

# JD EDWARDS ENTERPRISEONE EMPLOYEE SELF SERVICE

**ORACLE**

**JD EDWARDS ENTERPRISEONE**

## PRODUCT HIGHLIGHTS

- Reduce the costs of managing your workforce
- Actively engage employees in their own career planning
- Achieve rapid return on investment
- Integration to other JD Edwards EnterpriseOne modules

*JD Edwards EnterpriseOne Employee Self Service provides employees with greater control over administrative tasks, increasing your business efficiency and employee satisfaction. By significantly reducing the effort and delay commonly associated with paperwork, human resources staff, managers, and employees are able to focus on more strategic activities that ultimately increase your company's profitability.*

### **The Issue: Efficient Management of Employee Information**

The demands placed on human resources departments continue to grow despite increasingly limited budgets. Considering the strategic support that organizations now expect from human resources staff, there is little time for the routine tasks that characterize the management and administration of employee information.

### **The Solution: Employee Self Service**

With Oracle's JD Edwards EnterpriseOne Employee Self Service, requests for information, such as pay history and available vacation time, no longer need to be routed through managers or human resources staff members. Instead, employees can access this information online, at any time. In addition, employees can take care of human resource requirements expediently to reduce frustrating red tape on both sides.

Not only does Employee Self Service create more time for your human resources staff to focus on strategic activities, such as workforce planning and development, but it also gives employees a greater sense of ownership and control of the management of their careers.

### **Streamline Human Resources Administration**

Employee Self Service eliminates or minimizes much of the paper shuffling, e-mails, and phone calls that are inherent in human resources administration. It saves time and cuts costs by putting many day-to-day record-keeping and career development responsibilities directly in the hands of your employees.

With minimal training, employees can easily access human resources forms and processes to handle a wide range of administrative functions, including timecard entry, benefits enrollment or changes, vacation requests, and personal profile and W4 updates. In addition, employees can view eligibility and accruals for family and maternity leave and can request leave time online. They also can view and update auto-deposit directions and even print their own pay stubs. Employers can also allow employees to request future leave and advanced pay.

Employees no longer have to wonder about whom to call or what form to use to

manage their personal information. With an intuitive user interface, Employee Self Service is easily accessible with any Web browser.

In addition, pre-defined policies and procedures assure central, secure management of information while employees gain greater control of their own profile data.

### **Enhance Career Development**

Employee Self Service provides a forum for open communication between employees and managers. By automating activities such as employee reviews and career planning, this solution frees your human resources staff from the administrative burden of managing the entire evaluation process.

Employees document and track their development activities online, updating skills and competencies, with appropriate approvals and verification tracking. They can add information related to certificates earned, internal and external training classes completed, languages learned, or other accomplishments.

As part of the review process, employees can complete self-appraisals online, review past appraisals, and keep a running log of accomplishments and issues for discussion during performance reviews. Gap-analysis functionality enables employees to assess their current competencies against the requirements of their job, assisting both employees and their managers in making training and career path decisions.

### **Reduce Time to Benefit**

The integrated, flexible Employee Self Service solution is quick to install, easy to maintain, and highly configurable to your organization's needs. It is specifically designed for organizations that have limited IT resources and need rapid return on their technology investments.

Employee Self Service helps you establish and communicate consistent standards and benchmarks that are easily accessible to employees and managers alike. By allowing employees to maintain their records and empowering them to support their own career development, Employee Self Service can help you drastically reduce the cost of managing your workforce and afford your human resources department the time it needs to focus on strategic activities.

### **Feature/Function Highlights**

- Name and address update
- Benefits enrollment
- Online performance appraisals
- Sick and vacation time accruals
- Leave eligibility, balance, and requests
- Vacation request
- Time entry
- Paycheck review

- Personal profile
- W4 updates
- Auto-deposit instructions
- Skills, training and competency updates
- Training records
- Gap analysis
- Diary records

### **Solution Integration**

This module is designed to be integrated with these JD Edwards EnterpriseOne products and suites across your operations using common tools and a Pure Internet Architecture:

- JD Edwards EnterpriseOne Financial Management
- JD Edwards EnterpriseOne Human Capital Management
  - Human Resources Management
  - Payroll Management
  - Time and Labor
  - Manager Self Service
- JD Edwards EnterpriseOne Capital Asset Management
- JD Edwards EnterpriseOne Manufacturing
- JD Edwards EnterpriseOne Project Management

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