



Training

ORACLE HCM | ABSENCE MANAGEMENT

[Course plan](#)

Our program

Based on our experience in **Oracle HCM Cloud**, ABTIO has developed the following **training program** with a **practical approach, content tailored to each team's profile**, and **flexible delivery options**.

Our programs combine **functional understanding, operational use of the tool** and **best practices** so that each training session has a **real impact on daily management**.



About Oracle HCM Absence Management

Oracle HCM Cloud Absence Management enables organizations to **define, manage and control absence and leave policies** within the Oracle HCM Cloud ecosystem.

The solution helps **structure absence types, reasons, eligibility profiles and absence plans, aligning daily operations with business rules and Human Resources management needs.**

This training is designed to **help participants understand the module's functional logic, its core configuration elements and the self-service process for employees, managers and administrators.**



Training Objectives

By the end of the training, participants will be able to:

- **Understand** how **eligibility profiles**, **absence types**, **absence reasons** and **absence plans** are **structured** within Oracle Absence Management.
- **Understand** the **functional logic** required to **configure leave policies consistently**.
- **Identify** the **relationship between business rules**, **module configuration** and **daily operations**.
- **Understand** the **self-service workflow** for **employees**, **managers** and **administrators**.
- **Review basic criteria** to **keep absence policies organized**, **sustainable** and **aligned with HR processes**.



Who is it intended for?

This training is intended for:

- **Functional and technical consultants** involved in the implementation or support of Oracle Absence Management.
- **HR administrators** responsible for leave policies, absence management, and balance tracking.
- **Support teams** that need to understand the end-to-end process.
- **Functional leads** involved in defining, validating, or maintaining absence policies within Oracle HCM Cloud.



Agenda

Module 1. Introduction to Oracle Absence Management

- What Oracle Absence Management does.
- Relationship with Oracle HCM Cloud and HR processes.
- Key concepts: absences, leave policies, eligibility, plans, and balances.
- Main roles within the process: employee, manager, and administrator.

Module 2. Eligibility profiles

- What eligibility profiles are.
- Use of eligibility criteria to define policy scope.
- Relationship between eligibility, applicable population, and business rules.
- Best practices to maintain clear and consistent criteria.

Module 3. Absence types and absence reasons

- What absence types are.
- What absence reasons are.
- Relationship between types, reasons, and internal leave policies.
- Criteria to organize configuration and support daily operations.



Module 4. Absence plans

- What absence plans are.
- Relationship between plans, absence types, and balance tracking.
- Functional considerations for managing leave policies.
- Best practices to maintain a sustainable configuration.

Module 5. Self-service and process operation

- Employee self-service workflow.
- Review and management from the manager role.
- Administration and follow-up from HR.
- Best practices to ensure clarity, control, and traceability in daily operations.



Formats

Language

Spanish / English

Format

Remote (Max. 30 people) / In person (Max. 15 people)

Level

Intermediate

Duration

4 hours

Outline

1 short session

Content

Standard / Customized

We can **tailor** this training to each organization's specific needs, taking into account its **level of maturity**, **current processes**, **active modules** and **specific use cases**. The content can focus on **day-to-day operations**, **occupancy management**, **space analysis** or **scenarios involving growth** and **reorganization**.



Requirements

No mandatory prior knowledge is required. To make the most of the training, it is recommended to have:

- **Employee self-service workflow.**
- **Review** and **management** from the **manager role**.
- **Administration** and **follow-up** from **HR**.
- **Best practices** to **ensure clarity, control** and **traceability** in **daily operations**.



Why choose ABTIO?

At ABTIO, we have **over 25 years of experience** and a **team** of functional, technical and technology professionals **specialized in Oracle solutions**.

Our training programs are designed to **help your organization incorporate applicable knowledge, gain autonomy and accelerate the effective use of Oracle Absence Management**.

- We help **translate internal leave policies** into **clear and sustainable Oracle configurations**.
- We **combine process vision, configuration expertise and user experience** to **make the solution easier to operate**.
- We focus the training on control, consistency, and compliance, not only on the use of the tool.



Book your training

Ready to train your team?

Contact us to book **Oracle HCM | Absence Management training** tailored to your organization's needs.



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