



Miami-Dade County

ESS OnBoarding Event Job Aid

Version 1.0

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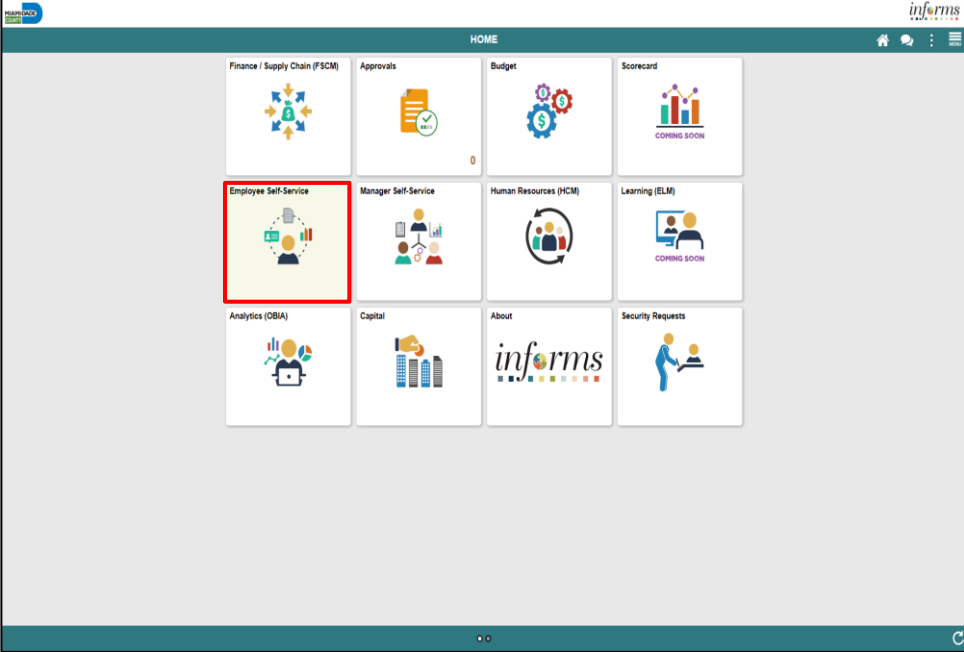
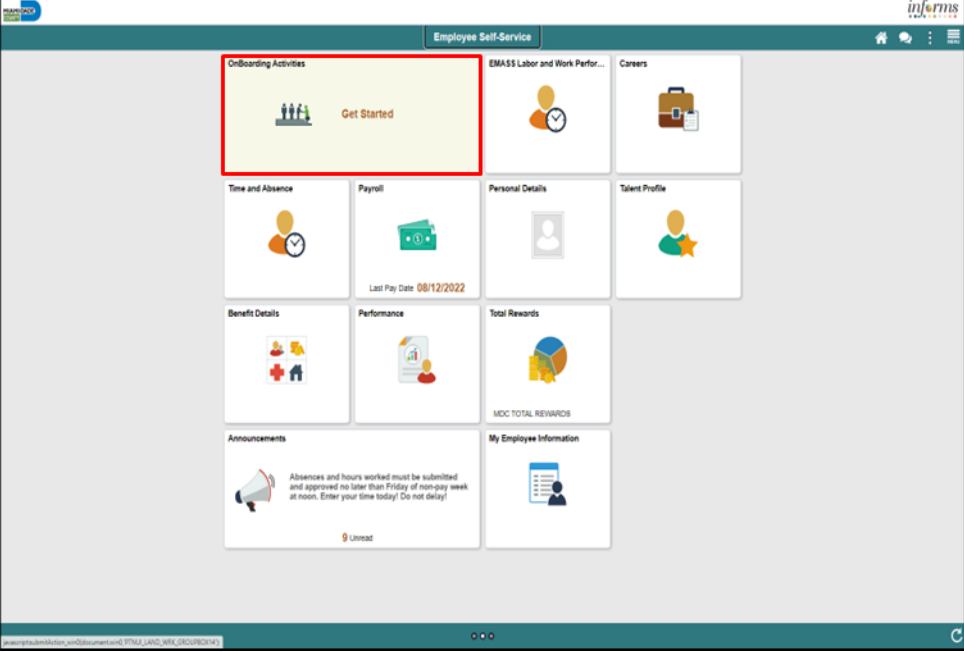
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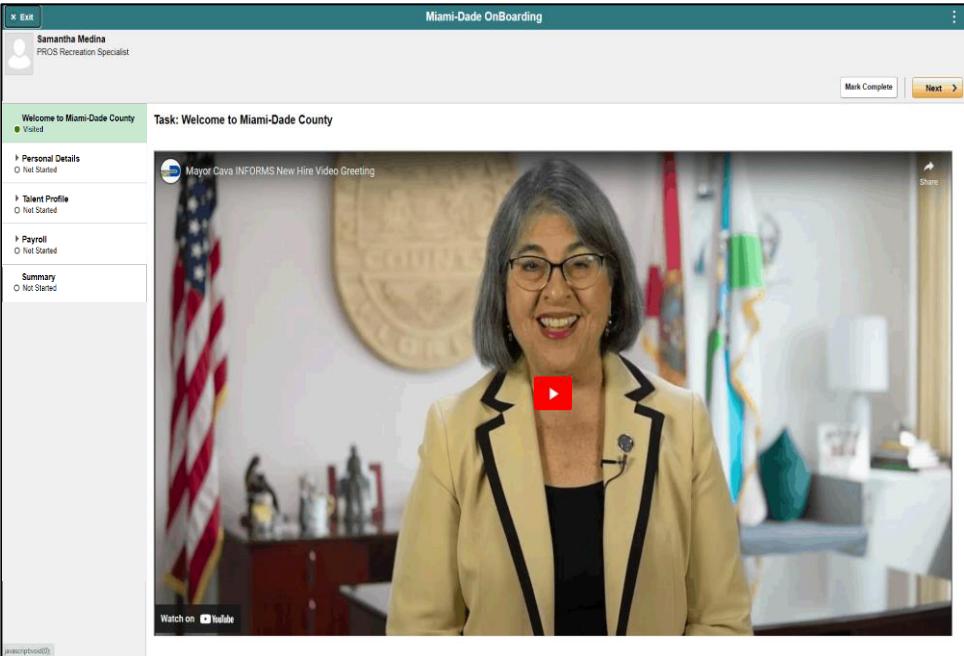
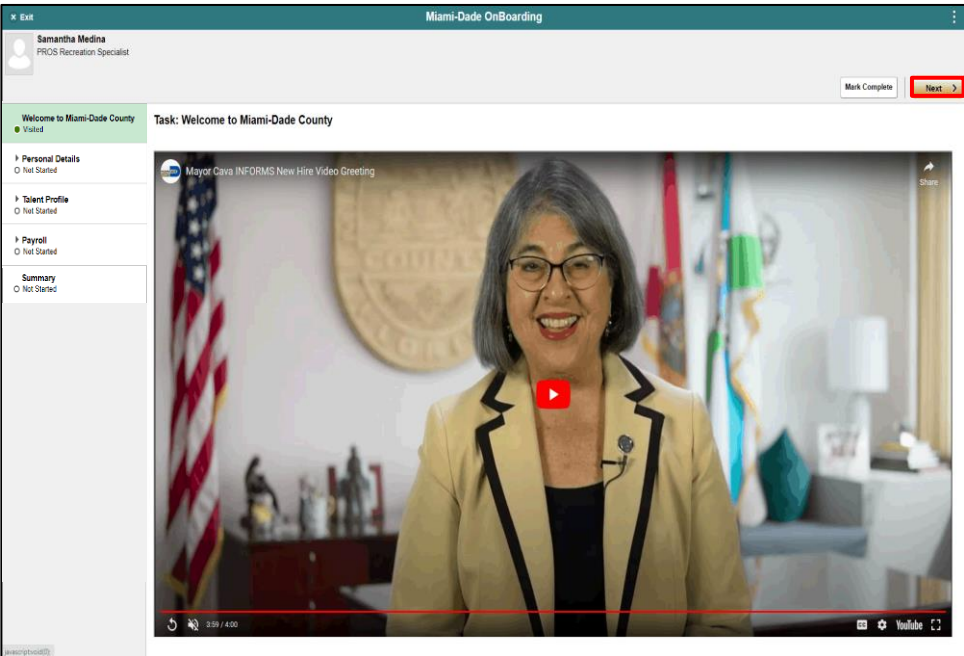
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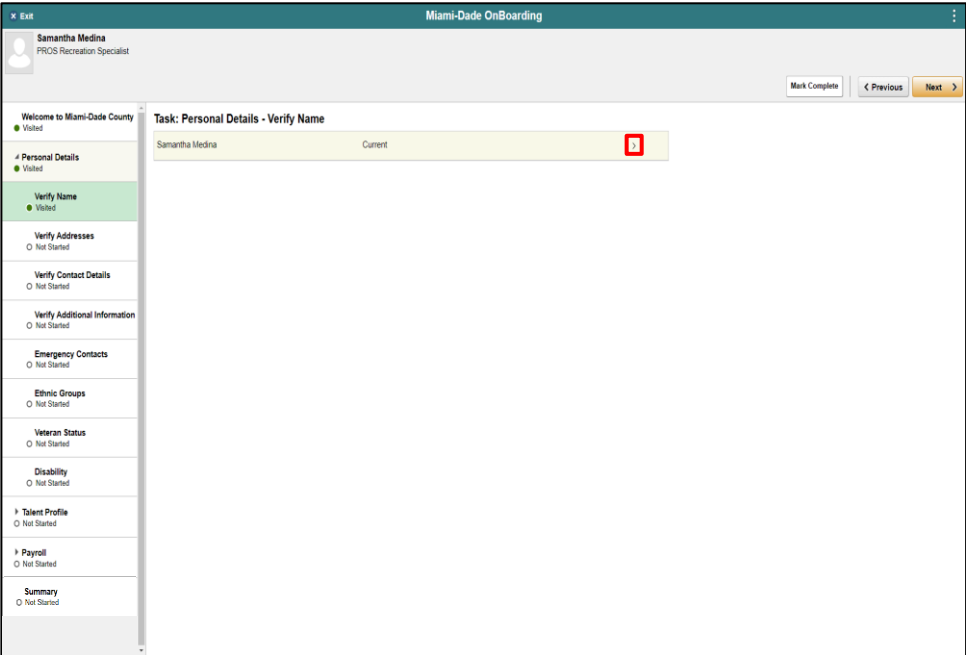
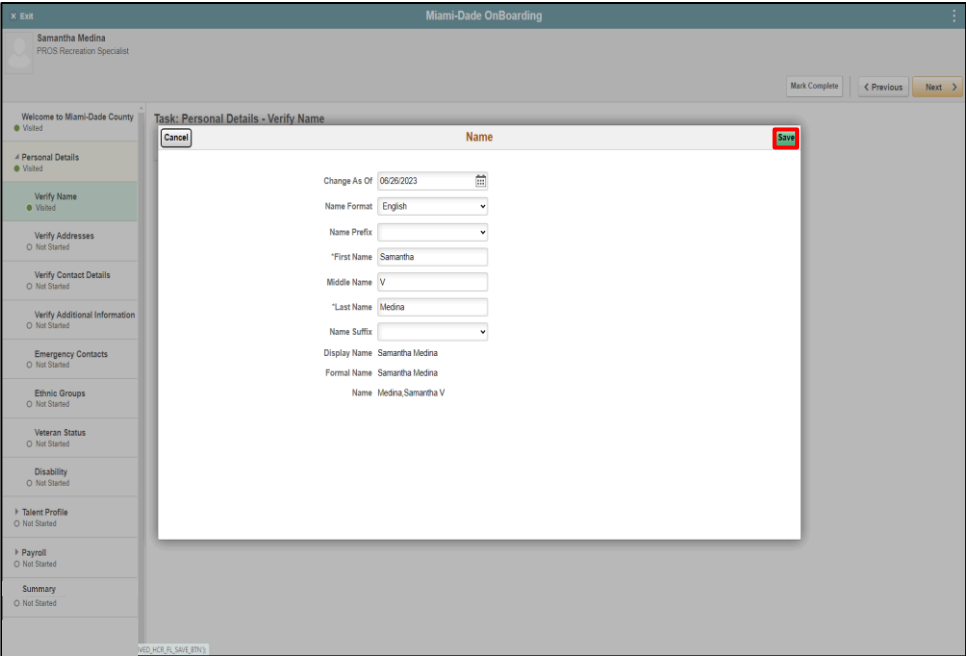
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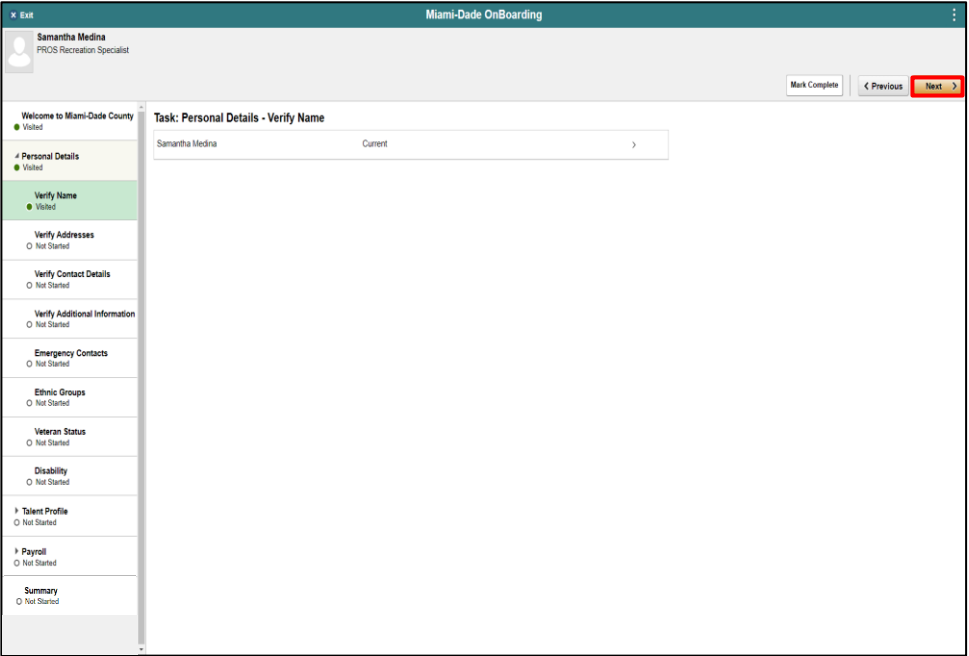
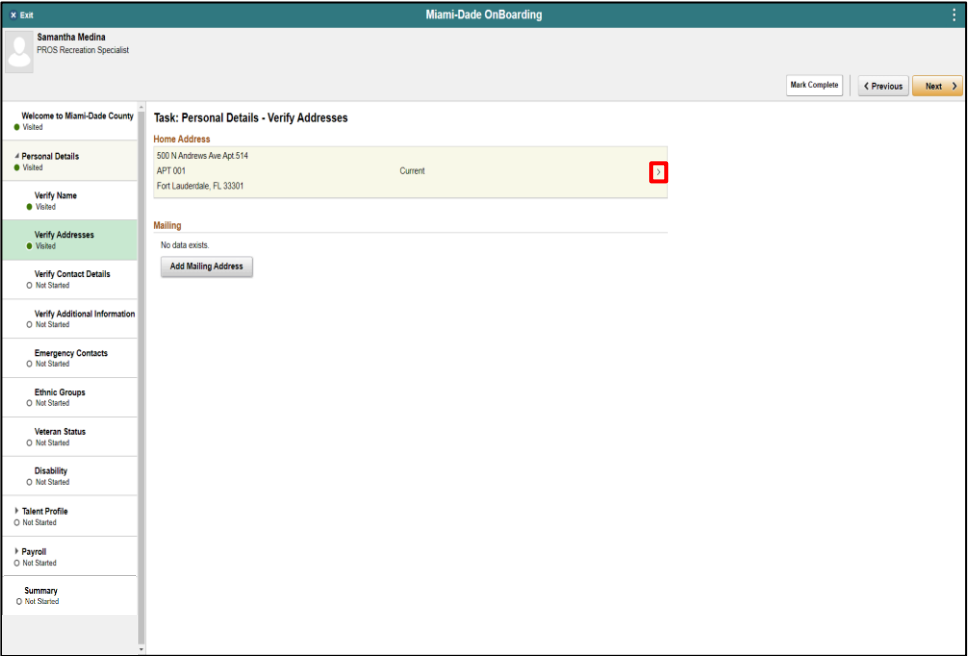
This document explains the key activities involved in completing the OnBoarding activities as an Employee. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

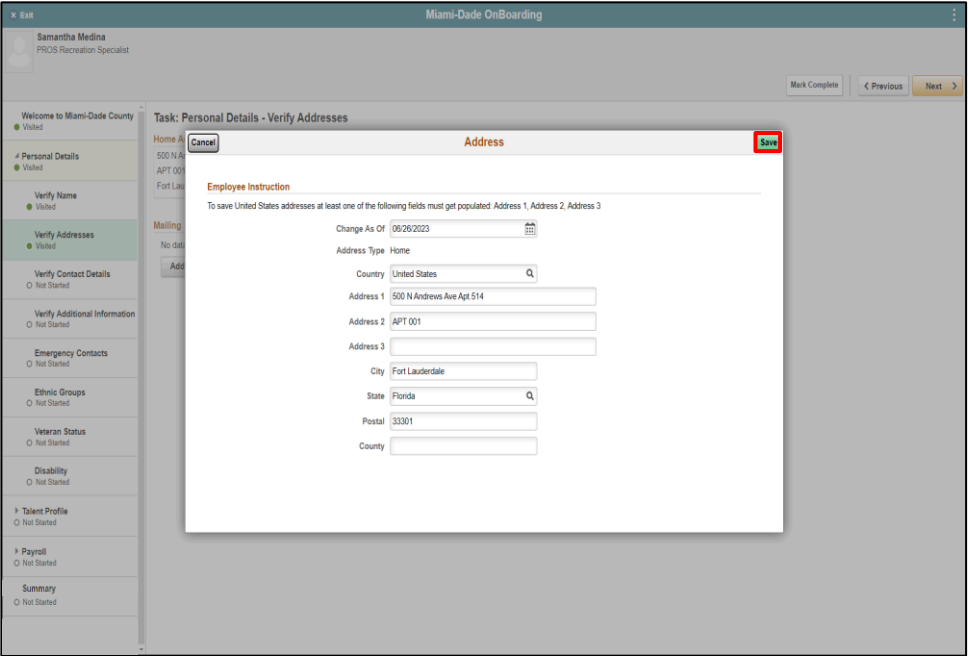
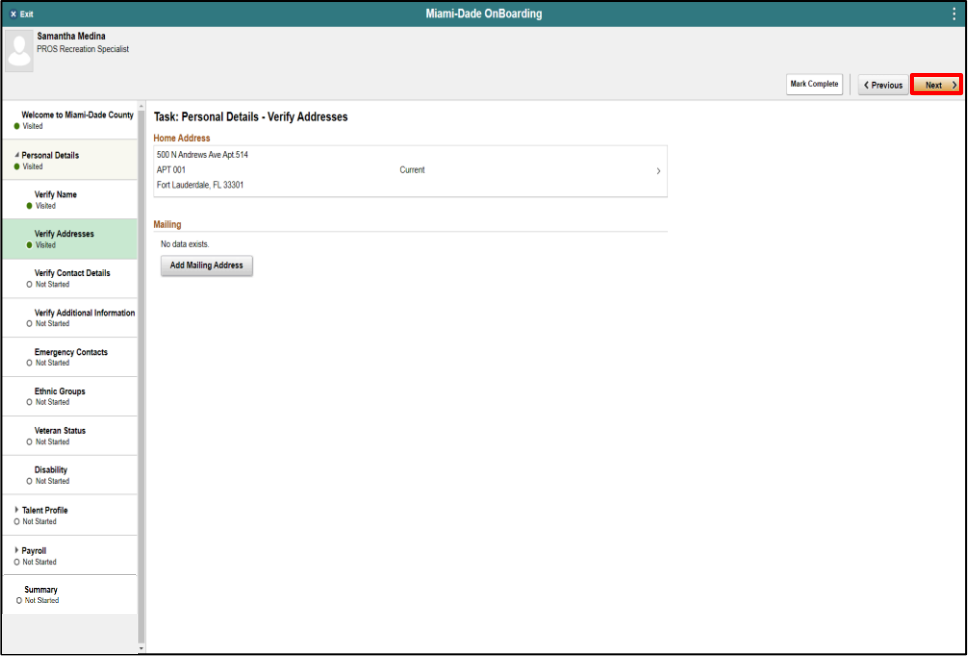
ESS ONBOARDING ACTIVITIES

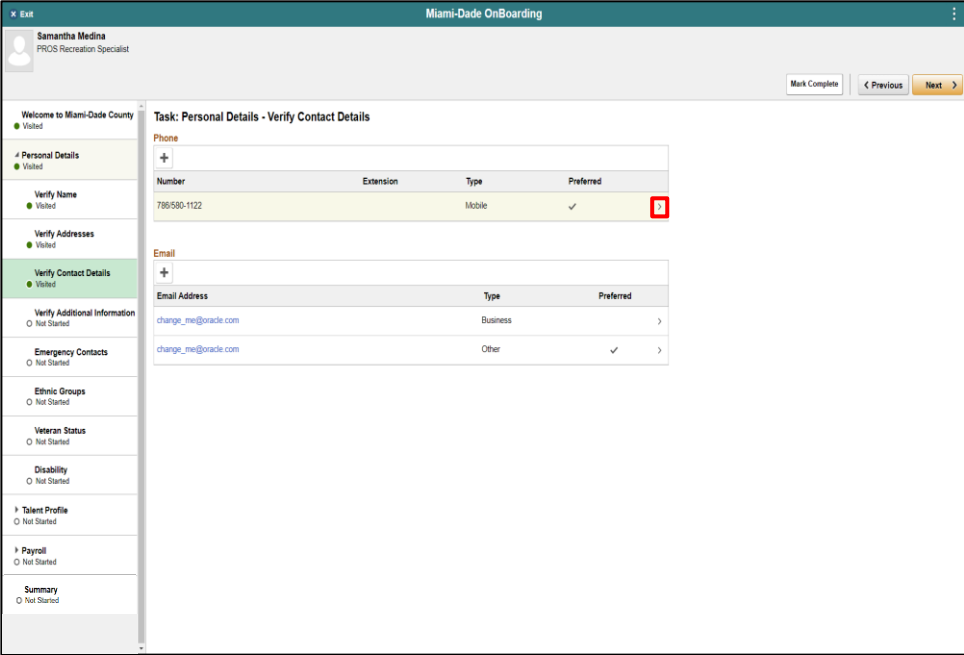
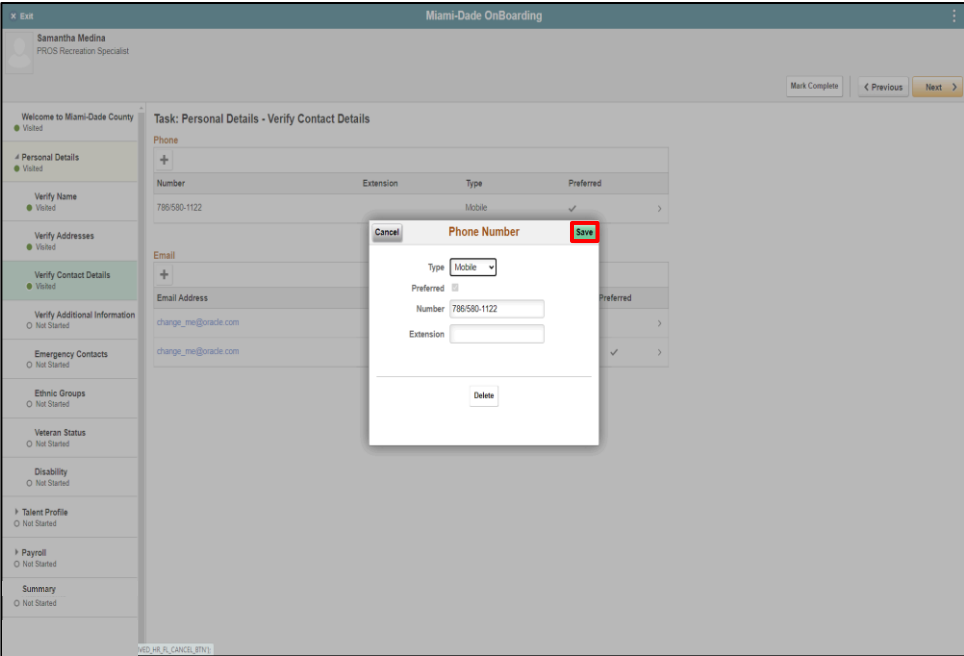
Step	Action
1.	<p>Select the Employee Self-Service tile.</p> 
2.	<p>Select the OnBoarding Activities tile.</p> 

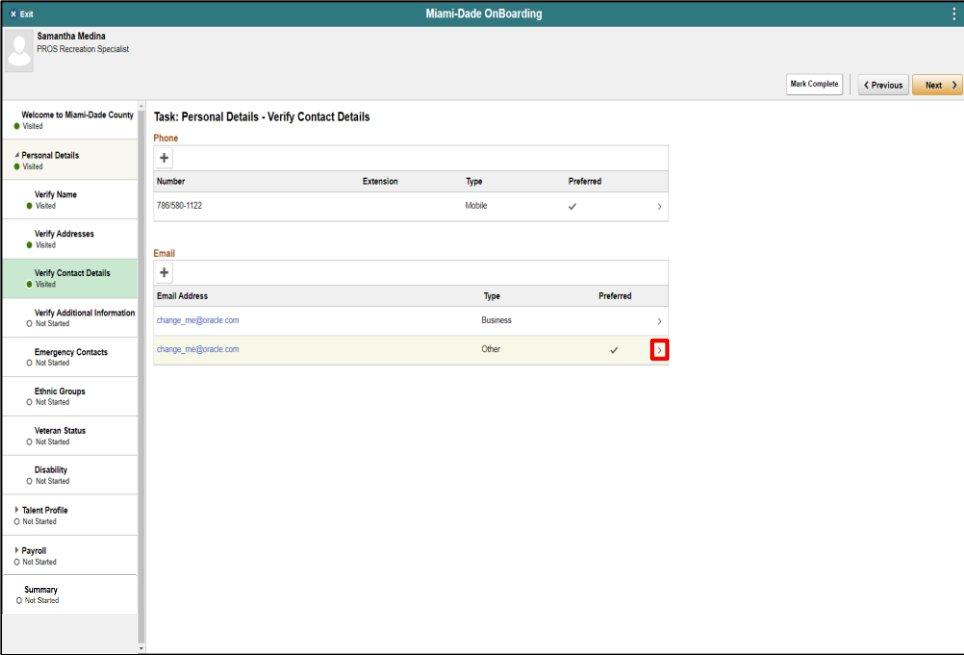
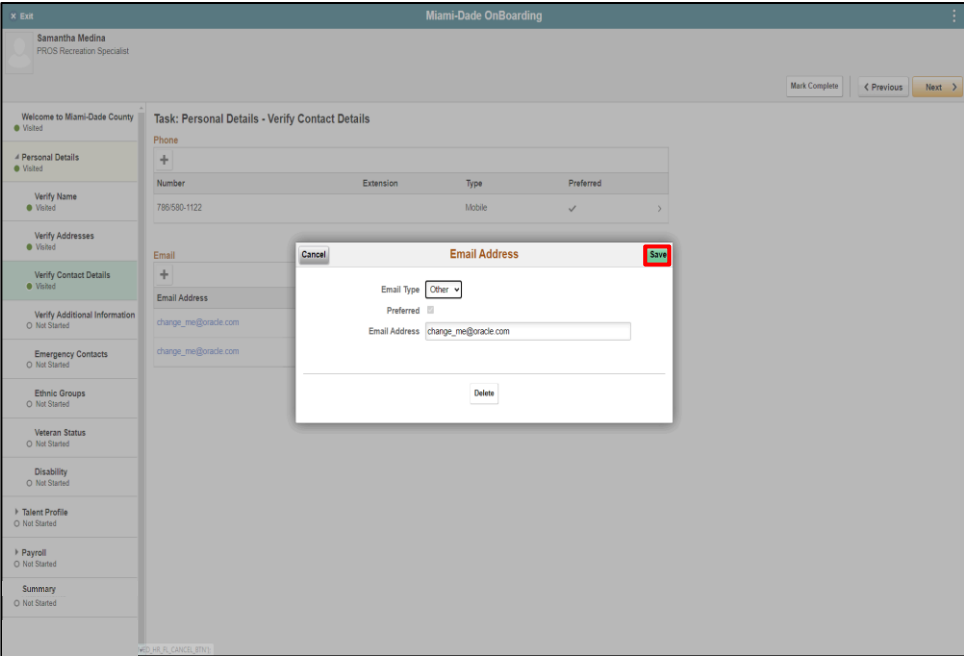
Step	Action
3.	<p>Select the Play button.</p> 
4.	<p>Select the Next button.</p> 

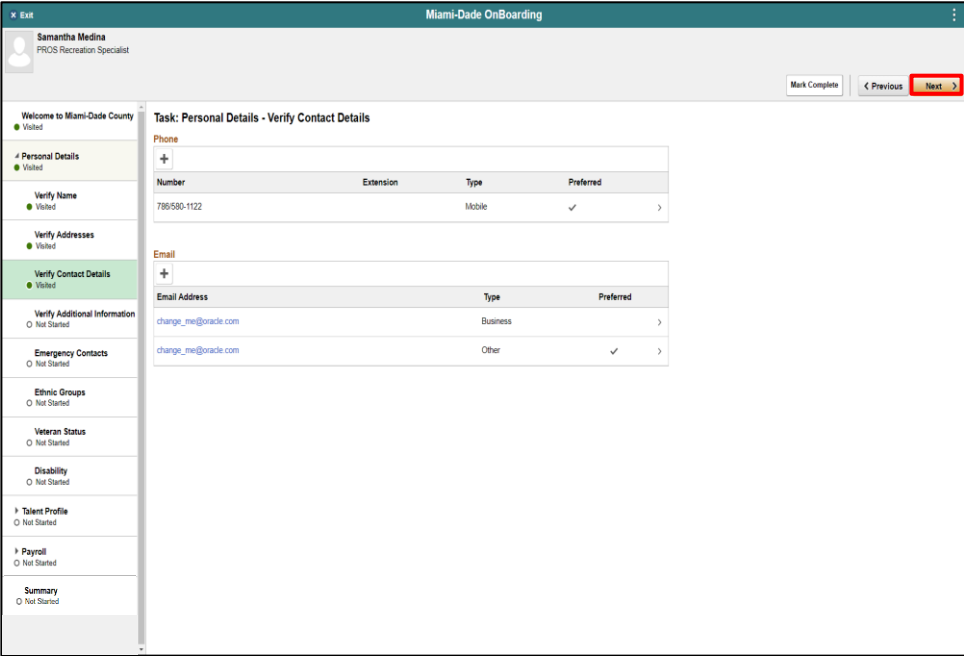
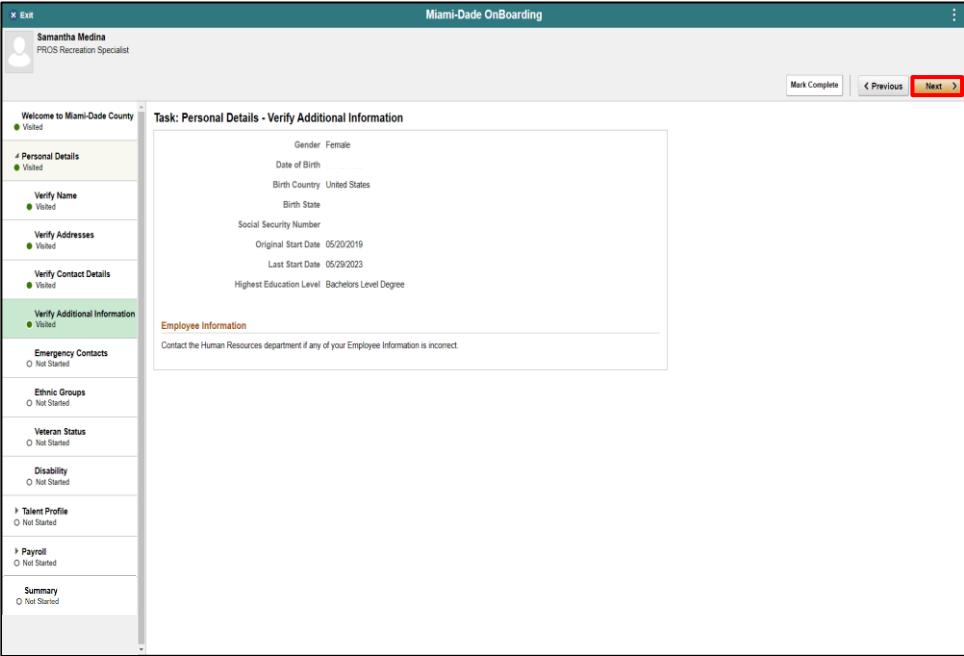
Step	Action
5.	<p>Select the Details button to review Personal Details - Name.</p> 
6.	<p>Make any changes as applicable. Select the Save button.</p> 

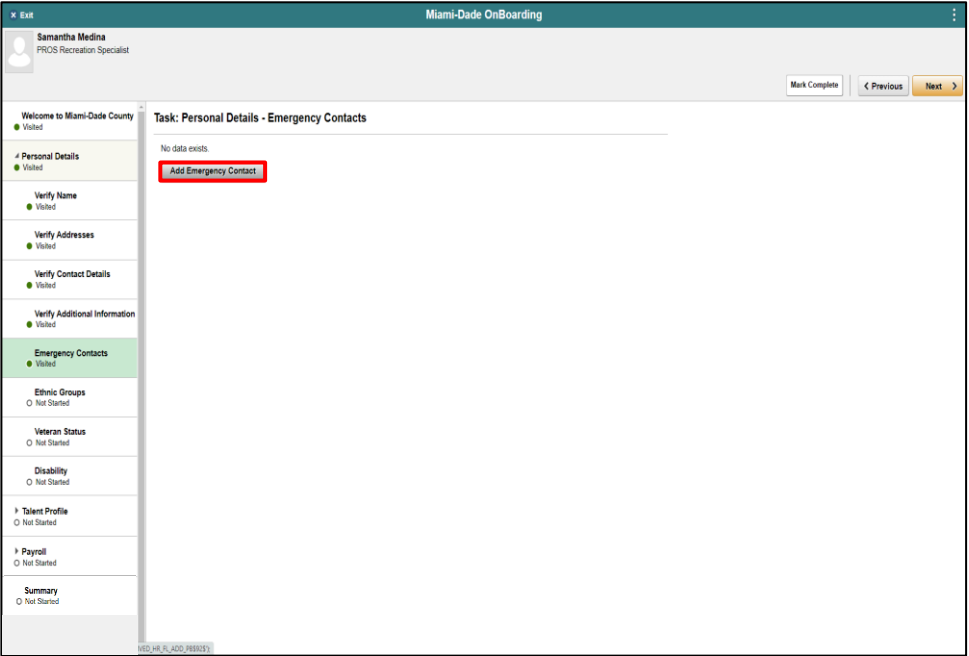
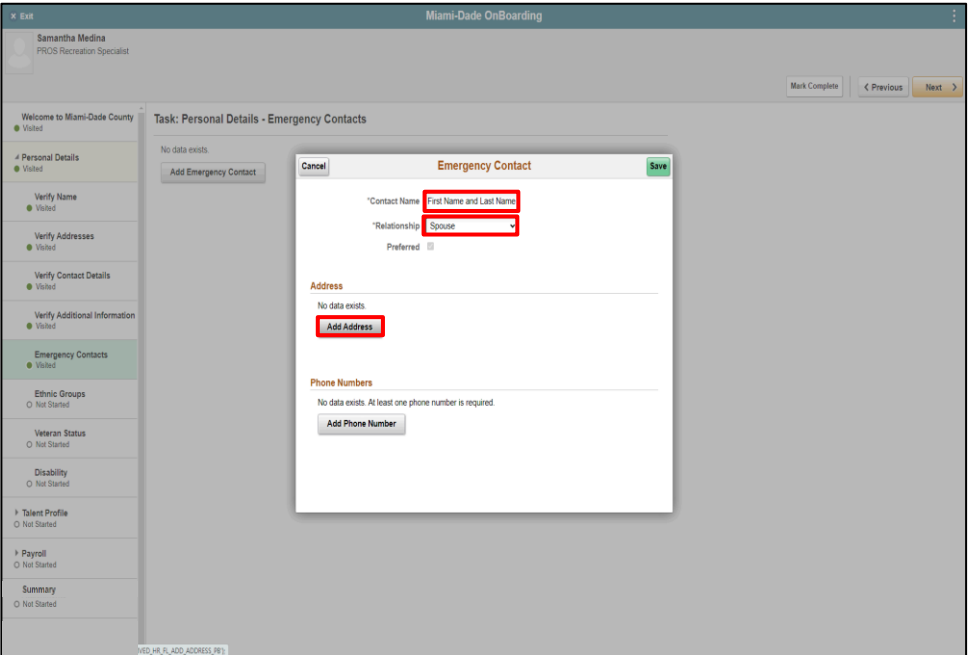
Step	Action
7.	<p>Select the Next button.</p>  <p>The screenshot shows the 'Miami-Dade OnBoarding' interface for Samantha Medina, a PROS Recreation Specialist. The left sidebar lists various tasks, with 'Verify Name' currently selected. The main content area shows the 'Task: Personal Details - Verify Name' with a progress bar indicating 'Current'. The 'Next' button is 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 left sidebar lists various tasks, with 'Verify Addresses' currently selected. The main content area shows the 'Task: Personal Details - Verify Addresses' with a progress bar indicating 'Current'. The 'Details' button is highlighted in red.</p>

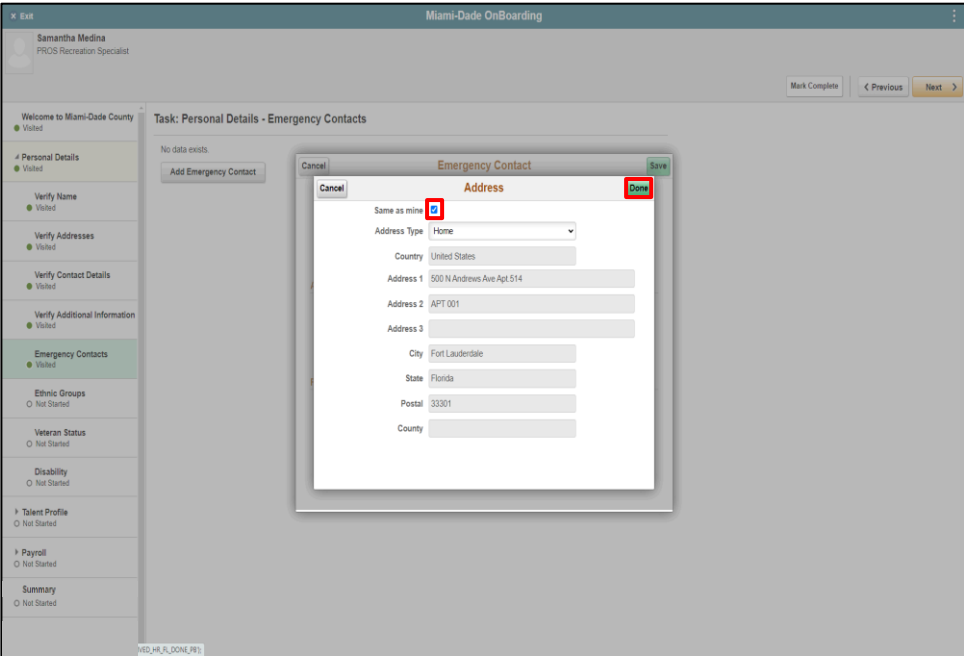
Step	Action
9.	<p>Make any changes as applicable. Select the Save button.</p> 
10.	<p>Select the Next button.</p> 

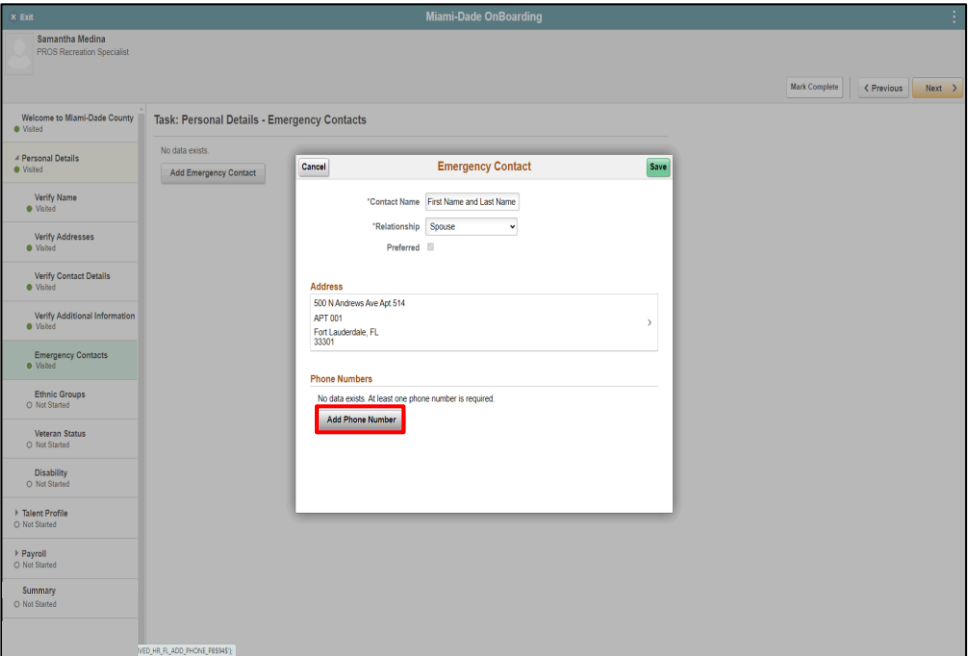
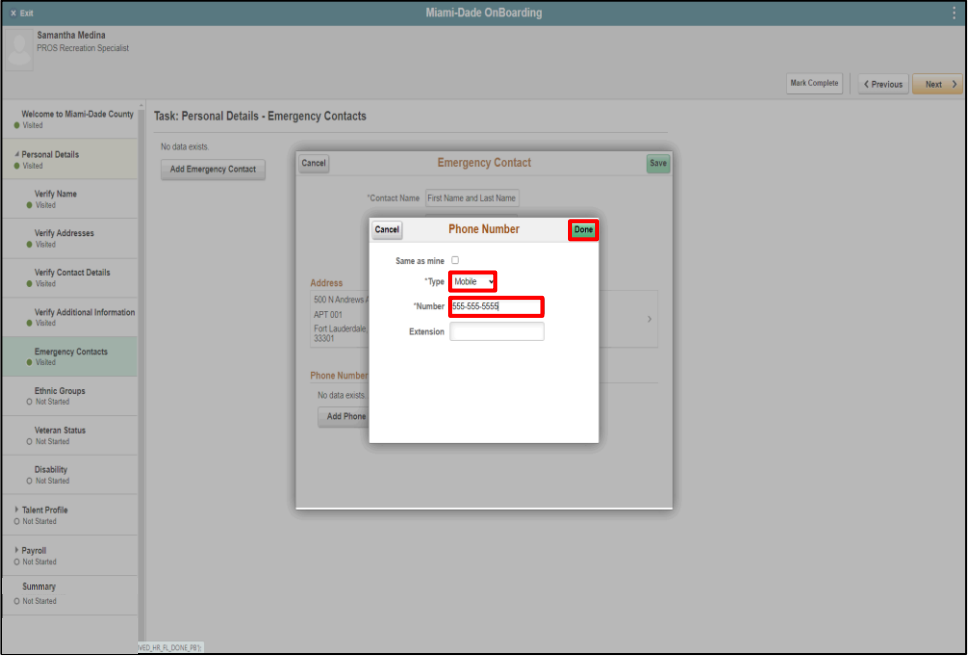
Step	Action
11.	<p>Select the Details button to review Personal Details - Phone.</p> 
12.	<p>Make any changes as applicable. Select the Save button.</p> 

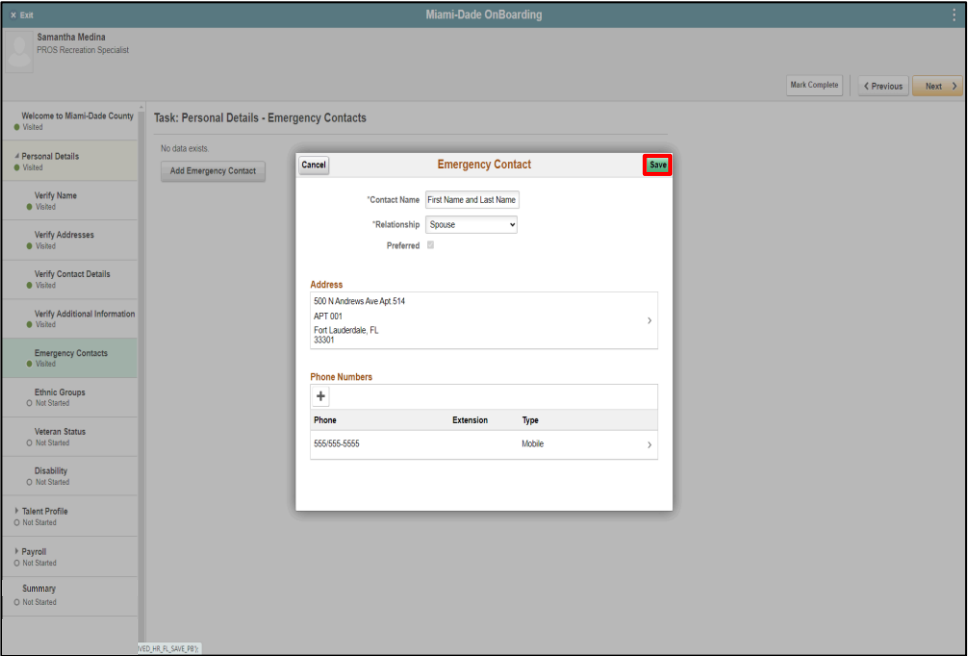
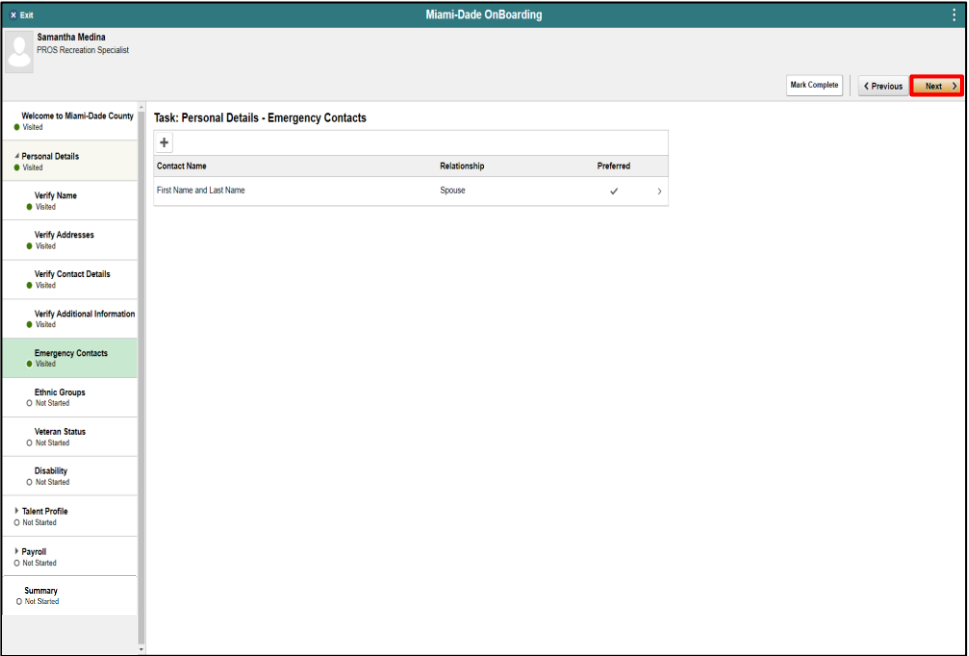
Step	Action
13.	<p>Select the Details button to review Personal Details - Email.</p> 
14.	<p>Make any changes as applicable. Select the Save button.</p> 

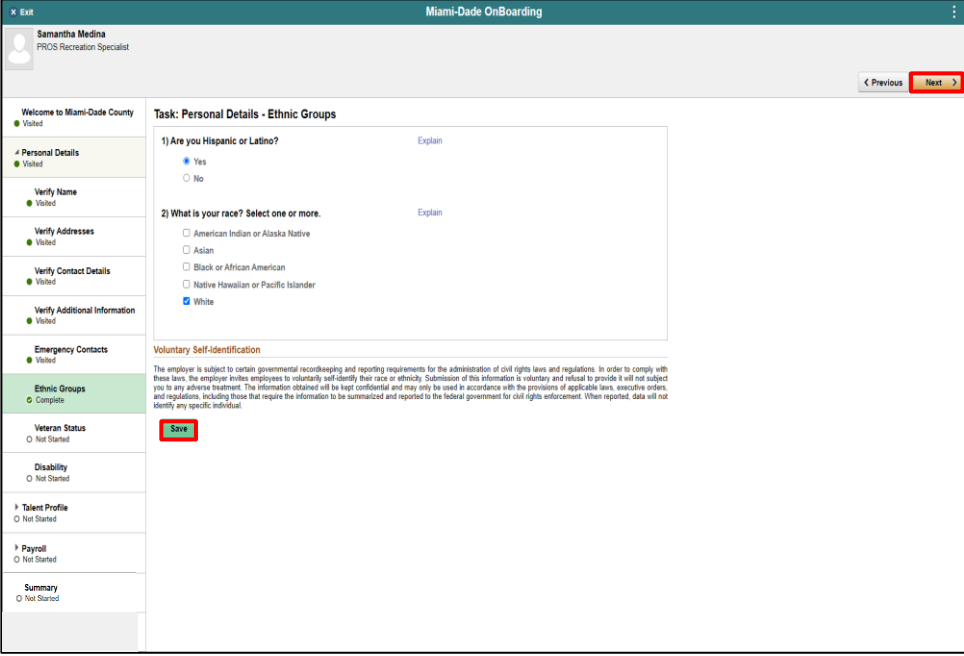
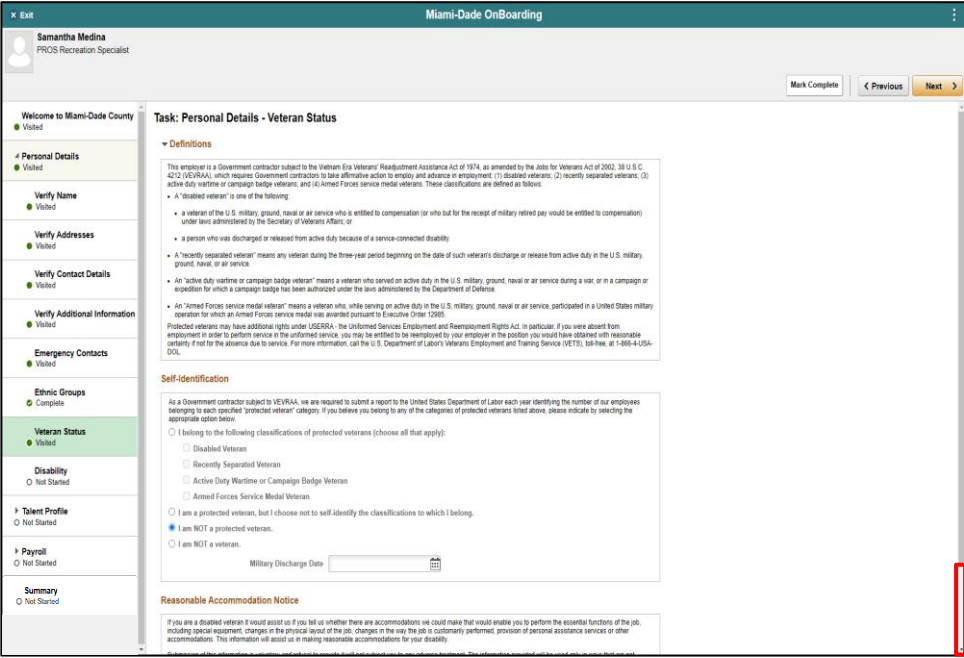
Step	Action
15.	<p>Select the Next button.</p>  <p>The screenshot shows the 'Miami-Dade OnBoarding' interface for Samantha Medina, a PROS Recreation Specialist. The left sidebar lists various tasks, with 'Verify Contact Details' currently selected. The main content area displays the 'Task: Personal Details - Verify Contact Details' form. This form includes sections for Phone (with a table for Number, Extension, Type, and Preferred) and Email (with a table for Email Address, Type, and Preferred). 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 left sidebar lists various tasks, with 'Verify Additional Information' currently selected. The main content area displays the 'Task: Personal Details - Verify Additional Information' form. This form includes fields for Gender, Date of Birth, Birth Country, Birth State, Social Security Number, Original Start Date, Last Start Date, and Highest Education Level. Below these fields is a section titled 'Employee Information' with a note: 'Contact the Human Resources department if any of your Employee Information is incorrect.' The 'Next' button in the top right corner is highlighted in red.</p>

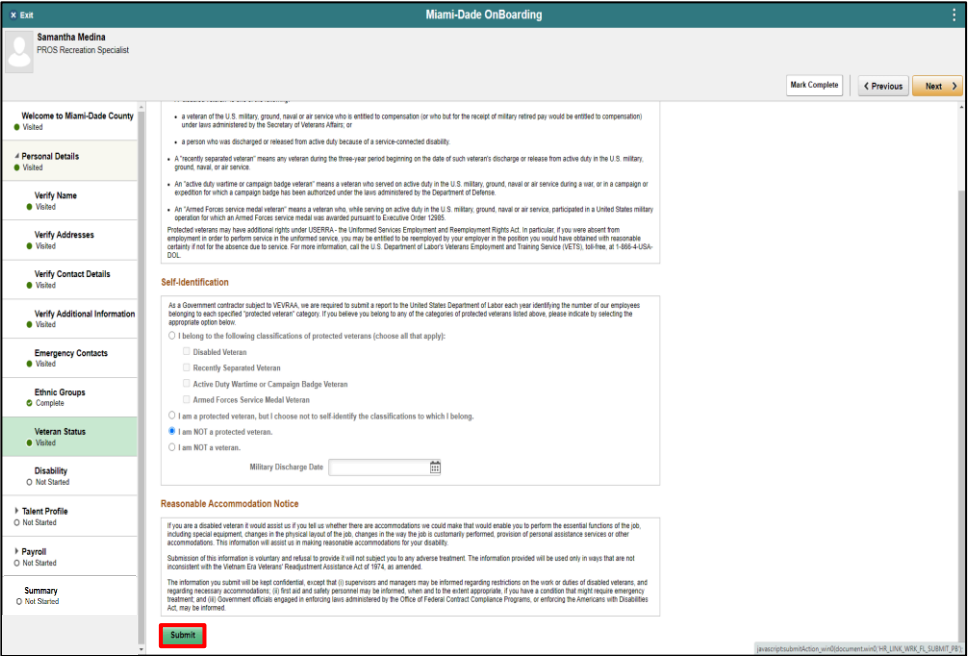
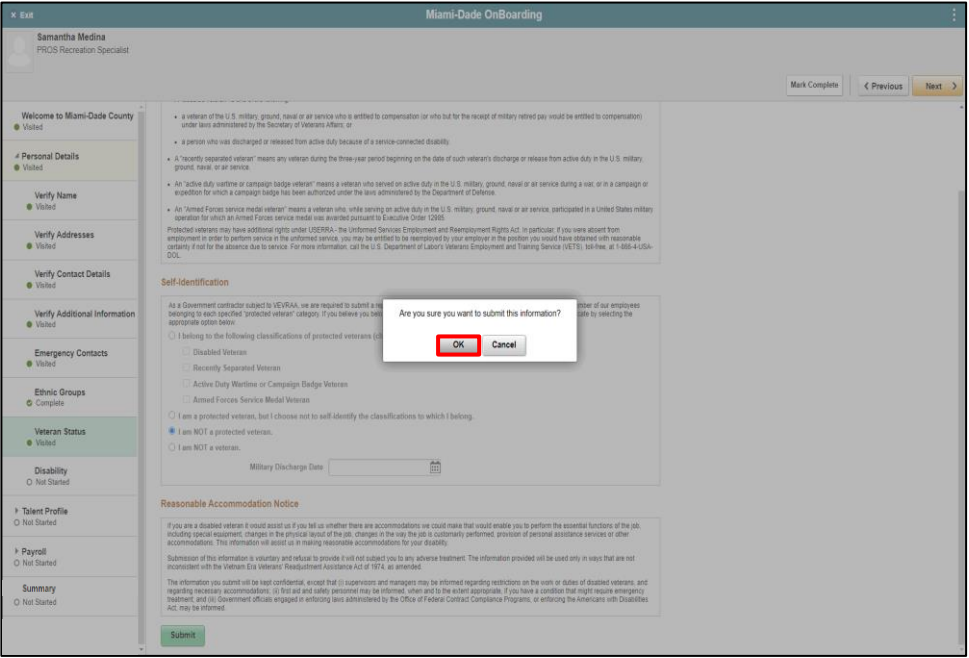
Step	Action
17.	<p>Select the Add Emergency Contact button.</p> 
18.	<p>Enter the Emergency Contact details.</p> <ul style="list-style-type: none"> - Contact Name - Relationship <p>Select the Add Address button.</p> 

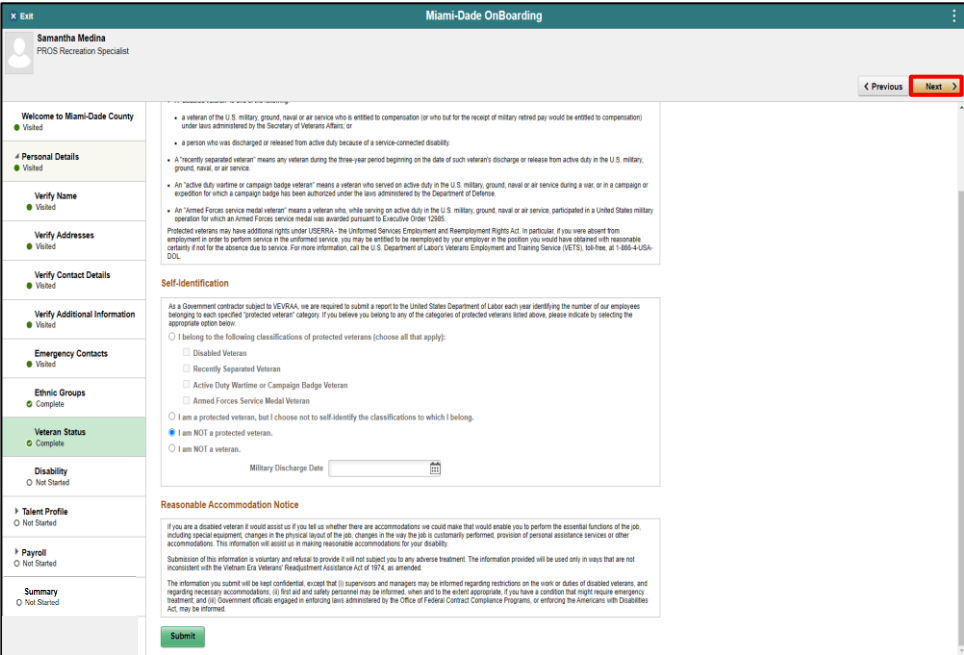
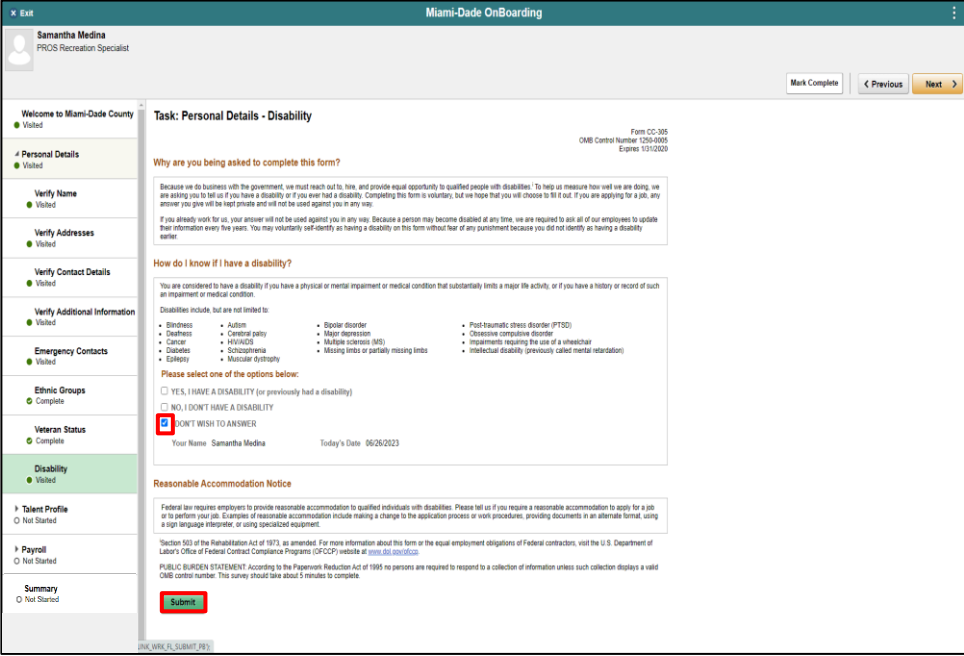
Step	Action
19.	<p>Select the Same as mine option or enter in the required Address details.</p> <ul style="list-style-type: none"> - Address 1 - City - State - Postal - Country <p>Select the Done button.</p> 

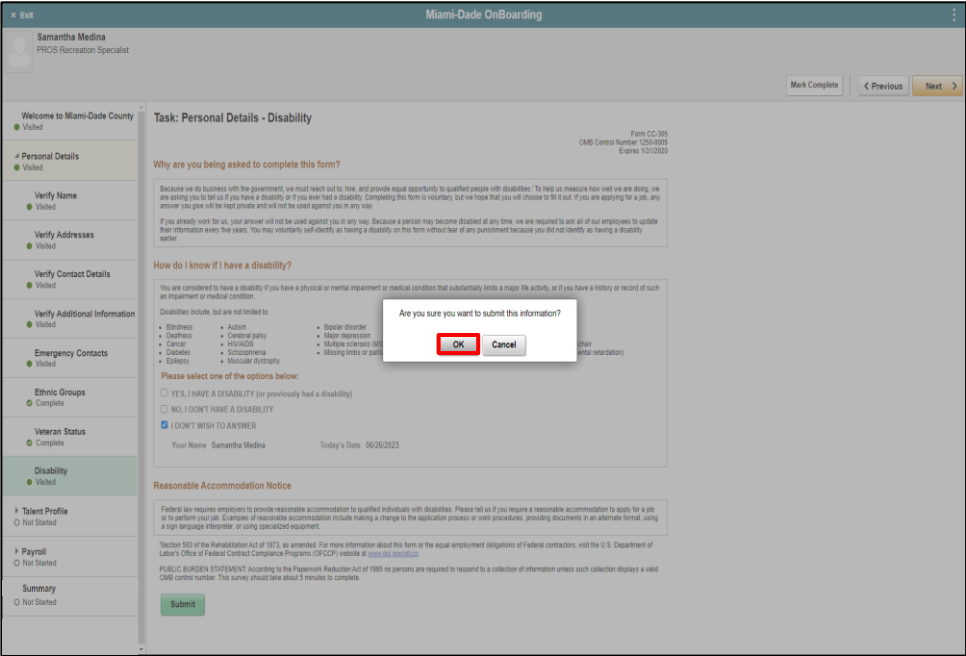
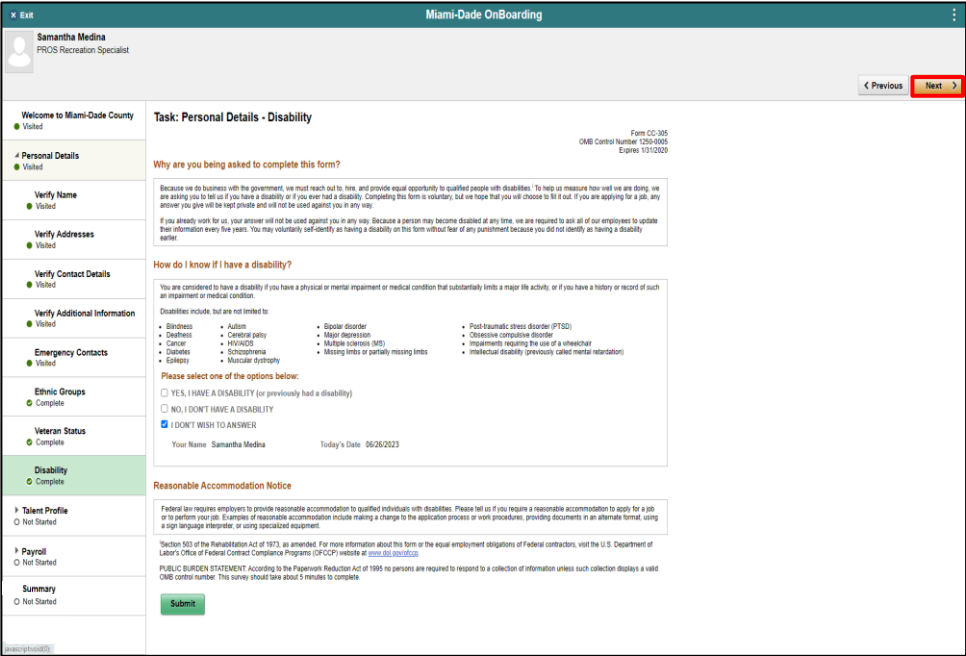
Step	Action
20.	<p>Select the Add Phone Number button.</p> 
21.	<p>Input the required Phone Number details.</p> <ul style="list-style-type: none"> - Type - Number <p>Select the Done button.</p> 

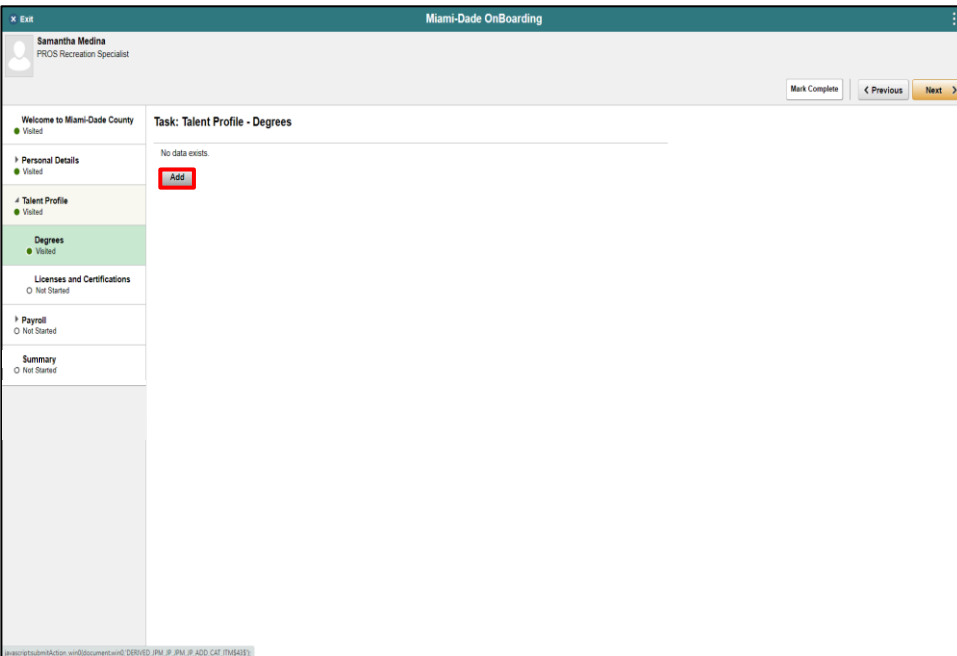
Step	Action
22.	<p>Select the Save button.</p> 
23.	<p>Select the Next button.</p> 

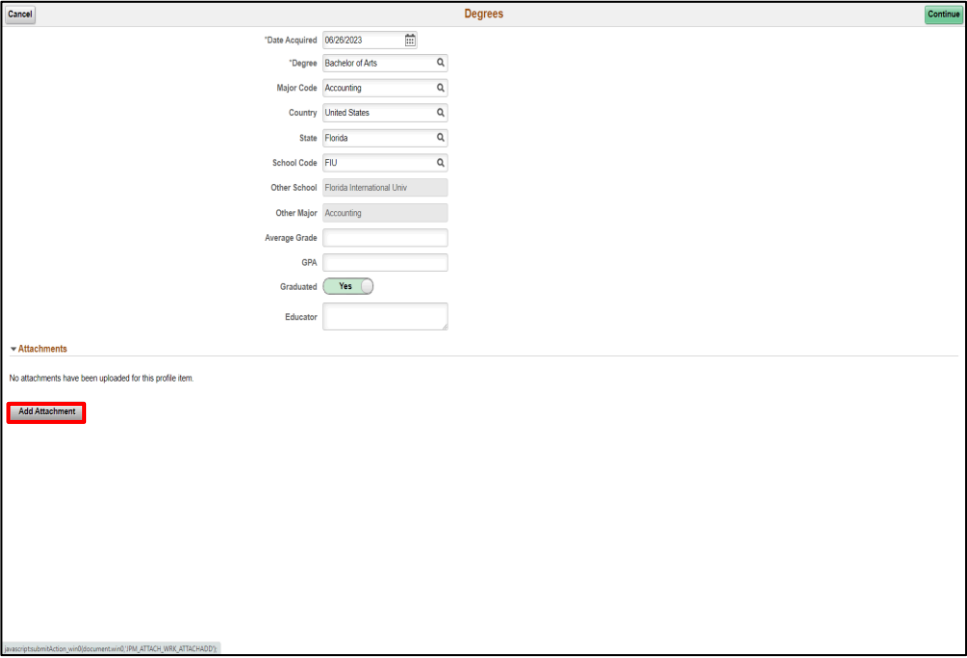
Step	Action
24.	<p>Update the Personal Details – Ethnic Groups as applicable.</p> <p>Select the Save button.</p> <p>Select the Next button.</p> 
25.	<p>Select the scrollbar.</p> 

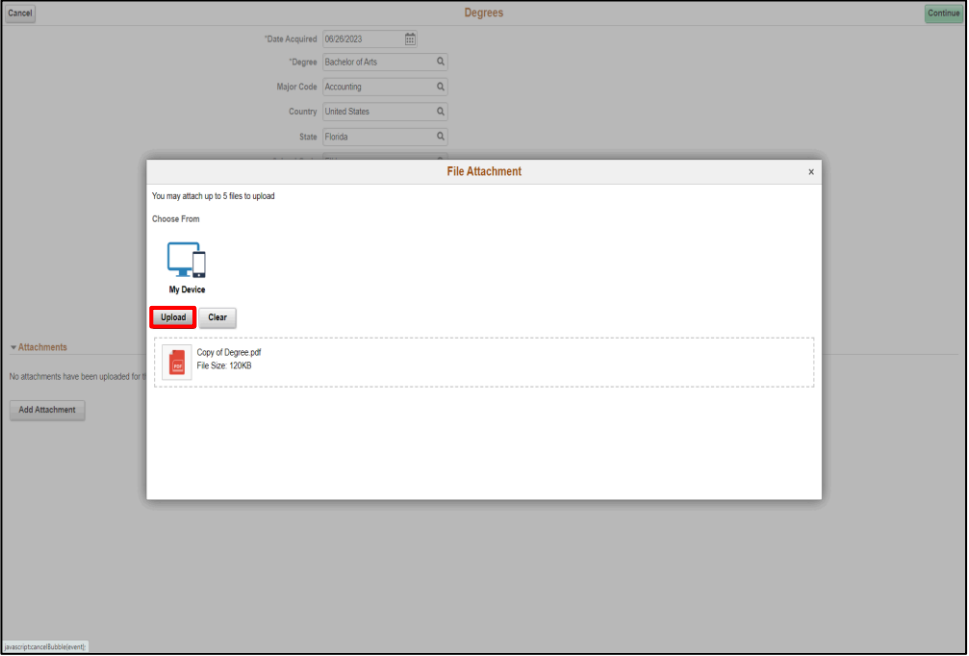
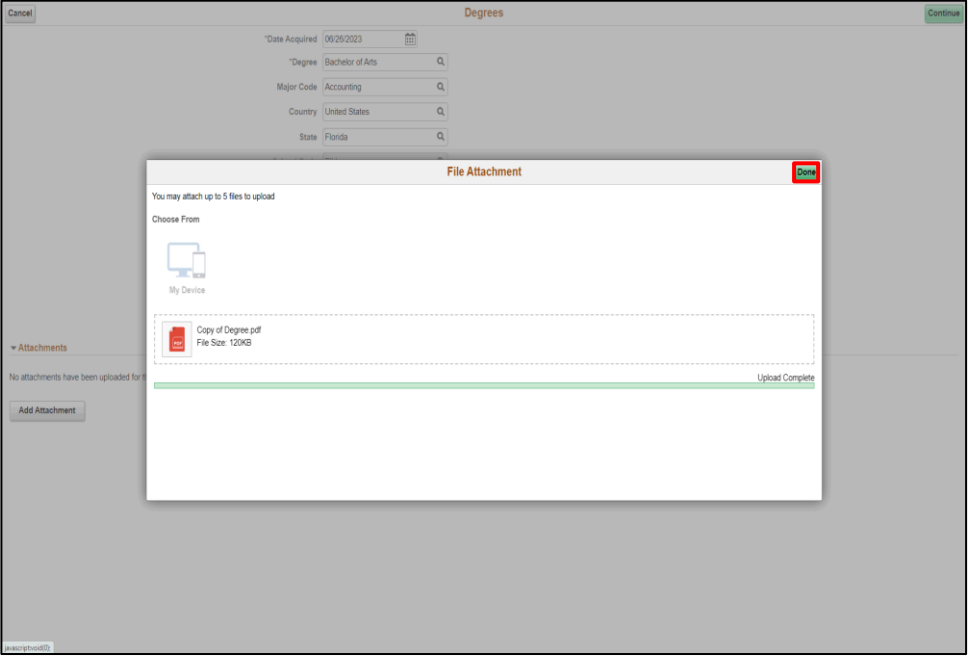
Step	Action
26.	<p>Update Self-Identification details, if applicable. Select the Submit button.</p> 
27.	<p>Select the OK button.</p> 

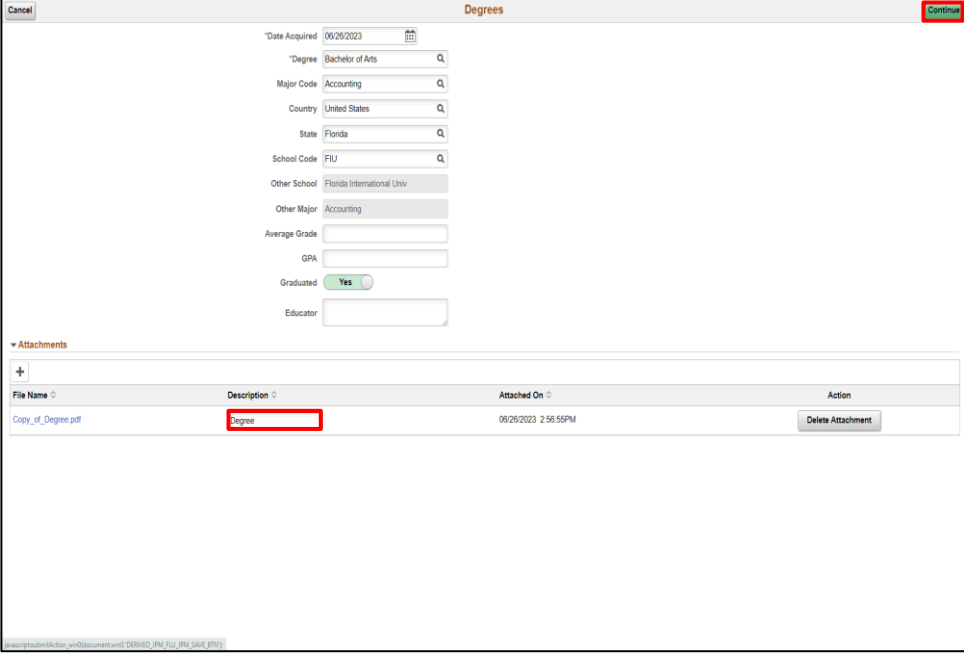
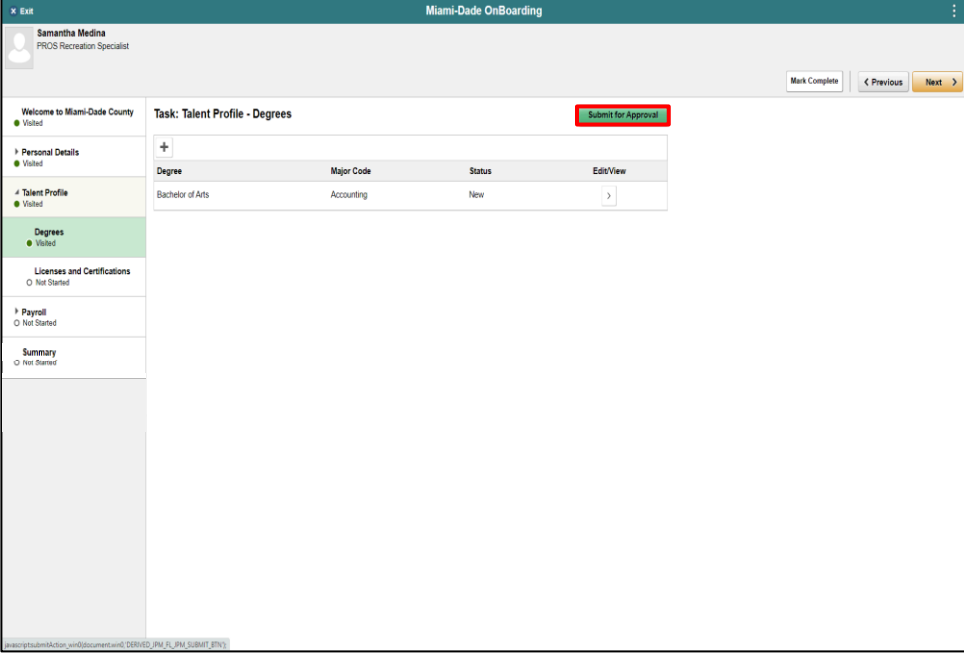
Step	Action
28.	<p>Select the Next button.</p> 
29.	<p>Select the applicable Personal Details – Disability option. Select the Submit button.</p> 

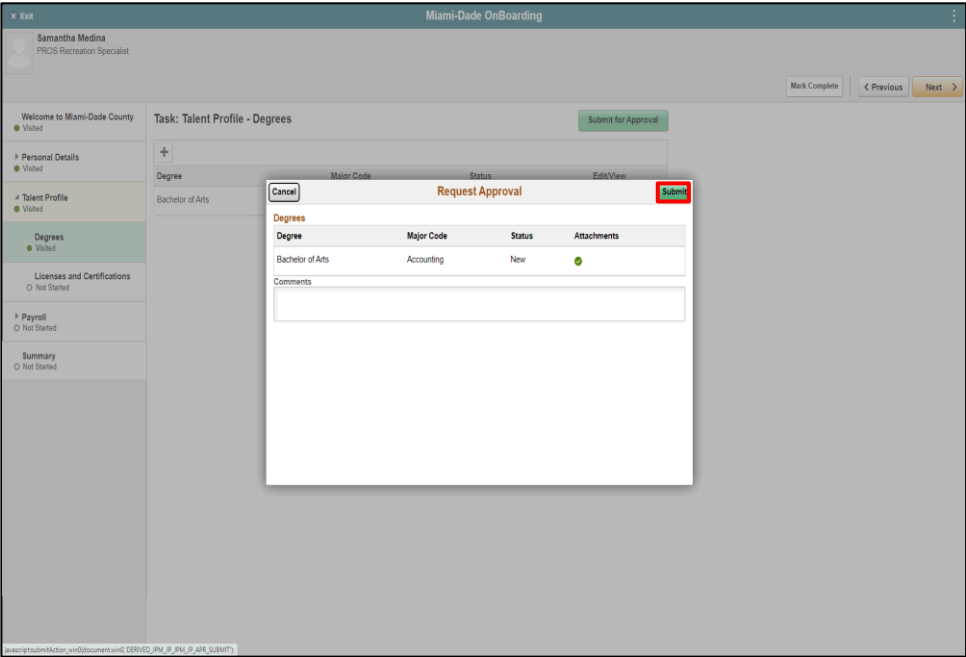
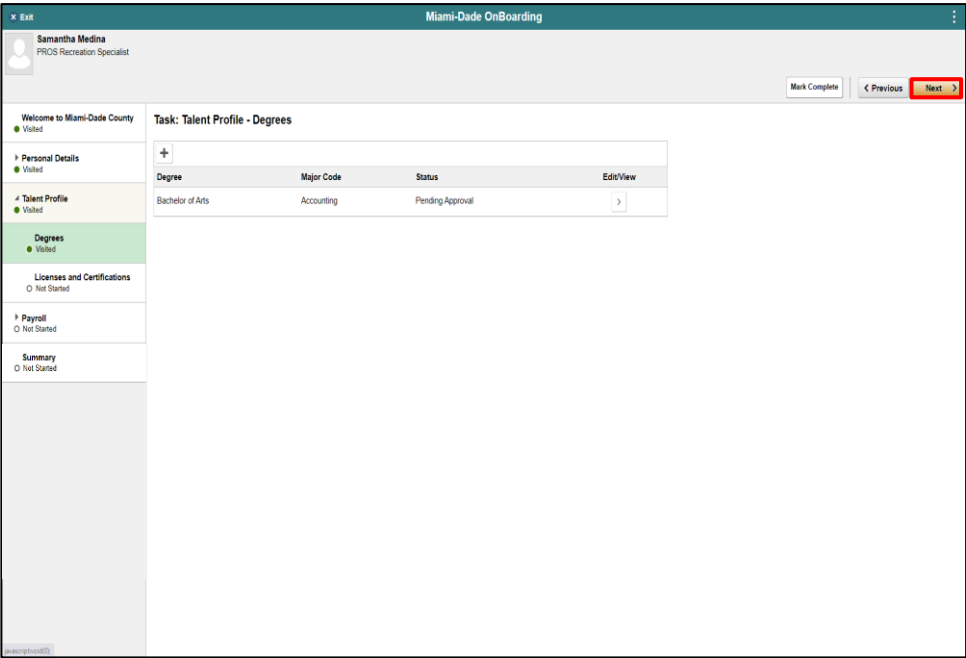
Step	Action
30.	<p>Select the OK button.</p> 
31.	<p>Select the Next button.</p> 

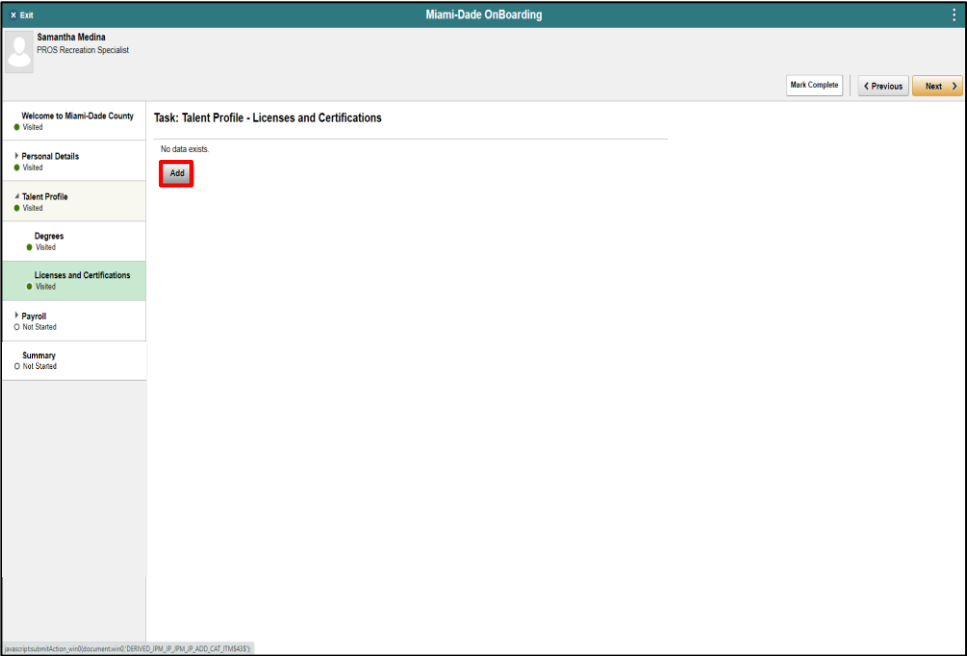
Step	Action
32.	<p>Select the Add button.</p>  <p>The screenshot shows the 'Miami-Dade OnBoarding' interface for user Samantha Medina, PROS Recreation Specialist. The left sidebar lists navigation items: 'Welcome to Miami-Dade County' (Visited), 'Personal Details' (Visited), 'Talent Profile' (Visited), 'Degrees' (Visited), 'Licenses and Certifications' (Not Started), 'Payroll' (Not Started), and 'Summary' (Not Started). The main content area is titled 'Task: Talent Profile - Degrees' and displays the message 'No data exists.' Below this message, a red rectangular box highlights an 'Add' button. At the top right of the interface are buttons for 'Mark Complete', '< Previous', and 'Next >'. A URL is visible at the bottom of the browser window: 'https://phoenixmktc.onboardsystem.com/PROS_IPM_IP_ADD_CAT_PIM4351'.</p>

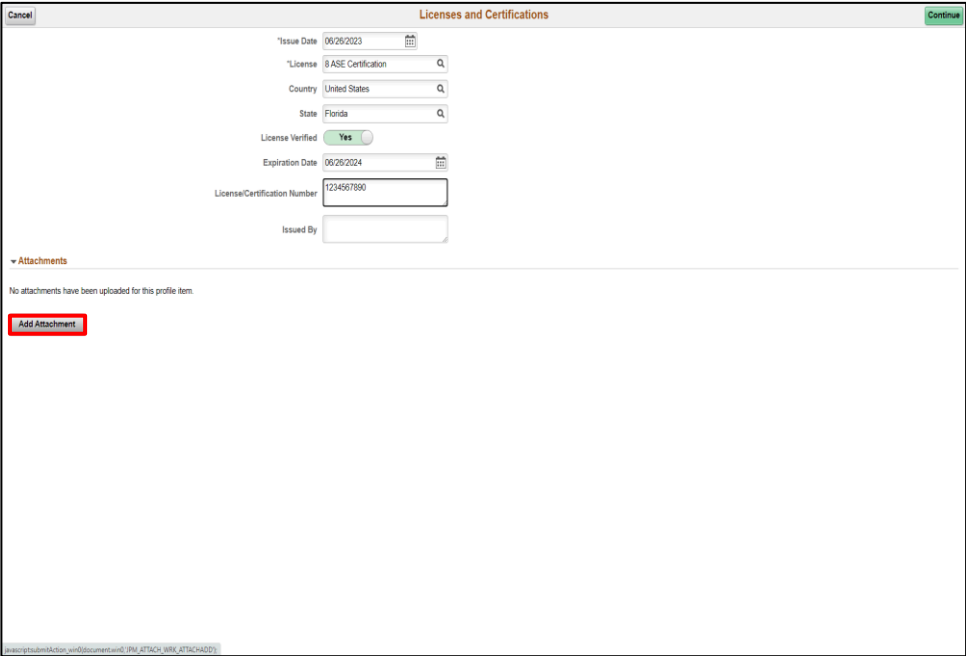
Step	Action
33.	<p>Input all required details.</p> <ul style="list-style-type: none"> - Degree - Major Code - Country - State - School Code - Graduated <p>Select the Add Attachment button.</p> 

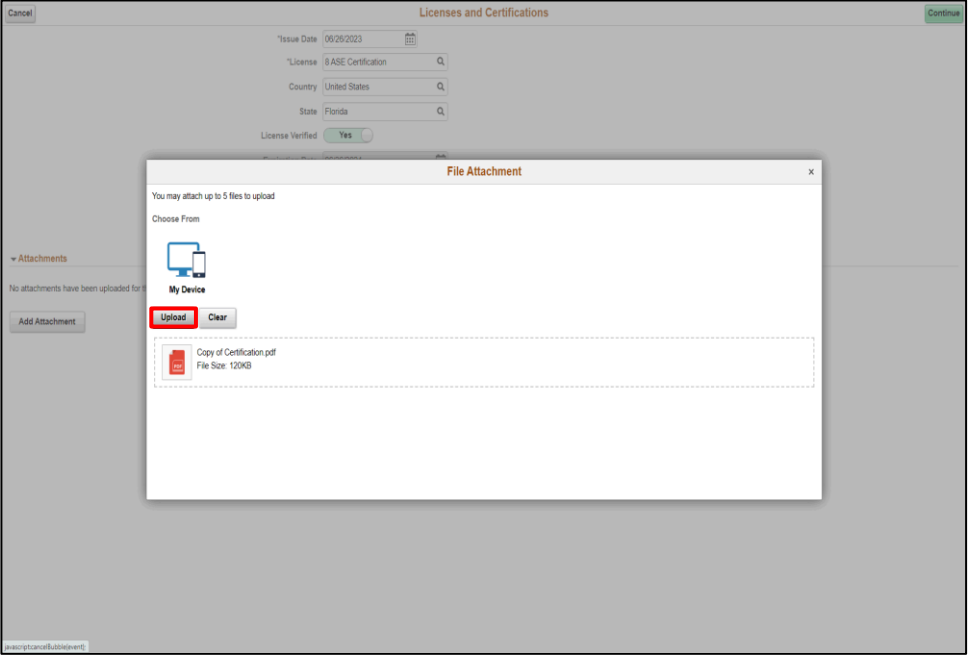
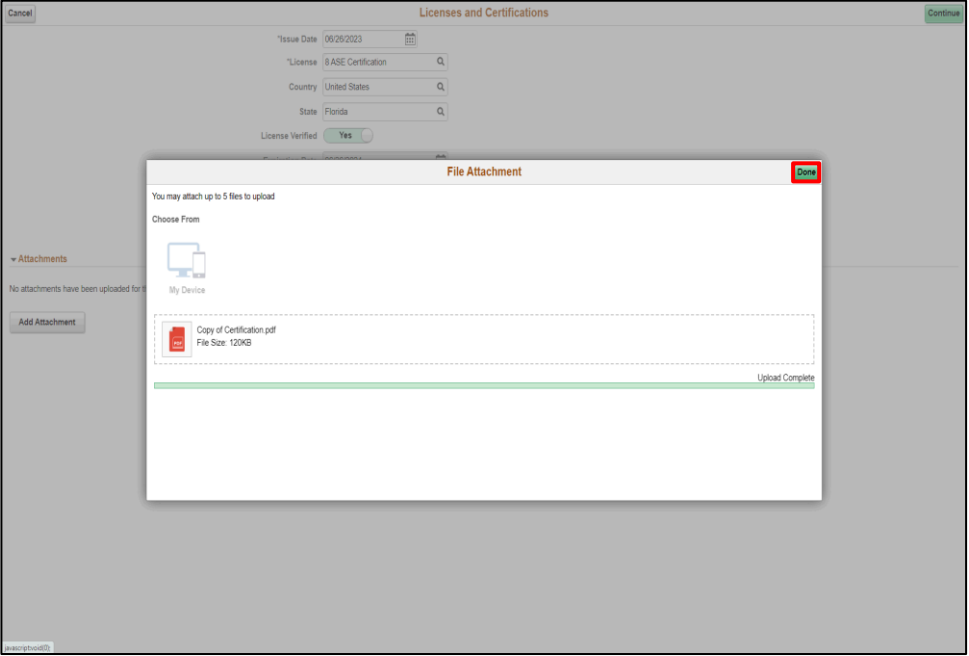
Step	Action
34.	<p>Select the My Device button.</p> <p>Select the applicable file.</p> <p>Select the Open button.</p> <p>Select the Upload button.</p> 
35.	<p>Select the Done button.</p> 

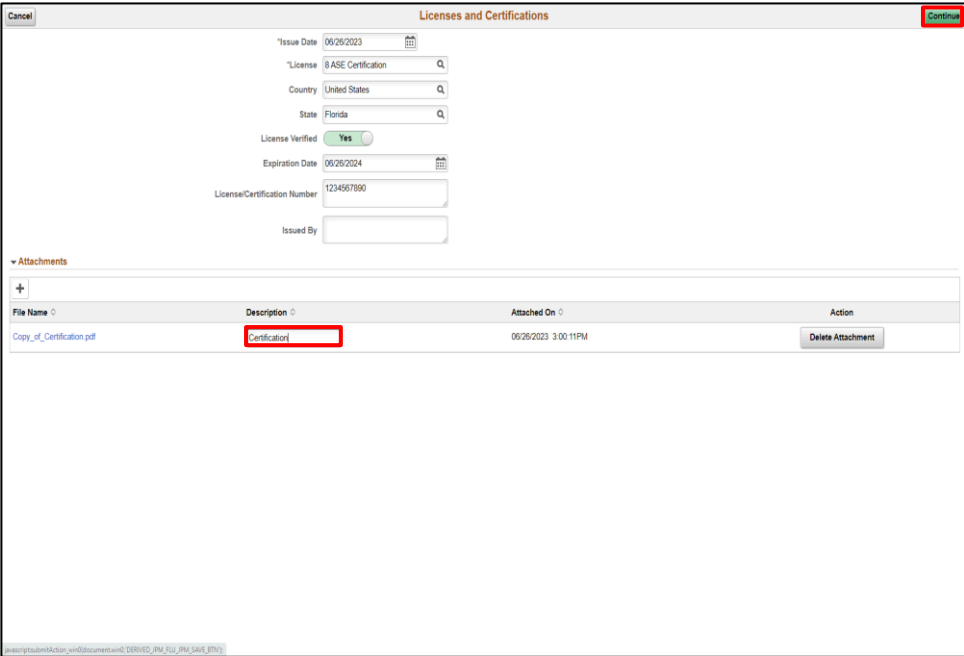
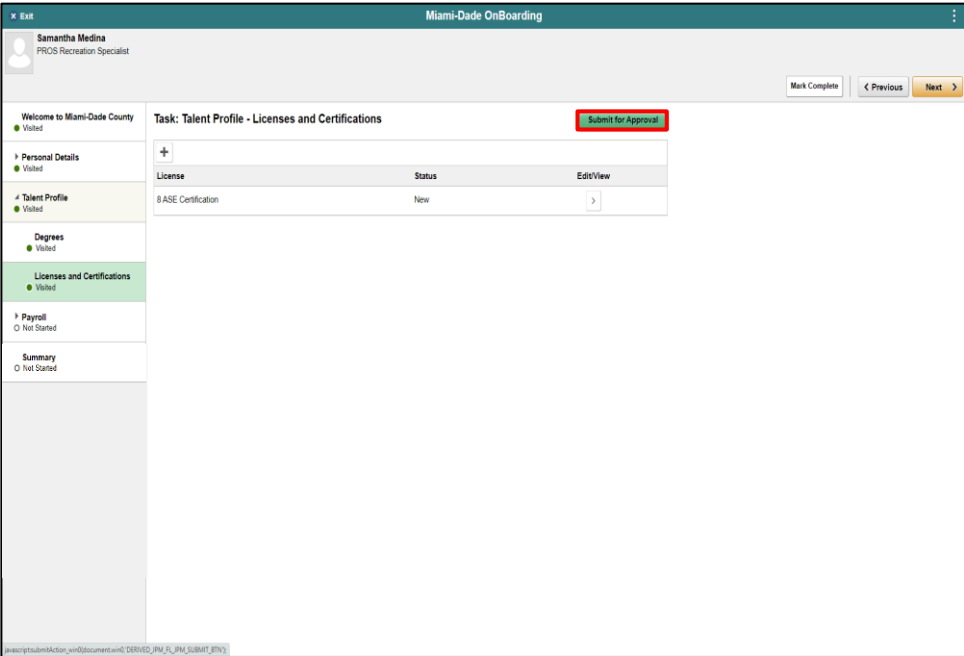
Step	Action
36.	<p>Enter the desired information into the Description field. Select the Continue button.</p> 
37.	<p>Select the Submit for Approval button.</p> 

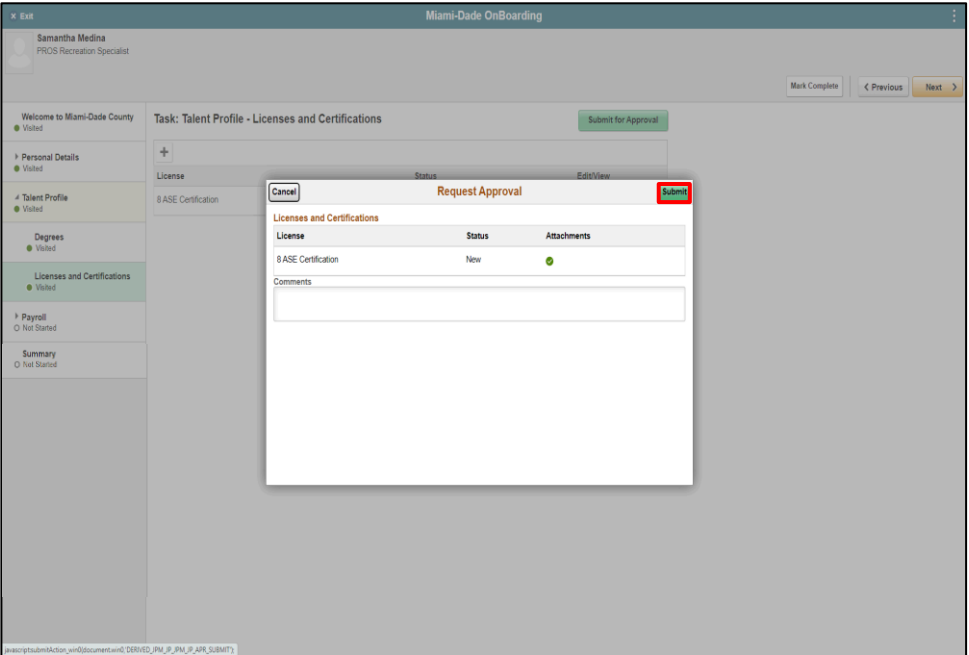
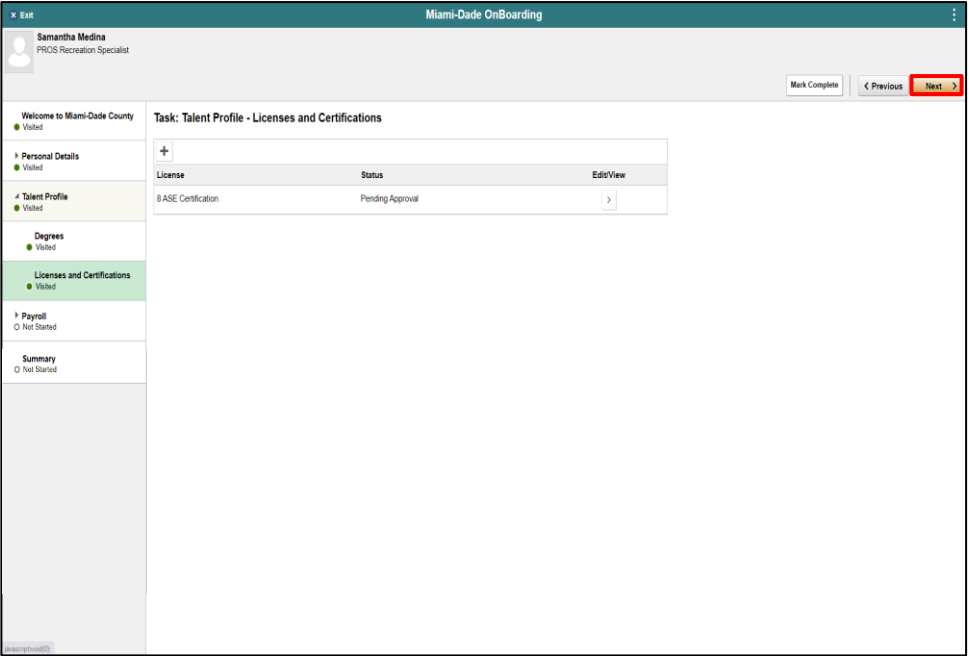
Step	Action
38.	<p>Select the Submit button.</p>  <p>Note: This request will route to the DPR for final review and approval.</p>
39.	<p>Select the Next button.</p> 

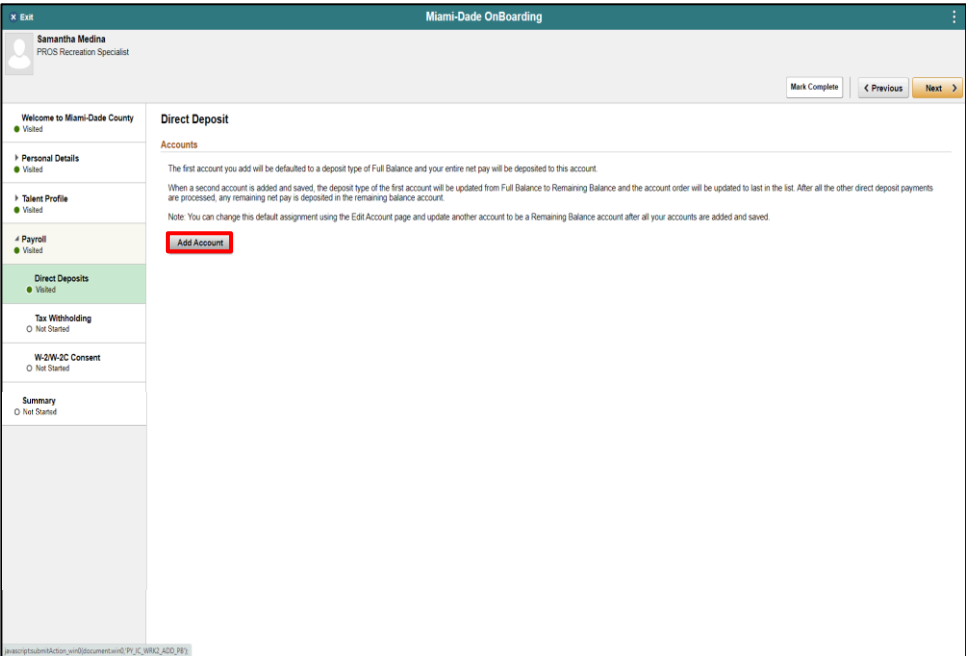
Step	Action
40.	<div><div>Select the Add button.</div><div>The screenshot shows the 'Miami-Dade OnBoarding' interface for user 'Samantha Medina, PROS Recreation Specialist'. On the left is a sidebar with navigation items: 'Welcome to Miami-Dade County' (Visited), 'Personal Details' (Visited), 'Talent Profile' (Visited), 'Degrees' (Visited), 'Licenses and Certifications' (Visited), 'Payroll' (Not Started), and 'Summary' (Not Started). The main content area is titled 'Task: Talent Profile - Licenses and Certifications' and displays 'No data exists.' with a red-bordered 'Add' button below it. At the top right of the main area are buttons for 'Mark Complete', '< Previous', and 'Next >'. A URL is visible at the bottom of the browser window.</div></div>

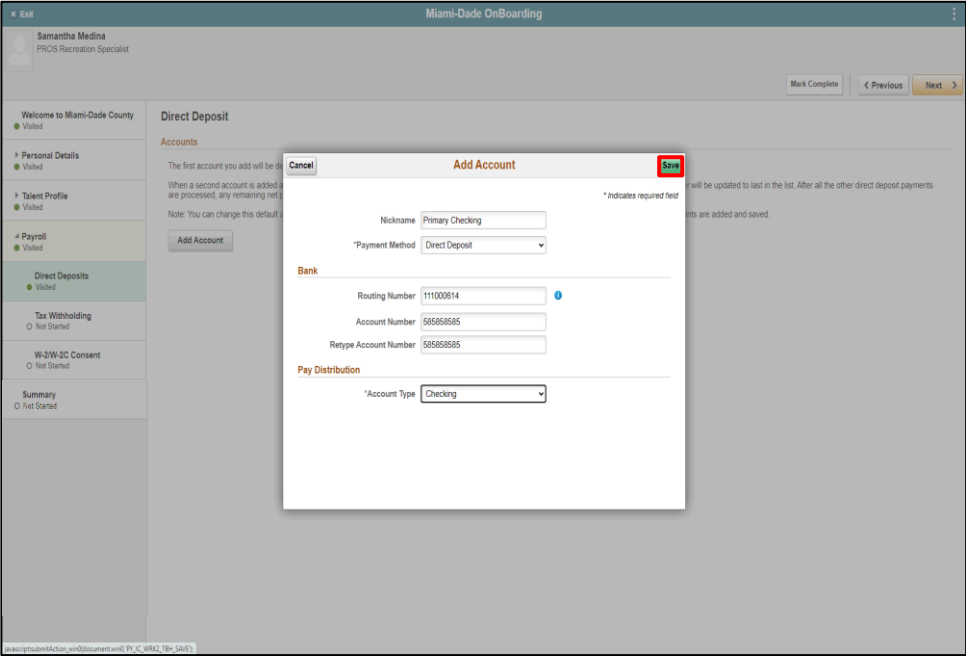
Step	Action
41.	<p>Input the required details.</p> <ul style="list-style-type: none"> - Issue Date - License - Country - State - License Verified - Expiration Date - License/Certification Number <p>Select the Add Attachment button.</p> 

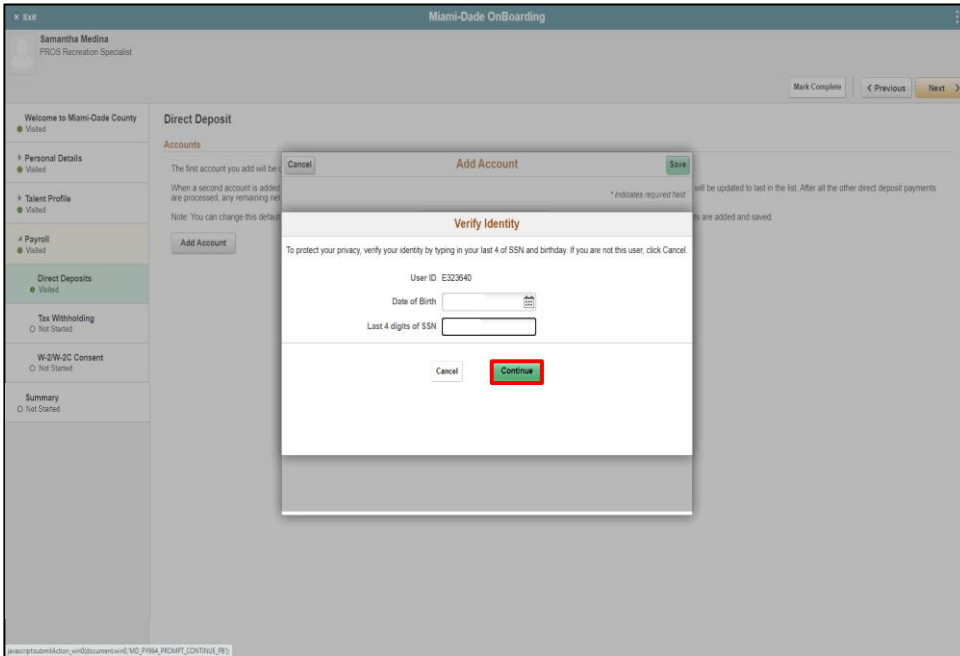
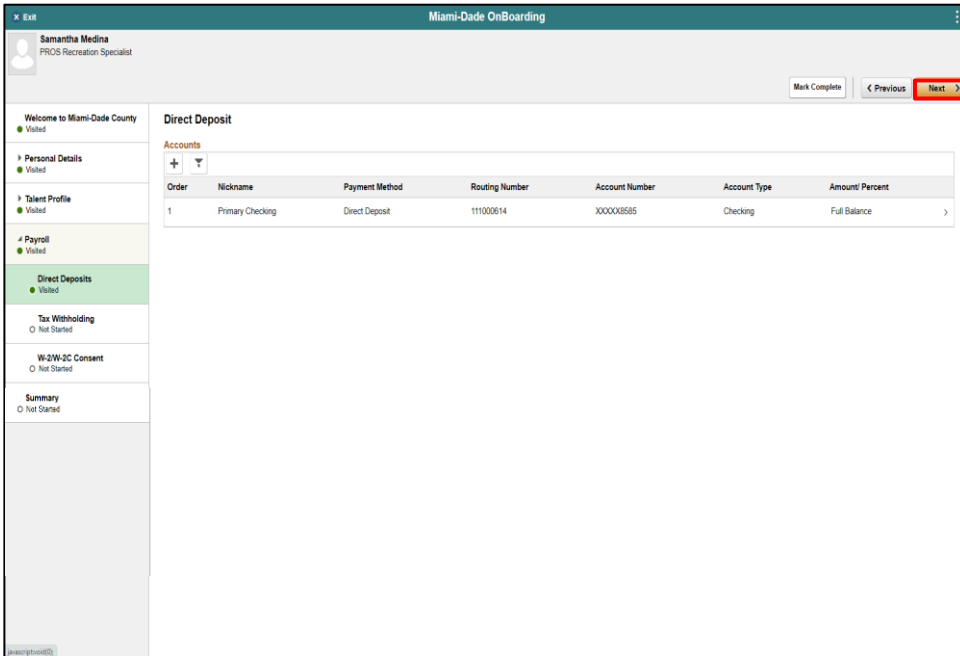
Step	Action
42.	<p>Select the My Device button.</p> <p>Select the applicable file.</p> <p>Select the Open button.</p> <p>Select the Upload button.</p> 
43.	<p>Select the Done button.</p> 

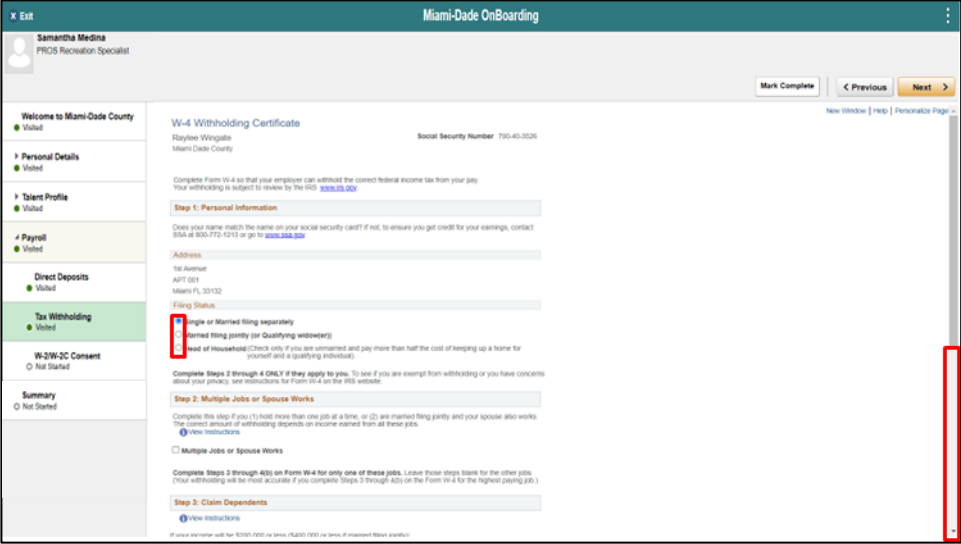
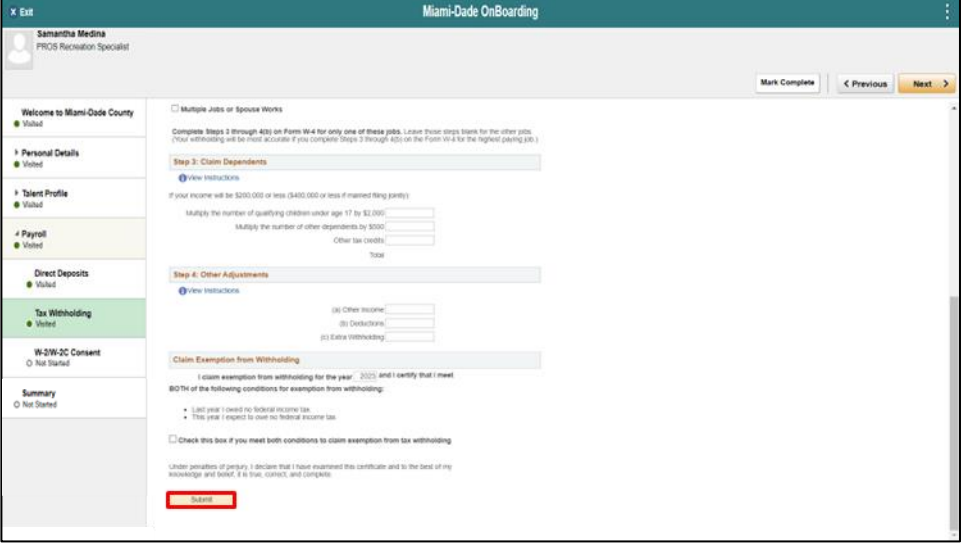
Step	Action
44.	<p>Enter the desired information into the Description field. Select the Continue button.</p> 
45.	<p>Select the Submit for Approval button.</p> 

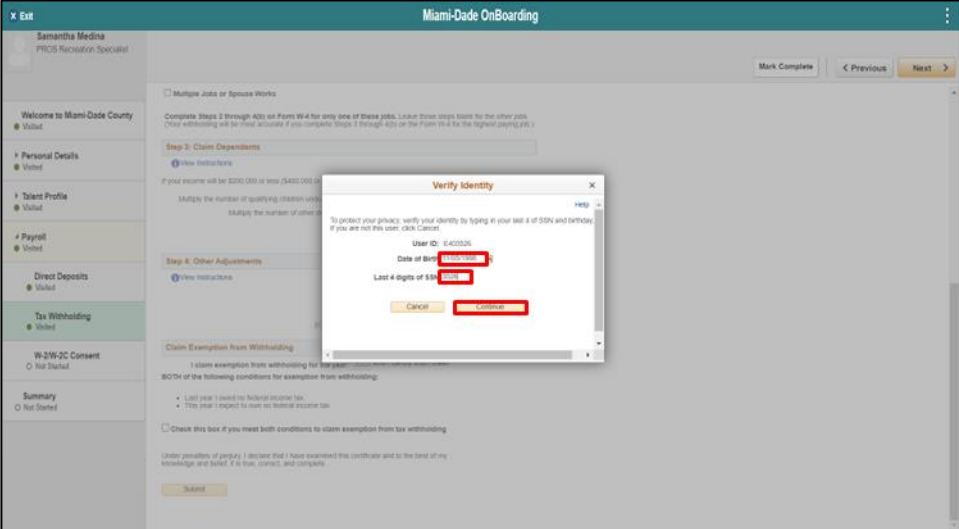
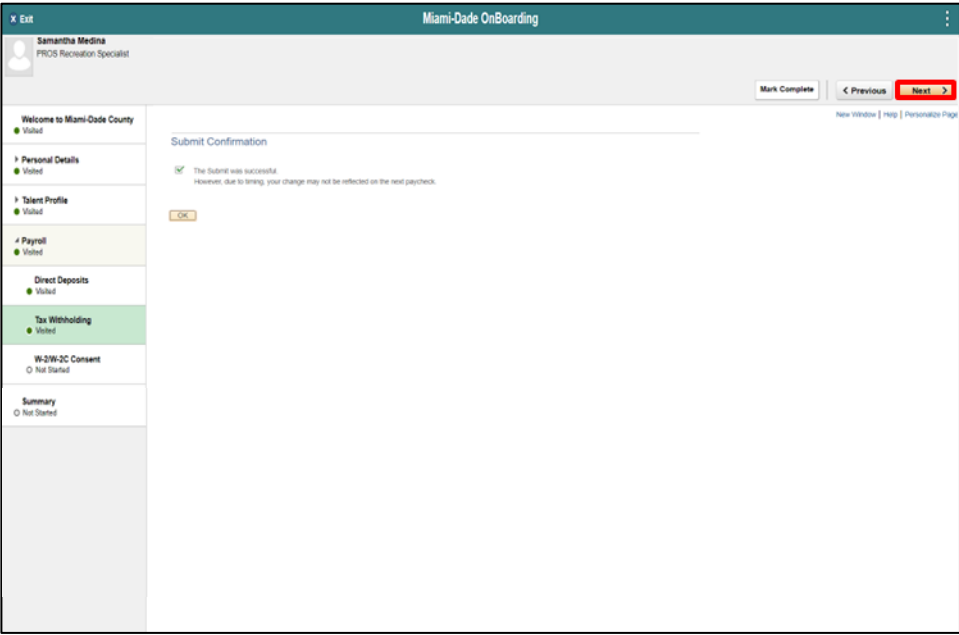
Step	Action
46.	<p>Select the Submit button.</p>  <p>Note: This request will route to the DPR for final review and approval.</p>
47.	<p>Select the Next button.</p> 

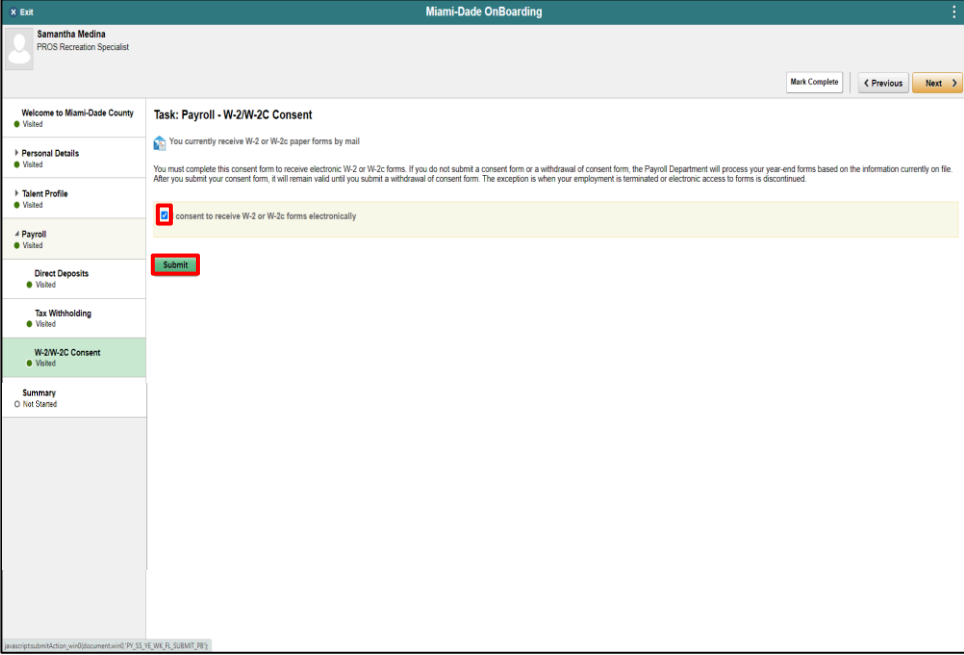
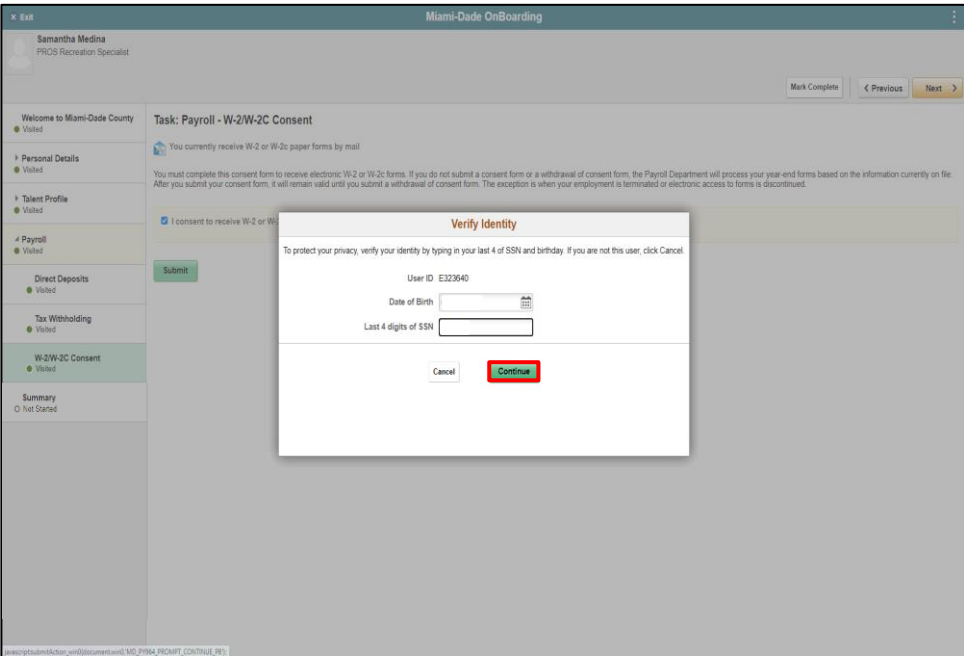
Step	Action
48.	<p>Select the Add Account button.</p>  <p>The screenshot shows the 'Miami-Dade OnBoarding' interface for Samantha Medina, a PROS Recreation Specialist. The left sidebar contains a navigation menu with items: 'Welcome to Miami-Dade County' (Visited), 'Personal Details' (Visited), 'Talent Profile' (Visited), 'Payroll' (Visited), 'Direct Deposits' (Visited), 'Tax Withholding' (Not Started), 'W-2W-3C Consent' (Not Started), and 'Summary' (Not Started). The main content area is titled 'Direct Deposit' and includes an 'Accounts' section. It contains instructions about defaulting to Full Balance and updating the account type when a second account is added. A red box highlights 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.</p> <p>Enter in the Last 4 digits of SSN details.</p> <p>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.</p> <p>Enter in the Last 4 digits of SSN details.</p> <p>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> <p>Select the Submit button.</p> 
57.	<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> 

Step

Action

58.

Select the **Next** button.

Exit

Miami-Dade OnBoarding

Samantha Medina

PROS Recreation Specialist

Previous

Next

Welcome to Miami-Dade County

Visited

Task: Payroll - W-2/W-2C Consent

You will receive W-2 or W-2c forms electronically

You have consented to receive electronic W-2 and W-2c forms. If you prefer to receive paper W-2 and W-2c forms, you must submit a withdrawal of consent form. After you submit the withdrawal of consent form, it is valid until you submit a new consent form.

Personal Details

Visited

Talent Profile

Visited

Payroll

Visited

Direct Deposits

Visited

Tax Withholding

Visited

W-2/W-2C Consent

Complete

Summary

Not Started

59.

Select the **Complete** button.

Exit

Miami-Dade OnBoarding

Samantha Medina

PROS Recreation Specialist

Mark Complete

Previous

Complete

Welcome to Miami-Dade County

Complete

Task: Summary

To finish the Onboarding process, please select the **Complete** button.

Steps

15 rows

Step	Status	Date Completed	Mark Complete	Go to Step
Welcome to Miami-Dade County	Complete	06/26/2023	Completed	Go to Step
Verify Name	Complete	06/26/2023	Completed	Go to Step
Verify Addresses	Complete	06/26/2023	Completed	Go to Step
Verify Contact Details	Complete	06/26/2023	Completed	Go to Step
Verify Additional Information	Complete	06/26/2023	Completed	Go to Step
Emergency Contacts	Complete	06/26/2023	Completed	Go to Step
Ethnic Groups	Complete	06/26/2023	Completed	Go to Step
Veteran Status	Complete	06/26/2023	Completed	Go to Step
Disability	Complete	06/26/2023	Completed	Go to Step
Degrees	Complete	06/26/2023	Completed	Go to Step
Licenses and Certifications	Complete	06/26/2023	Completed	Go to Step
Direct Deposits	Complete	06/26/2023	Completed	Go to Step
Tax Withholding	Complete	06/26/2023	Completed	Go to Step
W-2/W-2C Consent	Complete	06/26/2023	Completed	Go to Step

Personal Details

Complete

Talent Profile

Complete

Payroll

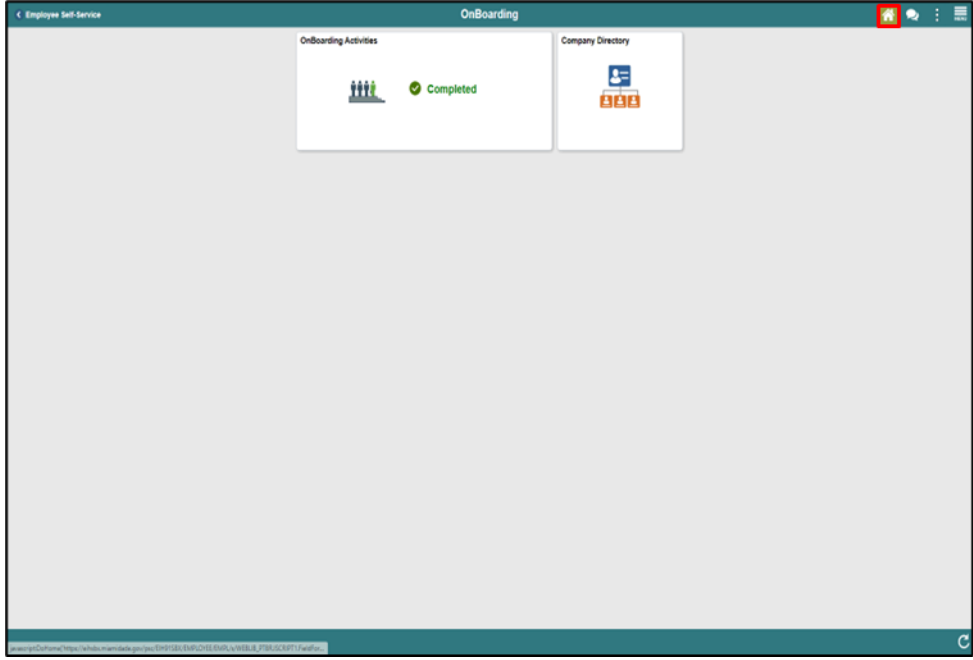
Complete

Attachments

Complete

Summary

Visited

Step	Action
60.	<p data-bbox="363 312 688 344">Select the Home button.</p> 
The OnBoarding Activities are now routed to the DPR for review and approval.	