

Oracle JD Edwards HUMAN RESOURCES TIME ENTRY -- MASS ENTRY

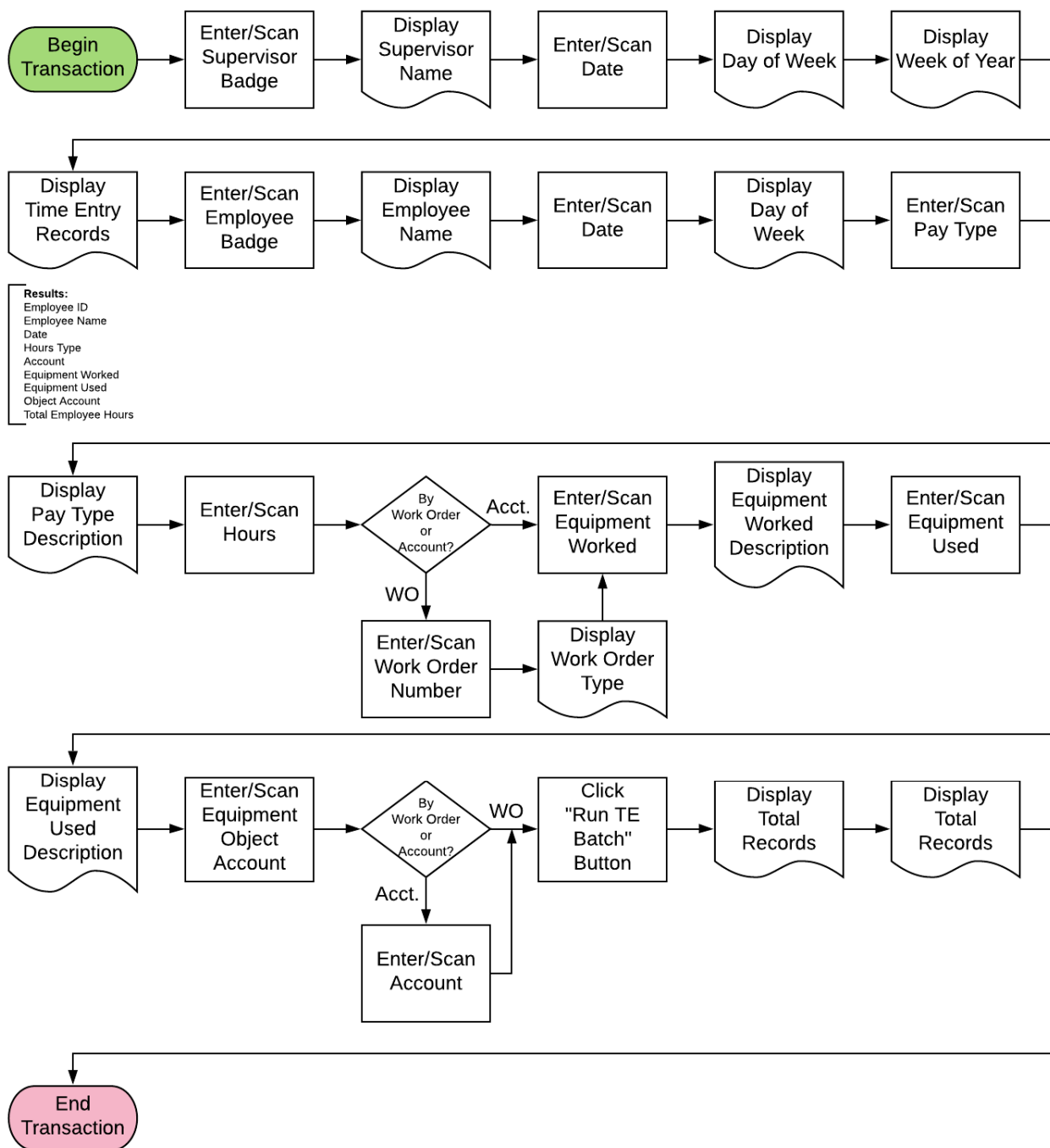
This application allows a supervisor to enter employee timecards in batches so to efficiently record the amount of time employees spend working on different jobs, equipment, and tasks.

RFgen Functional Documentation
2019

RFgen provides its customers Oracle-validated, ready-to-use suites of Open Source applications and a development environment that can be used to create new apps or to modify existing apps.

This document describes the business workflow and technical information used in this application.

JD Edwards HR Time Entry (Mass Entry) Workflow



FHRTE0100 HR — Time Entry (Mass Entry)

This application allows a supervisor to enter employee timecards in batches so to efficiently record the amount of time employees spend working on different jobs, equipment, and tasks.

Description of Workflow

The screenshot shows the 'MANAGEMENT CONSOLE' interface for time entry. At the top, there are navigation buttons '<-Prev' and 'Next->'. Below these, the 'Supervisor' field is set to '6001' with the name 'Allen, Ray' displayed below it. The 'Week Starting' field is set to '1/14/2019' with the text 'Saturday, Week: 45/2225' displayed below it. The main table lists time entries for four employees:

ID	Employee	Date	Type	Hours	Account	Eq Wrkd	Eq Used	Object
6600	Hollekenbeck, Blake	01/15/2019	110	3.00	\452509.	1003	1004	8116
Total: 6600				3.00				
6601	Eichner, Edward	01/16/2019	11	1.50	1.1110.BEAR			
Total: 6601				1.50				
7564	Chamberlain, Carol M.	01/15/2019	100	4.00	\452509.	1005	1004	8116
Total: 7564				4.00				
8985153	Nick, Night	01/14/2019	1	8.00	1.1110.BEAR			
Total: 8985153				8.00				

Below the table, there are fields for 'Badge#', 'Date', 'Pay Type', 'Hours', and 'W/O#'. The 'Badge#' field is set to '6602' with the name 'Lambert, Jack' displayed below it. The 'Date' field is set to '02/13/19' with the text 'Wed' displayed below it. The 'Pay Type' field is set to '100' with the text 'Overtime 1.5' displayed below it. The 'Hours' field is set to '8.00'. The 'W/O#' field is set to '452509' with the text 'Client Services' displayed below it. Below these fields, there are fields for 'Eq Wrk', 'Eq Use', and 'Eq Obj'. The 'Eq Wrk' field is set to '1007' with the text 'Teleton Network OCE' displayed below it. The 'Eq Use' field is set to '1004' with the text 'Developer PC Laptop' displayed below it. The 'Eq Obj' field is set to '8116'. At the bottom left, there is a button labeled 'Run TE Batch'.

First the supervisor ID is entered in the Supervisor field. The supervisor's name displays below the Supervisor field.

The Date field automatically displays today's date, but it can be changed to any date.

Upon entry, the date retrieves the hours worked for all the employees under the named supervisor for that week from the employee transaction batch file.

The timecard data is listed for each employee. It includes information such as ID, Employee name, Date, Pay Type, Hours Worked, Account, Equipment Worked, and the Equipment Used Object account.

The **Previous** and **Next** buttons (upper right of the screen) filter the view by week for any available employee timecards under the supervisor. If found, the timecard data will be displayed in the list.

To add more time entries for a particular week or any week, the user enters or scans the employee's ID or badge ID in the Badge field. The employee's name displays below the Badge field. The record will be added to the employee transaction batch file and displayed in the list for the selected week.

The next field is the date field. It is defaulted to today's date. However, the user can override and enter any date.

The date retrieves the total numbers of hours worked from the employee transaction batch file.

The user can search the pay type codes for the various pay types such as "Regular," "Comp Time," or "Overtime 1.5" in the Pay Ty field.

The description of the pay type displays next to the Pay Ty field.

The user enters the number of hours in the Hours field.
If the hours entered plus the total number of hours retrieved from the batch file are greater than 24 hours for the same date an error message appears.

If there is a work order number associated with the time entry, the user searches scans, enters or searches it in the W/O# field.

If the employee used equipment for this particular time entry, the user can scan, enter or search the equipment from the asset list in the Eq Wrk field. This step is optional.



If other equipment was also used to carry out the job, the user scan, enter or search the appropriate asset in the Eq Used field. This step is optional.

If W/O# field is left blank, then the Account field becomes visible, and the user must enter an account in the Account field.

Next, the user presses Enter on their keyboard to accept, and the record is added to the employee transaction batch file and displayed in the list under the appropriate week.

Finally, the user clicks on **Run TE Batch** button to submit all the unprocessed records for that week to JDE.

Technical Information

The following describes the tables used for validation, search lists, or functions for a given prompt in this application. If applicable, the default property is also included.

Prompt	Validation / Search – Tables / Functions
Badge	F060116
Date	F06116Z1
Pay Ty	F069116
W/O	F4801
Eq Wrk	F1201, F06116Z1
Eq Usd	F1201, F06116Z1
Eq Obj	F0901, F06116Z1
Account	F0901, F06116Z1

Customization Considerations

If you are planning on creating a new version of this application or modifying it for a customer, consider asking these questions to help prepare your list of customization requirements.

1. For how many employees will you be entering timecards?



2. Will you be entering timecards for groups of employees who work in the same location?
3. Will you be uploading timecard information from another source, such as a separate time and attendance system or a spreadsheet?
4. Do you need to refer to a timecard that has already been processed for an employee to enter a timecard in the current period?
5. Do you need to refer to a timecard that has already been entered but has not yet been processed for an employee in the current period?
6. Will you be entering a timecard for a lump sum, such as a bonus, pay advance, or pay adjustment?
7. Will you be entering timecards on a daily basis?
8. Will you be entering information about equipment?
9. Do you want the system to display the timecard to the employee?

