

JD EDWARDS ENTERPRISEONE TIME AND LABOR



Automate and streamline timecard management.

Integrate labor data with billing systems.

Increase information accuracy.

The Issue: Time-Consuming and Costly Labor Expense Management

Time is money, so you want to bill for it as quickly as possible. Yet the time it takes to calculate the cost of employees working at multiple locations, often at different pay rates, adds untold administrative costs and slows the billing process. It also leaves you without real-time access to labor information that is critical to guiding your budgeting processes and controlling costs.

The Solution: Integrated Time and Labor Management

Oracle's JD Edwards EnterpriseOne Time and Labor automates the time-consuming tasks associated with managing labor expenses. It seamlessly transfers labor cost data to your general ledger, job costing, and billing systems, minimizing the amount of time spent on data entry and ensuring the accuracy of information used to create invoices for customers. You have access to the labor data you need, when you need it.

Designed to streamline time and labor management processes, this solution allows you to:

- Easily modify forms to meet changing business requirements without having to rely on technical resources
- Access multiple time-entry formats, including a heads-down data entry form and employee self-service entry form, based on your specific needs
- Accommodate changes in costing accounts without disrupting other processes
- Automatically generate timecards that are prepopulated with resource assignment information such as work orders, equipment worked on, job descriptions, and pay and billing rates to help ensure accurate time entry

Simplifying Timecard Management

Time and Labor simplifies many of the processes associated with timecards, automatically calculating retroactive pay, overtime, bonuses, regular pay, leave availability, and more. It can be integrated with EnterpriseOne Employee Self Service so that your employees can enter their time from any computer with Web access, minimizing the need for data entry by HR employees. You also have the option of uploading timecard information from a variety of other sources.

The system's powerful labor rules engine allows you to generate timecards for a group of employees that you specify or define groups of employees and apply specific time management applications. One example is establishing overtime rule sets. With this solution, you can administer your organization's overtime policy by defining overtime rule sets. For instance, an overtime rule set might specify that hours worked in excess of eight hours per day or 40 hours per week are paid at

one-and-a-half times the employee's base rate.

You can also use retroactive pay rules to create timecards for pay that employees should have received in a previous pay period but did not. For example, when a union contract is ratified on June 1 and the previous contract expired on May 1, the new pay rates specified in the contract might be retroactive to May 1. The system compares the historical pay rates with current ones and calculates the difference between the amount of pay that employees actually received and the amount of pay that they should have received during this time.

In addition, you can use templates to create standard timecards that you can save and reuse repeatedly. For example, you might create a timecard template for holiday pay and use it every time a holiday occurs. You can also create a timecard template for special pay situations, such as bonus pay.

Time and Labor also gives you the flexibility to define how you want to validate leave availability. You can choose whether the system should check available leave balances when employees are entering their time and leave data. It can give employees warnings about insufficient leave balances or even bar an employee from entering leave time if he or she does not have enough remaining leave. This way, your employees know exactly where they stand and are less likely to require assistance from HR staff members.

No matter the situation, you define the rules and build them into the system—it takes care of the rest. You benefit from considerable cost and time savings for your organization.

Automating Costing and Billing Processes

With Time and Labor, you can automate the paper-intensive processes formerly associated with labor billing and costing. Information entered into timecards about hours worked is used to automatically account for, and bill, your employees' labor to the appropriate jobs, projects, and customers. The system can retrieve hourly pay and billing rates based on different contracts and agreements, including Davis/Bacon rates, and distribute labor charges to multiple accounts. It can even stay on top of upcoming rate changes and automatically make updates as needed.

In addition, multicurrency functionality allows you to pay employees in one currency and bill customers for labor costs in another. This simplifies operations associated with international markets and further streamlines normally complex, multiple-calculation billing processes.

Gaining Access to Accurate, Real-Time Information

Easily integrated with other applications, Time and Labor helps ensure that the data you rely on for billing and cost accounting is accurate and always up to date. And, because you have constant access to time and labor information, you are better able to monitor and control direct job costs.

In addition, this solution improves efficiency and visibility into your organization by allowing you to post labor expenses to the general ledger as often as necessary.

The system also makes it easy to juggle multiple work order tasks, automatically access labor time, add markups, and bill customers.

If you have hours to record and people to pay, Time and Labor can accelerate your processes. It can ensure accuracy and integrate time and labor data with existing accounting systems. Even more importantly, it can cut unnecessary costs from managing and billing for labor.

Feature/Function Highlights

- Multiple billing rates
- Automatic labor account distribution
- Daily postings
- Prevailing wage calculations
- Field-level history
- Employee self-service time entry
- Manager self-service approvals
- Online batch review
- Hourly rate exception reporting
- Timecard upload, edit, approval
- Shift tracking
- Multiple pay rates and pay types
- Pay rate overrides
- Multiple job types
- Collective bargaining agreement support
- Timecard journals
- Pay by business unit
- History snapshot
- Multiple levels of security
- Leave time taken validation
- Automatic overtime processing
- Retroactive pay
- Job step progression
- Timecard templates
- Tight integration with most EnterpriseOne products from Oracle

Solution Integration

- Financial Management
- Human Resources Management

- Payroll Management
- Manager Self Service
- Employee Self Service
- Asset Lifecycle Management
- Manufacturing
- Project Management
- Logistics

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