Miami-Dade County

Financial Disclosures for DPRs Job Aid

Version 1.0

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PURPOSE

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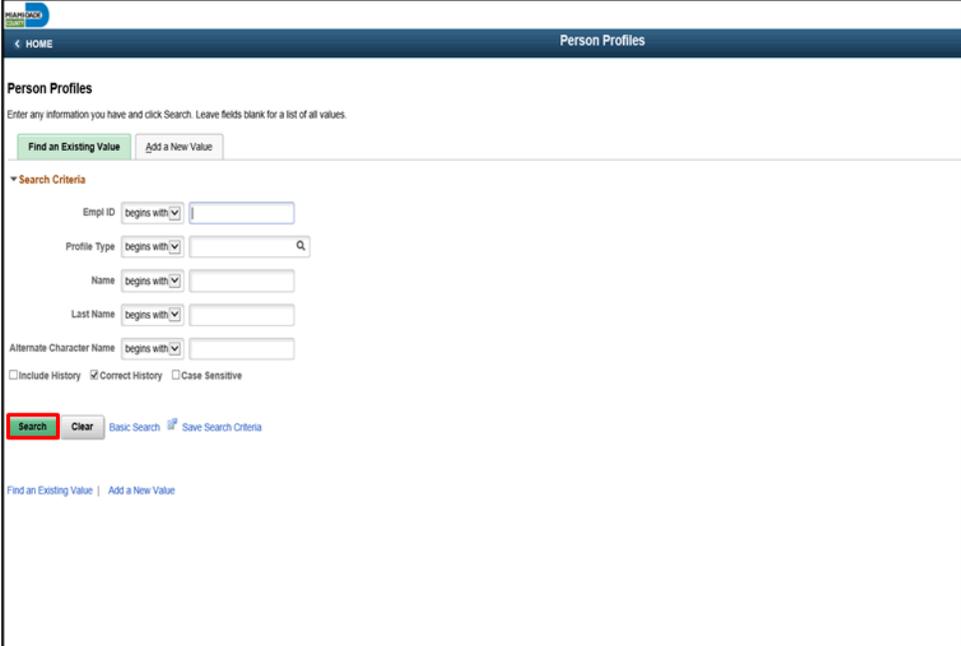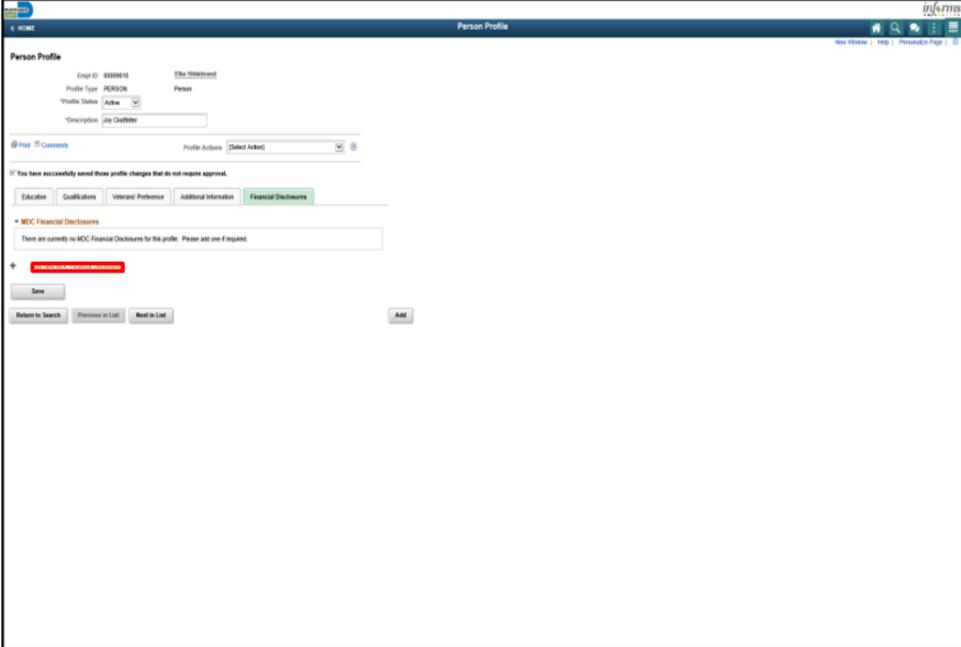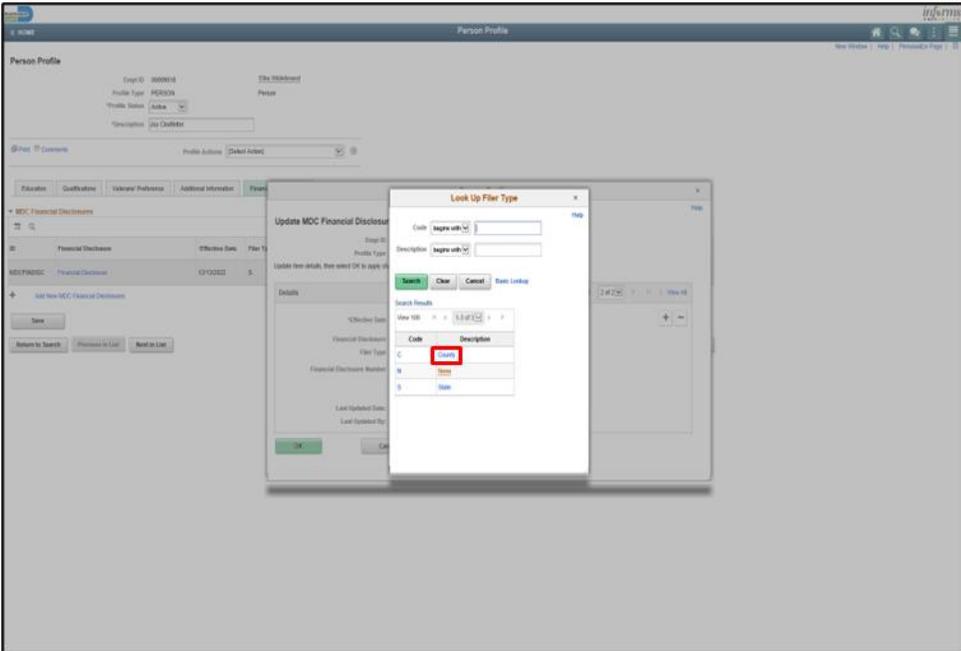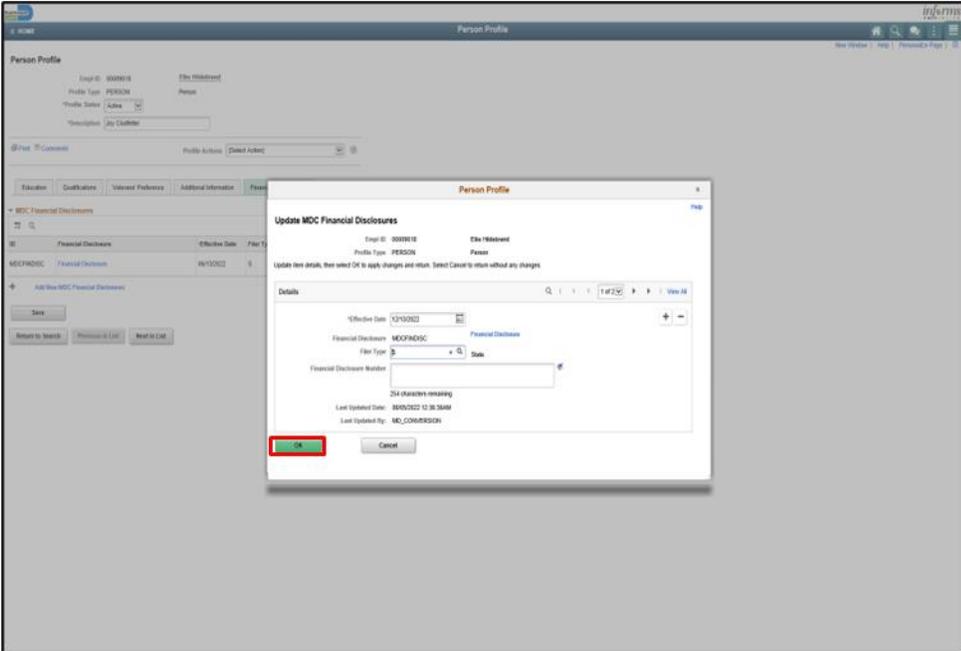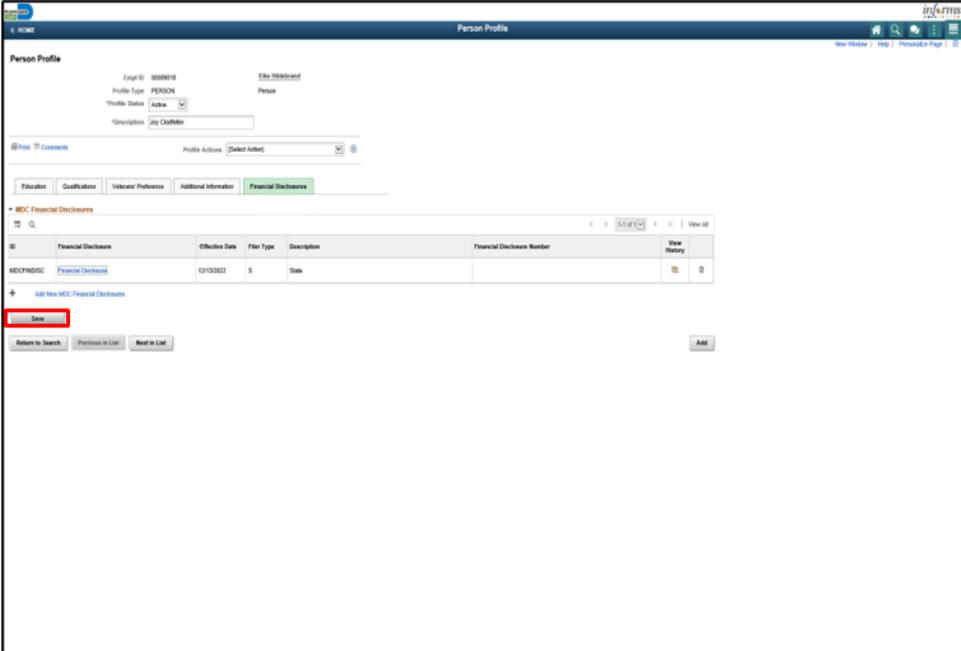This document explains the key activities involved in adding and updating financial disclosures. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.
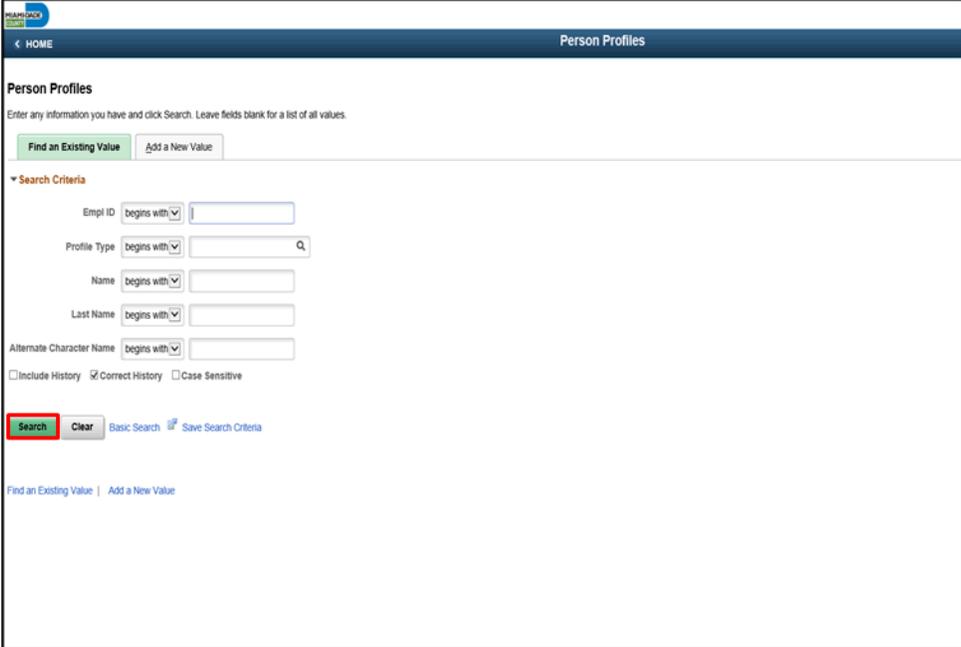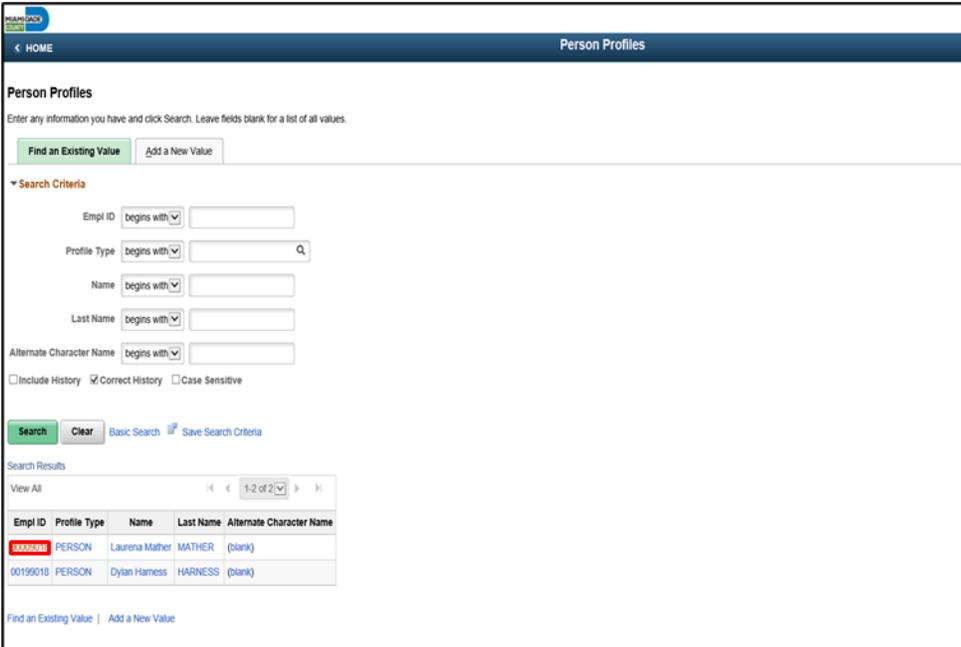
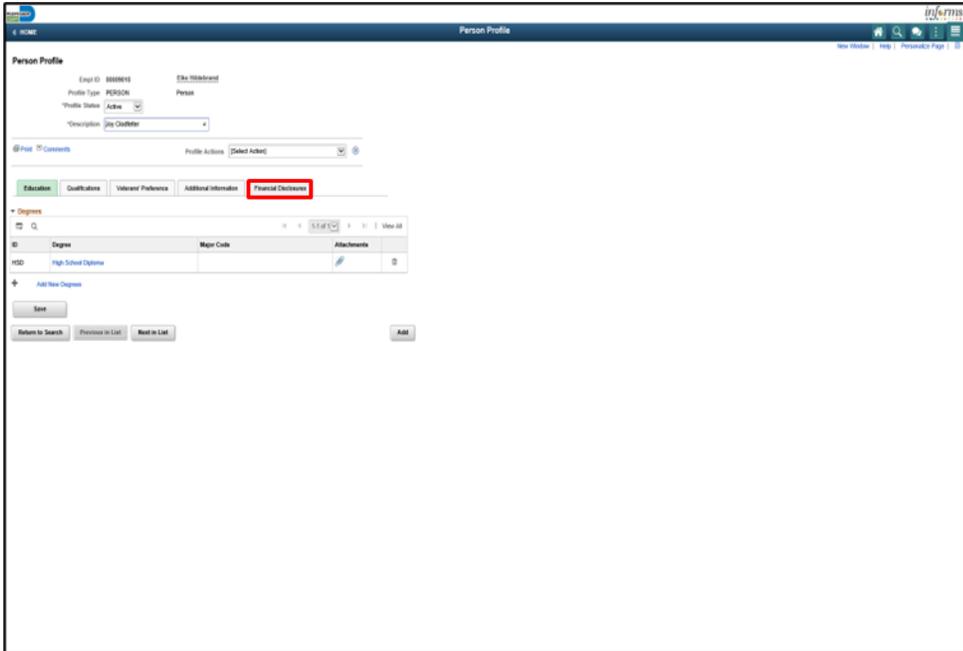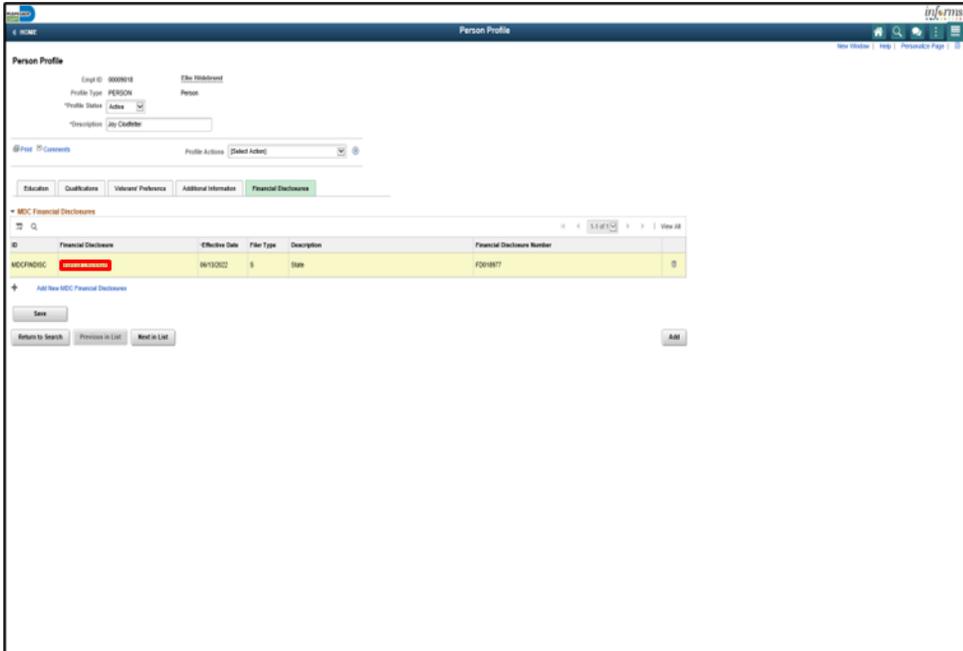## ADDING AND UPDATING FINANCIAL DISCLOSURES FOR DPRS

Step	Action
Add a Financial Disclosure for an employee that has never reported.	
1.	Navigate to: NavBar > Navigator > HCM > Workforce Development > Profile Management > Profiles > Manage Employee Profile
2.	Input applicable search parameters then select the **Search** button.

Step	Action
3.	Select the applicable employee.
4.	Select the **Financial Disclosures** tab.

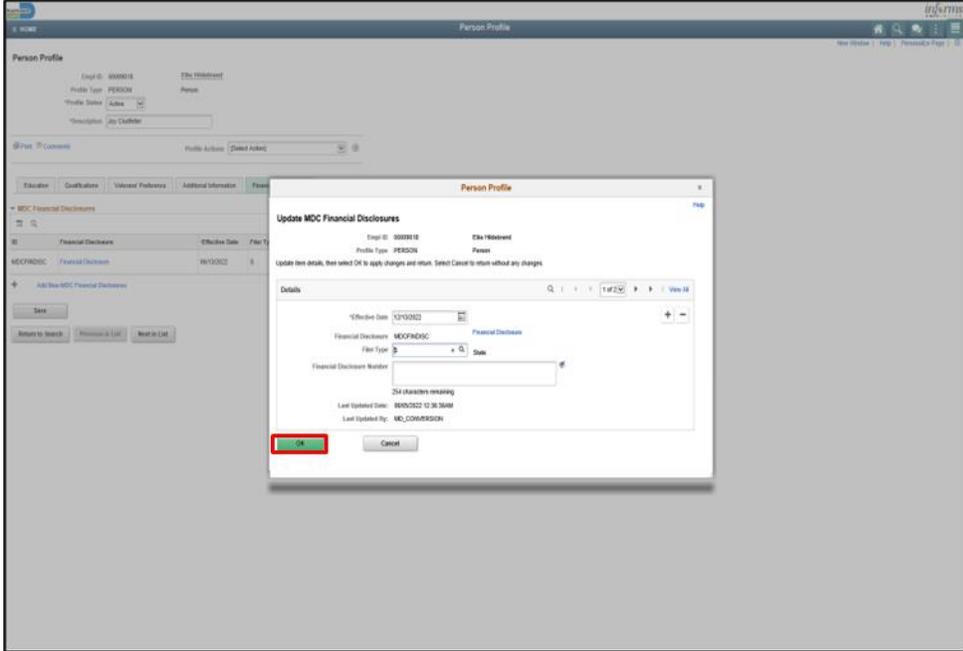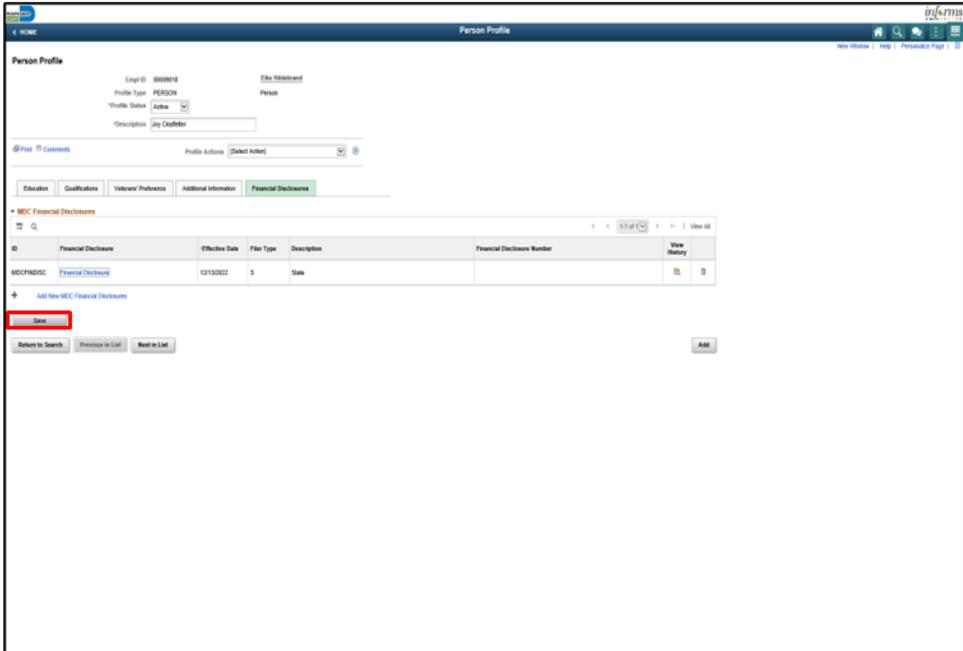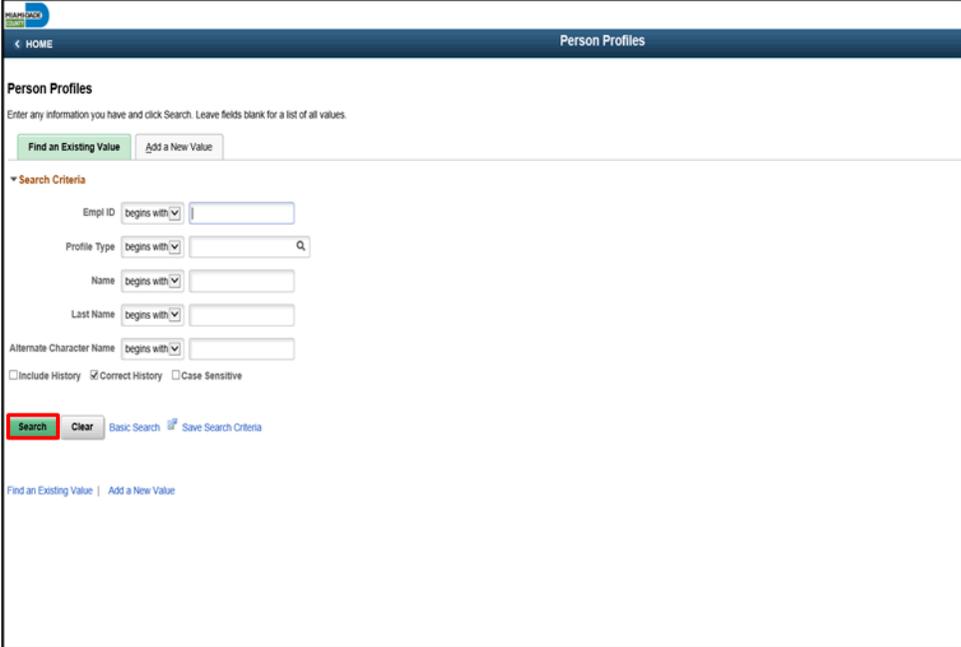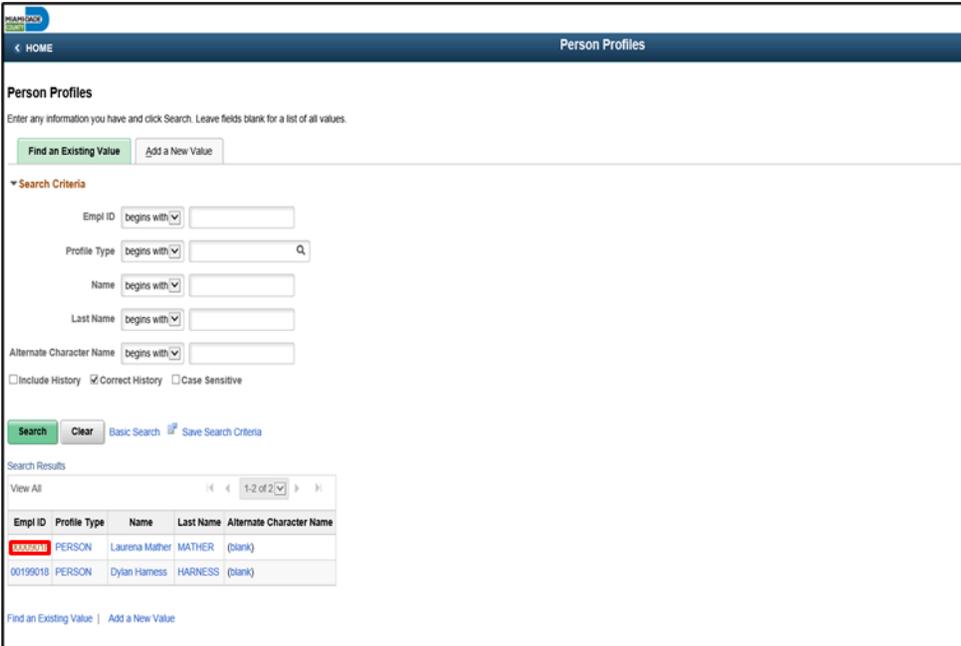| Step	Action
5.	Select the **Add New MDC Financial Disclosures** link.
6.	Input or search for the applicable **Filer Type**. C – County Filer S – State Filer N – Employee that used to file but no longer needs to file.

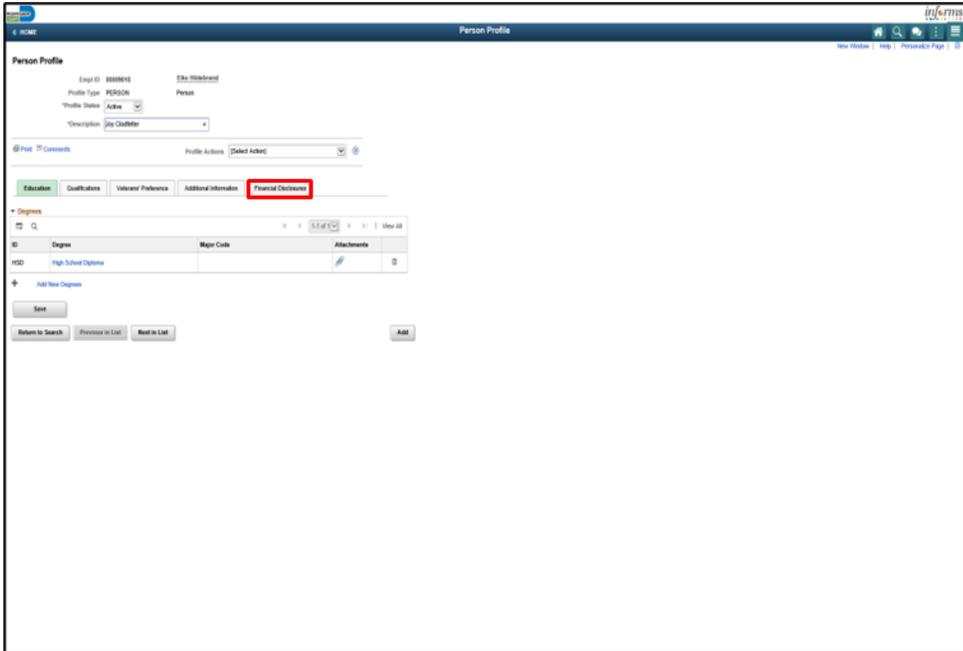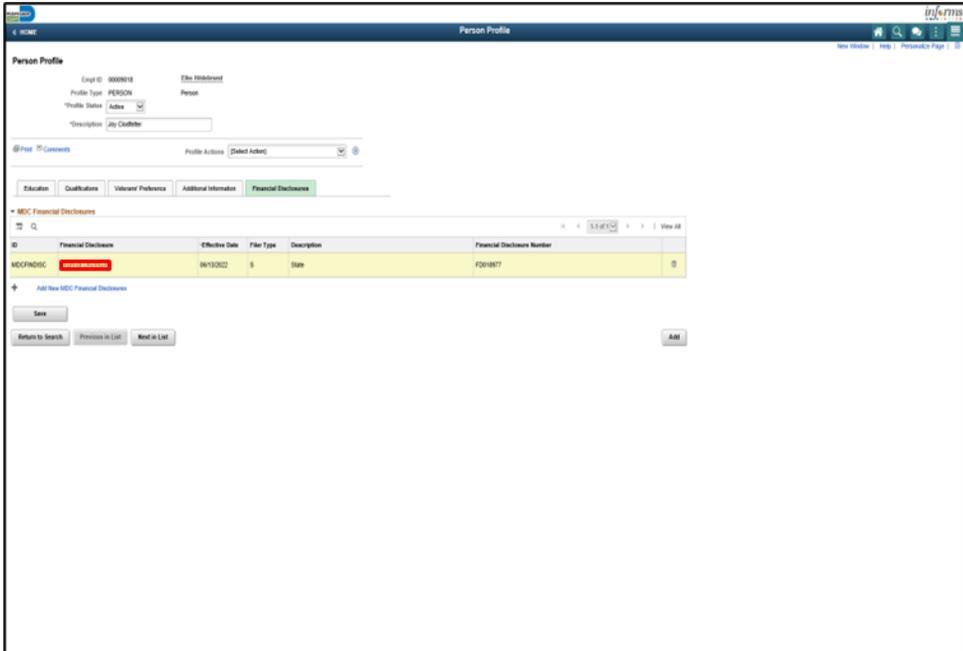| Step	Action
7.	Select the **OK** button.
8.	Select the **Save** button.
Add a Financial Disclosure for an employee that has previously reported.	
1.	Navigate to: NavBar > Navigator > HCM > Workforce Development > Profile Management > Profiles > Manage Employee Profile

Step	Action
2.	Input applicable search parameters then select the **Search** button.
3.	Select the applicable employee.

Step	Action
4.	Select the **Financial Disclosures** tab.
5.	Select the **Financial Disclosures** link.

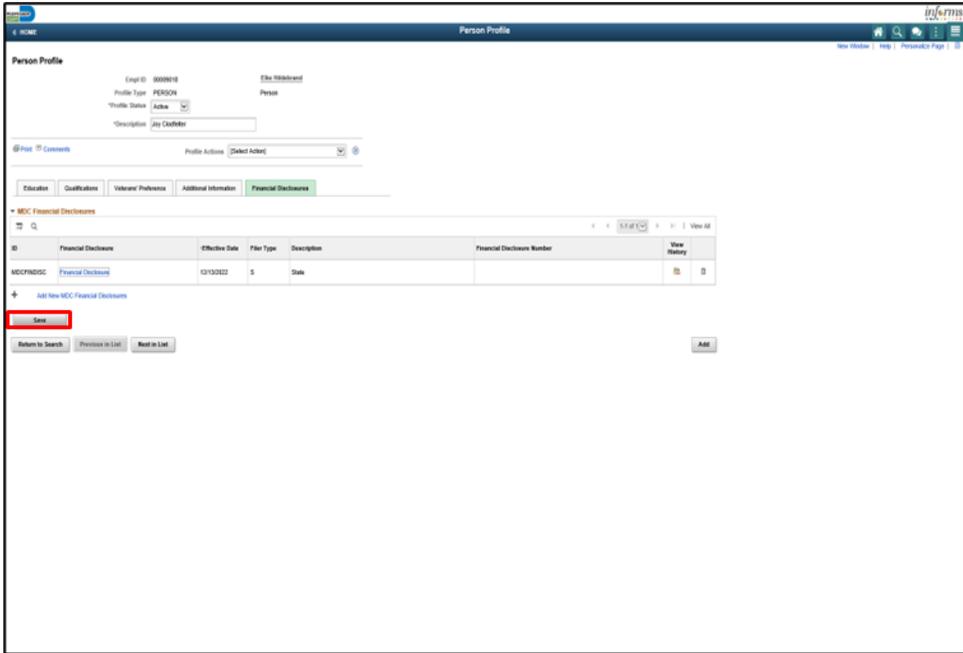| Step	Action
6.	Select the **+ Add a new row** object.
7.	Input or search for the applicable **Filer Type**. C – County Filer S – State Filer N – Employee that used to file but no longer needs to file.
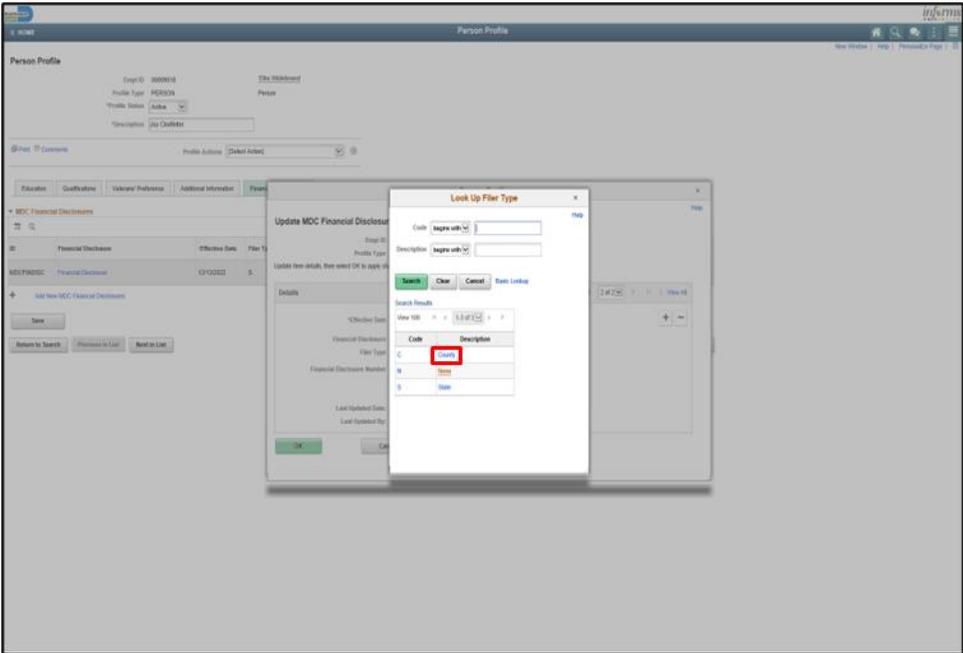
Step	Action
8.	Select the **OK** button.
9.	Select the **Save** button.
Correct a Financial Disclosure for an employee that has previously reported.	
1.	Navigate to: NavBar > Navigator > HCM > Workforce Development > Profile Management > Profiles > Manage Employee Profile

Step	Action
2.	Input applicable search parameters then select the **Search** button.
3.	Select the applicable employee.

Step	Action
4.	Select the **Financial Disclosures** tab.
5.	Select the **Financial Disclosures** link.

Step	Action
6.	Input or search for the applicable **Filer Type**. C – County Filer S – State Filer N – Employee that used to file but no longer needs to file.
7.	Select the **OK** button.
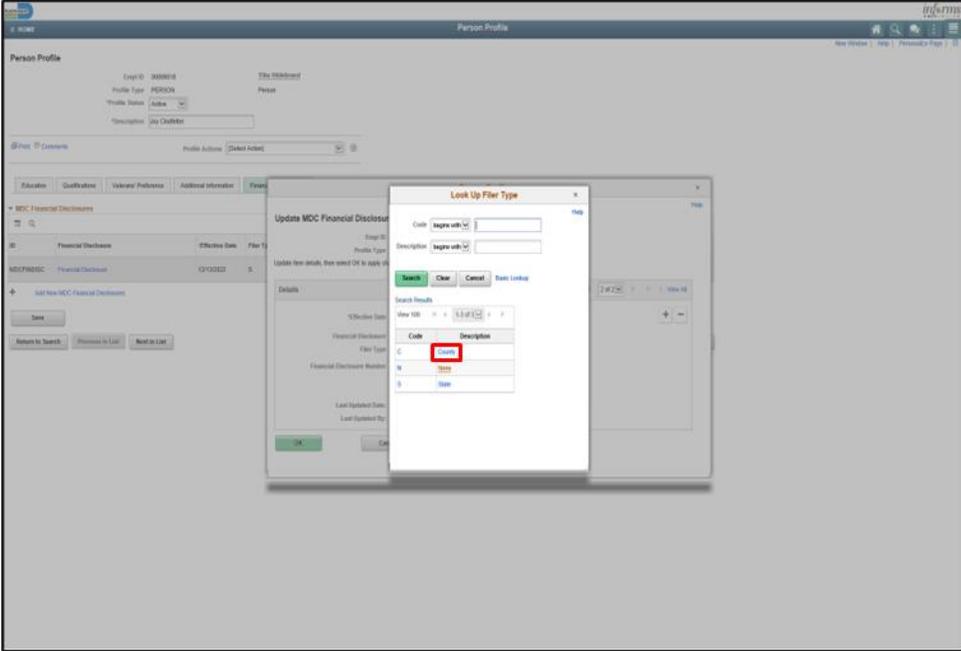
Step	Action
8.	Select the **Save** button.