



Miami-Dade County

Correct Job Data Using Exception – Job Aid

DESCRIPTION

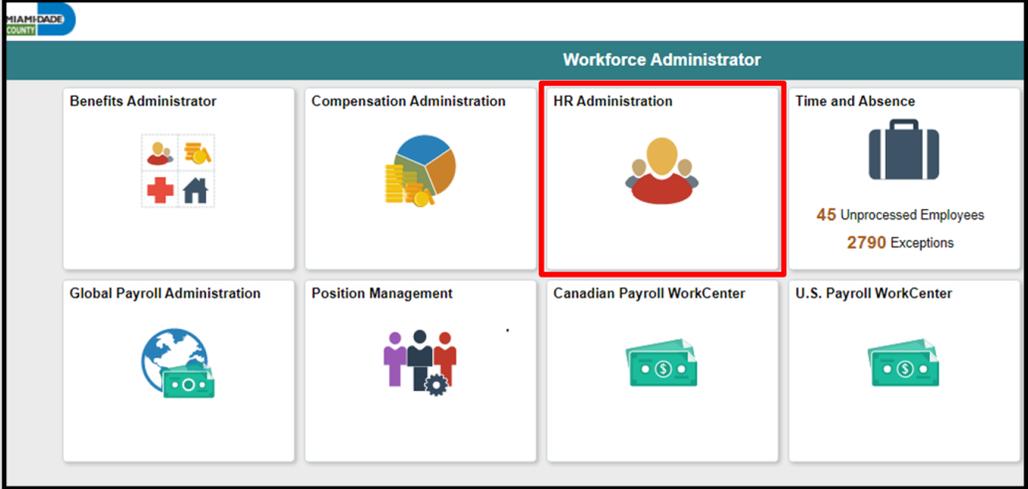
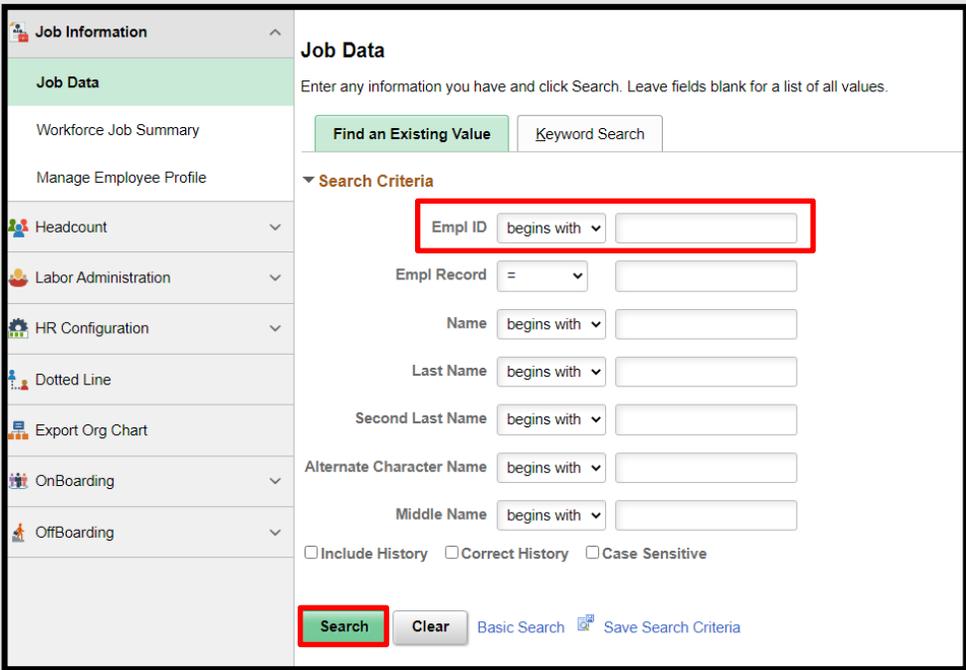
The audience for this job aid is Central HR.

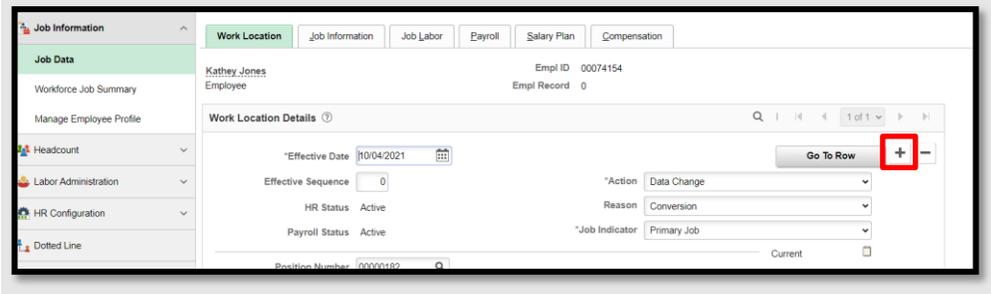
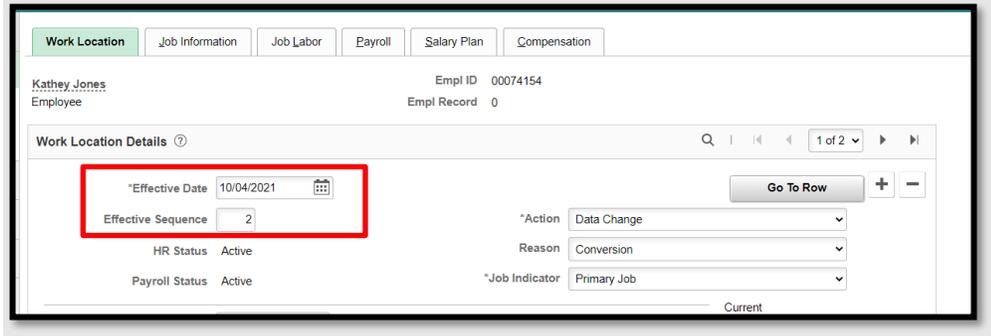
Job Data Exception report shows what was entered into Employee Job Data and compared with the expected values for the below listed fields. Only the employees who have mismatches will be displayed in this report.

- Paygroup.
- Empl_Class.
- Protected Class.
- Retirement Kind.
- Absence Eligibility.
- Absence Paygroup.
- Components of Pay.
- Pay Step.
- Employee Type.
- Holiday Schedule.

MIAMI-DADE COUNTY		Job Data Exception Report																
BUS UNIT	BUS UNIT DESCR	DEPTID	DEPT DESCR	LAST NAME	FIRST NAME	EMPLID	EFFDT	ACTION DATE	ACTION	REASON	JOB CODE	JOB CODE DESC	EMPL CLASS	FIELD	CURRENT VALUE	CORRECT VALUE	APPROVAL	APPROVED DTTM
AV	Aviation	ALL	ALL	Jones	Kathey	00074154	1/24/2022	1/24/2022	DTA		005310	Airport Secretary	Permanent	PAYGROUP	RET	MDC	T0140677	*****
AV	Aviation	ALL	ALL	Jones	Kathey	00074154	1/24/2022	1/24/2022	DTA		005310	Airport Secretary	Permanent	RETIREMENT KIND	PA	HA	T0140677	*****
AV	Aviation	ALL	ALL	Jones	Kathey	00074154	1/24/2022	1/24/2022	DTA		005310	Airport Secretary	Permanent	ABSENCE ELIGIBILITY	G-NJB	VERIFY ABSENCE ELIGIBIL	T0140677	*****
AV	Aviation	ALL	ALL	Jones	Kathey	00074154	1/24/2022	1/24/2022	DTA		005310	Airport Secretary	Permanent	WORKGROUP	G-NJB		T0140677	*****

CORRECT JOB DATA USING EXCEPTION

Step	Action
1.	<ul style="list-style-type: none"> Log into INFORMS. Click HR Administration. 
2.	<ul style="list-style-type: none"> Enter Empl ID. Click Search. 

<p>3.</p>	<p>On Work Location tab add a new row by clicking + Sign.</p> 
<p>4.</p>	<ul style="list-style-type: none"> • Enter the same Effective Date as the Effective Date for this employee in the error report. • Enter the Effective Sequence number as a next number - if the prior row sequence number is 2, change the current row sequence number to 3. 

Pay Group will display:

FIELD	CURRENT VALUE	CORRECT VALUE
Pay Group	RET	MDC

On **Payroll** tab, change **Pay Group** to MDC.

5.

The screenshot shows the 'Payroll' tab for employee Kathey Jones (Empl ID 00074154). The 'Payroll Information' section displays the following details:

- Effective Date: 01/24/2022
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Payroll System: Payroll for North America
- Absence System: Absence Management

The 'Payroll for North America' section contains the following fields:

- Pay Group: MDC (highlighted with a red box)
- Employee Type: H
- Tax Location Code: MDC
- GL Pay Type: (empty)
- General Employees
- Hourly
- Holiday Schedule: MDCALL
- MDC_ALL
- Miami Dade Tax Location
- FICA Status: Subject

Employee Class will display:

FIELD	CURRENT VALUE	CORRECT VALUE
Empl Class	Permanent	Review Employee Class

- On **Job Information** tab, update **Empl Class** and **Protected Class**.

6.

The screenshot shows the 'Job Information Details' page for employee Kathey Jones (Empl ID: 00074154). The 'Job Information' tab is active. The 'Empl Class' dropdown menu is currently set to 'Permanent', and the '*Protected Class' dropdown menu is currently set to 'SSN Protected Only'. Both dropdowns are highlighted with red boxes. Other visible fields include Effective Date (01/24/2022), Job Code (005310), and Job Title (Airport Secretary).

7.

Retirement Kind will display:

FIELD	CURRENT VALUE	CORRECT VALUE
Retirement Kind	PA	HA

- Navigation: **Job Data > Benefit Program Participation.**
- On **Benefits Program Participation** tab, update **Retirement Kind.**

The screenshot shows the 'HR Administration' interface. Under the 'Benefit Program Participation' tab, the employee 'Kathey Jones' is selected. The 'Benefit Status' section shows details for a benefit record with an effective date of 01/24/2022 and a status of 'Active'. In the 'Benefits Administration Eligibility' section, the 'Retirement Kind' field is highlighted with a red box and contains the value 'PA'. Other fields include 'Benefit Program' set to 'RG2' and 'Executive Counter'.

Absence Eligibility will display:

FIELD	CURRENT VALUE	CORRECT VALUE
Eligibility Group	G-NJB	VERIFY ABSENCE ELIGIBILITY

- Navigation: **Job data > Payroll.**
- Update **Eligibility Group** under the **Absence Management System** section.

8.

The screenshot displays the HR Administration interface. The top navigation bar includes 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Payroll' tab is active, showing details for employee 'Kathye Jones' (Empl ID: 00074154). Below this, the 'Payroll Information' section shows 'Effective Date' as 01/24/2022 and 'HR Status' as Active. A 'Go To Row' button is visible. The bottom section, 'Absence Management System', shows 'Pay Group' as MDC and 'Eligibility Group' as G-NJB. The 'Eligibility Group' field is highlighted with a red box. Other settings include 'Use Pay Group Eligibility' (unchecked), 'Use Pay Group Rate Type' (checked), and 'Use Pay Group As Of Date' (checked).

9.

Absence Paygroup

On **Payroll** tab, under **Absence Management System**, update **Pay Group**.

The screenshot shows the 'Payroll' tab for employee Kathy Jones (Empl ID: 00074154). The 'Absence Management System' section is highlighted with a red box. It contains the following fields:

- Pay Group: RET (highlighted with a red box)
- Employee Type: H
- Tax Location Code: MDC
- OL Pay Type: (empty)
- Combination Code: (empty)
- Miami Dade Retires: (text)
- Hourly: (text)
- Miami Dade Tax Location: (text)
- Holiday Schedule: MDCALL
- MDC_ALL: (text)
- FICA Status: Subject

10.

Components of Pay

- On **Compensation** tab, under **Pay Components**, update **Comp Rate**.
- Click **Calculate Compensation**.
- Click **Save**.

The screenshot shows the 'Compensation' tab for employee Kathy Jones (Empl ID: 00074154). The 'Compensation Details' section shows:

- Effective Date: 01/24/2022
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Compensation Rate: 1,932.20
- Currency: USD
- *Frequency: Biweekly

The 'Pay Components' table at the bottom is highlighted with a red box around the 'Comp Rate' column header:

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
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11.

Pay Step

On **Salary Plan** tab, update **Step**.

The screenshot shows the 'Salary Plan' tab for employee Kathy Jones (Empl ID 00074154). The 'Salary Plan Details' section includes the following information:

- Effective Date: 01/24/2022
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Data Change
- Reason: Reason
- Job Indicator: Primary Job
- Current:

The 'Salary Admin Plan' section contains the following fields:

- Salary Admin Plan: STEP
- Grade: 123
- Step: 12 (highlighted with a red box)
- Grade Entry Date: 07/20/1998
- Step Entry Date: 12/28/2020
- Includes Wage Progression Rule

At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'. The navigation bar at the bottom shows the current tab is 'Salary Plan'.

Employee Type will display:

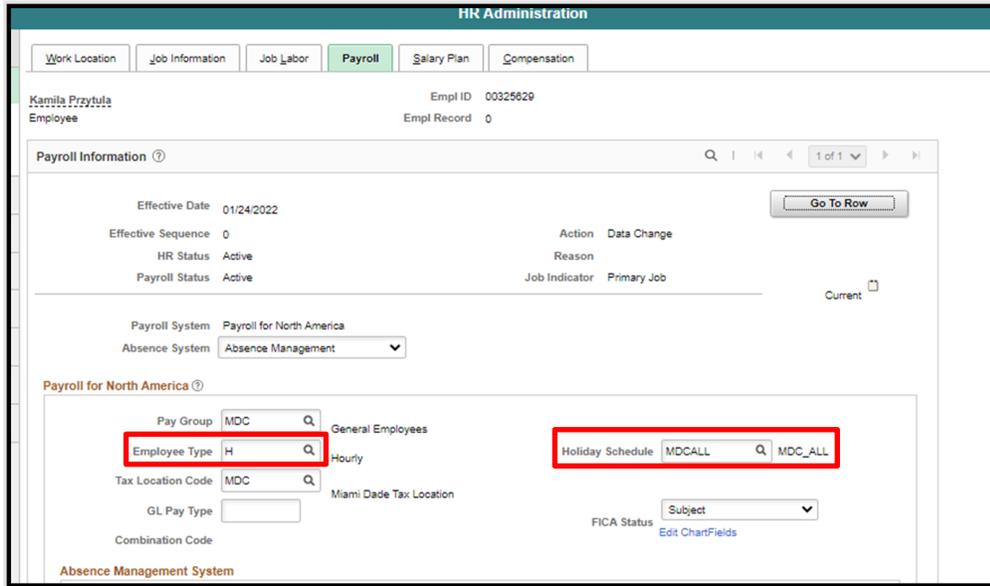
FIELD	CURRENT VALUE	CORRECT VALUE
Employee Type	H	Non Job Basis

Holiday Schedule will display:

FIELD	CURRENT VALUE	CORRECT VALUE
Holiday Schedule	MDCALL	MDCNON

On **Payroll** tab, update **Employee Type** and **Holiday Schedule**.

12.



13.

Click **Save** once changes have been made.