DataMAX Software Group, Inc.
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Oracle JD Edwards
HUMAN RESOURCES TIME ENTRY
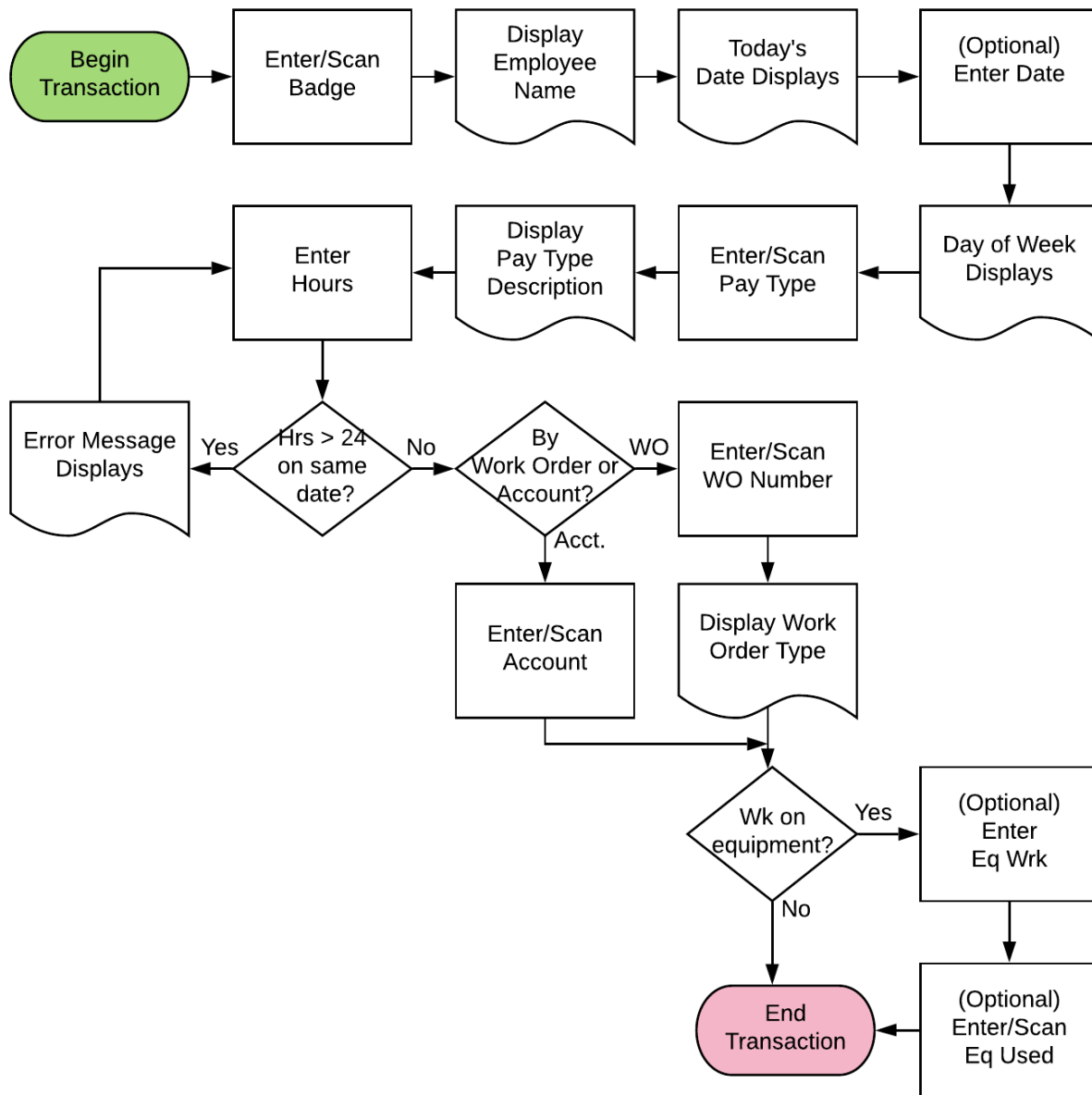# -- SINGLE ENTRY

This application tracks the time spent on different jobs by individual employee and optionally, the equipment he or she used. Time entries can go against work orders or accounts. There are two application modes – mobile and large screen.

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: Human Resources (HR) - Time Entry (Single Line) Workflow

```
Begin Transaction → Enter/Scan Badge → Display Employee Name → Today's Date Displays → (Optional) Enter Date
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Enter Hours ← Display Pay Type Description ← Enter/Scan Pay Type ← Day of Week Displays
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Error Message Displays ← [Yes] Hrs > 24 on same date? [No] → By Work Order or Account? [WO] → Enter/Scan WO Number
                                                              [Acct.] ↓
                                                         Enter/Scan Account

Enter/Scan WO Number → Display Work Order Type

→ Wk on equipment? [Yes] → (Optional) Enter Eq Wrk → (Optional) Enter/Scan Eq Used → End Transaction
            [No] → End Transaction
```

FHRTE0100 HR — Time Entry (Single Line)

This application tracks the time spent on different jobs by individual employee and optionally, the equipment he or she used. Time entries can go against work orders or accounts. There are two application modes – mobile and kiosk.

Description of Workflow (1 of 2)

First the user scans or enters his or her employee ID in the Badge field. The name of employee displays below the Badge field.

The Date field automatically displays today's date, but the user can overwrite it with any date.

After the date is entered, the employee's total hours worked is retrieved. (This is also called the employee transaction batch file.)

The user searches the codes for the various pay types such as "Regular," "Comp Time," "Overtime 1.5" etc. in the pay type (Pay Typ) field.

The description of the pay type displays.

Next the user enters the number of hours in the Hours field.

If the hours entered plus the total number of hours retrieved earlier from the employee batch file are greater than 24 hours on the same date, an error message appears.
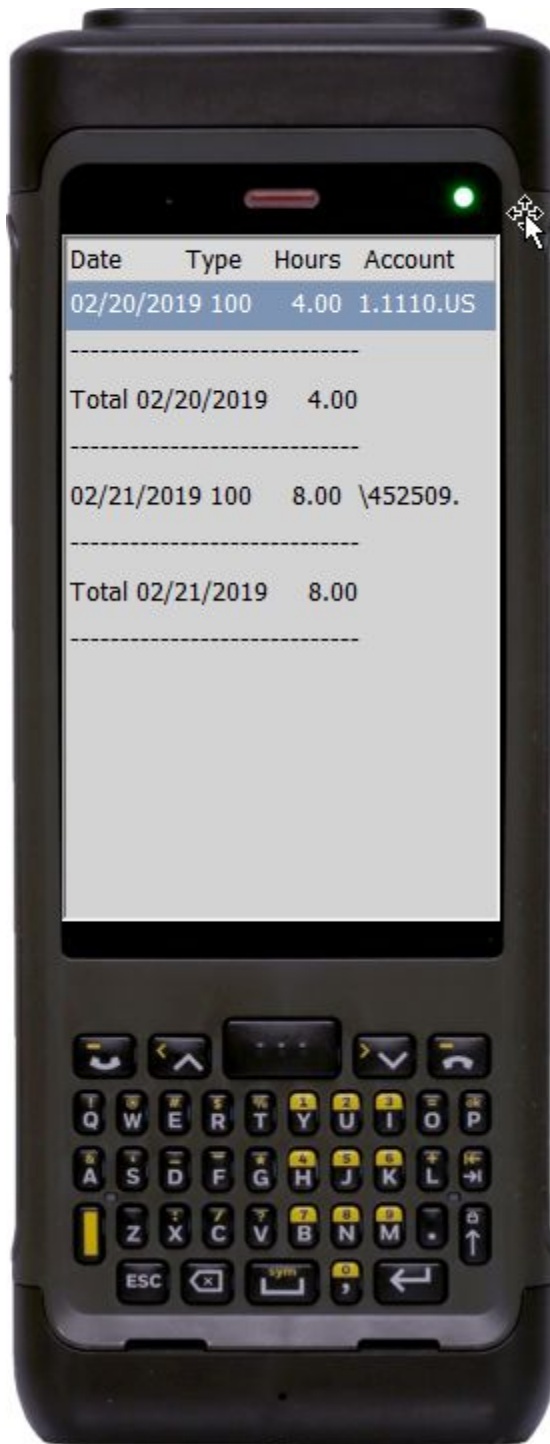
The user scans, enters or searches the work order number in the W/O field if applicable.

If equipment was used for this particular time entry, the user can search the equipment from the asset list in the equipment work (Eq Wrk) field. This step is optional.

If other equipment was used to carry out the job, the use can scan, enter or search the asset in the equipment used (Eq Used) field. This step is optional.

If the W/O field is left blank, then the Account field becomes visible, and the user needs to enters or scans the Account field.

The **Submit** button to sends the time entry data to JDE for processing.

The **View Details** button takes the user to page 2.

The arrow in the upper left corner on page 1 takes the user to the menu.

Workflow Details (2 of 2)

Page 2 displays the processed EDI record details (if any) from the employee transaction batch file for the employee.

The arrow keys on the device can be used to move the page around to change their view.

To return to page 1, the user selects a row and presses enter.

This application can also display in large screen mode.

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?

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