

Miami-Dade County

Enter Absence Request

Version 1.0



PURPOSE

This document explains the process of entering an absence within the INFORMS system.



Step Action		
Log into INFORMS.		
 Navigation: Main Menu > Employee Self-Service > Time and Ab 	ence > Enter Time	
C Employee Self-Service Time and Absence	A 🗣 : 📰	
Enter Time Time Summary Exceptions Weekly Time 09/19/23 - 100/1/23 09/19/23 - 100/1/23 09/19/23 - 100/1/23 09/25/23 -	0/01/23	
Reported 0.00 No Time Reported 0.00 Reported 0.00		
Scheduled 80.00 Scheduled 40.00		
Weekly Time Summary Payable Time View Requests		
Last Time Period 09/04/23 - 09/17/23	A	
1. Estimated Gross 1391.17824 USD		
Absence Balances Leave Transfer Request History Request to Donate Leave		
	C	
Select Request Absence		
Time and Absence Enter Time	* 4 :	
Job Title Leak Detection Field Sup		
🛗 < 🕨 July 10, 2023 - July 23, 2023	*View By Period 🗸	
Scheduled 80.00 Reported 0.00 Unapproved Time 0.00 Unapproved Absence 0.00		
Request	Absence Cancel Absence Submit	
2.		
Time Reporting Code Row Totals 0 of 8 0 of 9 0 of	0 of 0 0 of 8 0 of 8	
EMASS and Work partnerships		
Lineso Laon allo Holiki Unimitod		
Select the Absence Name and Select Submit.	Select the Absence Name and Select Submit.	
< Time and Absence Enter Time	A 🗣 : 🛲	
Job Title Sbd Sr Professional Svc Spec		
Request Absence	× Period ×	
Schedule	Submit	
"Absence Name Select Absence Name Compensatory Leave - Injury	Submit	
Court Witness Departmental Training		
Time Rep Emergency Sick Leave	26 Tue	
3. Floating Holiday Holiday Family	0 of 8	
Holiday Leave Injury Holiday Leave Used		
Leave Without Pay Military Active Duty		
EMASS Lab Military Reserve Duty Parental Leave with Comp Leave Parental Leave with Sick Leave		
Parental Leave with out cleave Parental Leave Whoth Cleave Parental Lve with Annual Lve		
Parental Lve with Holiday Lve Select Absence Name		



	Enter the following fields:
	 Absence Name.
	• Start Date.
	o End Date.
	Enter Partial Days, if applicable
	• Enter Fartial Days , it applicable.
	 Select Cneck Eligibility to check employee's available balance and eligibility of the selected showed
	selected absence.
	inferms
	C Time and Absence Request Absence 👫 🔍 🗄
1	Submit
4.	*Absence Name Annual Leave
	- start teller 0/3/21/2/22 (20)
	Duration 0.00 Hours
	Partial Days None
	Check Eligibility
	Comments
	You have not added any Attachments
	Add Attachment Balance Information
	As Of 12/27/2020 664 50 Hours**
	View Balances
	Disclaimer The sumert balance does not reflect absences that have not been processed.
-	To attach supporting documents, Select Add Attachment and go to My Device and navigate to
5.	the documents (e.g., Medical Certificate). Select Upload and then Done.
	Select Submit.
	C Time and Absence Request Absence Request Absence
	- Submit
	*Absence Name *Start Date (02/1/02/2 節)
	End Date 03/21/2022
	Duration 8.00 Hours
6	Partial Letys receive 2
0.	Comments
	Attachments
	You have not added any Attachments.
	Balance Information
	View Balances
	Vew Requests
	Disclaimer: The current balance does not reflect absences that have not been processed.