

Miami-Dade County



Job Data Notepad

Course ID: DPR 302

Course Title: Personnel Changes

Updated 02-20-2025

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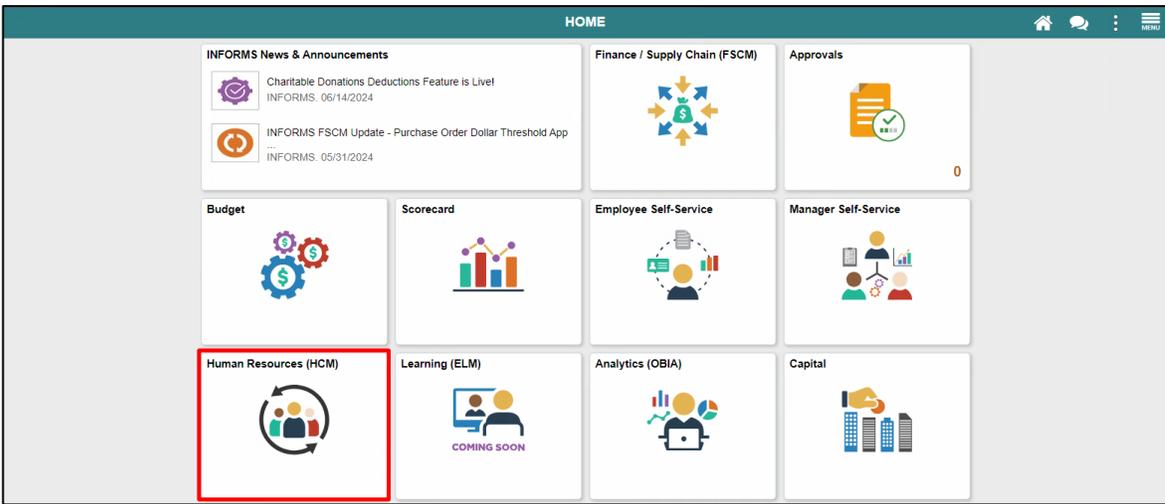
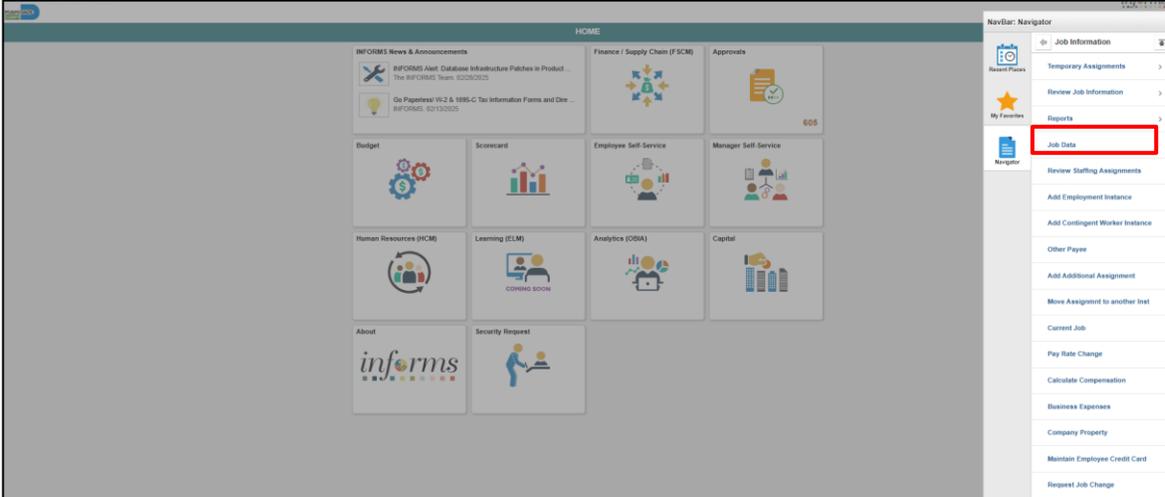
PURPOSE AND DESCRIPTION

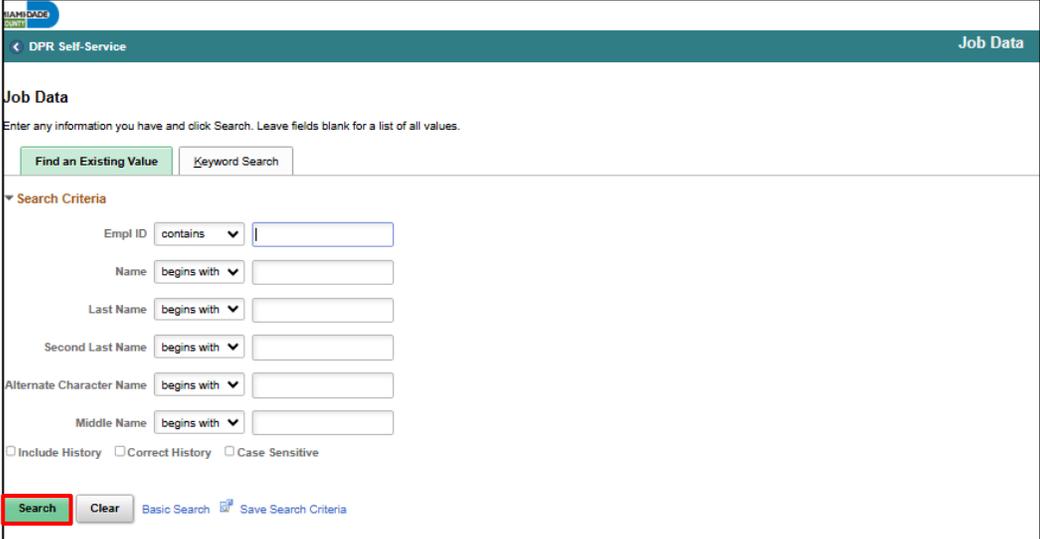
Purpose

This document explains the key activities involved in the **Job Data Notepad**. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

The Job Data Note is used to add information details for various Job Data rows including retroactivity and is to be viewed by employees that have access to Job Data such as Payroll, DPRs, Recruitment and Shared Services. The Job Data Note allows the viewer to have a better understanding of the reasoning behind an action in a Job Data row. Accessibility includes Payroll, DPRs, Shared Services and recently added Recruitment access.

JOB DATA NOTEPAD

Step	Action
1.	<p>Log into INFORMS and select Human Resources (HCM) from the home landing page below.</p>  <p>The screenshot shows the INFORMS HOME dashboard. It features a grid of tiles for various business functions: News & Announcements, Finance / Supply Chain (FSCM), Approvals, Budget, Scorecard, Employee Self-Service, Manager Self-Service, Learning (ELM), Analytics (OBIA), Capital, and Human Resources (HCM). The HCM tile, which includes an icon of three people in a circle, is highlighted with a red rectangular border.</p>
2.	<p>Then, navigate to Workforce Administration>Job Information >Job Data.</p>  <p>The screenshot shows the 'Job Information' menu in the system. The menu items include: Temporary Assignments, Review Job Information, Reports, Job Data (highlighted with a red box), Review Staffing Assignments, Add Employment Instance, Add Contingent Worker Instance, Other Payee, Add Additional Assignment, Move Assignment to another Inst, Current Job, Pay Rate Change, Calculate Compensation, Business Expenses, Company Property, Maintain Employee Credit Card, and Request Job Change.</p>

Step	Action
3.	<p>Add the Empl ID and select the Search button.</p>  <p>The screenshot shows the 'Job Data' search page. At the top, there are two buttons: 'Find an Existing Value' and 'Keyword Search'. Below this is a section titled 'Search Criteria' which is expanded. It contains several search fields, each with a dropdown menu and an input box: <ul style="list-style-type: none"> Empl ID: dropdown set to 'contains', input box with a vertical cursor. Name: dropdown set to 'begins with', empty input box. Last Name: dropdown set to 'begins with', empty input box. Second Last Name: dropdown set to 'begins with', empty input box. Alternate Character Name: dropdown set to 'begins with', empty input box. Middle Name: dropdown set to 'begins with', empty input box. Below these fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive', all of which are unchecked. At the bottom of the search criteria section, there is a 'Search' button (highlighted with a red box in the original image), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'. </p>

- Once on the Employee record, go to the Notepad icon located under the Job Indicator field. The **Job Data Notepad** will then be displayed.

MIAMI-DADE COUNTY Job Data

HOME

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Demi Prieto Employee Empl ID 00310537

Work Location Details 1 of 12

*Effective Date 11/11/2024 Go To Row + -

Effective Sequence 0 *Action Pay Rate Change

HR Status Active *Reason Selective Salary Adjustment

Payroll Status Active *Job Indicator Primary Job

Position Number 00028277 HR COMP & JOB ANALYST SUP Current

Override Position Data

Position Entry Date 07/11/2022 Position Management Record

Regulatory Region USA United States

Company MDC Miami-Dade County

Business Unit HR Human Resources

Department HR02050000 OFF. COMPENSATION & JOB ANALYS

Department Entry Date 10/17/2022

Location ID00000140 Stephen P. Clark Gov. Center

Establishment ID MDC Miami Dade County Date Created 11/20/2024

Last Start Date 06/24/2013

Expected Job End Date

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation | Creditable Adjusted Dates

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

MIAMI-DADE COUNTY Job Data Notepad

Work Location

Job Data Notepad

Instructions

Selection Criteria

*Employee ID 00310537 Demi Prieto

*Empl Rcd Nbr 0

Notes From Through

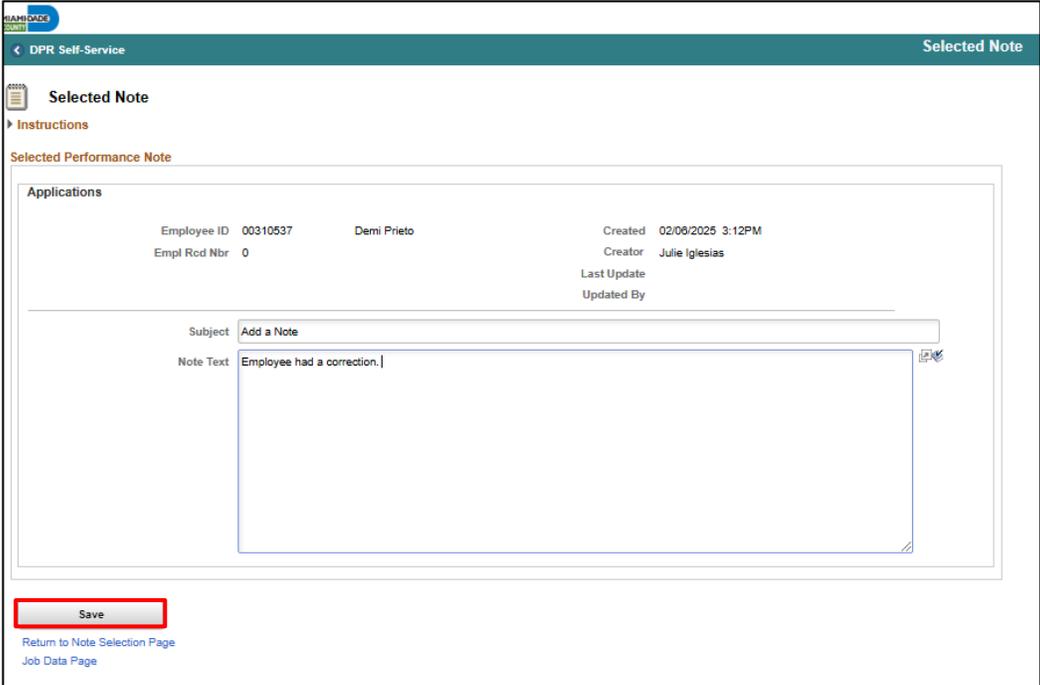
Search | Add a New Note

Existing Notes 1-1 of 1

Employee ID	Empl Rcd Nbr	Subject	Created
00310537	0	Add a Note	02/06/2025 3:12PM

Select All | Deselect All

Job Data Page

Step	Action
5.	<p data-bbox="272 365 802 399">Add a New Note and select the Save button.</p> <div data-bbox="277 417 1317 1102" style="border: 1px solid black; padding: 10px;">  <p>The screenshot shows the 'Selected Note' interface. At the top, it says 'Selected Note' and 'Selected Performance Note'. Below that, there are fields for 'Applications' with the following details:</p> <ul style="list-style-type: none"> Employee ID: 00310537 Empl Rcd Nbr: 0 Demi Prieto Created: 02/06/2025 3:12PM Creator: Julie Iglesias Last Update Updated By <p>The 'Subject' field contains 'Add a Note' and the 'Note Text' field contains 'Employee had a correction.' At the bottom left of the form, a 'Save' button is highlighted with a red rectangular box.</p> </div>