



NPG Helps

Steps to set up COVID-19 Absence Tracking

Does your organization need a way to track employee's time away from work due to COVID-19 related reasons? This guide will provide step by step instructions to set up an absence type that allows an employee to submit an absence based on a COVID-19 absence type and a list of reasons that can be modified to meet your business needs.

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

For a video demonstrating the use of this plan via employee self-service using a mobile device, please visit - <https://www.youtube.com/watch?v=3k3ojmm8CgY>

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Setup

Create Absence Reason(s)

Setup & Maintenance > Search > Manage Absence Reasons > Create

You may create as many reasons as needed to support your organization or you may choose to have 1 generic reason. Sample values include:

- Caring for Symptomatic Family Member with COVID-19
- Exposed to Individual who Tested Positive for COVID-19
- Positive Test Results for COVID-19
- Providing Care or Child During School Closure
- Recent International Travel
- State Mandate for Non-Essential Workers
- Symptomatic and Self-Quarantine

The screenshot shows the Oracle HR system header with the Oracle logo, a search bar, and navigation icons. Below the header is a dark blue bar with the title 'Create Absence Reason' and three buttons: 'Save', 'Save and Close', and 'Cancel'.

*Session Effective Date

Basic Details

Effective Start Date

*Name

Description

Effective End Date

*Legislation

*Status

Management User-defined

Legislative Information

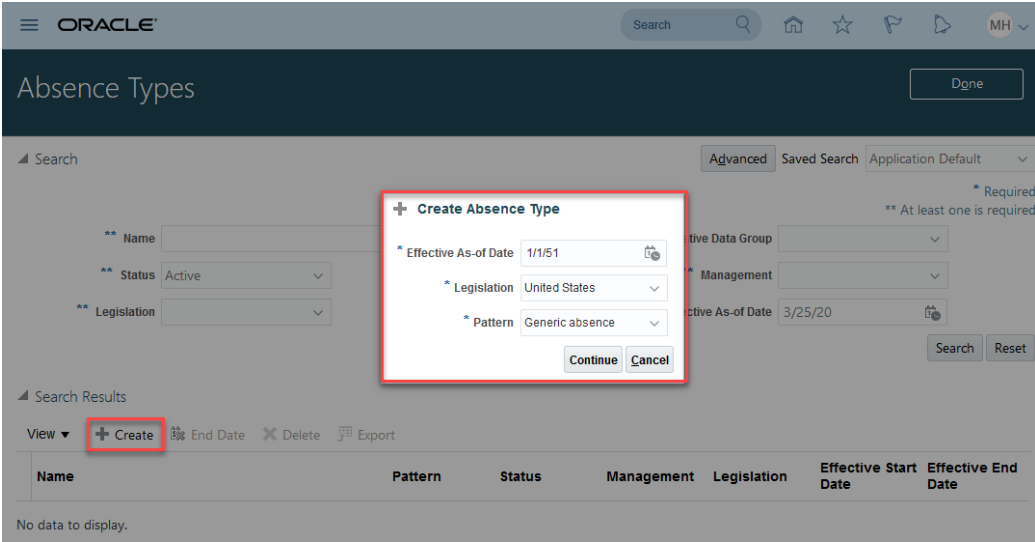
Context Segment

Descriptive Information

Context Segment

Create Absence Type

Setup & Maintenance > Search > Manage Absence Types > Create



Enter Type Attributes



Session Effective Date 1/1/51

Basic Details

Effective Start Date 1/1/51 Effective End Date

Pattern Generic absence Legislation United States

Management User-defined

Type Attributes Plans and Reasons Display Features Action Items

General Attributes

*Name COVID-19

Description

*UOM Days

*Legislative Data Group US Legislative Data Gro

*Status Active

Conversion Formula

Validation Formula

Eligibility Profile

Legislative Grouping Code

Duration Rules

Minimum Duration Alert None

Maximum Duration Alert None

*Partial Day Rule Unlimited

Schedule Hierarchy Start Point Assignment hours detail

Open-Ended Absences

Evaluate absences for schedule changes

*Evaluation Extension Period 90 Calendar days

*Evaluation Period at Absence Entry 365 Calendar days

Absence Record Maintenance

Enable employee updates

Enable manager updates

Enable administrative updates

Lock if completed for employee

Lock if completed for manager

Enable for time card entry

Agreement Selection Not applicable



Select and Add Absence Reasons – as many as applicable as this will aid in tracking and reporting absence types. Do not associate any absence plans to this type to allow workers to report time off without any impact to pay.

Create Absence Type

Session Effective Date 1/1/51

Basic Details

Effective Start Date 1/1/51 Effective End Date

Pattern Generic absence Legislation United States

Management User-defined

Type Attributes **Plans and Reasons**

Absence Plans

View Select and Add

*Plan

No data to display.

Absence Reasons

View **Select and Add** Edit End Date Delete

*Reason Linkage Reason Default Effective Start Date Effective End Date

No data to display.

Select and Add Reason to Type

Effective Start Date 1/1/51 Effective End Date

* Reason **Symptomatic and Self-Quara** Default No

Linkage Reason No

OK Cancel

Type Attributes **Plans and Reasons** Display Features Action Items

Absence Plans

View Select and Add Edit End Date Delete

*Plan	*Status	Priority	Concurrent	Effective Start Date	Effective End Date
No data to display.					

Absence Reasons

View Select and Add Edit End Date Delete

*Reason	Linkage Reason	Default	Effective Start Date	Effective End Date
Caring for Symptomatic Family Member with COVID-19	No	No	1/1/20	
Exposed to Individual who Tested Positive for COVID-19	No	No	1/1/20	
Positive Test Results for COVID-19	No	No	1/1/20	
Providing Care for Child During School Closure	No	No	1/1/20	
Recent International Travel	No	No	1/1/20	
State Mandate for Non-Essential Workers	No	No	1/1/20	
Symptomatic and Self-Quarantine	No	No	1/1/20	

Update Display Features to meet your specific requirements – will need to change “Reason” under Primary Absence Details to “Display and edit” at a minimum if the requirement is for employees to self-report.



