NPG Helps

Steps to set an Absence Plan to allow negative balances

Does your organization need to allow employees to go into the negative for absences from work due to COVID-19 related reasons? This guide will provide step by step instructions modify an existing absence plan to allow an employee to take more time than they currently have available as a result of COVID-19. This is based on standard setup and assumes you currently don't allow employees to go into the negative.

Should you have any questions, please feel free to email us at NPGHelps@northpointgroup.com.

Version: 1.0
Date Created: 04/06/2020
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Setup

Manage Absence Plans

Setup & Maintenance > Search > Manage Absence Plans

- Search for the Plan you need to adjust
- Click the Plan to open it
- Enter the Session Effective Date (Date the changes should be Effective)
- Select Edit > Update
- Navigate to the Accruals Tab
- Check the box for "Allow negative balance"
- Set the Negative Balance Limit if applicable
- Save and Close