

Employee Self Service Time Entry



Remember to adhere to the Five Star Electric timecard deadlines.

The screenshot shows the Oracle JD Edwards web interface. The browser title is "JD Edwards - Windows Internet Explorer". The page header includes "ORACLE JD Edwards" and a navigation menu with items like "Payroll Reports and Inquiries", "Payroll Set Up and Processing", "EnterpriseOne", "Payroll Taxes and Year End", "Employee Tasks & Inquiry", "Master Data", "One View Inquiry", "Essbase Data Management", "Five Star Time Entry", and "Security Management". The "Five Star Time Entry" menu item is highlighted with a yellow box. Below the navigation, the "Five Star Time Entry" page is displayed, featuring four buttons: "Enter/Approve Time Entry" (highlighted with a yellow box), "Delegate Time Card Approval", "View My Payments", and "View My Information".

Log in to EnterpriseOne using your JDE ID, navigate to the [Five Star Time Entry](#) menu, on the [Five Star Time Entry Page](#), *Click* on [Enter / Approve Time Entry](#).

NOTE: Five Star Electric Payroll guidelines are to enter and Save, then Submit your time as a daily routine and submit on the last day of your work week (Wednesday).

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The screenshot shows the Oracle JD Edwards Time Entry Self Service Director interface. At the top, there's a navigation bar with "ORACLE JD Edwards" and several icons. Below that, the page title "Time Entry Self Service Director" is visible. A "Welcome" message is followed by a large empty rectangular box. Below this, a yellow callout box contains text about important reminders from the Payroll Department. The main content area is titled "Self Service Time Entry" and includes a "Daily Time Entry" link and a "Pay Period Ending Date" field. Two callout boxes provide instructions: Step 1 points to the calendar icon in the date field, and Step 2 points to the "Daily Time Entry" link.

On the *Time Entry Self Service Director* screen, you will see important reminders from the Payroll Department under your “Welcome” greeting. Begin time entry here by following the steps: 1 – 6

Step 1)
In the *Pay Period Ending Date* field, from the *Calendar Visual Assist*, *Select* the *Wednesday* date for the current pay period. You **CANNOT** enter work time for future pay period. *Double click* the date to advance

Step 2)
After you enter the *Pay Period Ending Date*, *click* on the *Daily Time Entry* link to begin new time entry.

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* **A Process note:** In the “**Period Hours**” section, you may see hours in the “**Expected**” box. **IGNORE** this value. Additionally, in the “**Totals**” sections, the hours may not add correctly. **IGNORE** data in **BOTH** sections!

The screenshot shows the Oracle JD Edwards Employee Daily Time Entry interface. It includes sections for Period Dates, Pay Type (Totals Only), Period Hours, and a grid for entering hours by day. A table at the bottom allows for selecting a pay type and entering hours for each day of the week, along with fields for Charge To, Sub Type, Sub-ledger, and Cost Code. The interface also features buttons for Close, Save, Delete, and Submit.

Step 3) Click in the **Pay Type** field to select the appropriate pay type for the Day you are going to enter.

Step 4) Enter the number of hours for each day that apply to the Pay Type you selected in Step 3.

Step 5) If you assign your time to a Job, use the **Charge To** field for the appropriate cost code. Enter your **Cost Code** also.

Step 6) Click on the **Save** button to save your time entry. You can **Close** the timesheet and return later or **Submit** now for approval by your Supervisor.

* If you are entering Holiday or Vacation Time, please see the special instructions regarding entering those Pay Types.