

Raise, Amend and Delete Absence Requests for Team Members

The steps raise, amend and delete absence requests on behalf of team members will be outlined in this guide.



1. Raise absence requests for team members



2. View absence requests



3. Amend or delete absence requests

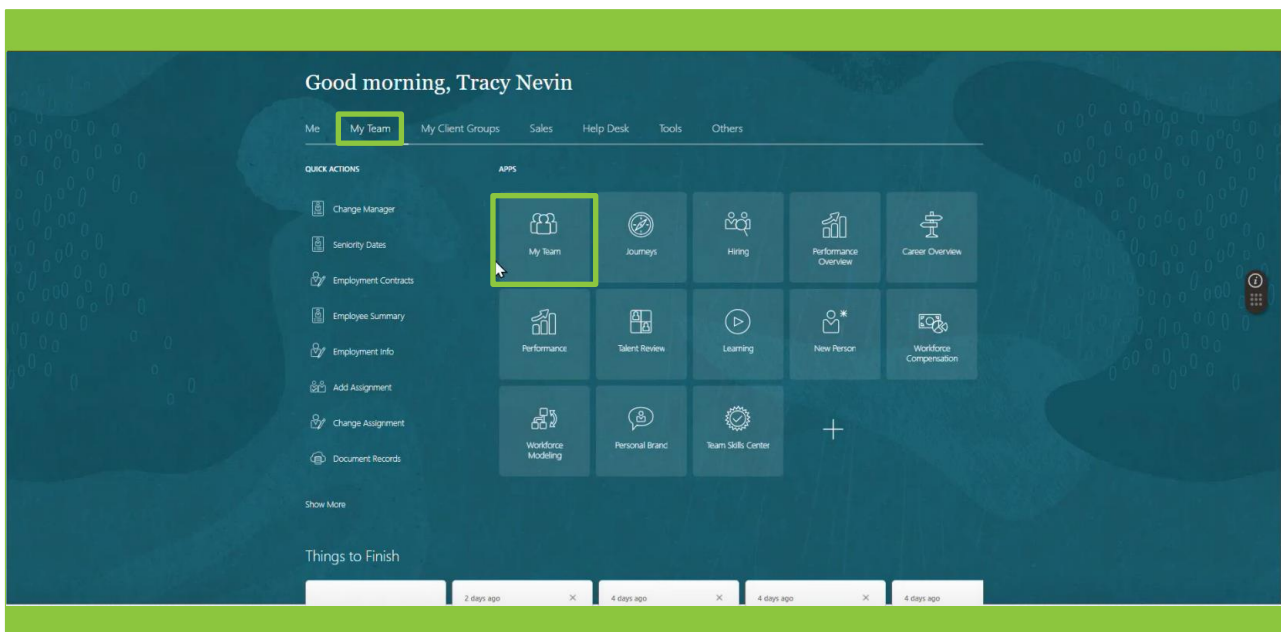
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In this Quick Reference Guide, you will see the steps to follow when:

- Raising an absence request on behalf of a team member.
- Viewing team members' absence requests
- Deleting an annual leave request on behalf of a team member
- Amending an annual leave request on behalf of a team member.

To raise an absence request on behalf of a team member, navigate to the **My Team** tab on your Oracle Fusion homepage.

Next select the **My Team** tile.



The **My Team** page is displayed. Select the **three dots icon** next to the team member that you wish to raise the request on behalf of.

The screenshot shows the Oracle My Team page. The page title is "My Team". Below the title, there is an "Overview" section with a search bar and filters. The main content area is titled "Workers" and displays a list of team members. Each worker's card includes their name, initials, position, location, email, phone, business unit, user person type, cost center, and department name. The worker "Billing, Sheleen" is highlighted with a green box around the three dots icon in the top right corner of her card.

Worker	Position Name	Location Name	Primary Email	Primary Phone	Business Unit	User Person Type	Cost Center	Department Name
Ball, Lacy	Housing Investment & Development Officer	Council Hse Oldbury	sendmail-test-discard@oracle.com	4195402424	Sandwell Metropolitan Borough Council	Employee		SMBC-RGN110 Housing and Partnership Services
Billing, Sheleen	Housing Programme Support Officer	Council Hse Oldbury	sendmail-test-discard@oracle.com		Sandwell Metropolitan Borough Council	Employee		SMBC-RGN110 Housing and Partnership Services
Jules, Clarence	Housing Investment & Development Officer							

Select the **Add Absence** option from the drop-down list.

The screenshot shows the Oracle My Team page with the drop-down menu open for the worker "Billing, Sheleen". The menu lists various actions, and the "Add Absence" option is highlighted with a green box.

Worker	Position Name	Location Name	Primary Email	Primary Phone	Business Unit	User Person Type	Cost Center	Department Name
Ball, Lacy	Housing Investment & Development Officer	Council Hse Oldbury	sendmail-test-discard@oracle.com	4195402424	Sandwell Metropolitan Borough Council	Employee		SMBC-RGN110 Housing and Partnership Services
Billing, Sheleen	Housing Programme Support Officer	Council Hse Oldbury	sendmail-test-discard@oracle.com		Sandwell Metropolitan Borough Council	Employee		SMBC-RGN110 Housing and Partnership Services
Jules, Clarence	Housing Investment & Development Officer			2672202423				

- Add Absence
- Add Absence Document
- Add Assignment
- Add Current Time Card
- Add Development Goal
- Add Other Time Card
- Add to Succession Plan
- Additional Assignment Info
- Allocate Checklists
- Cash Disbursements
- Change Assignment
- Change Manager
- Create Succession Plan
- Create Survey
- Direct Reports
- Document Delivery Preferences
- Document Records

From this point forward, the steps to add an absence for a team member are the same as if you were raising an absence request for yourself. This example will demonstrate the steps relating to raising an annual leave request. For information about processing request for other types of leave, refer to the Oracle Fusion training solution **Leave and Absence**.

This is the **Add Absence** screen. In the **Type** field, select **Annual Absence – Hourly** from the drop-down list.

The screenshot shows the Oracle Fusion 'Add Absence' interface. The user is Sheleen Billing. The 'Type' dropdown menu is open, showing options: Adoption, Annual Leave- Hourly (highlighted with a green box), Career, Emergency, and Flexible Working. The 'Save and Close', 'Submit', and 'Cancel' buttons are visible at the top right.

Additional fields are now presented. In the **Business Title** field select the assignment that the leave request relates to. Whilst most colleagues will have a single assignment, if your team member has multiple assignments, take care to select the one that the leave request applies to.

In the **When** section, use the date and time picker tool to select a **Start Date and Time** and an **End Date and Time**. Remember that annual leave is calculated in hours, so take care to make sure that correct start and end time is selected as well as the date.

The screenshot shows the 'Add Absence' screen with the 'Business Title' field set to 'Housing Programme Support Officer'. The 'When' section is expanded, showing 'Start Date and Time' as 20/05/2024 09:00 and 'End Date and Time' as 21/05/2024 17:00. The 'Absence Duration' is calculated as 16 Hours. The 'Details' and 'Comments and Attachments' sections are also visible.

You have the option to add a free format note in the **Comments** field if you wish.

Select the **Submit** button to complete the process. This request will automatically be approved.

Add Absence
Sheleen Billing

Type: Annual Leave - Hourly
Business Title: Housing Programme Support Officer

When

*Start Date and Time: 20/06/2024 09:00
*End Date and Time: 21/06/2024 17:00
Absence Duration: 16 Hours

Comments and Attachments

Comments: Booked by Tracy on behalf of Sheleen due to no internet access at home

Legislative Information

Buttons: Save and Close, **Submit**, Cancel

You can view all absence requests made by your team members. To do this, return to the **My Team** page.

Select the **three dots icon** next to the relevant team member. Then choose, **Existing Absences** from the drop-down options list.

Workers

Ball, Lacy
Housing Investment & Development Officer
Position Name: Housing Investment & Development Officer
Location Name: Council Hse Oldbury
Primary Email: sendmail-test-discard@oracle.com
Primary Phone: 4196402424
Business Unit: Sandwell Metropolitan Borough Council
User Person Type: Employee
Cost Center: [Redacted]
Department Name: SMBC-RGN1110 Housing and Partnership Services

Billing, Sheleen
Housing Programme Support Officer
Position Name: Housing Programme Support Officer
Location Name: Council Hse Oldbury
Primary Email: sendmail-test-discard@oracle.com
Primary Phone: [Redacted]
Business Unit: Sandwell Metropolitan Borough Council
User Person Type: Employee
Cost Center: [Redacted]
Department Name: SMBC-RGN1110 Housing and Partnership Services

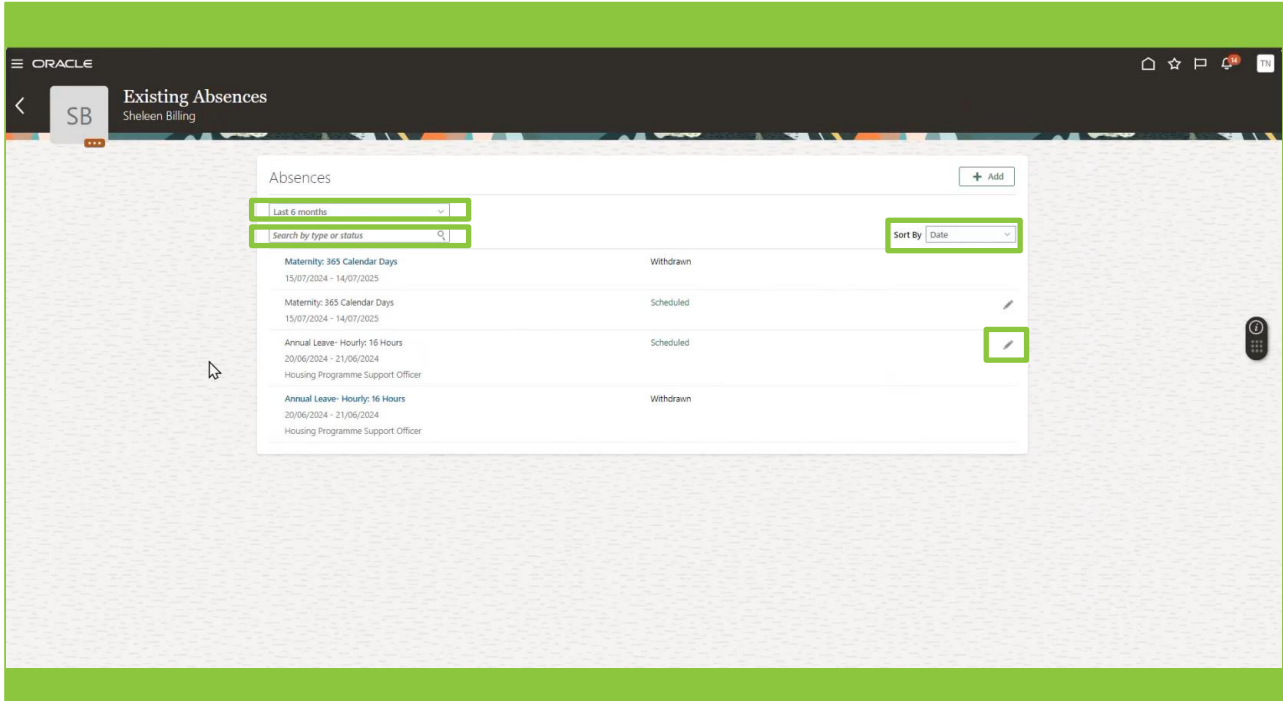
Jules, Clarence
Housing Investment & Development Officer
Position Name: Housing Investment & Development Officer
Location Name: Council Hse Oldbury
Primary Email: sendmail-test-discard@oracle.com
Primary Phone: 2672202423
Business Unit: Sandwell Metropolitan Borough Council
User Person Type: Employee
Cost Center: [Redacted]
Department Name: SMBC-RGN1110 Housing and Partnership Services

Menu options for Billing, Sheleen:
Direct Reports
Document Delivery Preferences
Document Records
Donations
Employment Contracts
Employment Info
Existing Absences
Feedback
Find Best Fit Job
Find Best Fit Person
Individual Compensation
Person Identifiers for External Applications
Request Feedback
Seniority Dates
Share Data Access
Terminate Employment
Vacancies
View Compensation History

The last six months worth of recorded absence requests for your team member are now displayed. You can change the time period by choosing a different duration from the drop-down list.

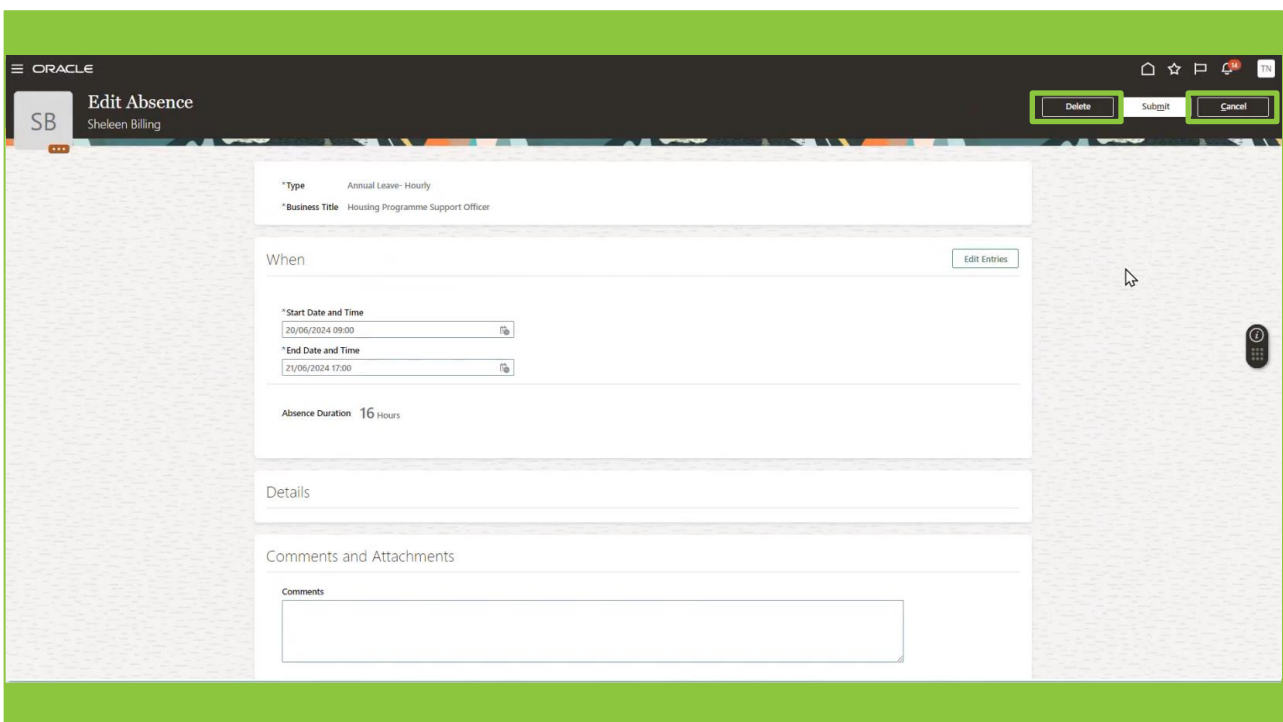
If lots of entries are displayed, you can filter the information either by searching for an absence type or status. You may also sort the entries by date, type or status.

Selecting the **pencil icon** next to an absence request will open the entry and show more detailed information relating to the request.



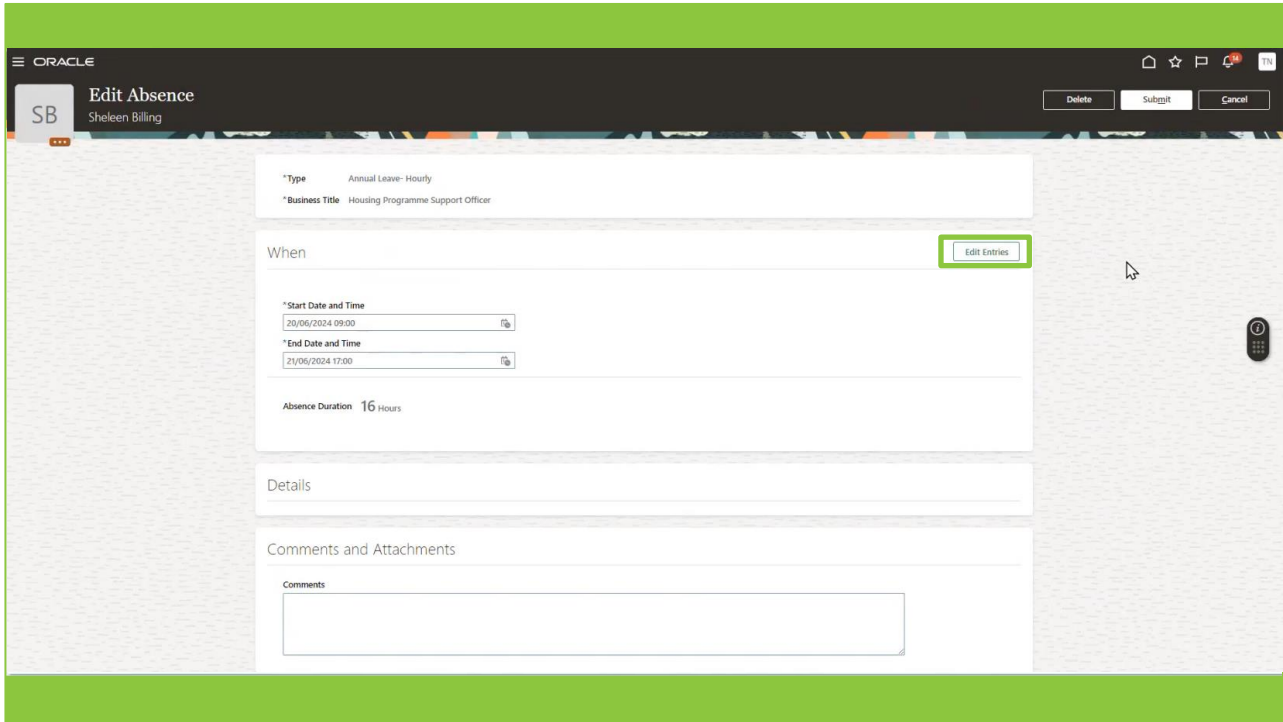
This is the **Edit Absence** screen. Here you can see more details relating to the absence. If you do not wish to change any of the absence details, simply select the **Cancel** button to leave this screen.

To withdraw a leave request on behalf of a team member select the **Delete** button and the leave request will be cancelled.



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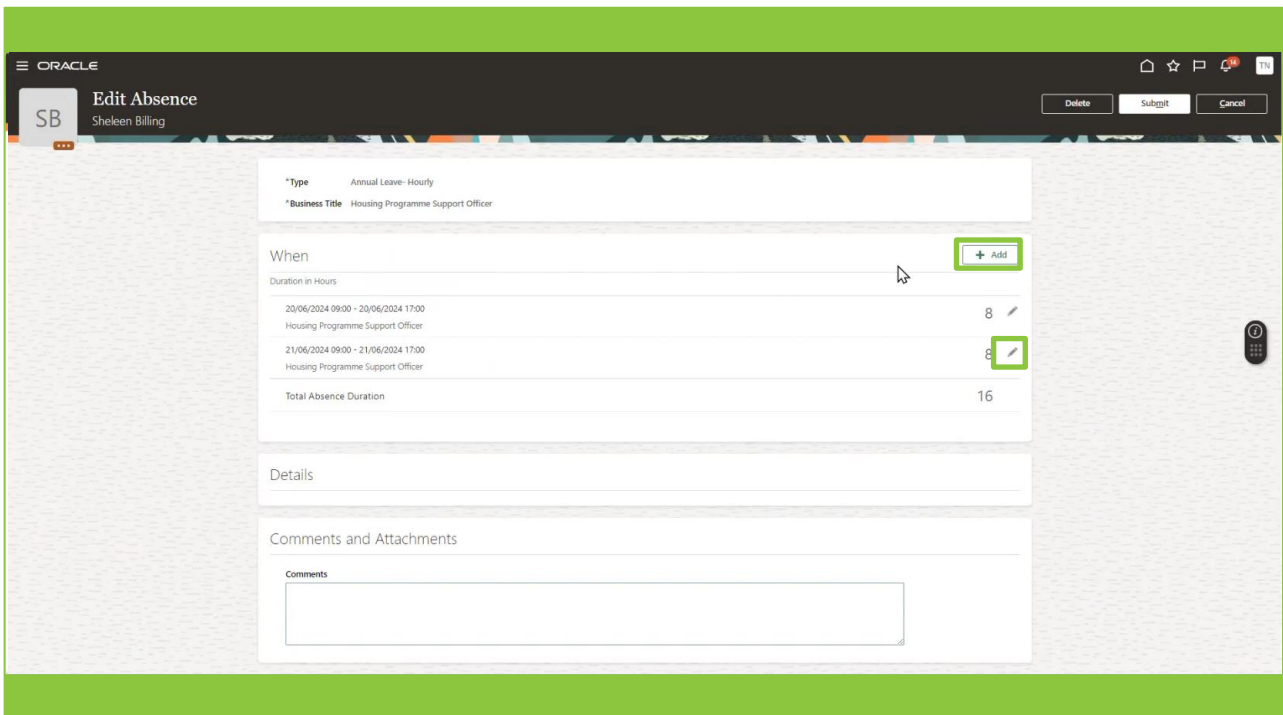
You can make changes to an absence request on behalf of a team member. To do this select the **Edit Entries** button.



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You are now able to edit the absence entry. Selecting the **Add** button will enable you to extend the leave request by adding additional days.

Selecting the **Pencil** icon next to an absence date will enable you to edit that specific entry.



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In the example below, the user has selected the pencil icon next to the absence entry for the 21st June.

From here, the absence request for this date may be withdrawn by selecting the **Delete** button.

Alternatively, changes to the **Start Date and Time** / **End Date and Time** can be made by choosing the **Date and Time Picker** tool and making changes. For example, this could be used if your colleague wishes to extend a half day leave to a full day or vice versa.

The screenshot shows the Oracle 'Edit Absence' interface for Sheleen Billing. The form is titled 'Edit Absence' and includes a 'Delete' button in the top right corner. The main section is 'When', which displays a table of absence entries. The first entry is for the date 20/06/2024 09:00 - 20/06/2024 17:00, with a duration of 8 hours. The second entry is for the date 21/06/2024 09:00 - 21/06/2024 17:00, with a duration of 8 hours. The total absence duration is 16 hours. A green box highlights the 'Delete' button next to the second entry. Below the 'When' section are sections for 'Details' and 'Comments and Attachments'.

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Once you have completed your edits, you may add a note in the **Comments** box.

Finally select the **Submit** button to complete your request.

The screenshot shows the Oracle 'Edit Absence' interface for Sheleen Billing. The form is titled 'Edit Absence' and includes a 'Submit' button in the top right corner. The main section is 'When', which displays a table of absence entries. The first entry is for the date 20/06/2024 09:00 - 20/06/2024 17:00, with a duration of 8 hours. The second entry is for the date 21/06/2024 09:00 - 21/06/2024 17:00, with a duration of 8 hours. The total absence duration is 8 hours. A green box highlights the 'Submit' button in the top right corner. Below the 'When' section are sections for 'Details', 'Comments and Attachments', and 'Legislative Information'. The 'Comments' box is highlighted with a green border.