



*Today's Business Process Workshop will
begin at 1:05pm*

Hire to Pay Business Process Workshop

03/01/2022

Logistics for Today

- Mute your microphone when not speaking
- Be courteous of presenters and attendees
- State your name and department before speaking
- We will have Q&A breaks
- Use the chat box to write questions or comments
- Return promptly from breaks
 - Two 15-minute breaks
- PowerPoint presentation was included in the meeting invite
- Today's session will be recorded

Agenda

- Welcome & Introduction
- Project Background
- BPW Objectives
- Hire to Pay Business Process
 - Process Overview
 - System Walkthroughs
 - INFORMS Roles
 - Key Changes
- Upcoming Activities

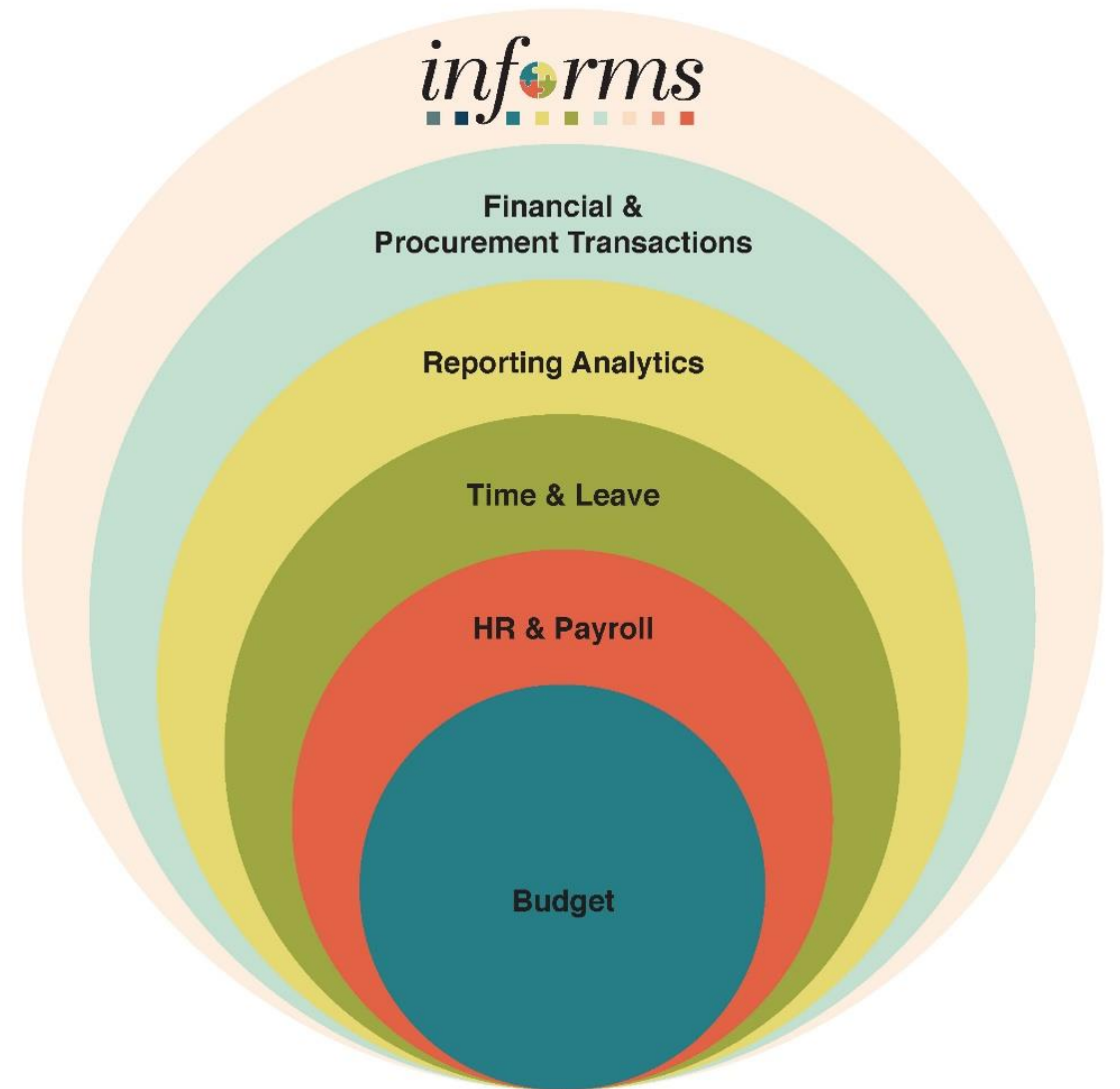


Guiding Principles

- **Embrace** the Change
- **Perspective** – Adopt a “County-wide” perspective
- **Participate** – Share your thoughts
- **Question** – Better to question, than assume

INFORMS Overview

- **INFORMS** stands for **I**ntegrated **F**inancial **R**esources **M**anagement **S**ystem
- **INFORMS** is the name of Miami-Dade County's Enterprise Resources Planning (ERP) project. ERPs streamline and modernize an organization's business processes and technologies, so they operate more efficiently.
- **INFORMS** involves replacing the County's Financial and Administrative systems, all Human Resources systems, Time & Leave, and Payroll applications, as well as upgrading Hyperion (Budget Analysis Tool or BAT). The project will use various Oracle ERP software products, including PeopleSoft v9.2.





Human Capital Management



SCORECARD

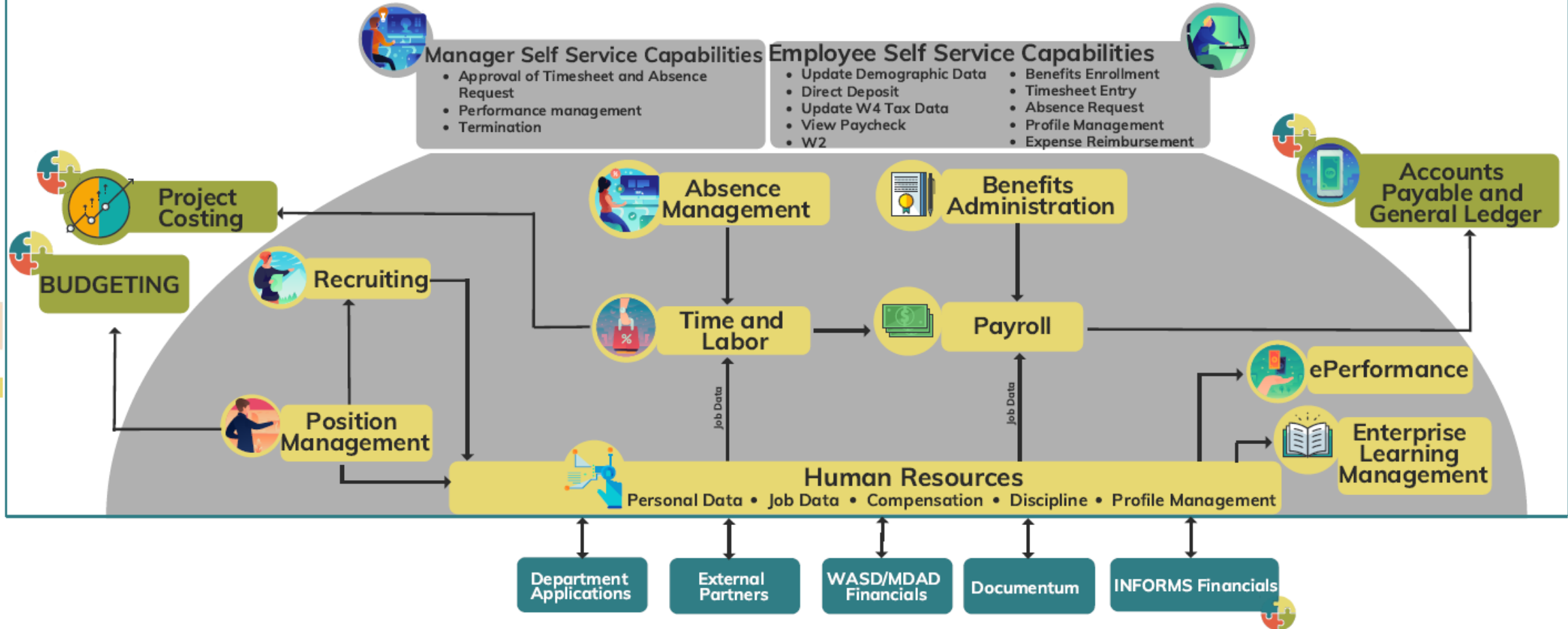
BUSINESS INTELLIGENCE

Manager Self Service Capabilities

- Approval of Timesheet and Absence Request
- Performance management
- Termination

Employee Self Service Capabilities

- Update Demographic Data
- Direct Deposit
- Update W4 Tax Data
- View Paycheck
- W2
- Benefits Enrollment
- Timesheet Entry
- Absence Request
- Profile Management
- Expense Reimbursement



INFORMS Benefits

Rollout 2 Human Capital Management

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

Business Process Workshop (BPW) Objectives

BPWs will present county-wide business processes

BPWs will...	BPW will not...
• Help departments understand new county-wide business processes • Discuss key process changes • Suggest potential impacts on departments • Prepare departments to adapt their existing process/forms/operations to fit new processes	• Discuss all new business process changes and impacts • Present department-specific processes • Discuss department-specific impacts • Provide a full system demonstration • Provide system training

Note: BPWs will cover **county-wide** process impacts. Each department will identify its own **department-specific** process impacts

Follow the Link

Rollout 2 for INFORMS include which of the following?

- a) Finance
- b) Supply Chain Management
- c) Budget
- d) HR/Payroll

<https://www.menti.com/fwuq6yxhkk>

Hire to Pay Business Process

What You Should Take Away

- Process overview level understanding of the **Hire to Pay** business processes. For this session, the business processes are:
 - Create and Manage Position Data
 - Prepare to Hire and Manage Hire
 - Job Data
 - Time and Labor and Absence
 - Payroll Processing Calendar
 - Key Integration
- Understanding of the INFORMS end user roles to complete the Role Mapping activity

Key Terminology

Today	INFORMS Terminology
Departments	Business Unit (Processing Department)
Index Code	Chart of Accounts
Pay Exceptions	Components of Pay and Rate Codes
PAR Codes	Time Reporting Codes
DDL	Department ID
Adjusted Rate	Hourly Rate
Pay Plan (Steps and Range)	Salary Grade
Money Adjustments	Earning Codes
Occupational Code	Job Code
Status Code	Employee Class

Hire to Pay Scenario

Scenario – Recruit and hire an Accountant



Position Management



Recruiting



Manage Hire (show Job Data and Compensation pages)



Benefits Processing



Enter Time and Absence



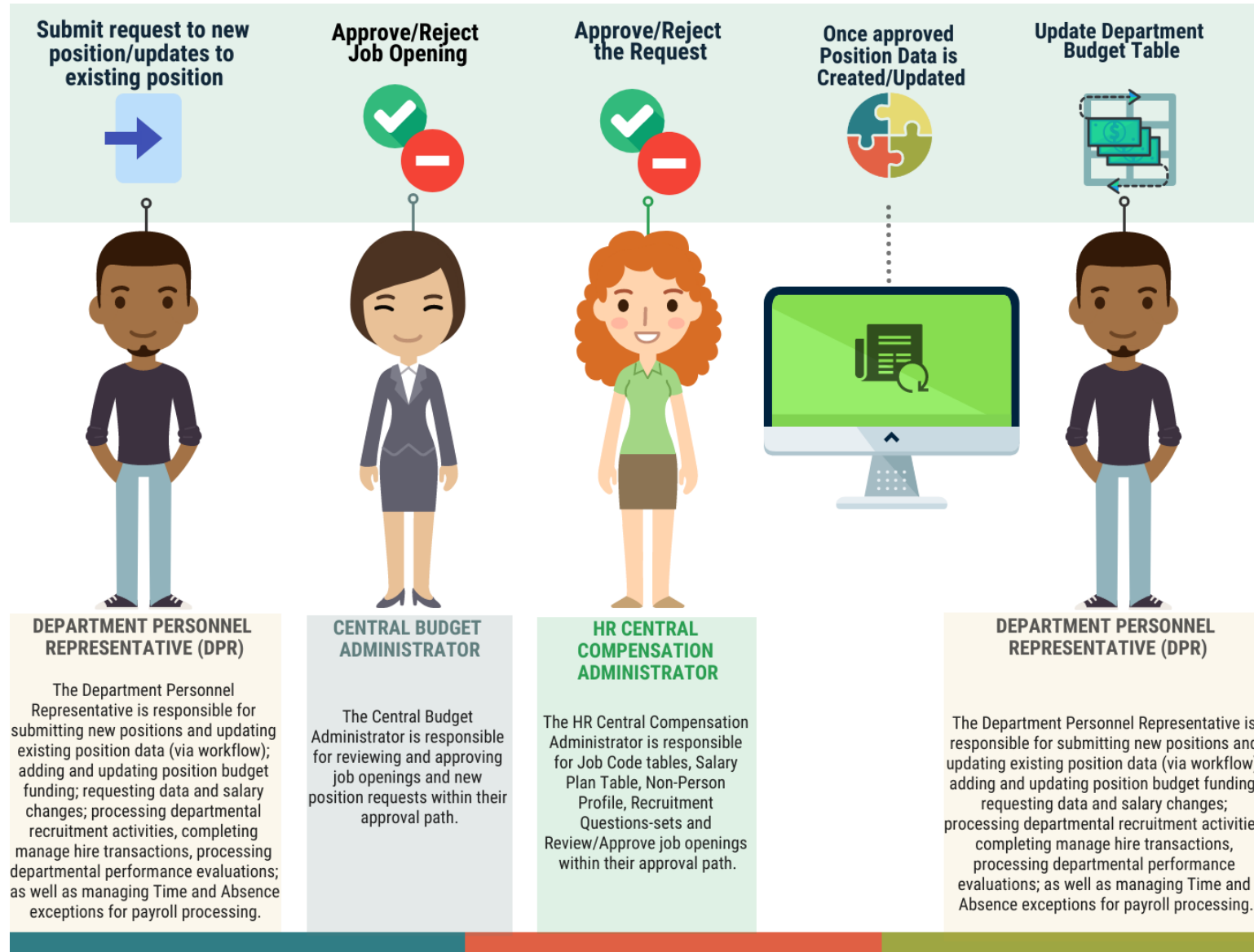
Payroll

Position Management Roles

INFORMS End-User Role	Description
Department Personnel Representative (DPR)	The Department Personnel Representative is responsible for submitting new positions and updating existing position data (via workflow); adding and updating position budget funding; requesting data and salary changes; processing departmental recruitment activities, completing manage hire transactions, processing departmental performance evaluations; as well as managing Time and Absence exceptions for payroll processing.
HR Central Position Administrator	The HR Central Position Administrator is responsible for creating, reviewing, editing and approving position edits and reporting.
HR Central Administrator Technician	The HR Central Administrator Technician is responsible for Job Data changes. The HR Central Administrator Technician will review and audit Manage Hire transactions.
HR Central Compensation Administrator	The HR Central Compensation Administrator is responsible for Job Code tables, Salary Plan Table, Non-Person Profile, Recruitment Questions-sets and Review/Approve job openings and new position requests within their approval path.

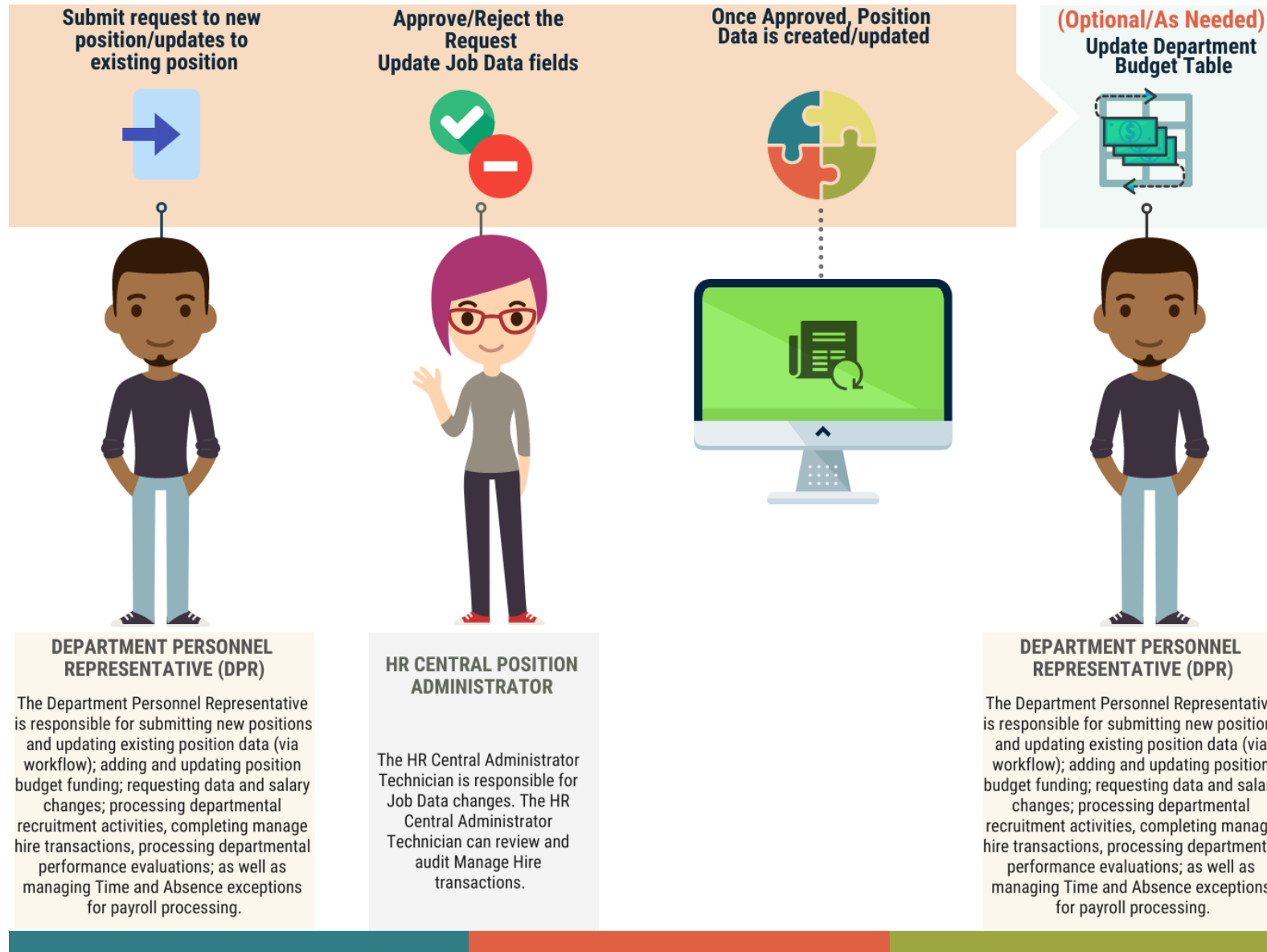
NEW POSITION MANAGEMENT APPROVAL

BUSINESS PROCESS



EXISTING POSITION MANAGEMENT APPROVAL

BUSINESS PROCESS



Position Management – Key Changes

- Departments can submit request for new or changes to Position Data
 - For a new position, position data is updated after Budget and Compensation approval
 - For an existing position, position data is updated after HR Central Position Administration approval

Position Management – Key Changes

- For integration with Payroll, Position Data now requires:
 - Department ID (Formerly DDL)
 - FTE/Standard Hours (bi-weekly hours worked)
 - Bi-weekly Rate determined by FTE
 - Classifies total bi-weekly standard hours for each position
 - Reg/Temp Indicator
 - Controls FRS and Benefits Eligibility
 - Job Code will default
 - Union Code
 - Salary Plan and Grade

Position Management Capabilities

- Fields that flow from Position Data to Job Data
 - Job Code
 - Regular/Temporary Indicator
 - Full/Part Time Indicator
 - Union Code
 - Salary Plan and Grade (Step is entered in Job Data during Manage Hire)
 - Standard Hours
 - FLSA Status (Job Basis/Non-Job Basis)

Demonstration Overview – Position Management



Presenter: Daniel A. Gonzalez

Follow the Link

What is a Business Unit in INFORMS?

- a) DDL
- b) County Departments (i.e. HR, ISD, ITD)
- c) A unit of measure
- d) A division with a department

<https://www.menti.com/awh3uic8pz>

Questions & Answers on Position Management



Hire to Pay Scenario

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Position Management



Recruiting



Manage Hire (show Job Data and Compensation pages)



Benefits Processing



Enter Time and Absence

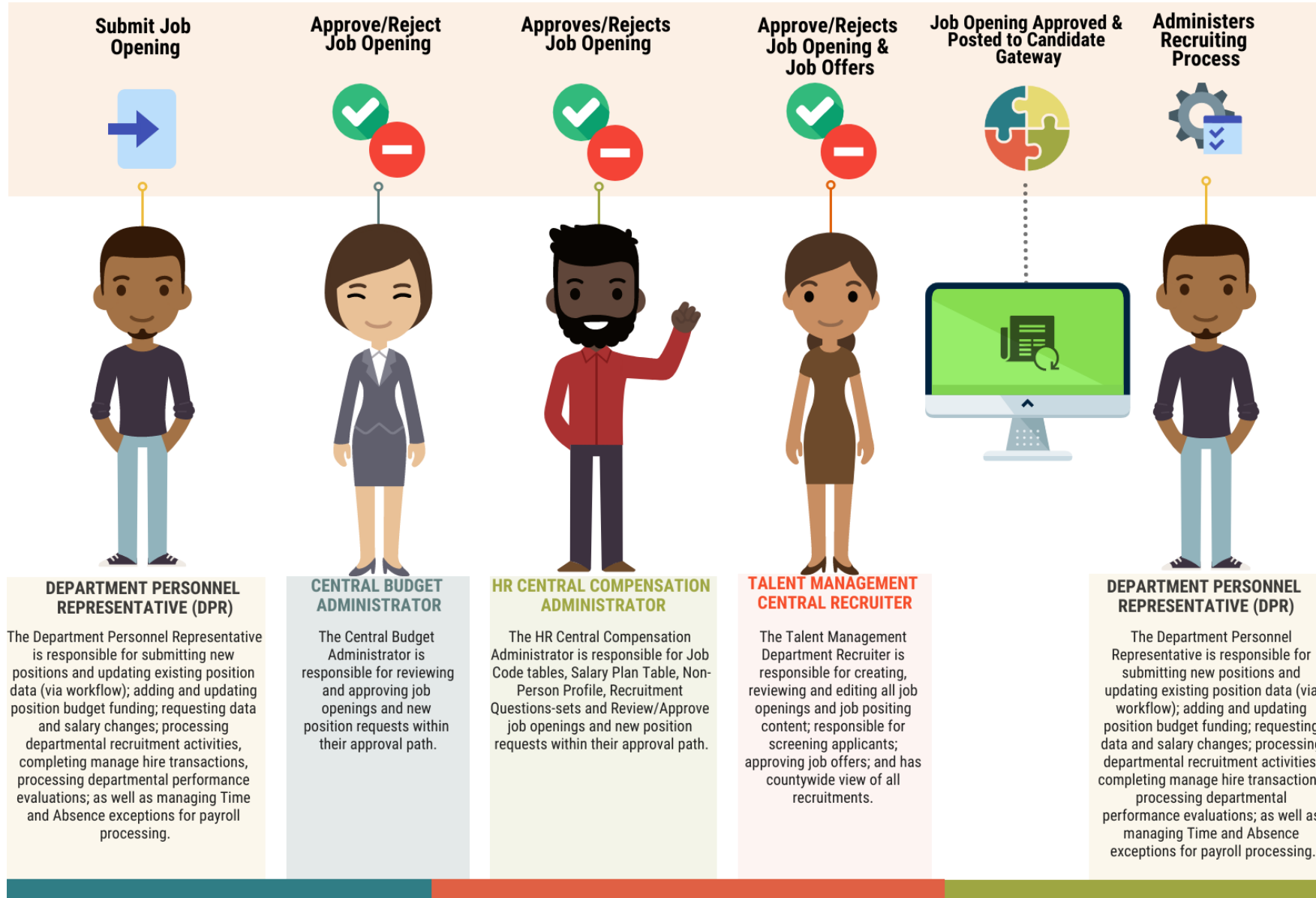


Payroll

Recruiting Roles

INFORMS End-User Role	Description
Department Personnel Representative (DPR)	The Department Personnel Representative is responsible for submitting new positions and updating existing position data (via workflow); adding and updating position budget funding; requesting data and salary changes; processing departmental recruitment activities, completing manage hire transactions, processing departmental performance evaluations; as well as managing Time and Absence exceptions for payroll processing.
Central Budget Administrator	The Central Budget Administrator is responsible for reviewing and approving job openings and new position requests within their approval path.
HR Central Compensation Administrator	The HR Central Compensation Administrator is responsible for Job Code tables, Salary Plan Table, Non-Person Profile, Recruitment Questions-sets and Review/Approve job openings and new position requests within their approval path.
Talent Management Testing	The Talent Management Testing is responsible for reviewing and approving job openings for tested classifications/recruitments.
Talent Management Central Recruiter	The Talent Management Department Recruiter is responsible for creating, reviewing and editing all job openings and job positing content; responsible for screening applicants; approving job offers; and has countywide view of all recruitments.

RECRUITING BUSINESS PROCESS



Recruiting – Key Changes

- Job Opening - Defaults from Position / Non-Person profiles
 - Departments can attach the question sets specific to the job opening in the advertisement (with compensation approval)
 - Departments can work with Central HR for enhanced screening
- Additional applicant statuses for enhanced applicant tracking

Demonstration Overview – Recruiting



Presenter: Daniel A. Gonzalez

Follow the Link

A position is required for Job Opening

- a) Yes
- b) No

<https://www.menti.com/cqr58yw3t3>

Questions & Answers on Recruiting



Hire to Pay Scenario

Scenario – Recruit and hire an Accountant



Position Management



Recruiting



Manage Hire (show Job Data and Compensation pages)



Benefits Processing



Enter Time and Absence

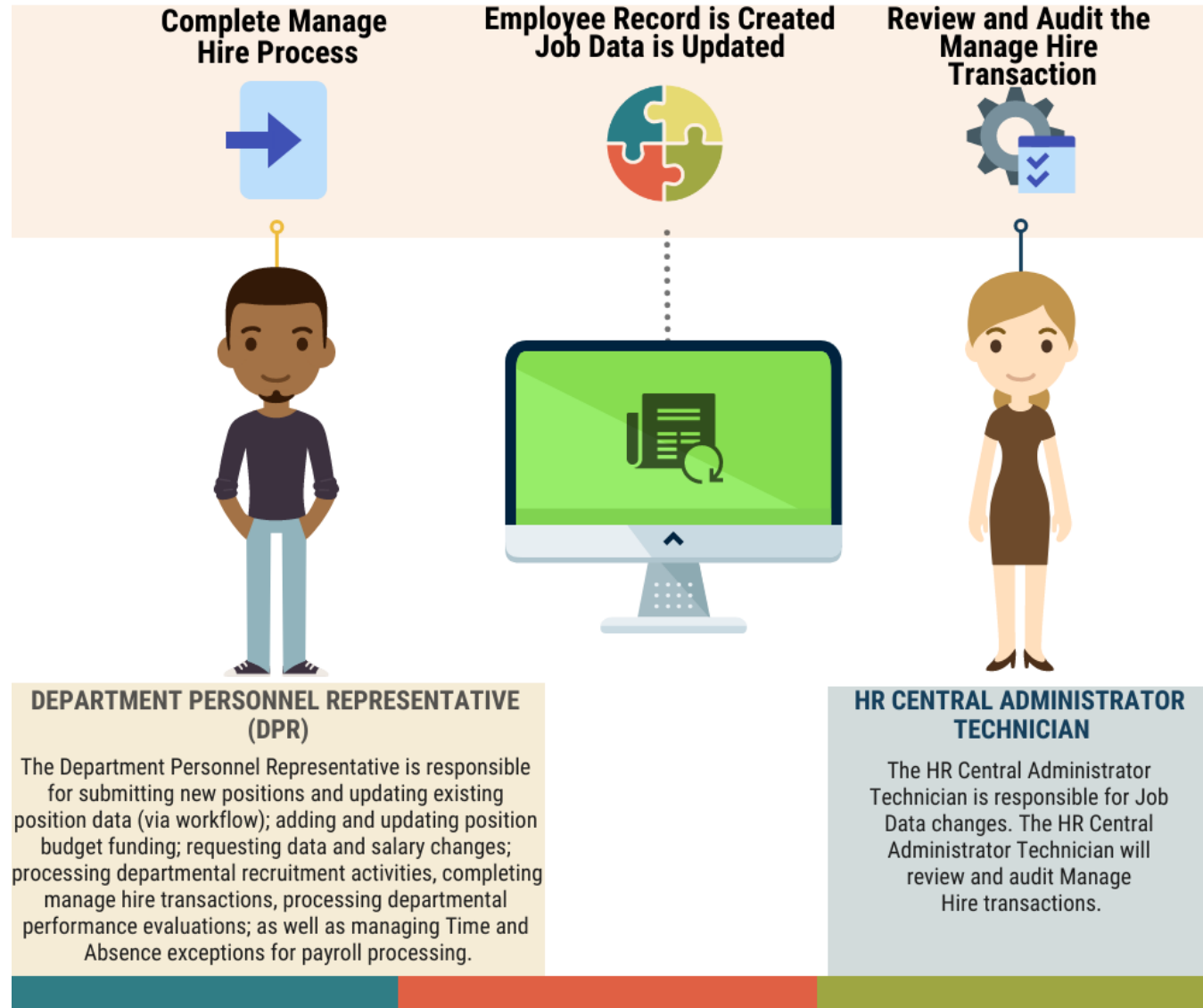


Payroll

Manage Hire Roles

INFORMS End-User Role	Description
Department Personnel Representative (DPR)	The Department Personnel Representative is responsible for submitting new positions and updating existing position data (via workflow); adding and updating position budget funding; requesting data and salary changes; processing departmental recruitment activities, completing manage hire transactions, processing departmental performance evaluations; as well as managing Time and Absence exceptions for payroll processing.
HR Central Administrator Technician	The HR Central Administrator Technician is responsible for Job Data changes. The HR Central Administrator Technician will review and audit Manage Hire transactions.

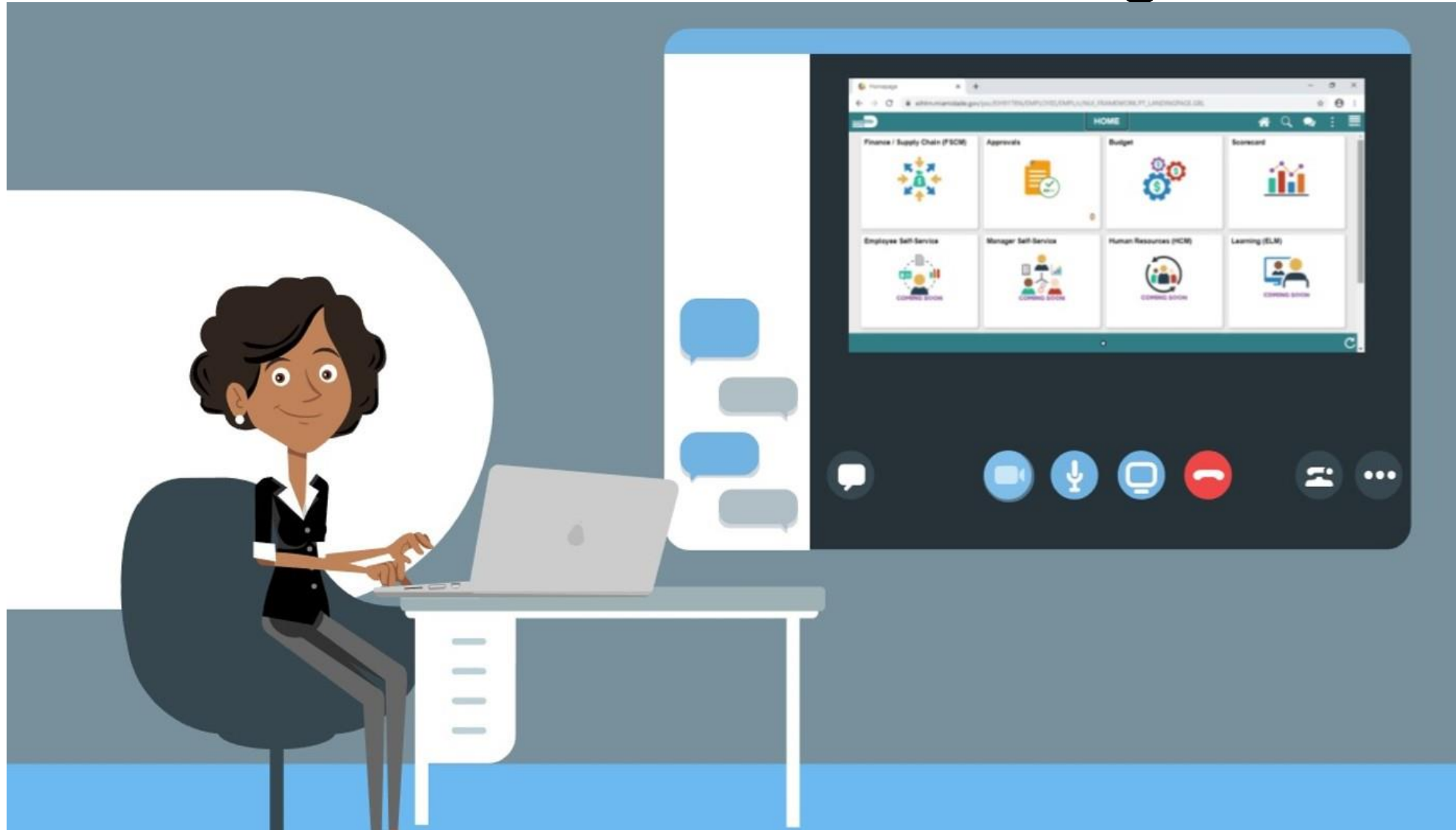
MANAGE HIRE BUSINESS PROCESS



Manage Hire – Key Changes

- DPR role completes the Manage Hire process
- Data elements default from Position Data
- Components of pay will be included as part of the Manage Hire process replacing the PCD

Demonstration Overview – Manage Hire



Presenter: Daniel A. Gonzalez

Questions & Answers on Manage Hire



Hire to Pay Scenario

Scenario – Recruit and hire an Accountant



Position Management



Recruiting



Manage Hire (show Job Data and Compensation pages)



Benefits Processing



Enter Time and Absence



Payroll

Benefits Processing Roles

INFORMS End-User Role	Description
Employee	The Employee is responsible for Self-Service functions (i.e., Life Events, Benefits enrollment, Timesheets, Paycheck, W-4, Direct Deposit, request leave, review evaluations, add accredited Licenses/Certifications).
Benefits Administrator Specialist	The Benefits Administrator Specialist is responsible for processing benefits related transactions.
Benefits Administrator View Only	The Benefits Administrator View Only is responsible for viewing benefits data with no access to update information.

BENEFITS

BUSINESS PROCESS



EMPLOYEE

The Employee is responsible for Self-Service functions (i.e., Life Events, Benefits enrollment, Timesheets, Paycheck, W-4, Direct Deposit, request leave, review evaluations, add accredited Licenses/Certifications).



Attend the Onboarding Process



Enroll into Eligible Benefits Plans

Benefits Processing – Key Changes

- Benefits eligibility is determined based on the employee data
- FRS is a Benefit Plan
- Imputed Income is calculated automatically
- Benefit Billing is a consolidated process

Demonstration Overview – Benefits Processing



Presenter: Marilu Castillo

Questions & Answers on Benefits Processing



Follow the Link

In INFORMS FRS is

- a) Earning Code
- b) Tax Type
- c) Benefits Plan / Deductions
- d) Garnishment

<https://www.menti.com/bf1bwjvn6m>

Hire to Pay Scenario

Scenario – Recruit and hire an Accountant



Position Management



Recruiting



Manage Hire (show Job Data and Compensation pages)



Benefits Processing



Enter Time and Absence



Payroll

Time and Absence Roles

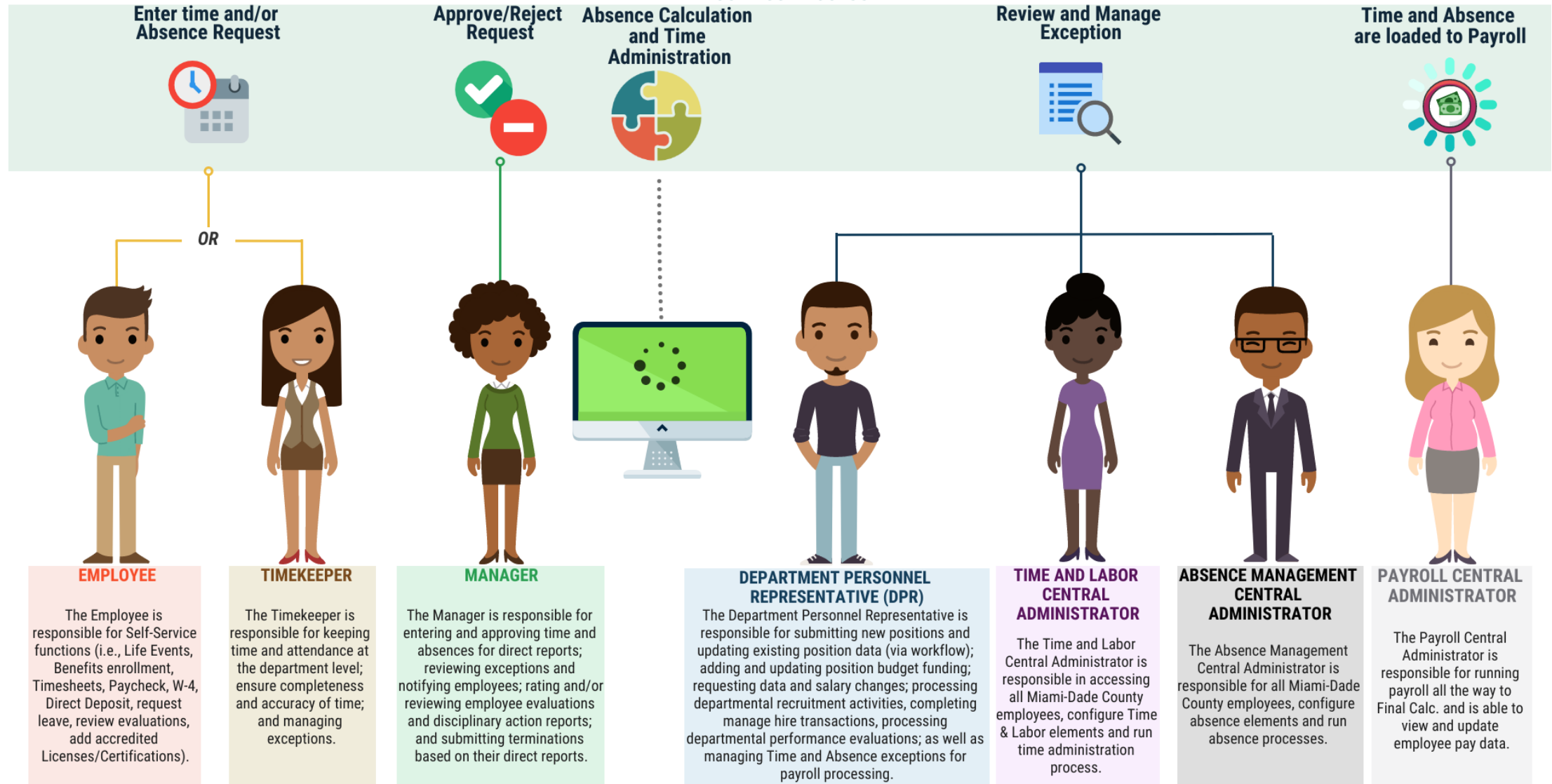
INFORMS End-User Role	Description
Employee	The Employee is responsible for Self-Service functions (i.e., Life Events, Benefits enrollment, Timesheets, Paycheck, W-4, Direct Deposit, request leave, review evaluations, add accredited Licenses/Certifications).
Timekeeper	The Timekeeper is responsible for keeping time and attendance at the department level; ensure completeness and accuracy of time; and managing exceptions.
Manager	The Manager is responsible for entering and approving time and absences for direct reports; reviewing exceptions and notifying employees ; rating and/or reviewing employee evaluations and disciplinary action reports; and submitting terminations based on their direct reports.
Department Personnel Representative	The Department Personnel Representative is responsible for submitting new positions and updating existing position data (via workflow); adding and updating position budget funding; requesting data and salary changes; processing departmental recruitment activities, completing manage hire transactions, processing departmental performance evaluations; as well as managing Time and Absence exceptions for payroll processing.
Absence Management Specialist	The Absence Management Superuser is responsible for all Miami-Dade County employees, reviewing and correcting employee absences.

Time and Absence Roles

INFORMS End-User Role	Description
Time and Labor Central Specialist	The Time and Labor Central Specialist is responsible for correcting time entry and managing exceptions for all Miami-Dade County employees.
Absence Management Central Administrator	The Absence Management Central Administrator is responsible for all Miami-Dade County employees, configure absence elements and run absence processes.
Time and Labor Central Administrator	The Time and Labor Central Administrator is responsible in accessing all Miami-Dade County employees, configure Time & Labor elements and run time administration process.
Absence Management and Time and Labor Employee Limited	The Absence Management and Time and Labor Employee Limited is for employees whose time will be integrating from an external system and will have view only to the timesheet and limited absence capabilities.
Payroll Central Administrator	The Payroll Central Administrator is responsible for running payroll all the way to Final Calc. and is able to view and update employee pay data.

TIME AND ABSENCE APPROVAL

BUSINESS PROCESS



Key Changes – Time and Absence

- Self-Service absence request and supervisor approval
 - Make current and future absence requests online (no paper!)
 - Review absence eligibility upon submit
- Time and Labor rules generate exceptions
 - Address exceptions generated by the system

More details regarding Time and Absence in upcoming BPWs

Demonstration Overview – Time & Absence Entry and Approval



Presenter: Yenissette Arias

Follow the Link

In which business area would you enter a request to use Annual Leave?

- a) Payroll
- b) Time & Labor
- c) HR Core
- d) Absence Management

<https://www.menti.com/fwuq6yxhkk>

Questions & Answers on Time & Absence Entry and Approval



Questions?

Hire to Pay Scenario

Scenario – Recruit and hire an Accountant



Position Management



Recruiting



Manage Hire (show Job Data and Compensation pages)



Benefits Processing



Enter Time and Absence

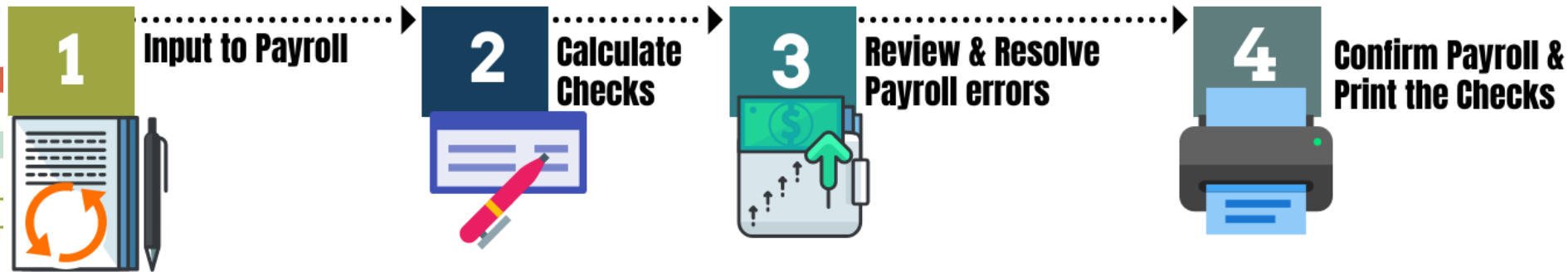


Payroll

Payroll Processing Roles

INFORMS End-User Role	Description
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Payroll Central Administrator	The Payroll Central Administrator is responsible for running payroll all the way to Final Calc. and is able to view and update employee pay data.
Payroll Central Manager	The Payroll Central Manager is responsible for running pay confirmation and processing checks and running general ledger.

PAYROLL BUSINESS PROCESS



PAYROLL CENTRAL ADMINISTRATOR

The Payroll Central Administrator is responsible for running payroll all the way to Final Calc. and is able to view and update employee pay data.

Inputs to Payroll

- ✓ **Employee Data:**
 - Job Data
 - Tax Data
 - Garnishments
- 📅 **Approved Time and Absence Data**
- 👤 **Additional Pay**
- 👛 **Benefits Enrollments and General Deductions**
- 🕒 **Retroactive Transactions**
- 🔗 **Interface Files from Integration Partners**

Payroll Processing (Payroll Week)

Monday	Tuesday	Wednesday	Thursday	Friday
Employee Cutoff for Time Entry and Absence 1. Run Absence Process 2. Calculate Retro-Pay and Benefits 3. Audit Timesheet 4. Cutoff for Inbound Time and Absence Files. 5. Assign Payrun ID to Payroll Calendar 6. Create Paysheets	1. Audit Timesheet 2. Finalize Absence Process 3. Load Time to Payroll 4. Run Pay Calculation 5. Review and resolve payroll error report	1. Run Final Pay Calculation 2. Run Pay Confirmation 3. Create ACH and Positive Pay Files 4. Run Post Confirm reports 5. Print Checks	1. Payroll Distribution 2. TL Extract 3. General Ledger Process 4. Accounts Payable Process 5. Run Expense Notification Process	Pay Day

Key Changes – Payroll Processing

- Payroll Processing in HCM instead of Time and Leave
- Payroll processing occurs by functional team. It is non-technical.
- Payroll system Configuration Ownerships, i.e. Paygroups, Earning code, deductions, new DD banks, etc.
- Vendor Payments: Garnishment, Benefits, Taxes thru A/P
- General Deductions will process in Payroll Module
- Payroll edits (i.e., adding one-time deduction payment to employee' paycheck)
- Self-Service transactions
 - W-4
 - Direct Deposit
 - Paystub (PDF paycheck)
 - W-2

Demonstration Overview – Review Paycheck



Presenter: Yenissette Arias

Follow the Link

After INFORMS Rollout 2 Go-Live, where will Paychecks be generated from?

- a) HCM/Payroll Business Area
- b) Time and Labor Business Area
- c) Finance Business Area
- d) ePAR

<https://www.menti.com/eeitgc87kx>

Questions & Answers on Review Paycheck



Key Integration



HR & RECRUITING

- ELM
- INFORMS FSCM (COA & Location)
- BAT Hyperion
- Documentum
- Plat



BENEFITS

- ARAG
- AvMed
- Delta Dental
- MetLife
- MN Life
- AxisPlus
- NACO
- ICMA
- FRS
- INFORMS FSCM (Suppliers)



PAYROLL

- Positive Pay (Bank)
- ACH (Bank)
- Garnishments (State of Florida)
- INFORMS FSCM (GL)
- INFORMS FSCM (AP and Expenses)
- Time and Leave (Retro prior to 2021)
- WASD/MDAD FSCM

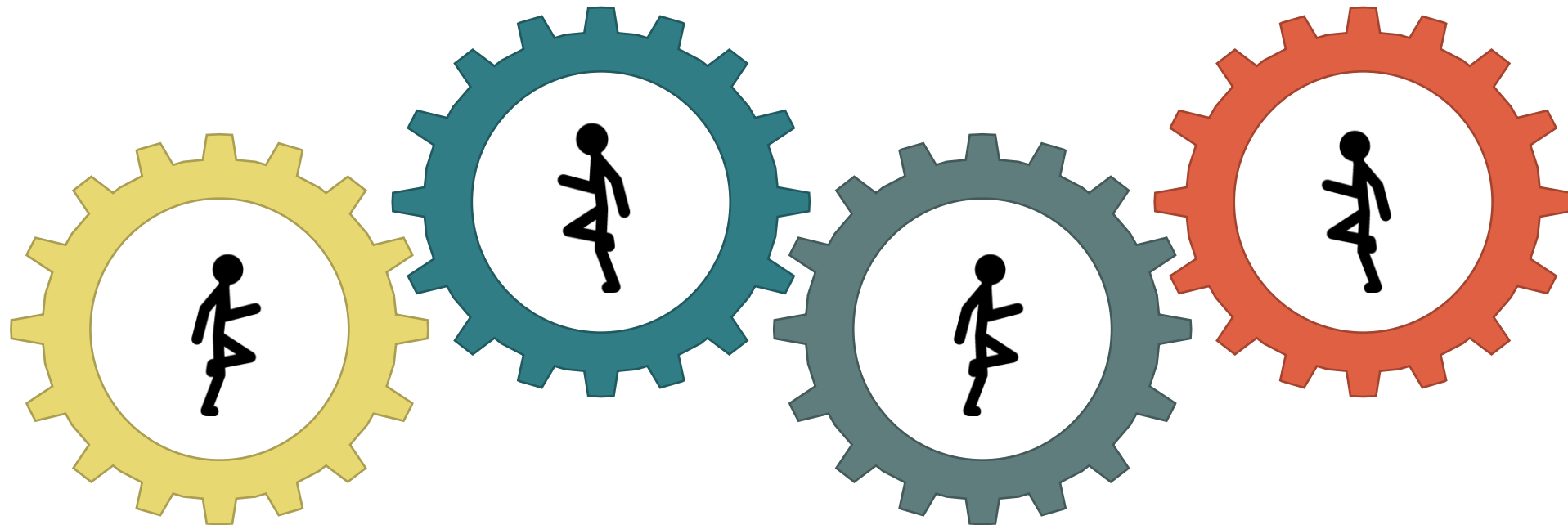


ABSENCE & TIME AND LABOR

- Trapeze
- KABA
- INFORMS FSCM (Projects)
- WASD/MDAD FSCM
- TimeTrak

Your World Tomorrow...

Budget, Finance, Supply Chain Management, and Human
Capital Management working together to help support
INFORMS



INFORMS Role Mapping

Objective: Assign end users to INFORMS roles

- All users require at least one role to transact or view within INFORMS
- One person may have multiple roles
- Existing HR roles will be pre-populated in Role Mapping
- Departments will confirm resources for INFORMS roles

Business Process Workshop Schedule

March				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 Hire to Pay	2 HR Self Service	3 Time and Labor & Absence Management	4

 Workshop Complete

Upcoming Project Activities

Role Mapping Workshop

- Attend the Role Mapping Workshop for instructions on completing the Department Role Mapping

User Acceptance Testing (UAT)

- Executing test scripts and creating transactions using new business processes

End User Training

- Attend end user training to understand the details of the new business processes

Communication

- Change Network Meetings, Email(s) and/or INFORMS Website



Questions?

Contact Us



Email us INFORMS@miamidade.gov



Visit the INFORMS Website <https://miamidade.gov/informs>

Appendix

HCM Roles and Responsibilities

INFORMS End-User Role	Description
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HCM Roles and Responsibilities

INFORMS End-User Role	Description
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Manager	The Manager is responsible for entering and approving time and absences for direct reports; reviewing exceptions and notifying employees ; rating and/or reviewing employee evaluations and disciplinary action reports; and submitting terminations based on their direct reports.

HCM Roles and Responsibilities

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