

**Miami-Dade County**



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## **End-User Training Guide**

**Course Code: ESS 201**

**Course: Employee Self Service - eProfile, ePay and ePerformance**

## Course Overview

**Course Description** This course provides a comprehensive review of the Employee Self-Service processes. This course consists of the following modules:

- Module 1: Course Introduction
- Module 2: eProfile , ePay and ePerformance
- 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 INFORMS access:

- Employee

**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

**Other Related Courses** Participants can attend the other related courses to Employee Self Service:

- ESS 202 – Employee Self Service – eBenefits
- ESS 203 –Employee Self Service - Time management

**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

- Day 1 (6 Hours)
- Day 2 (6 Hours)

Total duration: 12 Hours

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## 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 INFORMS 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:

- Perform Employee Self-Service Personal Profile Updates
- Perform Profile Management
- Submit a Resignation or Retirement Request
- Perform Employee Self-Service Payroll Data Updates
- Review Paychecks and W4
- Complete/Submit an Employee self-evaluation (optional)
- Acknowledge their performance review
- Run Reports and Queries

## 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:

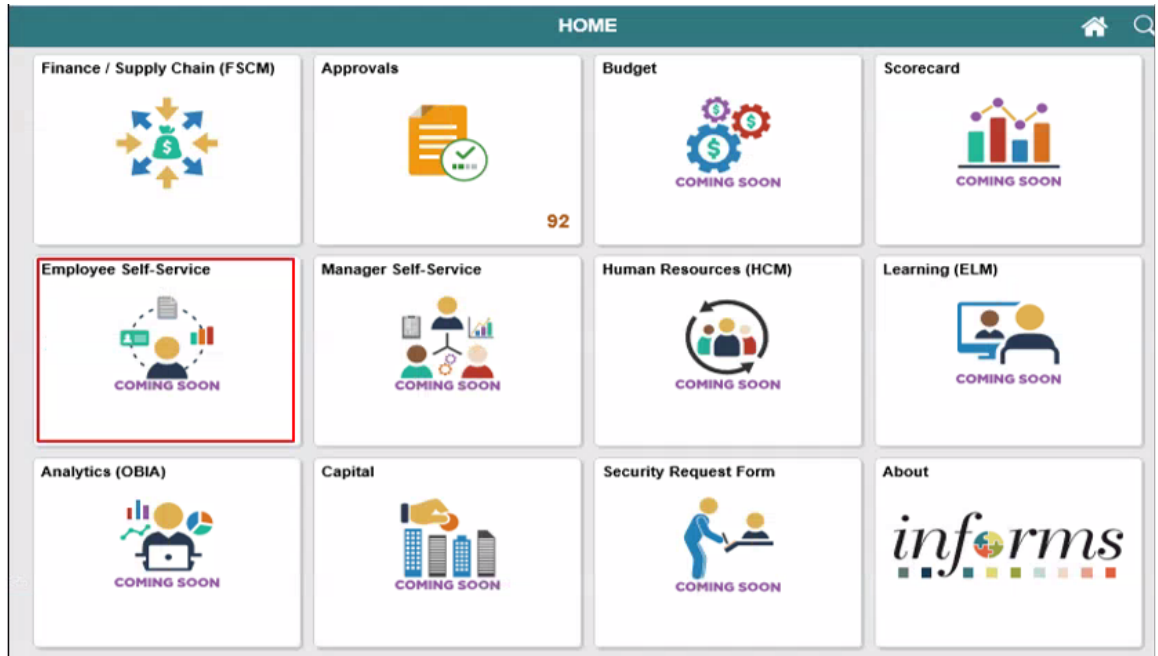
- **Employees:** The Employee is responsible for Self-Service functions (i.e. Life Events, Benefits enrollment, Timesheets, Paycheck, W-2, Direct Deposit, request leave, review evaluations, add accredited Licenses/Certifications) and is empowered to view and update personal information.

## Module 1: Course Introduction

### Navigation

Below are the steps to navigate to Employee Self-Service, which will be used for navigation in the rest of this course:

Login to INFORMS and select the Employee Self-Service tile from the HOME landing page.

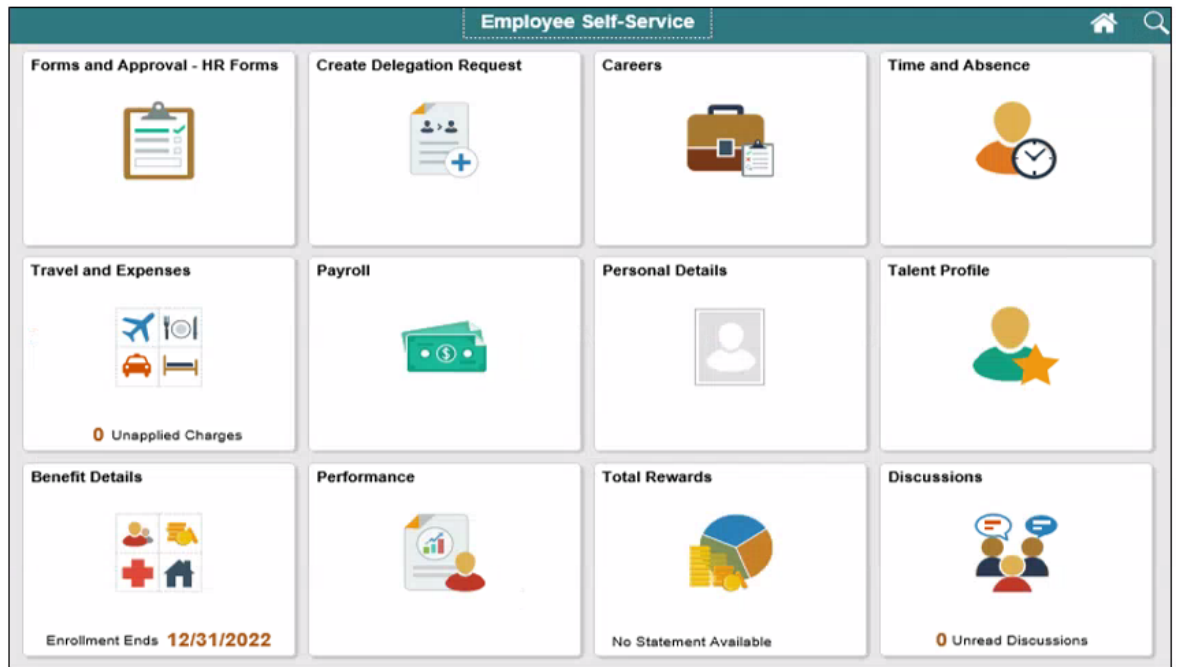




## Module 1: Course Introduction

### Navigation

INFORMS' Employee Self-Service contains a number of Tiles that will be covered in detail in this Student Guide.



## Module 1: Course Introduction

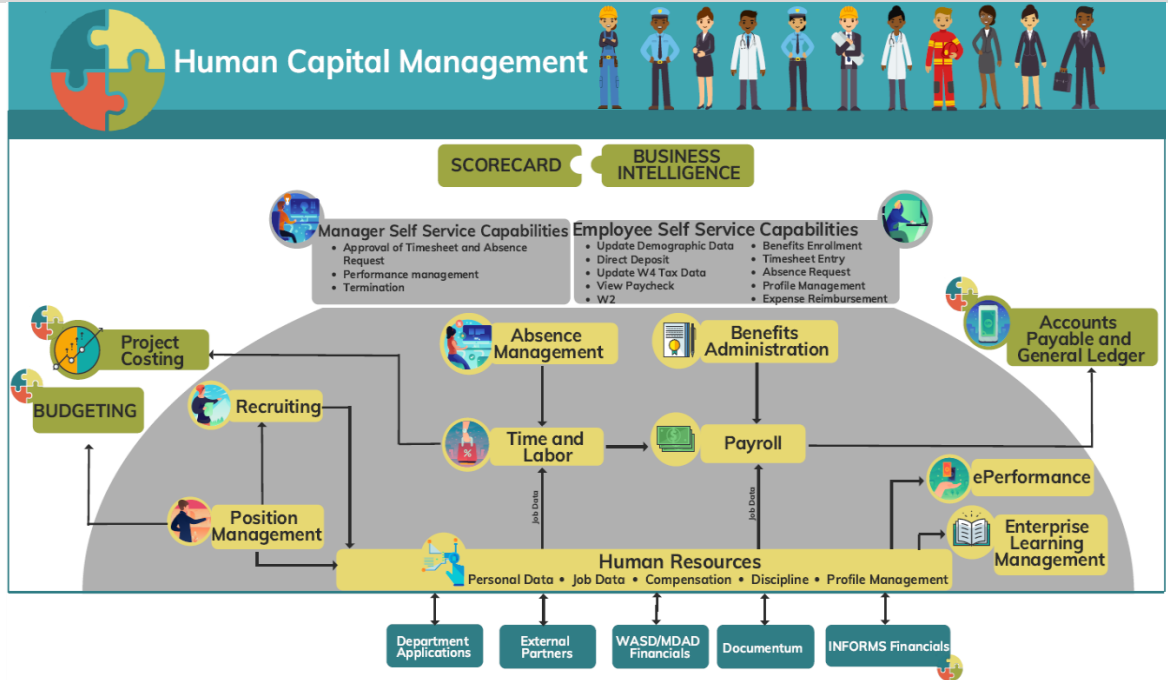
### Purpose and Benefits of the Business Process

The purpose and benefits of the Employee Self-Service business process include:

- Automation of County workforce performance evaluation business process
- Data persistence – old INFORMS data is never deleted, only past-effective dated
- Decreased data redundancy - Perform all performance evaluation administration activities in a single common system (INFORMS) - eliminating manual data re-keying and, in so doing, reducing data entry errors and improving data quality
- Employee empowerment - employee self-service and manager self-service interfaces are intuitive, easy to use and available on demand on multiple devices and platforms
- Enhanced data retrieval - rapid pro forma and ad hoc report development and deployment capabilities
- Ensure dynamic compliance with Human Resources business logic and consistent/identical business processes, Payroll salary grade table, Administrative Orders, Personnel Rules and ratified Collective Bargaining Agreements
- Improve workforce efficiency via collaborative processing – reviewers, collaborators, participants and approvers
- Logical separation of duties - Department Personnel Representatives (DPR) role in County departmental business processes ensure Central HR consistency and Departmental focus
- Robust technical platform – high on-demand availability with minimum downtime, scalable and extensible, rapid deployment of system upgrades, continuous improvement, iterative development, data security
- Streamlined operations - Automated email notifications, approval routing, consistent business process between Departments, electronic signatures, reduced processing time with online transaction processing, rapid data retrieval via ad hoc query capability, seamless integration between County systems
- Workforce resource processing effort smoothing – Performance reviews business process is driven by anniversary dates, in accordance with bargaining agreement rules

## Module 1: Course Introduction

The End-to-End Business Process



## 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:

- The End-to-End Process of eProfile
- The End-to-End Process of ePay
- The End-to-End Process of ePerformance Management

## Module 2: eProfile, ePay and ePerformance

### Lessons

This module includes the following lessons:

- Employee Self-Service Personal Profile Updates
- Profile Management
- Submit Resignation or Retirement Request
- Employee Self-Service Payroll Data Updates
- Review Paychecks and W4
- Employee self-evaluation (optional)
- Participant performance review

## Lesson 1: Employee Self-Service Personal Profile Updates

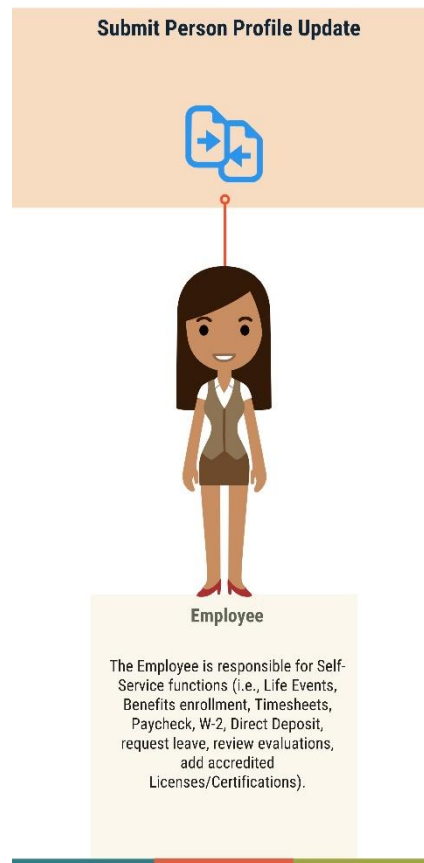
### Lesson 1: Overview

At the conclusion of this lesson, you will be able to:  
Perform Employee Self-Service Personal Profile Updates

## Lesson 1: Employee Self-Service Personal Profile Updates

### Lesson 1: Introduction

#### PERSON PROFILE UPDATES BUSINESS PROCESS



Central HR and DPRs capture data about Employees in INFORMS such as the following personal information:

- Contact Information (i.e. Address, Phone and Email information)
- Demographic Information (Ethnic data and Military Status)

The Employee Self Service module empowers Employees to review their Personal Profile data in INFORMS and submit updates.

This Lesson will discuss how Employees review, edit and update their Personal Profile data in INFORMS.

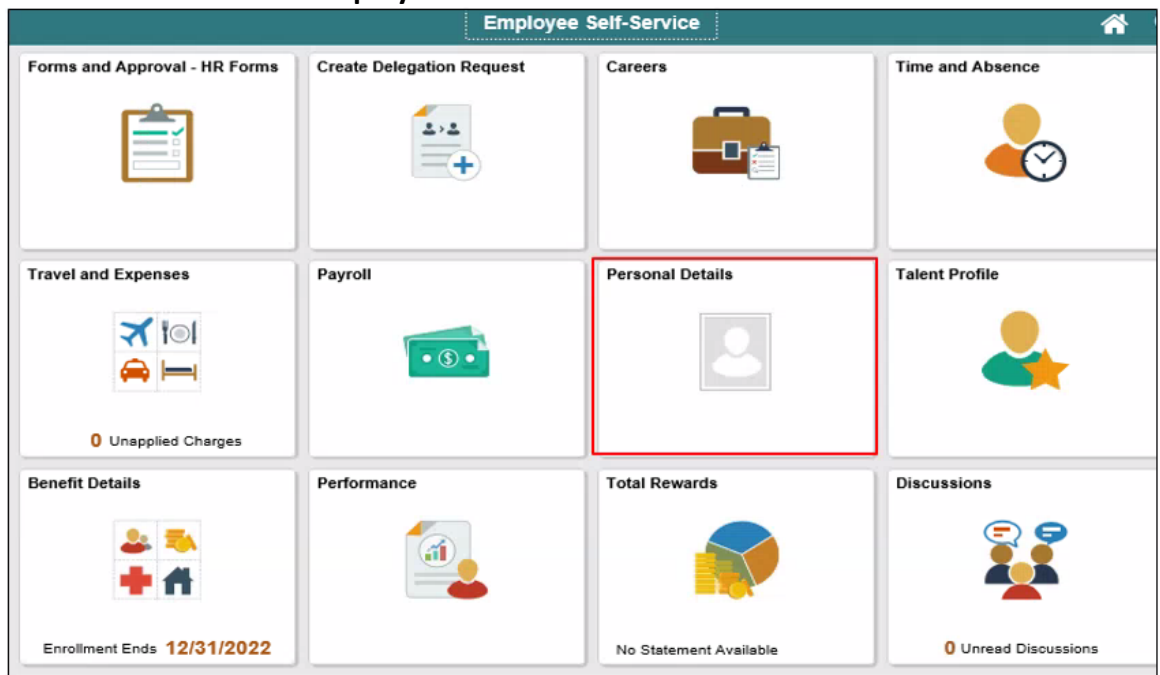


# Lesson 1: Employee Self-Service Personal Profile Updates

## Personal Profile Updates - Initial Navigation

### Lesson 1: Introduction

NAVIGATION: HOME > Employee Self-Service > Personal Details



## Lesson 1: Employee Self-Service Personal Profile Updates

### Key Terms



The following key terms are used in this module:

Term	Definition
<b>Preferred</b>	An INFORMS checkbox that identifies which option in a list is the Employee's personal preference.

## Lesson 1: Employee Self-Service Personal Profile Updates

### Lecture 1: Employee Self- Service Personal Profile Update – Change Address

Before INFORMS, Employees would contact their DPR directly in order to change their Address. The DPR would then update MDC's legacy Time and Leave system.

Now, INFORMS streamlines the process of changing an Employee's Address: Employees can submit an address change request directly by navigating to Employee Self Service Personal Details in INFORMS.

Forwarding mail to an address other than the Employee's Home Address was not straightforward in legacy MDC systems; now, the Employee can update their Personal Details in INFORMS to include a specific Mailing Address (e.g. PO Box, etc.) and request that their mail be forwarded to that Address.

INFORMS automatically updates all occurrences of the Employee's Address wherever it may appear.

## Lesson 1: Employee Self-Service Personal Profile Updates

### Lecture 1: Employee Self-Service Personal Profile Update – Change Address

Use the following navigation to change an existing home address:

**NAVIGATION: Employee Self-Service > Personal Information > Personal Details > Addresses**

1. Select the **Current** option.



**Personal Details**

**Addresses**

**Home Address**

1st Avenue  
APT 001  
Miami, FL 33132

Current

**Mailing Address**

8669 NW 36th Street  
Doral, FL 33166

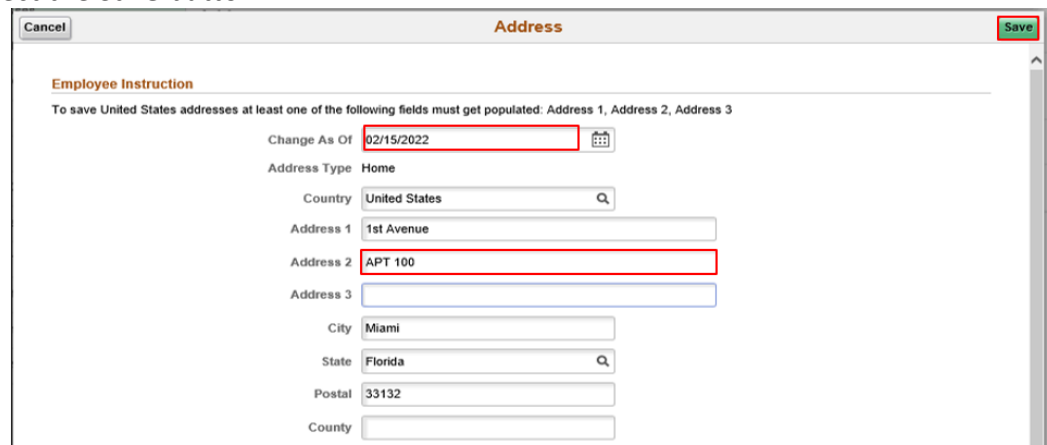
As of 02/19/2022 Submitted for Approval

Replace the current address with the new address as follows:

2. Validate the date that the move will take place in the **Change As Of** field.

In this case, the Employee is moving into another unit in the same building.

3. Enter the new address into the **Address 2** field.
4. Select the **Save** button.



**Address**

**Employee Instruction**

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of 02/15/2022

Address Type Home

Country United States

Address 1 1st Avenue

Address 2 APT 100

Address 3

City Miami

State Florida

Postal 33132

County

Cancel Save

## Lesson 1: Employee Self-Service Personal Profile Updates

Lecture 1:  
Employee Self-Service  
Personal Profile  
Update –  
Change  
Address

5. Select the **Home** button to return to the INFORMS home page.

Personal Details

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**Addresses**

**Home Address**

1st Avenue APT 001 Miami, FL 33132	Current	>
1st Avenue APT 100 Miami, FL 33132	As of 02/15/2022	Submitted for Approval

**Mailing Address**

8669 NW 36th Street Doral, FL 33166	As of 02/19/2022	Submitted for Approval
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## Lesson 1: Employee Self-Service Personal Profile Updates

### Lecture 2: Employee Self- Service Personal Profile Update – Update Contact Details

Before INFORMS, legacy contact information defaulted to the Business details (i.e. the Employee's MDC telephone number, MDC email address, etc) for recruiting purposes. INFORMS empowers the Employee to add additional personal details and identify them as "Preferred" contact details. As a result, Employees are able to direct correspondence to personal emails and personal telephone numbers when applying for County job openings.

INFORMS streamlines the process of updating Contact Details by empowering Employees to see their existing data before updating their information.

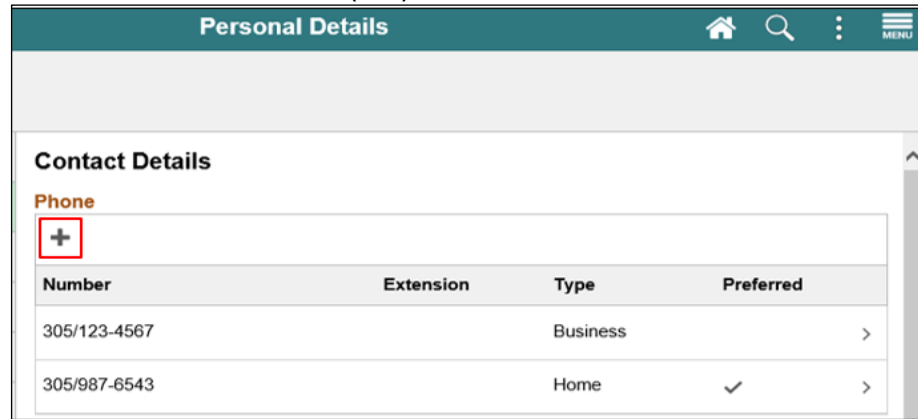
## Lesson 1: Employee Self-Service Personal Profile Updates

### Lecture 2: Employee Self-Service Personal Profile Update – Update Contact Details

In this scenario, an Employee is adding a new telephone number.

**NAVIGATION:** Employee Self-Service > Personal Information > Personal Details > Contact Details

1. Select the **Add Phone** button (“+”).



**Personal Details**

**Contact Details**

**Phone**

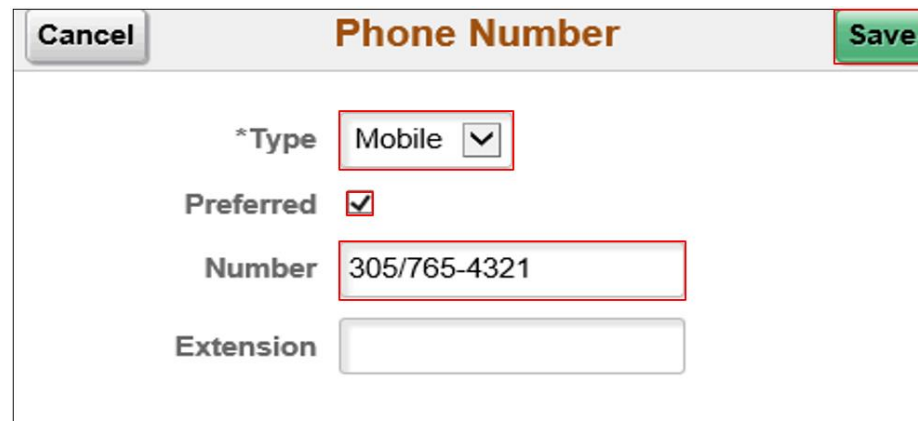
**+**

Number	Extension	Type	Preferred
305/123-4567		Business	>
305/987-6543		Home	✓ >

2. Select the **Mobile** list item from the **Type** list

In this case, the Employee wants this phone number to be their default phone address.

3. Select the **Preferred** option.
4. Enter the desired information into the **Number** field.
5. Select the **Save** button.



**Cancel** **Phone Number** **Save**

\*Type

Preferred

Number

Extension

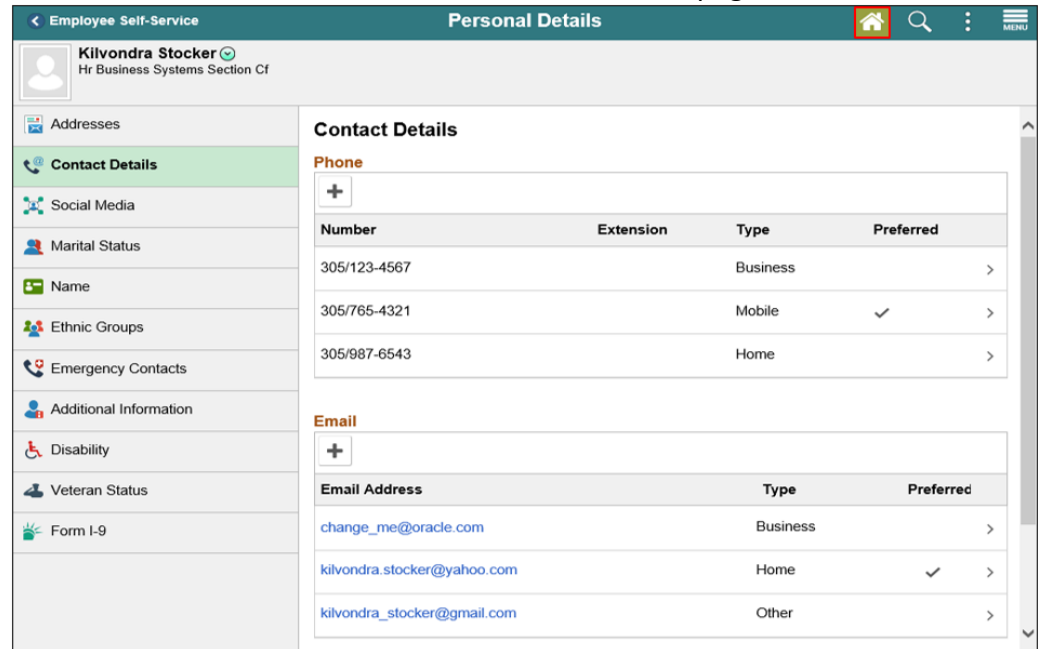
## Lesson 1: Employee Self-Service Personal Profile Updates

### Lecture 2: Employee Self- Service Personal Profile Update – Update Contact Details

The Employee has added a new telephone number.

Note that the newly added Mobile number has been designated as **Preferred**.

6. Select the Home button to return to the INFORMS homepage.



**Employee Self-Service** Personal Details

Kilvondra Stocker  
Hr Business Systems Section Cf

**Contact Details**

**Phone**

Number	Extension	Type	Preferred
305/123-4567		Business	
305/765-4321		Mobile	✓
305/987-6543		Home	

**Email**

Email Address	Type	Preferred
change_me@oracle.com	Business	
kilvondra.stocker@yahoo.com	Home	✓
kilvondra_stocker@gmail.com	Other	

#### Note:

- The Employee can view or edit their current Contact Details by viewing their current Number(s) or Email Address(es).
- The Employee can add multiple Numbers and multiple Email Addresses by selecting the corresponding “plus sign” (“+”) icon.
- The Employee can delete personal Phone Numbers or personal Email Addresses by selecting their current data row and selecting the Delete button.
- At least one Number and at least one Email must be marked as “Preferred” in INFORMS.
- If the Employee deletes a “Preferred” number, INFORMS will automatically mark the first remaining phone number as “Preferred”.
- If the Employee deletes a “Preferred” email address, INFORMS will automatically mark the first remaining email address as “Preferred”.



## Lesson 1: Employee Self-Service Personal Profile Updates

Lecture 3:  
Employee Self-Service  
Personal Profile Update -  
Review And Edit  
Ethnic Groups

Employees are empowered to self-identify or disclose certain details on an optional basis in INFORMS. This information is used by the County for a variety of reporting and compliance purposes.

**NAVIGATION: Employee Self-Service > Personal Information > Personal Details > Ethnic Groups**

1. If the Employee chooses to self-identify, they can answer the questions and then select **Save**.

The screenshot shows the 'Personal Details' page for ADeandre ADaniels. The 'Ethnic Groups' section is highlighted with a red box. It contains two questions: '1) Are you Hispanic or Latino?' with radio buttons for 'Yes' and 'No' (selected), and '2) What is your race? Select one or more.' with checkboxes for 'American Indian or Alaska Native' (checked), 'Asian', 'Black or African American', 'Native Hawaiian or Pacific Islander', and 'White'. Below this is a 'Voluntary Self-Identification' section with a disclaimer and a 'Save' button highlighted with a red box.

2. Select the **Home** button to return to the INFORMS homepage.

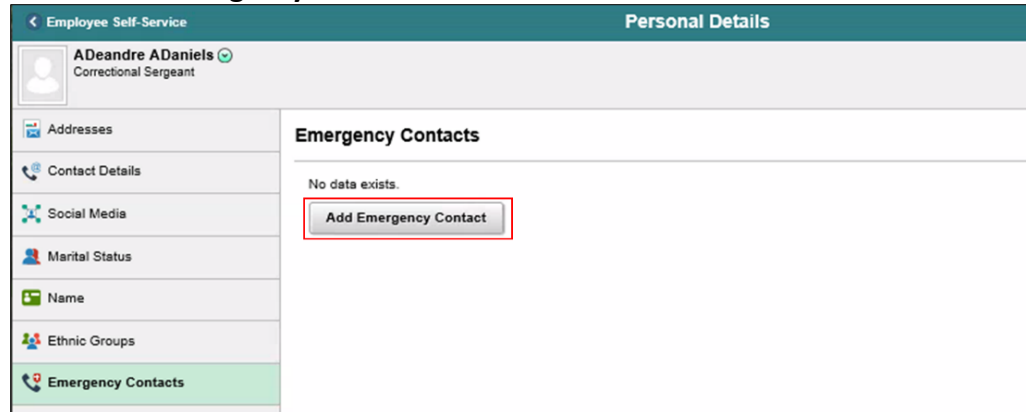
## Lesson 1: Employee Self-Service Personal Profile Updates

Lecture 4:  
Employee Self-Service  
Personal Profile Update –  
Review and Edit  
Emergency Contacts

Employees are empowered to add, update, or delete emergency contacts in INFORMS.

**NAVIGATION: Employee Self-Service > Personal Information > Personal Details > Emergency Contacts**

1. Select the **Add Emergency Contact** button.



## Lesson 1: Employee Self-Service Personal Profile Updates

Lecture 4:  
Employee Self-Service  
Personal Profile Update –  
Review And Edit  
Emergency Contacts

2. Enter the name of the emergency contact in the **Contact Name** field.
3. Enter the relationship in the **Relationship** field.

**Note:** If this is the only Emergency Contact, the **Preferred** checkbox is selected by default.

The screenshot shows a web form titled "Emergency Contact". At the top left is a "Cancel" button and at the top right is a "Save" button. The form contains the following fields:

- \*Contact Name: Bruce Michael
- \*Relationship: Friend (dropdown menu)
- Preferred:

Below the contact information, there are two sections:

- Address:** "No data exists." with an "Add Address" button.
- Phone Numbers:** "No data exists. At least one phone number is required." with an "Add Phone Number" button.

## Lesson 1: Employee Self-Service Personal Profile Updates

Lecture 4:  
Employee Self-  
Service  
Personal Profile  
Update –  
Review And Edit  
Emergency  
Contacts

4. Select the **Add Phone Number** button.

The screenshot shows a web interface for 'Personal Details' with a modal window titled 'Emergency Contact'. The modal has a 'Cancel' button on the top left and a 'Save' button on the top right. The form contains the following fields:

- \*Contact Name: Bruce Michael
- \*Relationship: Friend (dropdown menu)
- Preferred:

Below these fields are two sections:

- Address**: 'No data exists.' with an 'Add Address' button.
- Phone Numbers**: 'No data exists. At least one phone number is required.' with an 'Add Phone Number' button, which is highlighted with a red rectangular box.

## Lesson 1: Employee Self-Service Personal Profile Updates

Lecture 4:  
Employee Self-Service  
Personal Profile Update -  
Review And Edit  
Emergency Contacts

5. Select the **Mobile** list item into the **Type** list.
6. Enter the telephone number into the **Number** field.
7. Select the **Done** button.

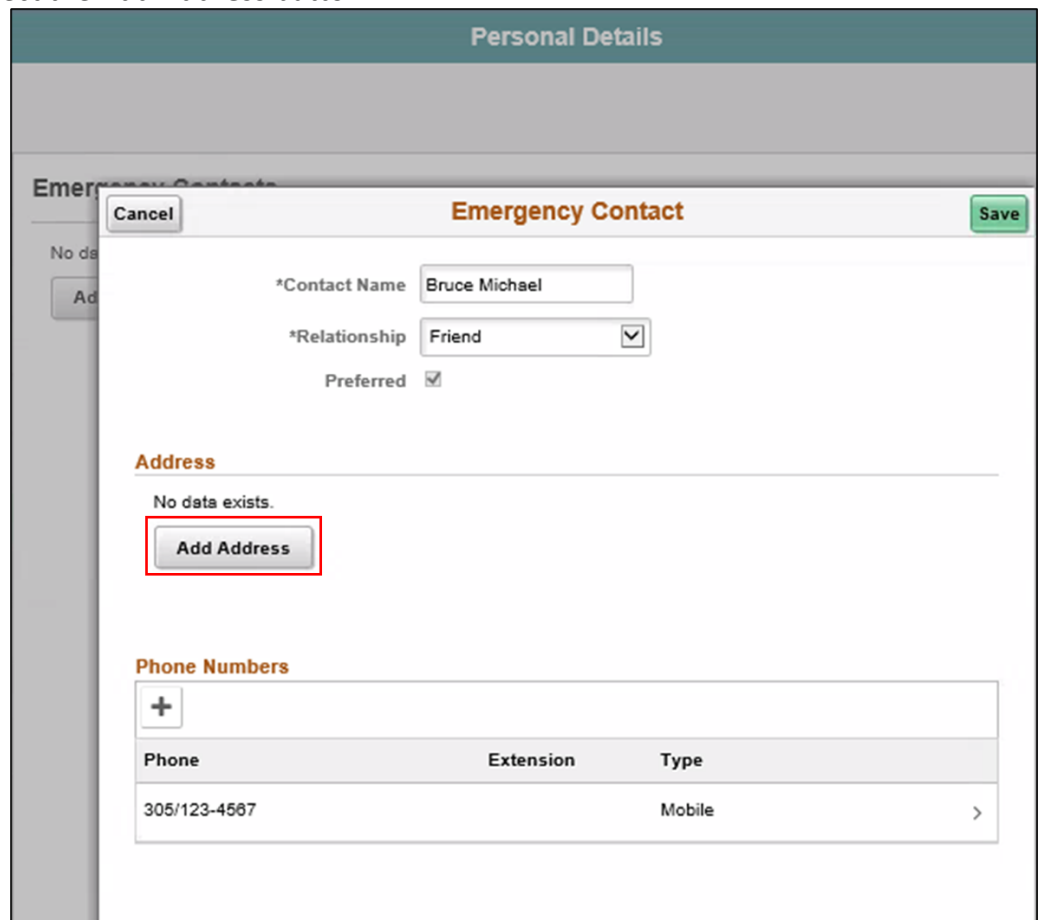
The screenshot shows a web application interface for updating personal details. The main window is titled "Personal Details" and contains an "Emergency Contact" section. A dialog box titled "Phone Number" is open, allowing the user to add a new contact number. The dialog box has a "Cancel" button on the left and a "Done" button on the right. Inside the dialog, there are three fields: "\*Type" with a dropdown menu set to "Mobile", "\*Number" with the text "305/123-4567", and "Extension" which is currently empty. A red rectangular box highlights the "Type" dropdown, the "Number" field, and the "Extension" field. The background shows the "Emergency Contact" form with a "Contact Name" field containing "Bruce Michael" and a "Save" button.

## Lesson 1: Employee Self-Service Personal Profile Updates

Lecture 4:  
Employee Self-Service  
Personal Profile Update –  
Review And Edit  
Emergency Contacts

The Employee may also enter their Emergency Contact's Address.

8. Select the **Add Address** button.



**Emergency Contact**

\*Contact Name: Bruce Michael

\*Relationship: Friend

Preferred:

**Address**

No data exists.

**Add Address**

**Phone Numbers**

Phone	Extension	Type
305/123-4567		Mobile

## Lesson 1: Employee Self-Service Personal Profile Updates

Lecture 4:  
Employee Self-Service  
Personal Profile Update –  
Review And Edit  
Emergency Contacts

In this case, the Employee lives with their Emergency Contact.

9. Select the **Same as mine** option.
10. Select the **Done** button.

The screenshot shows a web interface for updating personal details. At the top, there is a header 'Personal Details'. Below it, a modal window titled 'Emergency Contact' is open. Inside this modal, there is a sub-section titled 'Address'. The 'Address' section contains several fields: 'Address Type' (set to 'Home'), 'Country' (set to 'United States'), 'Address 1' (set to '2174 SW 8th Street'), 'Address 2' (empty), 'Address 3' (empty), 'City' (set to 'Miami'), 'State' (set to 'Florida'), 'Postal' (set to '33135'), and 'County' (set to 'Dade'). A red box highlights the 'Same as mine' radio button option. Another red box highlights the 'Done' button in the top right corner of the 'Address' section. There are also 'Cancel' and 'Save' buttons visible in the modal.

## Lesson 1: Employee Self-Service Personal Profile Updates

Lecture 4:  
Employee Self-Service  
Personal Profile Update –  
Review And Edit  
Emergency Contacts

11. Select the **Save** button.

**Personal Details**

**Emergency Contacts**

**Emergency Contact**

Cancel Save

\*Contact Name

\*Relationship

Preferred

**Address**

2174 SW 6th Street  
Miami, FL 33135  
Dade

**Phone Numbers**

+

Phone	Extension	Type
305/123-4567		Mobile

Delete



## Lesson 1: Employee Self-Service Personal Profile Updates

### Lecture 4: Employee Self-Service Personal Profile Update – Review And Edit Emergency Contact

The Employee has added an Emergency Contact. Note that this is the Employee's **Preferred** emergency contact; If there is an emergency, this Emergency Contact will be contacted first.

12. Select the **Home** button to return to the INFORMS homepage.



- The Employee can view or edit a current Emergency Contact by selecting on their **Contact Name**.
- The Employee can add multiple Emergency Contacts by Selecting the **Add (“+”)** button.
- The Employee can delete an existing Emergency Contact by selecting a **Contact Name**, accessing the Contact Details page, and selecting the **Delete** button.
- At least one Emergency Contact must be marked as “Preferred” in INFORMS. If the Employee deletes a “Preferred” Emergency Contact, INFORMS will automatically mark the first remaining Emergency Contact as “Preferred”.

## Lesson 1: Employee Self-Service Personal Profile Updates

### Lecture 5: Employee Self-Service Personal Profile Update – Update Disability

Employees may voluntarily self-identify their disability in INFORMS.

#### NAVIGATION: Employee Self-Service > Personal Information > Personal Details > Disability

1. Select the **Disabled** option.
2. Select the **Submit** button.

The screenshot shows the 'Personal Details' page for Susana Ramirez-Lapp. The 'Disability' section is active, displaying the 'Voluntary Self-Identification of Disability' form. The form includes a 'Submit' button at the bottom, which is highlighted with a red box in the original image. The form also contains a list of disabilities to select from and a 'Reasonable Accommodation Notice' section.

When the Employee Selects **Submit**, a pop-up message asks for confirmation.

3. Select the **OK** button.
4. Select the **Home** button to return to Employee Self-Service.

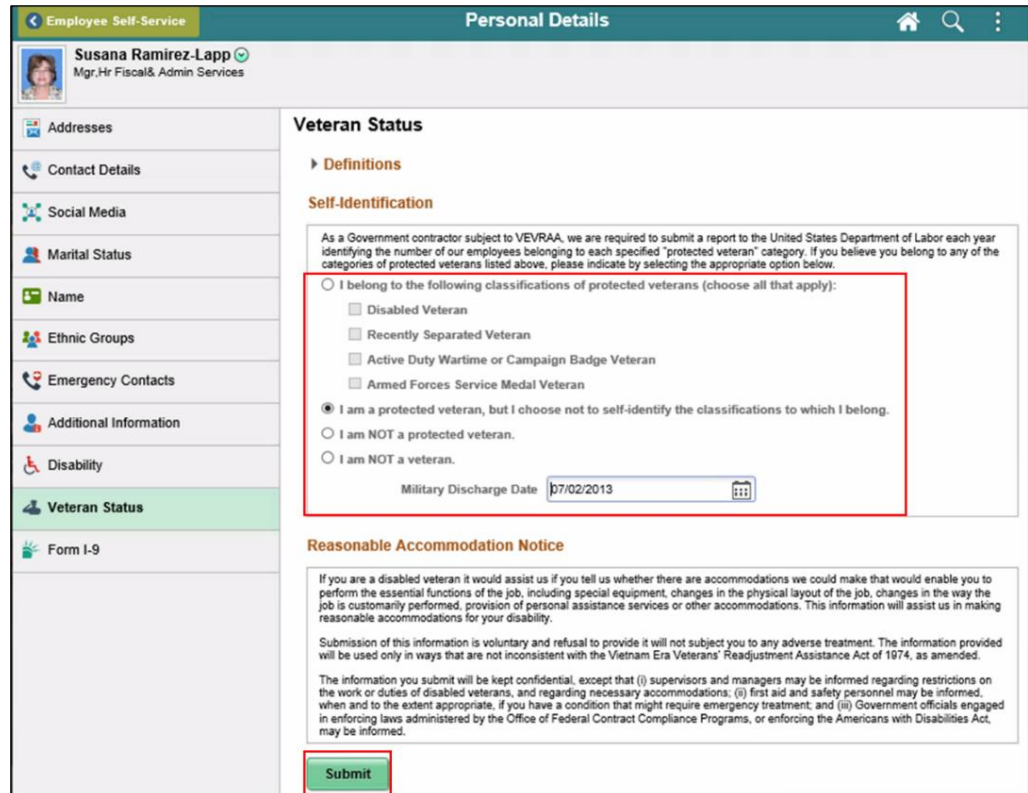
## Lesson 1: Employee Self-Service Personal Profile Updates

### Lecture 6: Employee Self-Service Personal Profile Update – Review and Update Veteran Status

Employees may voluntarily self-identify as a United States Veteran in INFORMS.

#### NAVIGATION: Employee Self-Service > Personal Information > Personal Details > Veteran Status

1. Select the option that begins with **I am a protected veteran**.
2. Select the **Submit** button.



**Employee Self-Service** Personal Details

Susana Ramirez-Lapp  
Mgr, Hr Fiscal & Admin Services

Addresses  
Contact Details  
Social Media  
Marital Status  
Name  
Ethnic Groups  
Emergency Contacts  
Additional Information  
Disability  
**Veteran Status**  
Form I-9

**Veteran Status**

► Definitions

**Self-Identification**

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I belong to the following classifications of protected veterans (choose all that apply):

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

I am NOT a protected veteran.

I am NOT a veteran.

Military Discharge Date: 07/02/2013

**Reasonable Accommodation Notice**

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

**Submit**

When the Employee Selects **Submit**, a pop-up message asks for confirmation.

3. Select the **OK** button.
4. Select the **Home** button to return to the INFORMS homepage.

## Lesson 1: Training Activity 1

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

**Scenario** Log into INFORMS as an Employee and change the home address.

**Instructions** This activity 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. County Employees can access INFORMS Self Service using which of the following?
  - a) Desktop Computer
  - b) Tablet
  - c) Mobile device
  - d) None of the above
  - e) All of the above
  
2. (True or False): County Employees must contact their DPR to change their Address in INFORMS.

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## Lesson 1: Lesson Summary

### Objectives Achieved



Now that you have completed the Employee Self-Service Personal Profile Updates lesson, you should be able to:

- Perform Employee Self-Service Personal Profile Updates

## Lesson 2: Profile Management

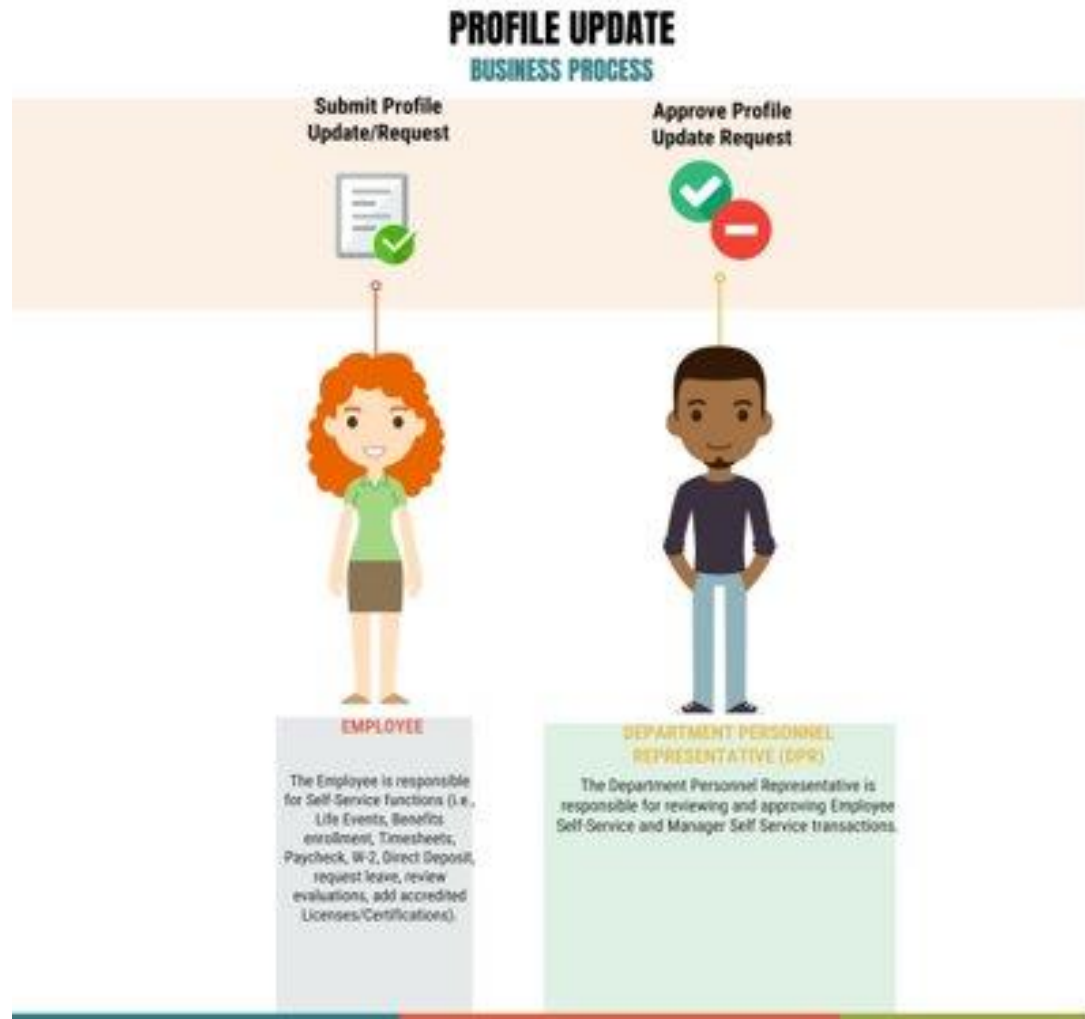
### Lesson 2: Overview

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

- Perform Profile Management
- Review and Edit Certifications & Licenses
- Review and Edit Educational Details

## Lesson 2: Profile Management

### Lesson 2: Introduction



INFORMS empowers Employees to manage their Profile information in Employee Self-Service. Some Employee updates are immediately accepted and displayed in INFORMS. Other Employee updates require the Employee's Department's DPR to review them first.

Information contained in Person Profile that require approval are Education (degrees), Qualifications (Licenses and certifications, Language Skills, Honors and Awards), Veteran's Preference, Additional Information (Driver's License, Former Employment, Relationship).

When the Employee updates Profile information that requires DPR review, INFORMS notifies the DPR for the Employee's Department. The DPR reviews the Employee's information change request and approves/denies request. INFORMS notifies the Employee as to whether their update was accepted or denied. If the DPR approves the Employee's profile update, INFORMS will display the Employee's updated profile data.

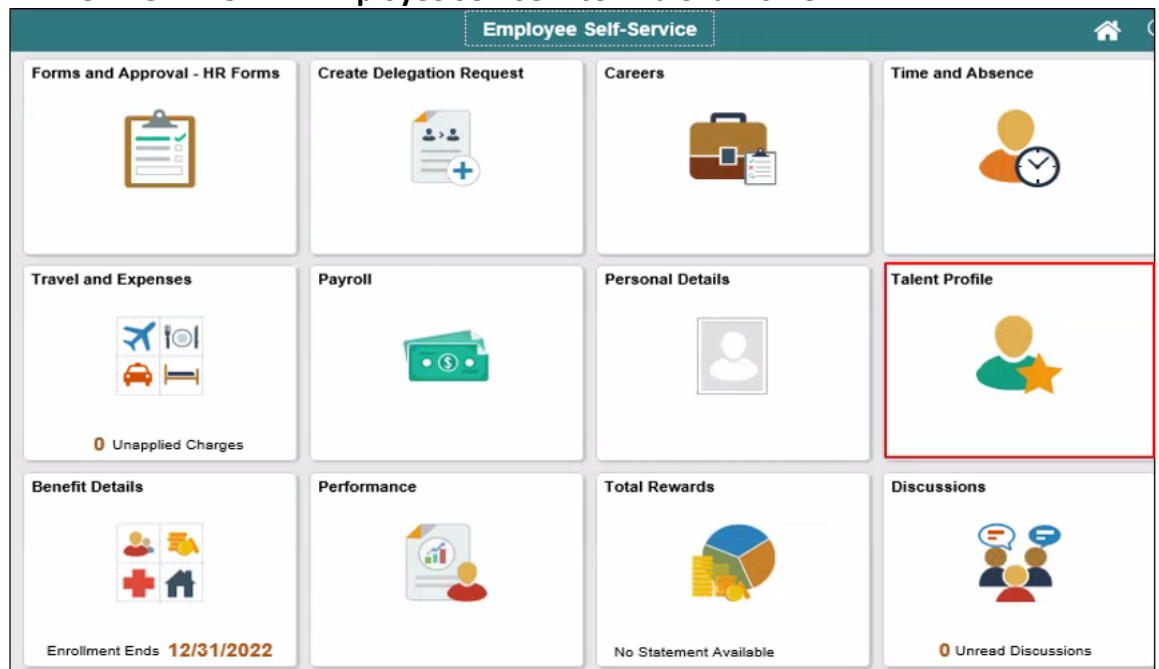


## Lesson 2: Profile Management

### Perform Profile Management - Initial Navigation

#### Lesson 2: Introduction

NAVIGATION: HOME > Employee Self-Service > Talent Profile



## Lesson 2: Profile Management

### Key Terms



The following key terms are used in this module:

Term	Definition
<b>eProfile</b>	An Employee Self-Service module used by Employees to review and update their INFORMS personal profile and profile information.

## Lesson 2: Profile Management

### Lecture 1: Profile Management - Education

Employees may submit a request to update their Education information in INFORMS. When the Employee submits a request to update Education information, INFORMS notifies the DPR for the Employee's Department. The DPR reviews the Employee's information change request and either approves or denies request.

INFORMS notifies the Employee as to whether their update was accepted or denied. If the DPR approves the Employee's profile update, INFORMS will display the Employee's updated profile data.

## Lesson 2: Profile Management







### Lecture 1: Profile Management - Education

Use the following to add a new Degree:

**NAVIGATION: HOME > Employee Self-Service > Talent Profile > Education**

1. Select the **Add New Item** (“+”) button.
2. Enter the date when the Degree was earned into the **Date Acquired** field.
3. Use the **Look Up Degree** button to select the Degree.
4. Use the **Look Up Major Code** button to select the Major Code.
5. Use the **Look Up School Code** button to select the School Code.
6. Ensure that the correct **Graduated** option is displayed.

### Degrees

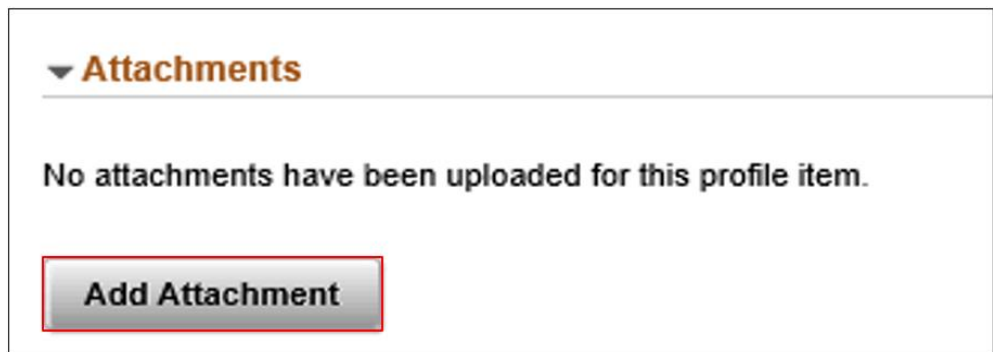
*Date Acquired	<input type="text" value="05/07/2021"/>	
*Degree	<input type="text" value="Associate of Arts"/>	
Major Code	<input type="text" value="Business Administration"/>	
Country	<input type="text" value="United States"/>	
State	<input type="text" value="Florida"/>	
School Code	<input type="text" value="MDCC"/>	
Other School	<input type="text" value="Miami-Dade Community College"/>	
Other Major	<input type="text" value="Business Administration"/>	
Average Grade	<input type="text"/>	
GPA	<input type="text"/>	
Graduated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/>	
Educator	<input type="text"/>	

## Lesson 2: Profile Management

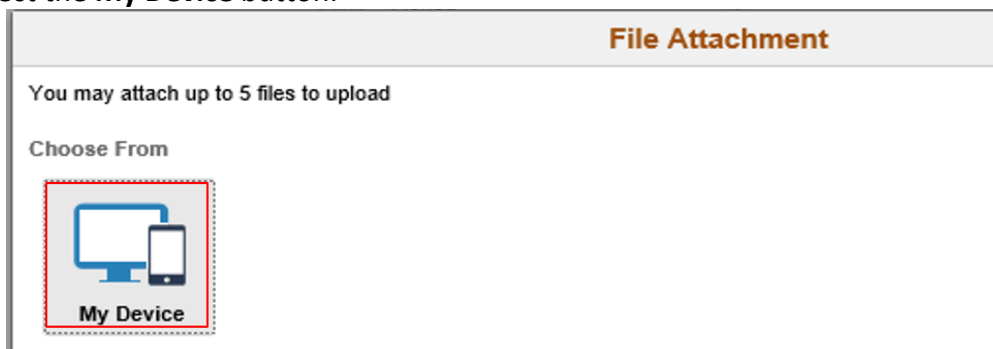
Lecture 1:  
Profile  
Management -  
Education

Next, the Employee will attach a copy of their Diploma.

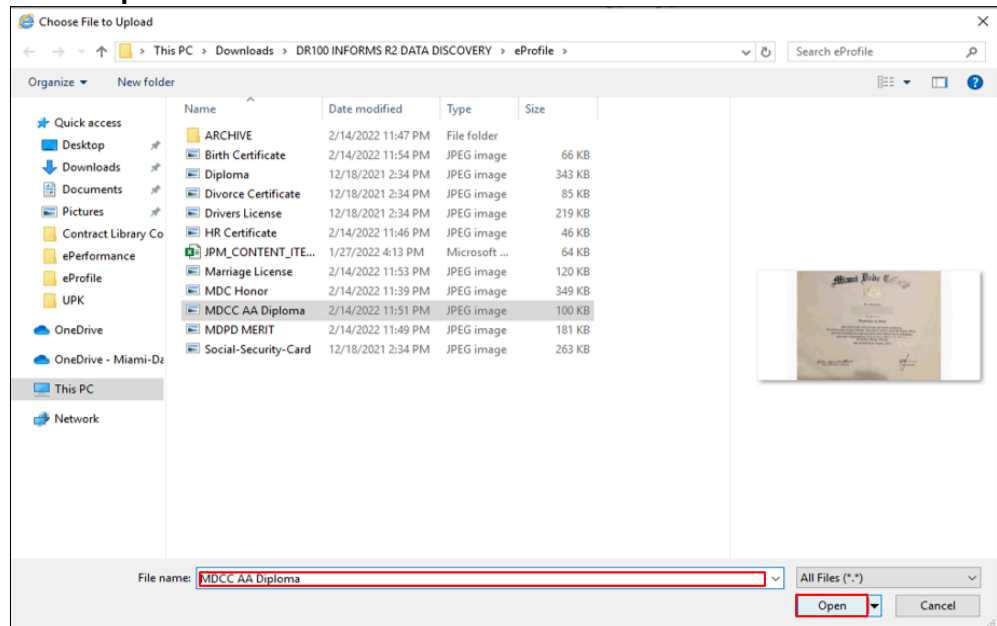
7. Select the **Add Attachment** button.



8. Select the **My Device** button.



9. Search for the Diploma file and ensure that the corresponding filename appears in the **File name** field.
10. Select the **Open** button.



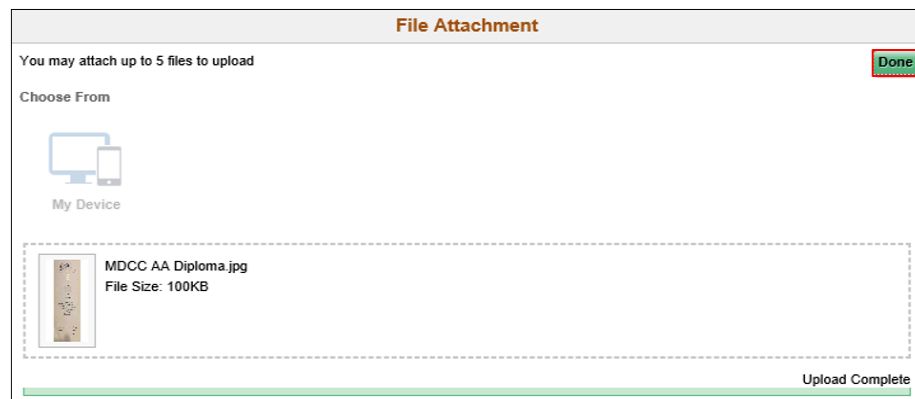
## Lesson 2: Profile Management

Lecture 1:  
Profile  
Management -  
Education

11. Select the **Upload** button.

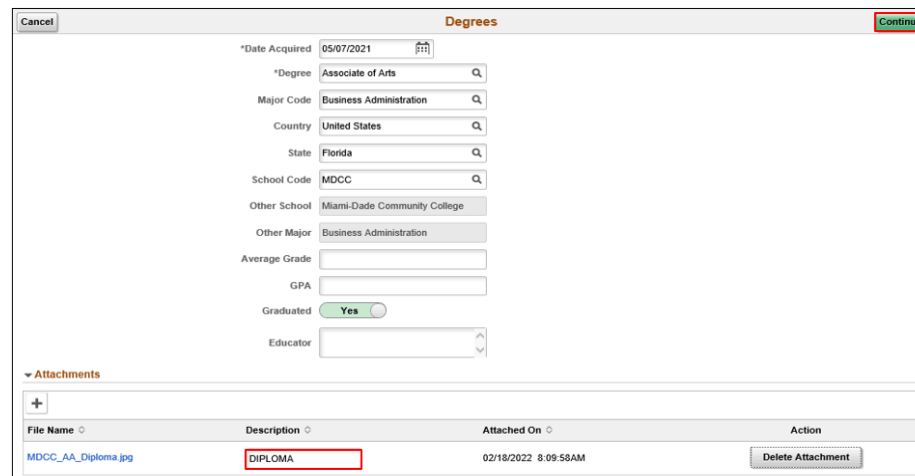


12. Select the **Done** button.



13. Enter a title for the Diploma file attachment in the **Description** field.

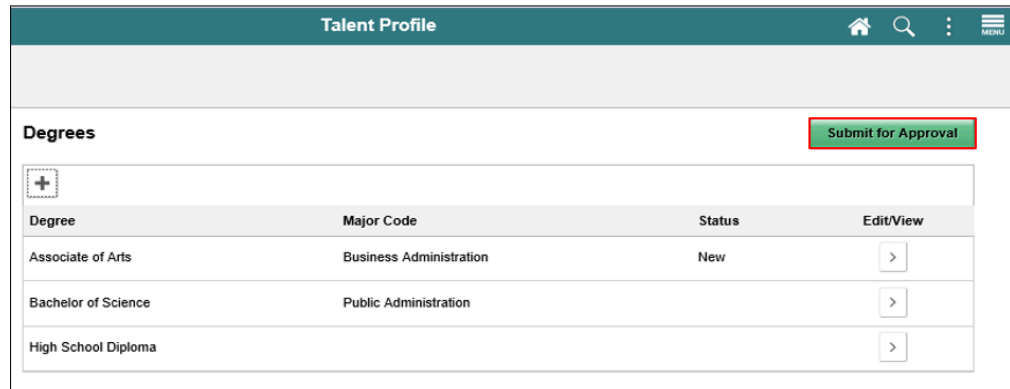
14. Select the **Continue** button.



## Lesson 2: Profile Management

Lecture 1:  
Profile  
Management -  
Education

15. Select the **Submit for Approval** button.

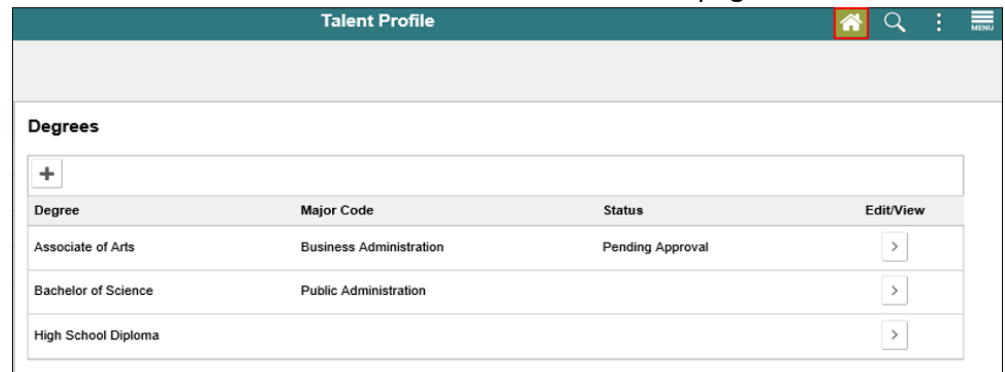


16. Enter comments for the DPR into the **Comments** field.

17. Select the **Submit** button.



18. Select the **Home** button to return to the INFORMS homepage.



**Note:**

- The **Degree** details that were just entered will display a **Status** of “Pending Approval” until it is reviewed by the Employee’s DPR
- To view details about a Degree, select **Edit/View** (“>”)

## Lesson 2: Profile Management

### Lecture 2: Profile Management - Language Skills

Employees may update their Qualifications (Honors and Awards, Language Skills, Licenses and certifications, etc.) information in INFORMS. When the Employee updates their Qualifications, INFORMS notifies the DPR for the Employee's Department. The DPR reviews the Employee's information change request and either approves or denies request.

INFORMS notifies the Employee as to whether their update was accepted or denied. If the DPR approves the Employee's profile update, INFORMS will display the Employee's updated profile data.



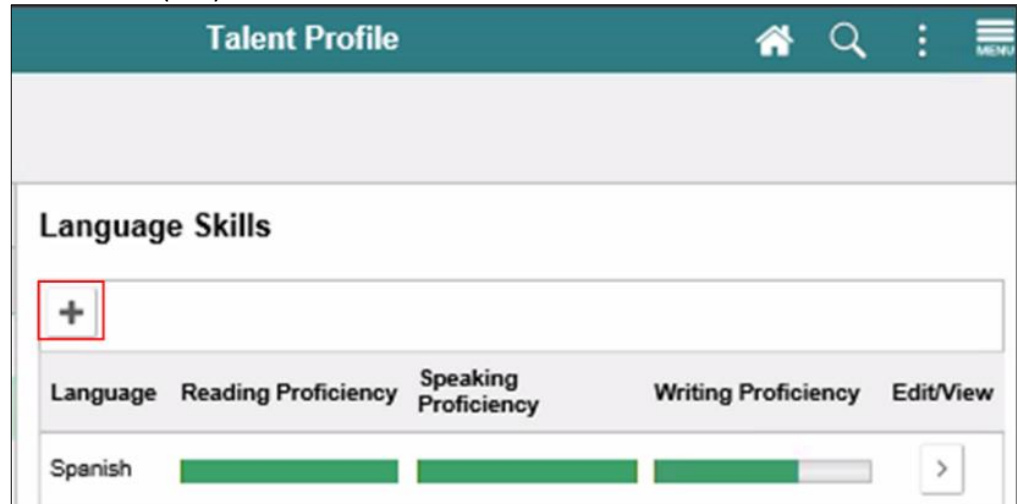
## Lesson 2: Profile Management

### Lecture 2: Profile Management - Language Skills

Employees may submit a request to update their Language Skills in INFORMS.

**NAVIGATION: HOME > Employee Self-Service > Talent Profile > Qualifications > Language Skills**

1. Select the **Add** (“+”) button.



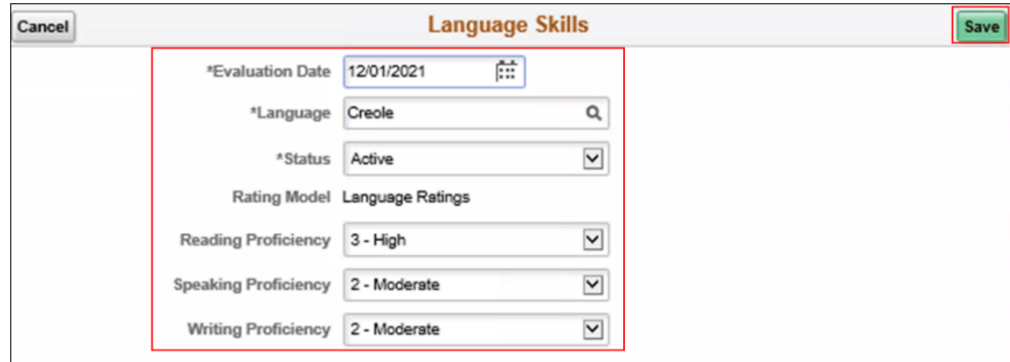
**Note:** The Employee can also review or edit their existing Language Skill by selecting the **Edit/View** (“>”) button.

## Lesson 2: Profile Management

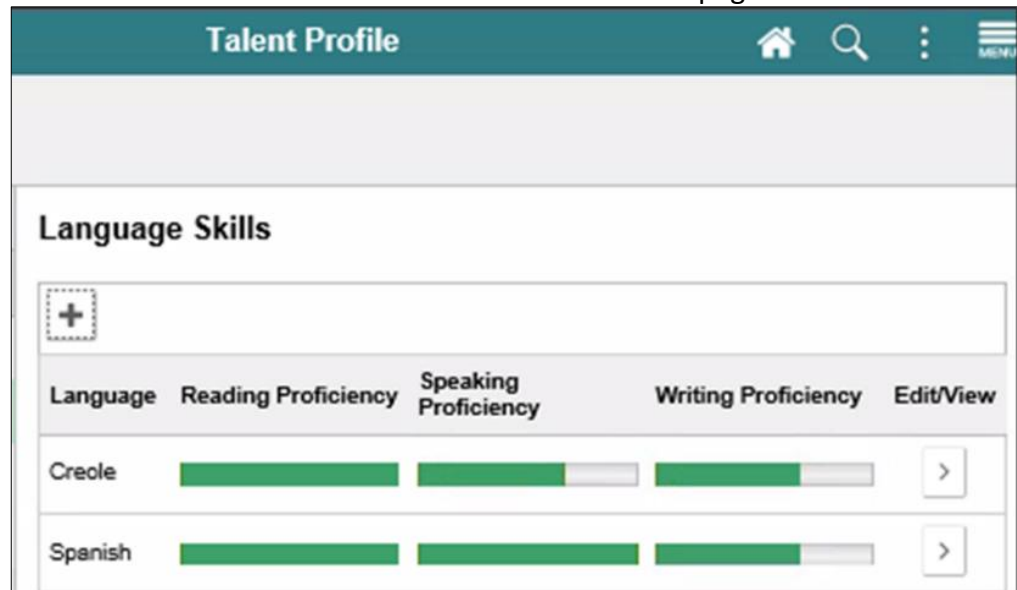
### Lecture 2: Profile Management – Language Skills

Enter the new Language Skill information:

2. Enter the date of proficiency in the **Evaluation Date** field.
3. Use the **Look up Language** button to enter the desired **Language**.
4. Select the desired **Status list item** from the **Status** list.
5. Select the desired rating from the **Reading Proficiency** list.
6. Select the desired rating from the **Speaking Proficiency** list.
7. Select the desired rating from the **Writing Proficiency** list.
8. Select the **Save** button.



9. Select the **Home** button to return to the INFORMS homepage.



Language	Reading Proficiency	Speaking Proficiency	Writing Proficiency	Edit/View
Creole	<div style="width: 100%; background-color: green;"></div>	<div style="width: 75%; background-color: green;"></div>	<div style="width: 75%; background-color: green;"></div>	>
Spanish	<div style="width: 100%; background-color: green;"></div>	<div style="width: 100%; background-color: green;"></div>	<div style="width: 75%; background-color: green;"></div>	>

#### Notes:

- INFORMS notifies the DPR for the Employee's Department. The DPR will review the Employee's information change request and either approve or deny their request.
- INFORMS will notify the Employee as to whether their update was accepted or denied.
- To submit another Language Skill change request, select the **Add Language Skills** (“+”) button.
- To review an existing Language Skill, select the **Edit/View** (“>”) button.

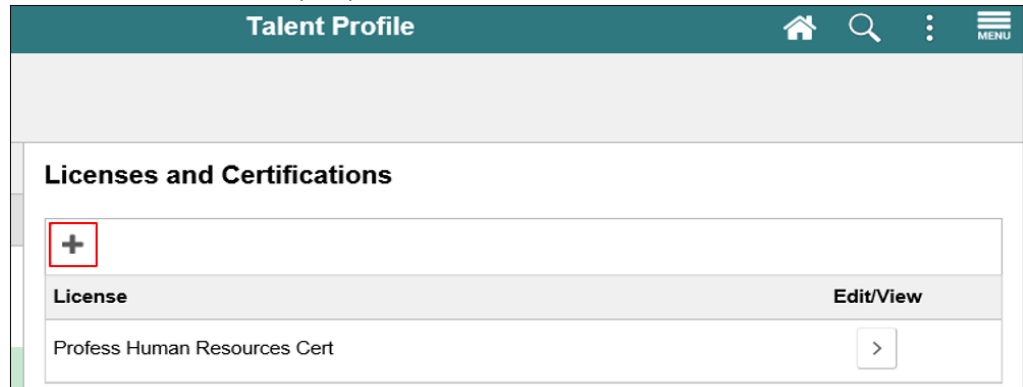
## Lesson 2: Profile Management

Lecture 3:  
Profile  
Management -  
Licenses &  
Certifications

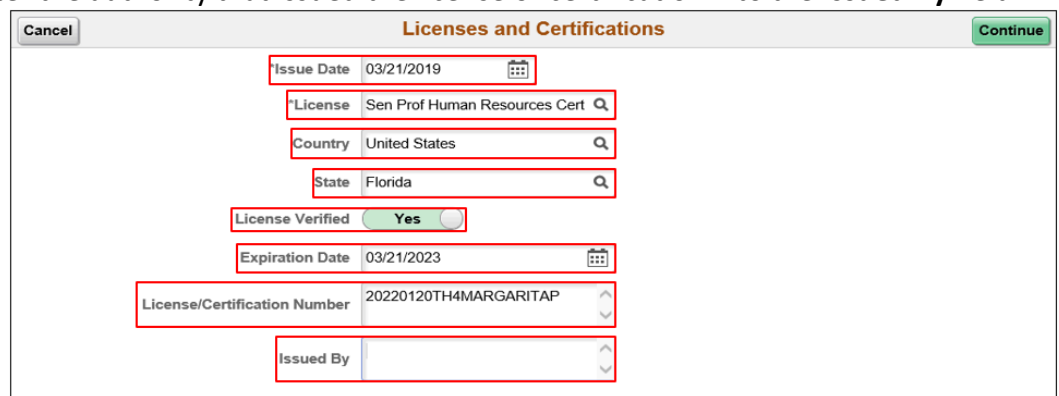
Employees may submit a request to update their Licenses and Certifications in INFORMS.

**NAVIGATION: HOME > Employee Self-Service > Talent Profile > Qualifications > Licenses and Certifications**

1. Select the **Add New Item (“+”)** button.



2. Enter the desired date into the **Issue Date** field.
3. Use the **Look up License Type** button to enter the desired license or certification option into the **License** field.
4. Enter the country where the license or certification was awarded into the **Country** field.
5. Enter the state where the license or certification was awarded into the **State** field.
6. Validate that the **License Verified** option display is accurate.
7. Enter the license or certification’s expiration date into the **Expiration Date** field.
8. Enter the Employee’s unique license or certification identifier into the **License/Certification Number** field.
9. Enter the authority that issued the license or certification into the **Issued By** field.



## Lesson 2: Profile Management

### Lecture 3: Profile Management - Licenses & Certifications

Employees must upload an image of the license or certification they are adding.

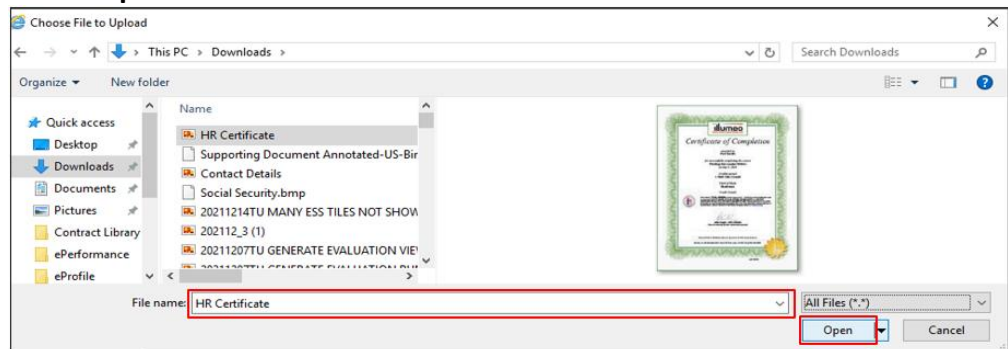
10. Select the **Add Attachment** button.

11. Select the **My Device** button.

12. Search for the file containing an image of the license or certification.

13. Select the file and ensure that the file's name appears in the **File name** field.

14. Select the **Open** button.



15. Select the **Upload** button.

16. Select the **Done** button.

## Lesson 2: Profile Management

Lecture 3:  
Profile  
Management -  
Licenses &  
Certifications

A file containing an image of the license or certification has been uploaded.

17. Enter a description of the license or certificate into the **Description** field.
18. Select the **Continue** button.

Cancel
Licenses and Certifications
Continue

\*Issue Date

\*License

Country

State

License Verified  Yes

Expiration Date

License/Certification Number

Issued By

**Attachments**

+

File Name	Description	Attached On	Action
<a href="#">HR_Certificate.png</a>	HR Certificate	01/20/2022 9:55:49AM	Delete Attachment

19. Select the **Submit for Approval** button.
20. Enter comments into the **Comments** field.
21. Select the **Submit** button.

Cancel
Request Approval
Submit

**Licenses and Certifications**

License	Status	Attachments
Sen Prof Human Resources Cert	New	✔

**Comments**

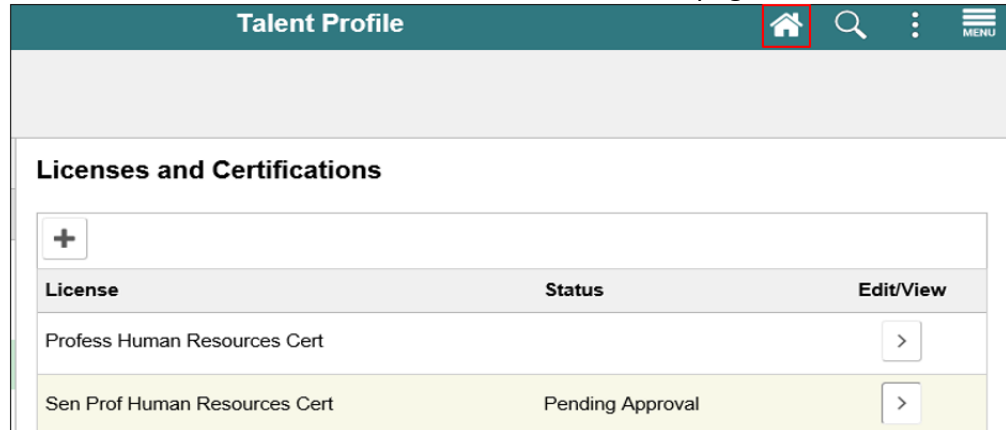
Attached please find my current professional HR Certificate for your review and approval. Thank you

## Lesson 2: Profile Management

### Lecture 3: Profile Management - Licenses & Certifications

The Employee has submitted a request to update their Licenses and Certifications profile.

22. Select the **Home** button to return to the INFORMS homepage.



The screenshot shows the 'Talent Profile' page. At the top, there is a dark teal header with the text 'Talent Profile' and a navigation bar containing a home icon (highlighted with a red box), a search icon, a vertical ellipsis, and a 'MENU' button. Below the header, the main content area is titled 'Licenses and Certifications'. It features a table with two columns: 'License' and 'Status', and an 'Edit/View' column. The table contains two rows: 'Profess Human Resources Cert' and 'Sen Prof Human Resources Cert'. The second row has a yellow background and a 'Pending Approval' status. A '+' button is visible in the top left of the table area.

License	Status	Edit/View
Profess Human Resources Cert		>
Sen Prof Human Resources Cert	Pending Approval	>

#### Note:

- The License or Certification entry **Status** displays “Pending Approval” until the DPR reviews the request.
- The Employee may use the **Add** button (“+”) to submit another License/Certification request.
- INFORMS notifies the DPR for the Employee's Department. The DPR will review the Employee's information change request and either approve or deny their request.
- INFORMS will notify the Employee as to whether their update was accepted or denied.
- To review an existing Licenses and Certifications row, select the desired **Edit/View** button (“>”)

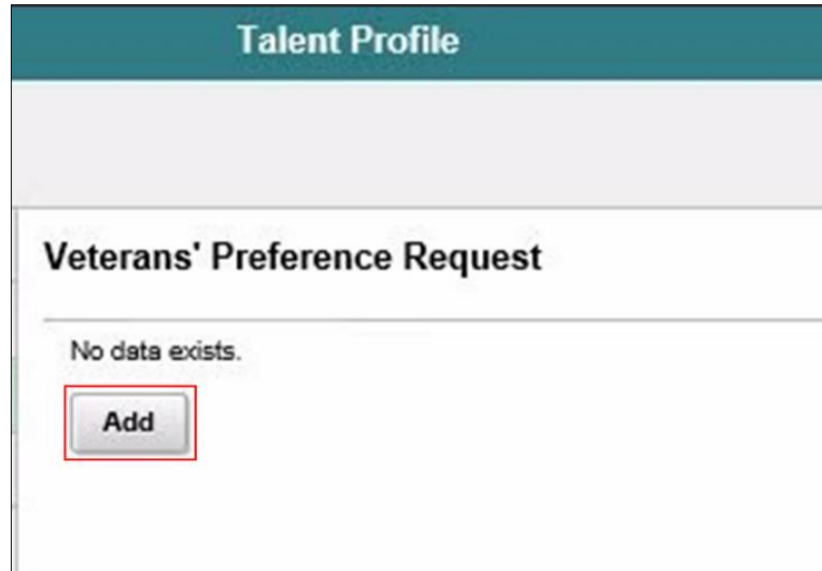
## Lesson 2: Profile Management

### Lecture 4: Profile Management – Veterans' Preference

Employees may submit a request to update their Veterans' Preference in INFORMS.

**NAVIGATION: HOME > Employee Self-Service > Talent Profile > Qualifications > Veterans' Preference**

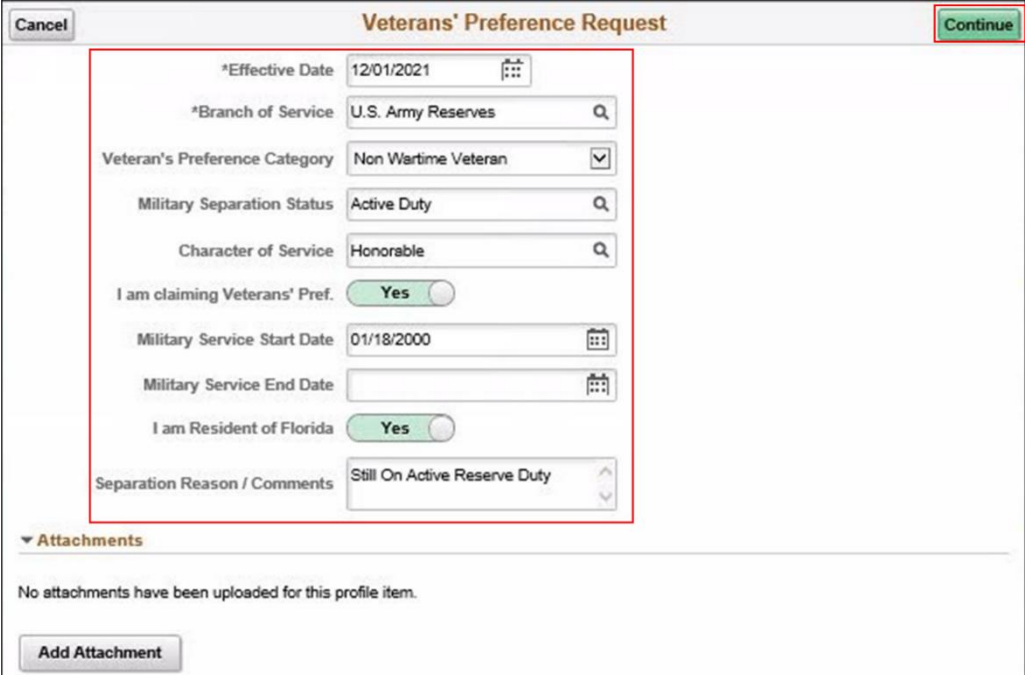
1. Select the **Add** button.



## Lesson 2: Profile Management

### Lecture 4: Profile Management - Veterans' Preference

2. Validate the date in the **Effective Date** field.
3. Select the **Branch of Service** lookup button to enter the desired branch of service.
4. Select the desired **Veteran's Preference Category** list item from the **Veteran's Preference Category** list.
5. Use the **Military Separation Status** lookup button to enter the desired military separation status.
6. Select the **Character of Service** lookup button to enter the desired character of service.
7. Ensure that the desired **I am claiming Veterans' Pref** option is displayed.
8. Enter the date that military service began into the **Military Service Start Date** field.
9. Enter the separation date into the **Military Service End Date** field.
10. Ensure that the **I am a Resident of Florida** option displays accurately.
11. Enter an explanation into the **Separation Reason / Comments** field if applicable.
12. Select the **Continue** button.



**Veterans' Preference Request**

Cancel Continue

\*Effective Date: 12/01/2021

\*Branch of Service: U.S. Army Reserves

Veteran's Preference Category: Non Wartime Veteran

Military Separation Status: Active Duty

Character of Service: Honorable

I am claiming Veterans' Pref.: Yes

Military Service Start Date: 01/18/2000

Military Service End Date:

I am Resident of Florida: Yes

Separation Reason / Comments: Still On Active Reserve Duty

▼ Attachments

No attachments have been uploaded for this profile item.

Add Attachment

**Note:** Use the **Add Attachment** button to upload files if applicable.



## Lesson 2: Profile Management

### Lecture 4: Profile Management – Veterans' Preference

The Employee has submitted the new Veterans' Preference data update request.

INFORMS notifies the DPR for the Employee's Department. The DPR will review the Employee's information update request and either approve or deny their request.

INFORMS will notify the Employee as to whether their update was accepted or denied.

13. Select the **Home** button to return to the INFORMS homepage.



The screenshot shows a mobile application interface for 'Talent Profile'. At the top, there is a teal header with the title 'Talent Profile' and navigation icons (home, search, menu). Below the header, the main content area is titled 'Veterans' Preference Request'. It features a table with a '+' button for adding new requests. The table has five columns: Branch of Service, Veteran's Preference Category, Military Separation Status, Status, and Edit/View. A single row is visible with the following data: U.S. Army Reserves, Non Wartime Veteran, Active Duty, Pending Approval, and a right-pointing arrow button.

Branch of Service	Veteran's Preference Category	Military Separation Status	Status	Edit/View
U.S. Army Reserves	Non Wartime Veteran	Active Duty	Pending Approval	>

**Note:**

- The **Status** displays “Pending Approval” until the Veterans' Preference Request is reviewed by the Employee's DPR.
- To submit another Veterans' Preference update request, select the **Add Veterans' Preference Request** (“+”) button.
- To review an existing Veterans' Preference row, select the **Edit/View** (“>”) button.

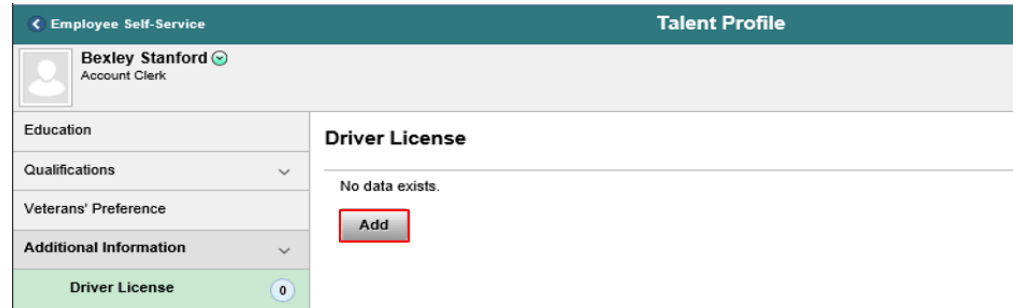
## Lesson 2: Profile Management

### Lecture 5: Profile Management – Driver License

Employees may submit a request to update their Driver License information in INFORMS.

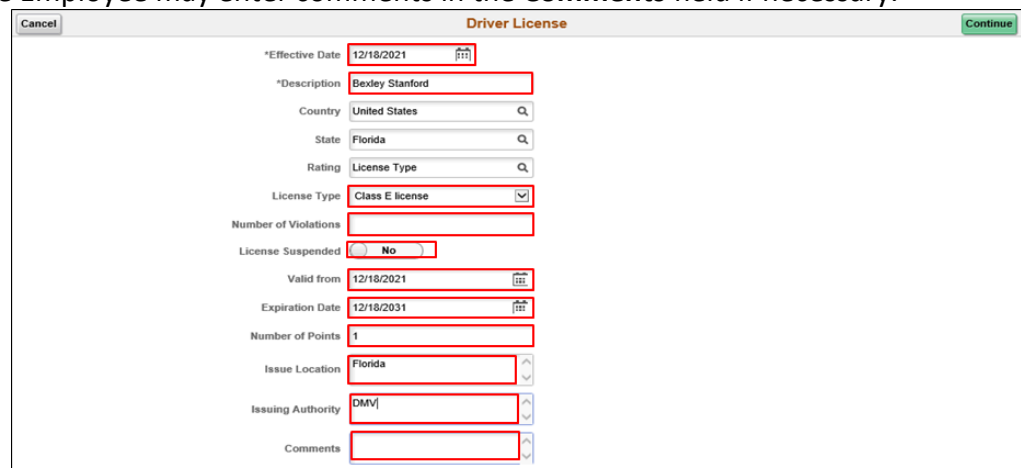
**NAVIGATION: HOME > Employee Self-Service > Talent Profile > Additional Information > Driver License**

1. Select the **Add** button.



The screenshot shows the 'Talent Profile' page for Bexley Stanford. On the left, there is a navigation menu with options: Education, Qualifications, Veterans' Preference, Additional Information, and Driver License (which is highlighted in green and shows a count of 0). The main content area is titled 'Driver License' and contains the text 'No data exists.' with a red-bordered 'Add' button below it.

2. Enter the date that the license was awarded into the **Effective Date** field.
3. Enter the driver's name into the **Description** field.
4. Validate the country displayed in the **Country** field.
5. Validate the state displayed in the **State** field.
6. Select the appropriate **License Type** list item in the **License Type** list.
7. Enter how many violations are on the driver's record in the **Number of Violations** field.
8. Validate the **License Suspended** option.
9. Enter the date that the license was awarded into the **Valid From** field.
10. Enter the license expiration date into the **Expiration Date** field.
11. Enter the number of points on the drivers' record into the **Number of Points** field.
12. Enter the location where the license was issued into the **Issue Location** field.
13. Enter the desired information into the **Issuing Authority** field.
14. The Employee may enter comments in the **Comments** field if necessary.



The screenshot shows the 'Driver License' form with the following fields and values:

- Cancel button on the top left and Continue button on the top right.
- \*Effective Date: 12/18/2021
- \*Description: Bexley Stanford
- Country: United States
- State: Florida
- Rating: License Type
- License Type: Class E license
- Number of Violations: (empty field)
- License Suspended: No
- Valid from: 12/18/2021
- Expiration Date: 12/18/2031
- Number of Points: 1
- Issue Location: Florida
- Issuing Authority: DMV
- Comments: (empty text area)

## Lesson 2: Profile Management

### Lecture 5: Profile Management – Driver License

Upload an image of the driver license as follows:

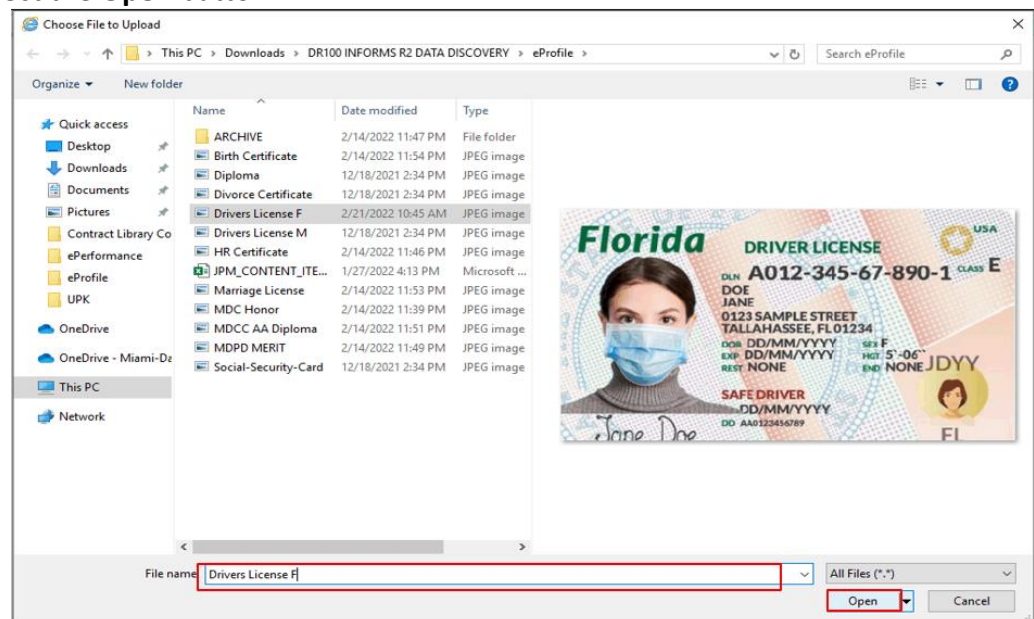
15. Select the **Add Attachment** button.

16. Select the **My Device** button.

Search for the file containing the image of the Employee's Driver License:

17. Validate that the filename of the image is displayed in the **File Name** field.

18. Select the **Open** button.



## Lesson 2: Profile Management

Lecture 5:  
Profile  
Management –  
Driver License

19. Select the **Upload** button.
20. Select the **Done** button.
21. Enter a description identifying the attachment as your Driver License image into the **Description** field.
22. Select the **Continue** button.

**Driver License**

\*Effective Date: 12/18/2021

\*Description: Bexley Stanford

Country: United States

State: Florida

Rating: License Type

License Type: Class E license

Number of Violations:

License Suspended:  No

Valid from: 12/18/2021

Expiration Date: 12/18/2031

Number of Points: 1

Issue Location: Florida

Issuing Authority: DMV

Comments:

**Attachments**

File Name	Description	Attached On	Action
Drivers_License_F.jpg	Florida License	02/21/2022 10:54:16AM	Delete Attachment

The Driver License details has been Saved. Now, the Employee will submit their request to update their Driver License details in their INFORMS profile.

23. Select the **Submit for Approval** button.

**Talent Profile**

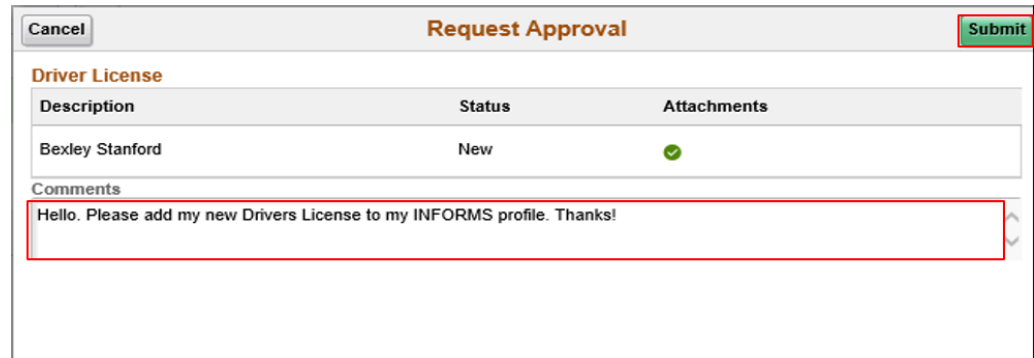
**Driver License** **Submit for Approval**

Description	License Type	Status	Edit/View
Bexley Stanford		New	>

## Lesson 2: Profile Management

### Lecture 5: Profile Management – Driver License

24. Enter comments into the **Comments** field.
25. Select the **Submit** button.



**Request Approval**

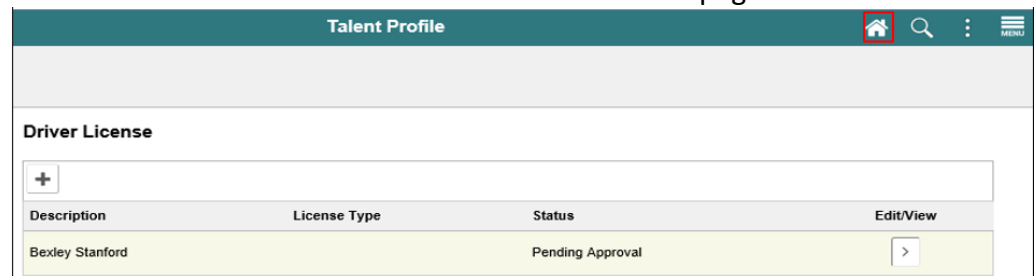
**Driver License**

Description	Status	Attachments
Bexley Stanford	New	✓

Comments

Hello. Please add my new Drivers License to my INFORMS profile. Thanks!

26. Select the **Home** button to return to the INFORMS homepage.



**Talent Profile**

**Driver License**

+

Description	License Type	Status	Edit/View
Bexley Stanford		Pending Approval	>

The Employee has submitted their request to update their Driver License profile in INFORMS.

INFORMS notifies the DPR for the Employee's Department. The Driver License **Status** displays "Pending Approval" until the DPR reviews the request. The DPR will review the Employee's information update request and either approve or deny their request.

**Note:** The Employee may review their driver license details by selecting the **Edit/View** (“>”) button.

## Lesson 2: Training Activity 1

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

**Scenario** An Employee has recently earned a professional certification and submits a request to update their INFORMS profile.

**Instructions** This activity 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. (Yes or No) If an Employee requests that a professional certification be added to their INFORMS profile, do they need to attach a copy of their certificate?

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2. (True or False) An Employee's Degree must be approved by their DPR before it can be added to the Employee's INFORMS profile.

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## Lesson 2: Lesson Summary

### Objectives Achieved



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

- Review and Edit Profile Management
- Review and Edit Certifications & Licenses
- Review and Edit Educational Details

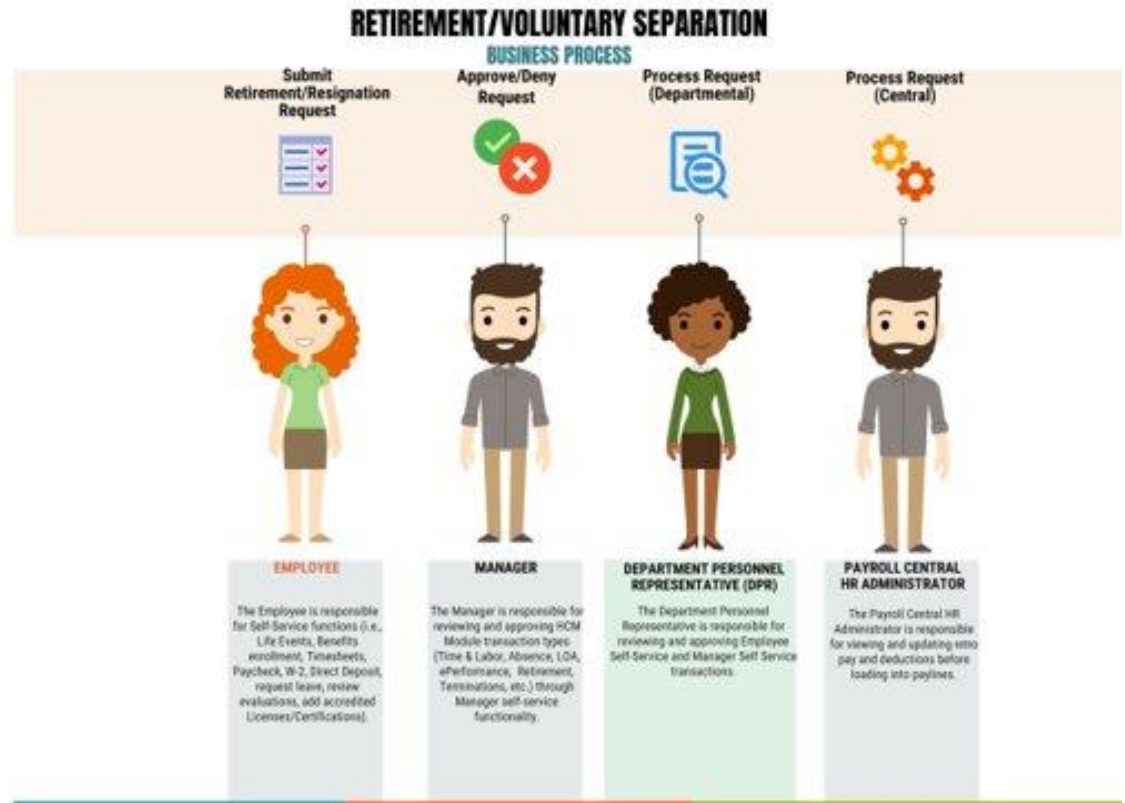


## Lesson 3: Submit Resignation or Retirement Request

**Lesson 3:** At the conclusion of this lesson, you will be able to:  
**Overview** Submit a Resignation or Retirement Request

## Lesson 3: Submit Resignation or Retirement Request

Lesson 3:  
Introducti  
on



After speaking with their supervisors and DPR, Employees may submit voluntary resignation or retirement requests in INFORMS:

## Lesson 3: Submit Resignation or Retirement Request

### Key Terms



The following key terms are used in this module:

Term	Definition
<b>Resignation</b>	Voluntary separation from County employment.
<b>Retirement</b>	An Employee's retirement from County service if eligible.

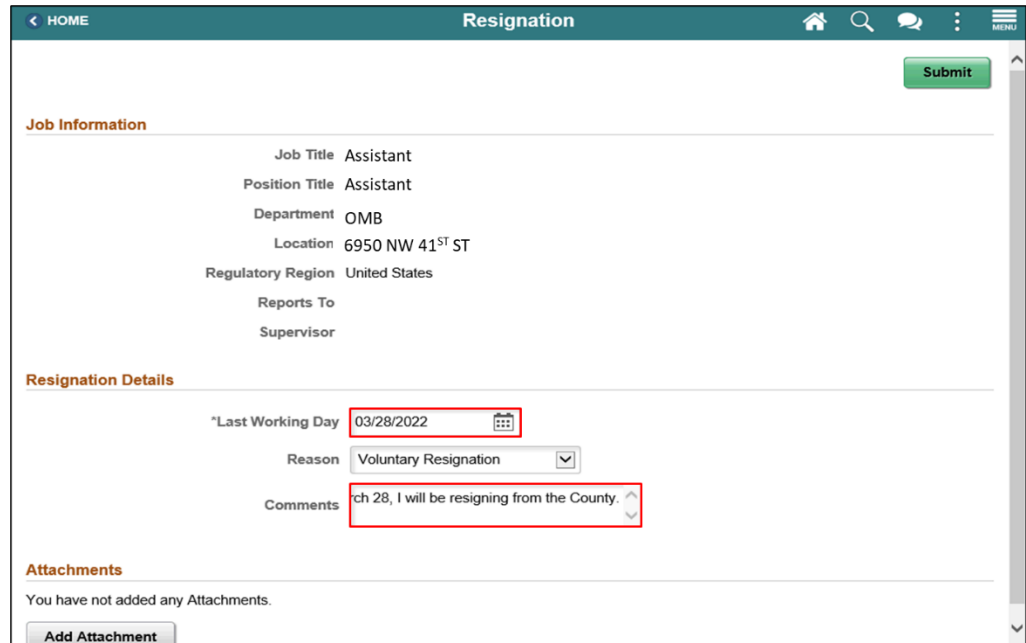
## Lesson 3: Submit Resignation or Retirement Request

### Lecture 1: Submit Resignation Request

Employees use the following navigation to submit a voluntary resignation request in INFORMS:

**NAVIGATION: Employee Self-Service > Personal Details > Related Actions > Job > Submit Resignation**

1. Enter the intended resignation date into the **Last Working Day** field.
2. Enter any comments into the **Comments** field.
3. Select the **Submit** button.



**Note:** The Employee may attach a letter of resignation if desired.

4. Select the **Yes** button.



The Employee has submitted their resignation request.

5. Select the **Home** button to return to the INFORMS homepage.

**Note:**

- INFORMS notifies the Employee's Manager of the resignation request.
- The Employee can view INFORMS notifications regarding their resignation request by selecting **Approval Chain**.

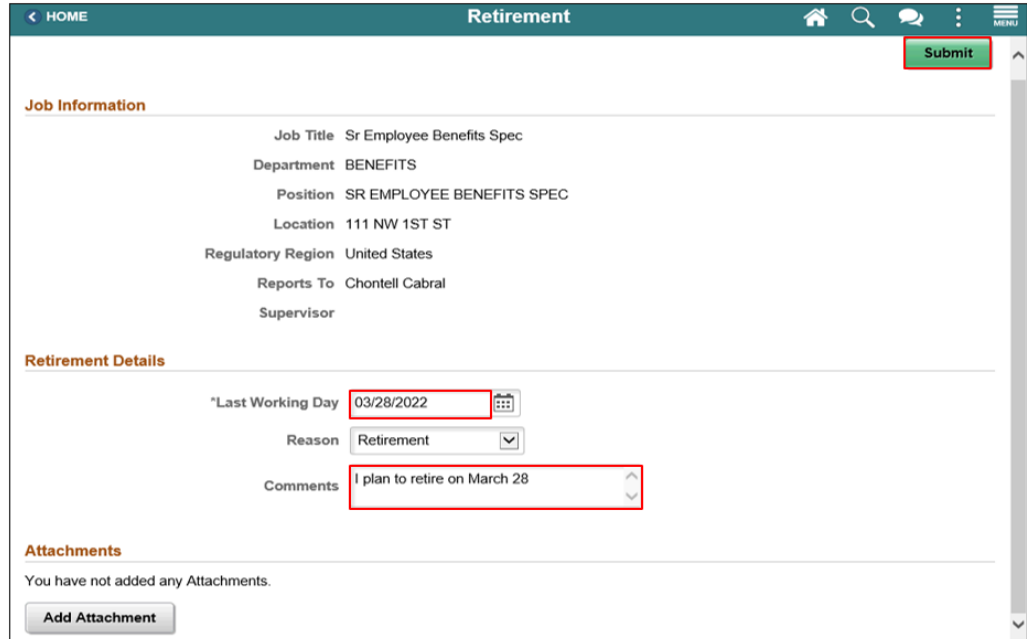
## Lesson 3: Submit Resignation or Retirement Request

### Lecture 2: Submit Retirement Request

Employees may use the following navigation to submit a retirement request in INFORMS:

**NAVIGATION: Employee Self-Service > Personal Details > Related Actions > Job > Submit Resignation**

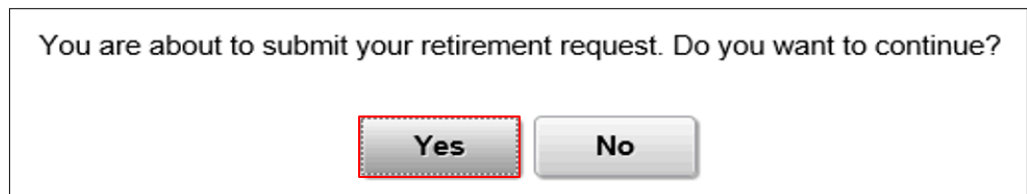
1. Enter the intended retirement date into the **Last Working Day** field.
2. Enter any comments into the **Comments** field.
3. Select the **Submit** button.



The screenshot shows a mobile application interface for submitting a retirement request. The title bar is teal and contains a home icon, a search icon, a chat icon, and a menu icon. The page title is 'Retirement'. In the top right corner, there is a red-bordered 'Submit' button. The form is divided into three sections: 'Job Information', 'Retirement Details', and 'Attachments'.  
**Job Information:**  
 Job Title: Sr Employee Benefits Spec  
 Department: BENEFITS  
 Position: SR EMPLOYEE BENEFITS SPEC  
 Location: 111 NW 1ST ST  
 Regulatory Region: United States  
 Reports To: Chontell Cabral  
 Supervisor  
**Retirement Details:**  
 \*Last Working Day: 03/28/2022 (with a calendar icon)  
 Reason: Retirement (with a dropdown arrow)  
 Comments: I plan to retire on March 28 (with a scroll bar)  
**Attachments:**  
 You have not added any Attachments.  
 Add Attachment button

**Note:** The Employee may attach a document if desired.

4. Select the **Yes** button.



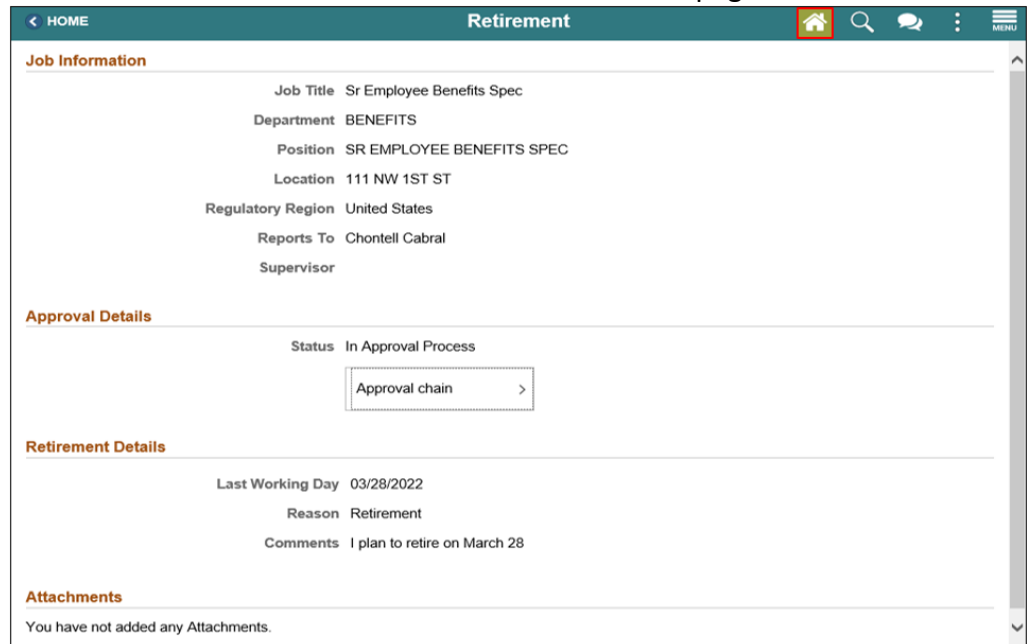
The dialog box has a white background and a thin grey border. The text inside reads: 'You are about to submit your retirement request. Do you want to continue?'. Below the text are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red dashed border.

## Lesson 3: Submit Resignation or Retirement Request

The Employee has submitted their retirement request.

### Lecture 2: Submit Retirement Request

5. Select the **Home** button to return to the INFORMS homepage.



**Retirement**

**Job Information**

Job Title Sr Employee Benefits Spec  
 Department BENEFITS  
 Position SR EMPLOYEE BENEFITS SPEC  
 Location 111 NW 1ST ST  
 Regulatory Region United States  
 Reports To Chontell Cabral  
 Supervisor

**Approval Details**

Status In Approval Process

Approval chain >

**Retirement Details**

Last Working Day 03/28/2022  
 Reason Retirement  
 Comments I plan to retire on March 28

**Attachments**

You have not added any Attachments.

#### Note:

- INFORMS notifies the Employee's Manager of the retirement request.
- The Employee can view INFORMS notifications regarding their retirement request by selecting **Approval Chain**.

## Lesson 3: Training Activity 1

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

**Scenario** An Employee submits their retirement request in INFORMS.

**Instructions** This activity 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. (True or False) County Employees can submit a resignation request in INFORMS.

---

---

---

---

2. Employees are able to perform which of the following in INFORMS?

- a) Submit a retirement request
- b) Submit a resignation request
- c) All of the above
- d) D. None of the above



## Lesson 3: Lesson Summary

### Objectives Achieved



Now that you have completed the Submit Resignation or Retirement Request lesson, you should be able to:

- Submit a Resignation or Retirement Request

## Lesson 4: Employee Self-Service Payroll Data Updates

### Lesson 4: Overview

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

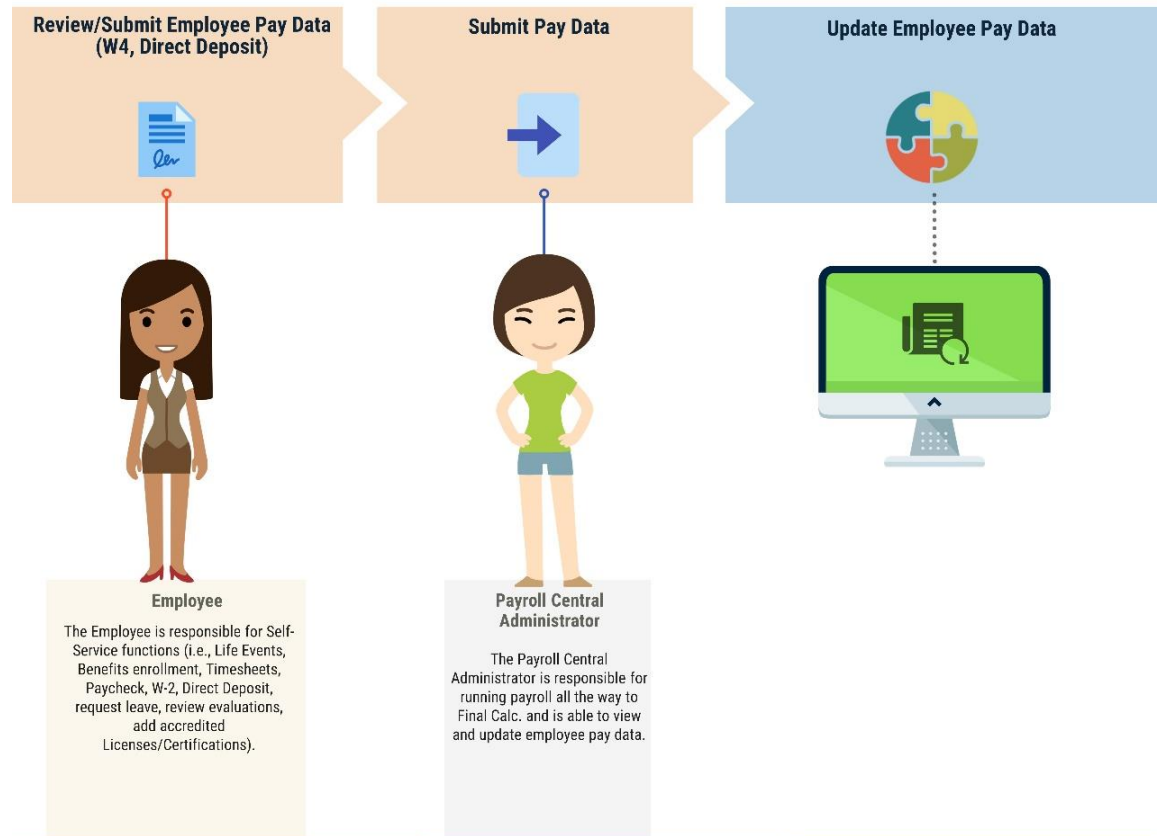
- Update W-4 Information
- Request Direct Deposit

## Lesson 4: Employee Self-Service Payroll Data Updates

### EMPLOYEE PAY DATA INPUTS

#### BUSINESS PROCESS

#### Lesson 4: Introduction



Employees may submit payroll data inputs in INFORMS.

## Lesson 4: Employee Self-Service Payroll Data Updates

### Key Terms



The following key terms are used in this module:

Term	Definition
<b>ePay</b>	An Employee Self-Service module used by Employees to review and update their INFORMS payroll data

## Lesson 4: Employee Self-Service Payroll Data Updates

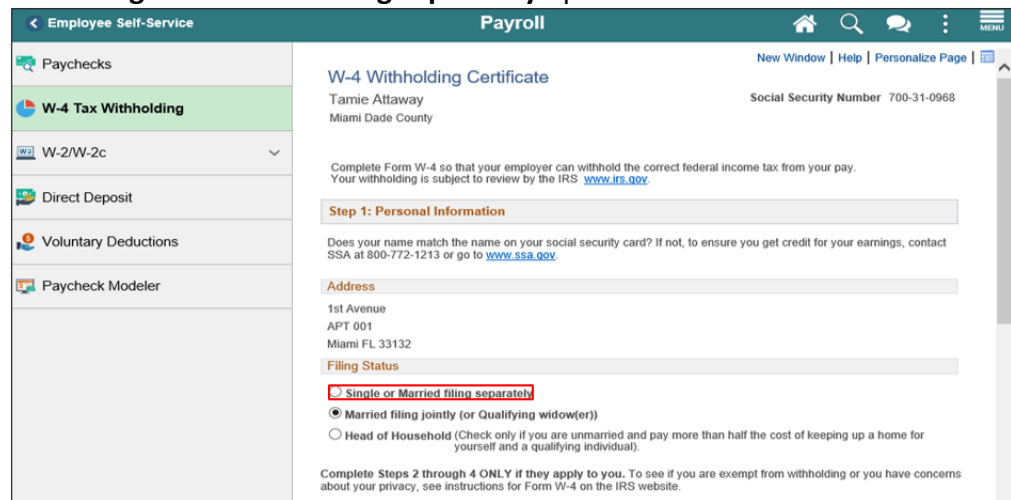
### Lecture 1: Employee Self-Service Payroll Data – Update W-4 Information

**Note:** All scenarios are for illustrative purposes only. This Student Guide should not be construed as legal or tax advice. Each Employee should consult County Payroll professionals and/or licensed professional tax counsel regarding their specific legal or tax situation before submitting any payroll data updates in INFORMS.

#### NAVIGATION: Employee Self-Service > Payroll > W-4 Tax Withholding

The Employee reviews **Step 1: Personal Information**.  
In this scenario, the Employee updates their Filing Status.

1. Select the **Single or Married filing separately** option.



**W-4 Withholding Certificate**  
Tamie Attaway  
Miami Dade County  
Social Security Number 700-31-0968

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS [www.irs.gov](http://www.irs.gov).

**Step 1: Personal Information**

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov)

**Address**  
1st Avenue  
APT 001  
Miami FL 33132

**Filing Status**

**Single or Married filing separately**

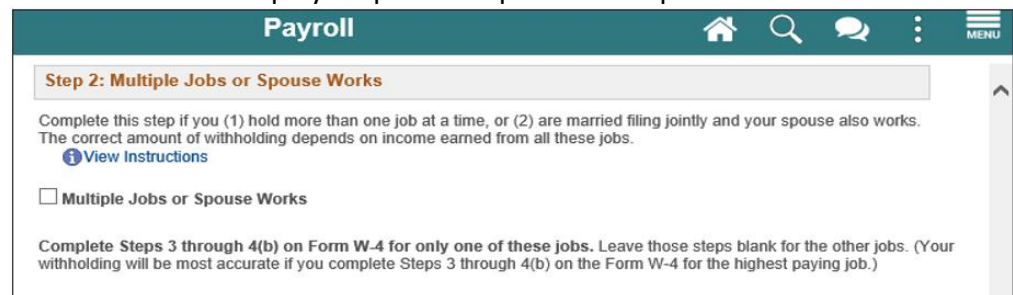
Married filing jointly (or Qualifying widow(er))

Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

**Note:** The Employee should complete this Step only if it applies to them and their situation

2. Use the **scroll bar** to display Step 2: Multiple Jobs or Spouse Works.



**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

[View Instructions](#)

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

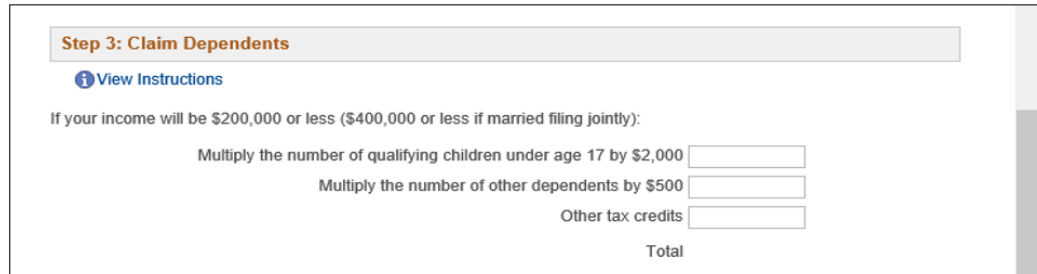
**Note:** The Employee should complete this Step only if it applies to them and their situation:

## Lesson 4: Employee Self-Service Payroll Data Updates

### Lecture 1: Employee Self-Service Payroll Data – Update W-4 Information

**Note:** All scenarios are for illustrative purposes only. This Student Guide should not be construed as legal or tax advice. Each Employee should consult County Payroll professionals and/or licensed professional tax counsel regarding their specific legal or tax situation before submitting any payroll data updates in INFORMS.

3. Use the **scroll bar** to display Step 3: Claim Dependents.



**Step 3: Claim Dependents**

[View Instructions](#)

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000

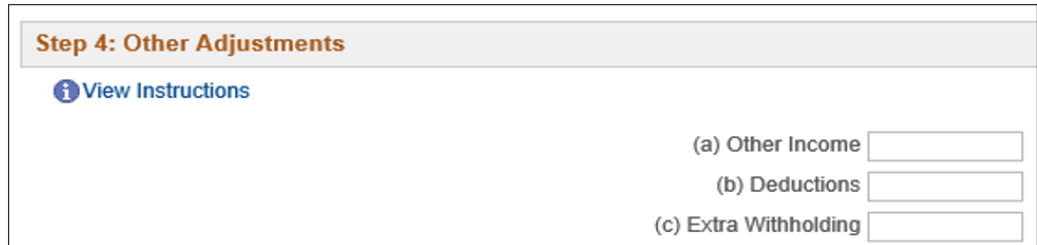
Multiply the number of other dependents by \$500

Other tax credits

Total

**Note:** The Employee should complete this Step only if it applies to them and their situation.

4. Use the **scroll bar** to display Step 4: Other Adjustments.



**Step 4: Other Adjustments**

[View Instructions](#)

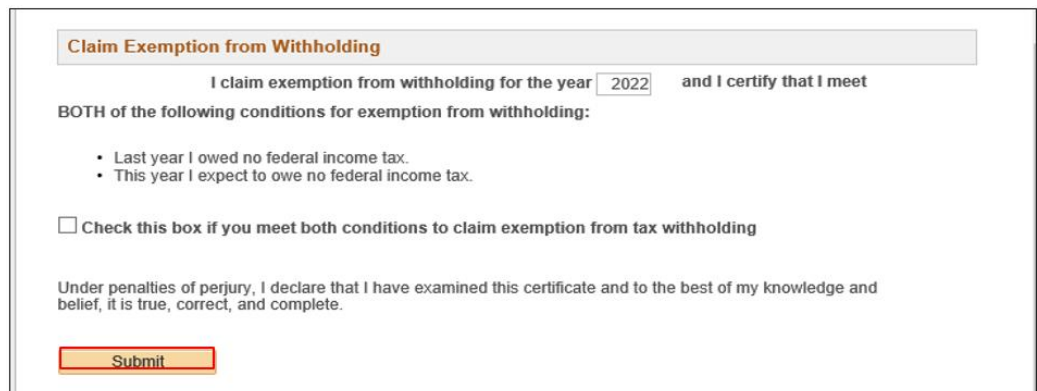
(a) Other Income

(b) Deductions

(c) Extra Withholding

**Note:** The Employee should complete this Step only if it applies to them and their situation.

5. Use the **scroll bar** to display Claim Exemption from Withholding.  
6. Click the **Submit** button.



**Claim Exemption from Withholding**

I claim exemption from withholding for the year  and I certify that I meet BOTH of the following conditions for exemption from withholding:

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

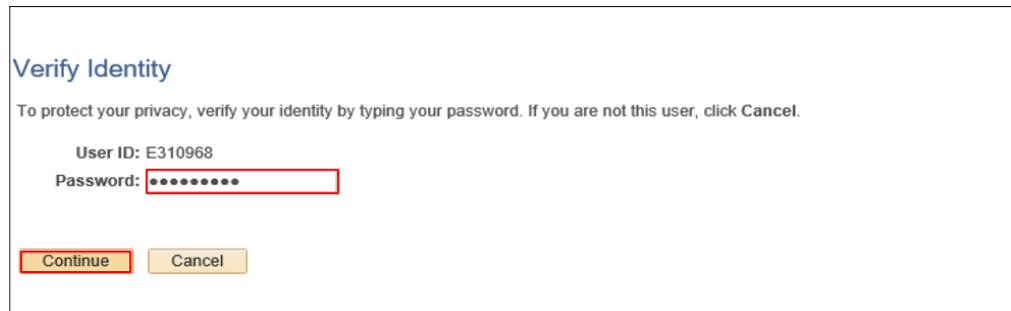
**Note:** The Employee should complete this Step only if it applies to them and their situation.

## Lesson 4: Employee Self-Service Payroll Data Updates

Lecture 1:  
Employee Self-Service Payroll Data – Update W-4 Information

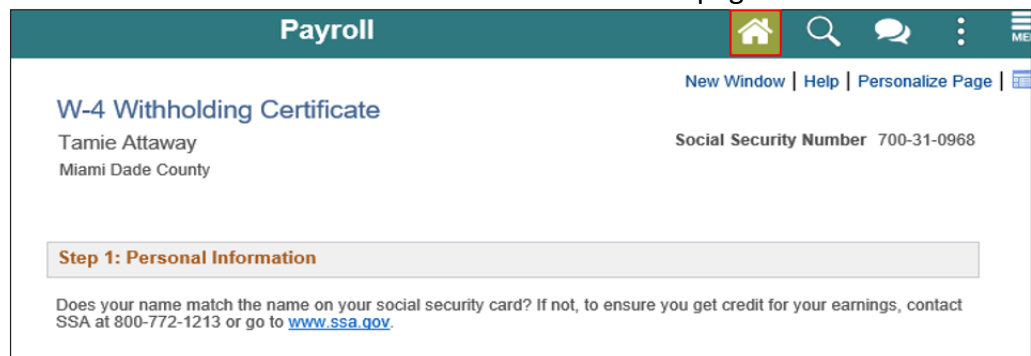
**Note:** All scenarios are for illustrative purposes only. This Student Guide should not be construed as legal or tax advice. Each Employee should consult County Payroll professionals and/or licensed professional tax counsel regarding their specific legal or tax situation before submitting any payroll data updates in INFORMS.

7. Enter your INFORMS password into the **Password** field.
8. Select the **Continue** button.



**Note:** The Employee has submitted their W-4 Tax Withholding updates for review.

9. Select the **OK** button.
10. Select the **Home** button to return to the INFORMS homepage.



## Lesson 4: Employee Self-Service Payroll Data Updates

Lecture 2:  
Employee Self-Service Payroll Data Updates – Request Direct Deposit Update

Employees may define up to three (3) Direct Deposit accounts in INFORMS.  
Use the following navigation to request a direct deposit update in INFORMS:

**NAVIGATION: Employee Self-Service > Payroll > Direct Deposit**

1. Select the **Add Account** ("+") button.

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Checking999	Direct Deposit	87654321	XXXX5678	Checking	Remaining Balance >

**Print Option**  
Send a paper copy of the direct deposit pay statement to my home.  Yes

2. Enter a description of the bank account into the **Nickname** field.
3. Validate that the **Payment Method** displays “Direct Deposit”.
4. Enter the bank's 9-digit ABA number into the **Routing Number** field.
5. Enter the bank account number into the **Account Number** field.

**Note:** The account number is the numeric portion of the number at the bottom center of a check. Do not include special characters or spaces.

6. Re-type the account number into the **Retype Account Number** field.
7. Select the appropriate bank account list item from the **Account Type** list.
8. Select the appropriate list item in the **Deposit Type** list.
9. Enter the desired number into this field (no dollar signs or percent signs)
10. Select the **Save** button.

**Add Account** [Cancel] [Save]

\*Nickname: Savings999

\*Payment Method: Direct Deposit

**Bank**

Routing Number: 063107513

Account Number: 123456

Retype Account Number: 123456

**Pay Distribution**

\*Account Type: Savings

\*Deposit Type: Amount

Amount: 100

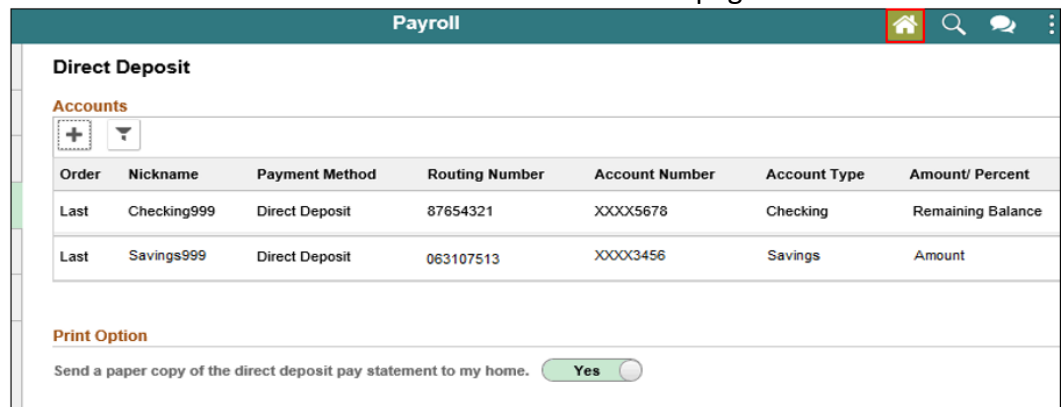


## Lesson 4: Employee Self-Service Payroll Data Updates

Lecture 2:  
Employee Self-Service Payroll Data Updates – Request Direct Deposit Update

Direct deposit instructions have been submitted for a new account.

11. Select the **Home** button to return to the INFORMS homepage.



**Note:** To view or edit existing direct deposit details, select the **Edit/View** (“>”) button to the right of the Direct Deposit details you wish to review.

## Lesson 4: Training Activity 1

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

**Scenario** An Employee submits a new Direct Deposit request in INFORMS.

**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 4: Training Exercise 1

### Debrief



1. (True or False) Employees can update their direct deposit details in INFORMS.

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2. (True or False) Employees can update their W-4 withholding allowance selections paperlessly in INFORMS.

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## Lesson 4: Lesson Summary

### Objectives Achieved



Now that you have completed the Employee Self-Service Payroll Data Updates lesson, you should be able to:

- Update W-4 Information
- Request Direct Deposit

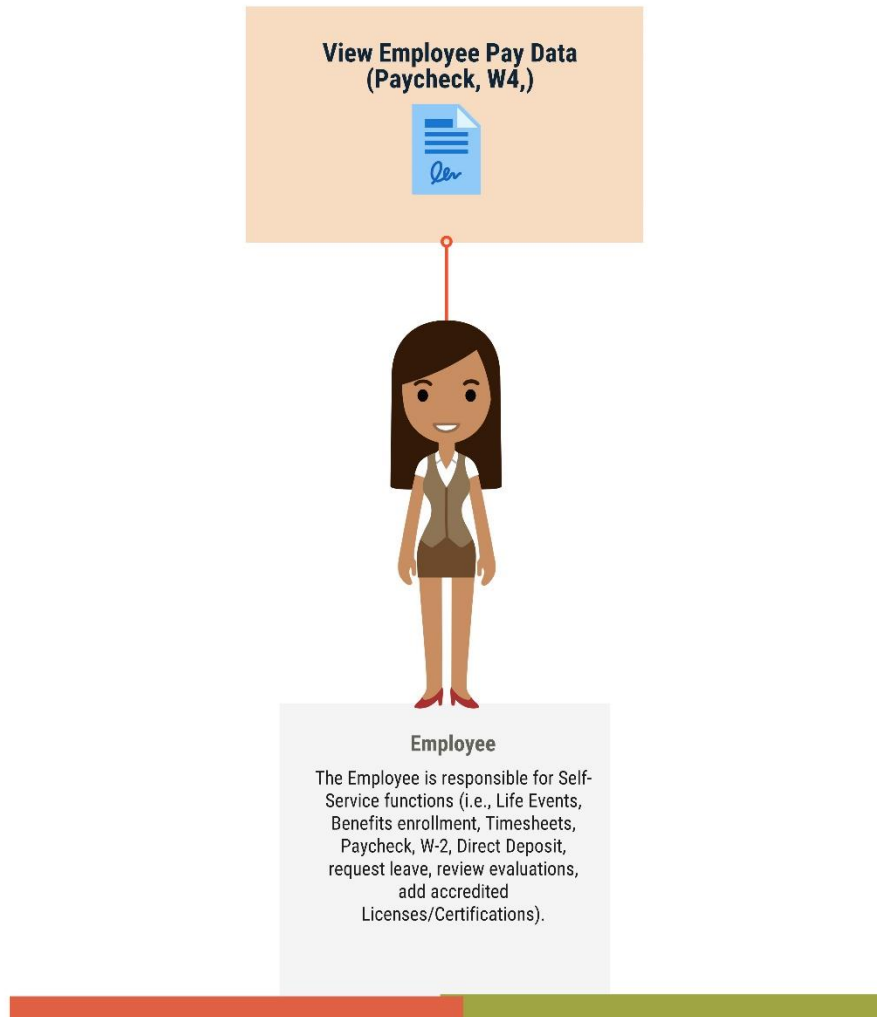
## Lesson 5: Review Paychecks and W4

Lesson 5: At the conclusion of this lesson, you will be able to:  
Overview Review Paychecks and W4

## Lesson 5: Review Paychecks and W4

Lesson 5:  
Introduction

### EMPLOYEE PAY DATA INQUIRY BUSINESS PROCESS



Employees may view their paychecks and W-4 withholding allowances in INFORMS.

## Lesson 5: Review Paychecks and W4

### Key Terms



The following key terms are used in this module:

Term	Definition
<b>Bi-weekly Pay Rate</b>	The Employee's Base Salary with any additional Components of Pay that they are entitled to.

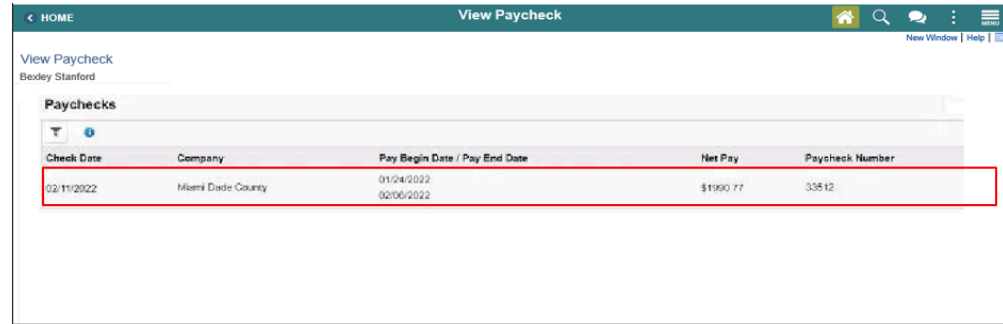
## Lesson 5: Review Paychecks and W4

### Lecture 1: Review Paychecks

Use the following navigation to view paychecks in INFORMS:

**NAVIGATION: Employee Self-Service > Payroll > Paychecks**

1. Select the desired **Check Date** row.



Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
02/11/2022	Miami Dade County	01/04/2022 02/06/2022	\$1990.77	03512

**Note:**

Use this page to view a list of current and historical paychecks.



## Lesson 5: Review Paychecks and W4

### Lecture 1: Review Paychecks

INFORMS displays a pay stub on top and a picture of the physical check at the bottom.

In this case, the Employee receives direct deposit and so no physical check is available or displayed.

The pay stub displays the Bi-weekly Pay Rate.

Miami Dade County 111 NW 1st Street, Ste 2630 Miami, FL 33128-1995		Pay Group: MDC-General Employees Pay Begin Date: 10/18/2021 Pay End Date: 10/31/2021	Business Unit: ID Advice #: 000000000040698 Advice Date: 11/05/2021															
Carlos A Paz Tello 15934 SW 151ST TERRACE MIAMI, FL 33196	Employee ID: 00310968 Department: ID02021200-LIGHT POLICE HQ Location: PD-Midwest Station Job Title: Light Equipment Technician Pay Rate: \$1,668.27 Biweekly	<b>TAX DATA:</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; text-align: center;">Federal</td> <td style="width: 20%; text-align: center;">FL State</td> </tr> <tr> <td>Tax Status: Married</td> <td style="text-align: center;">0</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Allowances:</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Add. Percent:</td> <td></td> <td></td> </tr> <tr> <td>Add. Amount:</td> <td></td> <td></td> </tr> </table>			Federal	FL State	Tax Status: Married	0	N/A	Allowances:	0	0	Add. Percent:			Add. Amount:		
	Federal	FL State																
Tax Status: Married	0	N/A																
Allowances:	0	0																
Add. Percent:																		
Add. Amount:																		
<b>HOURS AND EARNINGS</b>		<b>TAXES</b>																
Description	Rate	Current	Hours	Earnings	Hours	Earnings	Description	Current	YTD									
FlexCrid				21.73		956.12	Fed Withholding	120.92	2,642.45									
AnnLLeave	20.853375	8.00		166.83	16.00	333.66	Fed MED/EE	24.34	526.64									
RegHrs:Pay	20.853375	32.00		667.31	136.00	35,037.68	Fed OASD/EE	104.09	2,251.85									
RegHrs:Pay	20.853375	40.00		834.14		0.00												
FlexCrid				21.73		0.00												
Holiday Ho				0.00	8.00	166.83												
Tool Allow				0.00		535.78												
<b>TOTAL:</b>		<b>80.00</b>		<b>1,711.74</b>	<b>160.00</b>	<b>37,030.07</b>	<b>TOTAL:</b>	<b>249.35</b>	<b>5,420.90</b>									
<b>BEFORE-TAX DEDUCTIONS</b>			<b>AFTER-TAX DEDUCTIONS</b>			<b>EMPLOYER PAID BENEFITS</b>												
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD										
Dental PPO Insurance Plan	23.89	525.58	Short-Term Disability Insurance	7.31	155.69	Medical Select Insurance Plan	519.23	11,423.06										
Vision Insurance	8.38	184.36	Long-Term Disability Insurance	10.30	219.40	Dental PPO Insurance Plan	11.54	253.88										
NACO Deferred Income 457 Plan	25.00	550.00	Pre-Paid Legal Insurance	9.34	205.48	Basic Life Insurance	3.51	74.79										
FRS Contribution	50.05	1,066.18	Minnesota Opt Life (45X)	3.76	79.53	FRS Contribution	180.51	3,690.69										
<b>TOTAL:</b>	<b>107.32</b>	<b>2,326.12</b>	<b>TOTAL:</b>	<b>30.71</b>	<b>660.10</b>	<b>*TAXABLE</b>												
<b>TOTAL GROSS</b>		<b>FED TAXABLE GROSS</b>		<b>TOTAL TAXES</b>		<b>TOTAL DEDUCTIONS</b>		<b>NET PAY</b>										
Current	1,711.74	1,604.42	249.35	138.03	1,324.36													
YTD	37,030.07	34,703.94	5,420.90	2,986.22	28,622.95													
<b>NET PAY DISTRIBUTION</b>																		
Advice #000000000040698	<u>Account Type</u> Checking	<u>Account Number</u> XXXXXXXX4397	<u>Deposit Amount</u> 1,324.36															
<b>TOTAL:</b>			<b>1,324.36</b>															
<b>MESSAGE:</b>																		
		Please consider the environment before printing your paystub <b>Mission Statement:</b> "Delivering excellent public services that address our community's needs and enhance our quality of life, now and in the future."																

2. When finished, use browser controls at the top of the screen to select the **Close Tab** ("x") button.
3. Select the **Home** button to return to the INFORMS homepage.

## Lesson 5: Review Paychecks and W4

### Lecture 2: Review W4

Use the following navigation to review current W-4 withholding allowances in INFORMS.

#### NAVIGATION: Employee Self-Service > Payroll > W-4 Tax Withholding

Use the scroll bar to view current W-4 Tax Withholding selections for the following:

Step 1: Personal Information

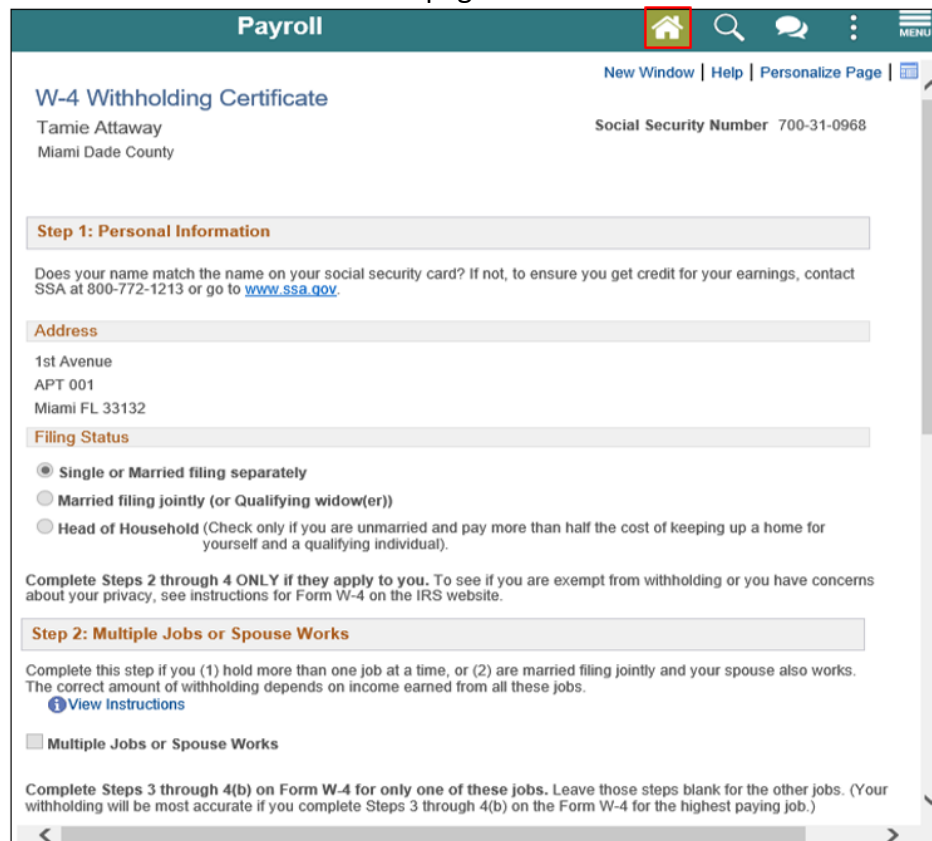
Step 2: Multiple Jobs or Spouse Works






Step 3: Claim Dependents


Step 4: Other Adjustments

Claim Exemption from Withholding

When finished reviewing current W-4 tax withholding selections, select the **Home** button to return to the INFORMS homepage.



**Payroll**     

New Window | Help | Personalize Page | 

### W-4 Withholding Certificate

Tamie Attaway Social Security Number 700-31-0968  
Miami Dade County

**Step 1: Personal Information**

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov).

**Address**

1st Avenue  
APT 001  
Miami FL 33132

**Filing Status**

Single or Married filing separately  
 Married filing jointly (or Qualifying widow(er))  
 Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.  
[View Instructions](#)

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

## Lesson 5: Training Activity 1

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

**Scenario** An Employee views their paycheck in INFORMS

**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 5: Training Exercise

### Debrief



1. (True or False) It is not possible to view paychecks online in INFORMS.

---

---

---

---

2. Employees can view which of the following in INFORMS:

- a) Pay Stubs
- b) W-4 Withholdings
- c) Neither A. nor B.
- d) D. Both A. and B

## Lesson 5: Review Paychecks and W4

### Objectives Achieved



Now that you have completed the Review Paychecks and W4 lesson, you should be able to:

- Review Paychecks and W4

## Lesson 6: Employee Self-evaluation

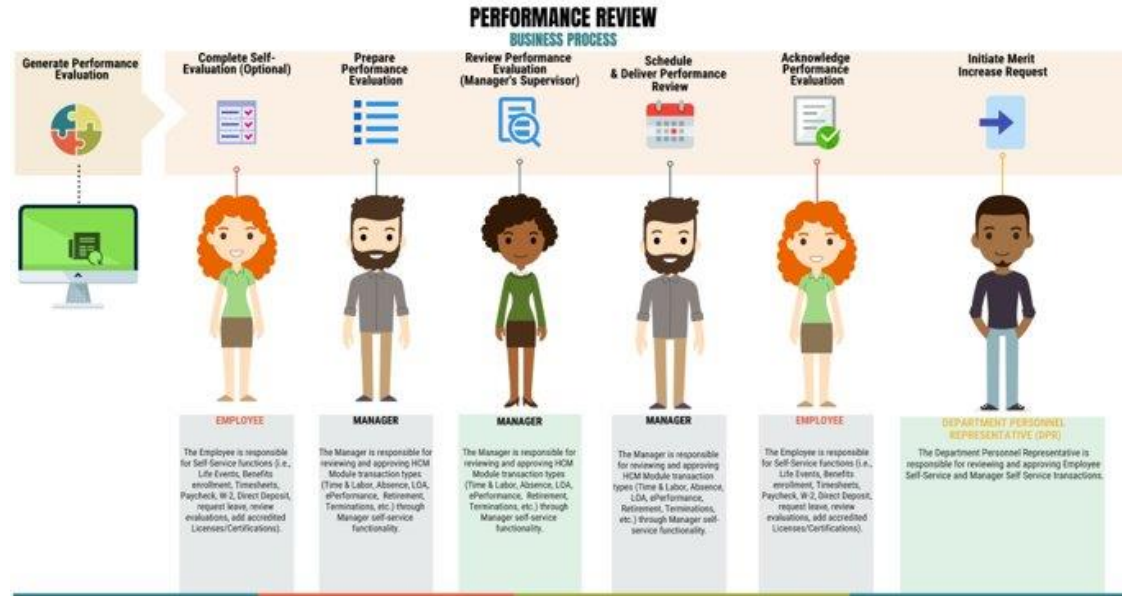
### Lesson 6: Overview

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

- Complete and Submit an Employee self-evaluation

## Lesson 6: Employee Self-evaluation

### Lesson 6: Introduction



Six weeks prior to a Performance Evaluation's due date, INFORMS sends an optional self-evaluation to the Employee. The Employee may perform an optional self-assessment prior to receiving their Performance Review from their Supervisor. INFORMS routes the Employee's completed Self Evaluation document to their Manager for review.

## Lesson 6: Employee Self-evaluation

### Key Terms



The following key terms are used in this module:

Term	Definition
<b>Self Evaluation</b>	An optional self-assessment performed by Employees prior to their Performance Evaluation.



## Lesson 6: Employee Self-evaluation

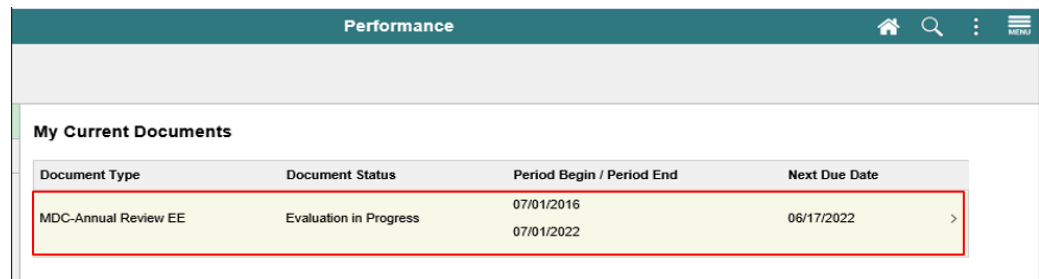
### Lecture 1: Employee Self- Evaluation (Optional)

INFORMS notifies the Employee when it is time for that Employee to perform an optional Self -Evaluation for the current performance evaluation period.

The Employee enters their accomplishments as follows:

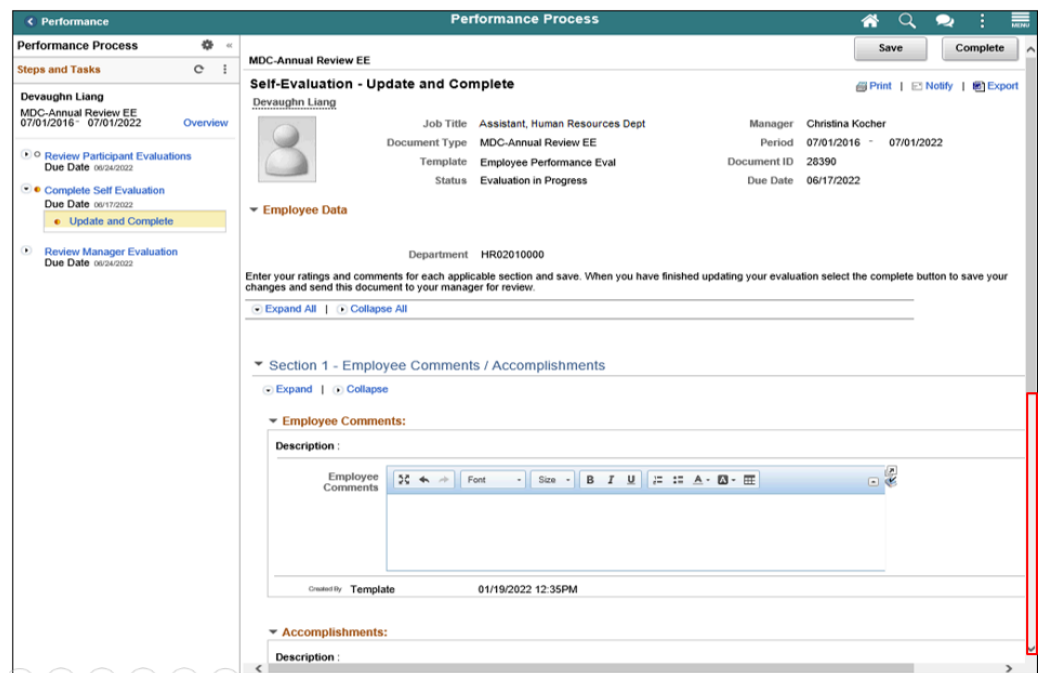
**Navigation: Home > Employee Self-Service > Performance > My Current Documents**

1. Select the **Evaluation in Progress** row.



Document Type	Document Status	Period Begin / Period End	Next Due Date
MDC-Annual Review EE	Evaluation in Progress	07/01/2016 07/01/2022	06/17/2022

2. Use the **right vertical** scrollbar to scroll down.



**Performance Process**

MDC-Annual Review EE

**Self-Evaluation - Update and Complete**

Devaughn Liang

Job Title: Assistant, Human Resources Dept  
Manager: Christina Kocher  
Document Type: MDC-Annual Review EE  
Period: 07/01/2016 - 07/01/2022  
Template: Employee Performance Eval  
Document ID: 28390  
Status: Evaluation in Progress  
Due Date: 06/17/2022

Employee Data

Department: HR02010000

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

Section 1 - Employee Comments / Accomplishments

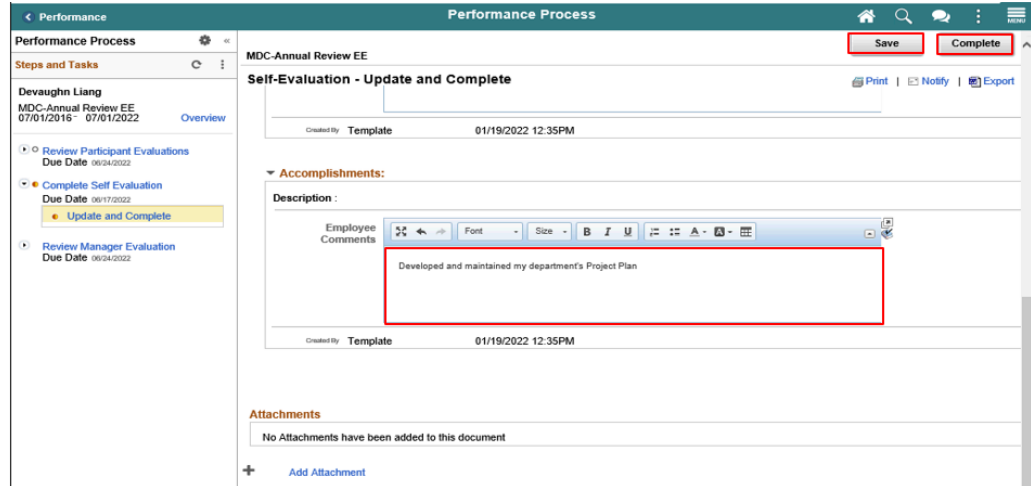
Employee Comments

Accomplishments

## Lesson 6: Employee Self-evaluation

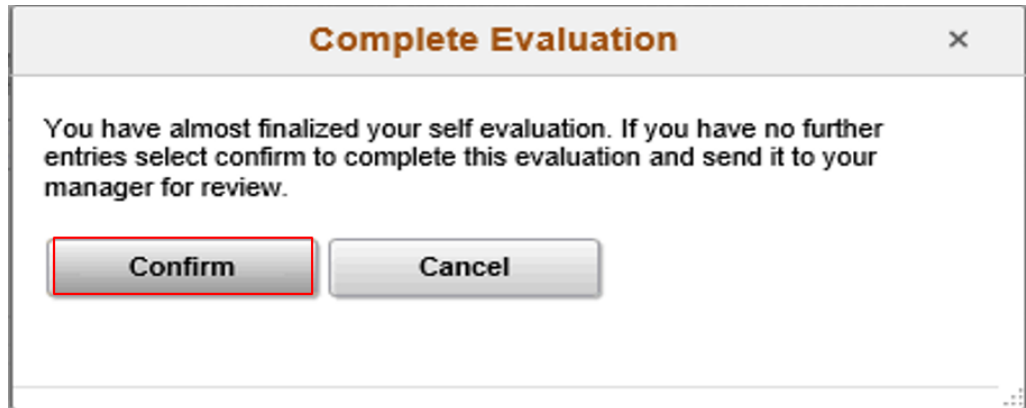
### Lecture 1: Employee Self- Evaluation (Optional)

3. Enter accomplishments into the **Accomplishments** field.
4. Select the **Save** button.
5. Select the **Complete** button.



**Note:** The **Add Attachment** link is available to upload supporting documents when appropriate.

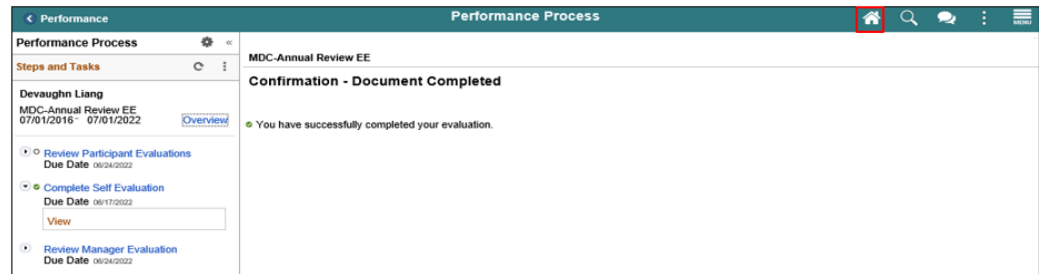
6. Select the **Confirm** button.



## Lesson 6: Employee Self-evaluation

### Lecture 1: Employee Self- Evaluation (Optional)

7. Select the **Home** button to return to Employee Self-Service.



#### Note:

- INFORMS will notify the Employee's Manager that the self-evaluation has been completed.
- The Employee's Manager schedules a performance review appointment.
- The Employee may review their completed Self-Evaluation document at any time by selecting the **View** (">") link.
  - Once their self-evaluation is accessed, the **Print** link may be used to generate a PDF copy of the self-evaluation.
  - The **Export** link may be used to download a copy of the self-evaluation.

## Lesson 6: Training Activity 1

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

**Scenario** An Employee accesses, completes and submits their optional Self-Evaluation.

**Instructions** This activity 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 6: Training Exercise

### Debrief



1. If the Employee completes an optional Self-Evaluation, do they still have to have a Performance Review?

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2. Does the Self-Evaluation serve as your official Evaluation?

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## Lesson 6: Lesson Summary

### Objectives Achieved



Now that you have completed the Employee Self-evaluation lesson, you should be able to:

- Complete and Submit an Employee self-evaluation

## Lesson 7: Participant Performance Review

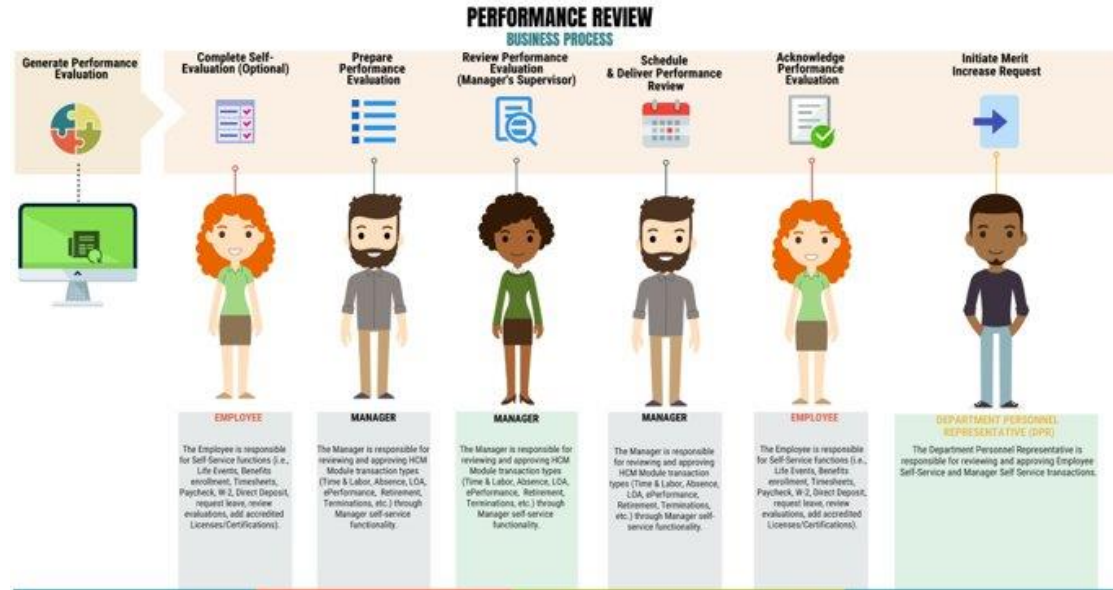
### Lesson 7: Overview

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

- Review and acknowledge the Employee performance review

## Lesson 7: Participant Performance Review

### Lesson 7: Introduction



During the annual Performance Evaluation cycle, the Manager schedules and conducts a Performance Review with their Employee.

After the Manager conducts the performance review, the Manager requests that the Employee acknowledge their performance review document in INFORMS.

Once the Employee’s evaluation has been acknowledged and completed, INFORMS updates the performance evaluation’s **Document Status** to “Complete”. The Employee’s completed performance evaluation document will be located in INFORMS under the Historical Documents pane.



## Lesson 7: Participant Performance Review

### Key Terms



The following key terms are used in this module:

Term	Definition
<b>Acknowledge</b>	The act of completing an evaluation after an Employee reviews their Performance Evaluation document in INFORMS.

## Lesson 7: Participant Performance Review

### Lecture 1: Review and Acknowledge Evaluation

The Employee opens their current Performance Evaluation document:

**Navigation: Home > Employee Self-Service > Performance > My Current Documents**

1. Select the **Pending Acknowledgement** row.

Document Type	Document Status	Period Begin / Period End	Next Due Date
MDC-Annual Review EE	Pending Acknowledgement	01/01/2021 01/01/2022	12/25/2021

2. Use the **right vertical** scroll bar to review the entire Performance Evaluation document.

**Performance Process**

**Steps and Tasks**

- Review Participant Evaluations Due Date 12/25/2021
- Complete Self Evaluation Due Date 12/19/2021
- Review Manager Evaluation Due Date 12/25/2021
  - Acknowledge** (View)

**Manager Evaluation - Acknowledge**

Les Chatham

Job Title: Accountant 2  
 Document Type: MDC-Annual Review EE  
 Template: Employee Performance Eval  
 Status: Pending Acknowledgement

Manager: Emerald Ritchie  
 Period: 01/01/2021 - 01/01/2022  
 Document ID: 28399  
 Due Date: 12/25/2021

**Employee Data**

Employee ID: 00319256  
 Department: FN06020000 ACCOUNTING SECTION

This document is currently waiting for your acknowledgment.  
 Select the Acknowledge button to confirm that you and your manager have discussed this document. Your name will be placed in the signature section on the document acknowledging that the review was held.

Expand All | Collapse All | View Graphical Rating

**Section 1 - PERFORMANCE OBJECTIVES**

Expand | Collapse

**QUANTITY OF WORK**

Description: Includes amount of work performed.

Manager Rating: 3 - Satisfactory Avg Rating: 3 - Satisfactory

Manager Comments: During this evaluation period, Mr. Chatham proved to be a very valuable contributor to the unit. His responsibilities included sorting by vendor name, department, due date and voucher number. During this evaluation period, Mr. Chatham performed the process of auditing all the vendors with very little assistance.

Created By: Template 02/09/2022 3:59PM  
 Last Modified By: Emerald Ritchie 02/23/2022 3:34PM

**Note:** The Employee could review any Attachments that might have been added at the bottom of their Performance Evaluation.

## Lesson 7: Participant Performance Review

### Lecture 1: Review and Acknowledge Evaluation

**Note:** The Employee could review any Attachments that might have been added at the bottom of their Performance Evaluation.

3. After reviewing the entire document, the Employee may enter comments in the **Employee Comments** field under the Employee Comments section if desired.
4. Select the **Acknowledge** button.

5. Select the **Yes** button.

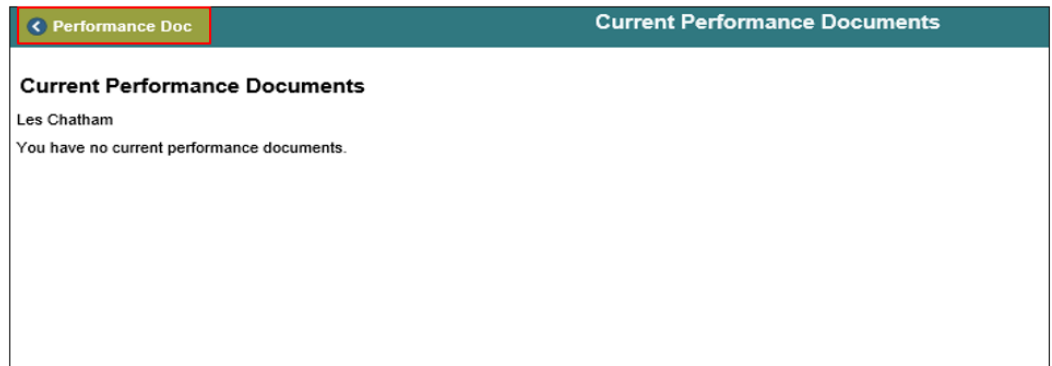
You have pressed the combo button that makes the review acknowledged and also marks the review as completed. (25006,3)

Yes
No

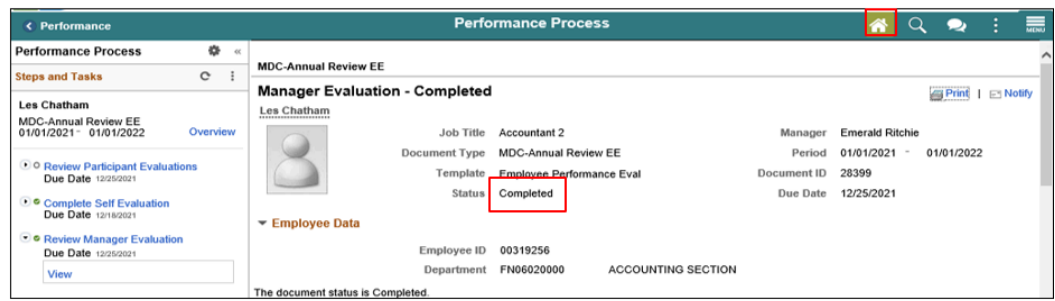
## Lesson 7: Participant Performance Review

### Lecture 1: Review and Acknowledge Evaluation

6. Select the **Performance Doc** button.



7. Confirm that the Performance Evaluation **Document Status** is now “Completed”.
8. Select the **Home** button.



## Lesson 7: Training Activity 1

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

**Scenario** A Manager conducted an Employee's Performance Review. After their Performance Review, the Employee writes comments and acknowledges their Performance Evaluation document.

**Instructions** This activity 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 7: Training Exercise 1

### Debrief



1. Can the Employee add comments after the Performance Review has been conducted?

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2. Can the Employee add comments after they have acknowledged their Performance Evaluation document?

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## Lesson 7: Lesson Summary

### Objectives Achieved



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

- Review and acknowledge the Employee performance review

## Module 3: Course Summary

### Objectives Achieved



Congratulations! You have completed the eProfile, ePay and ePerformance course. You now should be able to:

- Perform Employee Self-Service Personal Profile Updates
- Perform Profile Management
- Submit a Resignation or Retirement Request
- Perform Employee Self-Service Payroll Data Updates
- Review Paychecks and W4
- Complete and Submit an Employee self-evaluation
- Review and Acknowledge an Employee performance review
- Run Reports and Queries

### 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

- Review and Edit Addresses
- Review and Edit Emergency Contacts
- Review and Edit Additional Information
- Update Veteran Status
- Review and Edit Disability
- Review and Edit Email Addresses
- Review and Edit Phone Numbers
- Review and Edit Ethnic Group
- Review and Edit Certifications & Licenses
- Review and Edit Educational Details
- Submit Retirement
- Submit Resignation
- Update W-4 Information
- View Paycheck
- View W-4 Information
- Complete optional Self Evaluation
- Review and Acknowledge Performance Review

## Reference Materials (Cont.)

### Reference Materials



For additional Information:

- [www.miamidade.gov/informs](http://www.miamidade.gov/informs)

## Glossary

### Key Terms



The following key terms are used in this course:

Term	Definition
<b>Acknowledge</b>	The act of completing an evaluation after an Employee reviews their Performance Evaluation document in INFORMS.
<b>Bi-weekly Pay Rate</b>	The Employee's Base Salary with any additional Components of Pay that they are entitled to.
<b>Preferred</b>	An INFORMS checkbox that identifies which option in a list is the Employee's personal preference.
<b>Resignation</b>	Voluntary separation from County employment.
<b>Retirement</b>	An Employee's retirement from County service if eligible.
<b>Self-Evaluation</b>	An optional self-assessment performed by Employees prior to their Performance Evaluation.