



Miami-Dade County

Holiday Time Entry and Absence Request

Version 1.0

PURPOSE

This document explains the process of holiday time entry within the INFORMS system.

Step	Action
1.	<p>Holidays will be prepopulated on the timesheet, stating HOLIDAY in red.</p> <p>If the Holiday falls on a scheduled workday and the employee is observing (not working) the Holiday, do NOT enter any time or TRC for the Holiday. HOLDY – Holiday Observed TRC will automatically generate in Payable time after Time Administration process is run for the number of hours in the employee’s schedule for that day.</p>
2.	<p>Note: If you will be submitting an Absence Request for Holiday Leave Earned, please see Step 7.</p>
3.	<p>Below are the 4 TRCs available for employees to select from the dropdown list on their timesheet on a holiday.</p> <p>IF THE HOLIDAY FALLS ON A SCHEDULED DAY OFF</p> <ul style="list-style-type: none"> ● HEOFF – Holiday Day Off – Earned Leave When Holiday falls on a scheduled day off and the employee elects to have those holiday hours placed in their Holiday Leave bank. ● HPOFF – Holiday Day Off – Paid When Holiday falls on a scheduled day off and the employee elects to be paid those holiday hours. ● If employee doesn’t not select either HEOFF or HPOFF, INFORMS will automatically generate HEOFF in Payable time once Time Administration process is run. <p>IF THE HOLIDAY FALLS ON A SCHEDULED WORKDAY</p> <ul style="list-style-type: none"> ● HOLEA – Holiday Worked – Earned Leave Holiday is a scheduled workday, and the employee works the holiday and elects to have holiday hours worked placed in their Holiday Leave bank. ● HOLPD – Holiday Worked – Paid Holiday is a scheduled workday, and the employee works the holiday and elects to be paid for holiday hours worked. ● For these two scenarios, HOLDY will still generate automatically in Payable Time once Time Administration process is run. <p>NOTE: Steps 4-6 should be performed when entering any of the 4 Holiday TRCs .</p>
4.	<ul style="list-style-type: none"> ● Log into INFORMS. ● Navigate to: Employee Self-Service > Time and Absence > Enter Time.

5.

- Select the applicable **Time Reporting Code**.
- Select the Holiday.
- Enter the total number of hours worked.
- Select **Submit**.

6.

- Select **OK** once a confirmation prompt is displayed.

Timesheet Submit Confirmation

By submitting the time and attendance entries for the specified time period above, I acknowledge that the hours reported represent the actual hours worked and that all hours are paid at the adjusted hourly rate inclusive of pay supplements and in accordance with my respective collective bargaining provisions. If there are any discrepancies, I understand that I need to communicate the discrepancy to my Departmental Personnel Representative (DPR) immediately.

OK

7.

Note: If you will be submitting an Absence Request for Holiday Earned Leave, validate that the **Holiday Earned Leave Balance** displays enough hours for the amount of time off being requested.

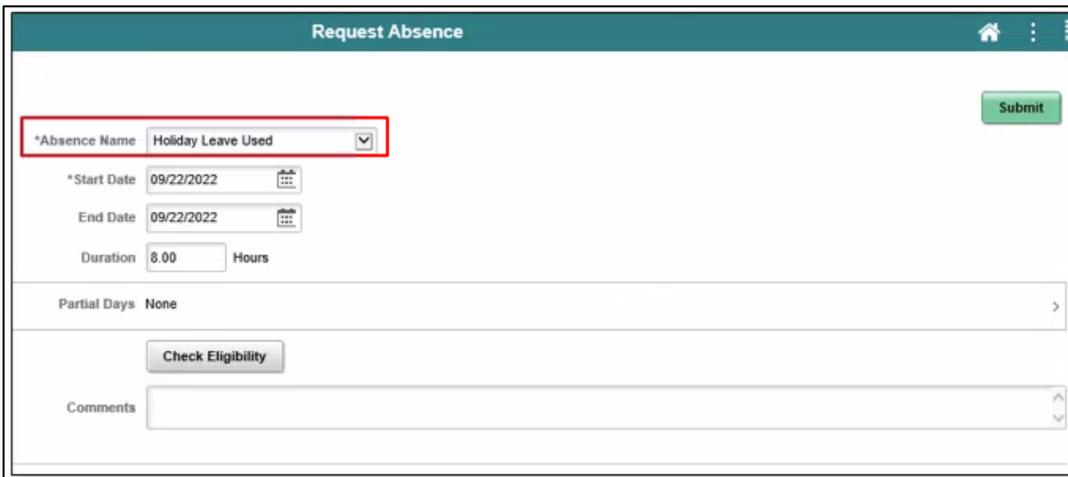
Balances	
Birthday Holiday Balance	
As Of 09/04/2022	1.00 Days
Floating Holiday Balance	
As Of 09/04/2022	3.00 Days
Sick Leave Balance	
As Of 09/04/2022	11.00 Hours
Compensatory Leave Balance	
As Of 09/04/2022	0.00 Hours
Holiday Earned Leave Balance	
As Of 09/04/2022	11.00 Hours
Annual Leave Balance	
As Of 09/04/2022	118.00 Hours

**Disclaimer The current balance does not reflect absences that have not been processed.

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Note: When submitting an Absence Request for Holiday Earned Leave, be sure to select **Holiday Leave Used** for the Absence Name.

8.



The screenshot shows a web form titled "Request Absence". The form includes the following fields and controls:

- *Absence Name:** A dropdown menu with "Holiday Leave Used" selected. This field is highlighted with a red border.
- *Start Date:** A date picker set to 09/22/2022.
- End Date:** A date picker set to 09/22/2022.
- Duration:** A text input set to "8.00" followed by "Hours".
- Partial Days:** A dropdown menu set to "None".
- Check Eligibility:** A button.
- Comments:** A text area.
- Submit:** A green button in the top right corner.