



## **Miami-Dade County**

---

Enter Time On Behalf Of An Employee - Job  
Aid

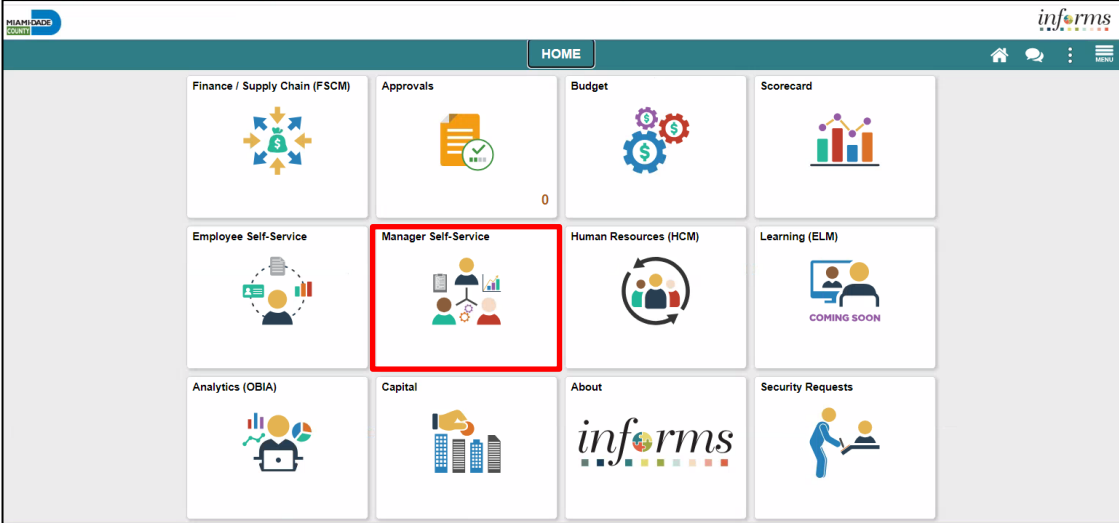
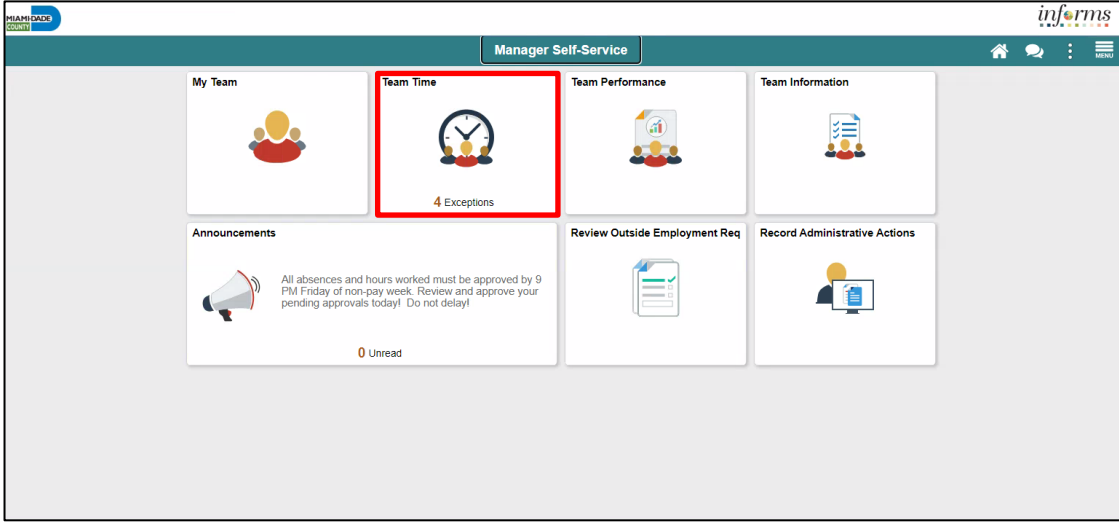
## DESCRIPTION

---

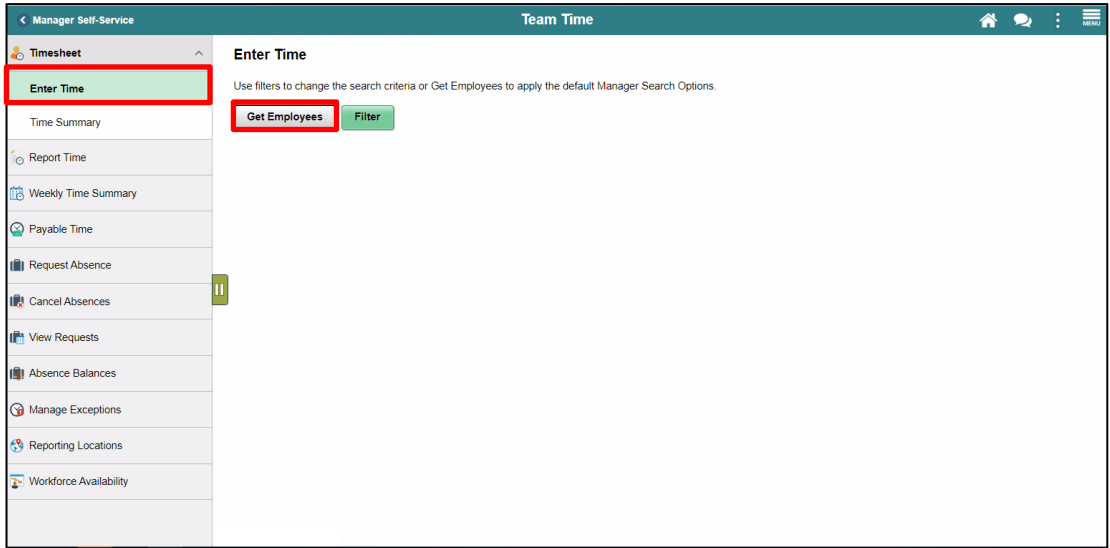
This job aid is for Managers.

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

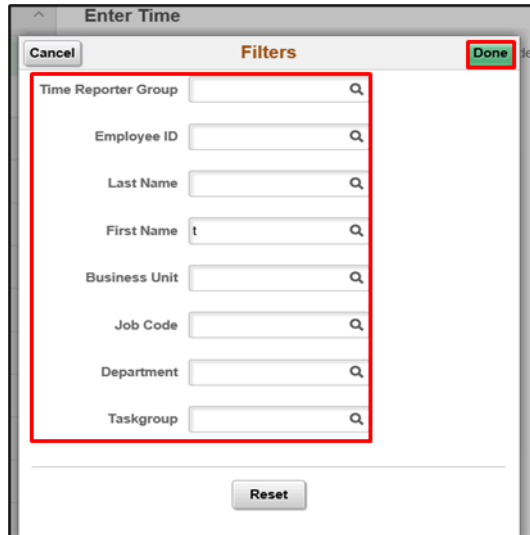
Step	Action
1.	Log into <b>INFORMS</b> .
2.	<p>Select the <b>Manager Self Service</b> tile.</p>  <p>The screenshot shows the 'HOME' dashboard with a grid of tiles. The 'Manager Self-Service' tile, located in the second row, second column, is highlighted with a red border. Other tiles include Finance / Supply Chain (FSCM), Approvals, Budget, Scorecard, Employee Self-Service, Human Resources (HCM), Learning (ELM), Analytics (OBIA), Capital, About, and Security Requests.</p>
3.	<p>Select the <b>Team Time</b> tile.</p>  <p>The screenshot shows the 'Manager Self-Service' dashboard with a grid of tiles. The 'Team Time' tile, located in the first row, second column, is highlighted with a red border. Other tiles include My Team, Team Performance, Team Information, Announcements, Review Outside Employment Req, and Record Administrative Actions.</p>

Under **Timesheet** pane, select **Enter Time**. Select the **Get Employees** button.



4. Alternately, the Manager may select the **Filter** button instead

- Enter search criteria for the desired Employee.
- Select the **Done** button.



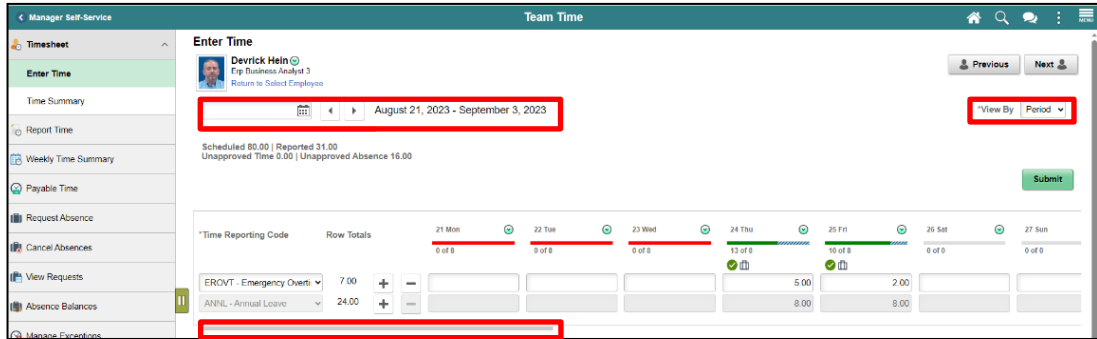
Select the employee to open the employee's timesheet.

5.



6.

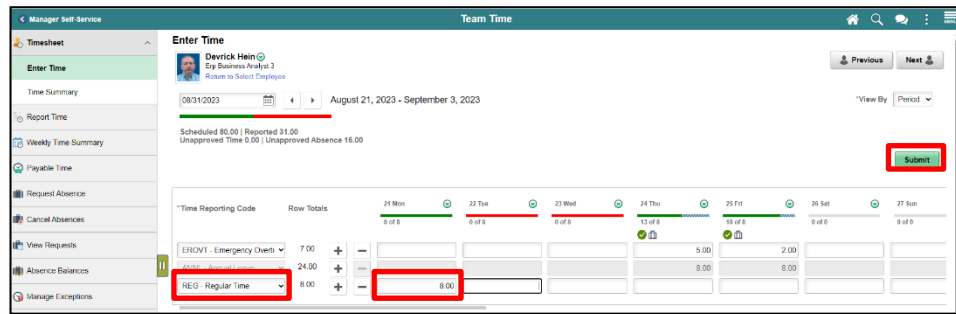
Review the employee’s timesheet for the pay period or weekly by selecting the **View By** dropdown. You can select the pay period dates by selecting the left and right arrows below, or simply select the calendar icon to select a specific date. Use the Slider to scroll through the two-week pay period.



7.

For each Time Reporting Code:

- Select the **\*Time Reporting Code** list.
- Select the desired **Time Reporting Code** list item.
- Use the **Add Row** (“+”) button to add another Time Reporting Code if necessary.
- Select **Submit** once all hours are entered.



8.

**Note:** For each row with an Out of Class time reporting code:

- Scroll to the right of the timesheet and select the corresponding **OCL Jobcode**.
- 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.
- Select the **Submit** button.

