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.
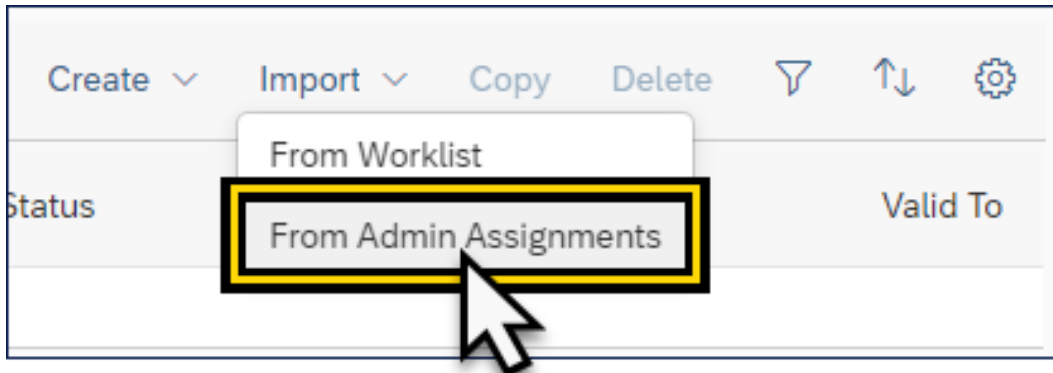
1. After navigating to the My Timesheet Application, click the **Assignments** action tab.
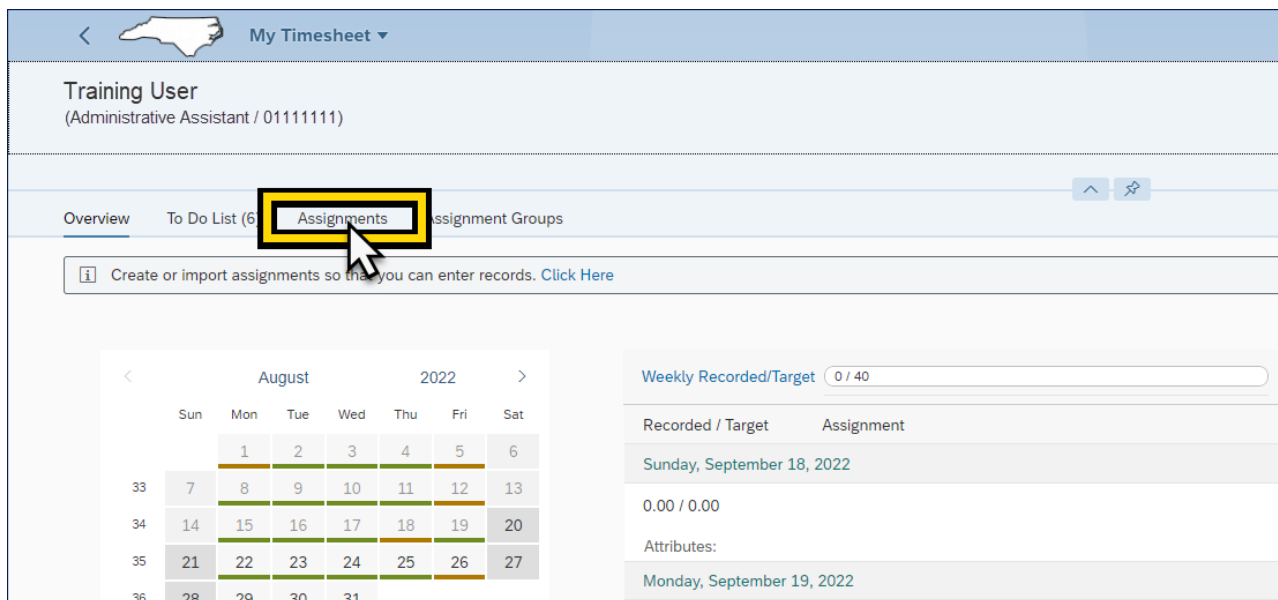
2. Click the drop-down arrow next to **Import** from the edit tab options (Create, Import, Copy, Delete).
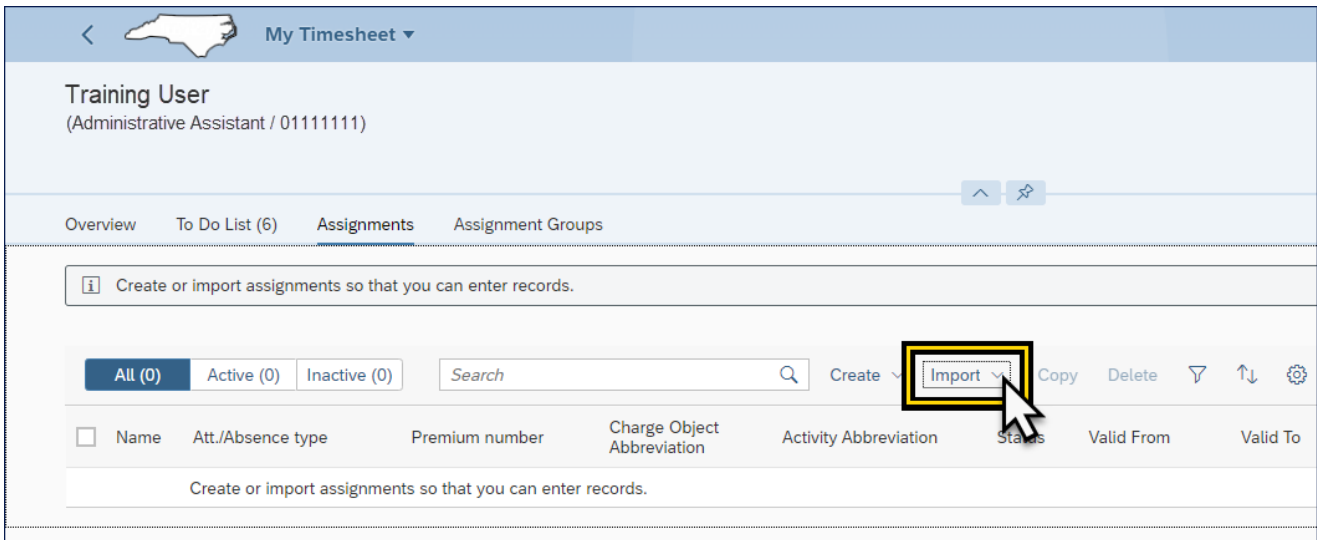


3. From the Import drop-down menu, select **From Admin Assignments**. This will generate the Import Admin Assignments list.

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.

Import Admin Assignments

ℹ 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 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 |

Import    Cancel

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

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

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

| | 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 Admin Assignments**

ⓘ Select assignments in the list for import.    ✕

Import    Cancel

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



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.

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

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

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

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.
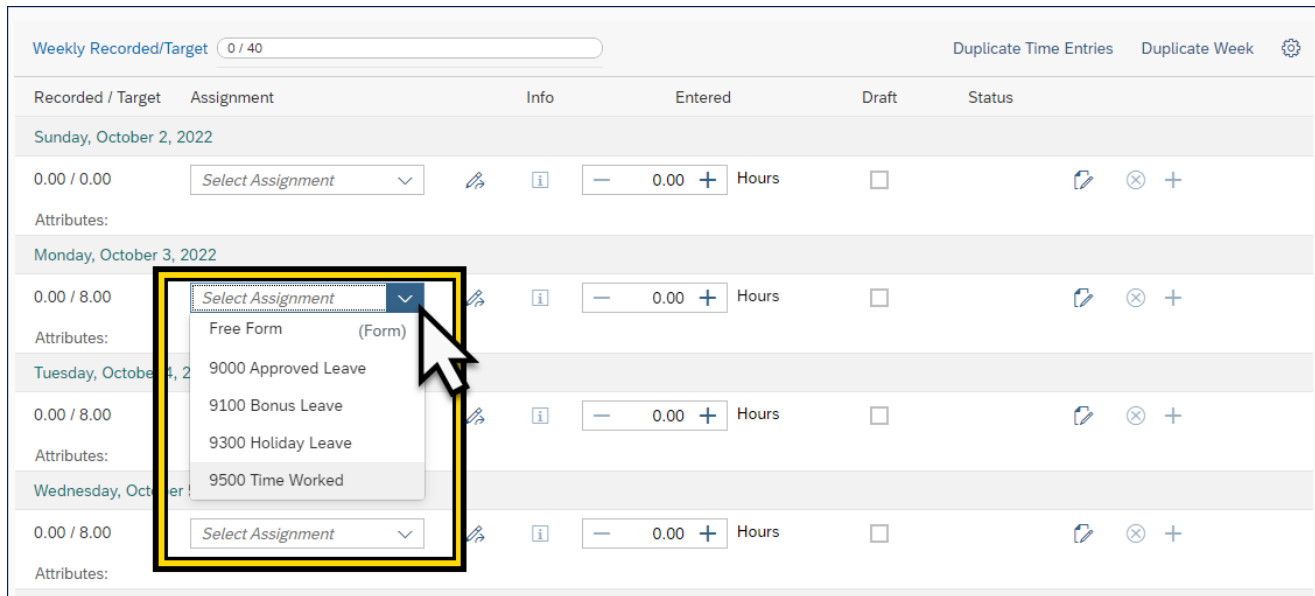


> **NOTE**: The Select Assignment dropdown menu list can contain any combination of available assignments, or Attendance/Absences types from the Import Admin Assignment list.
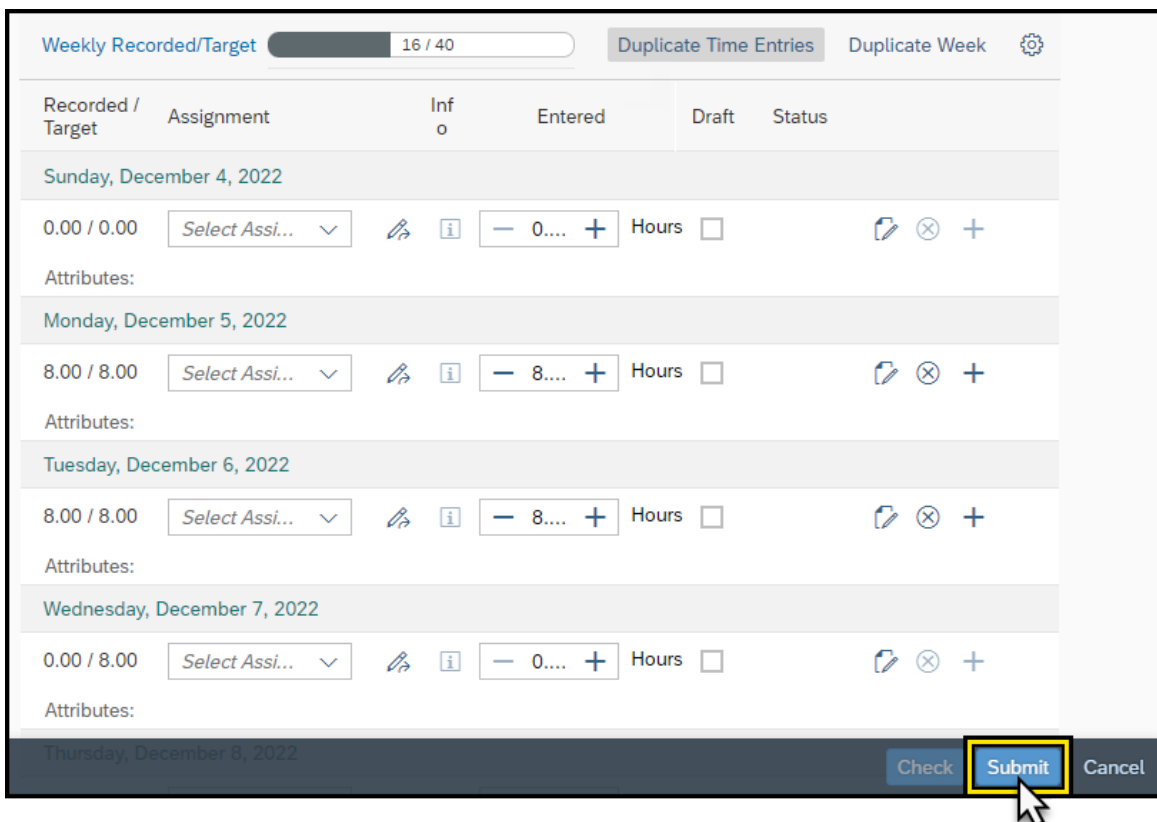
12. Enter the number of hours for each applicable day.
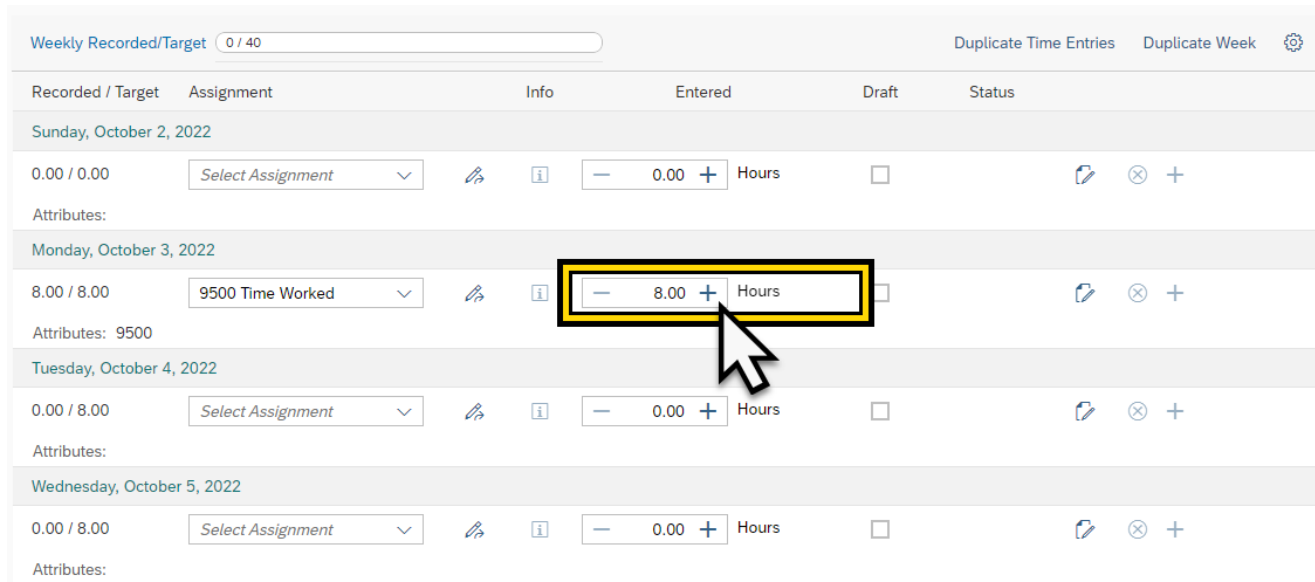
13. Click **Check** to ensure all time entries were entered correctly. If all entries are entered correctly a message will appear stating "No errors were found".
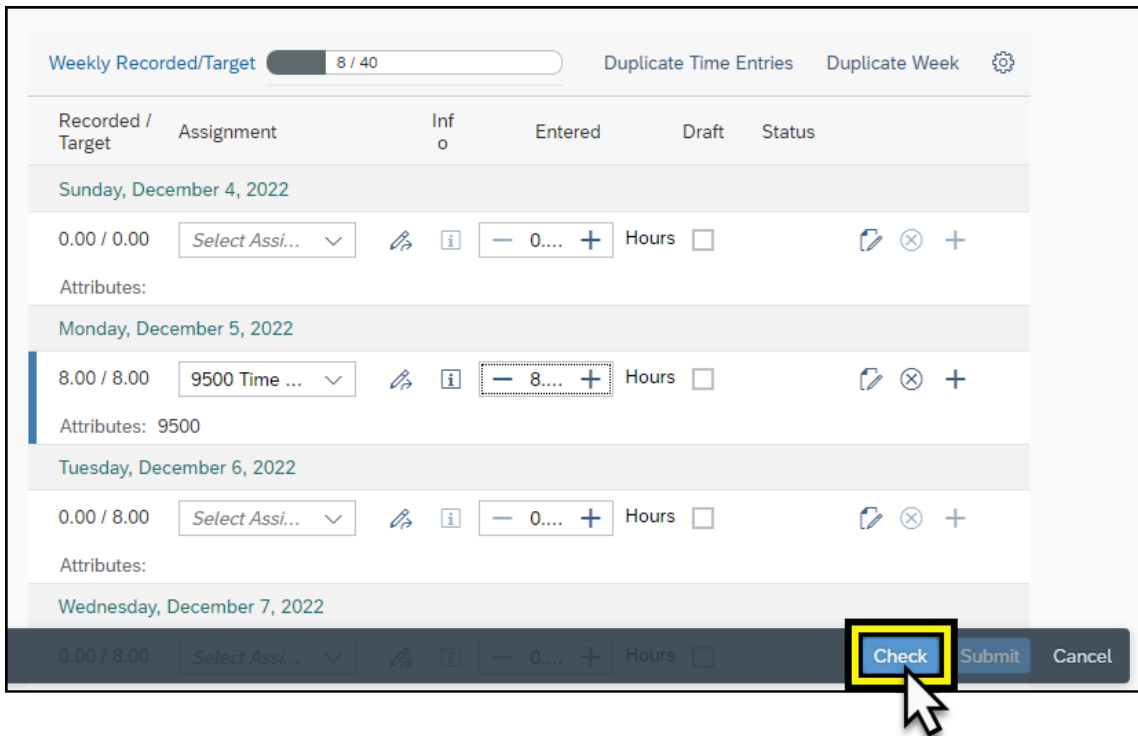


14. Click **Submit** once all applicable time entry has been completed.

## 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
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