FIO-33 How To Create A List Of Attendance Absence Types In Fiori

Purpose

The purpose of this Business Process Procedure is to explain how to create a list of attendance/absence types from the drop-down list within time entry in the My Timesheet Application.

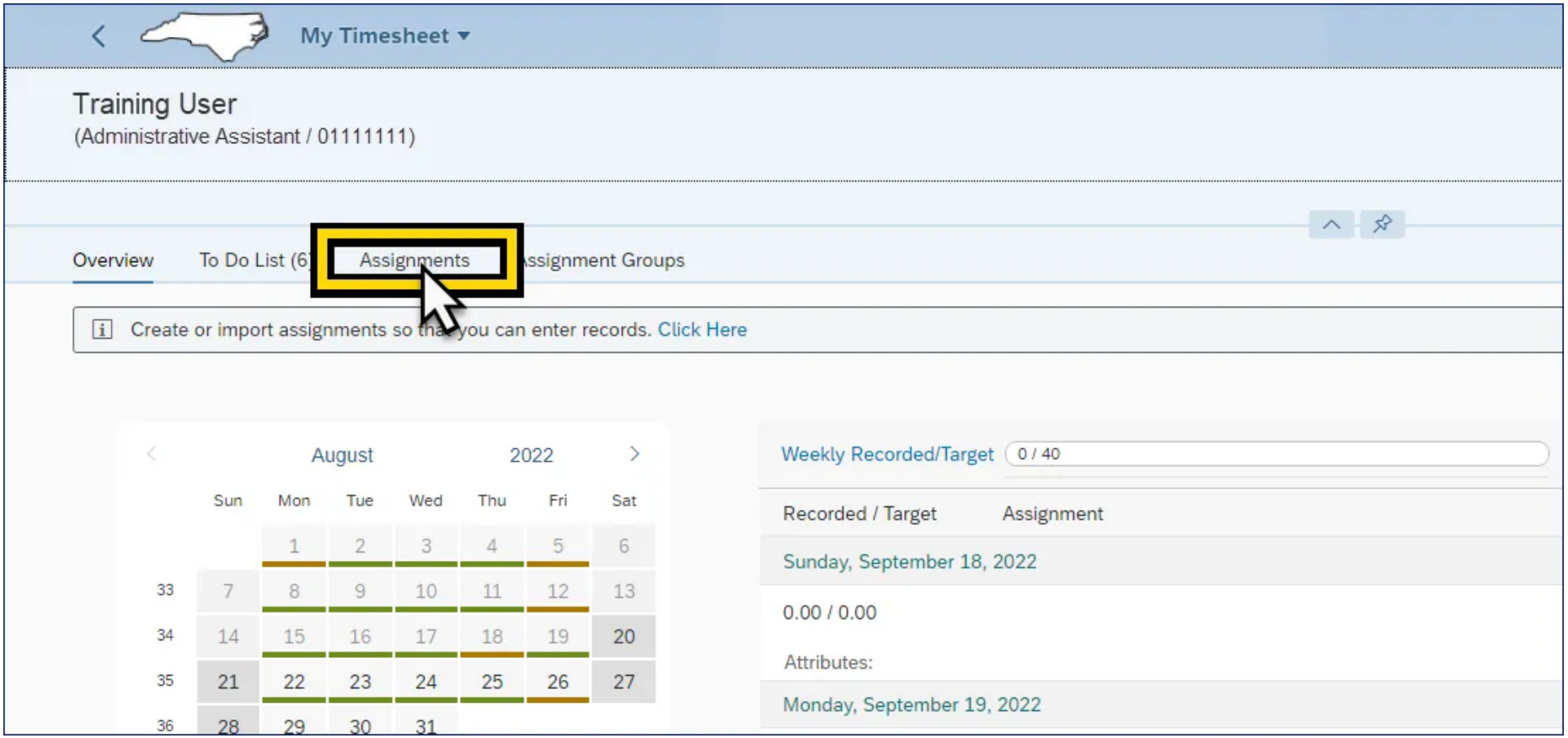
Create a list of Att./Absence Types

The Select Assignment drop-down list within Fiori can be personalized to show only a set of regularly used att./absence types. All att./absence types can also be imported.

There are 14 steps to complete this process.

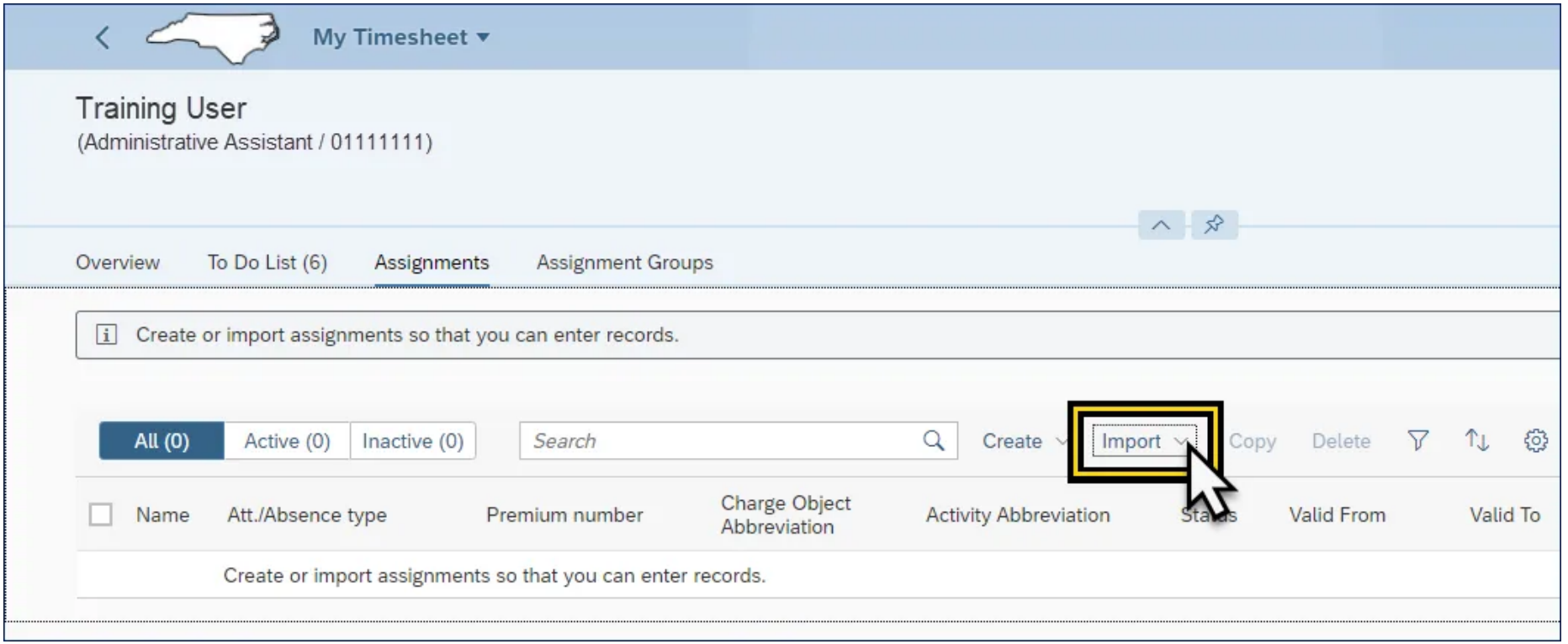
Step 1. After navigating to the My Timesheet Application, click the **Assignments** action tab.

Image



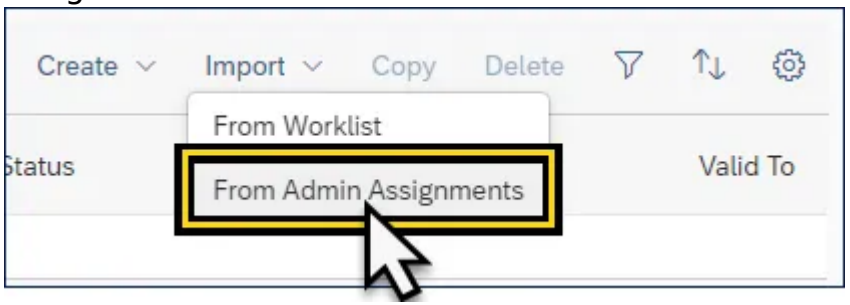
Step 2. Click the drop-down arrow next to **Import** from the edit tab options (Create, Import, Copy, Delete).

Image



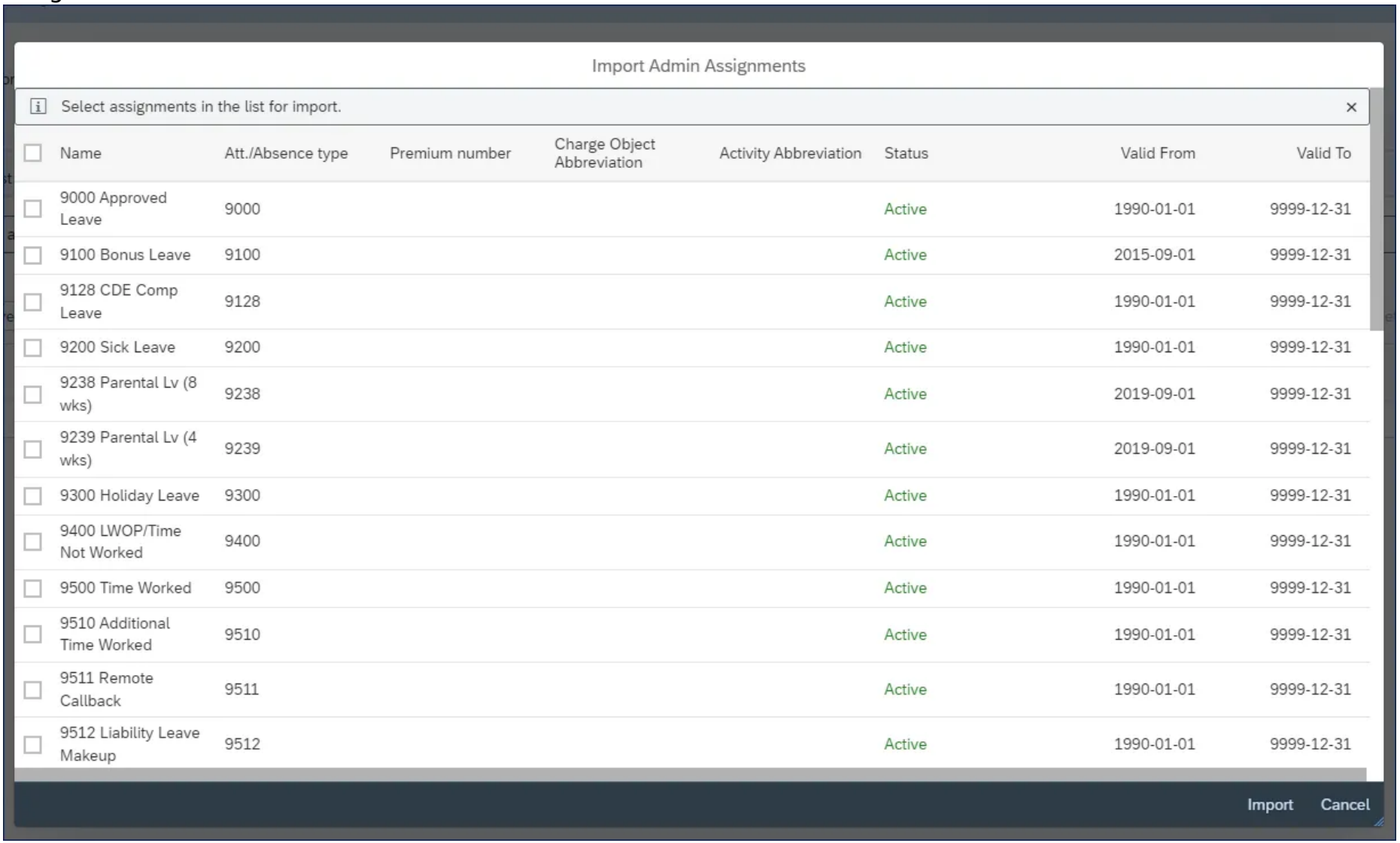
Step 3. From the Import drop-down menu, select **From Admin Assignments**. This will generate the Import Admin Assignments list.

Image



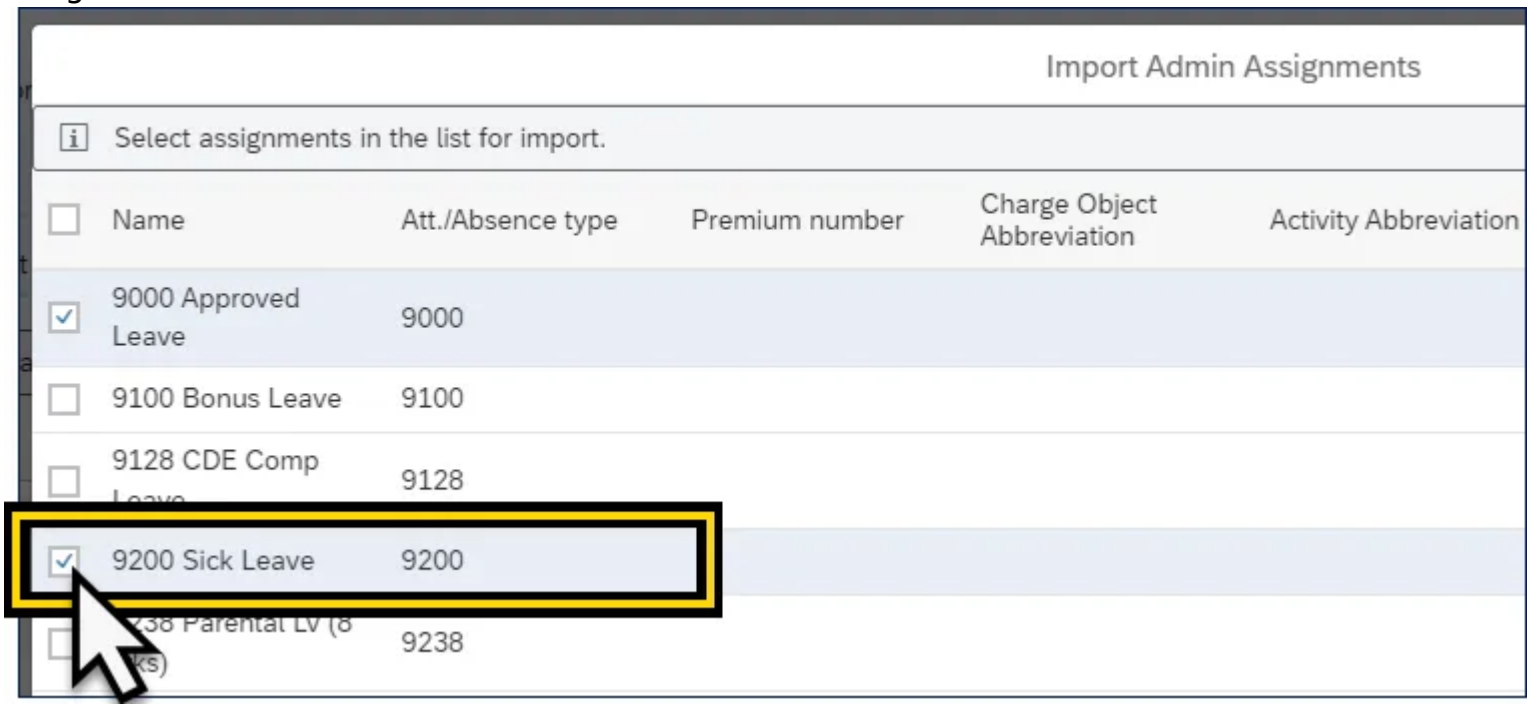
Step 4. All available attendance and absence types are listed and can be selected for import. The list follows numerical order and starts from 9000. The scroll bar on the right side of the Import Admin Assignment menu can be used to locate additional types from the list.

Image



Step 5. Click the **selection box** to the left of the Att./Absence type Name column of all desired Att./Absence types needed.

Image



For the example shown, the Att./Absence types selected are:

- 9000 Approved Leave
- 9200 Sick Leave
- 9300 Holiday Leave
- 9500 Time Worked

Image

Import Admin Assignments

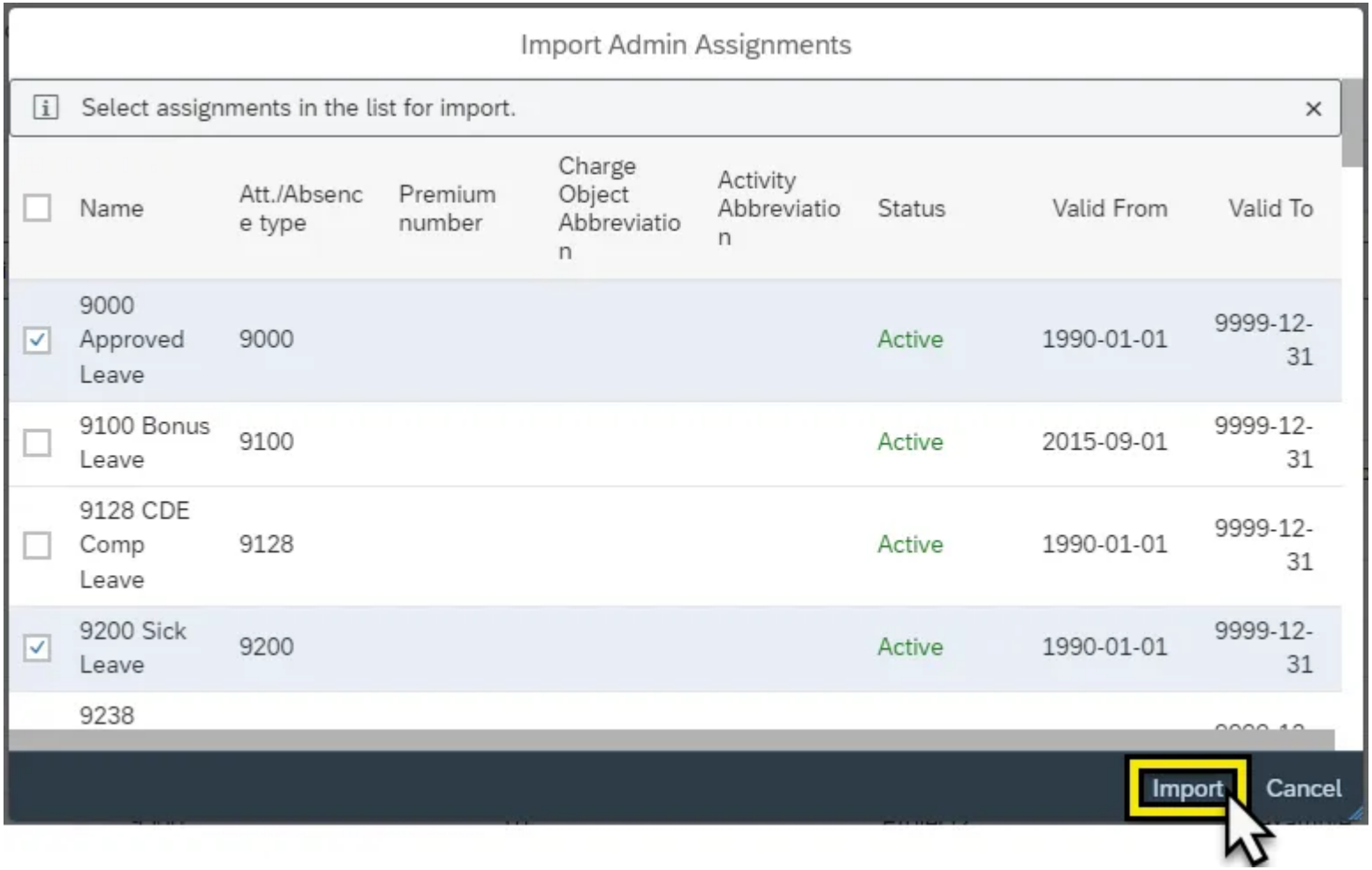
Select assignments in the list for import.

	Name	Att./Absence type	Premium number	Charge Object Abbreviation	Activity Abbreviation	Status	Valid From	Valid To
☑	9000 Approved Leave	9000				Active	1990-01-01	9999-12-31
☐	9100 Bonus Leave	9100				Active	2015-09-01	9999-12-31
☐	9128 CDE Comp Leave	9128				Active	1990-01-01	9999-12-31
☑	9200 Sick Leave	9200				Active	1990-01-01	9999-12-31
☐	9238 Parental Lv (8 wks)	9238				Active	2019-09-01	9999-12-31
☐	9239 Parental Lv (4 wks)	9239				Active	2019-09-01	9999-12-31
☑	9300 Holiday Leave	9300				Active	1990-01-01	9999-12-31
☐	9400 LWOP/Time Not Worked	9400				Active	1990-01-01	9999-12-31
☑	9500 Time Worked	9500				Active	1990-01-01	9999-12-31
☐	9510 Additional Time	9510				Active	1990-01-01	9999-12-31

Import Cancel

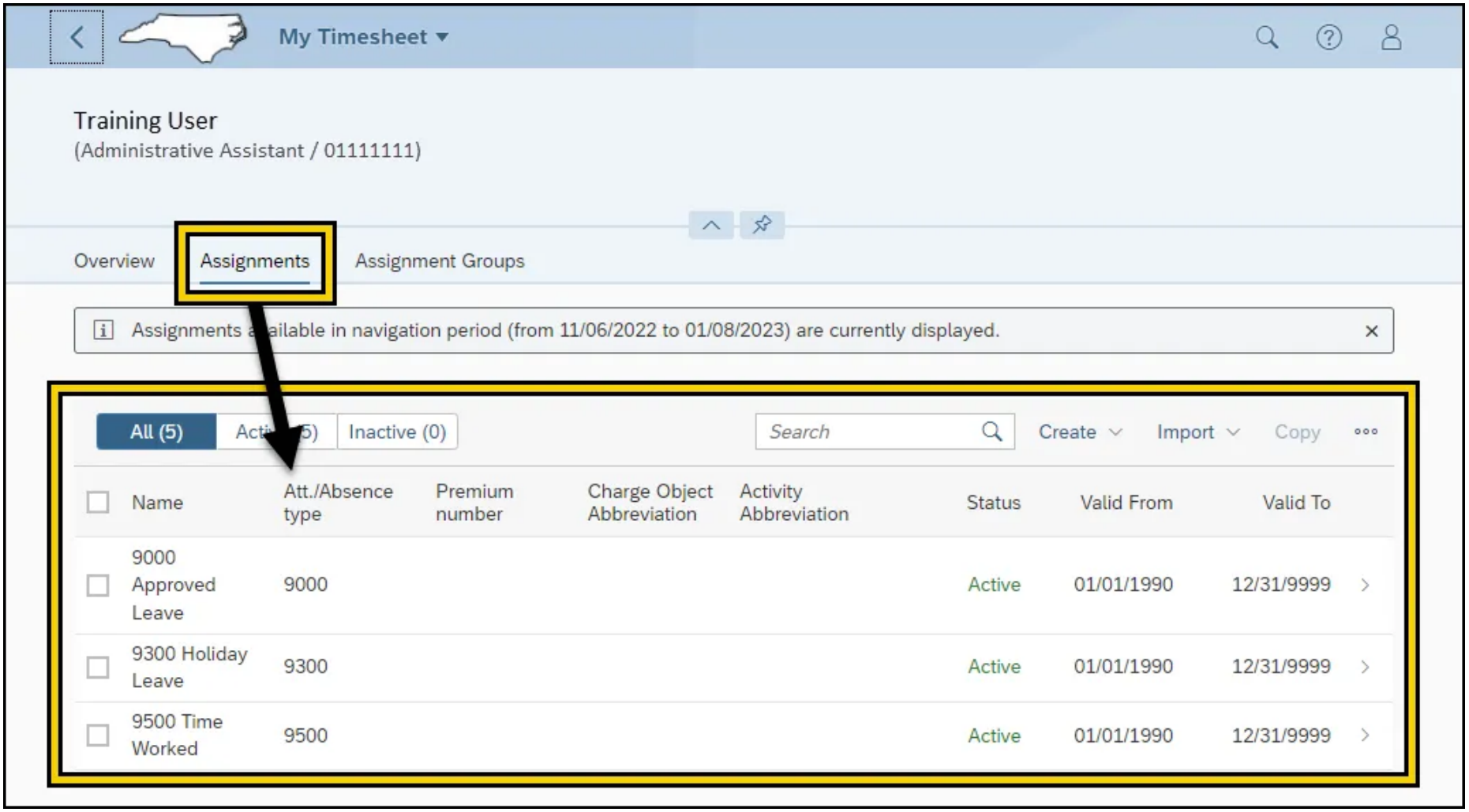
Step 6. Click **Import** from the bottom right corner of the Import Admin Assignments menu.

Image



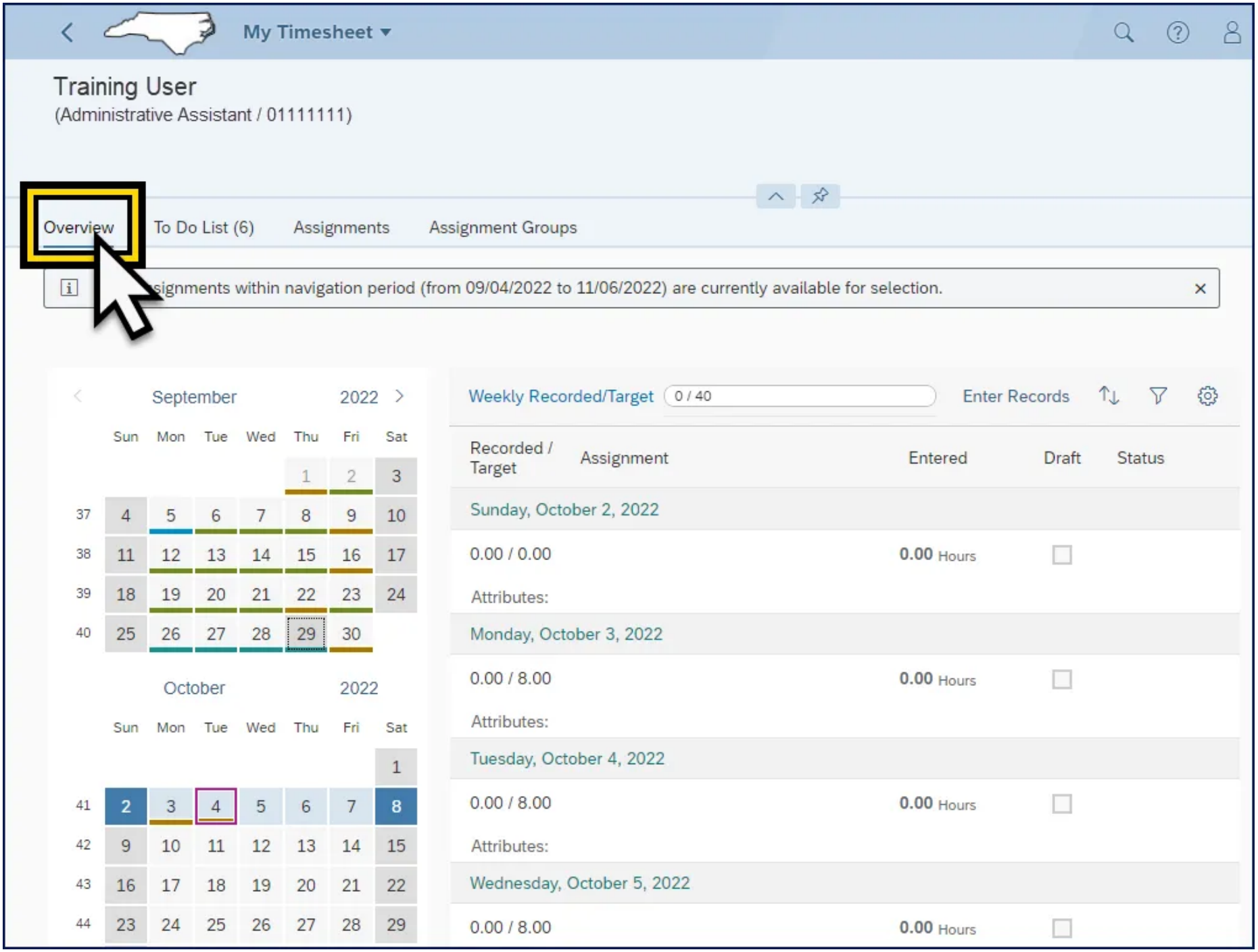
Step 7. The selected Att./Absence Types will display as **Assignments**. This successfully imports the Att./Absence Types for view and selection within the Select Assignment Field on the Overview Action Tab.

Image



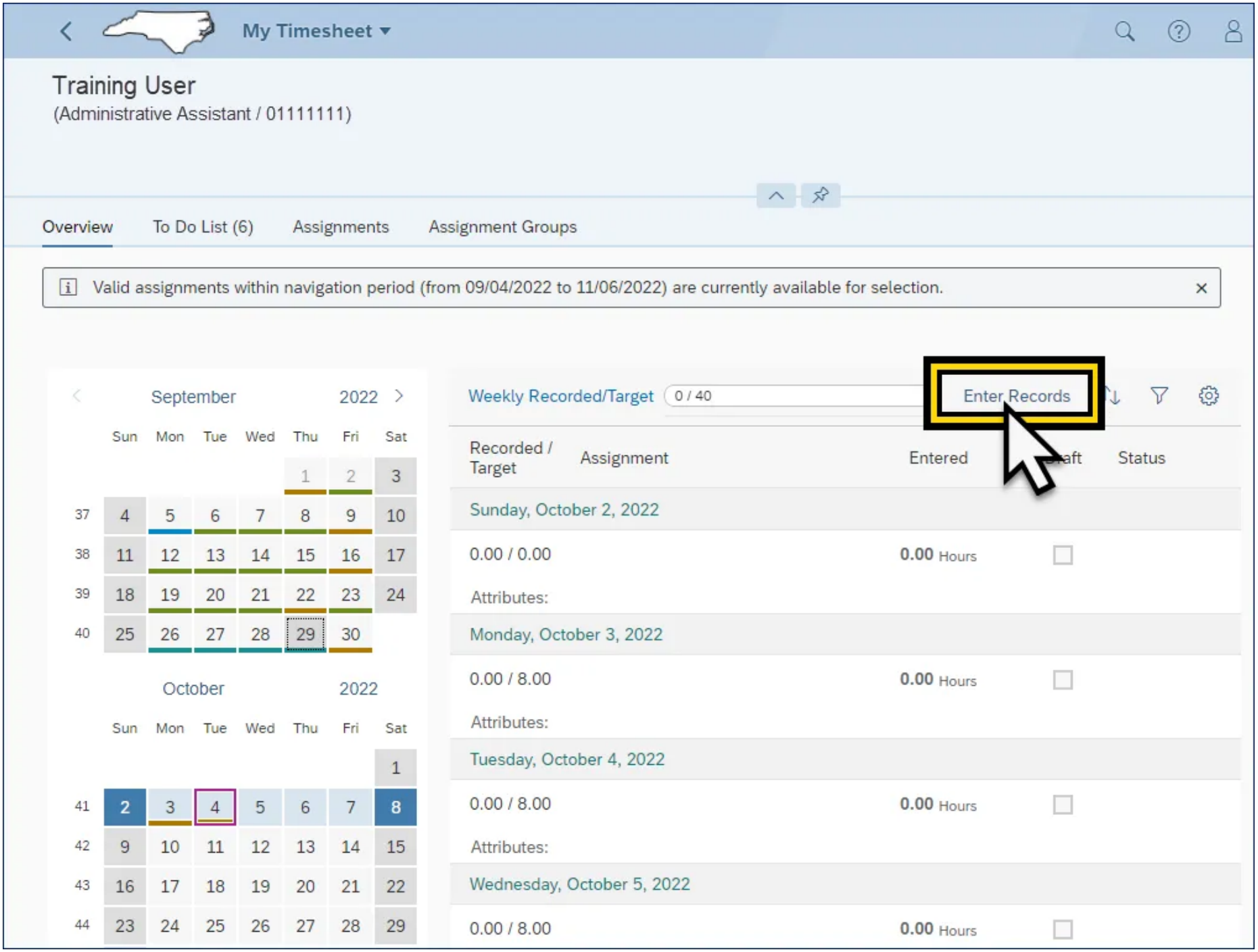
Step 8. Click the **Overview** action tab.

Image


My Timesheet
Training User
(Administrative Assistant / 01111111)
Overview
To Do List (6)
Assignments
Assignment Groups
signments within navigation period (from 09/04/2022 to 11/06/2022) are currently available for selection.
September 2022
Sun Mon Tue Wed Thu Fri Sat
37 1 2 3 4 5 6 7 8 9 10
38 11 12 13 14 15 16 17
39 18 19 20 21 22 23 24
40 25 26 27 28 29 30
October 2022
Sun Mon Tue Wed Thu Fri Sat
1
41 2 3 4 5 6 7 8
42 9 10 11 12 13 14 15
43 16 17 18 19 20 21 22
44 23 24 25 26 27 28 29
Weekly Recorded/Target 0 / 40
Enter Records
Recorded / Target
Assignment
Entered
Draft
Status
Sunday, October 2, 2022
0.00 / 0.00
0.00 Hours
Attributes:
Monday, October 3, 2022
0.00 / 8.00
0.00 Hours
Attributes:
Tuesday, October 4, 2022
0.00 / 8.00
0.00 Hours
Attributes:
Wednesday, October 5, 2022
0.00 / 8.00
0.00 Hours

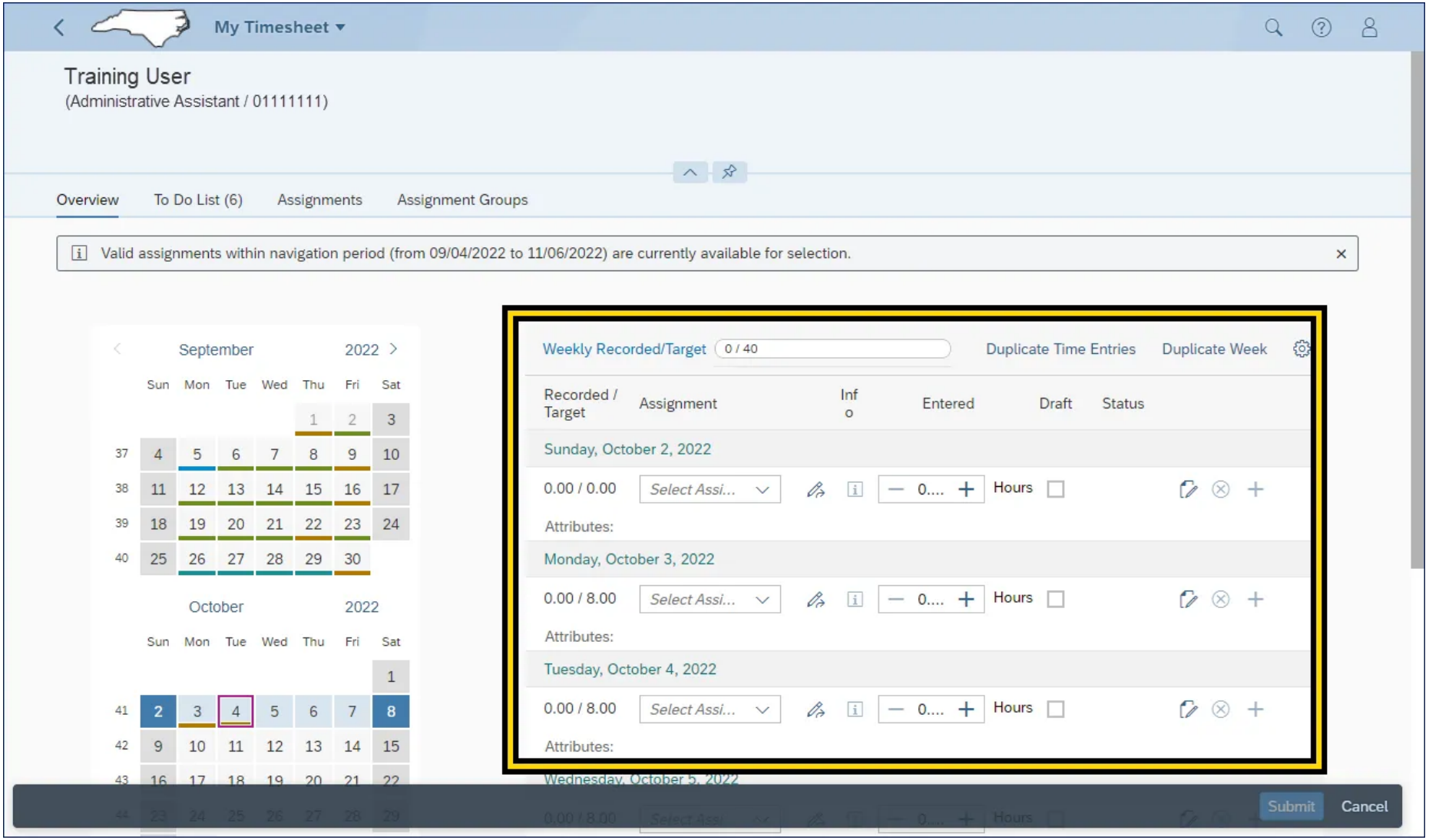
Step 9. Click **Enter Records** above the time entry overview.

Image


My Timesheet
Training User
(Administrative Assistant / 01111111)
Overview
To Do List (6)
Assignments
Assignment Groups
Valid assignments within navigation period (from 09/04/2022 to 11/06/2022) are currently available for selection.
September 2022
Sun Mon Tue Wed Thu Fri Sat
1 2 3
37 4 5 6 7 8 9 10
38 11 12 13 14 15 16 17
39 18 19 20 21 22 23 24
40 25 26 27 28 29 30
October 2022
Sun Mon Tue Wed Thu Fri Sat
1
41 2 3 4 5 6 7 8
42 9 10 11 12 13 14 15
43 16 17 18 19 20 21 22
44 23 24 25 26 27 28 29
Weekly Recorded/Target
0 / 40
Enter Records
Recorded / Target
Assignment
Entered
Status
Sunday, October 2, 2022
0.00 / 0.00
0.00 Hours
Attributes:
Monday, October 3, 2022
0.00 / 8.00
0.00 Hours
Attributes:
Tuesday, October 4, 2022
0.00 / 8.00
0.00 Hours
Attributes:
Wednesday, October 5, 2022
0.00 / 8.00
0.00 Hours

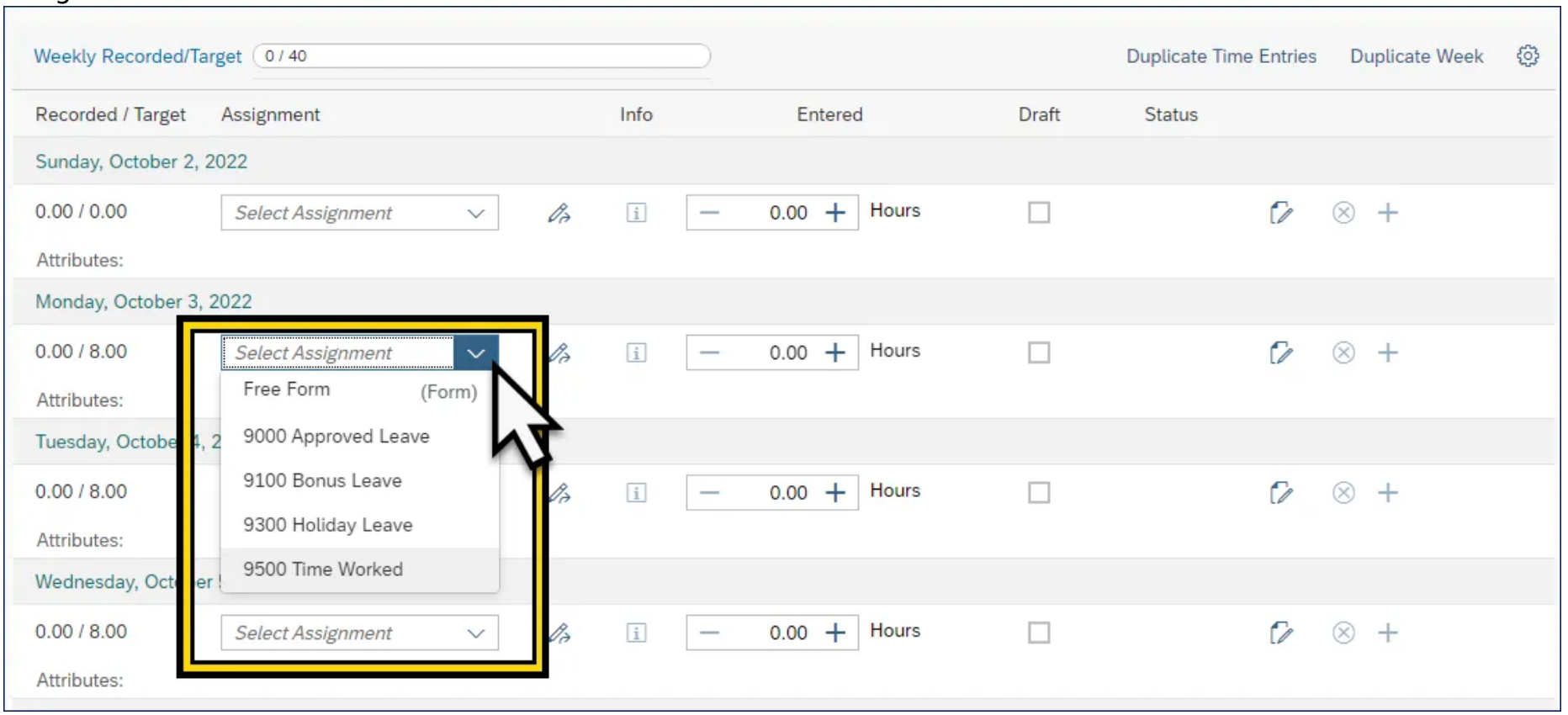
Step 10. This changes from default view mode to edit mode.

Image



Step 11. To enter time, navigate to the applicable day. Click the **Select Assignment** field dropdown menu to select the Att./Absence type used for that day.

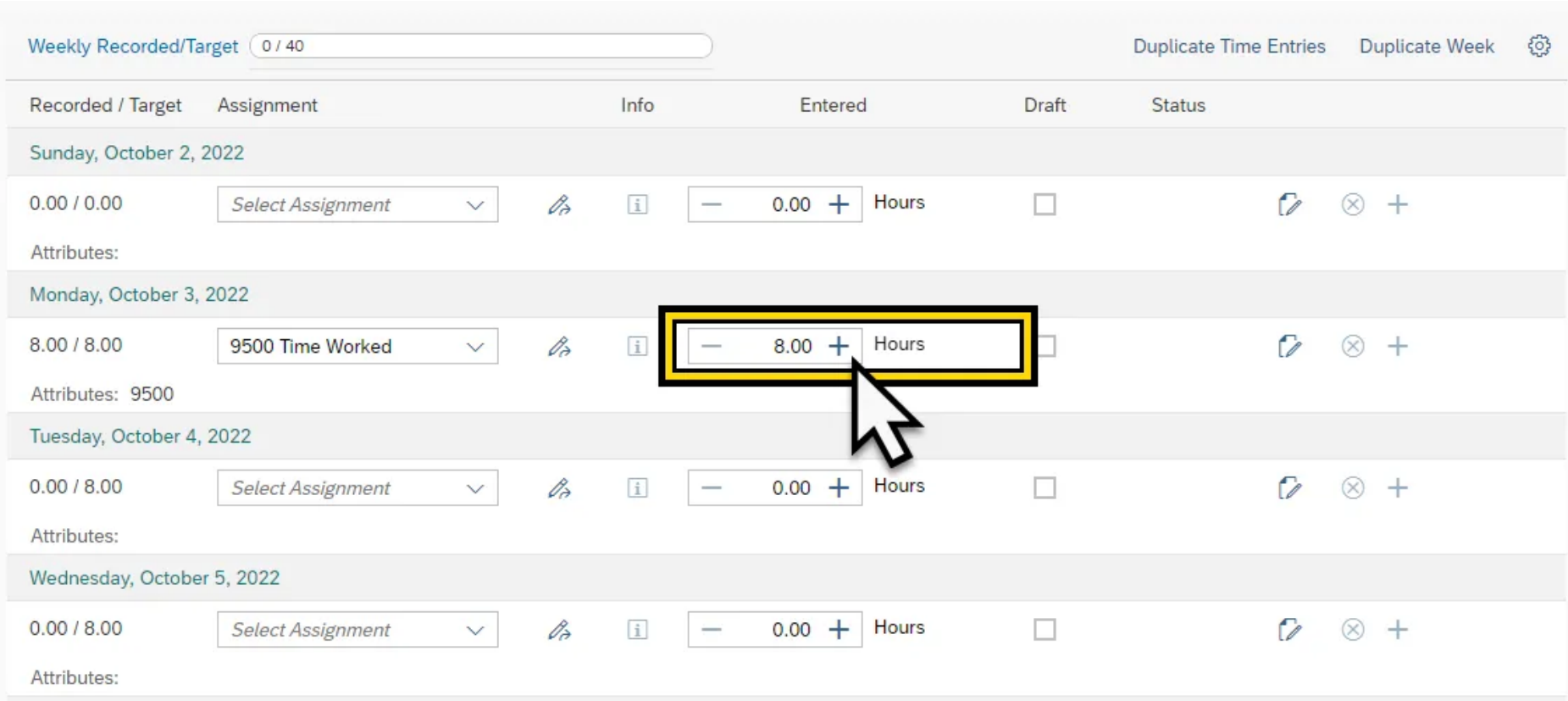
Image



Note: The Select Assignment dropdown menu list can contain any combination of available assignments, or Attendance/Absences types from the Import Admin Assignment list.

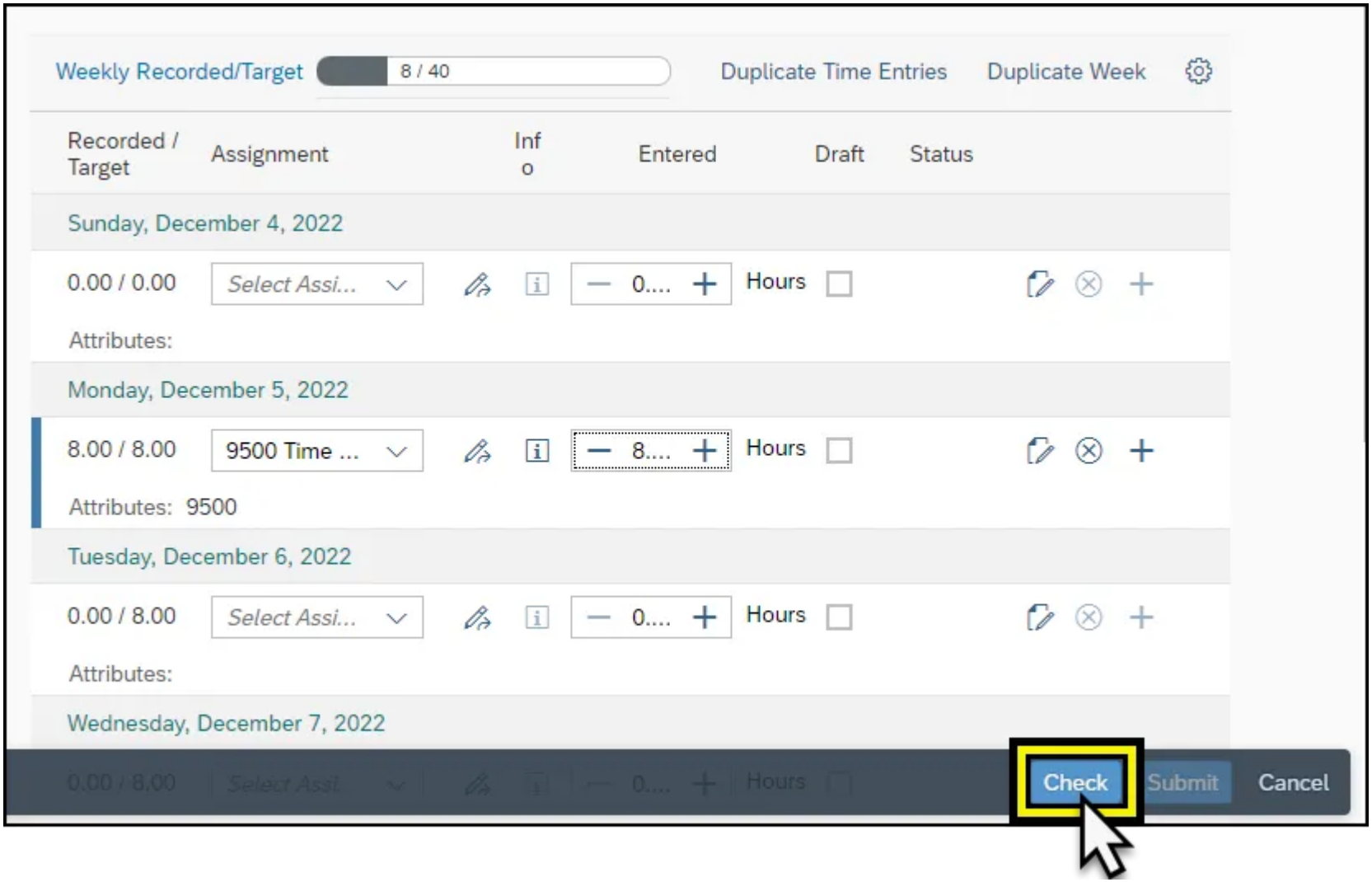
Step 12. Enter the number of hours for each applicable day.

Image



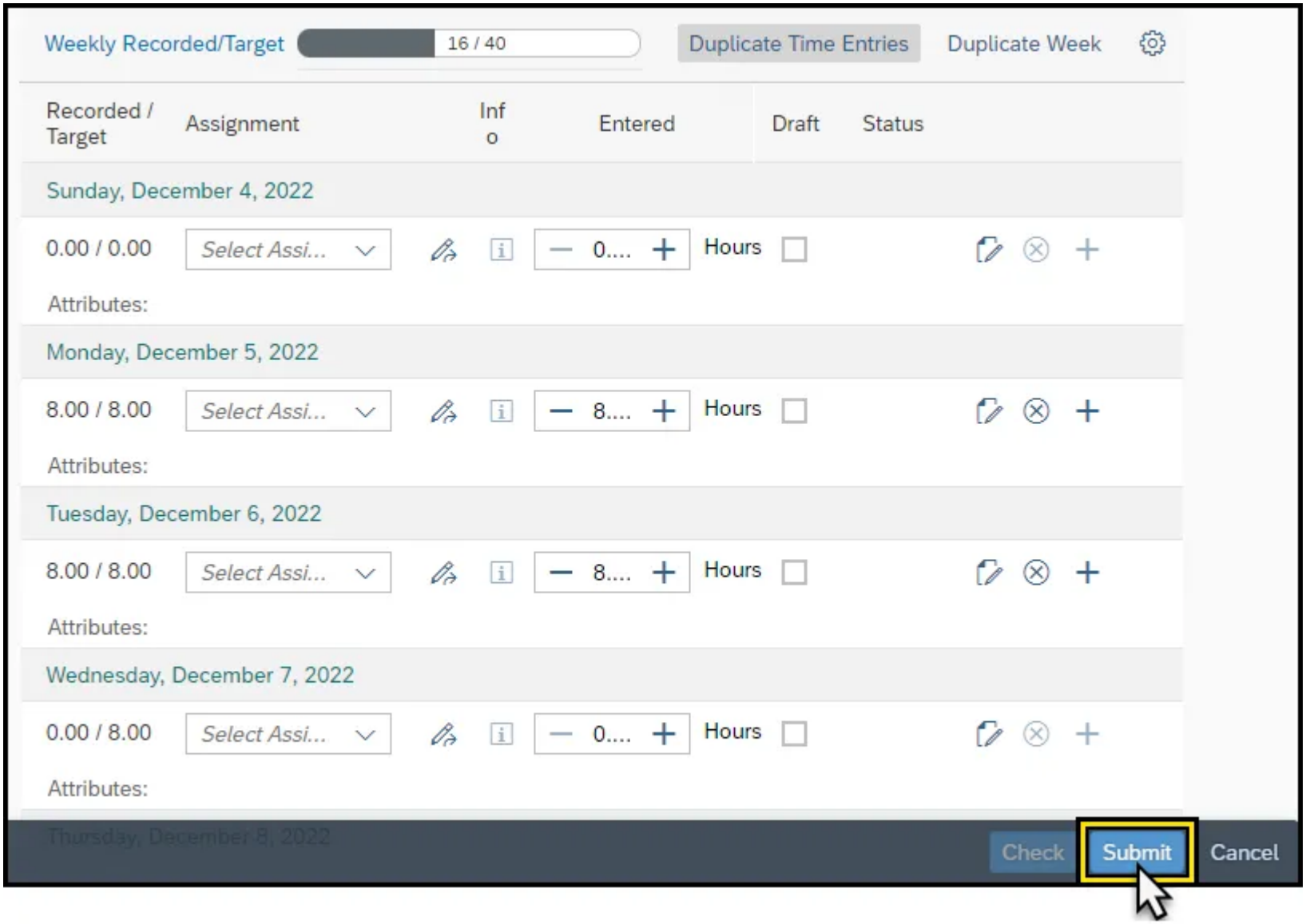
Step 13. Click **Check** to ensure all time entries were entered correctly. If all entries are entered correctly a message will appear stating “No errors were found”.

Image



Step 14. Click **Submit** once all applicable time entry has been completed.

Image



First Published

Thu, 02/09/2023

Last Updated

Tue, 10/14/2025

Printable PDF