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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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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 subprocesses involved, as well as step-by-step procedural guidance to perform the activity.



ATTESTATION ACKNOWLEDGEMENT

Step	Action		
1.	Log in to INFORMS and select Employee Self-Service from the home landing page below.		
	HOME 💣 🗬 🗧 🚟		
	INFORMS News & Announcements Finance / Supply Chain (FSCM) Approvals Charitable Donations Deductions Feature is Livel INFORMS. 06/14/2024 INFORMS. 06/13/2024 INFORMS. 05/31/2024 INFORMS. 05/31/2024 INFORMS. 05/31/2024		
	Budget Scorecard Image: Service Image: Service Image: Service Image: Service Image: Service Image: Service		
	Human Resources (HCM)		
2.	Select Acknowledgements - Current.		
	Note: The "Current Acknowledgements" tile will allow you to complete and sign outstanding forms and will only appear when action is required.		
	Employee Self-Service		
	Acknowledgements - Current My Acknowledgements My Acknowledgements My Acknowledgements My Acknowledgements My Acknowledgements		
3.	Select the applicable Attestation . In this example, we will complete and select the Automated Time Attestation.		
	C Employee Sell Sarvice Acknowledgements - Current Acknowledgements - Current		
	In Progress Trew Description Description Status Completed 0 of 1 Steps		



Step	Action
4.	Review the Attestation and select the I attest to checkbox. Next, select the Save button.
	× Exit Automated Time Attestation :
	A Automated Time Attestation In Progress Automated Time Attestation Automated Time Attestation
	Extract Parase note that this application to non-barging to basis (stalred) employees. An NPCONDS system enhancement is being implemented to improve employees' experience with entering and submitting timesheets. You will be required to enter only absorces and exceptions on your timesheet. This attestation acknowledges is understanding of your role and responsibilities in submitting timesheets. Please read, complete and sign the attestation below. A copy of the completed document will be manifered on growe endogrees experience with entering and submitting timesheets. Now will be required to enter only absorces and exceptions on your timesheet. This attestation acknowledges is attestation acknowledge that and acknowledge that: Understand and acknowledge that: Register times (is REG) will be systematically generated and submitted to NFORMS based upon my regular schedule for each day worked in each how-week pay privad i vach leave to submit hours worked. department's established deadline. If there are any discrepancies. It is my duly and responsibility to communicate them to my Departmental Personnel Representative (DPR) immediately. If there are any discrepancies that of any leave hous used and this associated time reporting code (is g. ANHL, SICK). I must also request and receive approval of such leave time from my supervisor by my communicate them to my Departmental Personnel Representative (DPR) immediately. If the ear ear of discrepancies. If the ear ear of discrepancies and and advolvedge that I am required to review and approve leave requests and make any necessary corrections to my subordinates' timesheet by my department's established deadline. If the ear eare of discrepancies. If the ear eare di
5.	To review the completed Attestation , select Employee Self-Service from the home landing page.
	INFORMS News & Announcements Finance / Supply Chain (FSCM) Approvals
	Charitable Donations Deductions Feature is Live! INFORMS. 06/14/2024 INFORMS. 05/31/2024 INFORMS. 05/31/2024 0
	Budget Scorecard Employee Self-Service Manager Self-Service
	Human Resources (HCM) Learning (ELM) Analytics (OBIA) Capital
6	
0.	Select My Acknowledgements .
	Note: The "My Acknowledgements" tile will always be available for you to view historical form records.
	Employee Self-Service
	Acknowledgements - Current My Acknowledgements EMASS Labor and Work Perfor Careers Time and Absence



Step	Action		
7.	Select the applicable Attestation to review.		
	< Employee Sult Service My Acknowledgements 💏 🗨 🔅 🗏		
	All 1 All		
	Automated Time Attestation 1		
	Description 0 DatarTime 0		
	Automated Time Attestation 04/04/2025 11:06.32AM >		
8.	Review the Acknowledgement Response Detail.		
	Acknowledgement		
	Purpose		
	Please note that this applies only to non-bargaining, job basis (salaried) employees.		
	An INFORMS system enhancement is being implemented to improve employees' experience with entering and submitting timesheets. You will be required to enter only <u>absences and exceptions</u> on your timesheet. This attestation acknowledges your understanding of your role and responsibilities in submitting timesheets. Please read, complete and sign the attestation below. A copy of the completed document will be maintained in your employee folder.		
	Affestation		
	I understand and acknowledge that:		
	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 longe 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? established deadline. If there are any discregancies, it is my duity and expossibility to communicate them to my Departmental Personel Representative (DRP) immediately.		
	If my role is supervisory, Lunderstand and acknowledge that Lam required to review and approve leave requests and make any necessary corrections to my subordinates' timesheet by my department's established deadline.		
	I attest to Automated Time Entry		