# Miami-Dade County
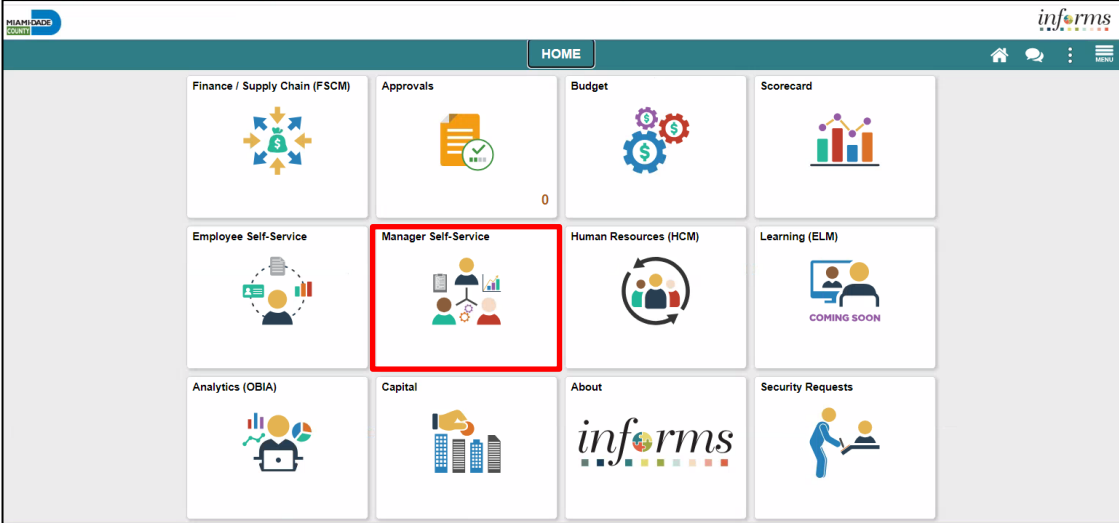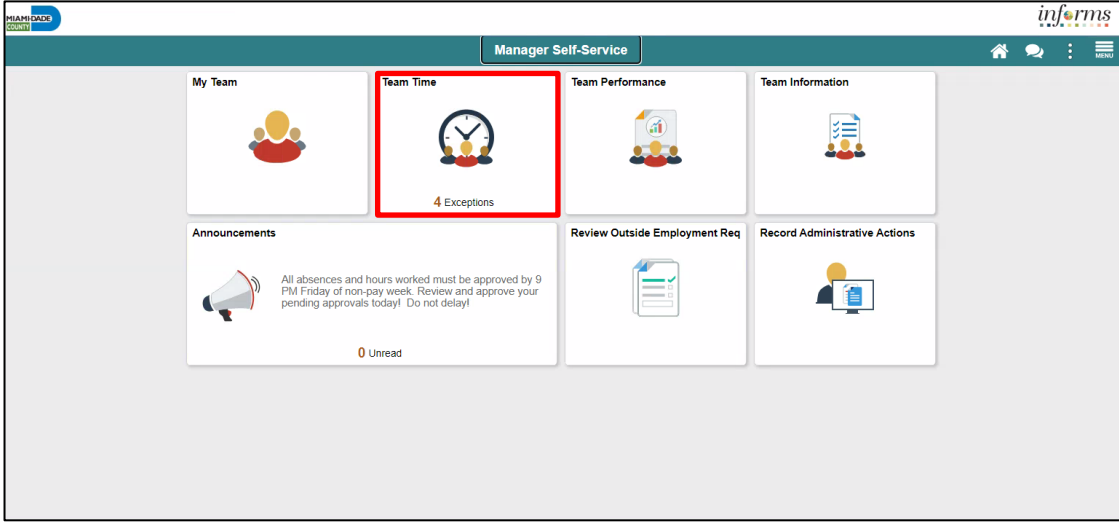
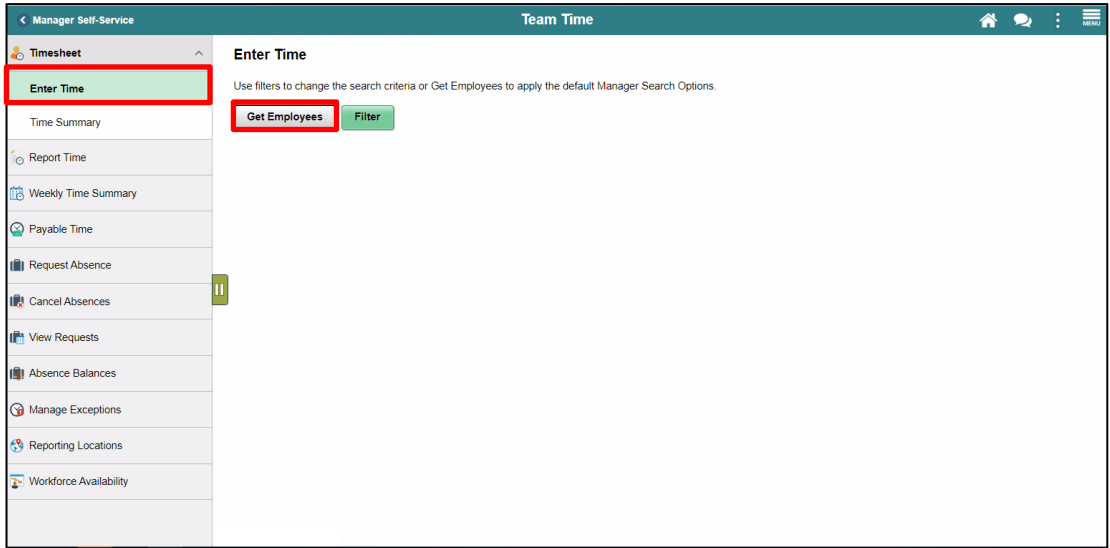## Enter Time On Behalf Of An Employee - Job Aid

## DESCRIPTION

This job aid is for Managers.

The purpose of this job aid is to help Managers perform the steps needed to enter time on behalf of an Employee.
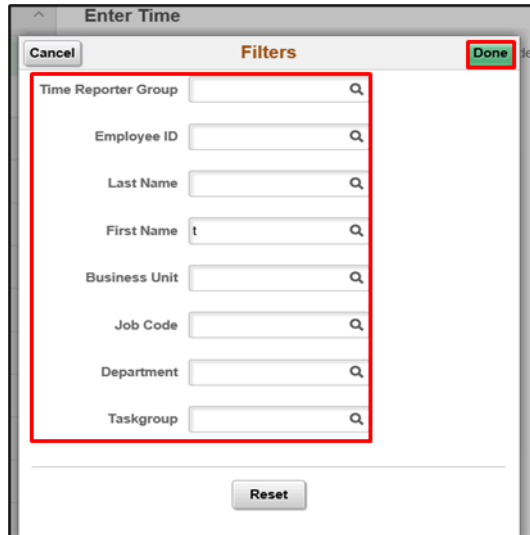
## ENTER TIME ON BEHALF OF AN EMPLOYEE

| Step | Action |
|---|---|
| 1. | Log into **INFORMS**. |
| 2. | Select the **Manager Self Service** tile.<br> |
| 3. | Select the **Team Time** tile.<br> |

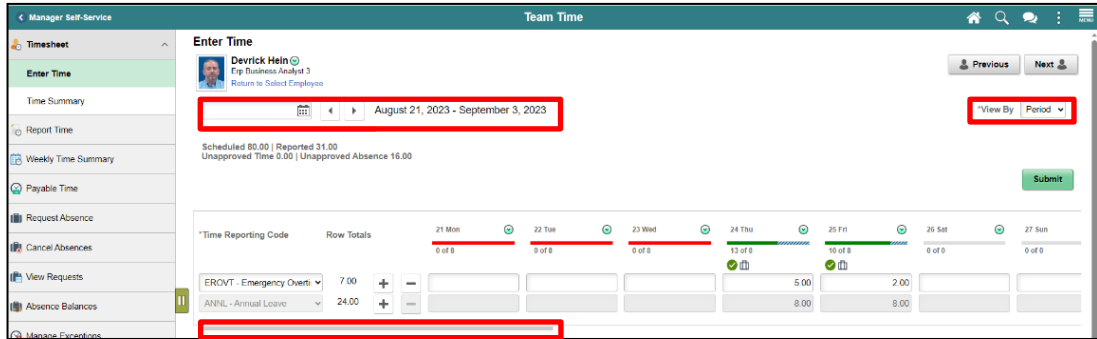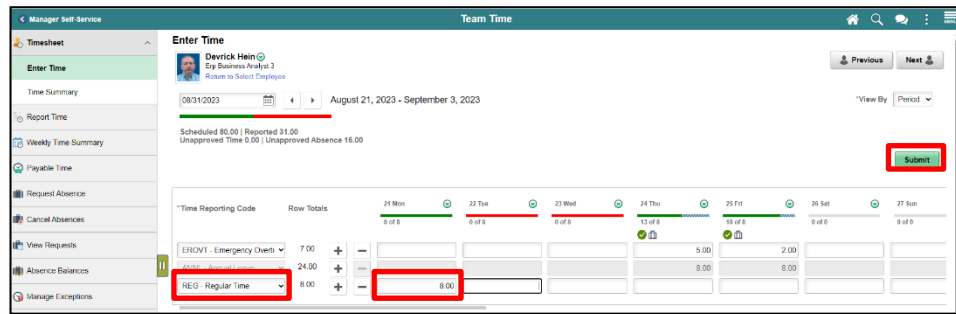| | | |
|---|---|---|
| | Under **Timesheet** pane, select **Enter Time**. Select the **Get Employees** button. | |
| 4. | Alternately, the Manager may select the **Filter** button instead<br><br>• Enter search criteria for the desired Employee.<br>• Select the **Done** button. | |
| 5. | Select the employee to open the employee's timesheet. | |

| | |
|---|---|
| 6. | Review the employee's timesheet for the pay period or weekly by selecting the **View By** dropdown. You can select the pay period dates by selecting the left and right arrows below, or simply select the calendar icon to select a specific date. Use the Slider to scroll through the two-week pay period.<br><br> |
| 7. | For each Time Reporting Code:<br>• Select the \***Time Reporting Code** list.<br>• Select the desired **Time Reporting Code** list item.<br>• Use the **Add Row** ("**+**") button to add another Time Reporting Code if necessary.<br>• Select **Submit** once all hours are entered.<br><br> |

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|---|---|
| 8. | **Note:** For each row with an Out of Class time reporting code:<br><br>• Scroll to the right of the timesheet and select the corresponding **OCL Jobcode**.<br>• Your default **Taskgroup** will auto-populate. If applicable, enter the appropriate **Task Profile ID** and **Assignment** as directed by your department. Each different code will require its own row. Select the Lookup icon to select a different task profile ID.<br>• Select the **Submit** button.<br><br> |