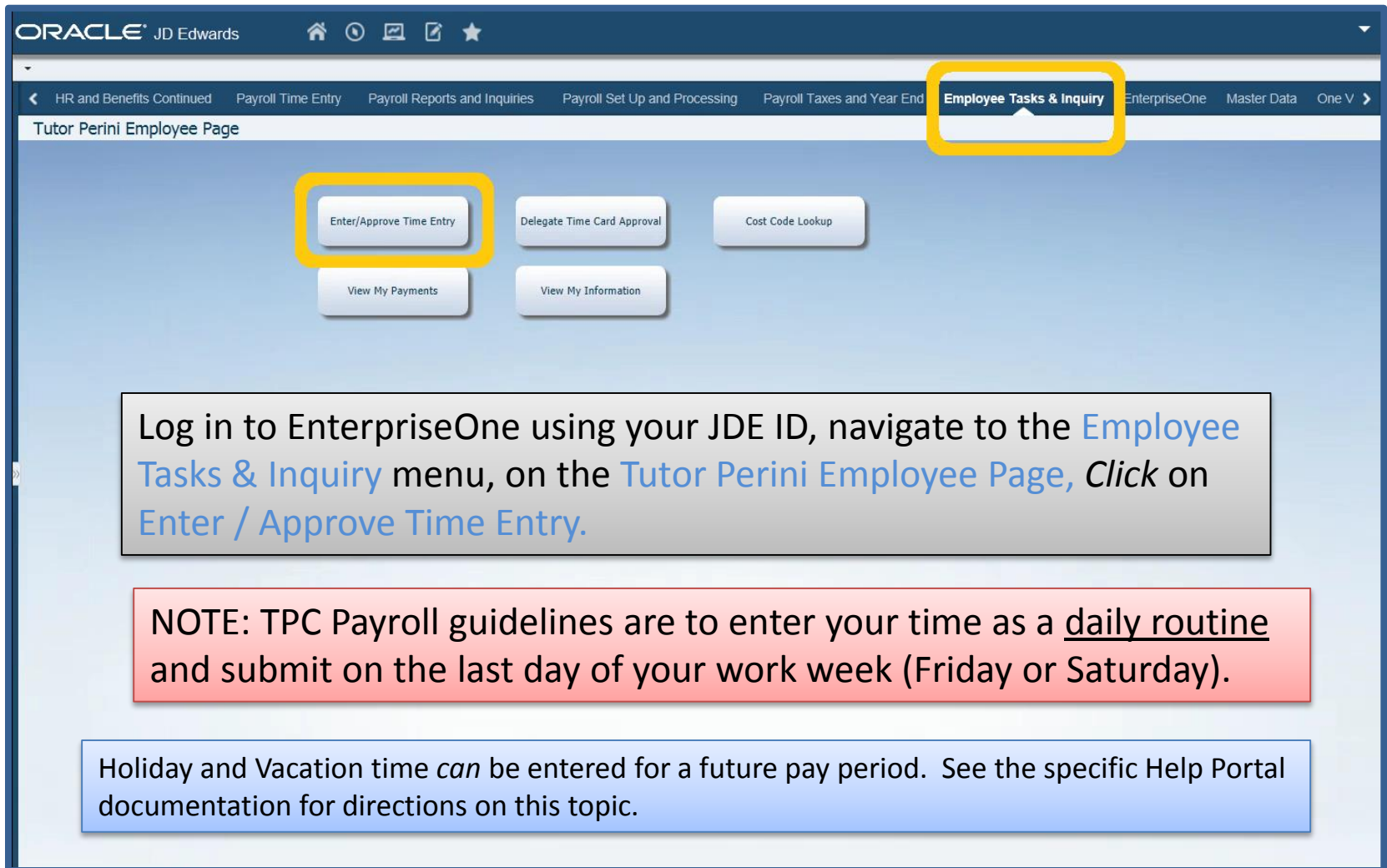


# Employee Self Service Time Entry – Weekly Hourly



ORACLE JD Edwards

HR and Benefits Continued Payroll Time Entry Payroll Reports and Inquiries Payroll Set Up and Processing Payroll Taxes and Year End **Employee Tasks & Inquiry** EnterpriseOne Master Data One V

Tutor Perini Employee Page

Enter/Approve Time Entry Delegate Time Card Approval Cost Code Lookup

View My Payments View My Information

Log in to EnterpriseOne using your JDE ID, navigate to the [Employee Tasks & Inquiry](#) menu, on the [Tutor Perini Employee Page](#), *Click* on [Enter / Approve Time Entry](#).

**NOTE:** TPC Payroll guidelines are to enter your time as a daily routine and submit on the last day of your work week (Friday or Saturday).

Holiday and Vacation time *can* be entered for a future pay period. See the specific Help Portal documentation for directions on this topic.

# Employee Self Service Time Entry – Weekly Hourly

The screenshot shows the Oracle JD Edwards Time Entry Self Service Director interface. At the top, there is a navigation bar with the Oracle logo and JD Edwards text. Below this, the page title is "Time Entry Self Service Director". A "Welcome" message is displayed above a large empty rectangular box. A yellow callout box points to this area, containing the text: "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 – 11".

Below the welcome message, there is a section titled "Self Service Time Entry" with two links: "Daily Time Entry" and "Manager Review". The "Daily Time Entry" link is highlighted with a blue box and an arrow pointing to a blue callout box labeled "2".

To the right of the "Manager Review" link is a "Pay Period Ending Date" field. This field is highlighted with a blue box and an arrow pointing to a blue callout box labeled "1". The callout box "1" contains the text: "Step 1) In the *Pay Period Ending Date* field, from the *Calendar Visual Assist*, Select the *Saturday* date for the current pay period. You CANNOT enter work time for future pay period. *Double click* the date to advance".

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 – 11

## Step 2)

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

2

## Step 1)

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

1

# Employee Self Service Time Entry – Weekly Hourly

ORACLE JD Edwards

## Employee Daily Time Entry

Home Business Unit: 1001

Period Dates: Pay Period Start 01/17/201, Pay Period End 01/23/201

Pay Type (Totals Only): Regular 43.50, Vacation, Sick, Holiday

Period Hours: Expected, Total 43.50

Totals	Sun 1/17	Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Sat 1/23
Regular Hours		8.00	9.50	8.00	9.00	9.00	
All Other Hours							
Total Hours		8.00	9.50	8.00	9.00	9.00	

Step 3) Confirm you are entering in the correct Time Entry Grid.  
NOTE: initially this grid may default to the R&S grid.  
Job Charged Personnel use the "Job Cost Time Entry" grid.  
Other Personnel use the "GA/Overhead" grid.  
**ONLY R&S employees should be using the "R&S Time Entry" grid!**

Records 1 - 11

Select	Time Card Status	Pay Type	Pay Type Description	Charge To	Cost Code	Sun 1/17	Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Sat 1/23	Sub Type	Sub-ledger	Business Unit Description	Job Type	Job Step	Shif Code	TIME IN	TIME OUT	Equipment Worked On	Equ
<input type="checkbox"/>	Approved	1 Regular					4.00											H	17	29		
<input type="checkbox"/>	Approved	1 Regular					4.00											H	31	51		
<input type="checkbox"/>	Approved	1 Regular						5.50										H	09	31		
<input type="checkbox"/>	A	1 Regular						4.00										H	33	49		
<input type="checkbox"/>	A	1 Regular							3.00									H	17	29		
<input type="checkbox"/>	A	1 Regular							5.00													
<input type="checkbox"/>	A	1 Regular							5.00													

Step 4) Click in the **Pay Type** field to select the appropriate pay type for the row you are going to enter.

Step 5) If you assign your time to a Job, use the **Charge To** field to and the **Cost Code** field for the appropriate cost code. NOTE: if you are not Job Charged, you should not see these fields (Change your Grid).

Step 6) Enter the number of hours for each day that apply to the Pay Type you selected in Step 4.  
NOTE: Each day should have two entries [ as mandated in certain States, such as California]; time before lunch & time after lunch. The amount for both should add up to your total hours for the day.

Step 7) Click the scroll arrow IF you do not see the "Time In" & "Time Out" Fields.

# Employee Self Service Time Entry – Weekly Hourly

Close Save Delete Submit

Select	Time Card Status	Pay Type	Pay Type Description	Charge To	Cost Code	Sun 1/17	Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21
<input type="checkbox"/>		1 Regular					4.00			
<input type="checkbox"/>		1 Regular					4.00			
<input type="checkbox"/>		1 Regular						5.50		
<input type="checkbox"/>		1 Regular						4.00		
<input type="checkbox"/>		1 Regular							3.00	
<input type="checkbox"/>		1 Regular							5.00	
<input type="checkbox"/>		1 Regular								5.00
<input type="checkbox"/>		1 Regular								4.00
<input type="checkbox"/>		1 Regular								5.00
<input type="checkbox"/>		1 Regular								4.00

8

TIME IN TIME OUT

Select User Define Code

Product Code 06 Payroll (old)

User Defined Codes 01 Payroll Category Code 01

Description

Description 2

Records 1 - 10 > >|

Code	Description	Description 2
<input checked="" type="radio"/>		
<input type="radio"/>	01 5:00 AM	
<input type="radio"/>	02 5:15 AM	
<input type="radio"/>	03 5:30 AM	
<input type="radio"/>	04 5:45 AM	
<input type="radio"/>	05 6:00 AM	

9

**Step 8) {after Scrolling to the right}**  
 For all hours worked, you must enter your **Time In** and **Time Out** in these category code fields. Create separate rows for each time period each day with a different time in and time out. One day should have two entries, before lunch & after lunch – as mandated by certain States, such as California.

11

**Step 11)**  
 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.

10

Records 1 - 10 > >|

Use the “scroll” buttons, >| , to advance and see more Time Segments.

**Step 9)** Click into the “**Time In**” Field. Click the Visual Assist to open the Payroll Code window. Look in the Description Column for your **Time In**. Select the Row, click the green Check mark. The **Time In** Field on the Time sheet will be populated. Repeat the same action for the **Time Out** Field.