

Self Service
Employee Work Center
My System Profile

General Information

Payroll

Human Resources

Time and Labor

Benefits

ELM

FSCM

Other Applications

Training



Edison Service Desk

1-888-376-0104 OR
615-741-HELP (4357)

Hours of Operation:
7:00 a.m. to 4:30 p.m. CST
Monday through Friday, excluding holidays

New Time & Labor Training Available
Click this image for more information

Edison News Alerts

Timesheet Message Issue

Some users may receive the following message when attempting to submit their time - "Field Task Profile ID in row 1 holds an invalid value." If you received this message please click this article for steps to submit your time

Performance Management Interim Comments Issue

For information regarding issues with entering comments in the interim portion of a Performance Evaluation, please read this article in the link.

Edison Security Update

To Edison users who share a computer or use a laptop, please click the article for an important update regarding Edison.

FAQ

Edison Basics

What is Edison?

What are the Edison Compatibility Standards?

Edison Maintenance Calendar

Sunday, Apr 16, 2017 - Saturday, Apr 22, 2017
No events found for the date range

Full Page View

My Reports

Report	Folder
FS_BP	General
FS_BP	General
FS_BP	General
Report Manager	

Edison Proxy Assignment for Travel

Travel and Expense Center

Employee: **Travel and Expense Center**

ESS Links

My Benefits

- Benefits Enrollment
- Benefits Summary
- Dependent info
- Life Insurance Beneficiaries

My Compensation History

- View Paychecks
- Compensation History
- Direct Deposit
- W-2 Tax Information

Job and Personal Information

- Personal Information Summary
- Name and Mailing Address
- Time and Labor
- Report Time
- Request Leave
- Request Off-site
- Leave Balance/Service Credits
- View Payroll Time Summary

Performance Management

- Current Documents

Travel & Expenses

Travel and Expense Center

STEP 1

Expense Reports

- Create, modify, print, view or delete an Expense Report
- Create
- Print
- View
- Delete

Forecast Time

- Create modify or view forecast data

Review Payments

- Review history of expense payments
- Review Payments

Travel Authorizations

- Submit and review travel authorizations
- Create/Modify
- Print
- View
- Delete

Print Reports

- Print any one of your expense transactions
- Expense Report
- Travel Authorization
- Cash Advance

Other Expense Functions

- View contents in My Wallet, create your own template, or modify and existing template
- Create/Update User Template

Cash Advances

- Create, modify, print, view or delete Cash Advances
- Create/Modify
- Print
- View
- Delete

Profiles and Preferences

- Manage your personal, organizational and financial details for travel and expense reporting
- Delegate Entry authority

STEP 2

Authorize Users

Ashley Clark

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name	*Authorization Level
<input type="text" value="mari0928002"/>	<input type="text" value="Chudzik, Marissa"/>	Edit & Submit
<input type="text" value="VICTA0328001"/>	<input type="text" value="Tompkins, Victoria Ann"/>	Edit & Submit
<input type="text" value="aarom0523001"/>	<input type="text" value="Keithline, Aaron M"/>	Edit & Submit
<input type="text" value="ashle1217001"/>	<input type="text" value="Clark, Ashley E"/>	Edit & Submit
<input type="text" value="courb0104001"/>	<input type="text" value="Mayo, Courtnie B"/>	Edit & Submit
<input type="text" value="donnm0119001"/>	<input type="text" value="Gramlich, Donna M"/>	Edit & Submit
<input type="text" value="tammm0708001"/>	<input type="text" value="Hancock, Tammy M"/>	Edit & Submit

Save

You may delete Ethan Burns from the list of those assigned as a proxy. Please add Marissa Chudzik so that she will be able to enter Employee Reimbursements and help with travel in the future when needed.
Marissa Chudzik - mari0928002

- 1) When selecting the IDs for proxy, use the magnifying glass to select each name
- 2) Click the + button to add Edison IDs as necessary
- 3) The list should include all of the following:
 - a. Aaron Keithline aarom0523001
 - b. Ashley Clark ashle1217001
 - c. Courtnie Mayo courb0104001
 - d. Tammy Hancock tammm0708001
 - e. Donna Gramlich donnm0119001
 - **** f. Marissa Chudzik mari0928002
 - g. Victoria Tompkins victa0328001
 - h. Julia Dean julit0613001
 - i. Tiffany Crawford tiffm1026001
- 4) Click the SAVE button and you're finished!