

Quick Reference Guide

Logging In



- Open Browser (Internet Explorer)
- Type the following URL in the Address Bar:
https://www.edison.tennessee.gov
- Enter User ID & Password provided from Edison.

View Paycheck



View and Print a copy of your Paycheck

Self Service > Payroll and Compensation > View Paycheck

View Payable Time



View Time Scheduled to be Paid

Self Service > Time Reporting > View Time > Payable Time Summary

NEED ASSISTANCE – CALL

FOR PAYROLL QUESTIONS CONTACT:
CENTRAL PAYROLL CALL CENTER

615-741-PAID or 877-944-3873

FOR BENEFITS QUESTIONS CONTACT:

BENEFITS SERVICE CENTER
615-741-3590 or 800-253-9981

FOR EDISON QUESTIONS CONTACT:

EDISON HELP DESK
615-741-HELP or 866-376-0104

Viewing Employee Personal Information

View Employee Personal Information

[HR Tab > Manager Self Service > Job and Personal Information > View Employee Personal Info](#)

Managing Performance Reviews

Job Performance Plans – Usually created by Agency Performance Evaluation Coordinator. Managers add Major Job Responsibilities and Characteristics of Exceptional Performance to the Comments Section.

Interim Work Reviews – Created and completed outside of Edison. After Interim Work Review has been discussed with Employee, Managers create an Interim Work Review Documentation page in Edison to capture the discussion date.

Formal Performance Evaluations (Probationary, Flex, Annual) – Usually created by Agency Performance Evaluation Coordinator. Managers add Major Job Responsibilities, ratings and comments. These performance documents workflow in Edison from Manager to Employee, Reviewer and Appointing Authority. The final step is for the Manager to mark the performance document as “Complete”.

Create A Job Performance Plan (done by HR)

[HR Tab > Performance Management Section > Current Documents > Job Plan](#)

Create An Interim Performance Documentation Page

[HR Tab > Performance Management Section > Create Documents > Interim Review](#)

Complete An Annual Performance Review

[Manager Self Service > Performance Management Section > Current Documents > Annual](#)

Managing Time and Labor

Daily Time Tasks

Approving An Overtime Request

[T&L Tab](#) > [Manage Time and Labor Section](#) > [Overtime Requests](#) > [Approve Overtime Requests](#)

5 Steps to Processing Timesheets

Step 1 - View an Employee Timesheet

[T&L Tab](#) > [Timekeepers Section](#) > [Report Time](#) > [Timesheet Summary](#)

Step 2 - Manage Timesheet Exceptions

[T&L Tab](#) > [Manage Time and Labor Section](#) > [Manage Exceptions](#)

Step 3 - View Employee's Payable Time (Summary)

[T&L Tab](#) > [Manager Self Service](#) > [Time Management](#) > [View Time](#) > [Payable Time Summary](#)

Step 4 - View Employee's Payable Time (Details)

[T&L Tab](#) > [Manage Time and Labor Section](#) > [Payable Time Detail](#)

Step 5 – Approve Employee's Payable Time

[T&L Tab](#) > [Manage Time and Labor Section](#) > [Approve Payable Time](#)

Occasional Time Tasks

Entering Time for an Employee

[T&L Tab](#) > [Timekeepers Section](#) > [Report Time](#) > [Timesheet Summary](#)

Entering an Overtime Request for an Employee

[T&L Tab](#) > [Timekeepers Section](#) > [Overtime Requests](#) > [Enter Overtime Requests](#)

View Employee Overtime Request

[T&L Tab](#) > [Manager Self Service](#) > [Time Management](#) > [View Time](#) > [Overtime Requests](#)

View Employee Leave Balances

[My Page](#) > [Time and Labor Section](#) > [Leave Balances & Service Credit](#)

Managing Time and Labor...continued

New Terms

Time Reporting Code (TRC) — Code assigned to reported hours on the employee timesheet that identifies the type of time (regular, sick, etc).

Exception – A status of reported time when it does not comply with Time and Labor Rules. All exceptions require review or action.

Reported Time – Time submitted on the employee's timesheet.

Time Administration – The core process in Time and Labor that applies all applicable Time and Labor rules to reported time. The end result of Time Administration is either payable time that will be sent to payroll for processing or exceptions that require action.

Payable Time – The resulting time after Time Administration has successfully applied all applicable Time and Labor rules to reported time.

Task Profile – Assigned to an employee's reported time to account for payroll costs associated with a specific task. It charges the identified time to the appropriate financial chartstring.

Managing Enterprise Learning (ELM)

Enrolling an Employee in a Training Class

[ELM Tab](#) > [Manager Self Service](#) > [Team Learning](#) > [Team Members](#)

Approve or Deny an Employee's Training Request

[ELM Tab](#) > [Manager Self Service](#) > [Team Learning](#) > [Team Members](#)

Canceling an Employee's Training

[ELM Tab](#) > [Manager Self Service](#) > [Team Learning](#) > [Team Learning](#)

Drop an Employee's Training

[ELM Tab](#) > [Manager Self Service](#) > [Team Learning](#) > [Team Learning](#)