

## **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.

MIAM COUNT	II-DADE				Ī	ob Dat	a Exc	eptio	n Repo	ort			4	· · ·	4	4		
BUS UNIT	BUS UNIT DESCR	DEPTID	DEPT DESCR	LAST NAME	FIRST NAME	EMPLID	EFFDT	ACTIO N DATE	ACTION	REASON	JOBC ODE	JOBC ODE DESC	EMPL CLASS	FIELD	CURR ENT	CORR ECT VALUE	APPR OVER	APPROVED DTTM
AV	Aviation	ALL	ALL	Jones	Kathey	00074154	1/24/2022	1/24/2022	DTA		005310	Airport Secretar	Perman ent	PAYGROUP	RET	MDC	T01406 77	*******
AV	Aviation	ALL	ALL	Jones	Kathey	00074154	1/24/2022	1/24/2022	DTA		005310	Airport Secretar	Perman ent	RETIREMENT KIND	PA	HA	T01406 77	*********
AV	Aviation	ALL	ALL	Jones	Kathey	00074154	1/24/2022	1/24/2022	DTA		005310	Airport Secretar y	Perman ent	ABSENCE ELIGIBILITY	G-NJB	VERIFY ABSEN CE ELIGIBIL	T01406 77	*****
AV	Aviation	ALL	ALL	Jones	Kathey	00074154	1/24/2022	1/24/2022	DTA		005310	Airport Secretar	Perman ent	VORKGROUP	G-NJB		T01406 77	*****



## **CORRECT JOB DATA USING EXCEPTION**

Step	Action
	Log into INFORMS.
	Click HR Administration.
	Workforce Administrator
	Benefits Administrator Compensation Administration HR Administration Time and Absence
1	
1.	2790 Exceptions
	Global Payroll Administration Position Management Canadian Payroll WorkCenter U.S. Payroll WorkCenter
	Enter Empl ID.     Click Sparch
	Job Information Job Data
	Job Data Enter any information you have and click Search. Leave fields blank for a list of all values.
	Workforce Job Summary         Find an Existing Value         Keyword Search
	Manage Employee Profile   Search Criteria
	Meadcount V Empl ID begins with V
	Labor Administration V Empl Record = V
2.	HR Configuration      Name begins with
	Last Name begins with V
	Export Org Chart Second Last Name begins with V
	iii OnBoarding V Alternate Character Name begins with V
	A OffBoarding
	Include History Correct History Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria



	On Work Location tab add a new row by clicking + Sign.
3.	Mork Location         Job Information         Job Labor         Payroll         Salary Plan         Compensation           Job Data         Kather Jones         Empl ID         00074154           Work Location Details         Empl ID         00074154           Marage Employee Profile         Work Location Details         Q         I d         1 d1 1         P           Marage Employee Profile         Work Location Details         O         *Action         Data Change         Image Conversion         I
4.	<ul> <li>Enter the same Effective Date as the Effective Date for this employee in the error report.</li> <li>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.</li> <li>Work Location Job Information Job Labor Payroll Salary Plan Compensation Employee Employee Employee Employee Go To Row Freedom Contents and the content and the content</li></ul>
	HR Status Active Reason Conversion  Payroll Status Active "Job Indicator Primary Job Current



Pay Gro	<b>oup</b> will display:		
	FIELD	CURRENT VALUE	CORRECT VALUE
	Pay Group	RET	MDC
On Pay	work Location Job Information Job La	r Group to MDC.	8
Kat Emp	they Jones ployee	Empl ID 00074154 Empl Record 0	
Pa	Effective Date 01/24/2022 Effective Sequence 0	Ac	Go To Row
_	HR Status Active Payroll Status Active	Rea Job Indic	ator Primary Job Current
	Payroll System Payroll for No Absence System Absence Mar	rth America nagement	
	Davrall for North America		
F	Pay Group MDC	Q General Employees	
F	Pay Group MDC Employee Type H Tax Location Code MDC	Ceneral Employees Ceneral Employees Hourly Ho Miami Dade Tax Location	Diiday Schedule MDCALL Q MDC_ALL



	FIELD		CURRENT VALUE	CORR	ECT VALUE		
	Empl Clas	S	Permanent	Review E	mployee Class		
•	On Job Inform	ation tab	o, update Empl Class	and Protec	ted Class.		
		_	HR Administration	_	â		
	Work Location Job Information	Job Labor	Payroll Salary Plan Compensatio	n			
	Kathey_Jones         Empl ID         00074154           Employee         Empl Record         0						
	Job Information Details ③			Q	I if if toft as h h		
-	Effective Date	01/24/2022			Go To Row		
-	Effective Date Effective Sequence	01/24/2022	Ac	tion Data Change	Go To Row		
-	Effective Date Effective Sequence HR Status Payroli Status	01/24/2022 0 Active Active	Ac Rei Job Indi	tion Data Change son ator Primary Job	Go To Row		
-	Effective Date Effective Sequence HR Status Payroll Status	01/24/2022 0 Active Active	Ac Rei Job Indic	tion Data Change son ator Primary Job	Go To Row		
-	Effective Date Effective Sequence HR Status Payroll Status Job Code	01/24/2022 0 Active Active 005310	Ar Rei Job Indic Airport Secretary	tion Data Change son ator Primary Job	Go To Row		
-	Effective Date Effective Sequence HR Status Payroll Status Job Code Entry Date	01/24/2022 0 Active Active 005310 07/20/1998	Ar Re: Job Indic Airport Secretary	tion Data Change son ator Primary Job	Go To Row		
	Effective Date Effective Sequence HR Status Payroll Status Job Code Entry Date Supervisor Level Supervisor ID	01/24/2022 0 Active Active 005310 07/20/1998	Ar Rei Job Indic Airport Secretary Q	tion Data Change son ator Primary Job	Go To Row		
	Effective Date Effective Sequence HR Status Payroll Status Job Code Entry Date Supervisor Level Supervisor ID Reports To	01/24/2022 0 Active Active 005310 07/20/1998	Ar Rei Job Indic Airport Secretary Q SR. HUMAN RESOURCES MAI	tion Data Change son ator Primary Job	Go To Row		
	Effective Date Effective Sequence HR Status Payroll Status Job Code Entry Date Supervisor ID Reports To Regular/Temporary Empl Class	01/24/2022 0 Active Active 005310 07/20/1998 00000181 Regular Permanent	Arport Secretary Q SR. HUMAN RESOURCES MAI FulliPart Pull- YProtected Class SSN	tion Data Change son ator Primary Job NAGER ime Protected Only	Go To Row		



Retirement Kind Navigation: Job Data > B	PA	Н	A
Navigation: Job Data > B			
On Benefits Program Pa	rticipation tab	, update <b>Retiremen</b>	it Kind.
	HR Administra	ation	
Benefit Program Participation			
Kathey Jones Employee	Empl ID Empl Record	00074154 0	
Benefit Status ③		Q   14 4	1 of 1 🗸 🗼 👘
Benefit Record Number b C Effective Date 01/24/2022		0	Go To Row
Effective Sequence 0 HR Status Active	Action Reason	Data Change	
Payroll Status Active	Job Indicator	Primary Job	
*Benefits System Benefits Adm Annual Benefits Base Rate	uinistration V	Benefits Employee Status	Active
Benefits Administration Eligibility ③			
BAS Group ID	Q		



	FIELD	CURRENT VALUE	CORRECT VALUE
	Eligibility Group	G-NJB	VERIFY ABSENCE ELIGIBILI
•	Navigation: <b>Job data</b> > Update <b>Eligibility Grou</b>	• Payroll. up under the Absence	Management System section
		HR Administration	4
	rk Location Job Information Job Labor	Payroll         Salary Plan         Compensation	
Kathe Emplo	<u>y Jones</u> yee	Empl ID 00074154 Empl Record 0	
Pay	roll Information ⑦		Q    4 4 1 of 4 🗸 🕨
	Effective Date 01/24/2022 Effective Sequence 0 HR Status Active Payroll Status Active	Action Reason Job Indicator	Go To Row
E			
AI	Pay Group MDC Setting Use Pay Group Eligibility Use Pay Group Rate Type	General Employees Eligibility Group G-NJB Exchange Rate Type	م Bargaining Unit G - Non JB م



	Absence Paygroup
	On Payroll tab, under Absence Management System, update Pay Group.
	Work Location         Job Information         Job Labor         Psyroli         Salary Plan         Compensation
	Kathey Jones         Empl ID         00074154           Employee         Empl Record         0
	Payroll information () Q   I ( ( 1 or 1 V ) )
	Effective Date 01/24/022 Oo To Row
0	Effective Bequence 0 Action Data Change
9.	HR štatus Active Resson Payroll štatus Active Job Indioator Primary Job
	Pavroll Evidem Pavroll for North America
	Absence Bystem Absence Management
	Payroll for North America 🕥
	Pay Group RET Q Miami Dade Retirees
	Employee Type H Q Hourly Holiday Softedule MDCALL Q MDC_ALL
	Miami Dade Tax Location GL Pay Type Stiph Athen Subject
	Combination Code Edit ChantFields
	Absence Management System
	Psy Group RET 4 Mamil Dade Retires
	Components of Pay
	<ul> <li>On Compensation tab, under Pay Components, update Comp Rate.</li> </ul>
	Click Calculate Compensation.
	Click Save.
	HP Administration
	Tox reaction for the second se
	Employee Empl Record 0
10.	Compensation Details 🕐 Q. I. H. 4. 1 of 1 🗸 🕨 🕅
	Effective Date 01/24/2022
	Effective Sequence 0 Action Data Change HR Status Active Reason
	Payroll Status Active Job Indicator Primary Job Current
	Compensation Rate 1,932 201 USD Q *Frequency B Q Biweekly
	- → Comparative Information ⑦
	► Pay Rates ⑦
	Default Pay Components Contract Change Prorate Option
	Pay Components ()
	Amounts Controls Changes Conversion III
	*Rate Code Seg Comp Rate Currency Frequency Points Percent Rate Code Group



Ра	y Step
Or	a <b>Salary Plan</b> tab, update <b>Step</b> .
	Work Location         Job Labor         Payroll         Salary Plan         Compensation
	Kathey Jones     Empl ID     00074154       Employee     Empl Record     0
	Salary Plan Details ⑦ Q   I I I I I I I I I I I I I I I I I I
11.	Effective Date 01/24/2022 Go To Row
	Effective Sequence 0 Action Data Change HR Status Active Reason
	Payroll Status Active Job Indicator Primary Job Current
	Salary Admin Plan STEP Q <sup>5</sup> Step Grade 123 Q 123 Grade Entry Date 07/20/1098 ml
	Step     12     Q       Step     12/28/2020
	□ includes wage Progression kule
	Job Data Employment Data Earnings Distribution Benefits Program Participation Creditable Adjusted Dates
	Save Return to Search Notify Refresh Update/Display Include History Correct History
	Work Location   Job Information   Job Labor   Payroll   Salary Plan   Compensation



Emple	oyee T	<b>ype</b> will display:		
		FIELD	CURRENT VALUE	CORRECT VALUE
		Employee Type	Н	Non Job Basis
Holid	ay Sch	<b>edule</b> will display:		
		FIELD	CURRENT VALUE	CORRECT VALUE
	H	oliday Schedule	MDCALL	MDCNON
	<u>Work Loc</u>	ation Job Information Job Labor I	HK Administration	
	Mork Loc Kamila Przy Employee	tula	HK Administration Payroll Salary Plan Compensation Empl ID 00325629 Empl Record 0	
	Work Loo Kamila Przy Employee Payroll In	tule formation ③ Effective Date 01/24/2022 Effective Sequence 0 HR Status Active	HK Administration Payroll Salary Plan Compensation Empl ID 00325629 Empl Record 0 Action Data C Reason	Q   H 4 Iof1 V P P Go To Row
	Work Loc Kamila Przy Employee Payroll In	tula formation ⑦ Effective Date 01/24/2022 Effective Sequence 0 HR Status Active Payroll Status Active Payroll System Payroll for North America Absence System Absence Management	HK Administration Payroll Salary Plan Compensation Empl ID 00325529 Empl Record 0 Action Data C Reason Job Indicator Primar	Q     < 1 of 1 v > > > Go To Row Change y Job Current
	Vork Loc Kamila Przy Employee Payroll In Payroll 1	Job Information     Job Labor     I       fulla     I       formation ⑦     I       Effective Date     01/24/2022       Effective Sequence     0       HR Status     Active       Payroll Status     Active       Payroll System     Payroll for North America       Absence System     Absence Management       for North America ⑦     MDC       Pay Group     MDC       GL Pay Type     Mu       Combination Code     Mc	Hk Administration         Payroll       Salary Plan       Compensation         Empl ID       00325629       Empl Record       0         Action       Data C       Reason       Job Indicator       Primar         Job Indicator       Primar         Imployees       Holiday Schedu         unip       FICA State	Current Current La Subject V Subject V Subject V Subject V Subject V Subject V