



Job Aid: TA14 Line Manager - Edit a
direct report's existing future absence
(My Team, Existing Absence)

Last Update: 04/25/2023



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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:

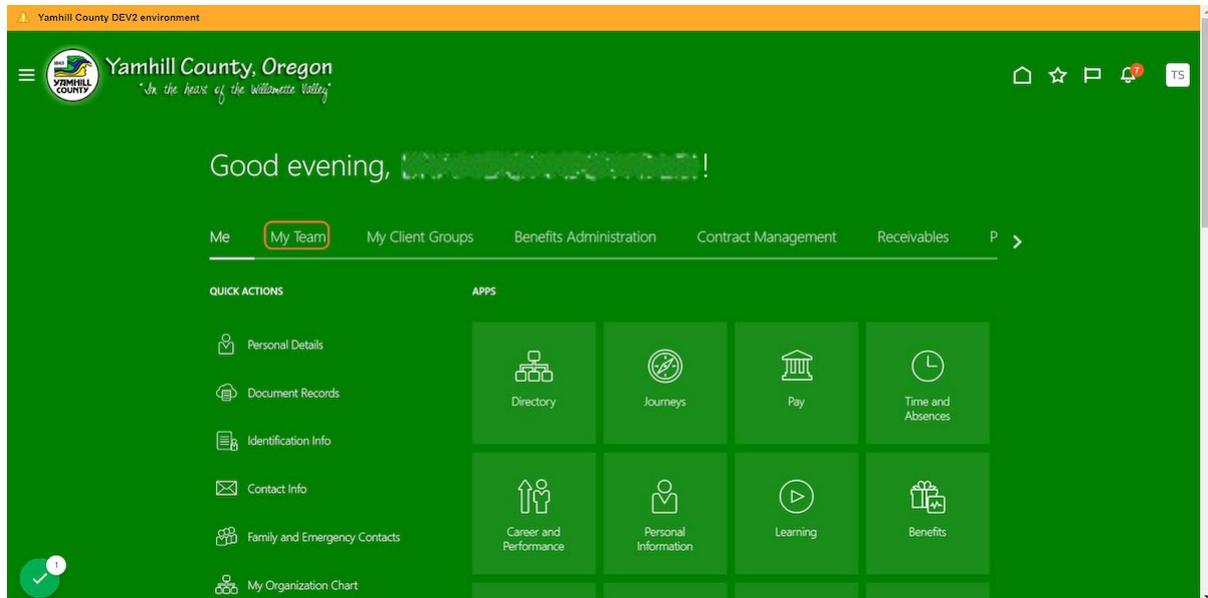
ID	Job Description
01	Manager



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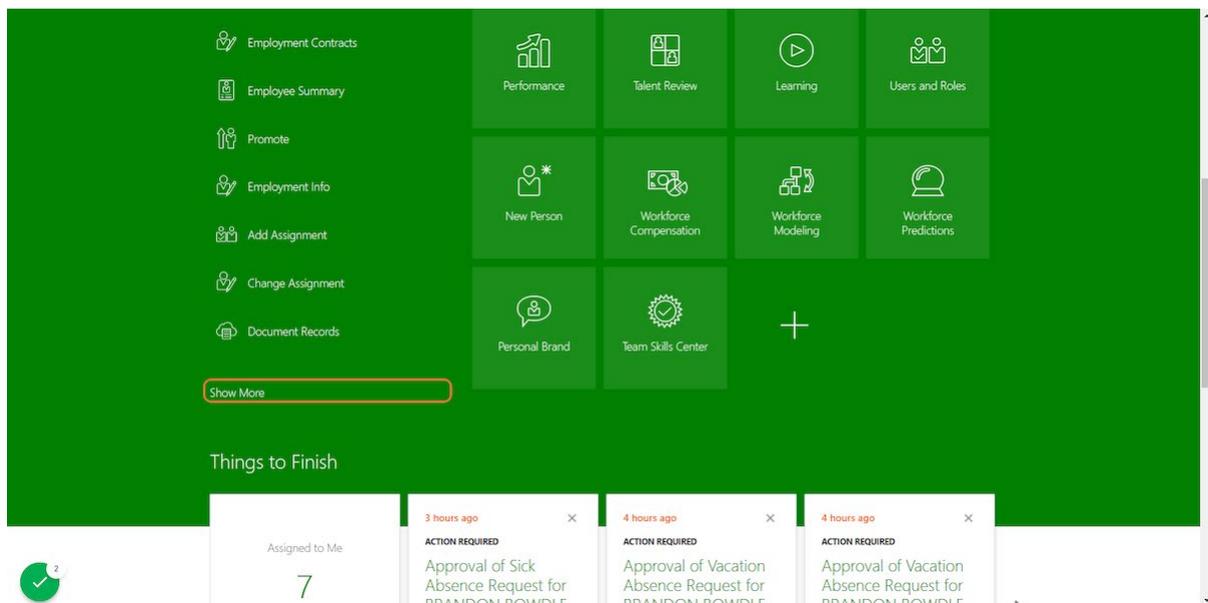
STEP 1

Login to Oracle Fusion Cloud. Click on the “My Team” tab.



STEP 2

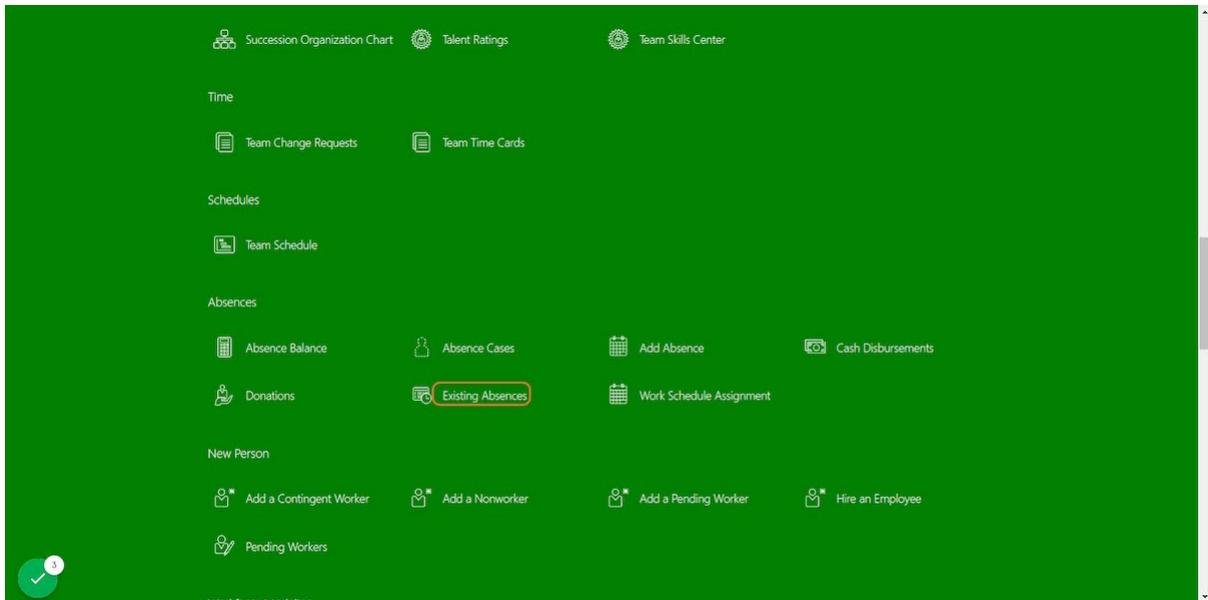
Scroll down and click on the “Show More” hyperlink.



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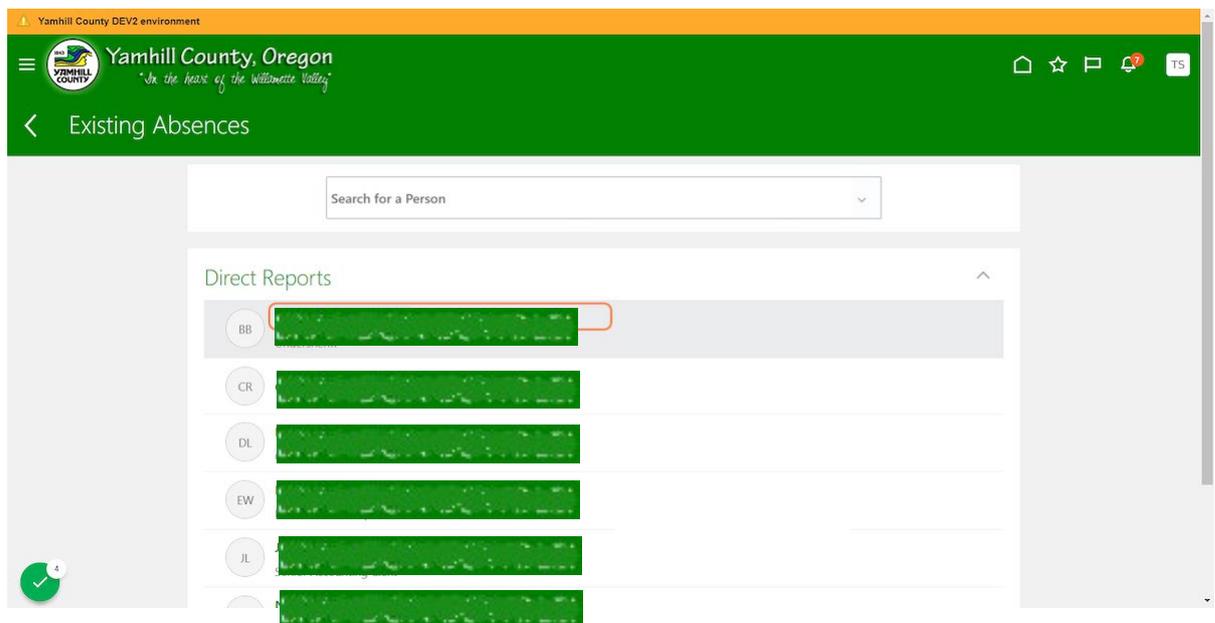
STEP 3

Under the Absence section, click on the “Existing Absences” option.



STEP 4

Click on the employee’s name.



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STEP 5

Find the absence that you want to edit. Click the “pencil” icon to the far right of that absence.

The screenshot shows the 'Existing Absences' page in the Yamhill County system. The page header includes the Yamhill County logo and the text 'Yamhill County, Oregon In the heart of the Willamette Valley'. The main content area is titled 'Existing Absences' and features a search bar, a filter dropdown set to 'Last 6 months', and a 'Sort By' dropdown set to 'Date'. The table below lists three absences:

Type	Start Date - End Date	Status	Action
Sick: 6 Hours	03/28/2023 - 03/28/2023	Scheduled	[Pencil icon]
Vacation: 3 Hours	03/28/2023 - 03/28/2023	Awaiting approval	[Pencil icon]
Vacation: 8 Hours	03/27/2023 - 03/27/2023	Awaiting approval	[Pencil icon]

STEP 6

You can change the date of the absence by clicking on the “calendar” icon next to “Start Date” and “End Date”.

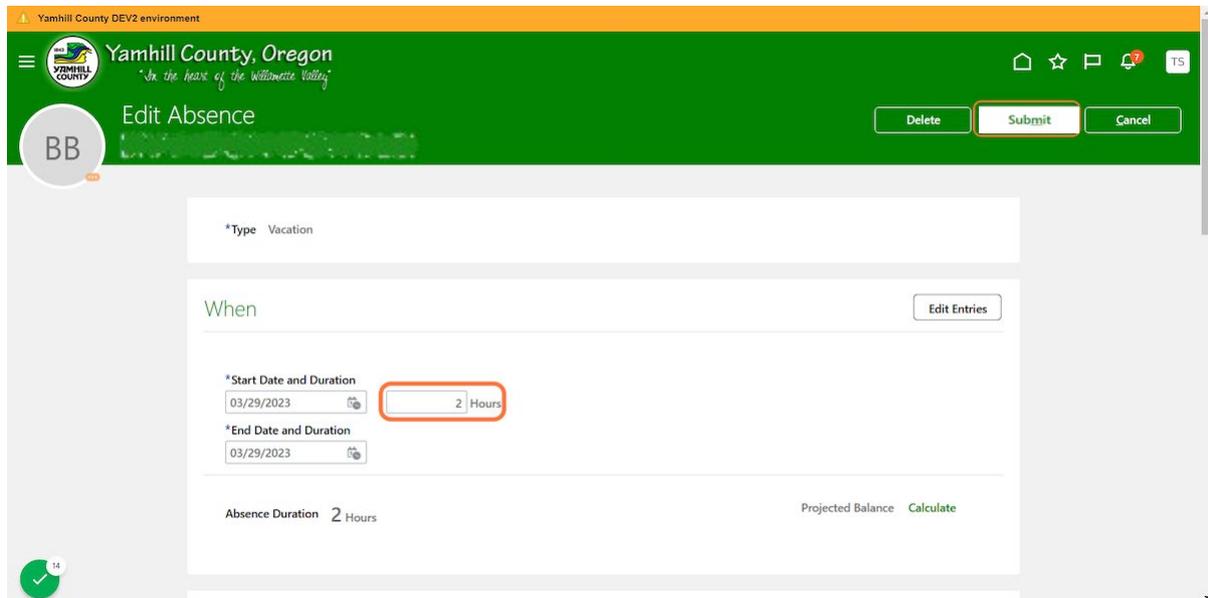
The screenshot shows the 'When' section of the absence form. The 'Type' is 'Vacation'. The 'Start Date and Duration' is set to 03/28/2023 and 2 Hours. The 'End Date and Duration' is also set to 03/28/2023 and 2 Hours. The 'Absence Duration' is 2 hours. The 'Projected Balance' is 0.00. A calendar pop-up is open, showing the month of March 2023. The 'Details' section has a 'Reason' dropdown set to 'Select a value'. The 'Entitlements' section is partially visible at the bottom.



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STEP 7

You can also change the quantity of the absence as appropriate. After editing the absence, click on the “Submit” button towards the top-right of the screen.

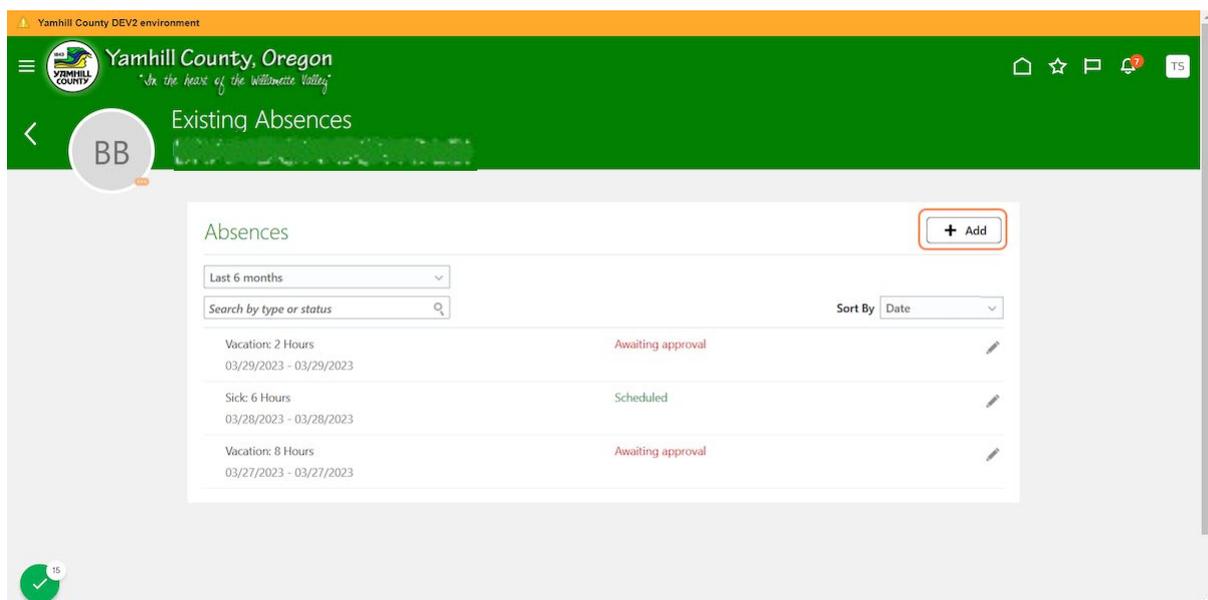


The screenshot shows the 'Edit Absence' form in the Yamhill County system. The form is titled 'Edit Absence' and has a green header with the Yamhill County logo and the slogan 'In the heart of the Willamette Valley'. The user's name 'BB' is visible in the top left. The form contains the following fields and buttons:

- *Type: Vacation
- When: Edit Entries
- *Start Date and Duration: 03/29/2023, 2 Hours (highlighted with a red box)
- *End Date and Duration: 03/29/2023
- Absence Duration: 2 Hours
- Projected Balance: Calculate
- Buttons: Delete, Submit (highlighted with a red box), Cancel

STEP 8

You will be directed to the “Existing Absences” page. Alternatively, you can also add an absence for an employee by clicking on the “+ Add” button.



The screenshot shows the 'Existing Absences' page in the Yamhill County system. The page is titled 'Existing Absences' and has a green header with the Yamhill County logo and the slogan 'In the heart of the Willamette Valley'. The user's name 'BB' is visible in the top left. The page contains the following elements:

- Buttons: + Add (highlighted with a red box)
- Filters: Last 6 months, Search by type or status, Sort By Date
- Table of Absences:

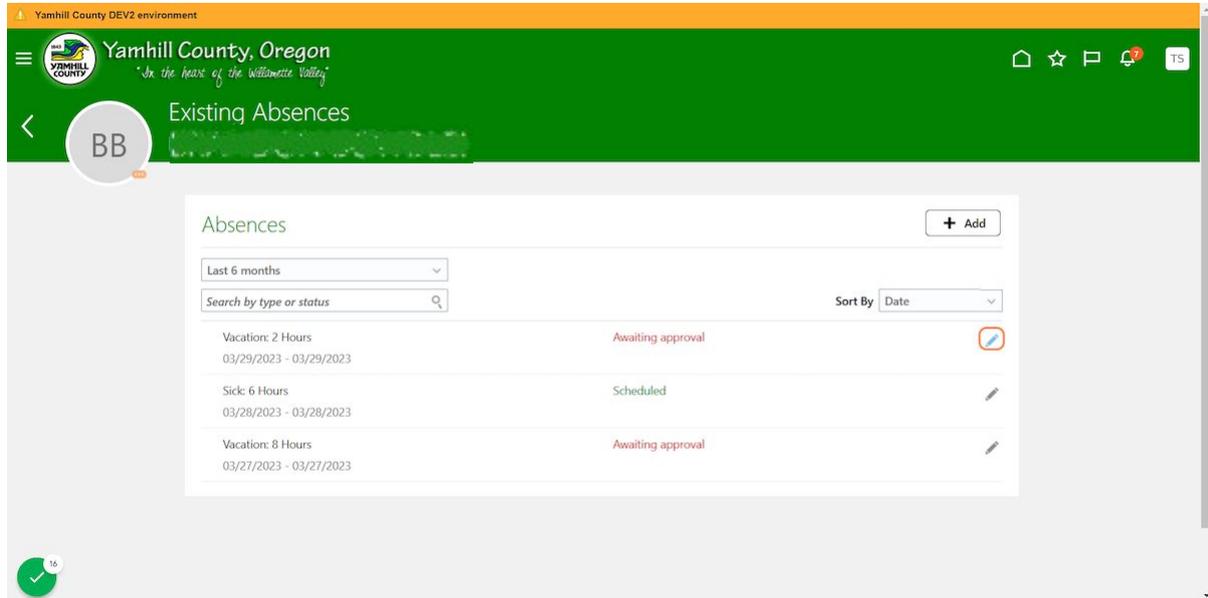
Type	Duration	Dates	Status	Action
Vacation	2 Hours	03/29/2023 - 03/29/2023	Awaiting approval	✎
Sick	6 Hours	03/28/2023 - 03/28/2023	Scheduled	✎
Vacation	8 Hours	03/27/2023 - 03/27/2023	Awaiting approval	✎



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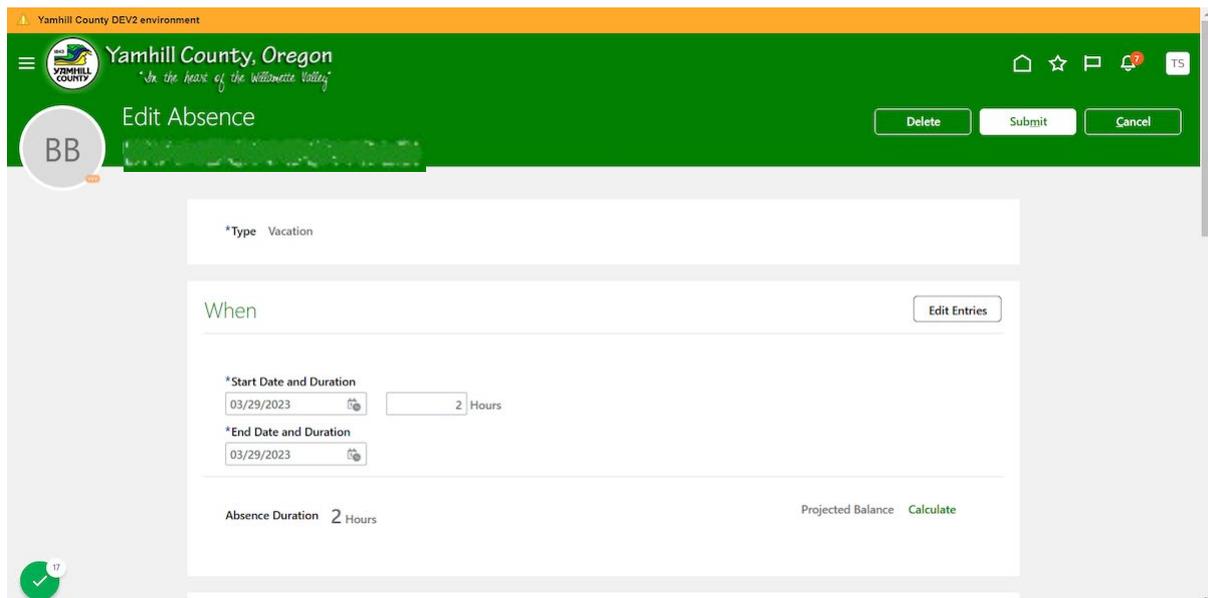
STEP 9

The absence of an employee can also be deleted by clicking on the “pencil” icon.



STEP 10

Click on the “Delete” button towards the top right of the screen, to delete an employee's absence.



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STEP 11

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

The screenshot shows the 'Edit Absence' form in the Yamhill County system. The header includes the Yamhill County logo and the slogan 'In the heart of the Willamette Valley'. The form title is 'Edit Absence'. There are three buttons: 'Delete', 'Submit', and 'Cancel'. The form contains the following fields and options:

- *Type: Vacation
- When: Edit Entries
- *Start Date and Duration: 03/29/2023, 2 Hours
- *End Date and Duration: 03/29/2023
- Absence Duration: 2 Hours
- Projected Balance: Calculate

STEP 12

End of the procedure.

The screenshot shows the main dashboard of the Yamhill County system. The header includes the Yamhill County logo and the slogan 'In the heart of the Willamette Valley'. The dashboard displays the following elements:

- Greeting: Good afternoon [User Name]!
- Navigation: Me, My Team, My Client Groups, Benefits Administration, Contract Management, Payables, Gen >
- QUICK ACTIONS: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart
- APPS: Directory, Journeys, Pay, Time and Absences (highlighted with a red box), Career and Performance, Personal Information, Learning, Benefits

