



Miami-Dade County

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

Version 1.0

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PURPOSE

Purpose

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).

1. Navigate to: **Employee Self Service > Time and Absence > Enter Time**

2. Select the applicable **Time Reporting Code**.
Enter the total amount of hours worked on each applicable day.

The screenshot displays the 'Enter Time' interface for a user named 'Eip Business Analyst 1'. The date range is '1 August - 7 August 2022'. The interface shows a weekly view with columns for Monday through Sunday. A dropdown menu is open, listing various time reporting codes. The code 'REG - Regular Time' is highlighted with a red box. The interface also shows a 'Submit' button and a 'View Legend' link.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0

- DAVS - Day Shift
- DISAB - Disability Approved Job Injury
- DISPL - Holiday Observed Disability
- HECOFF - Holiday Day Off - Earned Leave
- HOLLEA - Holiday Worked - Earned Leave
- JEVHR - Job Basis Excess Hours Worked
- LEAD - Leadworker
- NOT1 - Night Differential 1 Step
- NOT2 - Night Differential 2 Steps
- NOCAL - No On Call
- NOCAR - No Car Allowance
- OCL - Out of Class
- ONCA - On Call
- OTWBR - Sidelined from Duty Worked
- WVCOMP - Workers Compensation Leave
- WCV - Worker's Comp. Without Pay
- WVHOME - Working from Home

3. Enter the desired information into the **Hours** field. Enter "4".

The screenshot shows the 'Enter Time' interface for a weekly period from August 1st to 7th, 2022. The user is logged in as 'Eip Business Analyst 1'. The interface displays a grid for time reporting with columns for each day of the week. The 'Monday' column is selected, and the 'Hours' field is set to '4'. The 'Time Reporting Code' is 'REG - Regular Time'. The 'Scheduled' time is 40.00 and the 'Reported' time is 0.00. A 'Submit' button is visible in the top right corner.

4. Select the **Add** button to add an additional row to log **Pollworker** hours.

The screenshot shows the 'Enter Time' interface for a weekly period from August 1st to 7th, 2022. The user is logged in as 'Eip Business Analyst 1'. The interface displays a grid for time reporting with columns for each day of the week. The 'Add' button is highlighted in red. The 'Time Reporting Code' is 'REG - Regular Time'. The 'Scheduled' time is 40.00 and the 'Reported' time is 0.00. A 'Submit' button is visible in the top right corner.

5.

Select the applicable **Time Reporting Code**.

The screenshot shows the 'Enter Time' interface for a user named 'Erp Business Analyst 1' covering the period from August 1st to August 7th, 2022. The interface displays a weekly schedule with columns for each day. A dropdown menu is open, listing various time reporting codes. The 'REG - Regular Time' code is highlighted in red. Other codes include DAYO, DISAB, HCOFF, HOLEA, JBRHR, LEAD, NDT, NDT2, NOCAL, OCL, ONCA, OTR, HCOFF, HCOFF, MCV, and WTRHM.

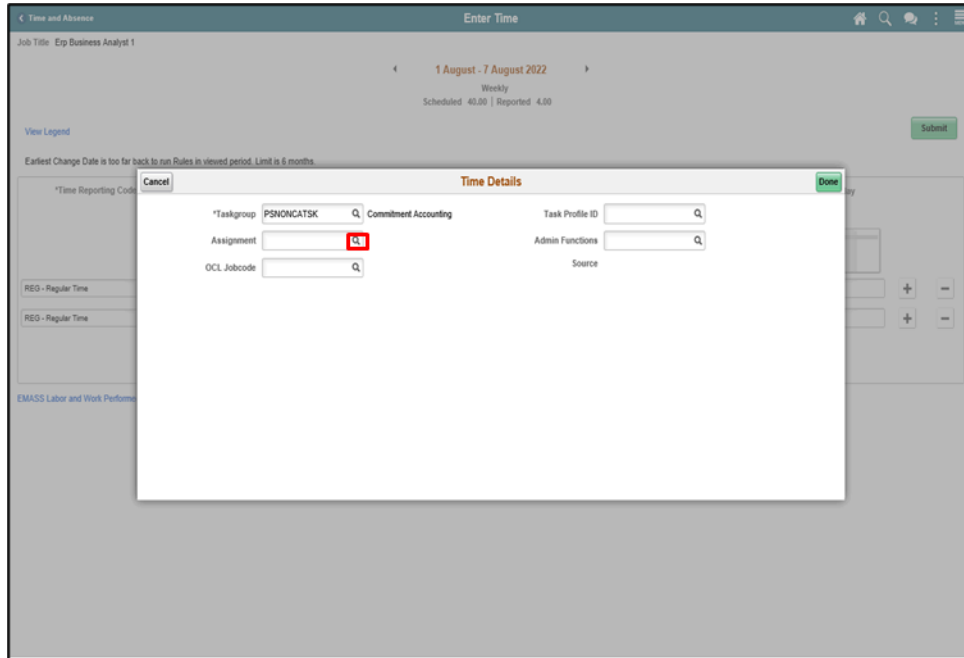
6.

Select the **Time Details** icon.

This screenshot is identical to the one above, showing the 'Enter Time' interface. In this view, the 'Time Reporting Code' dropdown menu is open, and the 'Time Details' icon (a small square with a magnifying glass) is highlighted in red. The 'REG - Regular Time' code is also visible in the dropdown list.

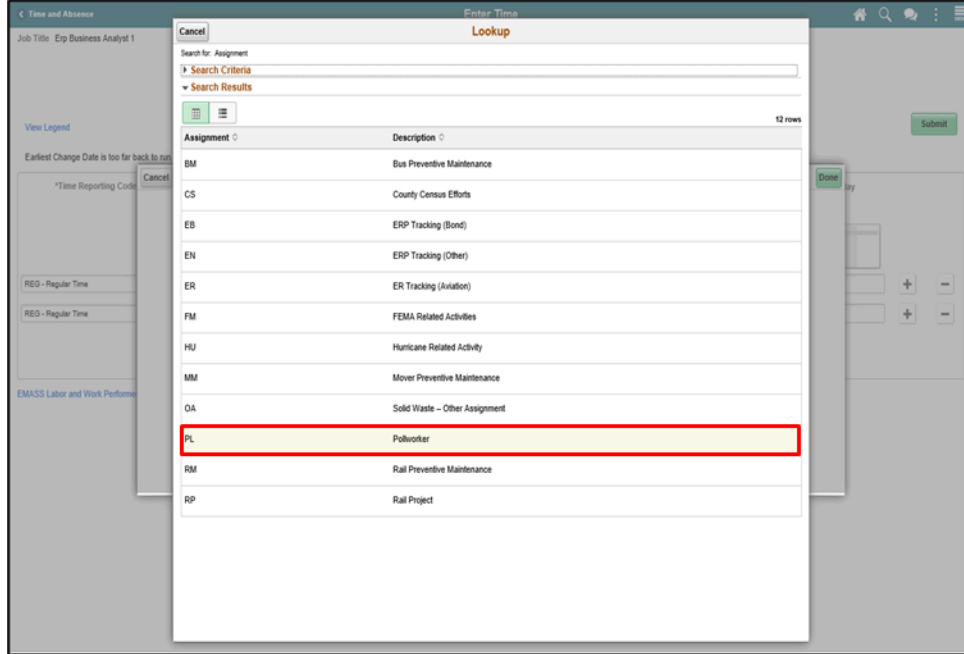
7.

Click the **Look up Assignment** icon.



8.

Select **Pollworker**.



9. Click the **Done** button.

10. Enter the desired information into the **Hours** field. Enter "4".

*Time Reporting Code / Time Details	Monday 1	Tuesday 2	Wednesday 3	Thursday 4	Friday 5	Saturday 6	Sunday 7
REG - Regular Time	Scheduled 4.00	Scheduled 0	Scheduled 0	Scheduled 0	Scheduled 0	Scheduled OFF	Scheduled OFF
REG - Regular Time	4						
Comments							

11.

Select the **Submit** button.

The screenshot shows the 'Enter Time' interface for a weekly period from August 1 to August 7, 2022. The job title is 'Erp Business Analyst 1'. The interface displays a weekly schedule with columns for each day of the week. The 'Submit' button is highlighted in red in the top right corner.

*Time Reporting Code / Time Details	Monday 1	Tuesday 2	Wednesday 3	Thursday 4	Friday 5	Saturday 6	Sunday 7
REG - Regular Time	Scheduled 4 Reported 4	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
REG - Regular Time	4.00						
REG - Regular Time	4x						

12.

Select the **OK** button.

The screenshot shows the 'Enter Time' interface with a confirmation dialog box displayed. The dialog box contains the following text:

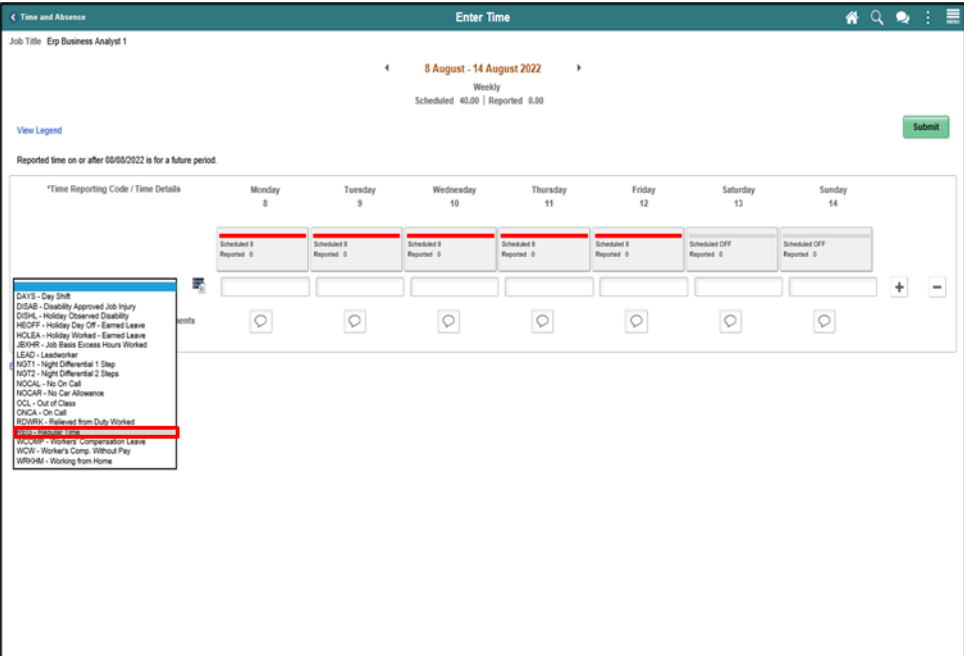
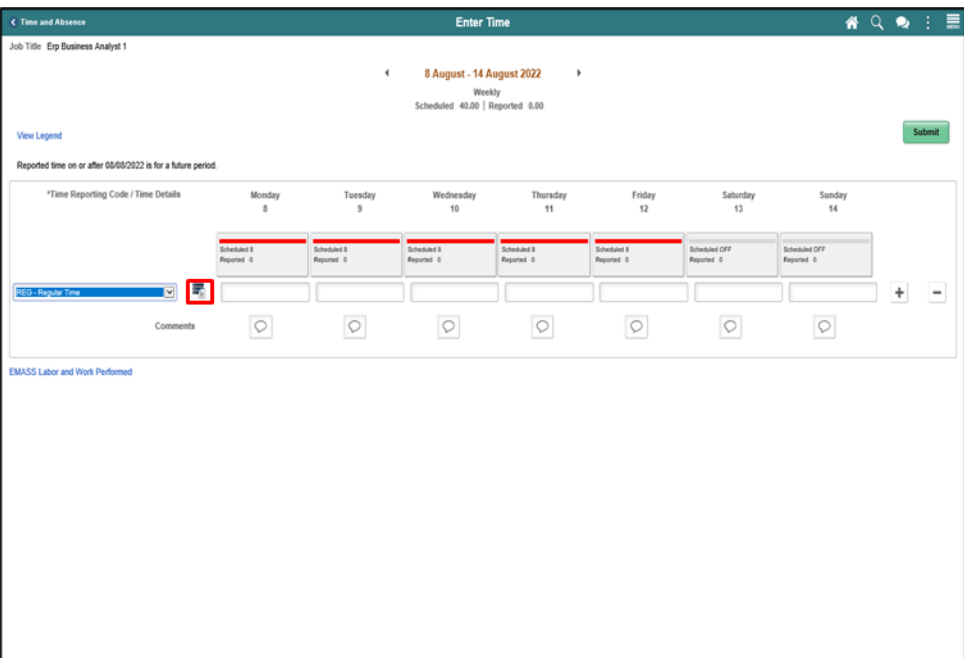
Timesheet Submit Confirmation
By submitting the time and attendance entries for the specified time period above, I acknowledge that the hours reported represent the actual hours worked and that all hours are paid at the adjusted hourly rate inclusive of pay supplements and in accordance with my respective collective bargaining provisions.
If there are any discrepancies, I understand that I need to communicate the discrepancy to my Departmental Personnel Representative (DPR) immediately.

The 'OK' button is highlighted in red.

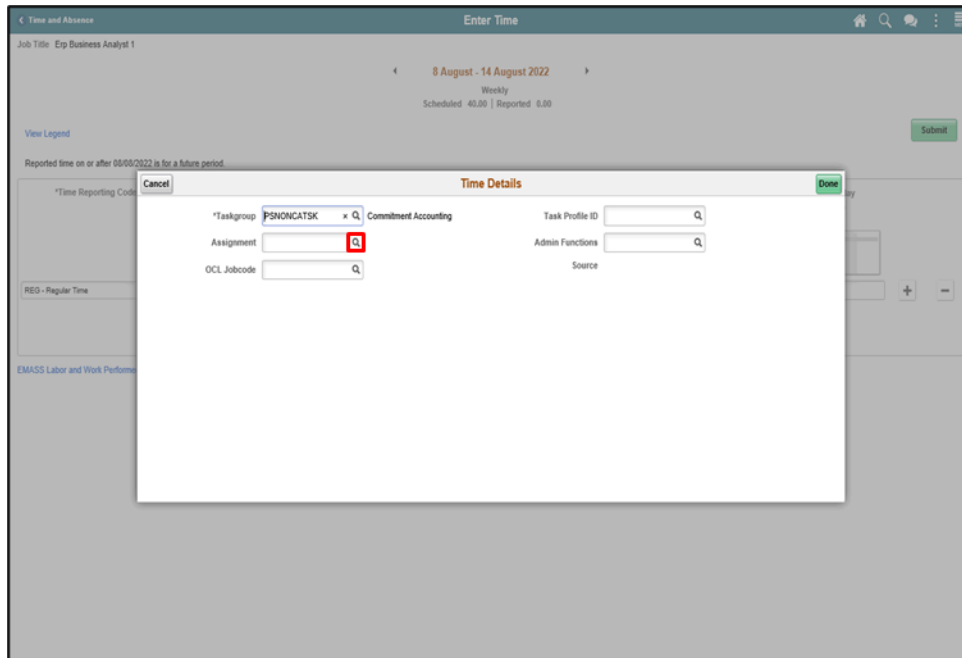
Non-Job Basis (Hourly) Employee

Scenario:

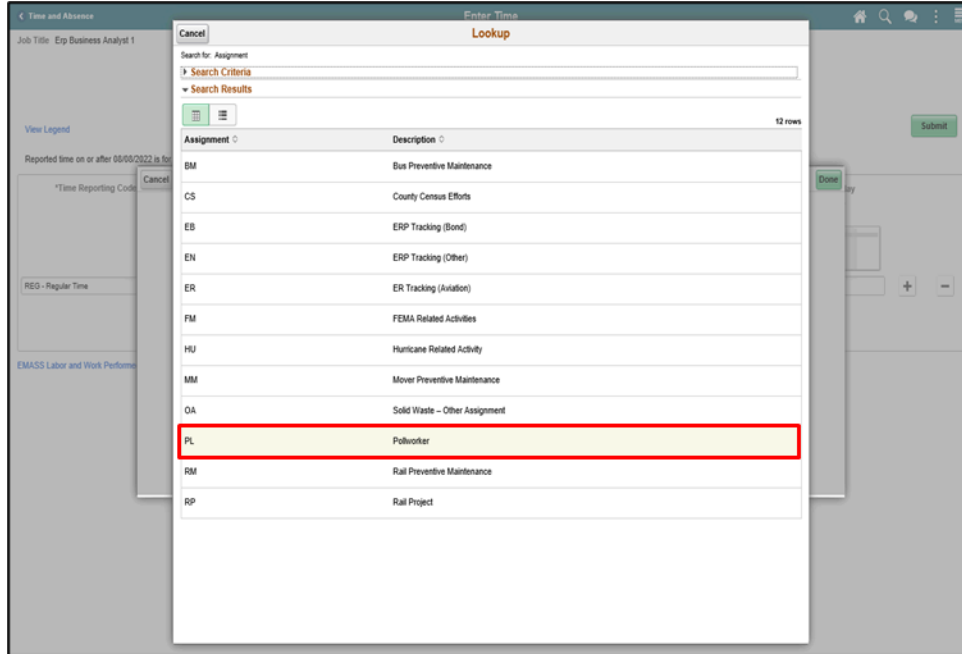
On the Monday before the election, the employee reports to their Election assignment/precinct for setup. The employee will report 8 hours (or their regular scheduled shift hours) of Regular Time (REG).

1.	<p>Navigate to: Employee Self Service > Time and Absence > Enter Time</p>
2.	<p>Select the applicable Time Reporting Code.</p> 
3.	<p>Select the Time Details icon.</p> 

4. Click the **Look up Assignment** icon.

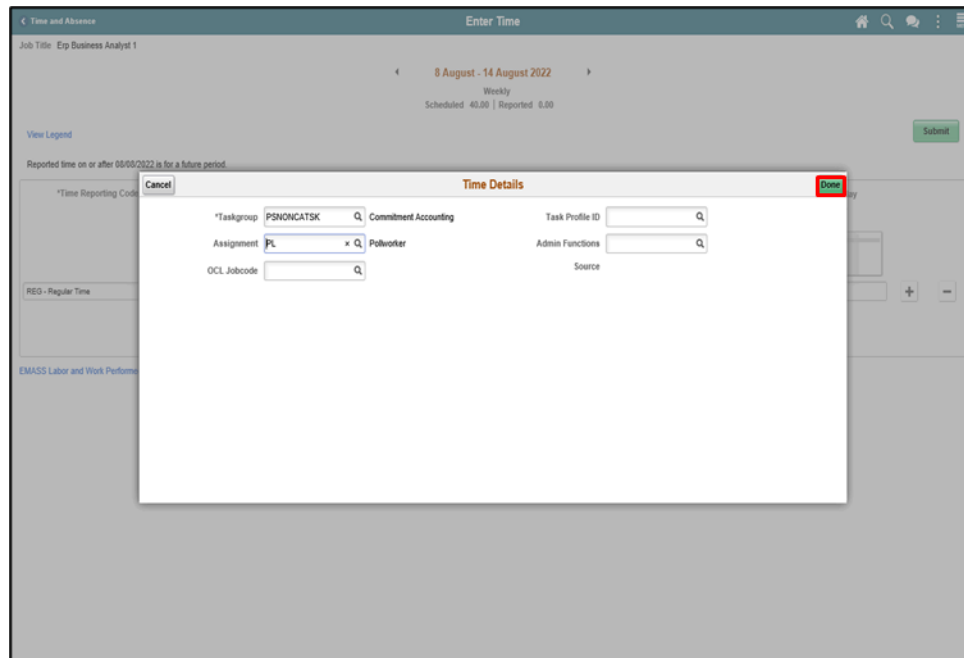


5. Select **Pollworker**.



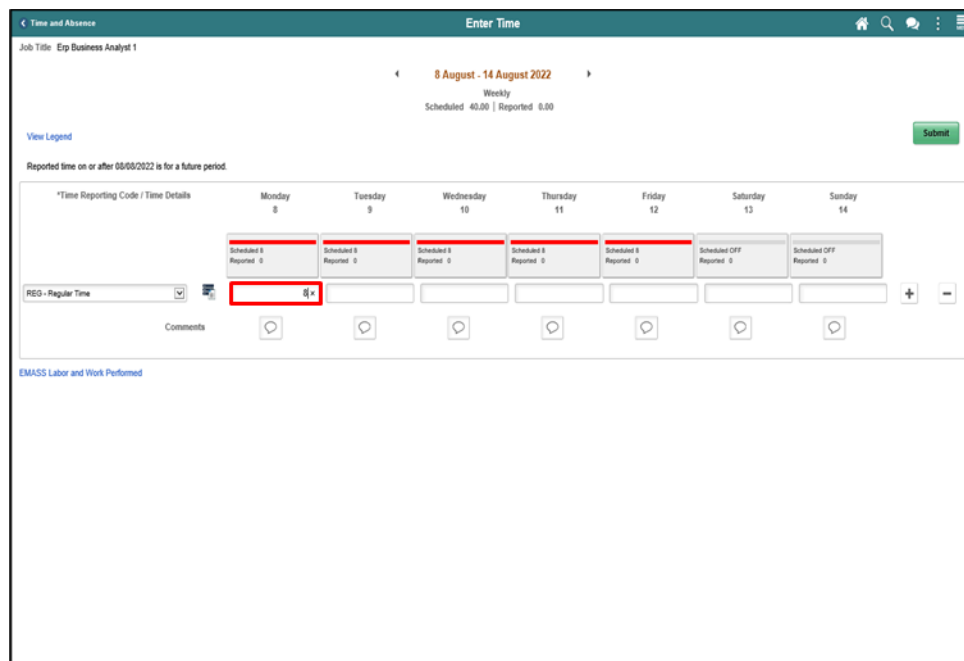
6.

Click the **Done** button.



7.

Enter the desired information into the **Hours** field. Enter "8".



8. Select the **Submit** button.

The screenshot shows the 'Enter Time' interface for a job titled 'Erp Business Analyst 1' covering the period '8 August - 14 August 2022'. The interface includes a 'View Legend' link, a note about reporting time on or after 08/08/2022, and a table for reporting hours. The table has columns for days of the week (Monday to Sunday) and rows for 'Scheduled' and 'Reported' hours. A 'Submit' button is located in the top right corner and is highlighted with a red box.

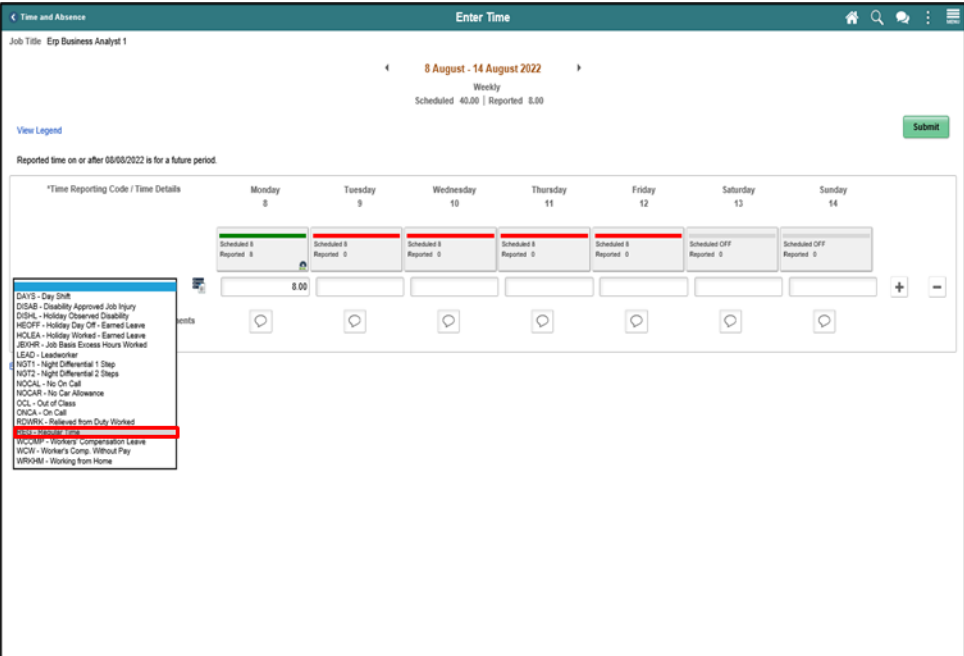
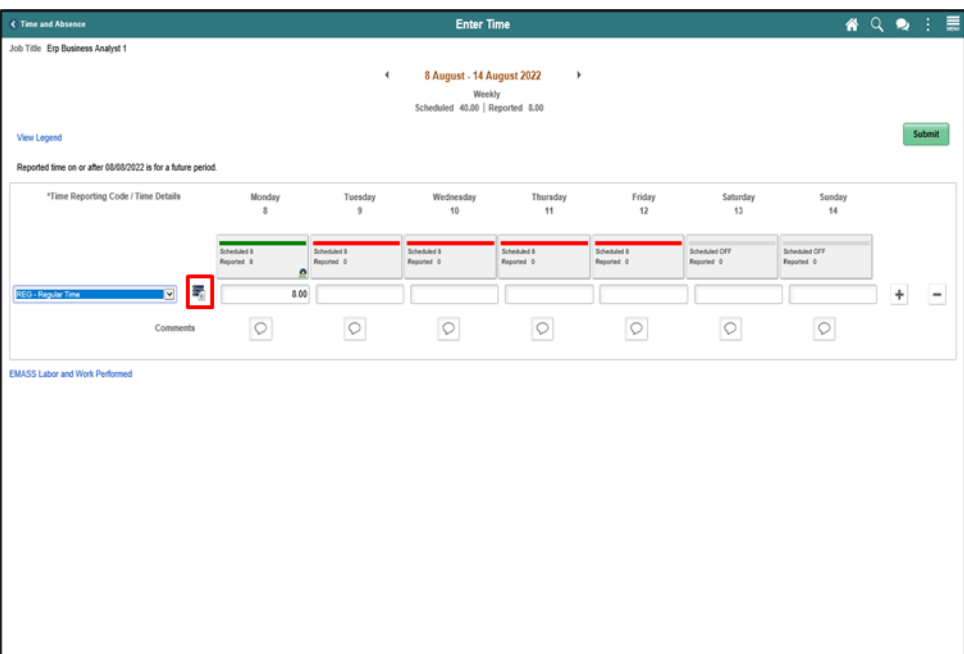
9. Select the **OK** button.

The screenshot shows the 'Enter Time' interface with a confirmation message. The message reads: 'Timesheet Submit Confirmation. By submitting the time and attendance entries for the specified time period above, I acknowledge that the hours reported represent the actual hours worked and that all hours are paid at the adjusted hourly rate inclusive of pay supplements and in accordance with my respective collective bargaining provisions. If there are any discrepancies, I understand that I need to communicate the discrepancy to my Departmental Personnel Representative (DPR) immediately.' An 'OK' button is located at the bottom center of the confirmation message and is highlighted with a red box.

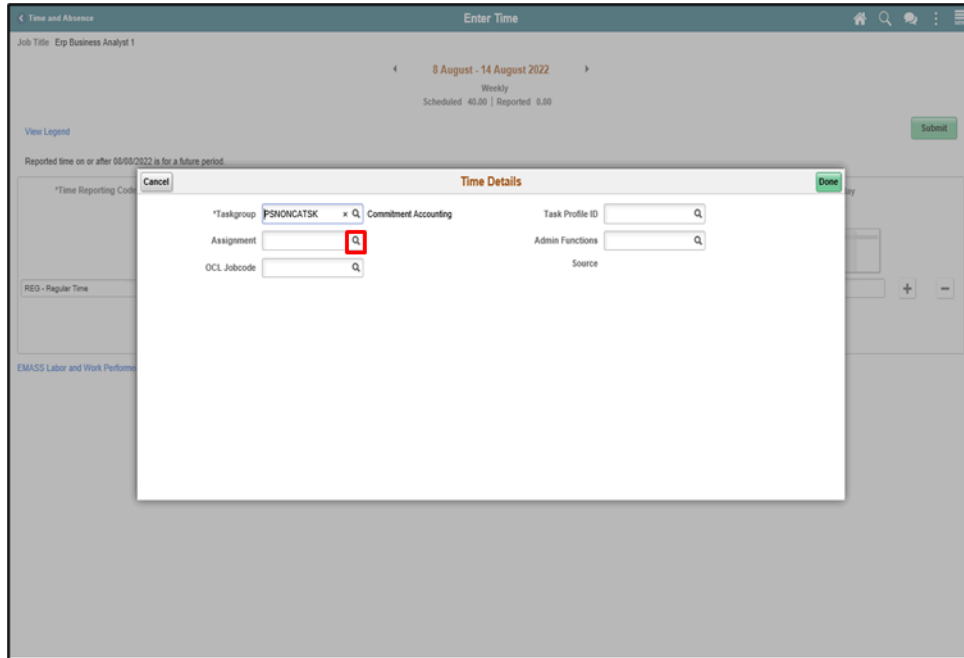
Employee

Scenario:

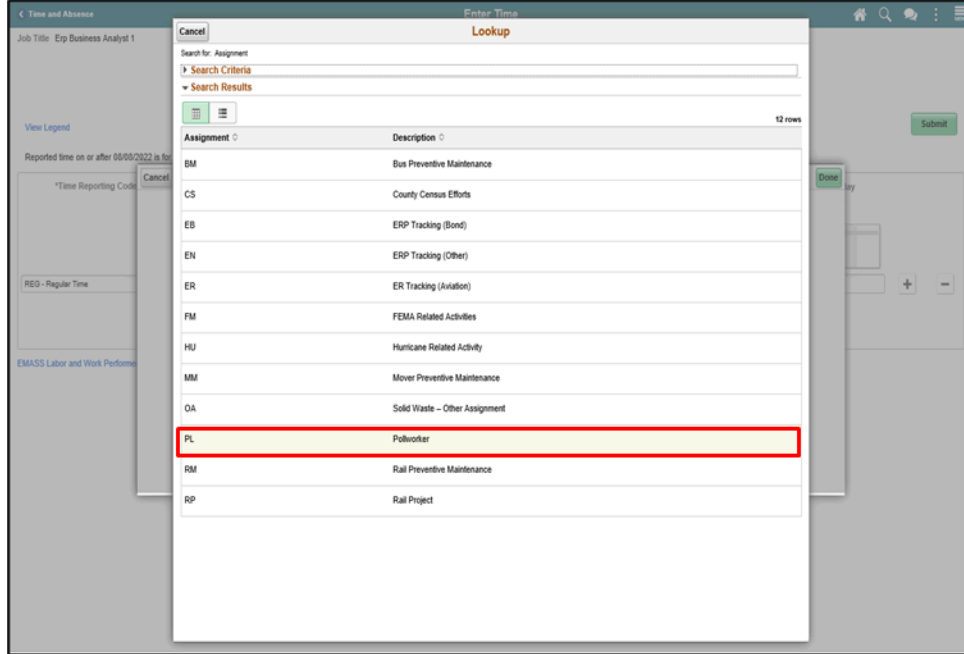
On Election Day, the employee must report to their precinct/assignment. The employee must report their regular scheduled shift hours as Regular Time (REG) and any additional hours worked on a different row as Overtime (OVT).

<p>1.</p>	<p>Navigate to: Employee Self Service > Time and Absence > Enter Time</p>
<p>2.</p>	<p>Select the applicable Time Reporting Code.</p>  <p>The screenshot shows the 'Enter Time' page for 'Erp Business Analyst 1' for the week of August 8-14, 2022. A dropdown menu is open, listing various time reporting codes. The 'SCHEDULED' code is highlighted in red. Other codes include DAYS - Day Shift, DISAB - Disability Approved Job Injury, DISPL - Holiday Observed Disability, HEDOFF - Holiday Day Off - Earned Leave, HOLEA - Holiday Worked - Earned Leave, JEANR - Job Basis Excess Hours Worked, LEAD - Leadworker, NIGHT - Night Differential 1 Step, NIGHT - Night Differential 2 Steps, NOCALL - No On Call, NOCAR - No Car Allowance, OOL - Out of Class, ONCA - On Call, RTOVR - Released from Duty Worked, SCHEDULED, WCOMP - Workers' Compensation Leave, WCRV - Worker's Comp. Without Pay, and WROHM - Working from Home.</p>
<p>3.</p>	<p>Select the Time Details icon.</p>  <p>The screenshot shows the same 'Enter Time' page. A red box highlights the 'Time Details' icon (a small square with a magnifying glass) located in the top left corner of the reporting grid area.</p>

4. Click the **Look up Assignment** icon.

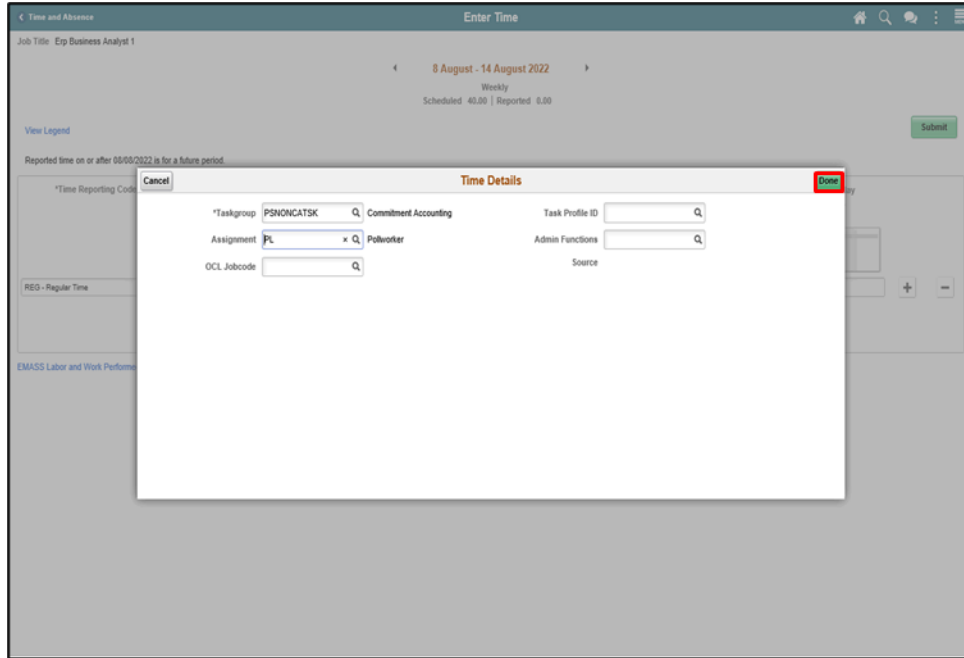


5. Select **Pollworker**.



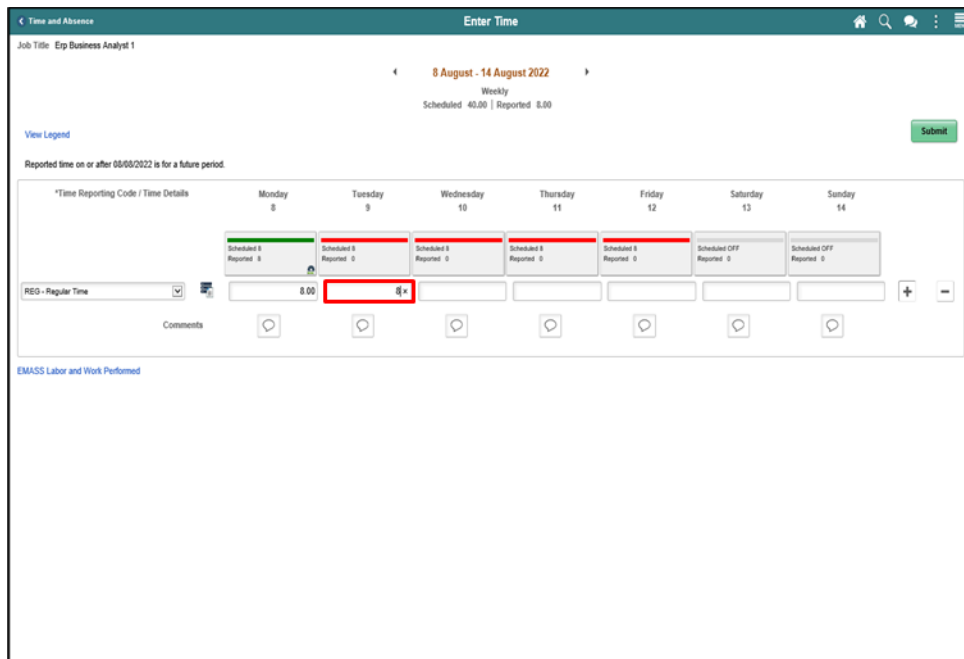
6.

Click the **Done** button.



7.

Enter the desired information into the **Hours** field. Enter "8".



8. Select the **Add** button to add an additional row to log OVT hours.

The screenshot shows the 'Enter Time' interface for a weekly schedule from August 8 to August 14, 2022. The user is logged in as 'Erp Business Analyst 1'. The interface displays a table for time reporting with columns for each day of the week. The 'Time Reporting Code / Time Details' dropdown is set to 'REG - Regular Time'. A red box highlights the '+' button at the end of the input fields for Monday, indicating the 'Add' button.

9. Select the applicable **Time Reporting Code**.

The screenshot shows the 'Enter Time' interface with the 'Time Reporting Code / Time Details' dropdown menu open. The dropdown list includes various codes such as 'REG - Regular Time', 'NIGHT - Night Differential 1 Step', and 'NOCAL - No Car Allowance'. A red box highlights the 'NOCAL - No Car Allowance' option.

10.

Select the **Time Details** icon.

The screenshot shows the 'Enter Time' interface for a weekly period from August 8 to August 14, 2022. The user is logged in as 'Eip Business Analyst 1'. The interface displays a grid for reporting time by day. The 'OVT - Overtime Hours' row for Monday (8th) has a red box around the 'Time Details' icon. Below the grid are input fields for 'REG - Regular Time' and 'OVT - Overtime Hours', and a 'Comments' section.

11.

Click the **Look up Assignment** icon.

The screenshot shows the 'Enter Time' interface with a 'Time Details' modal window open. The modal has a search bar for 'Taskgroup' (set to 'PSNONCATSK') and a 'Look up Assignment' icon highlighted with a red box. Other fields include 'Assignment', 'OCL Jobcode', 'Task Profile ID', 'Admin Functions', and 'Source'. The background interface is dimmed.

12. **Select Pollworker.**

Assignment	Description
BM	Bus Preventive Maintenance
CS	County Census Efforts
EB	ERP Tracking (Bond)
EN	ERP Tracking (Other)
ER	ER Tracking (Aviation)
FM	FEMA Related Activities
HU	Hurricane Related Activity
MM	Mover Preventive Maintenance
OA	Solid Waste - Other Assignment
PL	Pollworker
RM	Rail Preventive Maintenance
RP	Rail Project

13. **Click the Done button.**

*Taskgroup: PSNONCATSK Commitment Accounting Task Profile ID: []

Assignment: PL Pollworker Admin Functions: []

OCL Jobcode: [] Source: []

14.

Enter the desired information into the **Hours** field. Enter "8".

The screenshot shows the 'Enter Time' interface for a weekly period from August 8 to August 14, 2022. The user is reporting 16.00 hours. The interface includes a calendar grid with columns for each day. Below the calendar, there are input fields for 'REG - Regular Time' and 'OVT - Overtime Hours'. The 'OVT - Overtime Hours' field for Tuesday is highlighted with a red box and contains the number '8'. A 'Submit' button is visible in the top right corner.

15.

Select the **Submit** button.

This screenshot is identical to the one above, but the 'Submit' button in the top right corner is highlighted with a red box, indicating the final step in the process.

16.

Select the **OK** button.

The screenshot shows a web application interface for entering time. At the top, it says "Enter Time" and "Timesheet is Submitted for the period 2022-08-08 - 2022-08-14". Below this, it displays the date range "8 August - 14 August 2022" and "Weekly" with "Scheduled 48.00 | Reported 24.00". A "Submit" button is visible in the top right. A message states "Reported time on or after 08/08/2022 is for a future period." Below this is a table for "Time Reporting Code / Time Details" with columns for days of the week (Monday 8 to Sunday 14). Each day has a bar chart showing "Scheduled" and "Reported" hours. Below the table is a "Timesheet Submit Confirmation" section with a paragraph of text and a red-bordered "OK" button. At the bottom, there is a section for "EMASS Labor and Work Performed".