

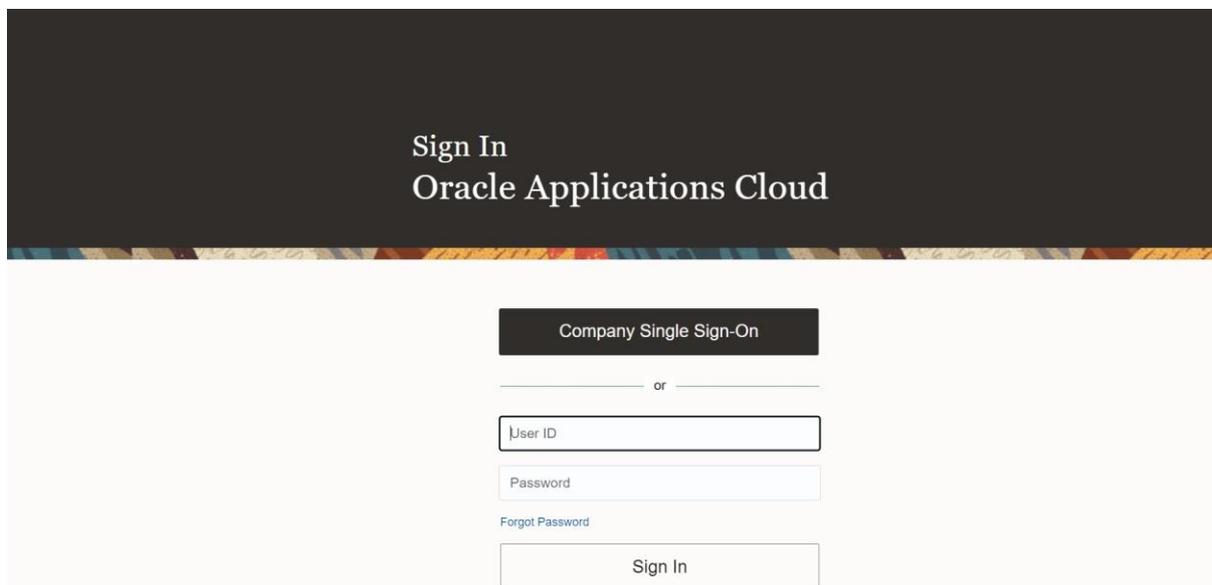
Oracle Fusion Absence_ Worklist Navigation

Introduction/ Issue: Hi, this blog post helps Manger to Manage Leave of an employee in Fusion Absence Module.

Worklist includes transactions routed to any approval groups that you belong to, even though you may not have approved the transactions. You can edit a pending transaction and perform the same actions as those available in your worklist or notification summary. You can approve, reject, or return transaction to the previous approver. Also, you can withdraw transactions that you have initiated.

Navigate to the Oracle URL

After launching the login Home page, enter <Username>, <Password> and click on Sign button as shown below in screenshot.



Worklist - Explained:

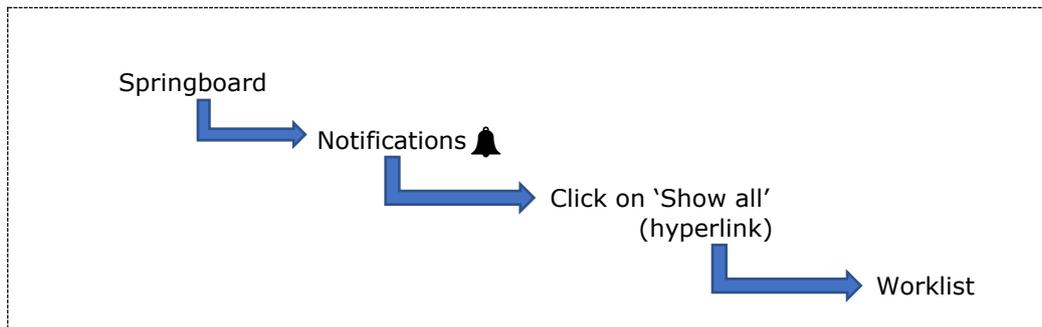
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Worklist Navigation:

Navigate to "Worklist" Task:

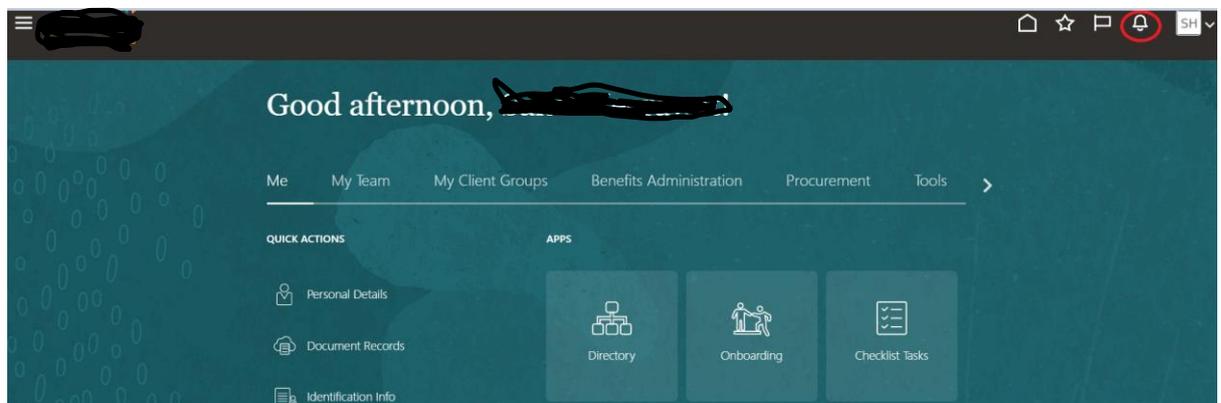
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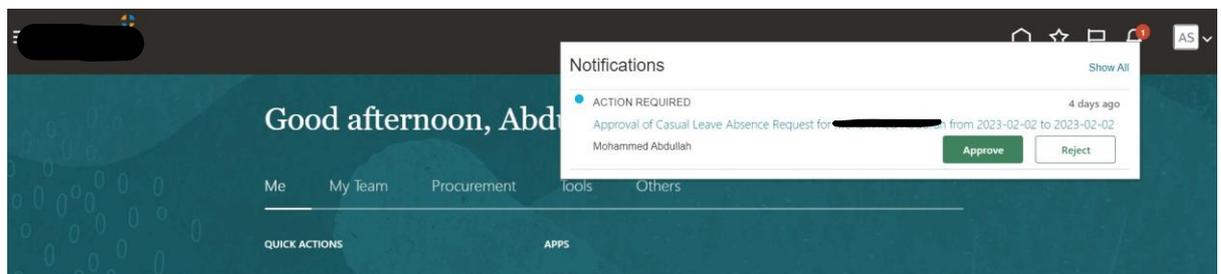


1.

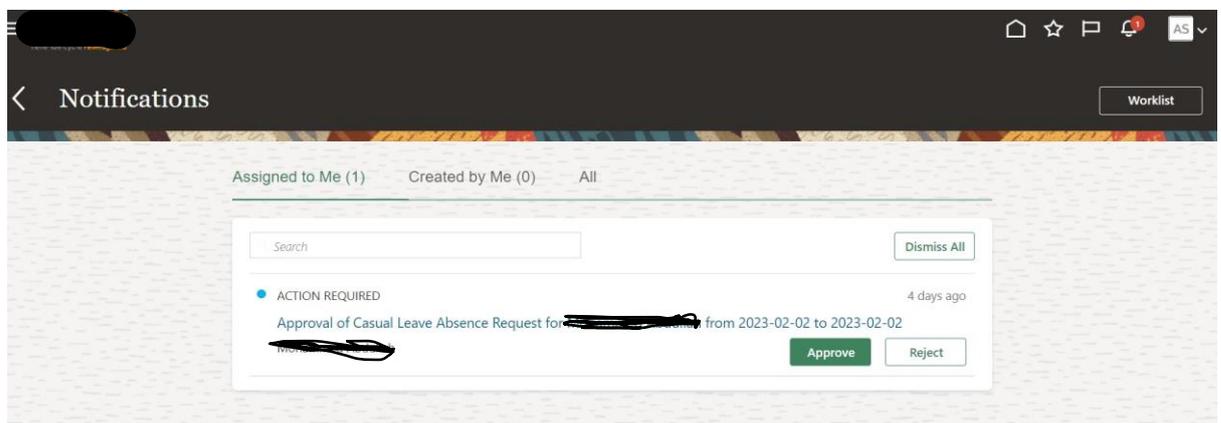
Login to system and click on Notification icon from Springboard.



2. Click on notifications, then click on "Show all" hyperlink

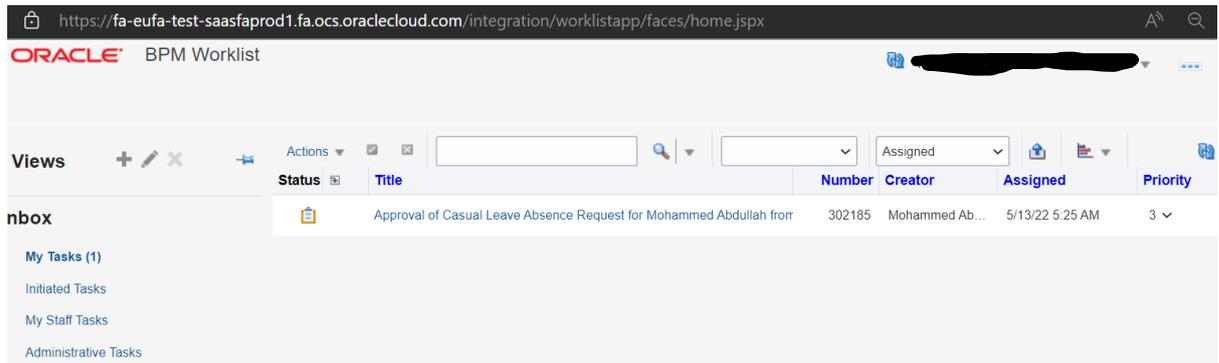


3. Click on Show all, below screen would launch.



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4. Finally, click on "Worklist" button to launch below task list screen



Conclusion: *Hope this Blog helps Manager to Manage their Direct Report's Absence.*