



Job Aid: TA10 Request Future Leave with Insufficient Balance

Last Update: 04/25/2023



Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

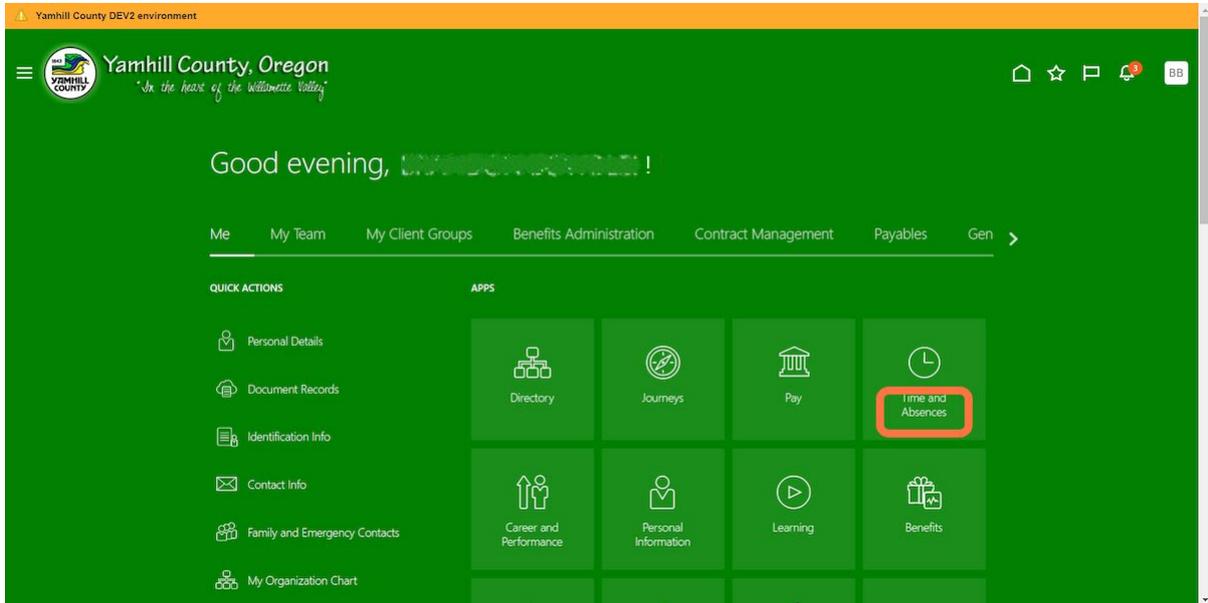
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Employee



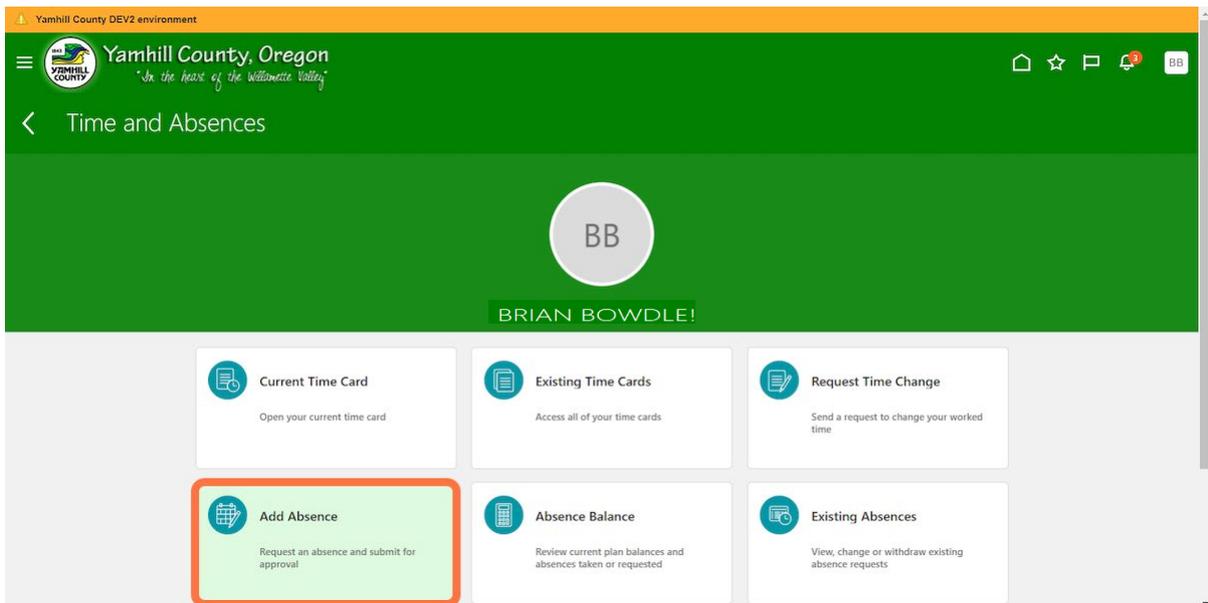
STEP 1

Login to Oracle Fusion Cloud. Click on the “Time and Absences” tile under the “Me” tab.



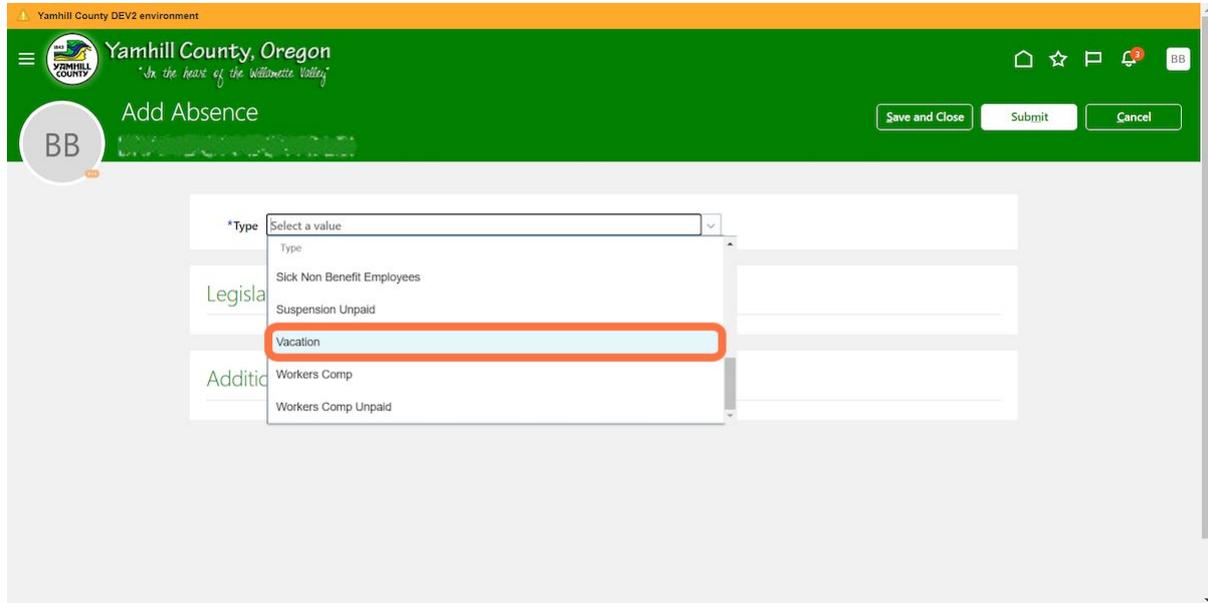
STEP 2

Click on the “Add Absence” tile.



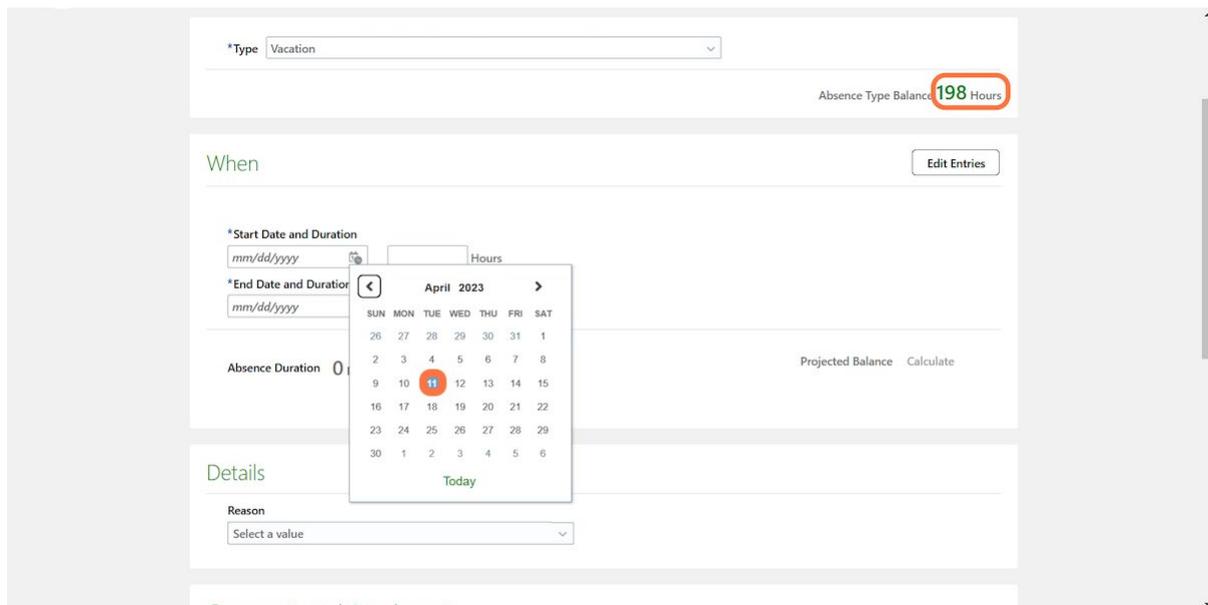
STEP 3

In the “Type” field, click the dropdown icon and select the appropriate value from the list of available leaves.



STEP 4

Once the Type is selected the Absence Type Balance, select the Start Date by clicking on the “calendar” icon.



STEP 5

The “End Date” will be auto-populated with the same Start Date. Click on the “calendar” icon to change the End Date.

*Type: Vacation

Absence Type Balance 198 Hours

When Edit Entries

*Start Date and Duration: 04/11/2023 8 Hours

*End Date and Duration: 04/11/2023 8 Hours

Absence Duration 8

Projected Balance Calculate

Details

Reason: Select a value

Comments and Attachments

STEP 6

Click on the “Submit” button towards the top-right of the screen.

Yamhill County DEV2 environment

Yamhill County, Oregon
"In the heart of the Willamette Valley"

Add Absence

Save and Close Submit Cancel

*Type: Vacation

Absence Type Balance 198 Hours

When Edit Entries

*Start Date and Duration: 04/11/2023 8 Hours

*End Date and Duration: 05/17/2023 8 Hours

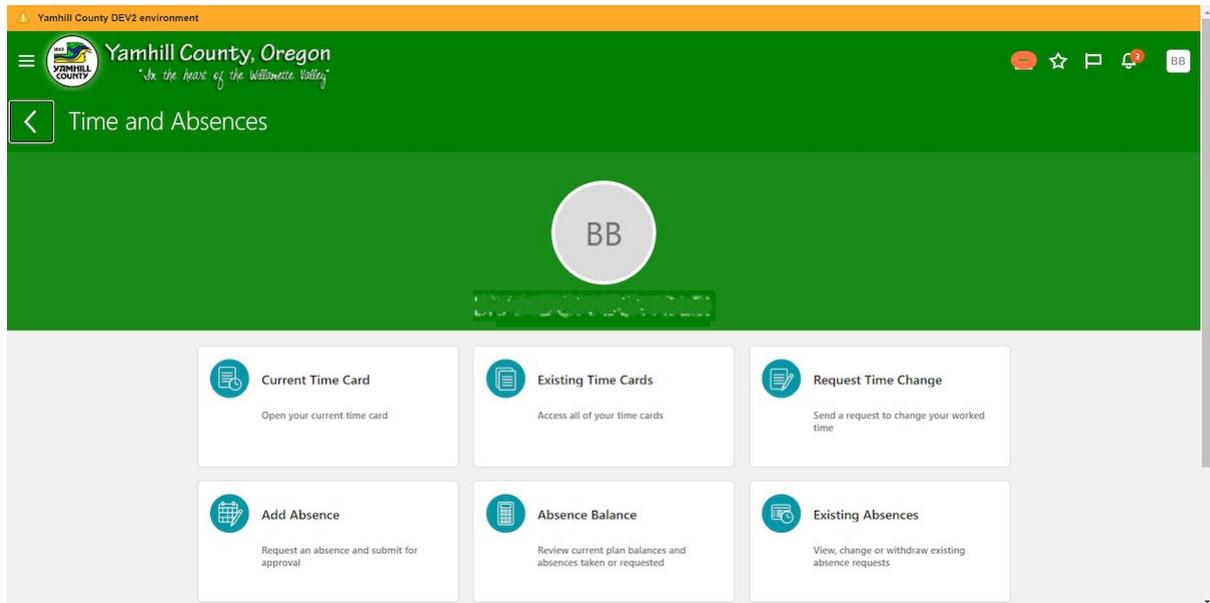
Absence Duration 216 Hours

Projected Balance Calculate



STEP 7

Click on the “Home” icon to return to the main screen.



STEP 8

End of the procedure.

