



Miami-Dade County

Enter a Bonus Day on Behalf of Union E
and Union P Employees Working in
Corrections and Rehabilitation Department
Job Aid (Department Personnel
Representative)

PURPOSE

The purpose of this job aid is to provide DPRs instructions on submitting a request for a Bonus Day (admin leave) or Pay (regular time) on behalf of a PBA Rank and File Union E and / or PBA Supervisory Union P (Corrections and Rehabilitation business unit employees) employee pursuant to Article 32 of the [2023-2026 Collective Bargaining Agreement](#) between Miami Dade County and the South Florida Police Benevolent Association – Rank and File, and Supervisory Units. **As per MDC Business Process with all types of Administrative Leave: Eligibility, accrual, balance, and usage is to be tracked at the department level.**

Please note the following non-exhaustive eligibility requirements. For a full list, please visit the above referenced link, pages 58-59.

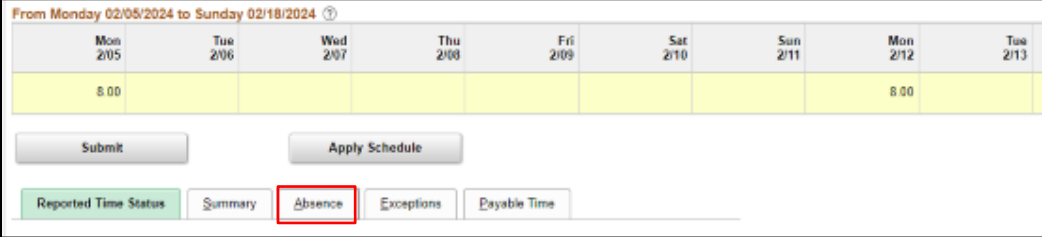
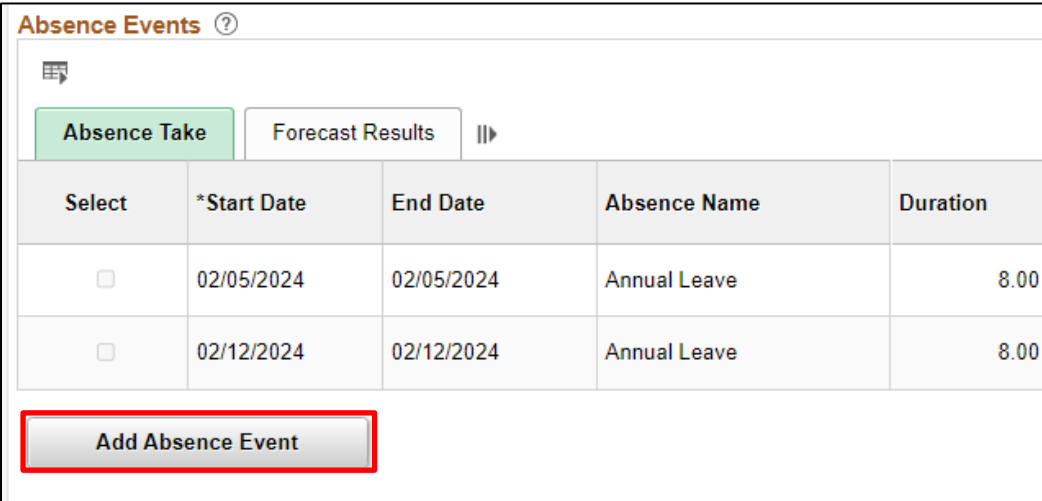
1. Full-time bargaining unit members, after completing 13 pay periods where no sick leave is used, have the option of receiving a bonus day or pay (regular time). If the bonus day is selected it must be taken anytime within the next 13 pay periods. Sick Leave is considered any call-in e.g. Family/personal related emergency, etc.
2. If a bargaining unit member uses no sick leave for the next following 13 pay periods (after earning the 1st bonus day), the bargaining unit member has the option of receiving an additional two (2) bonus days or receive two regular day's pay (regular time). If bonus days are selected, they must be taken within the next 13 pay periods.
3. Upon the first full pay period following contract ratification, once the bargaining unit member receives the two (2) day bonus, they will continue to receive the two (2) day bonus until the bargaining unit member uses sick leave then the program starts over again with one (1) bonus day at the end of the next 13 pay periods.
4. The maximum number of bonus days that a bargaining unit member can earn in any continuous twelve (12) month period is four (4) bonus days.
5. Each 13 pay periods is measured from the last day the bargaining unit member used a sick leave day.

Additionally, please note the following:

- Employees must be Full-time/ Union Code = E or P/ Business Unit = CR (Corrections and Rehabilitation)
- No Partial day leave or pay requests will be processed
- Managers and DPRs need to be aware that if the ADMPY – Admin Leave – MDCR Pay Option was entered with partial hours, a **Low Exception** will appear. This low exception will **block payable time** from processing for entries on that day

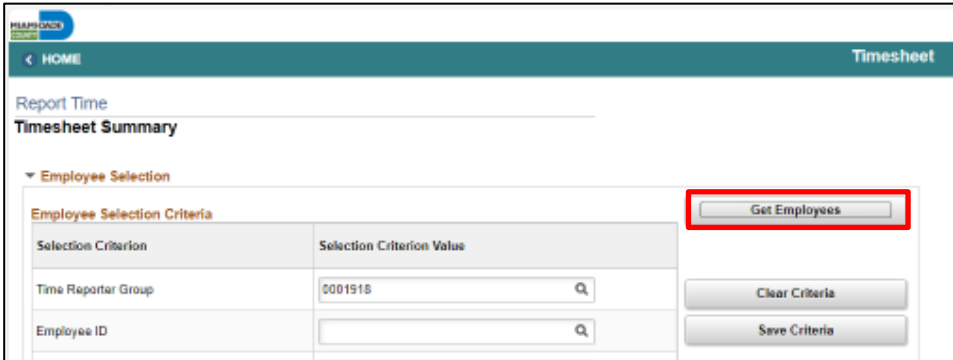
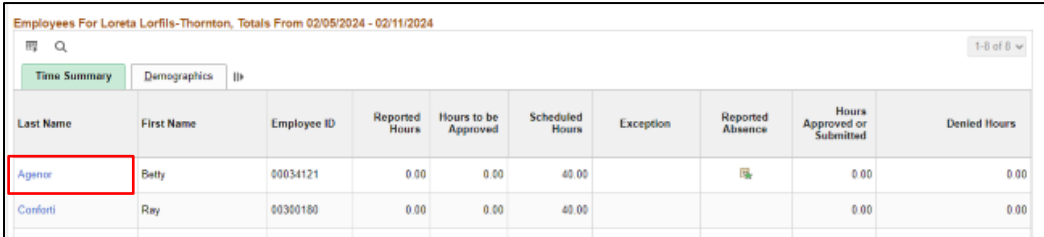
SUBMIT A REQUEST FOR A BONUS DAY (LEAVE OPTION)

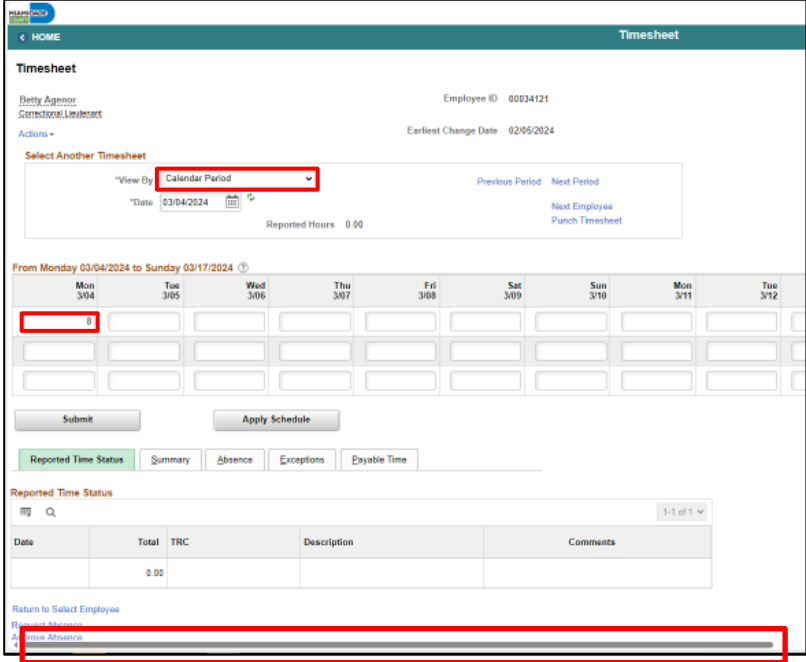
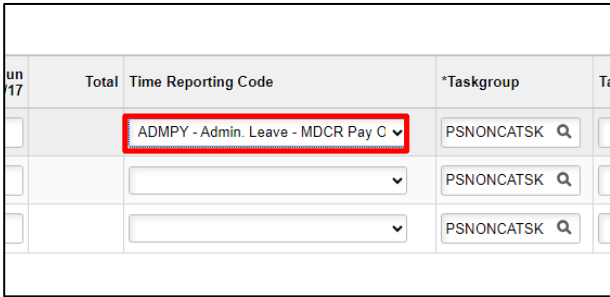
Step	Action																														
1.	<p>Navigate to: Navigator > Human Capital Management (HCM) > Manager Self-Service > Time Management > Report Time > Time Sheet</p> <p>Note: Prior to submitting a request for a bonus day, ensure that the employee is eligible by running the following query: MD_EMPLOYEE_SICK_TAKEN. Please refer to the Bonus Day for Unions P and E Employees - Eligibility Query Job Aid for instructions on running this query. Some examples of leave that would nullify eligibility for the bonus day option are:</p> <ul style="list-style-type: none"> • Sick for Bereavement Emergency • COVID-19 Paid Sick Leave • Emergency Sick Leave • Sick Pool Used • Sick Leave – Injury • Sick Leave 																														
2.	<p>Select Get Employees</p> <div data-bbox="410 1003 1357 1360" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows the 'Employee Selection' section of the 'Timesheet' application. It includes a table for 'Employee Selection Criteria' with columns for 'Selection Criterion' and 'Selection Criterion Value'. The 'Time Reporter Group' is set to '0001918'. There are search icons for both criteria. To the right of the table are three buttons: 'Get Employees' (highlighted with a red box), 'Clear Criteria', and 'Save Criteria'.</p> </div> <p>Then scroll down to select the employee</p> <div data-bbox="370 1480 1390 1703" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows a table titled 'Employees For Loretta Lorfis-Thornton, Totals From 02/05/2024 - 02/11/2024'. The table has columns for Last Name, First Name, Employee ID, Reported Hours, Hours to be Approved, Scheduled Hours, Exception, Reported Absence, Hours Approved or Submitted, and Denied Hours. The row for 'Agencor' is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Employee ID</th> <th>Reported Hours</th> <th>Hours to be Approved</th> <th>Scheduled Hours</th> <th>Exception</th> <th>Reported Absence</th> <th>Hours Approved or Submitted</th> <th>Denied Hours</th> </tr> </thead> <tbody> <tr> <td>Agencor</td> <td>Betty</td> <td>00054121</td> <td>0.00</td> <td>0.00</td> <td>40.00</td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Conforti</td> <td>Ray</td> <td>00300180</td> <td>0.00</td> <td>0.00</td> <td>40.00</td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> </div>	Last Name	First Name	Employee ID	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours	Agencor	Betty	00054121	0.00	0.00	40.00			0.00	0.00	Conforti	Ray	00300180	0.00	0.00	40.00			0.00	0.00
Last Name	First Name	Employee ID	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours																						
Agencor	Betty	00054121	0.00	0.00	40.00			0.00	0.00																						
Conforti	Ray	00300180	0.00	0.00	40.00			0.00	0.00																						

Step	Action
3.	<p>Select the Absence tab</p> 
4.	<p>Select Add Absence Event</p> 

Step	Action																																																				
5.	<ul style="list-style-type: none"> • Select the leave Start Date and End Date – Note: only full shifts can be requested. Partial days are ineligible • Select the Absence Name: Select Admin Leave – MDCR Lve Option • Then select Forecast • Once eligibility has been verified, select Submit <div data-bbox="370 554 1409 852" style="border: 1px solid black; padding: 5px;"> <p>Eligibility has been verified. You may now submit your absence. Date Time: February 05, 2024 at 18:08</p> <p>Absence Events</p> <table border="1"> <thead> <tr> <th>Select</th> <th>*Start Date</th> <th>End Date</th> <th>Absence Name</th> <th>Duration</th> <th>Unit Type</th> <th>Details</th> <th>Status</th> <th>Approval Monitor</th> <th>Source</th> <th>Cancel</th> <th>Forecast</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>02/05/2024</td> <td>02/05/2024</td> <td>Annual Leave</td> <td>8.00</td> <td>Hours</td> <td>Details</td> <td>Approved</td> <td>Approval Monitor</td> <td>Employee Timesheet</td> <td><input type="checkbox"/></td> <td>Forecast</td> <td>Edit</td> </tr> <tr> <td><input type="checkbox"/></td> <td>02/06/2024</td> <td>02/06/2024</td> <td>Admin Leave-MDC</td> <td>8.00</td> <td>Hours</td> <td>Details</td> <td>Saved</td> <td>Approval Monitor</td> <td>Manager Timesheet</td> <td><input type="checkbox"/></td> <td>Forecast</td> <td>Edit</td> </tr> <tr> <td><input type="checkbox"/></td> <td>02/12/2024</td> <td>02/12/2024</td> <td>Annual Leave</td> <td>8.00</td> <td>Hours</td> <td>Details</td> <td>Approved</td> <td>Approval Monitor</td> <td>Employee Timesheet</td> <td><input type="checkbox"/></td> <td>Forecast</td> <td>Edit</td> </tr> </tbody> </table> </div>	Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	<input type="checkbox"/>	02/05/2024	02/05/2024	Annual Leave	8.00	Hours	Details	Approved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit	<input type="checkbox"/>	02/06/2024	02/06/2024	Admin Leave-MDC	8.00	Hours	Details	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit	<input type="checkbox"/>	02/12/2024	02/12/2024	Annual Leave	8.00	Hours	Details	Approved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit
Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit																																									
<input type="checkbox"/>	02/05/2024	02/05/2024	Annual Leave	8.00	Hours	Details	Approved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit																																									
<input type="checkbox"/>	02/06/2024	02/06/2024	Admin Leave-MDC	8.00	Hours	Details	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit																																									
<input type="checkbox"/>	02/12/2024	02/12/2024	Annual Leave	8.00	Hours	Details	Approved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit																																									

SUBMIT A REQUEST FOR A BONUS DAY (PAY OPTION)

Step	Action																																								
1.	<p>Navigate to: Navigator > Human Capital Management (HCM) > Manager Self-Service > Time Management > Report Time > Time Sheet</p> <p>Note: Prior to submitting a request for a bonus day, ensure that the employee is eligible by running the following query: MD_EMPLOYEE_SICK_TAKEN. Please refer to the Bonus Day for Unions P and E Employees - Eligibility Query Job Aid for instructions on running this query. Some examples of leave that would nullify eligibility for the bonus day option are:</p> <ul style="list-style-type: none"> • Sick for Bereavement Emergency • COVID-19 Paid Sick Leave • Emergency Sick Leave • Sick Pool Used • Sick Leave – Injury • Sick Leave 																																								
2.	<p>Select Get Employees</p>  <p>Then scroll down to select the employee</p>  <table border="1" data-bbox="368 1472 1408 1707"> <thead> <tr> <th colspan="10">Employees For Loretta Lorflis-Thornton, Totals From 02/05/2024 - 02/11/2024</th> </tr> <tr> <th>Last Name</th> <th>First Name</th> <th>Employee ID</th> <th>Reported Hours</th> <th>Hours to be Approved</th> <th>Scheduled Hours</th> <th>Exception</th> <th>Reported Absence</th> <th>Hours Approved or Submitted</th> <th>Denied Hours</th> </tr> </thead> <tbody> <tr> <td>Agence</td> <td>Betty</td> <td>00034121</td> <td>0.00</td> <td>0.00</td> <td>40.00</td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Conforti</td> <td>Ray</td> <td>00300180</td> <td>0.00</td> <td>0.00</td> <td>40.00</td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>	Employees For Loretta Lorflis-Thornton, Totals From 02/05/2024 - 02/11/2024										Last Name	First Name	Employee ID	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours	Agence	Betty	00034121	0.00	0.00	40.00			0.00	0.00	Conforti	Ray	00300180	0.00	0.00	40.00			0.00	0.00
Employees For Loretta Lorflis-Thornton, Totals From 02/05/2024 - 02/11/2024																																									
Last Name	First Name	Employee ID	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours																																
Agence	Betty	00034121	0.00	0.00	40.00			0.00	0.00																																
Conforti	Ray	00300180	0.00	0.00	40.00			0.00	0.00																																

Step	Action
3.	<p>Ensure you are in the correct Calendar Period. Enter hours, then scroll to the right utilizing the slider at the bottom of your screen to the Time Reporting Code section.</p> <p>Note: Only full shifts should be entered. Partial days will not be paid.</p> 
4.	<p>Select the Time Reporting Code: Select ADMPY – Admin Leave – MDCR Pay Option</p> 

Step	Action
5.	<p>Select Submit</p> <p>The screenshot displays the 'Timesheet' application interface. At the top, it shows the employee's name 'Betty Agosor' and 'Employee ID 00034121'. Below this, there are navigation options like 'Previous Period' and 'Next Period'. A date selector is set to '03/04/2024' with a calendar icon. The 'Reported Hours' are currently '0.00'. A calendar grid shows the period from Monday 03/04/2024 to Sunday 03/17/2024. The 'Submit' button is highlighted with a red box. Below the calendar, there are tabs for 'Reported Time Status', 'Summary', 'Absence', 'Exceptions', and 'Payable Time'. The 'Reported Time Status' section shows a table with columns for Date, Total, TRC, Description, and Comments. The table currently shows a total of 0.00 hours.</p>