

Task Description: The Country Take component is used to define Country-specific rules that apply to all Take elements for a given country. They control some of the field displays on the self service pages, and determine if online Forecasting and Balance Inquiry processes can be used for any Take elements set up for the country. You can define a different set of self service rules for each country.

**Country Take**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value | Add a New Value]

Search Criteria

- **Country** begins with [ ]
- **Absence Take** begins with [ ]
- **Description** begins with [ ]

[Include History] [Correct History] [Case Sensitive]

[Search] [Clear] [Basic Search] [Save Search Criteria]

No matching values were found.
Absence Management

Set Up Task: Forecasting

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Absence Management >
Forecasting

Set Up Classification: Shared

Sequence: 441.001

Task Description: Use the Forecast Balance page (GP_ABS_SS_FCST_BAL) to run the online forecasting process for future absence entitlement balances based on date, absence type and absence name.

**Forecasting**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- Element Name begins with [ ]
- Description begins with [ ]
- Country begins with [ ]

[ ] Include History [ ] Correct History [ ] Case Sensitive

Search Clear Basic Search Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Create TL Custom Rules

Navigation: Set Up HCM > System Administration > Utilities > Build Time and Labor Rules > Rules

Set Up Classification: Shared

Sequence: 496.001

Task Description: Enter basic information and define the steps of a rule. Use delivered Rule export/import process at Set Up HCM &gt; System Administration &gt; Utilities &gt; Build Time and Labor Rules. Decide which rules should be exported. Define general rules.

Rules

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Table of Rule IDs and Descriptions]

Search Results

View All | First | 1-25 of 28 | Last

<table>
<thead>
<tr>
<th>Rule ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0024HOUR</td>
<td>Reported Hours Exceed 24</td>
</tr>
<tr>
<td>00CIG</td>
<td>Call in Pay Guarantee 3 Hours</td>
</tr>
<tr>
<td>00CIGPAY</td>
<td>Call in Guarantee</td>
</tr>
<tr>
<td>00COTOT</td>
<td>Comp Time Overtime</td>
</tr>
<tr>
<td>00CSTRAIGHT</td>
<td>Comp Time Straight</td>
</tr>
<tr>
<td>00EXHOM</td>
<td>Exempt Holiday</td>
</tr>
<tr>
<td>00HRDFLT</td>
<td>Default to REG</td>
</tr>
<tr>
<td>00HRLYHOL</td>
<td>Hourly Holiday Rule</td>
</tr>
<tr>
<td>00HROVT</td>
<td>Hourly Overtime Rule</td>
</tr>
<tr>
<td>00SHFT11P-7A</td>
<td>Shift Premium from 11P to 7A</td>
</tr>
<tr>
<td>00SHFT3P-11P</td>
<td>Shift Premium from 3PM - 11PM</td>
</tr>
<tr>
<td>40SDF03P11P</td>
<td>Second Shift 3PM - 11PM</td>
</tr>
<tr>
<td>40SDF11P07A</td>
<td>Third Shift 11PM - 7AM</td>
</tr>
<tr>
<td>OPARULES</td>
<td>OPARULES</td>
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<td>ST_LUGROUP1</td>
<td>Pay Premium for Group 'KUDY2'</td>
</tr>
<tr>
<td>ST_LUHOLJOB</td>
<td>Pay KUHOL Prem-Job Code KU077</td>
</tr>
<tr>
<td>ST_LUMJOTER0</td>
<td>Pay for multiple jobs &gt; 40 Hrs</td>
</tr>
<tr>
<td>ST_LUMTHPRM</td>
<td>Monthly Premium</td>
</tr>
<tr>
<td>ST_LUMTHPRM1</td>
<td>Daily Premium</td>
</tr>
<tr>
<td>ST_LUSPLTS</td>
<td>Split Shift Premium</td>
</tr>
</tbody>
</table>
### Rules

**Rule ID:** 00CIG

**Rule Definition**

- **Description:** Call In Pay Guarantee 3 Hours
- **Short Description:** CIG 4HRS
- **Time Period ID:** PS1DAYS
- **AE Section:** 00CIG

**Last Compiled:** 08/11/2015 1:37:29 PM

#### Explanation

**Define Rule Steps**

<table>
<thead>
<tr>
<th>Step</th>
<th>AE Action</th>
<th>Statement Type</th>
<th>SQL Object ID</th>
<th>SQL Text</th>
<th>Record (Table) Name</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>SQL - Standard</td>
<td>Yes</td>
<td>Truncate Work Table</td>
<td></td>
<td>TL_WRK23</td>
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<tr>
<td>10</td>
<td>SQL - Standard</td>
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<td>SQL Object</td>
<td></td>
<td></td>
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<td>SQL - Standard</td>
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<td>SQL Object</td>
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<td></td>
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<td>SQL Object</td>
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<td>Yes</td>
<td>SQL Object</td>
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</tr>
</tbody>
</table>
Absence Management

Set Up Task: Rules Export

Navigation: Set Up HCM > System Administration > Utilities > Build Time and Labor Rules > Rules Export

Set Up Classification: Shared

Sequence: 498.001

Task Description: To move rules from one database to another, use the Rules Export component to export rules and the Rules Import component to import rules. Use the Rules Recompile component to recompile Time and Labor rules. Time and Labor enables you migrate rules across databases, which means that you can easily transfer rules created in an isolated testing environment into your production database.
Absence Management

Set Up Task: Rules Import

Navigation: Set Up HCM > System Administration > Utilities > Build Time and Labor Rules > Rules Import

Set Up Classification: Shared

Sequence: 499.001

Task Description: Import selected rules to your current environment.

Rules Import

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Run Control ID begins with

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Rules Recompile

Navigation: Set Up HCM > System Administration > Utilities > Build Time and Labor Rules > Rules Recompile

Set Up Classification: Shared

Sequence: 500.001

Task Description: This function is used to Recompile selected rules after import.

Rules Recompile

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search  Advanced Search

No matching values were found.
Absence Management

Set Up Task: Leave Transfer Configuration

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Absence Management > Leave Transfer Configuration

Set Up Classification: Shared
Sequence: 516.001

Task Description: Use the Leave Transfer Configuration page (GP_ABS_LVDN_CFG) to define whether or not to display agreement and compliance confirmation as well as which, if any, leave reasons can be selected when submitting requests to receive leave.

---

Leave Transfer Configuration

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Country begins with

[ ] Include History [ ] Correct History

Search Clear Basic Search Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Leave Program Definition

Navigation: Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Absence Management > Leave Program Definition

Set Up Classification: Shared

Sequence: 516.002

Task Description: Use the Leave Program Definition page (GP_ABS_LVDN_PRG1) to define the parameters for a leave transfer program.

Leave Program Definition

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Country begins with Leave Program begins with

Search Clear Basic Search Save Search Criteria

No matching values were found.
Absence Management

Set Up Task: Configure Comp Time in Absence Management

Navigation:
Set Up Classification: Shared
Sequence: 999.002
Task Description: Configure Comp Time in Absence Management