

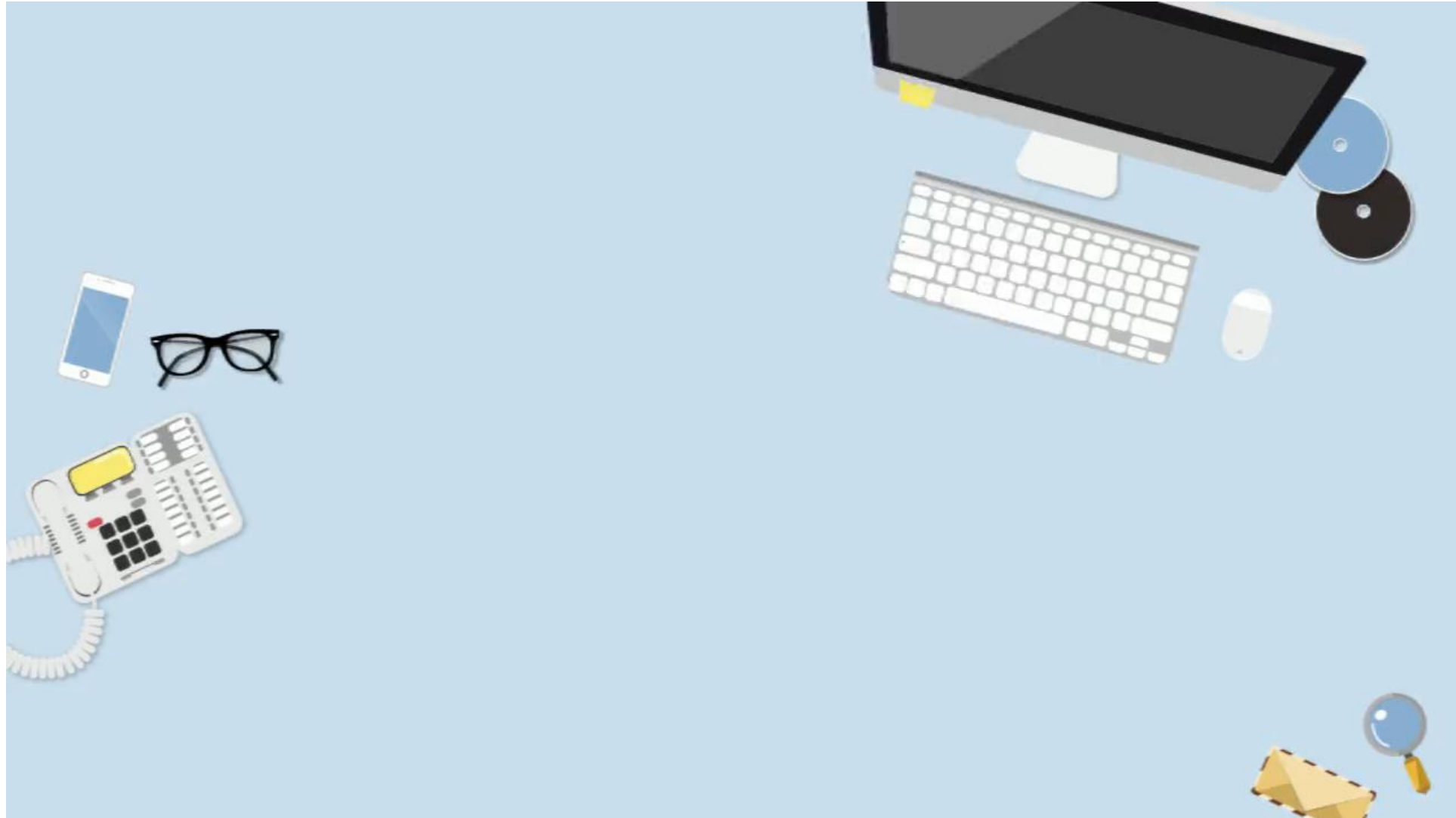
Change Network Meeting

March 17th, 2022

Agenda

- Welcome
- INFORMS System Demonstration
- User Acceptance Testing
- User Acceptance Testing Role Mapping
- Department-wide Go-Live Role Mapping
- Upcoming Activities
- Questions

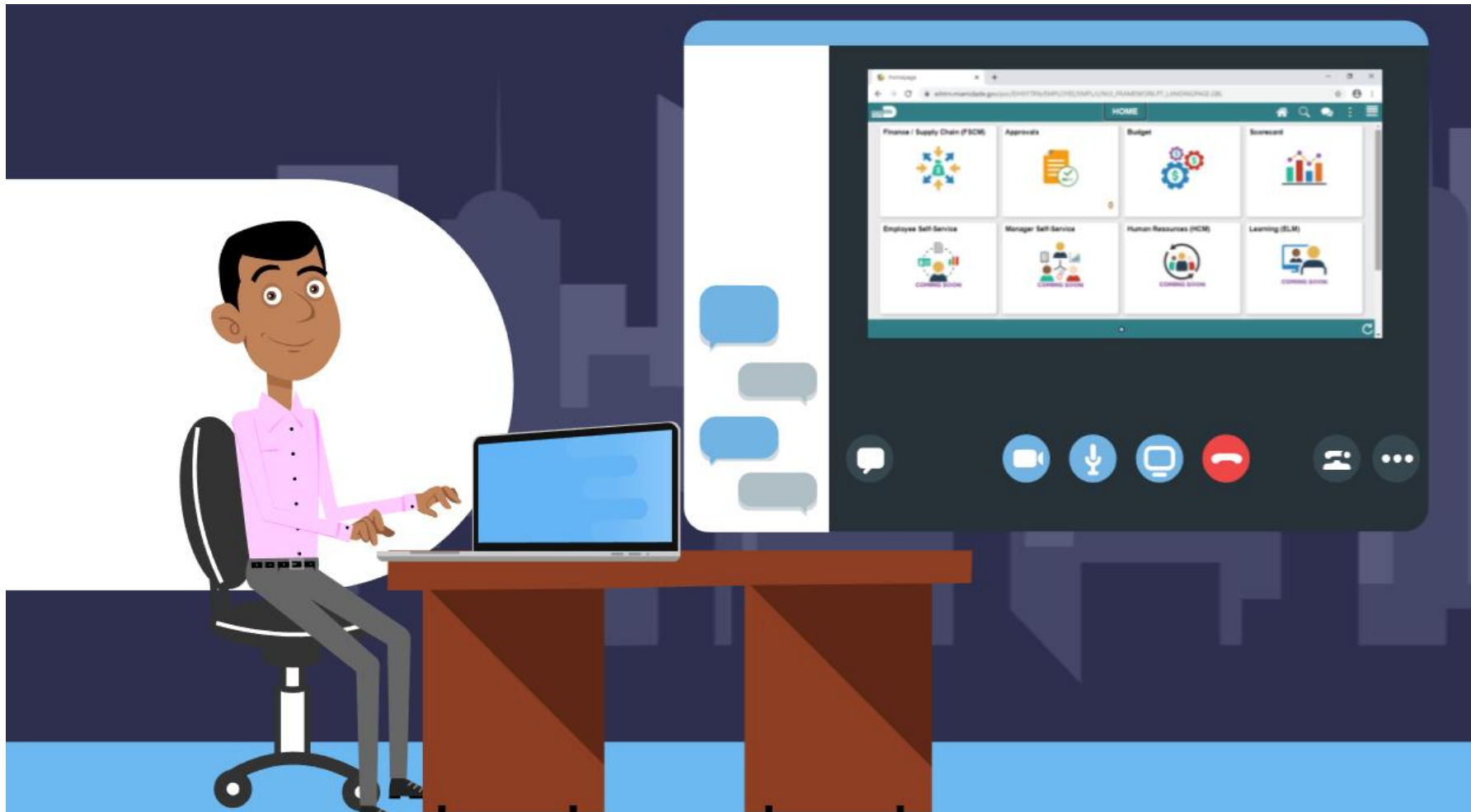
Direct Deposit Current Process



Direct Deposit Key Changes

1. Direct deposit request will be entered electronically
2. Allows for multiple direct deposit account
3. Deposit options for distribution of your net pay by amount, balance of net or percentage

Demonstration – Direct Deposit



Presenter: Yenissette Arias



User Acceptance Testing (UAT)

Objective: Verify INFORMS capabilities were properly designed and implemented

- Department Power-Users conduct scripted tests of INFORMS
- Introduction and system overview to be provided per topic
- INFORMS provided test materials
 - Script
 - Data sheet
 - Login information
- INFORMS Team support
 - April 4 – 15; 8am – 5pm

APRIL 2022



USER ACCEPTANCE SCHEDULE

*Department Only

 TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>8:00 AM to 12:00 PM </p> <p>1:00 to 5:00 PM </p>	<p>4  POSITION MANAGEMENT</p> <p>RECRUITING </p>	<p>5  MANAGE HIRE/ TIME REPORTER DATA</p> <p>MANAGE HIRE/ TIME REPORTER DATA </p>	<p>6  TIME ENTRY</p> <p>EMPLOYEE/ MANAGER SELF SERVICE & TERMINATIONS </p>	<p>7  MANAGE TIME EXCEPTIONS</p>	<p>8  ENTER DROP</p> <p>TIME AND ABSENCE ENTRY </p>
<p>8:00 AM to 12:00 PM </p> <p>1:00 to 5:00 PM </p>	<p>11  DPR SALARY CHANGE & REVIEW PAYCHECK</p> <p>DPR SALARY CHANGE </p>	<p>12  ABSENCE REQUEST AND LONGEVITY & TRAVEL AND EXPENSE</p>	<p>13  PCard</p>	<p>14  REVIEW PAYCHECK</p>	<p>15</p>

Sample Test Script

- Excel spreadsheet
- One test script and scenario per spreadsheet
- Possibly multiple test scripts and scenarios per topic

Testing Stage		UAT Testing			
Test Script ID				Tester Name	
Test Script Description		Link Applicant to Job		Overall Status	
Role		Candidate			
Prerequisites		User has applied and received a job offer			
Post Conditions		Recruitment approves the offer and applicant disposition reflects "Offer". Email notification is generated to Hiring Team members that the Job Offer has been approved.			
Step #	Step Description (Provide Menu Path to PS Panels, Reports, Processes) (Add Test Condition-specific instructions as necessary)	Input Data (Actual values or x-ref to data input sheets)	Role	Expected Results	Comments
Step 1	Login as DPR	User ID: Password: Informs1\$	MD_DPR_ROLE	Access granted to system: defaulted Peoplesoft page is displayed.	
Step 2	Navigate to: Human Resources Tile > Recruiting Tile > Recruiting Activities Tile > Create > Search for Applicant			Search for Applicant page loads successfully	
Step 3	Search Criteria A. Uncheck Search My Applicant field B. Enter Last Name C. Click Search	Last Name =		Applicant information displayed	Can search by Applicant ID, Last Name, or just click the search button to see all applicants
Step 4	Click Actions on the Applicant			Page loads successfully	
Step 5	Search for Applicant Applicant Type: External Applicant Click on Applicant Link			Applicant information is returned	
Step 6	Click on Applicant's Name			Page loads successfully	
Step 7	Click on Application Action Link Applicant to Job			Job Opening page successfully displayed	
Step 8	Job Opening A. Enter Job Opening ID B. Click 'Link' button			Message is displayed	Ignore warning messages as the link is being done manually
Step 9	Click OK when the message: You have successfully linked this Applicant to the selected Job opening			Information is saved	
Step 10	End of Procedure.				

Testing Stage	UAT Testing
Test Script ID	
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Tester Name		
Overall Status		

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Sample Test Script

- Key Fields

- Test Script Description
- Role
- Prerequisites
- Post Conditions

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- Key Fields
 - Step #
 - Step Description
 - Input Data
 - Role
 - Expected Results
 - Comments

Testing Stage	UAT Testing
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Key Fields & Values

- Tester Name – **Input tester name**
- Overall Status – **Input “successfully completed” or “failed”**
 - *If “failed” provide step # where the test failed and a screenshot*

Tester Name	
Overall Status	

UAT Role Mapping

- Up to 5 Power-Users per department will support UAT
 - Each Power-User can have more than one testing role
- Provide Power-User names and eKeys by Monday, March 21
 - INFORMS@miamidade.gov

Role Name	Role Description
Department Personnel Representative (DPR)	The Department Personnel Representative is responsible for submitting new positions; maintaining existing position data (via workflow); submitting data and salary change requests; processing departmental recruitment activities and performance evaluations; completing manage hire transactions; manage Time and Labor exceptions; and updating position budget funding.
HR Department Director	The HR Department Director is responsible for the approval of HR transactions/forms.
Health and Safety Department Liaison	The Health and Safety Department Liaison is responsible for reviewing work related to injury claims and reports for the department.
Division Director	The Division Director is responsible for approval of HR transactions/ forms.
Task Profile Administrator	The Task Profile Administrator is responsible for creating and maintaining Task Profiles for the Department and can create combo codes and attach to Task Profile. The Task Profile Administrator can update Taskgroup and Task Profile in Time Reporter Data.
Timekeeper	The Timekeeper is responsible for keeping time and attendance at the department and for completeness and accuracy of time and managing exceptions.
Recruiter	The Recruiter is responsible for manage hire and onboarding at the department level security.
Discipline Department Coordinator	The Discipline Department Coordinator is responsible for coordinating discipline process for the department and has limited access to add disciplines department wide.
Discipline Department Assistant	The Discipline Department Assistant is responsible for administering the discipline process for the department and has the same access as DPRs within the Discipline module.
Discipline Department Legal Advisor	The Discipline Department Legal Advisor as a View Only role is responsible for reviewing DARs/ROCs for the department.
Outside Employment Director or Designee	The Outside Employment Director or Designee is responsible for approving Outside Employment for employees within their department.
Outside Employment Administrator	The Outside Employment Administrator is responsible for updating access and has the ability to submit Outside Employment on behalf of employees.
Outside Employment View Only	The Outside Employment View Only is responsible for department wide access to view Outside Employment data.

Department-wide Go-Live Role Mapping

Objective: Assign end-users to new INFORMS roles

- All users require at least one role to transact or view within INFORMS
- One person may have multiple roles
- Departments will confirm and assign their resources to the INFORMS roles

Role Mapping Process

- Department specific Role Mapping spreadsheets will be provided to DPRs for each department
 - DPRs will be responsible for compiling the updates and obtaining Director's approval
 - Change Agents and Liaisons will support DPRs
- The template contains the following information:
 - Step by Step instructions
 - Tabs containing list of roles and descriptions for each business area
 - Departments will receive an understanding of the roles in INFORMS through the Business Process Workshops (BPWs)
 - End User contact information prepopulated
 - Departments will be responsible for confirming active employees, managers and contingent workers

Role Mapping Template

SAMPLE											Manager	Absence Management	Payroll	Benefits	Human Resource	Time and Labor	ePerformance Management	Talent Management	Discipline	Human Capital Management	Additional Information
Last Name*	First Name*	Middle Name or Initial	Division	Title	Job Code	Supervisor Class	Email Address* (Department-provided email)	Phone Number* XXX-XXX-XXXX	County Employee eKey Number*	NonCounty Employee ID Number*	Select the drop-down "X" if a user is a Manager.										
Smith	John		Hr Division Director	RECRUITMENT DIV. DIR. OFFICE	Division Directors	492	A.	john.smith@miamidade.gov	555-123-4567	e987654											
Sam	Smith		Ch, Hr Comp & Job Analysis	COMPENSATION	Sr. Bur Comm/Bur Comm/Sct Hd	457		Sam.Smith@miamidade.gov	555-123-4568	e12345											
Jon	Green		Hr Compensation & Job Analyst	COMPENSATION	Nonsupervisory Professionals	639		Jon.Green@miamidade.gov	555-123-4569	e12346											
William	Moore		Secretary	COMPENSATION	Non-Supervisory	639		William.Moore@miamidade.gov	555-123-4570	e12347											
Brittney	Prit		Hr Compensation & Job Analyst	COMPENSATION	Nonsupervisory Professionals	448		Brittney.Prit@miamidade.gov	555-123-4571	e12348											
Angelina	Joel		Hr Compensation & Job Analyst	COMPENSATION	Nonsupervisory Professionals	639		Angelina.Joel@miamidade.gov	555-123-4572	e12349											
Brat	William		Ast Cf, Hr Comp & Job Analysis	COMPENSATION	Sr. Bur Comm/Bur Comm/Sct Hd	639		Brat.William@miamidade.gov	555-123-4573	e12350											
Sharon	Washington		Hr Compensation & Job Analyst	COMPENSATION	Nonsupervisory Professionals	639		Sharon.Washington@miamidade.gov	555-123-4574	e12351											
Daniel	Jackson		Hr Compensation & Job Analyst	COMPENSATION	Nonsupervisory Professionals	641		Daniel.Jackson@miamidade.gov	555-123-4575	e12352											
Vivian	Blue		Hr Compensation & Job Analyst	COMPENSATION	Nonsupervisory Professionals	452		Vivian.Blue@miamidade.gov	555-123-4576	e12353											
Samantha	Mae		Hr Compensation & Job Analyst	COMPENSATION	Nonsupervisory Professionals	457		Samantha.Mae@miamidade.gov	555-123-4577	e12354											
Brain	Gonzales		Hr Support Services Coor	RECRUITMENT	Supervisor Classes	478		Brain.Gonzales@miamidade.gov	555-123-4578	e12355											
Lisa	Michael		Hr Division Director	RECRUITMENT DIV. DIR. OFFICE	Division Directors	475		Lisa.Michael@miamidade.gov	555-123-4579	e12356											
Michael	Sturn		Hr Personnel Services Special	RECRUITMENT	Nonsupervisory Professionals	475		Michael.Sturn@miamidade.gov	555-123-4580	e12357											
Pam	Preasly		Hr Personnel Services Special	RECRUITMENT	Nonsupervisory Professionals	476		Pam.Preasly@miamidade.gov	555-123-4581	e12358											
Jim	Halpert		Hr Services Clerk	RECRUITMENT	Non-Supervisory	476		Jim.Halpert@miamidade.gov	555-123-4582	e12359											
Kelly	Bernard		Manager, Hr Section	RECRUITMENT	Sr. Bur Comm/Bur Comm/Sct Hd	469		Kelly.Bernard@miamidade.gov	555-123-4583	e12360											
Erin	Kemper		Hr Services Clerk	RECRUITMENT	Non-Supervisory	469		Erin.Kemper@miamidade.gov	555-123-4584	e12361											
Creed	Bratton		Hr Services Clerk	RECRUITMENT	Non-Supervisory	469		Creed.Bratton@miamidade.gov	555-123-4585	e12362											

Step 1: Submitter Information

- Enter the name(s) of the individual responsible for completing the worksheets and submitting the workbook on the 'Cover' tab

Summary of Role Request Form	
Department:	
Submitted by:	
Submitter Phone:	
Submitter Email:	
Date Submitted:	

Provide additional information below to identify individuals who assisted in completing the worksheets in this workbook -

Worksheet:	<i>Role Mapping</i>
Completed by:	
Completer Email:	
Last Revised Date:	

Step 2: Review Instructions

- Thoroughly review the 'Instructions' tab before completing the Role Mapping Template
- The instructions outline step-by-step how to complete each field in the template and define available choices.

Role Mapping Instructions				
Thoroughly review this instruction document before completing the Role Mapping Template. The steps below outline how to complete each field in the template and defined available choices. Always use the dropdown menu when available.				
Steps	Tab	Column (If Applicable)	Field (If Applicable)	Instructions
1	Cover	All	All	Enter the name(s) of the individual responsible for completing the worksheets and submitting the workbook.
2	N/A	N/A	N/A	<p>Submit your completed Role Mapping Workbook via email to the INFORMS Project Team - INFORMS@Miamiidade.gov</p> <p><u>Note: Update the Subject Line to include your department name and the submission date.</u></p>
3	Role Mapping	All	All	Review the Role Mapping Materials provided in the March 17th, 2022 INFORMS Change Network Meeting & provided via email with the role
4	Role Mapping	A-K	End-User Contact Information	Columns A-K includes biographical information active department employees as February 23, 2022. If a new employee is to be added, be sure that all required fields are entered completed accurately with full legal names. Fields with an asterisk (*) are required.
5	Role Mapping	M-AW (Department Tab) M-BF (Central Tab)	Business Area	<p>These columns contain a list of roles and descriptions by Business Area within INFORMS. The existing roles from the legacy systems are pre-populated for each relevant employee, with the following INFORMS roles:</p> <ul style="list-style-type: none"> - Department Personnel Representative (DPR) - HR Department Director - Discipline Department Coordinator - Discipline Department Assistant - Discipline Department Legal Advisor - Outside Employment Administrator - Outside Employment View Only <p>Review the associated role name and description and type "X" in the cells to match the row of the selected employee to indicate the employee will need access to this business area in INFORMS.</p>
6	Role Mapping	AY	Total Roles Changed	This field will display the number of roles which have been updated within the row.
7	Role Mapping	AZ	Notes/Explanation for Role Assignment	Enter Notes/Explanation for role assignment as needed.
8	Role Mapping	L	Update	Select from the drop-down menu "X" in the appropriate row and column for each end-user who has been updated.
9	Cover	All	All	Enter the name(s) of the individual responsible for completing the worksheets and submitting the overall workbook.
10	N/A	N/A	N/A	<p>Submit your completed Role Mapping Workbook via email to the INFORMS Project Team - INFORMS@Miamiidade.gov</p> <p><u>Note: Update the Subject Line to include your department name and the submission date.</u></p>

Step 3: Review & Confirm End-User Contact Information

Last Name*	First Name*	Middle Name or Initial	Department / Office*	Division*	Title*	Jobcode*	Supervisor Status*	Email Address* <i>(Department-provided email)</i>	County Employee ID*	County UserID*
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- Your department Role Mapping includes biographical information for active department employees as February 23, 2022
- If a new employee is to be added, be sure that all required fields are entered and completed accurately with full legal names. Fields with an asterisk (*) are required.

From the Legacy System to INFORMS

- The existing roles from the legacy systems are pre-populated in the Role Mapping for each relevant employee, with the following INFORMS roles:
 - Department Personnel Representative (DPR)
 - HR Department Director
 - Discipline Department Coordinator
 - Discipline Department Assistant
 - Discipline Department Legal Advisor
 - Outside Employment Administrator
 - Outside Employment View Only

Step 4: Review Roles

	Department Personnel Representative (DPR)	HR Department Director	Health and Safety Department Liaison	Division Director	Time and Labor	Talent Management	Discipline	Outside Employment	Purchasing Card	Travel and Expense	Medical Scheduler	Additional Information	Total Roles Per User
Human Resource	The Department Personnel Representative is responsible for submitting new positions; maintaining existing position data (via workflow); submitting data and salary change requests; processing departmental recruitment activities and performance evaluations; completing manage hire transactions; manage Time and Labor exceptions; and updating position budget funding.	The HR Department Director is responsible for the approval of HR transactions/ forms.	The Health and Safety Department Liaison is responsible for reviewing work related to injury claims and reports for the department.	The Division Director is responsible for approval of HR transactions/ forms.									
	X												2
	X	X											2
	X												1
	X												3

- Review the list of roles from each Business Area
- Review the associated role name and description and type "X" in the cells to match the row of the selected employee to indicate the employee will need access to this business area in INFORMS

Step 5: Submit Your Role Mapping

- The Role Mapping Instructions Guide includes a direct link to your department submission

The screenshot shows an email composition window with a table containing instructions. The table has four columns with 'N/A' values and a text box with a link to 'INFORMS@MiamiDade.gov'. A yellow box highlights the link, and an arrow points from it to the 'To' field in the email composition window. The email composition window shows the 'To' field filled with 'INFORMS@MiamiDade.gov' and the subject line 'DEPT_Role Mapping Submission - TODAYS DATE'.

2	N/A	N/A	N/A	Submit your completed Role Mapping Workbook via email to the INFORMS Project Team - INFORMS@MiamiDade.gov . Note: Update the Subject Line to include your department name and the submission date.
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- Your complete Role Mapping Template should be emailed to INFORMS@MiamiDade.gov by **April 8, 2022**
- Once the department Role Mapping is emailed to INFORMS, an email will be sent for confirmation of receipt



UPCOMING ACTIVITIES

Monday	Tuesday	Wednesday	Thursday	Friday
MARCH				
21	22	23	24	25
28	29	30	31	
APRIL				
				1
4	5	6	7	8
11	12	13	14	15
MAY				
16	17	18	19	20
23	24	25	26	27
30	31			
JUNE				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**UAT Role Mapping Due
Monday, March 21**

**Department-wide Role
Mapping
Tuesday, March 22
– Friday, April 8**

**PCard and Travel &
Expenses Business
Process Workshops
Tuesday, March 29 –
Wednesday, March
30**

**UAT
Monday, April 4 –
Friday, April 15**

**End User Training
May 16 – June 30**

**Begin Time Entry in
INFORMS
Monday, June 20**

INFORMS Website

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

The screenshot shows the top navigation bar of the website with the Miami-Dade County logo, a search icon, and a 'Login' button. Below the navigation bar is a large header area with the 'informs' logo, where the letter 'o' is replaced by a colorful puzzle piece. Underneath the logo is a horizontal menu with four items: 'INFORMS', 'Rollouts', 'Business Leadership Councils', and 'Countywide Approach'. The main content area is divided into two columns. The left column features a section titled 'INFORMS' with a paragraph of introductory text, a sub-section 'What does INFORMS mean?' with a detailed explanation, and another paragraph about the system's role in decision-making. The right column has a section titled 'INFORMS CALENDAR' with a calendar icon, a link to view meetings and trainings, and a 'GO TO CALENDAR' button. At the bottom right, there is a section titled 'ABOUT US'.

MIAMI-DADE COUNTY

Myemployee Pay & Personnel Timesheet BlueBook Work Remotely Print Shop Idea Machine

Translate

Search Login

informs

INFORMS Rollouts Business Leadership Councils Countywide Approach

INFORMS

It seems like just yesterday the Miami-Dade County EDGE team packed into a room to sketch out the blueprint for a system that would transform the County's business processes. With the blueprint taking shape, the team decided it was time to give the system a name – INFORMS.

What does INFORMS mean?

INFORMS stands for **IN**tegrated **F**inancial **R**esources **M**anagement **S**ystem. It's the brand name of the technology that will modernize outdated budget, procurement, human resources and financial operations. The name is fitting because the system will gather the information the County needs to make smart decisions by integrating data from different management systems in one place.

INFORMS provides the basis for continued enhancement and evolution of our County business processes so that the system keeps pace with the many changes that the County will face for years to come. INFORMS will truly *inform* our decisions.

INFORMS is the name of Miami-Dade County's Enterprise Resources Planning (ERP) project. ERPs streamline and modernize an organization's business processes and technologies, so they operate more efficiently. INFORMS will involve replacing the County's Financial and Administrative systems, all Human Resources

INFORMS CALENDAR

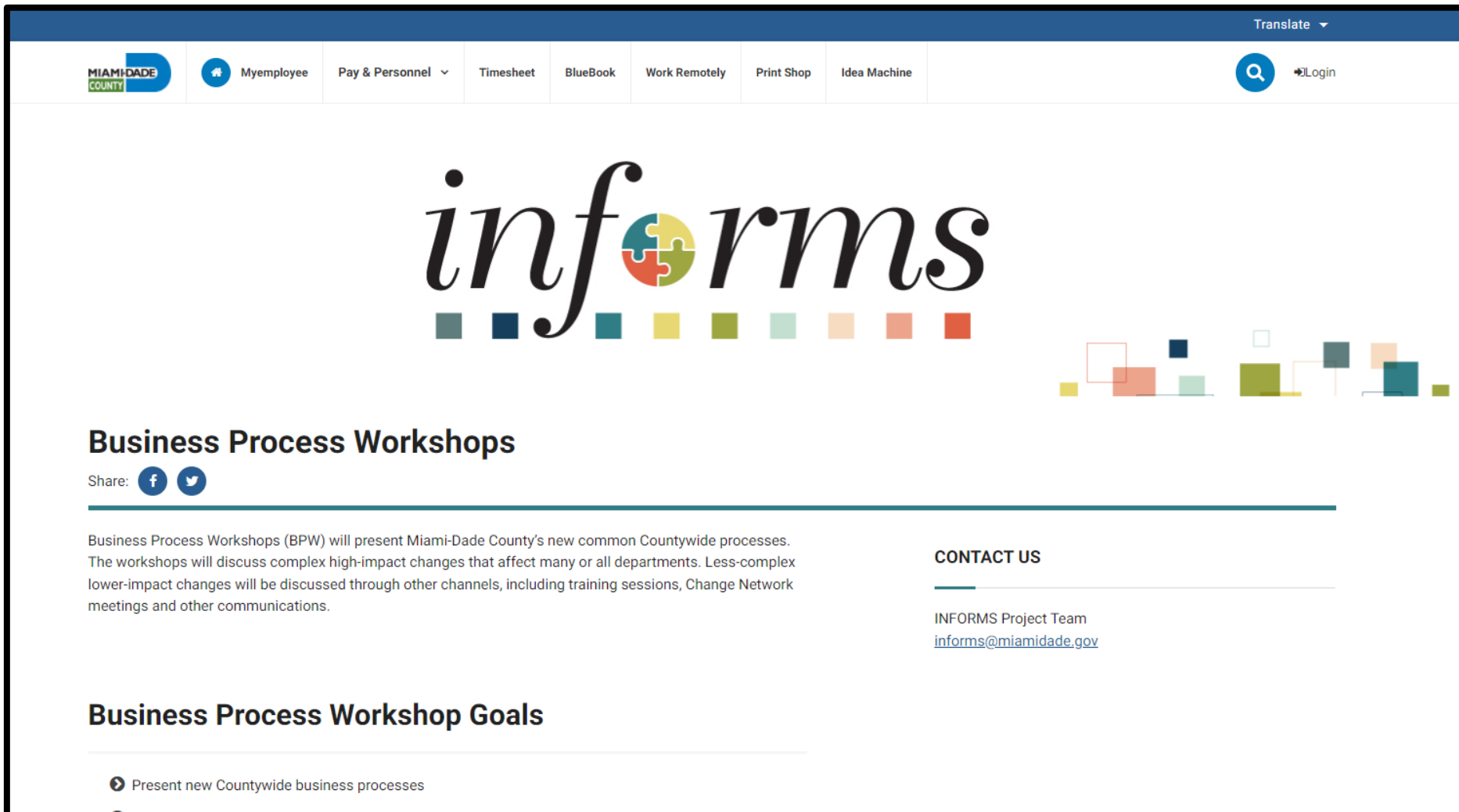
View upcoming INFORMS meetings and trainings.

GO TO CALENDAR

ABOUT US

Business Process Workshop

Materials & Recording



The screenshot shows the Miami-Dade County website. At the top, there is a navigation bar with the Miami-Dade County logo, a 'Myemployee' button, and several menu items: 'Pay & Personnel', 'Timesheet', 'BlueBook', 'Work Remotely', 'Print Shop', and 'Idea Machine'. A search icon and a 'Login' button are also present. The main content area features the 'informs' logo, which consists of the word 'informs' in a serif font with a colorful puzzle piece icon for the letter 'o'. Below the logo is a decorative graphic of colorful squares. The 'Business Process Workshops' section includes a heading, social media share buttons for Facebook and Twitter, and a paragraph of text. To the right, there is a 'CONTACT US' section with the text 'INFORMS Project Team' and the email address 'informs@miamidade.gov'. At the bottom, there is a section titled 'Business Process Workshop Goals' with a single bullet point: 'Present new Countywide business processes'.

MIAMI-DADE COUNTY

Myemployee

Pay & Personnel

Timesheet

BlueBook

Work Remotely

Print Shop

Idea Machine

Translate

Search

Login

informs

Business Process Workshops

Share: [f](#) [t](#)

Business Process Workshops (BPW) will present Miami-Dade County's new common Countywide processes. The workshops will discuss complex high-impact changes that affect many or all departments. Less-complex lower-impact changes will be discussed through other channels, including training sessions, Change Network meetings and other communications.

CONTACT US

INFORMS Project Team
informs@miamidade.gov

Business Process Workshop Goals

- Present new Countywide business processes

Contact Us



Email us INFORMS@miamidade.gov



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

