



Miami-Dade County

Employee Accessing Employee Information Job Aid

Version 1.0

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PURPOSE

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.

EMPLOYEE ACCESSING EMPLOYEE INFORMATION

Step	Action																																																																																																																
1.	Navigate to: Employee Self-Service > My Employee Information																																																																																																																
2.	<ul style="list-style-type: none"> Employee details will display in a new page. <div data-bbox="370 485 1344 1703" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 10px;">Employee Current Information</div> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Employee ID</td> <td style="width: 33%;">00000011</td> <td style="width: 33%;">Employee Status Date</td> <td style="width: 33%;">05/01/2000</td> </tr> <tr> <td>Employee Name</td> <td>Luka McDonough</td> <td>Pay Anniversary Date</td> <td>09/24/2018</td> </tr> <tr> <td>BU Description</td> <td>Corrections and Rehabilitation</td> <td>Leave Anniversary Date</td> <td>02/20/2023</td> </tr> <tr> <td>Position Title</td> <td>CARPENTER</td> <td>Date of Hire</td> <td>03/27/1995</td> </tr> <tr> <td>Supervisor Level</td> <td>13</td> <td>Date of Rehire</td> <td>03/27/1995</td> </tr> <tr> <td></td> <td></td> <td>Longevity Years</td> <td>27</td> </tr> <tr> <td>Executive Benefits Code</td> <td></td> <td>Pay Period Number (Unique to the Employee)</td> <td>15</td> </tr> <tr> <td>Annual Base Salary</td> <td>\$68,218.80</td> <td>Annual Adjusted Salary</td> <td>\$86,000.07</td> </tr> <tr> <td>Union Code</td> <td>H Local199 - General Employees</td> <td>Employee Class</td> <td>AA Permanent</td> </tr> <tr> <td>Grade (Salary Plan)</td> <td>218</td> <td>Pay Step</td> <td>9</td> </tr> <tr> <td>Uniform Allowance</td> <td>\$0.00</td> <td>Tool Allowance</td> <td>\$0.00</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th>Rate Code</th> <th>Description</th> <th>Compensation Rate</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 CRTRD</td> <td>Corrections Department Trades</td> <td>275.39</td> <td></td> <td></td> </tr> <tr> <td>2 HFSTP</td> <td>Half Step</td> <td>63.12</td> <td></td> <td></td> </tr> <tr> <td>3 TRDS</td> <td>Trades</td> <td>149.13</td> <td></td> <td></td> </tr> <tr> <td>4 MDBKLY</td> <td>Base Biweekly Salary</td> <td>2,623.80</td> <td></td> <td></td> </tr> <tr> <td>5 PRMPAY</td> <td>Premium Pay</td> <td>70.00</td> <td></td> <td></td> </tr> <tr> <td>6 LEAD</td> <td>Leadworker</td> <td>126.25</td> <td></td> <td></td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Leave Balance as of: 09/18/2022</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Beginning</th> <th>Earned</th> <th>Used</th> <th>Ending Balance</th> </tr> </thead> <tbody> <tr> <td>Annual</td> <td>119.250</td> <td>46.000</td> <td>90.000</td> <td>75.250</td> </tr> <tr> <td>Sick</td> <td>51.000</td> <td>55.000</td> <td>65.500</td> <td>40.500</td> </tr> <tr> <td>Holiday</td> <td>8.000</td> <td>0.000</td> <td>8.000</td> <td>0.000</td> </tr> <tr> <td>Comp</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> <td>0.000</td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Available Holidays:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>0.000</th> <th>Birthday Holiday</th> <th>Unavailable</th> </tr> </thead> <tbody> <tr> <td>Floating Holiday</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>Projected Annual Hours to be Forfeited (Sick leave conversion not included) 0.000</p> <p>Forfeiture Date 02/20/2023</p> <p>FMLA Used 0.000</p> <p><small>Field Legends: * Employee Status Date: The last date your status changed, e.g. Probationary to Permanent. * Pay Anniversary Date: The last time your pay rate changed e.g. Hire, Promotion. It excludes the addition/ deletion of components of pay, COLAs. * Leave Anniversary Date: The date when you will complete another 26 pay periods or one year of service. * Annual Base Salary: Your rate of pay as per the Miami-Dade County Pay Plan. * Annual Adjusted Salary: Your base salary plus components of pay.</small></p> </div>	Employee ID	00000011	Employee Status Date	05/01/2000	Employee Name	Luka McDonough	Pay Anniversary Date	09/24/2018	BU Description	Corrections and Rehabilitation	Leave Anniversary Date	02/20/2023	Position Title	CARPENTER	Date of Hire	03/27/1995	Supervisor Level	13	Date of Rehire	03/27/1995			Longevity Years	27	Executive Benefits Code		Pay Period Number (Unique to the Employee)	15	Annual Base Salary	\$68,218.80	Annual Adjusted Salary	\$86,000.07	Union Code	H Local199 - General Employees	Employee Class	AA Permanent	Grade (Salary Plan)	218	Pay Step	9	Uniform Allowance	\$0.00	Tool Allowance	\$0.00	Rate Code	Description	Compensation Rate			1 CRTRD	Corrections Department Trades	275.39			2 HFSTP	Half Step	63.12			3 TRDS	Trades	149.13			4 MDBKLY	Base Biweekly Salary	2,623.80			5 PRMPAY	Premium Pay	70.00			6 LEAD	Leadworker	126.25				Beginning	Earned	Used	Ending Balance	Annual	119.250	46.000	90.000	75.250	Sick	51.000	55.000	65.500	40.500	Holiday	8.000	0.000	8.000	0.000	Comp	0.000	0.000	0.000	0.000		0.000	Birthday Holiday	Unavailable	Floating Holiday			
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