

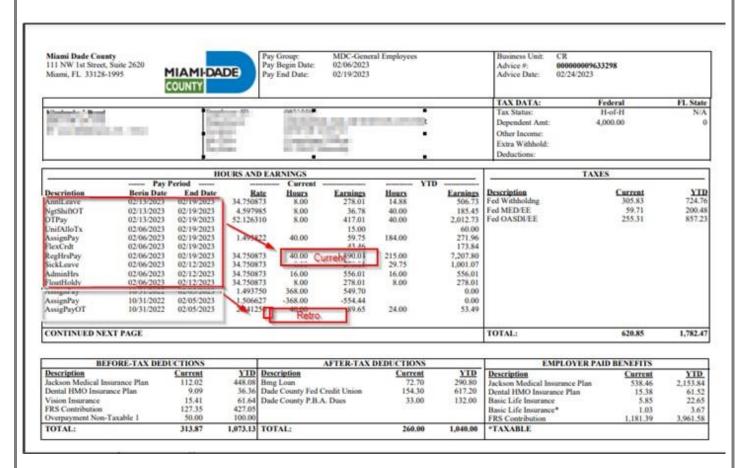
## Human Capital Management (HCM)

Honor

Dear INFORMS Users.

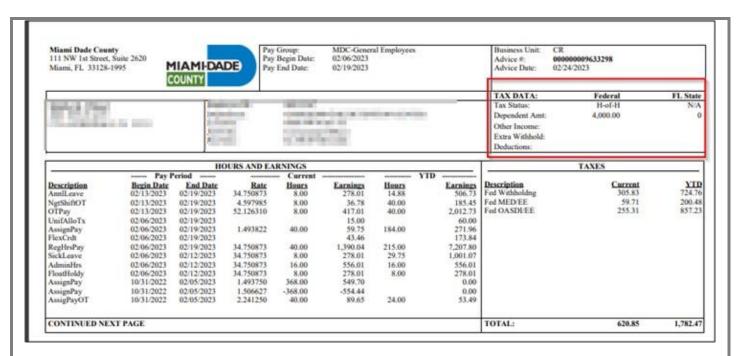
Please be advised that next pay day, July 14th, 2023, employees will see the below changes to their paycheck advice. Note that historic pay information pages will also be updated. Going forward, some of the changes you may expect to see on your advice are:

1. All current Earnings will be sorted first. If any Retro earnings, they will be listed next. Date ranges for Earnings have also been added. **Note:** Earnings are listed biweekly instead of weekly.

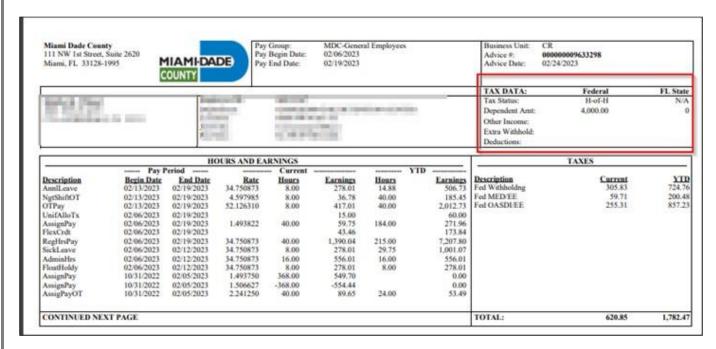


2. Tax Data will be updated to reflect the most recent version. In the Tax Data section, some employees may have different display of information depending on whether the employee has a W-4 2019 or earlier version or those that have the W-4 2020 or later version. See sample screenshots below of illustration purposes.

W-4 2020 or Later Version



## W-4 2019 or Earlier Version:



For more information, visit the INFORMS Homepage. Thank you for your continued engagement and support!

Thank you, INFORMS Project Team

Multiple support avenues are available. Depending on your needs, please select from the following options:

- Review the INFORMS Training webpages specifically by business area to answer 'How To'... questions
  - Human Capital Management (HCM) related training materials and recordings. For example, how to
    enter time, how to approve time, or how to request an absence. Here, you will also find training
    materials related to PCard and Travel and Expenses.
- Reach out to your DPR if you have HR-related questions.

- Submit an online ticket with MyIT or call ITD Service Desk (305) 596-HELP (4357) if you have technology issues. For example, you are unable to access the system, receive system errors, etc. To submit an online ticket with MyIT, use one of the following links:
  - o Miami Dade County MyIT
  - o Miami Dade Police Department MyIT
  - Outside of Miami Dade County Network

This email was sent to: <a href="mailto:Danny.Vargas@miamidade.gov">Danny.Vargas@miamidade.gov</a>

This email was sent by: Miami-Dade County 111 NW 1st Street Miami, FL 33128

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