

# PeopleSoft HCM Configuration Updates: Absence Management Rule Changes

*Version 2.0 | Updated February 22, 2016*

Should there be a need to change Absence Rules please observe the following timelines. Changes may include new accrual rates, eligibility rules or adding new leave types.

## **Absence Management**

<b>Change Needed</b>	<b>Required Notification</b>
Absence Management: Any changes to brackets or eligibility rules	Create a HEAT ticket to notify the CRC at least two weeks prior to the first PreCalc.
Absence Management: For new leave types	Create a HEAT ticket to notify the CRC at least two pay periods before the new leave is required.