



HOW TO CREATE A LIST OF ATT./ABSENCE TYPES IN FIORI

FIO-33 | BUSINESS PROCESS PROCEDURE

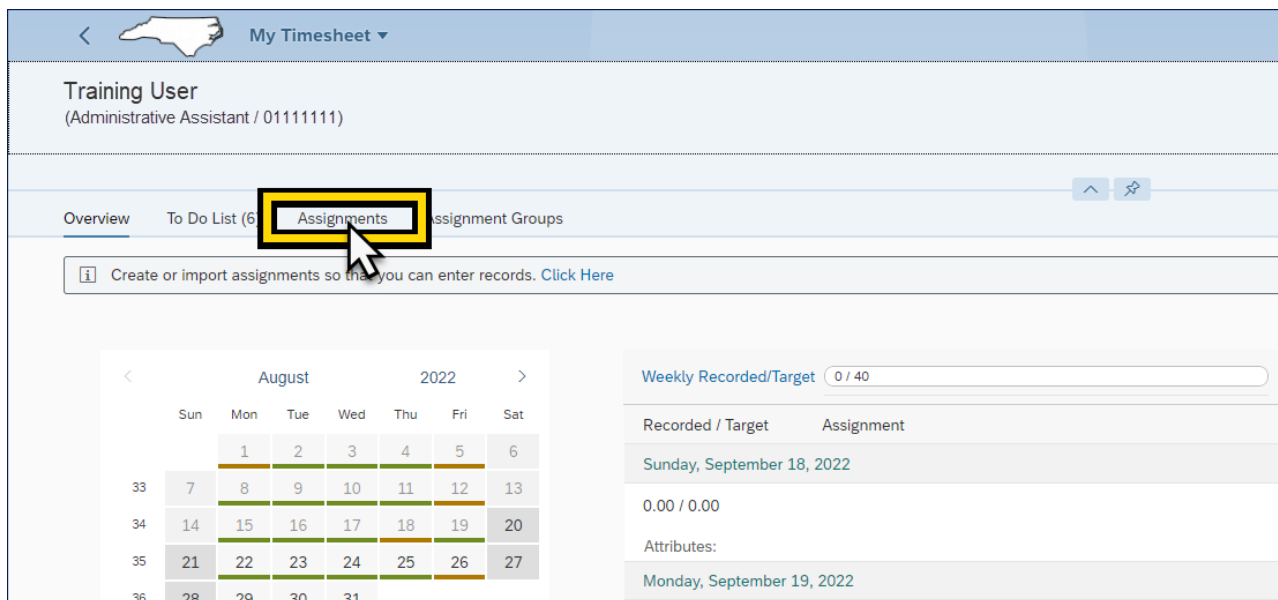


The purpose of this Business Process Procedure is to explain how to create a list of attendance/absence types from the drop-down list within time entry in the My Timesheet Application.

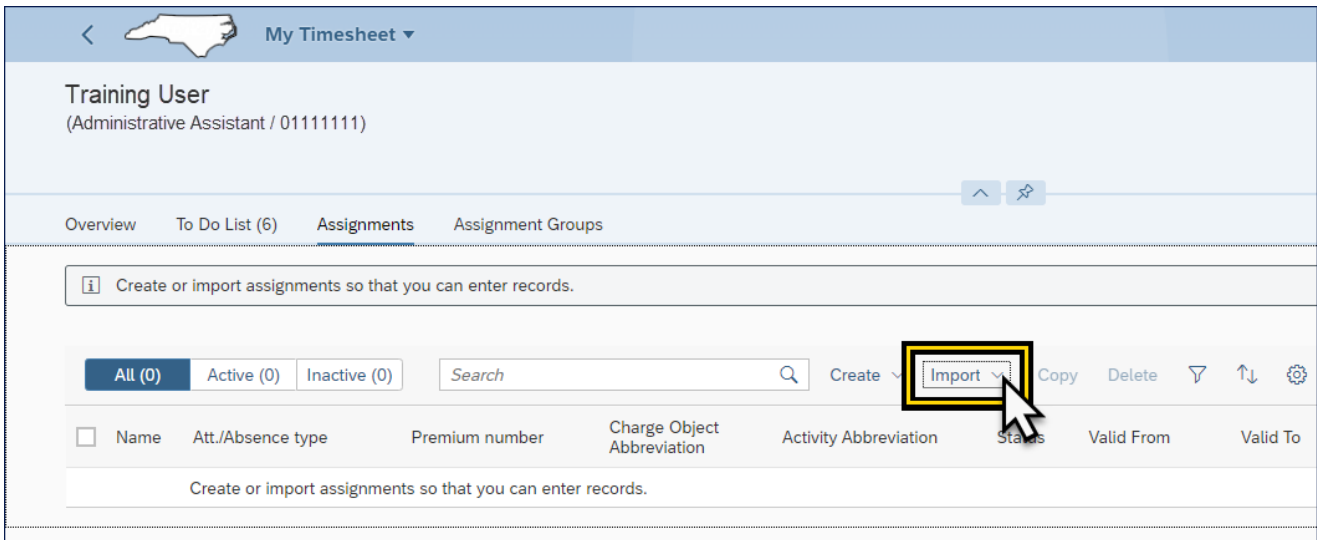
Create a list of Att./Absence Types

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.

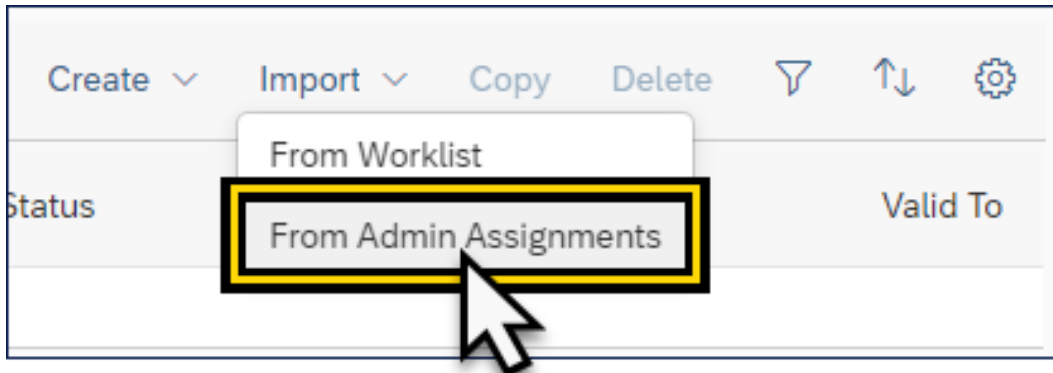
1. After navigating to the My Timesheet Application, click the **Assignments** action tab.



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



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



- 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.

Import Admin Assignments								
Select assignments in the list for import. ×								
<input type="checkbox"/>	Name	Att./Absence type	Premium number	Charge Object Abbreviation	Activity Abbreviation	Status	Valid From	Valid To
<input type="checkbox"/>	9000 Approved Leave	9000				Active	1990-01-01	9999-12-31
<input type="checkbox"/>	9100 Bonus Leave	9100				Active	2015-09-01	9999-12-31
<input type="checkbox"/>	9128 CDE Comp Leave	9128				Active	1990-01-01	9999-12-31
<input type="checkbox"/>	9200 Sick Leave	9200				Active	1990-01-01	9999-12-31
<input type="checkbox"/>	9238 Parental Lv (8 wks)	9238				Active	2019-09-01	9999-12-31
<input type="checkbox"/>	9239 Parental Lv (4 wks)	9239				Active	2019-09-01	9999-12-31
<input type="checkbox"/>	9300 Holiday Leave	9300				Active	1990-01-01	9999-12-31
<input type="checkbox"/>	9400 LWOP/Time Not Worked	9400				Active	1990-01-01	9999-12-31
<input type="checkbox"/>	9500 Time Worked	9500				Active	1990-01-01	9999-12-31
<input type="checkbox"/>	9510 Additional Time Worked	9510				Active	1990-01-01	9999-12-31
<input type="checkbox"/>	9511 Remote Callback	9511				Active	1990-01-01	9999-12-31
<input type="checkbox"/>	9512 Liability Leave Makeup	9512				Active	1990-01-01	9999-12-31

Import Cancel

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

Import Admin Assignments					
<input type="checkbox"/> Select assignments in the list for import.					
<input type="checkbox"/>	Name	Att./Absence type	Premium number	Charge Object Abbreviation	Activity Abbreviation
<input checked="" type="checkbox"/>	9000 Approved Leave	9000			
<input type="checkbox"/>	9100 Bonus Leave	9100			
<input type="checkbox"/>	9128 CDE Comp Leave	9128			
<input checked="" type="checkbox"/>	9200 Sick Leave	9200			
<input type="checkbox"/>	9238 Parental LV (6 wks)	9238			

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

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

Import Admin Assignments								
Select assignments in the list for import. ×								
<input type="checkbox"/>	Name	Att./Absence type	Premium number	Charge Object Abbreviation	Activity Abbreviation	Status	Valid From	Valid To
<input checked="" type="checkbox"/>	9000 Approved Leave	9000				Active	1990-01-01	9999-12-31
<input type="checkbox"/>	9100 Bonus Leave	9100				Active	2015-09-01	9999-12-31
<input type="checkbox"/>	9128 CDE Comp Leave	9128				Active	1990-01-01	9999-12-31
<input checked="" type="checkbox"/>	9200 Sick Leave	9200				Active	1990-01-01	9999-12-31
<input type="checkbox"/>	9238 Parental Lv (8 wks)	9238				Active	2019-09-01	9999-12-31
<input type="checkbox"/>	9239 Parental Lv (4 wks)	9239				Active	2019-09-01	9999-12-31
<input checked="" type="checkbox"/>	9300 Holiday Leave	9300				Active	1990-01-01	9999-12-31
<input type="checkbox"/>	9400 LWOP/Time Not Worked	9400				Active	1990-01-01	9999-12-31
<input checked="" type="checkbox"/>	9500 Time Worked	9500				Active	1990-01-01	9999-12-31
<input type="checkbox"/>	9510 Additional Time	9510				Active	1990-01-01	9999-12-31

Import Cancel

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

<input type="checkbox"/>	Name	Att./Absence type	Premium number	Charge Object Abbreviation	Activity Abbreviation	Status	Valid From	Valid To
<input checked="" type="checkbox"/>	9000 Approved Leave	9000				Active	1990-01-01	9999-12-31
<input type="checkbox"/>	9100 Bonus Leave	9100				Active	2015-09-01	9999-12-31
<input type="checkbox"/>	9128 CDE Comp Leave	9128				Active	1990-01-01	9999-12-31
<input checked="" type="checkbox"/>	9200 Sick Leave	9200				Active	1990-01-01	9999-12-31
<input type="checkbox"/>	9238							

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.

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.

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

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

The screenshot shows the 'My Timesheet' application for a 'Training User' (Administrative Assistant / 01111111). The 'Overview' tab is selected and highlighted with a yellow box and a mouse cursor. Below the navigation tabs, a message states: 'Assignments within navigation period (from 09/04/2022 to 11/06/2022) are currently available for selection.' The main content area features a calendar on the left and a table of recorded hours on the right.

Recorded / Target	Assignment	Entered	Draft	Status
Sunday, October 2, 2022				
0.00 / 0.00		0.00 Hours	<input type="checkbox"/>	
Attributes:				
Monday, October 3, 2022				
0.00 / 8.00		0.00 Hours	<input type="checkbox"/>	
Attributes:				
Tuesday, October 4, 2022				
0.00 / 8.00		0.00 Hours	<input type="checkbox"/>	
Attributes:				
Wednesday, October 5, 2022				
0.00 / 8.00		0.00 Hours	<input type="checkbox"/>	

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

Valid assignments within navigation period (from 09/04/2022 to 11/06/2022) are currently available for selection.

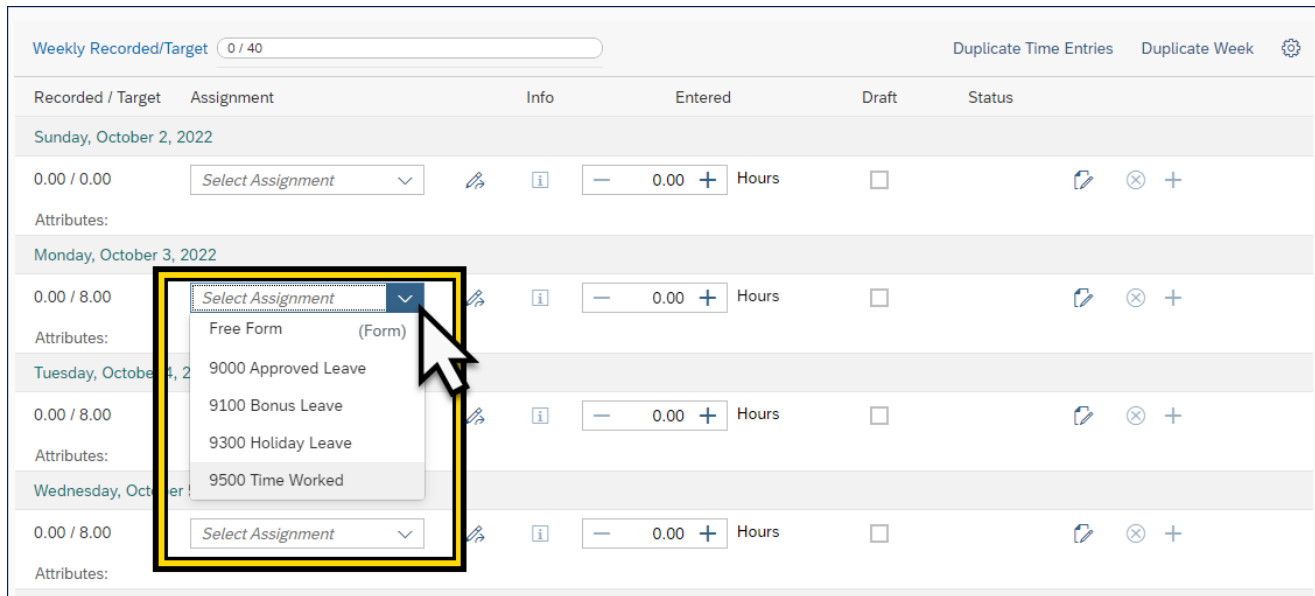
Weekly Recorded/Target 0 / 40

Recorded / Target	Assignment	Entered	Shift	Status
Sunday, October 2, 2022				
0.00 / 0.00		0.00 Hours	<input type="checkbox"/>	
Attributes:				
Monday, October 3, 2022				
0.00 / 8.00		0.00 Hours	<input type="checkbox"/>	
Attributes:				
Tuesday, October 4, 2022				
0.00 / 8.00		0.00 Hours	<input type="checkbox"/>	
Attributes:				
Wednesday, October 5, 2022				
0.00 / 8.00		0.00 Hours	<input type="checkbox"/>	

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

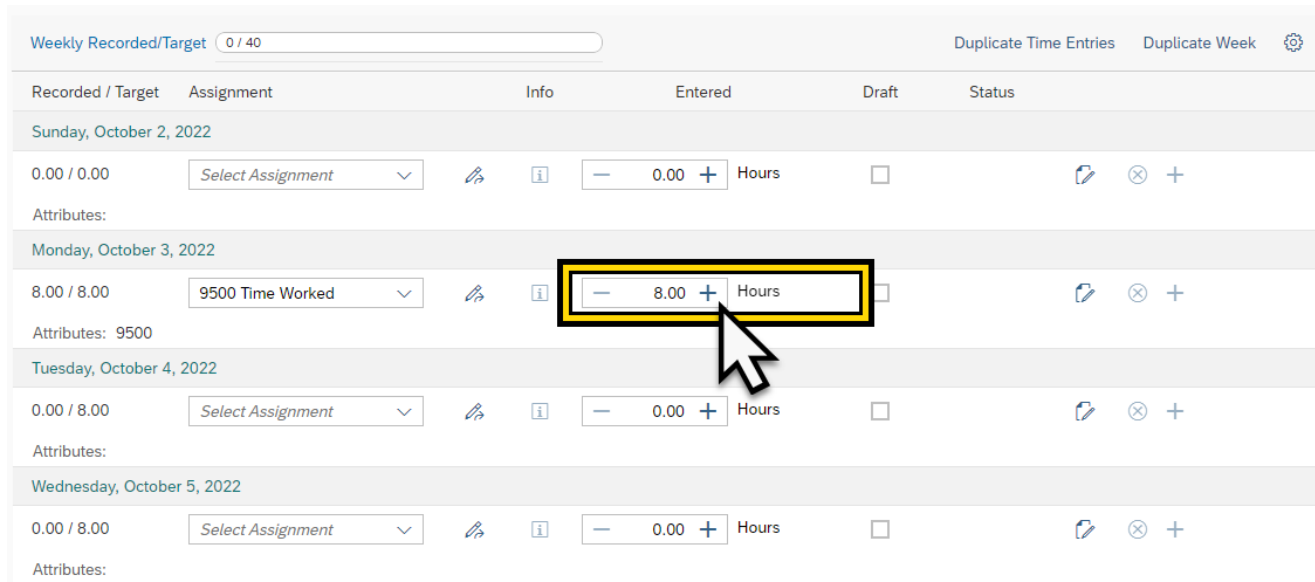
The screenshot displays the 'My Timesheet' application for a user named 'Training User'. The interface is in edit mode, as indicated by the yellow box highlighting the entry details. On the left, a calendar shows the dates from September 27 to October 22, 2022. The main area shows a table of time entries for the week of October 2-4, 2022. The table has columns for 'Recorded / Target', 'Assignment', 'Info', 'Entered', 'Draft', and 'Status'. The entries show 0.00 hours recorded against an 8.00 target for each day. The 'Assignment' column contains a dropdown menu labeled 'Select Assi...'. The 'Entered' column has a numeric input field with a minus sign, '0...', and a plus sign. The 'Draft' column has a checkbox, and the 'Status' column has edit, delete, and add icons. At the top right of the table, there are controls for 'Weekly Recorded/Target' (0 / 40), 'Duplicate Time Entries', and 'Duplicate Week'. At the bottom right, there are 'Submit' and 'Cancel' buttons.

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.

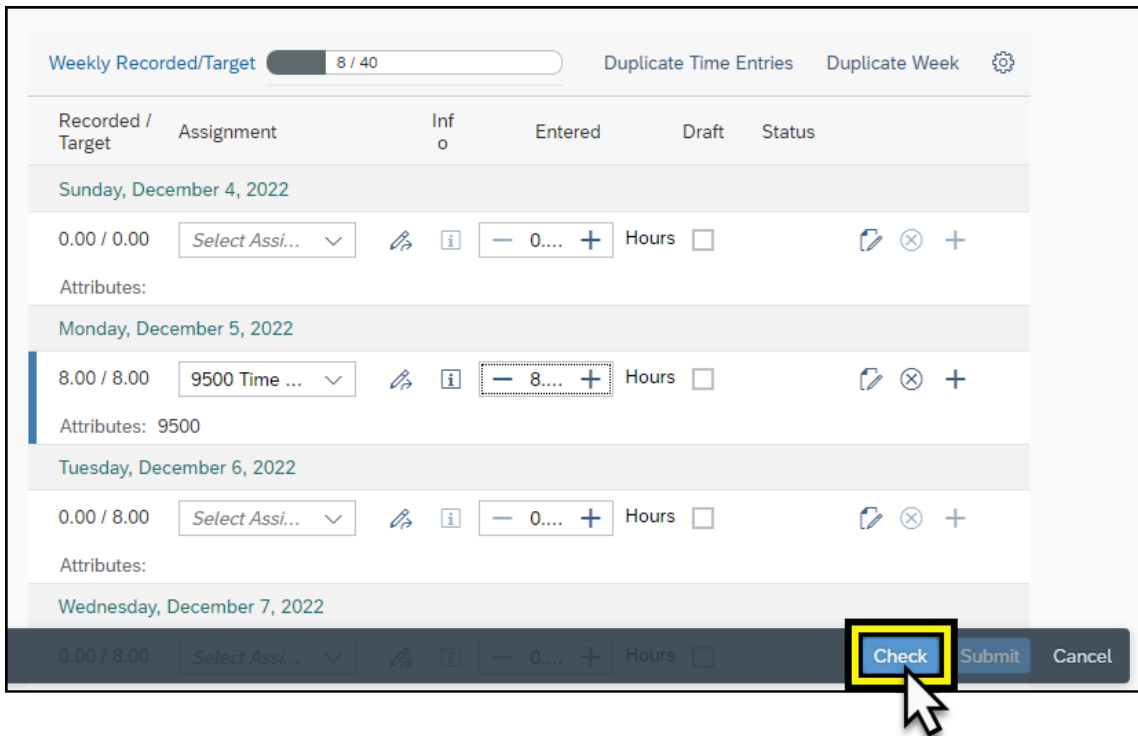


NOTE: The Select Assignment dropdown menu list can contain any combination of available assignments, or Attendance/Absences types from the Import Admin Assignment list.

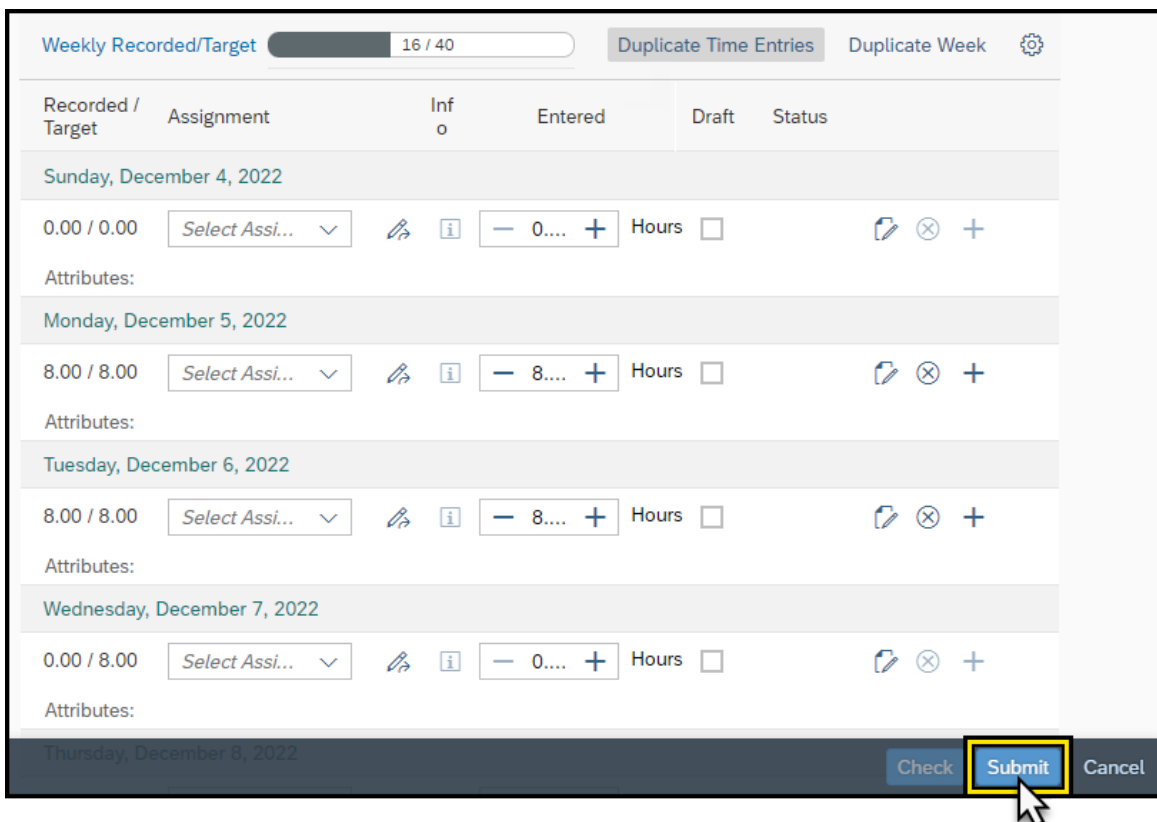
12. Enter the number of hours for each applicable day.



- 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”.



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



Additional Resources

- [Welcome to Fiori](#)
 - <https://www.osc.nc.gov/state-agency-resources/welcome-fiori>
- [My Timesheet](#)
 - <https://www.osc.nc.gov/media/5424/open>
- [My Timesheet Video](#)
 - <https://osc.cloud.nc.gov/FIORI20/MyTimesheets-Employees.mp4>

Change Record

- Effective 11/30/2022
 - Initial creation – L. Lee
- Effective 12/6/2022
 - Content edits – J. Boyette
- Effective 12/9/2022
 - Content edits based on functional feedback. -L.Lee
- Effective 2/9/2023
 - Content approved to publish. L. Lee