



OMB Strategic Business Management (SBM) Division

Human Capital Management (HCM)



Dear INFORMS Users,

The OMB Strategic Business Management (SBM) Division and Human Resources (HR) Department are pleased to launch Time & Absence enhancements **which will be available Wednesday, November 1st** through Employee and Manager Self-Service.

Here is a high-level overview of the upcoming changes.

Employee Self-Service (ESS)

- **“One-stop Shop”** for Time and Absence entries
 - Through a single page view of the Timesheet, you will be able to submit time entries and absence requests simultaneously.

The **Request Absence** and **Cancel Absence** tiles will be removed and the functionality for requesting and cancelling absences will be directly available from the timesheet.

The screenshot shows the 'Enter Time' interface for a user with Job Title 'Program Coordinator Omb' for the period July 10, 2023 - July 23, 2023. The interface displays a summary of scheduled and reported time, unapproved time, and unapproved absence. Below this, there are buttons for 'Request Absence', 'Cancel Absence', and 'Submit'. The main part of the interface is a grid for entering time for each day of the two-week period. The grid has columns for each day (10 Mon, 11 Tue, 12 Wed, 13 Thu, 14 Fri, 15 Sat, 16 Sun, 17 Mon, 18 Tue) and rows for different time reporting codes: 'REG - Regular Time' (12.00) and 'WORKM - Working' (24.00). The 'REG - Regular Time' row shows 8.00 hours reported for Mon, Tue, and Wed, and 12.00 hours for Thu. The 'WORKM - Working' row shows 8.00 hours reported for Mon, Tue, and Wed. A red box highlights the 'Request Absence' and 'Cancel Absence' buttons. Another red box highlights the summary statistics: 'Scheduled 80.00 | Reported 36.00' and 'Unapproved Time 36.00 | Unapproved Absence 0.00'. A third red box highlights the 'REG - Regular Time' and 'WORKM - Working' rows for the first four days of the week.

- **Two-week display:** Your timesheet will display the entire two-week pay period time entries.
- **Holiday Indicator:** Holidays will now be indicated with a red label. Timesheet reporting for a Holiday does not change, please refer to the Holiday Time Entry and Absence Request job aid - see attached.

Time Reporting Code	Row Totals	29 Mon	30 Tue	31 Wed	1 Thu	2 Fri	3 Sat	4 Sun	5 Mon
JBOH - Job Basis E	18.00	HOLIDAY 0 of 8	10 of 8	10 of 8	10 of 8	10 of 8	0 of 8	0 of 8	10 of 8
WRKHM - Working H	72.00		2.00	2.00	2.00	2.00			2
			8.00	8.00	8.00	8.00			8

Manager Self-Service (MSS)

- **Allow Absence Entry** on the Timesheet – *MSS Team Time*
 - New Absence Events section to request absence or cancel absence requests from your employees. This page will have the same look and feel as the ESS time entry page.

In preparation for this change, we ask that you clear out outstanding Absence Requests as much as possible. All unapproved Absence Requests will remain in the absence only approvals section. When clearing out the old absence approvals, the Approval Tile > Absence Request menu can be used.

Going forward, new Absence Requests will be available to jointly approve with Time Entries directly from the timesheet in the Approvals Tile and Team Time tiles.

- **Combination of Time and Absence approvals:** see screenshot below.
 - A single page for approving both time and absence entries.
 - New indicators of Time Entry vs Absence *with the timeframe* of the request
 - New section in the timesheet header displaying absence hours pending for approval
 - Mass approval option capability including on mobile devices.
 - A sort filter in the Approvals tile allowing you to sort by Current, Prior and Future periods will be available.
 - Filters should be cleared when returning to the page to ensure no additional approvals are pending by selecting the Reset button.

View By	Type	Count
All		216
Absence Request		2
Budget Journal		31
Payment Request		77
Performance		23
Supplier		17
Supplier Change Request		3
Time and Absence		8
Voucher		55

Time and Absence	Quantity for Approval	Time Entry	Absence	Period	Status
Time and Absence Miranda Kirksey	1.00 Hours	08/31/2023 - 09/01/2023		Prior Period	Routed 09/11/2023
Time and Absence Alfred Parra	8.00 Hours	09/20/2023 - 09/20/2023		Current Period	Routed 09/20/2023
Time and Absence Presley Cisneros	40.00 Hours	10/02/2023 - 10/06/2023		Future Period	Routed 09/20/2023
Time and Absence Presley Cisneros	8.00 Hours	10/10/2023 - 10/10/2023		Future Period	Routed 09/20/2023
Time and Absence Alfred Parra	8.00 Hours	09/25/2023 - 09/25/2023		Current Period	Routed 09/21/2023

The screenshot shows a 'Filters' dialog box with the following fields:

- Type:** Time and Absence
- Requester:** (empty)
- From:** Time Entry
- Date Period:** Current Period
- Priority:** (empty)

A **Reset** button is highlighted with a red border at the bottom center of the dialog.

For more information, stay tuned and look for future communications including specific details on training opportunities. Thank you for your continued engagement and support!

Thank you,

INFORMS – 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](#).