

## **JD Edwards EnterpriseOne Employees and Jobs Rel 9.0**

### **What you will learn:**

In this class, you will learn how to use the JD Edwards EnterpriseOne Human Capital Management system to enter, modify, and track employee and job information. The end-to-end operations involved in the management and administration of employees and jobs are explained and demonstrated in detail. Students will learn the cross-functional dependencies between JD Edwards EnterpriseOne Human Capital Management and other JD Edwards EnterpriseOne systems that share employee and job information.

Students with a focus on employee management and administration will learn and practice key software features and functions that are used to document and track workforce information. Students will also learn about setting up employee compensation and about employee hiring processes. Various situations and scenarios related to employee and job administration are covered in this course.

### **Learn to:**

- Identify system controls
- Activate system and company options
- Define employee and job master information
- Set up supplemental data
- Set up pay information
- Define and understand employee compensation and hiring processes

### **Audience:**

- Forms Developer
- Functional Implementer
- Business Analysts
- Sales Consultants
- Technical Consultant
- End Users
- Administrator

### **Prerequisites:**

#### **Required Prerequisites:**

- JD Edwards Common Foundation 9.0

#### **Suggested Prerequisites:**

- Edwards EnterpriseOne PDBA 9.0

### **Course Objectives:**

- Describe general system setup
- Manage job information
- Enter employee information
- Set up supplemental data
- Manage employee information
- Manage mail merge letters
- Process employee reports

## **Course Topics:**

### **Describing the features of JD Edwards Human Capital Management**

- Employee master information
- Job master information
- Human capital management family of applications
- Integration of human capital management
- Employee master information
- Job master information

### **Identifying system controls and payroll system constants**

- System control features
- Activate system controls

### **Activating system and company options**

- System and company options
- Types of information tracked

### **Describing and entering job information**

- Job definition
- Job versus employee information
- Default job information
- Job Information
- Job master fields

### **Assigning job supplemental data**

- Define supplemental data
- Supplemental data types

### **Describing pay information**

- Discuss types of pay information
- Describe Pay Grades
- Describe Pay Grade Steps
- Describe Pay Rate tables

### **Setting up pay grades and pay grade steps**

- Discussion of how pay grades tie back to the Pay Rate Edit field on the System Options form
- Discussion of compa ratio and how it relates to pay grades
- Setting up various levels of pay grades
- Discussion of when to use pay-grade steps and why
- Setting up pay-grade steps manually
- Setting up pay-grade steps using a multiplier
- High-level overview of pay-grade step

### **Setting up pay rate table**

- Discussion of the information associated with pay rate tables
- Setting up pay rate tables/union rate tables
- Discussion of the tables updated when using pay rate tables

### **Describing and entering job master information**

- Describe job master definition
- Job versus employee information
- Discuss jobs within student's organizations
- Describe the fields within the Job Master
- Create jobs

### **Identifying the pay rate source**

- Discuss pay rate sources
- Calculate compensation rates

### **Describing and creating employee records**

- Add employee record one at a time
- Tables updated when adding an employee record
- Form for employee master
- Organizational assignment processing options
- Enter employee information

### **Creating employee records using quick hire method**

- Employee quick hire method
- Quick hire features
- Quick hire default information
- Tables updated by quick hire
- Process pending employees
- Create an employee record

### **Creating auto deposit instructions and labor distribution instructions**

- Auto deposit instructions
- Setting the processing options for Auto Deposit Instructions
- Setting up auto deposit instructions
- Employee labor distribution instructions
- Time entry records
- Enter labor distribution instructions

### **Assigning DBA instructions**

- Employee DBA instructions
- Attributes of employee DBA instructions
- Create employee DBA instructions
- Calculate DBAs

### **Describing supplemental data, databases and language overrides**

- Discuss supplemental data
- Define supplemental data types
- Discuss supplemental databases
- Key fields
- Language override code
- Setup of language overrides

### **Setting up narrative data type, code data type, program data type**

- Narrative data types
- Set up narrative data type
- Define code data type
- Set up code data type
- Define program data type

### **Revising employee information manually and automatically**

- Reviewing employee information
- Manual revisions
- Leave of absence
- Employee mass changes
- Processing mass changes
- Employee future changes
- Processing future changes

### **Describing and setting up employee history and turnover**

- Employee history
- Employee turnover
- Steps to setting up history and turnover
- Activating history and turnover
- Selecting data items for history tracking
- Initialize employee history and turnover

### **Setting up mail merge template**

- Predefined templates
- Data structures
- Create mail merge template

### **Generating Employee Letters**

- Generate mail merge letters

### **Running different types of employee reports**

- System supplied reports.
- System-supplied report processing
- Point in time employee reports
- Running a point-in-time employee master report