INFORMATION DRIVEN ENTERPRISE

JD Edwards EnterpriseOne Human Capital Management

Find the right people for the right jobs.

Retain key talent.

Drive efficiency and operating performance.

INFORMATION DRIVEN ENTERPRISE

Leaders evaluate business processes first—then consider technology and software. They make deep process improvements to cut manual steps, redundant data entry, and multiple interfaces. They focus on competitive advantage and customer service. And they bring these business processes online in real time.

Building a real-time enterprise begins with digitization of business processes for consistent results based on best practices. You connect customers, suppliers, partners, and employees. You integrate across locations, functions, and departments. You break down silos of information to create a single system of record. And when people, processes, and data run in real time, you improve your bottom line.

Maximizing the Value of Your Workforce

Employees aren't simply a cost of doing business. They are the business. Leading organizations look at their people not as overhead but in terms of the business results they deliver.

Your people determine the success of everything you do—from servicing customers to running an efficient supply chain. Oracle's JD Edwards EnterpriseOne Human Capital Management (HCM) helps you to put the right people in the right jobs, retain key talent, and drive efficiency and operating performance throughout your organization.

With JD Edwards EnterpriseOne HCM, you can:

- Help managers and HR professionals align employee recruitment, compensation, training, and promotion with the current and future needs of the organization.

- Automate routine administrative tasks and reporting.

- Reduce effort and errors.

- Enable employees to take an active role in their own data administration and career advancement.

Driving Operational Effectiveness: Aligning Employee Skills and Corporate Goals

The first order of business in managing a workforce is figuring out which employee competencies are required to meet corporate objectives. This task may seem simple, but its importance cannot be underestimated. Placing the right people with the right skills in the right positions is one of the key factors for building a knowledgeable, committed workforce.

JD Edwards EnterpriseOne HCM provides some of the most powerful tools available to help managers and executives define needed competencies and map those competencies to specific positions at all levels the organization.

Once competencies and positions are defined and captured in the database, they can be quickly matched with existing employee skill sets. Managers can identify where the gaps are and more easily answer the following questions:

- Which skills may be required through outside recruitment?

- What training may be required to bring employee skills to needed levels?

- Where will promotions reward the individual and help the organization?

For example, do you need an engineer with environmental experience? A quick, easy search of the database will produce a slate of candidates with the right education and experience and skills—either from an internal pool of candidates or applications on file.

Oracle's JD Edwards EnterpriseOne Human Capital Management supports all stages of the employee lifecycle—from hiring the right people and developing their skills to monitoring performance and rewarding their contribution to the organization.

With JD Edwards EnterpriseOne HCM, you'll always have a current database of employee skill sets and competencies. HR can offer targeted training programs. Managers can search internally for required talent or request an outside hire. And, employees can identify the skills they need to advance their careers.

When employee skills are tightly aligned with corporate strategy, you can get more value from everyone in your enterprise.

Integrated Position Control: Restricting Unbudgeted Hiring

Headcount planning, salary budget planning, spending controls, variance reports—all are critical functions that your HR and accounting departments must manage together. But the communication, approvals, and workflows can be complicated.

We can ease the process, facilitating the necessary collaboration and allowing the two departments to work as one. You can determine which department will establish the budget and then take advantage of the integration between HR and Oracle's JD Edwards EnterpriseOne General Ledger that allows you to efficiently plan, forecast, monitor, and completely control headcount spending.

Approved positions and headcount are tracked by company and department. Year-end projections can be based on hours, amounts, or full-time equivalencies. When employees are hired or promoted, the system automatically updates position control information.

Most importantly, managers are able to quickly verify that an open position is budgeted before submitting a requisition to hire. As a result, organizations are able to effectively restrict hiring when there is no available headcount or budget.

Intelligent Recruitment: Finding the Right People

Everyone knows that too much turnover can lower productivity. So how do you minimize it? By hiring the right people the first time.

When you need to select a new hire, promote from within, or make other personnel moves, JD Edwards EnterpriseOne HCM produces the current, complete information you need to make targeted personnel decisions. It helps you find the strongest candidate with the best skill/competency fit. This capability also works externally, matching new applicants to the positions for which they are best suited.

You are able to create high-quality job postings on the company intranet and website, where internal and external job seekers can quickly find openings for which they qualify—and apply online. You can then manage the entire hiring process with the integrated applicant tracking function. Applications need to be entered only once. The system automatically matches applicant skills to job requirements and can convert the applicant record to an employee record once an offer is made and accepted.

To ensure that you are attracting the best candidates, you are able to easily track such criteria as:

- Where you are getting your employees.

- How long they stay.

- Whether they have the right qualifications.

- The costs of recruitment and employee replacement.

When you put the right person in the right position, you increase productivity. Effective recruitment practices also maximize your investment in education and training—an investment that only pays off if your employees stay with the company.

Automated Workflow: Streamlining Processes

When an employee is hired, promoted, or moved, salary and benefits must be determined; office supplies ordered; space allocated; computers requisitioned; and orientation scheduled. And that's not all. From paper clips to a company car, individual needs can range widely.

With JD Edwards EnterpriseOne HCM, you can automate these tasks, greatly accelerating the everyday functions needed to manage a workforce. The proper forms are filed automatically. Status changes, salary increases, and performance appraisals are routed to the appropriate personnel for review and approval.

This solution has been designed to make every request and every change as efficient and accurate as possible. Employees and managers no longer have to wait for the information they need.

You get results faster. Productivity for managers and employees increases. New employees arrive at new work location able to hit the ground running because the appropriate support actions and materials are already in place.

HR Self Service: Providing Convenience and Control

Traditionally, HR processes work as follows. An employee needs something, so he contacts HR. HR contacts his manager, who approves the request. HR ensures that company policies are being followed and makes the change. HR then communicates back to the employee, who now needs to slightly alter the original request. The whole process begins again. It's complex. It's time consuming. And it distracts everyone from their work.

Oracle's JD Edwards EnterpriseOne web-enabled employee and manager self service greatly simplifies processes such as benefit enrollment, salary changes, address changes, time entry, and performance reviews. Instead of a long chain of phone calls, emails, voice mails, and manual follow through, employees and managers can access current information from any web browser at any time of day. They can make their own changes, subject to built-in company policies and manager approval. In other words, you keep the safeguards and lose the complexity.

Clearly, the time and cost savings can be significant. And our self-service solutions can be implemented quickly, economically, so you don't have to wait to achieve results.

Equitable Performances Reviews: Enhancing Employee Development

One of the most sensitive and challenging priorities in the management of human resources is assessing the worth and potential of individual employees. To keep the process fair, you need sound documentation along with objective benchmarks for performance and pay. And, to keep the process effective, you need to ensure that reviews are timely.

JD Edwards EnterpriseOne HCM strengthens the human element of employee development while keeping it on track and consistent. By streamlining the routine, administrative aspects of the process, it allows more time for knowledge-based judgment of employee strengths, weaknesses, and developmental needs. With minimum oversight from HR staff, the system integrates throughout the organization to produce equitable standards and guidelines for performance and promotion.

Managers have a databank of objective measurements to ensure that their employees are being rewarded appropriately compared to others in the same department or function. Consistent, structured reviews let employees know that their performance is measured against clear benchmarks and that they are equitably compensated.

Gap analysis tools can be used any time during the year so that managers and employees can assess the gap between expected and actual performance. Employees learn what competencies are required to move ahead in the organization. Managers learn how to develop each employee to his or her fullest potential within the company. For example, the manager can view a gap analysis during the performance review and have the system provide suggestions on how the employee can obtain the competencies needed for the organization, business unit, and job.

Salary increases can be standardized by using a matrix that the organization controls, including items such as length of service, compensation ratio, performance review score, and percentage achievement of competency goals.

In addition, automated workflow streamlines the review process. With JD Edwards EnterpriseOne HCM, automatic alerts notify the employee and manager that it is time for a performance review. Together, they develop the performance appraisal online and then meet in person to discuss where objectives were exceeded, met, or fell short. They can then use the time—and system information—to detail action steps for improvement and further development.

Employees are able to get a clear picture of their career paths, what jobs they can achieve, and how to qualify. In the meantime, managers have a well-documented understanding with their employees of strengths, weaknesses, and developmental plans, as well as a much better knowledge of how to assist employees in career planning.

Powerful Payroll: Paying Off with Accuracy, Simplicity, and Security

Few things can affect an employee's morale like a mistake in payroll. And few processes are more difficult to get right every time. With all of the variables in each paycheck, how can you verify every line item cost effectively?

Oracle's JD Edwards EnterpriseOne Payroll makes it easy. It helps you streamline your payroll processes, reduce processing time, and ensure greater payroll accuracy across your enterprise—all with security that protects your most sensitive information.

Changes to employee HR and benefit information are immediately reflected throughout the system, ensuring that each paycheck and report is up to date. Your payroll staff can easily manage pay types, deductions, benefits, and other details. They are able to quickly review the accuracy of payroll calculations online and make any necessary adjustments before the payment reaches the employee.

With JD Edwards EnterpriseOne Payroll, you can:

- Automate wage attachments.

- Provide multicurrency time accounting.

- Offer employee and manager self-service time entry.

- Enable employee self-service auto-deposit instructions, paid time-off requests, and benefits enrollment.

- Automate labor and overtime rules.

- Simplify off-cycle payments.

- Automate gross-up calculations.

- Avoid under-withholding of taxes and accurately manage collections of deductions and arrearages for employees who are paid multiple times during a pay period.

In addition, the job-step progression capability automatically advances an employee's pay rate after he or she meets specified requirements for the current job type and step. To ensure proper time accounting, the system creates new timecards to associate the appropriate amount of time with each job level that the employee worked during the pay period.

We currently offer integrated payroll solutions for the United States, Canada, Australia, and New Zealand, enabling a centralized HR department to easily comply with widely varying international regulations. As an added benefit, JD Edwards EnterpriseOne Payroll integrates with JD Edwards EnterpriseOne Accounts Payable, General Ledger, Billing, Project Management, Manufacturing, Logistics, and other key systems to further streamline processes and improve financial, operational, and performance management.

Managers and employees have a better understanding of their strengths, weaknesses, developmental plans, and career planning strategies.

In-Depth Analysis: Monitoring Employee Issues and Trends

A business is made up of people, but in a database, they're simply a bewildering array of numbers—headcount, turnover rates, accident reports, compensation claims, benefit requests, vacation time, sick time, to name a few. How do you cut through the numbers to manage employee trends and issues proactively?

With JD Edwards EnterpriseOne HCM, you get the accurate, up-to-date picture you need to correct current and potential problems that could end up costing your organization huge sums of money. For example, in many industries, workplace safety is a critical issue. Injuries can lead to lost productivity, workers compensation claims, and higher disability insurance tax. This system provides you with accurate analysis of where injuries are taking place, what job task is being performed, and other pertinent factors that can help you determine the most effective ways to improve safety training, as well as provide safer working conditions.

With fast, in-depth analysis from data always at your fingertips, negative trends can be dealt with before they become costly, long-range problems. And, positive results can provide the basis for implementing procedure and process improvements.

Improving Human Capital Management

Strategic human resource planning, managing day-to-day HR issues, setting consistent standards, updating critical employee data, and involving employees in their jobs and in their futures—it's never been easier. Oracle's JD Edwards EnterpriseOne Human Capital Management gives you the control—and the freedom—to focus on the priority needs of your organization's workforce, whatever your line of business, whomever you serve.

Oracle Global Services Committed to Your Success

Oracle Global Services for JD Edwards EnterpriseOne

Global Services provides worldwide, best-in-class services to help customers get maximum value from their software.

Oracle Consulting for JD Edwards EnterpriseOne

Oracle Consulting can help you implement, optimize, and upgrade Oracle's JD Edwards EnterpriseOne products to improve business performance. Consulting services accelerate time-to-value, maximize functionality, and reduce project timelines and costs. Implementations are tailored to specific business needs. Through a single-vendor relationship, customers gain deeper access to resources and get more value out of their software.
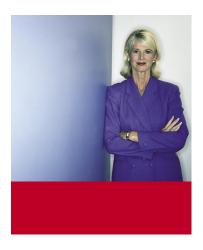
Oracle University

Executives, project managers, and end users benefit from role-based training that results in increased productivity, reduced risk, and lower support costs. Training delivered where, when, and how your organization needs it increases your overall return on investment. Products and services include project team training classes, end user training classes, the end-user training kit, and course development and delivery services.

PeopleSoft Hosting

Hosting services provided by PeopleSoft Hosting let you focus on your core business while realizing a superior return on your investment. You get a complete solution that ensures single-vendor accountability and provides world-class service.

Oracle Support Services for JD Edwards EnterpriseOne

Oracle Support Services never stop working to ensure that your issues are resolved and that you receive the greatest return on investment from your JD Edwards EnterpriseOne systems via the latest technologies, new product features, and industry best practices. You have access to the most comprehensive product and technical problem-solving expertise 24x7, with the real-time support you need for your real-time enterprise. Your business never stops moving forward. Neither do we.

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