

1) Navigate to the [Edison Homepage \(https://hub.edison.tn.gov/\)](https://hub.edison.tn.gov/) and login with your Edison User ID and Password

Mon, May 16, 2022 05:22 PM

Edison Service Desk
1-866-376-0104 or 615-741-HELP (4357)
Hours of Operation:
7:00 a.m. to 4:30 p.m. CST
Monday through Friday (except holidays)

Payroll Call Center
If you have questions about your paycheck, your bank account information, direct deposit, lost or stolen checks, taxes & deductions, or your W-2 form contact the **Payroll Call Center** at:
1-877-944-3873 or 615-741-PAID (7243)

Employee Portal Login

Supplier Portal Home Page

Retrieve Access ID

First Time Login / New Hire

External Learners

PARTNERS FOR HEALTH
If you have any question about your benefits contact the **Benefits Administration Service Center** at:
1-800-253-9981 or 615-741-3590 or visit:
<https://www.tn.gov/partnersforhealth.html>
<https://benefitssupport.tn.gov/hc/en-us>

STS Customer Care Center
If you have questions about Outlook, Active Directory, 3270 passwords, STS network issues, STS server issues, telephone issues, or hardware issues (copiers, fax machines, scanners) contact the **STS Customer Care Center** at:
1-800-342-3276 or 615-741-1001

Maintenance/Special Notices
Edison Outage - Scheduled System Maintenance
Edison will be performing system maintenance Sunday, May 22nd from 6:00 a.m. CT to 10:00 p.m. CT. During this time, Edison will be unavailable for all users and users will not be able to log in.

javascriptsubmitAction_win4(document.win4,'TN_EMPLOYEE_LINK'); contain Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained

2) After a successful login, your Edison Homepage will appear

The screenshot displays the Edison homepage interface. At the top left, there is a 'TN' logo and the date 'Mon, May 16, 2022 05:27 PM'. The top right corner features navigation icons for home, notifications, and user profile, along with the 'edison' logo. A large banner image shows a city skyline at night with a bridge over a river. On the left side, there is a vertical navigation menu with the following items: Self Service, General Information, Payroll, Human Resources, Time and Labor, Benefits, ELM, FSCM, Other Applications, and Training. Below the menu is the Edison Service Desk contact information: 1-866-376-0104 or 615-741-HELP (4357), with hours of operation from 7:00 a.m. to 4:30 p.m. CST, Monday through Friday (except holidays). The main content area is divided into three sections. The first section, 'Edison News Alerts', contains three items: 'Edison Outage - Scheduled System Maintenance' (warning icon), '2021 Total Rewards Statements Available' (information icon), and 'FSCM Changes and Enhancements' (information icon). The second section, 'Need Help With Edison?', features a 'HELP' icon and text encouraging users to search for solutions or submit a case, with a 'Click here!' link. The third section, 'Edison Maintenance Calendar', shows a calendar for Sunday, May 22, 2022, with a 'Scheduled System Outage' event.

3) From your Edison Homepage, select the Self Service dropdown located at the top of the left menu and then Employee WorkCenter

Mon, May 16, 2022 05:35 PM

Self Service

- Employee WorkCenter**
- Edison Help Desk
- My System Profile

General Information

Payroll

Human Resources

Time and Labor

Benefits

ELM

FSCM

Other Applications

Training

Edison Service Desk
1-866-376-0104 or

New Features and Changes

Click this image for important upgrade information

Edison News Alerts

- Edison Outage - Scheduled System Maintenance**
Edison will be performing system maintenance Sunday, May 22nd from 6:00 a.m. CT to 10:00 p.m. CT. During this time, Edison will be unavailable for all users and users will not be able to log in.
- 2021 Total Rewards Statements Available**
Total Rewards Statements for Annual 2021 are now available! The Department of Human Resources along with Edison would like to announce that Total Reward statements for January 2021 - December 2021 are now available. As like previous statements these will not be available to any non-executive agencies. To access your Total Reward statement please use the following navigation: HCM - Self Service - Payroll Compensation - Total Rewards
- FSCM Changes and Enhancements**
Attached is a document that goes over navigations that have changed in FSCM due to the Edison Upgrade earlier this year. The document will also detail various FSCM changes on certain pages/processes that came from the recent Edison Upgrade. Please review and share as needed.

HELP

Need Help With Edison?

Search for solutions or submit a case with your issue, request, or question to the Edison Help Desk!

[Click here!](#)

Edison Maintenance Calendar

Sunday May 15, 2022 - Saturday May 21, 2022

Sunday, May 22

✱ Scheduled System Outage

https://hub.edison.tn.gov/psp/paprd/EMPLOYEE/EMPL/s/WEBLIB_PTAL.ISCRPT1.FieldFormula.IScript_PTAL_DASHBOARD?tab=ESS_WORKCENTER ents

4) From your Employee WorkCenter page, select Travel and Expense Center located at the bottom of the left menu

The screenshot shows the ESS WorkCenter interface. The top navigation bar includes a 'Home' button, the 'ESS' logo, and icons for home, notifications, and user profile. The left sidebar contains the following menu items:

- ESS
- ESS Links
- My Benefits
 - Benefits Enrollment
 - Benefit Details
 - Dependent Info
 - Life Insurance Beneficiaries
- My Compensation History
 - View Paychecks
 - Compensation History
 - Direct Deposit
 - W-4 Tax Information
- Job and Personal Information
 - Add Employee Info
 - View Employee Info Page
- Time and Labor
 - Report Time
 - Request Leave
 - Request Overtime
 - Leave Balances/Service Credits
 - View Payable Time Summary
- Performance Management
 - Current Documents
- Travel & Expenses
 - Travel and Expense Center**

The main content area is titled 'Edison News Alerts' and contains the following sections:

- Edison Outage - Scheduled System Maintenance**: Edison will be performing system maintenance Sunday, May 22nd from 6:00 a.m. CT to 10:00 p.m. CT. During this time, Edison will be unavailable for all users and users will not be able to log in.
- 2021 Total Rewards Statements Available**: Total Rewards Statements for Annual 2021 are now available! The Department of Human Resources along with Edison would like to announce that Total Reward statements for January 2021 - December 2021 are now available. As like previous statements these will not be available to any non-executive agencies. To access your Total Reward statement please use the following navigation: HCM - Self Service - Payroll Compensation - Total Rewards
- FSCM Changes and Enhancements**: Attached is a document that goes over navigations that have changed in FSCM due to the Edison Upgrade earlier this year. The document will also detail various FSCM changes on certain pages/processes that came from the recent Edison Upgrade. Please review and share as needed.
- HCM Changes and Enhancements**: Attached is a document going over various changes within HCM that came from the recent Edison Upgrade. Please review and share as needed.

Below the news alerts is a link: [View All Articles and Sections](#)

The 'Edison Maintenance Calendar' shows a scheduled system outage on Sunday, May 22, 2022, at the Edison location. A 'Full Page View' link is provided.

The URL at the bottom of the page is: https://hub.edison.tn.gov/psc/fspd/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=EP_EMPLOYEE_TE_CENTER&PORTALPARAM_PTCNAV=TN_EP_SC_SP_CENTRALIZED_ENTRY_&EOPP.SCNode=EMPL&EOPP.SCPortal=EMPLOYEE&EOPP.SCName=ADMN_EM...

5) From your Travel and Expense Center page, select Delegate Entry Authority under the Profiles and Preferences heading

The screenshot shows the ESS (Employee Self-Service) interface for the Travel and Expense Center. The top navigation bar includes a 'Home' button, the 'ESS' logo, and icons for home, notifications, and user profile. The main content area is titled 'Travel and Expense Center' and is divided into several sections:

- Employee Travel and Expense Center**:
 - Expense Reports**: Create, modify, print, view or delete an Expense Report. Sub-options: Create/Modify, Print an Expense Report, View, Delete.
 - Forecast Time**: Create, modify or view forecast data.
 - Review Payments**: Review history of expense payments. Sub-options: Review Expense History, Review Payments.
- Travel Authorizations**: Submit and review travel authorizations. Sub-options: Create a Travel Authorization, Print a Travel Authorization, View Travel Authorization, 2 More...
- Print Reports**: Print any one of your expense transactions. Sub-options: Expense Report, Travel Authorization, Cash Advance.
- Other Expense Functions**: View contents in My Wallet, create your own template, or modify an existing template. Sub-option: Create/Update User Template.
- Cash Advances**: Create, modify, print, view or delete Cash Advances. Sub-options: Create/Modify, Print a Cash Advance Report, View, Delete.
- Profiles and Preferences**: Manage your personal, organizational and financial details for travel and expense reporting. Sub-options: Review/Edit Profile, **Delegate Entry Authority** (highlighted with a red circle and arrow).

The left sidebar contains 'ESS Links' with categories: My Benefits, My Compensation History, Job and Personal Information, Time and Labor, Performance Management, and Travel & Expenses.

The URL at the bottom of the page is: https://hub.edison.tn.gov/psp/paprd/EMPLOYEE/ERP/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_EE_AUTHORITY.GBL?&cmd=uninav&Rnode=ERP&uninavpath=Root%7bPORTAL_ROOT_OBJECT%7d.Employee Self-Service%7bCO_EMPLOYEE_SELF_SERVICE%7d.Travel and Expenses%7bEPT_TRAVE...

6) From your Authorize Users page, select the Add a New Row icon (i.e., select the + icon)

NOTE: If you have given proxy rights to others in the past (e.g., Wanda Billingsley), you will likely have more than one (1) individual [other than yourself] listed as an Authorized User on this page.

[Home](#) Authorize Users Personalize Page

Authorize Users

Your Name

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

Authorize Users

*Authorized User ID	Name	*Authorization Level		
Your Edison ID <input type="text"/>	Your Name	Edit & Submit	+	-

[Save](#)

javascriptsubmitAction_win0(document.win0,'EX_EE_AUTH_TBL\$new\$05\$0');

7) A blank Authorized User ID field will appear

Authorize Users

Home Home Bell Menu Close
Personalize Page

Authorize Users

Your Name

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

Authorize Users

*Authorized User ID	Name	*Authorization Level		
Your Edison ID <input type="text"/>	Your Name	Edit & Submit <input type="text"/>	<input data-bbox="1039 500 1081 532" type="button" value="+"/>	<input data-bbox="1102 500 1144 532" type="button" value="-"/>
<input type="text"/>		Edit & Submit <input type="text"/>	<input data-bbox="1039 565 1081 597" type="button" value="+"/>	<input data-bbox="1102 565 1144 597" type="button" value="-"/>



8) Enter the proxy's Edison ID into the blank Authorized User ID field and press the Tab key; the proxy's name should then appear in the Name field

NOTE: The Authorized User ID field is case sensitive and the proxy's Edison ID must be entered accordingly otherwise, you will receive an Invalid Value error. Also, if a Name other than the proxy's name appears, you have entered the User ID incorrectly and will need to Delete that row (i.e., select the – icon).

Authorize Users

Your Name

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

Authorize Users

*Authorized User ID	Name	*Authorization Level		
Your Edison ID <input type="text"/>	Your Name	Edit & Submit	+	-
Your Proxy's Edison ID and Name <input type="text"/>	Your Name	Edit & Submit	+	-

Save

NOTE: The Look Up Authorized User ID search function (i.e., the Magnifying Glass icon in the Authorized User ID field) can be used to search Edison User IDs if you wish to give proxy rights to other individuals (e.g., your assistant and/or law clerk, etc.). You can set the Search By dropdown to User ID if you know the beginning of the individual's Edison User ID or you can set the Search By dropdown to Description if you know the individual's first and last name; however, you should always confirm the correct Edison User ID with the individual you want to add as an Authorized User (i.e., proxy) before saving the changes.

9) Click Save

Authorize Users

Home | Authorize Users | Personalize Page

Authorize Users

Your Name

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

Authorize Users

*Authorized User ID	Name	*Authorization Level		
Your Edison ID <input type="text"/>	Your Name	Edit & Submit	+	-
Your Proxy's Edison ID and Name		Edit & Submit	+	-

→



10) The following Save Confirmation page will appear confirming your changes; you may then return to your Edison Homepage and logout

The screenshot shows a web interface with a dark blue header. On the left of the header is a button labeled '< Home'. In the center of the header is the text 'Save Confirmation'. On the right of the header are three icons: a home icon, a bell icon, and a vertical ellipsis (actions) icon. Below the ellipsis icon is the text 'Personalize Page'. The main content area has a light blue background. At the top left of this area is the text 'Save Confirmation' followed by 'Your Name' in red. Below this is a green checkmark icon and the text 'The Save was successful.'. At the bottom left of this area is a blue button labeled 'OK'. Two red arrows point from text boxes to the home and actions icons in the header. The text boxes contain the following text: 'The Home icon will return you to your Edison Homepage with one (1) click' and 'The Actions icon will give you the option to Sign Out'. A large, faint watermark of the Edison logo is visible in the background of the main content area.

< Home

Save Confirmation

Home icon

Bell icon

Actions icon

Personalize Page

Save Confirmation

Your Name

✓ The Save was successful.

OK

The Home icon will return you to your Edison Homepage with one (1) click

The Actions icon will give you the option to Sign Out