Job Aid: TA21 Enroll an employee in an absence plan (Vacation) and calculate the accrual

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:
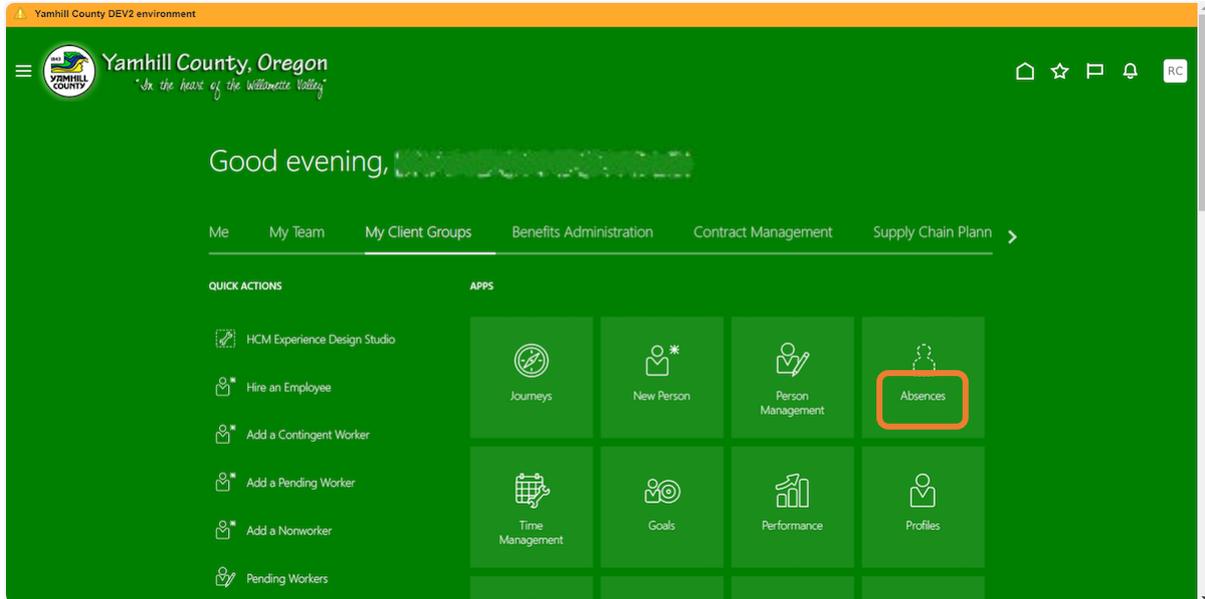
ID	Job Description
01	Time Administrator

Job Aid: TA21 Enroll an employee in an absence plan (Vacation) and calculate the accrual
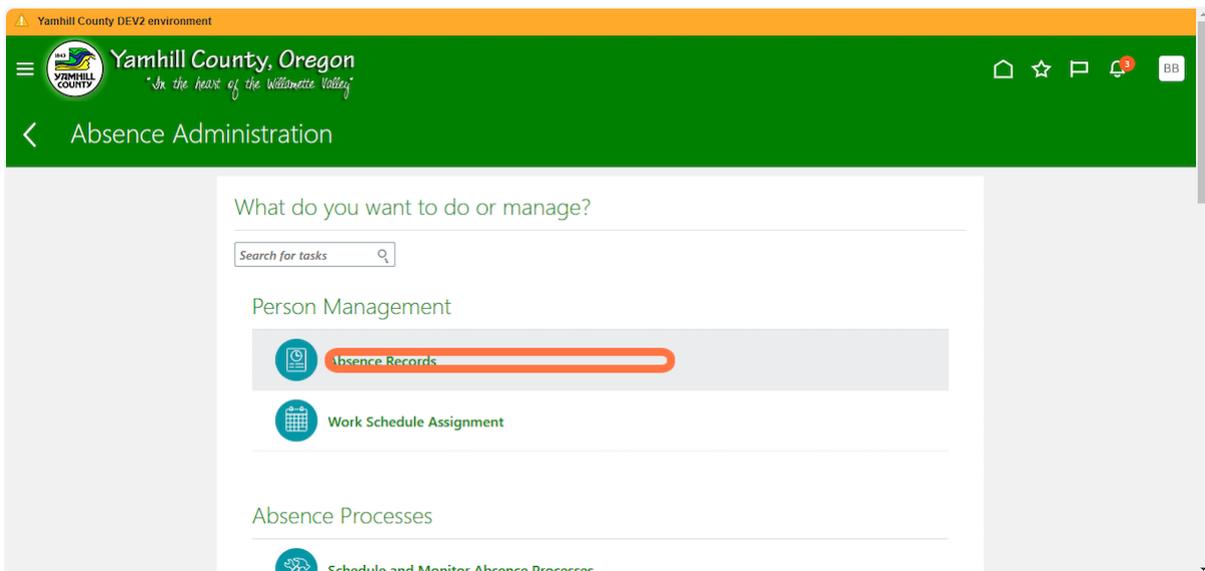
STEP 1

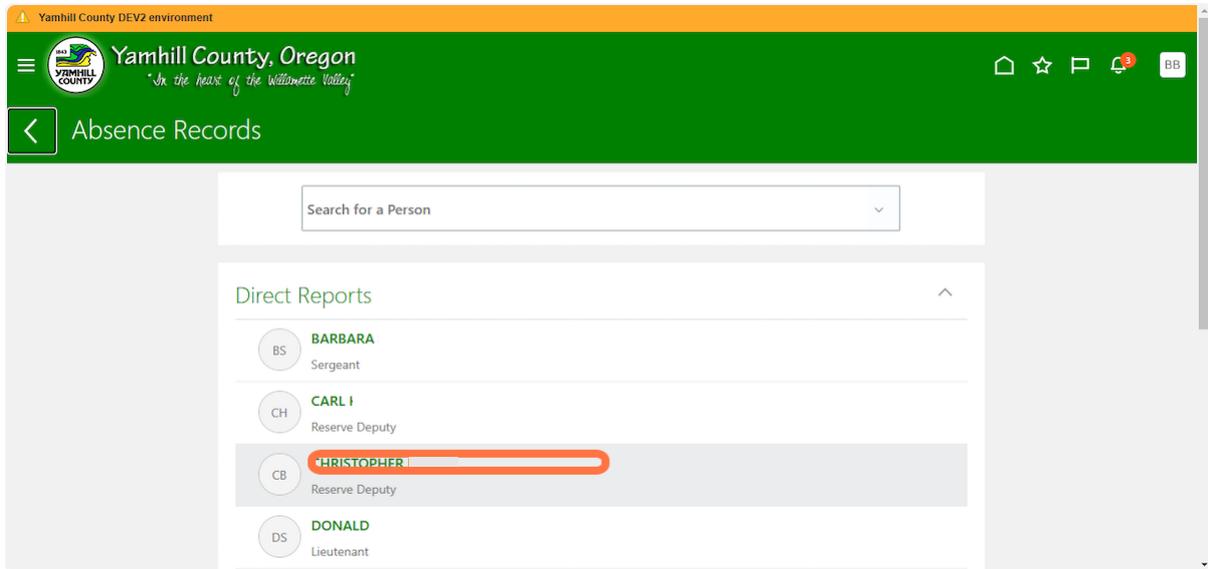**Login to Oracle Fusion Cloud. Click on the "Absences" tile, under the "My Client Groups" tab.**

STEP 2

Click on the "Absence Records" option.
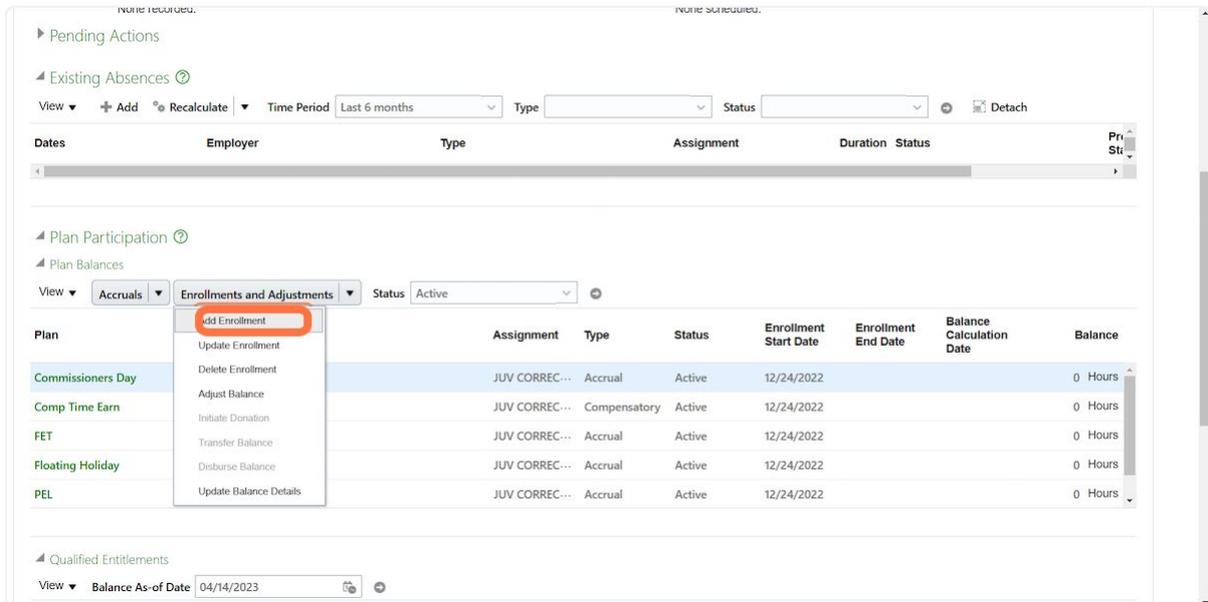
STEP 3

Click on the employee's name.

STEP 4

Click on the dropdown next to "Enrollments and Adjustments" and select "Add Enrollment" from the list of options.

STEP 5

Click on the dropdown next to "Select Plan" and select the desired plan.

STEP 6

Select the "Start Date" by clicking on the calendar icon next to the Start Date.

STEP 7

Click on the "Submit" button.

STEP 8

From the list of results, select the row corresponding to the desired the absence plan. Then, click on the dropdown next to "Accruals" and select "Run Accruals for Selected Plan".

STEP 9

Click the calendar icon next to "Balance As-of Date" and select the next pay period.

STEP 10

Select "Calculate accruals and balances" and click on the "Submit" button.

STEP 11

A warning message will appear. Review the message and then click on the "OK" button to acknowledge the message and continue.

STEP 12

Click on the hyperlink corresponding to the same absence plan.

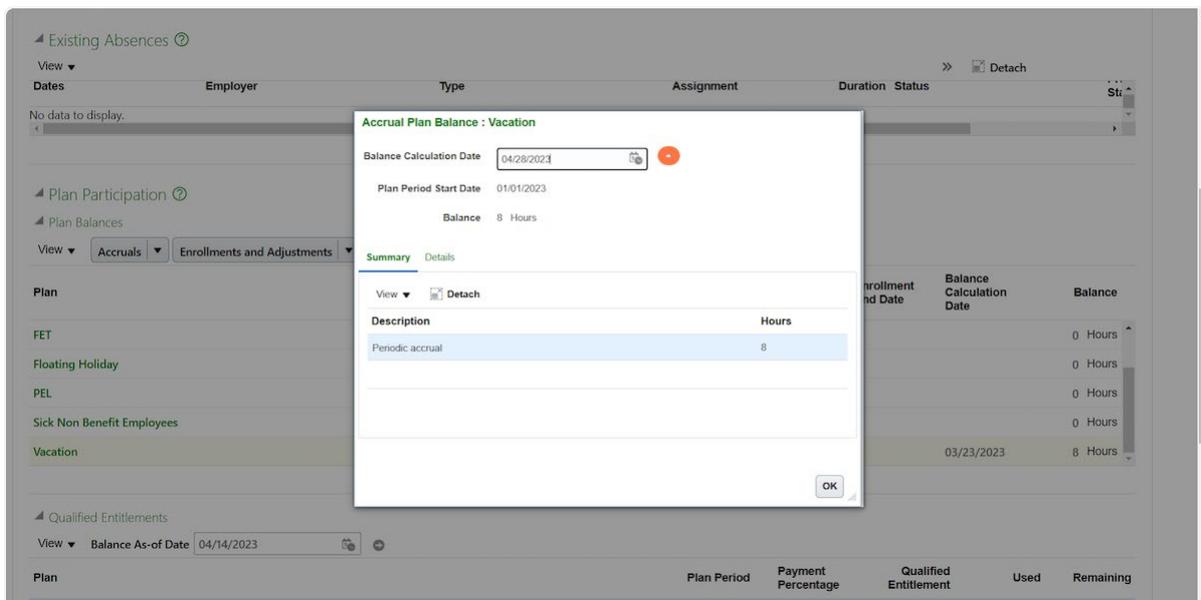STEP 13

Click the calendar icon next to "Balance Calculation Date" and select the appropriate value.
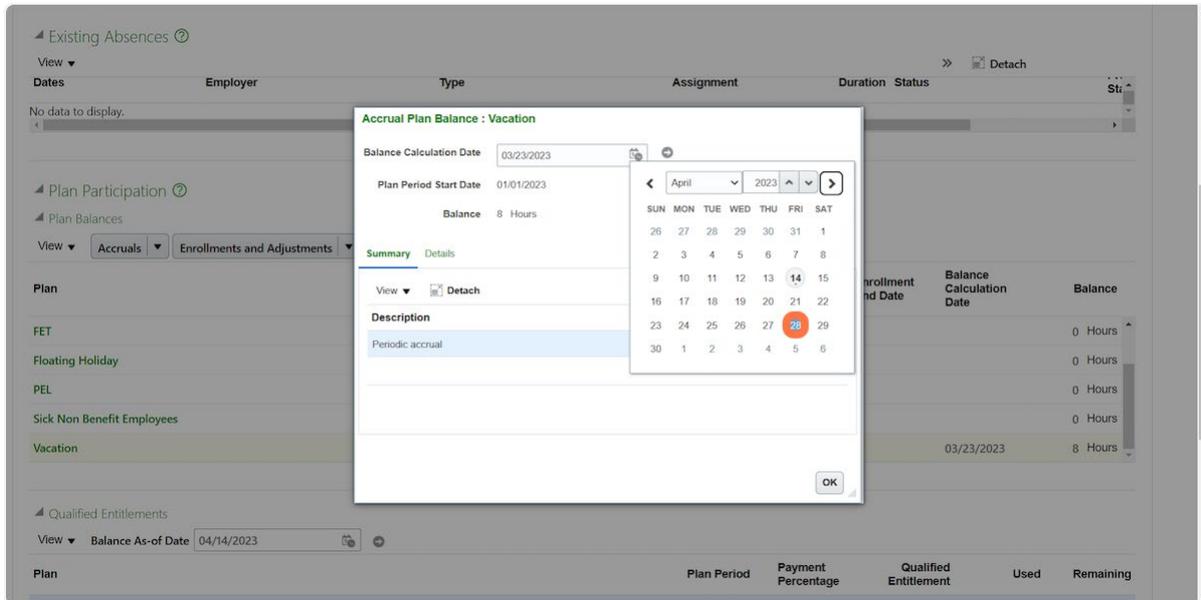
STEP 14

Click on the "Run" icon.

STEP 15

Click on the "OK" button to continue.
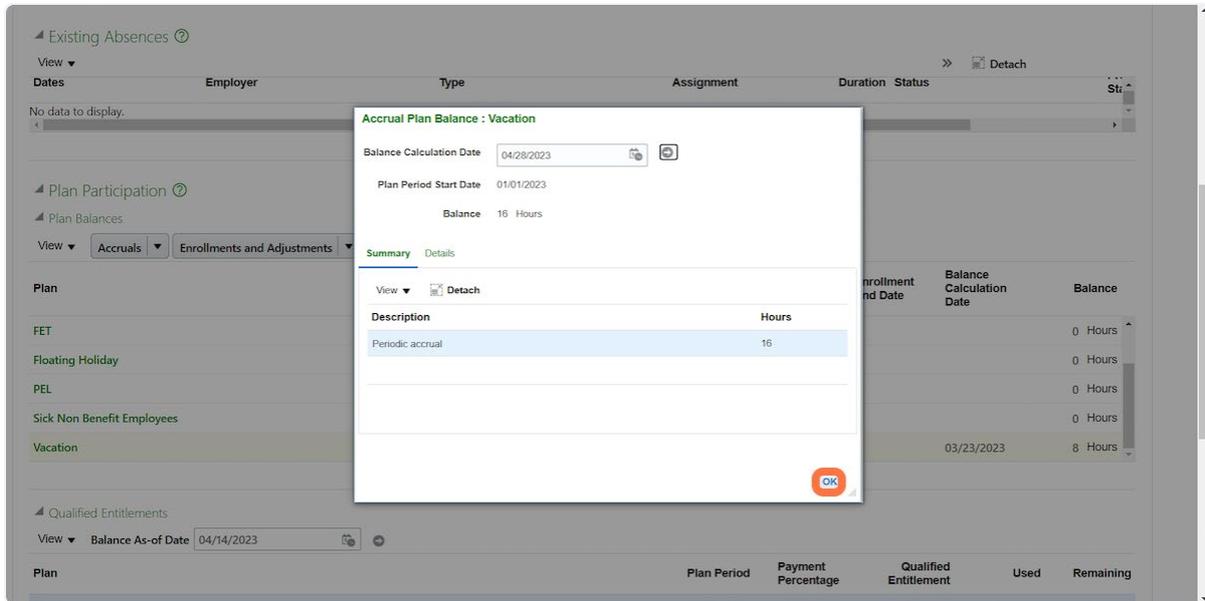
STEP 16

Click on the "Close" button towards the top right of the screen.
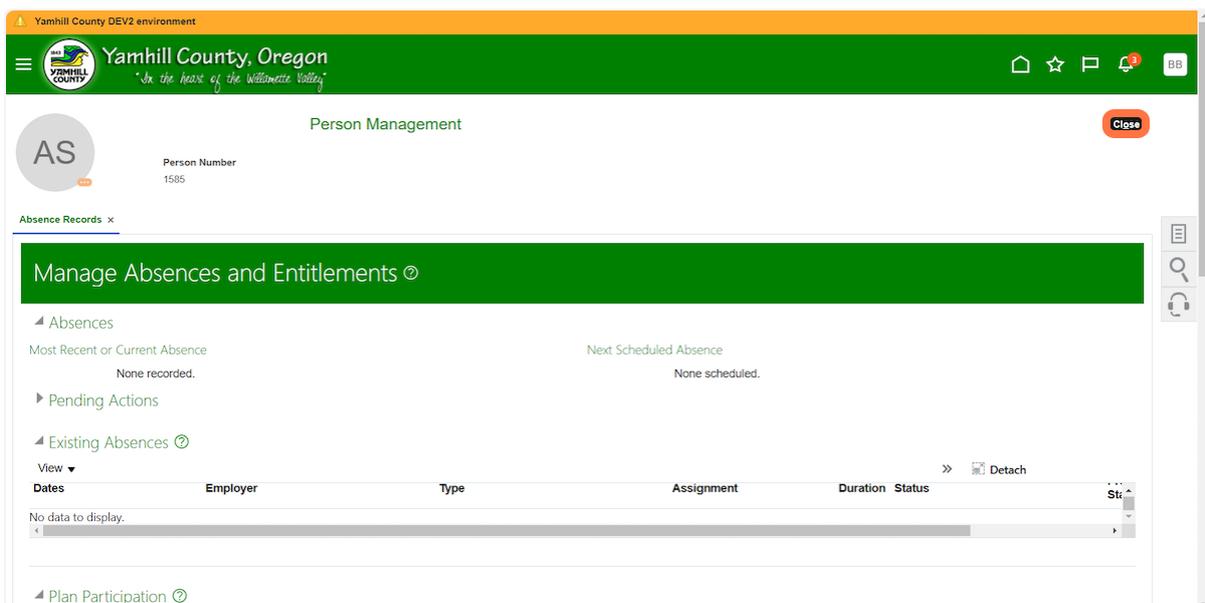
STEP 17

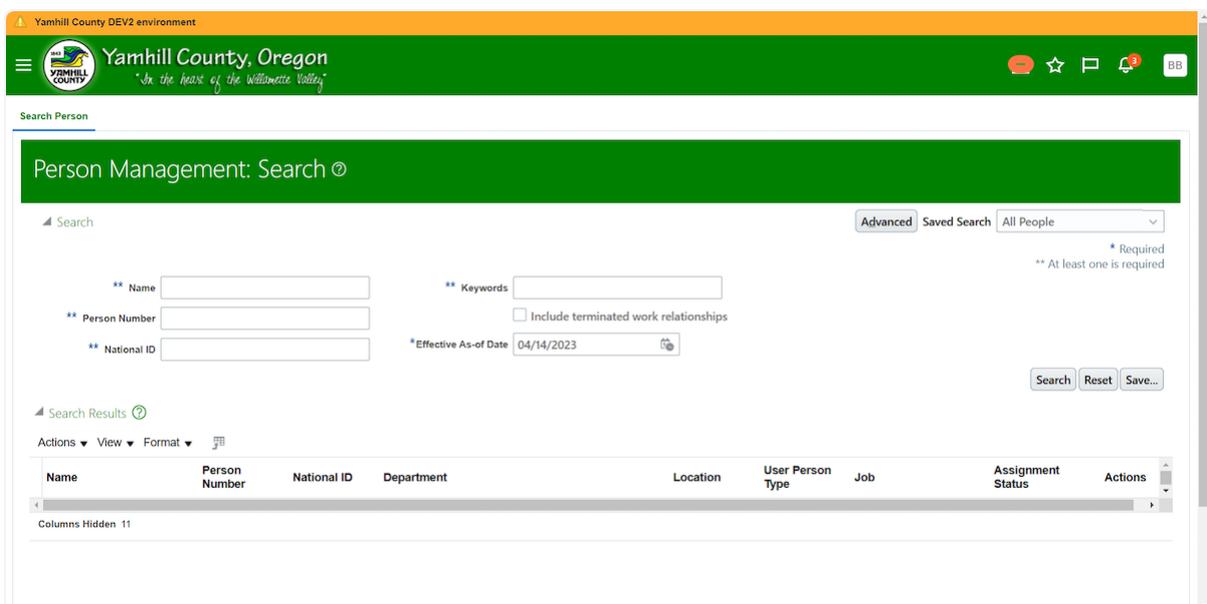**If a warning message appears, then review the message and click on the "Yes" button to continue, or the "No" button to go back and make any additional changes.**
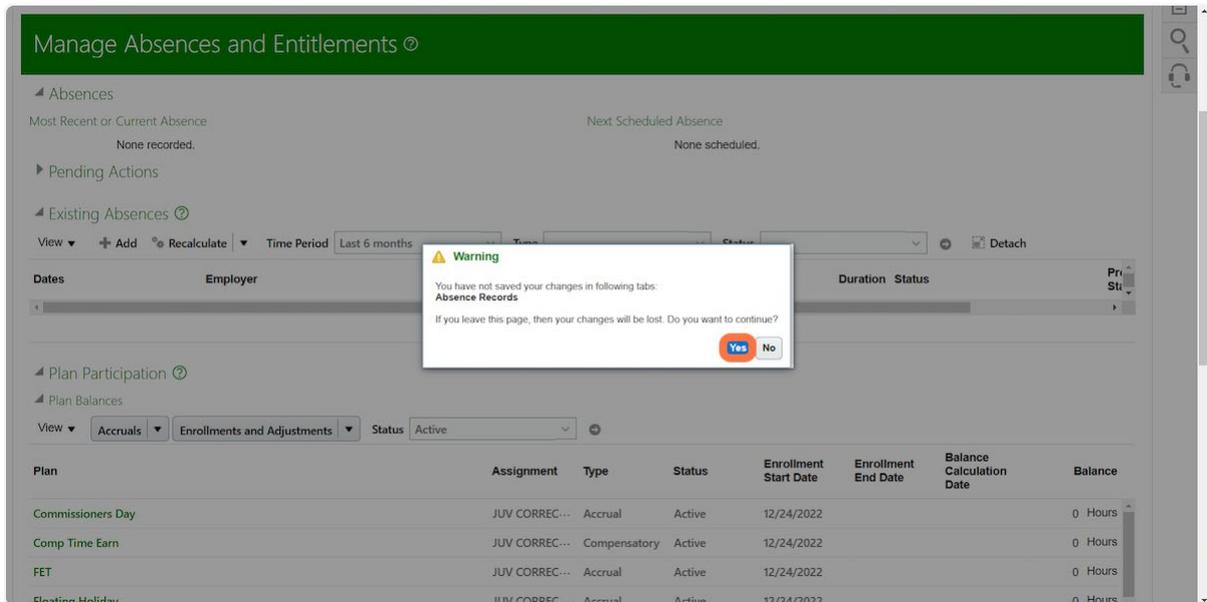
STEP 18

Click on the "Home" icon to return to the main screen.

STEP 19

End of the procedure.