

## Absence Processing

### Calculating and Finalizing Absences Template

Navigation: Navigation – Main Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Calculate Absence and Payroll

1. Enter the current open Calendar Group ID
  - a. Calendar Group ID – Naming Convention
    - i. First four digits – Year
    - ii. Space
    - iii. M for Monthly or B for Biweekly
    - iv. Last 4 digits – Month and date of the pay end date of the current processing calendar.
2. If you have entered new absences, run the Absence Calculation process in Calculate mode.
3. For calculation, check the “Calculate” flag and click “Run.”

#### Calculate Absence and Payroll

Run Control ID 1 Report Manager Process Monitor Run

**Payroll / Absence Run** ?

\*Calendar Group ID  2016 B 1203  Open

Stream Number  Process Number

Group List ID  Language

**Processing Phases and Options** ?

Identify   
  Calculate   
  Freeze   
  Finalize  
 Un-freeze   
  Suspend   
  Cancel  
 Suspend Active   
  Recalculate All  
 Identified

Restart Information Debug and Tuning Options

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

4. After the calculation is complete, run the process in finalize mode by checking the “Finalize” flag and clicking “Run.”



Calculate Absence and Payroll

Run Control ID 1      Report Manager      Process Monitor      [Run](#)

**Payroll / Absence Run** ?

\*Calendar Group ID    Open

Stream Number

Process Number

Group List ID       Language

**Processing Phases and Options** ?

Identify       Calculate       Freeze       Finalize       Suspend       Cancel

Un-freeze

Suspend Active       Recalculate All

Identified

Restart Information      Debug and Tuning Options

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)   [Add](#)   [Update/Display](#)

