<table>
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<tr>
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<tbody>
<tr>
<td>LP00.1</td>
<td>Absence Management Cycle Status</td>
<td>View Absence Cycle Status Inquiry (LP00.1) to inquire upon the payroll cycle status of the primary batch update programs in LP. This form also lets you view run flags for a selected Processing Group, or for a selected Process Level.</td>
<td>ALL_INQUIRES</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP01.1</td>
<td>Absence Plan</td>
<td>View Absence Plan (LP01.1) to review a plan description, plan status, balance type, table basis, enrollment type, automatic enrollment, and optional plan category.</td>
<td>I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP02.1</td>
<td>Plan Structure</td>
<td>View Plan Structure (LP02.1) to review the specific set of rules for each absence plan and employee group combination. This lets you apply different rules to different employee groups within the same absence plan.</td>
<td>I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP03.1</td>
<td>Service Rule</td>
<td>View Service Rule (LP03.1) for the service begin date for each employee plan master record. The service begin date is the starting point from which length of service for accruals, allotment, and other calculations is obtained.</td>
<td>I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP03.2</td>
<td>Accrual Rule</td>
<td>View Accrual Rule (LP03.2) for the accrual and allotment rules for each employee accrual record. Accruals calculate over time, whereas allotments calculate up front, and may or may not be adjusted over time.</td>
<td>I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP03.3</td>
<td>Eligibility Rule</td>
<td>The Eligibility Rule (LP03.3) defines when accruals, allotments, or both become eligible for use.</td>
<td>I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP03.4</td>
<td>Limit Rule</td>
<td>The Limit Rule (LP03.4) defines the amount of hours an employee can keep going into the new year.</td>
<td>I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP03.5</td>
<td>Payroll Rule</td>
<td>The Payroll Rule (LP03.5) defines the usage service class and payout service code for both hours and earnings balances, and which balances print on payments (available, accrued, or reserved).</td>
<td>I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP04.1</td>
<td>Rules Table Options</td>
<td>Menu options for LP04.1 – LP04.9. The Cycle Based Accrual Table (LP04.2) defines cycle-based tables for use on the Accrual Tab of Accrual Rule (LP03.2).</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP04.2</td>
<td>Cycle Based Accrual Table</td>
<td>The Cycle Based Accrual Table (LP04.2) defines cycle-based tables for use on the Accrual Tab of Accrual Rule (LP03.2).</td>
<td>+,-,I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP04.3</td>
<td>Cycle Based Allotment Table</td>
<td>The Cycle Based Allotment Table (LP04.3) defines cycle-based tables for use on the Allotment Tab of Accrual Rule (LP03.2).</td>
<td>+,-,I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP04.4</td>
<td>Cycle Based Limit Table</td>
<td>The Cycle Based Limit Table (LP04.4) defines cycle-based tables to use for ongoing balance limits, annual accrual limits, or carryover limits on Limit Rule (LP03.4).</td>
<td>+,-,I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP06.1</td>
<td>Formula Options</td>
<td>Menu options for LP06.1 – LP06.5. The Cycle Amount Formula (LP06.2) defines values for different levels of hours based on the service class selected on the formula. Values can be a flat amount, an amount multiplied by hours or earnings from a service class, or a calculation.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP06.2</td>
<td>Cycle Amount Formula</td>
<td>The Cycle Amount Formula (LP06.2) defines values for different levels of hours based on the service class selected on the formula. Values can be a flat amount, an amount multiplied by hours or earnings from a service class, or a calculation.</td>
<td>+,-,I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
</tbody>
</table>
# AGENCY ABSENCE MANAGEMENT UPDATE

## Forms and Reports

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<tbody>
<tr>
<td>LP06.4</td>
<td>Ratio Formula</td>
<td>The Ratio Formula defines values for service classes. Values can be either an amount or a calculation, multiplied by the hours from the service class.</td>
<td>+,-,I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP07.1</td>
<td>Calculation</td>
<td>The Calculation (LP07.1) Defines additional parameters for accrual computations or To define a custom calculation.</td>
<td>I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP08.1</td>
<td>Service Class</td>
<td>The Service Class (LP08.1) defines service classes for an absence plan. A service class groups service codes for absence plan processing. Service codes tie to service classes. Service classes indicate which service codes will be included for length of service.</td>
<td>+,-,I</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP08.2</td>
<td>Service Code</td>
<td>The Service Code (LP08.2) defines employee service. Service codes tie to a pay codes and service records created via time entry.</td>
<td>+,-,I</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP08.3</td>
<td>Service Class and Code Relationships</td>
<td>The Service Class and Code Relationships (LP08.3) ties service codes to service classes for absence plan processing.</td>
<td>+,-,I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP08.4</td>
<td>Service Code and Class Relationships</td>
<td>Run Service Class Listing (LP210) to print a list of the service classes defined for a company and the service codes that have a relationship defined with the class.</td>
<td>+,-,I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP09.1</td>
<td>Reason Class</td>
<td>The Reason Class (LP09.1) groups together reason codes for absence plan processing.</td>
<td>+,-,I</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP09.2</td>
<td>Reason Code</td>
<td>The Reason Code (LP09.2) defines an absence management event. These events can either decrement a plan balance, such as vacation hours used, or track absences that do not decrement a plan balance.</td>
<td>+,-,I</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP09.3</td>
<td>Reason Class and Code Relationships</td>
<td>The Reason Class and Code Relationships (LP09.3) tie reason classes with reason codes for absence plan processing.</td>
<td>+,-,I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP09.4</td>
<td>Reason Code and Class Relationships</td>
<td>The Reason Code and Class Relationships (LP09.4) tie reason codes and classes for absence processing.</td>
<td>+,-,I,N,P</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP201</td>
<td>Absence Plan Listing</td>
<td>Run Absence Plan Listing (LP201) to print a list of the absence plans and plan structures that defined for a company. You can also print plan details to get a more complete picture of the components defined on an absence plan.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP203</td>
<td>Absence Plan Rules Listing</td>
<td>Run Plan Rules Listing (LP203) to print a list of the rules defined for a company and corresponding information for each rule.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP204</td>
<td>Rules Tables Listing</td>
<td>Run Rules Tables Listing (LP204) to print a list of the tables defined for a company for use on an absence plan rule. The table does not have to attach to a rule to be included on the report.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP206</td>
<td>Formula Listing</td>
<td>Run Formula Listing (LP206) to print a list of the amount formulas, ratio formulas, and/or date formulas defined for use in a table for an absence plan rule. Formulas do not have to attach to a plan to be included on the report.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
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</tr>
<tr>
<td>LP207</td>
<td>Calculation Listing</td>
<td>Run Calculation Listing (LP207) to print a list of the calculations defined for use in a table or formula on an absence plan rule. Calculations do not have to attach to a plan to be included on the report.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP208</td>
<td>Service Code Listing</td>
<td>Run Service Code Listing (LP208) to print a list of the service codes defined for a company and corresponding detail for each code. Select whether to list active or inactive codes only or leave Status field blank to list all codes.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP209</td>
<td>Reason Code Listing</td>
<td>Run Reason Code Listing (LP209) to print a list of the reason codes defined for a company and corresponding detail for each code. Select whether to list active or inactive codes only or leave Status field blank to list all codes.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP210</td>
<td>Service Class Listing</td>
<td>Run Service Class Listing (LP210) to print a list of the service classes defined for a company and the service codes that have a relationship defined with the class.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP211</td>
<td>Reason Class Listing</td>
<td>Run Reason Class Listing (LP211) to print a list of the reason classes defined for a company and the reason classes that have a relationship defined with the class.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP220</td>
<td>Employee Absence Plan or Leave History Report</td>
<td>Print a list of employees or a listing by Plan/Structure Group that shows changes to logged fields set up on Data Item Attributes (HR10.1) as LP topics.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-7</td>
</tr>
<tr>
<td>LP231</td>
<td>Employee Plan Master Listing</td>
<td>Run Employee Plan Master Report (LP231) to print a list of selected employee master record dates and related enrollment and/or length of service records</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-1</td>
</tr>
<tr>
<td>LP240</td>
<td>Employee Plan Transaction Report</td>
<td>Generate a list of transactions.</td>
<td>MAX_ALLOWED</td>
<td></td>
</tr>
<tr>
<td>LP260</td>
<td>Employee Service and Event Report</td>
<td>Generate a list of the service and/or event information for selected employees.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-3</td>
</tr>
<tr>
<td>LP262</td>
<td>Employee Event Audit Report</td>
<td>Print a report of employees who have met a specified threshold for absence events.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-3</td>
</tr>
<tr>
<td>LP264</td>
<td>Employee Transaction History Report</td>
<td>Generate a list of historical transactions for selected employees in a selected plan or plans.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-4</td>
</tr>
<tr>
<td>LP270</td>
<td>Open Manual Transactions</td>
<td>Report is used to list all open manual transactions that are listed on the LP70. Once the records have been processed, the transactions will no longer appear on this report.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-2</td>
</tr>
<tr>
<td>LP31.1</td>
<td>Employee Absence Plan Master</td>
<td>To view employee’s current accrual plans, dates, and balances. Also used to maintain dates that control absence plan processing and current balance amounts.</td>
<td>ALL_INQUIRES</td>
<td>HRISABSENCEMGT-1</td>
</tr>
<tr>
<td>LP60.1</td>
<td>Employee Service Inquiry</td>
<td>Verify number of hours calculated for length of service in hours-based plan. Confirm accrual calculation based on hours worked in pay period.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-3</td>
</tr>
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# AGENCY ABSENCE MANAGEMENT UPDATE

## Forms and Reports

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<tr>
<td>LP60.2</td>
<td>Employee Event Inquiry</td>
<td>Displays event history for an employee. Pay code, date, day and hours are shown. Verify number of hours used to decrement balance. Confirm event has been entered.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-3</td>
</tr>
<tr>
<td>LP60.3</td>
<td>Employee Service Totals</td>
<td>Use Employee Service Totals to view total hours and for the service data viewed on Employee Service Inquiry.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-3</td>
</tr>
<tr>
<td>LP60.4</td>
<td>Employee Event Totals</td>
<td>Use Employee Event Totals view the total event hours for the criteria you specified on Employee Event Inquiry.</td>
<td>MAX_ALLOWED</td>
<td></td>
</tr>
<tr>
<td>LP61.1</td>
<td>Company Event Inquiry</td>
<td>Use Company Event Inquiry (LP61.1) to view event history for an entire agency to identify the employees who have history for a specific event.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-8</td>
</tr>
<tr>
<td>LP62.1</td>
<td>Employee Date Calendar</td>
<td>Select ending month and year to display 12 month period. Provides visual indicator on each day of month when event occurred.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-5</td>
</tr>
<tr>
<td>LP62.2</td>
<td>Employee Days Calendar</td>
<td>Displays events based on 12 month period ending on designated month/year. Events displayed based on day of week event occurred. Can filter results.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-6</td>
</tr>
<tr>
<td>LP63.1</td>
<td>Absence Plan Hours Balances</td>
<td>Displays Available, Carryover, Reserve hours balances for all employees within a plan structure.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-4</td>
</tr>
<tr>
<td>LP64.1</td>
<td>Employee Transaction Detail Inquiry</td>
<td>Detailed view of transactions generated for an employee in plan structure. Includes all transactions that impact balance, including those not closed, and selected amounts and dates from master record.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-4</td>
</tr>
<tr>
<td>LP64.2</td>
<td>Employee Transaction Summary Inquiry</td>
<td>Summarized view of a plan structure by calendar year for an employee. Beginning balances, ending balances and usage are shown. Transactions, including those not closed, are sub-totaled.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-4</td>
</tr>
<tr>
<td>LP64.3</td>
<td>Employee Transaction Detail Balance Inquiry</td>
<td>Detailed view of transactions generated for an employee in plan structure. Includes all transactions that impact balance, including those not closed, and selected amounts and dates from master record.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-4</td>
</tr>
<tr>
<td>LP65.1</td>
<td>Employee Plan Balance Inquiry</td>
<td>Summary view of an employee Available, Carryover, Reserve balances from all plans in which the employee is enrolled.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-4</td>
</tr>
<tr>
<td>LP70.1</td>
<td>Manual Transactions by Employee</td>
<td>Form is used to adjust balances in one or more specific plans for the selected employees. You can also use this form to create a beginning balance for employee.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-2</td>
</tr>
<tr>
<td>TM201</td>
<td>Attendance Code Listing</td>
<td>A list of attendance codes with their description, point value, and default pay code.</td>
<td>MAX_ALLOWED</td>
<td></td>
</tr>
<tr>
<td>TM202</td>
<td>Attendance Class Listing</td>
<td>A List of attendance classes and their associated attendance codes.</td>
<td>MAX_ALLOWED</td>
<td></td>
</tr>
<tr>
<td>TM50.1</td>
<td>Employee Attendance Inquiry</td>
<td>View a specific employee's attendance history information.</td>
<td>MAX_ALLOWED</td>
<td></td>
</tr>
<tr>
<td>TM50.2</td>
<td>Employee Attendance Totals</td>
<td>View total attendance information for the parameters selected on TM50.1 (Employee Attendance Inquiry).</td>
<td>MAX_ALLOWED</td>
<td></td>
</tr>
<tr>
<td>TM52.1</td>
<td>Attendance Inquiry</td>
<td>View attendance history information for many employees.</td>
<td>MAX_ALLOWED</td>
<td></td>
</tr>
</tbody>
</table>

**Rule Legend:**
- I = Inquiry
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<tr>
<td>TM61.1</td>
<td>Employee Days Calendar</td>
<td>Use Employee Days Calendar (TM61.1) to view, in a calendar matrix form,</td>
<td>MAX_ALLOWED</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>attendance history information for a specific employee and year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TM70.1</td>
<td>Employee Attendance History</td>
<td>Enter and maintain employee-specific attendance history.</td>
<td>I,N,P,+,-</td>
<td></td>
</tr>
<tr>
<td>TM71.1</td>
<td>Attendance History Speed Entry</td>
<td>Enter and maintain attendance history for many employees.</td>
<td>+,-,I</td>
<td></td>
</tr>
<tr>
<td>ZT202</td>
<td>Annual Leave Rollback Warning Report</td>
<td>A report of employees whose annual leave balance will be over 240 or 320 hours by calendar year end.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-7</td>
</tr>
<tr>
<td>ZT70.1</td>
<td>Donated Annual Leave</td>
<td>Create and submit donated annual leave transactions.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-5</td>
</tr>
<tr>
<td>ZT70.2</td>
<td>Donated Annual Leave Return</td>
<td>View donated annual leave transactions submitted from ZT70.1 and to process the Return of unused donated annual leave hours for an employee batch.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-5</td>
</tr>
<tr>
<td>ZT70.3</td>
<td>Additional Information</td>
<td>View Current and Original Pay Rate of the Donor, Original Pay Rate of the Recipient, Date of Donation and the Date Donation Submitted.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-5</td>
</tr>
<tr>
<td>ZT70.4</td>
<td>Return Calculation Data</td>
<td>View Donated Leave Balance, Calculated Donated Leave Balance, Donated Hours Total and Return Calculation Percentage.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-5</td>
</tr>
<tr>
<td>ZT70.5</td>
<td>Donated Annual Leave Batch</td>
<td>Establish donated annual leave donation batches for an employee.</td>
<td>MAX_ALLOWED</td>
<td>HRISABSENCEMGT-8</td>
</tr>
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