

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

 My Timesheet ▾

Training User
(Administrative Assistant / 01111111)

Overview

To Do List (6)

Assignments

Assignment Groups

 Create or import assignments so that you can enter records. [Click Here](#)

<

August

2022

>

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5	6
33	7	8	9	10	11	12	13
34	14	15	16	17	18	19	20
35	21	22	23	24	25	26	27
36	28	29	30	31			

Weekly Recorded/Target

0 / 40

Recorded / Target	Assignment
Sunday, September 18, 2022	
0.00 / 0.00	
Attributes:	
Monday, September 19, 2022	

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

Image

<  My Timesheet ▾

Training User
(Administrative Assistant / 01111111)

Overview To Do List (6) **Assignments** Assignment Groups

 Create or import assignments so that you can enter records.

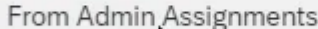
All (0) Active (0) Inactive (0) Create ▾ **Import ▾** Copy Delete   

☐	Name	Att./Absence type	Premium number	Charge Object Abbreviation	Activity Abbreviation	Status	Valid From	Valid To
Create or import assignments so that you can enter records.								

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

Image

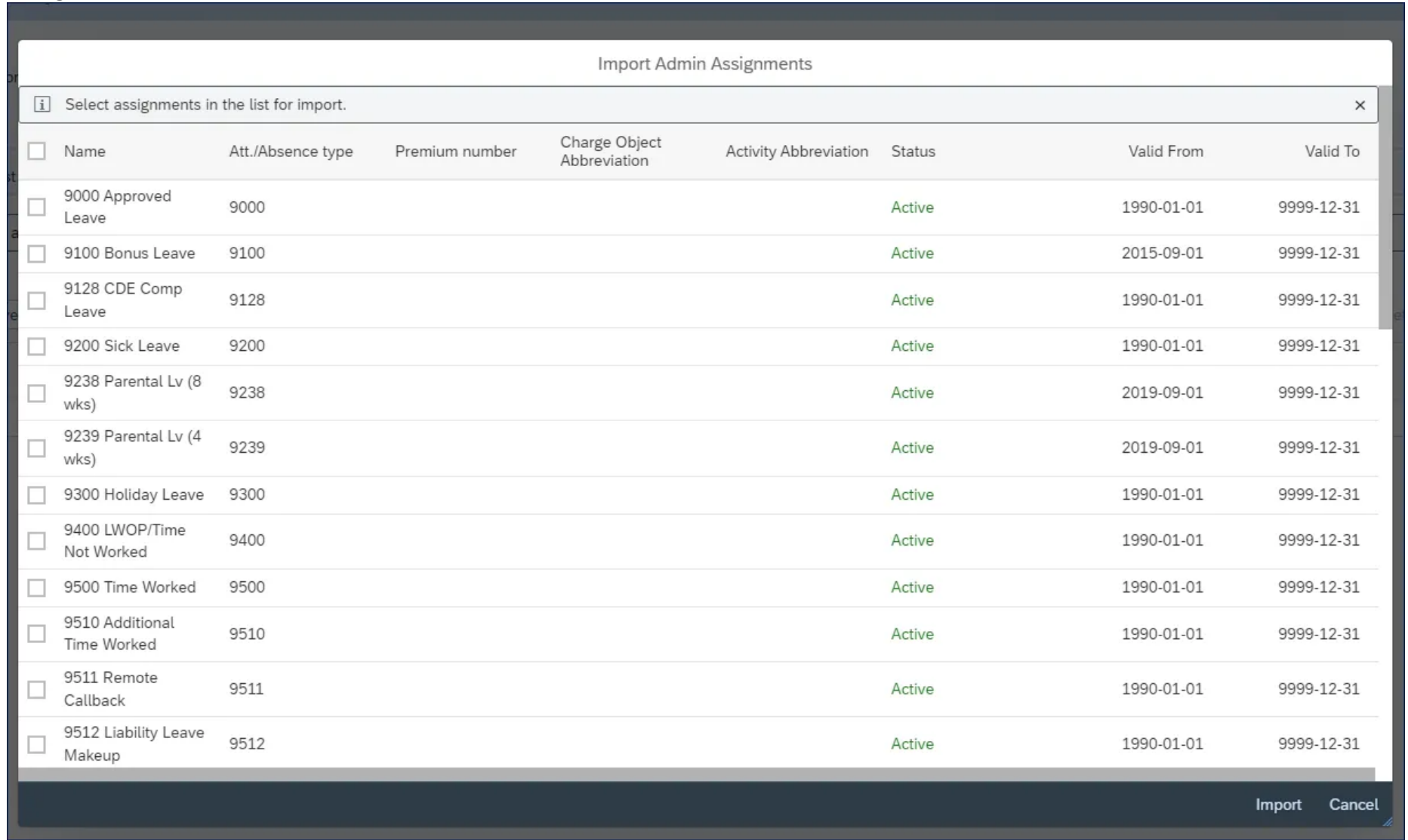
Create ▾ **Import ▾** Copy Delete   

Status 

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



The image shows a software window titled "Import Admin Assignments". At the top, there is a header bar with the title and a close button (X). Below the header is a message bar that says "Select assignments in the list for import." with an information icon (i) on the left and a close button (X) on the right. The main area of the window contains a table with the following columns: Name, Att./Absence type, Premium number, Charge Object Abbreviation, Activity Abbreviation, Status, Valid From, and Valid To. The table lists 12 different attendance and absence types, each with a checkbox in the first column. The status for all listed items is "Active". The valid dates range from 1990-01-01 to 9999-12-31, except for "9238 Parental Lv (8 wks)" which starts on 2019-09-01. At the bottom right of the window, there are two buttons: "Import" and "Cancel".

☐	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 Worked	9510				Active	1990-01-01	9999-12-31
☐	9511 Remote Callback	9511				Active	1990-01-01	9999-12-31
☐	9512 Liability Leave Makeup	9512				Active	1990-01-01	9999-12-31

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

Image

Import Admin Assignments

Select assignments in the list for import.

☐	Name	Att./Absence type	Premium number	Charge Object Abbreviation	Activity Abbreviation
☒	9000 Approved Leave	9000			
☐	9100 Bonus Leave	9100			
☐	9128 CDE Comp Leave	9128			
☒	9200 Sick Leave	9200			
☐	9238 Parental LV (8 wks)	9238			

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.

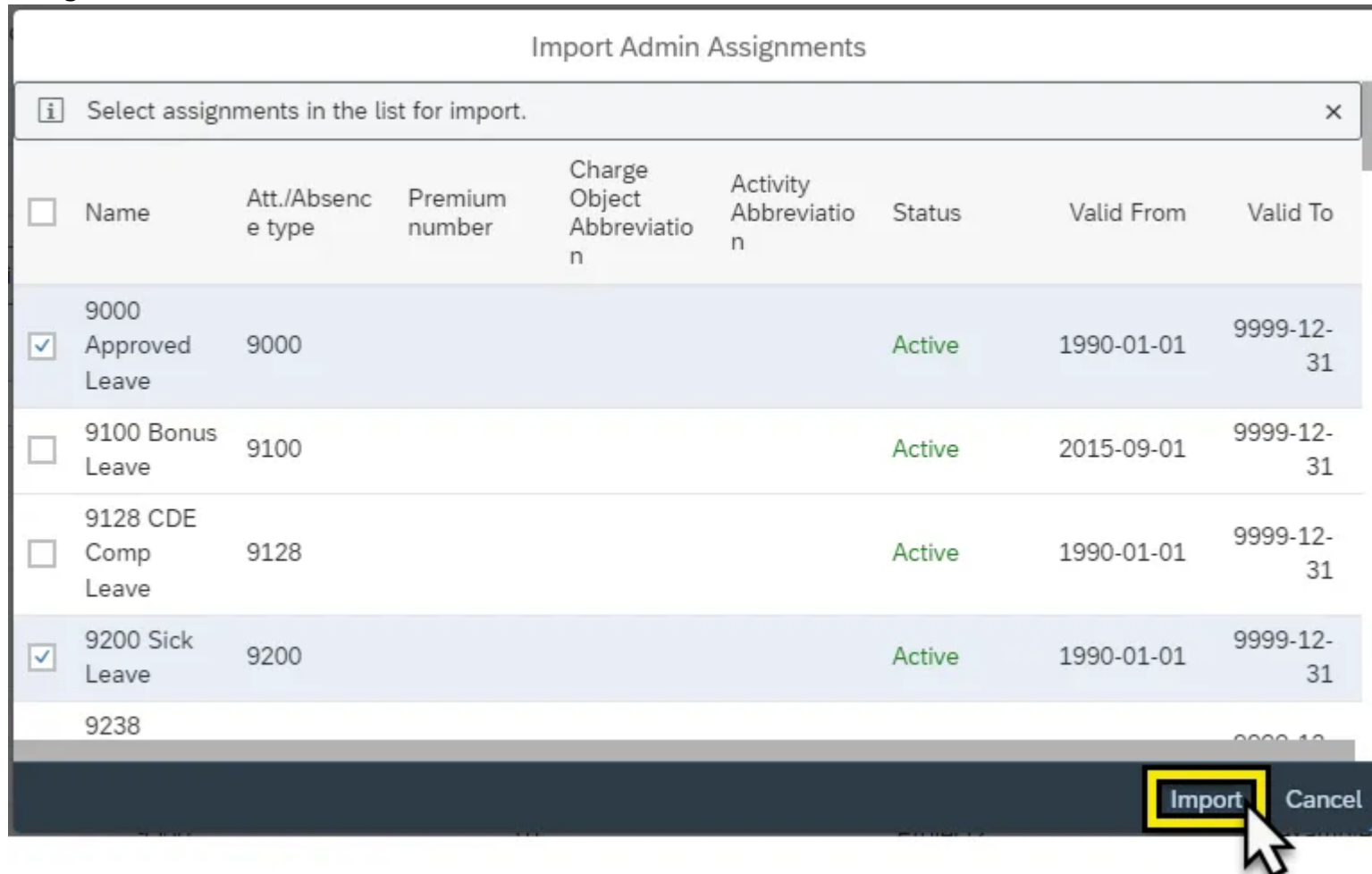
×

☐	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

My Timesheet ▾

Training User
(Administrative Assistant / 01111111)

Overview

Assignments

Assignment Groups

Assignments available in navigation period (from 11/06/2022 to 01/08/2023) are currently displayed.

All (5)Active (5)Inactive (0)

Search

Create ▾Import ▾Copy...

☐	Name	Att./Absence type	Premium number	Charge Object Abbreviation	Activity Abbreviation	Status	Valid From	Valid To
☐	9000 Approved Leave	9000				Active	01/01/1990	12/31/9999 >
☐	9300 Holiday Leave	9300				Active	01/01/1990	12/31/9999 >
☐	9500 Time Worked	9500				Active	01/01/1990	12/31/9999 >

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

Image



Training User

(Administrative Assistant / 01111111)

Overview

To Do List (6)

Assignments

Assignment Groups



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
38	11	12	13	14	15	16
39	18	19	20	21	22	23
40	25	26	27	28	29	30

October 2022

Sun Mon Tue Wed Thu Fri Sat

						1
41	2	3	4	5	6	7
42	9	10	11	12	13	14
43	16	17	18	19	20	21
44	23	24	25	26	27	28

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



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
38	11	12	13	14	15	16
39	18	19	20	21	22	23
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October 2022

Sun Mon Tue Wed Thu Fri Sat

						1
41	2	3	4	5	6	7
42	9	10	11	12	13	14
43	16	17	18	19	20	21
44	23	24	25	26	27	28

Weekly Recorded/Target 0 / 40

Enter Records



Recorded /
Target

Assignment

Entered

Shift

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

< My Timesheet ▾ 🔍 ? 👤

Training User
(Administrative Assistant / 01111111)

Overview To Do List (6) Assignments Assignment Groups

ℹ 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
38	11	12	13	14	15	16
39	18	19	20	21	22	23
40	25	26	27	28	29	30

October 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
41	2	3	4	5	6	7
42	9	10	11	12	13	14
43	16	17	18	19	20	21
44	23	24	25	26	27	28

Weekly Recorded/Target Duplicate Time Entries Duplicate Week ⚙

Recorded / Target	Assignment	Info	Entered	Draft	Status
Sunday, October 2, 2022					
0.00 / 0.00	Select Assi... ▾		0.... +	Hours ☐	+
Attributes:					
Monday, October 3, 2022					
0.00 / 8.00	Select Assi... ▾		0.... +	Hours ☐	+
Attributes:					
Tuesday, October 4, 2022					
0.00 / 8.00	Select Assi... ▾		0.... +	Hours ☐	+
Attributes:					
Wednesday, October 5, 2022					
0.00 / 8.00	Select Assi... ▾		0.... +	Hours ☐	+
Attributes:					

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

The screenshot displays a time tracking interface. At the top, there is a header bar with a 'Weekly Recorded/Target' input field showing '0 / 40', and buttons for 'Duplicate Time Entries', 'Duplicate Week', and a settings gear icon. Below this is a table with columns: 'Recorded / Target', 'Assignment', 'Info', 'Entered', 'Draft', and 'Status'. The table is organized by date, with sections for 'Sunday, October 2, 2022', 'Monday, October 3, 2022', 'Tuesday, October 4, 2022', and 'Wednesday, October 5, 2022'. Each day's section contains a row for time entry. The 'Assignment' column for Monday, October 3, 2022, is highlighted with a yellow box, and its dropdown menu is open, showing options: 'Free Form (Form)', '9000 Approved Leave', '9100 Bonus Leave', '9300 Holiday Leave', and '9500 Time Worked'. A mouse cursor is pointing at the dropdown arrow. The 'Entered' column for each row shows '0.00' with minus and plus buttons, followed by the unit 'Hours'. The 'Draft' column has a checkbox, and the 'Status' column has edit, delete, and add icons.

Recorded / Target	Assignment	Info	Entered	Draft	Status
Sunday, October 2, 2022					
0.00 / 0.00	Select Assignment		0.00 Hours	☐	
Monday, October 3, 2022					
0.00 / 8.00	Select Assignment		0.00 Hours	☐	
Tuesday, October 4, 2022					
0.00 / 8.00	Select Assignment		0.00 Hours	☐	
Wednesday, October 5, 2022					
0.00 / 8.00	Select Assignment		0.00 Hours	☐	

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

Weekly Recorded/Target 0 / 40 Duplicate Time Entries Duplicate Week 

Recorded / Target	Assignment	Info	Entered	Draft	Status
Sunday, October 2, 2022					
0.00 / 0.00	Select Assignment	 	— 0.00 + Hours	☐	  
Attributes:					
Monday, October 3, 2022					
8.00 / 8.00	9500 Time Worked	 	— 8.00 + Hours	☐	  
Attributes: 9500					
Tuesday, October 4, 2022					
0.00 / 8.00	Select Assignment	 	— 0.00 + Hours	☐	  
Attributes:					
Wednesday, October 5, 2022					
0.00 / 8.00	Select Assignment	 	— 0.00 + Hours	☐	  
Attributes:					

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

Weekly Recorded/Target Duplicate Time Entries Duplicate Week 

Recorded / Target	Assignment	Info	Entered	Draft	Status
Sunday, December 4, 2022					
0.00 / 0.00	Select Assi...	 	0....	Hours ☐	  
Attributes:					
Monday, December 5, 2022					
8.00 / 8.00	9500 Time ...	 	8....	Hours ☐	  
Attributes: 9500					
Tuesday, December 6, 2022					
0.00 / 8.00	Select Assi...	 	0....	Hours ☐	  
Attributes:					
Wednesday, December 7, 2022					
0.00 / 8.00	Select Assi...	 	0....	Hours ☐	  

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

Image

Weekly Recorded/Target

16 / 40

Duplicate Time Entries

Duplicate Week



Recorded / Target	Assignment	Info	Entered	Draft	Status
Sunday, December 4, 2022					
0.00 / 0.00	Select Assi... ▼		— 0.... +	Hours	☐ 
Attributes:					
Monday, December 5, 2022					
8.00 / 8.00	Select Assi... ▼		— 8.... +	Hours	☐ 
Attributes:					
Tuesday, December 6, 2022					
8.00 / 8.00	Select Assi... ▼		— 8.... +	Hours	☐ 
Attributes:					
Wednesday, December 7, 2022					
0.00 / 8.00	Select Assi... ▼		— 0.... +	Hours	☐ 
Attributes:					
Thursday, December 8, 2022					
Check Submit Cancel					

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Tue, 10/14/2025

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