



## Miami-Dade County

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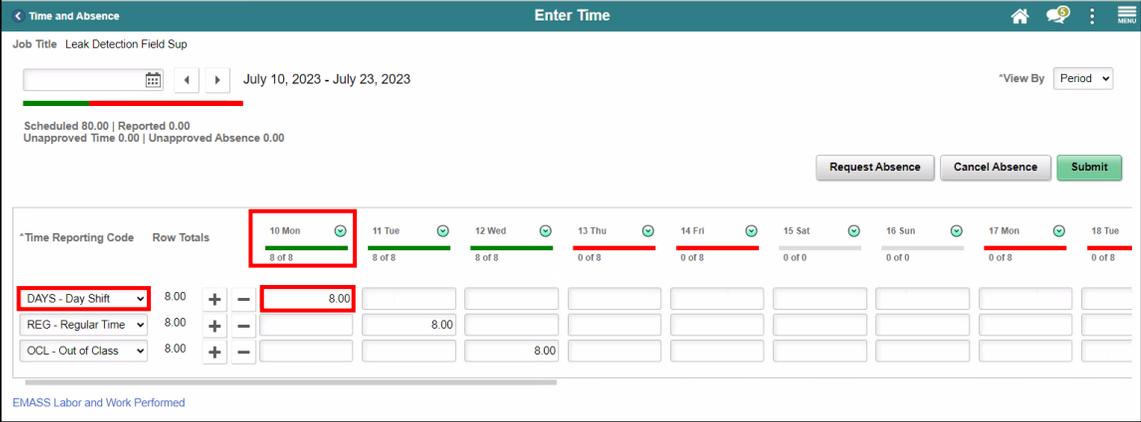
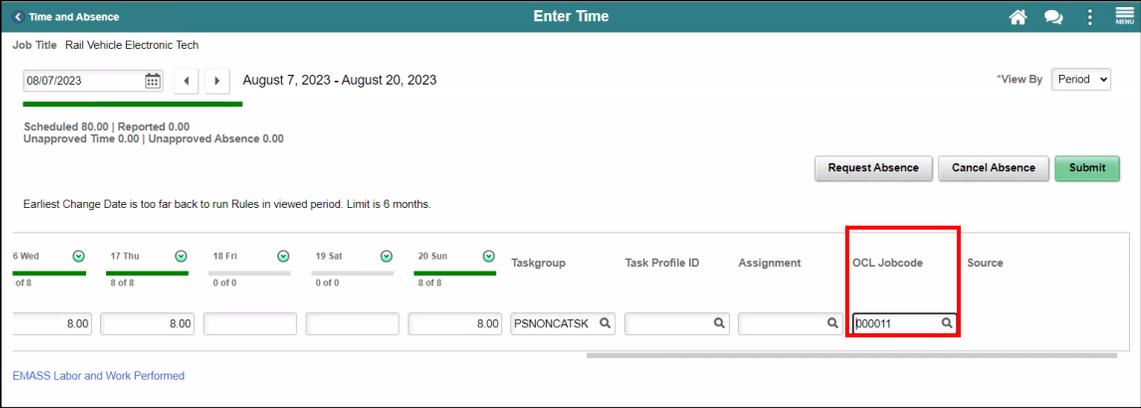
# Enter Time

Version 1.0

## **PURPOSE**

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This document explains the process of entering time within the INFORMS system.

Step	Action
1.	<ul style="list-style-type: none"> <li>Log into <b>INFORMS</b>.</li> <li>Navigate to: <b>Employee Self-Service &gt; Time and Absence &gt; Enter Time</b>.</li> </ul>
2.	<ul style="list-style-type: none"> <li>Select the applicable <b>Time Reporting Code</b>.</li> <li>Select the first day of the week for which you wish to report time.</li> <li>Enter the total amount of hours worked on each applicable day as a decimal.                             <ul style="list-style-type: none"> <li>For example: 3 hours and 30 minutes would be entered as 3.5, not as 3.30.</li> </ul> </li> <li>Add additional rows for multiple Time Reporting Codes.</li> </ul> 
3.	<p>For <b>Out of Class</b> time reporting code:</p> <ul style="list-style-type: none"> <li>Scroll to the rightmost section of the timesheet.</li> <li>Select a corresponding <b>OCL Jobcode</b>.</li> </ul>  <ul style="list-style-type: none"> <li>Default <b>Taskgroup</b> will auto-populate.</li> <li>Enter the <b>Task Profile ID</b>, if applicable.</li> <li>Enter the <b>Assignment</b>, if applicable.</li> </ul>
4.	<p>Select <b>Submit</b>.</p>

5. **Select OK once a confirmation prompt is displayed.**

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.

6. **To adjust time, use the arrows to locate the time frame you want to review. If you know the specific date, you can input the date into the date field.**

The screenshot shows the 'Enter Time' interface for 'Leak Detection Field Sup'. A date range 'July 10, 2023 - July 23, 2023' is displayed with navigation arrows and a calendar icon. Below this, a table shows reporting codes and row totals for days from 10 Mon to 18 Tue. The 'Submit' button is highlighted in green.

*Time Reporting Code	Row Totals	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue
		0 of 0								

Select the day you wish to make an adjustment. Change the total amount of hours and then select **Submit** to save your changes.