

HCM Cloud *Absence Management*

Welcome to the HCM Cloud Absence Management Tutorial!





Reviewing available paid time off categories

Initiating a time off request

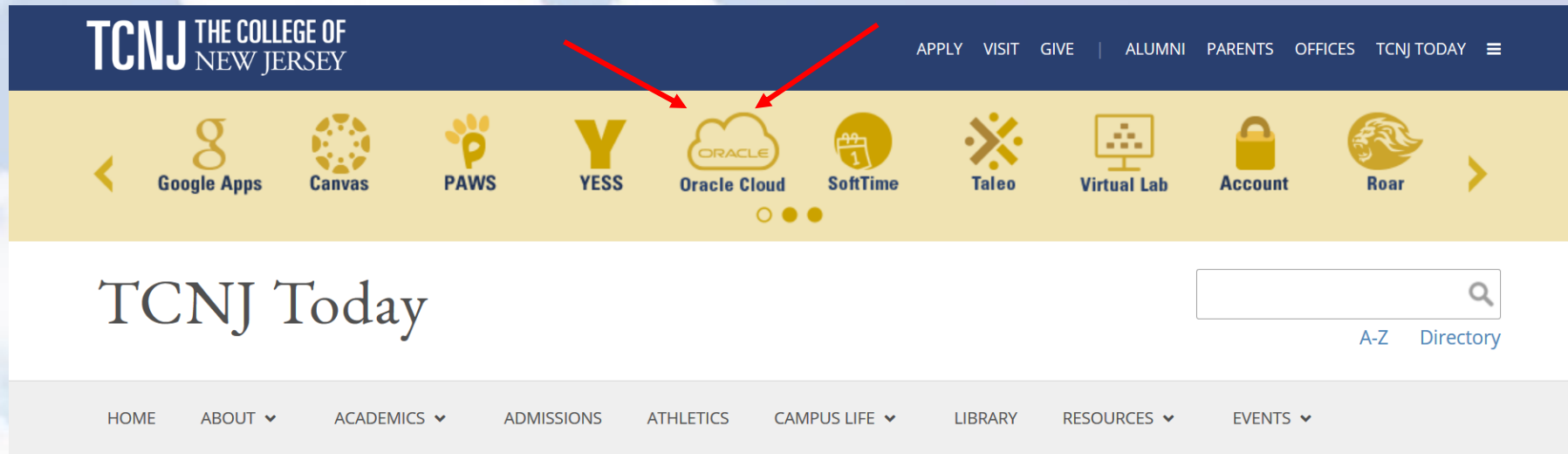
Reviewing paid time off balances

Modifying an absence request

Notification and evaluation of an absence request

This presentation takes you through the navigation of the HCM Cloud absence management module.





To begin, you must first log in to the HCM Cloud platform. To do so, navigate to the TCNJ Today web page. Click the Oracle Cloud icon.





SIGN IN ORACLE APPLICATIONS CLOUD

Company Single Sign-On

or

hfirst

.....

[Forgot Password](#)

Sign In

**Type the same user name and password used to log on to your TCNJ email.
This also known as your, “single sign on”.**

Press “Sign in”.



Good afternoon, Hugo First!

Me

My Team

My Client Groups

General Accounting

Budgetary Control

My Enterprise

Tools

Others

QUICK ACTIONS



Personal Details



Document Records



Identification Info



Contact Info



Family and Emergency Contacts

Show More

APPS



Directory



Pay



Time and
Absences



Career and
Performance



Personal
Information

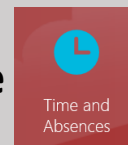


Benefits



Welcome to Hugo First's Cloud Account.

You should see that the “Me” option is underscored. At this time, click the



tile.



To navigate in the Cloud platform, you should click the back arrow at the top right of the screen to get to the prior screen, or click the home icon to return to the landing page.



Hugo First



Current Time Card

Open your current time card. Do not use if you are a Grant or Non Unit employee.



Existing Time Cards

Access all of your time cards. Do not use if you are a Grant or Non Unit employee.



Add Absence

Request an absence and submit for approval



Absence Balance

Review current plan balances and absences taken or requested



Existing Absences

View, change or withdraw existing absence requests

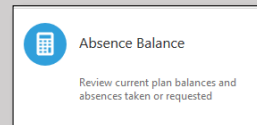


Donations

Donate a portion of your plan balance to a coworker.


This is the Time and Absences first screen. From this screen you can add absences, view your absence balances by paid time off category, view the status of absences that have been submitted for approval, and see the balance of any leave donations.

At this time, we are going to view Hugo's absence balance. Click the



tile.





Absence Balance

Hugo First

Actions

Add Absence

Plan Balances

Balance As-of Date Current date

Administrative Leave	20 Hours
Sick - Classified and Unclassified	248 Hours
Vacation - Classified and Unclassified	205 Hours

This is the Absence Balance screen. Here we see Hugo's administrative leave, sick and vacation balances.

At this time, we are going to request time off. To do so, click the down arrow in the Actions box. This is found at the top right of the screen. Once the drop down box appears, click Add Absence.



Save and Close

Submit

Cancel

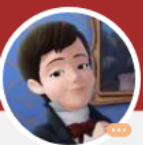
*Type

Select a value

- Select a value
- Administrative Leave
- Energy Day- Not Worked
- Energy Leave Day
- Intermittent FMLA
- Sick
- Vacation
- Voluntary Furlough

Hugo must select the absence category. To do so, click the arrow and the drop down box opens. Hugo selects sick leave.





Add Absence

Hugo First

Save and Close

Submit

Cancel

*Type

Sick

Absence Type Balance 255 Hours

When

Edit Entries

*Start Date and Duration

10/01/2020



7

Hours

Absence Duration

7 Hours

*End Date and Duration

10/01/2020



Projected Balance Calculate

On the Add Absence screen, Hugo enters the start and end date of the absence request. Cloud calculates the number of hours, based upon the employee's regularly scheduled day.

Here we see the absence balance and the duration of the leave request. Once you click the calculate field, the screen will update with the projected balance. Hugo presses submit to forward the request to his supervisor.

< Time and Absences



Hugo First



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Existing Absences

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Donations

Donate a portion of your plan balance to a coworker.

An alternate path to add an absence is to click the  **Add Absence** tile.

Also, from the Time and Absences screen, Hugo is able to view the status of the sick absence request which he submitted. He does this by clicking the  **Existing Absences** tile.



TCNJ Oracle Cloud

< Existing Absences
Hugo First

Absences

Last 6 months

Sick: 7 Hours
10/01/2020 - 10/01/2020


Awaiting approval

Sort By Date

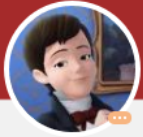
+ Add

This is where Hugo lands after he clicks the Existing Absences tile.

See that the sick time request is awaiting approval.

Hugo is able to edit the time off request he previously submitted because his supervisor had not yet approved the request. To edit the request he clicks the  icon.





Edit Absence

Hugo First

Delete

Submit

Cancel

*Type Sick

When

*Start Date and Duration

10/01/2020



7

Hours

Absence Duration

7 Hours

*End Date and Duration


10/01/2020



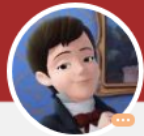
Projected Balance Calculate

Edit Entries



After clicking the  icon, to modify his time off request, Hugo will be on the Edit Absence screen. Here he clicks the Edit Entries button.





Edit Absence

Hugo First

Delete Submit Cancel

Type Sick

When

+ Add

Duration in Hours

10/01/2020

Campus Police Officer

Total Absence Duration

7



7

Projected Balance Calculate

Details

Hugo clicks the
October 1.



icon to change the number of hours he submitted for the sick day on



*Type Sick

When

Duration in Hours

*Date
10/01/2020

Assignment
Campus Police Officer

Absence Duration
4 Hours

Delete


OK

Cancel

Total Absence Duration

4

Projected Balance Calculate

After clicking the  icon, the Edit Absence screen opens to allow Hugo to change the number of hours associated with the absence request. He can delete the request or change the hours for the request.

Hugo changed the hours from 7 to 4. Now he presses the OK field, then submits the updated sick absence request.

TCNJ Oracle Cloud

Existing Absences
Hugo First

Absences

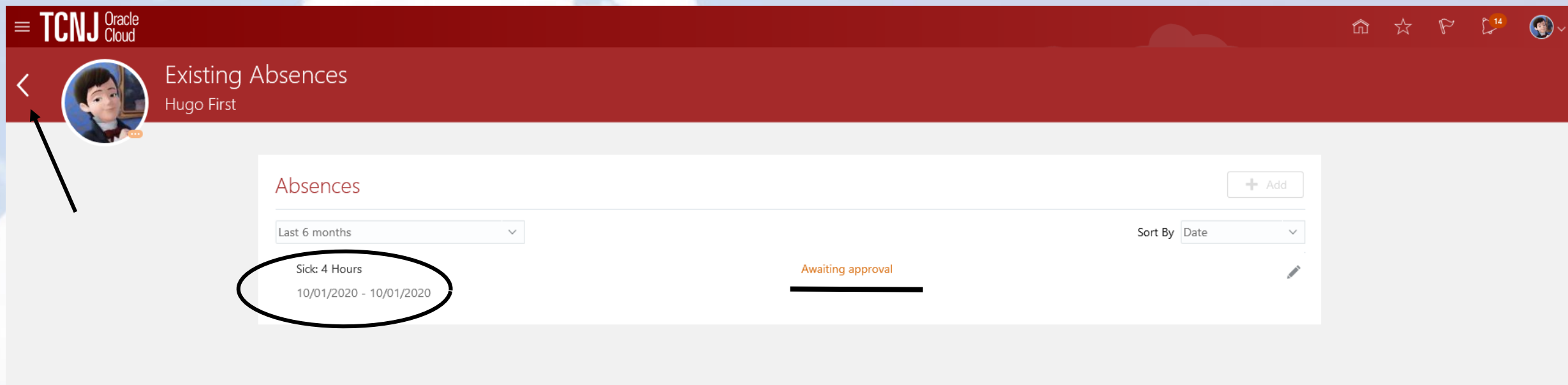
Last 6 months

Sick: 4 Hours
10/01/2020 - 10/01/2020

Awaiting approval

Sort By Date

+ Add



After submitting the absence request, the Existing Absences screen is updated with the new request, which is awaiting approval.

Hugo clicks the back arrow at the top left of the screen.



< Time and Absences



Hugo First



Current Time Card

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Add Absence

Request an absence and submit for approval



Absence Balance

Review current plan balances and absences taken or requested



Existing Absences

View, change or withdraw existing absence requests



Donations

Donate a portion of your plan balance to a coworker.

Hugo is going to add another absence type.





Add Absence

Hugo First

Save and Close

Submit

Cancel

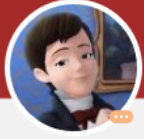
*Type

- Select a value
- Administrative Leave
- Energy Day- Not Worked
- Energy Leave Day
- Intermittent FMLA
- Sick
- Vacation
- Voluntary Furlough



This time Hugo is requesting vacation hours.





Add Absence

Hugo First

Save and Close

Submit

Cancel

*Type Vacation

Absence Type Balance **205** Hours

When

[Edit Entries](#)

*Start Date and Duration

10/12/2020 7 Hours

*End Date and Duration

10/16/2020 7 Hours

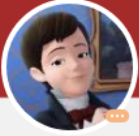
Absence Duration

35 HoursProjected Balance [Calculate](#)

As Hugo did when he submitted a sick time request, he submits a vacation request beginning October 12 and ending October 16. Cloud automatically calculates that this time off request amounts to 35 hours.

Also, Hugo may opt to calculate his projected vacation balance, following the deduction of these vacation hours.





Save and Close

Submit

Cancel

*Type

Vacation

Absence Type Balance 205 Hours

When

Edit Entries

*Start Date and Duration

10/12/2020



7

Hours

Absence Duration

35 Hours

*End Date and Duration

10/16/2020




7


Hours

Projected Balance 170 Hours
Calculate

Hugo starts with a vacation balance of 205 hours. Deducting the 35 hours of vacation time, he has a projected balance of 170 hours. Hugo submits the request.







Add Absence
Hugo First

Save and Close

Submit

Cancel

*Type

Vacation

When

*Start Date and Duration

10/12/2020

7

Hours

*End Date and Duration

10/16/2020

7

Hours

Details

Absence Type Balance

205

Hours

Edit Entries

Projected Balance

170

Hours

Calculate



Error

ANC-TCNJ_ENERGY_LEAVE_VACA_ERROR (ANC--1)
ANC-TCNJ_ENERGY_LEAVE_VACA_ERROR
Cause The message, ANC-TCNJ_ENERGY_LEAVE_VACA_ERROR, can not be accessed.
Action Report this problem to an administrator.

OK

After submitting the vacation request, an error appears. Based upon this code, Hugo realizes that he is requesting a vacation day on an energy holiday, in this case, Indigenous Peoples Day. He re-enters the request for vacation time beginning after the energy holiday. His request will now be to take off October 13 through October 16 as vacation days.





*Hugo First's time off requests
have been submitted
to his supervisor, Joseph Test...*



Good afternoon, Joseph Test!


Me My Team My Client Groups Contract Management Receivables Projects >

QUICK ACTIONS

-  Personal Details
-  Document Records
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Public Info
-  Change Photo

APPS

 Directory	 Pay	 Time and Absences
 Career and Performance	 Personal Information	 Benefits

Hugo First's supervisor, Joseph Test, logs into his Cloud account. Notifications may be viewed by clicking on the  icon at the top right of the screen. Joseph clicks the bell icon.



TCNJ

Oracle Cloud

Good afternoon,

MeMy TeamMy Client

QUICK ACTIONS

Personal Details

Document Records

Identification Info

Contact Info

Family and Emergency Contacts

Change Photo

Notifications

Show All

ACTION REQUIRED

Approval of Sick Absence Request for Hugo First from 2020-10-26 to 2020-10-26

Hugo First

ApproveReject

ACTION REQUIRED

Sick Absence Record for Hugo First from 2020-10-01 to 2020-10-01 has been updated

Hugo First

ApproveReject

WITHDRAWN

Approval of Sick Absence Request for Hugo First from 2020-10-01 to 2020-10-01

Hugo First

Dismiss

ACTION REQUIRED

Approval of Payroll Time Entries for Hugo First from 2020-09-26 to 2020-10-09

Hugo First


ACTION REQUIRED

Approval of Payroll Time Entries for Hugo First from 2020-09-26 to 2020-10-09

Hugo First

Load More Items

1-5 of 12 items

When Joseph clicked the  icon, the Notifications box opened. The supervisor can approve the absence request within the notifications box, or the supervisor can, instead, opt to open the request in order to review more details.

Absence Request Approval

Hugo First

From 10/26/2020 to 10/26/2020

Total Duration 7 Hours

Absence Request Details

Absence Type Sick

Absence Reason Other

Start Date 10/26/2020 7 Hours

End Date 10/26/2020

Duration 7 Hours

Comments

Approval History

Assigned to **Joseph Test**

10/01/2020 4:01 PM

Submitted by **Hugo First**

10/01/2020 4:01 PM

When Joseph clicks on the request notification, an approval box opened. Here he can approve or reject the request.

Joseph approves one of Hugo's sick time requests.



*What happens after Joseph Test decides on
Hugo First's absence requests...*



Good afternoon, Hugo First!

Me My Team My Client Groups General Accounting Budgetary Control My Enterprise Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts

APPS

Directory

Pay

Time and Absences


Career and Performance

Personal Information

Benefits

+

Show More

Following the approval of his time off request, Hugo will have a notification in Cloud. Hugo clicks the  and the notification box opens.



TCNJ Oracle Cloud

Good afternoon, Hugo

MeMy Client GroupsGeneral Account

QUICK ACTIONS

Personal Details

Document Records

Identification Info

Contact Info

Family and Emergency Contacts

My Organization Chart

Notifications

Search

FYI

Approval of Sick Absence Request for Hugo First from 2020-10-26 to 2020-10-26

Hugo First

Dismiss

38 minutes ago

APPROVED

Approval of Sick Absence Request for Hugo First from 2020-10-26 to 2020-10-26

Hugo First

Dismiss

38 minutes ago

FYI

Approval of Sick Absence Request for Hugo First from 2020-10-01 to 2020-10-01

Hugo First

Dismiss

38 minutes ago

APPROVED

Sick Absence Record for Hugo First from 2020-10-01 to 2020-10-01 has been updated

Hugo First

Dismiss

38 minutes ago

FYI

Your Time Entries from 2020-09-26 to 2020-10-09 Were Approved

Hugo First

Dismiss

Yesterday

Load More Items

1-5 of 22 items

Hugo sees the status of his absence requests. He has the option to close the notification box, or he can click on the explanations and view the status of each request.



Approval of Sick Absence Request for Hugo First from 2020-10-01 to 2020-10-01

Absence Request Approval

Hugo First

From 10/01/2020 to 10/01/2020

Total Duration 4 Hours

Absence Request Details

Absence Type Sick

Absence Reason Other

Comments

Campus Police Officer

Absence Date	Absence Time	Duration
10/01/2020	4 Hours	4 Hours
Total		4 Hours

[Online Notification](#)

Hugo opts to view the details of his absence request approval.



Good afternoon, Hugo First!

Me My Team My Client Groups General Accounting Budgetary Control My Enterprise Tools Others

QUICK ACTIONS


- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts

Show More


APPS



Directory



Pay



Time and Absences



Career and Performance



Personal Information



Benefits

Hugo can also click on the



Time and Absences

tile to see the status his absence requests.



< Time and Absences



Hugo First



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Existing Absences

View, change or withdraw existing absence requests

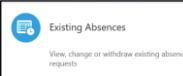


Donations

Donate a portion of your plan balance to a coworker.

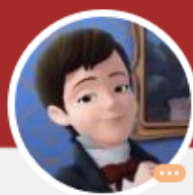


Hugo now selects the



tile to learn the status of his absence requests.





Existing Absences

Hugo First

Absences

Last 6 months

Sort By

Date

Sick: 7 Hours 10/26/2020 - 10/26/2020	Scheduled	
Vacation: 7 Hours 10/13/2020 - 10/13/2020	Denied	
Sick: 4 Hours 10/01/2020 - 10/01/2020	Completed	

The status of Hugo First's absence requests are here. One request must still be reviewed by Joseph Test, one request was denied and another was approved.



Reviewed where to locate available paid time off categories

Reviewed how to locate paid time off balances

Initiated absence requests

Modified an absence request

Reviewed notifications and evaluations of absence requests



Questions?
Please contact us at HR@tcnj.edu

Thank you!

