informs

Miami-Dade County

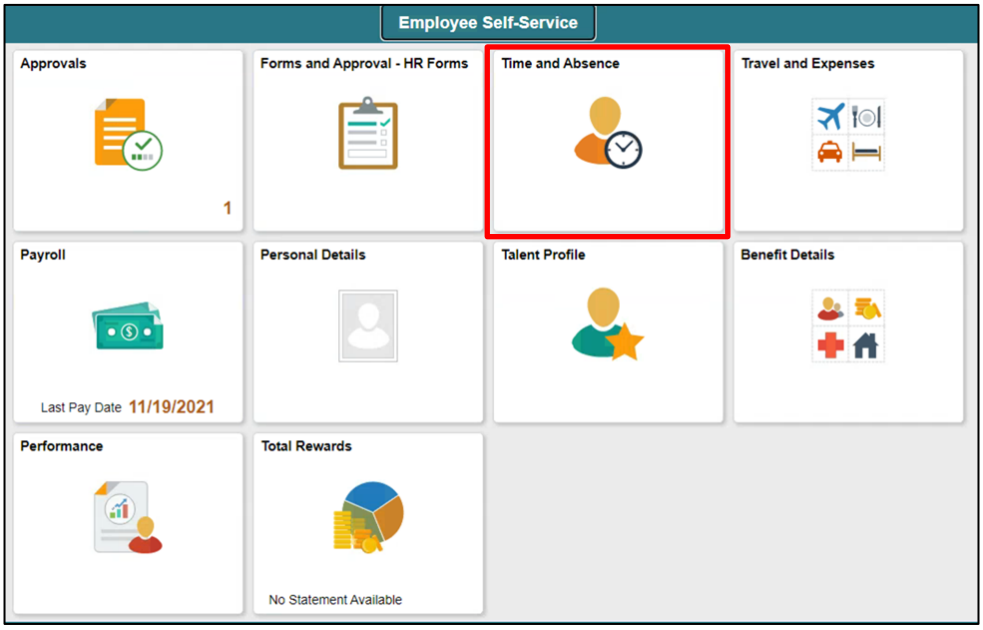
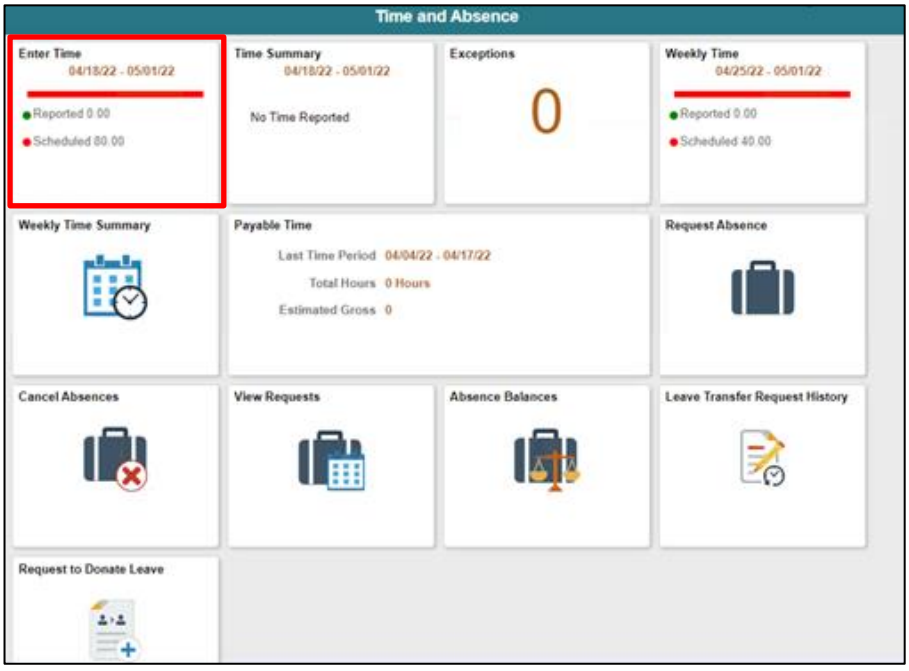
Charge Time in Task Profile - Job Aid

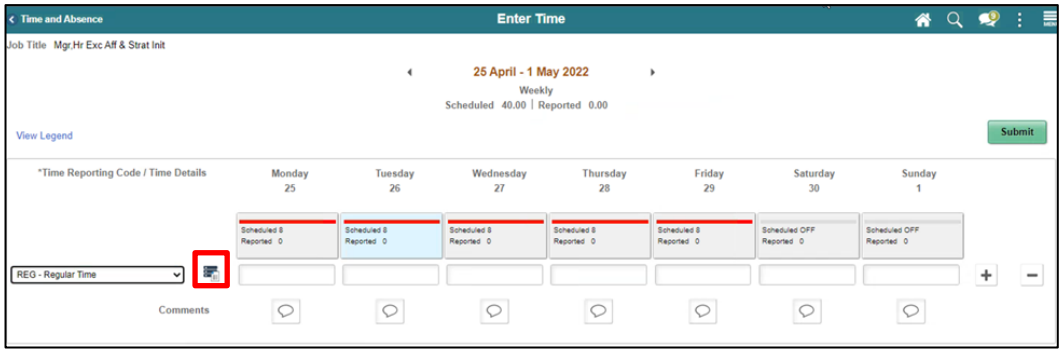
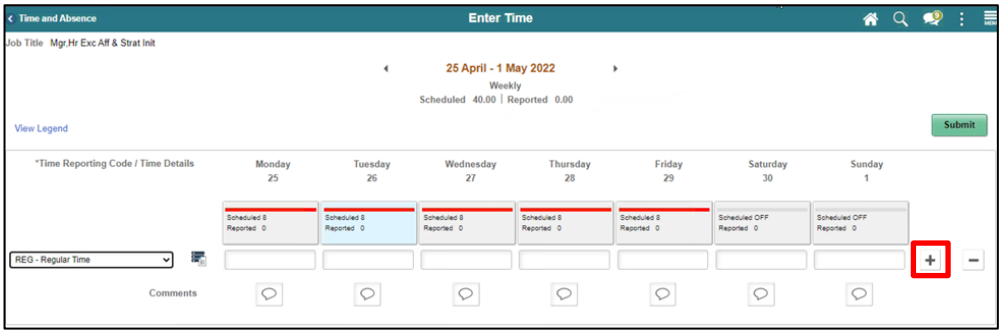
DESCRIPTION

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.	• Log into **INFORMS**. • Navigate to the **Employee Self Service** page. • Click the **Time and Absence** tile. 
2.	Click the **Enter Time** tile. 

3.	Click **Time Details.** 
4.	• Update the **Task Profile** information: ○ **Taskgroup** – Controls the lists of Task Profiles available. ○ **Task Profile ID** – Provides list of Projects and Activities that flow to Project Costing. • Click **Done**.
5.	If you need to enter additional time on the same day for a different TRC or Project, follow the steps below: • Click the **+** sign. • Repeat steps 3-5. 
6.	Click **Submit**.