



Miami-Dade County

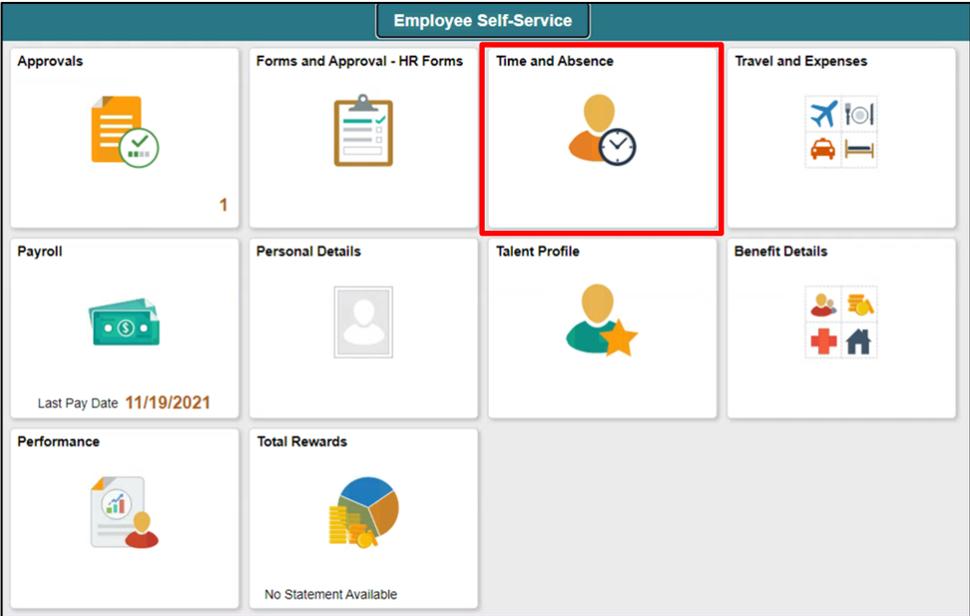
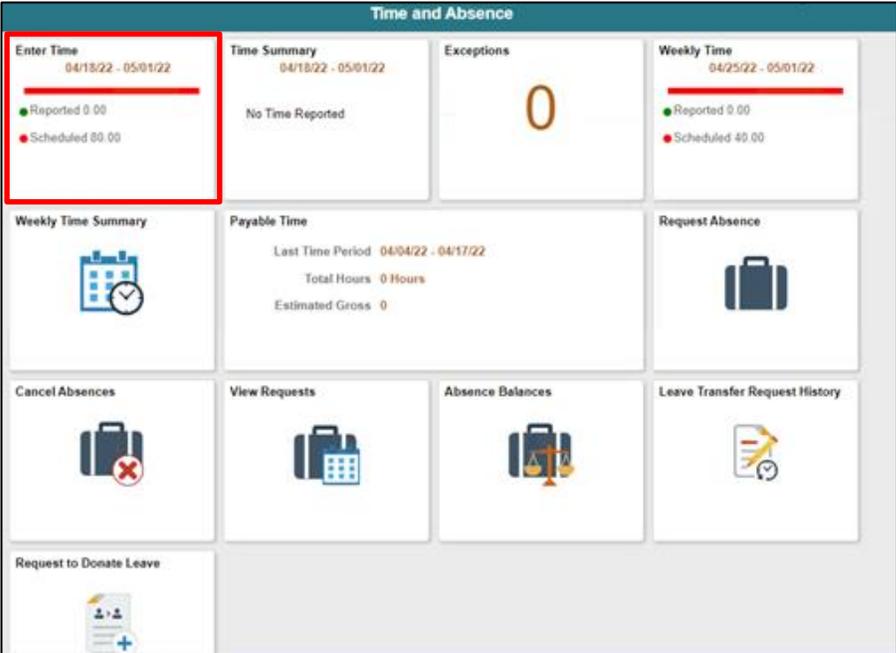
Charge Time in Task Profile - Job Aid

DESCRIPTION

This job aid is for DPR and Central HR.

The purpose of this job aid is to help Central HR and DPRs perform the steps needed to charge time to projects in Task Profile.

CHARGE TIME IN TASK PROFILE

Step	Action
1.	<ul style="list-style-type: none"> Log into INFORMS. Navigate to the Employee Self Service page. Click the Time and Absence tile.  <p>The screenshot shows the 'Employee Self-Service' dashboard. The 'Time and Absence' tile, located in the top row, third column, is highlighted with a red border. Other tiles include Approvals, Forms and Approval - HR Forms, Travel and Expenses, Payroll (with Last Pay Date 11/19/2021), Personal Details, Talent Profile, Benefit Details, Performance, and Total Rewards (with No Statement Available).</p>
2.	<p>Click the Enter Time tile.</p>  <p>The screenshot shows the 'Time and Absence' page. The 'Enter Time' tile, located in the top row, first column, is highlighted with a red border. It displays the date range 04/18/22 - 05/01/22 and shows 0.00 Reported and 00.00 Scheduled. Other tiles include Time Summary (No Time Reported), Exceptions (0), Weekly Time (0.00 Reported, 40.00 Scheduled), Weekly Time Summary, Payable Time (Last Time Period: 04/04/22 - 04/17/22, Total Hours: 0, Estimated Gross: 0), Request Absence, Cancel Absences, View Requests, Absence Balances, Leave Transfer Request History, and Request to Donate Leave.</p>

<p>3.</p>	<p>Click Time Details.</p>
<p>4.</p>	<ul style="list-style-type: none"> Update the Task Profile information: <ul style="list-style-type: none"> Taskgroup – Controls the lists of Task Profiles available. Task Profile ID – Provides list of Projects and Activities that flow to Project Costing. Click Done.
<p>5.</p>	<p>If you need to enter additional time on the same day for a different TRC or Project, follow the steps below:</p> <ul style="list-style-type: none"> Click the + sign. Repeat steps 3-5.
<p>6.</p>	<p>Click Submit.</p>