

Change Network Meeting

April 28th, 2022

Agenda

- User Acceptance Testing (UAT)
- End-to-End Testing Simulation
- End User Training
- Travel and Expense & Procurement Credit Card
- Cutover Close Out Tasks
- INFORMS Website & Weekly Gram
- Questions

User Acceptance Testing (UAT)

- Successfully verified INFORMS capabilities were properly designed and implemented for HCM and Travel and Expense
- All departments attended at least one UAT Session
- 93% of departments completed UAT scripts
- One system update – **NEW** Tile for department budget table
- Resolved reported issues during UAT

Note: PCard UAT scheduled for Friday, 4/29

End-to-End Testing Simulation

- Opportunity to practice production-like transactions in INFORMS before go-live
- Payroll will be run for the November 29 – December 12 pay period
- INFORMS Team hosting Daily Office Hours through Friday, May 6th, 9 – 10am (*Departments*)

APRIL
MAY
2022

Monday DAY 1 APRIL 25 OFFICE HOURS 9:00 AM to 10:00 AM PAY PERIOD BEGINS 11/29/2021	Tuesday DAY 2 APRIL 26 OFFICE HOURS 9:00 AM to 10:00 AM	Wednesday DAY 3 APRIL 27 OFFICE HOURS 9:00 AM to 10:00 AM	Thursday DAY 4 APRIL 28 OFFICE HOURS 9:00 AM to 10:00 AM	Friday DAY 5 APRIL 29 OFFICE HOURS 9:00 AM to 10:00 AM PAY PERIOD BEGINS 11/29/2021
Monday DAY 6 MAY 2 OFFICE HOURS 9:00 AM to 10:00 AM	Tuesday Day 7 MAY 3 OFFICE HOURS 9:00 AM to 10:00 AM	Wednesday Day 8 MAY 4 OFFICE HOURS 9:00 AM to 10:00 AM	Thursday Day 9 MAY 5 OFFICE HOURS 9:00 AM to 10:00 AM	Friday Day 10 MAY 6 OFFICE HOURS 9:00 AM to 10:00 AM
Monday Day 11 MAY 9 CENTRAL HR AND PY ONLY	Tuesday Day 12 MAY 10 PAY CALCULATION CENTRAL PY ONLY	Wednesday Day 13 MAY 11 POST CONFIRM PROCESSES CENTRAL PY ONLY	Thursday Day 14 MAY 12 REVIEW PAYCHECKS CENTRAL PY ONLY	Friday Day 15 MAY 13 LAST DAY PRODUCTION SIMULATION

Employee & Manager Self-Service Training

- Participants: All Employees & Managers
- Dates: May 17 – July 1
- Training Conducted:
 - Self-paced: Recorded courses available at your convenience
 - or*
 - Tuesday & Thursday: Facilitated session by INFORMS trainer covering recorded courses (replacing the self-paced option)
- Employee Training includes 12 hours of self-paced training
- Manager Training includes 20 hours of self-paced training
- Recorded courses will be available on the INFORMS webpage <https://miamidade.gov/informs>

Employee & Manager Self-Service Courses

INFORMS Training Courses

Introductory Course - Overview of INFORMS

Introductory Course - INFORMS Navigation and Online Help

Employee Self Service - eProfile, ePay, and ePerformance

Employee Self Service - eBenefits

Employee Self Service - Time Management

Manager Self Service - Time Management

Manager Self Service - ePerformance Management (Employee Performance Evaluation)

Manager Self Service - Updating Team Information

Department HR Training

- Participants: DPRs, Recruiter, Discipline & Central HR
- Dates: May 9 – June 10
- Training Conducted: Monday, Wednesday & Friday
- Up to 80 Hours of Virtual Live Training via MS Teams
- Hands on Training Exercises
 - Must be on the County Network to complete training exercises
- Training curriculum determined by INFORMS security role
- Training Invitations to be emailed from INFORMS@miamidade.gov

Department HR Courses

INFORMS Training Courses

Introductory Course - Human Resources Fundamentals

Departmental HR - Time Management

Departmental HR - ePerformance Management (Employee Performance Evaluation)

Departmental HR - Personnel Changes

Departmental HR - Recruitment

Departmental HR - Updating Team Information

Travel and Expense Procurement Credit Card (PCard)

- Travel & Expense & PCard will go-live in INFORMS July 1, 2022
- Travel & Expense
 - Travel Authorization
 - Create and process Expense Report
- PCard
 - Transaction Load, Reconciliation and Approval

Cutover Close Out Tasks

MAY 20 By 5:00 pm Deadline to schedule Medical Check Appointment in 9.1 DPRs, Labor & Recruitment	MAY 23 By 5:00 pm Deadline to complete job opening creation in 9.1 (Exception: PARKS) DPRs, OMB, Comp. & Recruitment Deadline to submit Candidate Background Check in 9.1 DPRs & Recruitment	MAY 25 By 5:00 pm Deadline to complete outstanding actions in Manage Hire in 9.1 (Exception: PARKS) DPRs & Recruitment	MAY 26 By 5:00 pm Deadline to submit Department Submission of PCD to Recruitment for New Hire / Promotion / Transfer for Processing in 9.1 DPRs, Recruitment & Payroll	MAY 31 Payroll Run in Time and Leave in 9.1 and Pay Plan Freeze in 9.1 DPRs, Compensation & Payroll	JUNE 1 By 9:00 AM Deadline to complete PCD Submission in 9.1 DPRs & Payroll	JUNE 2 By 5:00 PM Deadline to update Position / Job Data in 9.1 DPRs & Payroll
JUNE 8 Start entering manual double entries for Position / Job Data / Employee Hire / Promotion / Termination in INFORMS Central HR	JUNE 10 Deadline to approve all pending reported and payable time to ensure processing for Final Payroll in 9.1 and Legacy Off Cycle cutoff in 9.1 DPRs & Payroll	JUNE 12 Confirm Final Payroll in 9.1 DPRs & Payroll	JUNE 15 Start using INFORMS All Employees	JUNE 24 By 12:00 pm Deadline to approve department entries for employee time and absences for first payroll in INFORMS DPRs & Payroll	JULY 1 View your paycheck in INFORMS All Employees	

INFORMS Website & Weekly Gram

MiamiDade.gov → Employees → Visit Employee Portal → More Topics → INFORMS → Rollout 2 Alerts & Grams

INFORMS Homepage

MIAMI-DADE COUNTY Myemployee Pay & Personnel Timesheet BlueBook Work Remotely Print Shop Idea Machine 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 **I**ntegrated **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*.

miamidade.gov

INFORMS CALENDAR

View upcoming INFORMS meetings

GO TO CALENDAR

INFORMS Rollout 2 Alerts & Grams

MIAMI-DADE COUNTY Services & Information News & Social Media Your Government Employees Login

informs

Rollout 2 Alerts and Grams

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This section includes INFORMS alerts and grams sent to Human Capital Management and Payroll INFORMS users providing updates and other useful information to users regarding INFORMS. As the INFORMS alerts and grams are archived communication, please note the date of the messages and refer to the latest INFORMS alert or gram for the latest status.

Grams

April 18, 2022

miamidade.gov

Feedback

Contact Us



Email us INFORMS@miamidade.gov



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

