



## **Miami-Dade County**

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# DPR Accessing Employee Information Job Aid

Version 1.0

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**PURPOSE**

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**Purpose**

This document explains the key activities involved in viewing INFORMS information. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity. This Job Aid will show the DPR how they can obtain additional Employee Information for employees in their department only.

## DPR ACCESSING EMPLOYEE INFORMATION

Step	Action																											
1.	Navigate to: <b>Human Resources (HCM) &gt; DPR Self-Service &gt; Employee Information</b>																											
2.	<ul style="list-style-type: none"> <li>Enter the desired information into any of the Search Criteria fields or leave all fields blank to see all employees.</li> <li>Select <b>Search</b>.</li> </ul> <p><b>NOTE:</b> DPRs only have access to Employees within their Business Unit.</p> <div data-bbox="370 590 1040 989" style="border: 1px solid black; padding: 5px;"> <p><b>Employee HR Details</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p>▼ <b>Search Criteria</b></p> <div style="border: 2px solid red; padding: 2px;"> <p>Empl ID <input type="text"/> begins with ▼ <input type="text"/></p> <p>Name <input type="text"/> begins with ▼ <input type="text"/></p> <p>Business Unit <input type="text"/> contains ▼ <input type="text"/></p> </div> <p><input type="checkbox"/> Case Sensitive</p> <p><span style="border: 2px solid red; padding: 2px;">Search</span> <span>Clear</span> <span>Basic Search</span> <span>Save Search Criteria</span></p> </div>																											
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