



Job Aid: TA27 Create Vacation, (Absence), Accrual Plan

Last Update: 04/25/2023



Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

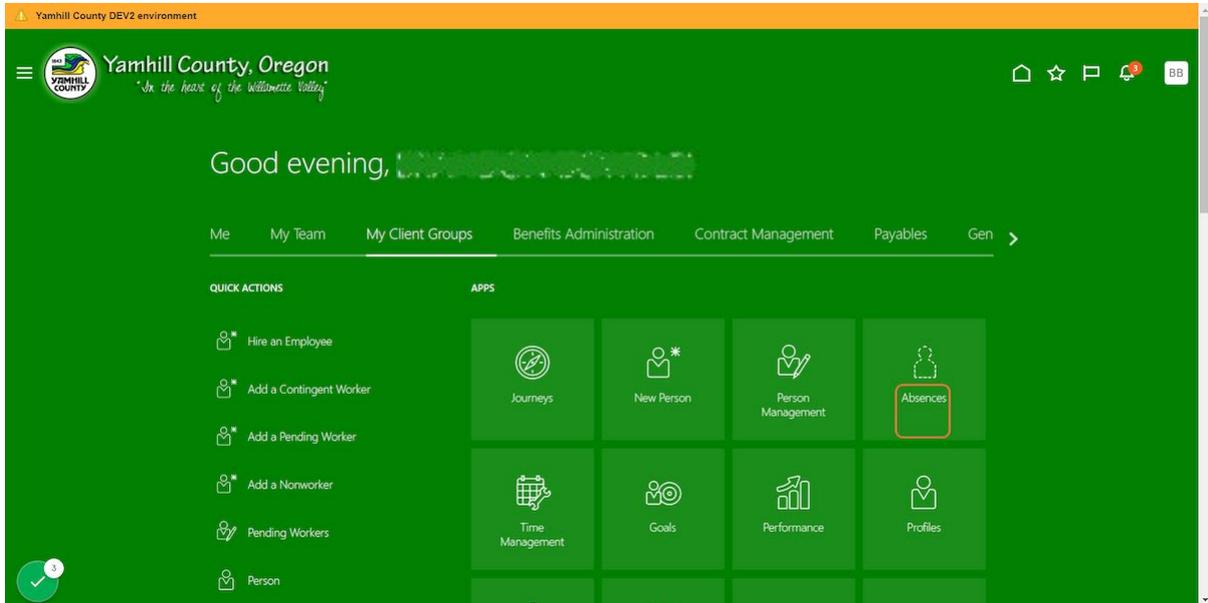
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Time Administrator



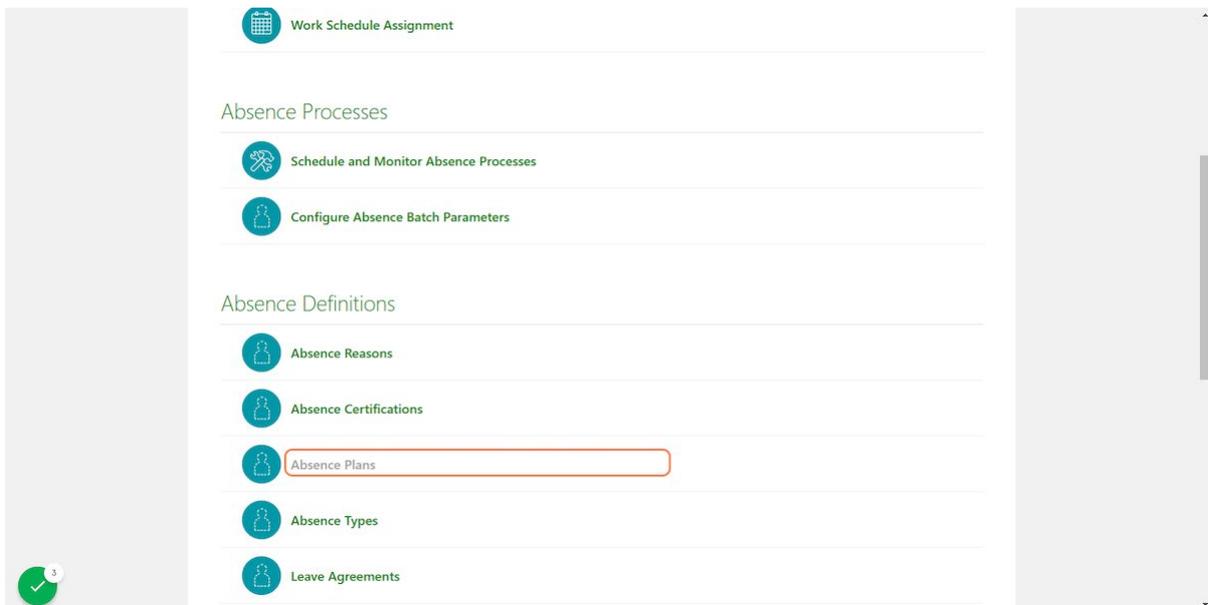
STEP 1

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



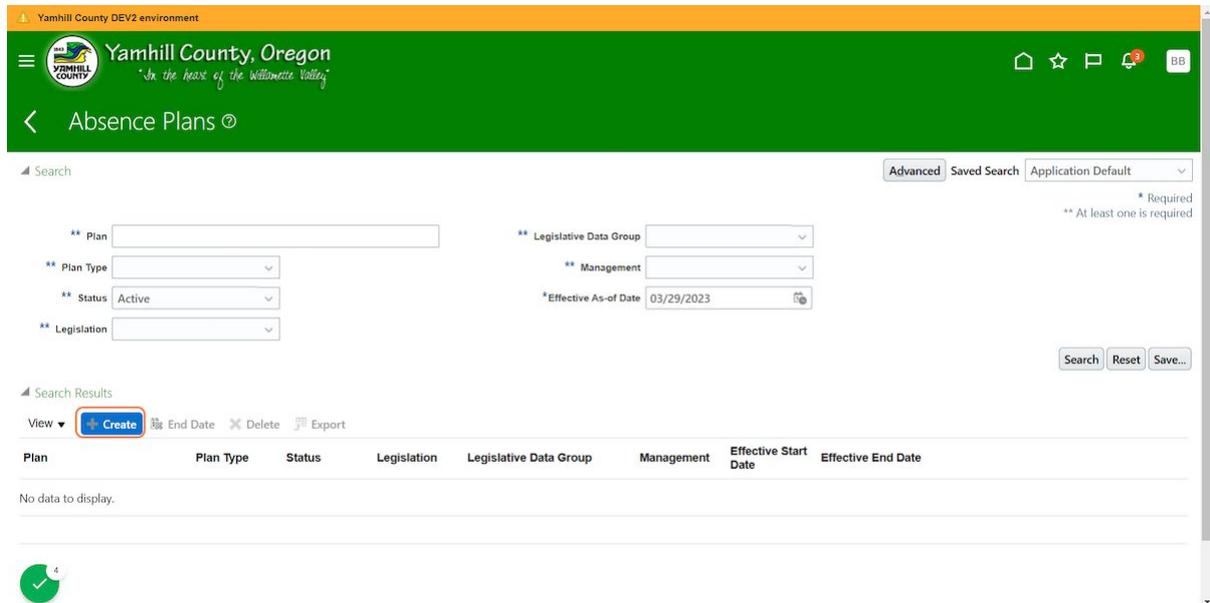
STEP 2

Click on the “Absence Plans” option under “Absence Definition” section.



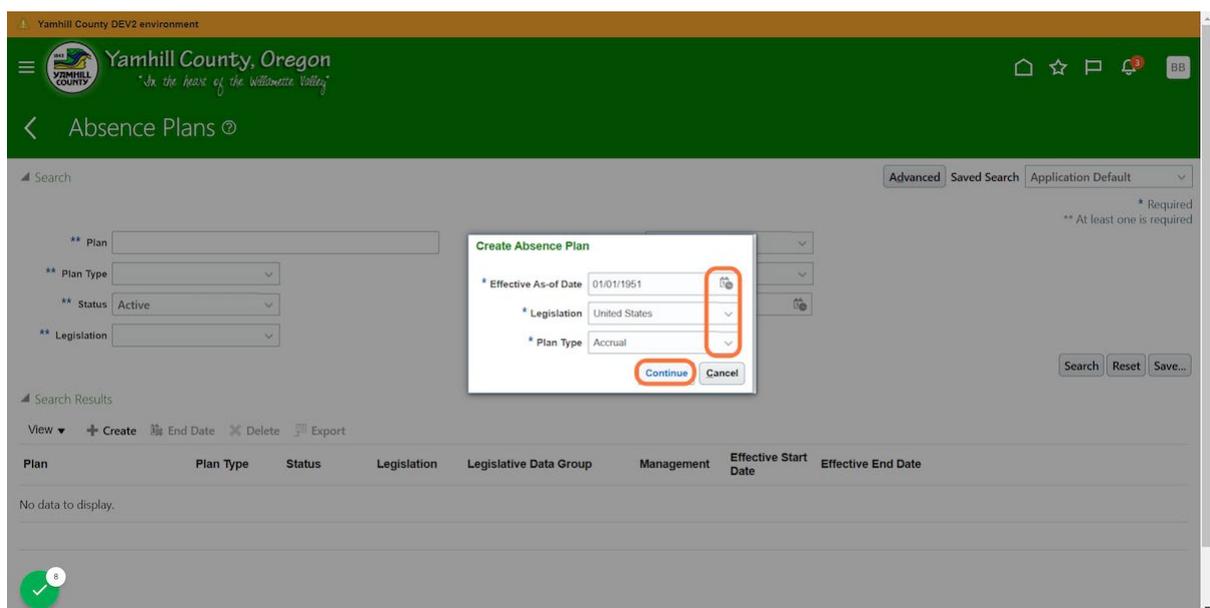
STEP 3

Click on the “+ Create” button.



STEP 4

In the “Create Absence Plan” popup, enter the “Effective As-of Date” by clicking the calendar icon. Click the dropdown next to “Legislation” and select “United States” from the list of options. Similarly, select “Accrual” for the “Plan Type”. Then, click on the “Continue” button.



STEP 5

In the “Plan Attributes” Section, enter the desired plan name. Click the dropdown next to “Plan UOM” and select “Hours” from the list of options. Similarly, select the appropriate values for “Legislative Data Group” and “Status”.

Management User-defined

Plan Attributes Participation Accruals Entries and Balances Additional Details

General Attributes

*Plan Vacation

Description

*Plan UOM Hours

Alternative Schedule Category

Legislative Grouping Code

*Legislative Data Group US Legislative Data Group

*Status Active

Enable concurrent entitlement

Processing Level Assignment

Conversion Formula

Plan Category

Plan Term

*Type Calendar year

Start Month

*Calendar Anniversary year

Start Day

Calendar year

Balance Display

Worker Balance Display Always display

Manager Balance Display Always display

Legislative Information

Context Segment

Descriptive Information

Context Segment

STEP 6

Click the dropdown next to “Type” and select “Calendar Year” from the list of options. Then, click the icon next to “Calendar” and select the appropriate date.

General Attributes

*Plan Vacation

Description

*Plan UOM Hours

Alternative Schedule Category

Legislative Grouping Code

*Legislative Data Group US Legislative Data Group

*Status Active

Enable concurrent entitlement

Processing Level Assignment

Conversion Formula

Plan Category

Plan Term

*Type Calendar year

Start Month

*Calendar 01/01/1951

Start Day

Balance Display

Worker Balance Display Always display

Manager Balance Display Always display

Legislative Information

Context Segment

Descriptive Information

Context Segment

Start month and start day of plan term will automatically be calculated based on the selected date



STEP 7

Click the dropdown next to “Worker Balance Display” and select “Always Display” from the list of options. Similarly, select the appropriate value for “Manager Balance Display”.

STEP 8

Click on the “Participation” tab.



STEP 9

Click the dropdown next to “Enrollment Start Rule” and select “As of event” from the list of options. Similarly, select the appropriate value for “Enrollment End Rule”.

Management User-defined

Plan Attributes Participation Accruals Entries and Balances Additional Details

Enrollment Rules

Enrollment Start Rule: As of event

Enrollment End Rule: As of event

Start Date Formula: [Dropdown]

End Date Formula: [Dropdown]

Waiting Period: [Input]

Balance Disposition Rules

On Loss of Plan Eligibility Only: Transfer positive balance, Disburse positive balance, Recover negative balance

On Employment Termination: Disburse positive balance, Recover negative balance

Transfer Rules

Limit Rule: Unlimited

Limit: 0 Hours

Limit Formula: [Dropdown]

Limit Proration Rule: None

Limit Proration Formula: [Dropdown]

Plan Category: [Dropdown]

Target Plan Formula: [Dropdown]

Enrollment Reinstatement Rules

Allow Prior Balance Reinstatement

Eligibility

28 | Select and Add | Edit | End Date | Delete

*Sequence	*Eligibility Profile	Required	Effective Start Date	Effective End Date
No data to display.				

STEP 10

Check the box for “Disburse Positive Balance” in both the “On Loss of Plan Eligibility Only” and “On Employment Termination” groups.

Enrollment Rules

Enrollment Start Rule: As of event

Enrollment End Rule: As of event

Start Date Formula: [Dropdown]

End Date Formula: [Dropdown]

Waiting Period: [Input]

Balance Disposition Rules

On Loss of Plan Eligibility Only: Disburse positive balance, Transfer positive balance, Recover negative balance

On Employment Termination: Disburse positive balance, Recover negative balance

Transfer Rules

Limit Rule: Unlimited

Limit: 0 Hours

Limit Formula: [Dropdown]

Limit Proration Rule: None

Limit Proration Formula: [Dropdown]

Plan Category: [Dropdown]

Target Plan Formula: [Dropdown]

Enrollment Reinstatement Rules

Allow Prior Balance Reinstatement

Eligibility

View | Select and Add | Edit | End Date | Delete

*Sequence	*Eligibility Profile	Required	Effective Start Date	Effective End Date
No data to display.				



STEP 11

In the “Transfer Rules” section, leave the defaulted values as they are. In the “Eligibility” section, leave the contents blank unless you have created an eligibility profile that limits eligibility into this plan.

Enrollment Rules

Enrollment Start Rule: As of event

Enrollment End Rule: As of event

Start Date Formula: [Dropdown]

End Date Formula: [Dropdown]

Waiting Period: [Dropdown]

Balance Disposition Rules

On Loss of Plan Eligibility Only: Transfer positive balance, Disburse positive balance, Recover negative balance

On Employment Termination: Disburse positive balance, Recover negative balance

Transfer Rules

Limit Rule: Unlimited

Limit: 0 Hours

Limit Formula: [Dropdown]

Limit Proration Rule: None

Limit Proration Formula: [Dropdown]

Plan Category: [Dropdown]

Target Plan Formula: [Dropdown]

Enrollment Reinstatement Rules

Allow Prior Balance Reinstatement: [Dropdown]

Eligibility

*Sequence	*Eligibility Profile	Required	Effective Start Date	Effective End Date
No data to display.				

STEP 12

Click on the “Accruals” tab.

Yamhill County, Oregon

Create Absence Plan

Session Effective Date: 01/01/1951

Basic Details

Effective Start Date: 01/01/1951

Effective End Date: [Blank]

Plan Type: Accrual

Legislation: United States

Management: User-defined

Plan Attributes: Participation, **Accruals**, Entries and Balances, Additional Details

Enrollment Rules

Enrollment Start Rule: As of event

Enrollment End Rule: As of event

Start Date Formula: [Dropdown]

End Date Formula: [Dropdown]

Waiting Period: [Dropdown]

Balance Disposition Rules

On Loss of Plan Eligibility Only: Transfer positive balance, Disburse positive balance, Recover negative balance

On Employment Termination: Disburse positive balance, Recover negative balance



STEP 13

In the “Accruals Attributes” section, select “Matrix”. In the “Payment Percentage field” enter 100%. Click the dropdown next to “Accrual Method” and select “Incremental” from the list of options. Similarly, select the appropriate values for “Accrual Proration Rule”, “Vesting Rule”, and “Balance Frequency Source”.

Basic Details

Effective Start Date 01/01/1951 Effective End Date
Plan Type Accrual Legislation United States
Management User-defined

Plan Attributes Participation **Accruals** Entries and Balances Additional Details

Accrual Attributes

Accrual Definition Matrix Formula

Payment Percentage 100 %

Partial Accrual Period Formula

*Accrual Method Incremental

*Vesting Rule None

Accrual Proration Rule FTE

Balance Frequency Source Person primary frequency

Plan Limits

Ceiling Rule None

Annual Accrual Limit Rule None

Allow negative balance

Year End Processing

Rollover Rule Not applicable

Carryover Limit Rule No Limit

Carryover Proration Rule None

Carryovers expire after specific time

Post Rollover and Carryover

Disburse remaining balance

Accrual Matrix

STEP 14

In the “Plan Limits” section, click the dropdown next to “Ceiling Rule” and select “None” from the list of options. Similarly, select the appropriate value for “Annual Accrual Limit Rule”.

Plan Attributes Participation **Accruals** Entries and Balances Additional Details

Accrual Attributes

Accrual Definition Matrix Formula

Payment Percentage: 100 %

Partial Accrual Period Formula: [Dropdown]

*Accrual Method: Incremental

*Vesting Rule: None

Accrual Proration Rule: FTE

Balance Frequency Source: Person primary frequency

Plan Limits

Ceiling Rule: None

Annual Accrual Limit Rule: None

Year End Processing

Rollover Rule: Not applicable

Carryover Limit Rule: No Limit

Carryover Proration Rule: None

Carryovers expire after specific time

Post Rollover and Carryover

Disburse remaining balance

Accrual Matrix

View Create Edit End Date Delete

*Sequence	Expression	Expression Builder	Accrual Rate	Accrual Formula	Effective Start Date	Effective End Date
1	mns Hidden	3				

STEP 15

Click the dropdown next to “Carryover Limit Rule” and select “Flat Amount” from the list of options. Similarly, select the appropriate values for “Rollover Rule” and “Carryover Proration Rule”. Enter the appropriate hours in “Carryover Limit”

Plan Attributes Participation **Accruals** Entries and Balances Additional Details

Accrual Attributes

Accrual Definition Matrix Formula

Payment Percentage: 100 %

Partial Accrual Period Formula: [Dropdown]

*Accrual Method: Incremental

*Vesting Rule: None

Accrual Proration Rule: FTE

Balance Frequency Source: Person primary frequency

Plan Limits

Ceiling Rule: None

Annual Accrual Limit Rule: None

Year End Processing

Rollover Rule: Not applicable

Carryover Limit Rule: Flat amount

Carryover Limit: 40 Hours

Carryover Proration Rule: None

Carryovers expire after specific time

Post Rollover and Carryover

Disburse remaining balance

Accrual Matrix

View Create Edit End Date Delete

*Sequence	Expression	Expression Builder	Accrual Rate	Accrual Formula	Effective Start Date	Effective End Date
1	mns Hidden	3				



STEP 16

In the “Accrual Matrix” section, click on the “Create” button.

Accrual Attributes

Accrual Definition: Matrix, Formula

Payment Percentage: 100 %

*Accrual Method: Incremental

Accrual Proration Rule: FTE

Balance Frequency Source: Person primary frequency

Plan Limits

Ceiling Rule: None

Annual Accrual Limit Rule: None

Year End Processing

Carryover Limit Rule: Flat amount

Carryover Limit: 40 Hours

Carryover Proration Rule: None

Post Rollover and Carryover

Disburse remaining balance:

Accrual Matrix

View: **Create** Edit End Date Delete

*Sequence	Expression	Expression Builder	Accrual Rate	Accrual Formula	Effective Start Date	Effective End Date
1					01/01/1951	

STEP 17

Enter “1” in the “Sequence” and then click on the icon corresponding to the “Expression Builder” column.

Accrual Attributes

Accrual Definition: Matrix, Formula

Payment Percentage: 100 %

*Accrual Method: Incremental

Accrual Proration Rule: FTE

Balance Frequency Source: Person primary frequency

Plan Limits

Ceiling Rule: None

Annual Accrual Limit Rule: None

Year End Processing

Carryover Limit Rule: Flat amount

Carryover Limit: 40 Hours

Carryover Proration Rule: None

Post Rollover and Carryover

Disburse remaining balance:

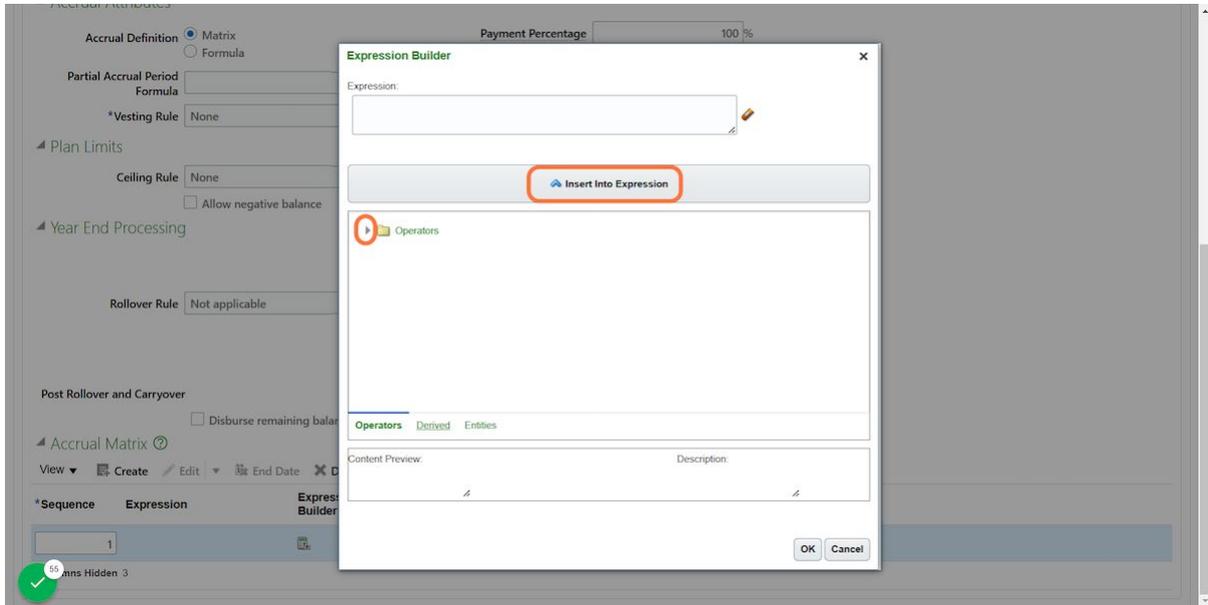
Accrual Matrix

View: Create Edit End Date Delete

*Sequence	Expression	Expression Builder	Accrual Rate	Accrual Formula	Effective Start Date	Effective End Date
1					01/01/1951	

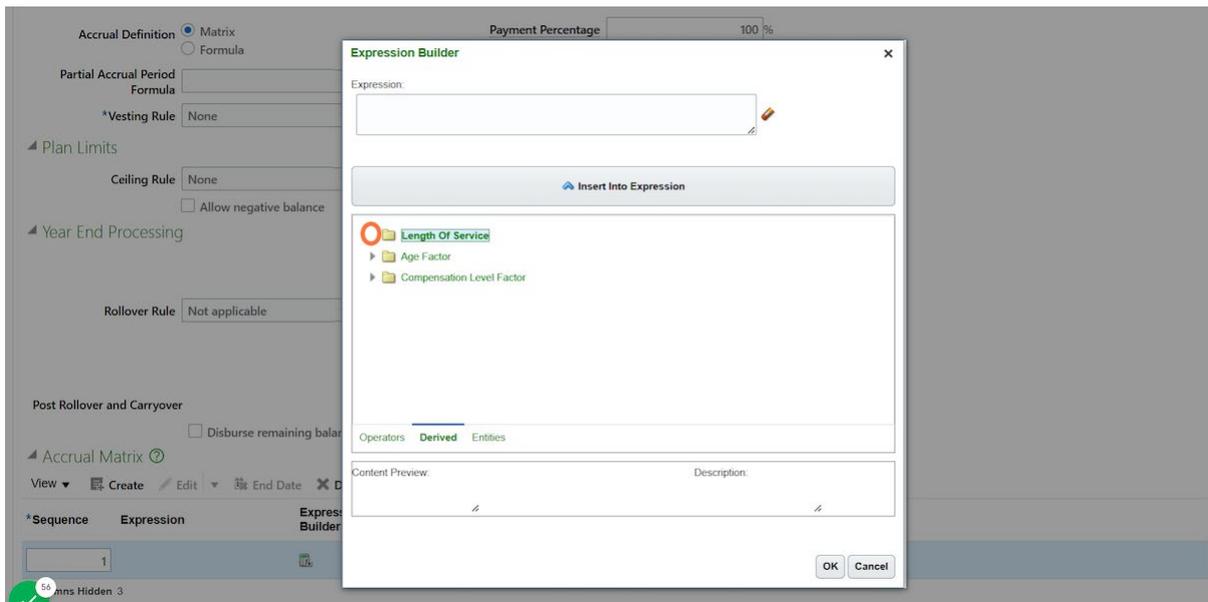
STEP 18

Click the “Operators” tab, and then click on the “Operators” folder to expand it. Select the “<” sign and click the “Insert into Expression” link to make it part of the expression.



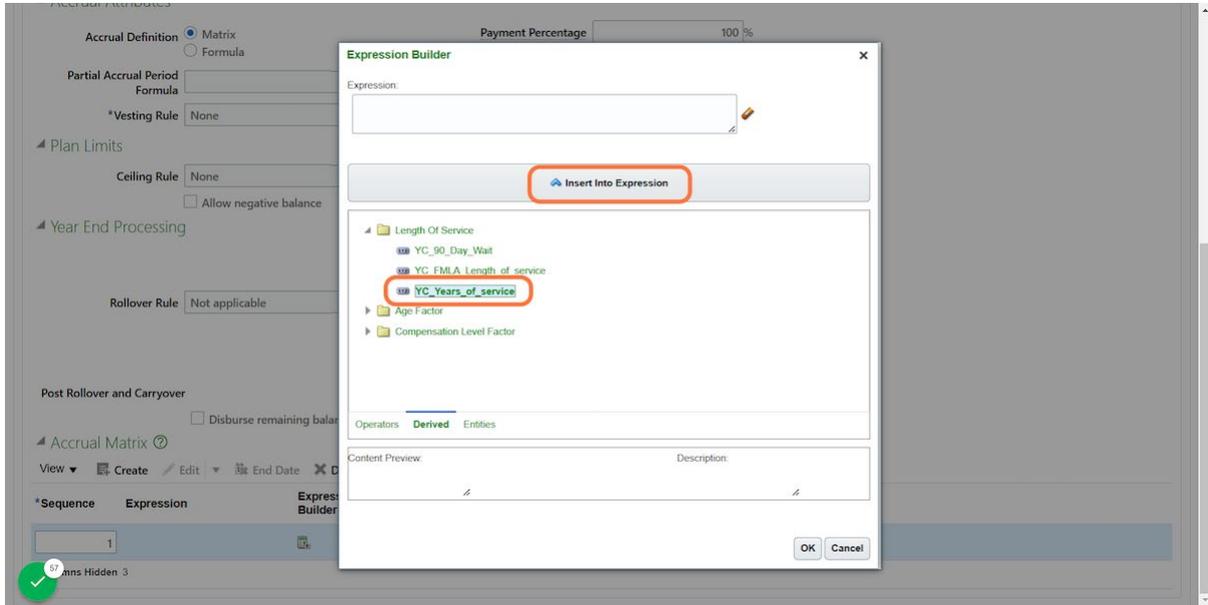
STEP 19

Click on the expand icon to the left of “Length Of Service”.



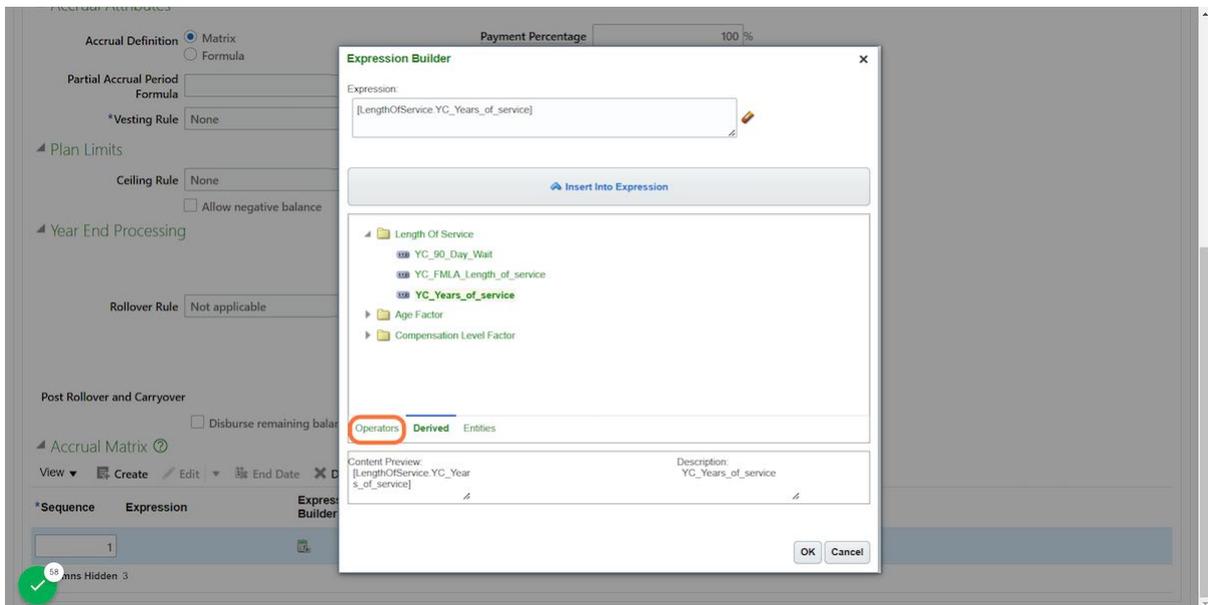
STEP 20

Click on “YC_Years_of_service” and select “Insert into Expression”.



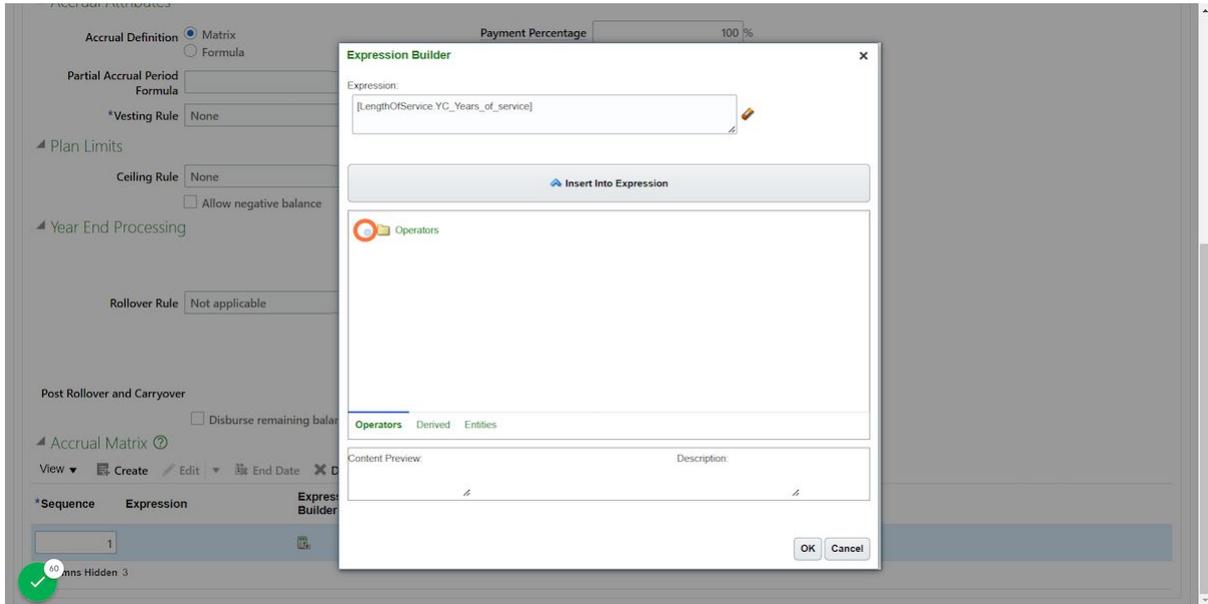
STEP 21

Click on the “Operators” option.



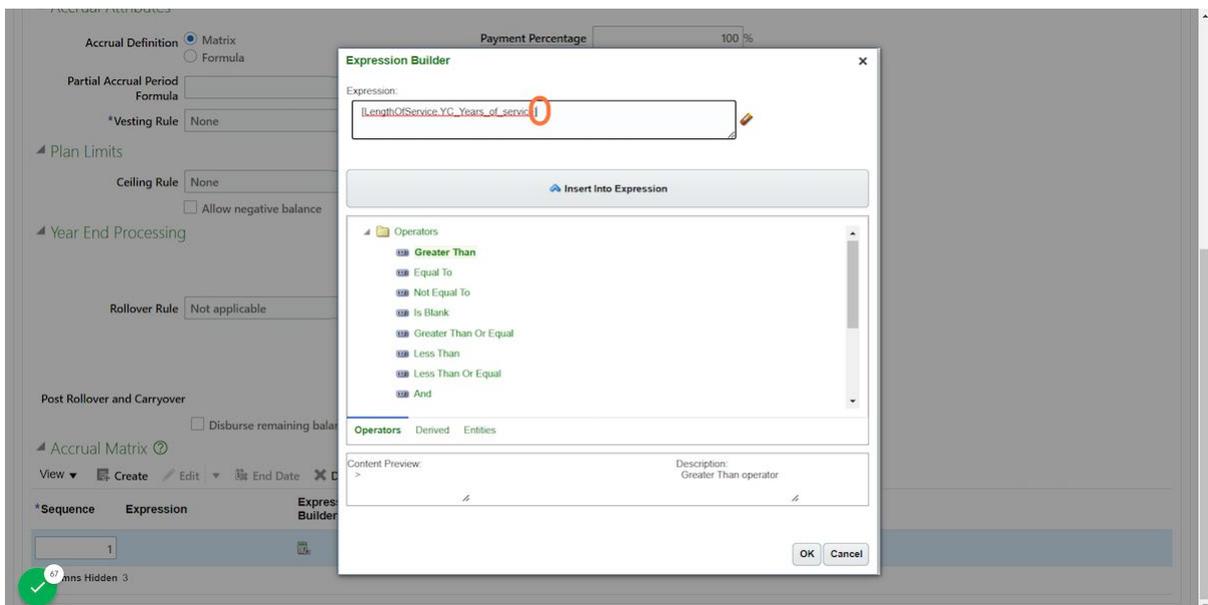
STEP 22

Expand the “Operators” folder.



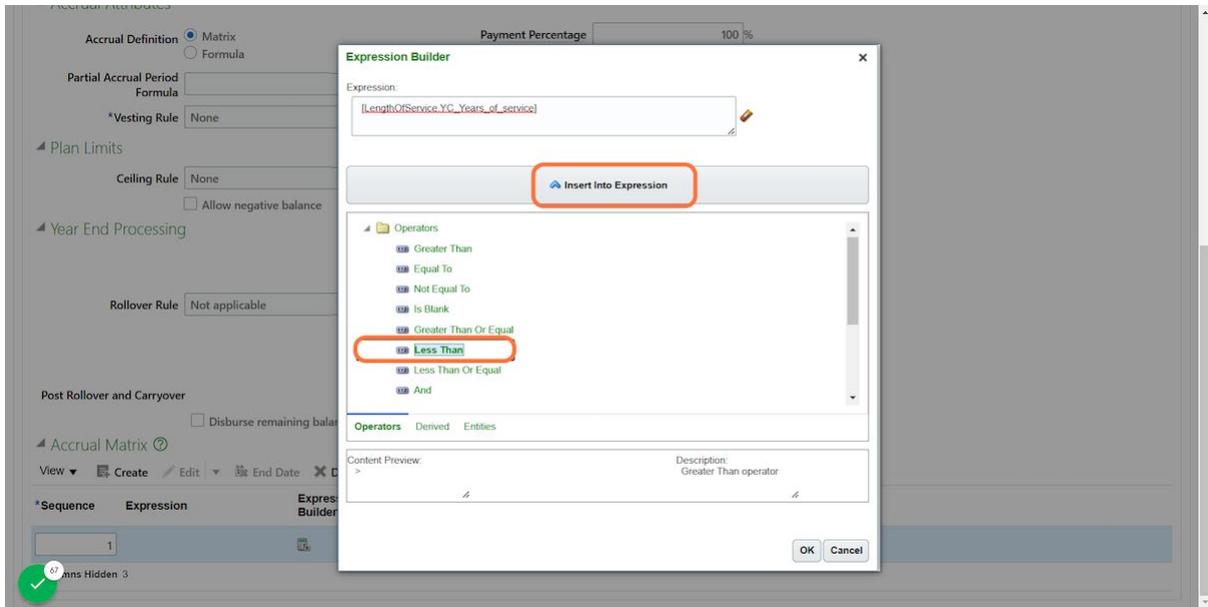
STEP 23

Make sure that the keyboard cursor is after the end of the expression.



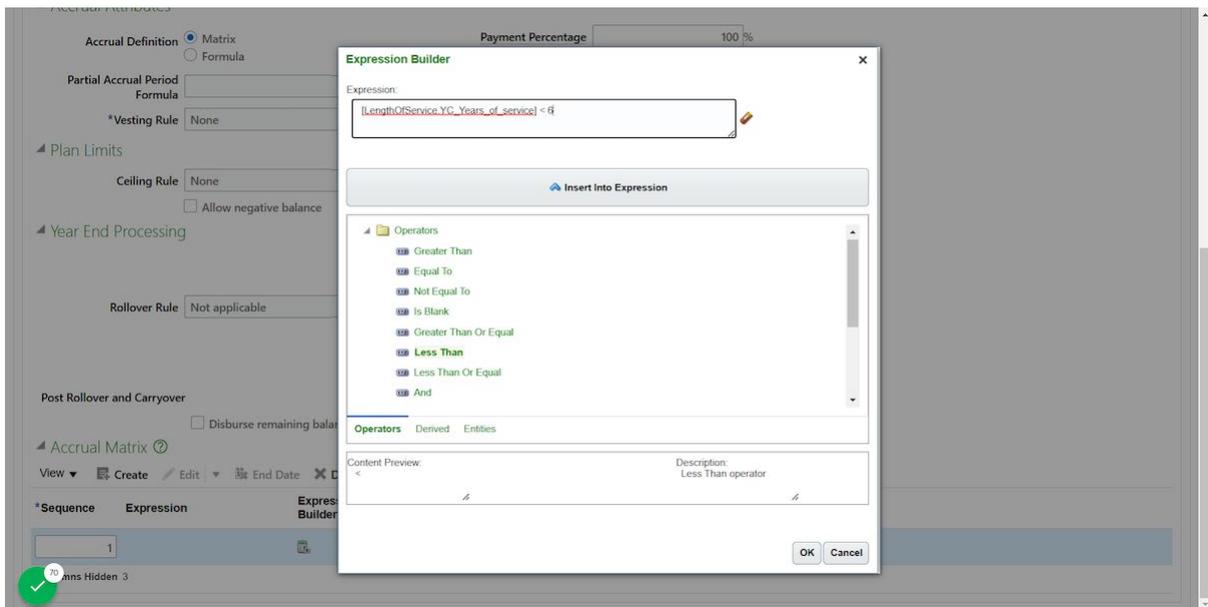
STEP 24

Now, click on “Less Than” and select the “Insert into Expression” tab.



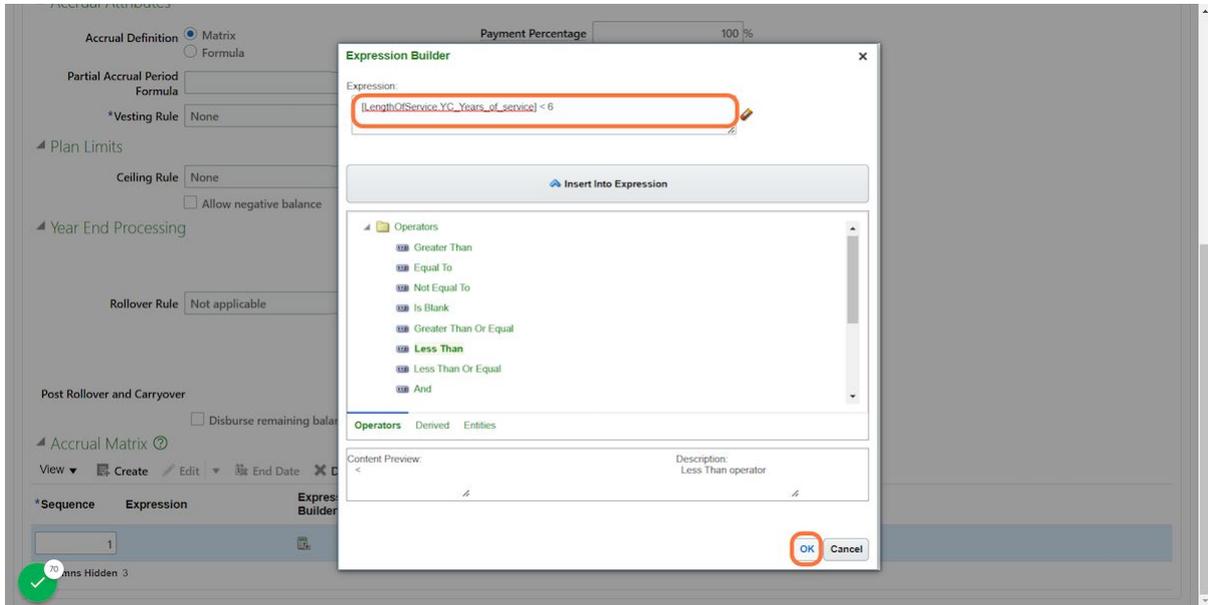
STEP 25

Now, enter “6” after the “<” symbol.



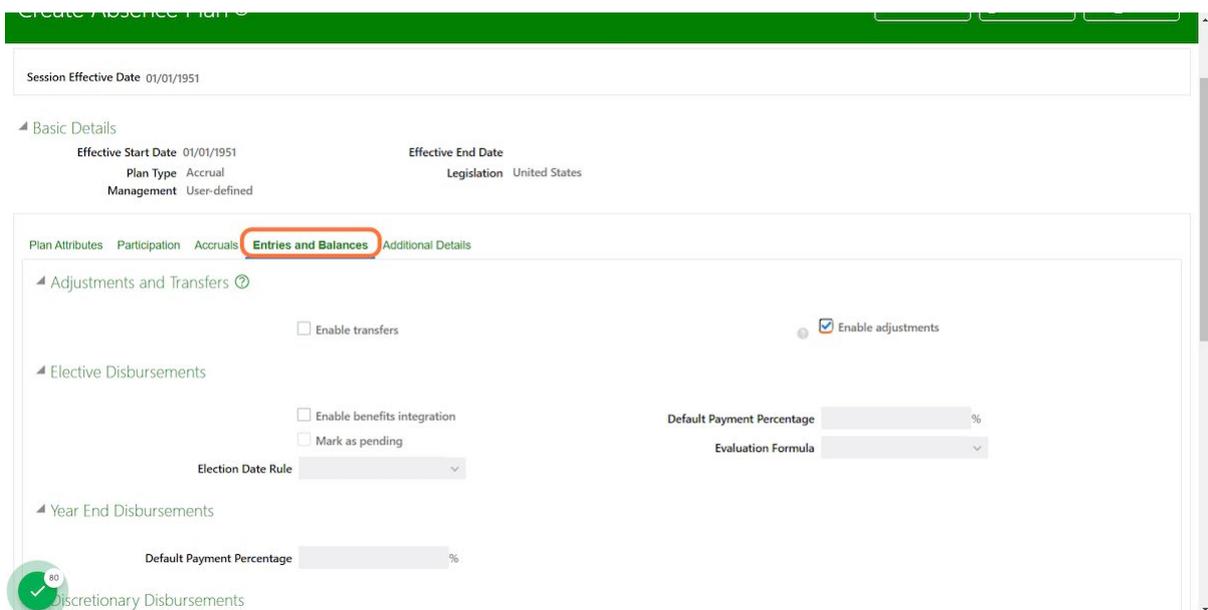
STEP 26

The final expression should look like this. Then, click on “OK” button to continue. In the “Accrual Rate” field, enter “4” and in the “Accrual Formula” field select “YC_Vacation_Accrual” formula from the drop-down list.



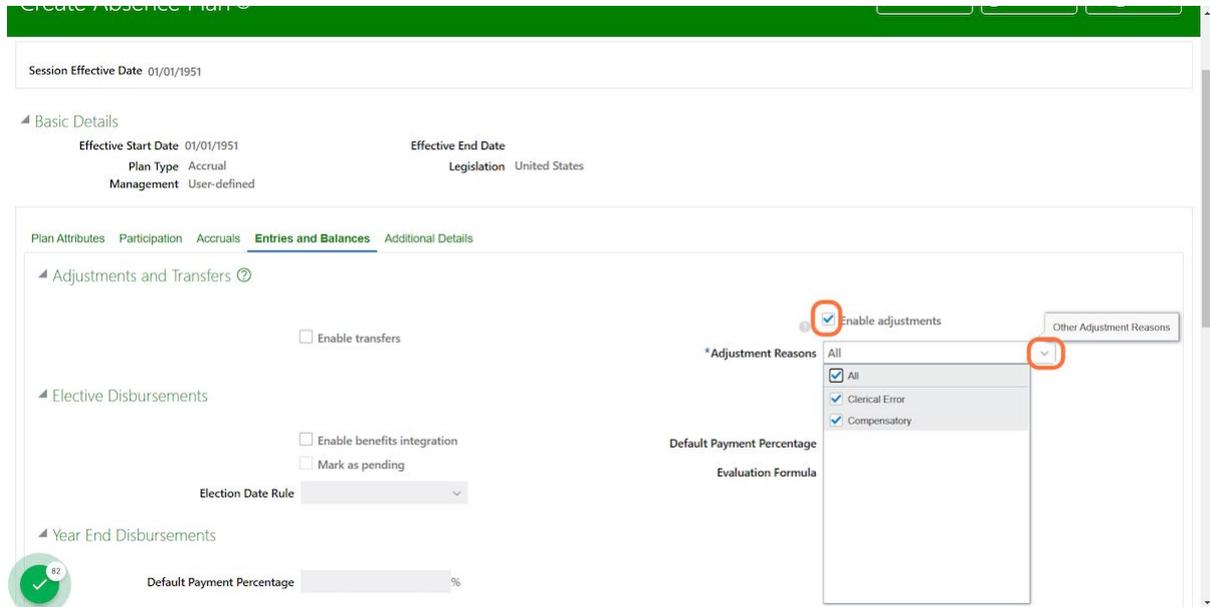
STEP 27

Next, check the “Enable adjustments” box.



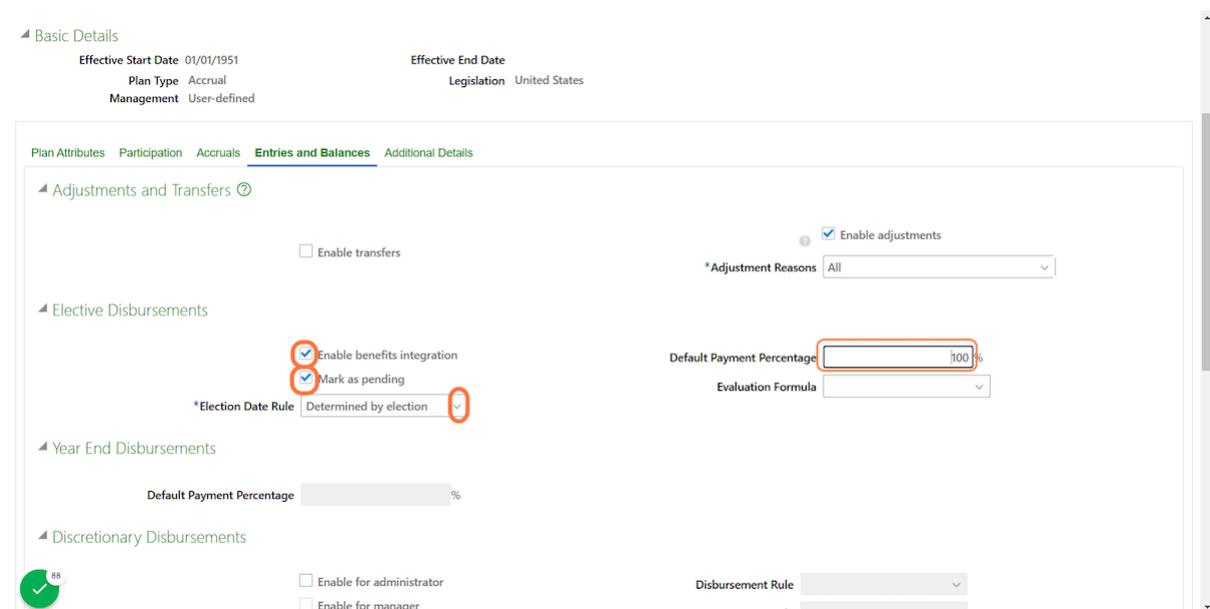
STEP 28

In the “Adjustments and Transfers” section, check the box against “Enable adjustments”. Click the dropdown next to “Adjustment Reasons” and select “All” from the list of options.



STEP 29

Check the boxes against “Enable benefits integration” and “Mark as pending”. Click the dropdown next to “Election Date Rule” and select “Determined by election” from the list of options. Enter “100%” in the “Default Payment Percentage” field.



STEP 30

In the “Discretionary Disbursements” section - check all three “Enable ...” boxes. Click the dropdown next to “Disbursement Rule” and select “Flat amount” from the list of options. Enter the applicable maximum hours, if any, in the “Maximum” field.

Mark as pending

*Election Date Rule

Year End Disbursements

Default Payment Percentage %

Discretionary Disbursements

enable for administrator
 enable for manager
 enable for worker

Disbursement Rule
Formula
Minimum Hours
Maximum Hours
Increment Hours

Donation

Enable for administrator
 Enable for manager
 Enable for worker

Rates

Absence Payment Rate Rule
Final Disbursement Rate Rule

Discretionary Disbursement Rate Rule
Liability Rate Rule

Payroll Integration

Transfer absence payment information for payroll processing

STEP 31

In the “Payroll Integration” section, check the box for “Transfer absence payment information for payroll processing”.

Enable for administrator
 Enable for manager
 Enable for worker

Disbursement Rule
Formula
Minimum Hours
Maximum Hours
Increment Hours

Donation

Enable for administrator
 Enable for manager
 Enable for worker

Rates

Absence Payment Rate Rule
Final Disbursement Rate Rule

Discretionary Disbursement Rate Rule
Liability Rate Rule

Payroll Integration

Transfer absence payment information for payroll processing

STEP 32

Click the dropdown next to “Element” and select the appropriate vacation element from the list of options.

The screenshot shows the configuration page for an absence plan. It includes several sections:

- Enable for:** Three checkboxes are checked: "Enable for administrator", "Enable for manager", and "Enable for worker".
- Disbursement Rule:** A dropdown menu is set to "Flat amount". Below it are fields for "Formula", "Minimum", "Maximum", and "Increment" (set to 1 Hours).
- Donation:** Three checkboxes are unchecked: "Enable for administrator", "Enable for manager", and "Enable for worker".
- Rates:** Fields for "Absence Payment Rate Rule", "Final Disbursement Rate Rule", "Discretionary Disbursement Rate Rule", and "Liability Rate Rule".
- Payroll Integration:** A checkbox "Transfer absence payment information for payroll processing" is checked.
- *Element:** A dropdown menu is highlighted with a red circle and shows "YC_VACATION".

STEP 33

Click on the “Save and Close” button towards the top-right of the page.

The screenshot shows the same configuration page as in Step 32, but with the "Save and Close" button highlighted with a red box. The page also shows the following details:

- Session Effective Date:** 01/01/1951
- Basic Details:** Effective Start Date: 01/01/1951, Effective End Date, Plan Type: Accrual, Management: User-defined, Legislation: United States.
- Plan Attributes:** Participation, Accruals, **Entries and Balances**, Additional Details.
- Adjustments and Transfers:** "Enable adjustments" is checked, and "*Adjustment Reasons" is set to "All".
- Elective Disbursements:** "Enable benefits integration" and "Mark as pending" are checked.
- Default Payment Percentage:** 100 %
- Evaluation Formula:** A dropdown menu.



STEP 34

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

The screenshot shows the 'Absence Plans' search results page in the Yamhill County system. The page has a green header with the county logo and name. Below the header is a search bar with a 'Search' button and a dropdown menu set to 'Application Default'. There are several filter fields: Plan, Plan Type, Status (set to 'Active'), Legislation, Legislative Data Group, Management, and Effective As-of Date (set to '03/29/2023'). A 'Search' button is located at the bottom right of the filter section. Below the filters is a table of search results with columns: Plan, Plan Type, Status, Legislation, Legislative Data Group, Management, Effective Start Date, and Effective End Date. The table contains several rows, including 'Administrative Leave', 'Bereavement Leave', 'Commissioners Day', and 'Time Earn' (which has a green checkmark icon).

Plan	Plan Type	Status	Legislation	Legislative Data Group	Management	Effective Start Date	Effective End Date
Administrative Leave	Qualification	Active	United States	US Legislative Data Group	User-defined	01/01/1951	
Bereavement Leave	Qualification	Active	United States	US Legislative Data Group	User-defined	01/01/1951	
Commissioners Day	Accrual	Active	United States	US Legislative Data Group	User-defined	01/01/1951	
Time Earn	Compensatory	Active	United States	US Legislative Data Group	User-defined	01/01/1951	

STEP 35

End of the procedure.

The screenshot shows the main dashboard of the Yamhill County system. The header is green with the county logo and name. Below the header is a navigation bar with links: Me, My Team, My Client Groups, Benefits Administration, Contract Management, Payables, and Gen. The main content area is green and features a 'Good afternoon, [Name]' greeting. Below the greeting are two sections: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section lists: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, and My Organization Chart. The 'APPS' section is a grid of icons for: Directory, Journeys, Pay, Time and Absences (highlighted with a red box), Career and Performance, Personal Information, Learning, and Benefits.

