

JD Edwards EnterpriseOne Canadian Human Capital Management

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ENTERPRISEONE**

PRODUCT HIGHLIGHTS

- Support strategic human resource management
- Streamline Canadian payroll and regulatory compliance
- Reduce costs and improve data accuracy
- Specifically developed to meet Canadian tax and regulatory requirements
- Readily scalable
- Share data between US and Canadian business units
- Integration with other JD Edwards EnterpriseOne modules
- UX One role-based pages for Benefits Manager and HR Manager

JD Edwards EnterpriseOne Canadian Human Capital Management is a cost-effective, robust solution that enables human resources departments to develop a strategic focus while routine administrative and payroll activities are simplified and automated. JD Edwards EnterpriseOne Human Capital Management provides comprehensive functionality that helps you efficiently manage common HR tasks, comply with local Canadian standards and regulations, and the intelligence to help your organization identify and analyze workforce trends and needs.

The Issue: Managing Critical Human Resources Activities While Staying Focused on Your Core Business

Human resource departments often find themselves overwhelmed by paper-intensive administrative work such as address changes, benefits enrollment, paper approval ratings, and manager reports. Although these maintenance tasks are important, they leave little time for human resource professionals to be proactive and strategic in their jobs.

In addition, human resource departments must find ways to effectively administer payroll. They need to be able to automate time-consuming tasks and manage the numerous variables that are associated with payroll, including government regulations, wage attachments, tax withholding, and time and labor reporting and management.

The Solution: Integrated, Strategic Human Capital Management

Oracle's JD Edwards EnterpriseOne Canadian Human Capital Management is designed to meet the specific needs of companies in Canada to ensure that human resources processes meet local standards and regulations. And, because it is easy to integrate with other JD Edwards EnterpriseOne applications, this solution is also ideal for US companies that have Canadian business units, and vice versa. You can share data among systems to meet local needs, yet still benefit from the controls and operational efficiencies that come from using a single data repository that integrates human resources, payroll, and time accounting.

Access to UX One role-based pages enables Benefits Manager and HR Manager to easily access, review, and act upon important information related to employee enrollment, thereby managing the human capital program effectively and efficiently.

Streamlining Administrative HR Processes

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FEATURE/FUNCTION HIGHLIGHTS

- Requisitions
- Applicant tracking
- Position control
- Benefits administration
- Job information
- History and turnover analysis
- Competency management
- Compensation management
- Performance management
- Employee and manager self-service
- Government reporting
- Health and safety
- T4, T4A, NR4, and Relevé 1/Relevé 2 support
- State common paymaster support
- Wage attachments
- Burden/rules
- Pay grade and step administration
- Reporting and reporting tools
- Gap analysis
- Automated workflows
- Legislative compliance
- Integration with payroll solutions for United States, Australia, New Zealand
- Time entry by job and work order
- Integrated electronic record of employment (ROE) reporting
- Reciprocity rules
- Retroactive pay process
- Union rates and rules processing
- Labor rules engine
- Automatic overtime calculations
- Interim check processing
- Job-step progression

Canadian Human Capital Management (HCM) automates many administrative HR tasks to eliminate paperwork and accelerate the everyday functions needed to manage a workforce. The proper forms are filed automatically. Status changes, salary increases, and performance appraisals are routed to the appropriate people for review and approval. Information entered once is used again.

You further improve HR staff productivity with JD Edwards EnterpriseOne Self Service Human Resources. Based on HR industry studies, you can save up to 80 percent of the costs of benefit enrollment just by offering employees online self-service. These savings include elimination of significant paper and printing fees, as well as time that human resources professionals spend entering the benefits information.

With minimal training, employees can easily access HR 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. Employees can view eligibility and accruals for family and maternity leave and can request leave time online. They can also view and update auto-deposit directions and even print their own pay stubs.

Your managers can use the self-service applications for anytime, anywhere access to required information, reports, and forms without involving HR personnel. They can also use the manager workbench to automate such tasks as performance appraisals, salary reviews, and delegating assignments. Online approval routings speed requisitions, vacation requests, salary adjustments, and terminations. Nothing gets lost in the inbox or mailroom.

Aligning Skills with Organizational Requirements

By streamlining and automating administrative tasks, Canadian HCM enables you to focus on strategic activities such as competency mapping to align employee skills with corporate objectives. The system supports you as you work with managers to define needed competencies and map those competencies to specific positions within your organization. You can then compare this information to data about existing employee skill sets and identify gaps to determine recruitment and training needs.

With Canadian HCM, you will always have a current database of employee skill sets and competencies, which employees can update online. You can also use this database to store information about outside applicants for jobs and to search for the right people with the right skills for the right positions.

The solution also makes it easy for you to assess your new employees to ensure that you are attracting the best candidates. You can track such criteria as:

- Where are you getting your employees?
- How long do they stay?
- Will they have the right qualifications?
- How much does it cost to recruit and replace employees?

Processing Payroll Accurately and Efficiently

Payroll is another potentially time-consuming and expensive job. That is why Canadian HCM offers integrated payroll functionality that is designed to help you streamline your payroll processes, reduce processing time, and ensure payroll accuracy across your

firm.

Fully integrated with JD Edwards EnterpriseOne Human Resources Management and time and labor reporting applications, JD Edwards EnterpriseOne Canadian Payroll provides comprehensive functionality, from time entry to tax filing. Accuracy is ensured with system defaults and validations throughout the process. You can automatically default all pertinent work order, business unit, or job information to the timecard, so your employees do not waste time or incorrectly enter critical analysis information. Whether it is time entry clerks entering your timecards or employees taking advantage of time entry through Self Service Human Resources, you know that the time entered is being validated for accuracy.

You can run payroll for as few or as many employees as you need. In addition, you will not be locked into specific processing times. You can choose how often you process payroll, from annual, monthly, or weekly runs to several times a day. Off-cycle payment processing supports requirements such as bonus checks, payment adjustments, and advances.

With Canadian HCM, you will be able to automate legislative and regulatory reporting while keeping up with changing government legislation. The system will automatically handle federal and provincial requirements, including workers' compensation and employment insurance. You will even be able to port data from your enterprise database to easily create and print records of employment. At the end of the year, you will be ready. The system makes it easy for you to prepare year-end forms such as T4s and Relevés.

Controlling Costs

The JD Edwards EnterpriseOne solution also helps you keep on top of headcount spending. It facilitates collaboration between your human resource and accounting departments so that you are better able to plan, forecast, monitor, and control budgets for new hires. The system tracks approved positions and headcount by company and department and automatically updates the data. With this solution, you no longer have to worry about managers hiring employees without the budget to do so. They are able to easily verify that an open position is budgeted for before submitting a requisition to hire.

Managing Employee Development Effectively

By streamlining the routine, administrative aspects of the employee development process, Canadian HCM gives you more time for managing employees' developmental needs. An automated workflow simplifies the evaluation process, automatically alerting employees and managers about scheduled performance reviews. Built-in competency gap analysis tools help managers assess the gap between employees' expected and actual performance.

Canadian HCM lets you standardize salary increases for your organization by using a matrix that matches salary with items such as length of service, compensation ratio, performance review score, and percentage achievement of competency goals. With the data uncovered during the evaluation process—such as competency ratings and gap analysis—managers use this salary matrix to make equitable recommendations for their staff.

Improving Decision Support

This solution offers flexible reporting tools that enable you to cut through the reams of data entered about your employees for a complete picture of issues and trends. The software makes it easy for you to create ad hoc reports, summarize data or drill down into the details, embed workflow messaging for true exception reporting, and populate spreadsheets. You have access to actionable information that helps you find and correct negative trends before they become costly, long-range problems. At the same time, positive information can help you direct procedure and process improvements.

By providing you with the information you need, when you need it, Canadian HCM enables you to make important, informed decisions. It streamlines routine activities and brings consistency and clarity to human resource processes and procedures. In doing so, it gives you the time and tools you need to make strategic HR planning and management a reality.

Solution Integration

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

- JD Edwards EnterpriseOne Financial Management
 - General Ledger and Accounts Payable
 - Expense Management
- JD Edwards EnterpriseOne Human Capital Management
 - Payroll
 - Time and Labor
 - Self Service Human Resources
- JD Edwards EnterpriseOne One View Reporting for Human Resources
- JD Edwards EnterpriseOne Capital Asset Management
- JD Edwards EnterpriseOne Project Management
 - Project Costing and Contract and Service Billing

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