

**Miami-Dade County** 

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

Version 1.0



### **TABLE OF CONTENTS**

TABLE OF CONTENTS	.2
PURPOSE	.2
Purpose	.2
JOB-BASIS EMPLOYEE PAYROLL AND ATTENDANCE RECORD REPORTING FOR ELECTIONS	
RELATED ACTIVITIES	.3

#### **PURPOSE**

#### **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									
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4.	Select the <b>Add</b> button to add an additional row to log <b>Pollworker</b> hours.
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	✓ 1 August - 7 August 2022 →
	Weekly Scheduled 40.00   Reported 8.00
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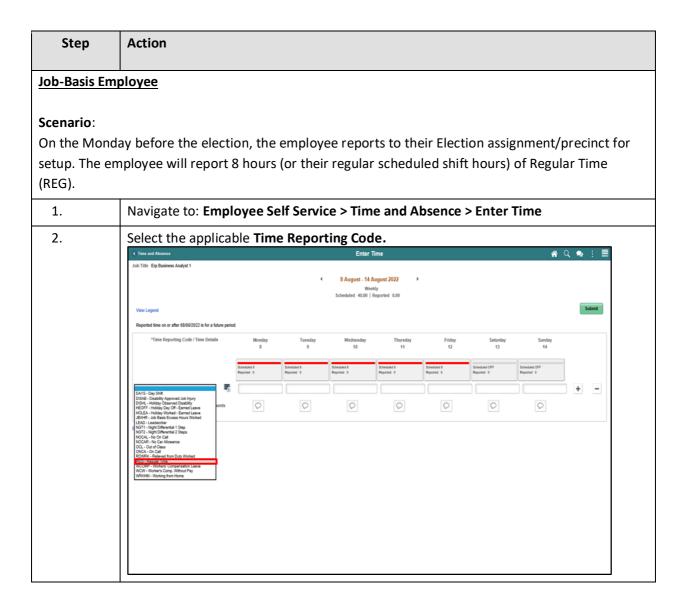
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Step	Action
9.	Click the <b>Done</b> button.
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	If there are any discrepancies, I understand that I need to communicate the discrepancy to my Departmental Personnel Representative (DPR) immediately.
	EMASS Lator and Work Performed



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Step	Action
3.	Select the <b>Time Details</b> icon.
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Step	Action
5.	Select Pollworker.
6.	Click the Done button.          If the first firs



Step	Action
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	The stand Contraction of the specified time period above, I acknowledge that the hour state allow subset and that all hours are paid at the adjusted hourly rate inclusive of pay supplements and in accordance with my respective calculate supplements. If there are any discrepancies, I understand that I need to communicate the discrepancy for my Coeparimental Personnel Representative (ICPR) immediately.
report their re attach the Po	ay the employee must report to their precinct/assignment all day. The employee must egular scheduled shift hours and any/all additional hours as Regular time (REG) and Ilworker assignment to the total number of hours worked that day as a Poll worker. ete the same process as the prior scenario.