



State Accounting Office
of *Georgia*
Fiscal Leadership for Georgia

PeopleSoft Leave Management v.9.1
Manager Self-Service – Job Aid

LEAVE MANAGEMENT

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LEAVE MANAGEMENT

The PeopleSoft Leave Management Manager Self-Service functionality allows managers to view current leave balances for their direct reports.

Viewing Absence Balances

Navigation: [Manager Self -Service](#)>[Time Reporting](#)>[View Time](#)>[Absence Balances](#)

1. Once you have accessed the page, a list of your direct reports will appear.

LEAVE MANAGEMENT

View Absence Balances

Select Employees to Process

Instructions

On this page, you'll select the employee(s) you'll be working with. You can work only with employees who reported to you as of the date you entered on the first page.

The  'Org Chart' icon that optionally appears in the list of employees below indicates that other employees report to this employee. You may drill-down into the organization to select employees who indirectly report to you by selecting on these 'Org Chart' icons. You may also navigate back up the organization after drilling-down by selecting on the  'Drill-Up' icon above the list of employees.

After you've selected the employee(s) you'd like to work with, select the *Continue* button to continue to the next step of the process.

[Return to Previous Page](#)

Select Employees

Reports To: **Jack Boyd**  As Of: 06/10/2013

[Continue](#)

Select Employee Customize | Find |  First  1-2 of 2  Last

	Name	Empl ID	Empl Record	Pay Status	HR Status	Position	+
<input type="radio"/>	Jill Johnson	00922452	0	Active	Active	00190066	
<input type="radio"/>	Marla Moore	00285454	0	Active	Active	00195778	

[Continue](#)

[Return to View Time](#)

2. Select the employee and click continue for the employee you wish to view.
3. The following page will appear:

LEAVE MANAGEMENT

ORACLE

Menu

- View Time
 - Monthly Time Calendar
 - Weekly Time Calendar
 - Daily Time Calendar
 - Time and Labor Launch Pad
 - Payable Time Summary
 - Payable Time Detail
 - Forecasted Time Summary
 - Forecasted Time Detail
 - Compensatory Time
 - Accumulators
 - Overtime Balances
 - Overtime Requests
 - View Overtime Requests
 - Absence Request History
 - Absence Balances**
 - View Absence Request Detail
 - Manager Search

View Absence Balances

Jill Johnson

View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.

Absence Entitlement Balances		
Current Balances		
Entitlement Name	Balance as of 02/28/2013	Accrual Period
Annual Leave Earned	170.75 Hours	Year to Date
Sick Leave Earned	44.00 Hours	Year to Date

Go To [Forecast Balance](#)
[Return to Direct Reports](#)

4. The page will list all the current leave balances for the employee. The leave balances displayed are as of the 15th or the last day of each month.

View Employee Absence Request History

Navigation: [Manager Self -Service](#)>[Time Reporting](#)>[View Time](#)>[Absence Request History](#)

1. Once you have accessed the page, a list of your direct reports will appear.

LEAVE MANAGEMENT



- enu
- View Time
 - Monthly Time Calendar
 - Weekly Time Calendar
 - Daily Time Calendar
 - Time and Labor Launch Pad
 - Payable Time Summary
 - Payable Time Detail
 - Forecasted Time Summary
 - Forecasted Time Detail
 - Compensatory Time
 - Accumulators
 - Overtime Balances
 - Overtime Requests
 - View Overtime Requests
 - Absence Request History**
 - Absence Balances
 - View Absence Request Detail
- Manager Search Options
- Job and Personal Information
- Compensation and Stock
- Learning and Development
- Performance Management
- Review Transactions
- Agency Security
- Workforce Administration

Absence Request History

Select Employees to Process

Instructions

On this page, you'll select the employee(s) you'll be working with. You can work only with employees who reported to you as of the date you entered on the first page.

The 'Org Chart' icon that optionally appears in the list of employees below indicates that other employees report to this employee. You may drill-down into the organization to select employees who indirectly report to you by selecting on these 'Org Chart' icons. You may also navigate back up the organization after drilling-down by selecting on the 'Drill-Up' icon above the list of employees.

After you've selected the employee(s) you'd like to work with, select the *Continue* button to continue to the next step of the process.

[Return to Previous Page](#)

Select Employees

Reports To: **Jack Boyd** As Of: 06/10/2013

[Continue](#)

Select Employee Customize | Find | First 1-2 of 2 Last

	Name	Empl ID	Empl Record	Pay Status	HR Status	Position	+
<input type="radio"/>	Jill Johnson	00922452	0	Active	Active	00190066	
<input type="radio"/>	Marla Moore	00285454	0	Active	Active	00195778	

[Continue](#)

2. Select the employee and click *continue* for the employee you wish to view. The following page will appear:

LEAVE MANAGEMENT

ORACLE

Menu

- View Time
 - Monthly Time Calendar
 - Weekly Time Calendar
 - Daily Time Calendar
 - Time and Labor Launch Pad
 - Payable Time Summary
 - Payable Time Detail
 - Forecasted Time Summary
 - Forecasted Time Detail
 - Compensatory Time
 - Accumulators
 - Overtime Balances
 - Overtime Requests
 - View Overtime Requests
 - Absence Request History
 - Absence Balances
 - View Absence Request Detail
- Manager Search Options
- Job and Personal Information
- Compensation and Stock
- Learning and Development
- Performance Management

Absence Request History

Jill Johnson

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh.

From : 03/12/2013 Through : 09/08/2013 Refresh

Absence Name	Status	From	To	Duration	Requested By	Edit
Annual Leave Taken	Submitted	06/06/2013	06/06/2013	8 Hours	Employee	Edit

[Return to Direct Reports](#)

3. The page will default with a predefined date range.
4. If you would like to view the employee's Absence Request History for a specific date range, click in the "From" and "To" fields and enter the appropriate dates.
5. Click the **Refresh** button.
6. All absence requests for the date range entered will be displayed.

Enter Absence Request on behalf of an Employee

The PeopleSoft Leave Management Manager Self-Service functionality allows a manager to enter an absence request on behalf of their direct reports.

Navigation: [Manager Self -Service](#)>[Time Reporting](#)>[Report Time](#)>[Absence Request](#)

LEAVE MANAGEMENT

1. Once you have accessed the page, a list of your direct reports will appear.

ORACLE

Menu

- Manage Schedules
- Approve Time and Exceptions
- Report Time
 - Report Time
 - Timesheet
 - Mass Time
 - Absence Request**
 - Absence Request
- View Time
- Manager Search Options
- Job and Personal Information
- Compensation and Stock
- Learning and Development
- Performance Management
 - Review Transactions
- Agency Security
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Set Up HRMS
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- Change My Password

Request Absence

Select Employees to Process

Instructions

On this page, you'll select the employee(s) you'll be working with. You can work only with employees who reported to you as of the date you entered on the first page.

The 'Org Chart' icon that optionally appears in the list of employees below indicates that other employees report to this employee. You may drill-down into the organization to select employees who indirectly report to you by selecting on these 'Org Chart' icons. You may also navigate back up the organization by selecting on the 'Drill-Up' icon above the list of employees.

After you've selected the employee(s) you'd like to work with, select the *Continue* button to continue to the next step of the process.

[Return to Previous Page](#)

Select Employees

Reports To: **Jack Boyd** As Of: 06/10/2013

[Continue](#)

Select Employee [Customize](#) | [Find](#) | [First](#) | [1-2 of 2](#) | [Last](#)

	Name	Empl ID	Empl Record	Pay Status	HR Status	Position	+
<input type="radio"/>	Jill Johnson	00922452	0	Active	Active	00190066	
<input type="radio"/>	Marla Moore	00285454	0	Active	Active	00195778	

[Continue](#)

[Return to Report Time](#)

2. Select the employee you are entering the absence request for and click continue. The following page should appear.

LEAVE MANAGEMENT

Request Absence

Jill Johnson

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*From: 06/10/2013

Absence Code: All

*Absence Name: Select Absence Name

Comments

Requestor Comments :

Go To [View Absence Request History](#) [View Absence Balances](#)

[Return to Direct Reports](#)

* Required Field

3. Click in the **From** field and enter the start date of the employee's absence request
4. Click in the **Absence Code** field and click the drop-down arrow.
5. Select **Sick Leave** from the drop-down list
6. Click in the Absence Name field and hit the drop-down arrow and elect Sick Leave Taken from the drop-down list
7. Click in the Reason field and select Sick Leave from the drop down list
8. In the To field enter the end date of the employee's absence request
9. In the Partial/Full Day field used the default value of "Full Day". The page should look similar to this.

LEAVE MANAGEMENT

ORACLE Home

Request Absence

Jill Johnson

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*From: 06/17/2013
To: 06/19/2013
Absence Code: Annual Leave
*Absence Name : Annual Leave Taken
*Reason : Annual Leave
Partial/Full Day: Full Day
Duration :
Calculate End Date or Duration

Workflow

Allow Request By : Employee and Manager
Request As : Employee

Comments

Requestor Comments :

Go To [View Absence Request History](#) [View Absence Balances](#)

Submit **Save for Later** [Return to Direct Reports](#)

The "Calculate End Date or Duration" button calculates the total number of leave hours based on the employee's current work schedule, including alternative work...

10. Next, click the "Calculate End Date or Duration" button.

Note: The calculation results are based the employee's current work schedule including alternative work schedules i.e., 9 or 10 hour days. Also, the amount of hours calculated cannot exceed the hours displayed in the "Current Balance" field.

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11. The "Duration" field will populated automatically.

ORACLE Home

Menu

- Manage Schedules
- Approve Time and Exceptions
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- Workforce Administration
- Benefits
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- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Set Up HRMS
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

Request Absence

Jill Johnson

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*From: 06/17/2013 [BT]

To: 06/19/2013 [BT]

Absence Code: Annual Leave

*Absence Name: Annual Leave Taken

*Reason: Annual Leave

Partial/Full Day: Full Day

Duration: 24.00 Hours

[Calculate End Date or Duration](#)

[Calculate](#)

Workflow

Allow Request By: Employee and Manager

Request As: Employee

Comments

Requestor Comments:

Go To [View Absence Request History](#) [View Absence Balances](#)

[Submit](#) [Save for Later](#) [Return to Direct Reports](#)

The amount of hours populated for a full in the "Duration" field will be based on the employee's work schedule, including alternative

LEAVE MANAGEMENT

12. Click in the **Requestor Comments** field and enter comments, if needed. This field is optional.

ORACLE

Home | Worklist

Request Absence

Jill Johnson

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail	
*From:	06/17/2013
To:	06/19/2013
Absence Code:	Annual Leave
*Absence Name :	Annual Leave Taken
*Reason :	Annual Leave
Partial/Full Day:	Full Day
Duration :	24.00 Hours
Calculate End Date or Duration	
Current Balance : 170.75 Hours**	

Workflow	
Allow Request By :	Employee and Manager
Request As :	Employee

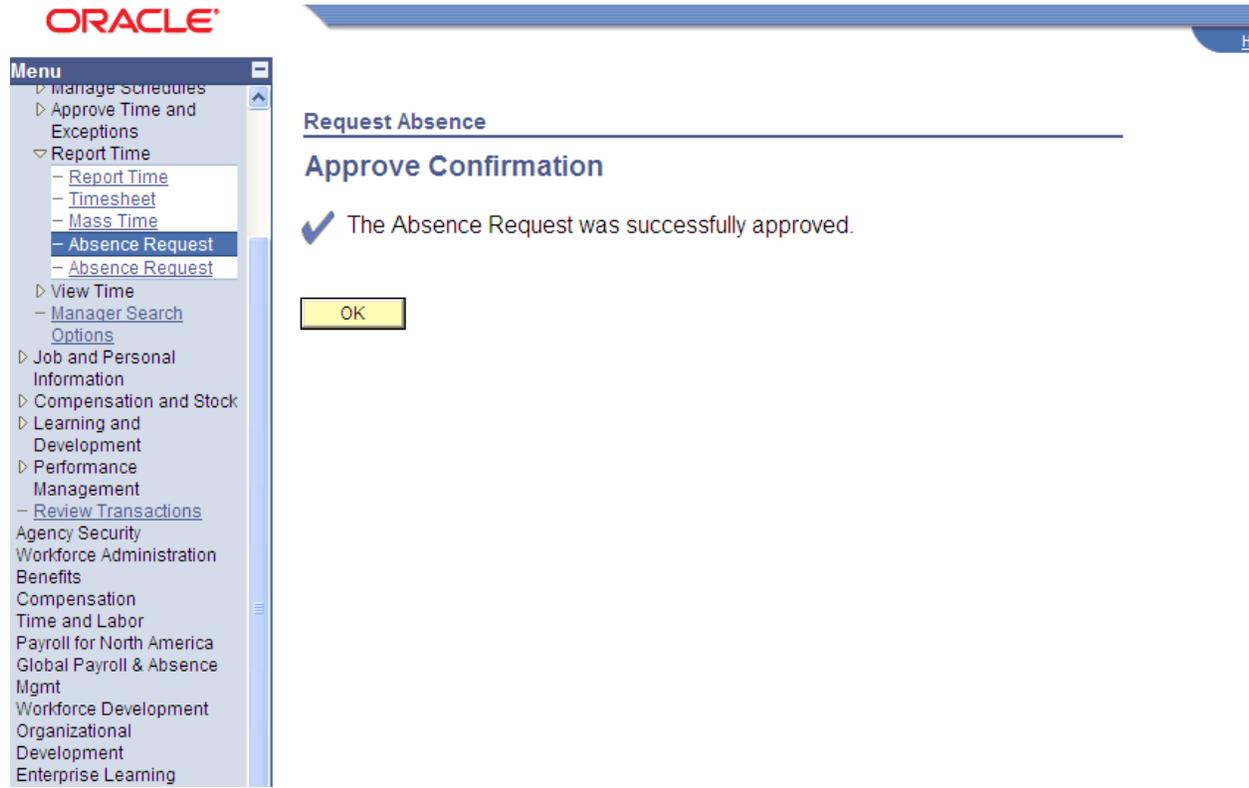
Comments	
Requestor Comments :	Vacation Day

Go To [View Absence Request History](#) [View Absence Balances](#)

[Submit](#) [Save for Later](#) [Return to Direct Reports](#)

13. Click the **Submit** button at the bottom of the page. The following page will appear. Click OK.

LEAVE MANAGEMENT



14. The **Request Details** page will be displayed.

LEAVE MANAGEMENT

ORACLE Home

Menu

- Manage Schedules
- Approve Time and Exceptions
- Report Time
 - Report Time
 - Timesheet
 - Mass Time
 - Absence Request
 - Absence Request
- View Time
 - Manager Search
 - Options
- Job and Personal Information
- Compensation and Stock
- Learning and Development
- Performance Management
 - Review Transactions
- Agency Security
- Workforce Administration
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- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Set Up HRMS
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile

Request Details

Jill Johnson
Human Resources Spec (AOC)
View Request Status and Approval Details

Details

Start Date :	06/17/2013	
To:	06/19/2013	
Absence Name :	Annual Leave Taken	Current Balance : 170.75 Hours**
Reason :	Annual Leave	
Partial/Full Day:	Full Day	
Duration :	24.00	Hours

Workflow

Status :	Approved
Allow Request By :	Employee and Manager
Request As :	Employee

Request History Customize | First

Status	Name	Date	Comments
Submitted	Jill Johnson	06/10/2013	Vacation Day
Approved	Jack Boyd	06/10/2013	
Approved	Jack Boyd	06/10/2013	

**Disclaimer The current balance does not reflect absences that have not been processed.

Approve or Deny Absence Requests

Navigation: [Manager Self -Service](#)>[Time Reporting](#)>[Approve Time & Exceptions](#)>[Absence Requests](#)

Once you have accessed the page all **"Pending"** leave requests submitted by your direct reports will be displayed. Pending absence requests are absence requests that have been submitted by your direct reports that are awaiting your review for approval.

1. The following page will appear:

LEAVE MANAGEMENT

The screenshot displays the Oracle HR system interface. On the left is a navigation menu with categories like 'Approve Time and Exceptions', 'Report Time', 'View Time', 'Job and Personal Information', etc. The 'Absence Requests' link is highlighted. The main content area shows the user 'Jack Boyd', HR Manager & EEOC Officer. Below this is a text box with instructions: 'Select the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by selecting the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.' There is a dropdown menu for 'Show Requests by Status' set to 'Pending' and a 'Refresh' button. Below this is a table titled 'Absence Requests' with columns: Name, Employee ID, Job Title, Absence Name, From, To, Status, and Submitted. The table contains two rows for 'Jill Johnson' with Employee ID 00922452, Job Title 'Human Resources Spec (AOC)', and Absence Name 'Annual Leave Taken'. The first row shows dates 06/06/2013 to 06/06/2013 with a status of 'Submitted' and a submitted date of 06/10/2013. The second row shows dates 07/05/2013 to 07/05/2013 with a status of 'Submitted' and a submitted date of 06/10/2013.

ORACLE

Home | Worklist | Add to Favorites

Absence Requests

Jack Boyd
HR Manager & EEOC Officer

Select the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by selecting the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

*Show Requests by Status : Refresh

Name	Employee ID	Job Title	Absence Name	From	To	Status	Submitted
Jill Johnson	00922452	Human Resources Spec (AOC)	Annual Leave Taken	06/06/2013	06/06/2013	Submitted	06/10/2013
Jill Johnson	00922452	Human Resources Spec (AOC)	Annual Leave Taken	07/05/2013	07/05/2013	Submitted	06/10/2013

2. Click on the appropriate employee name link and the following page will appear.

LEAVE MANAGEMENT

ORACLE Home

Menu

- Approve Time and Exceptions
 - Reported Time
 - Payable Time
 - Exceptions
 - Overtime Requests
 - Absence Requests**
 - Approve Overtime
 - Approve Absence Requests
- Report Time
- View Time
- Manager Search Options
- Job and Personal Information
- Compensation and Stock
- Learning and Development
- Performance Management
 - Review Transactions
- Agency Security
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Set Up HRMS
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations

Approve Absence Request

Request Details

Jill Johnson
Human Resources Spec (AOC)
Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

Absence Detail

From:	07/05/2013	
To:	07/05/2013	
Absence Name :	Annual Leave Taken	Current Balance : 170.75 Hours**
Reason :	Annual Leave	
Partial/Full Day:	Full Day	
Duration :	8.00	Hours

Workflow

Status : Submitted

Comments

Requestor Comments :

Approver Comments :

Go To [View Absence Request History](#) [View Absence Balances](#)

Deny Approve Push Back [Return to Absence Requests](#)

3. Review the absence request. You may also enter comments in the **Approver Comments** field.
4. Click the **Approve or Deny** button and one of following page will appear.

Approval Confirmation Page

LEAVE MANAGEMENT

ORACLE

Menu

- ▽ Approve Time and Exceptions
 - Reported Time
 - Payable Time
 - Exceptions
 - Overtime Requests
 - **Absence Requests**
 - Approve Overtime
 - Approve Absence Requests
- ▷ Report Time
- ▷ View Time
 - Manager Search
 - Options
- ▷ Job and Personal Information
- ▷ Compensation and Stock
- ▷ Learning and Development
- ▷ Performance Management
 - Review Transactions
- ▷ Agency Security
- ▷ Workforce Administration
- ▷ Benefits
- ▷ Compensation
- ▷ Time and Labor

Request Details

Approval Confirmation

Are you sure you want to Approve this Absence Request?

Yes

No

Denial Confirmation Page

LEAVE MANAGEMENT

ORACLE

Menu

- Approve Time and Exceptions
 - Reported Time
 - Payable Time
 - Exceptions
 - Overtime Requests
 - Absence Requests**
 - Approve Overtime
 - Approve Absence Requests
- Report Time
- View Time
 - Manager Search
 - Options
- Job and Personal Information
- Compensation and Stock
- Learning and Development
- Performance Management
 - Review Transactions
- Agency Security
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational

Request Details

Denial Confirmation

Are you sure you want to Deny this Absence Request?

- Click the **Yes** button, Then Click Ok. The Absence Request page will appear showing the request no longer visible.

ORACLE

Home | Worklist | Add to Favorites

Menu

- Approve Time and Exceptions
 - Reported Time
 - Payable Time
 - Exceptions
 - Overtime Requests
 - Absence Requests**
 - Approve Overtime
 - Approve Absence Requests
- Report Time
- View Time
 - Manager Search
 - Options
- Job and Personal Information
- Compensation and Stock
- Learning and Development
- Performance Management
 - Review Transactions
- Agency Security
- Workforce Administration
- Benefits
- Compensation

Absence Requests

Jack Boyd
HR Manager & EEOC Officer

Select the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by selecting the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

*Show Requests by Status :

Name	Employee ID	Job Title	Absence Name	From	To	Status	Submitted
Jill Johnson	00922452	Human Resources Spec (AOC)	Annual Leave Taken	06/06/2013	06/06/2013	Submitted	06/10/2013

- The employee will receive an email informing them of the status of the absence request.

LEAVE MANAGEMENT

Rework (Push Back) Functionality

The PeopleSoft Leave Management Manager Self-Service functionality allows managers to “push back” an absence request to an employee for modification, prior to approval. The **Push Back** button on the Request Details page provides this functionality.

1. Follow the previous steps for Approving or Denying an absence, when an absence request needs to be modified prior to approval click the “**Push Back**” button. This will “push back” the absence request to the employee for modification.
2. You may want to enter comments in the “**Approver Comments**” field, to indicate to the employee why the request is being pushed back. This field is optional.

ORACLE

Home

Approve Absence Request

Request Details

Jill Johnson
Human Resources Spec (AOC)
Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

Absence Detail

From:	06/06/2013
To:	06/06/2013
Absence Name :	Annual Leave Taken
Reason :	Annual Leave
Partial/Full Day:	Full Day
Duration :	8.00 Hours

Workflow

Status :	Submitted
----------	-----------

Comments

Requestor Comments :

Approver Comments :

Go To [View Absence Request History](#) [View Absence Balances](#)

Deny | Approve | **Push Back** | [Return to Absence Requests](#)

Click the “**Push Back**” button in order to push back an absence request to an employee, if the request needs to be modified prior to your approval.

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- 4.. The “**Push Back**” functionality sends an email to the employee to notify him or her that there is an absence request that has been submitted but needs to be reworked. Once the employee makes the necessary changes, the employee can resubmit the absence request for approval.

Notes: *The Push Back functionality only works for absence request that have not been approved yet. Once an absence request has been approval, only the agency’s Leave Administrator can make any changes to the absence request. The Leave Administrator will need to be notified that there is an absence request that has already been approved that requires a change.*

Assigning a New Work Schedule

Each employee has been assigned a work schedule based on the data provided during the implementation phase of the Leave Management module. If an employee’s work schedule needs to be changed, the employee’s manager will have the ability to make the necessary changes through Manager Self-Service.

Navigation: [Manager Self Service](#)>[Time Management](#)>[Manage Schedules](#)>[Assign Work Schedule](#)

The following page will appear

ORACLE

Menu

- Manage Schedules
 - Assign Work Schedule
 - Manage Schedules
 - Manage Schedule
 - Options
- Approve Time and Exceptions
- Report Time
- View Time
- Manager Search
 - Options
- Job and Personal Information
- Compensation and Stock
- Learning and Development
- Performance Management
 - Review Transactions
- Agency Security
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational Development

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Empl ID: begins with []

Empl Record: = []

Name: begins with []

Last Name: begins with []

Business Unit: begins with []

Department: begins with []

Organizational Relationship: = []

Include History Correct History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

LEAVE MANAGEMENT

1. Enter the **Emplid** of the employee whose schedule you need to change, then hit Enter. The Assign Work Schedule page will be display.

The screenshot shows the Oracle HRMS interface for the 'Assign Work Schedule' page. The page header includes the Oracle logo and navigation links like Home, Worklist, Add to Favorites, and Sign out. A left-hand menu lists various HRMS functions, with 'Manage Schedules' expanded to show 'Assign Work Schedule'. The main content area displays employee information for Jill Johnson (Employee ID: 00922452) and a table for assigning schedules. The table has columns for Effective Date, Assignment Method, Schedule Group, Schedule ID, Description, and Show Schedule. A single row is shown with an effective date of 06/16/2010, assignment method 'Use Default Schedule', and a description of '8 REG HOURS'. A '+' button is visible next to the 'Show Schedule' link in the table row. A callout bubble points to this '+' button with the text: 'To enter a new work schedule for an employee, Click the \"+\" to insert a new row.'

2. Click the + to insert a new row next to the link title “Show Schedule”.
3. The new row will default with the current date. Click in the **Effective Date** field and enter the effective date of the new schedule.

LEAVE MANAGEMENT

The screenshot shows the Oracle HR system interface for the 'Assign Work Schedule' page. The page title is 'Assign Work Schedule' and it is for employee 'Jill Johnson' (Employee ID: 00922452, Job Title: Human Resources Spec (AOC)). The page includes a navigation menu on the left, a header with 'ORACLE' and navigation links, and a main content area with a table of schedule assignments. The table has columns for Effective Date, Assignment Method, Schedule Group, Schedule ID, Description, and Show Schedule. The first row shows a date of 06/10/2013 with the assignment method 'Select Predefined Schedule' and a schedule group of 'SOG'. The second row shows a date of 06/16/2013 with the assignment method 'Use Default Schedule' and a schedule ID of '8 REG HOURS'. Below the table is a button to 'View history of Schedule Assignments, including default changes' and a row of action buttons: Save, Return to Search, Refresh, Update/Display, Include History, and Correct History.

Menu

- Manage Schedules
 - Assign Work Schedule
 - Manage Schedules
 - Manage Schedule Options
- Approve Time and Exceptions
- Report Time
- View Time
- Manager Search Options
- Job and Personal Information
- Compensation and Stock
- Learning and Development
- Performance Management
 - Review Transactions
- Agency Security
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational

Assign Work Schedule

Jill Johnson Employee ID: 00922452
Job Title: Human Resources Spec (AOC) Empl Record: 0

[Expand to view Instructions](#)

Assign Schedules Customize | Find | View All | First 1-2 of 2 Last

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
06/10/2013	Select Predefined Schedule	SOG		10.00 Work Hour Day	Show Schedule
06/16/2013	Use Default Schedule	SOG	8 REG HOURS	8 REG HOURS	Show Schedule

[View history of Schedule Assignments, including default changes](#)

Save Return to Search Refresh Update/Display Include History Correct History

4. Click the drop-down arrow for the **Assignment Method** field and select *"Select Predefined Schedule"*
5. Use the default value of *"SOG"* in the field labeled **Schedule Group**
6. Next, click the magnifying glass next to the field labeled **Schedule ID** and select the new schedule for the employee.

LEAVE MANAGEMENT

ORACLE

Home | Worklist | Add to Favorites | S

New Window | Help | Customize Page |

Assign Work Schedule

Jill Johnson Employee ID: 00922452
 Job Title: Human Resources Spec (AOC) Empl Record: 0

Expand to view Instructions

Assign Schedules Customize | Find | View All | First 1-2 of 2 Last

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
06/10/2013	Select Predefined Schedule	SOG	10HR DAY	10.00 Work Hour Day	Show Schedule
06/16/2013	Use Default Schedule	SOG	8 REG HOURS	8 REG HOURS	Show Schedule

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History Correct History

7. Verify the new schedule displayed is correct.
8. Click the **Save** button to save the data.

Note: Managers are responsible for assigning a Leave Management work schedule for any new employees joining their department once Leave Management module has been implemented. To assign the default 8 hour regular Monday – Friday schedule to new employee, the Assign Work Schedule page should look like the following: