



## Miami-Dade County

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EMASS Entry of Labor, Equipment, and  
Materials Charges Overview Job Aid

## DESCRIPTION

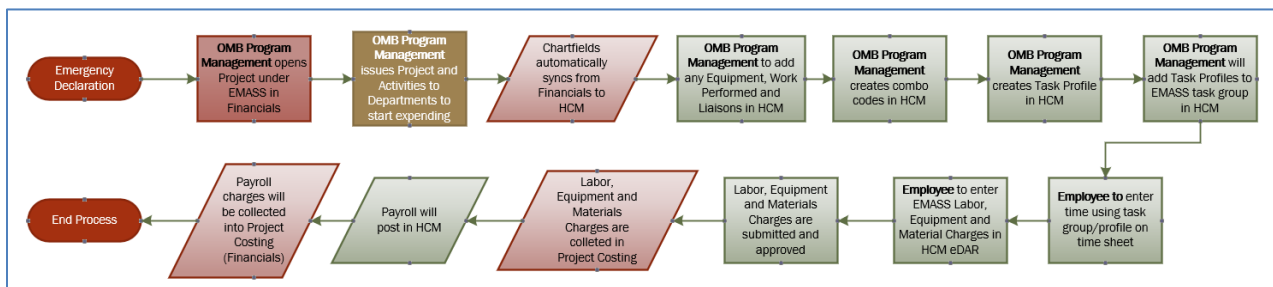
This job aid is for all employees.

The purpose of this job aid is to help employees understand the EMASS (Emergency Management Assistance System Solutions) Business Process and the steps needed to Charge Labor, Equipment and Materials Charges for EMASS.

## EMASS BUSINESS PROCESS

The actions taken in the initial minutes of an emergency are critical. Upon declaration of an emergency, the OMB Program Management team will advise County Departments that they should start documenting their costs. This includes the documentation and charging of Labor, Equipment and Materials Charges.

The new EMASS business process crosses INFORMS Financials and INFORMS Human Capital. The image below is a high-level overview of the process.



When an event is declared, the following actions will occur:

### **OMB Program Management**

- 1) Set up - Program and Projects in INFORMS Financials.
- 2) Set up - Combo Codes and Task Profiles in INFORMS Human Capital.
- 3) Advise Departments of Projects to charge against in Financials.
- 4) Advise Departments of Task Group and Task Profiles to charge Labor, Equipment, and Materials charges against.

### **EMPLOYEES**

- 1) Charge time against the appropriate Task Group and Task Profile in Timecard.
- 2) Charge Labor, Equipment and Materials against Task Profile in EMASS form.
  - a. For each location and/or Field Supervisor, you must make a new INFORMS EMASS entry.
- 3) Submit for approval to the field supervisor who oversaw the specific work at a specific location.

### **FIELD SUPERVISOR**

- 1) Review and Approve/Deny Labor, Equipment and Materials Charges.

### **EMASS LIAISON**

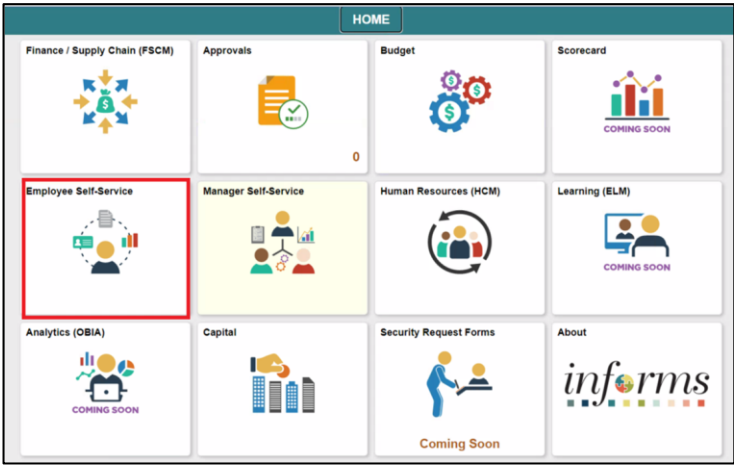
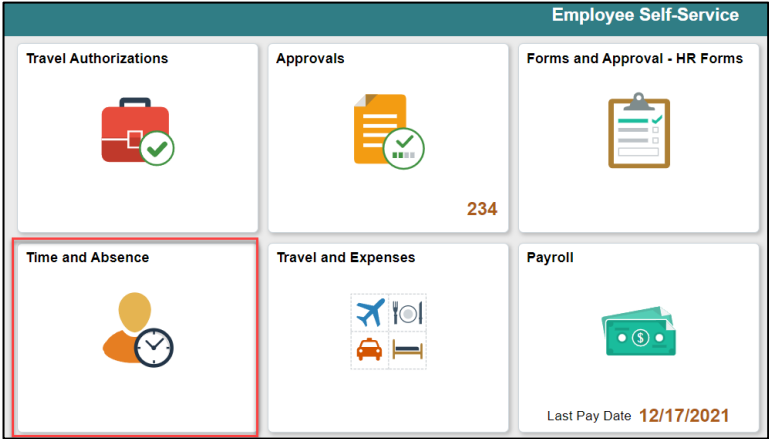
- 1) Monitor Submission of Labor, Equipment and Materials Charges.

- 2) Approve or ad-hoc Charges if necessary.

## TIMECARD ENTRY

In order to report labor, time, and/or materials on the EMASS Emergency Form, you must first enter time on your timecard. The timecard must be **submitted**; however, the timecard does not need to be approved to start the process of entering your daily EMASS Emergency form.

Your EMASS Emergency form may not be submitted until your timecard has been approved.

Step	Action
1.	<ul style="list-style-type: none"> <li>Log into <b>INFORMS</b>.</li> <li>Select <b>Employee Self-Service</b>.</li> </ul> 
2.	<p>Select <b>Time and Absence</b>.</p> 

3. Select the **Enter Time** tile.

4.

1. Select the Time Period to report.
2. **Timecard.**
  - a. Enter your time by day and Time Reporting Code.
3. To report time for the Emergency Event, click on the **Time Details** icon.

5.

1. Click on the **Taskgroup** look up.
2. Click **Search Criteria.**
3. Enter EMASS in the **Taskgroup.**
4. Click **Search.**
5. Select **EMASS** Taskgroup.

**Cancel** **Lookup**

Search for: Taskgroup [Show Operators](#)

▼ **Search Criteria**

Taskgroup (begins with)  3

Description (begins with)

▼ **Search Results**

1 row

Taskgroup	Description
EMASS	EMERGENCY MANAGEMENT

5

1. Click on the **Task Profile ID** magnifying glass

**Cancel** **Time Details**

\*Taskgroup   EMERGENCY MANAGEMENT  1

Task Profile ID

Assignment

Admin Functions

OCL Jobcode

Source

2. Select the **Taskprofile** issued to you by your Department's Liaison or DPR

**Cancel** **Lookup**

Search for: Task Profile ID

► **Search Criteria**

▼ **Search Results**

9 rows

Task Profile ID	Effective Date	Description	Department	Fund Code	O&M Activity	Location	Project	Activity	Operating Unit
E_BU_SURFS	11/02/2021	EMASS BU Surfside							
E_FN_SURFS	11/02/2021	EMASS FN Surfside							
E_FR_SURFS	11/02/2021	EMASS FR Surfside							
E_IT_SURFS	11/02/2021	EMASS IT Surfside							
E_LB_SURFS	11/02/2021	EMASS LB Surfside							
E_PD_SURFS	11/02/2021	EMASS PD Surfside							
E_PR_SURFS	11/02/2021	EMASS PR Surfside							
E_TP_SURFS	11/02/2021	EMASS TP Surfside							
S_SHAKEOUT	11/02/2021	SF TASK PROFILE SHAKEOUT							

2

3. Click **Done**

**Cancel** **Time Details**  3

\*Taskgroup   EMERGENCY MANAGEMENT  Task Profile ID

Assignment

Admin Functions

OCL Jobcode

Source

6.

4. If you have additional time to charge, you may add new rows to your timecard by clicking '+'.

5. Click **Submit**

a. An icon should appear on the timecard. This indicates the timecard has been submitted.

**\*\*In order to proceed with entering your EMASS Emergency form, you must submit the timecard. The timecard does not need to be approved to begin this process; however, must be approved to submit the EMASS Emergency Form. Please Note that the Timecard will be approved by your direct line supervisor.**

### EMASS LABOR WORK PERFORMED ENTRY

Step	Action
7.	<p>1. Click the <b>EMASS Labor and Work Performed</b> link, which is located on the bottom left of the timecard.</p>

2. Click **+ Add**.

*\*\*If an employee has already entered any EMASS Labor Work Performed, they may do a search from the left-hand search screen.*

The screenshot shows the 'EMASS Labor Work Performed' interface. On the left, there is a 'New Search' panel with input fields for 'Employee ID', 'Date Work', and 'Sequence Number', along with 'Search' and 'Clear' buttons. On the right, the main area is titled 'View EMASS Labor Work Performed' and contains a '+ Add' button highlighted with a red box and a red circle with the number 2.

3. Enter an **Employee ID**.

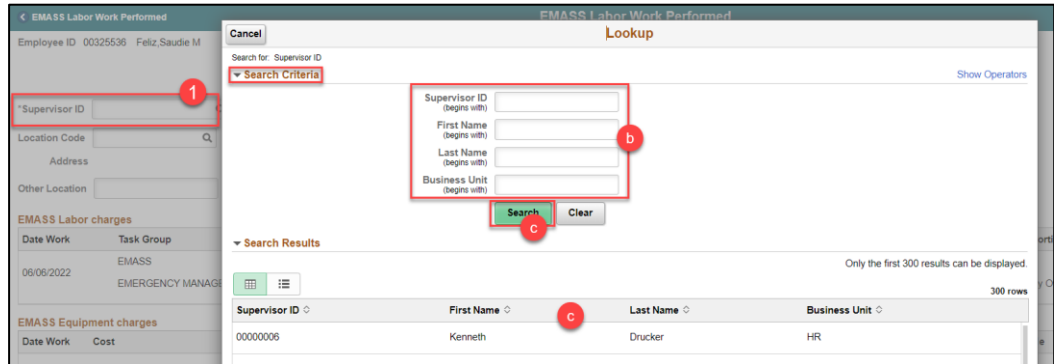
4. Select the **Date**.

a. This is the date for which time was entered under an EMASS task profile on the timecard.

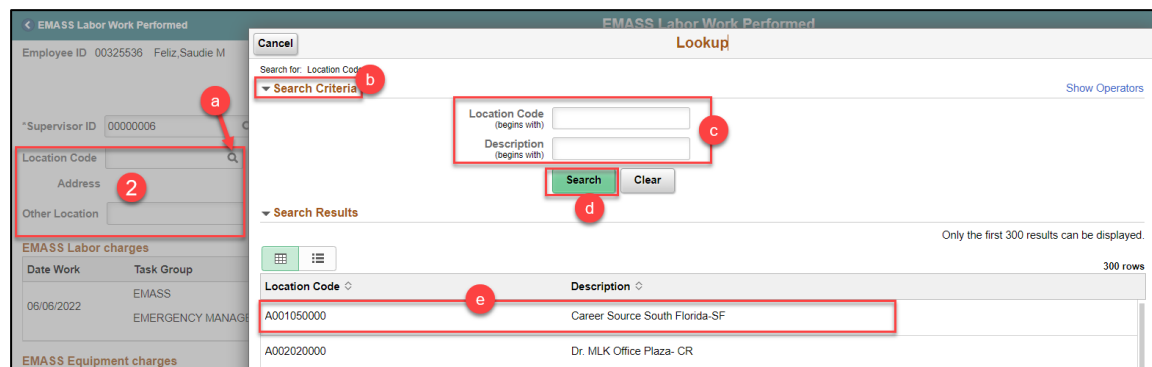
5. Click **Add**.

The screenshot shows the 'EMASS Labor Work Performed' interface with the search fields filled out. The 'Employee ID' field contains '00325536' and the 'Date' field contains '06/06/2022'. Both fields are highlighted with a red box, and red circles with the numbers 3 and 4 are placed next to them. Below the fields, the 'Add' button is highlighted with a red box and a red circle with the number 5, and the 'Clear' button is visible to its right.

1. Enter your immediate field **Supervisor ID**.
  - *Errors in this field may result in the INFORMS EMASS form being denied.* The system will route form to liaison in case the supervisor is no longer with the county.
    - b. Start search by selecting the look up icon. You may search by **Supervisor ID, First Name, Last Name, or Business Unit** (see screenshot - searching by name).
    - c. Click **Search** and select your Field Supervisor.



2. Enter a **Location Code** or if the Location code is not found, enter **Other Location**.
  - a. Search for a **Location Code** by selecting the lookup icon.
  - b. Click **Search Criteria**.
  - c. You may search by **Location Code** or **Description**.
  - d. Select **Search**.
  - e. Select a location.



**\*\*One INFORMS EMASS form should be submitted for every different Supervisor-Location combination.**



<p>9.</p>	<p><b><u>EMASS LABOR CHARGES</u></b></p> <p>In the EMASS Labor Charges section:</p> <ol style="list-style-type: none"> <li>2) Select <b>Work Performed</b> associated with the Hours worked.</li> <li>3) Hours will default based on the EMASS-associated hours entered in the timecard.             <ol style="list-style-type: none"> <li>a. You should report only hours based on this field supervisor and location combination.</li> </ol> </li> <li>4) To enter a different work performed for the same field supervisor and location combination, click on '+'.             <ol style="list-style-type: none"> <li>a. The summation of hours reported cannot exceed hours reported on the timecard for the EMASS task profile.</li> </ol> </li> </ol>
<p>10.</p>	<p><b><u>EMASS EQUIPMENT CHARGES</u></b></p> <p>In the EMASS Equipment Charges section:</p> <ol style="list-style-type: none"> <li>1. Enter the <b>Cost Code</b>.             <ol style="list-style-type: none"> <li>a. This is the Cost Code from FEMA.</li> </ol> </li> <li>2. <b>Equipment Details</b>.             <ol style="list-style-type: none"> <li>a. Enter the <b>Asset Management Business Unit</b> (from Financials).</li> <li>b. Enter the <b>Asset ID</b> (if not known, enter Not Known).</li> <li>c. Enter the <b>Make and Model</b>.</li> <li>d. Enter the <b>Year</b>.</li> </ol> </li> <li>3. Enter the <b>Quantity</b>.             <ol style="list-style-type: none"> <li>a. For Unit of Measure of Hours, a single row may not exceed the summation of hours entered against the task profile/TRC combination on the timecard. This is the same task profile/TRC combination on the labor charged section.</li> </ol> </li> <li>4. <b>UOM/Rate</b>.             <ol style="list-style-type: none"> <li>a. Defaults based on Cost Code selected.</li> </ol> </li> <li>5. <b>Cost</b>.             <ol style="list-style-type: none"> <li>a. Automatically calculates (Qty * UOM/Rate).</li> </ol> </li> <li>6. Select the <b>Worked Performed</b>.             <ol style="list-style-type: none"> <li>a. This is Worked Performed as chosen in the Labor Charges.</li> </ol> </li> <li>7. Select the <b>Task Profile</b> against this Charge.             <ol style="list-style-type: none"> <li>a. The only available Task Profiles to choose from will be those entered in the timecard.</li> </ol> </li> </ol>

8. For additional rows, click '+'.
  - a. For any additional Equipment entered, the entry rules are as follows:
    - i. For Hours UOM:
      1. You may not exceed, on any individual line, the hours on your timecard/labor charge for a Work Performed/Task profile combination.
    - ii. For Mileage UOM:
      1. There is no limitation for mileage.

### **EMASS MATERIALS CHARGES**

In the EMASS Materials Charges section:

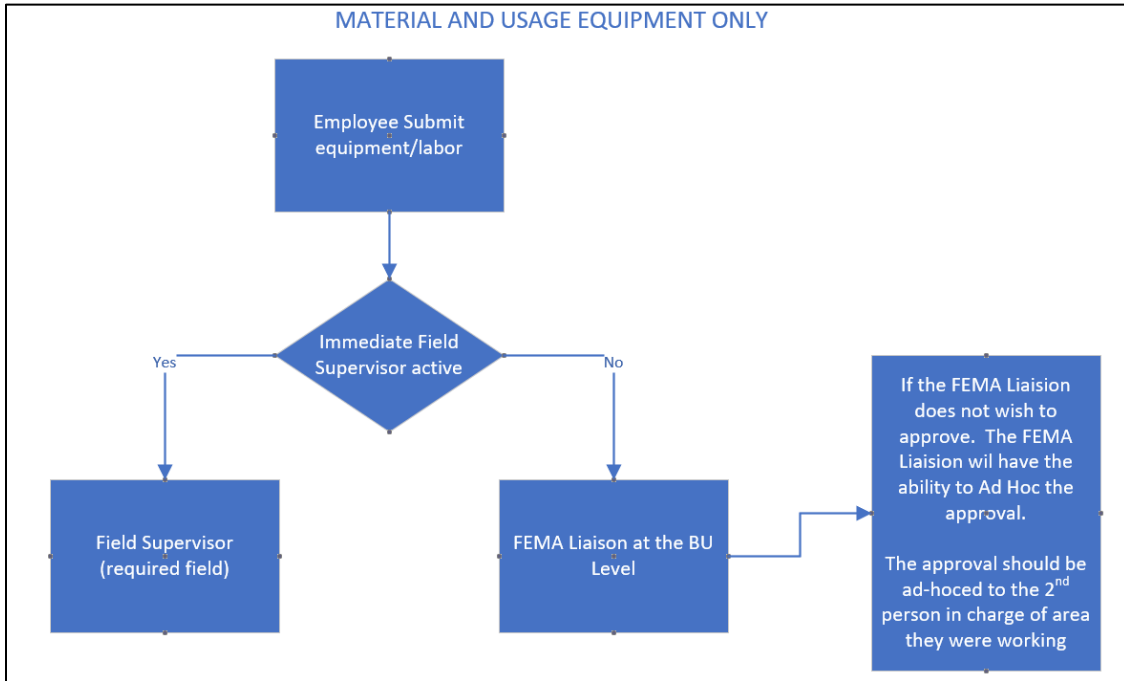
1. Enter the **Item ID**.
  - a. This is a free form field.
2. Enter the **Quantity**.
3. Select a **Unit of Measure**.
  - a. Select a Unit of Measure from the lookup selection.
4. Enter the **Rate** for the item.
5. **Cost**.
  - a. Automatically calculates (Qty \* Rate).
6. Select the **Worked Performed**.
  - a. This is worked performed as chosen in the Labor Charges.
7. Select the **Task Profile** against this charge.
  - a. The only available Task Profiles to choose from will be those entered in the timecard.
8. For additional rows, click '+'.
  - a. This is worked performed as chosen in the Labor Charges.

12.	<ol style="list-style-type: none"><li>1. In the attachments section, enter any relevant documentation by clicking <b>Add Attachment</b>.</li><li>2. Click <b>Save</b>.</li><li>3. Click <b>Submit</b>.</li></ol> <div data-bbox="305 426 1446 709"><p><b>Attachments</b></p><p>You have not added any attachments.</p><p><b>1</b> Add Attachment</p><p><b>2</b> Save <b>3</b> Submit</p></div> <p><i>**Please review the INFORMS EMASS Form for accuracy. Any forms that are denied will have to be re-submitted.</i></p>
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## EMASS APPROVALS


EMASS approvals will follow the below approval paths.

1. Timecards will be approved by the payroll supervisor.
2. Labor, Material and Equipment charges follow the below approval.

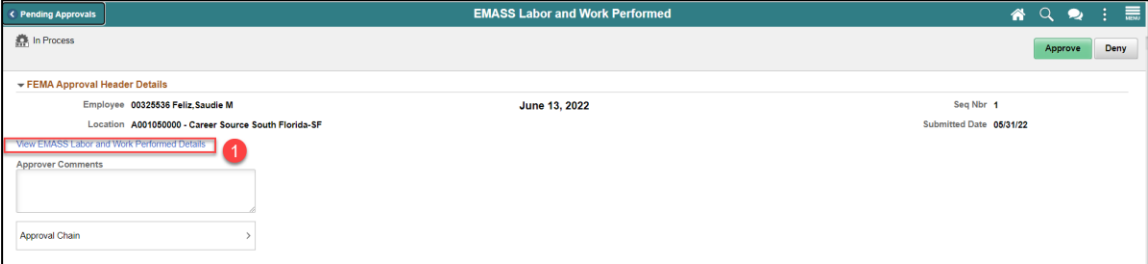


Step	Action								
1.	<ul style="list-style-type: none"> <li>• Log into <b>INFORMS</b>.</li> <li>• Select the <b>Approvals</b> tile.</li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="text-align: center; background-color: #2e8b57; color: white; padding: 5px;">HOME</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">                 Finance / Supply Chain (FSCM)  </td> <td style="text-align: center; padding: 5px; border: 2px solid red;">                 Approvals  </td> <td style="text-align: center; padding: 5px;">                 Budget  </td> <td style="text-align: center; padding: 5px;">                 Scorecard                    COMING SOON             </td> </tr> <tr> <td style="text-align: center; padding: 5px;">                 Employee Self-Service  </td> <td style="text-align: center; padding: 5px;">                 Manager Self-Service  </td> <td style="text-align: center; padding: 5px;">                 Human Resources (HCM)  </td> <td style="text-align: center; padding: 5px;">                 Learning (ELM)                    COMING SOON             </td> </tr> </table> </div>	Finance / Supply Chain (FSCM) 	Approvals 	Budget 	Scorecard  COMING SOON	Employee Self-Service 	Manager Self-Service 	Human Resources (HCM) 	Learning (ELM)  COMING SOON
Finance / Supply Chain (FSCM) 	Approvals 	Budget 	Scorecard  COMING SOON						
Employee Self-Service 	Manager Self-Service 	Human Resources (HCM) 	Learning (ELM)  COMING SOON						

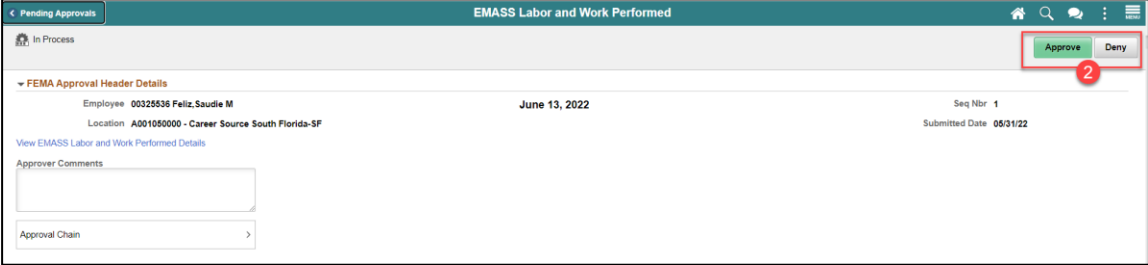
2. 1. Select **EMASS Labor and Work Performed** on the left-hand navigation.  
 2. Select the entry for approval.



2. 1. To view the details of the entries, select the **View EMASS Labor and Work Performed Details** link.



3. 2. Once the EMASS charges have been reviewed, click **Approve** if you agree with charges or **Deny** if you do not agree.



**\*\*If the EMASS form is denied, a communication to the employee should be sent so that modifications may be made to the EMASS Form.**