

JD EDWARDS ENTERPRISEONE MANAGER SELF SERVICE



Control costs for hiring and retaining key talent.

Monitor employee performance against organizational goals.

Improve productivity.

The Issue: Outdated Management Processes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 too many procedures that are not understood or followed. All too often, managers need support from HR staff to gain access to the most basic employee information.

The Solution: Manager Self Service

Easy to install, maintain, and customize, Oracle's JD Edwards EnterpriseOne Manager Self Service offers managers an intuitive interface and ease of use that simplifies managerial task work. It gives your managers the freedom to move beyond traditional day-to-day administration and concentrate on improving the performance of their employees. With our solution, managers can do their work online, at any time, from any location.

Automating Routine Administrative Tasks

Manager Self Service 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 HR involvement.

This solution streamlines:

- Review and approval of timecards and leave requests
- New hire requests
- Evaluation of employee competencies
- Gap analyses to compare employee competencies with those required for current or future jobs
- Timely performance reviews and development processes
- Consistent compensation
- Delegation of authority at the appropriate level and time

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

Enabling Effective Management

By removing much of the paperwork associated with employee management, Manager Self Service 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.

Manager Self Service 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 HR only when they need it.

Improving Hiring Processes

Red tape and an overwhelming amount of paperwork can stall hiring processes, which can delay new-hire start dates or prevent the employee from being fully productive right from the start. When this happens, organizations take longer to realize their investment in new employees. That is why Manager Self Service 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 Manager Self Service transforms managerial activities from manual, paper-based processes—with multiple levels of approval—to a Web-enabled, self-service system, it allows both managers and employees to stay focused on what matters most: improving performance.

Feature/Function Highlights

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

Solution Integration

- Financial Management
- Human Resources Management

- Payroll
- Time and Labor
- Employee Self Service
- Asset Lifecycle Management
- Manufacturing
- Project Management

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