

JD EDWARDS ENTERPRISEONE CANADIAN HUMAN CAPITAL MANAGEMENT



*Support strategic
human resource
management.*

*Streamline Canadian
payroll and regulatory
compliance.*

*Reduce costs and
improve data
accuracy.*

The Issue: Managing Critical Human Resources Activities While Staying Focused on Your Core Business

HR departments often find themselves overwhelmed by paper-intensive administrative work such as address changes, benefits enrollment, paper approval ratings, and manager reports. Although these maintenance tasks are important, they leave little time for HR professionals to be proactive and strategic in their jobs.

In addition, HR departments must find ways to effectively administer payroll. They need to be able to automate time-consuming tasks and manage the numerous variables that are associated with payroll, including government regulations, wage attachments, tax withholding, and time and labour reporting and management.

The Solution: Integrated, Strategic Human Capital Management

Oracle's JD Edwards EnterpriseOne Canadian Human Capital Management (HCM) is designed to meet the specific needs of Canadian companies to ensure that HR processes meet local standards and regulations. And, because it is easy to integrate with other EnterpriseOne applications, this solution is also ideal for U.S. companies that have Canadian business units, and vice versa. You are able to share data among systems to meet local needs yet still benefit from the controls and operational efficiencies that come from using a single data repository that integrates HR, payroll, and time accounting.

Streamline Administrative HR Processes

Canadian HCM automates many administrative HR tasks to eliminate paperwork and accelerate 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 people for review and approval. Information entered once is used throughout the system.

You further improve HR staff productivity with EnterpriseOne Employee Self Service and Manager Self Service. Based on HR industry studies, you can save up to 80 percent of the costs of benefit enrollment just by offering employees online self service. These savings include elimination of significant paper and printing fees, as well as time that HR professionals spend entering the benefits information.

With minimal training, employees can easily access HR forms and processes to handle a wide range of administrative functions, including timecard entry, benefits enrollment or changes, vacation requests, and personal profile and W4 updates. Employees can view eligibility and accruals for family and maternity leave and can request leave time online. They can also view and update auto-deposit directions and even print their own pay stubs.

Your managers can use the self-service applications for anytime, anywhere access to required information, reports, and forms without involving HR personnel. They can also use the manager workbench to automate such tasks as performance appraisals, salary reviews, and delegating assignments. And, online approval routings speed requisitions, vacation requests, salary adjustments, and terminations. Nothing gets stuck in the in-box or mailroom.

Align Skills with Organizational Requirements

By streamlining and automating administrative tasks, Canadian HCM allows you to focus on strategic activities such as competency mapping to align employee skills with corporate objectives. The system supports you as you work with managers to define needed competencies and map those competencies to specific positions within your organization. You can then compare this information to data about existing employee skill sets and identify gaps to determine recruitment and training needs.

With Canadian HCM, you'll always have a current database of employee skill sets and competencies, which employees can update online. You can also use this database to store information about outside applicants for jobs and to search for the right people with the right skills for the right positions.

This solution also makes it easy for you to assess your new employees to ensure that you are attracting the best candidates. You can track such criteria as:

- Where you are getting your employees.
- How long they stay.
- Whether they have the right qualifications.
- How much it costs to recruit and replace employees.

Process Payroll Accurately and Efficiently

Payroll is another potentially time-consuming and expensive job. That is why Canadian HCM offers integrated payroll functionality that is designed to help you streamline your payroll processes, reduce processing time, and ensure greater payroll accuracy across your enterprise.

Fully integrated with EnterpriseOne Human Resources Management and time and labour reporting applications, EnterpriseOne Canadian Payroll provides comprehensive functionality, from time entry to tax filing to performance analysis. Accuracy is ensured with system defaults and validations throughout the process. You are able to automatically default all pertinent work order, business unit, or job information to the timecard, so your employees don't waste time or incorrectly enter critical analysis information. Whether it's time entry clerks entering your timecards or employees taking advantage of time entry through Employee Self Service, you know that the time entered is being validated for accuracy.

You can run payroll for as few or as many employees as you need. In addition, you never become locked into specific processing times. You can choose how often you process payroll, from annual, monthly, or weekly runs to several times a day. Off-cycle payment processing is also available to support such requirements as

bonus cheques, payment adjustments, and advances.

With Canadian HCM, you'll be able to automate legislative and regulatory reporting while keeping up with changing government legislation. The system will automatically handle federal and provincial requirements, including workers' compensation and employment insurance. You'll even be able to port data from your enterprise database to easily create and print records of employment. And, when the end of the year rolls around, you'll be ready. Our system makes it easy for you to prepare year-end forms such as T4s and Relevé 1s.

Control Costs

The EnterpriseOne solution also helps you keep on top of headcount spending. It facilitates collaboration between your HR and accounting departments so that you are better able to plan, forecast, monitor, and control budgets for new hires. The system tracks approved positions and headcount by company and department and automatically updates this information.

With this solution, you no longer have to worry about managers hiring employees without the budget to do so. They are able to easily verify that an open position is budgeted for before submitting a requisition to hire.

Manage Employee Development Effectively

By streamlining the routine, administrative aspects of the employee development process, Canadian HCM gives you more time for managing employees' developmental needs. Automated workflow simplifies the evaluation process, automatically alerting employees and managers about scheduled performance reviews. In addition, built-in competency gap analysis tools help managers assess the gap between employees' expected and actual performance.

Canadian HCM also lets you standardize salary increases for your organization by using a matrix that matches salary with items such as length of service, compensation ratio, performance review score, and percentage achievement of competency goals. With the information uncovered during the evaluation process—such as competency ratings and gap analysis—managers can use this salary matrix to make equitable salary recommendations for their employees.

Improve Decision Support

This solution offers flexible reporting tools that allow you to cut through the reams of data entered about your employees for a complete picture of issues and trends. The software makes it easy for you to create ad hoc reports, summarize data or drill down into the details, embed workflow messaging for true exception reporting, and populate spreadsheets. You have access to actionable information that helps you find and correct negative trends before they become costly, long-range problems. At the same time, positive information can help you direct procedure and process improvements.

By providing you with the information you need, when you need it, Canadian HCM allows you to make important, informed decisions. It streamlines routine activities and brings consistency and clarity to HR processes and procedures. In doing so, it gives you the time and tools you require to make strategic HR planning

and management a reality.

Feature/Function Highlights

- Applicant tracking
- Requisitions
- Position control
- Benefits administration
- Job information
- History/turnover analysis
- Competency management
- Compensation management
- Performance management
- Employee self service
- Manager self service
- Government reporting
- Health and safety
- Pay grade/step administration
- Reporting tools
- Gap analysis
- Automated workflows
- Legislative compliance
- Integration with payroll solutions for the United States, Australia, and New Zealand
- Time entry by job and work order
- Integrated electronic record of employment (ROE) reporting
- Reciprocity rules
- Multiple companies
- Retroactive pay process
- Union rates and rules processing
- Labour rules engine
- Automatic overtime calculations
- Interim cheque processing
- Reporting
- Burden/rules
- Scalable processing

- Job-step progression
- T4, T4A, NR4, and Relevé 1/Relevé 2 support

Solution Integration

- Employee Self Service
- Manager Self Service
- General Ledger
- Accounts Payable
- Expense Management
- Time and Labour
- Asset Lifecycle Management
- Manufacturing
- Project Costing
- Contract and Service Billing

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