



END-TO-END FLOW

- 1

ABSENCE TYPE
Define leave types (Annual Leave, Sick Leave, etc.)
- 2

ABSENCE PLAN
Group multiple absence types into a plan
- 3

ELIGIBILITY PROFILE
Define who is eligible based on rules
- 4

ACCRUAL MATRIX
Define how leave accrues
- 5

ENROLLMENT
Enroll eligible employees into the plan
- 6

RUN ACCRUALS
Run process to calculate and update balances
- 7

BALANCE & TRANSACTIONS
View balances and transaction details
- 8

CARRYOVER PROCESS
Transfer unused balance to next period
- 9

VESTING RULES
Earned leave but usable after vesting period
- 10

QUALIFICATION PLANS
Leave eligibility based on special conditions
- 11

APPROVAL WORKFLOW (BPM)
Employee request goes through approval flow
- 12

PAYROLL INTEGRATION
Absence impacts payroll (LWP, Deductions, etc.)
- 13

REPORTS & OTBI
Analyze balances, usage, liabilities, etc.
- 14

HDL / HSDL LOADS
Bulk upload absence data
- 15

REST APIS
Integrate with external systems
- 16

TROUBLESHOOTING & DIAGNOSTICS
Resolve issues using logs and tools

KEY SETUP SUMMARY

#	Name	Description
1	Absence Type	Define leave categories and processing mode
2	Absence Plan	Group absence types into plan
3	Eligibility Profile	Define eligibility rules
4	Accrual Matrix	Define accrual rules and formulas
5	Enrollment	Enroll employees to plan
6	Run Accruals	Process to calculate leave balances
7	Balance & Transactions	Review balances and transaction history

ADVANCED TOPICS

- 1

ACCRUAL FAST FORMULAS
Complex accrual calculations based on service, grade, location, etc.

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Example:
IF Service Years < 5 THEN 1.5 Days ELSE 2 Days
- 2

CARRYOVER RULES
Unused balance transferred to next year as per rules.

↺

Balance = 25 Days · Carryover Limit = 10 Days · Expired = 15 Days
- 3

VESTING RULES
Earned leave is not immediately usable. Usable after vesting period.

🔒

Accrued = 10 Days · Vesting = 6 Mo · Usable After 6 Mo
- 4

NEGATIVE BALANCE RULES
Allow employee to go below zero balance as per limit.

⊖

Current = 0 · Allowed Negative = -5 · Employee can still apply
- 5

PARTIAL ACCRUAL / PRORATION
Proportional accrual for employees who join mid-period.

🌓

Joining=15th · Monthly=1.5 Days · Prorated=0.75 Days
- 6

QUALIFICATION PLANS
Leave eligibility based on specific conditions.

👤

Maternity Leave — Only for Female Employees
- 7

CERTIFICATION REQUIREMENTS
Certain leaves require certificates based on rules.

📄

Sick Leave > 2 Days — Medical Certificate Mandatory
- 8

DONATION / TRANSFER PLANS
Employees can donate or transfer leave to other employees.

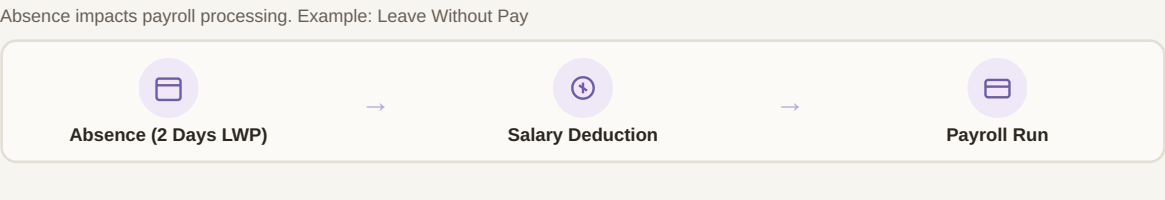
❤️

Employee A → 5 Days → Employee B

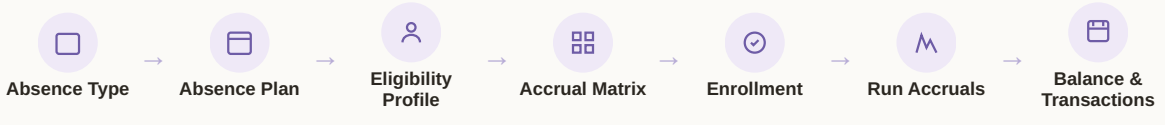
9 APPROVAL WORKFLOW (BPM)



10 PAYROLL INTEGRATION



ABSENCE FLOW AT A GLANCE



GLOBAL ABSENCE PATTERNS

- 📅

Annual Leave
- 📍

Sick Leave
- 🕒

Casual Leave
- 👤

Maternity / Paternity
- 🕒

Comp Off
- ❤️

Bereavement
- ✓ PTO (Paid Time Off)

INTERVIEW TOP TOPICS

Absence Type	★★★★★	Qualification Plans	★★★★★
Absence Plan	★★★★★	BPM Workflow	★★★★★
Eligibility Profile	★★★★★	Payroll Integration	★★★★★
Accrual Matrix	★★★★★	HDL / HSDL	★★★★★
Fast Formula	★★★★★	REST APIs	★★★★★
Carryover	★★★★★	OTBI Reports	★★★★★
Vesting	★★★★★	Troubleshooting	★★★★★

COMMON PROCESSES

- ✓ Absence Request (Self Service)
- ✓ Absence Approval (Manager)
- ✓ Accruals (Scheduled Process)
- ✓ Balance Review
- ✓ Absence Entry (HR)
- ✓ Adjustments (If required)
- ✓ Eligibility Evaluation

REPORTS & OTBI

- Balance Report
- Liability Report
- Usage / Consumption Report
- Accruals Report
- Audit / Transaction Report
- OTBI Analytics & Dashboards



HDL / HSDL LOADS

Bulk upload using HDL / HSDL

- Absence Plans
- Enrollments
- Balances
- Absence Entries
- Adjustments



REST APIS

Integrate with external systems

- GET

/absenceBalances
- POST

/absences
- PATCH

/absences/{id}
- GET

/absencePlans
- POST

/absenceEntries



TROUBLESHOOTING & DIAGNOSTICS

- Common Issues & Checks

🔍

Accrual not generated?

✓ Check Enrollment

✓ Check Eligibility Profile

✓ Check Accrual Matrix

✓ Check Start Date

✓ Check ESS Process Logs

⚠️

Balance incorrect?

✓ Check Transactions

✓ Check Carryover Rules

✓ Check Adjustments

✓ Check Negative Balance

👤

Employee not eligible?

✓ Check Assignment

✓ Check Grade

✓ Check Tenure

✓ Check Qualification Plan

Diagnostic Tools

✓ Analyze Rule Processing Details

✓ Evaluate Absence Process

✓ ESS Logs

✓ HDL Error Logs

✓ BPM Worklist