

ORACLE®

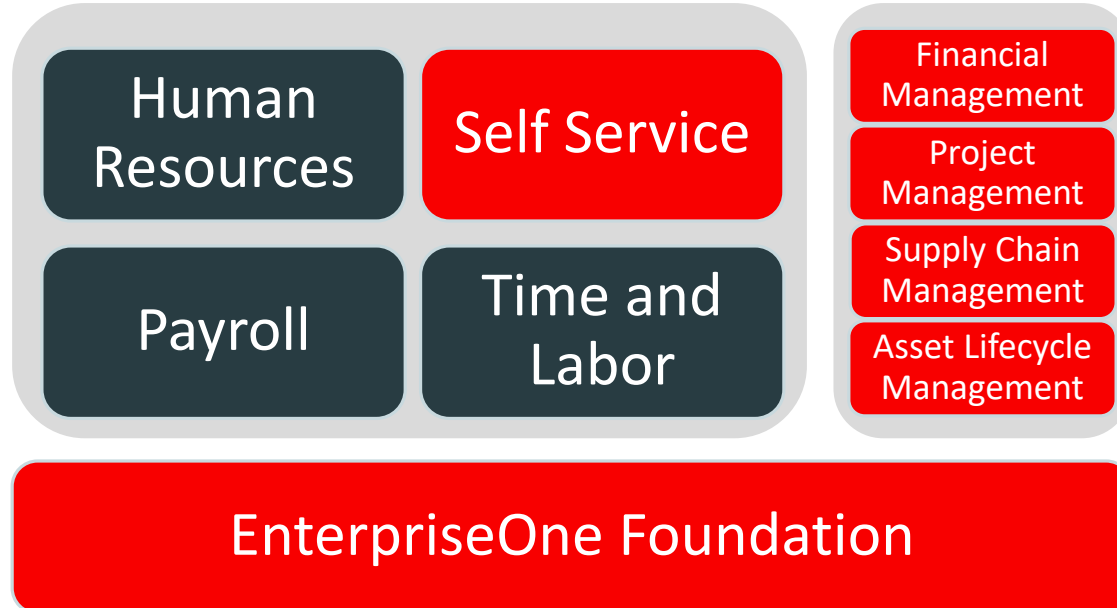
JD Edwards EnterpriseOne Self Service Human Resources

Overview

Safe Harbor Statement

The following is intended to outline our general product direction. It is intended for information purposes only, and may not be incorporated into any contract. It is not a commitment to deliver any material, code, or functionality, and should not be relied upon in making purchasing decisions. The development, release, and timing of any features or functionality described for Oracle's products remains at the sole discretion of Oracle.

JD Edwards Self Service Human Resources



Key Features

Benefits Enrollment

Enter Time, Request Leave

Self Appraisals

Skills and Competencies

Maintain Auto-Deposit and W-4

Manager Workbench

Review & Approve Time and Leave

Manage Compensation

Workflow Automation

Performance Appraisals and Development Plans

Key Benefits

Greater Productivity

Improved Data Accuracy

Increased Satisfaction

Increase Profitability with Self Service

Increase Productivity

- *Engage managers and employees in HR processes*
- *Eliminate manual processes and paperwork*
- *HR can focus on more strategic activities*

Improve Satisfaction

- *Managers readily have information needed for day-to-day tasks*
- *Employees have greater ownership and control*
- *HR is relieved of time-consuming activities*

Reduce Errors

- *Repetitive paper shuffling and data entry is eliminated*
- *Data is managed by those that know it best—employees and their managers*

Key Features by Role

Employee



Empower employees to maintain their own information and manage their careers

- View and update Benefits Enrollment
- Review and update current address, contact, and emergency contact information
- Enter timecards, request leave in advance, review leave balances
- Complete self-appraisals for performance reviews
- View and maintain skills and competencies
- Review and print paystubs
- Manage W-4 selections
- Update auto-deposit instructions

Name and Address Change

My Profile

Name Cathy McDougle
Address 12662 East Bates Circle
City, State Aurora, CO
Zip 80014
Country US
Phone (555)225-3355
Job Human Resources Manager
Department Manager Corporate Administration
Ray Allen

[Change Name and Address](#)
[View Personal Profile](#)

My Profile

Self-Service Director

Josh Watkins

Marital Status: Married
Salary: 39500.00
Birth Date: 05/04/1968

Welcome!

Moving
→ Employee Personal Information
Employee Phone Numbers
Employee Emergency Contacts

Click Next to begin making your Self Service changes.


Exit << Previous Next >>

“Moving” Enrollment Event Process Flow

HR - Enhanced Employee Self Service

Benefits Enrollment

[View Your Current Enrollment](#)
[New Employee Enrollment](#)
[Just Married](#)
[Birth and Adoption](#)
[Open Enrollment](#)

Additional Options: 

[Moving](#)
[Change Your Beneficiaries](#)
[401\(k\) Enrollment](#)
[Employee Divorce](#)
[Dependent Death](#)

Benefits

Benefits Enrollment

The screenshot illustrates the Oracle JDEdwards EnterpriseOne HR Self-Service Director interface. It is divided into three main sections:

- Top Left (Navigation):** Shows the 'ORACLE JDEdwards EnterpriseOne' header and navigation links for 'Home', 'Help', and 'Navigator'. Under 'HR - Enhanced Employee Self Service', there is a 'Benefits Enrollment' section with links for 'View Your Current Enrollment', 'New Employee Enrollment', 'Just Married', 'Birth and Adoption', and 'Open Enrollment'. An 'Additional Options' link is also present.
- Bottom Left (Main Menu):** Displays the user 'McDougal, Cathy' and a 'New Hire' section with a list of options: 'Enter Event Date', 'Dependent List', 'Employee Personal Information', 'Employee Phone Numbers', 'Employee Emergency Contacts', 'Health & Welfare Enrollment', 'Beneficiary List', 'Indemnity Plans', 'Retirement Plans', 'Change Remaining Benefits', 'Other Plans', 'Preview Benefit Changes', 'Accept Benefit Changes', and 'Final Benefit Confirm. Stmt.'. An 'Exit' button and a 'Send E-mail to HR' link are at the bottom.
- Right (Enrollment Details):** Shows the user 'McDougal, Cathy' with a 'Dental Benefits' link. It states 'Total Deductions Per Pay Period 14.05'. Below this is a table of records:

Records 1 - 2		
Elect	Plan	Plan Cost
<input checked="" type="checkbox"/>	Delta Dental Coverage - EE + Spouse	11.00
<input type="checkbox"/>	Metlife EE + 1	17.00

Below the table are 'Recalculate' and 'Exit' buttons, and a 'Contact HR' link.



Paid Time Off Inquiry

The interface consists of three main components:

- Summary Table:** A table showing the status of Paid Time Off for the employee.
- Navigation Menu:** A central panel with links to various actions like 'Plan and Request Leave Time' and 'Review Existing Leave Balances'.
- Detailed View:** A window showing the employee's details and a table of leave accruals.

Summary Table:

	Vacation	Sick
Begin	24	0
Accrued	12	12
Taken	8	8
Available	28	4

Navigation Menu:

- Address Number: 8011 Watkins, Joshua
- Plan and Request Leave Time
- Review / Update Requested Leave Time
- Review Existing Leave Balances
- Exit

Detailed View:

Watkins, Joshua

Employee Number: 8011
Tax ID: 801180118 Last Check Date: 02/15/2007

Records 1 - 5

Description	Beginning Balance	Additions	Taken	Available
<input checked="" type="radio"/> Sick Accruals		63.36	4.00	59.36
<input type="radio"/> Vacation Accruals		88.00	8.00	80.00
<input type="radio"/> Holiday Accruals				
<input type="radio"/> Fam/Med Leave Accruals				
<input type="radio"/> Other Accruals				

All values are in hours

Key Features by Role

Manager



Empower managers to oversee all aspects of their employees' careers

- Review and approve timecards and leave requests
- Maintain workforce information
- Manage employee compensation
- Setup new employees with automated workflow messages to responsible parties
- Create performance appraisals and employee development plans
- Review and maintain employee skills and competencies
- Print reports on headcount, turnover, skills gap analysis, and organizational charts
- Establish delegates when away from the office

Manager's Workbench

The screenshot displays the 'Work With Managers Employees' interface. At the top, the manager is identified as '7500 McDougal, Cathy'. Below this is a table of records. The table has columns for Employee's Name, Employee's ID, Supervisor's Name, Home Business Unit, Employee Status, Pay Status, and Date Started. The employee 'Watkins, Joshua' is highlighted, and a context menu is open over it. The menu items are:

- My Self Service Ap Reports
- Performance
- Job In An Organ.
- Compensation Review
- Employee Letter
- Job Comp. In An Or
- Status Change Rev
- Approvals
- Submitted Reports
- My Delegates
- Delegate for...
- Reset Manager
- Attachment

Below the main menu, there is a secondary menu with the following items:

- Status Change Req.
- Self Service Apps.
- Reports
- Supplemental Data
- Gap Analysis
- Emp Performance
- Employee Profile
- Attachment

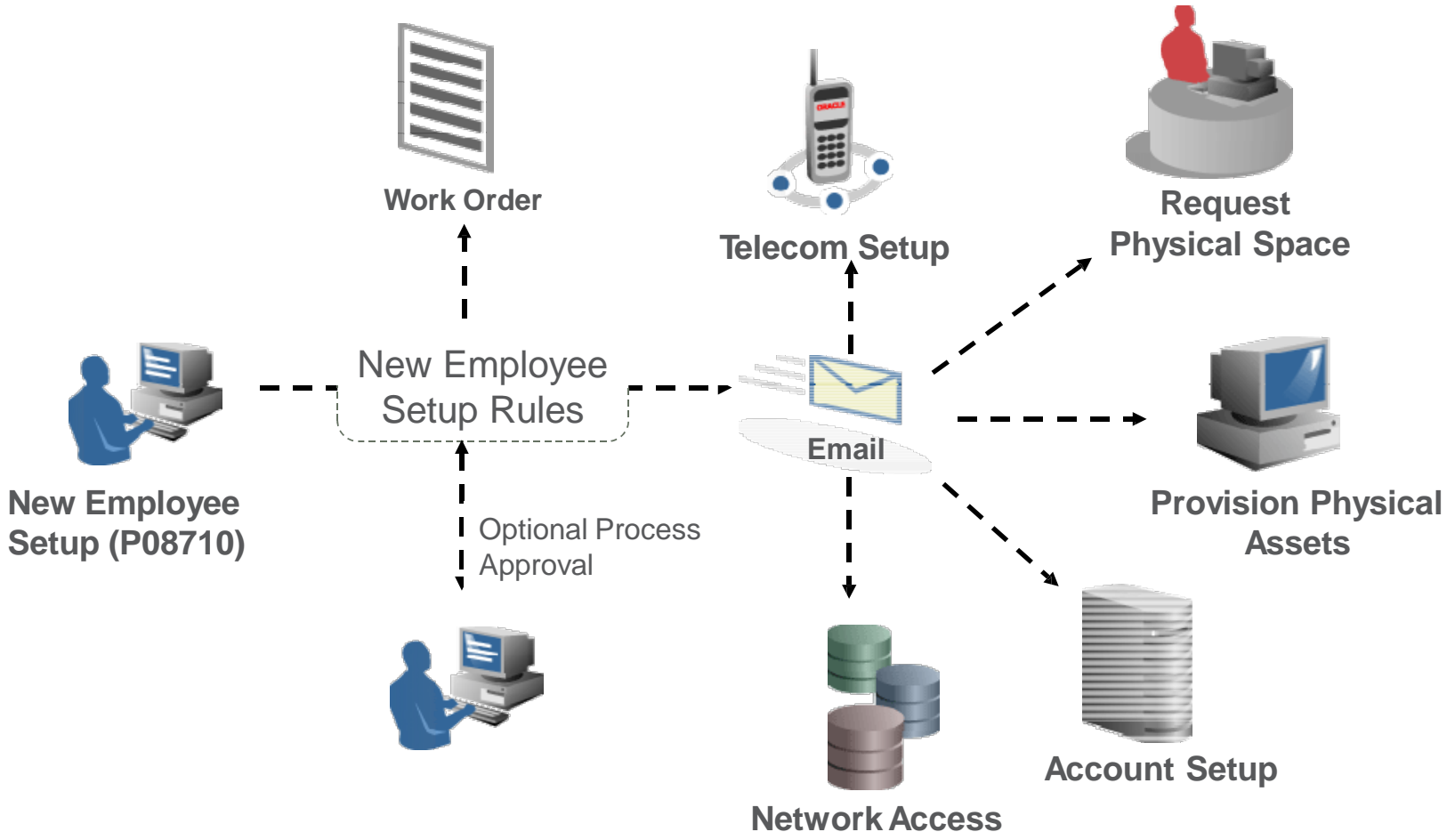
Employee Status Change

The process is shown in three stages:

- Records List:** A table with columns 'Employee No.', 'Employee Name', and 'Change'. Records include 6044 (Abrams, Brooke) and 8011 (Watkins, Joshua). The 'Add' button in the toolbar is highlighted.
- Select Employee Status Change Request:** A screen for 'Ray Allen' with 'Promotion' and 'Job Status Change' options. 'Promotion' is selected and highlighted.
- Create Employee Status Change Request:** A form for 'McDougal, Cathy' with 'Status: Pending'. The 'Compensation' tab is active, showing a table of values:

	Current Values	New Values
Pay Class(H/S/P)	S	S
Pay Grade	S6	S6
Grade Step		
Annual Salary	57,750.00	85,000.00
Hourly Rate	27.764	27.764
Std Hrs/Day		
Hrs/Yr	2080.00	2080.00
Pay on Std Hours		
Std Days/Year		
Full Time Equivalents	1.00	1.00

New Employee Setup



Integrated Cloud

Applications & Platform Services

ORACLE®