

Course Overview

Course Description

This course provides a comprehensive review of the Updating Team Information processes.

This course consists of the following modules:

- Module 1: Course Introduction
- Module 2: Updating Team Information
- Module 3: Course Summary

Training Audiences

The following audience(s), by INFORMS Security role(s) are required to complete this course prior to being granted related system access:

- DPRs

Prerequisites

Participants are required to complete the following End-User Training courses prior to starting this course:

- ERP 101 - Overview of ERP
- ERP 102 - INFORMS Navigation, Reporting, and Online Help
- HCM 101 - Introductory Course - Human Resources Fundamentals

Other Related Courses

Participants can attend the other related courses to Departmental HR:

- DPR 301 – Departmental HR - ePerformance Management (Employee Performance Evaluation)
- DPR 302 – Departmental HR - Personnel Changes
- DPR 303 – Departmental HR – Time Management
- DPR 321 – Departmental HR - Recruitment

Delivery Method

This course is intended to be delivered through Instructor-led Training.

Estimated Duration

The total duration of this course, when delivered through Instructor-led Training, is 5 Hours

Table of Contents

Content	Page
Module 1: Course Introduction	4
Module 2: Updating Team Information	13
Lesson 1: Discipline Management	14
Lesson 2: Retirement and Voluntary Separation	30
Lesson 3: Involuntary Separation Approvals	40
Module 3: Course Summary	48

Module 1: Course Introduction

Topics

This module covers the following topics:

- Course Administration and Logistics
- Learning Objectives
- Roles and Responsibilities
- Navigation
- Purpose and Benefits of the Business Process
- The End-to-End Business Process
- Introduction to Demonstrations and Exercises

Module 1: Course Introduction

Course Administration and Logistics

To receive credit for completing this course, which is necessary to be granted system access for performing related tasks in INFORMS, participants must:

- Actively participate in class, and ask questions as needed
- Please turn off cell phones, and refrain from the use of email and the Internet
- Take breaks as scheduled and return to the classroom promptly

Module 1: Course Introduction

Course Learning Objectives At the conclusion of this course, participants will be able to:

- Record and manage disciplinary records of employees
- Record and submit retirement and resignations of employees
- Record and submit involuntary separation of employees

Module 1: Course Introduction

Training Audience: Roles and Responsibilities

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

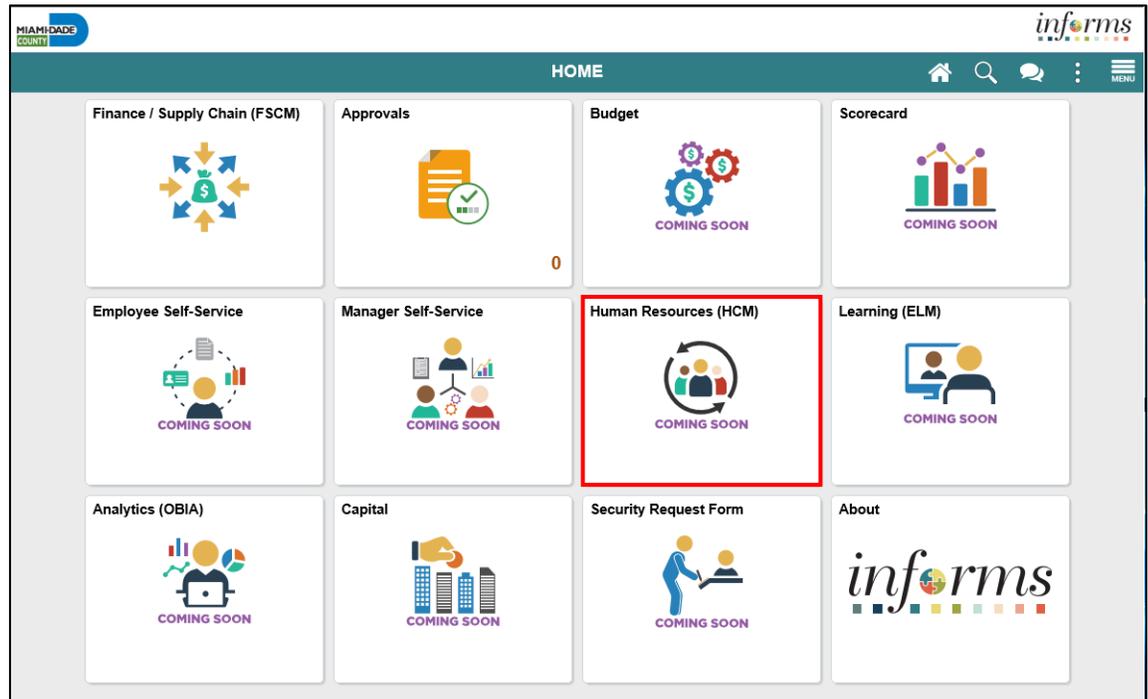
- **Department Personnel Representative(DPR):** The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.
- **Manager:** The Manager is responsible for reviewing and approving HCM Module transaction types (Time & Labor, Absence, LOA, ePerformance, Retirement, Terminations, etc.) through Manager self-service functionality.

Module 1: Course Introduction

Navigation

Below are the steps to navigate to the **Human Resources (HCM)** page, which will be used for navigation in the rest of this course:

Login to INFORMS and select **Human Resources (HCM)** from the home landing page below:



Module 1: Course Introduction

Purpose and Benefits of the Business Process

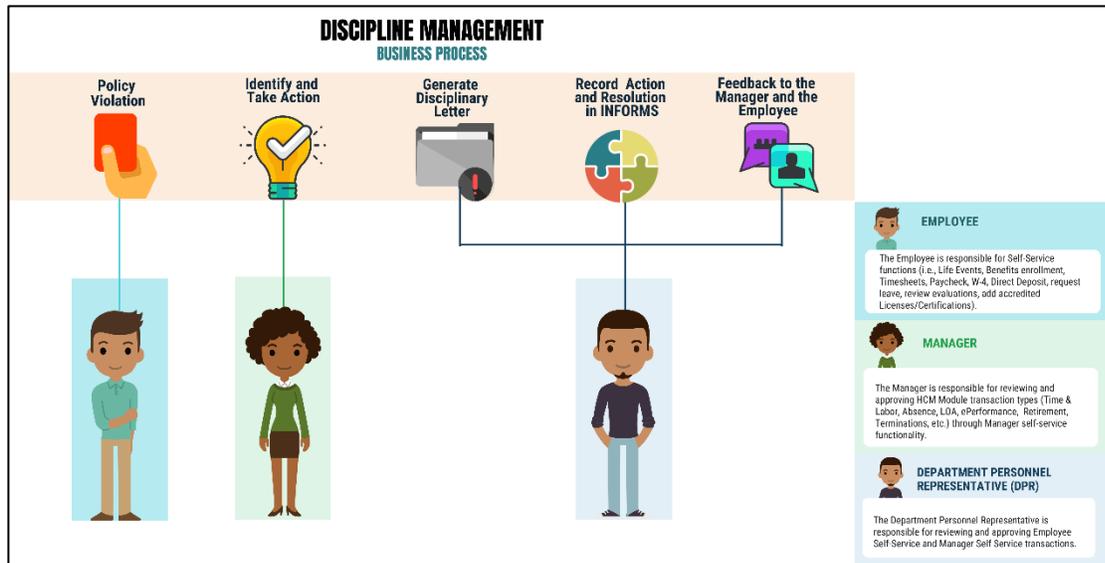
The purpose and benefits of Updating Team Information business process include:

- Reduce paper processes (Electronic workflows)
- Employee Empowerment (Employee Self Service and Manager Self Service and mobile capabilities)
- Reduction of processing time
- Recruit to Hire to Paycheck in one system
- Enhanced Reporting
- Job Opening - Defaults from Position
- Default Compensation, Add/Remove Components of Pay and Calculate Adjusted Rate
- Integrated payment and accounting for expense reimbursement
- Consolidated Benefit Billing System – Leave of Absence (LOA), retirees, and benefit billing all in one system

Module 1: Course Introduction

The End-to-End Business Process

INFORMS HCM allows Department Personnel Representatives (DPRs) to record and manage disciplinary records of employees, retirement and resignation requests of employees, involuntary separation of employee, and approve payroll transactions.



Module 1: Course Introduction

Introduction to Demonstrations and Exercises

Users will take part in three types of hands-on learning throughout this course: Instructor Demonstrations, Training Activities, and Training Exercises. The definitions and descriptions of each are below.

Instructor Demo



Instructor demonstration activities involve a walk-through of tasks and processes in INFORMS. Instructors will demonstrate how to perform these activities while users follow along.

Training Activities



Users will perform tasks and processes in the INFORMS training environment by using the Training Activity and Data Sheet provided, and by using this training guide as a reference.

Training Exercises



The Instructor will ask questions related to the lecture content and training activities, which are used to check users' knowledge and understanding of course content

Module 1: Course Introduction

Module 1: Course Introduction Summary

The following key concepts were covered in this module:

- Course Administration and Logistics.
- Learning Objectives
- Roles and Responsibilities
- Purpose and Benefits of the Business Process
- The End-to-End Business Process
- Introduction to Demonstrations and Exercises

Module 2: Updating Team Information

Lessons

This module includes the following lessons:

- Record and manage disciplinary records of employees
- Record and submit retirement and resignations of employees
- Record and submit involuntary separation of employees

Lesson 1: Discipline Management

Lesson 1: Overview

At the conclusion of this lesson, you will be able to:

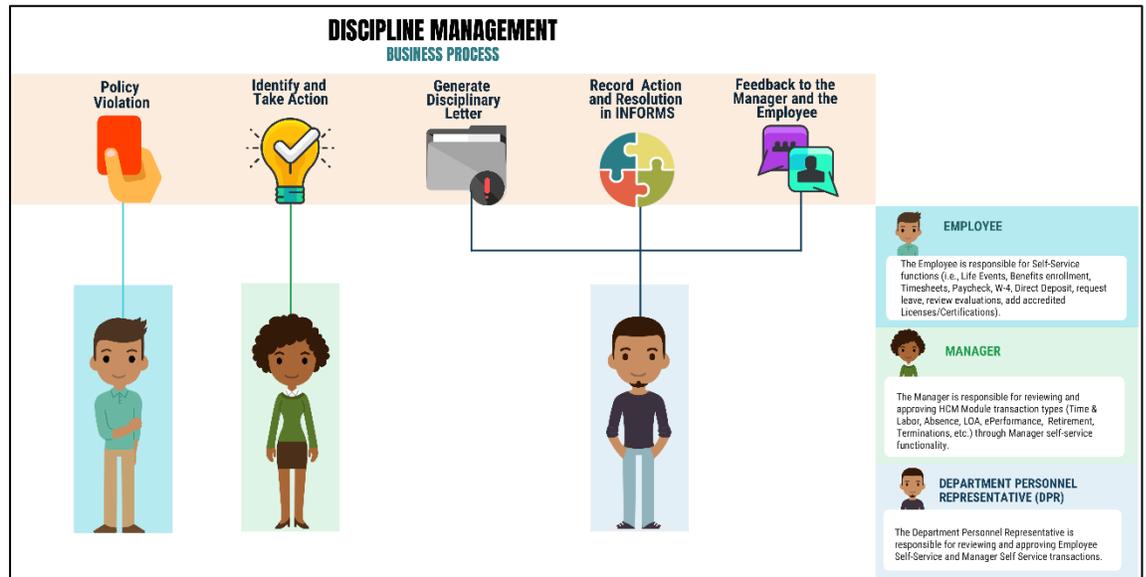
- Record employee Disciplinary Action and Action Taken Records
- Record employee Disciplinary Resolution Records

Lesson 1: Discipline Management

Lesson 1: Introduction

The discipline management process is to allow the department to take disciplinary actions, corrections, and resolutions against violators of County policies. Policy violators are given disciplinary letters and their respective managers identify and act upon the corresponding disciplinary action. Alongside the manager, the Department Personnel Representative (DPR) records the disciplinary action(s) of the employee, actions taken by the manager, and disciplinary resolution to close the policy violation.

INFORMS provides the Record Administrative Actions page to enable Managers and DPRs to create and manage disciplinary records and resolutions for employees who violated policies and regulations.



Lesson 1: Discipline Management

Key Terms



The following key terms are used in this module:

Term	Definition
Department Personnel Representative (DPR)	The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.
Disciplinary Action	Corrective action to reprimand the employee based on the violation.
Disciplinary Letter	A written memo addressed to the employee for the violation made.
Disciplinary Resolution	Recommended and final action that the County will take to resolve the violation made.
Violations	Policy or departmental based offenses made by the employee.

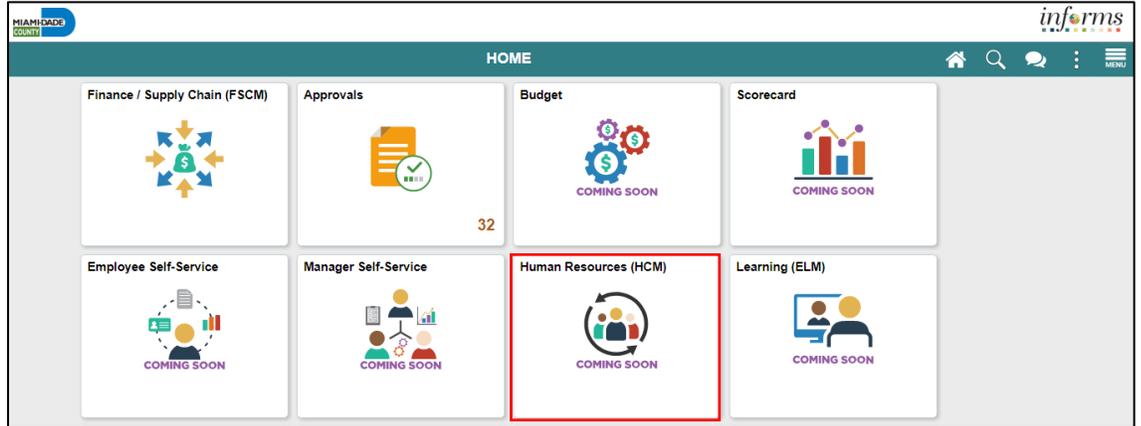
Lesson 1: Discipline Management

Lecture 1:
Record a
Disciplinary
Action and
Action Taken

Record a Disciplinary Action and Action Taken

As a DPR, create a disciplinary action and disciplinary action taken record in INFORMS.

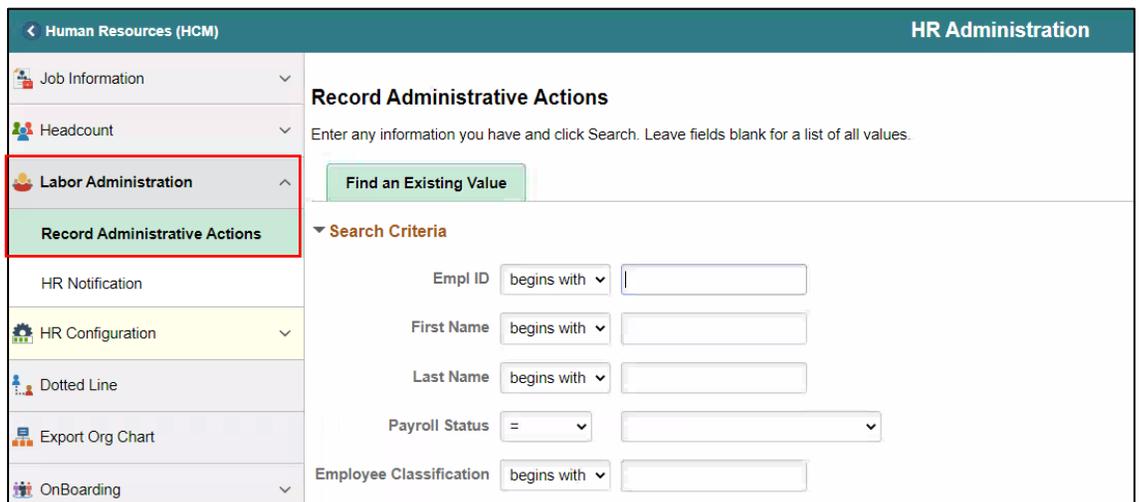
1. Log into INFORMS and select **Human Resources (HCM)** from the home landing page below.



2. Select **HR Administration**.



3. Select **Labor Administration** and then select **Record Administrative Actions**.



Lesson 1: Discipline Management

Lecture 1:
Record a
Disciplinary
Action and
Action Taken

4. Populate the **Search Criteria** as needed, and then select **Search**.

Record Administrative Actions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

- Empl ID: begins with []
- First Name: begins with []
- Last Name: begins with []
- Payroll Status: = []
- Employee Classification: begins with []
- Employee Type: = []
- Business Unit: begins with [MA]
- Supervisor ID: begins with []
- Job Title: begins with []

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

5. Scroll down, and then select an employee who violated a policy or regulation.

Record Administrative Actions

Employee Classification: begins with []
Employee Type: = []
Business Unit: begins with [LB]
Supervisor ID: begins with [00038584]
Job Title: begins with []

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All 1-10 of 10

Empl ID	First Name	Last Name	Payroll Status	Employee Classification	Employee Type	Job Title
00029546	Luz	Gutierrez	Active	AA	Hourly	Library As
00119754	Rommie	Brown III	Active	AE	Hourly	Library Pa
00184739	Norma	Salinas	Active	AA	Hourly	Library As

Lesson 1: Discipline Management

Lecture 1:

Record a Disciplinary Action and Action Taken

6. Make sure to provide the mandatory and other relevant fields in the **Disciplinary Action** tab. In this example:
 - **Type:** Search and select **Disciplinary Type** from the **Look Up** pop-up window.
 - **Incident Date:** Select the month, day, and year from the calendar icon when the violation occurred.
 - **Disciplinary Date:** Select the month, day, and year from the calendar icon when the disciplinary action will be imposed.
 - **Violations:** Search and select **Violations** from the **Look Up** pop-up window. **Note:** The description is auto-populated based on the selection.
 - **Discipline Offenses:** Search and select **Disciplinary Offense** from the **Look Up** pop-up window. **Note:** The description is auto-populated based on the selection.

< DPR < Human Resources (HCM)
Record Administrative Actions

Disciplinary Action

Action Taken

Disciplinary Resolution

Norma Salinas
Person ID 00184739

Total Incident 1
1 of 1 | View All

*Type

*Incident Date

Cost

Entered By

Supervisor ID

Initiating Supervisor

*Disciplinary Date

Disciplinary Action Report Confidential

DAR Number

Disciplinary Status

Sheerly Moya

Sheerly Moya

Violations

1-1 of 1 | View All

#	Violations	Description		
1	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Discipline Offenses

1-1 of 1 | View All

#	Disciplinary Offense	Description		
1	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Lesson 1: Discipline Management

Lecture 1:
Record a
Disciplinary
Action and
Action Taken

- **Facts:** Provide the Facts related to the Discipline Offense.
- **Administrative/Implementing Orders:** Search and select **Administrative Orders** from the **Look Up** pop-up window.
Note: The description is auto-populated based on the selection.
- **Departmental Standard Operational Procedures:** Search and select **Dept Standard Operation Proc** from the **Look Up** pop-up window.
Note: This is unique to every department and each department can select a violation as needed.

- **Miscellaneous Departmental Violations:** Search and select **Misc. Departmental Violations** from the **Look Up** pop-up window.
Note: This is unique to every department and each department can select a violation as needed.
- Select the **Action Taken** hyperlink.

Lesson 1: Discipline Management

Lecture 1:
Record a
Disciplinary
Action and
Action Taken

7. Make sure to provide the mandatory and other relevant fields in the **Action Taken** tab. In this example:
 - **Disciplinary Step:** Type the **Disciplinary Step**, or search and select it from the **Look Up** pop-up window.
 - **Action Date:** Type the date, or select the month, day, and year from the calendar icon when the disciplinary action is conducted.
 - **Discussed With:** Type the **Empl ID** of the manager whom the employee discussed with regarding the disciplinary action, or search and select it from the **Look Up** pop-up window.

8. Select **Save** to create the disciplinary record.

Note: A DAR number is created, and a notification is sent to the DPR.

The screenshot shows the 'Record Administrative Actions' interface for Norma Salinas. The 'Action Taken' tab is active and highlighted with a red box. The form contains the following fields:

- Disciplinary Step:** PND (with a search icon and a '+' '-' button)
- Action Date:** 01/14/2022 (with a calendar icon)
- Discussed With:** 00000022 (with a search icon and the name David Connolly)
- Comment:** (empty text area)

Below the form are two buttons: **Print Report** and **Print Notes**. At the bottom of the interface, the **Save** button is highlighted with a red box. Other buttons include **Return to Search**, **Previous in List**, **Next in List**, and **Notify**.

Lesson 1: Discipline Management

Lecture 1:
Record a
Disciplinary
Action and
Action Taken

9. If needed, select **Notify** to notify a specific recipient within a department.

The screenshot shows a form with the following elements:

- Discussed With:** 00000022 (with a search icon) and David Connolly
- Comment:** A large text area for notes.
- Buttons:** Print Report, Print Notes, Save, Return to Search, Previous in List, Next in List, and Notify (highlighted with a red box).

- To send Ad Hoc notifications, populate the **Notification Details** and then select **Ok** to go back to the Action Taken tab.

The screenshot shows the 'Workflow Notification' interface with the following details:

- Title:** Workflow Notification
- Section:** Send Notification
- Instructions:** Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.
- Notification Details (highlighted in red):**
 - To:** email@miamidade.gov
 - CC:** (empty)
 - BCC:** (empty)
 - Priority:** (dropdown menu)
 - Subject:** Disciplinary Notice
 - Template:** Workflow Notification (with preview: Priority: %NotificationPriority, Date Sent: 2022-01-14)
 - Message:** Disciplinary Details
- Buttons:** Lookup Recipient, Delivery Options, RichText (checkbox), OK (highlighted in red), Cancel, Apply.

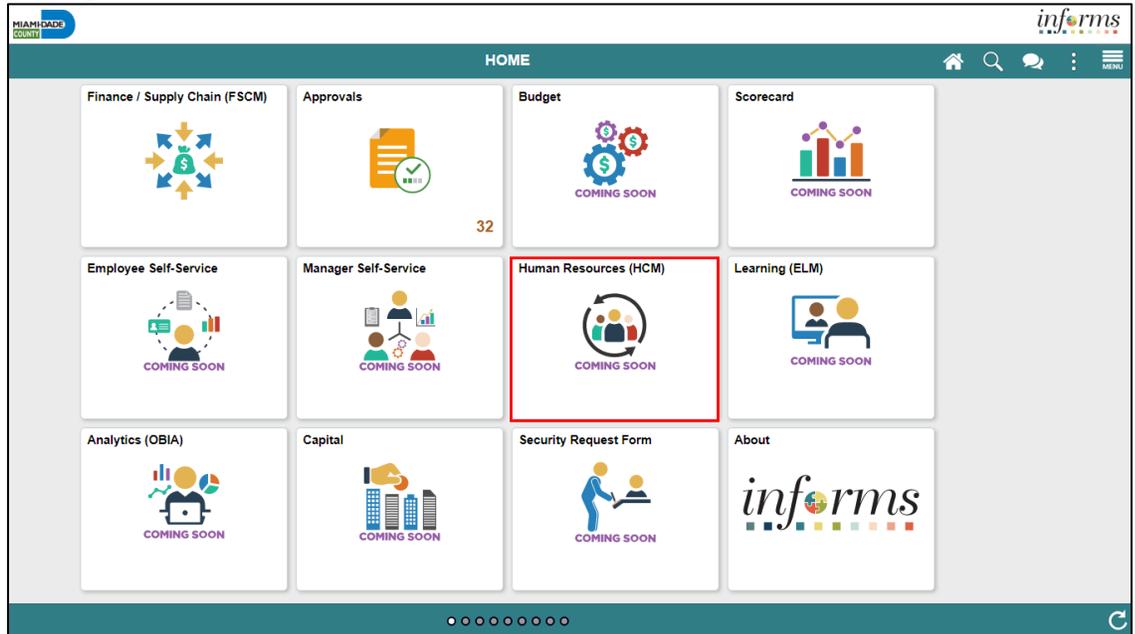
Lesson 1: Discipline Management

Lecture 2: Record a Disciplinary Resolution

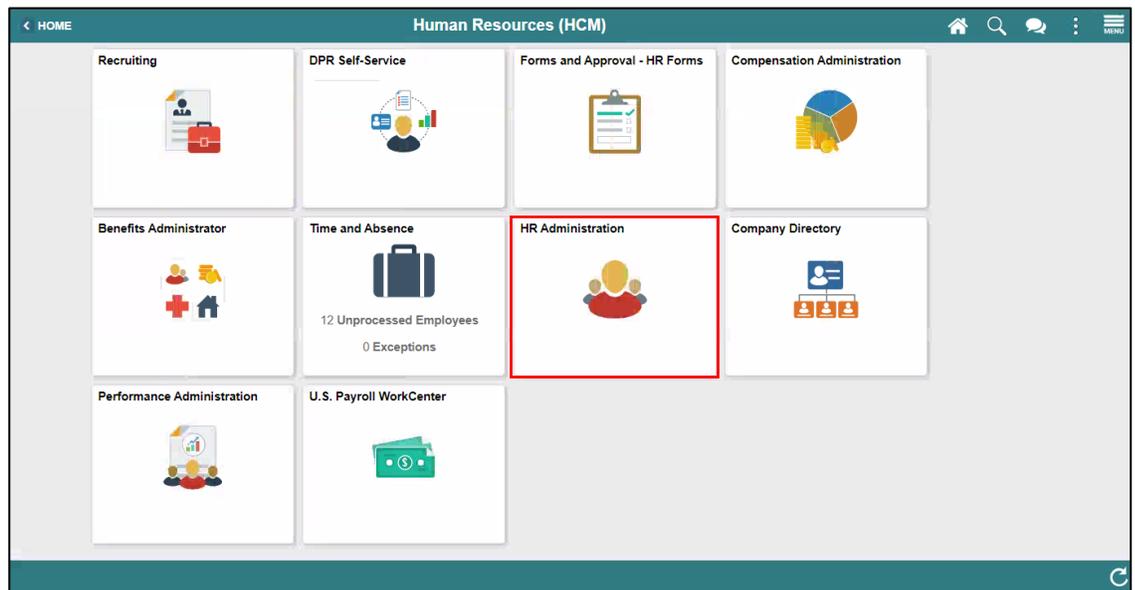
Record a Disciplinary Resolution

As a DPR, create a disciplinary resolution record in INFORMS.

1. Log into INFORMS and select **Human Resources (HCM)** from the home landing page below.



2. Select **HR Administration**.



Lesson 1: Discipline Management

Lecture 2:
Record a
Disciplinary
Resolution

3. Select **Labor Administration**.
4. Select **Record Administrative Actions**.
5. Populate the **Search Criteria** as needed, and then select **Search**.
6. Select an employee who violated a policy or regulation.

Human Resources (HCM)
HR Administration

- Job Information
- Headcount
- Labor Administration
- Record Administrative Actions
- HR Notification
- HR Configuration
- Dotted Line
- Export Org Chart
- OnBoarding
- OffBoarding

Record Administrative Actions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

First Name begins with

Last Name begins with

Payroll Status = ▼

Employee Classification begins with

Employee Type = ▼

Business Unit begins with

Supervisor ID begins with

Job Title begins with

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Search Results

View All 1-37 of 37

Empl ID	First Name	Last Name	Payroll Status	Employee Classification	Employee Type	Supervisor ID	Job Title
00001021	Jasmine	Pettaway	Active	AC	Excep Hrly	00310532	Mayor Miam
00002279	Brianne	Low	Active	AC	Hourly	00208885	Sr Executi
00014374	Domenico	Loudermilk	Active	AC	Excep Hrly	00314889	Mayor'S Ai
00014743	Shepard	Rozier	Active	AC	Excep Hrly	00025441	Assistant

Lesson 1: Discipline Management

Lecture 2:
Record a
Disciplinary
Resolution

7. Select the **Disciplinary Resolution** tab.
8. Make sure to provide the mandatory and other relevant fields in the **Action Taken** tab. In this example:
 - **Recommended Action:** Search and select **Resolution Type** from the **Look Up** pop-up window.
 - **Suspension Begin Date:** Type the date, or select the month, day, and year from the calendar icon when the suspension starts.
 - **Suspension End Date:** Type the date, or select the month, day, and year from the calendar icon when the suspension ends.
 - **Standardized Countywide Settlement Agreements and Letters:** Search and select **Agreement** from the **Look Up** pop-up window.
 - **Departmental Agreements:** Search and select **Departmental Agreements** from the **Look Up** pop-up window.
 - **Departmental Letters:** Search and select **Departmental Letters** from the **Look Up** pop-up window.

HR Administration

Disciplinary Action | Action Taken | **Disciplinary Resolution** | MD Appeals

Jasmine Pettaway Person ID 00001021

Total Incident 2

Disciplinary Resolution 2 of 2 | View All

Reported Date 03/25/2022

Disciplinary Type DAR Disciplinary Action Report DAR Number 3

Recommended Action [Search]

Final Action [Search]

Final Action Date [Calendar] Date Received [Calendar] Deadline Date [Calendar]

Suspension Begin Date [Calendar] Suspension End Date [Calendar]

Promotion Waived Transfer Section Next Eligibility Date [Calendar]

Standardized Countywide Settlement Agreements and Letters 1-1 of 1 | View All

Agreements	Description		
1 [Search]		+	-

Departmental Agreements 1-1 of 1 | View All

Departmental Agreements	Description		
1 [Search]		+	-

Departmental Letters 1-1 of 1 | View All

Departmental Letter	Description		
1 [Search]		+	-

Lesson 1: Discipline Management

Lecture 2: Record a Disciplinary Resolution

9. Scroll down, and then select **Save**.

The screenshot shows the 'Departmental Letters' form. At the top, there is a search bar and navigation controls. Below that is a table with columns 'Departmental Letter' and 'Description'. The first row contains the number '1' in the 'Departmental Letter' column and a search icon in the 'Description' column. To the right of the table are '+' and '-' buttons. Below the table is a large text area for 'Resolution Comments' with a character count of '254 characters remaining'. At the bottom of the form are buttons for 'Print DAR' and 'Print Notes'. At the very bottom, there is a row of buttons: 'Save' (highlighted with a red box), 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. Below the buttons is a breadcrumb trail: 'Disciplinary Action | Action Taken | Disciplinary Resolution | MD Appeals'.

	Departmental Letter	Description		
1	<input type="text"/>	<input type="text"/>	+	-

Resolution Comments

254 characters remaining

Print DAR Print Notes

Save Return to Search Previous in List Next in List Notify

Disciplinary Action | Action Taken | Disciplinary Resolution | MD Appeals

Lesson 1: Training Activity 1

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Scenario A Department Representative Personnel (DPR) updates an employee record using the DPR Self Service tile.

Instructions This activity is will be performed individually; you must complete it on your classroom workstation using the INFORMS training environment. Your Instructor will tell you how to log into INFORMS.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are Instructors in the room to assist if you have questions.

Lesson 1: Training Exercise

Debrief



1. A Disciplinary Actions record can be saved without providing information on the Action Tab.
 - a) True
 - b) False

2. The notification function is used to inform a specific recipient of the disciplinary action.
 - a) True
 - b) False

Lesson 1: Lesson Summary

Objectives Achieved



Now that you have completed the Discipline Management lesson, you should be able to:

- Record employee Disciplinary Action and Action Taken Records
- Record employee Disciplinary Resolution Records

Lesson 2: Retirement and Voluntary Separation

Lesson 2: Overview

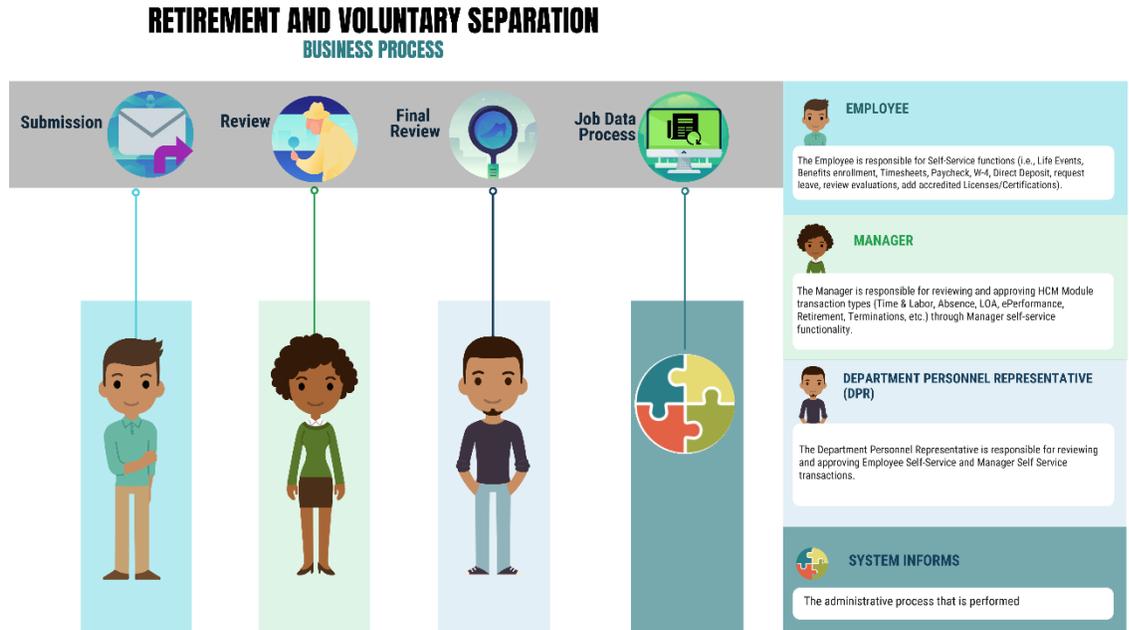
At the conclusion of this lesson, you will be able to:

- Approve and employee's retirement request
- Approve and employee's resignation request

Lesson 2: Retirement and Voluntary Separation

Lesson 2: Introduction

The retirement and voluntary separation process enables the employees to retire or resign from the county on their own volition. The Manager receives the requests which are then reviewed and approved. Once the requests are approved, it is then routed to the DPR for final approval. The DPR approves the retirement or voluntary separation submitted by the employee.



Lesson 2: Retirement and Voluntary Separation

Key Terms



The following key terms are used in this module:

Term	Definition
Retirement	The employee's decision to permanently leave the County.
Voluntary Separation	The employee's decision to resign from the County.

Lesson 2: Retirement and Voluntary Separation

Lecture 1: Approve Employee Retirement

4. Provide the **Approver Comments**, and then select **Approve**.

Pending Approvals Retire Employee

Dwight Wilson Jr
Hr Services Clerk

Approve Deny

Summary

Transaction Date 03/16/21 Reason Retirement

Requester Tommy Salleh

▼ **Unchanged Job Information**

Position Number HR SERVICES CLERK - 00003229

Job Title Hr Services Clerk - 000451

Reports To Manager MARINA MANAGER 3 - 00011594

▼ **Requester Comments**

None

Approver Comments

Retire employee

Approval Chain >

5. Select **Submit**.

Note: Approver Comments can be changed as needed.

Cancel Approve **Submit**

You are about to approve this request.

Approver Comments

Retire employee

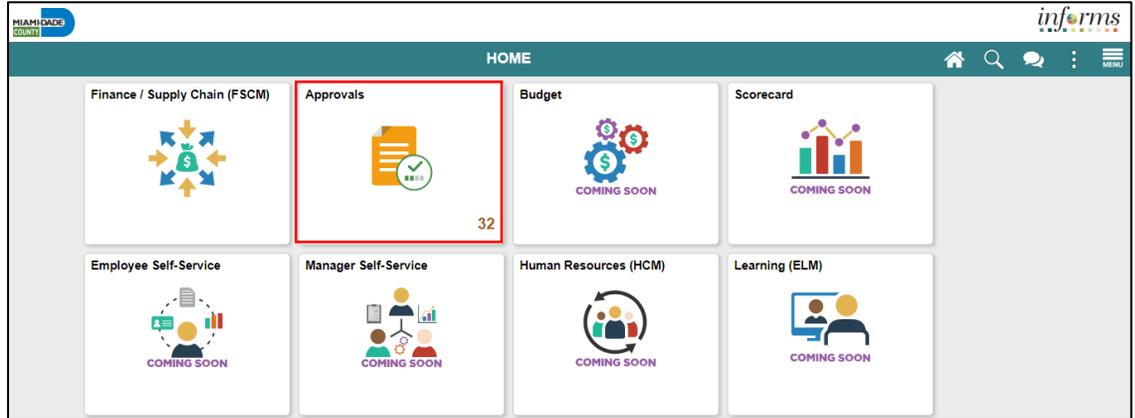
Lesson 2: Retirement and Voluntary Separation

Approve Employee Voluntary Separation

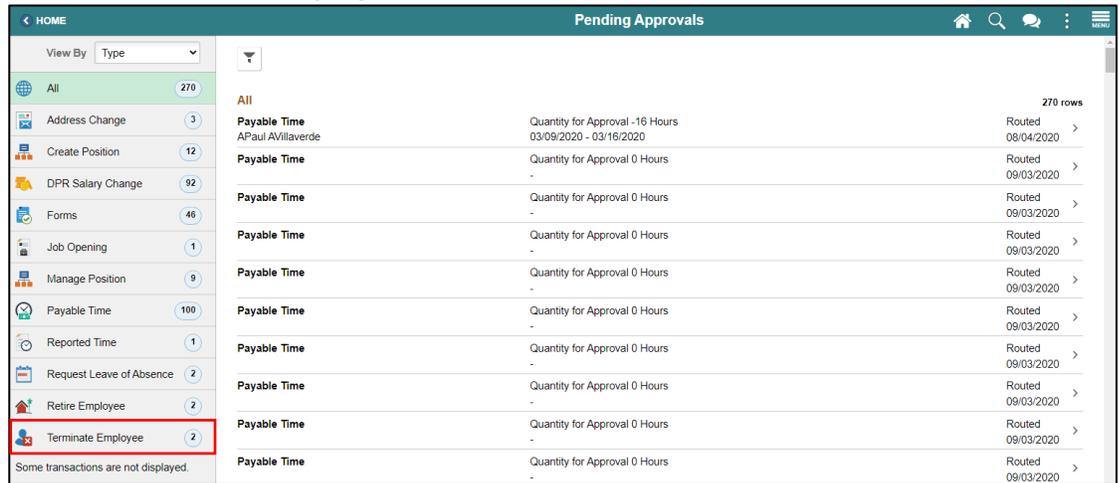
Lecture 2:
Approve
Employee
Voluntary
Separation

As a DPR, approve the employee's resignation record in INFORMS.

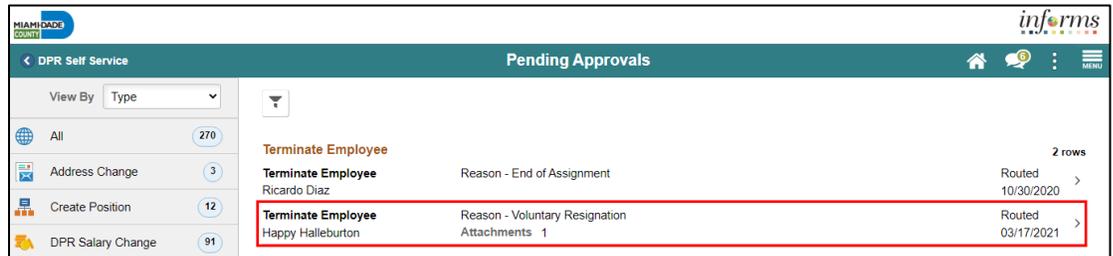
1. Login to INFORMS, and then select **Approvals**.



2. Select **Terminate Employee**.



3. Select an employee to resign from the **Terminate Employee** page.



Lesson 2: Retirement and Voluntary Separation

Lecture 2: Approve Employee Voluntary Separation

4. Provide the **Approver Comments**, and then select **Approve**.

Terminate Employee

Happy Halleburton
Office Support Specialist 1

Approve Deny

Summary

Transaction Date 01/29/21 Reason Voluntary Resignation
Requester Ernie Els

Unchanged Job Information

Position Number Office Support Specialist 1 - HHT00007
Job Title Office Support Specialist 1 - 000020
Reports To Manager Human Resources Manager - E0000001

Attachments

Attachments >

Requester Comments

test

Approver Comments

Voluntary resignation

Approval Chain >

5. Select **Submit**.

Note: Approver Comments can be changed as needed.

Cancel Approve Submit

You are about to approve this request.

Approver Comments

Voluntary resignation

Lesson 2: Training Activity 1

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Scenario As a Department Personnel Representative (DPR) approves a Retirement and a Separation using the Approvals tile.

Instructions This activity is will be performed individually; you must complete it on your classroom workstation using the INFORMS training environment. Your Instructor will tell you how to log into INFORMS.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are Instructors in the room to assist if you have questions.

Lesson 2: Training Exercise

Debrief



1. A Manager can deny a Resignation Request.
 - a) True
 - b) False
2. The Manager is the final approval in a Resignation or Retirement request.
 - a) True
 - b) False

Lesson 2: Retirement and Voluntary Separation

Lesson Summary



Now that you have completed the lesson, you should be able to:

- Approve and employee's retirement request
- Approve and employee's resignation request

Lesson 3: Involuntary Separation Approvals

Lesson 3: Overview

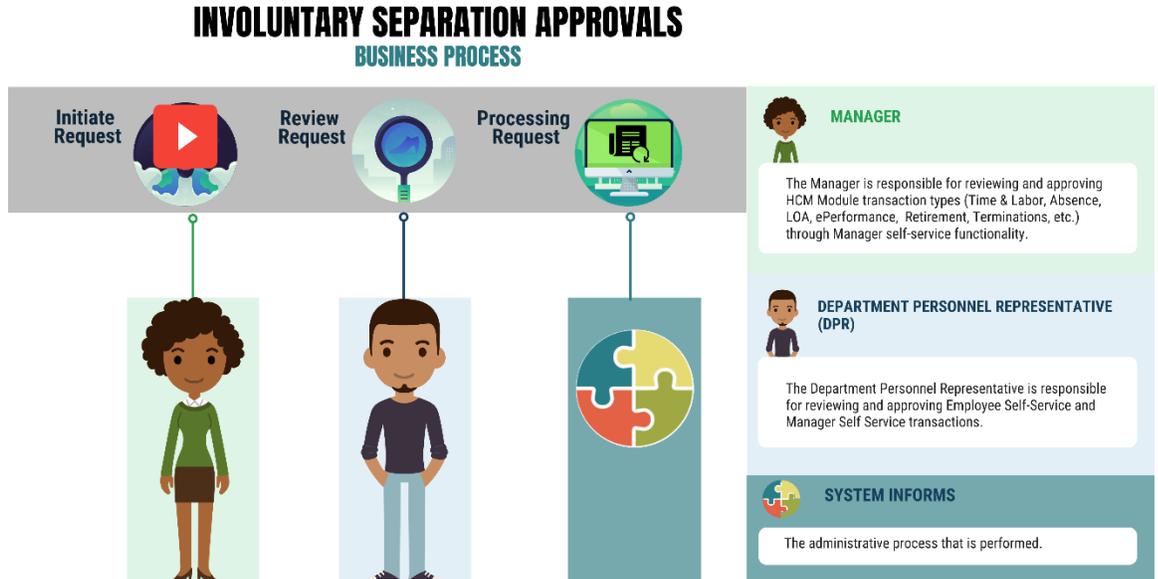
At the conclusion of this lesson, you will be able to:

- Approve an employee's involuntary separation

Lesson 3: Involuntary Separation Approvals

Lesson 3: Introduction

The involuntary separation process enables the County to terminate employees due to County policy violation or offenses. The DPR approves the involuntary separation submitted by the Manager.



Lesson 3: Involuntary Separation Approvals

Key Terms



The following key terms are used in this module:

Term	Definition
Involuntary Separation	The County's decision to terminate the employee due to County violations / offenses.

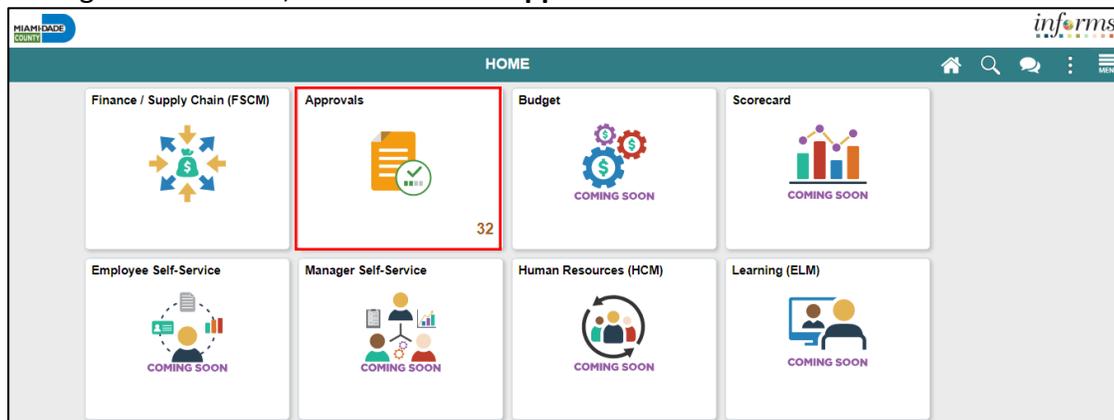
Lesson 3: Involuntary Separation Approvals

Lecture 1: Involuntary Separation Approvals

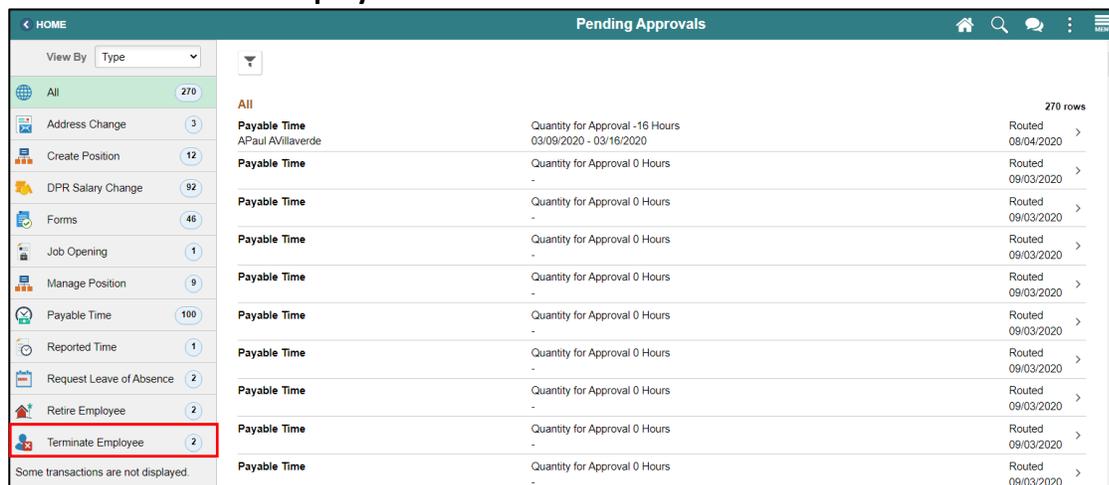
This lesson will review Involuntary Separation Approvals.

As a DPR, approve the employee's involuntary separation record in INFORMS.

1. Login to INFORMS, and then select **Approvals**.



2. Select **Terminate Employee**.



3. Select an employee to involuntarily terminate from the **Terminate Employee** page.



Lesson 3: Involuntary Separation Approvals

Lecture 1: Retirement and Voluntary Separation Approvals

4. Provide the **Approver Comments**, and then select **Approve**.

Pending Approvals Terminate Employee

Luis Zamuria
Hris Specialist **Approve** Deny

Summary

Transaction Date 01/17/22 Reason Involuntary Separation
Requester Dena Kelly

Unchanged Job Information

Position Number HRIS SPECIALIST - 00009388
Job Title Hris Specialist - 000461
Reports To Manager MGR MDPD HUMAN RESOURCES SECT - 00009411

Requester Comments

None

Approver Comments

Involuntarily terminated

Approval Chain >

5. Select **Submit**.

Note: Approver Comments can be changed as needed.

Cancel **Approve** **Submit**

You are about to approve this request.

Approver Comments

Involuntarily terminated

Lesson 3: Training Activity 1

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Scenario As a Department Personnel Representative (DPR) approve an Involuntary Separation using the Approvals tile.

Instructions This activity is will be performed individually; you must complete it on your classroom workstation using the INFORMS training environment. Your Instructor will tell you how to log into INFORMS.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are Instructors in the room to assist if you have questions.

Lesson 3: Training Exercise

Debrief



1. A DPR can deny an Involuntary Separation Request.
 - a) True
 - b) False
2. What is required to approve an involuntary separation?
 - a) Attachment.
 - b) Approver Comment.
 - c) All of the Above.
 - d) None of the Above.

Lesson 3: Involuntary Separation Approvals

Lesson Summary



Now that you have completed the Involuntary Separation Approvals lesson, you should be able to:

- Approve an employee's involuntary Separation.

Module 3: Course Summary

Objectives Achieved



Congratulations! You have completed the Update Team Information course. You now should be able to:

- Discipline Management.
- Retirement and Voluntary Separation Approvals.
- Involuntary Separation Approvals.

Next Steps

Now that you have completed the course, please make sure to complete the following tasks:

- Course assessment (tests your knowledge of the content).
- Course evaluation (collects course feedback).
- Log off your workstation.

Reference Materials

Reference Materials



If you have further questions about any of the topics presented in this course, use the following resources:

User Productivity Kits

- Discipline Management (Record Disciplinary Action and Disciplinary Action Taken).
- Discipline Management (Record Disciplinary Resolution).
- Retirement and Voluntary Separation (Approve Employee Retirement).
- Retirement and Voluntary Separation (Approve Employee Voluntary Separation).
- Involuntary Separation Approvals.

Reference Materials (Cont.)

Reference Materials



For additional Information:

- www.miamidade.gov/informs

Glossary

Key Terms



The following key terms are used in this course:

Term	Definition
Department Personnel Representative (DPR)	The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.
Disciplinary Action	Corrective action to reprimand the employee based on the violation.
Disciplinary Letter	A written memo addressed to the employee for the violation made.
Disciplinary Resolution	Recommended and final action that the County will take to resolve the violation made.
Violations	Policy or departmental based offenses made by the employee.
Retirement	The employee's decision to permanently leave the County.
Voluntary Separation	The employee's decision to resign from the County.
Involuntary Separation	The County's decision to terminate the employee due to County violations / offenses.