

Entering Employee Records

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Entering Employee Records

Entering Employee Records Overview

Prior to adding an employee record for a newly hired employee, you must determine if the employee is currently an employee of another agency or has been an employee of the State. EMPLOYEE LOOK-UP using the employee's Social Security number gives visibility of any existing address book record for an Employee or Ex-Employee. If an Address Book Record exists, an Employee Master will also exist. Do not create a new record. The existing record must be used to prevent integrity issues with the employee's Leave Accrual, Tax History, and other payroll records.

When you hire an employee, you must add an employee record to the Employee Master table. The Employee Master table contains personal, company, job, and pay information for the employee. The information in the employee record can be used to analyze and report on your employees.

When you add a new employee record to the database, you complete a series of windows. As you complete each window, the next window appears. You can use the Back icon (Not the Back button on the browser!) to return to a previous window, where you can review or change information before saving the employee's record. The system will save the new record only after you complete the entire series of windows.

- When you add a new employee record to the database, the record is immediately available for reporting and payroll processing.
- When Requisitions go live, a valid approved Requisition number will be required to add an employee record.
- If a new employee's address book record is created, but the Employee Master record is not completed, obtain the Employee's address book number and enter the new employee's address book number in the Employee Number field on the Employee Information – Employee window (instead of leaving the field blank) and continue adding the rest of the employee master record.

Checking Employee Records Lesson

Procedure

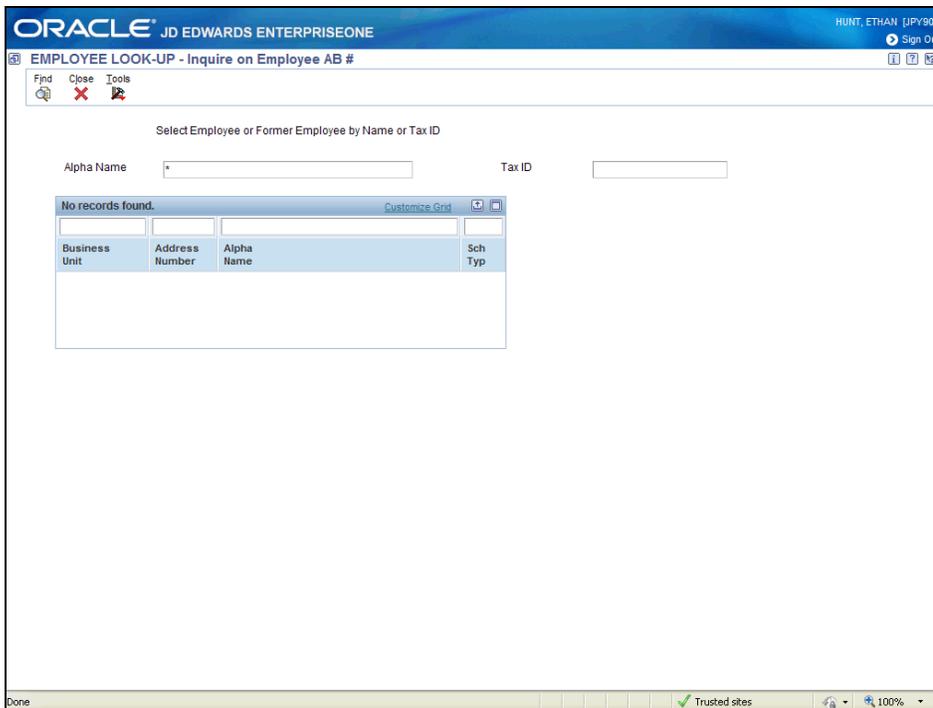
This lesson shows how to check an employee record.

Step	Action
1.	Before creating a new Address Book record, verify an Employee (Search Type: E) or Ex-employee (Search Type: X) does not already exist. If a record does not exist, proceed with creating a new address book record.
2.	Click the State of Nebraska link. <input type="text" value="State of Nebraska"/>

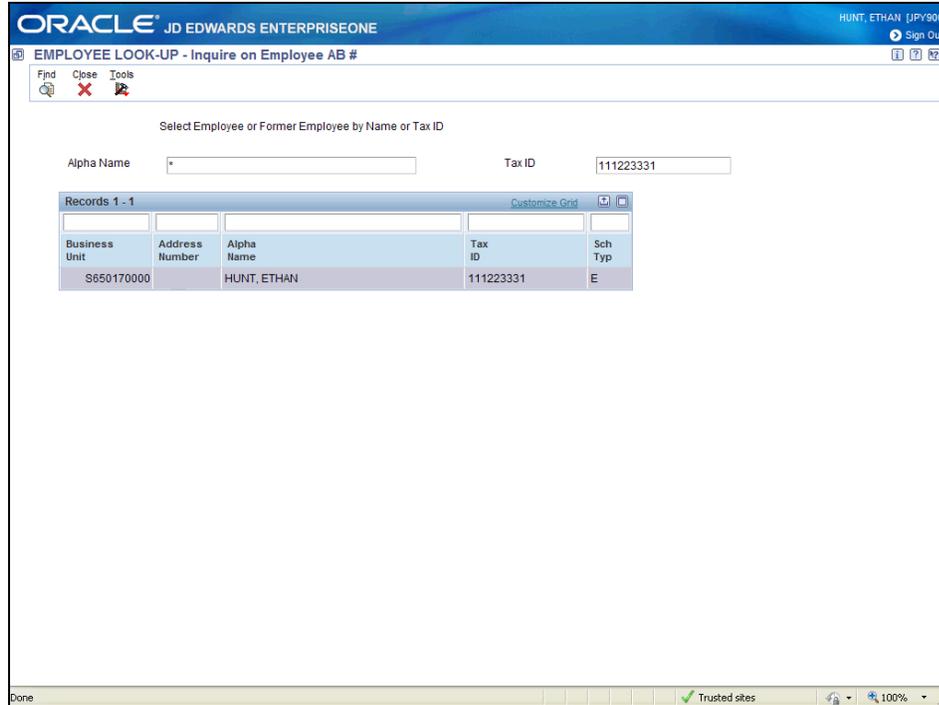
Training Guide

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Step	Action
3.	Click the Human Resources link.
4.	Click the Employee Maintenance link.
5.	Click the EMPLOYEE LOOK-UP link.
6.	Conduct the EMPLOYEE LOOK-UP based on the Employee's Social Security number. This unique number will ensure an existing Employee or Former Employee record is displayed.



Step	Action
7.	Click in the Tax ID field.
8.	Enter the the Employee's Social Security Number into the Tax ID field.
9.	Click the Find button.



Step	Action
10.	<p>If the Employee will be new to your Agency, but is currently or has been an employee of another Agency, the Business Unit contains a Business Unit of the "owning" agency. An Employee Master already exists if there is an Employee or Ex-employee Address Book record</p> <p>This Address Book record is the one you should use for the employee.</p>
11.	<p>Click the Close button.</p> 
12.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>

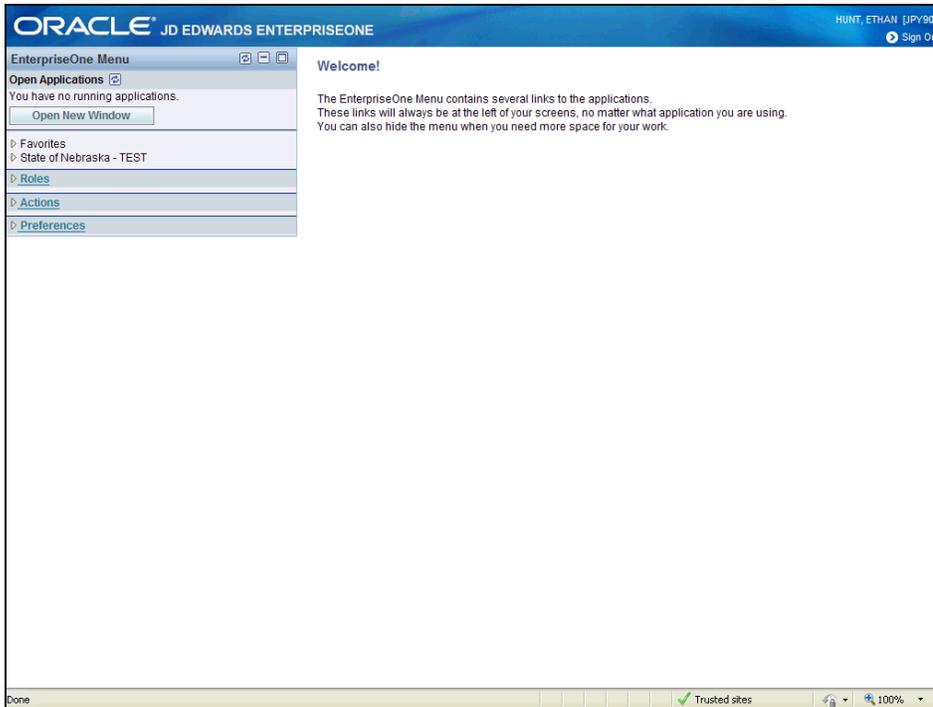
Entering Employee Records Lesson

Procedure

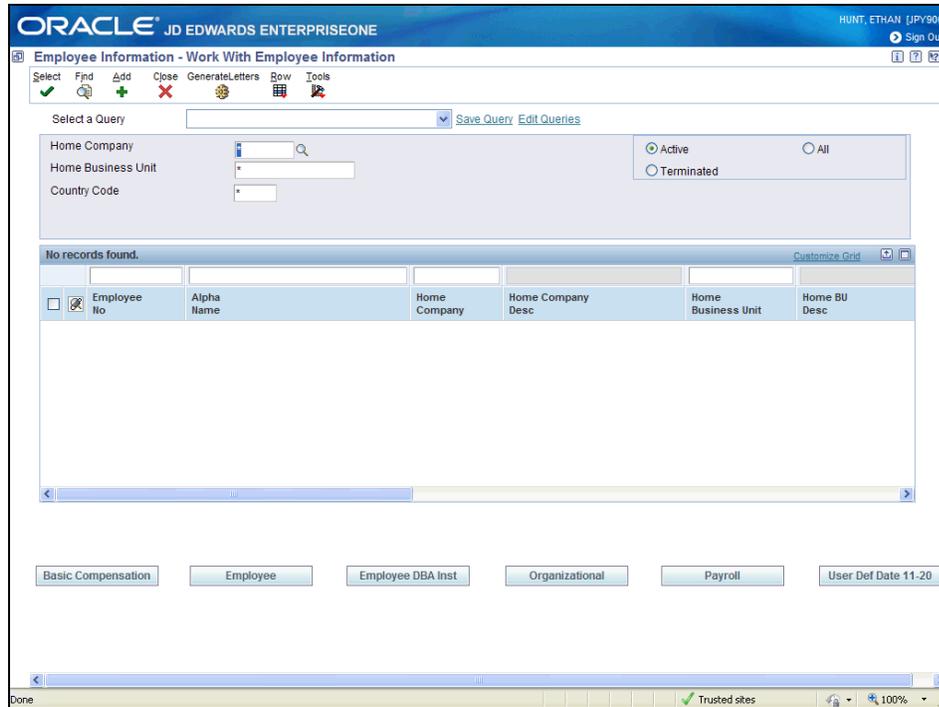
This lesson shows how to add an employee record.

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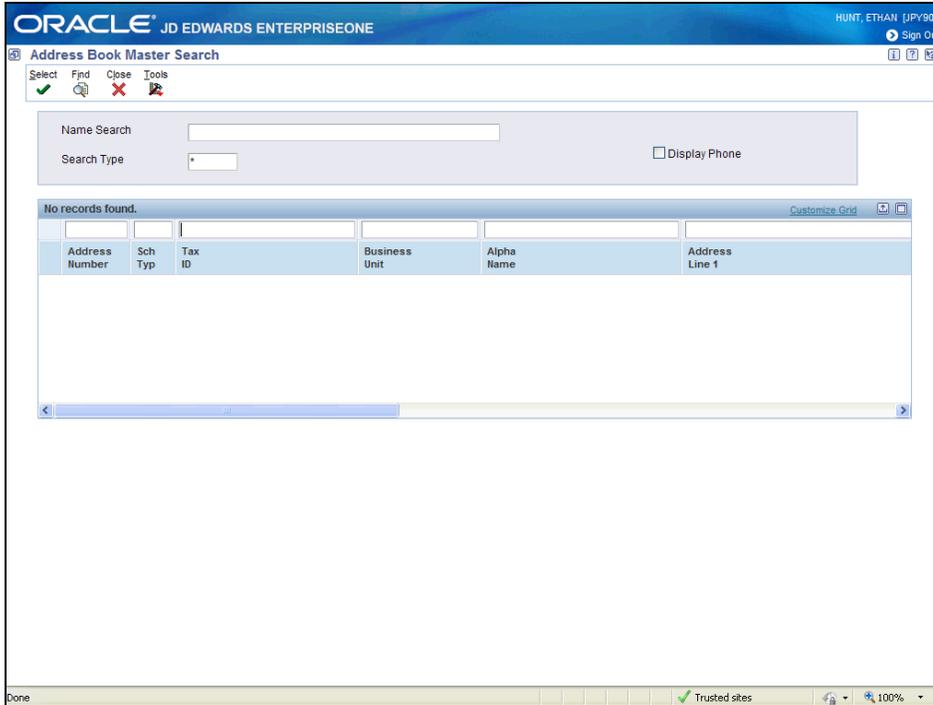
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Human Resources link. Human Resources
3.	Click the Employee Maintenance link. Employee Maintenance
4.	Click the Employee Information link. Employee Information



Step	Action
5.	<p>If the Employee is part of your agency and is transferring to a new position within your agency, the system does not let you enter duplicate Tax IDs (Social Security Numbers).</p> <p>If the Employee is NOT part of your agency, you will be able to create a duplicate record. It is VERY important to conduct a the EMPLOYEE LOOK-UP to ensure you do not create a duplicate record.</p> <p>If an Address Book record exists for the employee you want to add, the system will display an error message to indicate a duplicate number when the last employee master screen is entered.</p> <p>To avoid this error you should first search to make sure the employee is not already entered into the system.</p> <p>To do this click in the Employee No field.</p> <input type="text"/>
6.	<p>Click the Visual Assist tool (magnifying glass).</p> 

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Step	Action
7.	Enter the employee's social security number in the Tax ID field.
8.	Click the Find button. 
9.	<p>"No records found", indicates the Social Security Number does not exist in the Address Book.</p> <p>If the Social Security Number does exist in the Address Book, and the search type is an "E" or "X", note the business unit for the employee and contact the appropriate agency to transfer the employee (Ex. S290000000 is Agency 29 = Natural Resources).</p> <p>If there are "No records found", or if the Social Security Number does exist, but not as an "E" or "X" search type you can proceed to the next step.</p>
10.	Click the Close button. 

Step	Action
11.	Click the Add button. 

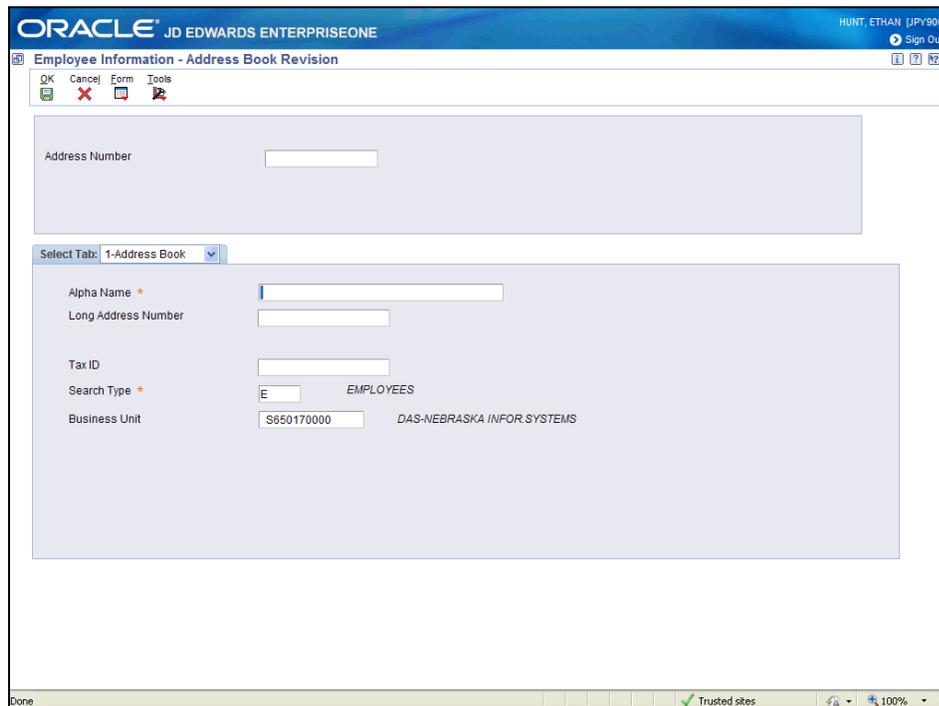
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Step	Action
12.	Security Business Unit – Enter a Business Unit number that secures the employee's record from unauthorized access.
13.	Click in the Home Company field. <input type="text"/>
14.	Home Company – Enter "10000" for ALL State of Nebraska employees.
15.	Click in the Check Route Code field. <input type="text"/>
16.	Check Route – XX XXX XXX XX, for Agency (2 spaces), Division (3 spaces), Work Facility Code (3 spaces), Sequence # (2 spaces).
17.	Click in the Pay Frequency field. <input type="text"/>
18.	Pay Frequency – Enter if the employee is Bi-Weekly or Monthly.
19.	Click in the Pay Status field. <input type="text"/>
20.	Pay Status – Review Valid codes. Codes for active pay status employees are numeric. Codes for inactive pay status employees are alphabetic. The system omits all employees with alphabetic pay status codes from the payroll run. Use the Visual Assit tool if you need to. 
21.	Click in the Employee Benefit Status field. <input type="text"/>
22.	Employee Benefit Status - Enter the employee benefit status. Use Visual Assist tool if you need to. 
23.	Click in the Benefit Group field. <input type="text"/>
24.	Benefit Group – Enter the benefit group to which the employee is assigned. Use the Visual Assist tool if you need to.
25.	Click in the Adj. Service Date field. <input type="text"/>
26.	Adjusted Service Date - This date is used to determine the amount of leave earning the employee should be receiving. This MAY be the same date as the Original Hire Date or Agency Original Hire Date. The Adjusted Service Date is the employee's original employment date plus the number of days break in service. This can be calculated by using the Adjusted State Service Date Spreadsheet in the HR/Payroll Training Manual.
27.	Original Hire Date – Enter employee's Original Hire Date with the State of Nebraska excluding any time the person was employed as a temporary at the beginning of their employment with the State.

Step	Action
28.	Date Pay Starts - Enter the date the employee will begin accruing pay.
29.	Click in the Last Start Date field. <input type="text"/>
30.	Last Start Date – Enter the date the employee started with the particular agency.
31.	Country – This will default to US so you can leave it blank.
32.	Click the Con't button. 



Step	Action
33.	Type the employee's name in the Alpha Name field. Type the name as Lastname, Firstname, Middle Initial. For example, "Clark S. Kent" would be entered as "Kent, Clark S".
34.	Click in the Tax ID field. <input type="text"/>
35.	Type the employee's Social Security Number in the Tax ID field without any spaces or dashes (ex. 123456789, not 123-45-6789).
36.	Click the Select Tab list. <input type="text" value="1-Address Book"/>

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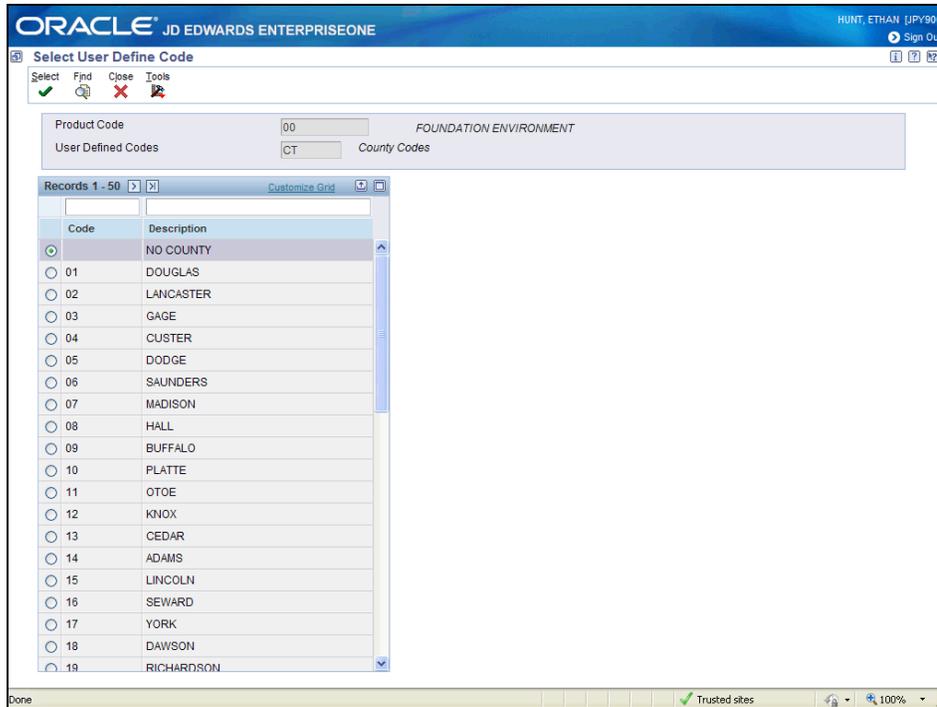
Step	Action
37.	Click the 2-Mailing list item. <input data-bbox="345 1115 602 1146" type="text" value="2-Mailing"/>

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for entering employee address information. The window title is "Employee Information - Address Book Revision". The user is identified as HUNT, ETHAN (JPY900). The form includes a "Select Tab" dropdown menu currently set to "2-Mailing". The "Mailing Name" field contains the text "KENT, CLARK S". Below this are four "Address Line" fields (1-4). To the right of these are fields for "City", "State", "Postal Code", "Country" (pre-filled with "USA"), and "County". A "Done" button is visible at the bottom left of the form area.

Step	Action
38.	Mailing Name – Enter the employees first name, middle initial, last name (without the commas). For example, "John S Doe."
39.	Click in the Address Line 1 field. <input type="text"/>
40.	Enter the employees street address in the Address Line 1 field.
41.	Enter the city of the employees residence in the City field.
42.	Click in the State field. <input type="text"/>
43.	Enter the state of the employees residence in the State field.
44.	Click in the Postal Code field. <input type="text"/>
45.	Enter the zip code of the employees residence in the Postal Code field.
46.	Click in the County field. <input type="text"/>
47.	Enter the county of the employees residence in the County field. This is a numeric code. Use the Visual Assist tool if necessary. 

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Step	Action
48.	If you use the Visual Assist tool click the radio button next to the correct county. 
49.	Click the Select button. 

The screenshot displays the Oracle JD Edwards EnterpriseOne interface for 'Employee Information - Address Book Revision'. At the top, the Oracle logo and 'JD EDWARDS ENTERPRISEONE' are visible, along with the user name 'HUNT, ETHAN (JPY900)' and a 'Sign Out' button. Below the title bar, there are navigation icons for 'OK', 'Cancel', 'Form', and 'Tools'. The main form area contains several input fields: 'Address Number' (empty), 'Mailing Name' (CLARK S KENT), 'Address Line 1' (1234 MAIN STREET), 'City' (LINCOLN), 'State' (NE - NEBRASKA), 'Postal Code' (68508), 'Country' (USA), and 'County' (LANCASTER). A 'Select Tab: 2-Mailing' dropdown is also present. The bottom of the browser window shows a 'Done' button, a 'Trusted sites' indicator, and a zoom level of 100%.

Step	Action
50.	Click the OK button. 
51.	An Address Book Number for the Employee appears as the Supplier Number.

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Step	Action
52.	Enter "000" into the Payment Terms - A/P field. Everything else defaults in.
53.	The Supplier Master is necessary to make payments other than payroll. Expense Reimbursements are an example. The 000 indicates payment is to be made upon receipt, instead of waiting until the end of the month.
54.	Click the Tax Information tab.
55.	Enter " P " into the Person/Corporation field.
56.	Click the OK button.
57.	You will get a "yellow" Address Book Record Search Type Warning -- you can ignore the warning. Click the OK button again.

Step	Action
58.	Complete the Ethnic Code field. If you do not know the ethnic code to use you can use the Visual Assist tool. 
59.	Click in the Marital Status field. 
60.	Enter the marital status of the employee (M-Married or S-Single).
61.	Click in the Date of Birth field. 
62.	Enter the date of birth of the employee in the Date of Birth field.
63.	Enter the gender of the employee in the Gender field. M-Male or F-Female.
64.	Enter the employee's age as of the last July 1st.
65.	Click the Con't button. 

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ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Employee Information - Employee Verification

Employee Number: 5695949 KENT, CLARK S

Document Type	Document Description	Document Number	Document Expiration Date	E-Verify Date	Case Verification Number	Display Seq
<input type="text"/>						

Done Trusted sites 100%

Step	Action
66.	Click in the Document Type field. <input type="text"/>
67.	Enter the Document type in the Document Type field. Use the Visual Assist tool if needed. 
68.	Click in the Document Number field. <input type="text"/>
69.	Enter the document number into the Document Number field.
70.	Click in the Document Expiration Date field. <input type="text"/>
71.	Enter the expiration date of the document into the Document Expiration Date field.
72.	Click the OK button. 

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for entering employee information. The form is titled "Employee Information - Organizational Assignment" and includes the following fields and sections:

- Employee No.:** 5932434 (Name: KENT, CLARK S)
- Last Start Date:** 03/01/2010
- Supervisor:** Searchable field
- Home Business Unit:** Searchable field
- Mentor:** Field
- Team:** Field
- Position ID:** Field
- Date in Current Position ID:** 03/01/2010
- Job Code:** Field
- Date in Current Job:** 03/01/2010
- Working Title:** Field
- Barg Unit:** Field
- EEO Job Category:** Field
- NIA:** Field
- Shift Code:** NO SHIFT
- Employment Status:** FULL-TIME REGULAR (selected)
- Date Pay Starts:** 03/01/2010
- Date Pay Stops:** Field
- Job Competency:**
 - Organizational Business Unit: Field
 - % Competency Achieved: .00
 - Last Competency Review Date: Field
- Performance Appraisal:**
 - Perf. Appraisal Level: .000
 - Last Review Type: Radio button
 - Next Review Type: Radio button
 - Last Review Date: Field
 - Next Review Date: Field

Step	Action
73.	Enter the address book number of the employee's supervisor in the Supervisor field.
74.	Click in the Home Business Unit field. 
75.	Home Business Unit – Enter the Business Unit to which employee is assigned.
76.	Position ID – The Position ID the employee is occupying.
77.	Click in the Job Code field. 
78.	Enter the Job Code in the Job Code field if it does not prefill. Use the Visual Assist tool if you need to.
79.	In the Working Title field enter the working title only if it is different from the Job Code description.
80.	In the Employment Status field enter the employment status of the employee. Use the Visual Assist tool if you need to. 
81.	Select the Code by click the corresponding radio button. FULL-TIM REGULAR is the default.
82.	Organizational Business Unit, Next Review Type and Next Review Date are all optional fields
83.	Click the Con't button. 

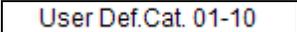
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Step	Action
84.	Make sure the Only Use Defaults to Overwrite Blank Values option is selected. If it is not click the radio button next to it.

The screenshot displays the 'Employee Information - Job Default Window' in Oracle JD Edwards EnterpriseOne. The window is split into two panes: 'PROPOSED' and 'CURRENT'. In the 'Associated Job Defaults' section, the radio button for 'Only Use Defaults to Overwrite Blank Values' is selected. Below this, the 'Job Code' is set to G07092 for both panes, with 'IT MANAGER I' as the description. The 'Employee Information' section shows 'Pay Frequency' as BI-WEEKLY and 'Benefit Group' as RULE-B. The 'Organizational Assignment' section shows 'Barg Unit' as G (MANAGEMENT GROUP) and 'EEO Job Category' as A (OFFICIALS AND ADMINISTRATORS). The 'Basic Compensation' section shows 'Pay Class' as S (SALARIED), 'Pay Grade/Step' as 20 00, and 'Overtime Exempt' as Y (YES). The 'N/A' and 'Sub Class' fields are empty. The window title bar includes 'ORACLE JD EDWARDS ENTERPRISEONE' and 'HUNT, ETHAN [JPY900]'. The status bar at the bottom shows 'Done' and 'Trusted sites'.

Step	Action
85.	Click the OK button. 

Step	Action
86.	Complete the Salary field for salaried employees. Complete the Hourly Rate field for hourly employees.
87.	Press [Tab] .
88.	Make sure the following fields are completed as well: Std Hrs/Day Std Hrs/Year Pay on Std Hours Overtime Exempt FTE – full time equivalent Use the Visual Assist tool if you need to.
89.	Click the Form button. 
90.	Click the User Def.Cat. 01-10 menu. 

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Step	Action
91.	Enter the agency number in the Agency Number field.
92.	Complete the following fields as well: O*Net Code - If not defaulted, enter 99 Union Code Census Code - If not defaulted, enter 999
93.	Click the OK button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Employee Information - Basic Compensation 1 2 3

Cancel Back Con't Form Tools

Employee No. 5932434 KENT, CLARK S

Home Business Unit 65025009 ENTERPRISEONE

Job Code G07092 IT Manager I

Pay Frequency B BI-WEEKLY Position ID 06522407 IT MANAGER I

Barg Unit G MANAGEMENT GROUP Locality

Pay Class S SALARIED

Pay Grade/Step 20 00 Pay Rate Source 3 NONE

Salary 35,000.00 Pay Period Salary

Hourly Rate Compa-Ratio

Std Hrs/Day 8.00 Pay on Std Hours

Std Hrs/Year 2080.00 Overtime Exempt Y

Std Days/Year 260.00 FTE 1.00

Default Auto Pay Type

Compensation Review

N/A

N/A

N/A 0

Next Comp Review Date

Last Tier/Ranking Review Date

Done Trusted sites 100%

Step	Action
94.	Click the Con't button. 
95.	A yellow warning will appear. Click the Con't button. 

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Step	Action
96.	Enter the initial of the employee's first name in the First Name Initial field.
97.	Click in the Middle Name Initial field. <input type="text"/>
98.	Enter the initial of the employee's middle name in the Middle Name Initial field.
99.	Click in the Tax Area (Residence) field. <input type="text"/>
100.	Tax Area (Residence) - This is required to create tax history records. If this field is blank, the employee will not receive a W-2 at the end of the year. Use the Visual Assist tool if you need to.
101.	Click in the Residency Status field. <input type="text"/>
102.	Residency Status - Enter " R " to ensure that any additional State Income Tax withholding will calculate correctly.
103.	Tax Area (Work) - required to create tax history records. If this field is blank, the employee will not receive a W-2 at the end of the year. It should default to what you put in the Tax Area (Residence) field.

Step	Action
104.	<p>There are four Marital Status fields: Marital Status (Federal) Marital Status (State) Marital Status (Resident) - displays as N/A Marital Status (Local) - displays as N/A</p> <p>All of the Marital Status fields default to an "S." These fields all need to match and will be either "S" for withholding at the "Single" rate, or "M" for withholding at the "Married" rate.</p>
105.	<p>Complete the I9 Status field. Use the Visual Assist tool if you need to.</p> 
106.	<p>Click in the Disability field.</p> <input data-bbox="440 701 505 743" type="checkbox"/>
107.	<p>Enter "Y" for Yes or "N" for no in the Disability field.</p>
108.	<p>Click in the Veteran field.</p> <input data-bbox="440 837 505 879" type="checkbox"/>
109.	<p>Enter "Y" for Yes or "N" for no in the Veteran field.</p>
110.	<p>Click in the Disabled Veteran field.</p> <input data-bbox="440 974 505 1016" type="checkbox"/>
111.	<p>Enter "Y" for Yes or "N" for no in the Disabled Veteran field.</p>
112.	<p>Click the Finish button.</p> 
113.	<p>Verify the following fields: Effective On – hire date Change Reason – 001 – New Hire defaults.</p>

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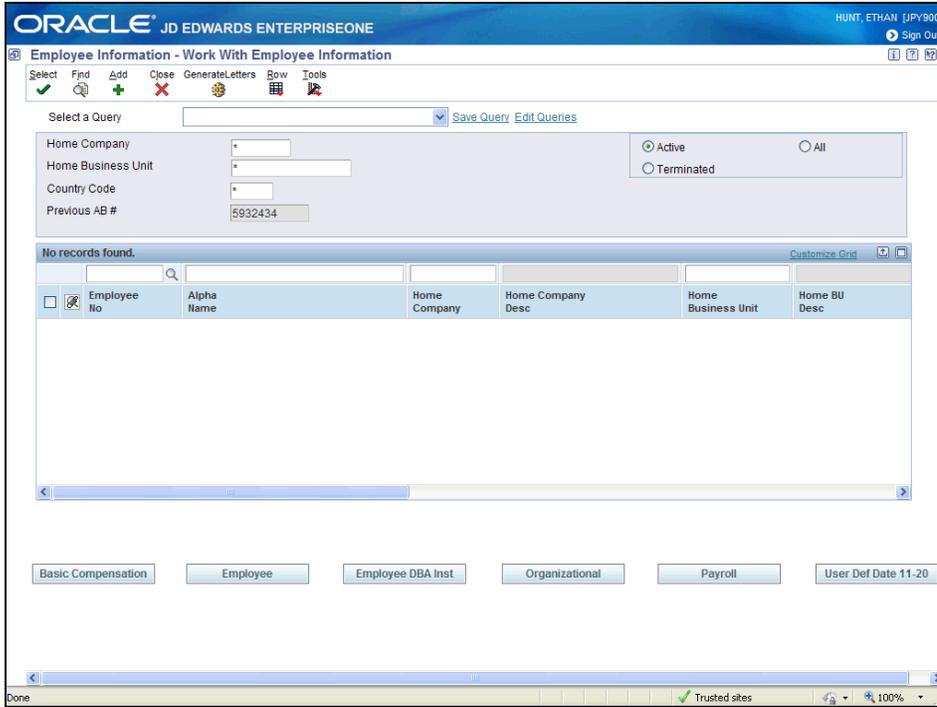
Step	Action
114.	Click the OK button. 

Tax Area Overridden	Tax Type	Description	Fe Ex	N/A	Additional Withholding	F T	N/A	
<input type="checkbox"/>	FEDERAL	A	FEDERAL INCOME TAX			.00	A	

Step	Action
115.	<p>Fe Ex – Enter the tax withholding exemptions claimed on the employee's W-4. If the employee is claiming exempt status on the W-4, enter 99. This will exclude them from having Federal taxes calculated.</p> <p>If the employee is also claiming exempt on State Income Tax, enter 99 in the Fe Ex field, 28 in the Tax Area field, and F in the Tax Type field.</p>
116.	<p>Additional Withholding – Enter additional amount to be withheld over and above the calculated withholding. If the employee does not wish for any more to be withheld then leave this field blank.</p>
117.	<p>FT – flat tax (select from the items in the table below using visual assist)</p> <p>% - A percentage that replaces the tax rate from the tax table. A - An amount that is added to the tax computed from the tax table. F - An amount that replaces the tax computed from the tax table. X - An additional amount added to the standard exemption amount and deducted (exempt) from the annualized gross pay to determine taxable pay. Y - An amount that overrides the standard exemption amount and is subtracted from the annualized gross pay prior to the tax calculations.</p>
118.	<p>If State withholding equals Federal then complete the Fe Ex field and skip to the next step, otherwise on the second line of the grid enter the following fields:</p> <p>Tax Area – 28 Tax Type – F Fe Ex – State Withholding Allowances</p> <p>A value must be entered in this field even if it is the same as the Federal Income Tax Withholding. Additional Withholding – if applicable FT – Flat tax code N/A – 0</p>
119.	<p>Click the OK button.</p> 

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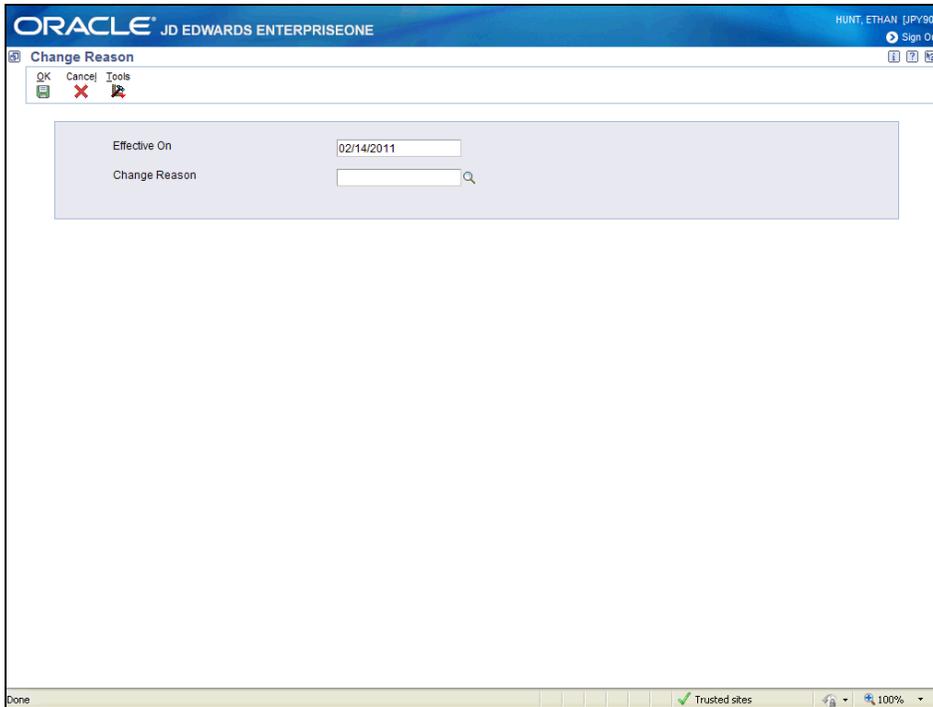
Step	Action
120.	Type the new employee's address book number in the Employee No field.
121.	Click the Find button. 
122.	Choose the employee by clicking the check box next to the employee. 
123.	Click the Row button. 
124.	Click the User Def.Date 11-2 menu. 

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for entering employee information. The window title is "Employee Information - User Defined Dates 11-20". The employee number is 5932434 and the name is KENT, CLARK S. The form contains several date fields: Agency Adjusted Service Date, Adjusted Job Code Seniority Date, Enrollment Effective Date, and User Defined Dates 14 through 20. The Enrollment Effective Date field has a calendar icon next to it. The interface includes standard Oracle navigation buttons (OK, Cancel, Form, Tools) and a "Sign Out" button in the top right corner.

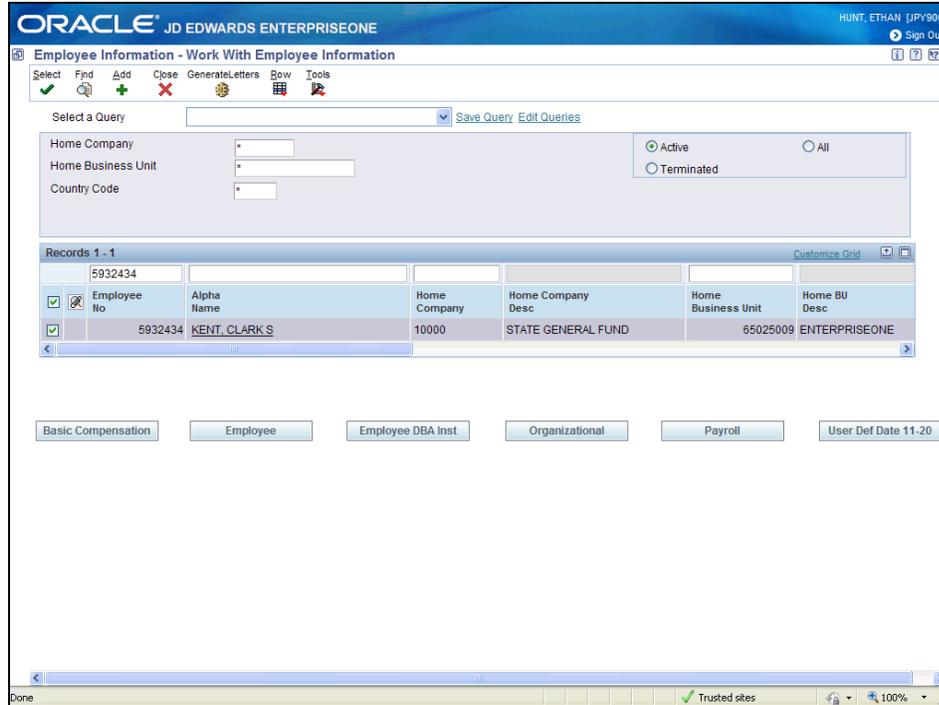
Step	Action
125.	In the Enrollment Effective Date field, enter the date of the first day of the payroll that you want deductions to start for the eligibility of the employee.
126.	Click the OK button. 

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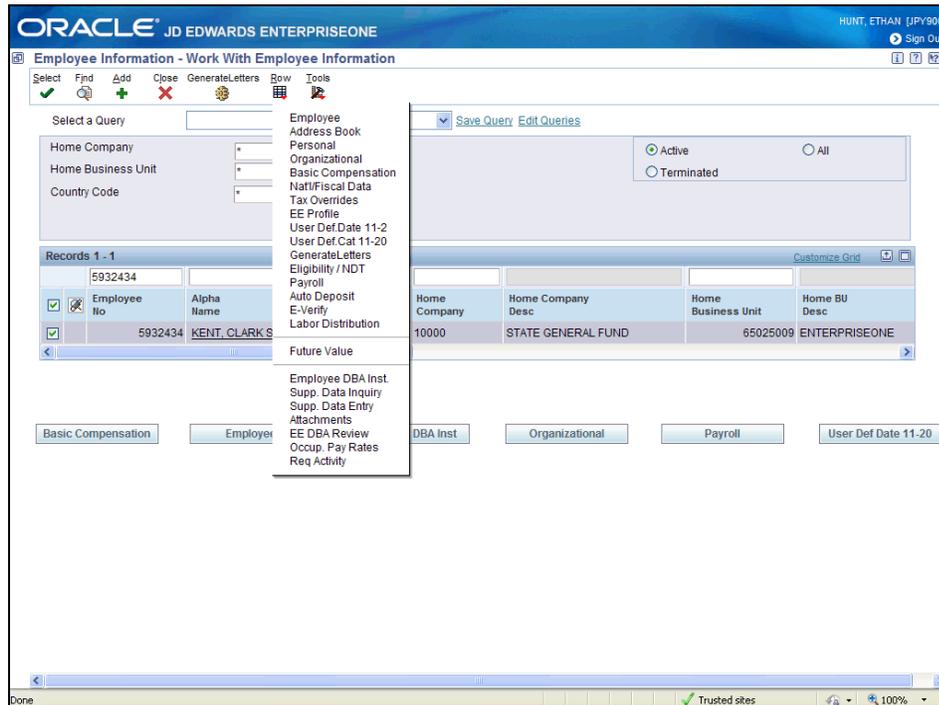
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Step	Action
127.	Enter the change reason code in the Change Reason field. Use the Visual Assist tool if you need to.
128.	Click the OK button. 



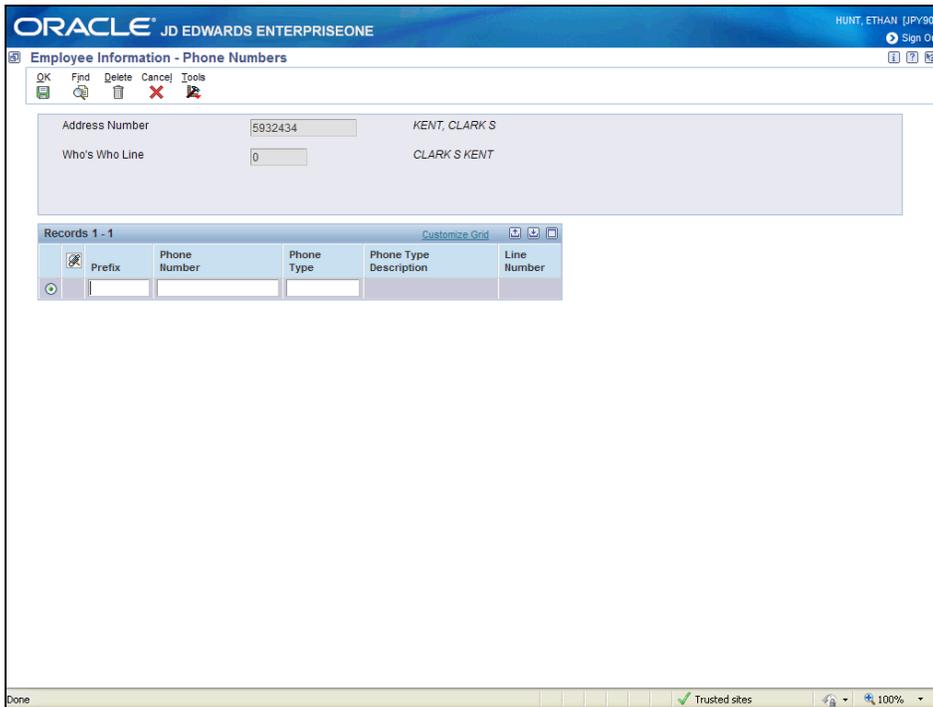
Step	Action
129.	Click the Row button. 



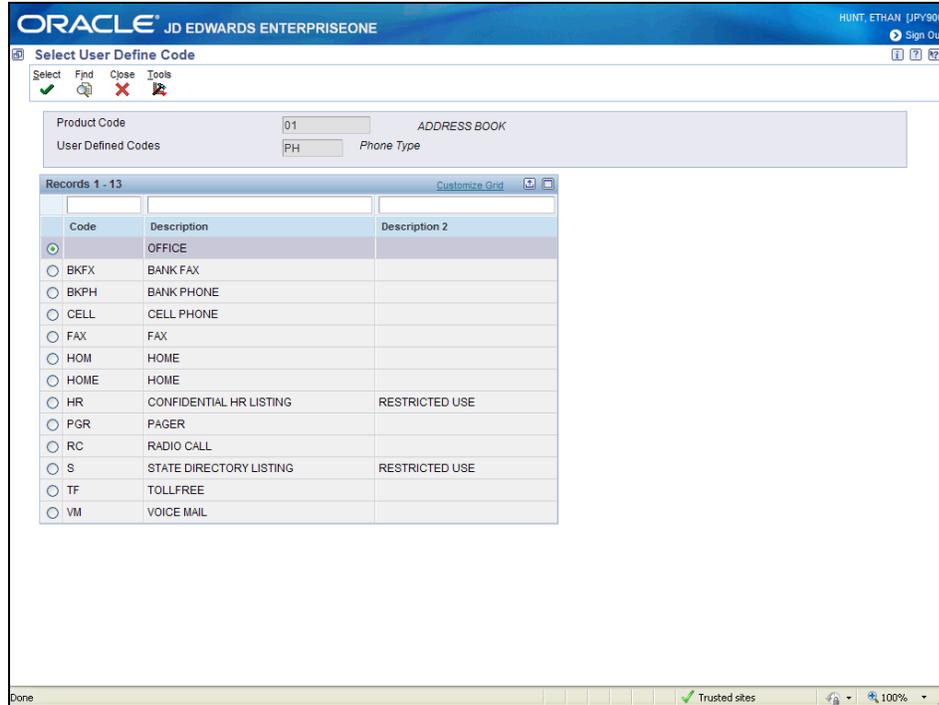
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Step	Action
130.	Click the Address Book object. 
131.	Click the Form button. 
132.	Click the Phones menu. 



Step	Action
133.	Enter the area code into the Prefix field.
134.	Click in the Phone Number field. 
135.	Enter the seven digit phone number into the Phone Number field use the format "000-0000".
136.	Click in the Phone Type field. 
137.	Click the Visual Assist button. 
138.	Select the type of phone number you entered by clicking the radio button next to it.



Step	Action
139.	Click the Select button. 
140.	You can add additional phone numbers if needed. Simply press the Tab button to go to the next line.

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ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Employee Information - Phone Numbers

OK Find Delete Cancel Tools

Address Number 5932434 KENT, CLARK S

Who's Who Line 0 CLARK S KENT

Records 1 - 2 Customize Grid

Prefix	Phone Number	Phone Type	Phone Type Description	Line Number
402	471-0000		OFFICE	

Done Trusted sites 100%

Step	Action
141.	When finished entering phone numbers for the employee click the OK button.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Employee Information - Address Book Revision

OK Cancel Form Tools

Address Number 5932434

Select Tab: 1-Address Book

Alpha Name * KENT, CLARK S

Long Address Number

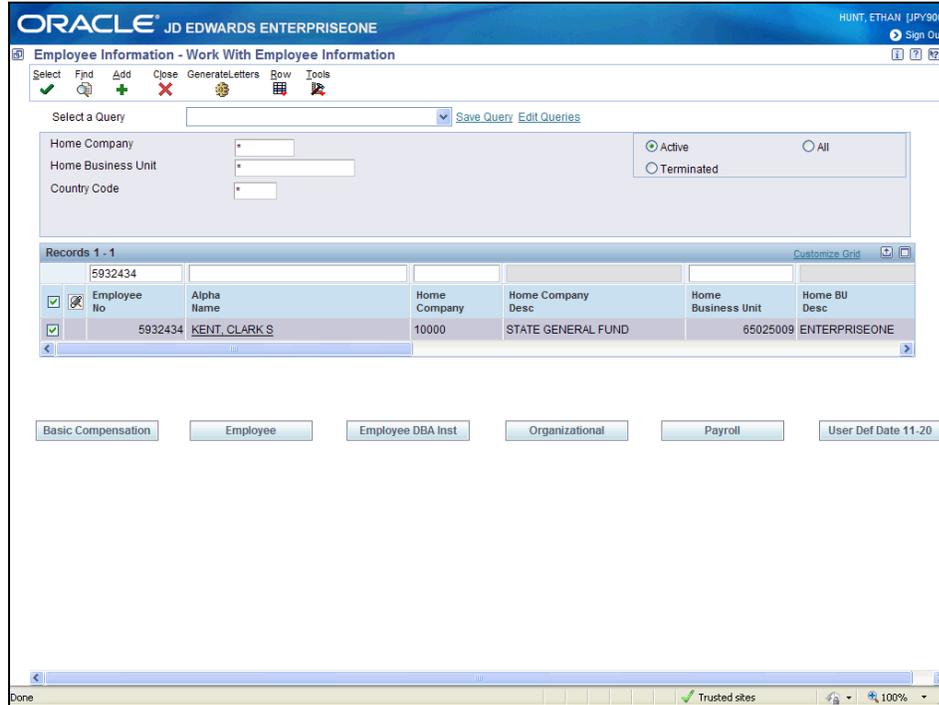
Tax ID 999010002

Search Type * E EMPLOYEES

Business Unit S650170000 DAS-NEBRASKA INFOR.SYSTEMS

Done Trusted sites 100%

Step	Action
142.	Click the OK button. 



Step	Action
143.	Click the Close button. 
144.	You have successfully completed this lesson. End of Procedure.