

# JD Edwards EnterpriseOne Self Service Human Resources

**ORACLE®**

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ENTERPRISEONE**

## PRODUCT HIGHLIGHTS

- Reduce the costs of managing your workforce
- Control costs for hiring and retaining key talent
- Monitor employee performance against organizational goals
- Improve productivity
- Actively engage employees in their own career planning
- Achieve rapid return on investment
- Integration with other JD Edwards EnterpriseOne modules

JD Edwards EnterpriseOne Self Service Human Resources provides managers with the tools needed to efficiently perform routine employee administration as well as the information needed to help employees improve performance and enhance their skills. Employees have greater control over administrative tasks, increasing your business efficiency and employee satisfaction. By significantly reducing the effort 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## The Issue: Outdated Management Processes

Maximizing workforce productivity is one of the most critical tasks facing managers today. In many organizations, management functions are highly paper-intensive, with multiple layers of approval and procedures that are not understood or followed. All too often, managers need support from human resources staff to gain access to the most basic employee information.

## The Solution: Self-Service Capabilities for Managers

Oracle's JD Edwards EnterpriseOne Self Service Human Resources offers managers an easy-to-use, intuitive interface that simplifies managerial tasks. It provides managers the freedom to move beyond traditional day-to-day administration and concentrate on improving the performance of their employees. With this solution, managers can do their work online, any time, from any location.

## Automating Routine Administrative Tasks

JD Edwards EnterpriseOne Self Service Human Resources provides managers with the tools and information they need to oversee almost every aspect of their employees' careers, including pay, benefits, performance, professional development, vacation time, and sick leave. It eliminates paperwork and minimizes the need for human resources involvement.

Self Service Human Resources streamlines:

- Review and approval of timecards and leave requests
- New hire requests
- Evaluation of employee competencies
- Gap analysis to compare employee competencies with job requirements
- Timely performance reviews and development processes

**FEATURE/FUNCTION HIGHLIGHTS**

- Competency management
- Compensation management
- Performance appraisals
- New-hire initiation
- Reporting tools
- Competency gap analysis
- Automated workflows
- Organization charts
- Status changes
- Time entry, and vacation and leave approvals

- Consistent compensation
- Delegation of authority at the appropriate level and time

Time savings can be translated directly into cost savings for your organization. By empowering managers to perform business transactions themselves, you can save human resources staff time. And, just as importantly, your managers can be more productive because they have the real-time information they need at their fingertips, allowing them to manage their teams more effectively.

## Enabling Effective Management

By removing much of the paperwork associated with employee management, JD Edwards EnterpriseOne Self Service Human Resources lets managers focus on more important tasks such as working with employees to improve performance and meet organizational goals. For example, the system streamlines appraisals by automatically notifying managers and employees of upcoming reviews. Together, the manager and employee can document the employee's performance online and then meet in person to discuss the results.

The system's competency review and gap analysis capabilities give both the manager and the employee a clear idea of strengths and weaknesses. They can then outline a plan of action that maps requirements to the employee's career goals.

JD Edwards EnterpriseOne Self Service Human Resources also simplifies compensation reviews by providing managers with approved pools of money for salary increases, as well as recommendations for how the money can be distributed consistently and equitably. Managers can input review results and adjust salary increases online and request help from human resources only when they need it.

## Improving Hiring Processes

Red tape and an overwhelming amount of paperwork can stall hiring processes, delaying new-hire start dates or preventing employees from being fully productive from the start. When this happens, organizations take longer to realize their investment in new employees. That is why JD Edwards EnterpriseOne Self Service Human Resources is designed to simplify the hiring process. Easy-to-update system workflows automatically initiate tasks such as ordering computers and phones and creating user identifications and passwords. The new employees have everything they need their first day on the job.

As JD Edwards EnterpriseOne Self Service Human Resources transforms managerial activities from manual, paper-based processes—with multiple levels of approval—to a web-enabled, self-service system, it enables both managers and employees to stay focused on what matters most: improving performance.

## 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.

**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

**The Solution: Self-Service Capabilities for Employees**

With Oracle's JD Edwards EnterpriseOne Self Service Human Resources, 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 Self Service Human Resources 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.

**Streamlining Human Resources Administration**

Self Service Human Resources eliminates or minimizes much of the paper shuffling, emails, 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, Self Service Human Resources is easily accessible with any web browser. In addition, predefined policies and procedures assure central, secure management of information while employees gain greater control of their own profile data.

**Enhancing Career Development**

Self Service Human Resources 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.

## Reducing Time to Benefit

The integrated, flexible Self Service Human Resources 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.

Self Service Human Resources 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, Self Service Human Resources 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.

## Solution Integration

This module is designed to be integrated with the following JD Edwards EnterpriseOne products and suite 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
  - Time and Labor
- JD Edwards EnterpriseOne Capital Asset Management
- JD Edwards EnterpriseOne Manufacturing
- JD Edwards EnterpriseOne Project Management

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## Integrated Cloud Applications & Platform Services

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