



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

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:

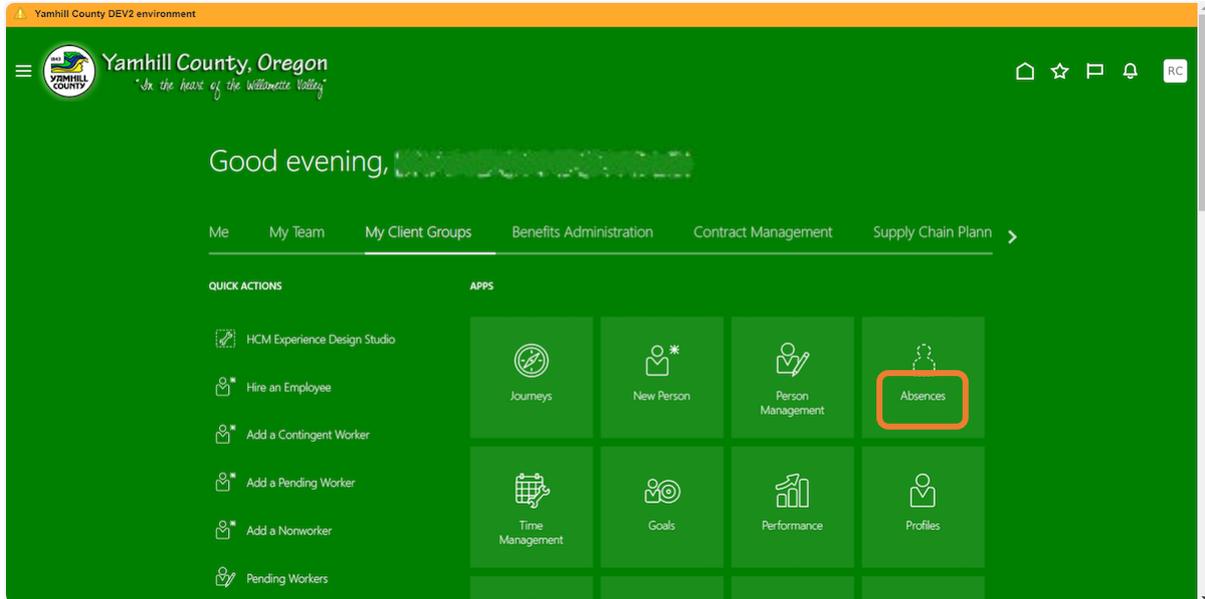
ID	Job Description
01	Time Administrator



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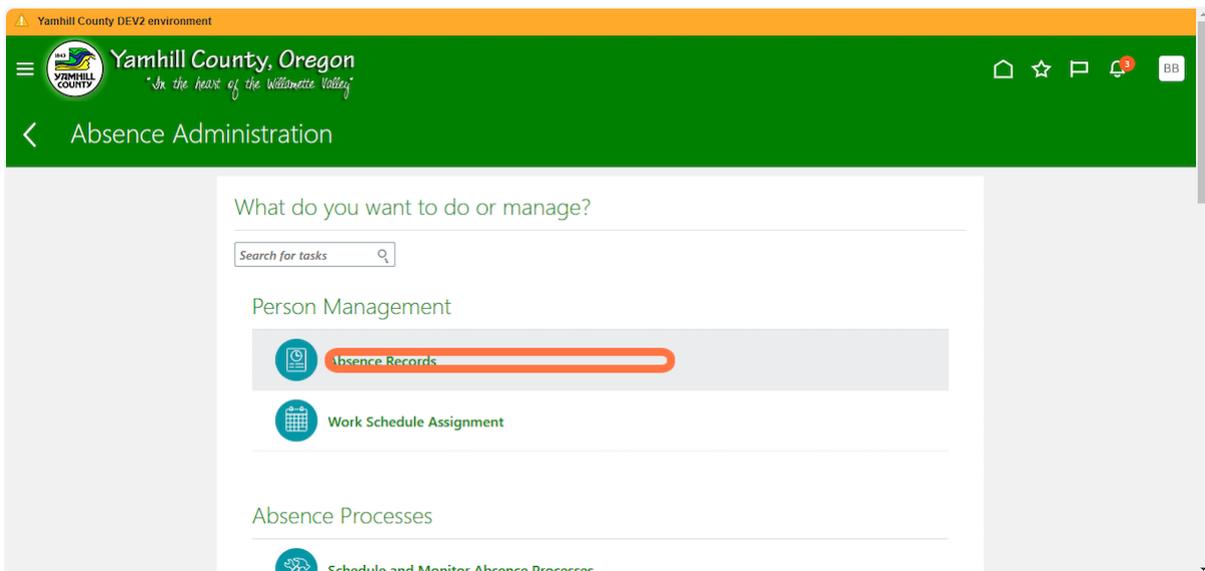
STEP 1

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



STEP 2

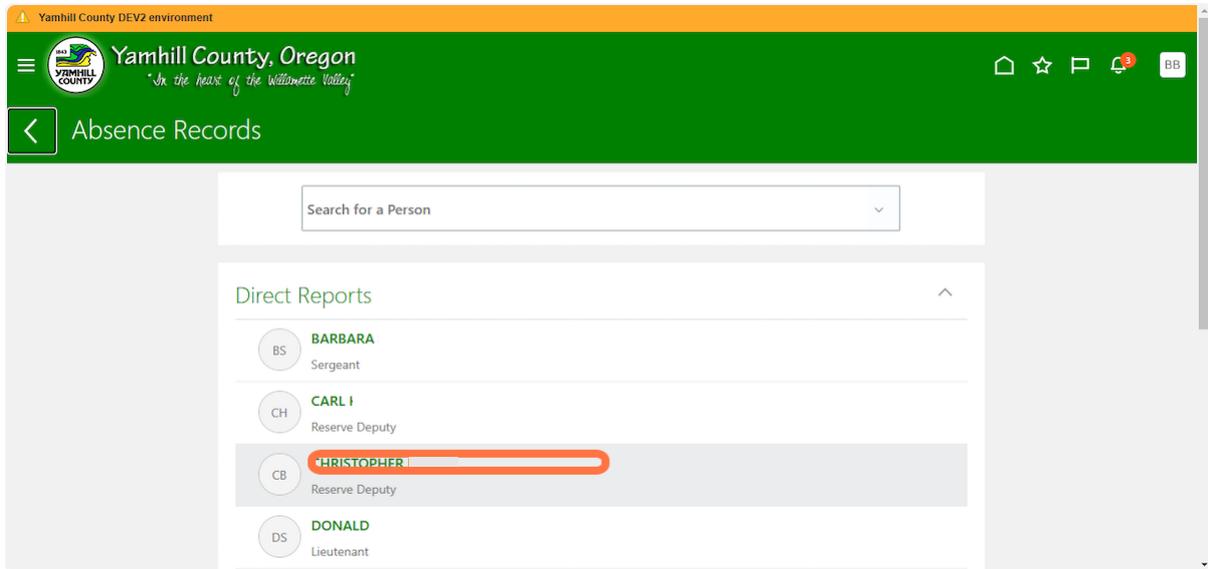
Click on the “Absence Records” option.



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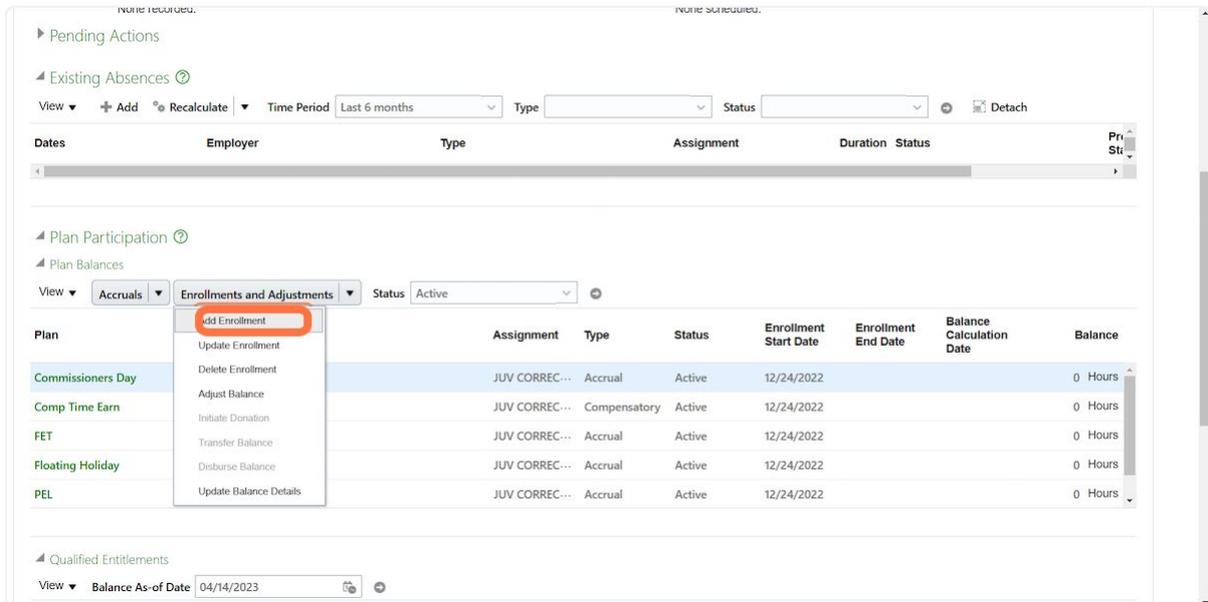
STEP 3

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.



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STEP 5

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

Plan	Employer	Type	Assignment	Duration	Status	Enrollment Start Date	Enrollment End Date	Balance Calculation Date	Balance
Commissioners Day	JUV CORREC...	Accrual	Active			12/24/2022			0 Hours
Comp Time Earn	JUV CORREC...	Accrual	Active			12/24/2022			0 Hours
FET	JUV CORREC...	Accrual	Active			12/24/2022			0 Hours
Floating Holiday	JUV CORREC...	Accrual	Active			12/24/2022			0 Hours
PEL	JUV CORREC...	Accrual	Active			12/24/2022			0 Hours

STEP 6

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

Plan	Employer	Type	Assignment	Duration	Status	Enrollment Start Date	Enrollment End Date	Balance Calculation Date	Balance
Commissioners Day	JUV CORREC...	Accrual	Active						0 Hours
Comp Time Earn	JUV CORREC...	Compensatory	Active						0 Hours
FET	JUV CORREC...	Accrual	Active						0 Hours
Floating Holiday	JUV CORREC...	Accrual	Active						0 Hours
PEL	JUV CORREC...	Accrual	Active						0 Hours



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STEP 7

Click on the “Submit” button.

The screenshot shows a software interface with a table of plans. An 'Add Enrollment' dialog box is open, allowing the user to select a plan and a start date. The 'Submit' button is highlighted with a red circle.

Plan	Assignment	Type	Status	Enrollment Start Date	Enrollment End Date	Balance Calculation Date	Balance
Commissioners Day	JUV CORREC...	Accrual	Active	12/24/2022			0 Hours
Comp Time Earn	JUV CORREC...	Compensatory	Active	12/24/2022			0 Hours
FET	JUV CORREC...	Accrual	Active	12/24/2022			0 Hours
Floating Holiday	JUV CORREC...	Accrual	Active	12/24/2022			0 Hours
PEL	JUV CORREC...	Accrual	Active	12/24/2022			0 Hours

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”.

The screenshot shows the same software interface as in Step 7. The 'Accruals' dropdown menu is open, and 'Run Accruals for Selected Plan' is selected. The 'Vacation' row in the table is highlighted.

Plan	Assignment	Type	Status	Enrollment Start Date	Enrollment End Date	Balance Calculation Date	Balance
FET	JUV CORREC...	Accrual	Active	12/24/2022			0 Hours
Floating Holiday	JUV CORREC...	Accrual	Active	12/24/2022			0 Hours
PEL	JUV CORREC...	Accrual	Active	12/24/2022			0 Hours
Sick Non Benefit Employees	JUV CORREC...	Accrual	Active	03/24/2023			0 Hours
Vacation	JUV CORREC...	Accrual	Active	03/01/2023		03/08/2023	4 Hours



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STEP 9

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

The screenshot shows the 'Run Accruals for Selected Plan Vacation' dialog box. The 'Balance As-of Date' field is set to 04/28/2023. The 'Calculate accruals and balances' radio button is selected. The 'Submit' button is highlighted.

Plan	Enrollment Start Date	Enrollment End Date	Balance Calculation Date	Balance
FET	12/24/2022			0 Hours
Floating Holiday	12/24/2022			0 Hours
PEL	12/24/2022			0 Hours
Sick Non Benefit Employees	03/24/2023			0 Hours
Vacation	03/01/2023		03/08/2023	4 Hours

Plan	Plan Period	Payment Percentage	Qualified Entitlement	Used	Remaining
FMLA	03/26/2023 - ...	0.0	0 Hours	0 Hours	0 Hours
Short Term Disability	04/14/2023 - ...	0.0	480 Hours	0 Hours	480 Hours

STEP 10

Select “Calculate accruals and balances” and click on the “Submit” button.

The screenshot shows the 'Run Accruals for Selected Plan Vacation' dialog box. The 'Balance As-of Date' field is set to 04/28/2023. The 'Calculate accruals and balances' radio button is selected. The 'Submit' button is highlighted.

Plan	Enrollment Start Date	Enrollment End Date	Balance Calculation Date	Balance
FET	12/24/2022			0 Hours
Floating Holiday	12/24/2022			0 Hours
PEL	12/24/2022			0 Hours
Sick Non Benefit Employees	03/24/2023			0 Hours
Vacation	03/01/2023		03/08/2023	4 Hours

Plan	Plan Period	Payment Percentage	Qualified Entitlement	Used	Remaining
FMLA	03/26/2023 - ...	0.0	0 Hours	0 Hours	0 Hours
Short Term Disability	04/14/2023 - ...	0.0	480 Hours	0 Hours	480 Hours



STEP 11

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

The screenshot shows a software interface with a warning dialog box. The dialog box contains the following text: "Warning", "Accruals for absence plan Vacation were calculated only for the next period. (ANC-3405070)", and "You can't calculate accruals for multiple future accrual periods simultaneously." Below the text is an "OK" button. In the background, a table lists absence plans with columns for Plan, Assignment, Type, Status, Enrollment Start Date, Enrollment End Date, Balance Calculation Date, and Balance.

Plan	Assignment	Type	Status	Enrollment Start Date	Enrollment End Date	Balance Calculation Date	Balance
FET	JUV CORREC...	Accrual	Active	12/24/2022			0 Hours
Floating Holiday	JUV CORREC...	Accrual	Active	12/24/2022			0 Hours
PEL	JUV CORREC...	Accrual	Active	12/24/2022			0 Hours
Sick Non Benefit Employees	JUV CORREC...	Accrual	Active	03/24/2023			0 Hours
Vacation	JUV CORREC...	Accrual	Active	03/01/2023		03/23/2023	8 Hours

STEP 12

Click on the hyperlink corresponding to the same absence plan.

The screenshot shows a software interface with a table of absence plans. The 'Vacation' row is highlighted. The 'Vacation' text in the Plan column is circled in red. The table has columns for Plan, Assignment, Type, Status, Enrollment Start Date, Enrollment End Date, Balance Calculation Date, and Balance.

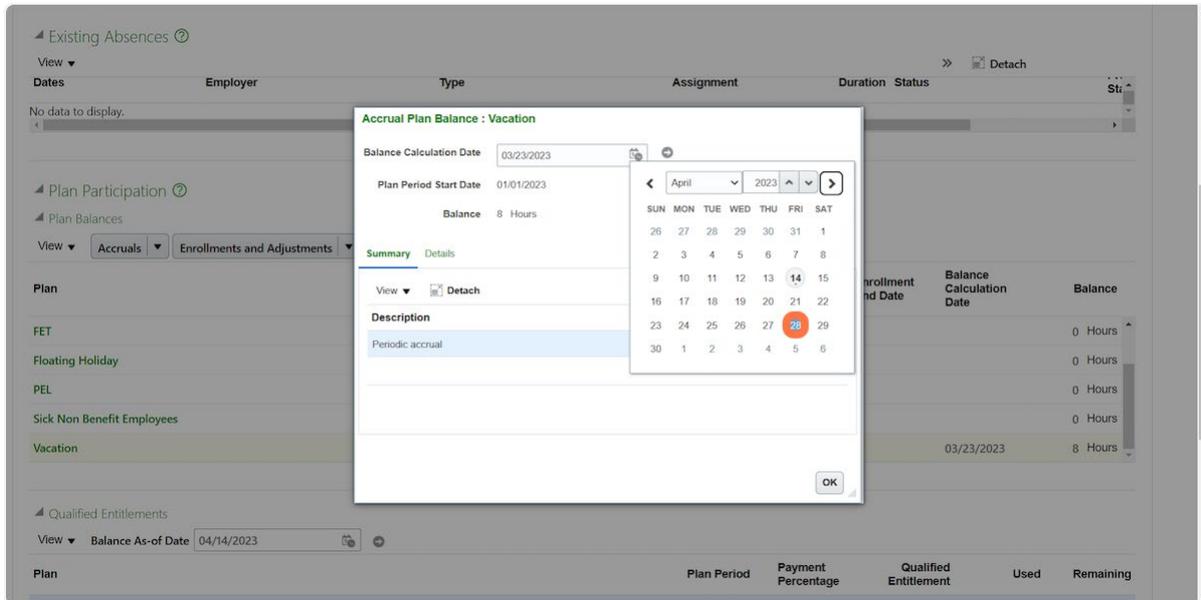
Plan	Assignment	Type	Status	Enrollment Start Date	Enrollment End Date	Balance Calculation Date	Balance
FET	JUV CORREC...	Accrual	Active	12/24/2022			0 Hours
Floating Holiday	JUV CORREC...	Accrual	Active	12/24/2022			0 Hours
PEL	JUV CORREC...	Accrual	Active	12/24/2022			0 Hours
Sick Non Benefit Employees	JUV CORREC...	Accrual	Active	03/24/2023			0 Hours
Vacation	JUV CORREC...	Accrual	Active	03/01/2023		03/23/2023	8 Hours



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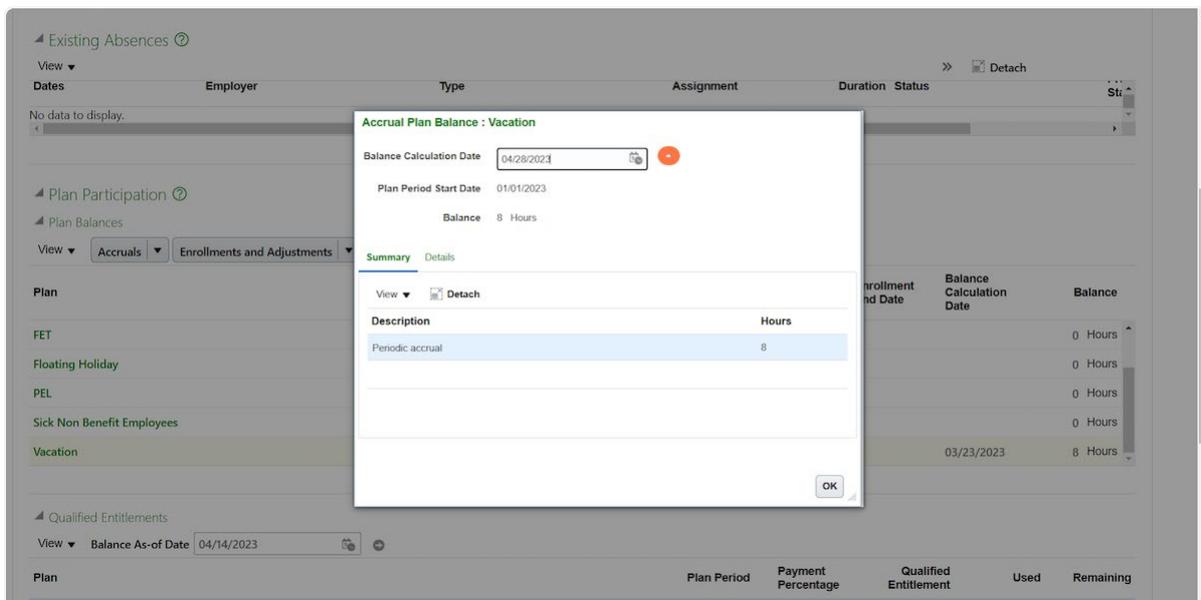
STEP 13

Click the calendar icon next to “Balance Calculation Date” and select the appropriate value.



STEP 14

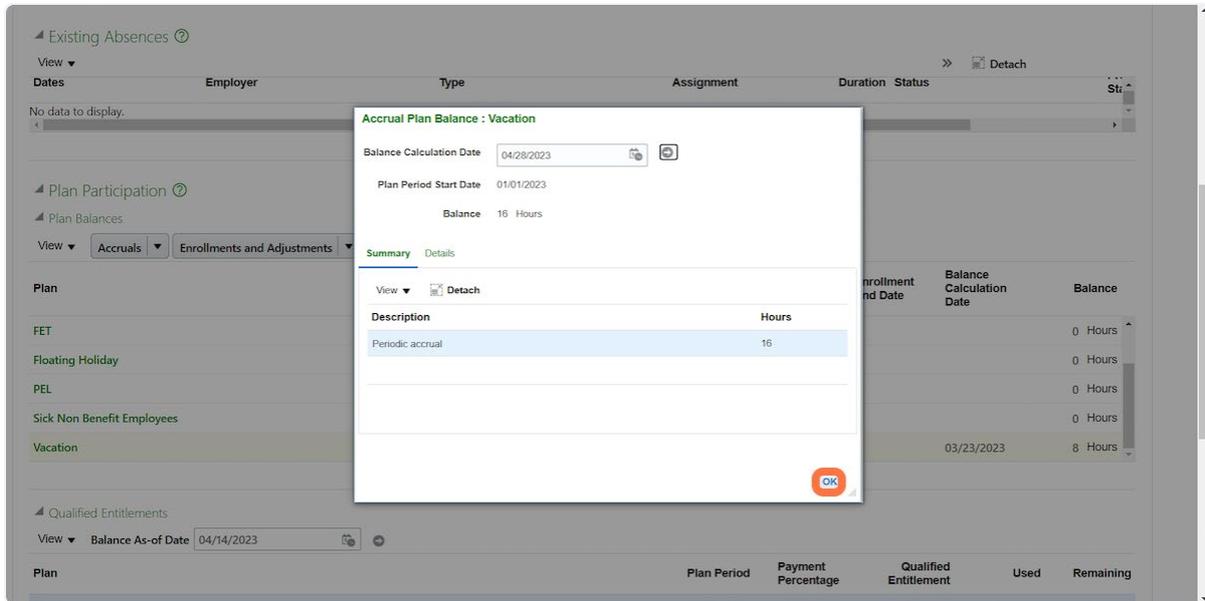
Click on the “Run” icon.



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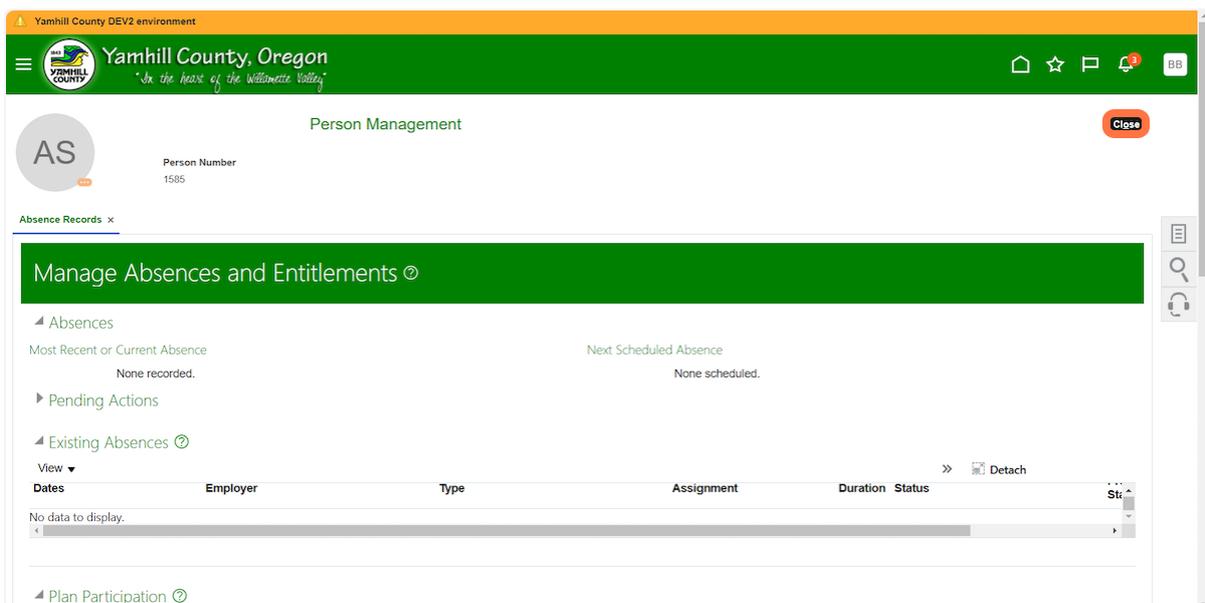
STEP 15

Click on the “OK” button to continue.



STEP 16

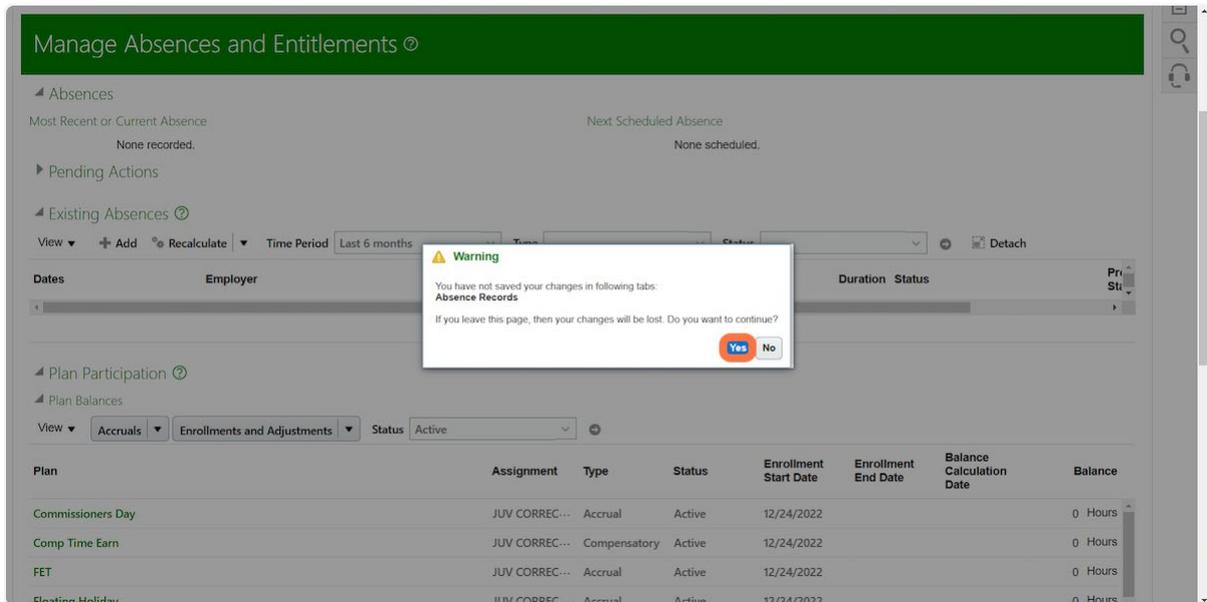
Click on the “Close” button towards the top right of the screen.



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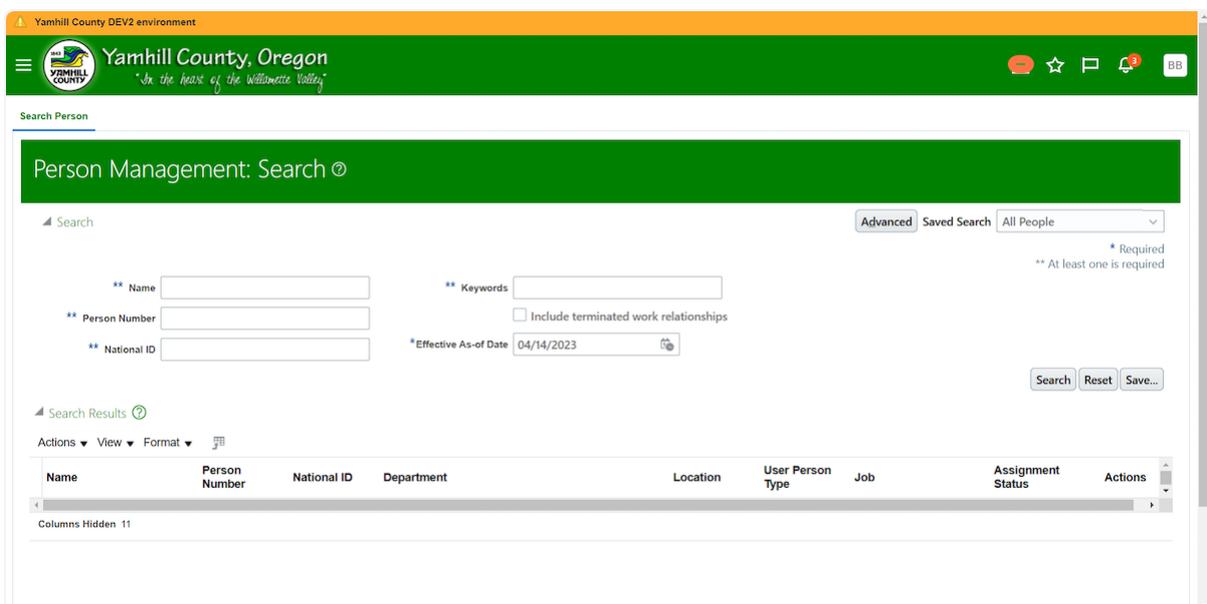
STEP 17

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.



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STEP 19

End of the procedure.

