


# Memorandum



**Date:** November 1, 2022

**To:** Department Directors

**From:** Arleene Cuellar, Director  
Human Resources 

**Subject:** INFORMS Updates:  
Leave Forfeiture Since INFORMS Go Live and Overpayments

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We have completed nine pay periods in the new INFORMS Human Capital Management (HCM) system and we continue to work towards stabilization and continuous improvement efforts. I want to thank your Department Personnel Representatives (DPRs) and their respective teams for their continued support and for being on the front lines in assisting our employees with all personnel related aspects. Below are two areas where we are implementing temporary provisions to address concerns raised by our employees, DPRs, and our union partners.

## **Leave Forfeitures**

Prior to the launch of INFORMS Human Capital Management (HCM), employees were notified on their pay stub, beginning six months in advance, of the projected number of annual hours that *may* be forfeited on their leave anniversary date. Employees had been notified through the June 17<sup>th</sup> paycheck of the number of hours which may be forfeited based on leave usage through that date. Since the INFORMS implementation, employees no longer had the ability to easily determine how many, if any, annual leave hours may be forfeited at the time of their leave conversion.

Although leave forfeiture is a regular occurrence, and employees were notified through June 17, 2022, of potential forfeiture hours, Department Directors have discretionary authority to review employees' requests to grant Administrative Leave, as appropriate, for annual leave forfeited since the implementation of INFORMS. DPRs may run a query, MD\_FORFEITED\_HOURS, available in INFORMS through Query Manager, which identifies employees who have forfeited leave since July 1, 2022, the number of hours and the pay period in which the forfeiture of hours occurred.

The INFORMS team has prioritized the leave forfeiture information enhancement and has implemented an Employee Information tile in INFORMS with this and other relevant employee information. The addition of this new tile, rolled out to all employees on October 20, 2022, provides employees with timely information regarding their leave balances in order to plan ahead and avoid forfeiting leave. The tile may be accessed by navigating to Employee Self-Service>My Employee Information.

## **Overpayments**

In the past few weeks, your department personnel staff has received a large number of overpayment letters for various pay periods. Due to the volume and the limited time your personnel staff has had to review these letters and provide proper notice to employees before the deductions are set to start, all overpayment deductions that were scheduled to commence on the paychecks of November 4, 2022, or November 18, 2022, will be held in abeyance until further notice. We will schedule those deductions to tentatively start on the paychecks of February 10,

2023, unless advised otherwise. Additionally, all biweekly deduction amounts for the overpayments being held in abeyance that are \$50 or more will be set to a biweekly \$50 deduction, per pay period, until the full amount has been recouped. Overpayment amounts below \$50 will be deducted in full.

For overpayment letters generated for the pay period ending October 16, 2022, which have not yet been distributed, and for upcoming pay periods and until further notice, the start date for the deductions will also be tentatively set to start on February 10, 2023, with a \$50 biweekly recurring deduction for overpayments that are \$50 or more. Amounts below \$50 will be deducted in full. Additionally, our team is developing a query that DPRs will be able to run in order to identify all overpayments for their respective department in order to better track and manage all overpayments.

Please note that overpayment deductions which have been previously set up (either repayment plans set up prior to INFORMS Go Live which were converted to INFORMS, or deductions which started on or before the paychecks of 10/21/2022 and already have a biweekly deduction amount set, will continue to be deducted as previously scheduled. If any changes are required for established deductions, please contact Joy Clodfelter, HR Division Director.

Our HR Shared Services team has commenced one-on-one department overpayment review workshops. These workshops provide details on how to research and understand overpayments to better prepare department personnel staff for conversations with employees concerning the letters. We will continue to conduct these sessions on an ongoing basis and as requested.

We thank you, our DPRs, our union partners, and our entire INFORMS team on identifying solutions and working together as we stabilize and further enhance the system. Should you have any questions regarding leave forfeitures or overpayments, please do not hesitate to contact Joy Clodfelter, HR Division Director [Joy.Clodfelter@miamidade.gov](mailto:Joy.Clodfelter@miamidade.gov).

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  - Joe Conway, Assistant Director, Office of Management and Budget
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