

Customer Support Guide

Creating Absence Adjustments

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Package	Version	Date
HCM	16.9	18/11/2016
HCM	19.10.3	21/06/2017

Purpose

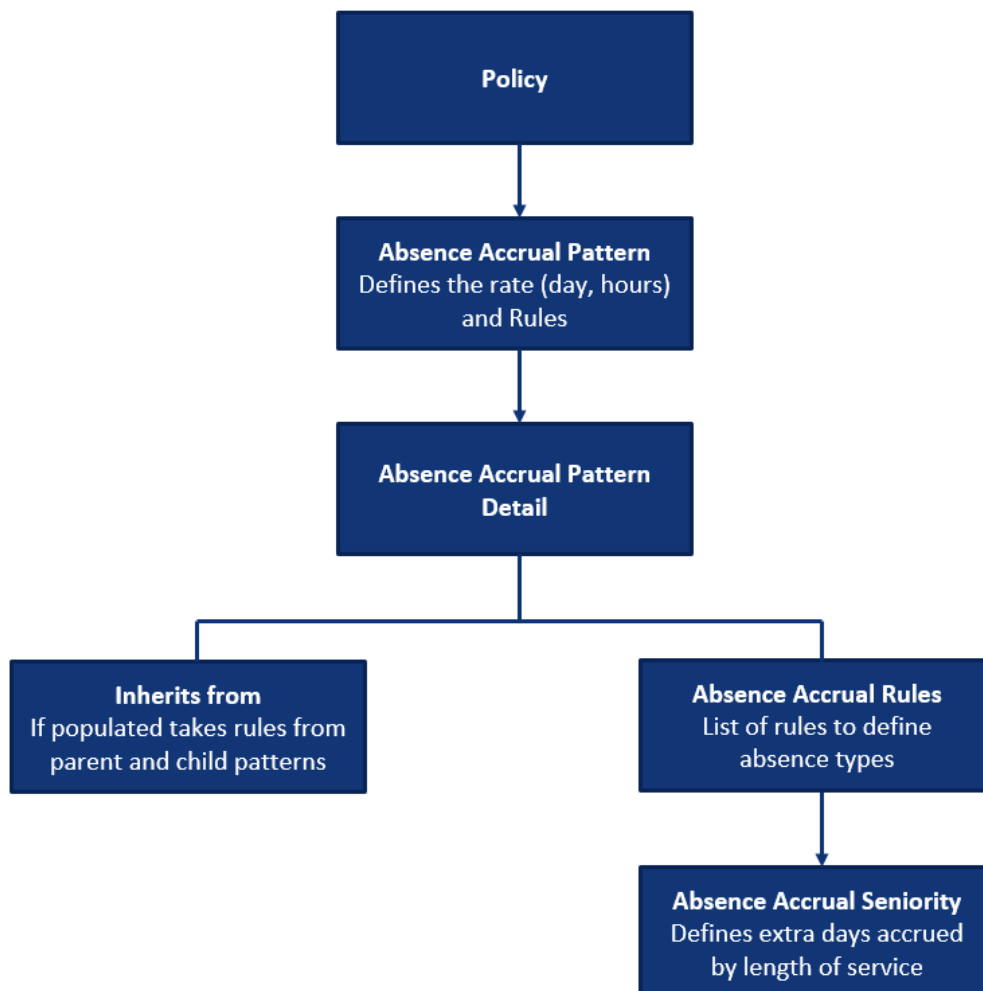
This guide explains how to create an Absence Adjustment. For detailed information please refer to the HCM Configuration Guide which is in the Sage People Online Help. You can access this by selecting the link below.

[Sage People User Manuals](#)

Rationale

In certain cases, you may need to adjust a Team Member's Absence Accrual Pattern. For example, a Team Member having the option of buying extra vacation or they have negotiated an increase in annual vacation. This guide explains how you would apply these adjustments.

Absence Accrual Patterns – Policy Linking



Absence Adjustments

Before creating the Adjustment check the Absence Accrual Pattern the Team Member is assigned to. You can find this information by reviewing the Policy.

Review the Policy from the Team Member's page, this can be accessed either by selecting the Policy link or Department link.

Team Member [Customize Page](#) | [Edit Lay](#)

Jen Hoffman

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Team Member Detail
[Edit](#) [Delete](#) [Profile](#) [Org Chart](#) [Change User](#) [Reset Password](#) [Change Picture](#) [Change Position](#) [Terminate](#) [Send Form](#)

Name	Jen Hoffman	Picture	00P58000024cn7
Department	USA (Technology)	Personnel Number	P464826
Manager	Kim Sloane	Unique Id	464826
Email	jenniferhoffman@global.com	Current Employment	2011.01 #218
Phone	+1 813 207 6815	Employment Status	Temporary Staff
Extension		Hire Date	06/05/2012
Mobile/Cell	+1 855 145 9954	Gender	Female
Personal Mobile		Birth Date	09/12/1978
Probation Period End Date	06/11/2012	Vacation Allowance Per Year	12.0
Generation	Gen Y	Policy	UK (Full HCM)
NI or SS Number	268401302		

** Please note, if a value exists in the **Absence Accrual Pattern** field on the Employment record this value will override the Policy value. **

In my example, I am using the employee Jen Hoffman who is assigned to the UK (Full HCM) Policy.

Within the Policy, scroll down to the Absence – Annual Leave section. Select the Pattern, in this case UK Absence.

▼ Absences - Annual Leave

Absence Accrual Pattern	UK Absence	[New]	[Import]
Work Days Pattern	UK	[New]	[Import]
Absence	<input checked="" type="checkbox"/>		
Vacation	<input checked="" type="checkbox"/>		
Show Absence Unless Private	<input type="checkbox"/>		

Within the Absence Accrual Pattern Detail look at the Rate to see whether the Pattern is defined in hours or days.



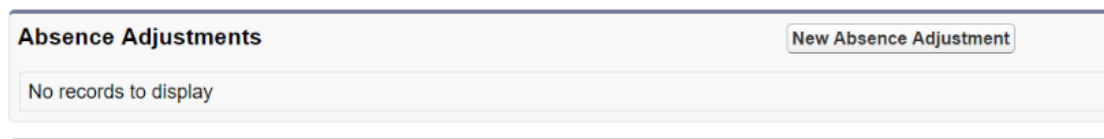
Absence Accrual Pattern Detail

Absence Accrual Pattern Name	UK Absence
Rate Units	Day
Inherits From	

Creating the Adjustment

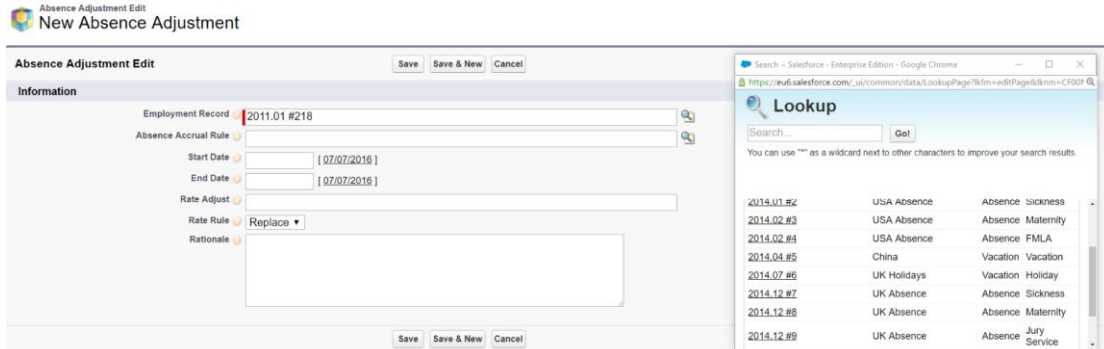
In my example the Team Member, Jen Hoffman, has bought 3 days extra annual leave.

Go to Jen's Employment Record and select **Absence Adjustments** and select the **New Absence Adjustment** button.



Within the Edit screen enter the following information;

Absence Accrual Rule ensure you select UK Holidays. Click on the magnify glass, this displays the Lookup picklist, scroll down to **UK Holidays** and select the rule.



- Start and End Date** Jen purchased the extra days in the month of July enter the start and end dates for July as 01/07/2016.
- Rate Adjust** enter the total amount of days to add in this case 3.
- Rate Rule** select **Add** as this is an addition to be made to the existing rate.
- Rationale** enter the reason for the additional days.

Then **Save**, this creates the Absence Adjustment.



Within Jen's Employment Record the Absence Adjustment field is populated.

Absence Adjustments		New Absence Adjustment
Action	Absence Adjustment #	
Edit Del	2016.07 #1	

Absence Calculator

The Absence Calculator gives you access to the detail of the calculation for each type of absence for all Team Members assigned to an Absence Accrual Pattern. Details are displayed in a table that forms part of the Absences Related List attached to the Team Member's Employment Record. To display the Absence Calculator:

1. Go to the Team Member's Employment Record and scroll down to the Absences Related List.
2. Click Absence Calculator:

Absences		New Absence	Absence Calculator	Absences Help ?			
Action	Absence #	Start Date	End Date	Days/Hours	Record Type	Reason	Paid
Edit Del	2012.09 #147	01/10/2012	03/10/2012	3.00	Absence	Sickness	✓
Edit Del	2012.09 #399	21/01/2013	23/01/2013	3.00	Vacation	Planned Vacation	✓

(If the Absence Calculator button is not displayed go to the HCM Configuration guide to add this).

Sage People displays the Absence Calculator detail page for the Team Member;

Employment Record
Jen Hoffman

Return to Employment Record for Jen Hoffman

Absence Calculator

▼ Details

Name Jen Hoffman

Work Days Pattern UK

Absence Accrual Pattern UK Absence

Absence Type Vacation ▼

Reason Holiday ▼

▼ Current Totals

Accrual	22.67
Carry Over	0
Time in Lieu	0

▼ Year End Totals

Accrual	33.08
Carry Over	0
Time in Lieu	0

▼ Absence Calculation

Date	Event	Amount	Accrual	Carry Over	Time in Lieu
08-Jul-2016	Accrue	5.08	22.67	0	0
05-Jul-2016	Accrue	5.08	17.58	0	0
05-Jun-2016	Accrue	2.08	12.5	0	0
05-May-2016	Accrue	2.08	10.42	0	0
05-Apr-2016	Accrue	2.08	8.33	5	0
05-Mar-2016	Accrue	2.08	6.25	5	0
05-Feb-2016	Accrue	2.08	4.17	5	0
05-Jan-2016	Accrue	2.08	2.08	5	0

Amending an Absence Calculation

Use Absence Adjustments to amend the accrued calculated amount for a vacation period. In my example Jen took Unpaid Leave in June, however the company decided that she would accrue vacation at a lower rate for that month.

Jen accrues 15.62 hours a month however for June the rate needs to be adjusted to 14.62.

In this case, create an Absence Adjustment;

Absence Accrual Rule	ensure you select UK Holidays. Click on the magnify glass, this displays the Lookup picklist, scroll down to UK Holidays and select the rule.
Start and End Date	Jen's rate needs to be adjusted for June. Enter the start and end dates for June.
Rate Adjust	enter the rate to adjust the amount by, 14.58.
Rate Rule	select Replace as this is to replace the existing rate.
Rationale	enter the reason for the adjustment.

Then **Save**, this creates the Absence Adjustment.

 Absence Adjustment
2016.07 #45

[Notes & Attachments \[0\]](#)

Absence Adjustment Detail

Employment Record	2015.09 #22663
Absence Adjustment #	2016.07 #45
Absence Accrual Rule	2015.07 #16
Reason	Vacation
Type	Vacation
Start Date	6/1/2016
End Date	6/30/2016
Rate Adjust	14.5800
Rate Rule	Replace
Rationale	2 unpaid leave in June which triggered no vacation accrual. This is the prorated amount.
Created By	MCC Fairsail Support, 7/7/2016 4:45 AM

By checking in the Absence Calculator, you will see the adjustment for June has been made;

Absence Calculation			
Date	Event	Amount	ACCRUED BALANCE TO DATE
Jul 07, 2016	Subtract	15	-50.8
Jul 01, 2016	Accrue	15.62	-35.8
Jun 01, 2016	Accrue	14.58	-51.42

Related Documentation

- Creating Absence Seniorities
- Creating Absence Accrual Patterns and Rules
- Rounding
- Making an Adjustment to an Accrual Rate
- Creating Absence Accruals Automatically