



Human Capital Management (HCM)

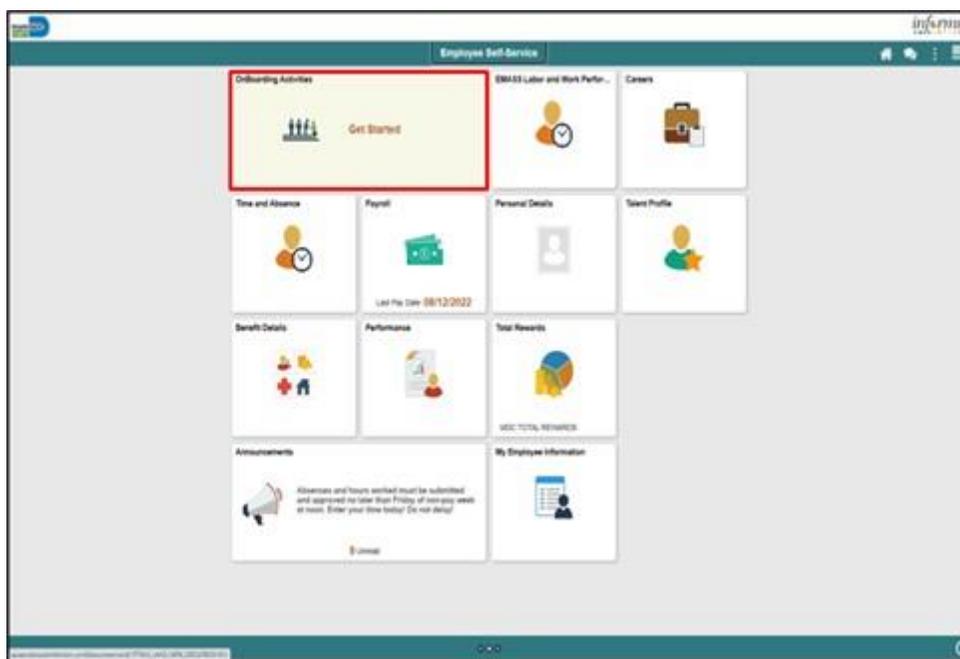
Dear INFORMS Users,

The OMB Strategic Business Management (SBM) Division is pleased to announce the new Onboarding Status functionality **which goes into effect the morning of Thursday, Aug. 3**, and is available through Employee Self-Service. This feature allows you to complete the onboarding activities upon the start of employment with the County – such as providing the following information.

- Personal Details - verify Name, Address, Phone number and Email address; view or edit Emergency Contacts, Ethnic Group, Veteran Status and Disability (if any)
- Talent Profile – Degrees, Licenses and Certificates (if applicable)
- Payroll – provide banking information for Direct Deposit, view or edit Tax Withholding details, view W-2/W-2c form(s) and/or consent to receive W-2/W-2c electronically **Note:** if you prefer to receive paper W-2/W-2c forms, you may withdraw your consent at any time.
- Attachments – upload attachments (if applicable)

Below please find the INFORMS navigation path and a sample screenshot for your reference.

Navigation: **Employee Self-Service**



For more information, please refer to the [ESS Onboarding Event job aid](#) – which will soon be available on the INFORMS webpage. Thank you for your continued engagement and support!

Thank you,

INFORMS - OMB Strategic Business Management (SBM) Division

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:
 - [Miami Dade County MyIT](#)
 - [Miami Dade Police Department MyIT](#)
 - [Outside of Miami Dade County Network](#)

For more information, visit the [INFORMS Homepage](#).

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