



Miami-Dade County

Determine Absence Eligibility Group in JOB
- Job Aid

DESCRIPTION

This job aid is for DPRs and Central HR.

Absence Eligibility Groups drive what employees will be able to see in the dropdowns for Absence Requests in Self Service.

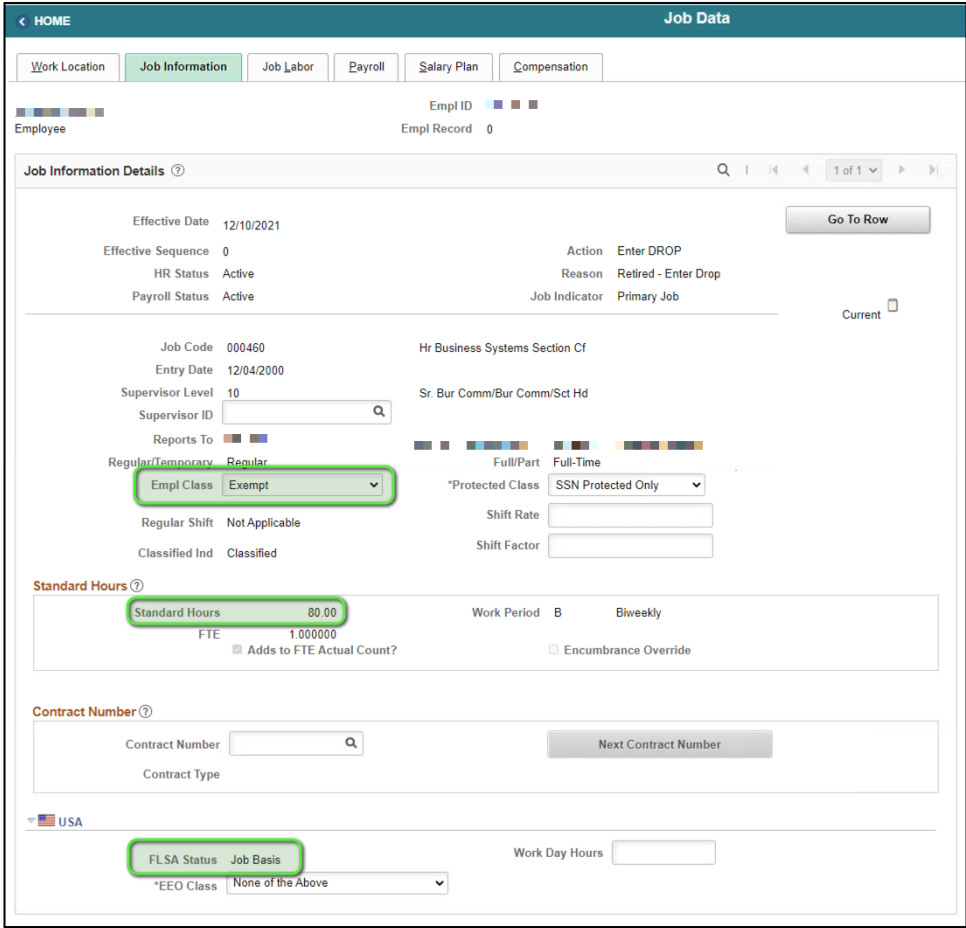
This document will help determine which Eligibility Group to assign to a given employee based on the following criteria:

- If they work Part-Time – combine their Union Code and “-PTM” to determine the eligibility Group: L-PTM, C-PTM, etc.
- All other employees will be defined based on Union Code + “-JB” (Job Basis) or “-NJB” (Non-Job Basis). For example, for a Union E employee that is a Job Basis – you would select “E-JB.”

Exception Cases:

- Union C employees that work 96-hour biweekly standard hours will have assigned Eligibility Group Bargaining Unit “C-48H” regardless of their FLSA Status.
- Seasonal Employees (Employee Class of AG “Seasonal” in JOB) will have assigned Eligibility Group “L-SEA” - Bargaining Unit L - Seasonals.

DETERMINE ABSENCE ELIGIBILITY GROUP IN JOB

Step	Action
1.	<p>Navigate to Absence Eligibility Group List.</p> <ul style="list-style-type: none">• INFORMS Main Menu > Workforce Administration > Job Information > Job Data.• Fill in key fields located on the Job Information tab. They will help you determine which Eligibility Group the employee belongs to:<ul style="list-style-type: none">○ Empl Class.○ Standard Hours.○ FLSA Status. 

2.

In the same Job Data Component, **Union Code** (Bargaining Unit in Legacy) will be found on the **Job Labor** tab.

The screenshot shows the 'Job Data' component with the 'Job Labor' tab selected. The employee name is 'Shane Bissessar' and the employee ID is '00124506'. The 'Labor Information' section includes fields for Effective Date (12/10/2021), Effective Sequence (0), HR Status (Active), and Payroll Status (Active). The 'Union Code' field is highlighted with a green box and contains the value 'L'. Other fields include Bargaining Unit, Labor Agreement, Labor Agreement Entry Dt, Employee Category, Employee Subcategory, and Employee Subcategory 2. There are also checkboxes for 'Position Management Record', 'Stop Wage Progression', 'Pay Union Fee', and 'Exempt from Layoff'.

3.

In the same Job Data Component, once the correct combination is determined (between Standard Hours/Employee Class/Union Code and FLSA Status) and ready to be updated, the update the **Eligibility Group** for the employee in the **Payroll** tab.

The screenshot shows the 'Job Data' component with the 'Payroll' tab selected. The employee name is 'Shane Bissessar' and the employee ID is '00124506'. The 'Payroll Information' section includes fields for Effective Date (12/10/2021), Effective Sequence (0), HR Status (Active), and Payroll Status (Active). The 'Payroll for North America' section includes fields for Pay Group (MDC), Employee Type (E), Tax Location Code (MDC), and Holiday Schedule (MDCALL). The 'Absence Management System' section includes fields for Pay Group (MDC) and Eligibility Group (L-JB), which is highlighted with a green box. There are also checkboxes for 'Use Pay Group Eligibility', 'Use Pay Group Rate Type', and 'Use Pay Group As Of Date'.

ABSENCE ELIGIBILITY GROUP LIST:

The list of existing Eligibility Groups will help determine which Absence Eligibility Group to assign to the employee based on the following fields:

- Union Code.
- FLSA Status (Job or Non-Job Basis).
- Full or Part Time Indicator.
- Special Cases:
 - Union Code C + Standard Hours of 96h = C-48H.
 - Employee Class “AG” Seasonal = L-SEA.

Union Code (BU)	FLSA Status	Full / Part Time Indicator	Special Cases	Absence Eligibility Group	Description
A	P = Job Basis	Full Time	N/A	A-JB	Bargaining Unit A - Job Basis
A	N = Non Job Basis	Full Time	N/A	A-NJB	Bargaining Unit A - Non JB
A	N = Non Job Basis	Part Time	N/A	A-PTM	Bargaining Unit A - Part Time
A	P = Job Basis	Part Time	N/A	A-PTM	Bargaining Unit A - Part Time
C	N = Non Job Basis	Full Time	Standard Hours 96h	C-48H	Bargaining Unit C - 48 HR
C	P = Job Basis	Full Time	Standard Hours 96h	C-48H	Bargaining Unit C - 48 HR
C	P = Job Basis	Full Time	N/A	C-JB	Bargaining Unit C - Job Basis
C	N = Non Job Basis	Full Time	N/A	C-NJB	Bargaining Unit C - Non JB
C	N = Non Job Basis	Part Time	N/A	C-PTM	Bargaining Unit C - Part Time
C	P = Job Basis	Part Time	N/A	C-PTM	Bargaining Unit C - Part Time
D	N = Non Job Basis	Full Time	N/A	D-NJB	Bargaining Unit D - Non JB
D	N = Non Job Basis	Part Time	N/A	D-PTM	Bargaining Unit D - Part Time
E	P = Job Basis	Full Time	N/A	E-JB	Bargaining Unit E - Job Basis
E	N = Non Job Basis	Full Time	N/A	E-NJB	Bargaining Unit E - Non JB
E	N = Non Job Basis	Part Time	N/A	E-PTM	Bargaining Unit E - Part Time
E	P = Job Basis	Part Time	N/A	E-PTM	Bargaining Unit E - Part Time
F	N = Non Job Basis	Full Time	N/A	F-NJB	Bargaining Unit F - Non JB
F	N = Non Job Basis	Part Time	N/A	F-PTM	Bargaining Unit F - Part Time
F	P = Job Basis	Part Time	N/A	F-PTM	Bargaining Unit F - Part Time
G	P = Job Basis	Full Time	N/A	G-JB	Bargaining Unit G - Job Basis
G	N = Non Job Basis	Full Time	N/A	G-NJB	Bargaining Unit G - Non JB
G	N = Non Job Basis	Part Time	N/A	G-PTM	Bargaining Unit G - Part Time
G	P = Job Basis	Part Time	N/A	G-PTM	Bargaining Unit G - Part Time
H	P = Job Basis	Full Time	N/A	H-JB	Bargaining Unit H - Job Basis
H	N = Non Job Basis	Full Time	N/A	H-NJB	Bargaining Unit H - Non JB
H	N = Non Job Basis	Part Time	N/A	H-PTM	Bargaining Unit H - Part Time
H	P = Job Basis	Part Time	N/A	H-PTM	Bargaining Unit H - Part Time
K	P = Job Basis	Full Time	N/A	K-JB	Bargaining Unit K - Job Basis

Union Code (BU)	FLSA Status	Full / Part Time Indicator	Special Cases	Absence Eligibility Group	Description
K	N = Non Job Basis	Full Time	N/A	K-NJB	Bargaining Unit K - Non JB
K	N = Non Job Basis	Part Time	N/A	K-PTM	Bargaining Unit K - Part Time
K	P = Job Basis	Part Time	N/A	K-PTM	Bargaining Unit K - Part Time
L	P = Job Basis	Full Time	N/A	L-JB	Non-Bargaining L - Job Basis
L	N = Non Job Basis	Full Time	N/A	L-NJB	Non-Bargaining L - Non JB
L	N = Non Job Basis	Part Time	N/A	L-PTM	Non-Bargaining L - Part Time
L	P = Job Basis	Part Time	N/A	L-PTM	Non-Bargaining L - Part Time
N/A	N/A	N/A	Employee Class "AG" Seasonal	L-SEA	Bargaining Unit L - Seasonals
M	P = Job Basis	Full Time	N/A	M-JB	Bargaining Unit M - Job Basis
M	N = Non Job Basis	Full Time	N/A	M-NJB	Bargaining Unit M - Non JB
M	N = Non Job Basis	Part Time	N/A	M-PTM	Bargaining Unit M - Part Time
M	P = Job Basis	Part Time	N/A	M-PTM	Bargaining Unit M - Part Time
P	P = Job Basis	Full Time	N/A	P-JB	Bargaining Unit P - Job Basis
P	N = Non Job Basis	Full Time	N/A	P-NJB	Bargaining Unit P - Non JB
P	N = Non Job Basis	Part Time	N/A	P-PTM	Bargaining Unit P - Part Time
P	P = Job Basis	Part Time	N/A	P-PTM	Bargaining Unit P - Part Time