

E1 Data Maintenance Guide
Enterprise Data Clean-up Project
Cook County Time
E1's New CCT Data Fields

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Guide to Enterprise Data Clean-up and Maintenance

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Introduction

This purpose of this guide is to assist employees responsible for maintaining data in E1. This guide focuses on maintenance of new EnterpriseOne (E1) data fields required by Cook County Time (CCT).

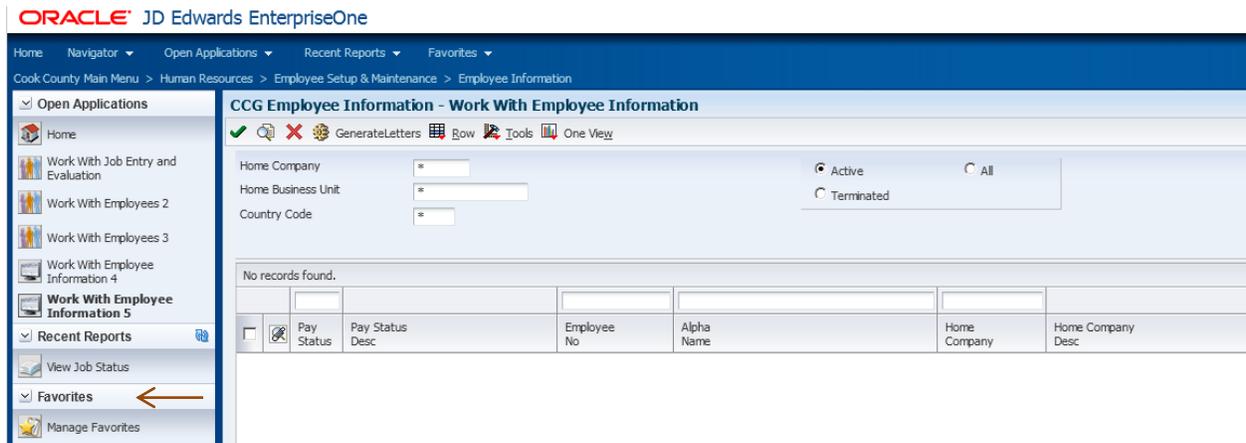
New Data Fields

The new data fields need to be accurate. They are: FLSA_Exempt, SupervisorID, FT_PT, IVR_CLOCK, IVR_ABSENCE, VISUALLY ENHANCED, SEASONAL, ACTIVE CC_TIME and PROX CARD ID. Data definitions for the new data fields are provided in the Appendix (page 7).

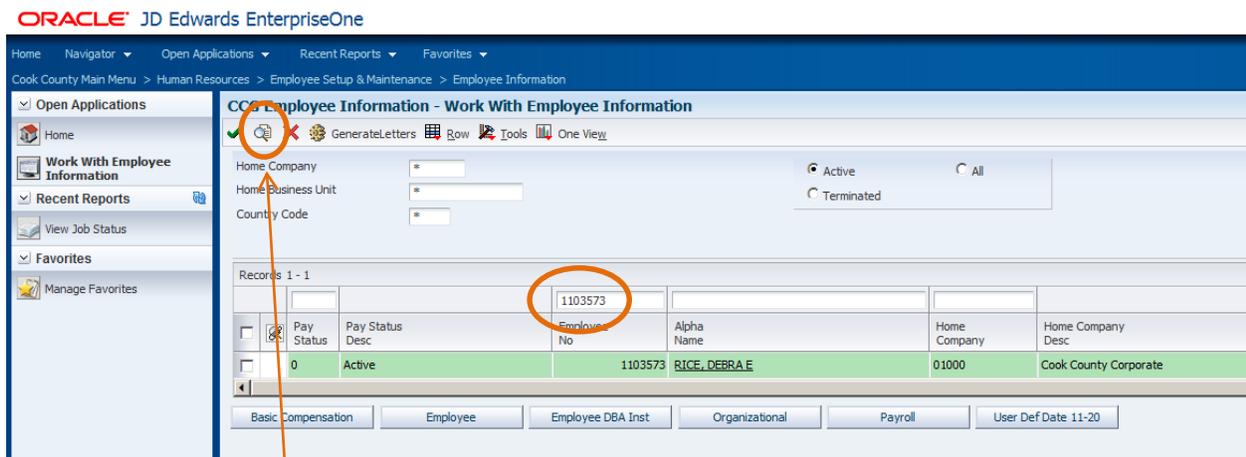
Accessing Employee Information in E1

Login to the Cook County Network, then access production E1 via the following link:

<http://e1.cookcountyil.gov>.



When you click on CCG Employee Information, the next screen is **CCG Employee Information – Work With Employee Information** (see screen print below). Enter an employee number and click find.



Guide to Enterprise Data Clean-up and Maintenance

Click on the check box identifying the employee's record:

ORACLE JD Edwards EnterpriseOne

Home Navigator Open Applications Recent Reports Favorites

Open Applications

- Home
- Work With Employee Information 1
- Work With Employee Information 2
- Recent Reports
- View Job Status
- Favorites
- Manage Favorites
- CCG Employee Information

CCG Employee Information - Work With Employee Information

GenerateLetters Row Tools One View

Home Company * Active All
Home Business Unit * Terminated
Country Code *

Records 1 - 1

| | Pay Status | Pay Status Desc | Employee No | Alpha Name | Home Company | Home Company Desc |
|-------------------------------------|------------|-----------------|-------------|---------------|--------------|-----------------------|
| <input checked="" type="checkbox"/> | 0 | Active | 1103573 | RICE, DEBRA E | 01000 | Cook County Corporate |

Basic Compensation Employee Employee DBA Inst Organizational Payroll User Def Date 11-20

Seven (7) of the New Data Fields

Data fields labeled FT_PT, IVR_CLOCK, IVR_ABSENCE, VISUALLY ENHANCED, SEASONAL, ACTIVE CC_TIME, PROX CARD ID are accessed by clicking on Row, User Def. Cat 11-20:

ORACLE JD Edwards EnterpriseOne

Home Navigator Open Applications Recent Reports Favorites

Open Applications

- Home
- Work With Employee Information 1
- Work With Employee Information 2
- Recent Reports
- View Job Status
- Favorites
- Manage Favorites
- CCG Employee Information

CCG Employee Information - Work With Employee Information

GenerateLetters Row Tools One View

Home Company * Active All
Home Business Unit * Terminated
Country Code *

Records 1 - 1

| | Pay Status | Pay Status Desc | Employee No | Alpha Name | Home Company | Home Company Desc |
|-------------------------------------|------------|-----------------|-------------|---------------|--------------|-----------------------|
| <input checked="" type="checkbox"/> | 0 | Active | 1103573 | RICE, DEBRA E | 01000 | Cook County Corporate |

Basic Compensation Employee Employee DBA Inst Organizational Payroll User Def Date 11-20

Row dropdown menu:

- Row
- Employee
- Address Book
- Personal
- Organizational
- Basic Compensation
- Nat/Fiscal Data
- Tax Overrides
- ES/Retire
- User Def.Date 11-2
- User Def.Cat 11-20
- GenerateLetters
- Eligibility / NDT
- Payroll
- Auto Deposit
- Labor Distribution
- Future Value
- Employee DBA Inst.

See the list of options, and then click on **User Def. Date 11-20** to retrieve Category Codes 11-20.

ORACLE JD Edwards EnterpriseOne

The screenshot shows the 'CCG Employee Information - User Defined Category Codes 11 - 20' form. The employee ID is 1103573 and the name is RICE, DEBRA E. The 'FT_PT' field is circled in orange. The form contains the following fields:

| | | |
|---------------------|---------------------------------|--------------------|
| Payroll Subgroup | <input type="text"/> | . |
| Prior Employment | <input type="text"/> | No |
| FT_PT | <input type="text" value="FT"/> | Full Time Employee |
| IVR_CLOCK | <input type="text" value="N"/> | No |
| IVR_ABSENCE | <input type="text" value="N"/> | No |
| VISUALLY ENHANCED | <input type="text" value="N"/> | No |
| SEASONAL | <input type="text" value="N"/> | No |
| ACTIVE CC_TIME | <input type="text"/> | . |
| EEO-4 Report Code 1 | <input type="text"/> | . |
| EEO-4 Report Code 2 | <input type="text"/> | . |
| PROX CARD ID | <input type="text"/> | |

To see the available options, click any text box to get the magnifying glass for that field.

ORACLE JD Edwards EnterpriseOne

The screenshot shows the 'CCG Employee Information - User Defined Category Codes 11 - 20' form. The employee ID is 1103573 and the name is RICE, DEBRA E. The 'FT_PT' field is circled in orange, showing a magnifying glass icon and a dropdown menu with 'Full Time Employee' selected. The form contains the following fields:

| | | |
|---------------------|---|--------------------|
| Payroll Subgroup | <input type="text"/> | . |
| Prior Employment | <input type="text"/> | No |
| FT_PT | <input type="text" value="Full Time Employee"/> | Full Time Employee |
| IVR_CLOCK | <input type="text" value="N"/> | No |
| IVR_ABSENCE | <input type="text" value="N"/> | No |
| VISUALLY ENHANCED | <input type="text" value="N"/> | No |
| SEASONAL | <input type="text" value="N"/> | No |
| ACTIVE CC_TIME | <input type="text"/> | . |
| EEO-4 Report Code 1 | <input type="text"/> | . |
| EEO-4 Report Code 2 | <input type="text"/> | . |
| PROX CARD ID | <input type="text"/> | |

DO NOT POPULATE THE ACTIVE CC_TIME FIELD OR PROX CARD FIELD UNLESS INSTRUCTED TO DO SO.

As an example, FT_PT has 4 options (see right circle below):

CCG Employee Information - User Defined Category Codes 11 - 20

372970

Product Code: 06 Payroll (old)

User Defined Codes: 13 FT_PT

Description: [Empty]

Description 2: [Empty]

Records 1 - 5

| Code | Description | Description 2 |
|----------------------------------|--------------------------|---------------|
| <input checked="" type="radio"/> | . | |
| <input type="radio"/> FT | Full Time Employee | |
| <input type="radio"/> FTS | Full Time Shift Employee | |
| <input type="radio"/> PT | Part Time Employee | |
| <input type="radio"/> PTS | Part Time Shift Employee | |

Review, update and save these 5 fields as needed by clicking on the save button.

CCG Employee Information - User Defined Category Codes 11 - 20

719295 BLOCKER, CARRIE C

Payroll Subgroup: BOF Bureau of Finance

Prior Employment: [Empty] No

FT_PT: FT Full Time Employee

IVR_CLOCK: N No

IVR_ABSENCE: N No

VISUALLY ENHANCED: N No

SEASONAL: N No

ACTIVE CC_TIME: [Empty] .

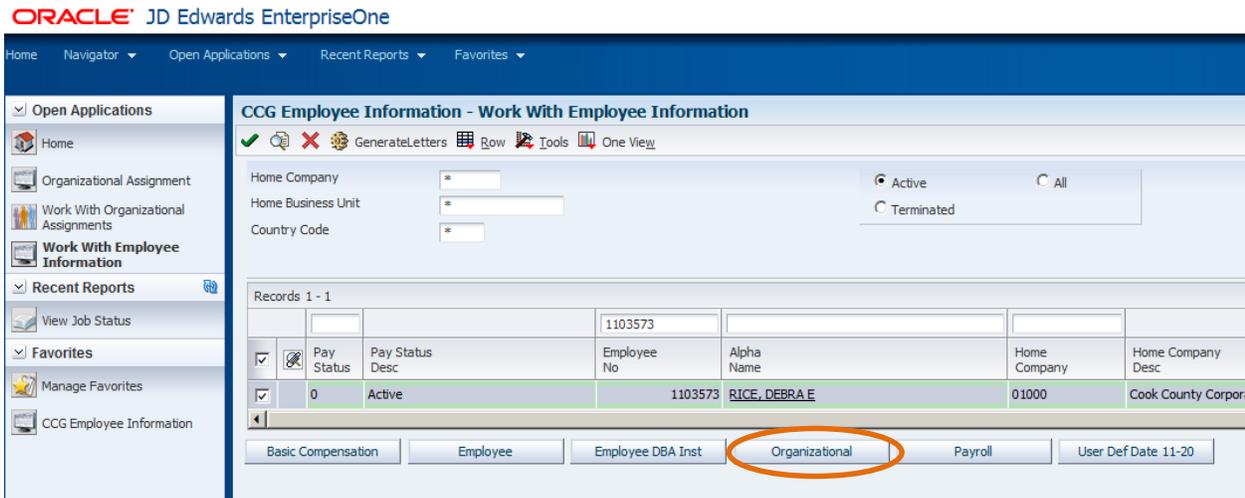
EEO-4 Report Code 1: UTP Under The President .

EEO-4 Report Code 2: F1 Financial Administration

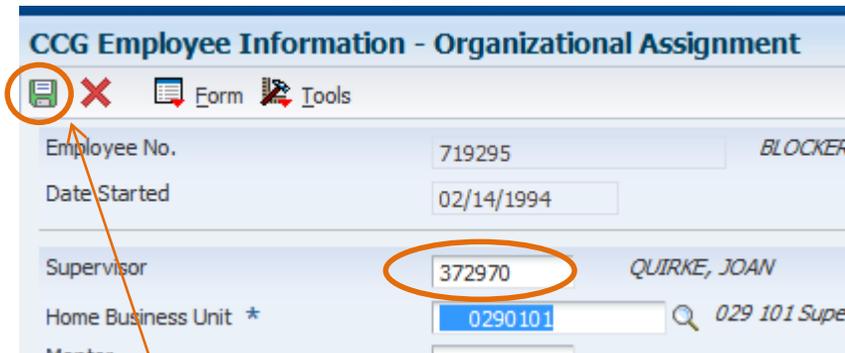
PROX CARD ID: [Empty]

Supervisor – The 8th Data Field

The Employee's **Supervisor** data field is accessed via the Organizational button:



Clicking on the Organizational button will take you from CCG Employee Information – Work With Employee Information to the Organizational Assignment screen:



To update the Employee's Supervisor, input in the text box the Supervisor's EmployeeID.

Then click Save.

FLSA Exempt – The 9th Data Field

The **Fair Labor Standards Act (FLSA)** field is accessed by clicking on the CCG Employee Profile – Basic Compensation button.

ORACLE JD Edwards EnterpriseOne

The screenshot displays the JD Edwards EnterpriseOne interface. The main window is titled "CCG Employee Information - Work With Employee Information". It features a navigation pane on the left with options like "Home", "Organizational Assignment", "Work With Employee Information", "Recent Reports", and "Favorites". The main content area includes search filters for "Home Company", "Home Business Unit", and "Country Code", along with radio buttons for "Active" and "Terminated". Below these is a table with one record for employee "RICE, DEBRA E" with employee number "1103573". At the bottom, a row of buttons includes "Basic Compensation", "Employee", "Employee DBA Inst", "Organizational", "Payroll", and "User Def Date 11-20". The "Basic Compensation" button is circled in orange.

DEPT HR Leads can update the FLSA Exempt field.

When updated FLSA Exempt, please also validate Std Hrs/Day data while you're at Basic Compensation.

Std Hours/Day will influence the FT_PT field.

Appendix

E1's New Data Fields - Definitions

1. FT_PT: Supports multiple aspects of CCT functionality. For example: helps CCT determine at what point at employee should receive overtime, contributes to CCT calculations as to whether or not to pro-rate an employee's accruals.
 - FT: Employee is a FT employee; budgeted for 80 hours in a pay period.
 - PT: Employee is a PT employee; budgeted for < 80 hours in a pay period.
 - FT Shift: Employee is a FT employee who works in a 24/7 operation with multiple shifts
 - PT Shift: Employee is a PT employee who works in a 24/7 operation with multiple shifts
2. IVR_Absence
Tells CCT whether or not an employee is allowed to register sick time to their timesheet remotely using an IVR system(Y/N).
3. IVR_Clock
Tells CCT whether or not an employee is allowed to clock in/out remotely using an IVR system (Y/N).
4. Visually Enhanced
Tells CCT whether or not an employee requires accommodations for visual impairments (Y/N).
5. Seasonal
 - Seasonal: Employee is seasonal, does not accrue benefits (this field should be used in conjunction with FT_PT)
6. Active CC Time: This field is used during CCT Pilot and Enterprise Rollout. It identifies when the employee will be migrated to CCT. **DO NOT POPULATE THIS FIELD UNLESS INSTRUCTED TO DO SO!**
 - Instructions will be provided with respect to maintenance of this field for employees.
 - The default options are:

CCTime N/A Choose "Blank" in E1 (default is blank, i.e., the employee is not migrating to CCT)
P Pilot: the employee is participating in the CCT Pilot.
1 Phase 1: the employee is participating in Phase I.
2 Phase 2: etc.
3 Phase 3
7. Prox_Card_ID
Links employee number to badge number so that CCT recognizes employee when clocking in/out.
8. Supervisor: Links employee and supervisor in CCT so that supervisor receives time off requests, etc.
 - Populate with the employee's supervisor's ID number.
9. FLSA_Exempt: Tells CCT whether or not an employee is eligible to earn overtime / comp time.
 - Overtime Exempt: Y – Employee will not receive overtime / comp time.
 - Overtime Exempt: N – Employee is eligible to receive overtime / comp time.
 - **DO NOT CHANGE THIS FIELD UNLESS INSTRUCTED TO DO SO!**