

Employee Self Service Time Entry – Weekly Salaried

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 Exception time as taken *(IF Job Charged, enter time daily) 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.

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Time Entry Self Service Director

Welcome

Self Service Time Entry

Manager Review

Pay Period Ending Date

Daily Time Entry

1

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.

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

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 – 7

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Employee Daily Time Entry

Home Business Unit: 1001

Period Dates: Pay Period Start 04/30/201, Pay Period End 05/06/201

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

Period Hours: Expected, Total

Totals	Sun 4/30	Mon 5/1	Tue 5/2	Wed 5/3	Thu 5/4	Fri 5/5	Sat 5/6
Regular Hours							
All Other Hours							
Total Hours							

Buttons: Close, Save, Delete, Submit

Records 1 - 2

Select	Time Card Status	Pay Type	Pay Type Description	Sun 4/30	Mon 5/1	Tue 5/2	Wed 5/3	Thu 5/4	Fri 5/5	Sat 5/6	Time In	Time Out	Change Reason Code	Change Comments
<input type="checkbox"/>		1	Regular		8.00	8.00	8.00	8.00	8.00					

Customize Grid: GA/Overhead

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 7)
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.

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!

Step 6)
Enter the number of hours for each day that apply to the Pay Type you selected in Step 4.