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Oracle Absence Management Cloud 2026 Implementation Professional

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QUESTION NO: 1

When setting up rules for absence certification requirements, which section do you use to control details about when the certificate due date has been reached?

- A. Passage of Due Date
- B. No Certificate Uploaded
- C. Expiration Period
- D. Due Date Expiration

ANSWER: A

Explanation:

Passage of Due Date is the section used to define what happens after the deadline for submitting an absence certificate is reached. In an absence certification requirement, the due date establishes the expected deadline for the worker to provide the required documentation. The Passage of Due Date section then controls the processing and notification details that apply when that deadline passes. This enables an organization to implement its policy consistently, such as initiating follow-up actions or communications associated with an outstanding certification once it becomes due.

This configuration is important because certification compliance is evaluated in relation to the defined due date, not merely when an absence is recorded or when a certificate request is initially created. Using the dedicated due-date passage settings lets the absence plan apply the appropriate post-deadline behavior to the certification requirement. Oracle's Absence Management documentation describes the configuration of absence plans and certification requirements within the Absence Management functional setup. See the [Oracle Fusion Cloud Human Resources documentation](#) and the [Oracle Absence Management implementation guide](#) for the relevant setup guidance.

QUESTION NO: 2

You configure a Holiday absence type with the " Insufficient Balance Enforcement " rule set to Not Enabled for administrative transactions and you associate it with an absence plan that has " Allow Negative Balance? " set to No.

What is the outcome if an administrator submits a holiday with an absence type duration of 15 days for an employee who has only 10 days of balance left?

- A. The absence errors out with error message " ANC- 3405096: The selected plan does not have sufficient balance to complete the transaction. "
- B. The absence submits successfully and 10 days are deducted from the absence plan balance.
- C. The absence errors out with the error message " ANC-3405002: You cannot record this absence because your balance will fall below the configured minimum for this type of absence. "
- D. The absence errors out with error message " ANC-3405052: The absence plan and absence type must have compatible balance enforcement rules. "

ANSWER: C

Explanation:

The absence errors out with the error message " ANC-3405002: You cannot record this absence because your balance will fall below the configured minimum for this type of absence." The absence type setting of Not Enabled for administrative transactions means that the absence type itself does not impose its own insufficient-balance enforcement on an administrator's entry. However, the associated absence plan still controls whether the resulting balance may become negative. Because the plan has "Allow Negative Balance?" set to No, its minimum permitted balance is effectively zero unless another configured minimum applies. Recording 15 days against only 10 available days would reduce the balance by 5 days below that permitted threshold. Oracle therefore prevents the transaction at validation time and raises the minimum-balance error. This preserves the plan's balance constraint even when the administrator-specific enforcement setting on the absence type is not enabled. Oracle's Absence Management documentation describes how absence types and absence

QUESTION NO: 3

Which two are valid Entitlement Definition Types for the Entitlement Attributes section?

- A. As of Event
- B. Formula
- C. Matrix
- D. Qualification Date
- E. Absence Duration
- F. Absence Start Date

ANSWER: B C

Explanation:

Formula and **Matrix** are the valid Entitlement Definition Types used when configuring entitlement attributes for an Oracle Absence Management absence plan. A Formula-based entitlement uses an approved Fast Formula to calculate the worker's entitlement. This supports rules that require tailored calculations using worker, assignment, payroll, plan, or date-related values. The formula returns the entitlement value that Oracle Absence Management applies according to the plan's setup and processing rules.

A Matrix-based entitlement uses an entitlement matrix to derive the appropriate entitlement from defined criteria and corresponding values. This is suitable when an organization can express entitlement policy through maintained combinations, such as length of service or other configured factors, without embedding all decision logic in a Fast Formula. Both approaches provide supported methods for defining how entitlement is determined within the plan's Entitlement Attributes configuration. Oracle's Absence Management documentation describes configuring absence plans and using formulas and matrices to implement entitlement policies; see the [Oracle Absence Management guide](#) and the [Oracle HCM implementation documentation](#).

QUESTION NO: 4

An employee's start date changes, and you realize the change will have an impact on that employee's absence plan enrollments.

Which process do you need to run to automatically adjust the enrollment details?

- A. Update Accrual Plan Enrollments
- B. Update Plan Entitlements
- C. Update New Starter Absence Details
- D. Update Enrollment Status

ANSWER: A

Explanation:

Update Accrual Plan Enrollments is the correct process because it reevaluates existing worker enrollments in accrual absence plans after a data change that can affect enrollment eligibility or enrollment dates. A revised start date is especially significant because plan enrollment can be derived from employment-related dates, eligibility-profile results, waiting periods, and plan enrollment rules. Running this process enables Oracle Absence Management to identify affected employees and

automatically revise the relevant enrollment details rather than requiring an administrator to manually end-date and recreate the enrollment.

This is important for keeping downstream absence processing accurate. Enrollment dates determine when the worker becomes eligible to accrue, which periods are evaluated, and the balance calculations that may result from subsequent accrual processing. The process is therefore the appropriate corrective action whenever a retroactive employment-date update changes the basis on which an accrual plan enrollment was originally created. Oracle's Absence Management documentation describes the administrative processes used to maintain absence-plan enrollment and accrual information in the [Implementing Absence Management](#) guide. Additional process and setup guidance is available through the [Oracle Fusion Cloud Human Resources documentation library](#).

QUESTION NO: 5

Which two are correct descriptions of absence types?

- A. Determine the type of adjustments Human Resources specialists can make during maintenance of absence records
- B. Define waiting period for newly enrolled workers
- C. Include the rules that pertain to the required certifications
- D. Control the approval routing, depending on the user type submitting the absence
- E. Define absence payment information to transfer for payroll processing

ANSWER: A C E

Explanation:

Absence types provide the entry-level configuration for a category of employee absence, such as illness, vacation, or a family-related leave. They govern administrative behavior for absence records, including the adjustments that Human Resources specialists can perform while maintaining those records. This makes "Determine the type of adjustments Human Resources specialists can make during maintenance of absence records" a valid description of what an absence type can control.

Absence types also include certification-related setup. An implementation can specify certification requirements and associated rules for an absence type, supporting processes in which workers must provide evidence, such as a medical certificate or other documentation, after reaching a defined absence duration or under specified conditions. Therefore, "Include the rules that pertain to the required certifications" is also correct.

Finally, absence types can hold absence payment information used by the absence-to-payroll integration. This information supports transferring the appropriate absence details for payroll processing, so "Define absence payment information to transfer for payroll processing" is a correct description as well. Oracle's Absence Management implementation documentation describes absence-type setup and its role in entry, certification, and payroll-related configuration. See the [Oracle Fusion Cloud Absence Management implementation guide](#) and [Oracle Help Center for Human Resources](#).

QUESTION NO: 6

An employee has been granted an extra three days of vacation for the current year, for exceptional work on a recent project. The Absence Administrator, however, has reported that it is not possible to add this to the employee's balance.

What could be causing this?

- A. The Adjustments option has not been switched on in the Display Features for the Absence Type.
- B. The Absence Type has not been configured for balance adjustments.
- C. The Absence Plan has not been configured for balance adjustments.
- D. Adjustments can only be added to future years.

ANSWER: C

Explanation:

The Absence Plan has not been configured for balance adjustments. is correct because the employee's available vacation balance is maintained by the absence plan enrollment and its associated plan balance, not merely by the absence type used to record time off. Oracle Absence Management requires the plan to permit administrator adjustments before an administrator can add or subtract units from an enrolled worker's balance. When this capability is not enabled in the plan setup, the balance-adjustment action is unavailable or cannot be completed, even when a valid business reason exists, such as recognition for exceptional project work.

After enabling plan-level adjustments, the administrator can use the relevant absence administration process to enter a positive adjustment of three days for the worker's current plan enrollment. The adjustment is recorded against the plan balance and is then available for vacation absences, subject to the plan's other rules, such as eligibility, accrual, ceilings, and effective dates. This design protects plan balances by ensuring that manual changes are an explicit configuration decision rather than an unrestricted absence-entry action. Oracle's Absence Management documentation describes absence plans, plan enrollments, and administrator balance maintenance in the [Oracle Fusion Cloud Absence Management guide](#) and the [Oracle Human Resources Cloud documentation library](#).

QUESTION NO: 7

A worker has an accrual-plan balance of 180 hours. Following a change in employment status, the worker becomes eligible for a version of the plan with a ceiling of 120 hours.

Which two statements are true when the Calculate Accruals and Balances process runs?

Select two.

- A. The application reduces the balance to 120 hours.
- B. The application retains the existing 180-hour balance.
- C. The application generates a zero-accrual result while the balance exceeds the applicable ceiling.
- D. The application automatically pays the excess 60 hours through payroll.
- E. The application transfers the excess balance to a compensatory plan.

ANSWER: B C

Explanation:

The worker's existing 180-hour balance remains valid because a newly applicable lower ceiling does not retrospectively reduce earned balance. Since the balance is already above the new 120-hour ceiling, the process generates a zero-accrual result until the worker's balance falls below the applicable ceiling.

The application does not automatically disburse, transfer, or reduce the excess balance merely because the worker's eligibility changes to a lower ceiling.

QUESTION NO: 8

Your customer wants workers to submit a medical certificate from an authorized doctor when they schedule a sick absence.

Which three steps should you perform?

- A. Configure sick absence type.
- B. Configure Action Item in the absence administration work area.
- C. Configure certification requirements in the absence administration work area.
- D. Associate Action Item with absence type on the Certifications tab.

E. Associate certification requirements with an absence type on the Action items tab.

ANSWER: A C D

Explanation:

To require medical documentation for a sick absence, first configure the sick absence type because the absence type is the transaction definition that workers select when recording their leave. The requirement is then defined through certification setup in the Absence Administration work area. Certification requirements establish the documentation and processing rules that apply to an absence, including the certificate requirement appropriate for evidence from an authorized medical practitioner. Finally, associate the Action Item with the absence type on the Certifications tab. This association connects the configured certification-related action to the sick-absence transaction, so that the worker is prompted to provide the required certificate as part of scheduling or managing that absence. Together, these steps ensure that the sick absence is available for entry, that the medical-certificate requirement is configured, and that the requirement is applied to the correct absence type. Oracle's Absence Management documentation describes configuration of absence types and the supporting setup used to administer certifications and related worker actions. See the [Oracle Fusion Cloud Human Resources documentation](#) and Oracle's [Absence Management product overview](#).