Job Aid: TA14 Line Manager - Edit a direct report's existing future absence (My Team, Existing Absence)

Last Update: 04/25/2023

GRAVITON
CONSULTING SERVICES

Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

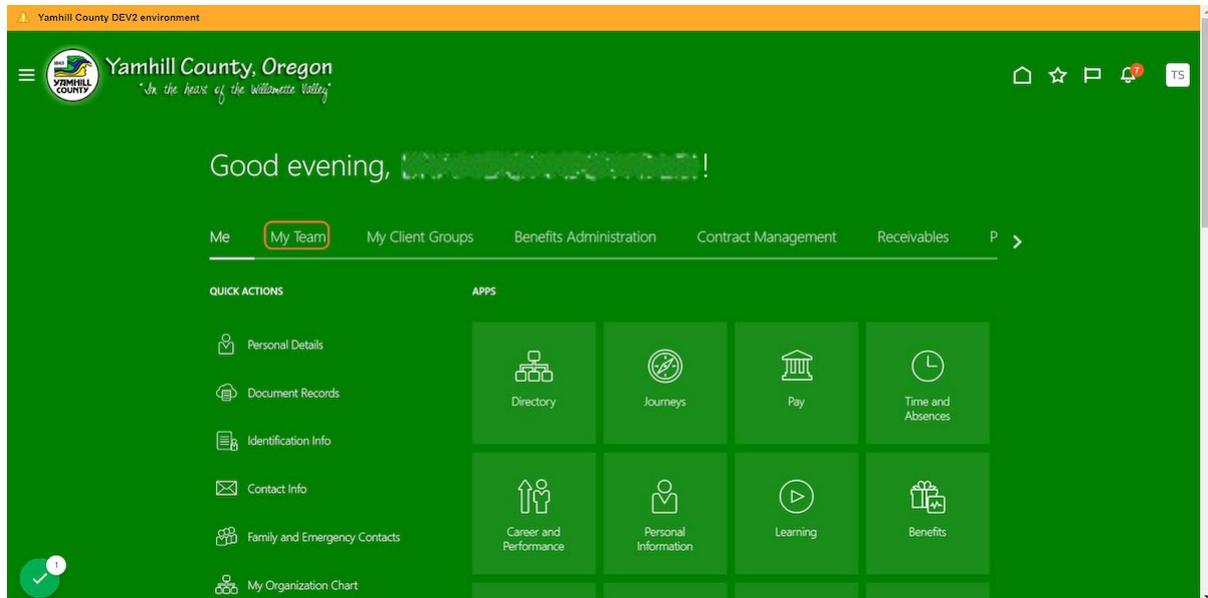This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Manager

STEP 1

Login to Oracle Fusion Cloud. Click on the "My Team" tab.

STEP 2

Scroll down and click on the "Show More" hyperlink.

STEP 3

Under the Absence section, click on the "Existing Absences" option.
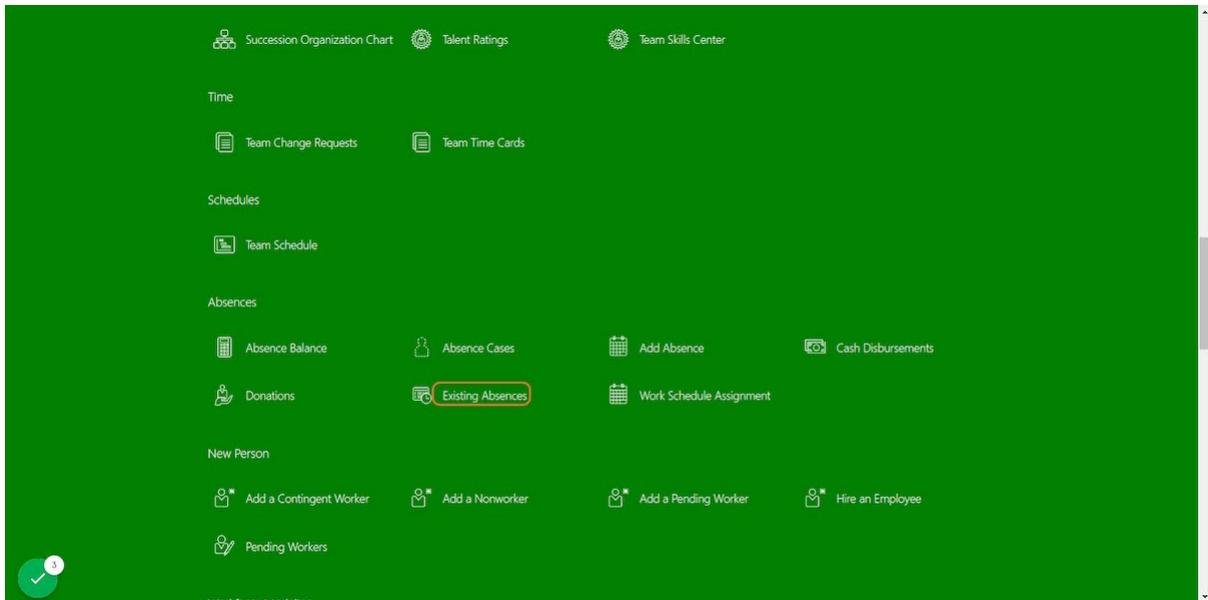
STEP 4

Click on the employee's name.

STEP 5

Find the absence that you want to edit. Click the "pencil" icon to the far right of that absence.

STEP 6

You can change the date of the absence by clicking on the "calendar" icon next to "Start Date" and "End Date".

STEP 7

You can also change the quantity of the absence as appropriate. After editing the absence, click on the "Submit" button towards the top-right of the screen.
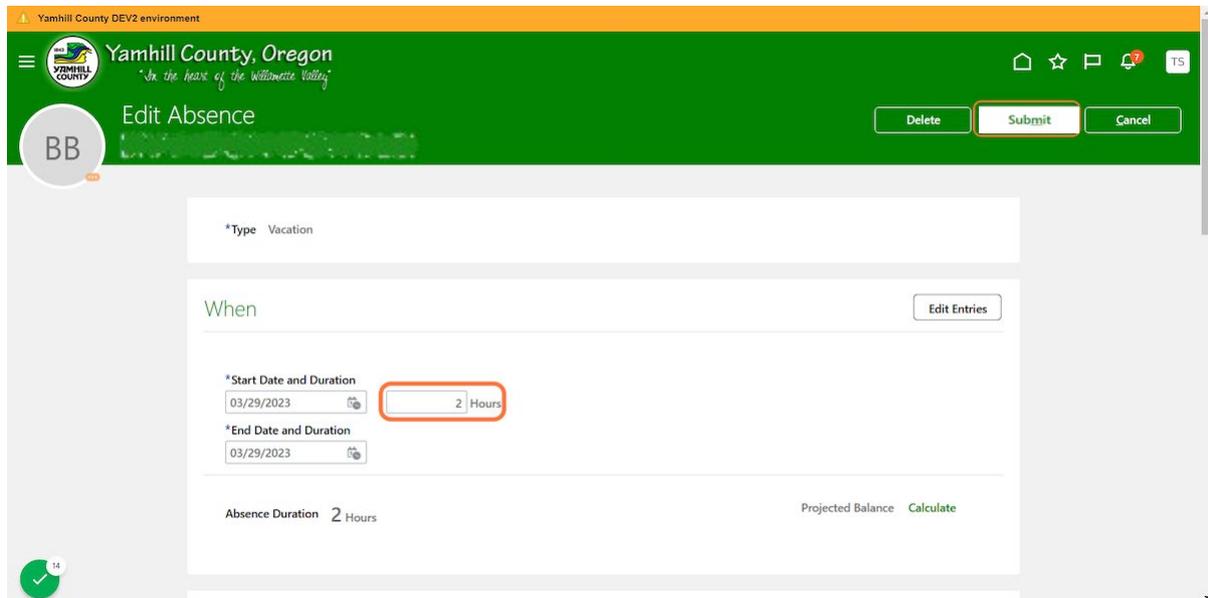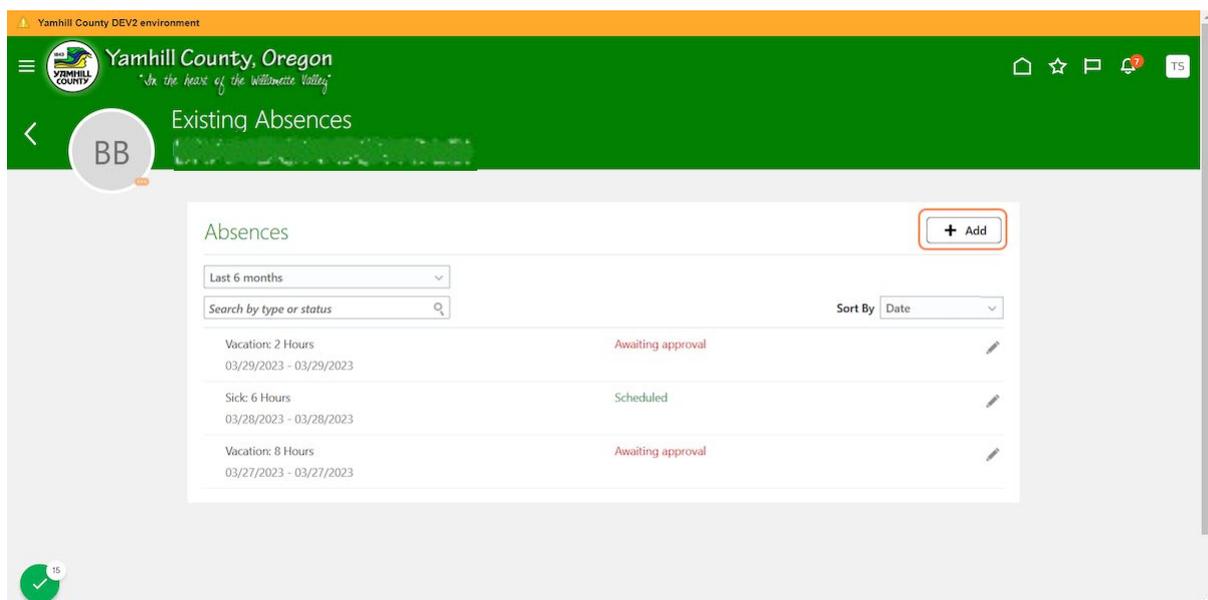

STEP 8

You will be directed to the "Existing Absences" page. Alternatively, you can also add an absence for an employee by clicking on the "+ Add" button.
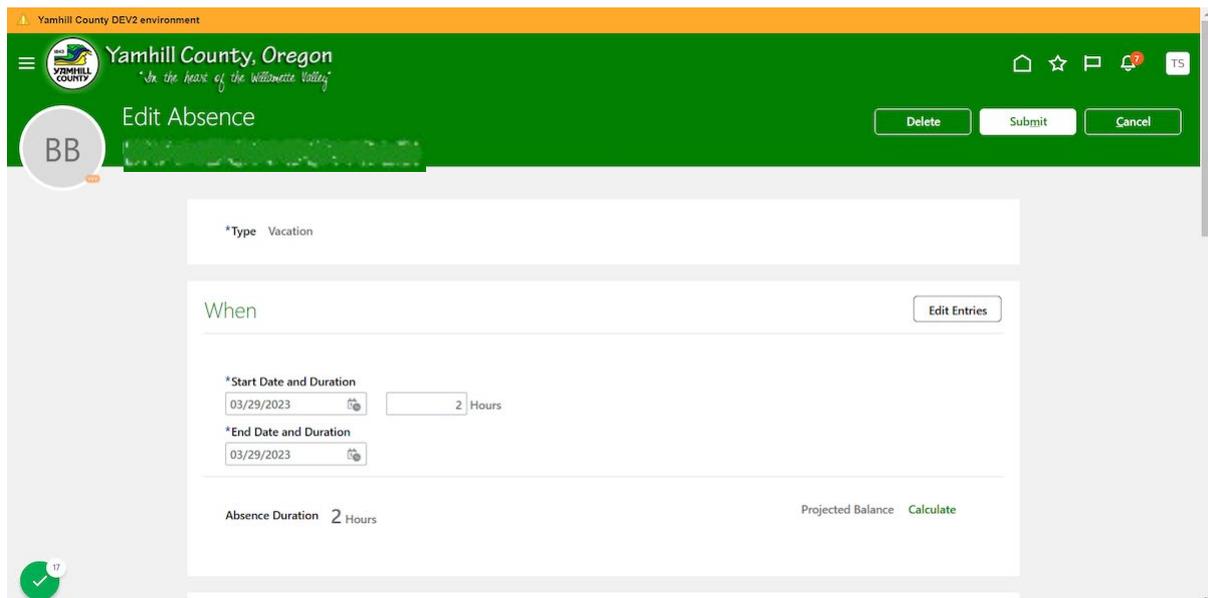
STEP 9

The absence of an employee can also be deleted by clicking on the "pencil" icon.
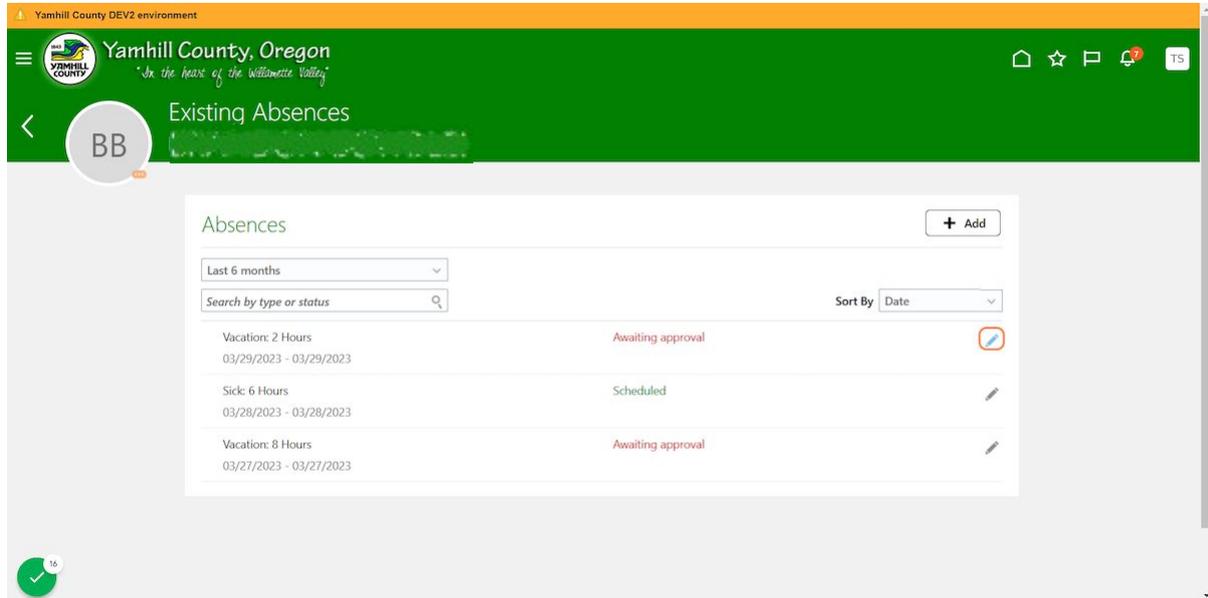
STEP 10

Click on the "Delete" button towards the top right of the screen, to delete an employee's absence.

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STEP 11

Click on the "Home" icon to return to the main screen.

STEP 12

End of the procedure.