



Dear INFORMS Users,

Effective **Today, November 2nd, 2023**, INFORMS is featuring the Time & Absence enhancements which offers Employees the following:

- Capability to submit time entries and absence requests through a single page view
- Two-week display of the pay period on the timesheet
- Holidays now indicated with a red label
- Request Absence and Cancel Absence tiles have been moved
- Functionality for requesting and cancelling absences is directly available from the timesheet

Time & Absence enhancements will also offer Managers:

- A single page for approving both time and absence entries which includes:
  - Filters for Time and Absence
  - Filter in the Approvals tile allowing you to sort by Current, Prior, and Future periods

*Note: Filters should be cleared when returning to the page to ensure no additional approvals are pending by selecting the Reset button*

- Mass approval capability

**Any absence requests entered prior to November 1st, 2023 must be approved through Approval Tile > Absence Request.**

We hope you are as excited as we are for the release of these new enhancements. Below is a listing of relevant job aids.

#### **Employee Self-Service**

- [ESS 203: Time Management - Cancel Absence](#)
- [ESS 203: Time Management - Enter Absence Request – including Partial Absence requests](#)
- [ESS 203: Time Management - Enter Time](#)
- [ESS 203: Time Management - Holiday Time Entry and Absence Request](#)

#### **Manager Self-Service**

- [MSS 204: Time Management - Review and Forecast Employee Absence Balances](#)
- [MSS 204: Time Management - Enter Absence on Behalf of an Employee](#)
- [MSS 204: Time Management - Manage Exceptions](#)
- [MSS 204: Time Management - Enter Time on Behalf of an Employee](#)
- [MSS 204: Time Management - Cancel Absence on Behalf of an Employee](#)
- [MSS 204: Time Management - Approve Time](#)
- [MSS 204: Time Management - Approve Absence Requests](#)

For more information, visit the [INFORMS HCM Training webpage](#). Feel free to review the associated training materials available online such as student guide, PowerPoint presentation and “how-to” video recordings for future reference.

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:

- **Reach out to your Department Personal Representative (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. 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](#)