



Miami-Dade County

ESS OnBoarding Event Job Aid

Version 1.0

TABLE OF CONTENTS

TABLE OF CONTENTS	2
PURPOSE	2
<i>Purpose</i>	2
ESS ONBOARDING ACTIVITIES	3

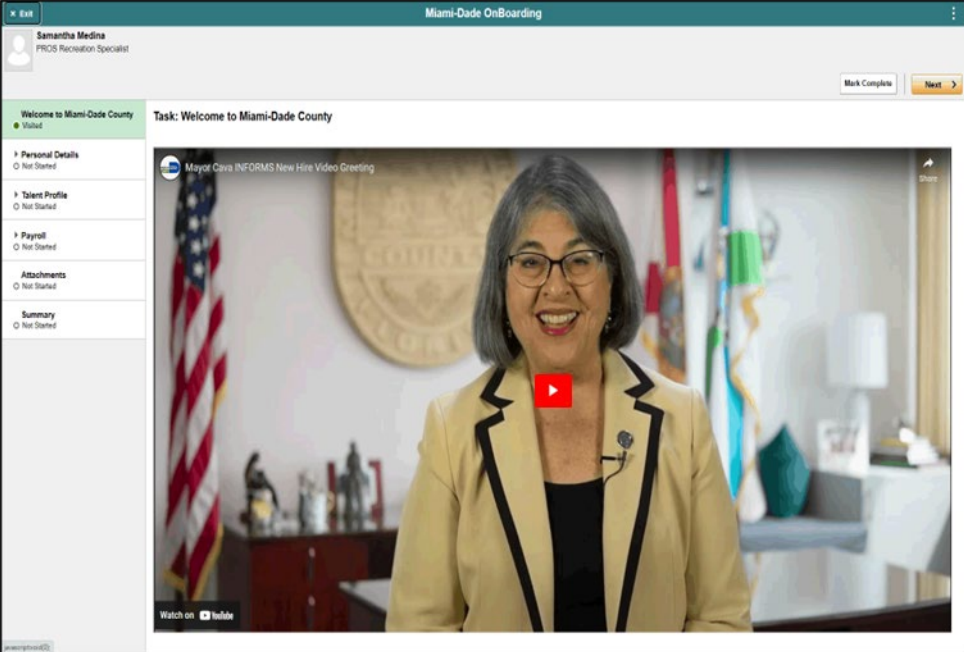
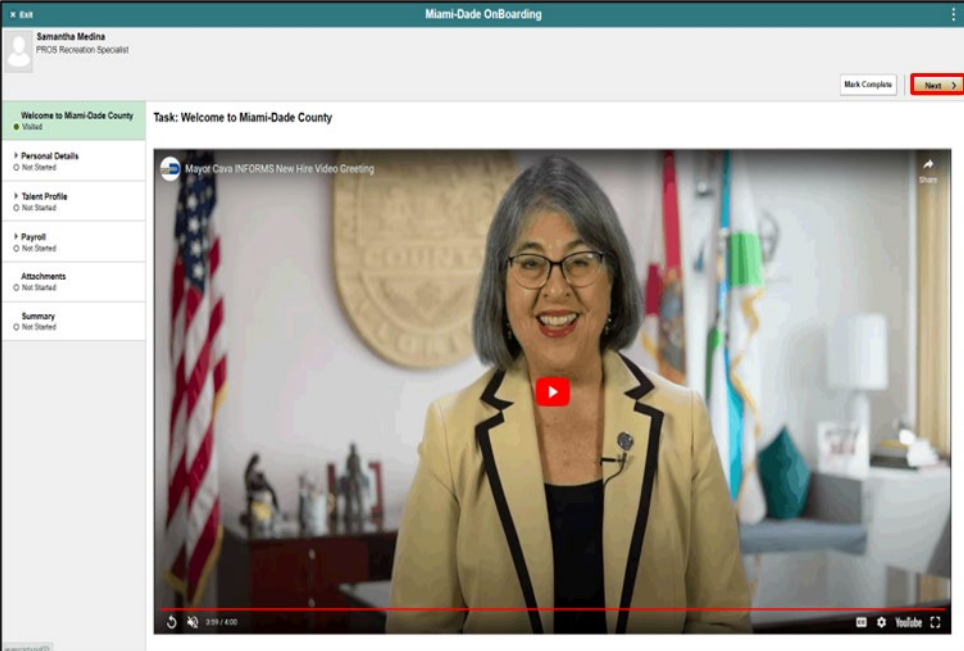
PURPOSE

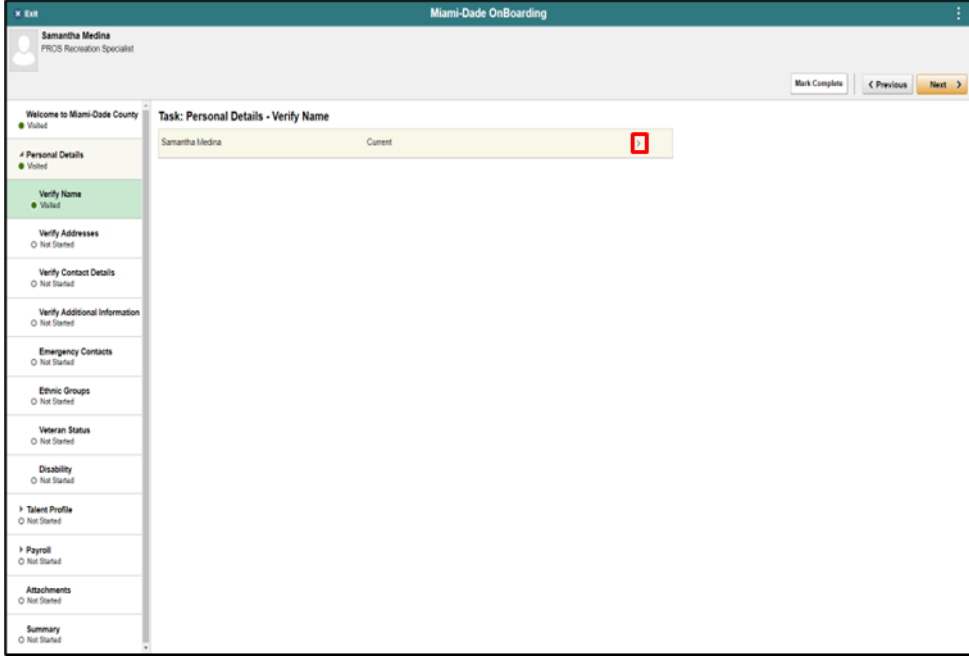
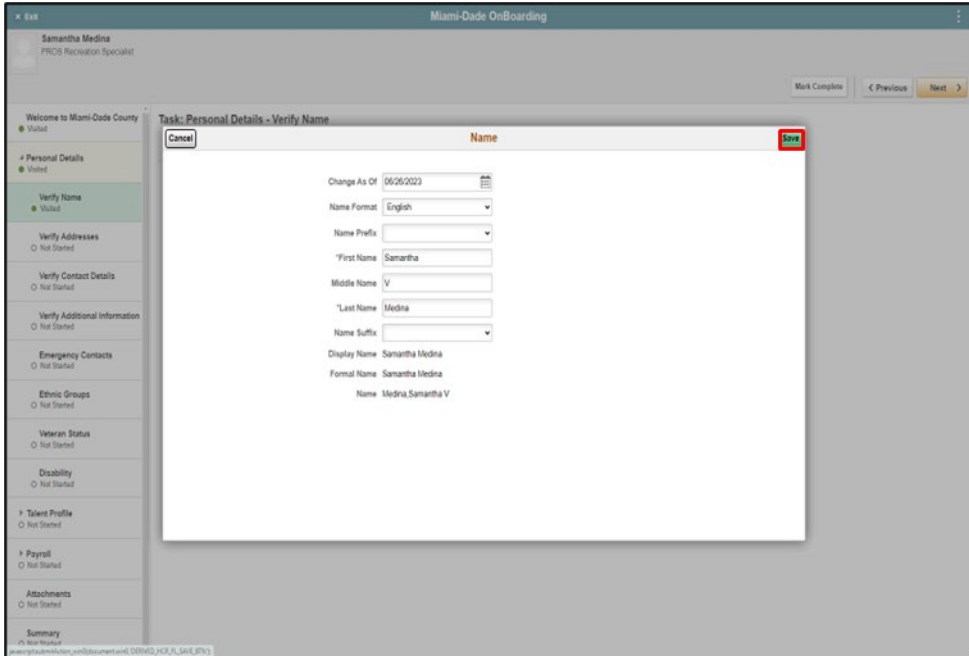
Purpose

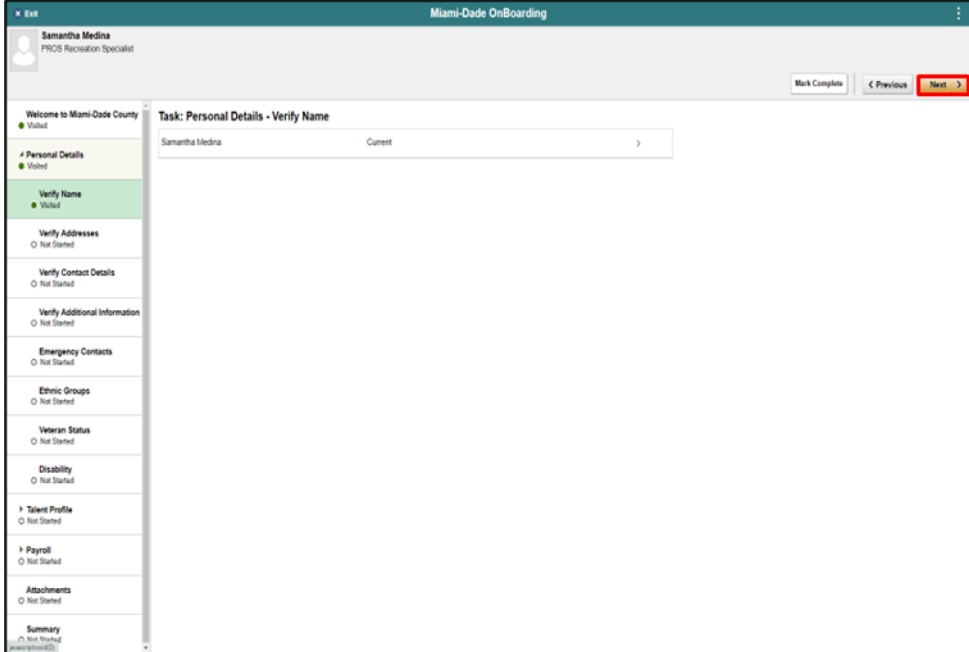
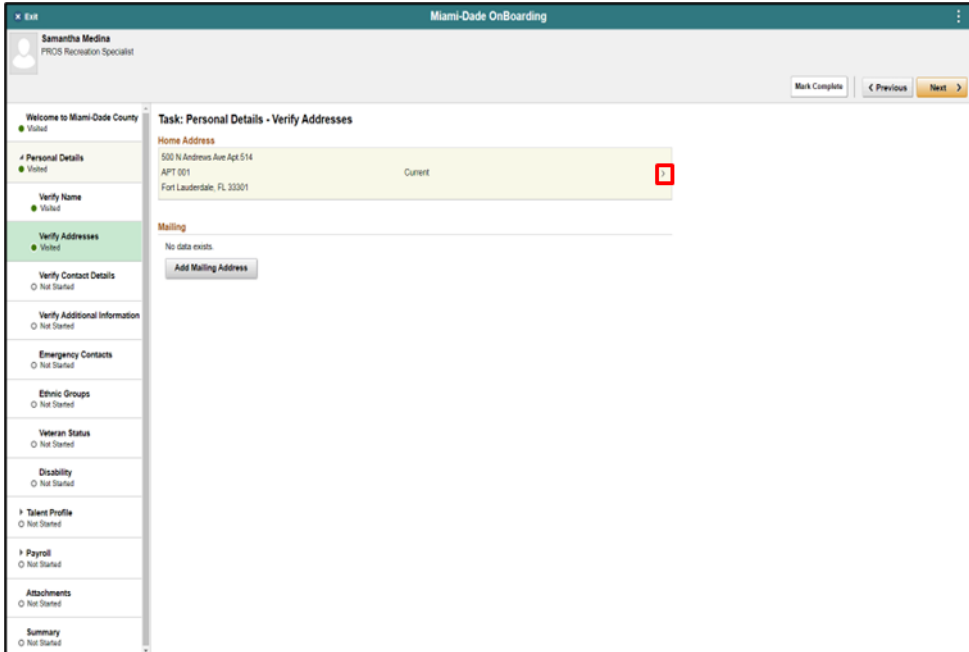
This document explains the key activities involved in completing the OnBoarding activities as an Employee. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

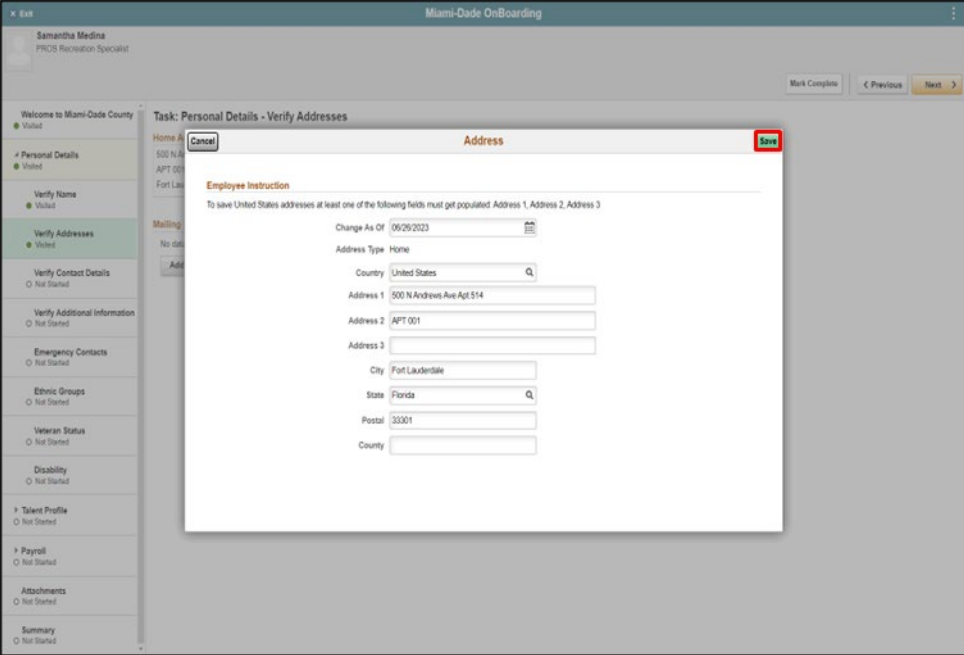
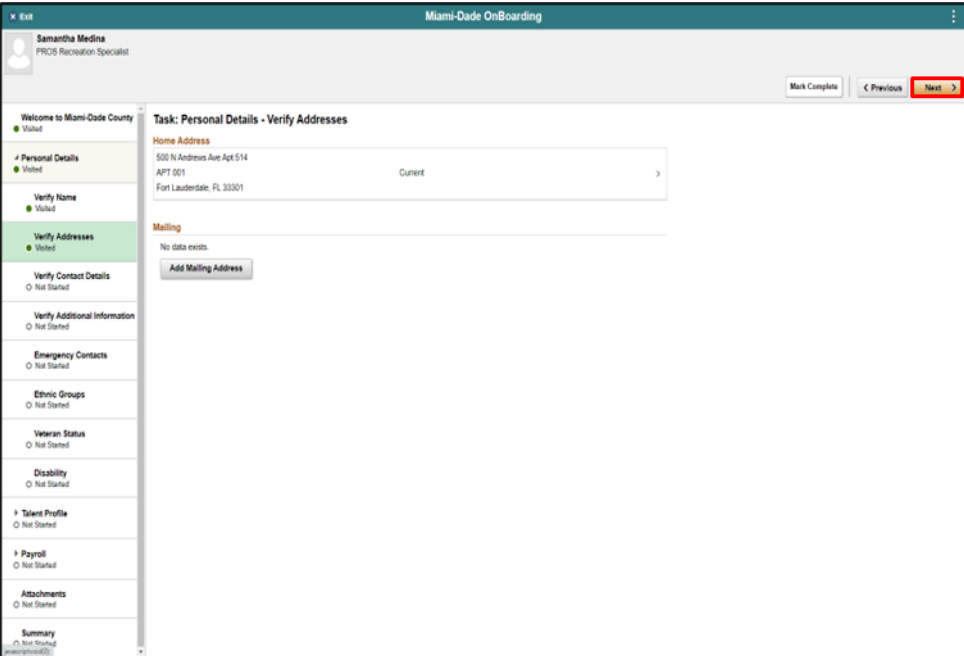
ESS ONBOARDING ACTIVITIES

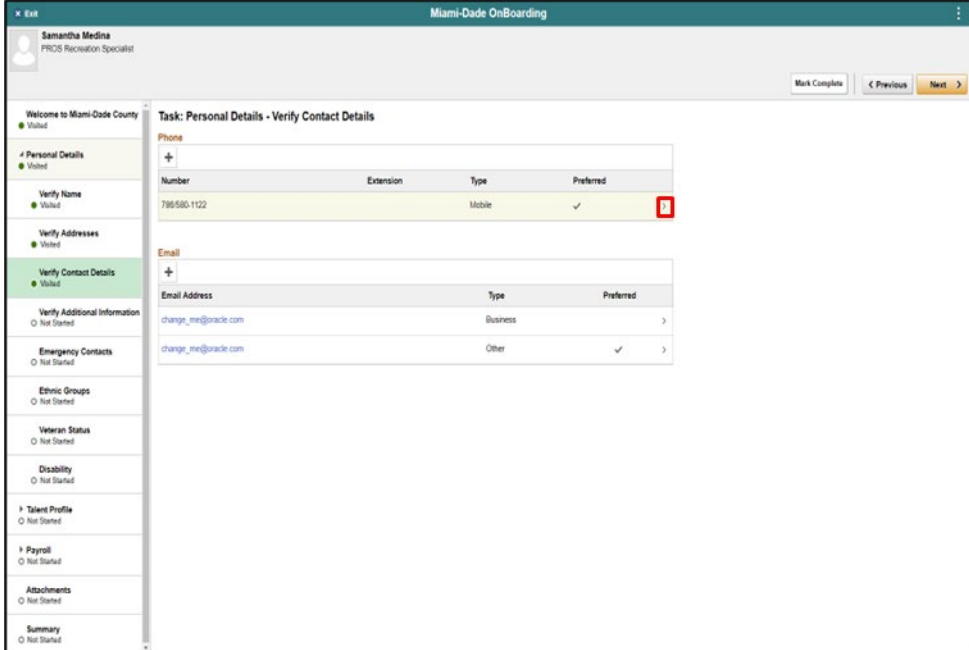
Step	Action
1.	<p>Select the Employee Self-Service tile.</p>
2.	<p>Select the OnBoarding Activities tile.</p>

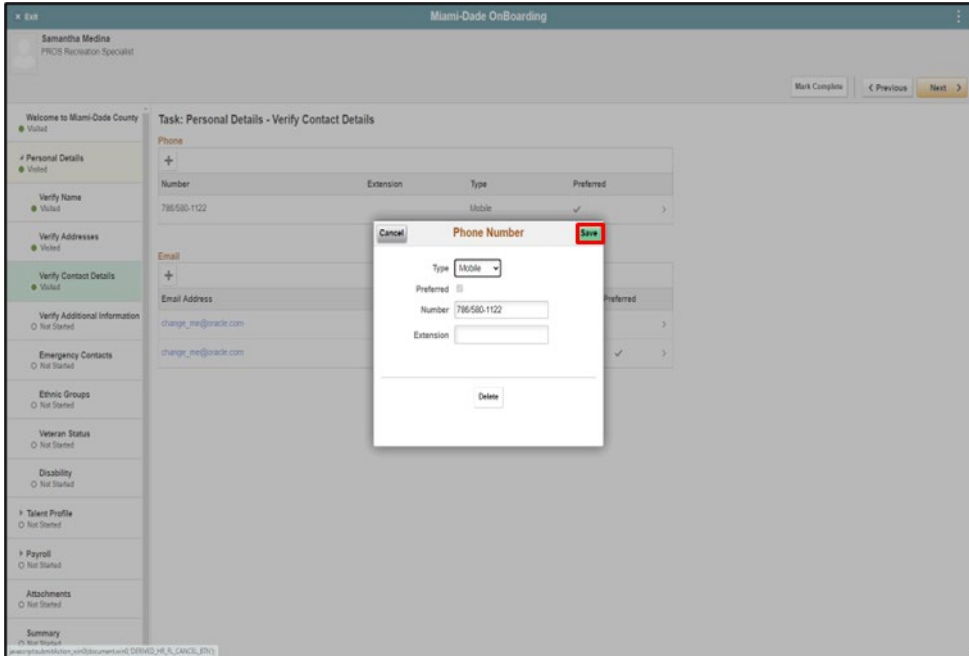
Step	Action
<p>3.</p>	<p>Select the Play button.</p>  <p>The screenshot shows the 'Miami-Dade OnBoarding' application. At the top, the user is identified as Samantha Medina, a PROS Recreation Specialist. The main content area displays a task titled 'Welcome to Miami-Dade County'. Below the task title is a video player showing a woman in a yellow blazer. A red play button is centered over the video. On the left side of the interface, there is a sidebar menu with sections for 'Personal Details', 'Talent Profile', 'Payroll', 'Attachments', and 'Summary', each with a 'Not Started' indicator. In the top right corner, there are 'Mark Complete' and 'Next' buttons.</p>
<p>4.</p>	<p>Select the Next button.</p>  <p>This screenshot is identical to the one above, but the 'Next' button in the top right corner is highlighted with a red border, indicating it is the target for the next step.</p>

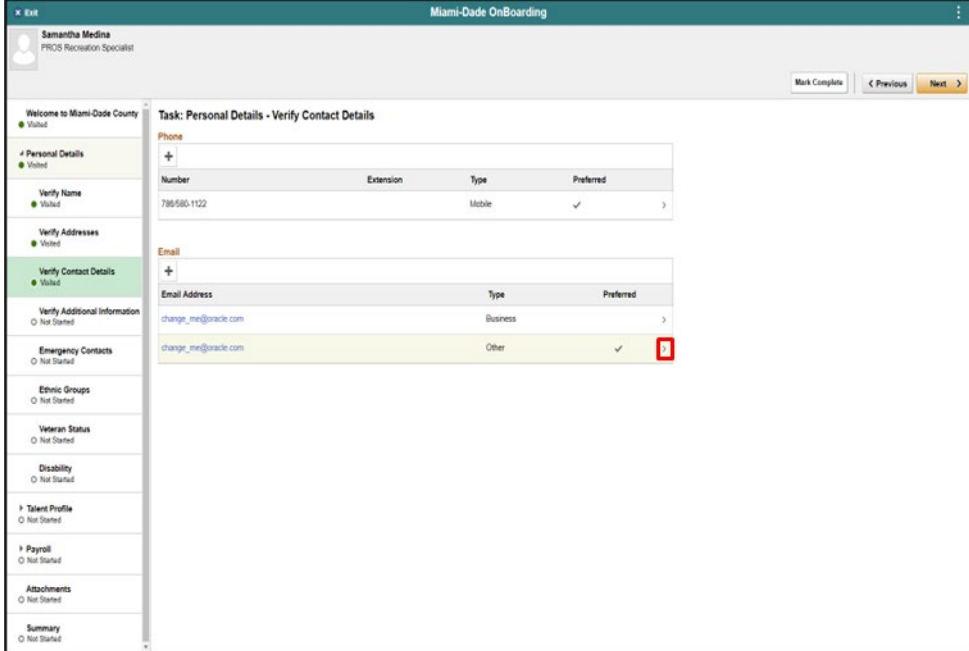
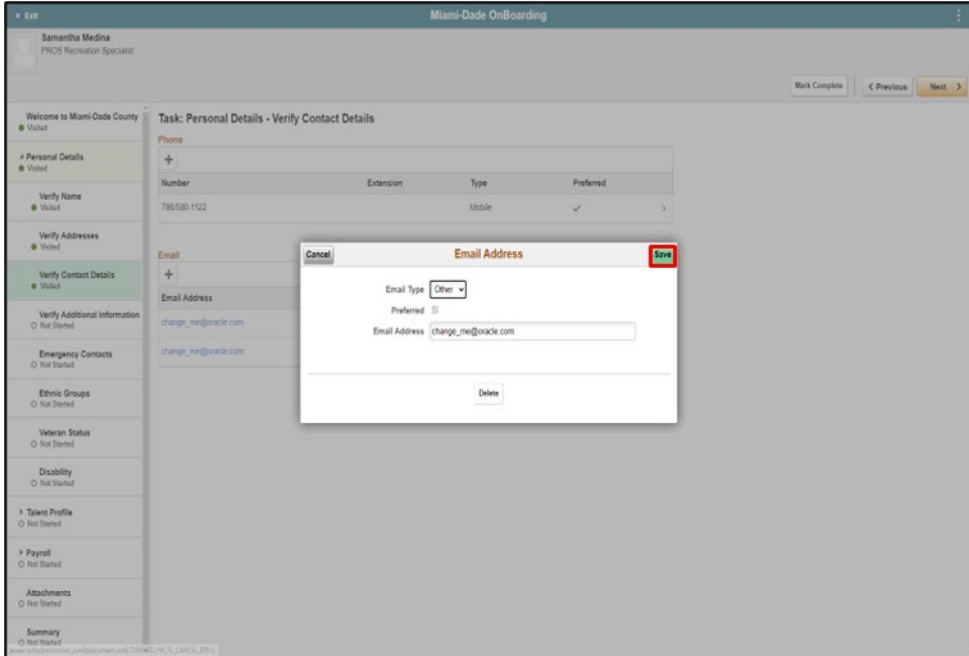
Step	Action
5.	<p>Select the Details button to review Personal Details - Name.</p> 
6.	<p>Make any changes as applicable. Select the Save button.</p> 

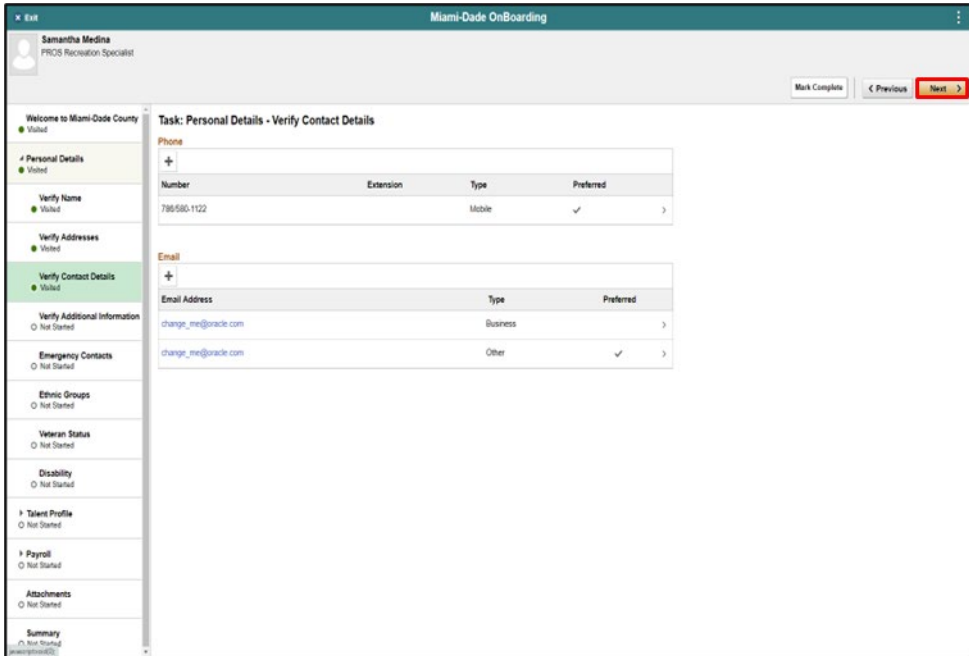
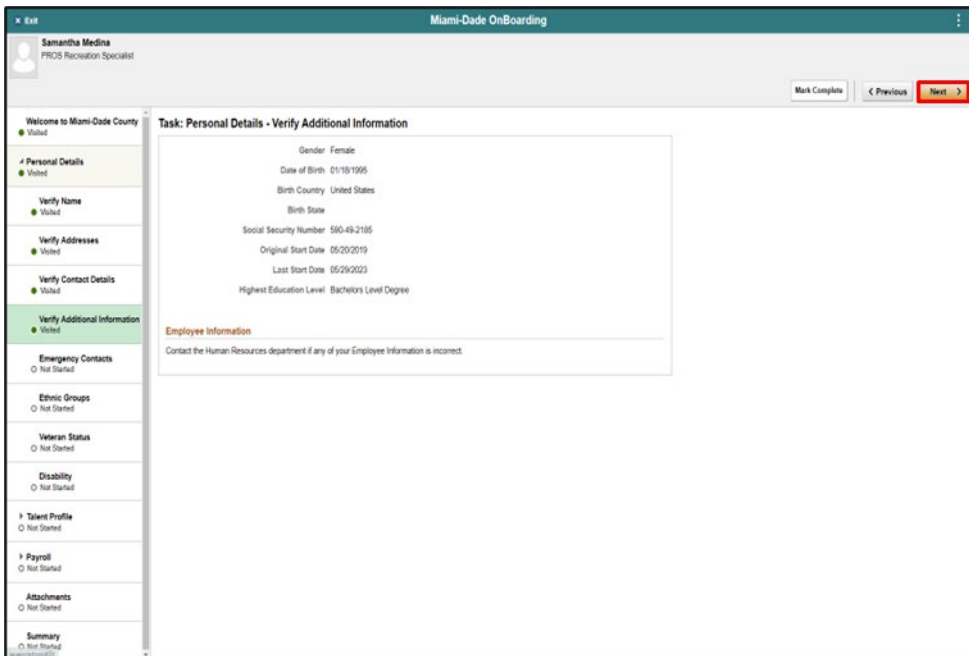
Step	Action
7.	<p>Select the Next button.</p>  <p>The screenshot shows the 'Miami-Dade OnBoarding' interface for Samantha Medina, a PROS Recreation Specialist. The task is 'Personal Details - Verify Name'. The left sidebar shows a list of tasks: 'Verify Name' (visited), 'Verify Addresses' (not started), 'Verify Contact Details' (not started), 'Verify Additional Information' (not started), 'Emergency Contacts' (not started), 'Ethnic Groups' (not started), 'Veteran Status' (not started), 'Disability' (not started), 'Talent Profile' (not started), 'Payroll' (not started), 'Attachments' (not started), and 'Summary' (not started). The main content area shows the 'Verify Name' task with a 'Current' status and a 'Next' button highlighted in red.</p>
8.	<p>Select the Details button to review Personal Details - Address.</p>  <p>The screenshot shows the 'Miami-Dade OnBoarding' interface for Samantha Medina, a PROS Recreation Specialist. The task is 'Personal Details - Verify Addresses'. The left sidebar shows a list of tasks: 'Verify Name' (visited), 'Verify Addresses' (visited), 'Verify Contact Details' (not started), 'Verify Additional Information' (not started), 'Emergency Contacts' (not started), 'Ethnic Groups' (not started), 'Veteran Status' (not started), 'Disability' (not started), 'Talent Profile' (not started), 'Payroll' (not started), 'Attachments' (not started), and 'Summary' (not started). The main content area shows the 'Verify Addresses' task with a 'Current' status and a 'Details' button highlighted in red. Below the address information, there is a 'Mailing' section with the text 'No data exists' and an 'Add Mailing Address' button.</p>

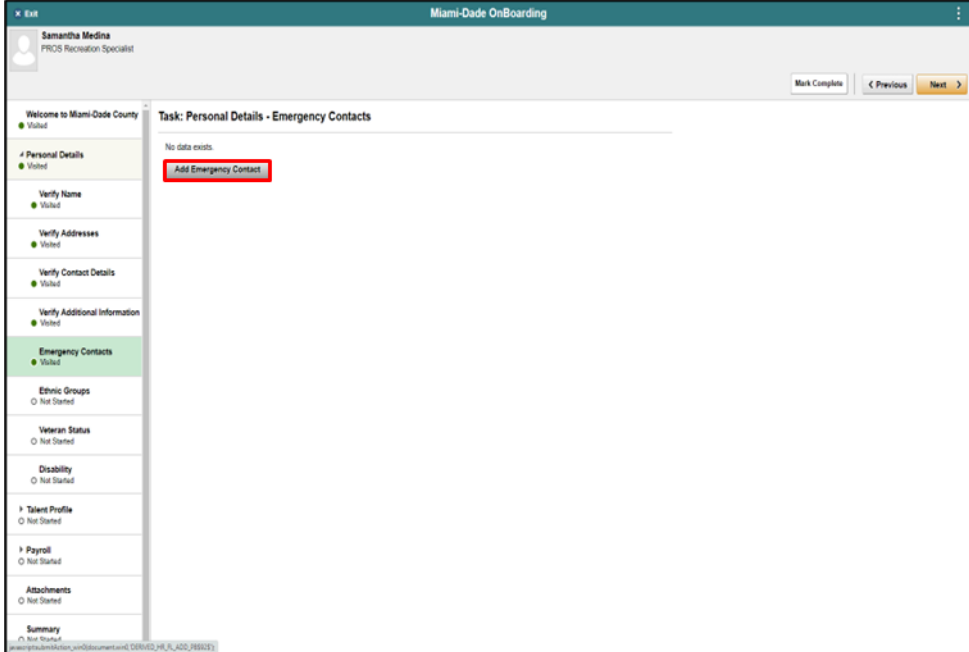
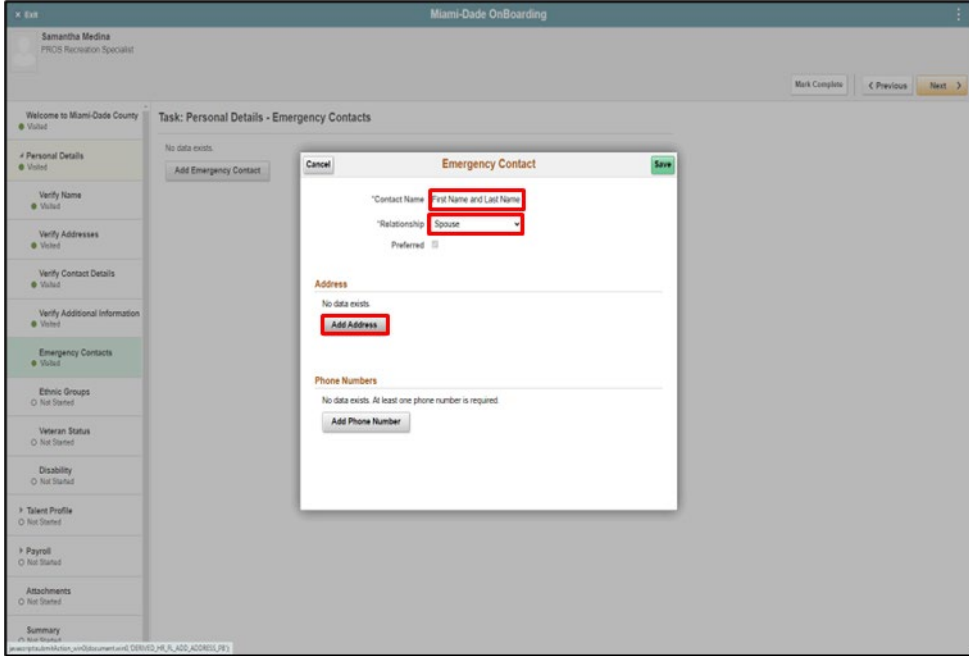
Step	Action
<p>9.</p>	<p>Make any changes as applicable. Select the Save button.</p> 
<p>10.</p>	<p>Select the Next button.</p> 

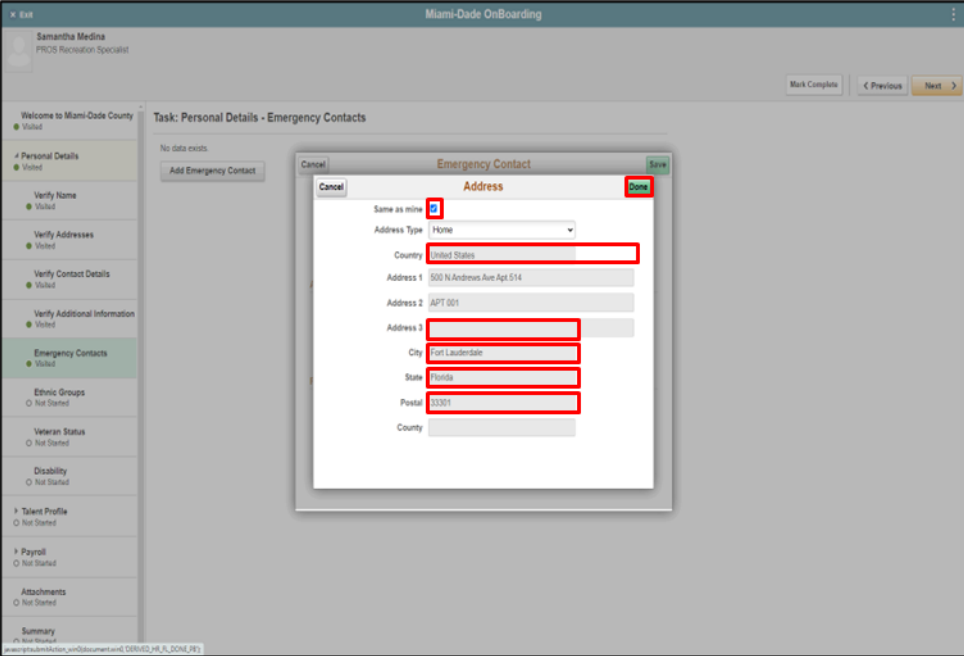
Step	Action
11.	<p>Select the Details button to review Personal Details - Phone.</p> 

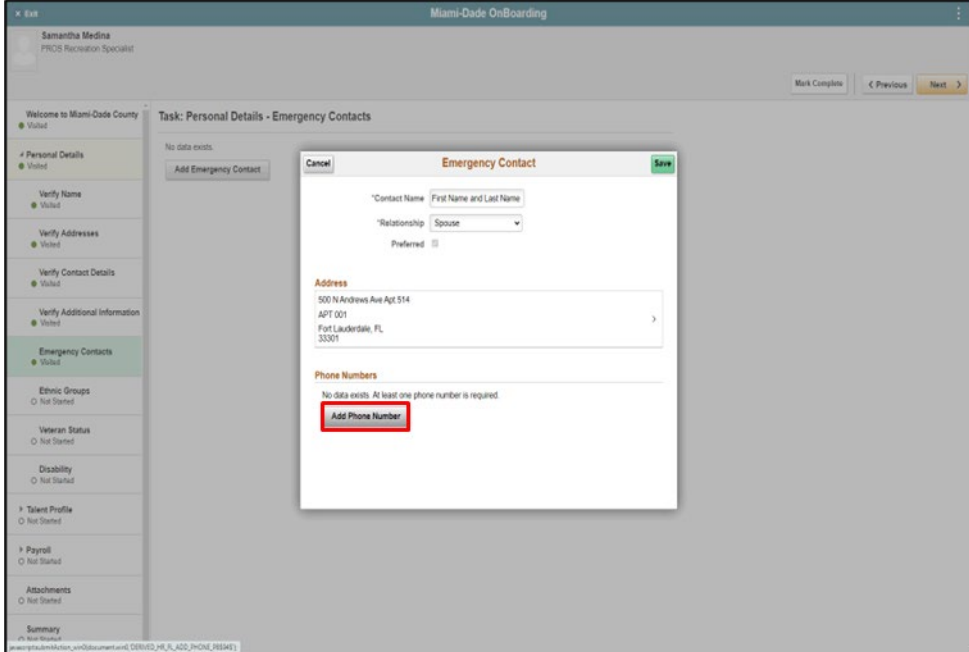
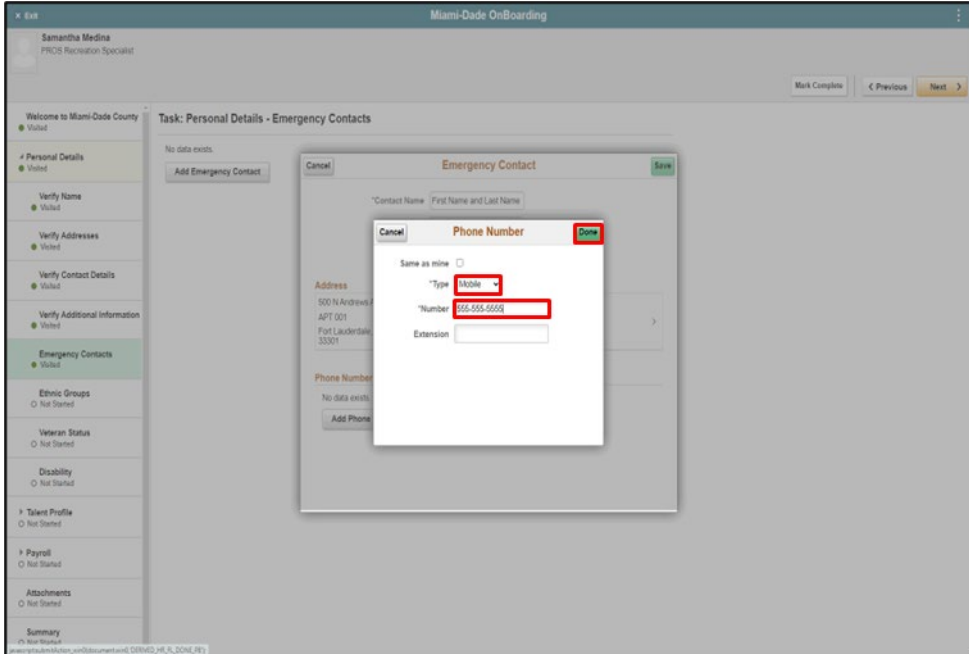
12.	<p>Make any changes as applicable. Select the Save button.</p> 
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Step	Action
13.	<p>Select the Details button to review Personal Details - Email.</p> 
14.	<p>Make any changes as applicable. Select the Save button.</p> 

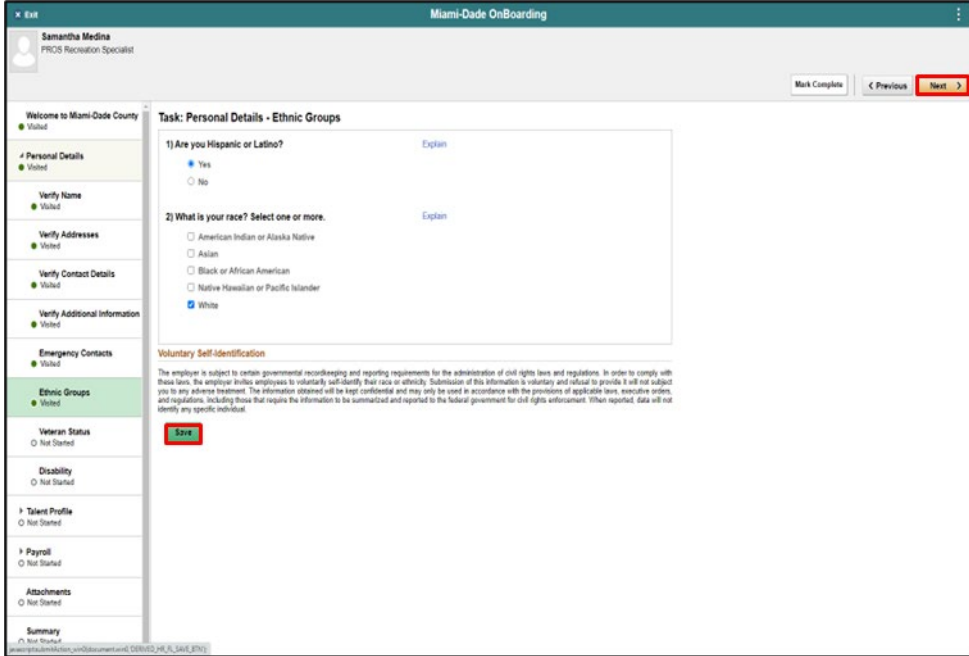
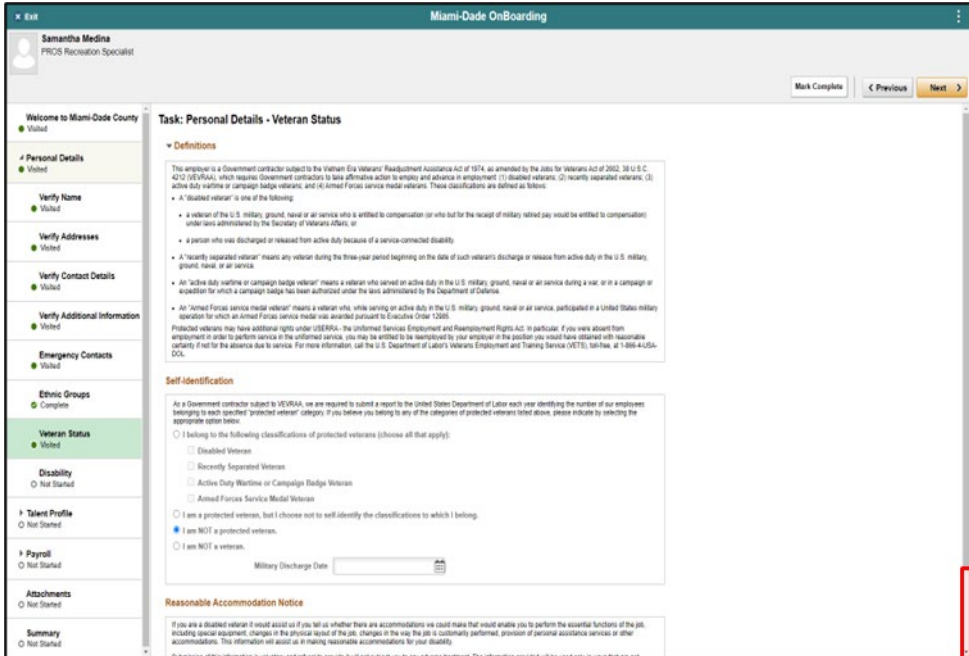
Step	Action
15.	<p>Select the Next button.</p>  <p>The screenshot shows the 'Miami-Dade OnBoarding' interface for Samantha Medina. The task is 'Personal Details - Verify Contact Details'. The 'Verify Contact Details' section is active, showing a table for phone numbers and a table for email addresses. The 'Next' button in the top right corner is highlighted in red.</p>
16.	<p>Select the Next button.</p>  <p>The screenshot shows the 'Miami-Dade OnBoarding' interface for Samantha Medina. The task is 'Personal Details - Verify Additional Information'. The 'Verify Additional Information' section is active, displaying fields for Gender, Date of Birth, Birth Country, Birth State, Social Security Number, Original Start Date, Last Start Date, and Highest Education Level. The 'Next' button in the top right corner is highlighted in red.</p>

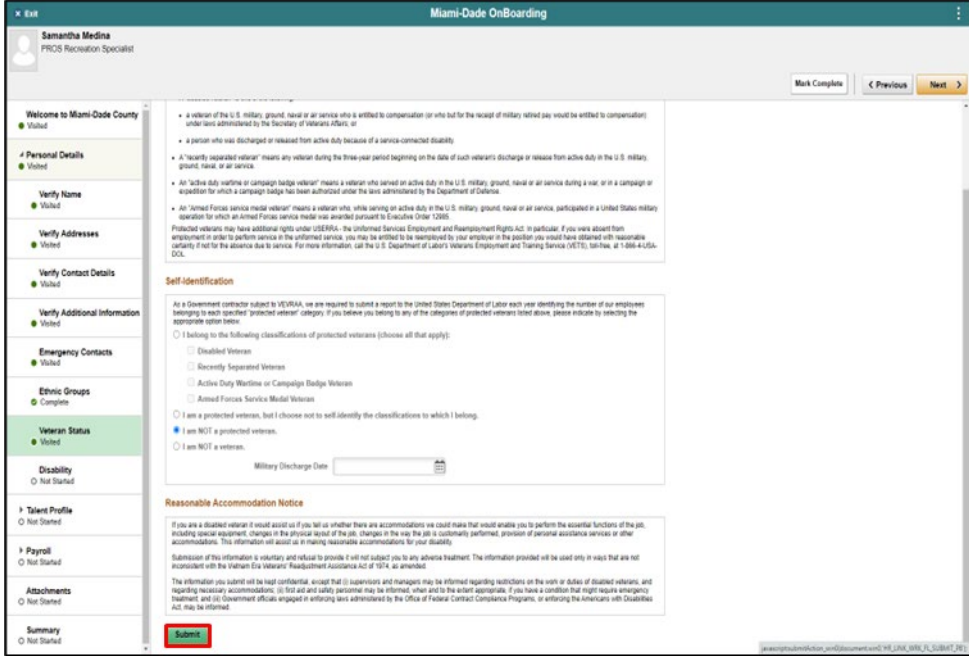
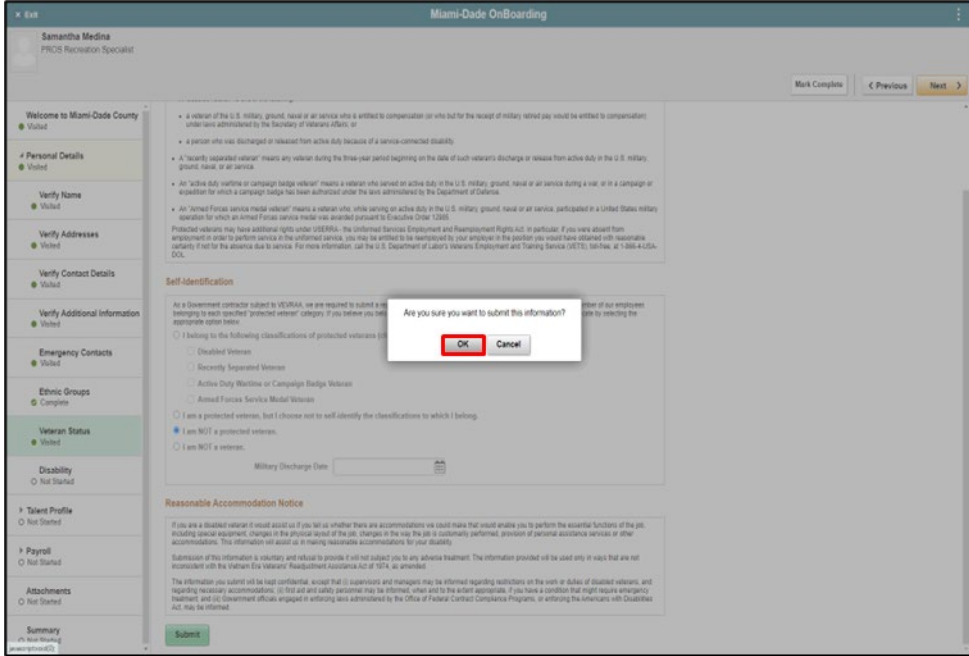
Step	Action
<p>17.</p>	<p>Select the Add Emergency Contact button.</p> 
<p>18.</p>	<p>Enter the Emergency Contact details.</p> <ul style="list-style-type: none"> - Contact Name - Relationship <p>Select the Add Address button.</p> 

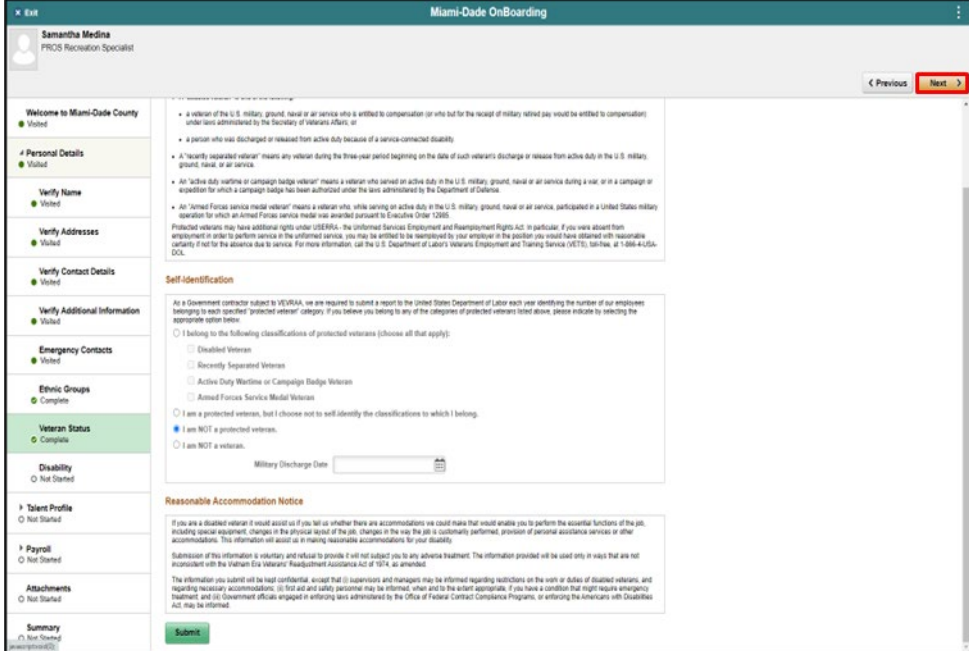
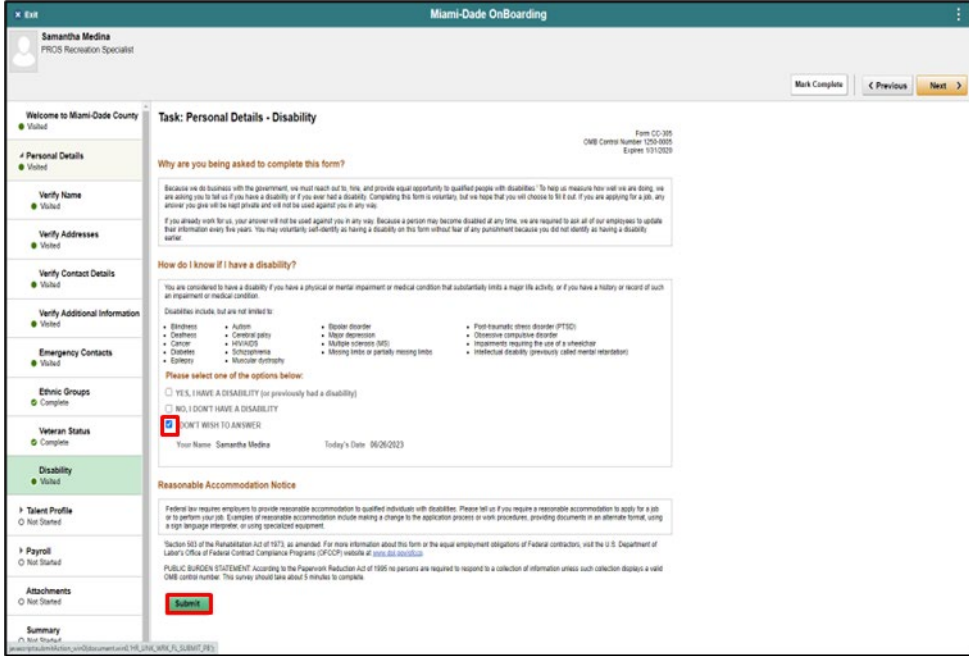
Step	Action
19.	<p>Select the Same as mine option or enter in the required Address details.</p> <ul style="list-style-type: none">- Address 1- City- State- Postal- Country <p>Select the Done button.</p> 

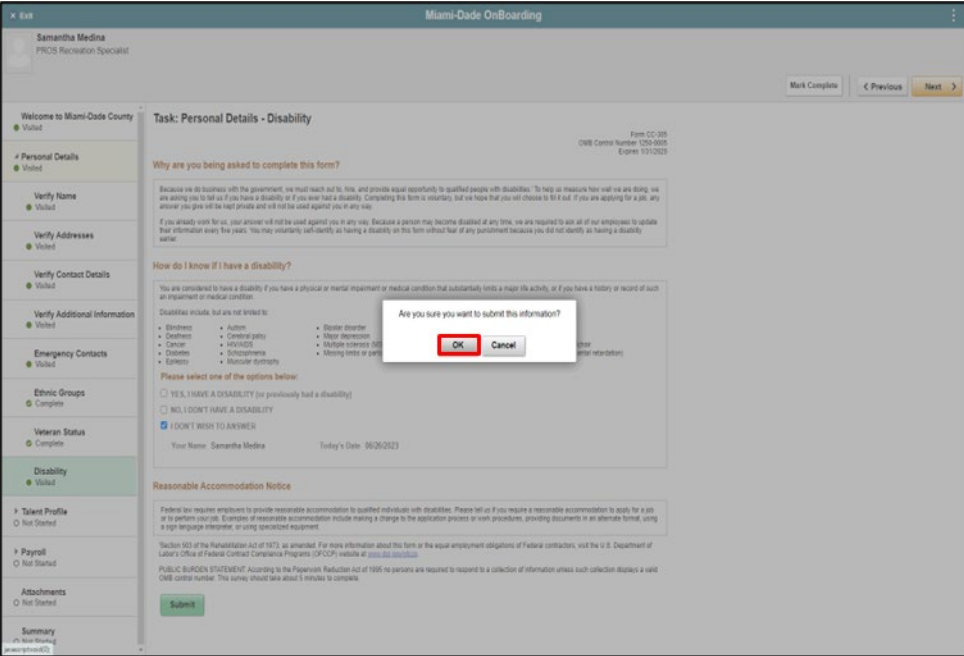
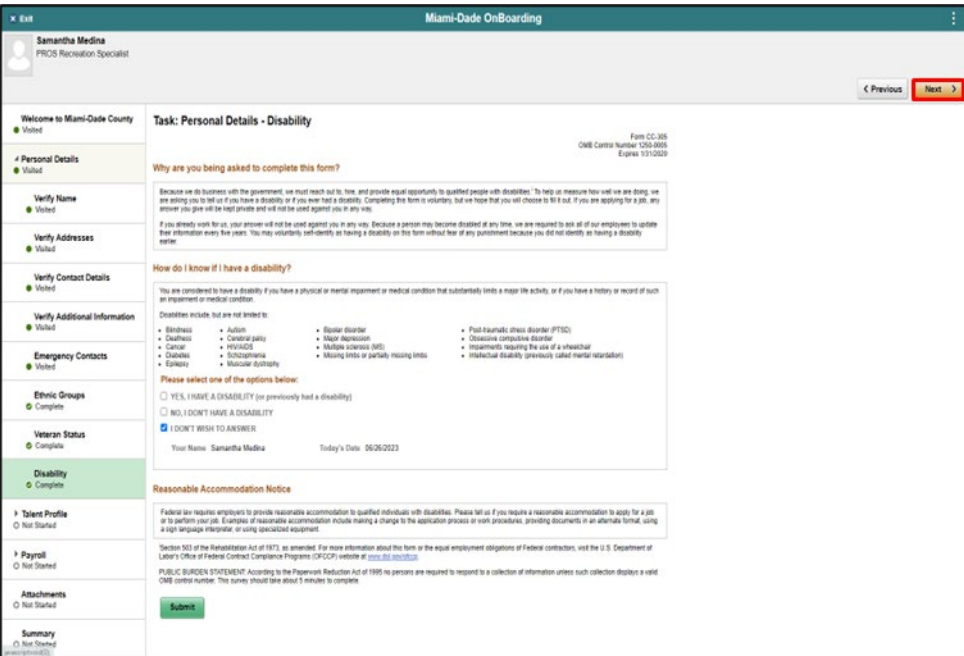
Step	Action
<p>20.</p>	<p>Select the Add Phone Number button.</p> 
<p>21.</p>	<p>Input the required Phone Number details.</p> <ul style="list-style-type: none"> - Type - Number <p>Select the Done button.</p> 

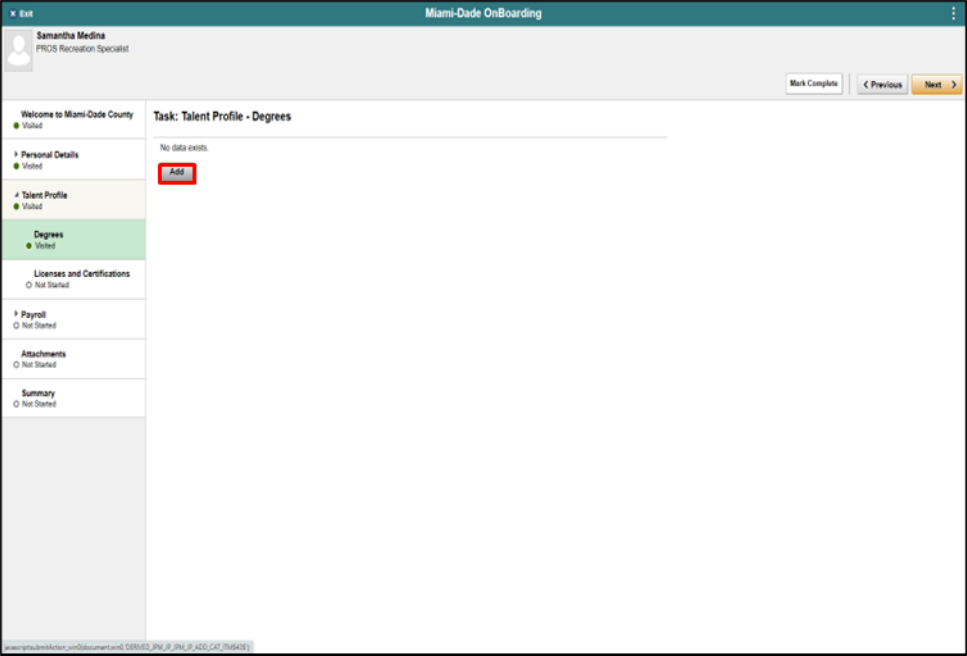
Step	Action
22.	<p>Select the Save button.</p>
23.	<p>Select the Next button.</p>

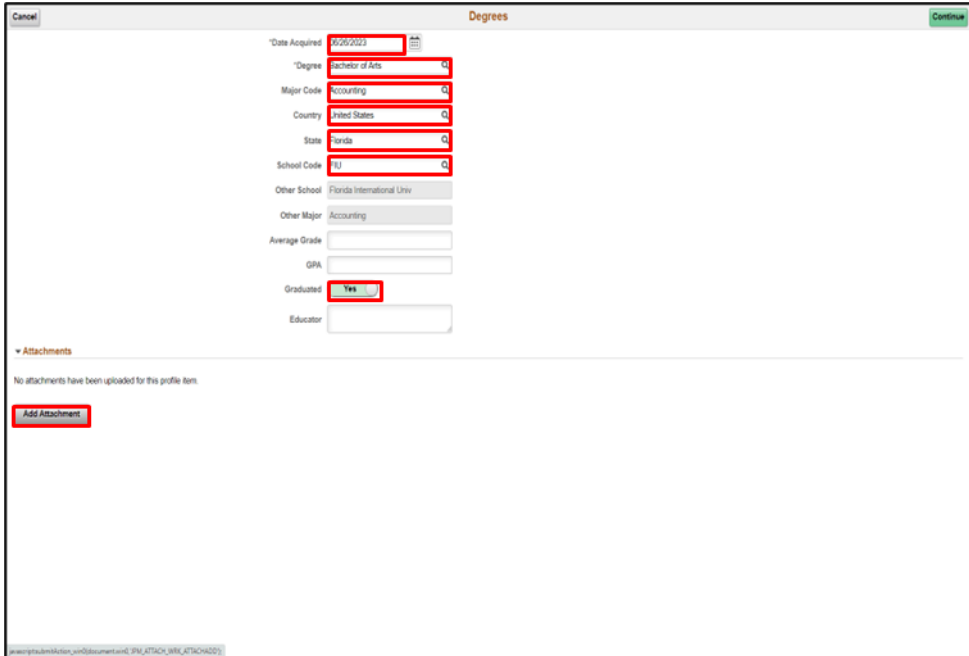
Step	Action
24.	<p>Update the Personal Details – Ethnic Groups as applicable. Select the Save button. Select the Next button.</p> 
25.	<p>Select the scrollbar.</p> 

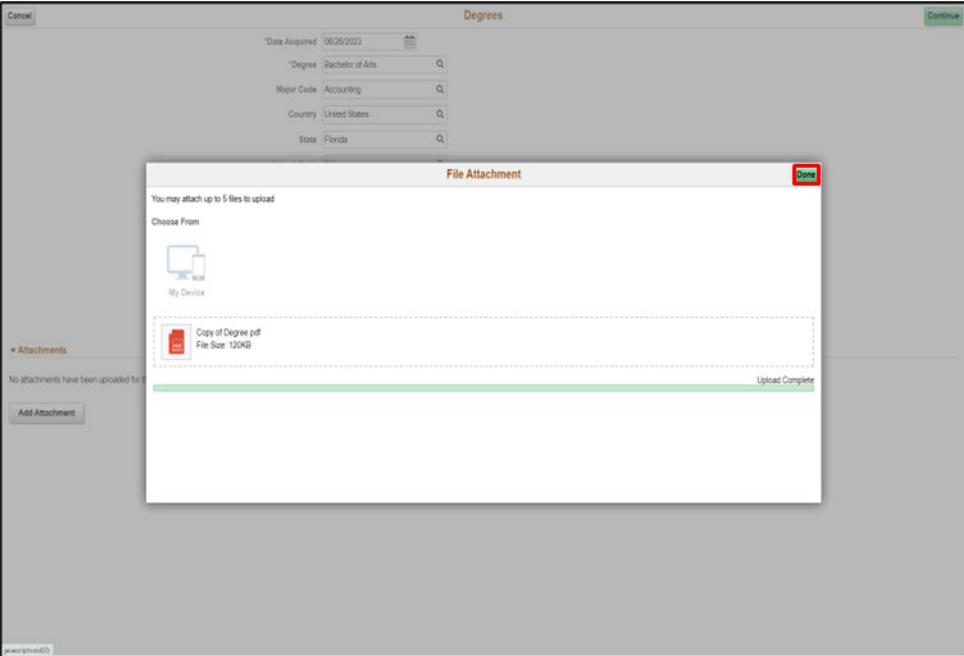
Step	Action
<p>26.</p>	<p>Update Self-Identification details, if applicable. Select the Submit button.</p>  <p>The screenshot shows the 'Miami-Dade OnBoarding' form for Samantha Medina, a PROS Recreation Specialist. The 'Veteran Status' section is active, showing options for 'I am a protected veteran, but I choose not to self-identify the classifications to which I belong' (selected), 'I am NOT a protected veteran', and 'I am NOT a veteran'. A 'Military Discharge Date' field is present. Below this is the 'Reasonable Accommodation Notice' section. At the bottom right of the form, the 'Submit' button is highlighted with a red box.</p>
<p>27.</p>	<p>Select the OK button.</p>  <p>The screenshot shows the same form as above, but with a confirmation dialog box overlaid in the center. The dialog box asks 'Are you sure you want to submit this information?' and has two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.</p>

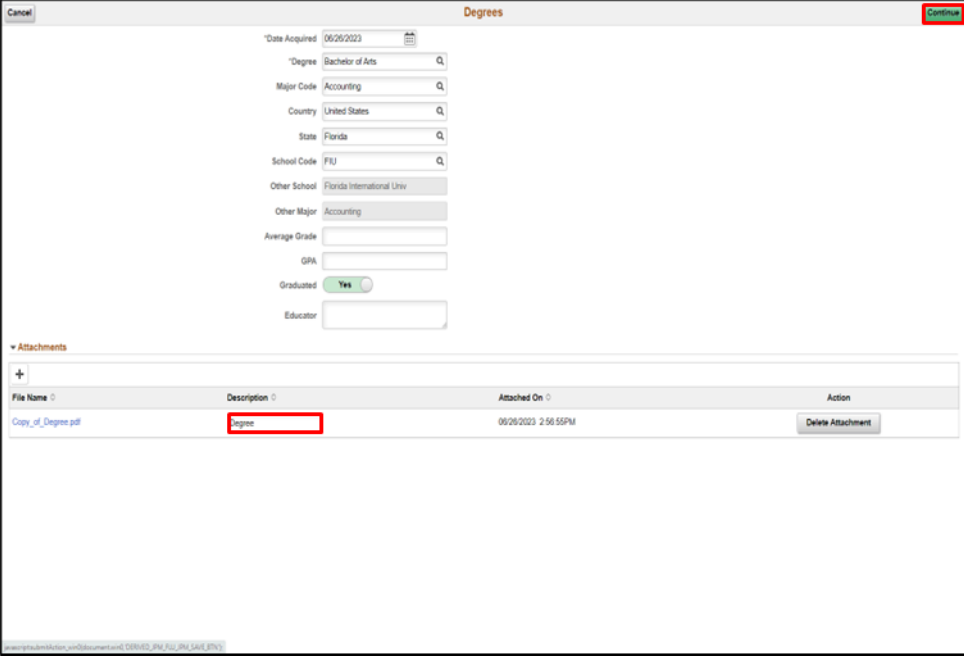
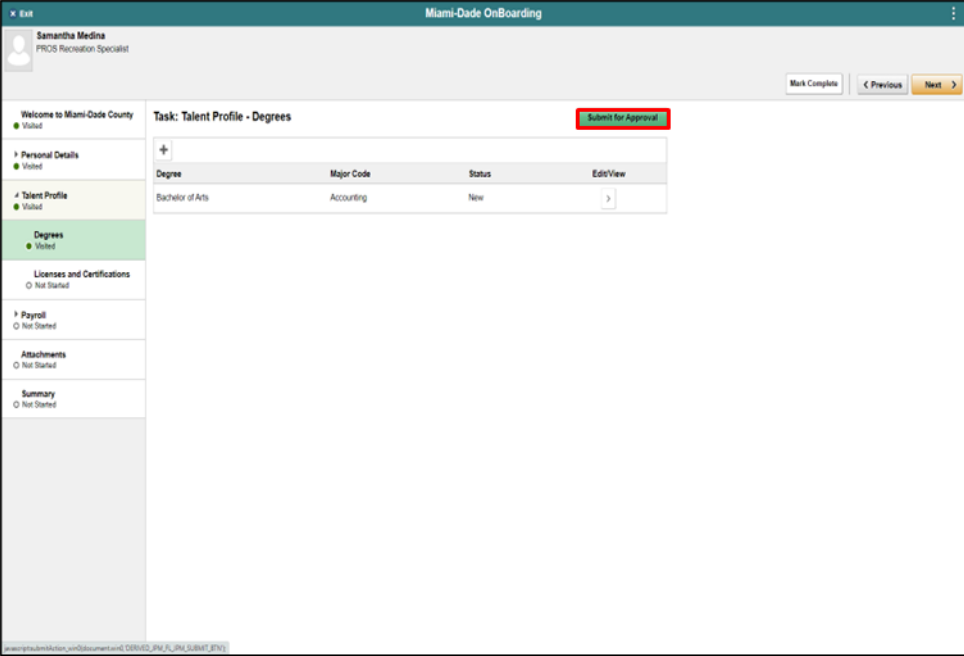
Step	Action
<p>28.</p>	<p>Select the Next button.</p> 
<p>29.</p>	<p>Select the applicable Personal Details – Disability option. Select the Submit button.</p> 

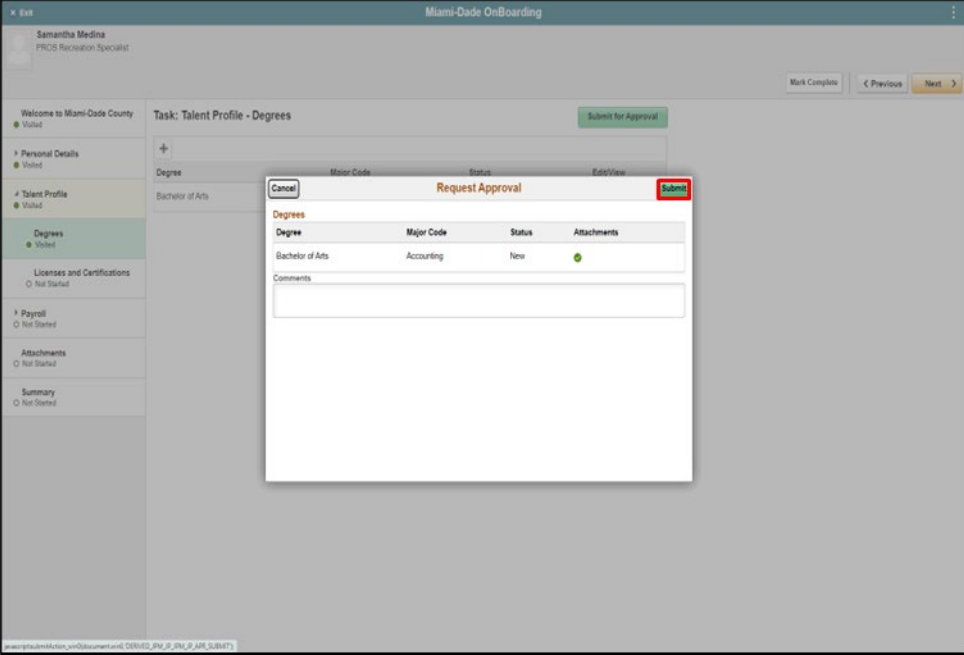
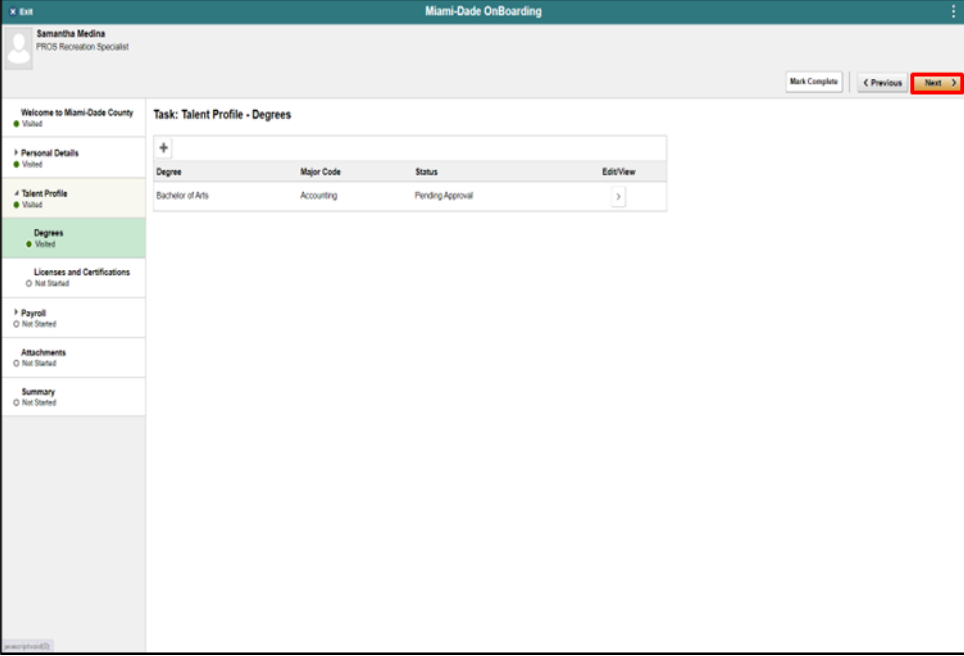
Step	Action
30.	<p>Select the OK button.</p> 
31.	<p>Select the Next button.</p> 

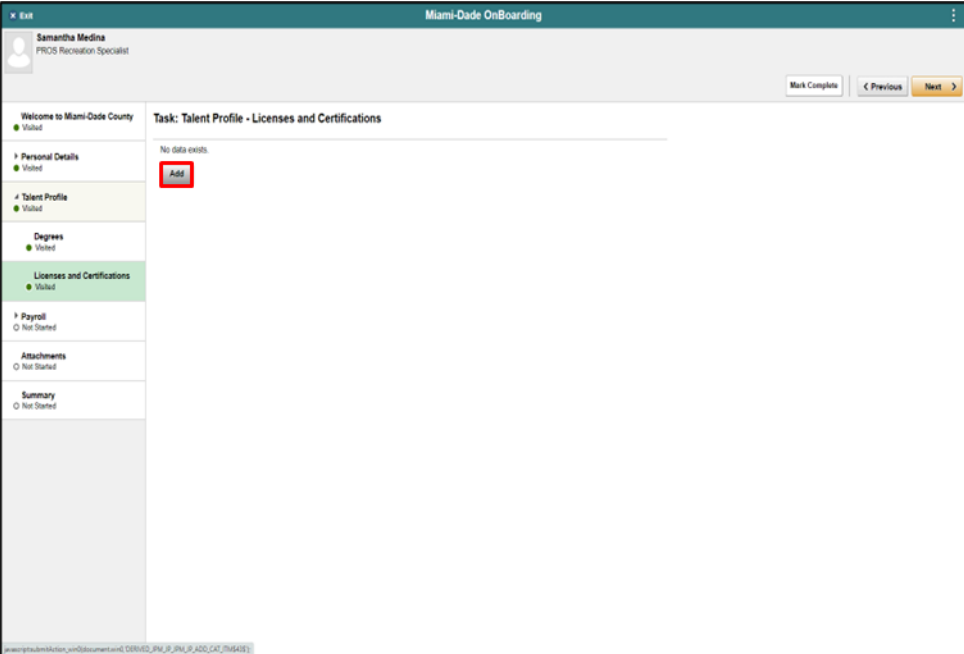
Step	Action
32.	<p>Select the Add button.</p>  <p>The screenshot shows a user interface for 'Miami-Dade OnBoarding'. The user is Samantha Medina, a PROS Recreation Specialist. The main task is 'Talent Profile - Degrees'. The 'Degrees' section is highlighted in green and shows 'No data exists.' Below this, a red box highlights an 'Add' button. The left sidebar contains navigation options: Personal Details, Talent Profile, Degrees, Licenses and Certifications, Payroll, Attachments, and Summary.</p>

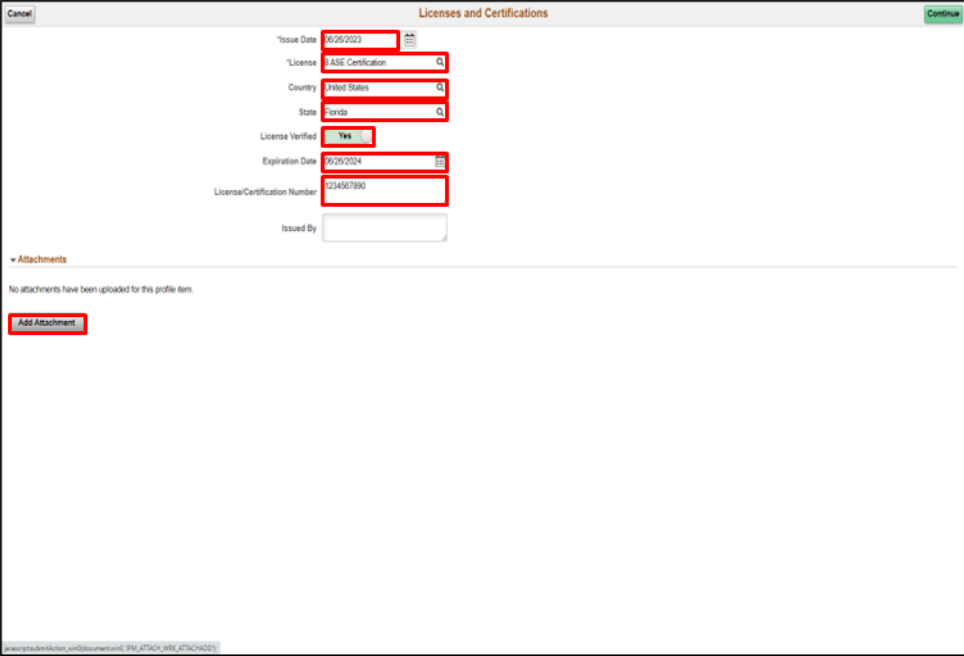
Step	Action
33.	<p>Input all required details.</p> <ul style="list-style-type: none"> - Degree - Major Code - Country - State - School Code - Graduated <p>Select the Add Attachment button.</p>  <p>The screenshot shows a 'Degrees' form with the following fields and values:</p> <ul style="list-style-type: none"> Date Acquired: 02/01/2023 Degree: Bachelor of Arts Major Code: Accounting Country: United States State: Florida School Code: 71 Other School: Florida International Univ Other Major: Accounting Average Grade: (empty) GPA: (empty) Graduated: Yes Educator: (empty) <p>Below the form, there is an 'Attachments' section with the text 'No attachments have been uploaded for this profile item.' and a red 'Add Attachment' button.</p>

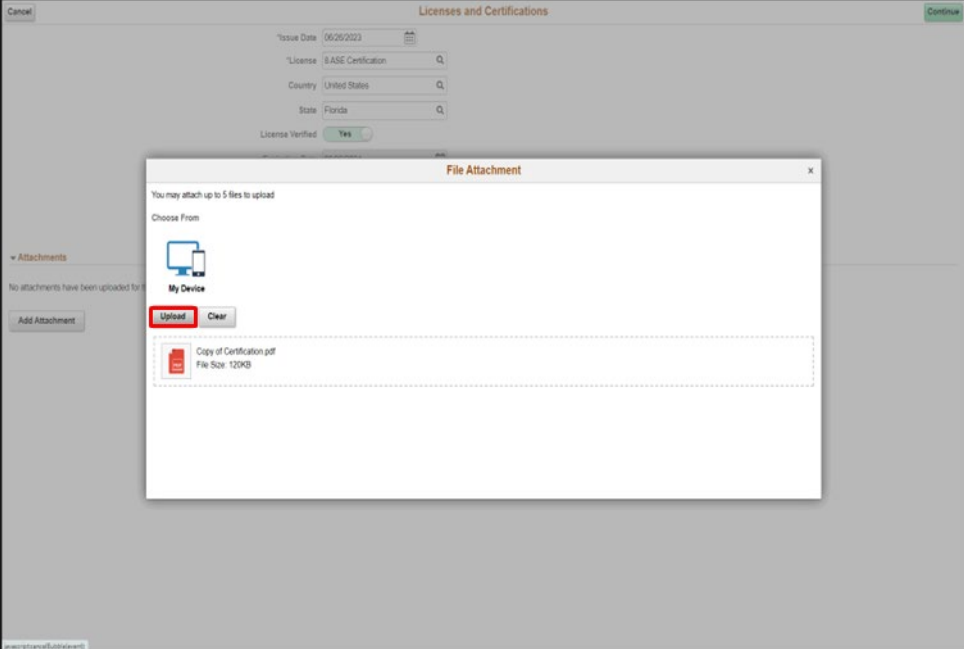
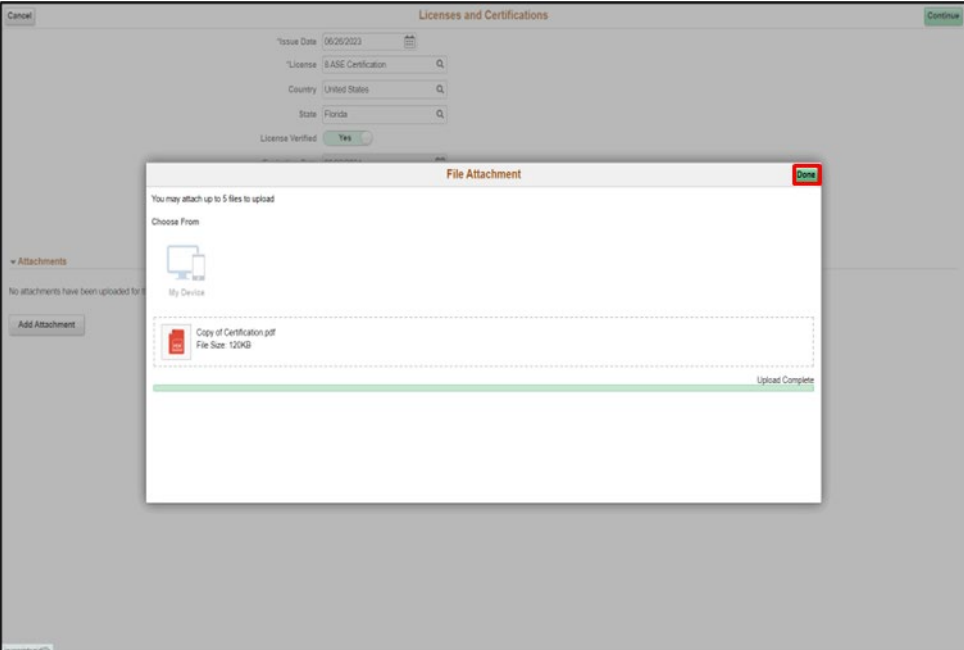
Step	Action
<p>34.</p>	<p>Select the My Device button. Select the applicable file. Select the Open button. Select the Upload button.</p> 
<p>35.</p>	<p>Select the Done button.</p> 

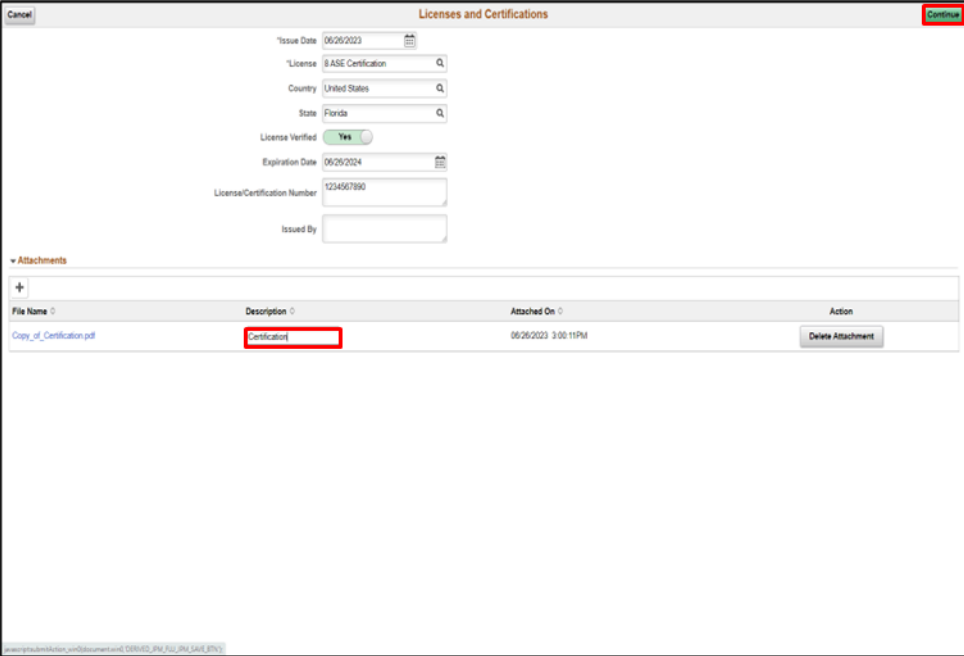
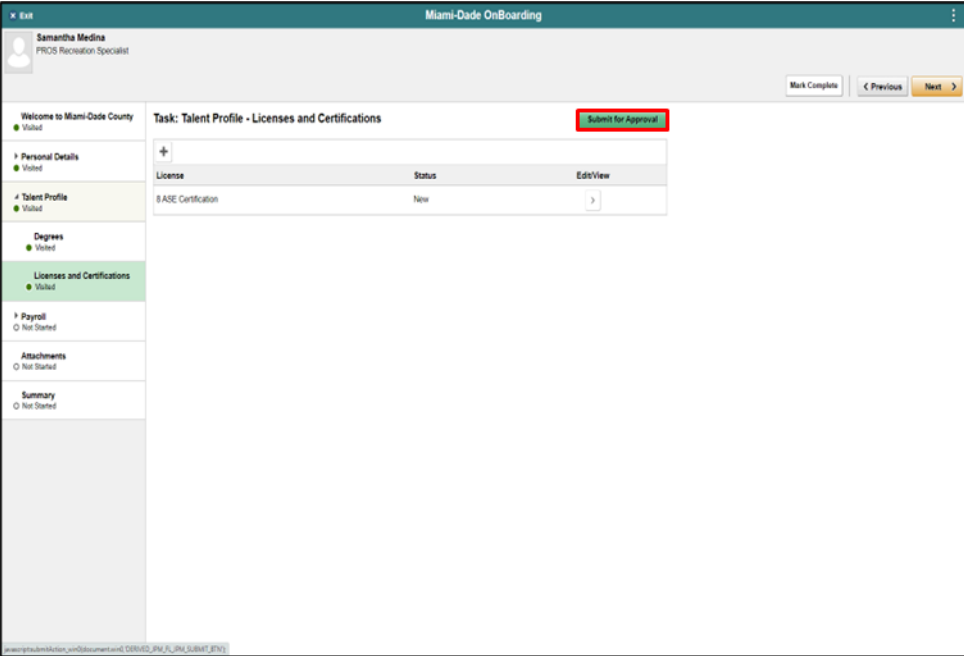
Step	Action
<p>36.</p>	<p>Enter the desired information into the Description field. Select the Continue button.</p> 
<p>37.</p>	<p>Select the Submit for Approval button.</p> 

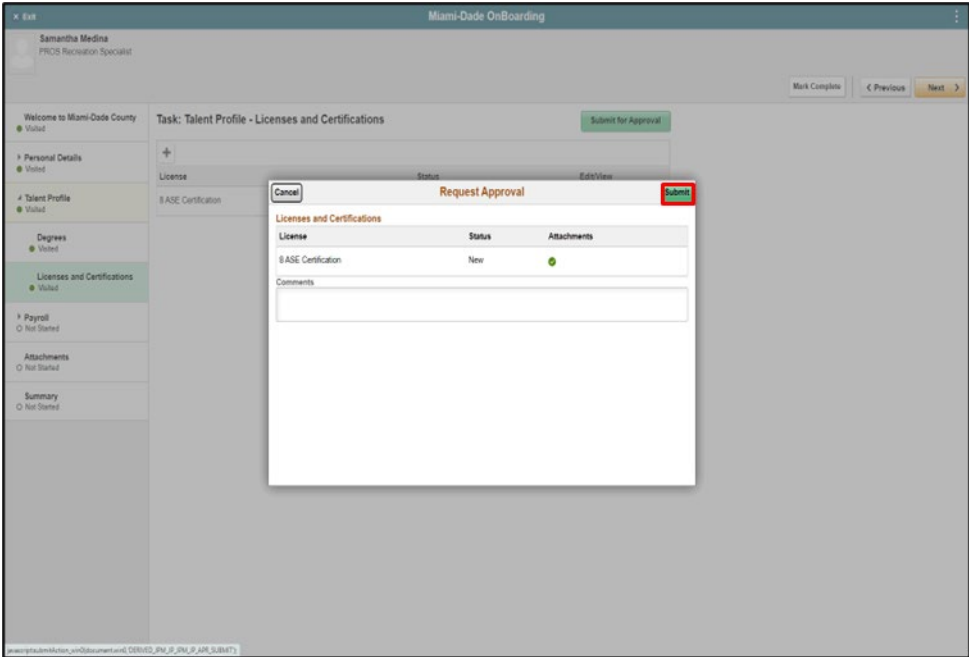
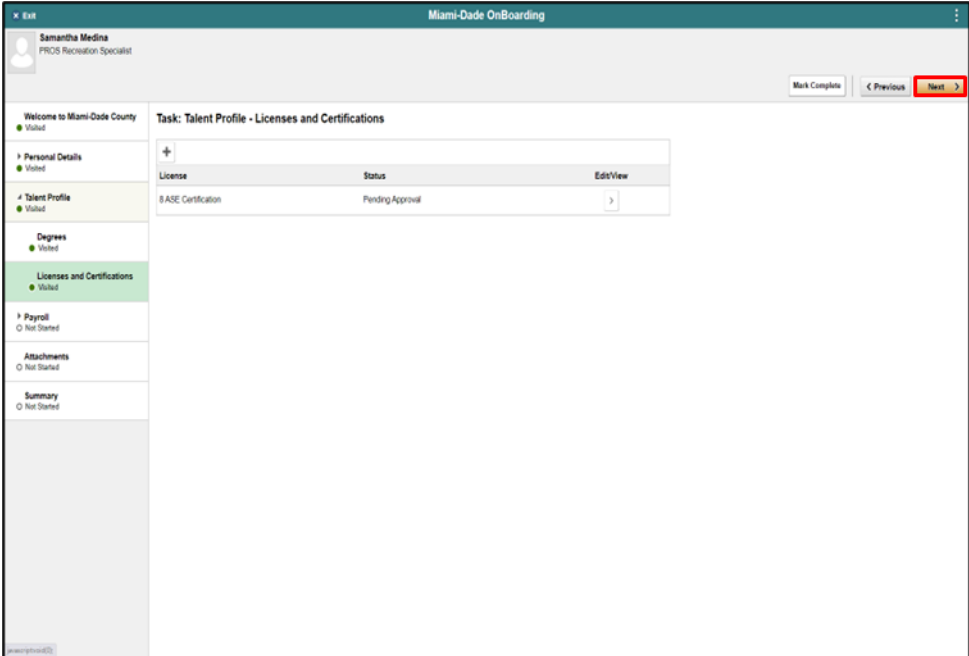
Step	Action
38.	<p>Select the Submit button.</p>  <p>Note: This request will route to the DPR for final review and approval.</p>
39.	<p>Select the Next button.</p> 

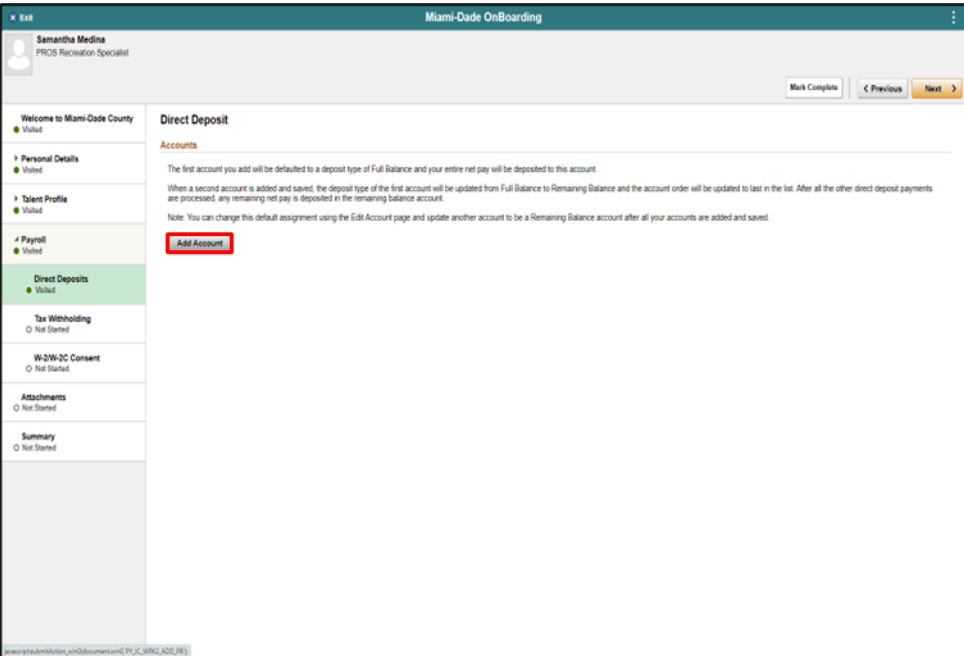
Step	Action
40.	<p>Select the Add button.</p>  <p>The screenshot shows a user interface for 'Miami-Dade OnBoarding'. The user is Samantha Medina, a PROS Recreation Specialist. The main task is 'Talent Profile - Licenses and Certifications'. The interface shows a sidebar with various sections: Personal Details, Talent Profile, Degrees, Licenses and Certifications (highlighted in green), Payroll, Attachments, and Summary. The 'Licenses and Certifications' section is currently empty, displaying 'No data exists.' and a red 'Add' button.</p>

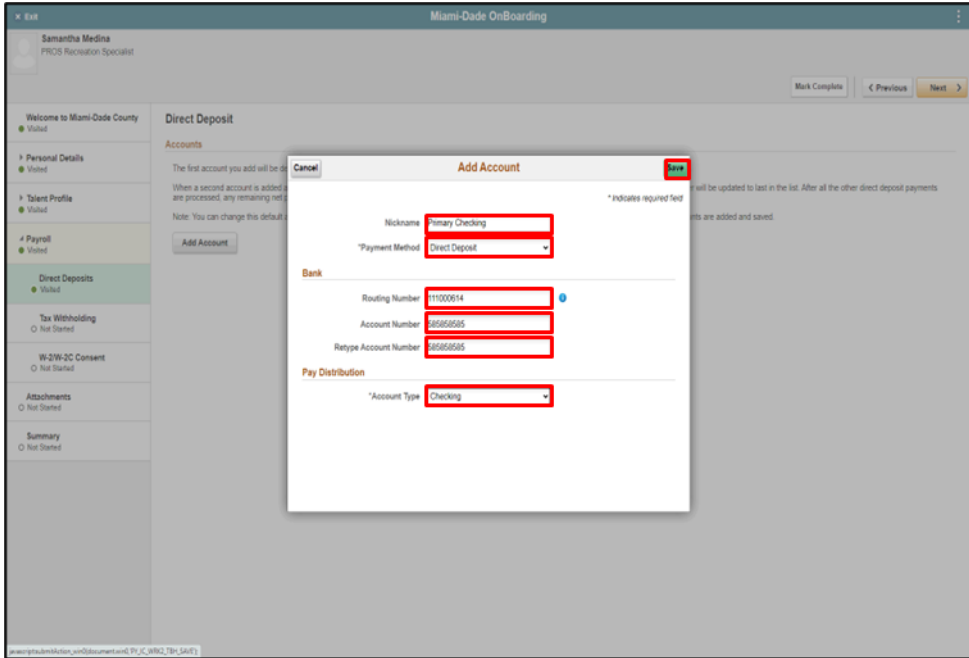
Step	Action
41.	<p>Input the required details.</p> <ul style="list-style-type: none">- Issue Date- License- Country- State- License Verified- Expiration Date- License/Certification Number <p>Select the Add Attachment button.</p>  <p>The screenshot shows a web form titled "Licenses and Certifications". It has a "Cancel" button on the top left and a "Continue" button on the top right. The form fields are: "Issue Date" (02/29/2023), "License" (EASE Certification), "Country" (United States), "State" (Florida), "License Verified" (Yes), "Expiration Date" (02/29/2024), and "License/Certification Number" (024667890). There is an "Issued By" field at the bottom. Below the form is an "Attachments" section with the text "No attachments have been uploaded for this profile item." and a red "Add Attachment" button.</p>

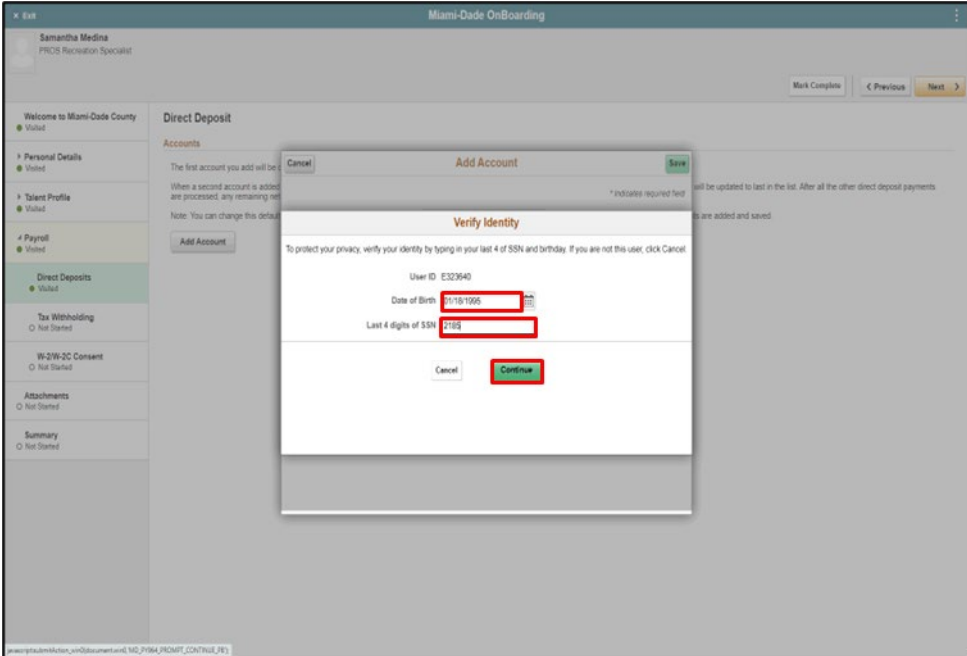
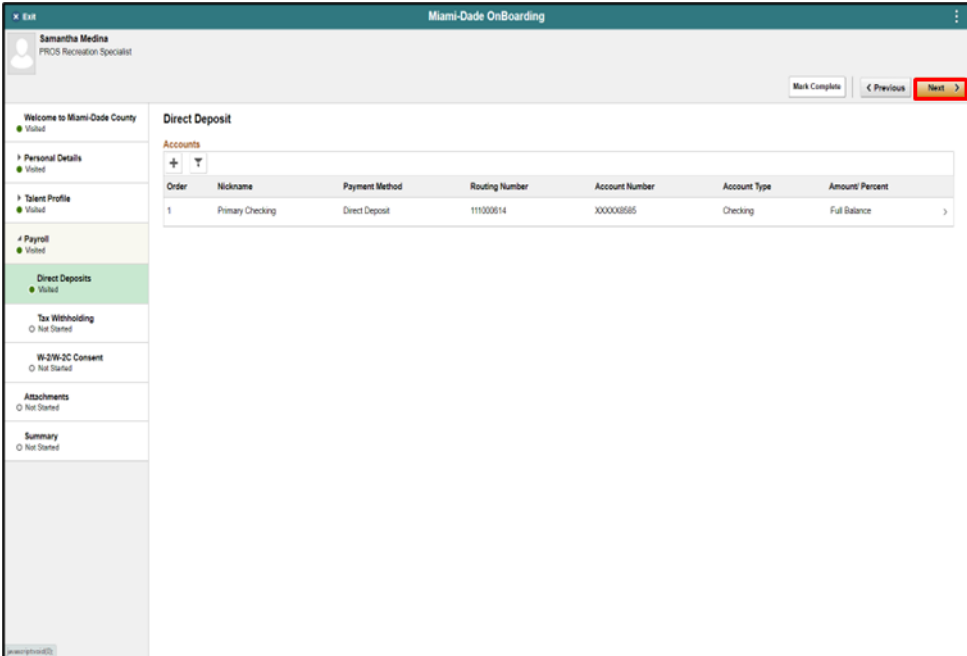
Step	Action
42.	<p>Select the My Device button.</p> <p>Select the applicable file.</p> <p>Select the Open button.</p> <p>Select the Upload button.</p> 
43.	<p>Select the Done button.</p> 

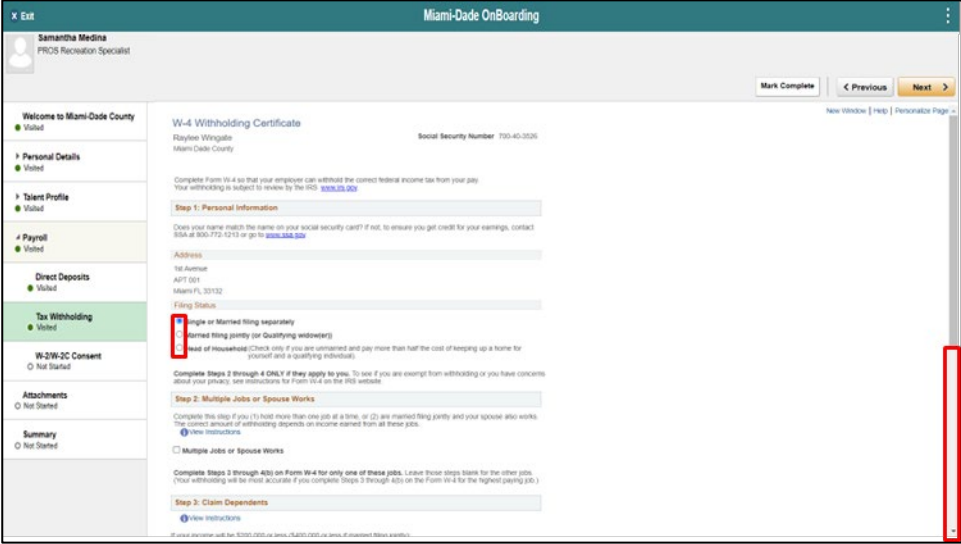
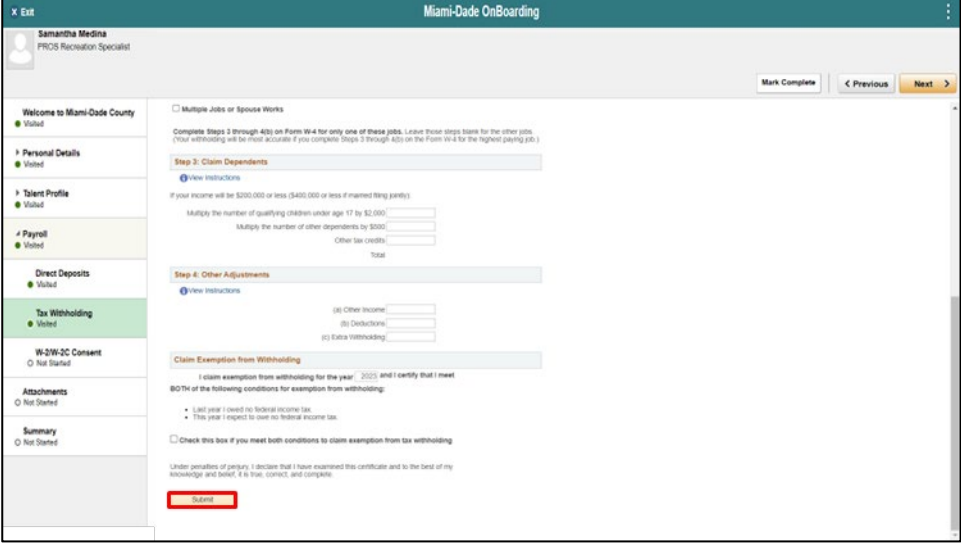
Step	Action
<p>44.</p>	<p>Enter the desired information into the Description field. Select the Continue button.</p> 
<p>45.</p>	<p>Select the Submit for Approval button.</p> 

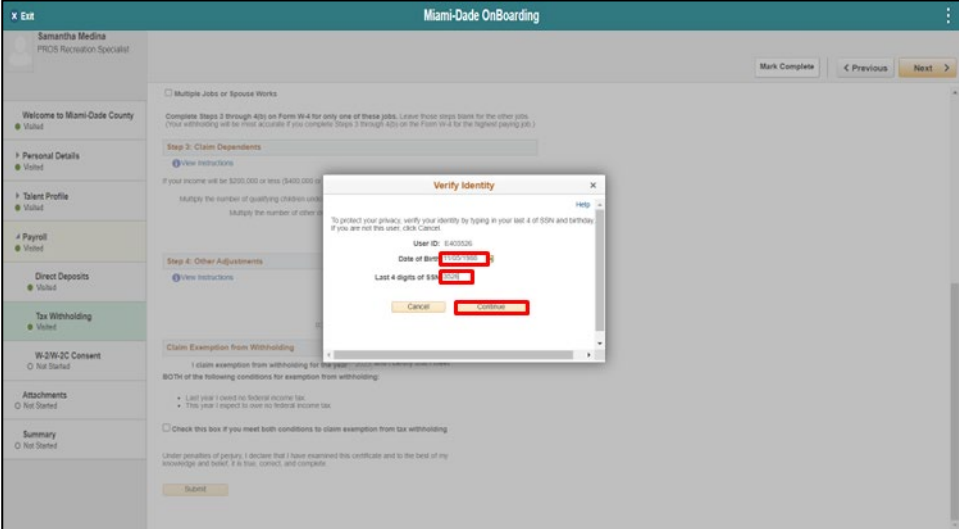
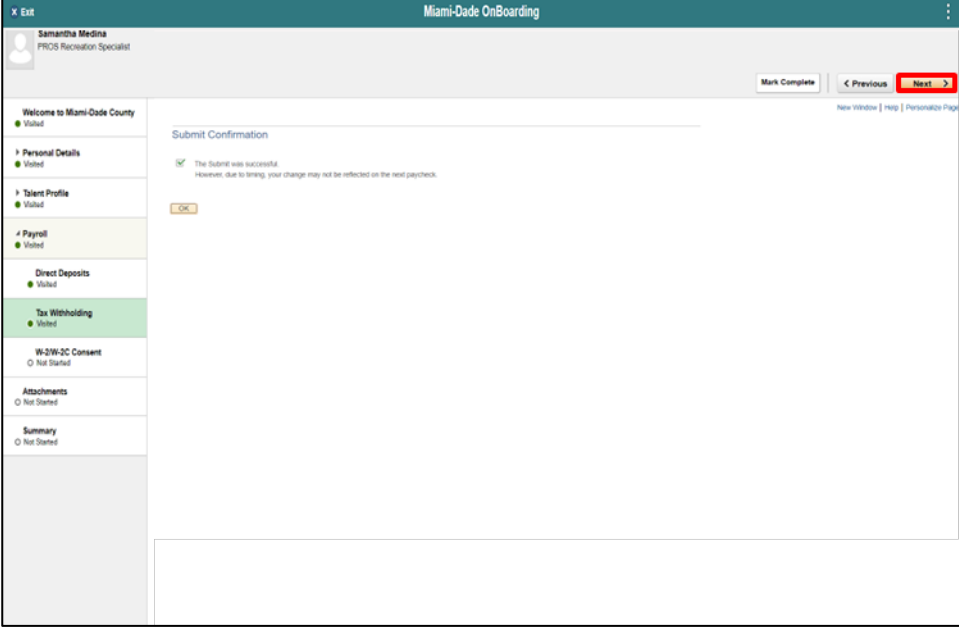
Step	Action
46.	<p>Select the Submit button.</p>  <p>Note: This request will route to the DPR for final review and approval.</p>
47.	<p>Select the Next button.</p> 

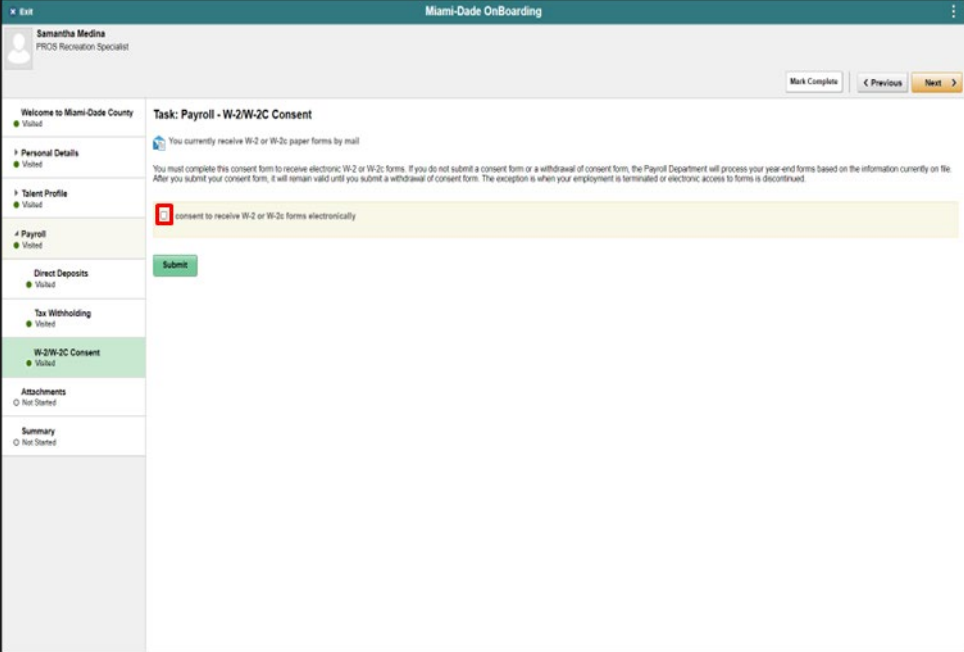
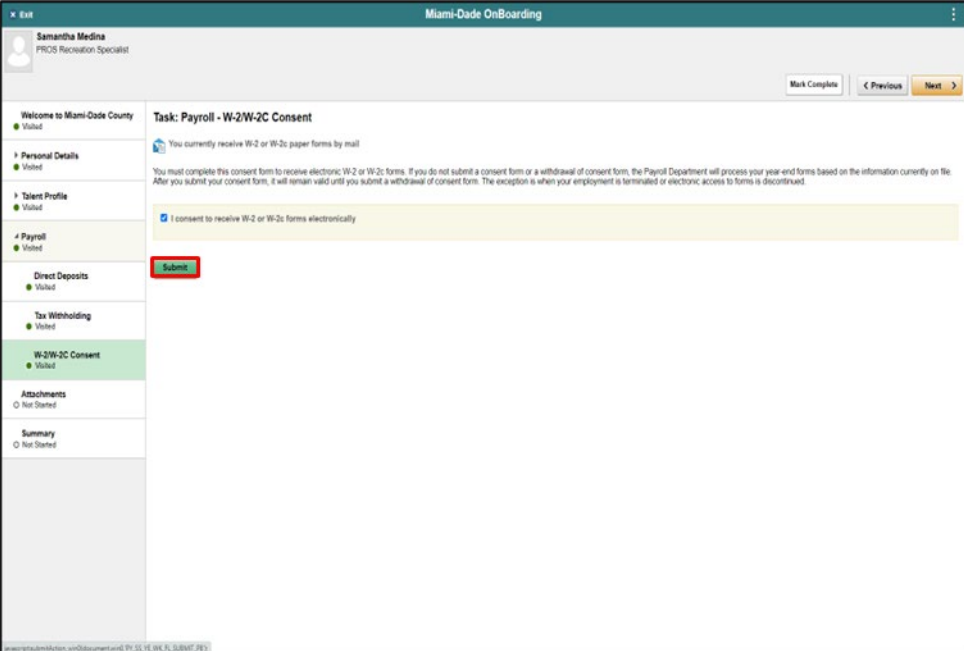
Step	Action
48.	<p>Select the Add Account button.</p> 

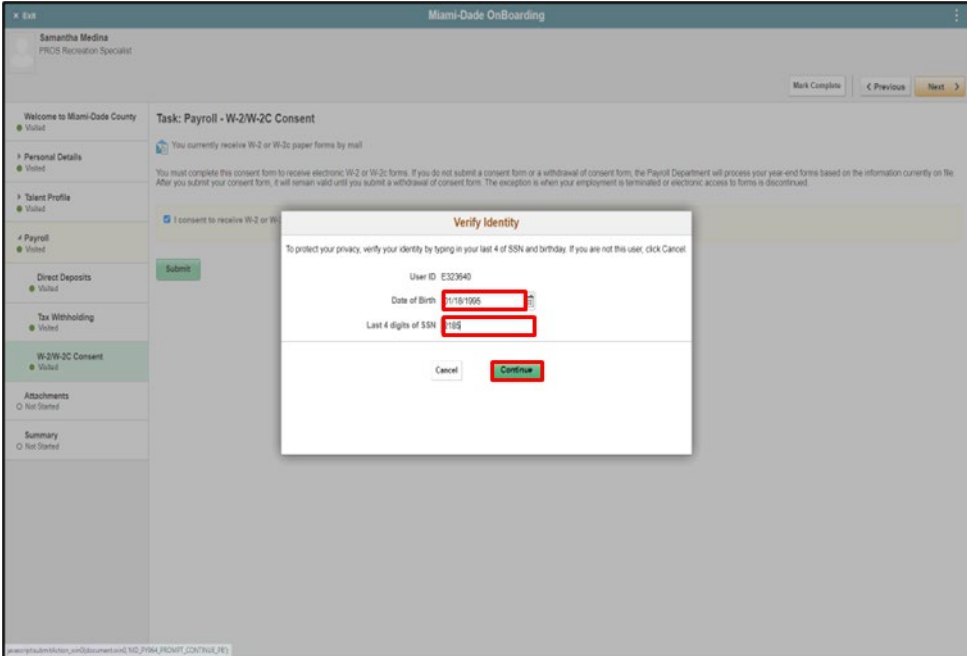
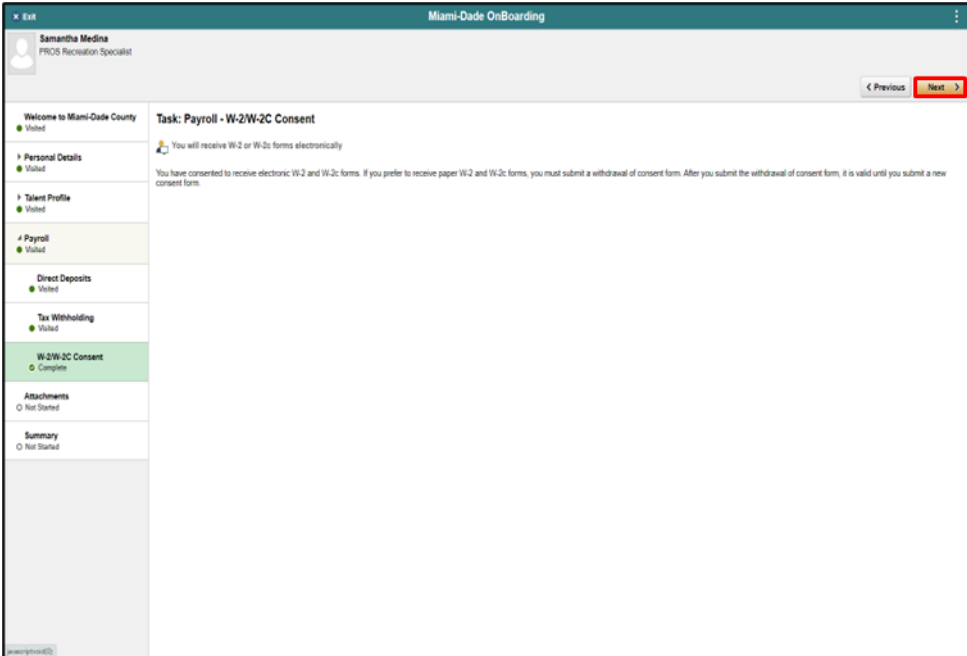
Step	Action
49.	<p>Input the required details.</p> <ul style="list-style-type: none"> - Nickname - Payment Method - Routing Number - Accounting Number - Retype Account Number - Account Type <p>Select the Save button.</p> 

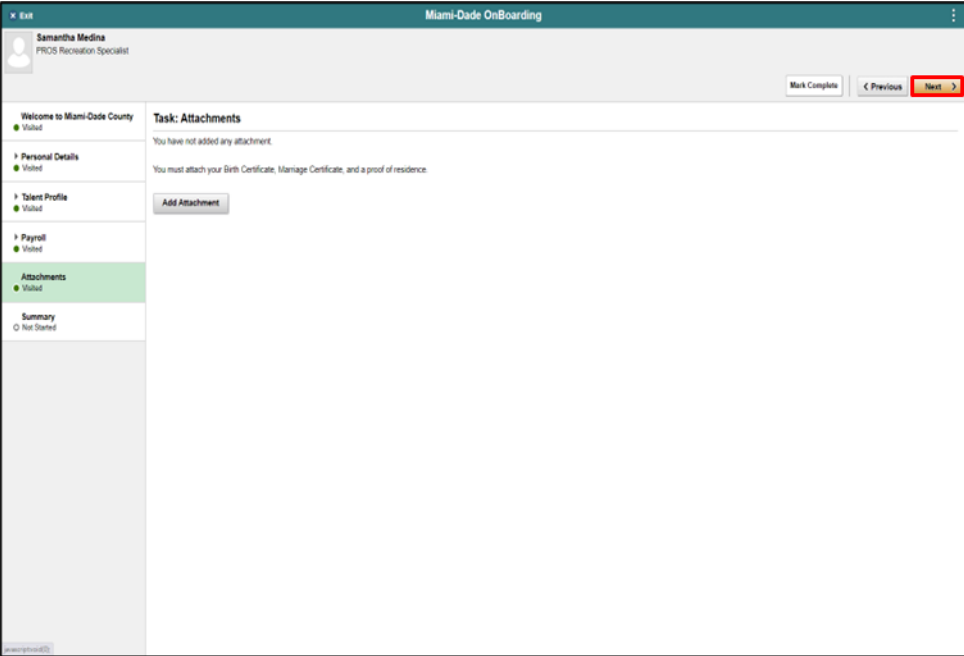
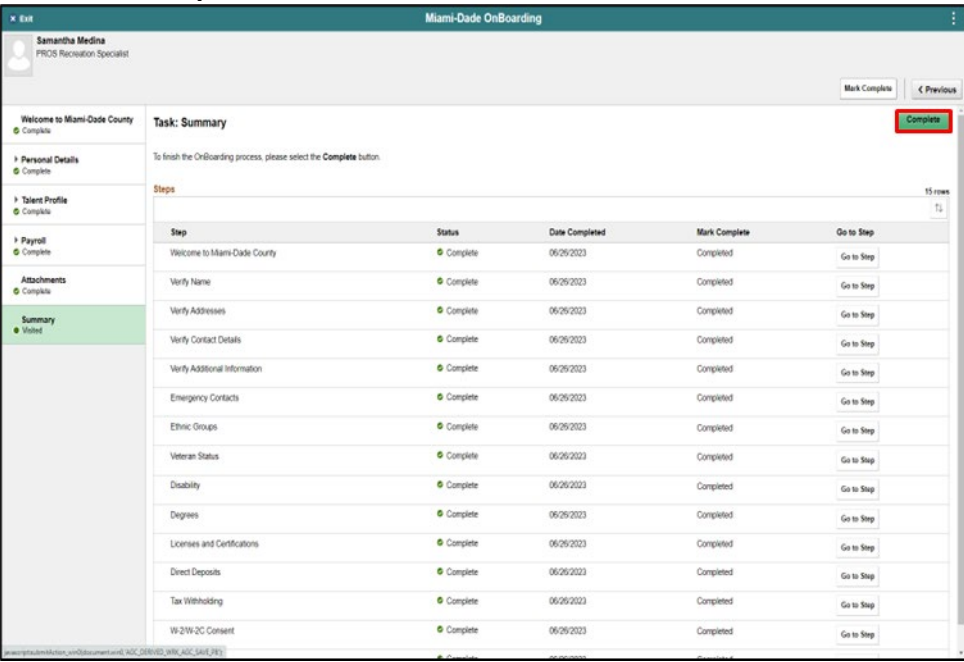
Step	Action
50.	<p>Enter in the Date of Birth details. Enter in the Last 4 digits of SSN details. Select the Continue button.</p> 
51.	<p>Select the Next button.</p> 

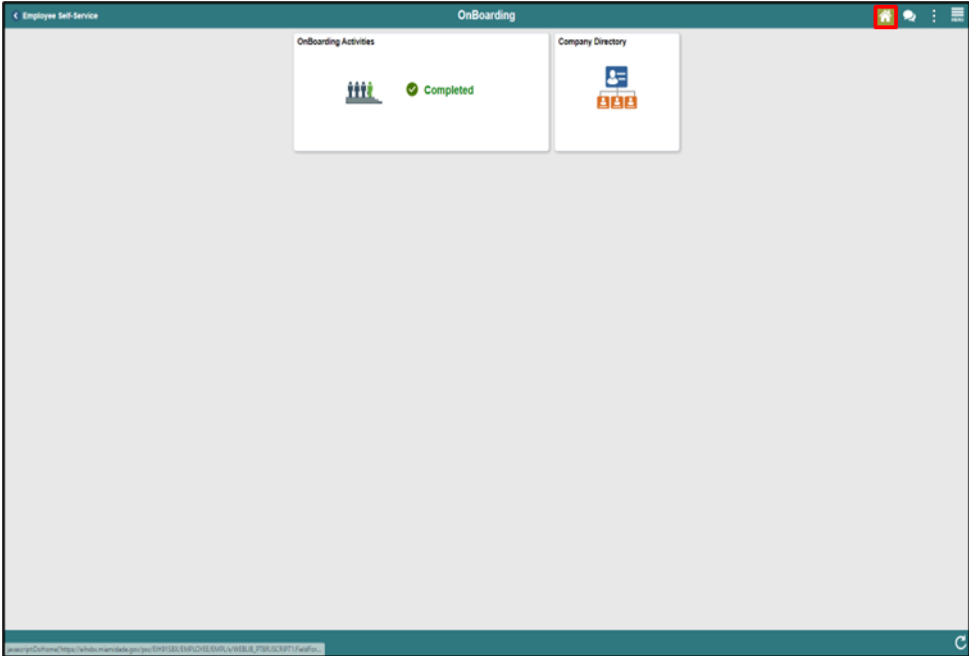
Step	Action
52.	<p>Select applicable details. Select the Scrollbar.</p> 
53.	<p>Input any applicable details. Select the Submit button.</p> 

Step	Action
54.	<p>Enter in the Date of Birth details. Enter in the Last 4 digits of SSN details. Select the Continue button.</p> 
55.	<p>Select the Next button.</p> 

Step	Action
56.	<p>Optional: Select the I consent to receive W-2 or W-2c forms electronically option.</p> 
57.	<p>Select the Submit button.</p> 

Step	Action
58.	<p>Enter in the Date of Birth details.</p> <p>Enter in the Last 4 digits of SSN details.</p> <p>Select the Continue button.</p> 
59.	<p>Select the Next button.</p> 

Step	Action																																																																											
60.	<p>Select the Next button.</p>  <p>The screenshot shows the 'Miami-Dade OnBoarding' interface for Samantha Medina, a PROS Recreation Specialist. The left sidebar lists various sections: Welcome to Miami-Dade County (Visited), Personal Details (Visited), Talent Profile (Visited), Payroll (Visited), Attachments (Visited), and Summary (Not Started). The main content area is titled 'Task: Attachments' and contains the text: 'You have not added any attachment. You must attach your Birth Certificate, Marriage Certificate, and a proof of residence.' Below this text is an 'Add Attachment' button. In the top right corner, there are three buttons: 'Mark Complete', '< Previous', and 'Next >', with the 'Next >' button highlighted in red.</p>																																																																											
61.	<p>Select the Complete button.</p>  <p>The screenshot shows the 'Miami-Dade OnBoarding' interface for Samantha Medina. The left sidebar now shows 'Summary' as 'Visited'. The main content area is titled 'Task: Summary' and contains the text: 'To finish the OnBoarding process, please select the Complete button.' Below this text is a 'Steps' table with 15 rows. The 'Complete' button in the top right corner is highlighted in red.</p> <table border="1" data-bbox="516 1268 1321 1688"> <thead> <tr> <th>Step</th> <th>Status</th> <th>Date Completed</th> <th>Mark Complete</th> <th>Go to Step</th> </tr> </thead> <tbody> <tr> <td>Welcome to Miami-Dade County</td> <td>Complete</td> <td>06/29/2023</td> <td>Completed</td> <td>Go to Step</td> </tr> <tr> <td>Verify Name</td> <td>Complete</td> <td>06/29/2023</td> <td>Completed</td> <td>Go to Step</td> </tr> <tr> <td>Verify Addresses</td> <td>Complete</td> <td>06/29/2023</td> <td>Completed</td> <td>Go to Step</td> </tr> <tr> <td>Verify Contact Details</td> <td>Complete</td> <td>06/29/2023</td> <td>Completed</td> <td>Go to Step</td> </tr> <tr> <td>Verify Additional Information</td> <td>Complete</td> <td>06/29/2023</td> <td>Completed</td> <td>Go to Step</td> </tr> <tr> <td>Emergency Contacts</td> <td>Complete</td> <td>06/29/2023</td> <td>Completed</td> <td>Go to Step</td> </tr> <tr> <td>Ethnic Groups</td> <td>Complete</td> <td>06/29/2023</td> <td>Completed</td> <td>Go to Step</td> </tr> <tr> <td>Veteran Status</td> <td>Complete</td> <td>06/29/2023</td> <td>Completed</td> <td>Go to Step</td> </tr> <tr> <td>Disability</td> <td>Complete</td> <td>06/29/2023</td> <td>Completed</td> <td>Go to Step</td> </tr> <tr> <td>Degrees</td> <td>Complete</td> <td>06/29/2023</td> <td>Completed</td> <td>Go to Step</td> </tr> <tr> <td>Licenses and Certifications</td> <td>Complete</td> <td>06/29/2023</td> <td>Completed</td> <td>Go to Step</td> </tr> <tr> <td>Direct Deposits</td> <td>Complete</td> <td>06/29/2023</td> <td>Completed</td> <td>Go to Step</td> </tr> <tr> <td>Tax Withholding</td> <td>Complete</td> <td>06/29/2023</td> <td>Completed</td> <td>Go to Step</td> </tr> <tr> <td>W-2/W-2C Consent</td> <td>Complete</td> <td>06/29/2023</td> <td>Completed</td> <td>Go to Step</td> </tr> </tbody> </table>	Step	Status	Date Completed	Mark Complete	Go to Step	Welcome to Miami-Dade County	Complete	06/29/2023	Completed	Go to Step	Verify Name	Complete	06/29/2023	Completed	Go to Step	Verify Addresses	Complete	06/29/2023	Completed	Go to Step	Verify Contact Details	Complete	06/29/2023	Completed	Go to Step	Verify Additional Information	Complete	06/29/2023	Completed	Go to Step	Emergency Contacts	Complete	06/29/2023	Completed	Go to Step	Ethnic Groups	Complete	06/29/2023	Completed	Go to Step	Veteran Status	Complete	06/29/2023	Completed	Go to Step	Disability	Complete	06/29/2023	Completed	Go to Step	Degrees	Complete	06/29/2023	Completed	Go to Step	Licenses and Certifications	Complete	06/29/2023	Completed	Go to Step	Direct Deposits	Complete	06/29/2023	Completed	Go to Step	Tax Withholding	Complete	06/29/2023	Completed	Go to Step	W-2/W-2C Consent	Complete	06/29/2023	Completed	Go to Step
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Step	Action
62.	<p>Select the Home button.</p>  <p>The screenshot shows a web interface titled 'OnBoarding' with a teal header. Below the header, there are two main sections: 'OnBoarding Activities' which displays a green checkmark and the word 'Completed', and 'Company Directory' which has a blue icon with three people. A 'Home' button is visible in the top right corner of the interface.</p>
<p>The OnBoarding Activities are now Completed. Any attachments submitted during the OnBoarding Activity have routed to the DPR for review and approval.</p>	