



# *informs*

Rollout 2: Human Capital Management



You may have heard the buzz about INFORMS, Miami-Dade County's new Enterprise Resource Planning (ERP) system. We are excited to be implementing INFORMS Human Capital Management (HCM) on June 15, 2022. Before we go live, we want to ensure you are well-informed about what changes are coming.

## ***What will INFORMS change?***

INFORMS brings a modern look and feel to Miami-Dade County for HCM and Payroll. The system standardizes business processes and operational efficiencies for the entire County.

### Key changes include:

- Time and absence reporting – every employee will be able to submit their time off request electronically in INFORMS. Their supervisors will be able to approve those requests in INFORMS which will automatically update employee's time sheet. This will replace past manual requests.
- Payroll processing – employees will stop using "Time and Leave" system and will start entering their time and expenses in INFORMS.
- Payroll documentation – employees will have digital access to their paycheck and tax forms, such as W-2 through INFORMS. Employees will also be able to electronically sign up for direct deposit without the need for the bank's signature.
- Key applications, such as Human Resources, Recruiting, and Position Management, will now be integrated so information will automatically flow through those business areas when updated in one place.

### INFORMS brings County employees many benefits such as:

- Employee empowerment through self-service capabilities.
- Enhanced recruiting, hiring, and payroll processes in one system.
- Reduced paper processes and processing time of HR and expense related activities.

***Action needed from you in the upcoming weeks:*** Plan for designated training starting on May 9. You will soon be receiving emails about training available to you based on your role.

Keep an eye on your inbox for more information from the INFORMS Team on actions needed in the upcoming weeks ahead of the Go-Live.

For more information, please feel free to visit the [INFORMS Gram Page](#).

Thank you,

INFORMS Team