

**Applaud Fast Formula**

Implementation Guide

Releases 11i & 12

**Part No. ASFF-01**

**February 2012**

Employee Directory, Release 11i & R12  
Part No. ASFF-01

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## Intended Audience

Welcome to the Applaud Fast Formula Implementation Guide.

The manual is intended to instruct functional experts and super users on how to understand and configure the Fast Formula that are delivered in our solutions.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle Fast Formula
- Standard request submission in Oracle Applications.
- The Oracle E-Business Suite user interfaces.
- Setting up menus, functions, request sets and other common Oracle E-Business Suite features

To learn more about the above, read the Oracle Applications User's Guide.

If you have never used Oracle Applications or are not comfortable with the above concepts, we suggest you engage Applaud Solutions or your consultancy partner to assist you in your implementation

## Do Not Use Database Tools to Modify Oracle Applications Data

It is STRONGLY RECOMMENDED that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL\*Plus to modify Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

This product delivers new objects prefixed by 'XXAS' and code to support the solution. The same guidance applies to all data residing in these tables.


# About Applaud Fast Formula

## Introduction

Our solutions use Fast Formula as an easy way for you to configure the display of your data within our solutions. Various formula allow you to specify how to display phone numbers, person information, assignment details and tailor rules around availability and work schedules.

Many Fast Formulas are used across several solutions; for example, our Availability Formula is used across Employee Directory and our Self Service Org Chart.

### Brown, Casey



EX140.Chief Financial Officer, Vision Corpor...  
Primary Job (100%)

**About** DRs

Availability **Unavailable**  
I was scheduled to finish work at 17:00


Mobile 506-324-6435

Work 506-532-2356

E-mail [cbrown@vision.com](mailto:cbrown@vision.com)

Hierarchy [Tucker, William](#)  
▶ **Brown, Casey**  
▶ 7 DRs

Location V1- New York City  
90 Fifth Avenue, New York, US



Service 10+ Years

Configuring a formula once will reflect changes in all solutions in which the Formula is used. The Implementation Guide for each solution will detail which formula is being used. This guide gives details on common formula, how to configure them and advice around extending them to meet your own requirements.

## **Contact Details**

The display of phone numbers and email addresses is controlled by the formula XXAS\_COM\_BASIC\_CONTACT. This section gives information on how to configure this formula, along with other information about how to control the display of someone's name.

## **Assignment Details**

The common attributes of Assignment - Organization, job and position – can be combined in any order to display a user friendly view of a person's role within your organization. The formula XXAS\_COM\_BASIC\_ASG lets you configure this important information, along with some other information like period of service and assignment status.

## **Availability**

Three delivered formulas, XXAS\_COM\_AVAIL\_ABS, XXAS\_COM\_AVAIL\_ENR and XXAS\_COM\_AVAIL\_CUSTOM can be configured to look at Absence, Learning and Work Schedules to give a combined picture of Availability.

---

# Enabling and configuring Applaud Fast Formula

When configuring our solutions, one of the first steps you need to take will be to take a copy of our delivered Fast Formula and configure it to meet your specific requirements. The method to do this is common across all Applaud Formulas.

## Copy Fast Formula

**i Important:** You should only use the out of the box formula when initially evaluating the solution for first use. As part of the full implementation, it is recommended you copy the delivered formula and perform the steps above again with your custom formula. If you make direct changes to our formula, then your changes **will** be overwritten by any subsequent patches.

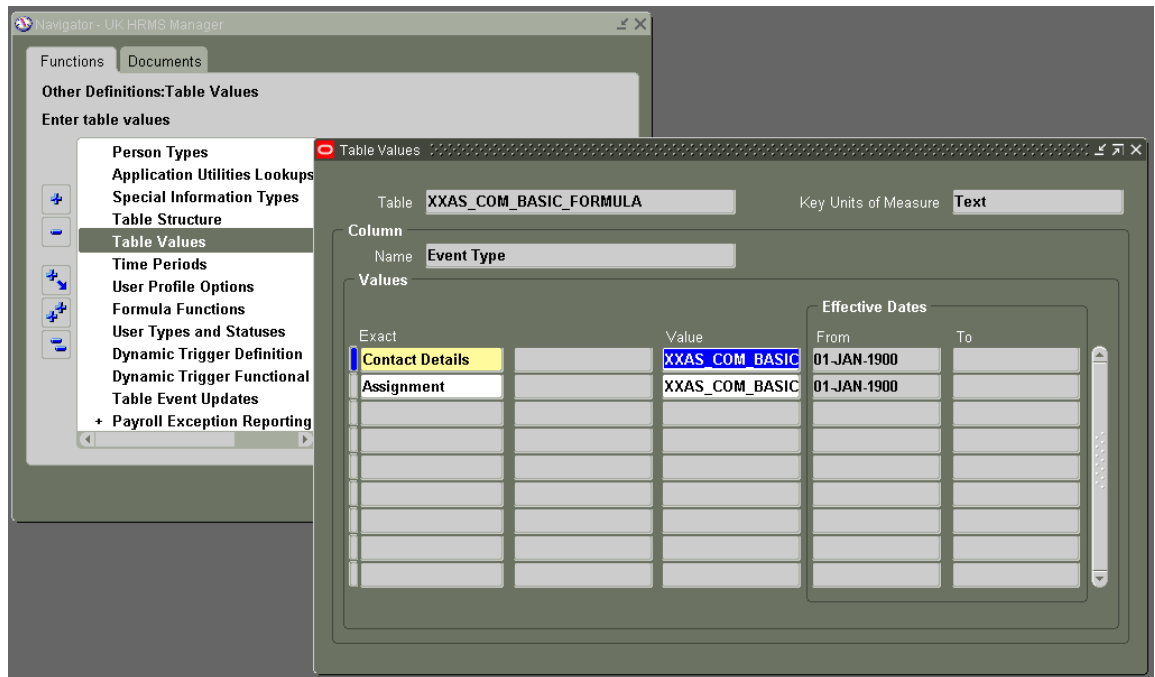
To copy a formula, simply cut and paste the formula text from our fast formula into your own one. There are no restrictions on how to name your Fast Formula; we recommend you conform to any internal naming convention and avoid the prefix we use, XXAS.

Once you have created a copy of the formula, you will need to configure it for use by the solution.

## Overriding default Contact and Assignment Formula

The formulas that are used to configure Contact and Assignment data are specified in a User Defined Table (UDT). To use your own formula, you must update the UDT, following the instructions below.

- 1) Use a HRMS Administrator responsibility, such as US HRMS Manager. Ensure this is attached to a Business Group into which this product was installed (refer to the *Installation Guide* for more information).
- 2) Navigate to Other Definitions -> Table Values
- 3) Query back the table XXAS\_COM\_BASIC\_FORMULA (example below)

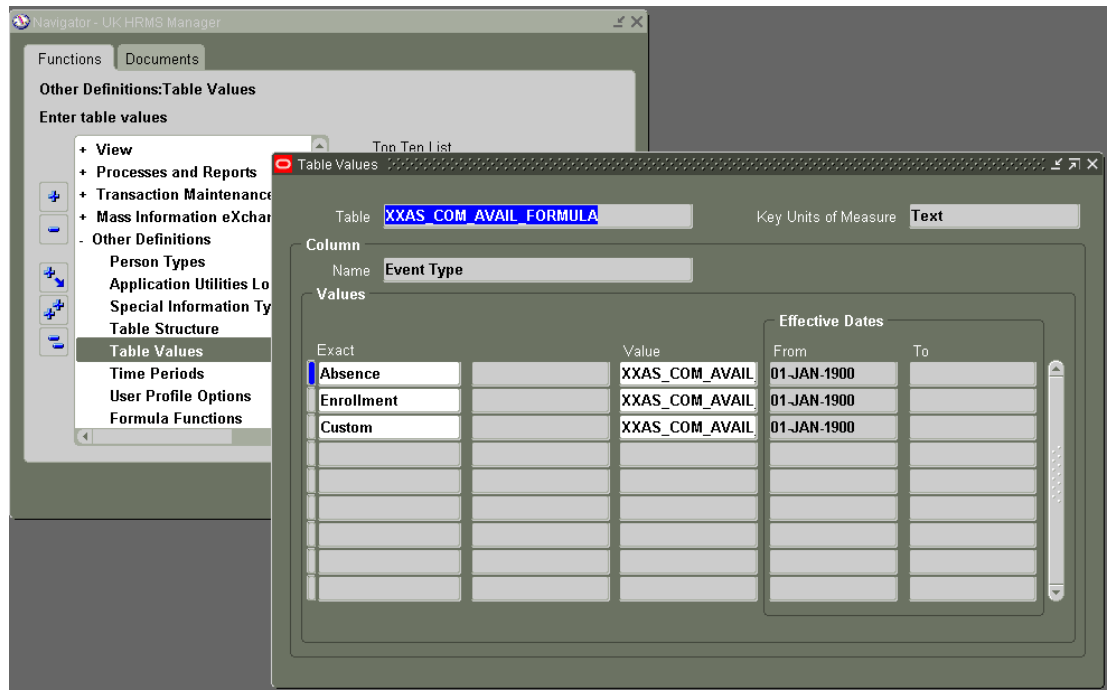


- 4) Set the effective date to be some date well in the past, e.g., 01-01-1951.
- 5) To change the formula used for displaying contact data, find the row marked 'Contact Details' and override the default formula  
XXAS\_COM\_BASIC\_CONTACT with the name of your new, copied, formula.
- 6) To change the formula used for displaying assignment data, find the row marked 'Assignment' and override the default formula  
XXAS\_COM\_BASIC\_ASG with the name of your new, copied, formula.

### Overriding default Availability Formula

For your new availability formulas to be used in preference to the default formula, they must be specified in a User Defined Table (UDT). To do this, follow the instructions below.

1. Use a HRMS Administrator responsibility, such as UK HRMS Manager. Ensure this is attached to a Business Group into which this product was installed (refer to the *Installation Guide* for more information).
2. Navigate to Other Definitions -> Table Values
3. Query back the table XXAS\_COM\_AVAIL\_FORMULA (see below)



4. Set the effective date to be some date well in the past, e.g., 01-01-1951.
5. In the row marked 'Absence', replace the value XXAS\_COM\_AVAIL\_ABS with the name of your new, copied formula for absence
6. Repeat the above step, if required, for the Enrollment formula (XXAS\_COM\_AVAIL\_ENR) and Custom formula (XXAS\_COM\_AVAIL\_CUSTOM).
7. The precedence of the formula is defined by the Display Sequence specified on the Row's definition, which the lowest Display Sequence having the highest precedence. In the above screenshot, the order is Absence, Enrollment, Custom. This order determines the type of availability to show when more than one type occurs at any time. For example, if someone is scheduled to work but is on vacation, their vacation will show because this has a higher precedence. Change the Display Sequences on the rows to alter the default precedence.

Once the table above has been updated, your new formula will be used instead of the default, shipped formula and you may begin to modify them.

### Comment your code!

When modifying your formula, you should be very diligent in commenting the new code that you write. You should easily be able to distinguish which formula code you have modified; which formula code you have added and which formula code you have deleted.

**i Important:** Failure to comment code will make it difficult for you to take any new formula features or modifications that we subsequently make in new releases.

### Upgrade your Fast Formula

Over time, we may introduce product enhancements will require you to ‘upgrade’ your modified fast formula to take advantage of new features. In such cases, the fast formula updates will be documented in a new ‘upgrade’ guide, specific for that particular product. However, you will still have to make those upgrade changes yourself. You will have two choices:

**Option 1: Reflect the new fast formula features into your modified formula**

Identify the new features you are interested in deploying and copy the relevant parts of the new, delivered formula into your existing formula.

Use this option if you have heavily modified our default Fast Formula.

**Option 2: Reflect your previous modifications into the new fast formula**

Take a backup of your modified fast formula. Copy the new delivered Fast Formula into your modified fast formula (so now your modified formula matches the new delivered formula). Then manually reflect your previous changes back into the new modified formula.

Use this option if you have made only minor changes to our default Fast Formula.

**i Important:** Failure to comment your formula code change will make it difficult for you to make the manual updates required and will cause additional regression testing.

---

# Configuring Contact Information

Many of our products show basic contact details for each worker, including, phone numbers & email address. Many different configuration options are available to ensure that the correct set of information is retrieved from your Oracle HR records and presented to your users.

## Email address

Products retrieve a person's single email address using the following precedence:

- The email address held against the User record that is associated with a person's HR record.
- If that is not set, then the email is retrieved from the person's HR record

## Phone Numbers

### Phone Number Display

By default, phone numbers are categorized for display according to the following matrix

Display	Associated Phone Type
Mobile	%CELL%, %MOBILE%
Fax	%FAX%
Hidden	H%, %HOME%
Landline	All other phone types

The list of phone types supported can easily be extended by configuring the Fast Formula XXAS\_COM\_BASIC\_CONTACT.

**i Important:** If your Oracle HR implementation includes user defined non-work phone types that are different to any of the patterns above, you must ensure you hide the relevant phone types, to conform to data privacy laws regarding sharing of non-work related personal information.

## Fast Formula Options

The display of email addresses and phone numbers is controlled by a Fast Formula named XXAS\_COM\_BASIC\_CONTACT. This formula can be copied and modified

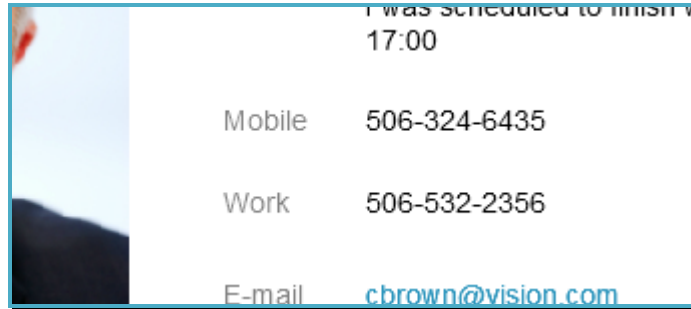
so that the display of data can fit to your exact data requirements, particularly if you have created new phone types.

This section gives advice on how to modify this Fast Formula.

### Formula functionality

The formula controls the display of phone numbers and email addresses. Using the formula you can control:

- Which phone types are displayed
- The order in which email and phones are displayed
- The 'prompt' that is shown on screen for each internal phone type



### Configuring which phone numbers to hide

Within the default formula, you will see the following logic:

```
If upper(Phone_Type_Code) Like 'H%' Or
  upper(Phone_Type) Like '%HOME%' Then
(
  /* Hide all home numbers */
  Show = 'No'
)
```

If you have defined further phone types that you wish to suppress, or you are not using the Oracle standard phone type for 'Home' numbers, simply change this clause to include the lookup code or looking meaning for the phone type in question.

For example, to suppress a phone type of 'Emergency' which has a lookup code of 'EMRG', you could change the above clause to:

```
If upper(Phone_Type_Code) Like 'H%' Or
  upper(Phone_Type) Like '%HOME%' Or
  upper(Phone_Type_Code) Like '%EMRG%' Then
(
  /* Hide all home numbers and emergency number */
  Show = 'No'
)
```

### Changing prompts

By default, the phone type will be used as the 'prompt' for each phone number, e.g., "Fax: 001-650-245603"

You can change the prompt used for each phone type, using the CONTACT\_NAME output. For example, if the Phone Type is "Work Cell", you can change the prompt used to just "Cell" using the code below:

```
Else If upper(Phone_Type) Like '%CELL%'
Then
  (
    /* Set details for cell/mobile numbers */
    Contact_Type_Name = 'Cell'
  )
```

### **Changing display order**

Some products support ordering of multiple phone numbers. The order in which email and phone types are displayed can easily be changed. For example, suppose you wanted the Mobile number to be displayed first, above the email address. You would change the 'Order Sequence' attribute from 3 to 1, in the logic shown below (1 has the highest precedence):

```
Else If upper(Phone_Type) Like '%CELL%' Or
      upper(Phone_Type) Like '%MOBILE%' Then
  (
    /* Set details for cell/mobile numbers */
    Order_Sequence = 3
    ...
  )
```

### **Formula Inputs and outputs**

Documentation for the Fast Formula inputs and outputs can be found within the formula itself. Query the Fast Formula back in the 'Write Formula' screen and press the 'Edit' button to view the Fast Formula contents.

---

# Configuring Assignment Information

Oracle has a flexible data model which allows you to configure someone's job title in many different ways. Fields that are commonly used include Organization, Job, Position and Grade fields, some of which have multiple segments of information in their name.

You can easily define how someone's title should display using our Assignment formula. This will allow you to take any part of the assignment record and use to precisely form a job title that is meaningful to your employees and managers.

## The basics of the Assignment Formula

The assignment formula has the name XXAS\_COM\_BASIC\_ASG. Its primary function is to construct a job title, but it also can be used to configure other commonly used information, such as work address or years of service.

## Formula Inputs

The formula has many input variables, which are documented within the formula text. Query the Fast Formula back in the 'Write Formula' screen and press the 'Edit' button to view the Fast Formula contents. There are many more inputs defined than are actually used in the formula. This is to allow to you quickly make use of many common assignment data fields when tailoring the display to meet your requirements.

If there is particular assignment information that is not delivered as an input, the ASSIGNMENT\_ID context can be used to retrieve any segment of assignment information through use of a Formula Function.

## Formula Outputs

The formula returns the following information:

Output	Description
FTE	Calculates FTE based on the following rules: <ul style="list-style-type: none"><li>- If FTE is held in the 'Assignment Budget Values' table, this figure is used</li><li>- If 'Default Working Hours' is held against either Position, Organization or Business Group, then FTE is calculated by dividing</li></ul>

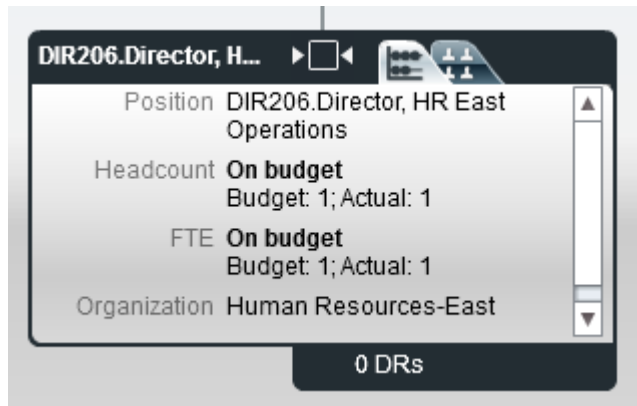
	<p>Normal Working Hours (held on Assignment) by the Default Working Hours</p> <ul style="list-style-type: none"> <li>- If 'Default Working Hours' is not set, FTE is defined as 'Normal Working Hours'/38</li> </ul> <p>If FTE is calculated to be &gt;1, then it is rounded back to 1.</p> <p>Any of the above rules can be modified to suit your organization's use of FTE.</p>
<b>Status</b>	<p>Used to add clarity for multiple assignments. By default this displays text like "Primary Job (100%)" for a person with a single assignment. For people with multiple assignments, all secondary assignments will display "Secondary Job (x%)", with x being determined by FTE.</p> <p>This behavior is completely configurable. For example, if everyone in your organization has only one assignment, you may choose to display information such as 'Full Time' or 'Part Time' here.</p>
<b>Job Title</b>	<p>The default job title is constructed using the following precedence rule:</p> <ul style="list-style-type: none"> <li>- If Position is set, use Position Name + Organization Name as job title</li> <li>- If Job is set, use Job Name + Organization Name as job title</li> <li>- If neither Position nor Job are set, use Organization Name as Job Title</li> </ul> <p>If these rules do not deliver you a sensible job title for your organization, you can modify this logic to use any of the input variables (such as Grade Name) or use the ASSIGNMENT_ID context to retrieve any other information using a Formula Function.</p>
<b>Service</b>	<p>Default behavior converts the length of service to one of four 'bands': 1-2 years, 2-5 years, 5-10 years, and 10+ years. You can modify this behavior to show different bands or the precise years of service.</p>
<b>Location</b>	<p>A simple display of the same Location Name you see in a worker's assignment.</p>
<b>Location Address</b>	<p>A comma-separated user friendly display of the Work Location Address, with all empty fields hidden.</p>

## Fast Formula Options

This section gives advice on how to modify this Fast Formula.

### Changing the FTE Calculation

If you are using a product that shows an FTE calculation, like the Org Chart, then the Actual FTE figure is derived from this Fast Formula.



Within the default formula, you will see the following logic:

```
If Budget_FTE was not defaulted Then
(
  ...
  FTE = Budget_FTE
)
```

Budget\_FTE will be set if you hold FTE within Assignment Budget Values. If you do not hold FTE in this field, the Formula then attempts to calculate FTE based on Default Working Hours:

```
Else
(
  /* Try to derive FTE; need contractual hours first.
  Check on position,
  organization and business group for FTE hours. */
  FTE_Weekly_Hours = 0

  If Position_Hours > 0 Then
    (FTE_Weekly_Hours = Position_Hours)
  Else If Organization_Hours > 0 Then
    (FTE_Weekly_Hours = Organization_Hours)
  Else If Business_Group_Hours > 0 Then
    (FTE_Weekly_Hours = Business_Group_Hours)
```

If you do not hold default Working Hours against Position, Organization or Business Group, then a figure of 38 is used:

```
Else
(
  /* This will unlikely to ever be hard-coded and will
  vary contractby contract. If it's not on the
```

```

        position, org or BG and the FTE budget values are
        not set, this is most probably on some DFF so
        this hard-coded value would need to be replaced
        with a function call. */
    FTE_Weekly_Hours = 38
)

```

FTE is then calculated as the Working Hours held against the person's assignment record (Normal\_Hours) divided by the weekly hours previously calculated.

```

If Normal_Hours > 0 Then
    (FTE = round(Normal_Hours / FTE_Weekly_Hours, 2))

```

The resulting FTE is then rounded down if greater than 1.

```

/* Avoid over-budget jobs */
If FTE > 1 Then
    (FTE = 1)

```

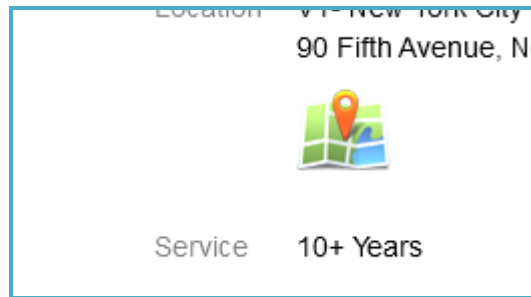
The final FTE value is then passed back to the calling program as a Fast Formula output.

You can easily change the above formula to calculate FTE in a way that is relevant to your organization.

**ⓘ Important:** If you wish to display FTE using this formula calculation, then, at minimum, you should review the default value of 38 working hour per week used in the formula calculations above.

## Changing the Length of Service display

By default, length of service is shown as a band:



Within the default formula, you will see the following logic:

```

If Years_Service >= 0 and Years_Service < 2 Then
    (Service = '1-2 Years')
Else If Years_Service >= 2 and Years_Service < 5 Then
    (Service = '2-5 Years')
Else If Years_Service >= 5 and Years_Service < 10 Then
    (Service = '5-10 Years')
Else
    (Service = '10+ Years')

```

You can easily change the above to display different 'bands' of service. If you would like to simply show the exact number of years' service, just comment out this section and replace by the code:

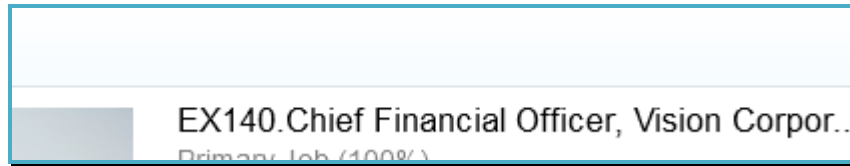
```
Service = Years_Service
```

## Configuring the job title

Within the default formula, you will see the following logic:

```
/* Set the job title to a combination of position/job and
department */
If Position_Name was not defaulted Then
(
    Position = Position_Name
    Job_Title = Position + ', ' + Department
)
Else If Job_Name was not defaulted Then
(
    Job = Job_Name
    Job_Title = Job + ', ' + Department
) Else
(Job_Title = Department)
```

This default display will show position or job names combined with a person's organization name. If you have multiple key flexfield segments defined for Position and Job, then all segments will be displayed, as in the example below.



If this default logic does not produce job titles that are meaningful to your users, then use simple logic to pull the relevant fields from your assignment record. For example, to show someone's job title as a combination of job name and grade, simply replace the above section by:

```
Job_Title = Job + ', ' + Grade_Name
```

There are currently no inputs that can be used to retrieve particular segments of the position or job keyflex. Use a formula function such as SUBSTR to perform some string manipulation on these names and return the results to the Job\_Title variable for display. Alternatively you can use a Formula Function to return the segments you require.

## Changing the Status

By default, the Status data display is used to give an indication of primary vs secondary assignments. When FTE is held, then the percentage FTE is shown for each assignment. If multiple assignments are not used, then the display will simply say "Primary Assignment" for all workers. The screenshot below shows an example of someone's primary assignment, recorded as 50% FTE.



The logic that controls this display is as follows:

```

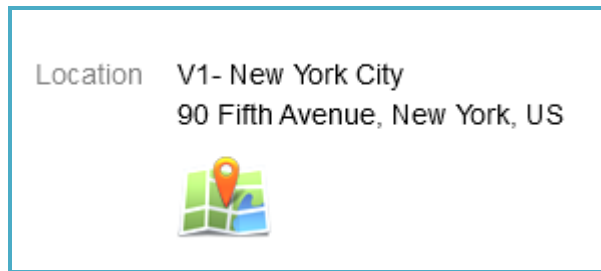
/* Set the status to primary or secondary based on the primary
flag */
  If Primary_Flag = 'Y' Then
    (Status = 'Primary Job')
  Else
    (Status = 'Secondary Job')

  If Budget_FTE was not defaulted Then
    ( Status = Status + ' (' + to_char(round(Budget_FTE *
100)) + '%)' )
  Else If Budget_Percent was not defaulted Then
    ( Status = Status + ' (' +
to_char(round(Budget_Percent)) + '%)' )
  
```

If all your workers have single assignments, you may like to use this Status field to show something like Employment or Assignment Category (Full Time / Part Time) or some information about their person type, e.g., Employee vs Contractor. You may need to write a Formula Function to retrieve some of this information.

### Configuring the display of Location and Location Address

Location and Location Address are displayed in a straightforward way.



This display is controlled by the following logic:

```

/* Set the location name if set */
  If Location_Name was not defaulted Then
    (Location = Location_Name)

  /* Concatenate the location address. An 'Address_Populated'
variable is
  used to ensure the separator is only added when
necessary. */
  Address_Populated = 'N'
  If Address_Line_1 was not defaulted Then
    (
      Location_Address = Address_Line_1
      Address_Populated = 'Y'
    )
  If Address_Line_2 was not defaulted Then
    (
      If Address_Populated = 'Y' Then

```

```
        (Location_Address = Location_Address + ', ' +  
Address_Line_2)  
    Else  
    (  
        Address_Populated = 'Y'  
        Location_Address = Address_Line_2  
    )  
    )....  
Etc
```

This section should not need modifying if you only use one address style for all employees in the Business Group. However, if you have multiple address styles, you may wish to tweak the display of the location address based on, for example, the Country.

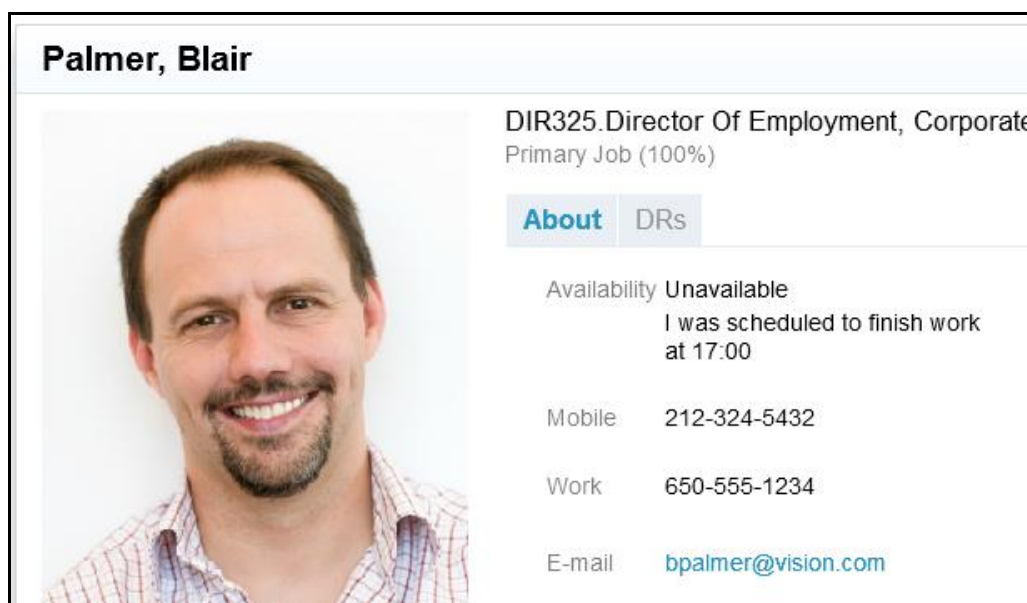
### **Displaying any other assignment fields**

There is no formula support for the display of any other assignment fields. Additional fields may be supported in later releases.

# Availability

## Introduction

Used consistently throughout many of our products, a person's availability is shown against each person's profile, giving a rapid, visual indication as to whether someone is at work.



The image shows a screenshot of an employee profile card for Blair Palmer. The card has a header with the name "Palmer, Blair". Below the name is a photo of Blair Palmer, a man with a goatee and a mustache, wearing a checkered shirt. To the right of the photo, the text reads "DIR325.Director Of Employment, Corporate" and "Primary Job (100%)". Below this, there are two tabs: "About" (selected) and "DRs". Under the "About" tab, the availability status is "Unavailable" with a message: "I was scheduled to finish work at 17:00". Below the availability message, there are contact details: "Mobile 212-324-5432", "Work 650-555-1234", and "E-mail bpalmer@vision.com".

Our availability formula takes absence, training and schedule information held within Oracle HR and calculates whether someone is available at the time the user is viewing their profile. Configure the formula to precisely tailor which Oracle HR data should be used when determining availability.

## The Basics of Availability

When Employee Directory displays a person's photo or profile, it evaluates each person's availability by executing the following fast formula:

- XXAS\_COM\_AVAIL\_ABS – availability based on absence records
- XXAS\_COM\_AVAIL\_ENR – availability based on training records
- XXAS\_COM\_AVAIL\_CUSTOM – availability based on schedule information.

Each formula executes in turn and deduces whether the person has an 'event' at the current date and time. For example, the Absence formula will evaluate if the person is currently absent from work, the Training formula will evaluate if they are currently on a training course, etc.

### Formula Outputs

Each formula returns the following information:

Output	Description
<p><b>Free_Busy</b></p>	<p>Following outputs are supported:</p> <ul style="list-style-type: none"> <li>• Busy</li> <li>• Free</li> <li>• Tentative</li> <li>• Do Not Disturb</li> <li>• Invisible</li> <li>• Unknown</li> </ul> <p>These outputs are codes used within internal logic and are never displayed to the user.</p> <p>When an event is 'found' one of the outputs above specifies what effect that event has on availability.</p> <p>For example, if someone is found to be on vacation, that 'event' would normally mean that person is unavailable or 'busy'.</p> <p>Another example could be a training enrollment that is marked as 'Waitlisted'. That event would be marked as 'Tentative' – the person may or may not be available.</p> <p>'Invisible' is a special code that indicates that a particular event should have no impact on availability, for example, an open enrollment for eLearning.</p>
<p><b>Color</b></p>	<p>The default colors for availability are Red for unavailable, Green for available and Grey for tentative or unknown.</p> <p>These colours can be easily modified. Current choices supported are:</p> <p>Aqua, Black, Blue, Fuchsia, Gray, Green, Lime, Maroon, Navy, Olive, Purple, Red, Silver, Teal, White, Yellow</p> <p>Note: These colours are currently only used in EmployeeCenter and our Self Service Org Chart</p>

	and do not apply to all products
<b>Availability</b>	This is a short piece of text describing someone's availability. Examples could be 'Available', 'In Training', and 'Unavailable'.
<b>Description</b>	This is the text that will be displayed in the availability section on screen and will give more detail about the person's availability. For example, the description could be "I am on training from 20-July-2010 to 25-July-2010"

The formulas ship with default logic that calculates the most common rules around absence and training. These formulas can be easily modified without the need of technical expertise and used to tailor the way in which availability is calculated.

For example, you might change the Formula to ignore eLearning, you could pull in schedule information from a 3<sup>rd</sup> party scheduling system, or you could change the absence types that are taken into account.

**❗ Important:** If you are recording absence information within Oracle HR or training enrollments within Oracle Learning Management, it is highly recommend you review and modify these formulas to ensure the availability evaluation is aligned with your implementation choices, such as absence types and training delivery methods. The next section outlines the steps to take to modify these formulas.

### Formula Precedence

The formulas execute in a defined order. The default ordering is Absence, Training and then Custom. When two 'events' are found at the same time the event with the highest precedence is displayed.

This ordering can be changed, for example, you may wish Training events to have a higher precedence over Absence. Details on how to do this are given in an earlier section.

### Users updating availability

It is currently not possible for employees to update their availability status in any products. This feature may be added in future releases.

## Configuring Availability for Absence

### Default Behaviour

The formula XXAS\_COM\_AVAIL\_ABS has the following default behaviour:

All absence types are evaluated. If any confirmed absence record is found on the current date and time:

- The person will be marked as 'Unavailable'.
- The person will show as 'Absent' (in some cases, such as 'Vacation', the absence type will be shown).

- The details of the date the person returns will be shown.
- If the absence is open ended, the return date will be shown as 'unknown'.

If any absence is found on the current date and time that is pending approval, the person will be marked as 'Tentative'.

Otherwise the Person is considered 'Available' and the next formula will be evaluated.

For products that give color indicator for availability, the default colors are Red for Unavailable, Green for Available and Grey for Tentative.

Further up to date documentation on the Fast Formula, including description of Inputs, can be found within the formula itself.

### Suppressing Absence Types

You may wish to stop some absence types being considered when Availability is evaluated. For example, you may not want someone on "Compassionate Leave" to be marked as 'unavailable' for privacy reasons.

In this case, modify the formula in the following way:

```
If upper(Absence_Type) like '%COMPASSIONATE%' Then
(
  Free_Busy = 'Invisible'
)
```

Setting the 'Free\_Busy' flag to Invisible effectively skips over that absence.

### Modifying Colors

For products that support color code availability, you may wish to change the colors of the Availability bars to introduce different statuses. This is easy to do via the formula. For example, to change the Tentative status from Grey to Yellow, change the following logic:

```
/* Identify pending approval absences */
If Status = 'Pending' Then
(
  Free_Busy = 'Tentative'
  Color = 'Yellow'
  Availability = Availability + ' (pending approval)'
)
```

### Changing the descriptive text

If you wanted to change the text for 'Holiday' to show 'Paid Leave' instead, for example, you could change the following logic from:

```
Else If upper(Absence_Type) like '%VACATION%' Then
(
  Availability = 'On Vacation'
  Desc_Text = Desc_Text + ' on vacation'
)
```

to

```

Else If upper(Absence_Type) like '%PAID%LEAVE%' Then
(
  Availability = 'On Paid Leave'
  Desc_Text = Desc_Text + ' on paid leave'
)

```

You are free to use Formula functions to pull back any data within Oracle HR and display within the Availability descriptor.

## Configuring Availability for Training

### Default Behaviour

The formula XXAS\_COM\_AVAIL\_ENR has the following default behaviour:

All training enrollments for all delivery methods are evaluated.

If an enrollment is found on the current date and time, then:

- The person will be marked as 'Unavailable' if the system enrollment status type is anything other than Attended, Waitlisted or Requested.
- The person will show as being 'In Training'
- The details of the date the person completes the training class will be shown.
- If the training class is open ended, it is considered as having 'no scheduled finish'.
- If a learner is attending a class with sessions, then the learner is only considered 'Unavailable' if the session falls on the current date and time, otherwise they will be considered Available.

If any training enrollment is found on the current date and time that is pending approval or in Waitlisted status, the person will be marked as 'Tentative'.

Otherwise the Person is considered 'Available' and the next formula will be evaluated.

For products that support color coded availability, the default colors are Red for Unavailable, Green for Available and Grey for Tentative

Further up to date documentation on the Fast Formula, including description of Inputs, can be found within the formula itself.

### Suppressing Delivery Methods

You may wish to stop some classes being evaluated for Availability if they are taught in a particular way, i.e., restricting by Delivery Method. The most common example will be restricting the evaluation of e-Learning. This type of learning is often set up with an open ended enrollment and would be unlikely to affect someone's availability in the same way as classroom based training.

To suppress classes of a particular delivery method, you need to make use of the 'Invisible' availability status.

In this case, modify the formula in the following way:

```

if Delivery_Mode = 'eLearning' or
   Delivery_Mode = 'CD-ROM'
(
   Free_Busy = 'Invisible'
)

```

This will ensure the enrollment is ignored.

## Modifying Colors

For products that support color coded availability, you may wish to change the colors of the Availability bars to introduce different statuses. This is easy to do via the formula. For example, to change the Waitlisted status from Grey to Yellow, change the following logic:

```

Else If upper(Enrollment_Status) like 'REQUESTED' Or
       upper(Enrollment_Status) like 'WAITLISTED' Then
(
   Desc_Text = 'Unconfirmed: I could be on a training course'
   Free_Busy = 'Tentative'
   Color = 'Yellow'
)

```

## Changing the Descriptive text

The Title of the pop-up is set to the output 'Availability' and the text in quotations marks is returned by the output "Description".

If you wanted to change the title for 'In Training' to 'In a classroom' when people are on instructor led training, you could enter the following logic:

```

if Delivery_Mode like '%INSTRUCTOR%LED%'
(
   Availability = 'In a classroom'
   Description = 'I'm currently unavailable due to taking
part in some instructor based training'
)

```

You are free to use Formula functions to pull back any data within Oracle Learning Management and display within the Availability descriptor.

# Configuring Availability for Schedules

## Default Behaviour

Schedule information can be held in multiple places within the Oracle e-Business Suite. In many cases, Oracle HR will be interfaced to a 3<sup>rd</sup> party Scheduling or Time Card system. Therefore the formula for schedules, XXAS\_COM\_AVAIL\_CUSTOM, contains only light-weight default behaviour and is intended for users to modify to retrieve schedule information using their own code and logic.

### Working Times

However, the formula does have some default logic, which looks at the working times that are held at various levels within the Oracle HR data model hierarchy. Start and end times are evaluated on the following objects:

- Assignment

- Position
- Organization
- Business Group

So, for example, if there is no start and end time against assignment, then start and end time on the Position will be used and so on through to Business Group.

If there are no start or end times defined at all, then the start time is defaulted to 09:00 and the end time defaulted to 17:00.

#### Working Days

In the default formula, it is assumed that Saturday and Sunday are non-working days. This is hard-coded within the formula but can be changed.

#### Default Logic

The default behaviour of the formula is then:

- The person will be shown as unavailable if the day is a non-working day
- The person will be shown as unavailable if the time is before the start time or after the end time
- Otherwise, the person will be shown as available

The default colors are Red for Unavailable & Green for Available.

### **Modifying the formula**

It is likely that to retrieve schedule information from elsewhere in Oracle HR (or from data imported from a 3<sup>rd</sup> party application) you will need to create Formula Functions and embed new logic within the formula. Examples of where schedule information can be held are within Oracle Time and Labor, Common Applications Calendar, UK Work Patterns. All of these schedule repositories require you to implement your own fast formula logic.