

# PeopleSoft v9.2 Absence Management

## Human Capital Management (HCM)

# PeopleSoft Absence Management Agenda

Developed for implementation team members and functional end users, PeopleSoft Absence Management v9.2 training quickly introduces students to the set-up considerations, configuration, and transactional processing components of the Absence Management module. Through scenarios, real-world experiences from implementers, and hands-on activities, students gain an understanding of how to establish process and report on transactions.

## Prerequisites:

- PeopleSoft v9.2 Foundations (HCM)

## Business Process Overview

- Describing Absence Management Features
- Describing Integration with Other Applications
- Describing Absence Terminology
- Describing Elements
- Describing the Organizational, Processing, and Calendar Frameworks
- Describing Setup and Processing Steps
- Describing Sources of Information About Absence Management

## Creating Schedules

- Describing the Use of Schedules
- Explaining Schedule Groups
- Creating Work Schedules
- Validating Schedule Changes
- Describing Holiday Schedules
- Explaining Methods of Assigning Work Schedules

## Defining Common Characteristics of Elements

- Explaining Elements Categories
- Defining Basic Element Parameters

## Defining Absence Entitlement Elements

- Describing Entitlement Accrual
- Creating Absence Entitlement Elements
- Modifying Entitlement Balance Accumulators

## Defining Absence Take Elements

- Explaining Absence Types and Reasons
- Describing Absence Take Elements
- Creating Absence Take Elements
- Describing Absence Setup Guidelines

## Setting Up Supporting Elements

- Describing System Elements
- Creating Variable Elements
- Describing Date Elements
- Defining Duration Elements
- Creating Formula Elements
- Describing Operators Used in Formulas
- Explaining Elements Used to Look Up Values
- Creating Brackets

## Defining the Organizational Framework

- Describing the Organizational Framework
- Defining Element Groups
- Defining Eligibility Groups
- Defining Pay Entities
- Defining Pay Groups
- Mapping Pay Groups

## Defining the Processing Framework

- Describing the Processing Framework
- Defining Sections
- Defining Process Lists

## Setting Up Calendars

- Describing Calendar Concepts
- Defining Run Types
- Defining Periods
- Defining Calendars
- Defining Calendar Groups

## Managing Payee Data

- Explaining Integration with PeopleSoft Human Resources
- Viewing Payee Data

## Entering and Processing Absences

- Entering Absence Events
- Explaining Entitlement and Take Processing
- Running the Absence Process
- Describing the Processing Phases and Options
- Viewing Processing Results

## Overriding Supporting Elements

- Listing the Types of Supporting Elements that You Can Override
- Explaining Where to Create Supporting Element Overrides
- Explaining the Element Override Hierarchy

## Adjusting Frequency-Based Entitlement

- Describing Methods for Adjusting Frequency-Based Entitlement
- Adjusting a Payee's Frequency-Based Entitlement Balance
- Overriding the Definition of a Frequency-Based Entitlement

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## Defining Absence-Based Entitlements and Takes

- Defining Absence-Based Entitlement Elements
- Defining Take Elements with Absence-Based Entitlement
- Describing How to Link Related Absences
- Adjusting Absence-Based Entitlement

## Implementing Absence Take Features

- Defining Qualifying Periods for Using Entitlement
- Defining Rules for Negative Entitlement Balances
- Using Mapping to Generate Absence Data for Two Take Elements
- Explaining How to Store Data in User Defined Fields

## Defining Forecasting and Balance Inquiry Processes

- Explaining Forecasting and Balance Inquiry
- Setting Up Forecasting and Balance Inquiry Processing
- Forecasting an Absence Event
- Viewing Absence Balances

## Implementing Segmentation

- Defining Segmentation Terminology
- Explaining Types of Segmentation
- Setting Up Segmentation
- Viewing, Adding, and Canceling Segmentation Triggers
- Describing General Rules for Segmentation Processing
- Explaining Proration

## Course Review

- Describing the Purpose of Elements
- Creating Organizational, Processing, and Calendar Frameworks
- Building Rules for Tracking Absences and Accrued Time Off
- Creating and Assigning Work Schedules
- Entering Absences and Forecasting Entitlement
- Processing Absences and Viewing the Results
- Adjusting Entitlement Balances
- Sending Absence Data to Your Payroll System
- Describing Self-Service Absence Functionality
- Working With Approvals and Delegations