

How to Submit Exception Time in JDE

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On [SASBU Home page](#).
JDE EnterpriseOne

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Under Roles drop down menu, choose "Employee role"

Welcome!

The EnterpriseOne Menu contains several links to the applications. These links will always be at the left of your screens, no matter what application you are using. You can also hide the menu when you need more space for your work.

EnterpriseOne Menu

Open Applications
You have no running applications.

Open New Window

- ▶ Favorites
 - ▼ Chevron Menu
 - Employee Queue Manager
 - CVX Work Submitted Jobs
 - ▶ Address Book
 - ▶ Advanced Cost Accounting
 - ▶ Enterprise Asset Management
 - ▶ EAM Timewriting
 - ▶ Managers Workbench
 - ▶ Payroll
 - ▶ Time Writing
 - ▼ Employee Self Service
 - Timewriting Entry and Approval
 - Verification Of Employment - Angola
 - Employee Profile - Angola
 - Personal Information

Welcome!

The EnterpriseOne Menu contains several links to the applications. These links will always be at the left of your screens, no matter what application you are using. You can also hide the menu when you need more space for your work.

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Timewriting Entry and Approval - Time Entry Self Service Director

Welcome [Redacted]

Welcome to SASBU Employee Self Services Time Entry

Enter Exception Time between 1st and 12th of Every Month

Enter Time Writing for an AFE or a Work Order

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Week Ending Date: 05/06/15 [Change Week Ending Da](#)

Timewriting Entry and Approval

[Daily Time Entry](#)

[Supervisor Review/Approval](#)

View Historical Time and Pay

[Review Historical Timecard](#)

[Review Pay Stub](#)

Copy

Close [TimeWriting Help](#) ?

Timewriting Entry and Approval - Select Pay Period End Date

Select Find Close Tools

Week Ending Selection Criteria

Week Ending Dates After: 01/05/15

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Records 1 - 35 [Customize Grid](#)

	Weekly End Date	Month	Cycle Code	Pd. Mo.	Pd. No.
<input type="radio"/>	01/05/15	MAY	W	05	018
<input type="radio"/>	08/05/15	MAY	W	05	019
<input type="radio"/>	15/05/15	MAY			
<input type="radio"/>	22/05/15	MAY			
<input type="radio"/>	29/05/15	MAY			
<input type="radio"/>	05/06/15	JUNE	W	06	023
<input checked="" type="radio"/>	12/06/15	JUNE	W	06	024
<input type="radio"/>	19/06/15	JUNE	W	06	025

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Always choose the 2nd week of the month you will receive the payment
ATT: NOT the week you actually did exception time

Welcome [Redacted]

Welcome to SASBU Employee Self Services Time Entry

Enter Exception Time between 1st and 12th of Every Month

Enter Time Writing for an AFE or a Work Order

Week Ending D **10**

12/06/15

[Change Week Ending Date](#)

Timewriting Entry and Approval

[Daily Time Entry](#)
[Supervisor Review/Approval](#)

Close

[TimeWriting Help](#)

View Historical Time and Pay

[Review Historical Timecard](#)
[Review Pay Stub](#)

Copy P

?

Pay Period Date
 Pay Peri: 06/06/15
 Pay Peri: 12/06/15

Hours
 June
 Hours Worked

Employee Information
 National
 486451 Joaquim, Geovany de Carvalho
 HR6013 Payroll Interf. Administrator
 HR4002 HR-Human Resource Svcs-JV
 26600 CABGOC Block 0
 08 Benefit Group

Daily Totals

Totals	Sat 6/6	Sun 6/7	Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12
Total Hours							

Select all time card you would like to submit (you can select them all)

Input the CODE that you wish to receive.
please consult exception time form and policy to ensure you entering the right code

Input the total number of HOURS or DAYS (depending on the code use in step 11) YOU wish to receive for that particular code

Records: 1 - 3

OneWk	Event	POBA	Charge to	Sub	Explanation	Order	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Description	Explanation	Description
Point	Code	Account			-Remark-	Number	6/6	6/7	6/8	6/9	6/10	6/11	6/12		-Remark-	
<input checked="" type="checkbox"/>	70		HR4002		ODC TRN CAMP				48.00					ODC TRN CAMP	ODC TRN CAMP	HR-Human
<input checked="" type="checkbox"/>	50		HR4002		H Extras 50%				2.00					H Extras 50%	H Extras 50%	HR-Human

you can input as many codes as you wish on the same time card

Submit Time

Pay Period Date
 Pay Peri: [Redacted]
 Pay Peri: [Redacted]

Hours
 [Redacted]

Daily Total

Totals
Total Hours

Timewriting Entry and Approval - Submit Timecard

Are you sure you want to submit this timecard?

Submit Timecard Cancel

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EDWARDS ENTERPRISEONE

Timewriting Entry and Approval - Employee Daily Time Entry

Time Entry Self Service Director Employee Daily Time Entry

Pay Period Date Hours Employee

Pay Peri Timewriting Entry and Approval - Time Card ... 16

Pay Peri

Daily Total

Totals

Total Hou

Nation

48645

HR60

HR

26600

08

Your Timecard has been saved. Please review and submit your timecard for approval.

OK

EDWARDS ENTERPRISEONE

Timewriting Entry and Approval - Employee Daily Time Entry

Time Entry Self Service Director Employee Daily Time Entry

Pay Period Date Hours Employee Information

Pay Peri 06/06/15 June 50.00

Pay Peri 12/06/15 Hours Worked 50.00

Daily Totals

Totals	Sat 6/6	Sun 6/7	Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12
Total Hours			48.00	2.00			

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Select all time cards you wish to submit again

Employee Information

National

486451

HR4002 HR-Human Resource Svcs-JV

26600 CABGOC Block 0

08 Benefit Group

Select All Clear All

Records - 3

OneWc	Event	PDBA	Charge to	Sub	Explanation	Order	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Description	Explanation
Point	Code	Unit	Unit	-Remark-	Number	6/6	6/7	6/8	6/9	6/10	6/11	6/12		-Remark-	
<input checked="" type="checkbox"/>		70	HR4002		ODC TRN CAMP				48.00					Timecard Saved	
<input checked="" type="checkbox"/>		50	HR4002		H Extras 50%				2.00					Timecard Saved	
<input type="checkbox"/>															

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Close Delete Save Pay Codes Help Submit Time

EDWARDS ENTERPRISEONE

Timewriting Entry and Approval - Employee Daily Time Entry

Time Entry Self Service Director Employee Daily Time Entry

Pay Period Date Hours

Pay Peri Timewriting Entry and Appro Submit Tim... 19

Pay Peri Submit Timecard

Daily Total

Totals

Total Hou

Are you sure you want to submit this timecard?

Submit Timecard Cancel

Timewriting Entry and Approval - Timecard Already Submitted



Your Timecard has been submitted. If you would like to change your time card, please contact your manager so that they may reject your submitted time card. You may then go in and make changes once it is rejected.

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OK

Timewriting Entry and Approval - Employee Daily Time Entry

Time Entry Self Service Director **Employee Daily Time Entry**

Pay Period Date		Hours		Employee Information					
Pay Peri	06/06/15	June	50.00	National					
Pay Peri	12/06/15	Hours Worked	50.00	486451					
Daily Totals				HR6013	Payroll Interf. Administrator				
Totals	Sat 6/6	Sun 6/7	Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12	HR4002	HR-Human Resource Svcs-JV
Total Hours			48.00	2.00				26600	CABGOC Block 0
								08	Benefit Group

END!! Time card submitted and pending for approval

[Select All](#) [Clear All](#)

Records 1 - 3

OneWc Event Point 0	PDBA Code	Charge to Unit	Sub	Explanation -Remark-	Order Number	Sat 6/6	Sun 6/7	Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12	Description	Explanation -Remark-	Description
<input type="checkbox"/>	70	HR4002		ODC TRN CAMP				48.00					Timecard Submitted		HR-Human
<input type="checkbox"/>	50	HR4002		H Extras 50%					2.00				Timecard Submitted		HR-Human
<input type="checkbox"/>															

[Close](#) [Delete](#) [Save](#) [PayCodes Help](#) [Submit Time](#)

END

CHECK THE STATUS OF A TIME CARD (TO SEE IF IT WAS APPROVED, REJECTED, OR NO ACTION HAD BEEN TAKEN)

Welcome to SASBU Employee Self Services Time Entry

Enter Exception Time between 1st and 12th of Every Month

Enter Time Writing for an AFE or a Work Order

1
you need to select the SAME week end date that you used for the submitted time card

Week Ending Date

12/06/15

[Change Week Ending Date](#)

Timewriting Entry and Approval

[Daily Time Entry](#)
[Supervisor Review/Approval](#)

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View Historical Time and Pay

[Review Historical Timecard](#)
[Review PayStub](#)

Copy Previous Timecards

Close

[TimeWriting Help](#)



Pay Period Date		Hours		Employee Information			
Pay Peri	06/06/15	June	50.00	National			
Pay Peri	12/06/15	Hours Worked	50.00	486451			
Daily Totals							
Totals	Sat 6/6	Sun 6/7	Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12
Total Hours			48.00	2.00			

TIME CARD STATUS
No action from supervisor - Timecard Submitted
Supervisor Approved - Timecard Approved
Supervisor Rejected - Timecard Rejected

[Select All](#) [Clear All](#)

Records 1 - 3

One/Wk Event Point 0	PDBA Code	Charge to Unit	Sub	Explanation -Remark-	Order Number	Sat 6/6	Sun 6/7	Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12	Description	Explanation -Remark-	Description
<input type="checkbox"/>	70	HR4002		ODC TRN CAMP				48.00					Timecard Submitted		HR-Human
<input type="checkbox"/>	50	HR4002		H Extras 50%					2.00				Timecard Submitted		HR-Human

Close Delete Save [Pay Codes Help](#)

Submit Time