Miami-Dade County



End User Training Resource Guide

Course Code: DPR 304

Course Title: Departmental HR – Updating Team Information

Updated 01/10/2025

Person	Date	Version	Description of Change
Jim Lasick	10/22/2024	1.0	Initial Draft
Francisca Montes de Oca 10/28/2024		2.0	Style guide changes
Jim Lasick	11/21/2024	3.0	Content updates
Jim Lasick	1/10/2025	3.0	Style guide changes



Guide Overview

GuideThis guide provides a comprehensive review of the Updating Team Information processes.DescriptionTopics include Discipline Management, Retirement, Separation and Leave of Absence
Transactions.

This guide consists of the following modules:

- Module 1: Course Introduction
- Module 2: Updating Team Information
- Module 3: Course Summary



Table of Contents



Module 1: Introduction

Topics This module covers the following topics:

- Learning Objectives
- Roles and Responsibilities
- Navigation
- Purpose and Benefits
- The End-to-End Business Process



Module 1: Introduction

Learning Objectives

At the conclusion of this guide, participants will be able to:

- Record and manage disciplinary records of employees
- Record Retirement, Separation and Leave of Absence Transactions



Audience: The following roles are associated with this topic and will play a part in conducting the

- Roles and Responsibilities
- related business processes for the County:
 Constitutional Office Department Personnel Representative: The Constitutional
- Constitutional Office Department Personnel Representative: The Constitutional Office Department Personnel Representative is responsible for reviewing and approving Employee Self-Service (ESS) and Manager Self-Service (MSS) transactions.
 - **Department Personnel Representative (DPR):** The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service (ESS) and Manager Self-Service (MSS) transactions.
 - **Manager:** The Manager is responsible for reviewing and approving HCM Module transaction types including Time & Labor, Absence, Leave of Absence (LOA), ePerformance, Retirement, and Terminations through the Manager Self-Service (MSS) functionality.



	Module 1: Introduction
Purpose and	The purpose and benefits to the Updating Team Information business process include:
Benefits	Reduce paper processes (Electronic workflows)
	 Employee Empowerment (Employee Self Service and Manager Self-Service and mobile capabilities)
	Reduction of processing time
	Recruit to Hire to Paycheck in one system
	Enhanced Reporting
	Job Opening - Defaults from Position
	 Default Compensation, Add/Remove Components of Pay and Calculate Adjusted Rate
	 Integrated payment and accounting for expense reimbursement
	 Consolidated Benefit Billing System – Leave of Absence (LOA), retirees, and benefit billing all in one system



Module 1: Introduction

Navigation Below are the steps to navigate to **Human Resources (HCM)**, which will be used for navigation in the rest of this guide:

Login to INFORMS and select **Human Resources (HCM)** from the home landing page below:





Module 1: Introduction

The End-to-End Business Process INFORMS HCM allows Department Personnel Representatives (DPRs) to record and manage disciplinary records of employees, retirement and resignation requests of employees, involuntary separation of employee, and approve payroll transactions.





Module 1: Introduction The following key concepts were covered in this module: Module 1: Introduction Learning Objectives • Summary **Roles and Responsibilities** • •

- Purpose and Benefits
- Navigation
- The End-to-End Business Process



Module 2: Updating Team Information This module includes the following lessons: Lessons

- **Discipline Management** •
- Retirement, Separation and Leave of Absence Transactions •



	Lesson 1: Discipline Management
Lesson 1: Overview	At the conclusion of this lesson, you will be able to:
	Record Employee Disciplinary Action and Action Taken Records
	Record Employee Disciplinary Resolution Records



Lesson 1: Introduction

The Discipline Management process is to allow the department to take disciplinary actions, corrections, and resolutions against violators of County policies. Policy violators are given disciplinary letters, and their respective Managers identify and act upon the corresponding disciplinary action. Alongside the Manager, the Department Personnel Representative (DPR) records the disciplinary action(s) of the employee, actions taken by the Manager, and disciplinary resolution to close the policy violation.

INFORMS provides the Record Administrative Actions page to enable Managers and DPRs to create and manage disciplinary records and resolutions for employees who violated policies and regulations.





Key Terms

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The following key terms are used in this lesson:

Term	Definition
Department Personnel Representative (DPR)	The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.
Disciplinary Action	Corrective action to reprimand the employee based on the violation.
Disciplinary Letter	A written memo addressed to the employee for the violation made.
Disciplinary Resolution	Recommended final action that the County will take to resolve the violation made.
Violations	Policy or departmental based offenses made by the employee.



Lecture 1: Record Employee Disciplinary Action and Action Taken Records



1. Log into INFORMS and select **Human Resources (HCM)** from the home landing page below.



2. Select HR Administration.



- 3. Select Labor Administration.
- 4. Select Record Administrative Actions.
- 5. Populate the Search Criteria as needed, and then select Search.
- 6. Select an employee who violated a policy or regulation.

K Human Resources (HCM)			HR Ad	ministration						
Job Information	Record Administra	tive Actions								
	Enter any information your									
🕹 Labor Administration 🛛 🗠	Find an Existing Valu	e								
Record Administrative Actions	 Search Criteria 									
👬 HR Configuration 🗸 🗸	Empl ID	begins with 🖌								
🐞 OnBoarding 🗸 🗸	First Name	begins with \checkmark								
	Last Name	begins with 🖌								
	Payroll Status	= •		~						
	Employee Classification	begins with \checkmark								
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Lecture 1: Record Employee Disciplinary Action and Action Taken Records



Lecture 1: Record Employee Disciplinary Action and Action Taken Records

- 7. Make sure to complete the mandatory and other relevant fields in the **Disciplinary Action** tab. In this example:
 - **Type**: Search and select **Disciplinary Type** from the **Look Up** pop-up window.
 - Incident Date: Select the month, day, and year from the calendar icon when the violation occurred.
 - **Disciplinary Date**: Select the month, day, and year from the calendar icon when the disciplinary action will be imposed.
 - Violations: Search and select Violations from the Look Up pop-up window.

Note: The description is auto populated based on the selection.

• **Discipline Offenses:** Search and select **Disciplinary Offense** from the **Look Up** pop-up window.

Note: The description is auto populated based on the selection.

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		New Window	Help Personalize Page
Disciplinary Actio	n <u>A</u> ction Taken	Disciplinary Resolution MD Appeals	
Randall Camacho		Person ID 00000468	
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Countywide Disc	ciplinary Action	Q	View All
*Туре	٩	Contidential	
*Incident Date		Associated DAR Number	
Cost		Disciplinary Status	
Entered By	00036961 Q	Trinese Lamb	
Supervisor ID	00011998 Q	Arnaldo Perez	
Initiating Supervisor	۹		
*Report Date	İ		
	Violations		
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	Violations	Description	
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	Disciplinary		
	Offence	Description	
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Lecture 1: Record Employee Disciplinary Action and Action Taken Records

- Facts: Provide the Facts related to the Discipline Offense.
- Administrative/Implementing Orders: Search and select Administrative Orders from the Look Up pop-up window.
- Note: The description is auto populated based on the selection.
- Departmental Standard Operational Procedures: Search and select Dept Standard Operation Proc from the Look Up pop-up window.

Note: This is unique to every department and each department can select a violation as needed.

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Departmental Standar	d Operational Procedur	res		
View Administrative Order	rs			
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Administrative C	rders	Description		
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Administrative/Implen	nenting Orders			

• Miscellaneous Departmental Violations: Search and select Miscellaneous Departmental Violations from the Look Up pop-up window.

Note: This is unique to every department and each department can select a violation as needed.

8. Select the Action Taken hyperlink.

	Miscellaneous Dept Violations	Description		
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Disciplinary Notes		¢		
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Lecture 1: Record Employee Disciplinary Action and Action Taken Records

- 9. Make sure to complete the mandatory and other relevant fields in the **Action Taken** tab. In this example:
 - **Disciplinary Step**: Type the **Disciplinary Step**, or search and select it from the **Look Up** pop-up window.
 - Action Date: Type the date, or select the month, day, and year from the calendar icon when the disciplinary action is conducted.
 - **Discussed With**: Type the **Empl ID** of the Manager whom the employee discussed with regarding the disciplinary action, or search and select it from the **Look Up** pop-up window.
- 10. Select **Save** to create the Disciplinary record.

Note: The DPR will receive a receipt notification once the record is saved.

HR Administration	
	Ne
Disciplinary Action Action Taken Disciplinary Resolution MD Appeals	
Randall Camacho	Person 00000468
Total Incident	1
Disciplinary Information Q I I I of 1 v View All	
Disciplinary Type DAR Disciplinary Action Report	
Incident Date 11/12/2024 DAR Number	
Action Taken Q I I of 1 v View All	
*Disciplinary Step Q + -	
*Action Date 11/12/2024	
Discussed With Q	
Comment	
Print Report Print Notes	
Save Return to Search Previous in List Next in List Notify	
sciplinary Action Action Taken Disciplinary Resolution MD Appeals	



Lecture 2: Record Employee Disciplinary Resolution Records

- As a DPR, create a disciplinary action and disciplinary action taken record in INFORMS.
 - 1. Log into INFORMS and select **Human Resources (HCM)** from the home landing page below.



2. Select HR Administration.



- Lecture 2: 3. Select Labor Administration
- Record Employee Disciplinary Resolution Records

з.	Select	Lanui	Aummisu	ation.

- 4. Select Record Administrative Actions.
- 5. Populate the **Search Criteria** as needed, and then select **Search**.
- 6. Select an employee who violated a policy or regulation.

C Human Resources (HCM)					HR Ad	ministration					
Job Information	~	Pecord	Administr	ative Actions							
L Headcount	~	Enter any in	inter any information you have and click Search. Leave fields blank for a list of all values.								
Labor Administration	^	Find ar	n Existing Val	ue							
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		00000468	Randall	Camacho	Active	AA	Hourly	00011998	Waste Trac		
		00000486	Juan	Guillama	Retired	AZ	Hourly	(blank)	Inactive C	_	
		00002052	Anthony	Clay	Active	AA	Hourly	00023568	Waste Sup	3	

informs

Lesson 1: Discipline Management

- Lecture 2: Record Employee Disciplinary Resolution Records
- 7. Select the Disciplinary Resolution tab.
- 8. Make sure to complete the mandatory and other relevant fields in the **Disciplinary Resolution** tab. In this example:
 - **Recommended Action**: Search and select **Resolution Type** from the **Look Up** popup window.
 - **Suspension Begin Date**: Type the date, or select the month, day, and year from the calendar icon when the suspension starts.
 - **Suspension End Date**: Type the date, or select the month, day, and year from the calendar icon when the suspension ends.
 - Standardized Countywide Settlement Agreements and Letters: Search and select Agreement from the Look Up pop-up window.
 - Departmental Agreements: Search and select Departmental Agreements from the Look Up pop-up window.
 - Departmental Letters: Search and select **Departmental Letters** from the **Look Up** pop-up window.

		HR Administrati	on			Â
Disciplinary Action	Action Taken Dis	ciplinary Resolution	MD Appeals		New Window	Help
Randall Camacho		P	erson ID	00000468		
otal Incident 1						
Disciplinary Resol	ution			Q 4 4 1 of	1 • • •	View Al
F Disc Recomm	Reported Date 11/12/2027 Ciplinary Type DAR ended Action Final Action	4 Disciplinary A	Action Report	DAR Number	1447	
Fina	I Action Date	Date Receive	ed	Deadline Date		
Suspensio	n Begin Date	Susper	sion End Date			
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- Lecture 2: Record Employee Disciplinary Resolution Records
- 9. Scroll down, and then select **Save**.

	Departmental Letter	Description
1	٩	+ -
F	Resolution Comments	
	254 ch	racters remaining
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Lesson 1 Summary

- Now that you have completed the lesson, you should be able to:
 - Record Employee Disciplinary Action and Action Taken Records
- Record Employee Disciplinary Resolution Records



Lesson 2:

- Overview
- At the conclusion of this lesson, you will be able to:
- Complete a Voluntary / Involuntary Separation Transaction
- Complete a Leave of Absence Transaction
- Complete a Leave of Absence Return Transaction

Lesson 2: Introduction The retirement, voluntary separation, and Leave of Absence process enables the employees to retire, resign, or take a Leave of Absence from the County on their own volition. The DPR completes these transactions for the employee.



Key Terms



The following key terms are used in this lesson:

Term	Definition
Retirement	The employee's decision to permanently leave the County.
Voluntary Separation	The employee's decision to resign from the County.
Leave Of Absence	Leave of Absence (LOA) is a request for an employee to be absent from work for a period of time.



Lecture 1: Complete Retirement, Separation and Leave of Absence Transactions As a DPR, create a Retirement, Separation, and Leave of Absence Transaction in INFORMS.

1. Log into INFORMS and select **Human Resources (HCM)** from the home landing page below.



2. Select HR Administration.

HOME		*	2	MEN			
	Approvals	Recruiting	DPR Self-Service	HR Administration			
	Company Directory	Performance Administration			J		

- 3. Enter the applicable search parameters
- 4. Select the Search button.

K Human Resources (HCM)				HR Administration	A 🗢 : 🛲
Sob Information	^	Job Data			New Window Help
Job Data		Enter any information you have	ve and click Search. Leav	e fields blank for a list of all values.	
Workforce Job Summary		Find an Existing Value	Keyword Search		
Manage Employee Profile		▼ Search Criteria			
Neadcount	~	Empl ID	begins with 🖌		
🕹 Labor Administration	~	Name	begins with 🖌		
AR Configuration	~	Last Name	begins with 🐱		
🙀 OnBoarding	~	Second Last Name	begins with v		
		Alternate Character Name	begins with v		
		Middle Name	begins with 🐱		
		Include History Case	Sensitive		
		Search Clear Ba	isic Search 📓 Save Se	arch Criteria	

Lecture 1:



Lesson 2: Retirement, Separation and Leave of Absence Transactions

5. Select the Add a new row at row 1 button.

Complete	C Human Resources (HCM)				HR Admi	inistration				ñ	2	: MENU
Retirement.	Job Information	Work Location	Job Informati	ion Job <u>L</u> abor	Payroll	Salary Plan	Compens	ation	New Window	v Help	Pers	onalize Page
	Job Data	Marcela Diaz				Empl ID (0143546					
Separation and	Workforce Job Summary	Employee										
Leave of	Manage Employee Profile	Work Location De	tails ⑦					Q	t I ≪ 1 10	1 🗸 🕨	P [
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Absence	🕹 Labor Administration 🗸 🗸	Effecti	ve Sequence	0			*Action	Position Change		~		
Transactions	👬 HR Configuration 🗸		HR Status	Active			*Reason	Transfer to Constitutional Of	ff	~		
		F	ayroll Status	Active					Current	-		
	The OnBoarding V	Pos	ition Number	00003202	CL	LERK 4						
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		Regul	atory Region	USA	Un	nited States						
			Company	EL	Ele	ections						
			Department	EL 05030000	ER VC	OTING FOUIPMENT	MANAGEME	NT				
		Departme	nt Entry Date	08/21/2023								
			Location	EL00000001	27	00 NW 87TH AVE (8	3ay 3)					
		Esta	blishment ID	MDC	Mi	iami Dade County		Date Created	11/07/2024			
		Li	st Start Date	06/18/2001								
		Expected -	Job End Date									
												-
		Job Data	Employm	ent Data	Earnin	ngs Distribution	B	enefits Program Participation	Creditable	Adjusted	Dates	
		Save Retur	n to Search	Notify Refree	ih Salary Pla	In Compensation			Update/Display	Include	History	

6. Enter the applicable **Effective Date**.

Note: The Effective Date for terminations must be one day after the employee's last day.

C Human Resources (HCM)		HR Administration		🕋 喿 : 🛲
Job Information	Work Location Job Lab	r Payroll Salary Plan Compens	Nev	Vindow Help Personalize Page
Job Data	Marcela Diaz	Empl ID 00143546		
Workforce Job Summary	Employee			
Manage Employee Profile	Work Location Details ⑦		Q, 1 (4) 4	1 of 2 🗸 🕨 🕨
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nn HK Conliguration	Payroll Status Active			
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	Position Number 00003202	CLERK 4		
	Osition Entry Date 08/21/2023 Osition Mana	gement Record		
	Regulatory Region USA	United States		
	Company EL	Elections		
	Business Unit EL	Elections		
	Department EL05030000	VOTING EQUIPMENT MANAGEM	ENT	
	Department Entry Date 08/21/2023			
	Location EL00000001	2700 NW 87TH AVE (Bay 3)		
	Establishment ID MDC	Miami Dade County	Date Created 11/25/2024	
	Last Start Date 06/18/2001			
	Expected Job End Date			
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	Save Return to Search Notify R	efresh	Update/Disp	lay Include History
	Work Location Job Information Job Labor Pay	oll Salary Plan Compensation		

Lecture 1: Complete Retirement, Separation and Leave of Absence

Transactions

- 7. Action List selections
 - For Retirements
 - Select Retirement
 - For Resignations / Involuntary Separation
 - o Select Termination
 - For Leave of Absence
 - Select Leave of Absence
 - For Leave of Absence Return
 - Select Return From Leave

C Human Resources (HCM)					HR Adm	inistration				*	2	1
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Manage Employee Profile	Work	Location Details	(?)					٩	1 14 4 1 of 2	• •	ÞI	
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		Regulatory Co Busine	Region I ompany I	JSA EL	U	Inited States lections		Rehire Reinstatement Retirement				
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		L Establish	ocation I ment ID	EL00000001 /IDC	2 N	700 NW 87TH AVE liami Dade County	(Bay 3)	Short Term Disability with Pay Status Change				
		Last St. Expected Job Er	art Date I nd Date	06/18/2001				Suspension Terminated with Benefits Terminated with Pay				
	Job	Data	Employm	ent Data	Eam	ings Distribution		Termination Transfer	Ļ	justed D	Dates	
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	Work Loc	ation Job Inform	nation J	b Labor Pa	yroll Salary Pl	an Compensati	n					



8. Reasons List selections

Lecture 1: Complete

Retirement,

Transactions

Leave of

Absence

Separation and

- For Retirements
 - Select the applicable retirement **Reason** from the list, such as **Retirement** or **Retired end of DROP**.

Note: The initiation of DROP is done through Central HR Benefits.

- For Resignations / Involuntary Separation
 - Select Termination
- For Leave of Absence
 - Select Leave of Absence
- For Leave of Absence Return
 - Select Return From Leave

K Human Resources (HCM)			HR Administ	ration				*	2	1
Job Information	Work Location	mation Job Labo	r <u>P</u> ayroll	Salary Plan	ompensati	on	New Window	v Help	Pers	onalize
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Workforce Job Summary	Marcela Diaz Employee			Empril: 00143:	040					
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HR Configuration	→ HR Statu	s Inactive		*R	teaso			•		
OnBoarding	Payroll Statu Pagities Number	s Retired				Disability Retirement				
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	Compan	y EL	Elections							
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	Departmen	t EL05030000	VOTING	EQUIPMENT MAN	AGEMENT	r i				
	Department Entry Dat	e 08/21/2023								
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	Establishment II	MDC	Miami Da	ade County		Date Created	11/25/2024			
	Last Start Dat	e 06/18/2001	т	ermination Date	11/24/2024	ŧ.				
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Lecture 1: Complete Retirement, Separation and Leave of Absence

Transactions

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9.	Sel	ect	Save.	

C Human Resources (HCM)			HR Administration					î	2	
Job Information	Work Location	ation Job Labor	Payroll Salary Plan	<u>C</u> ompensi	ation	New V	Vindow	Help	Person	
Job Data	Marcela Diaz		Empl ID 0014	13546						
Workforce Job Summary	Employee									
Manage Employee Profile	Work Location Details ③					Q 14 4	1 of 2	• •	ÞI	
4 Headcount	~ "Effective Date	11/25/2024				Go To F	Row	+	-	
Labor Administration	~ Effective Sequence	0		*Action	Retirement		~			
HR Configuration	V HR Status	Inactive		"Reason	Retirement		~			
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	Regulatory Region	USA	United States							
	Company	EL	Elections							
	Business Unit	EL	Elections							
	Department	EL05030000	VOTING EQUIPMENT MA	NAGEME	NT					
	Department Entry Date	08/21/2023								
	Location	EL0000001	2700 NW 87TH AVE (Bay	3)						
	Establishment ID	MDC	Miami Dade County		Date Created	11/25/2024				
	Last Start Date	06/18/2001	Termination Date	11/24/20	124					
	Expected Job End Date									
	Last Date Worked	11/24/2024	Override Last Date W	orked						
	Job Data Employ	ment Data	Earnings Distribution	Be	enefits Program Participation	ı Crec	fitable Ad	djusted Dates		
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10. Notice the **Termination Date** is one day prior to the **Effective Date**.

K Human Resources (HCM)			HR Administr	ation				*	2	
Job Information	Work Location Job Informa	ation Job Labor	Payroll S	alary Plan	Compens	ation	New Win	dow Help	Perso	nalize
Job Data				Empl ID 001	43548					
Workforce Job Summary	Marcela Diaz Employee			ciliprite 00	43040					
Manage Employee Profile	Work Location Details ⑦					c	λ I II II II II	of 2 🗸 🔰	•	
Headcount ~	*Effective Date	11/25/2024	1				Go To Roy	v -		
Labor Administration ~	Effective Sequence	0			*Action	Retirement		~		
UD Configuration	HR Status	Inactive			*Reason	Retirement		~		
Art conliguration *	Payroll Status	Retired								
OnBoarding ~	Position Number	00003202	CLERK				Current			
	Position Entry Date	08/21/2023 Position Managem	nent Record							
	Regulatory Region	USA	United St	ates						
	Company	EL	Elections							
	Business Unit	EL	Elections							
	Department	EL05030000	VOTING	EQUIPMENT M	ANAGEME	NT				
	Department Entry Date	08/21/2023								
	Location	EL0000001	2700 NW	87TH AVE (Bay	3)					
	Establishment ID	MDC	Miami Da	de County		Date Created	11/25/2024			
	Last Start Date	06/18/2001	Te	rmination Date	11/24/20	24				
	Expected Job End Date		_							
	Last Date Worked	11/24/2024	Over	ide Last Date V	Vorked					
	lob Data Employ	ment Data	Faminos Dis	tribution	Br	nefits Program Participation	Credita	hle Admeted	Dates	
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	Save Return to Search	Notify Refre	esh				Update/Display	Include	History	Ĩ.
	Work Location Job Information	Job Labor Payroll	Salary Plan C	ompensation						



Lecture 1: Complete Retirement, Separation and Leave of Absence Transactions 11. Navigate to the Maintain Time Reporter Data page via Navbar: Human Capital Management (HCM) > Time and Labor > Enroll Time Reporters > Maintain Time Reporter Data

Liner any information you have	and click Search. Leave fields blank for	a list of all values.	
Find an Existing Value			
Search Criteria			
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Name	begins with 🖌		
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- 12. Enter the applicable search parameters.
- 13. Select the **Search** button.

K OME		Maintain Time Reporter Data	* • :
Maintain Time Report	ar Data		New Window Help
Enter any information you have	and click Search. Leave fields blank for a list of	all values.	
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Include History Case S	Sensitive		
Search Clear Basi	c Search 📓 Save Search Criteria		



Lecture 1: Complete Retirement, Separation and Leave of Absence Transactions

14. Select the **Add** button.

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15. Select Inactive from the Status dropdown.

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Rule Element 4		0			
Rule Element 6		-			
Rule Element 5		4			
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Save Return to Search	Notify	Refresh		Update/Display Include History	



Lecture 1: Complete Retirement, Separation and Leave of Absence Transactions

16. Select the **Save** button.

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Rule Element 1	Q			
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Rule Element 4	٩			
Rule Element 5	Q			
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Save Return to Search	Notify Refresh		Update/Display Include History	



Lesson 2Now that you have completed the Retirement, Separation and Leave of AbsenceSummaryTransactions lesson, you should be able to:



- Complete a Voluntary / Involuntary Separation Transaction
- Complete a Leave of Absence Transaction
- Complete a Leave of Absence Return Transaction



Module 3: Guide Summary

Guide Summary The Guide Summary module covers two topics:

• Content Summary







Objectives You have completed the Updating Team Information guide. You now should be able to:

• Record and manage disciplinary records of employees



Achieved

Record Retirement, Separation and Leave of Absence Transactions

	Module 3: Summary
Additional	Other training materials, related to this topic, include:
Training and Job Aids	 DPR 301 – Departmental HR - ePerformance Management (Employee Performance Evaluation)
	DPR 302 – Departmental HR - Personnel Changes
	DPR 303 – Departmental HR - Time Management
	DPR 321 – Departmental HR - Recruitment
	You also have the following resources available to you:
	Submit a Retirement Request
	 Submit Retirement and Voluntary – Involuntary Separation (DPR)
	Submit a LOA Request
	Submit a LOA Return Request
	For additional information, be sure to visit:
	www.miamidade.gov/informs



Module 3: Summary

Key Terms

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The following key terms are used in this guide:

Term	Definition
Department Personnel Representative (DPR)	The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.
Disciplinary Action	Corrective action to reprimand the employee based on the violation.
Disciplinary Letter	A written memo addressed to the employee for the violation made.
Disciplinary Resolution	Recommended final action that the County will take to resolve the violation made.
Violations	Policy or departmental based offenses made by the employee.
Retirement	The employee's decision to permanently leave the County.
Voluntary Separation	The employee's decision to resign from the County.
Leave Of Absence	Leave of Absence (LOA) is a request for an employee to be absent from work for a period of time.