



## **Miami-Dade County**

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# Job-Basis Employee Payroll and Attendance Record Reporting for Elections Related Activities Job Aid

Version 1.0

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## PURPOSE

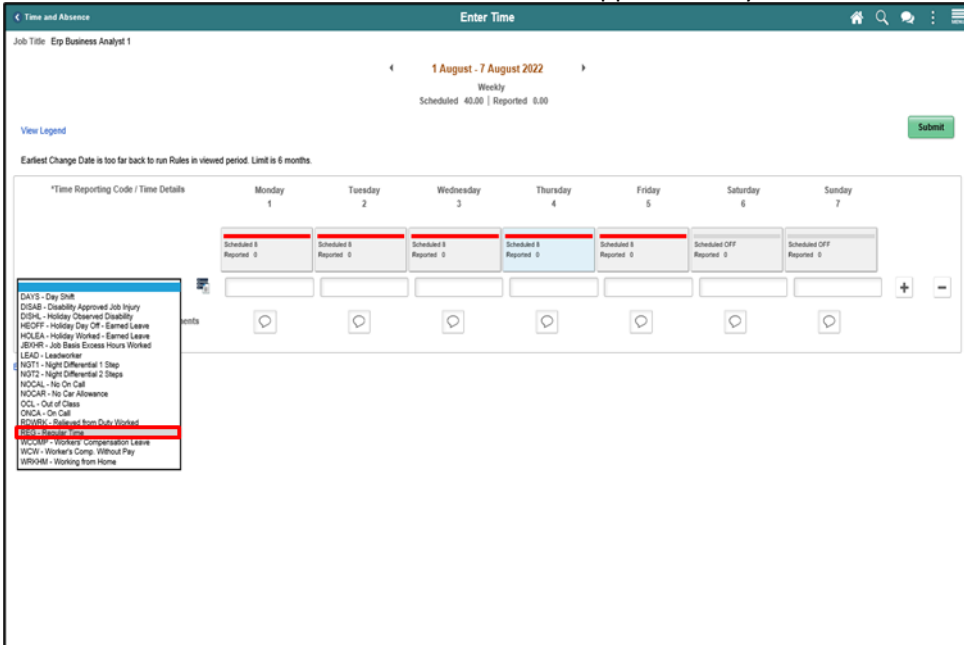
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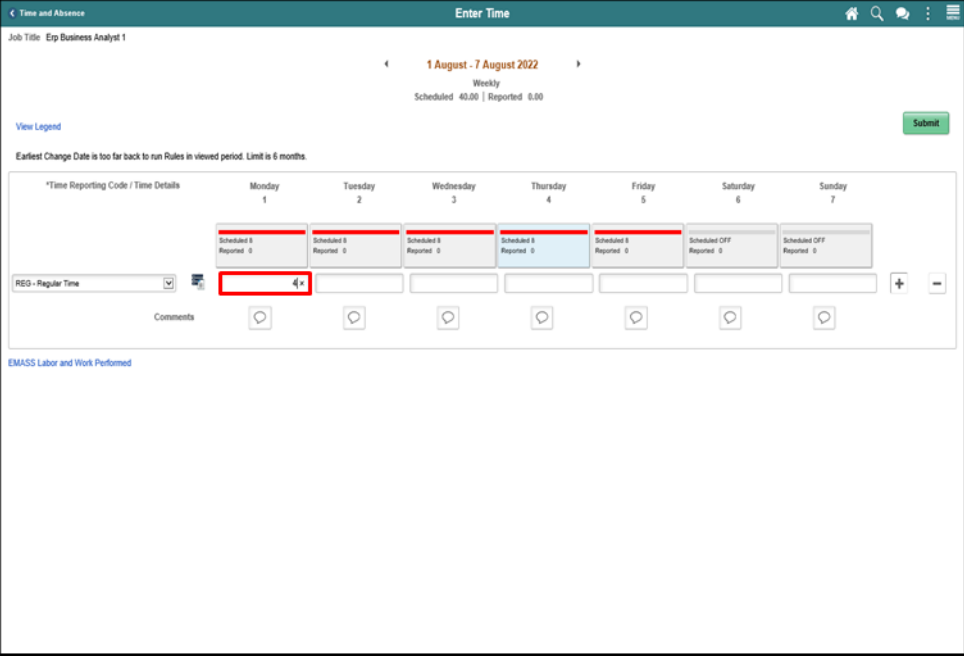
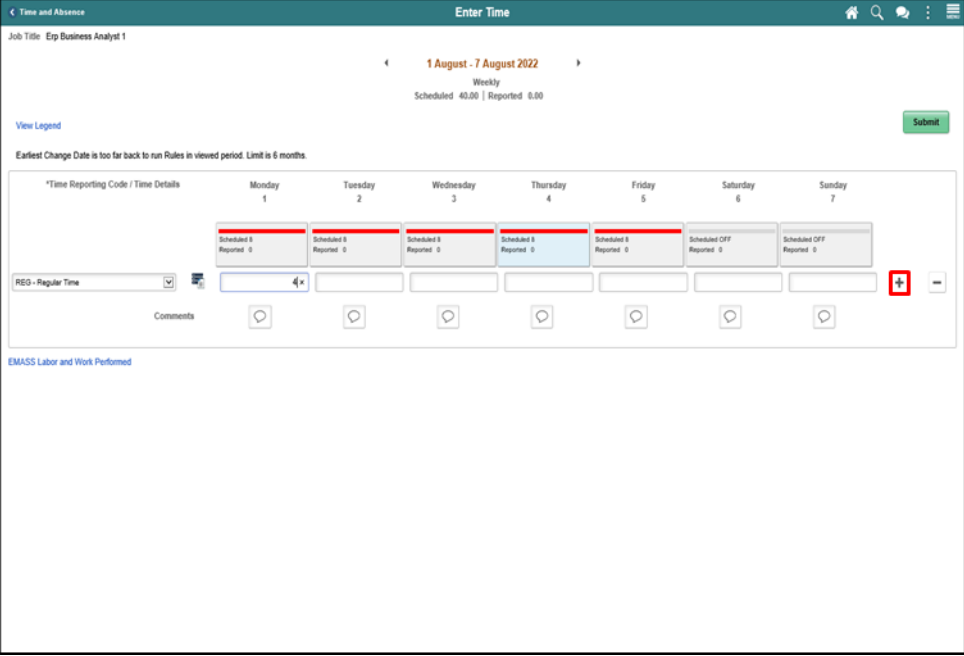
### **Purpose**

To provide clarification regarding the proper posting of hours during Elections related activities, please refer to information provided below.

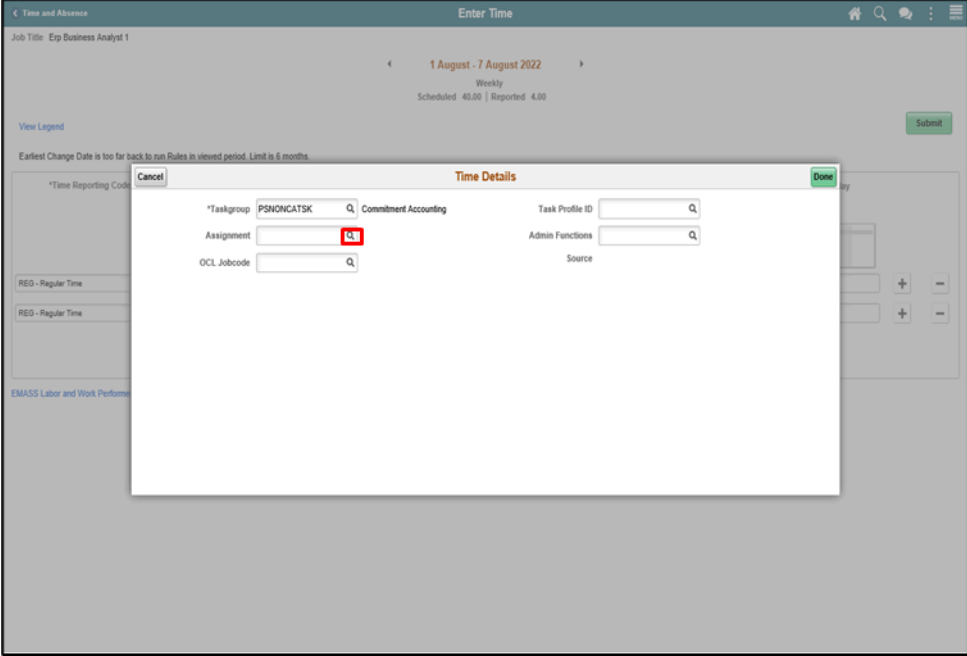
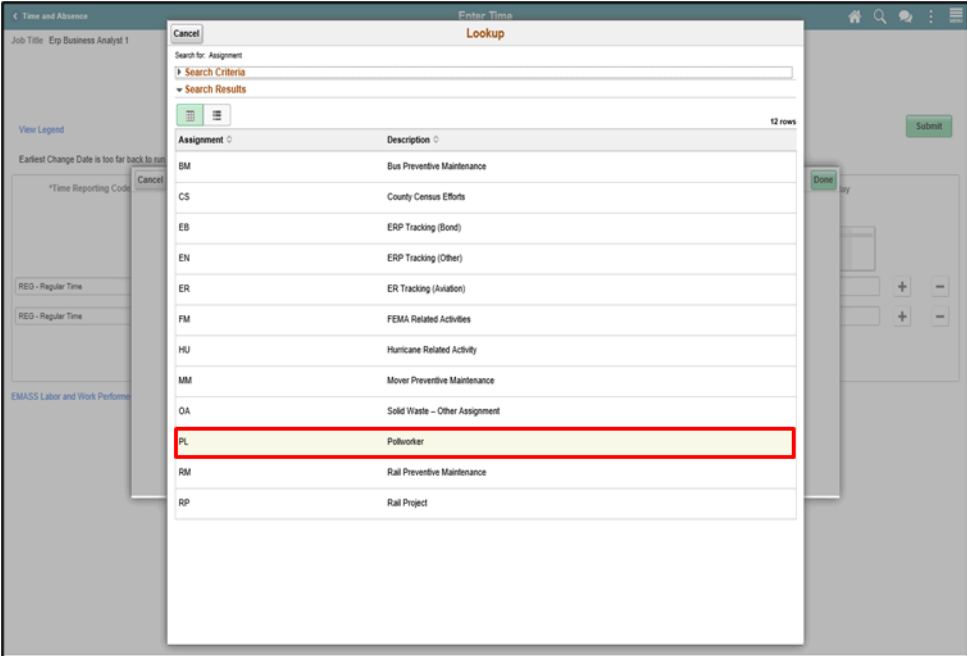
For the purposes of time collection and reporting, the Assignment Code, "PL" should be used to reflect any Elections related activity by the employee from their regular assignment to support the Elections Department. The Assignment code PL allows for better tracking and reporting of usage and costs.

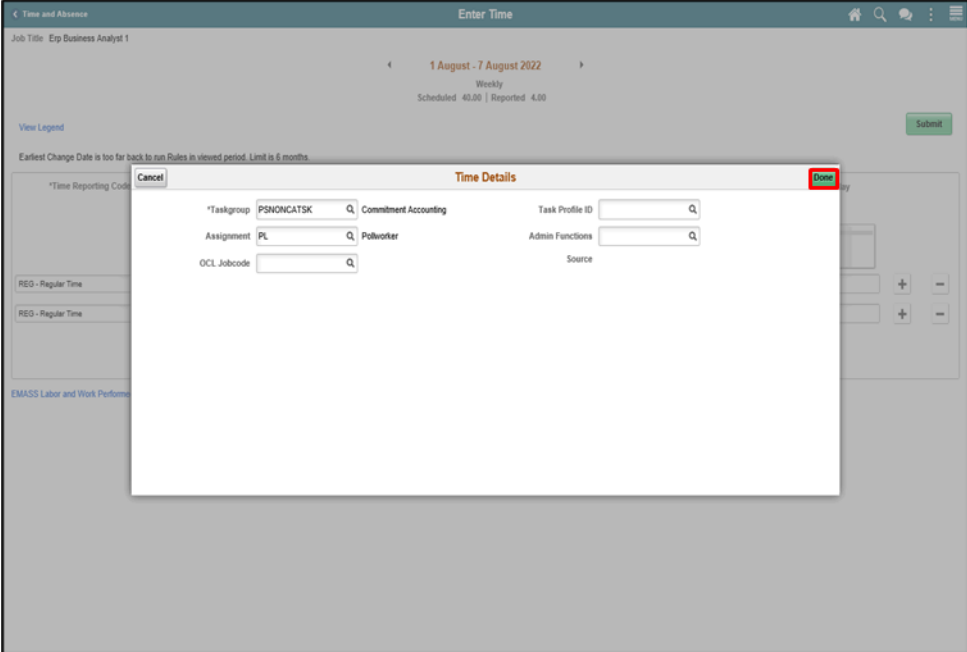
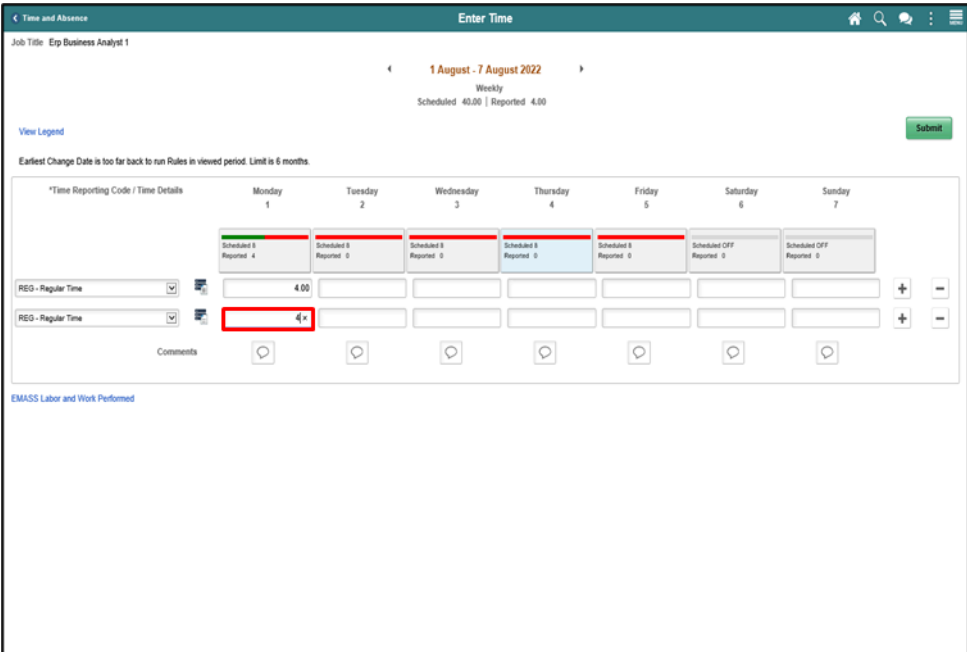
## JOB-BASIS EMPLOYEE PAYROLL AND ATTENDANCE RECORD REPORTING FOR ELECTIONS RELATED ACTIVITIES

Step	Action
<p><b>Job-Basis Employee</b></p>	
<p><b>Scenario:</b> The employee attends elections training prior to the election. The employee worked their 8-hour schedule (or regular scheduled shift hours) on Friday, but 4 of those hours were allotted to election training. The employee must report 4 hours as Regular Time (REG).</p>	
1.	<p>Navigate to: <b>Employee Self Service &gt; Time and Absence &gt; Enter Time</b></p>
2.	<p>Select the applicable <b>Time Reporting Code</b>. Enter the total amount of hours worked on each applicable day.</p> 

Step	Action
3.	<p>Enter the desired information into the <b>Hours</b> field. Enter "4".</p>  <p>The screenshot shows the 'Enter Time' interface for a weekly schedule from August 1st to 7th, 2022. The interface includes a 'Time Reporting Code / Time Details' section with a dropdown menu set to 'REG - Regular Time'. Below this is a table with columns for each day of the week. Each day has a 'Scheduled' field and a 'Reported' field. The 'Reported' field for Monday is highlighted with a red box and contains the number '4'. A 'Submit' button is visible in the top right corner.</p>
4.	<p>Select the <b>Add</b> button to add an additional row to log <b>Pollworker</b> hours.</p>  <p>This screenshot is identical to the one above, but the 'Add' button (a red square with a white plus sign) at the end of the table row is highlighted with a red box. The 'Reported' field for Monday is no longer highlighted.</p>

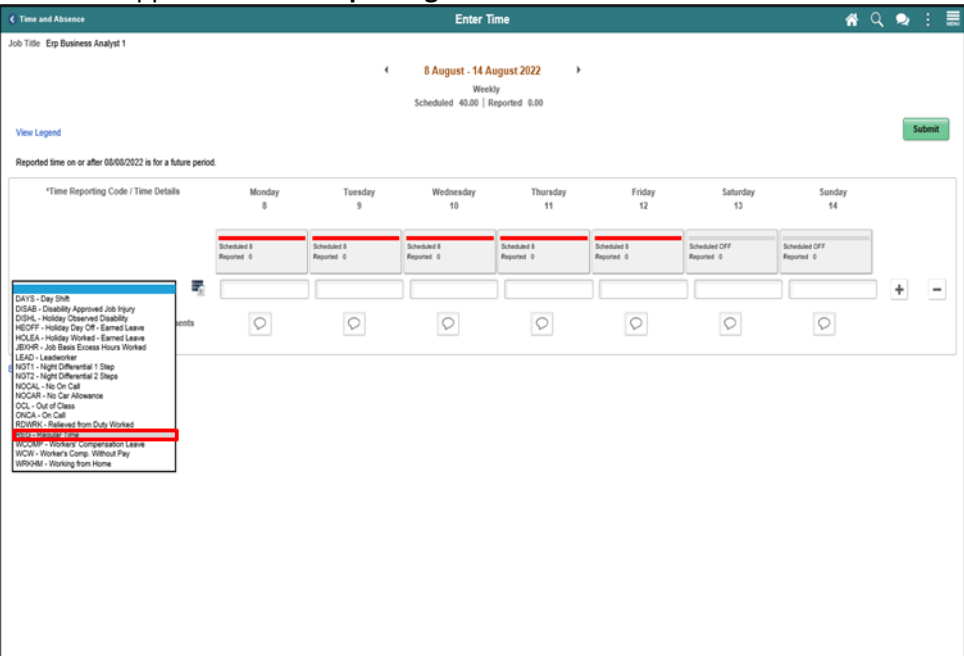
Step	Action
5.	<p>Select the applicable <b>Time Reporting Code</b>.</p>
6.	<p>Select the <b>Time Details</b> icon.</p>

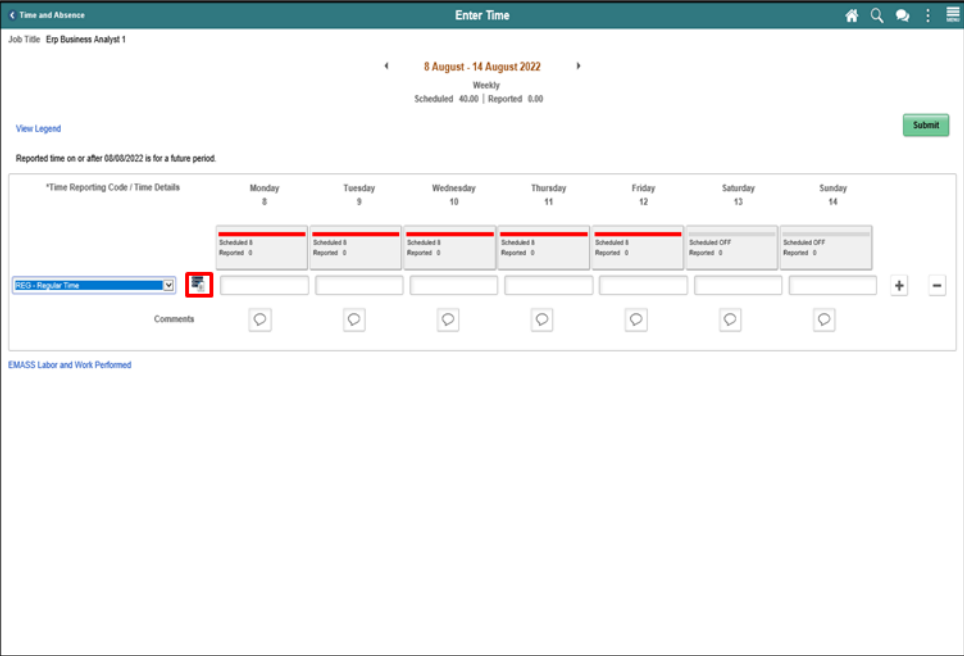
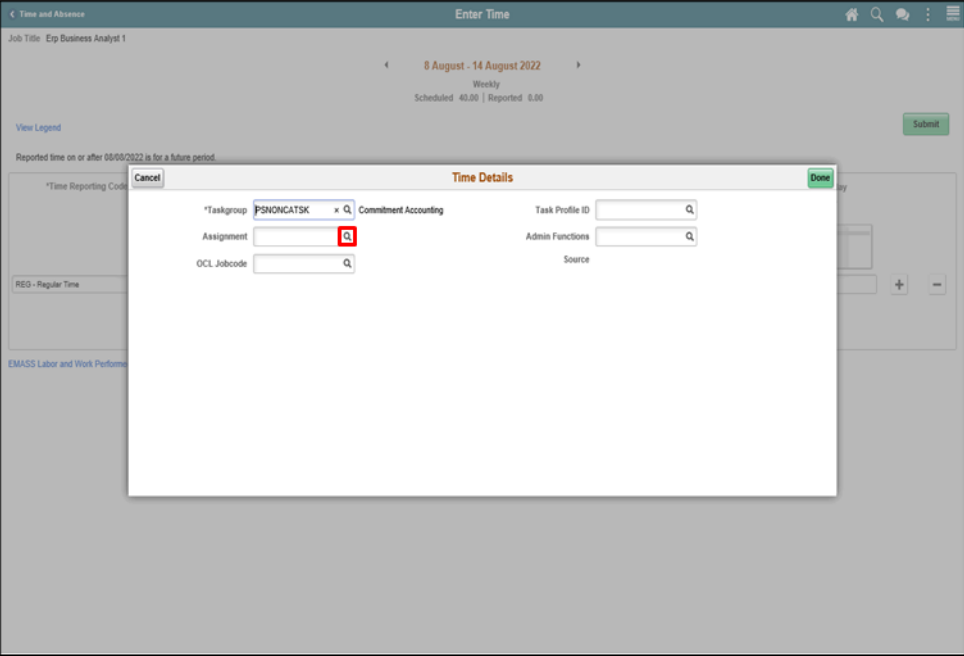
Step	Action																										
7.	<p>Click the <b>Look up Assignment</b> icon.</p> 																										
8.	<p>Select <b>Pollworker</b>.</p>  <table border="1" data-bbox="532 1192 1162 1587"> <thead> <tr> <th>Assignment</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>BM</td><td>Bus Preventive Maintenance</td></tr> <tr><td>CS</td><td>County Census Efforts</td></tr> <tr><td>EB</td><td>ERP Tracking (Bond)</td></tr> <tr><td>EN</td><td>ERP Tracking (Other)</td></tr> <tr><td>ER</td><td>ER Tracking (Aviation)</td></tr> <tr><td>FM</td><td>FEMA Related Activities</td></tr> <tr><td>HU</td><td>Hurricane Related Activity</td></tr> <tr><td>MM</td><td>Mover Preventive Maintenance</td></tr> <tr><td>OA</td><td>Solid Waste - Other Assignment</td></tr> <tr style="border: 2px solid red;"><td>PL</td><td>Pollworker</td></tr> <tr><td>RM</td><td>Rail Preventive Maintenance</td></tr> <tr><td>RP</td><td>Rail Project</td></tr> </tbody> </table>	Assignment	Description	BM	Bus Preventive Maintenance	CS	County Census Efforts	EB	ERP Tracking (Bond)	EN	ERP Tracking (Other)	ER	ER Tracking (Aviation)	FM	FEMA Related Activities	HU	Hurricane Related Activity	MM	Mover Preventive Maintenance	OA	Solid Waste - Other Assignment	PL	Pollworker	RM	Rail Preventive Maintenance	RP	Rail Project
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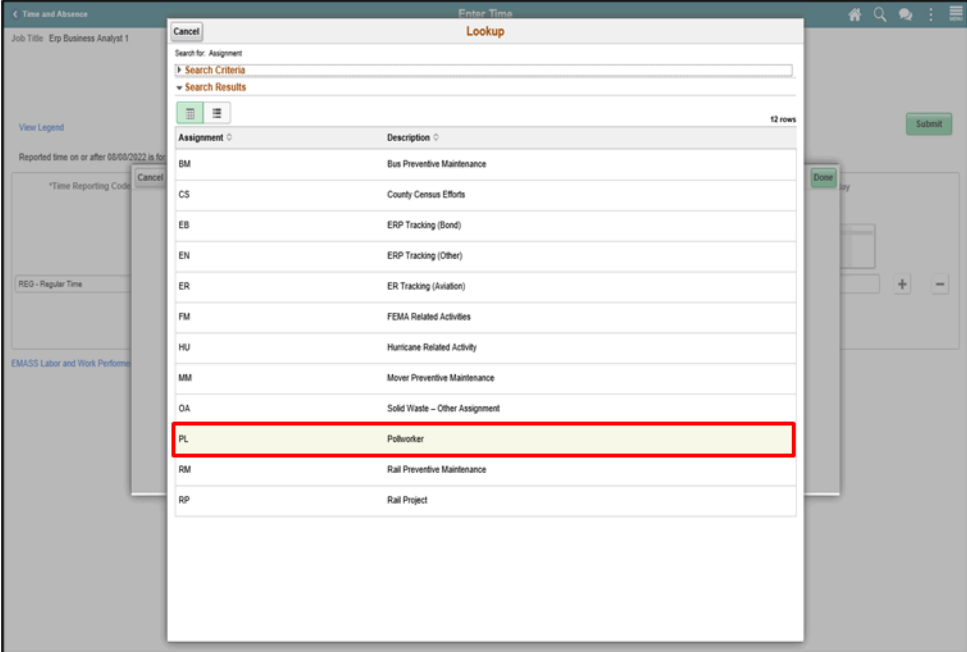
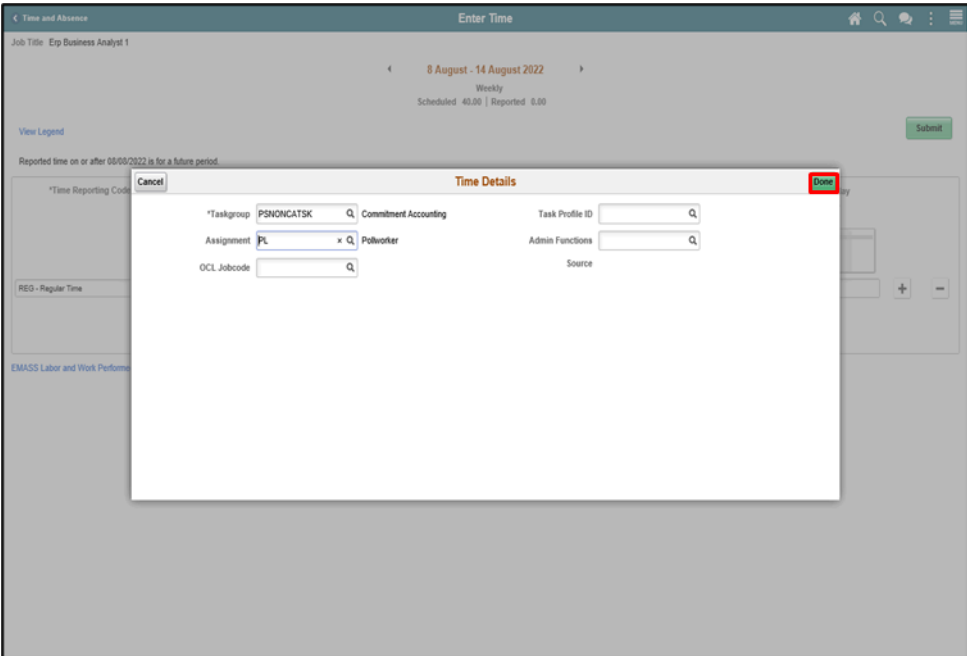
Step	Action
9.	<p>Click the <b>Done</b> button.</p> 
10.	<p>Enter the desired information into the <b>Hours</b> field. Enter "4".</p> 

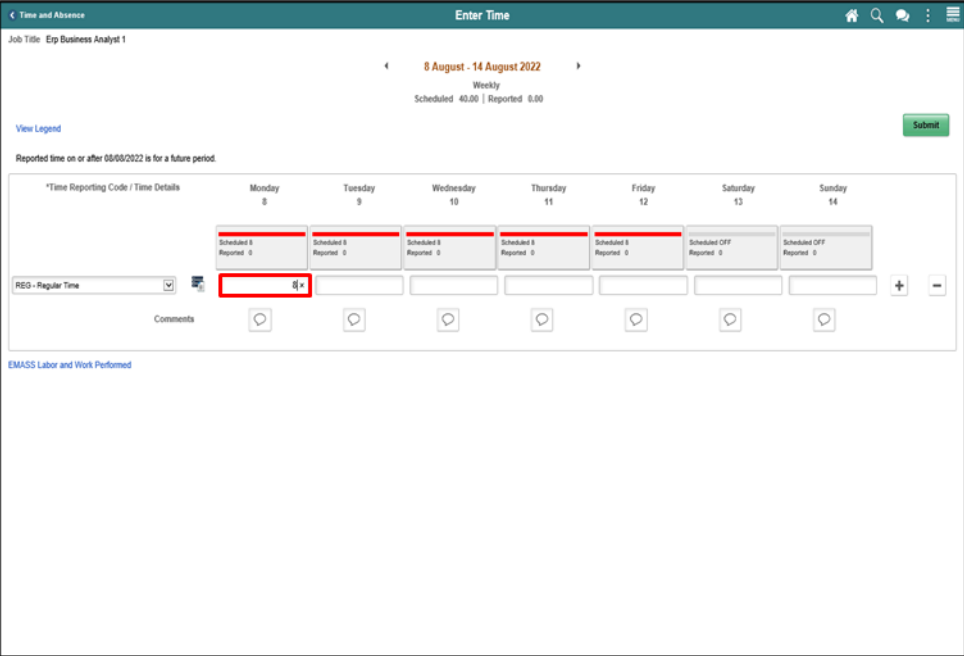
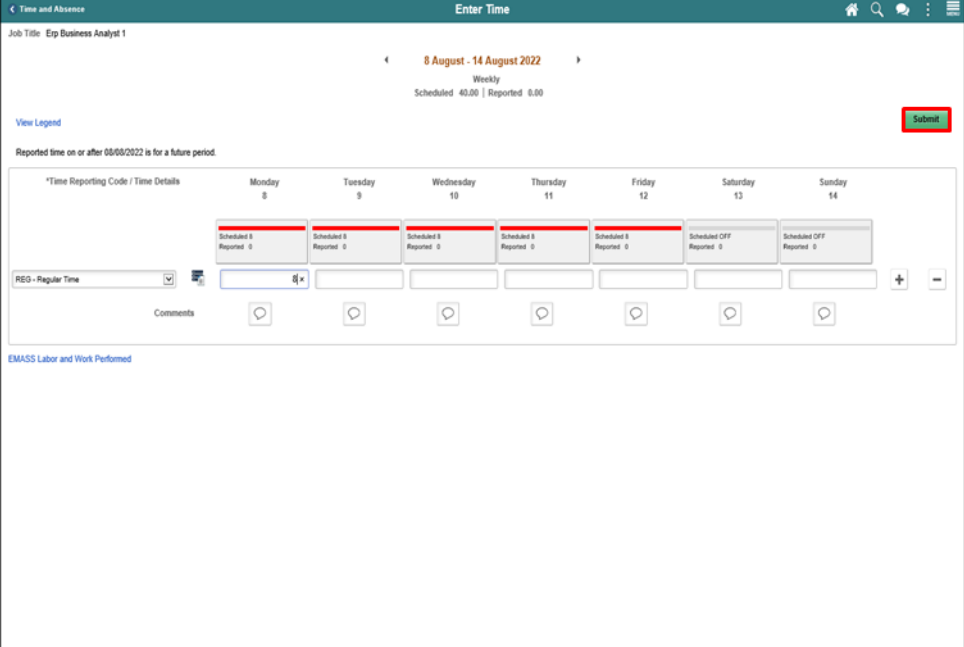
Step	Action
11.	<p>Select the <b>Submit</b> button.</p> <p>The screenshot shows the 'Enter Time' interface for a user named 'Erg Business Analyst 1'. The date range is '1 August - 7 August 2022' (Weekly). The interface displays a weekly schedule with columns for Monday through Sunday. The 'Submit' button is located in the top right corner and is highlighted with a red box.</p>
12.	<p>Select the <b>OK</b> button.</p> <p>The screenshot shows the 'Enter Time' interface with a 'Timesheet Submit Confirmation' dialog box. The dialog box contains the following text: '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.' The 'OK' button is highlighted with a red box.</p>



Step	Action
<p><b>Job-Basis Employee</b></p> <p><b>Scenario:</b> On the Monday before the election, the employee reports to their Election assignment/precinct for setup. The employee will report 8 hours (or their regular scheduled shift hours) of Regular Time (REG).</p>	
1.	Navigate to: <b>Employee Self Service &gt; Time and Absence &gt; Enter Time</b>
2.	<p>Select the applicable <b>Time Reporting Code</b>.</p> 

Step	Action
3.	<p>Select the <b>Time Details</b> icon.</p> 
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6.	<p><b>Click the Done button.</b></p> 																										

Step	Action
7.	<p>Enter the desired information into the <b>Hours</b> field. Enter "8".</p>  <p>The screenshot shows the 'Enter Time' interface for a weekly period from August 8 to August 14, 2022. The user's job title is 'Eip Business Analyst 1'. The interface displays a table for entering time for each day of the week. The 'Hours' field for Monday (August 8) is highlighted with a red box and contains the number '8'. The 'Submit' button is visible in the top right corner.</p>
8.	<p>Select the <b>Submit</b> button.</p>  <p>The screenshot shows the 'Enter Time' interface, identical to the previous one, but with the 'Submit' button highlighted with a red box. The 'Hours' field for Monday still contains the number '8'.</p>

Step	Action
9.	<p>Select the <b>OK</b> button.</p> <p>The screenshot shows the 'Enter Time' interface for a weekly period from August 8 to August 14, 2022. The user's job title is 'Erg Business Analyst 1'. The interface displays a weekly timesheet with columns for each day of the week. The 'Submit' button is visible in the top right corner. Below the timesheet, there is a 'Timesheet Submit Confirmation' dialog box with the following text: '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.' The 'OK' button in this dialog box is highlighted with a red box.</p>

**Scenario:**

On Election Day the employee must report to their precinct/assignment all day. The employee must report their regular scheduled shift hours and any/all additional hours as Regular time (REG) and attach the Pollworker assignment to the total number of hours worked that day as a Poll worker.

**Note: Complete the same process as the prior scenario.**