

Miami-Dade County



End-User Training Guide

Course Code: HCM 201

**Course: Emergency Management Assistance
System Solutions (EMASS)**

Course Overview

Course Description	<p>This course provides a comprehensive review of the Business processes for Emergency Management Assistance System Solutions.</p> <p>This course consists of the following modules:</p> <ul style="list-style-type: none">• Module 1: Course Introduction• Module 2: Emergency Management Assistance System Solutions• Module 3: Course Summary
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Training Audiences	<p>The following audience(s), by INFORMS Security role(s) are required to complete this course prior to being granted related INFORMS access:</p> <ul style="list-style-type: none">• EMASS Liaisons
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Prerequisites	<p>Participants are required to complete the following End-User Training courses prior to starting this course:</p> <ul style="list-style-type: none">• ESS 203 – Employee Self Service - Time Management
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Other Related Courses	<p>Participants can attend the other related courses to Emergency Management Assistance System Solutions:</p> <p>N/A</p>
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Delivery Method	<p>This course is intended to be delivered through Instructor-led Training.</p>
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Estimated Duration	<p>The total duration of this course, when delivered through Instructor-led Training, is 4 hours</p>
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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
- Key Changes to 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 complete:

- EMASS Entries
- EMASS Approvals

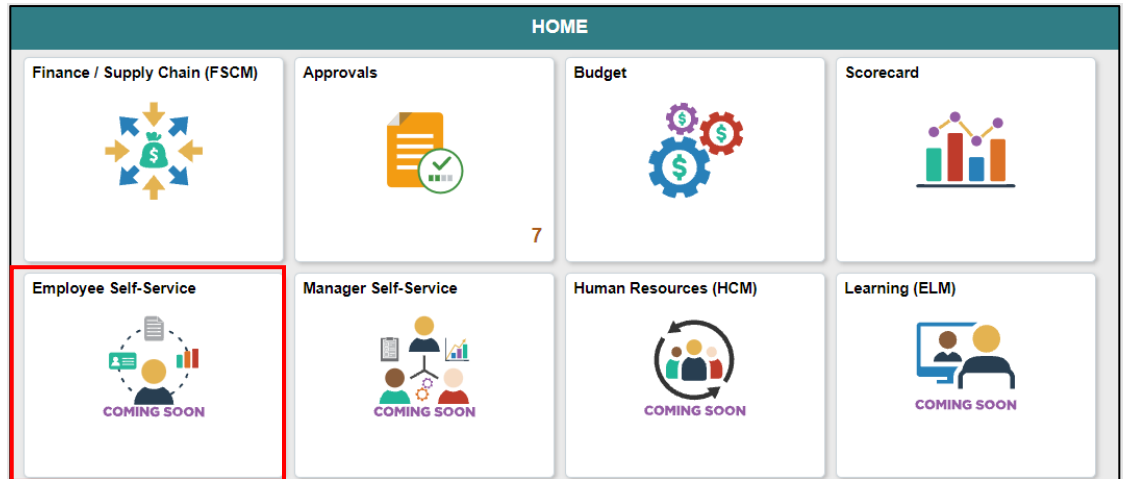
Module 1: Course Introduction

Training Audience:	The following roles are associated with this course and will play a part in conducting the related business processes for the County:
Roles and Responsibilities	EMASS Liaison: The EMASS Liaison is responsible for monitoring the submission of Labor, Equipment and Materials Charges. Additionally responsible for the approval or ad-hocing approval charges when necessary.

Module 1: Course Introduction

Navigation

Navigation: Employee Self-Service



Module 1: Course Introduction

Key Changes to the Business Process

The purpose and benefits of the Emergency Management Assistance System Solutions business process include:

- Reduction of paper processes (Electronic workflows)
- Validation against timesheet submission
- Reduction of processing time
- Enhanced Reporting

Description of the Solutions

The Emergency Management Assistance System Solutions (EMASS) provides the County with the capability to enter, monitor and track labor, equipment and material charges related to a county-wide emergency event (e.g., hurricane, COVID, etc.) that receives funding from a federal or state agency (e.g., FEMA, Department of Treasury, etc.)

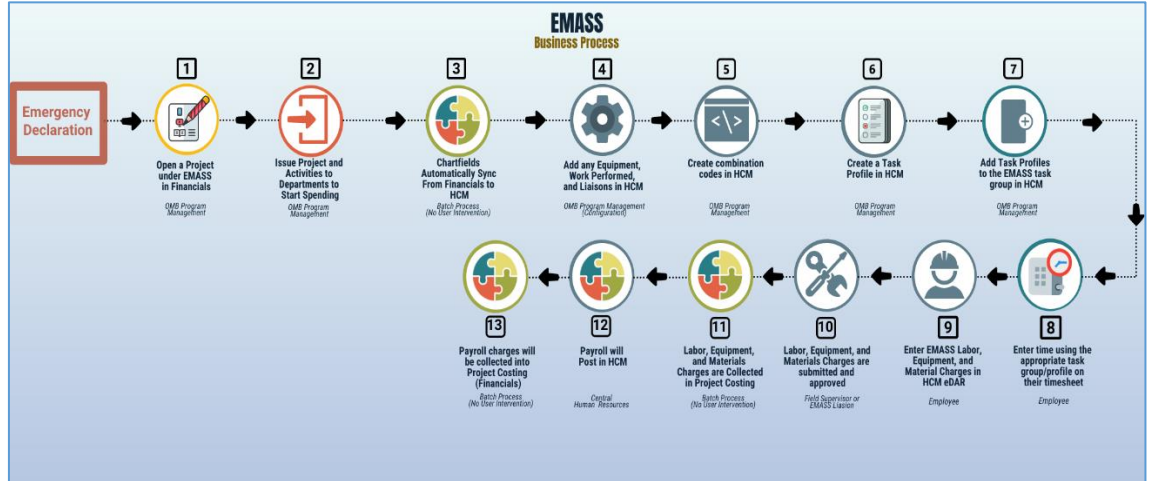
The student guide will help employees understand the EMASS Business Process and the steps needed to charge Labor, Equipment and Materials for Emergency Events using these new solutions.

Scope of EMASS Usage

EMASS will be used to record labor, equipment, and materials **only** when there is a **county-wide** emergency event to which Federal or State funding/reimbursement will be applied.

Module 1: Course Introduction

The End-to-End Business Process



The actions taken in the initial minutes of an emergency are critical. Upon declaration of an Emergency, the OMB Program Management team, will advise County Department that they should start documenting their costs. This includes the documentation and charging of Labor, Equipment and Materials Charges.

The new EMASS business process crosses INFORMS Financials and INFORMS Human Capital. The below is a high-level overview of the process.

Module 1: Course Introduction

The End-to-End Business Process

When an emergency event is declared the following actions will occur:

OMB Program Management

1. Set up Program and Projects in INFORMS Financials
2. Set up Combo Codes and Task Profiles in INFORMS Human Capital
3. Advise Departments' EMASS liaisons (formerly FEMA liaisons) of the Projects to charge against in Financials
4. Advise Departments' EMASS liaisons (formerly FEMA liaisons) which Task Group and Task Profiles to charge Labor, Equipment and Materials charges against

EMPLOYEES

1. Charge time against the appropriate Task Group and Task Profile in Timesheet
2. Charge Labor, Equipment and Materials against Task Profile in EMASS form
 - a. Each location and/or Field Supervisor requires a separate INFORMS EMASS entry
3. Submit for approval to the field supervisor who oversaw the specific work at specific location

FIELD SUPERVISOR

1. Review and Approve/Deny Labor, Equipment and Materials Charges

EMASS LIAISON

1. Monitor Submission of Labor, Equipment and Materials Charges
2. Approve or ad-hoc Charges when necessary

Module 1: Course Introduction

Introduction to Demonstrations and Exercises

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

Instructor Demo



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

Training Activities



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

Training Exercises



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

Module 1: Course Introduction

Module 1: Course Introduction Summary

The following key concepts were covered in this module:

- Course Administration and Logistics
- Learning Objectives
- Roles and Responsibilities
- Navigation
- Key Changes to the Business Process
- The End-to-End Business Process
- Introduction to Demonstrations and Exercises

Module 2: Emergency Management Assistance System Solutions

- Module 2: This module includes the following lessons:
- Course
 - Introduction
 - Summary
- EMASS Entries
 - EMASS Approvals

Lesson 1: EMASS Entries

Lesson 1: Overview

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

- Timesheet Entries
- EMASS Work Performed Entries
- Making Adjustments
- Sample of Errors

Lesson 1: EMASS Entries

Lesson 1: Introduction

The recording of emergency-related transactions starts with the Time Entry. This is accomplished in the Timesheet. The employee and/or timekeeper will enter the time worked per day and will associate to it the designated emergency task group and task profile.

After time is entered in the Timesheet, the employee will be able to enter in the EMASS form the specific labor, equipment and/or materials used during the work performed for the Emergency Event.

Lesson 1: EMASS Entries

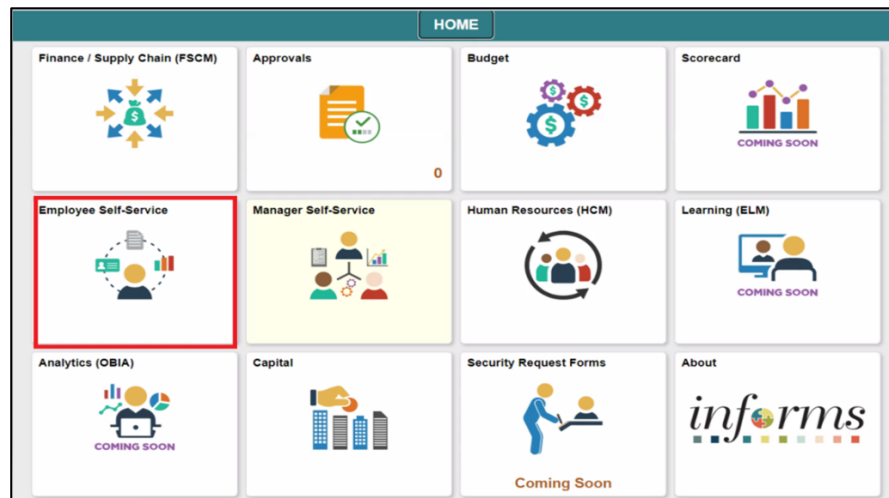
Lecture 1: Timesheet Entries

The process illustrated below displays the necessary steps to enter time worked for an Emergency Event.

Assigning a Task Group and Task Profile to the time entry for the specific emergency event ensures that the time worked on the emergency is recorded properly. This is required for reporting and obtaining reimbursement from federal funding agency (e.g., FEMA, Department of Treasury, etc.) in charge.

The Task Group and Task Profile will be provided to the EMASS Liaison by OMB Program Management Office to the Departments' EMASS Liaison and DPR for distribution to the employees.

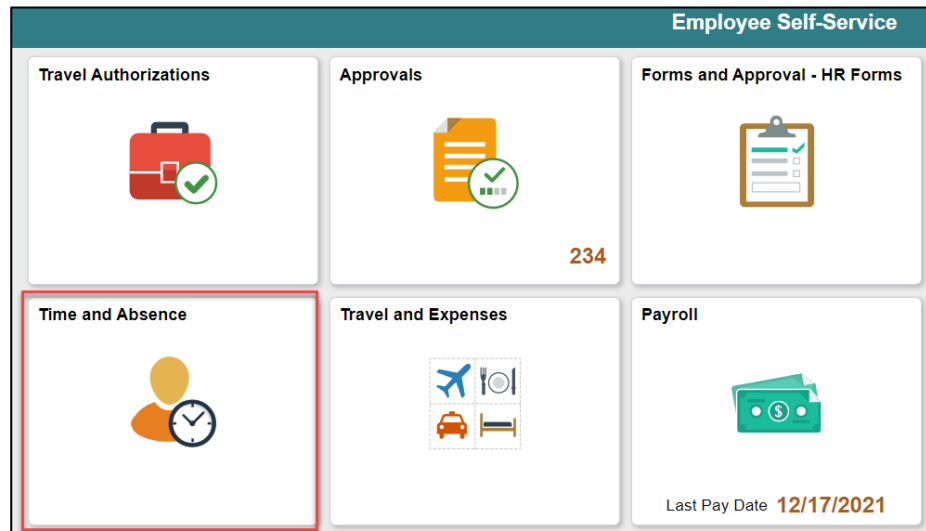
1. Log into **INFORMS**.
2. Select the **Employee Self-Service** tile.



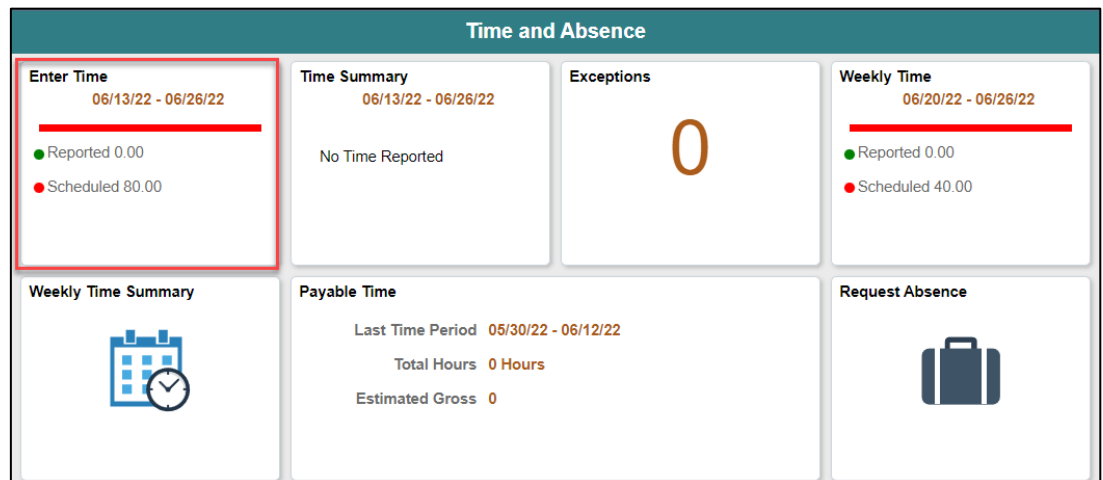
Lesson 1: EMASS Entries

Lecture 1:
Timesheet
Entries

3. Select **Time and Absence**.

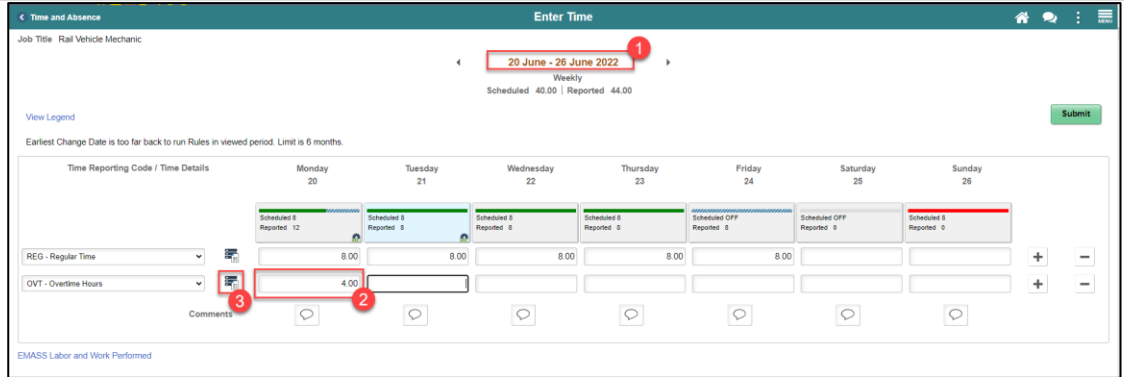


4. Select the **Enter Time** tile.

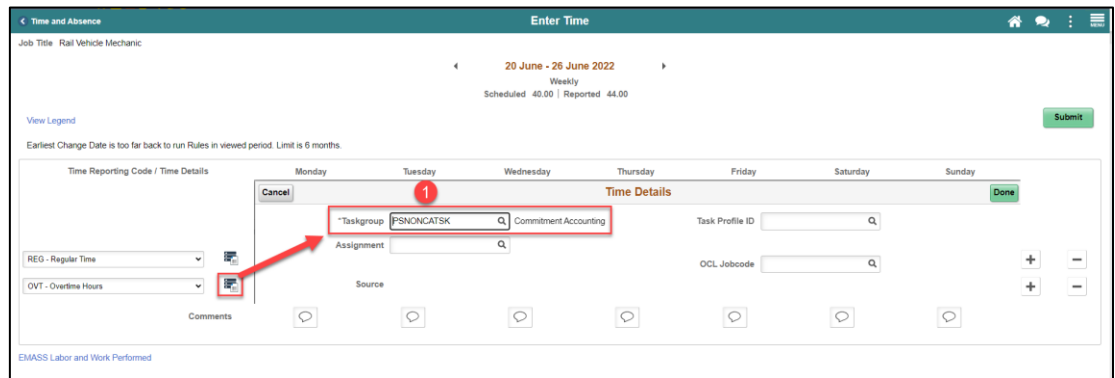


Lesson 1: EMASS Entries

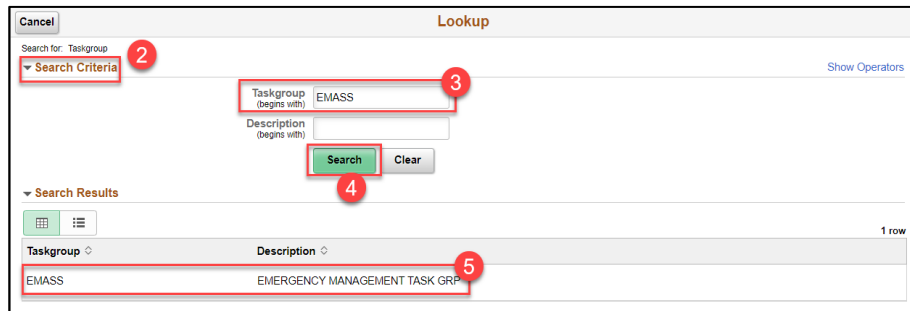
Lecture 1: Timesheet Entries



5. Select the Time Period to Report.
6. **Timesheet:**
 - a. Enter your time reporting by day and Time Reporting Code
7. Select the **Time Details** icon to **assign the proper Task Group and Task Profile**. Time entered must be assigned to the specific Emergency Event by attaching the Task Group and Task Profile provided by the Department’s EMASS Liaison/DPR.
8. Select the **Taskgroup** Look up.



9. Select **Search**.
10. Enter **EMASS** in the Taskgroup.
 - a. If you are in Aviation, Water and Sewer or Public Housing. You will leave the default Taskgroup.
11. Select **Search**.
12. Select **EMASS** in the Taskgroup.



Lesson 1: EMASS Entries

Lecture 1:
Timesheet
Entries

13. Select the **Task Profile ID** magnifying glass.

The screenshot shows the 'Time Details' form. The 'Task Profile ID' field is highlighted with a red box, and a red circle with the number 1 is placed over the magnifying glass icon to its right.

14. Select the correct **Taskprofile** issued to you by your Department’s EMASS Liaison/DPR.

The screenshot shows a 'Lookup' table with search criteria for 'Task Profile ID'. A red box highlights the first three columns: 'Task Profile ID', 'Effective Date', and 'Description'. A red circle with the number 2 is placed over the 'Description' column header.

Task Profile ID	Effective Date	Description	Department	Fund Code	O&M Activity	Location	Project	Activity	Operating Unit
E_BU_SURFS	11/02/2021	EMASS BU Surfside							
E_FN_SURFS	11/02/2021	EMASS FN Surfside							
E_FR_SURFS	11/02/2021	EMASS FR Surfside							
E_IT_SURFS	11/02/2021	EMASS IT Surfside							
E_LB_SURFS	11/02/2021	EMASS LB Surfside							
E_PD_SURFS	11/02/2021	EMASS PD Surfside							
E_PR_SURFS	11/02/2021	EMASS PR Surfside							
E_TP_SURFS	11/02/2021	EMASS TP Surfside							
S_SHAKEOUT	11/02/2021	SF TASK PROFILE SHAKEOUT							

15. Select **Done**.

The screenshot shows the 'Time Details' form with the 'Task Profile ID' field now containing the value 'E_BU_SURFS'. The 'Done' button in the top right corner is highlighted with a red circle and the number 3.

Lesson 1: EMASS Entries

Lecture 1: Timesheet Entries

16. If you have additional time to charge, you may add new rows to your timesheet by selecting the Plus (+) button.

Earliest Change Date is too far back to run Rules in viewed period. Limit is 6 months.

Time Reporting Code / Time Details	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24	Saturday 25	Sunday 26
Scheduled 8 Reported 12	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 8	Scheduled OFF Reported 0	Scheduled 8 Reported 0
REG - Regular Time	8:00	8:00	8:00	8:00	8:00		
OVT - Overtime Hours	4:00						
Comments							

Buttons: +4, -

17. Select **Submit** – Before submitting, verify that you have entered all the time worked on the day with proper use of the Task Group and Task Profile for Emergency Event reporting.
 - a. An icon should appear on the timesheet. This indicates the timesheet has been submitted.
18. INFORMS will show the following message:

Job Title: Rail Vehicle Mechanic

20 June - 26 June 2022

Weekly
Scheduled 40.00 | Reported 44.00

Submit

Earliest Change Date is too far back to run Rules in viewed period. Limit is 6 months.

Timesheet Submit Confirmation

By submitting the time and attendance entries for the specified time period above, I acknowledge that the hours reported represent the actual hours worked and that all hours are paid at the adjusted hourly rate inclusive of pay supplements and in accordance with my respective collective bargaining provisions.
If there are any discrepancies, I understand that I need to communicate the discrepancy to my Departmental Personnel Representative (DPR) immediately.

OK

*In order to proceed with entering your EMASS Emergency form, you must **submit** the timesheet. The timesheet does not need to be approved to begin this process; however, must be approved to submit the EMASS Emergency Form.*

Please Note that the Timesheet will be approved by your payroll supervisor.

Lesson 1: EMASS Entries

Lecture 1: Timesheet Entries

Examples of Transactions

This lesson will be covering three different examples of transactions.

Example 1

A salaried employee works 4 hours in regular job and 4 hours in the Emergency Event, employee will need to

- Enter one row of regular time with 4 hours. This row is defaulted to the position budget.
- Add a second row of regular time with 4 hours and attach to it the designated EMASS Task Group and Task Profile.

The screenshot displays the 'Time Details' window for a salaried employee. It shows a weekly schedule from Monday (25) to Sunday (1) for the period 25 April - 1 May 2022. Two rows of time entries are visible:

Time Reporting Code / Time Details	Monday 25	Tuesday 26	Wednesday 27	Thursday 28	Friday 29	Saturday 30	Sunday 1
REG - Regular Time	Scheduled 8 Reported 0 4.00	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
REG - Regular Time	Scheduled 8 Reported 0 4.00	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0

Below the timesheet, a 'Time Details' popup window is shown for the second row, with the following fields:

- Taskgroup: EMASS
- Assignment: [empty]
- OCL Jobcode: [empty]
- Task Profile ID: E_BU_SURFS
- Admin Functions: [empty]
- Source: [empty]
- Emergency hours worked

Example 2

An hourly employee works 10 hours in cleaning debris from 8:00 pm to 6:00 am on the following day. He receives night differential.

- Since this is the employee's shift, the hours will be recorded on the day he/she starts the shift.
- Cleaning debris work performed was divided as follows:
 - Regular 8 hours will be assigned the designated Task Group/Task Profile
 - Overtime 2 hours will be assigned the designated Task Group/Task Profile
- Enter the Night Differential TRC line and assigned the designated Task Group/Task Profile

Lesson 1: EMASS Entries

Lecture 1: Timesheet Entries

Time Details

*Taskgroup: EMASS | EMERGENCY MANAGEMENT | Task Profile ID: E_SW_SURFA

Assignment: | Admin Functions: | OCL Jobcode: | Source:

Job Title: Waste Collector

6 June - 12 June 2022

Weekly | Scheduled 40.00 | Reported 10.00

Time Reporting Code / Time Details	Monday 6	Tuesday 7	Wednesday 8	Thursday 9	Friday 10	Saturday 11	Sunday 12
Scheduled 10	Reported 0	Reported 0	Reported 0	Reported 10	Reported 0	Reported 0	Reported 0
NGT11 - Night Differential 1 Step				8.00			
NGT10 - Night Differential 1 Step OVT				2.00			

Comments: | | | | | | |

Time Details

*Taskgroup: EMASS | EMERGENCY MANAGEMENT | Task Profile ID: E_SW_SURFA

Assignment: | Admin Functions: | OCL Jobcode: | Source:

Example 3

A police officer works 24 hours in Alpha/Bravo shift doing security protection work.

- Employee will enter 24 hours in the given day
- Employee will have several TRCs that will apply
- Employee will need to enter Task Group and Task Profile for each of the TRC codes

Time Details

Job Title: Police Sergeant

30 May - 5 June 2022

Weekly | Scheduled 40.00 | Reported 24.00

Time Reporting Code / Time Details	Monday 30	Tuesday 31	Wednesday 1	Thursday 2	Friday 3	Saturday 4	Sunday 5
Scheduled 8	Reported 24	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0
NGT12 - Night Differential 2 Steps	8.00						
NGT20 - Night Differential 2 Steps OVT	8.00						
REG - Regular Time	8.00						

Comments: | | | | | | |

Time Details

*Taskgroup: EMASS | EMERGENCY MANAGEMENT | Task Profile ID: E_PD_SURFS

Assignment: | Admin Functions: | OCL Jobcode: | Source:

Lesson 1: EMASS Entries

Lecture 2: EMASS Work Performed Entries

After **submitting** the time in the timesheet with the proper Emergency Event Task Group/Task Profile, labor, equipment and/or materials can be entered on the EMASS Emergency Form.

Note that the timesheet does not need to be approved to start the process of entering daily EMASS Emergency forms. However, the EMASS Emergency form cannot be submitted until such time that your timesheet has been approved.

Entering EMASS transactions follows these general steps –

1. Starting the EMASS entry by selecting a specific date
2. Selecting Field Supervisor and Location – these apply to the labor, equipment and/or materials to be entered
3. Entering Labor Charges (always required)
4. Entering Equipment Charges, if applicable
5. Entering Materials Charges, if applicable
6. Attaching any necessary documents.

Entry into EMASS **requires** the following information -

- Selection of date - Every entry into EMASS must have hours entered in the Timesheet with the Emergency Event's Task Group/Task Profile for the date selected.
- Field Supervisor - Supervisor who was on the field when the work was performed. This supervisor will be asked to approve the labor, equipment and materials entered in the EMASS form.
- Location - Location identification where the work was performed for the hours reported in the timesheet as selected in the date above.
- Entry into EMASS for work performed must take into consideration the combination of date, field supervisor and location.
 - Multiple entries can be made when necessary to take into consideration work performed for specific combinations of date, field supervisor and location not to exceed the total number of hours entered in the timesheet for the date.
- Work performed – Should be as explicit as possible, this is not the same as the TRC or the Task Profile. User will be able to select from a drop-down list.

Lesson 1: EMASS Entries

Lecture 2: EMASS Work Performed Entries

Several basic **edits** are applied to the EMASS entry –

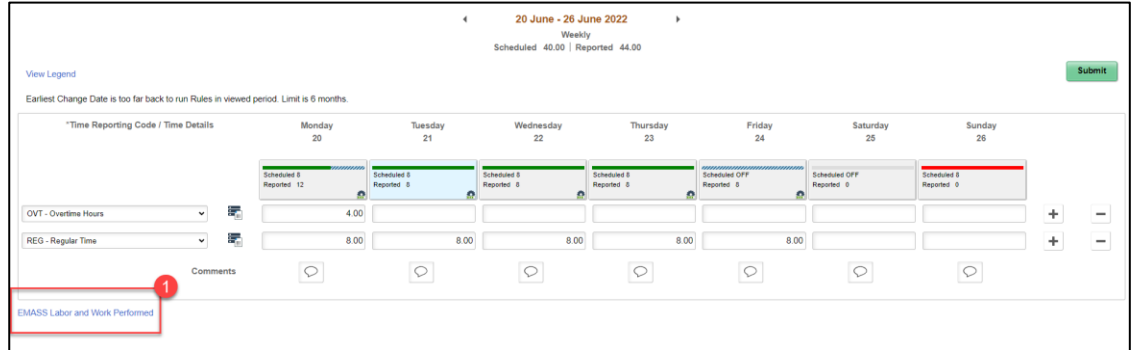
- **Labor Hours** – Hours entered in the Labor Work Performed section of the EMASS form for a specific day cannot exceed the hours entered in the timesheet for the same day and designated with the proper Task Group/Task Profile.
 - o Multiple rows can be used to address different work performed under the same Field Supervisor in the same Location.
- **Equipment Charges** – Multiple rows can be used to record all the equipment used during the specific date/field supervisor/location combination for the specific work performed.
- **Equipment Charges Unit of Measure** – When unit of measure is Hours, a single row may not exceed the summation of hours entered against the task group/task profile on the timesheet. This is the same task group/task profile combination on the labor charged section.
- **Task Profile** -Can only choose from the Task Profiles entered in the timesheet.

Lesson 1: EMASS Entries

Lecture 2:
EMASS Work
Performed
Entries

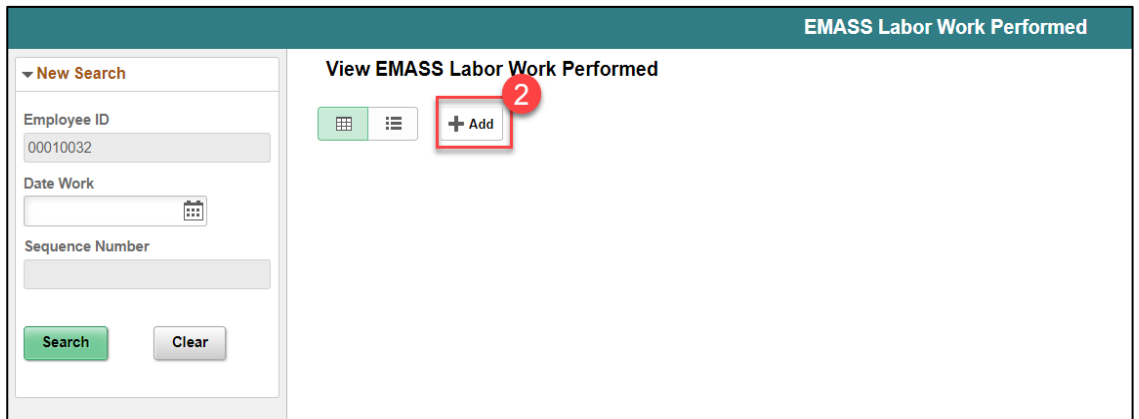
Starting the EMASS Entry

1. Select the EMASS Labor and Work Performed link, which is located on the bottom left of the timesheet.



2. Select the **+ADD** button.

****If an employee has already entered any EMASS Labor Work Performed, they may do a search from the left-hand search screen.**



3. Enter an **Employee ID** (make sure to include leading zeroes to complete 8 characters)
4. Select the **Date**.
 - a. *This is the date for which time was entered under an EMASS task profile on the timesheet.*
 - b. **Note:** *Employees of AV, WS and PH can choose are not tied to the EMASS task profile; therefore, they will be allowed to choose any date for which they have entered time in Timesheet.*

Lesson 1: EMASS Entries

Lecture 2: EMASS Work Performed Entries

5. Select **Add**.

6. Enter your **Immediate Field Supervisor ID**
- Errors in this field may result in the *INFORMS EMASS* form being denied.
 - You may search, by selecting the look up icon. You may search by emplid, FirstName, Last Name or Business Unit (see screenshot - searching by name)
 - Select Search
 - Select your field supervisor

Supervisor ID	First Name	Last Name	Business Unit
00325536	Tequila	Holiday	BU

7. Enter either a Location Code or if the Location code is not found, enter other Location
- You may search for a Location Code by selecting the lookup icon.
 - Select Search Criteria
 - Search by location code or description
 - Select Search
 - Select a location

Lesson 1: EMASS Entries

Lecture 2: EMASS Work Performed Entries

The screenshot shows the 'EMASS Labor Work Performed' Lookup form. On the left, the 'EMASS Labor charges' section is highlighted with a red box and a red circle containing the number '2'. A red circle with the letter 'a' points to the 'Supervisor ID' field. A red circle with the letter 'b' points to the 'Search Criteria' dropdown menu. A red box with a red circle 'c' encloses the 'Location Code (begins with)' and 'Description (begins with)' input fields. A red circle with the letter 'd' points to the 'Search' button. A red box with a red circle 'e' highlights the first row of the search results table.

Location Code	Description
A001050000	Career Source South Florida-SF
A002020000	Dr. MLK Office Plaza- CR

*****One INFORMS EMASS form should be submitted for every different Date-Field Supervisor- Location combination***

Lesson 1: EMASS Entries

Lecture 2: EMASS Work Performed Entries

Entering EMASS Labor Changes

In the EMASS Labor Charges section:

1. Select **Work Performed** associated with the Hours worked
2. Hours will default based on the timesheet
 - a. **You should report only hours based on the date, field supervisor and location combination selected at the beginning**
3. To enter a different work performed for the same field supervisor and location combination, select the Plus (+) button.
 - a. Summation of hours reported cannot exceed hours reported on the timesheet for the EMASS task profile

EMASS Labor charges						
Date Work	Task Group	Task Profile	Work Performed	Hour(s)	Time Reporting Code	2 rows
06/20/2022	EMASS EMERGENCY MANAGEMENT TASK GRP	EMASS_TRN EMASS TRAINING TASK PROFILE	DEBRIS_REMOVAL	2.000	OVT Overtime Hours	+ -
06/20/2022	EMASS EMERGENCY MANAGEMENT TASK GRP	EMASS_TRN EMASS TRAINING TASK PROFILE	MEDICAL_FACILITY	2.000	OVT Overtime Hours	+ -

Hours of Work Performed may not exceed hours on time-card.

If you are in **AV, WASD or PH**. You will need to delete rows that **DO NOT** pertain to Emergency Work. Additionally, you will need to select the EMASS task profile that pertains to your department.

EMASS Labor charges						
Date Work	Task Group	Task Profile	Work Performed	Hour(s)	Time Reporting Code	2 rows
06/20/2022	09635030 350-MECHANICAL	041231 35030,Admin. & Gener(GA),13025		6.000	NGT1 Night Differential 1 Step	+ -
06/20/2022	09635030 350-MECHANICAL	041231 35030,Admin. & Gener(GA),13025		8.000	REG Regular Time	+ -

Cancel Lookup

Search for: Task Profile

Search Criteria

Search Results

Task Profile ID	Description	Department	Fund Code	O&M Activity	Location	Project	Activity	Operating Unit
E_AV_SURFA	EMASS AV SURFSIDE	NDAV020000	51006			AV_SURFSIDE	CATEGORY_A	NO-GRANT
E_PH_SURF	EMASS PH SURFSIDE	NDPH020000	51006			PH_COVID19_CRF	MISCELLANEOUS	NO-GRANT
E_WS_SURFB	EMASS WS SURFSIDE CAT B	NDWS020000	51006			WS_SURFSIDE	CATEGORY_B	NO-GRANT

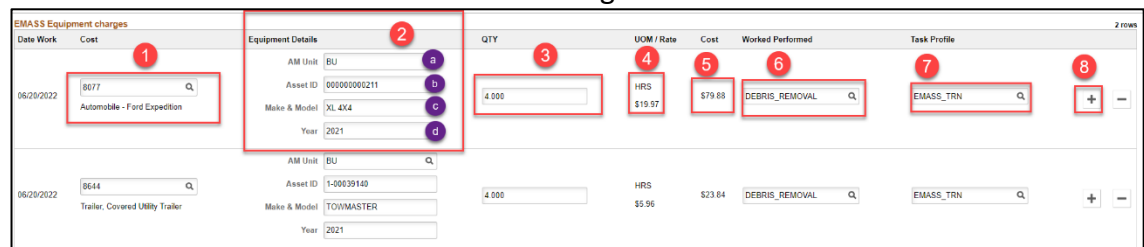
Lesson 1: EMASS Entries

Lecture 2: EMASS Work Performed Entries

Entering EMASS Equipment Charges

In the EMASS Equipment Charges section:

- 1) Enter the **Cost Code**
 - a) This is the Cost Code from FEMA
- 2) **Equipment Details:**
 - a. Enter the Asset Management Business Unit (from Financials)
 - b. Enter the Asset ID (if not known, enter Not Known)
 - c. Enter the Make and Model if available
 - d. Enter the Year if available
- 3) **Enter the Quantity**
 - a. For Unit of Measure of Hours, a **single row may not exceed the summation of hours** entered against the task profile/work performed combination on the timesheet. This is the same task profile/work performed combination on the labor charged section.
- 4) **UOM/Rate**
 - a. Defaults based on Cost Code selected
- 5) **Cost**
 - a. Automatically calculates (Qty * UOM/Rate)
- 6) Select the **Worked Performed**
 - a. This is worked performed as chosen in the Labor Charges
- 7) Select the **Task Profile** against this Charge
 - a. The only available Task Profiles to choose from will be those entered in the timesheet.
- 8) For **additional rows**, select the plus (+) button
 - a. For any additional Equipment entered, the entry rules are as follows:
 - i. For Hours UOM:
 1. You may not exceed, on any individual line, the hours on your timesheet/labor charge for a Work Performed/Task profile combination
 - ii. For Mileage UOM:
 1. There is no limitation for mileage.



Date Work	Cost	Equipment Details	QTY	UOM / Rate	Cost	Worked Performed	Task Profile
06/20/2022	9077 Automobile - Ford Expedition	AM Unit: BU Asset ID: 00000000211 Make & Model: XL 4X4 Year: 2021	4.000	HRS \$19.97	\$79.88	DEBRIS_REMOVAL	EMASS_TRN
06/20/2022	9644 Trailer, Covered Utility Trailer	AM Unit: BU Asset ID: 1-00039140 Make & Model: TOWMASTER Year: 2021	4.000	HRS \$5.96	\$23.84	DEBRIS_REMOVAL	EMASS_TRN

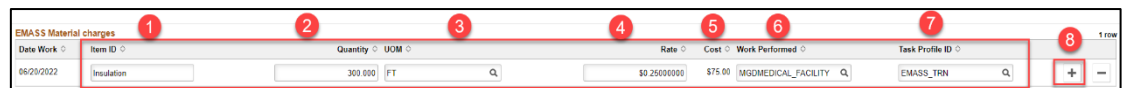
Lesson 1: EMASS Entries

Lecture 2: EMASS Work Performed Entries

Entering EMASS Materials Charges

In the EMASS Materials Charges section

1. Enter the **Item ID**
 - a. This is a free form field.
2. Enter the **Quantity**
3. Select a **Unit of Measure**
4. **Rate**
 - a. Enter the Rate for this item
5. **Cost**
 - a. Automatically calculates (Qty * Rate)
6. Select the **Worked Performed**
 - a. This is worked performed as chosen in the Labor Charges
7. Select the **Task Profile** against this Charge
 - a. The only available Task Profiles to choose from will be those entered in the timesheet.
8. For **additional rows**, select the plus (+) button



The screenshot shows the 'EMASS Material charges' form with the following fields and values:

Date Work	Item ID	Quantity	UOM	Rate	Cost	Work Performed	Task Profile ID	
6/29/2022	Insulation	300 000	FT	\$0.25000000	\$75.00	MGDMEDICAL_FACILITY	EMASS_TRN	+ -

Numbered callouts in the image point to: 1. Item ID field, 2. Quantity field, 3. UOM dropdown, 4. Rate field, 5. Cost field, 6. Work Performed dropdown, 7. Task Profile ID dropdown, and 8. The plus (+) button for adding rows.

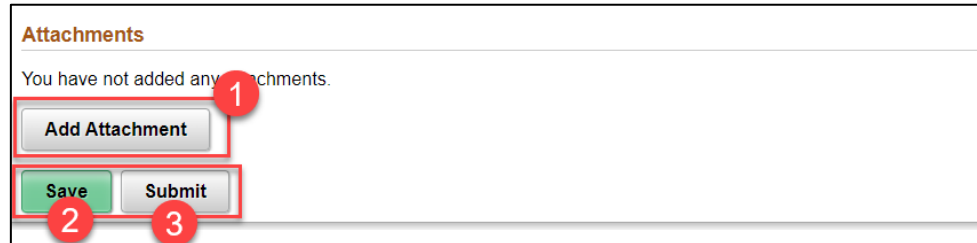
Lesson 1: EMASS Entries

Lecture 2: EMASS Work Performed Entries

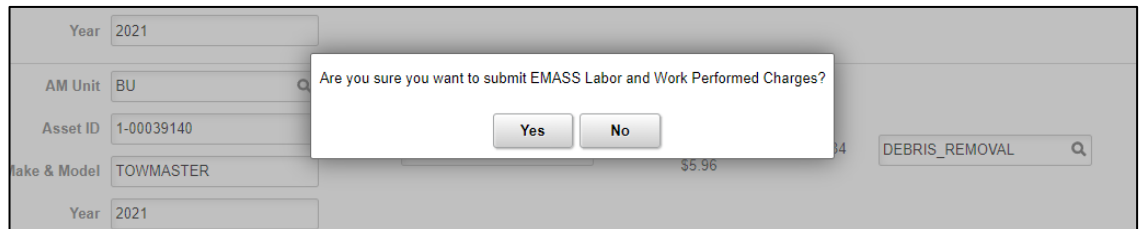
Entering Attachments

In the attachments section,

1. Enter any relevant documentation by selecting **Add Attachment**.
2. Select **Save**
3. Select **Submit**



4. When pressing submit, INFORMS will prompt you to verify, press “Yes” if ready to submit.



*****Please review the INFORMS EMASS Form for accuracy. Any forms that are denied will have to be re-submitted.***

Lesson 1: EMASS Entries

Lecture 2: EMASS Work Performed Entries

Example of Transactions – EMASS entries

Example 1 –

Salaried employee who worked only 4 hours in the Emergency Event. The employee was performing sheltering work; because of a need to expand the shelter, the employee used certain materials to finalize the reading of the new area.

- Work Performed: sheltering
- Equipment: none
- Materials: cleaning liquids, mops, disinfecting wipes.

EMASS Labor charges									
Date Work	Task Group	Task Profile	Work Performed	Hour(s)	Time Reporting Code				
06/21/2022	EMASS EMERGENCY MANAGEMENT	E_BU_SURFS EMASS BU Surfside	Sheltering	4.000	REG Regular Time				

EMASS Equipment charges									
Date Work	Cost	Equipment Details	QTY	UOM / Rate	Cost	Worked Performed	Task Profile		
06/21/2022		AM Unit Asset ID Make & Model Year							

EMASS Material charges									
Date Work	Item ID	Quantity	UOM	Rate	Cost	Work Performed	Task Profile ID		
06/21/2022	Cleaning Liquids	20.000	GAL	\$19.97000000	\$399.40	Sheltering	E_BU_SURFS		
06/21/2022	Mops	10.000	EA	\$44.97000000	\$449.70	Sheltering	E_BU_SURFS		
06/21/2022	Disinfecting Wipes	15.000	PAC	\$11.89000000	\$178.35	Sheltering	E_BU_SURFS		

Example 2 –

An hourly employee works 10 hours in cleaning debris from 8:00 pm to 6:00 am on the following day. He receives night differential. The truck in used broke down at hour 7 requiring the use of another truck with the same trailer.

- Work Performed: debris removal
- Equipment: truck and trailer for 8 hours; 2nd truck and same trailer for 2 hours
- Materials: 1000 bags

July 18, 2022

EMASS Labor charges									
Date Work	Task Group	Task Profile	Work Performed	Hour(s)	Time Reporting Code				
07/18/2022	EMASS EMERGENCY MANAGEMENT	E_BU_SURFS EMASS BU Surfside	Debris Removal	4.000	NGT2 Night Differential 2 Steps				

EMASS Equipment charges									
Date Work	Cost	Equipment Details	QTY	UOM / Rate	Cost	Worked Performed	Task Profile		
07/18/2022	8793 Truck	AM Unit: BU Asset ID: 1BU-00000004 Make & Model: STERLING Year: 2021	4.000	HRS \$85.78	\$343.12	Debris Removal	E_BU_SURFS		
07/18/2022	8643 Trailer	AM Unit: BU Asset ID: 1BU-00000005 Make & Model: BROOKS BROTHERS Year: 2006	4.000	HRS \$39.42	\$157.68	Debris Removal	E_BU_SURFS		

EMASS Material charges									
Date Work	Item ID	Quantity	UOM	Rate	Cost	Work Performed	Task Profile ID		
07/18/2022	Bags	1000.000	BAG	\$0.99000000	\$990.00	Debris Removal	E_BU_SURFS		

Lesson 1: EMASS Entries

Lecture 2: EMASS Work Performed Entries

July 19, 2022

EMASS Labor charges						
Date Work	Task Group	Task Profile	Work Performed	Hours	Cost	Time Reporting Code
07/19/2022	EMASS EMERGENCY MANAGEMENT	E_BU_SURFS EMASS BU Surfside	Debris Removal	6.000		N012 Night Differential 2 Steps

EMASS Equipment charges							
Date Work	Cost	Equipment Details	QTY	UOM / Rate	Cost	Worked Performed	Task Profile
07/19/2022	8793	AM Unit: BU Asset ID: 1BU-00000004 Make & Model: STERLING Year: 2021	4.000	HR5 \$85.78	\$343.12	Debris Removal	E_BU_SURFS
07/19/2022	8793	AM Unit: BU Asset ID: 1BU-00000005 Make & Model: STERLING Year: 2022	2.000	HR5 \$85.78	\$171.56	Debris Removal	E_BU_SURFS
07/19/2022	8643	AM Unit: BU Asset ID: 1BU-00000005 Make & Model: BROOKS BROTHERS Year: 2009	6.000	HR5 \$39.42	\$236.52	Debris Removal	E_BU_SURFS

EMASS Material charges						
Date Work	Item ID	Quantity	UOM	Rate	Cost	Worked Performed
07/19/2022						

Example 3 –

A police officer works 24 hours in Alpha/Bravo shift doing security protection work.

- Work Performed: security protection
- Equipment: cruiser
- Materials: disinfecting wipes, masks.

EMASS Labor charges						
Date Work	Task Group	Task Profile	Work Performed	Hours	Cost	Time Reporting Code
06/21/2022	EMASS EMERGENCY MANAGEMENT	E_FD_SURFS EMASS PD Surfside	Security Protection	24.000		ALPH2 Alpha Bravo PS Overtime Earned

EMASS Equipment charges							
Date Work	Cost	Equipment Details	QTY	UOM / Rate	Cost	Worked Performed	Task Profile
06/21/2022	8073	AM Unit: PD Asset ID: 00000000271 Make & Model: DODGE CHARGER Year: 2021	24.000	HR5 \$16.27	\$390.48	Security Protection	E_FD_SURFS
06/21/2022	8072	AM Unit: PD Asset ID: 00000000271 Make & Model: DODGE CHARGER Year: 2021	150.000	MIL \$0.56	\$84.00	Security Protection	E_FD_SURFS

EMASS Material charges						
Date Work	Item ID	Quantity	UOM	Rate	Cost	Worked Performed
06/21/2022	Disinfecting Wipes	2.000	CAN	\$1.99000000	\$3.98	Security Protection
06/21/2022	Masks	5.000	EA	\$2.99000000	\$14.95	Security Protection

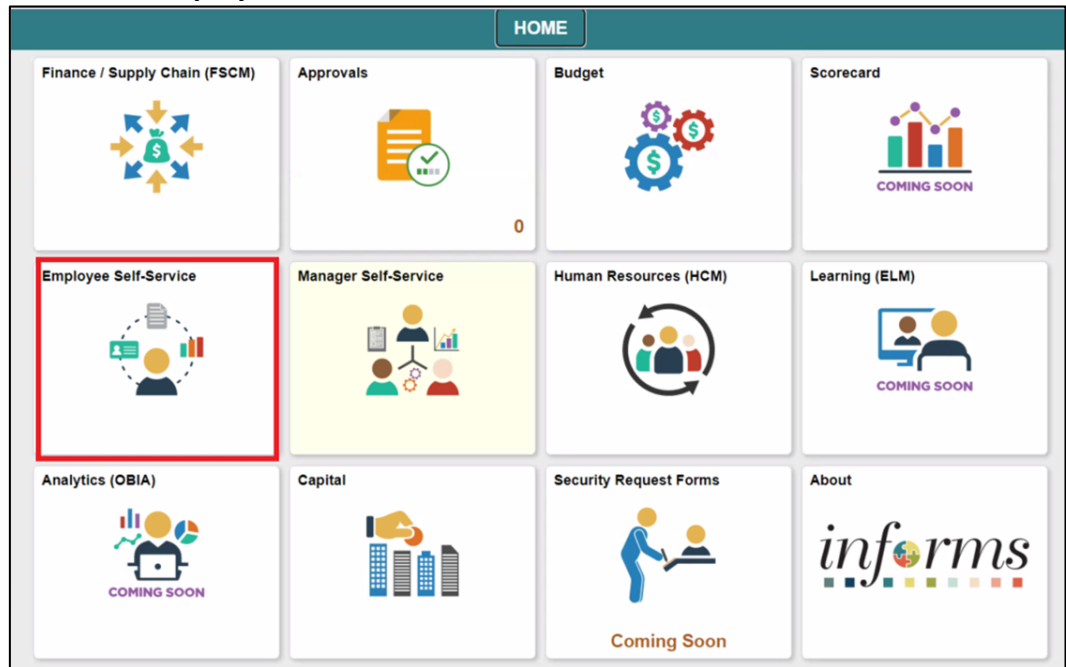
Lesson 1: EMASS Entries

EMASS Work Performed Entries

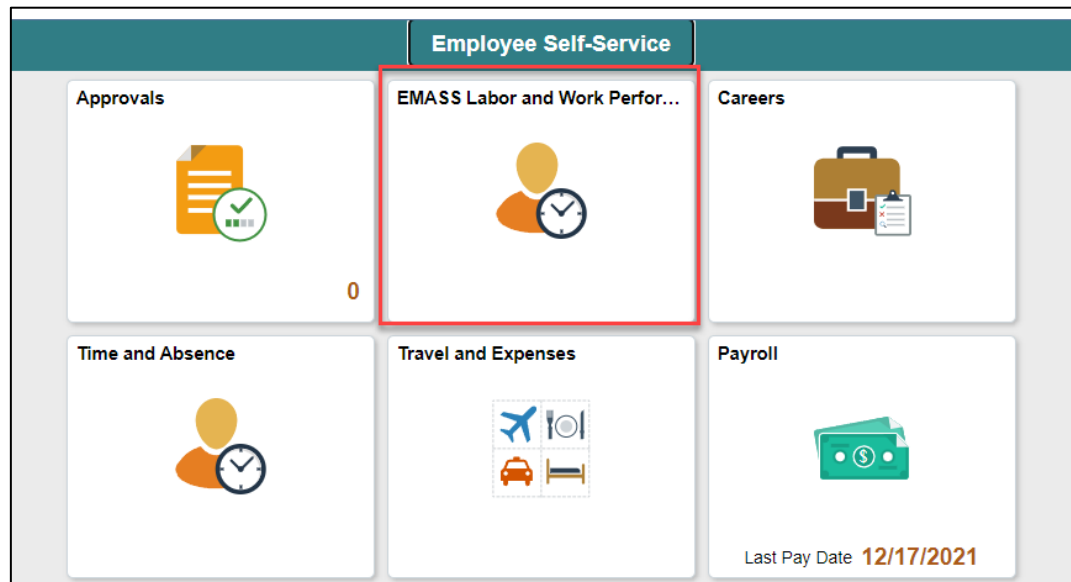
Denials

If EMASS entry is denied, employee will be notified to fix the entry. Follow steps on Making Adjustments section.

1. Log into **INFORMS**.
2. Select the **Employee Self-Service** tile.



3. Select **EMASS Labor and Work Performed**.



Lesson 1: EMASS Entries

EMASS Work Performed Entries

4. Search for the EMASS Form to update.

View EMASS Labor Work Performed

3 results found.

Date Work	Supervisor ID	Supervisor Name	Location	LocIn Address	Status
06/14/2022	00325536			test location	Approved
06/20/2022	00325536			AV00000001	Denied
06/21/2022	00325536			AV00000002	Approved

5. Select the row that needs to be updated.

View EMASS Labor Work Performed

3 results found.

Date Work	Supervisor ID	Supervisor Name	Location	LocIn Address	Status
06/14/2022	00325536			test location	Approved
06/20/2022	00325536			AV00000001	Denied
06/21/2022	00325536			AV00000002	Approved

6. Make necessary adjustments.

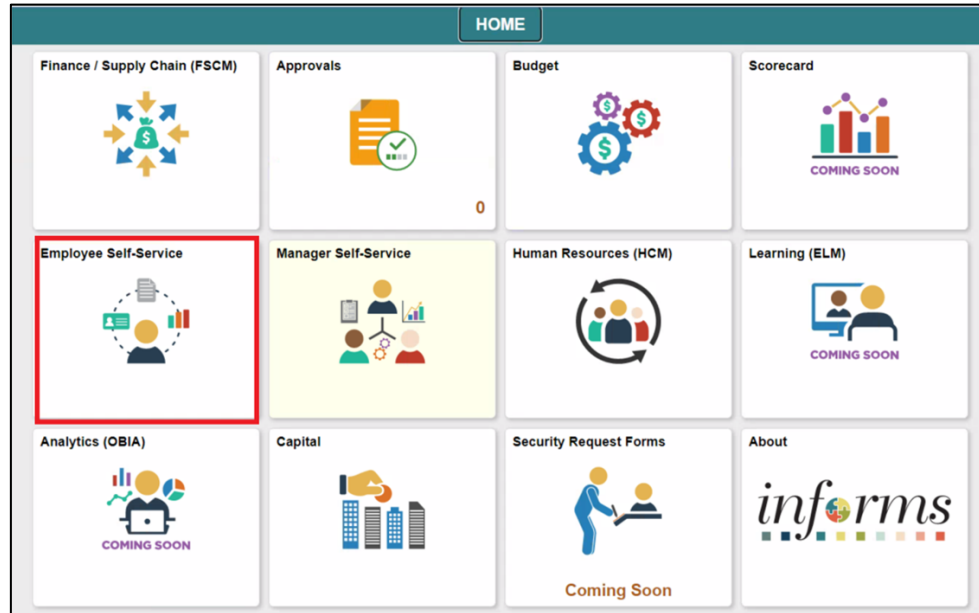
7. Select submit.

Lesson 1: EMASS Entries

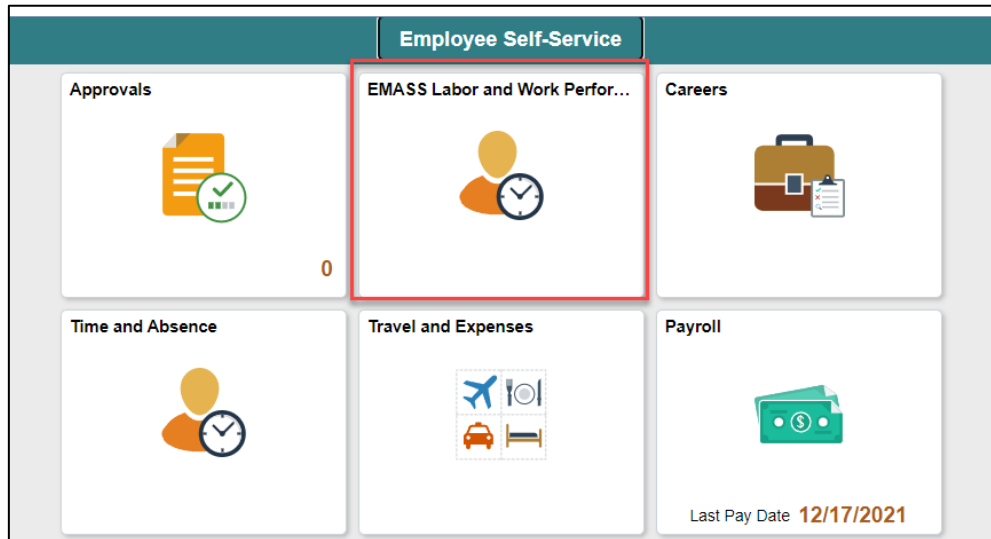
Lecture 3 Making Adjustments

If an adjustment needs to be made on the EMASS form, please do the following:

1. Log into INFORMS.
2. Select the Employee Self-Service tile.



3. Select **EMASS Labor and Work Performed**.



Lesson 1: EMASS Entries

Lecture 3 Making Adjustments

4. Search for an EMASS Form to update.

EMASS Labor Work Performed

View EMASS Labor Work Performed
3 results found

Date Work	Supervisor ID	Supervisor Name	Location	Locn Address	Status
06/14/2022	00325536			test location	Approved
06/29/2022	00325536		AV00000001		Denied
06/21/2022	00325536		AV00000002		Approved

5. Select the row that needs to be updated.

EMASS Labor Work Performed

View EMASS Labor Work Performed
3 results found

Date Work	Supervisor ID	Supervisor Name	Location	Locn Address	Status
06/14/2022	00325536			test location	Approved
06/29/2022	00325536		AV00000001		Denied
06/21/2022	00325536		AV00000002		Approved

6. Make necessary adjustments.

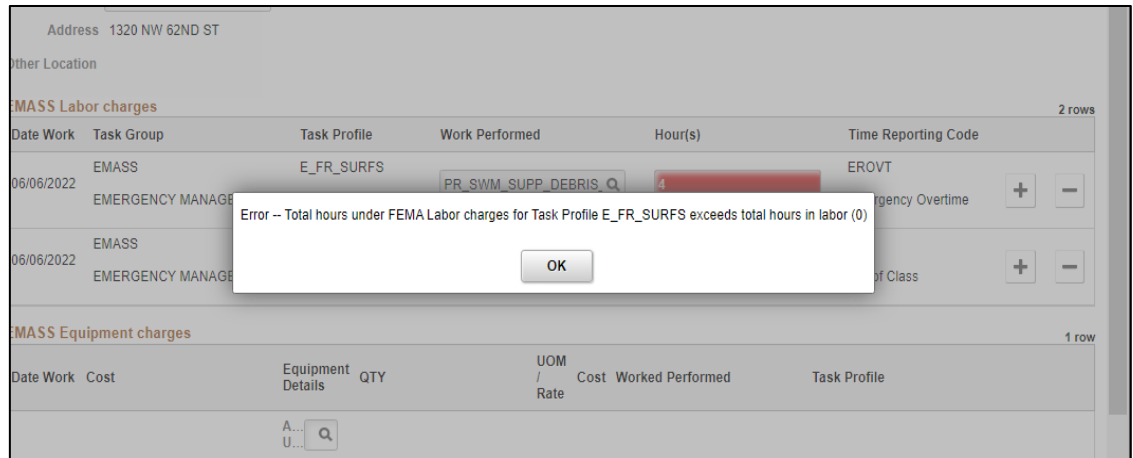
7. Select submit.

Lesson 1: EMASS Entries

Lecture 4 Sample of Errors

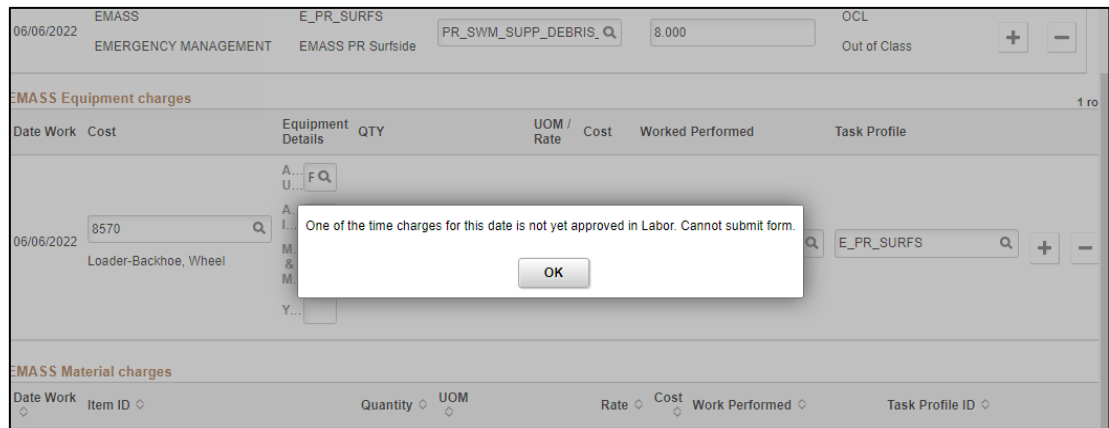
- When you attempt to split labor into two rows, if hours are not adjusted on the first row and then the 2nd row, you may receive the below error.

To correct this error, clear both entries and enter the hours on the first line and then enter the hours on the 2nd row.



- When you attempt to submit your EMASS form, you may receive a 'Cannot submit form error'.

To correct this error, verify that your timecard has been approved. Your timecard must be approved prior to submitting the EMASS form.



Lesson 1: EMASS Entries

Key Terms



The following key terms are used in this module:

Term	Definition
N/A	N/A

Lesson 1: Training Activity 1

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

Scenario Enter labor and work performed.

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

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

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

Lesson 1: Training Exercise

Debrief



1. Will an employee be notified if EMASS entry is denied?

Lesson 1: EMASS Entries

Lesson Summary



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

- Timesheet Entries
- EMASS Work Performed Entries
- Making Adjustments
- Sample of Errors

Lesson 2: EMASS Approvals

Lesson 2: Overview

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

- EMASS Approvals Flow
- Approving/Denying an EMASS Entry
- Monitoring EMASS Entries

Lesson 2: EMASS Approvals

Lesson 2: Introduction

The Field Supervisor is responsible for reviewing and approving/denying the labor, equipment and/or materials charges entered via the EMASS form.

If the Field Supervisor is no longer in the County's employment (e.g. retired), INFORMS will re-route the EMASS approval to the Department's EMASS Liaison for handling.

The EMASS Liaison can review and approve/deny the charges or ad-hoc the EMASS form to another field supervisor or assistant who can review the entries.

Time entries made in the Timesheet will all be reviewed and approved by the payroll supervisor. This includes any entries that have Task Group/Task Profile attached to an Emergency Event.

Lesson 2: EMASS Approvals

Key Terms



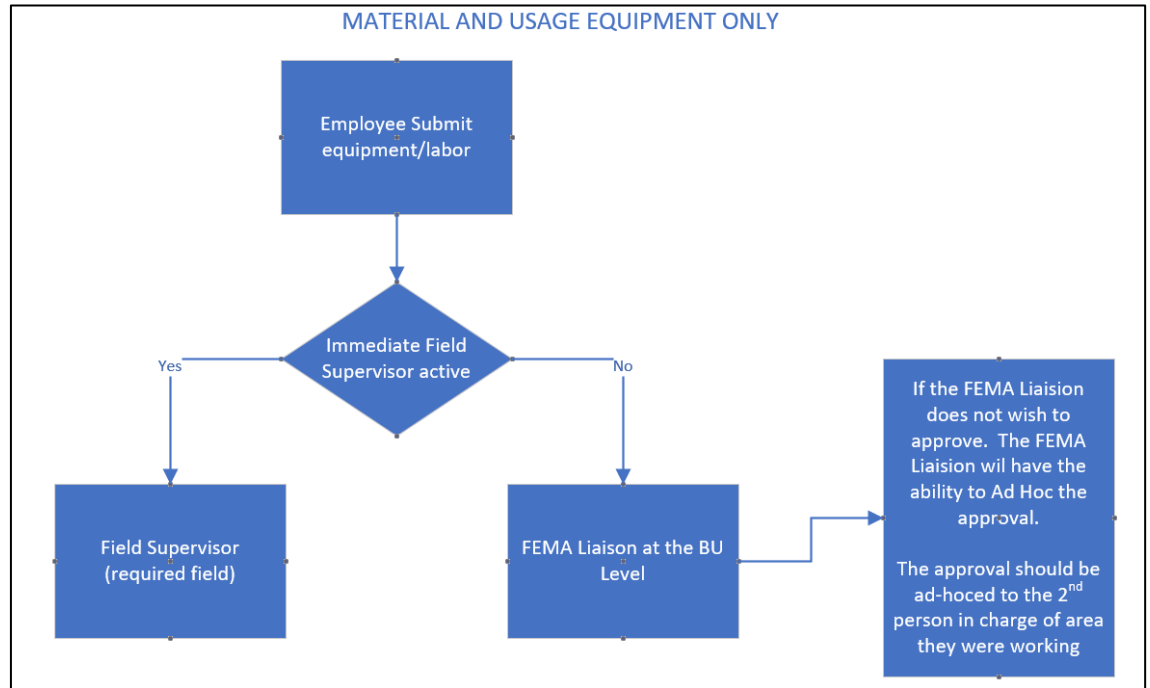
The following key terms are used in this module:

Term	Definition
N/A	N/A

Lesson 2: EMASS Approvals

Lecture 1: EMASS Approvals Flow

Labor, Material and Equipment charges follow the below approval.

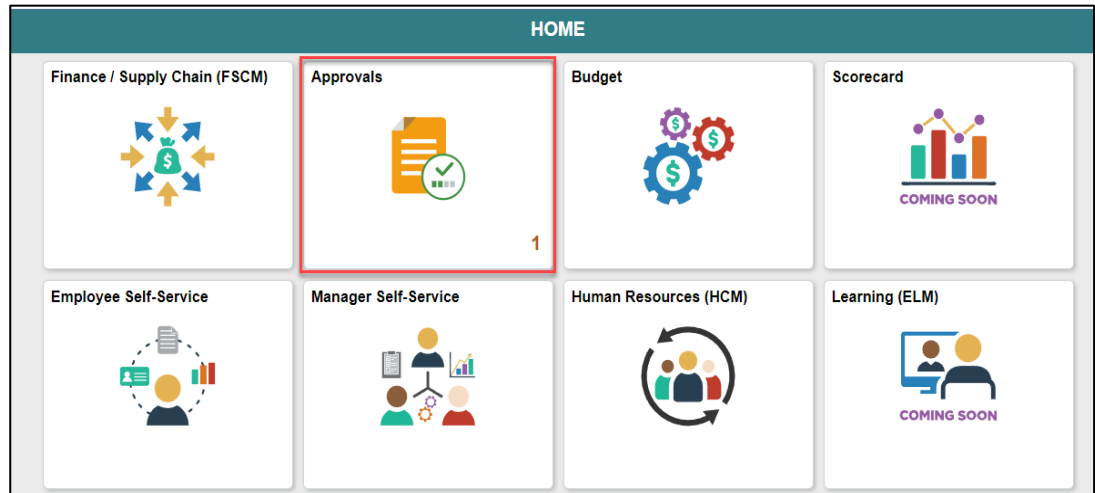


Lesson 2: EMASS Approvals

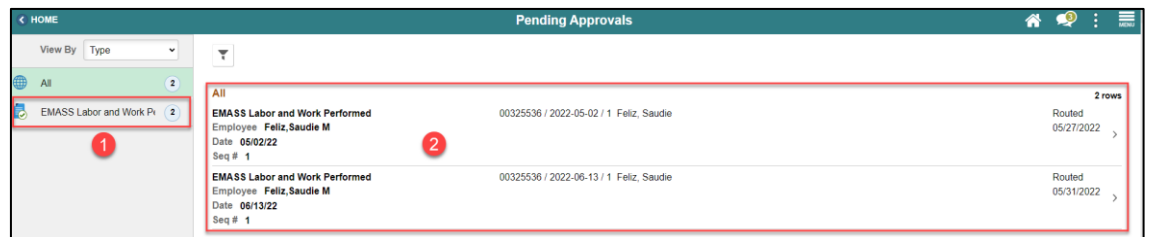
Lecture 2: Approving/ Denying an EMASS Entry

Following are the steps to Approve/Deny an EMASS entry.

1. Log into **INFORMS**.
2. Select the **Approvals** tile.



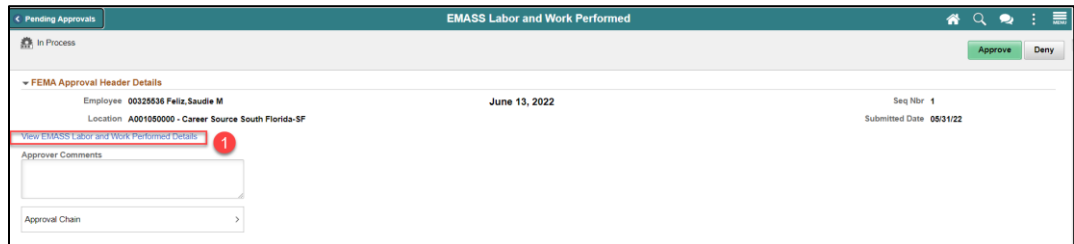
3. Select **EMASS Labor and Work Performed** on the left-hand navigation
4. Select the **entry** for approval



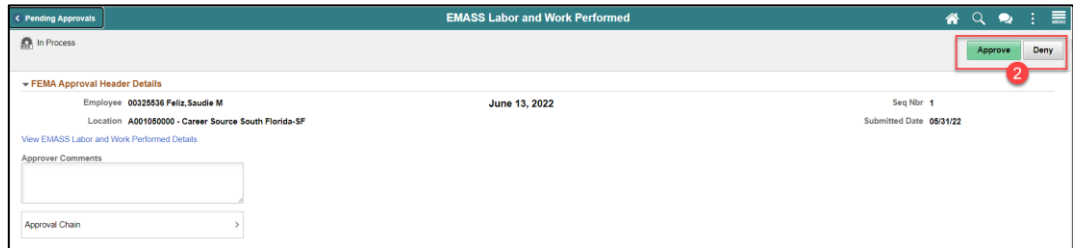
Lesson 2: EMASS Approvals

Lecture 2: Approving/ Denying an EMASS Entry

- To view the details of the entries, select the **View EMASS Labor and Work Performed Details** link



- Once the EMASS charges have been reviewed, Select either **Approve** (if you agree with charges) or **Deny** (if you do not agree).



Lesson 2: EMASS Approvals

Lecture 3: Monitoring EMASS Entries

Reports will be available to the EMASS liaisons to monitor the entry of EMASS transactions as well as any pending approvals.

Lesson 2: Training Activity 1

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

Scenario Approving an EMASS entry.

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

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

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

Lesson 2: Training Exercise

Debrief



1. Will reports be available to the EMASS liaisons to monitor the entry of EMASS transactions?

Lesson 2: EMASS Approvals

Lesson Summary



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

- EMASS Approvals Flow
- Approving/Denying an EMASS Entry
- Monitoring EMASS Entries

Module 3: Course Summary

Objectives Achieved



Congratulations! You have completed the Emergency Management Assistance System Solutions course. You now should be able to:

- EMASS Entries
- EMASS Approvals

Next Steps

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

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

Reference Materials

Reference Materials



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

User Productivity Kits

- Submit Time (Submit Time through Timesheet)
- Submit Time (Adjust Time through Timesheet)

Job Aids

- Time and Leave – Charging Time in Task Profile

Reference Materials

Reference Materials



For additional Information:

- www.miamidade.gov/informs

Glossary

Key Terms



The following key terms are used in this course:

Term	Definition
EMASS	Emergency Management Assistance (formerly known as FEMA)
Time Reporting	The process of recording your time
Time Reporting Code	Codes are often mapped to Payroll Earning Codes or Absence Management codes to allow Payroll to process time for both Time Labor and Absence Management
Task	A specific types of task data you can capture when time is reported
Task Group	A taskgroup represents a group of time reporters with similar time and task reporting requirements
Task Profile	Task profiles enable you to specify default values for the task elements.
EMASS Form	Formerly known as the eDAR. The new INFORMS form to charge Labor, Equipment and Materials charges against a County wide event.
EMASS Liaison	Individual appointed in your business unit to act as a link to assist the communication between OMB Program Management department and the business unit.