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

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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.
Click on the check box identifying the employee’s record:

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:

See the list of options, and then click on User Def. Date 11-20 to retrieve Category Codes 11-20.
To see the available options, click any text box to get the magnifying glass for that field.
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):

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

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 an 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!**