

**Miami-Dade County** 

# Employee Payroll and Attendance Record Reporting for Elections Related Activities Job Aid

Version 1.0



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### **PURPOSE**

#### <u>Purpose</u>

To provide clarification regarding the proper posting of hours during Elections related activities, please refer to information provided below.

For the purposes of time collection and reporting, the Assignment Code, "PL" should be used to reflect any Elections related activity by the employee from their regular assignment to support the Elections Department. The Assignment code PL allows for better tracking and reporting of usage and costs.

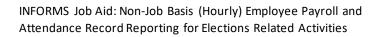


## EMPLOYEE PAYROLL AND ATTENDANCE RECORD REPORTING FOR ELECTIONS RELATED ACTIVITIES

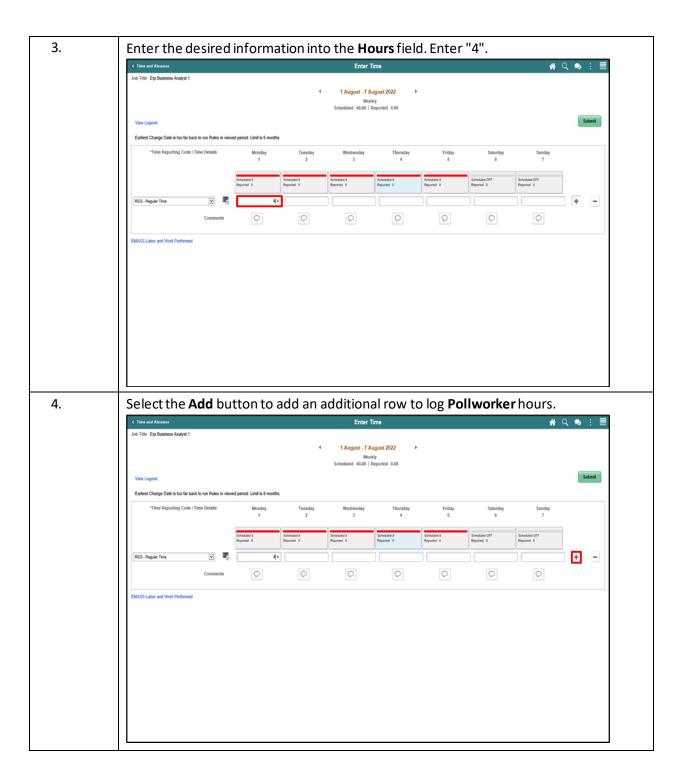
#### **Employee**

**Scenario:** The employee attends elections training prior to the election. The employee worked their 8-hour schedule (or regular scheduled shift hours) on Friday, but 4 of those hours were allotted to election training. The employee must report 4 hours as Regular Time (REG).

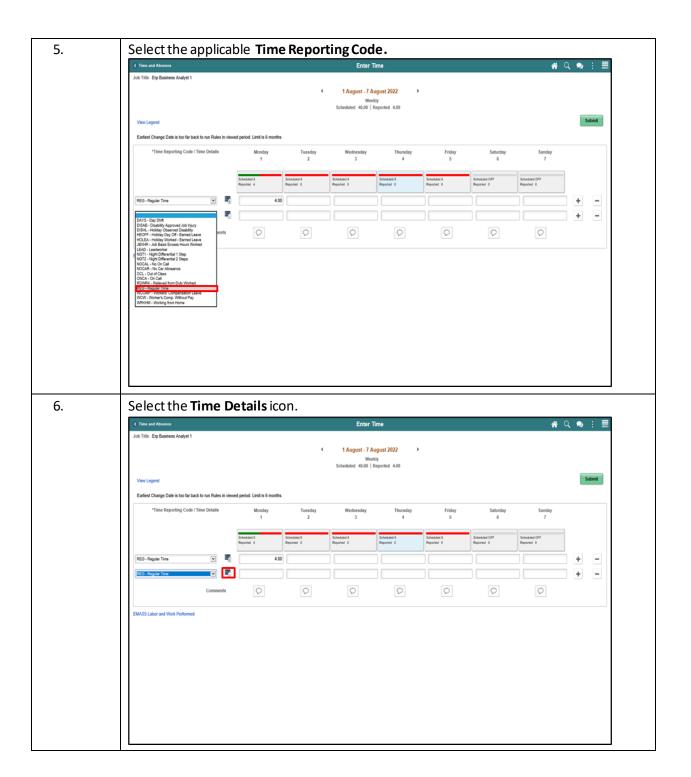
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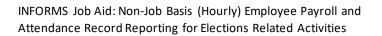


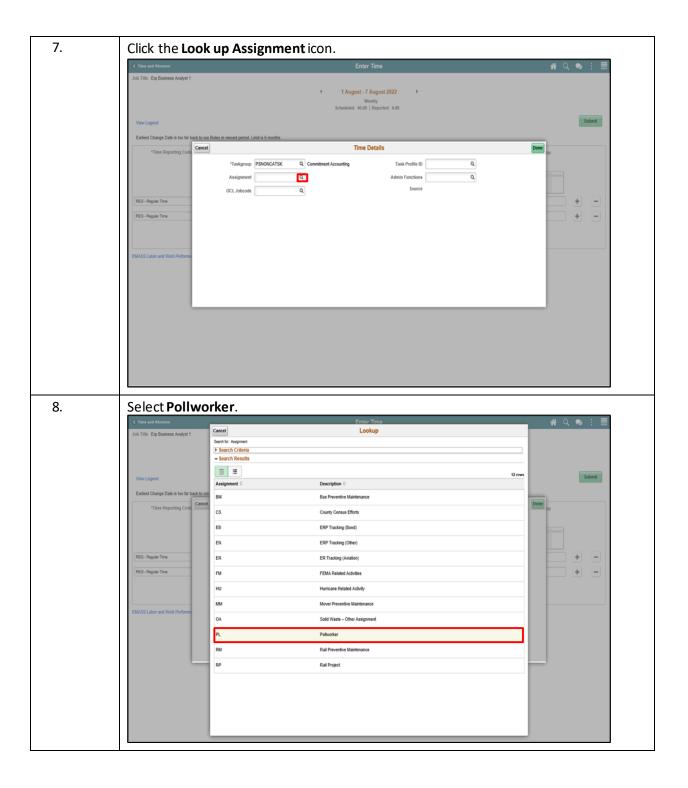












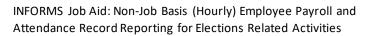
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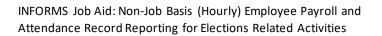


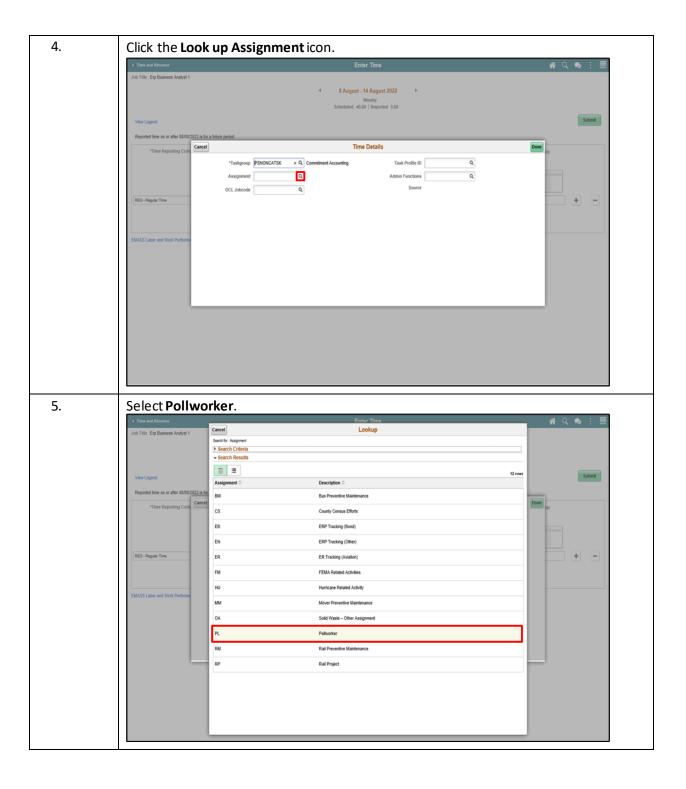
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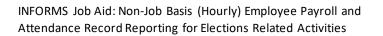
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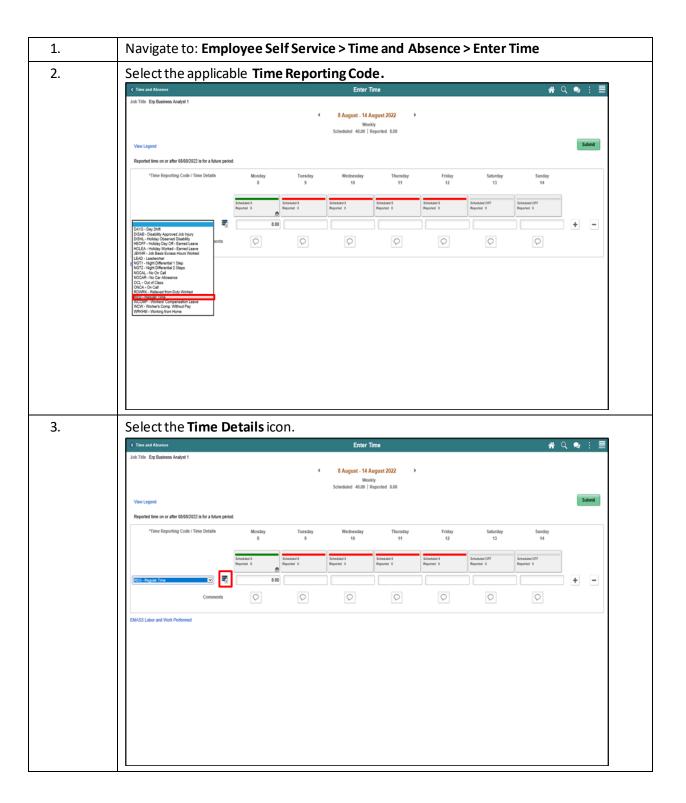
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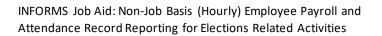


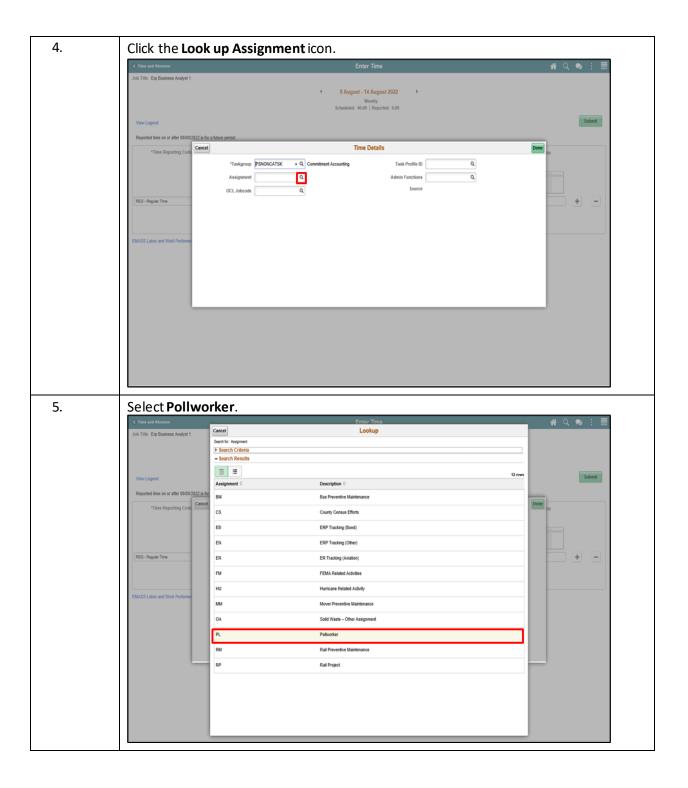
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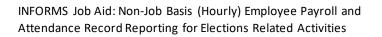




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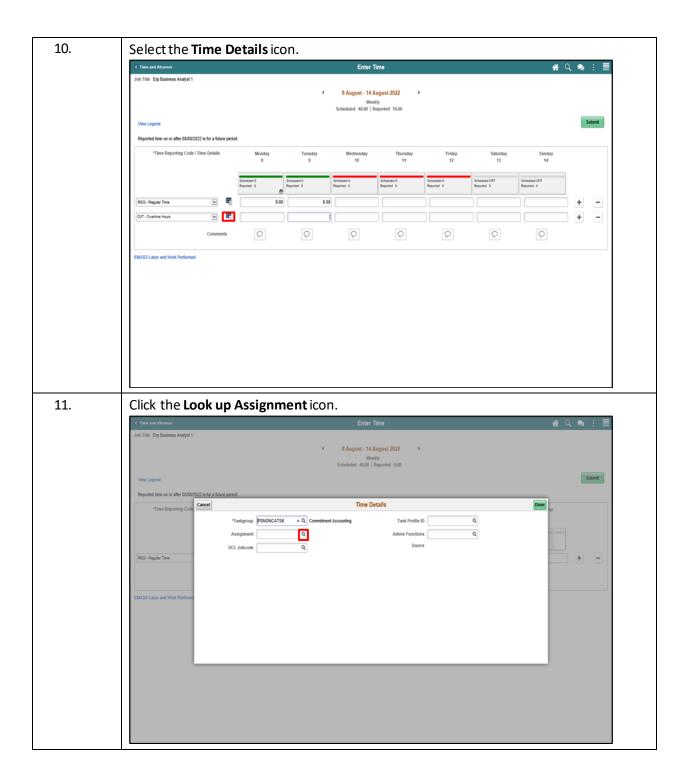
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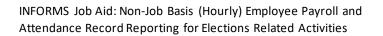
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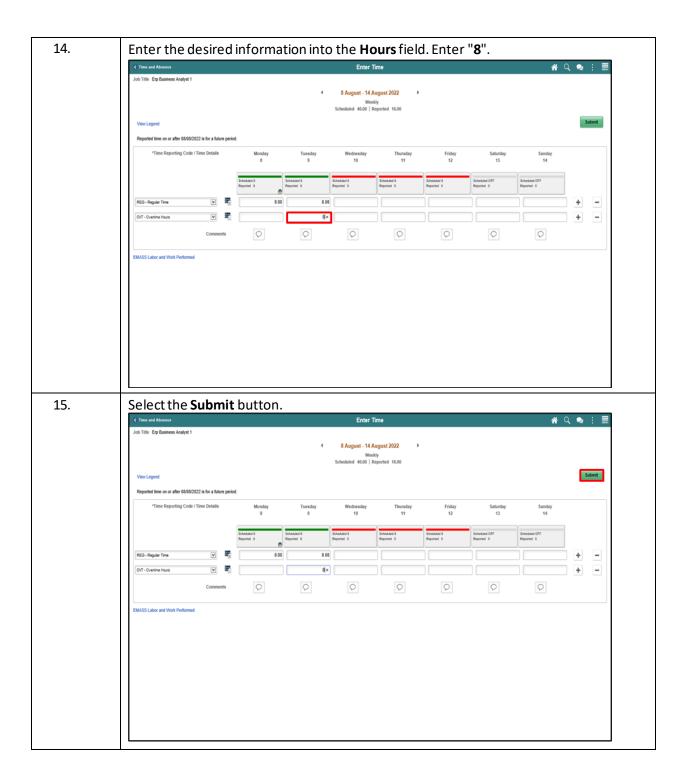


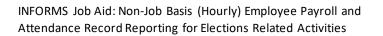


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