informs

Miami-Dade County

Maintain Teleworker – Mass Update (Managers and DPRs) Job Aid

Version 1.0

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PURPOSE

This document provides instructions on how to mass upload teleworker information. The mass update is a one-time load option available to DPRs during the initiation period of the Maintain Teleworker pages. This mass upload is not mandatory. Alternatively, the DPR has the option to enter the data directly onto the page. Please refer to the Maintaining Teleworker DPRs Job Aid to learn how to directly input the data into INFORMS. This document is intended for the DPR.

MAINTAIN TELEWORKER – MASS UPDATE

Step	Action
1.	Prior to completing the Maintain Teleworker Excel to CI Mass Update Workbook, DPRs should ensure that a completed Telecommuting and Work From Home Agreement is filed with your department. Once this is on file, access the Maintain Teleworker Excel to CI Mass Update Workbook located on the Personnel Resources Webpage and download / save it to your computer.
2.	Complete the fields: • Select the **Data Input** tab and complete the corresponding columns below: A. **Empl ID**: Add leading zeros to make the Employee ID 8 digits. For example 323923 becomes 00323923 B. **Empl Record**: leave blank C. **Start Date for Gen Standing PO**: Input start date (for example, enter 1/1/2024 for January 1, 2024) D. **End Date**: Input end date E. **Days:** Input recurring days per week F. **Average Days/Month:** Input average days per month. It's typically the number in the "Days" field multiplied by 4 (weeks per month) G. **Disability Arrangement**: ▪ Input "**N**" (without the quotations) for "Not Related to a Disability" ▪ Input "**P**" (without the quotations) for "Accommodates a Permanent Disability" ▪ Input "**T**" (without the quotations) for "Accommodates a Temporary Disability" H. **Telework Agreement**: Input "Y" (without the quotations) for "yes, teleworker agreement is in place", or "N" (without the quotations) for "no, teleworker agreement is not in place" I. **Agreement Date**: Input the telecommuting agreement date J. **Equipment/Service Costs** ▪ Input "**NO**" (without the quotations) for No Associated Equipment/Service Costs Incurred ▪ Input "**OP**" (without the quotations) for Organization Provides/Purchases All Equipment/Services ▪ Input "**TP**" (without the quotations) for Teleworker Purchases All Equipment/Services ▪ Input "**CS**" (without the quotations) for Costs Are Shared or Negotiated Between Organization and Teleworker ▪ Input "**O**" (without the quotations) for Other K. **Description**: Leave blank L. **Regulatory Region**: Leave blank M. **Diagnosis Code**: Leave blank N. **Worksite**: Input "H" (without the quotations) O. **Location Code**: Leave blank P. **Telework Agreement**: Input "A" (without the quotations) Q. **Date Added**: Leave blank R. **Reason**: Leave blank

Step	Action
3.	Once the Excel spreadsheet has been completed, please email it to hr-informs@miamidade.gov.