

# JD EDWARDS ENTERPRISEONE EMPLOYEE SELF SERVICE

**ORACLE®**

**JD EDWARDS ENTERPRISEONE**

*Reduce the costs of  
managing your  
workforce.*

*Actively engage  
employees in their  
own career planning.*

*Achieve rapid return  
on investment.*

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

The demands placed on HR departments continue to grow despite increasingly limited budgets. Considering the strategic support that organizations now expect from HR 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 HR staff members. Instead, employees can access this information online, at any time. In addition, employees can take care of HR requirements expediently to reduce frustrating red tape on both sides.

Not only does Employee Self Service create more time for your HR 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 HR Administration**

Employee Self Service eliminates or minimizes much of the paper shuffling, e-mails, and phone calls that are inherent in HR 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 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. 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.

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 HR 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, 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 HR department the time it needs to focus on strategic activities.

### **Feature/Function Highlights**

- Name and address update
- Benefits enrollment
- Sick and vacation time accruals.
- Leave eligibility, balance, and requests
- Vacation request
- Time entry
- Paycheck review
- Personal profile
- W4 updates
- Auto-deposit instructions
- Competency updates
- Gap analysis
- Diary records

### **Solution Integration**

- Financial Management
- Human Resources Management
- Payroll Management

- Time and Labor
- Manager Self Service
- Asset Lifecycle Management
- Manufacturing
- Project Management

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