Change Network Meeting

January 21, 2022

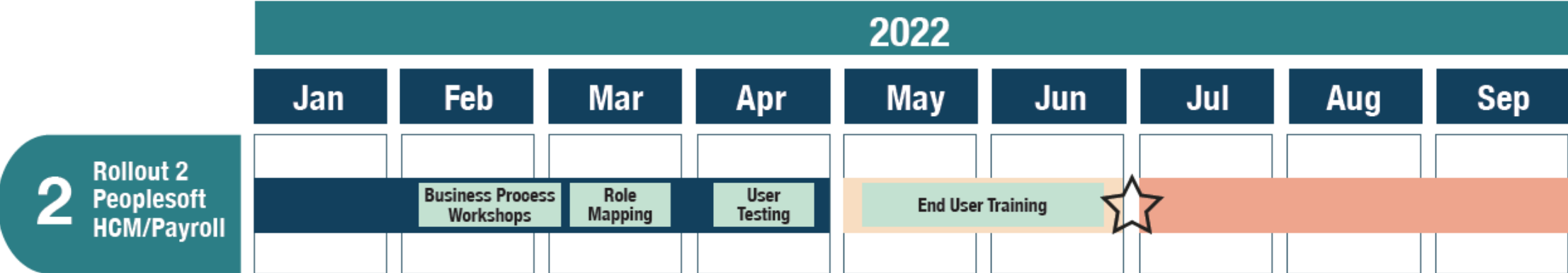Recording Link: https://web.microsoftstream.com/video/8e2775eb-6e3d-480c-8120-44414a560f3c

Agenda

- Welcome

- INFORMS Timeline

- INFORMS System Demonstration

- Upcoming Activities

- Contact Information

- Next Meeting

- Questions

INFORMS Timeline

2022								
Jan	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**

2 Rollout 2 Peoplesoft HCM/Payroll

Business Process Workshops · Role Mapping · User Testing · End User Training ☆

Legend:
- ■ Test
- ■ Deploy
- ■ Post Implementation Support
- ■ Tasks
- ☆ Go Live
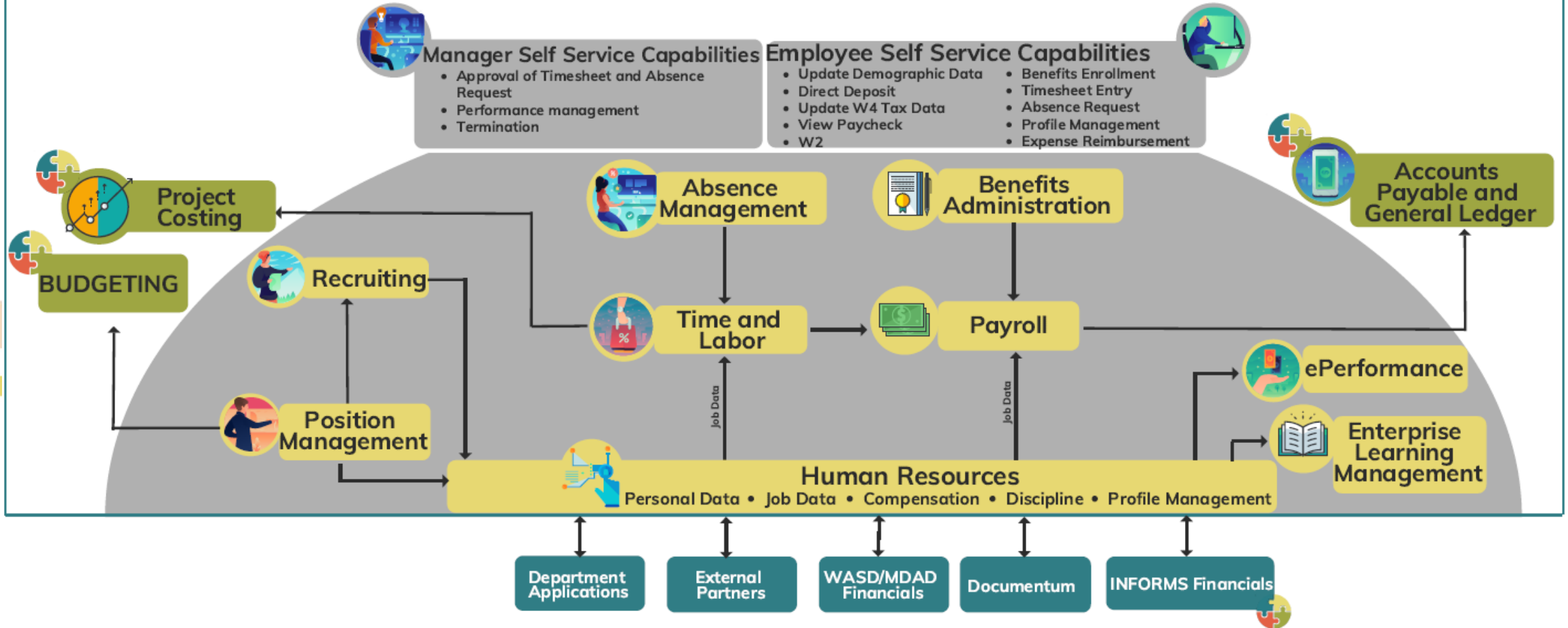
Human Capital Management

SCORECARD — BUSINESS INTELLIGENCE

Manager Self Service Capabilities
- Approval of Timesheet and Absence Request
- Performance management
- Termination

Employee Self Service Capabilities
- Update Demographic Data
- Direct Deposit
- Update W4 Tax Data
- View Paycheck
- W2
- Benefits Enrollment
- Timesheet Entry
- Absence Request
- Profile Management
- Expense Reimbursement

Project Costing

BUDGETING

Recruiting

Position Management

Absence Management

Time and Labor

Benefits Administration

Payroll

Accounts Payable and General Ledger

ePerformance

Enterprise Learning Management

Human Resources
Personal Data • Job Data • Compensation • Discipline • Profile Management

Job Data

Department Applications

External Partners

WASD/MDAD Financials

Documentum

INFORMS Financials

MIAMI-DADE COUNTY

4

REQUEST FOR LEAVE

Name Jane Hernandez
Employee ID 00011123

Dept. _____ Div._____ Loc._____
Date From 11/22/2021
Date To 11/22/2021

No. of Hours 8
Absence to be Charge to Birthday Holiday

Reason Time Off

Employee Signature
Supervisor Signature

108_01-72 6/04

Absence Request and Approval Key Changes

1. Paperless Absence Request and Approval

2. Employees can request future dated absence

3. Eligibility is validated upon request (User cannot submit if the Employee is not eligible)

4. Ability to add comments and attachments for all Absences Requests

Demonstration Overview – Absence Request and Approval
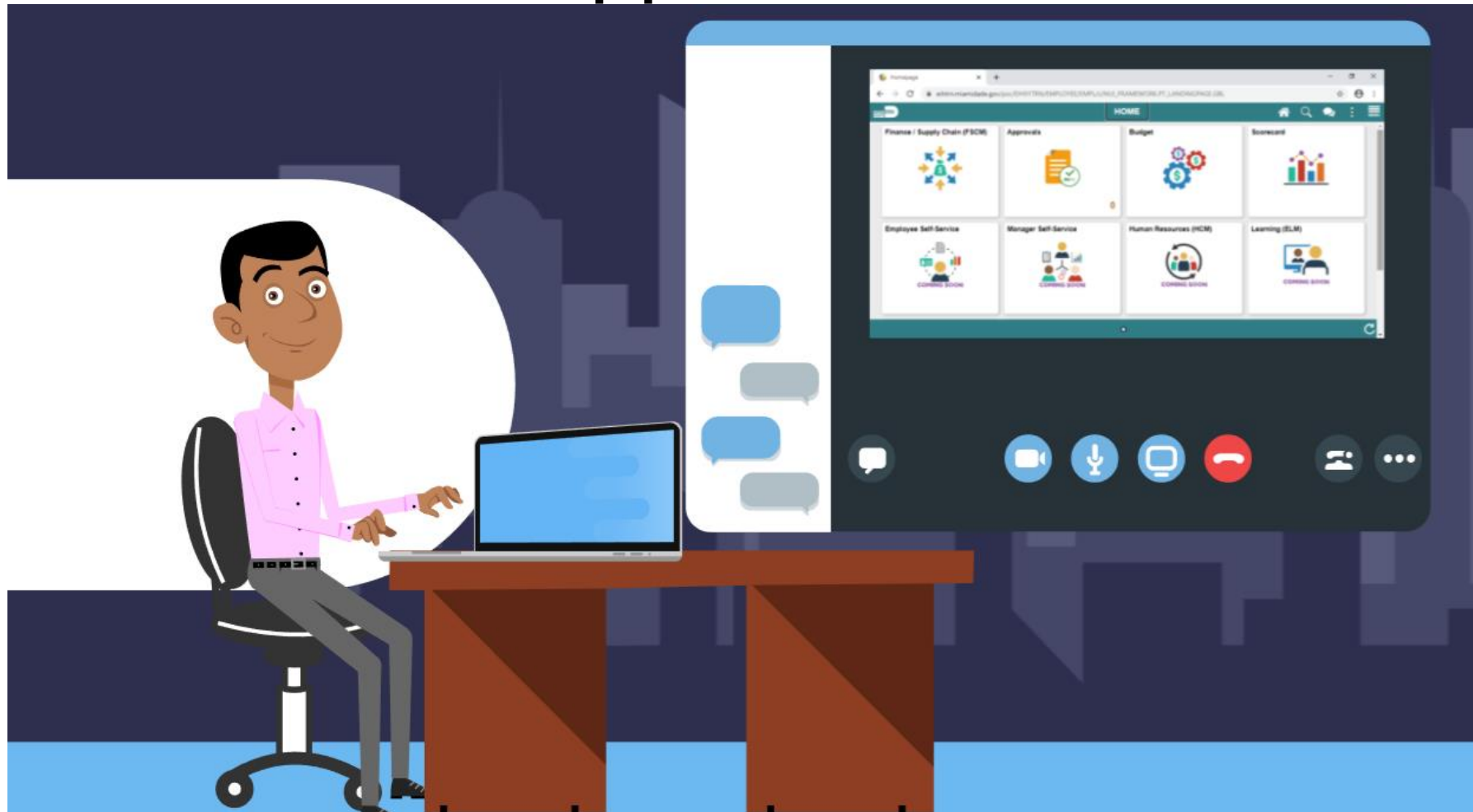
Presenter: Shane Bissessar

Upcoming Activities

Activity	Description	Date
Change Network Meetings	Attend Monthly/Bi-Monthly Meetings	January – June
Business Process Workshops (BPW)	Attend scheduled BPWs	Late February/ Early March
Role Mapping	Confirm Department / Office Role Mapping	March
User Acceptance Testing (UAT)	Participate in UAT sessions	April
End User Training	Attend INFORMS Training	May - June

INFORMS Website

MiamiDade.gov → Employees → Visit Employee Portal → More Topics → INFORMS

Contact Us

Email us INFORMS@miamidade.gov

Visit the INFORMS Website https://miamidade.gov/informs

Upcoming Meeting Topics
Next Meeting Week of February 14th

- Business Process Workshops

- Department Role Mapping

- End User Training Expectations

Questions?