AB.02 – Enroll Employees in Absence Management

- Complete Absence Setup
- Manage Absence Types
- Create Absence Type
- Select Legislation and Pattern
- In Create Absence Type, Complete Values Under Attributes Tab
- Enter Absence Type Details (Name, Status, Alerts, etc.)
- Create Absence Category and Associate with Absence Type
- Manage Absence Categories
- Associate Absence Type with a Pattern (e.g., illness or injury, generic absence)
- Select Absence Pattern and Configure on the Display Features Tab
- Associate Absence Type with a Recurring or Non-Recurring Absence Element
- Manage Certifications
- Documentation Requirements to Authorize an Absence
- Update Accrual Plan Enrollments
- Employees Enrolled in Absence