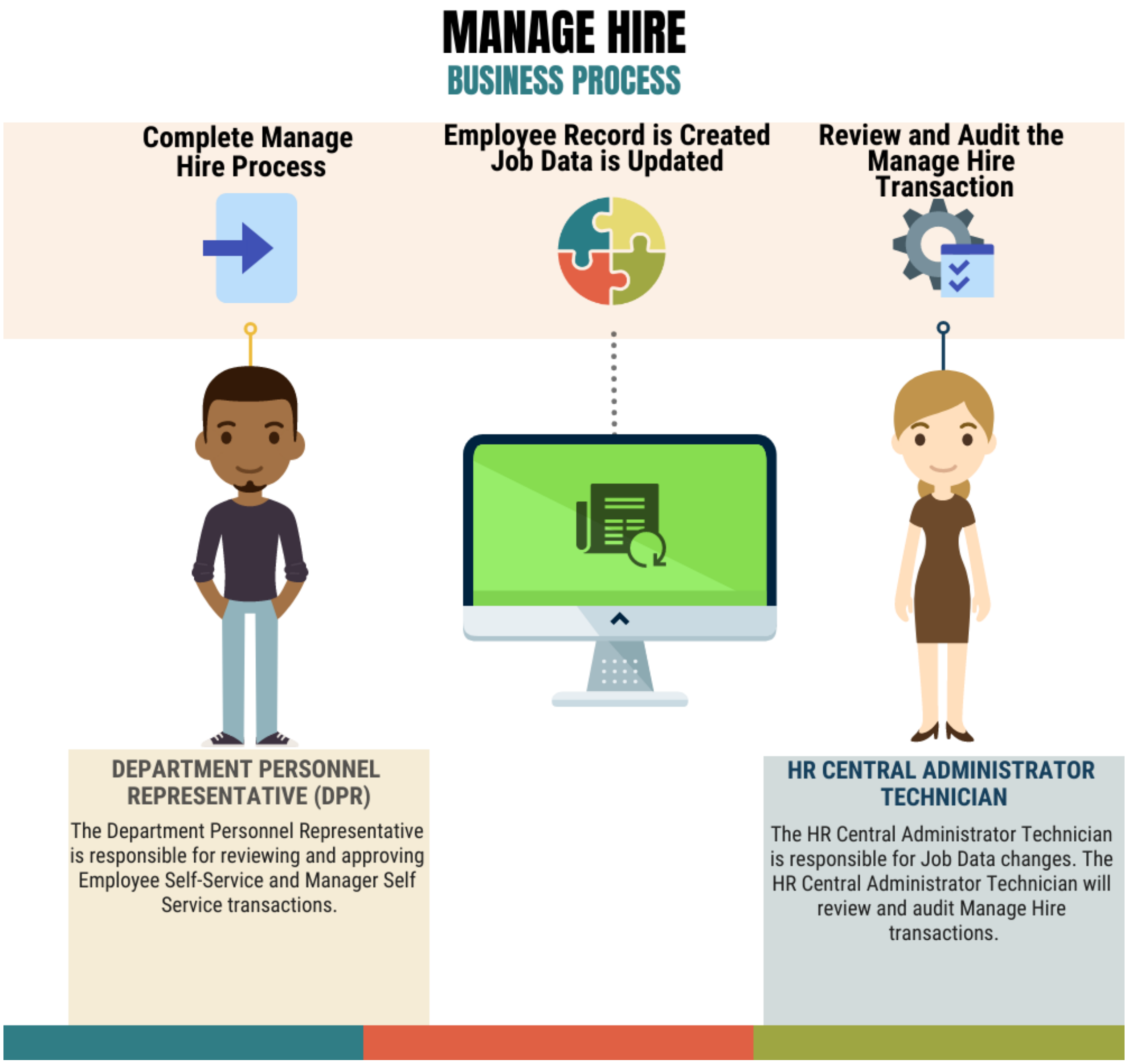
Miami-Dade County

Manage Hire - Job Aid

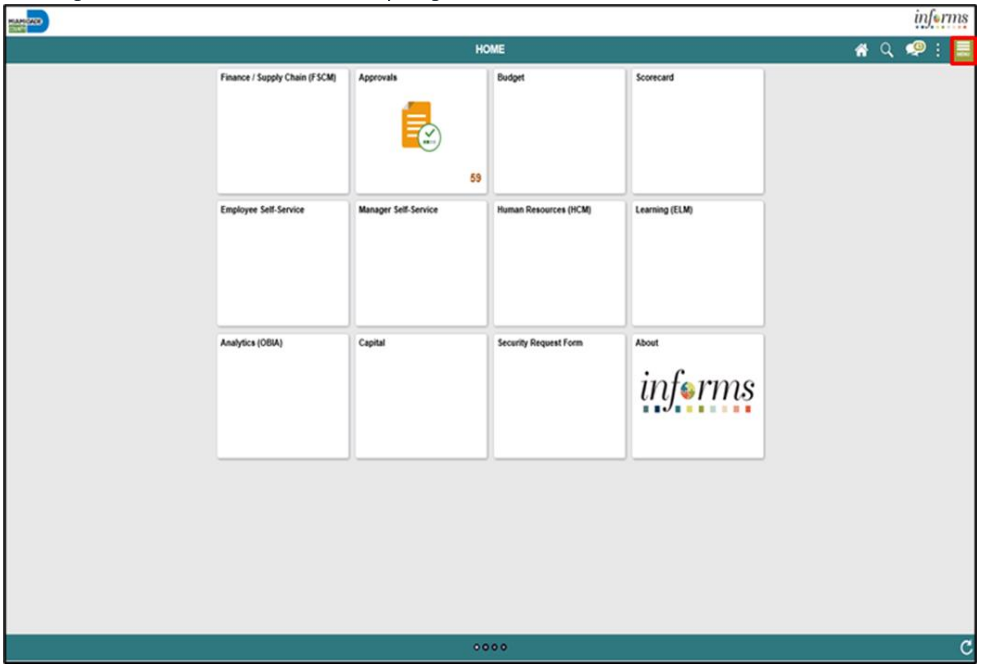
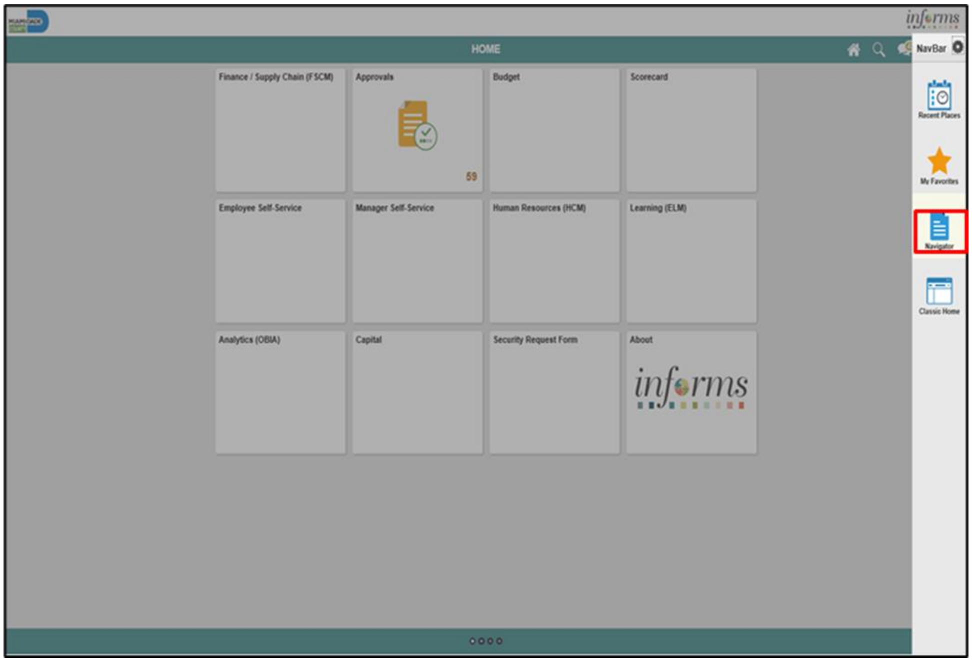
DESCRIPTION

This job aid is for DPRs.

The purpose of this job aid is to help end users perform the steps needed to Complete Manage Hire Process.



MANAGE HIRE

Step	Action
1.	• Log into **INFORMS**. • Navigate to **NavBar** at the top right corner. 
2.	Click **Navigator**. 

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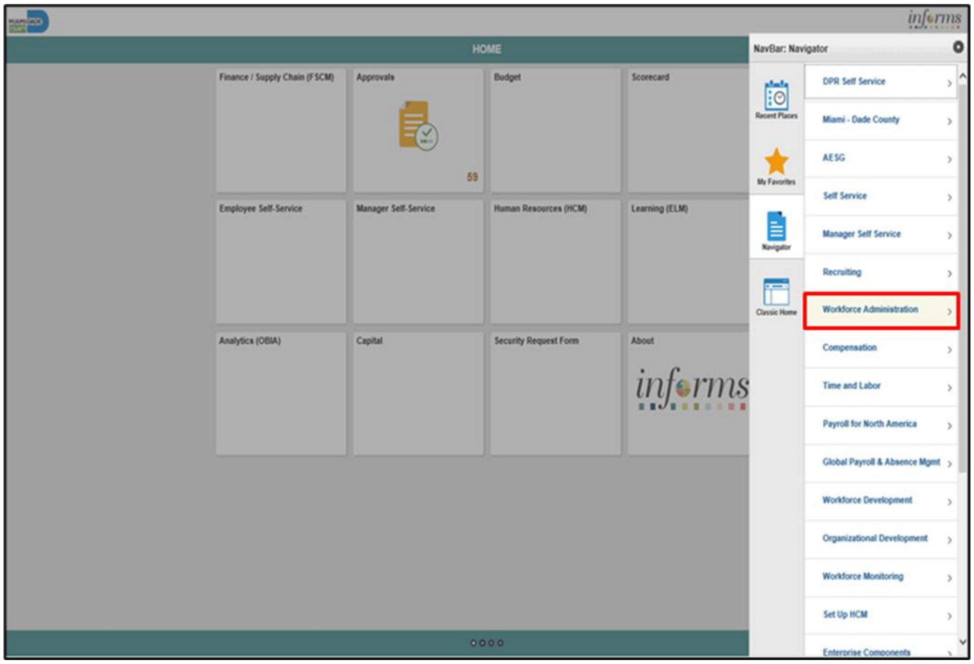
<td>3.</td>
<td>Click Workforce Administration.

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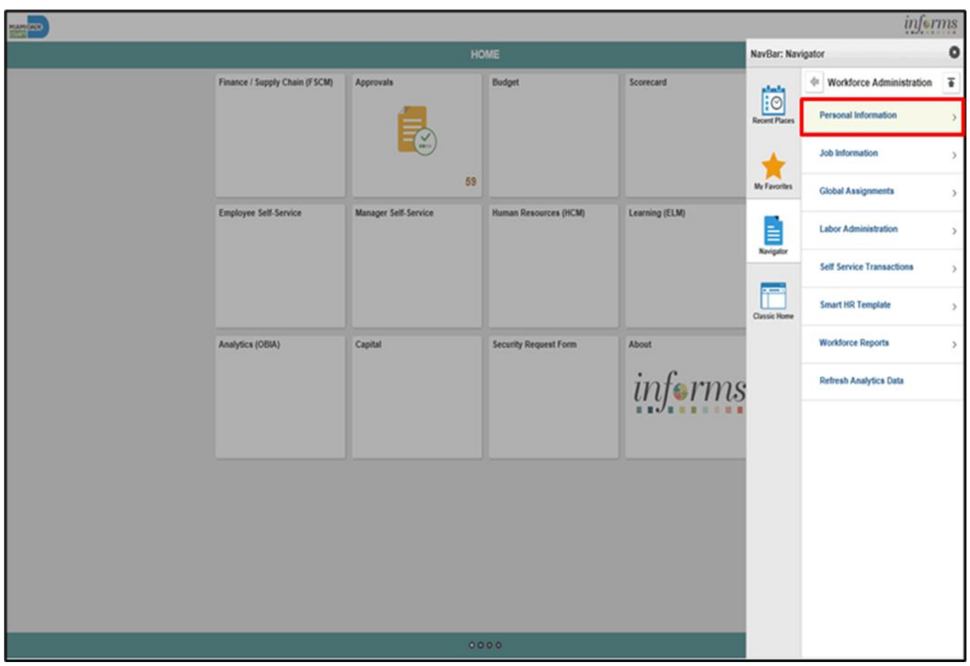
<td>4.</td>
<td>Click Personal Information.

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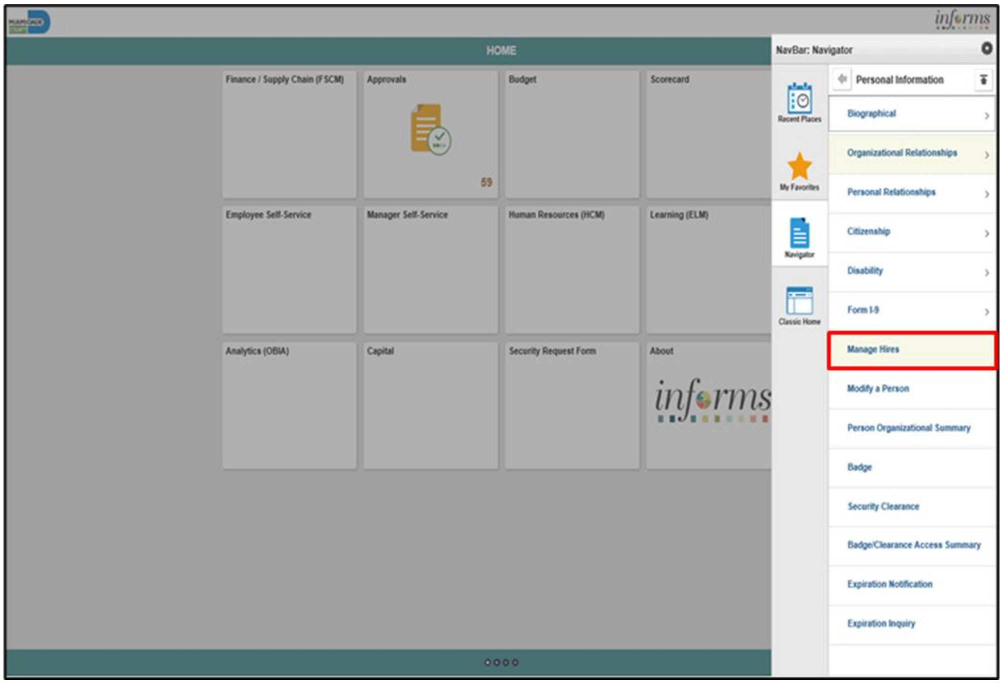
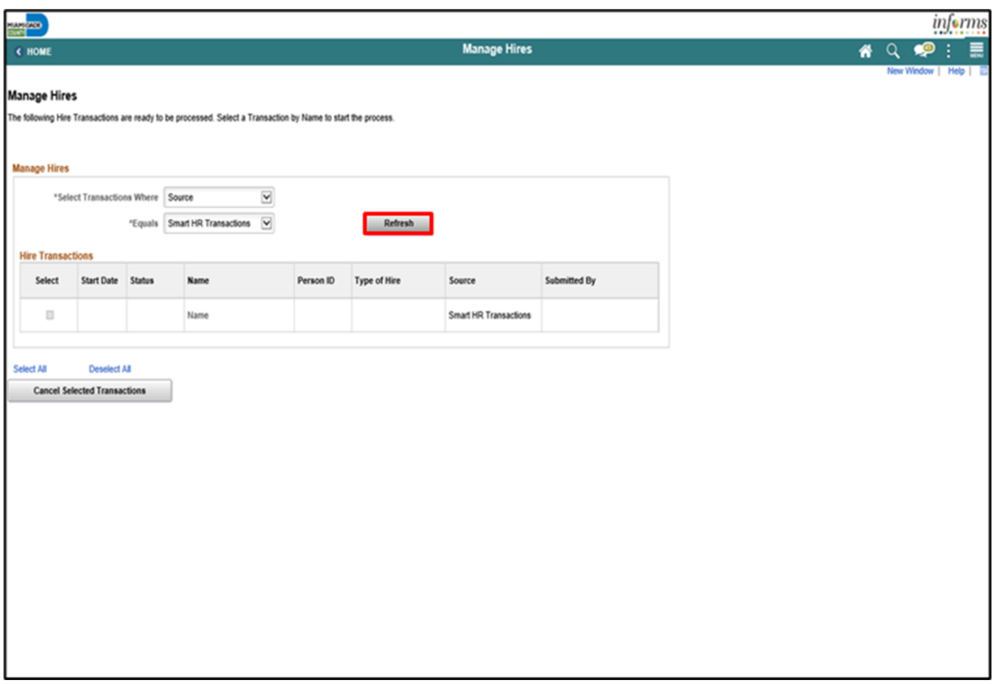
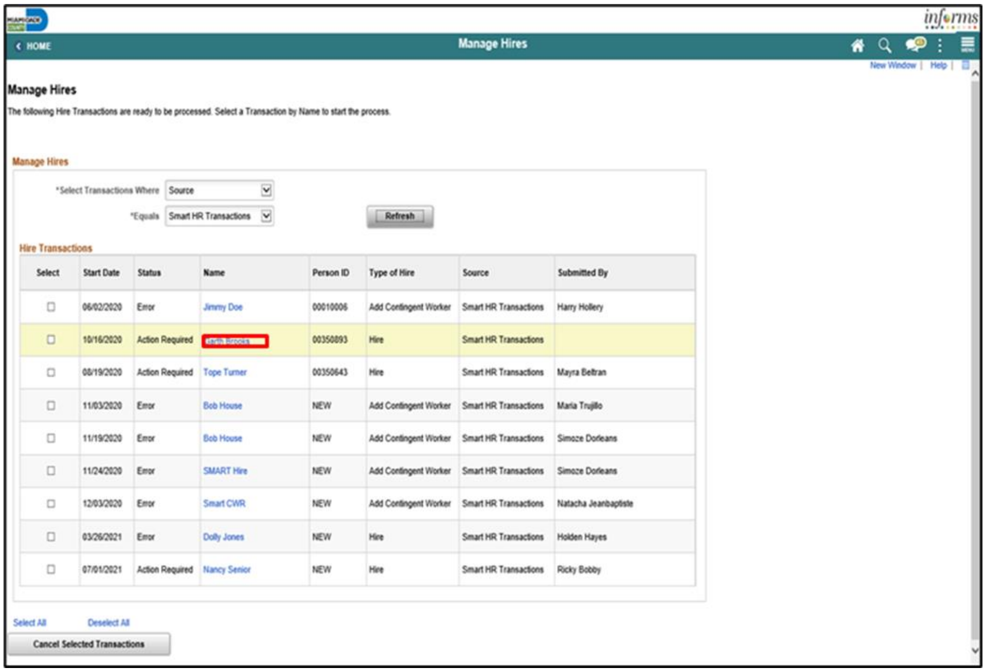
5. Click **Manage Hires**.



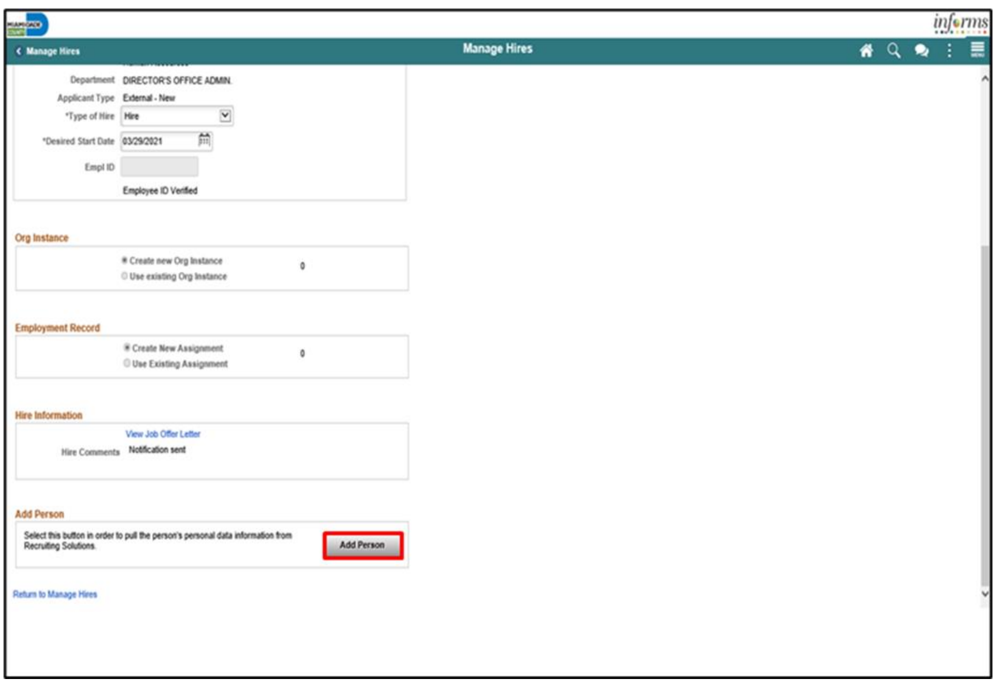
6. Click **Refresh**.



7.	Click the applicant's name.



8.	Click **Add Person**.



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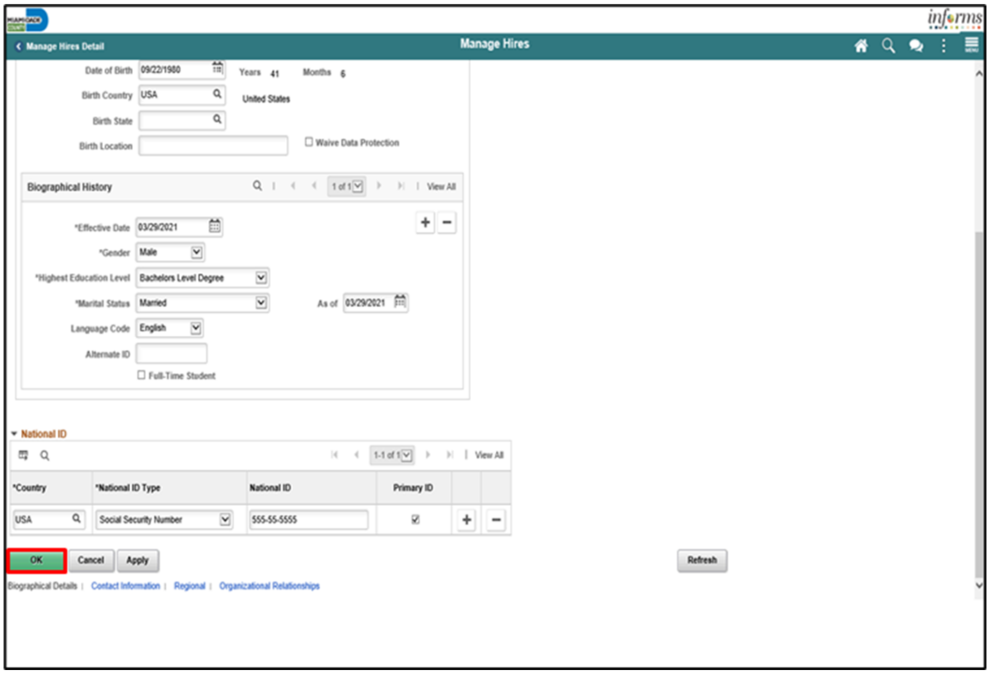
Click **OK**.



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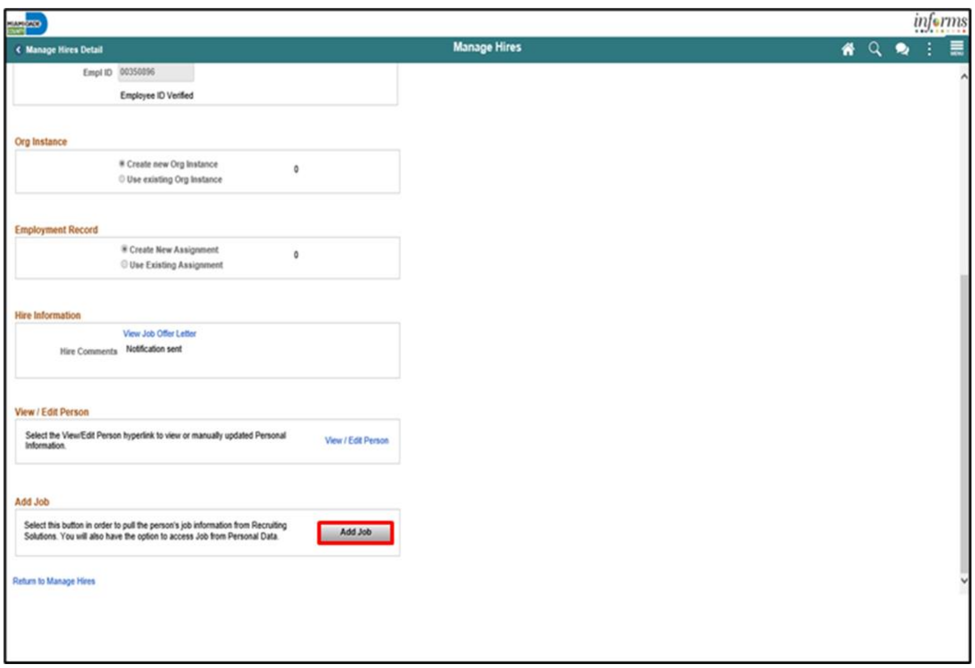
Click **Add Job**.



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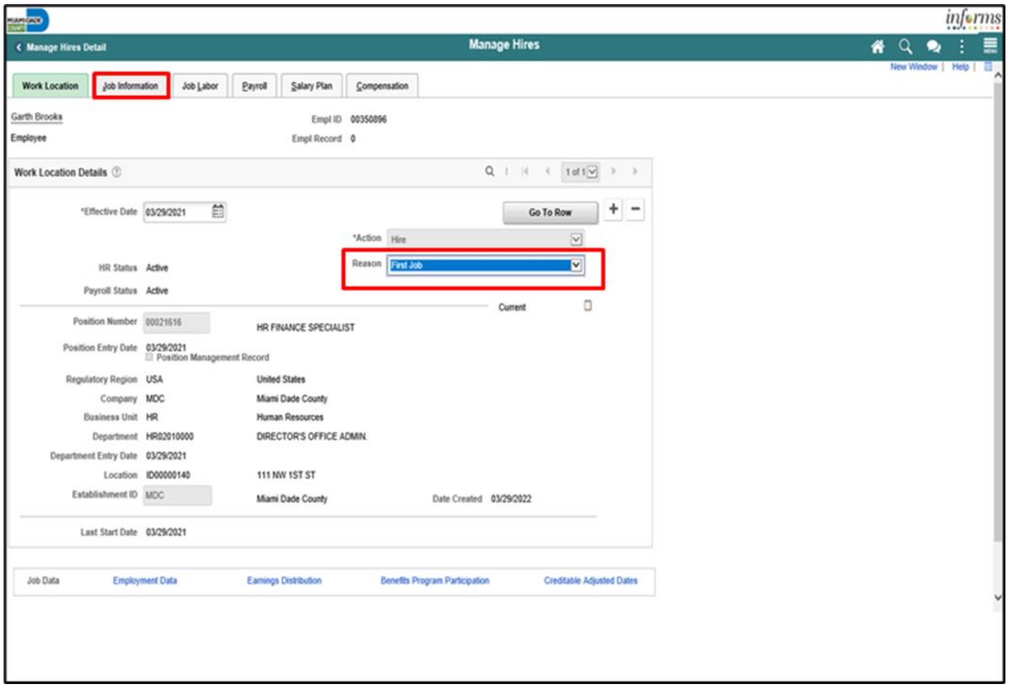
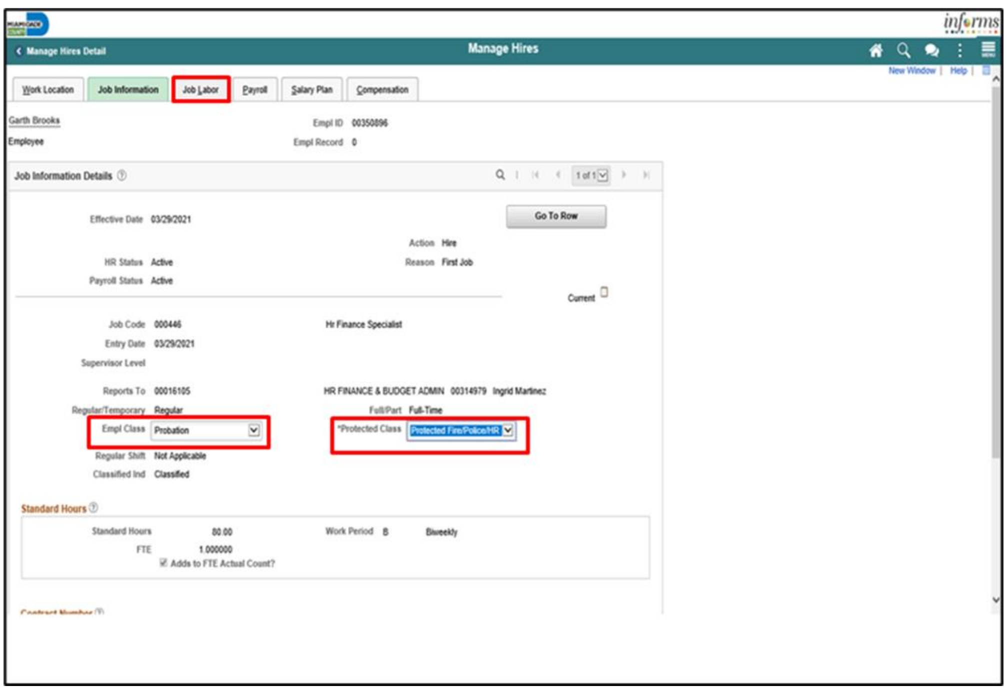
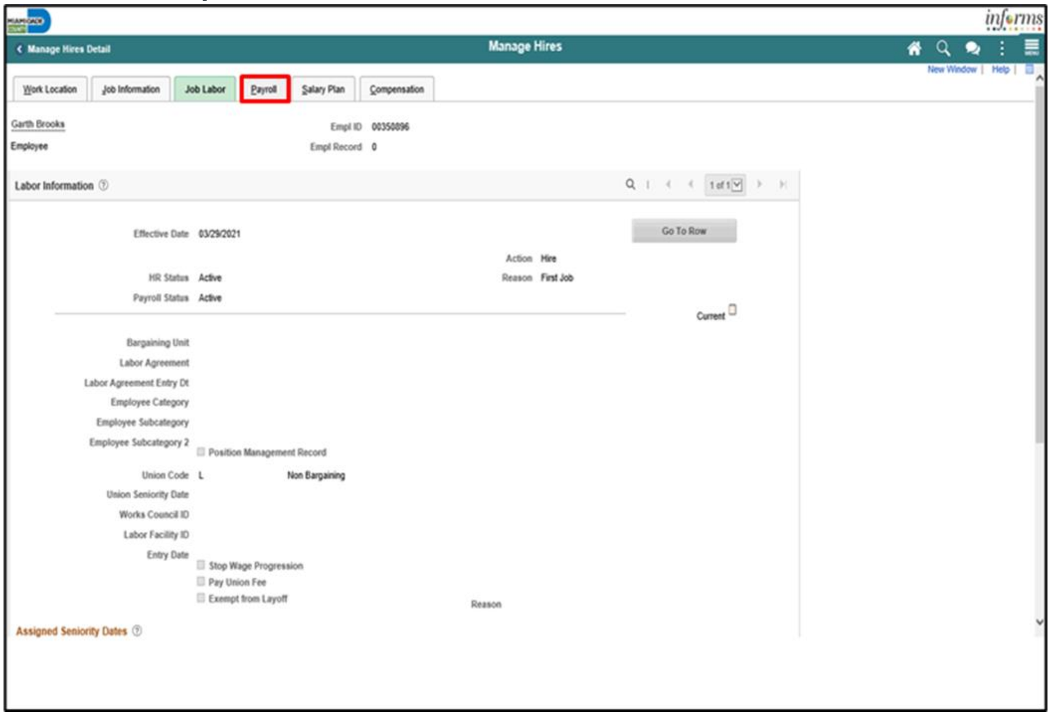
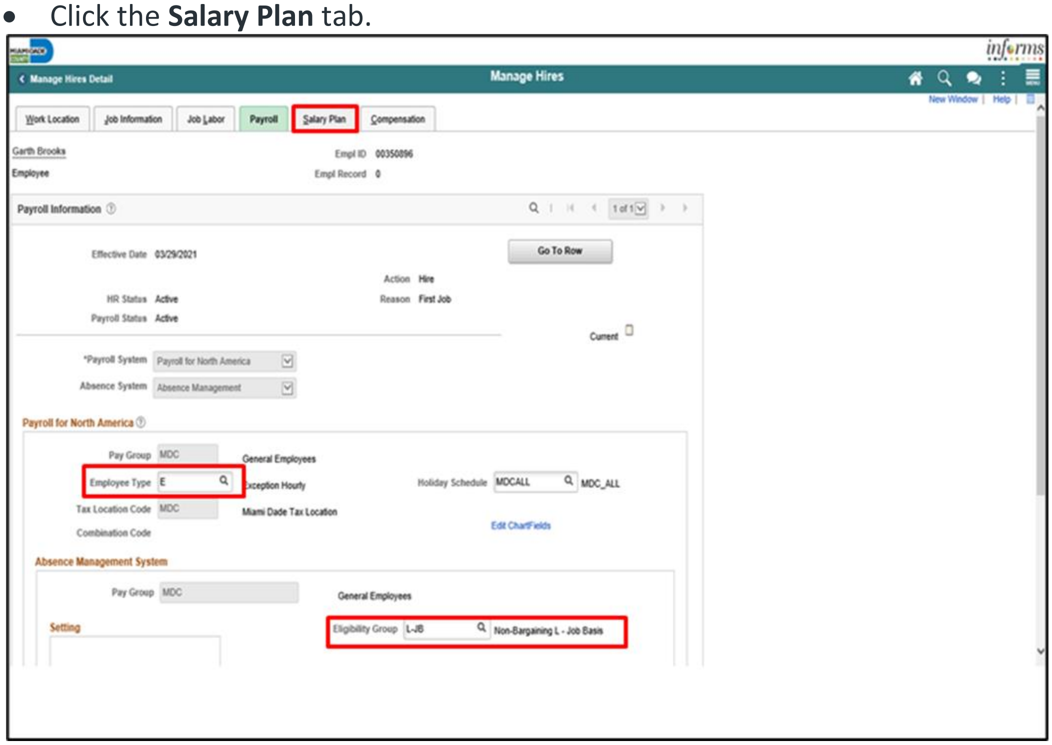
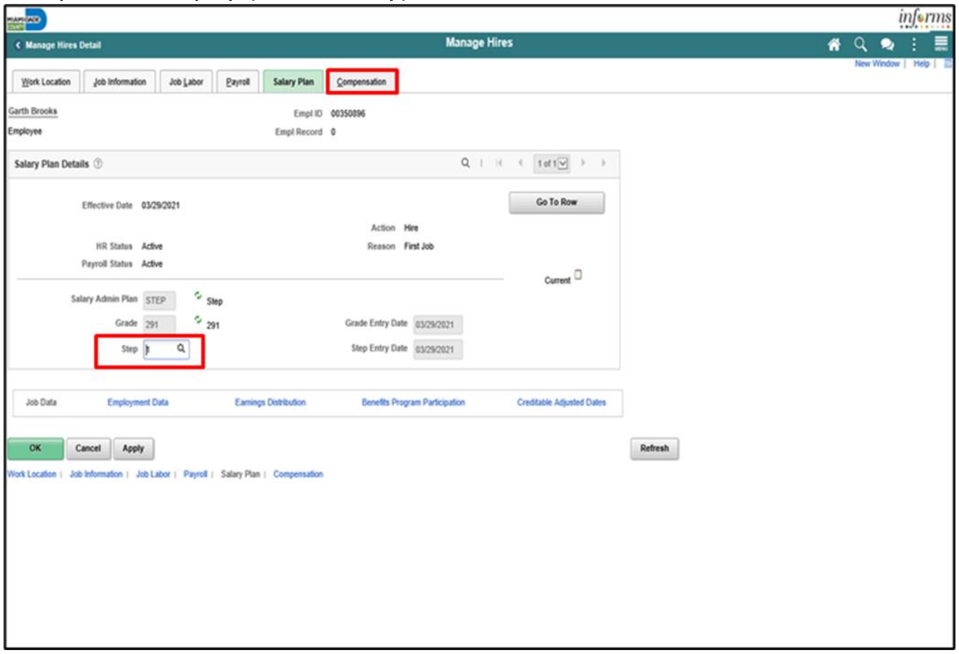
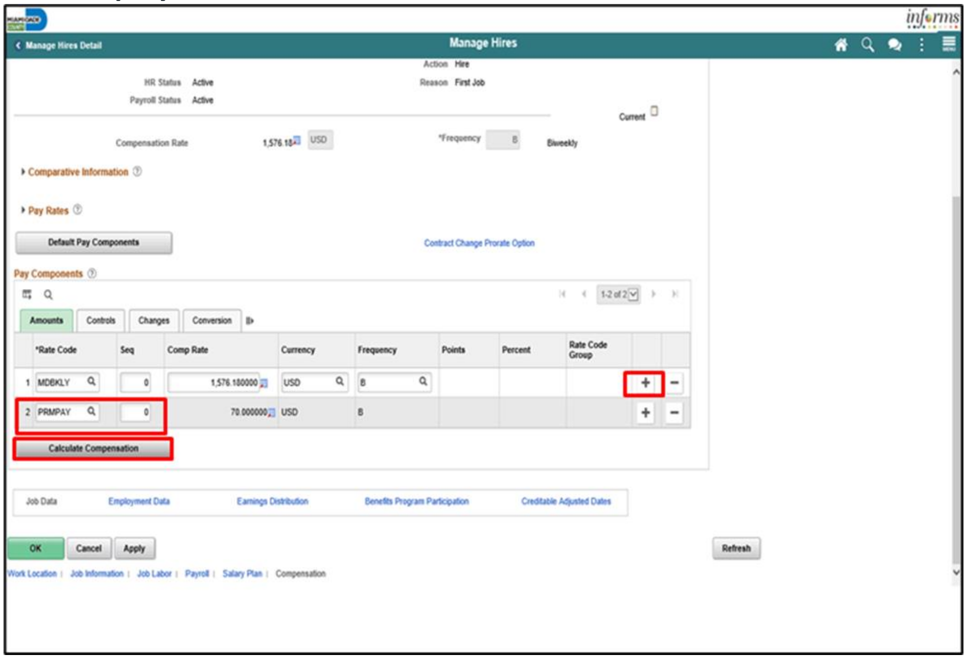
11.	• Select **First Job** from the **Reason** list. • Click the **Job Information** tab. 
12.	• Select an **Empl Class**. • Select a **Protected Class**. • Click the **Job Labor** tab. 

13.	• Review the **Job Labor** details. • Click the **Payroll** tab. 
14.	• Enter the **Employee Type**. • Enter the **Eligibility Group**. • Click the **Salary Plan** tab. 

15.	• Click the **Step** option, if applicable. If the employee is on an Open Range, you will need to key in the biweekly amount. • Click the **Compensation** tab. • If the employee is on a pay step, click Default Compensation, and the pay step amount will default for their base salary (MDBKLY). However, if the employee is in an Open Range, you will need to enter the biweekly amount for the MDBKLY component of pay (base salary). 

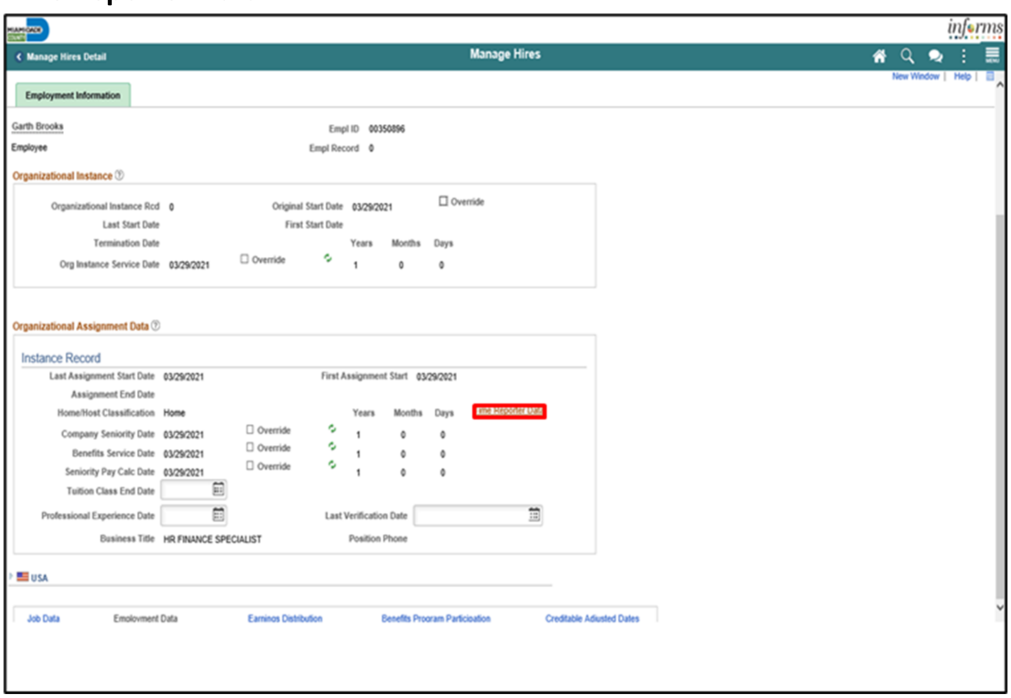
16.

- Click **+** to add a row for additional pay components, if applicable.
- Select the additional pay component details.
- Click **Calculate Compensation** to add the base salary (MDBKLY) plus the component(s) of pay added.
- Click **Employment Data**.



17.

Click **Time Reporter Data**.



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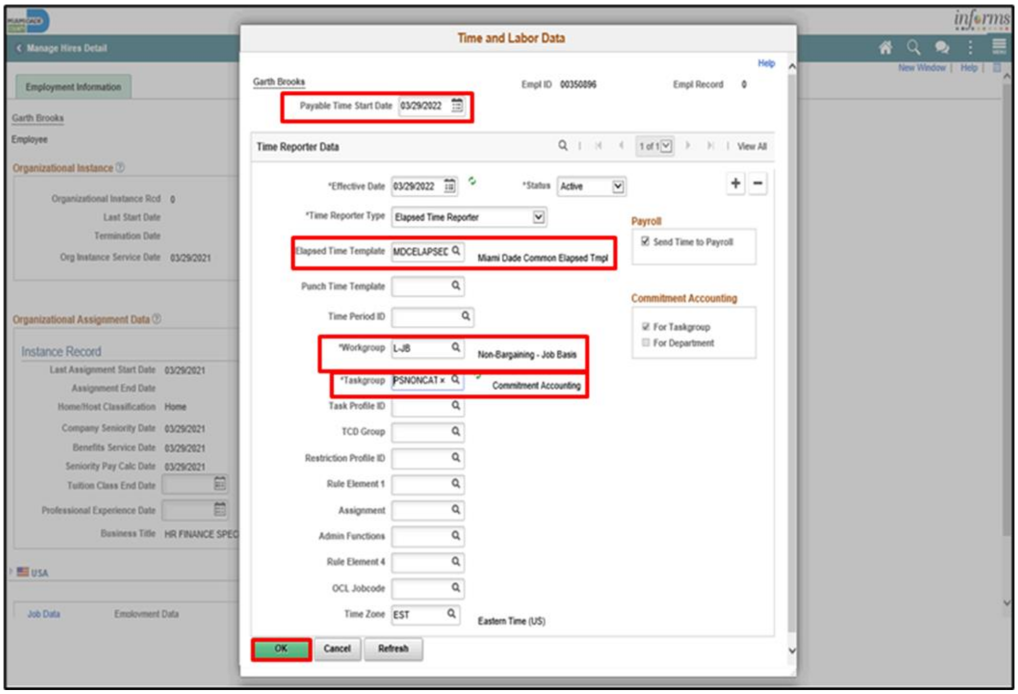
- Enter the **Payable Time Start Date**.
- Enter the **Elapsed Time Template**.
- Enter the **Workgroup**.
- Enter the **Taskgroup**.
- Click **OK**.



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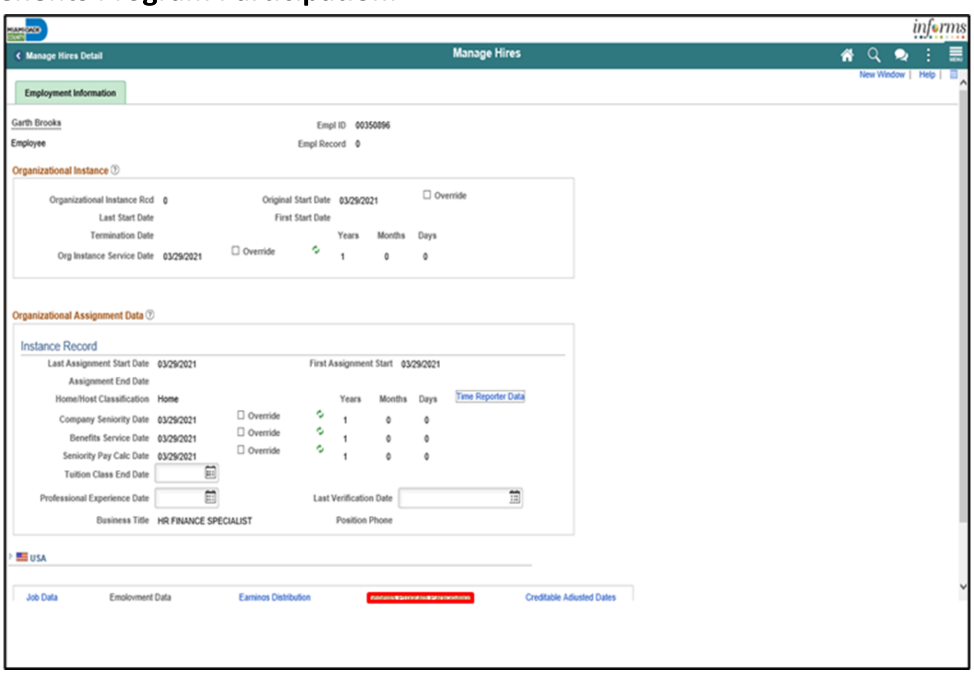
Click **Benefits Program Participation**.



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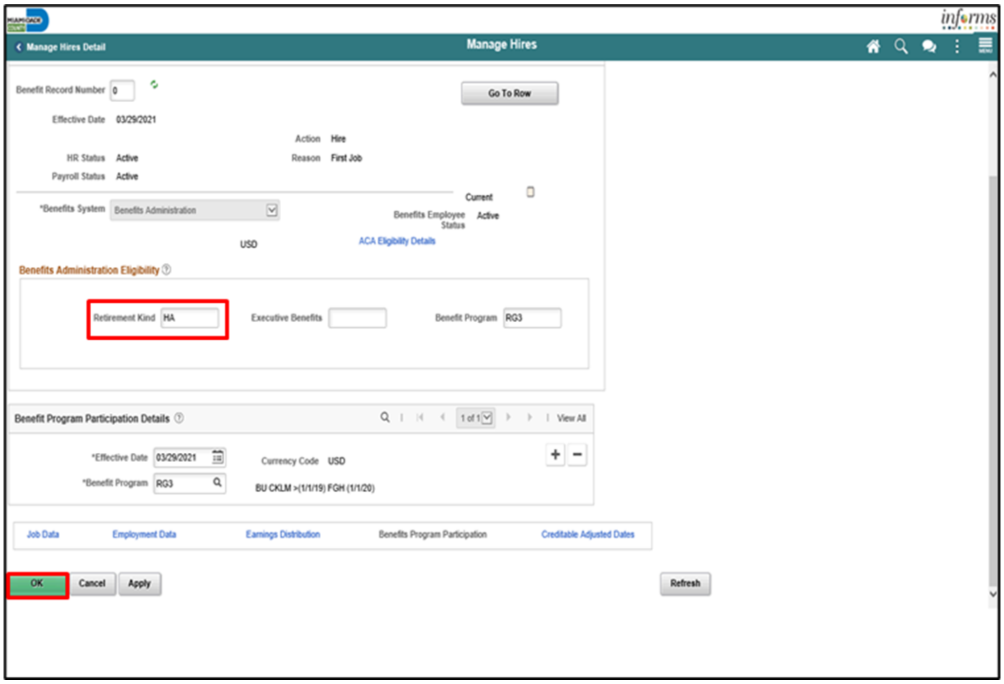
- Enter the **Retirement Kind**.
- Click **OK**.



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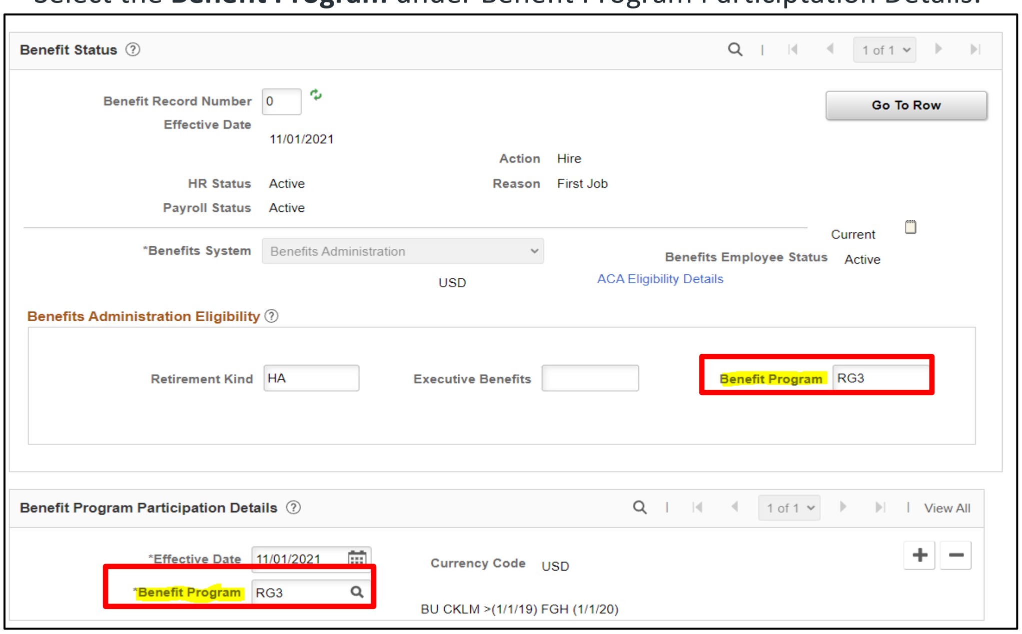
- Enter the **Benefit Program** under Benefits Administration Eligibility.
- Select the **Benefit Program** under Benefit Program Participtation Details.



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<td>22.</td>
<td>Click OK.</td>
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