



Dear INFORMS Users,

The OMB Strategic Business Management (SBM) Division and Finance Department are pleased to announce Travel and Expense payments / reimbursements will be processed as an Automated Clearing House (ACH) payment, using the employee’s direct deposit banking information currently used by the Human Capital Management (HCM) payroll.

This change introduces automation of the payment advice. An electronic notice will be sent to the employee’s email on file. You will receive an email with an attached payment advice detailing the related travel and expense payment / reimbursement – see example below.

MIAMI-DADE COUNTY MIAMI-DADE COUNTY FINANCE DEPARTMENT ELECTRONIC ADVISE 30 November 2023 09:20:49 PM
Accounts Payable Section Page 1 of 1
Finance Department

Reference Information
Pay Cycle: EXACH
Pay Cycle Seq No: 3

Payee Information
Employee Name: Erik Morales
Employee ID: 00312606
Employee Address: [REDACTED]

Payment Information
Payment Number: 0000182402
Payment Date: 11/30/2023
Payment Method: ACH

Total Paid Amount: 233.63

Bank Payee Information
Bank Account: ****5678

Travel & Expense Transaction Information

#	Expense Report / Cash Advance Number	Travel Dates	Travel Authorization ID	Gross Amount	Cash Advance Applied	Pre-Paid Expense	Non-Reimbursable Expense	Credits	Amount due to Employee
1	ER 0000003219	10/04/2023 - 10/08/2023	0000003460	791.63	558.00	0.00	0.00	0.00	233.63

Payment Summary

Payment Number (ACH)	Payment Date	Total Gross Amount	Total Cash Advance Applied	Total Pre-Paid Expense	Total Non-Reimbursable Expense	Total Credits	Total Paid Amount
0000182402	11/30/2023	791.63	558.00	0.00	0.00	0.00	233.63

This change will take place **Monday, December 18th, 2023**. Once the change is implemented, if you do not have direct deposit, you will continue to receive a paper check. Employees that have direct deposit will start receiving payment / reimbursement to their bank

account on file. The Travel and Expense payment / reimbursement will be deposited in your account as a separate payment and not included with your payroll disbursement.

Please note, there will not be any changes made to the payment method unless you sign up for direct deposit or remove your direct deposit through INFORMS HCM Employee Self-Service.

Once again, we appreciate your engagement and continued support of INFORMS!

Thank you,

INFORMS Team

For the fastest response to any issues, questions or concerns that you have relating to INFORMS Financials and Supply Chain Management (FSCM), please contact the ITD Service Desk at 305.596-HELP (4357) or via the self-service portal at: <http://myit.miamidade.gov>.