

Miami-Dade County



Attestation Acknowledgment Tile via Employee Self-Service (ESS)

Course ID: ESS 203

Course Title: Time Management

Updated 04-29-2025

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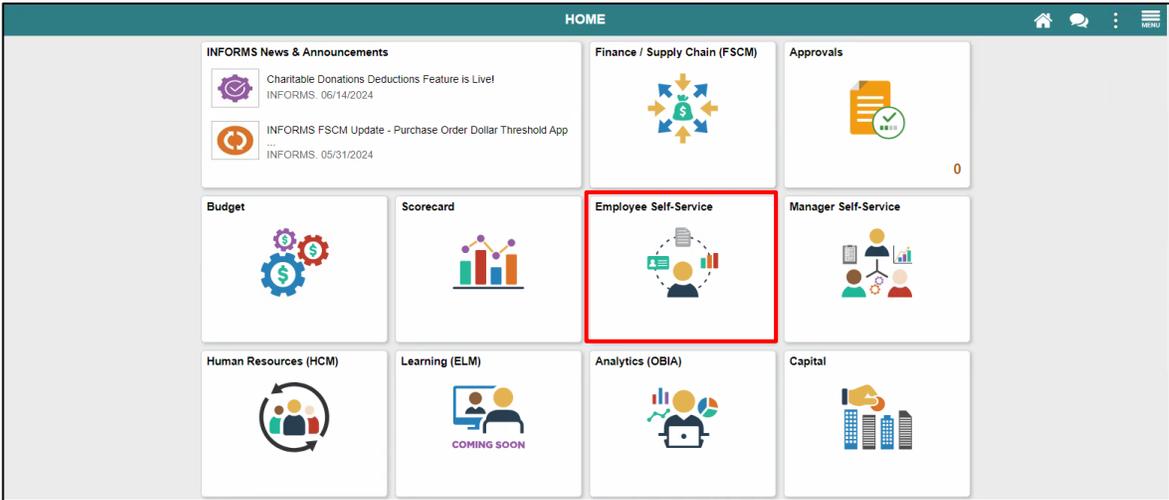
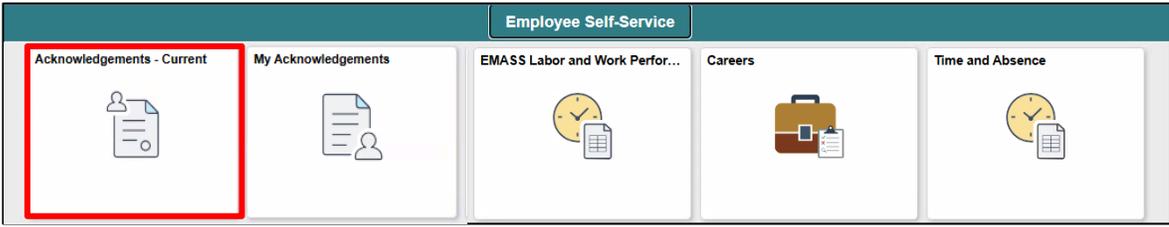
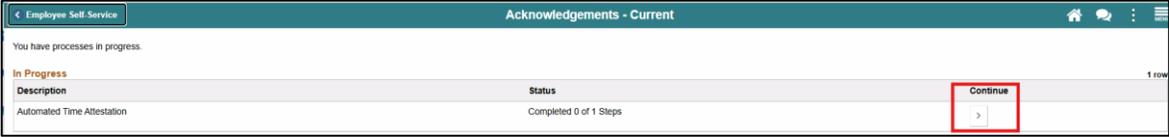
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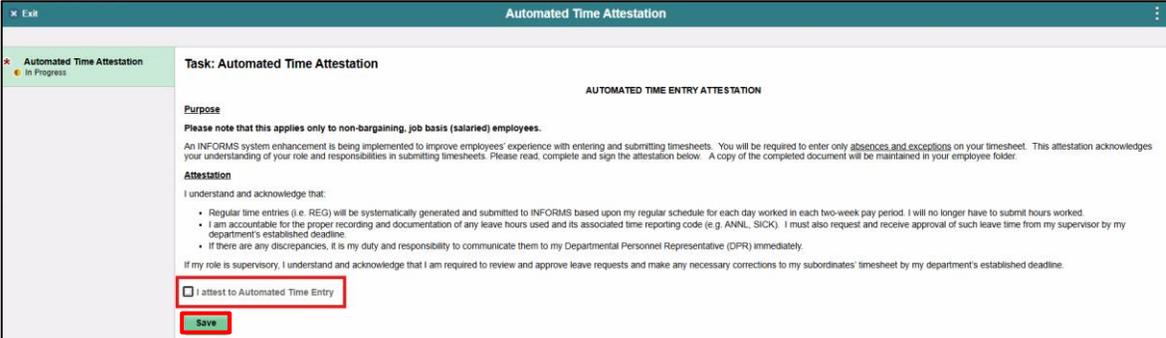
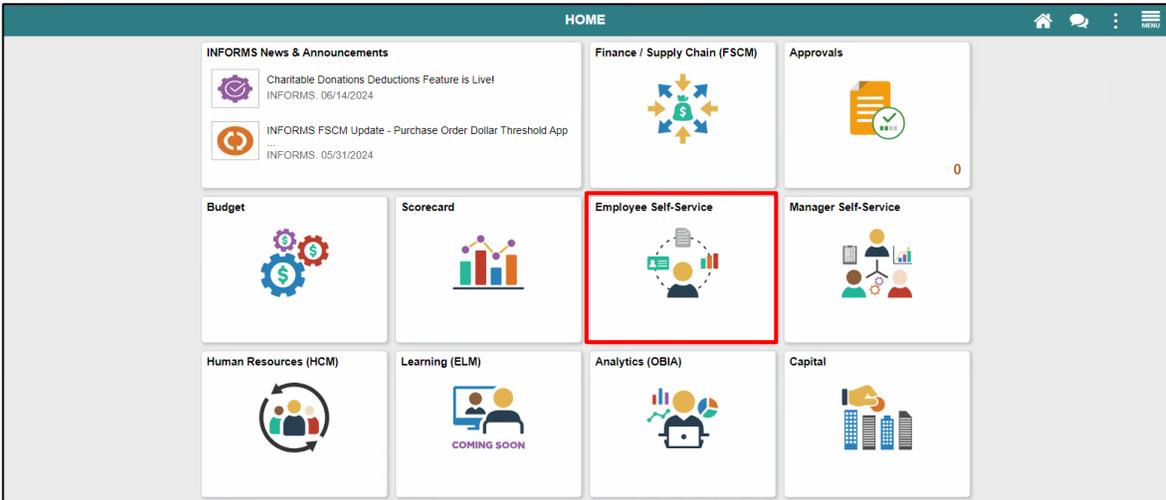
PURPOSE AND DESCRIPTION

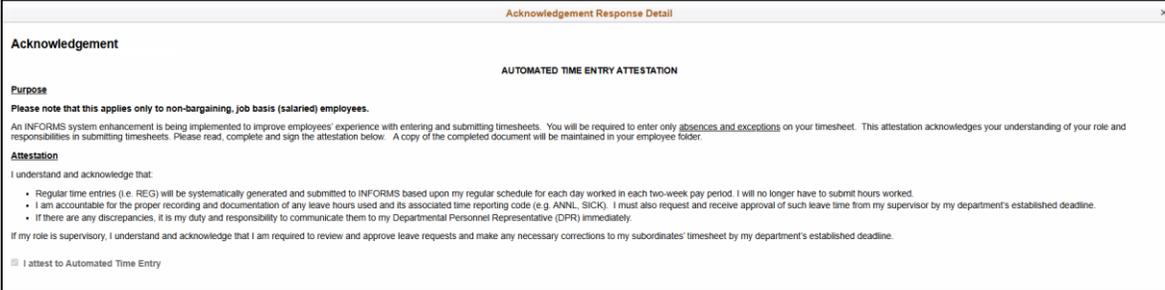
Purpose

This document explains the key activities involved in completing an **Attestation Acknowledgement via Employee Self-Service (ESS)**. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

ATTESTATION ACKNOWLEDGEMENT

Step	Action
1.	<p>Log in to INFORMS and select Employee Self-Service from the home landing page below.</p> 
2.	<p>Select Acknowledgements - Current.</p> <p>Note: The “Current Acknowledgements” tile will allow you to complete and sign outstanding forms and will only appear when action is required.</p> 
3.	<p>Select the applicable Attestation. In this example, we will complete and select the Automated Time Attestation.</p> 

Step	Action
4.	<p>Review the Attestation and select the I attest to... checkbox. Next, select the Save button.</p> 
5.	<p>To review the completed Attestation, select Employee Self-Service from the home landing page.</p> 
6.	<p>Select My Acknowledgements.</p> <p>Note: The “My Acknowledgements” tile will always be available for you to view historical form records.</p> 

Step	Action
7.	<p>Select the applicable Attestation to review.</p>  <p>The screenshot shows a web interface titled 'My Acknowledgements'. On the left, there are filters for 'All' and 'Automated Time Attestation'. The main table has columns for 'Description' and 'Date/Time'. A single row is visible with the description 'Automated Time Attestation' and the date/time '04/04/2025 11:06:32AM'. This row is highlighted with a red border.</p>
8.	<p>Review the Acknowledgement Response Detail.</p>  <p>The screenshot shows a detailed view of an acknowledgement. The title is 'Acknowledgement Response Detail'. The main heading is 'Acknowledgement' with the sub-heading 'AUTOMATED TIME ENTRY ATTESTATION'. Under 'Purpose', it states that the system enhancement is for non-bargaining, job basis (salaried) employees. The 'Attestation' section contains a statement of understanding and acknowledgment, followed by a list of bullet points: <ul style="list-style-type: none"> Regular time entries (i.e. REG) will be systematically generated and submitted to INFORMS based upon my regular schedule for each day worked in each two-week pay period. I will no longer have to submit hours worked. I am accountable for the proper recording and documentation of any leave hours used and its associated time reporting code (e.g. ANNL, SICK). I must also request and receive approval of such leave time from my supervisor by my department's established deadline. If there are any discrepancies, it is my duty and responsibility to communicate them to my Departmental Personnel Representative (DPR) immediately. At the bottom, there is a checkbox labeled 'I attest to Automated Time Entry' which is currently unchecked. </p>