



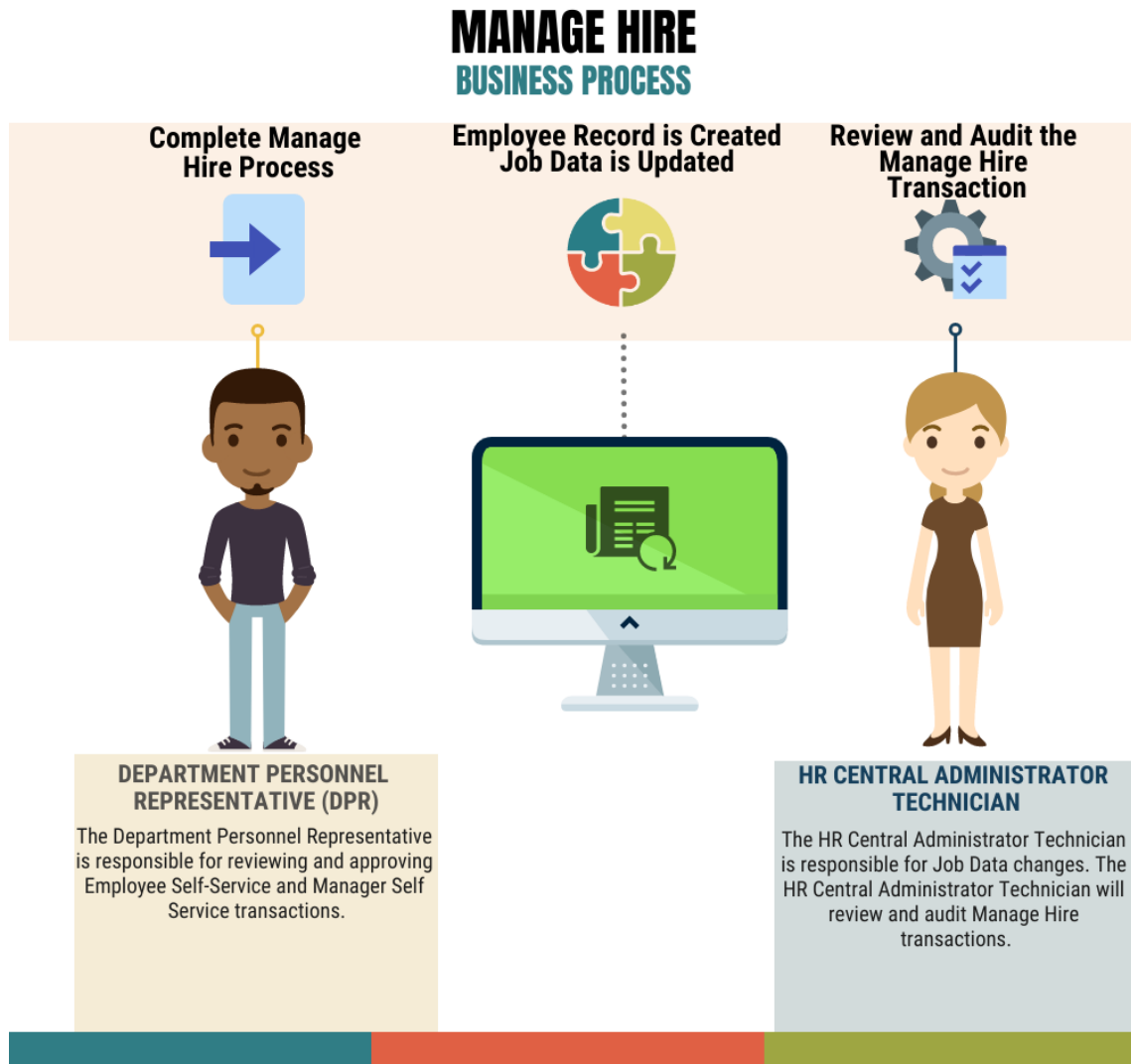
Miami-Dade County

Manage Hire - Job Aid

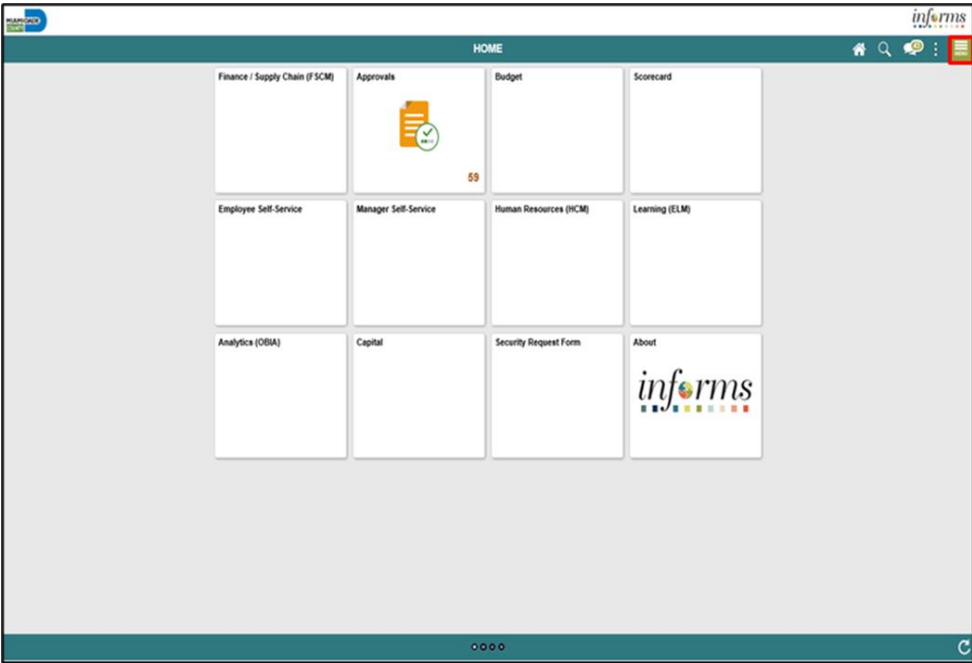
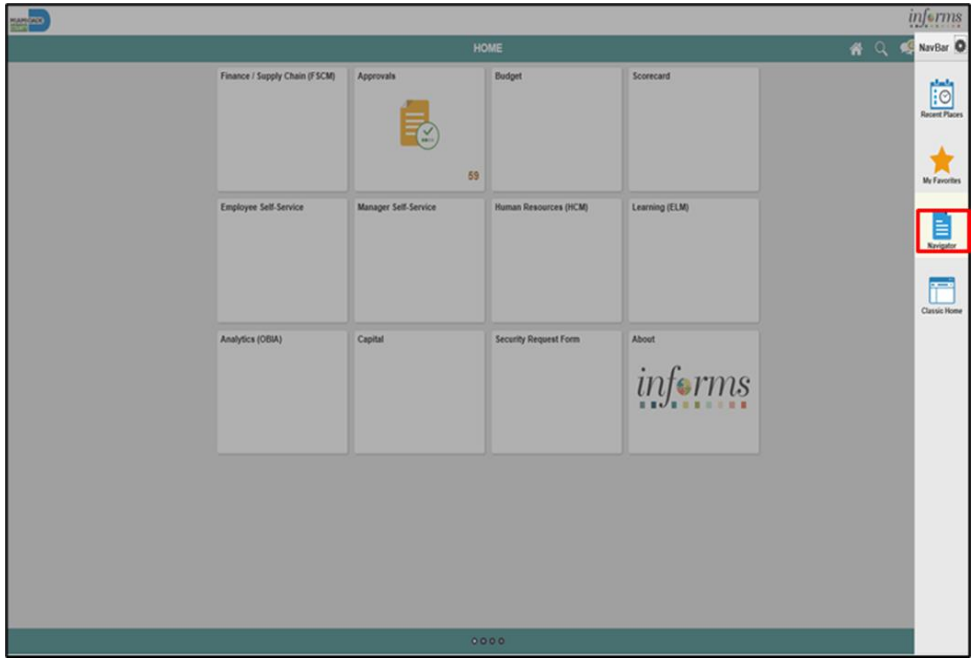
DESCRIPTION

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.

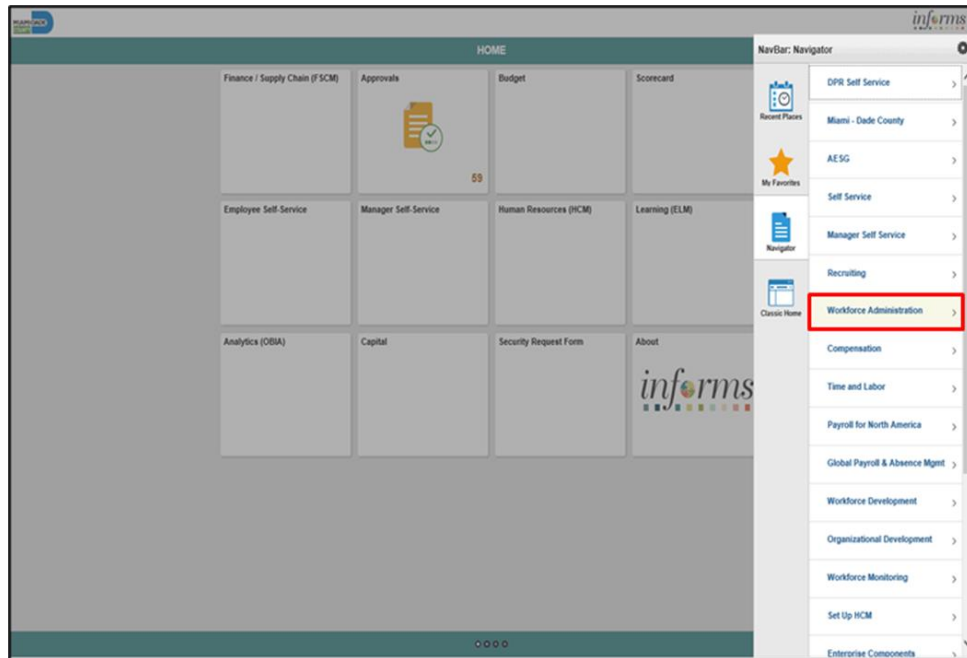


MANAGE HIRE

Step	Action
1.	<ul style="list-style-type: none"> • Log into INFORMS. • Navigate to NavBar at the top right corner. 
2.	<p>Click Navigator.</p> 

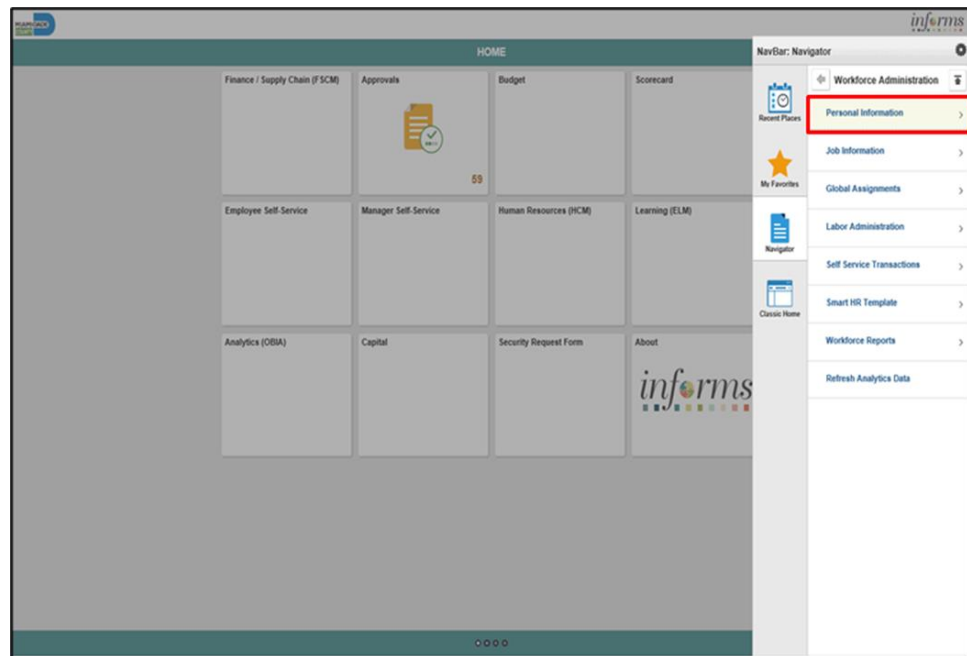
3.

Click **Workforce Administration**.



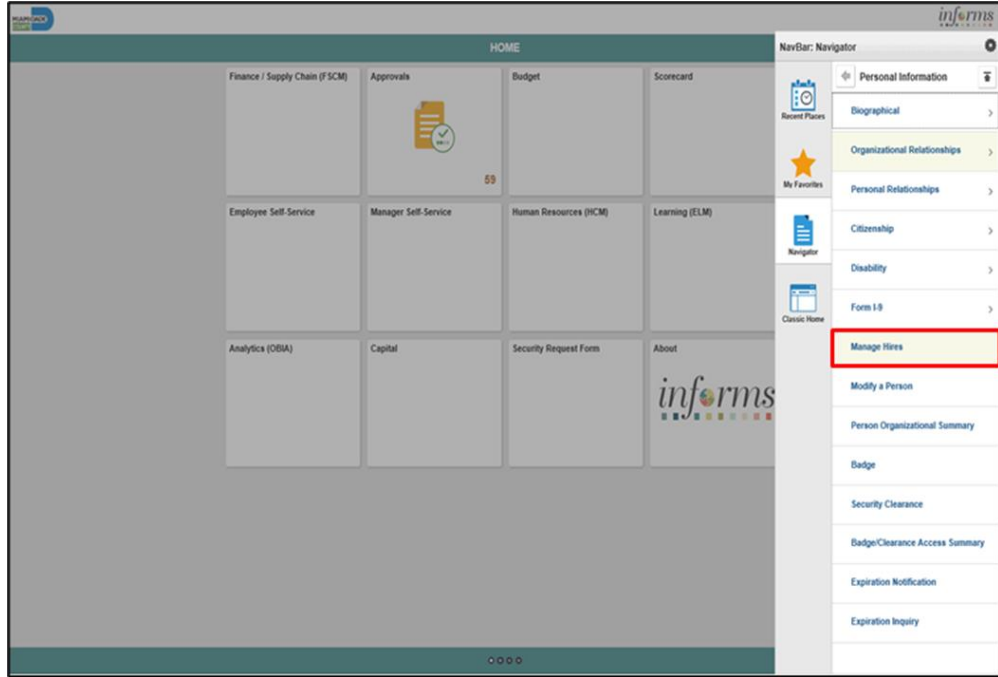
4.

Click **Personal Information**.



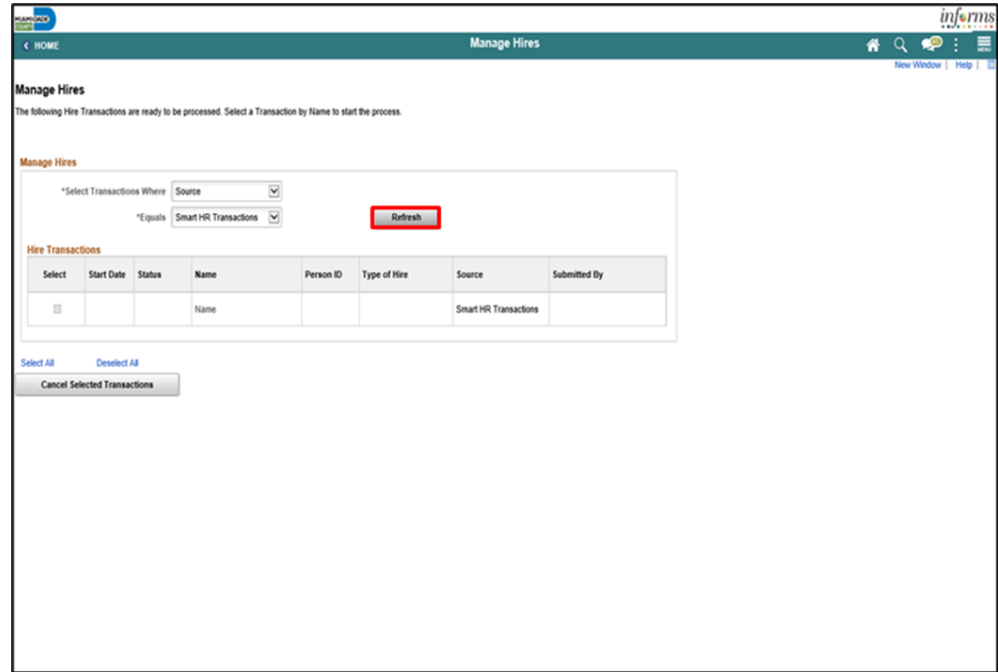
5.

Click **Manage Hires**.



6.

Click **Refresh**.



7.

Click the applicant's name.

The screenshot shows the 'Manage Hires' interface. At the top, there are filters for 'Select Transactions Where' (Source) and '*Equals' (Smart HR Transactions), along with a 'Refresh' button. Below this is a table titled 'Hire Transactions' with the following data:

Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
<input type="checkbox"/>	06/02/2020	Error	Jimmy Doe	00010006	Add Contingent Worker	Smart HR Transactions	Harry Holley
<input type="checkbox"/>	10/16/2020	Action Required	Action Required	00350893	Hire	Smart HR Transactions	
<input type="checkbox"/>	06/19/2020	Action Required	Type Turner	00350843	Hire	Smart HR Transactions	Mayra Beltran
<input type="checkbox"/>	11/03/2020	Error	Bob House	NEW	Add Contingent Worker	Smart HR Transactions	Maria Trujillo
<input type="checkbox"/>	11/19/2020	Error	Bob House	NEW	Add Contingent Worker	Smart HR Transactions	Simoze Dofleans
<input type="checkbox"/>	11/24/2020	Error	SMART Hire	NEW	Add Contingent Worker	Smart HR Transactions	Simoze Dofleans
<input type="checkbox"/>	12/03/2020	Error	Smart CWR	NEW	Add Contingent Worker	Smart HR Transactions	Natacha Jeanbaptiste
<input type="checkbox"/>	03/26/2021	Error	Dolly Jones	NEW	Hire	Smart HR Transactions	Holden Hayes
<input type="checkbox"/>	07/01/2021	Action Required	Nancy Senior	NEW	Hire	Smart HR Transactions	Ricky Bobby

At the bottom of the table, there are buttons for 'Select All', 'Deselect All', and 'Cancel Selected Transactions'.

8.

Click Add Person.

The screenshot shows the 'Add Person' section of the 'Manage Hires' interface. It includes the following fields and options:

- Department: DIRECTORS OFFICE ADMIN
- Applicant Type: External - New
- *Type of Hire: Hire
- *Desired Start Date: 03/29/2021
- Empl ID: [Empty field]
- Employee ID Verified: [Empty field]
- Org Instance: Create new Org Instance, Use existing Org Instance
- Employment Record: Create New Assignment, Use Existing Assignment
- Hire Information: [View Job Offer Letter](#), Hire Comments: Notification sent
- Add Person: Select this button in order to pull the person's personal data information from Recruiting Solutions. **Add Person** (highlighted with a red box)
- Return to Manage Hires: [Return to Manage Hires](#)

9.

Click **OK**.

The screenshot shows the 'Manage Hires Detail' page. The 'Biographical History' section is expanded, showing fields for Effective Date (03/29/2021), Gender (Male), Highest Education Level (Bachelors Level Degree), Marital Status (Married), Language Code (English), and Alternate ID. Below this is a 'National ID' table with columns for Country, National ID Type, National ID, and Primary ID. The table contains one row with Country USA, National ID Type Social Security Number, National ID 555-55-5555, and Primary ID checked. At the bottom of the form, the 'OK' button is highlighted with a red box. Other buttons include 'Cancel', 'Apply', and 'Refresh'.

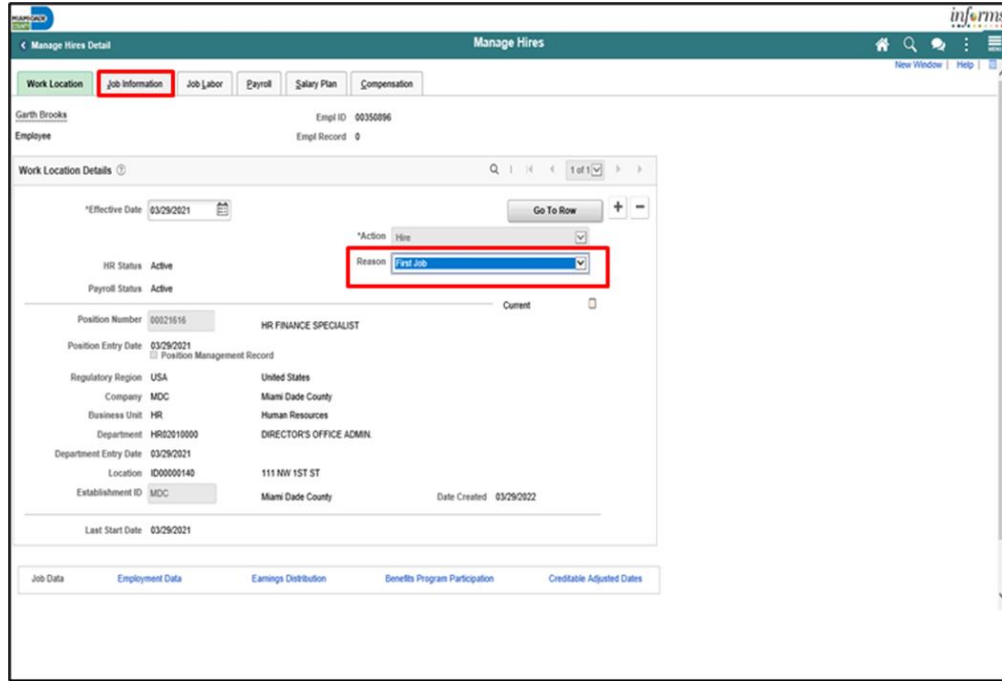
10.

Click **Add Job**.

The screenshot shows the 'Manage Hires Detail' page with the 'Add Job' button highlighted in red. The page displays various sections: 'Employee ID Verified' (902550096), 'Org Instance' (Create new Org Instance or Use existing Org Instance), 'Employment Record' (Create New Assignment or Use Existing Assignment), 'Hire Information' (View Job Offer Letter, Hire Comments, Notification sent), 'View / Edit Person' (Select the View/Edit Person hyperlink to view or manually updated Personal Information), and 'Add Job' (Select this button in order to pull the person's job information from Recruiting Solutions. You will also have the option to access Job from Personal Data). A 'Return to Manage Hires' link is at the bottom.

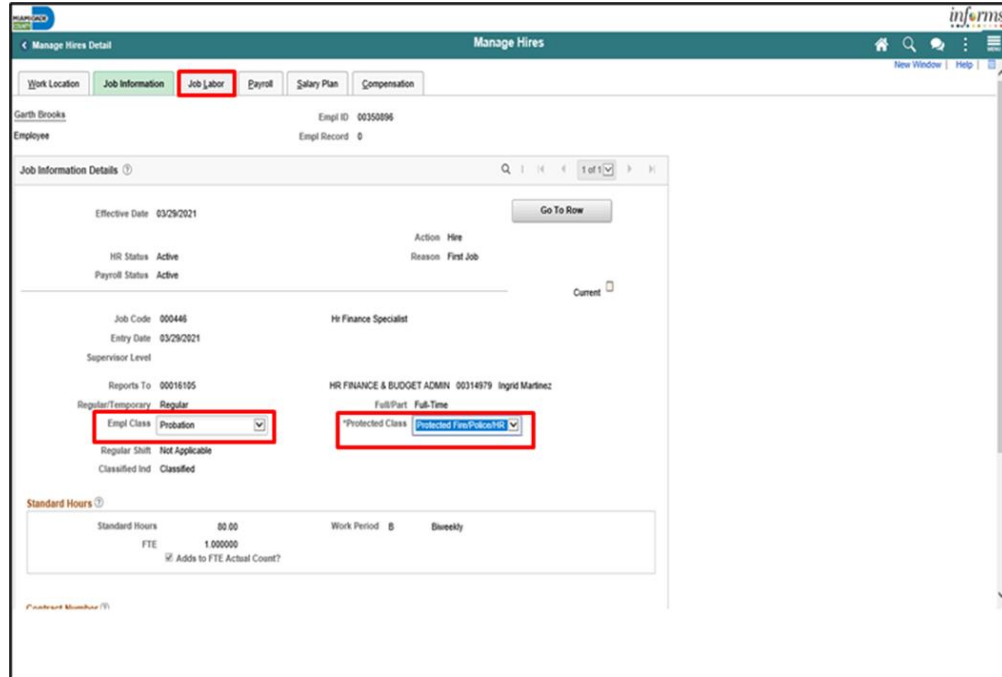
11.

- Select **First Job** from the **Reason** list.
- Click the **Job Information** tab.



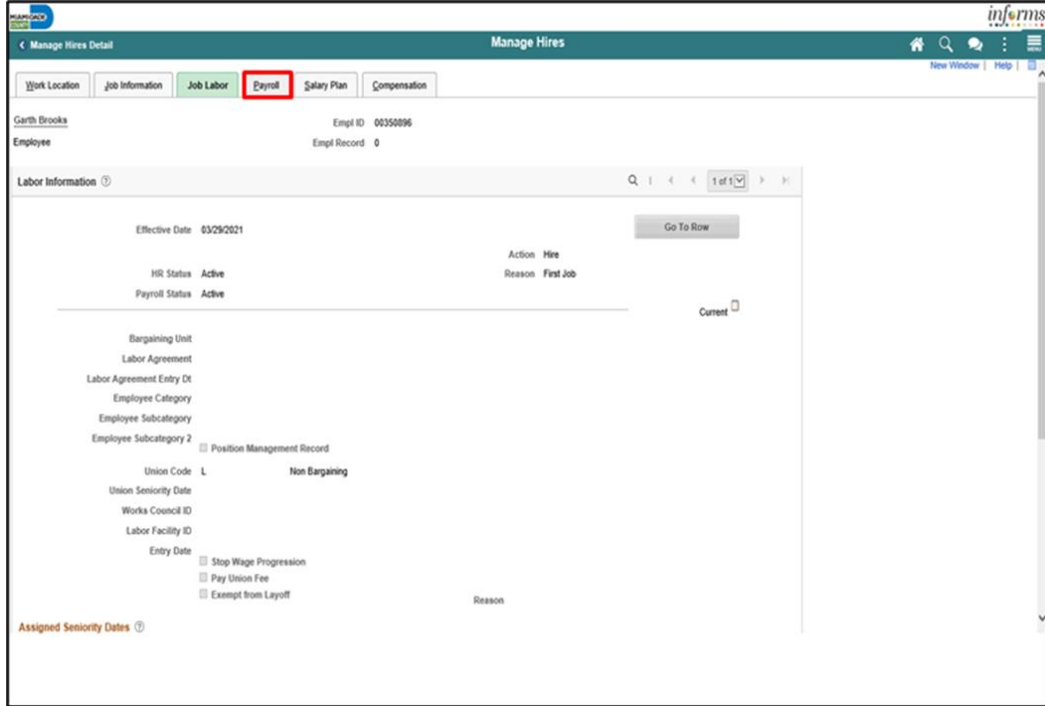
12.

- Select an **Empl Class**.
- Select a **Protected Class**.
- Click the **Job Labor** tab.



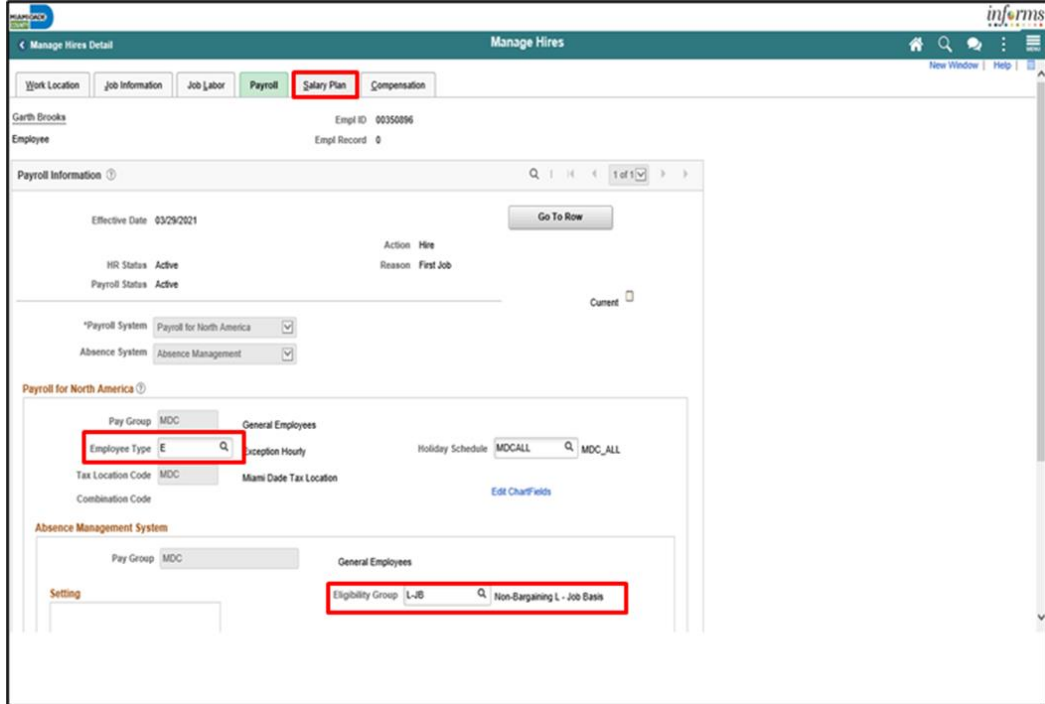
13.

- Review the **Job Labor** details.
- Click the **Payroll** tab.



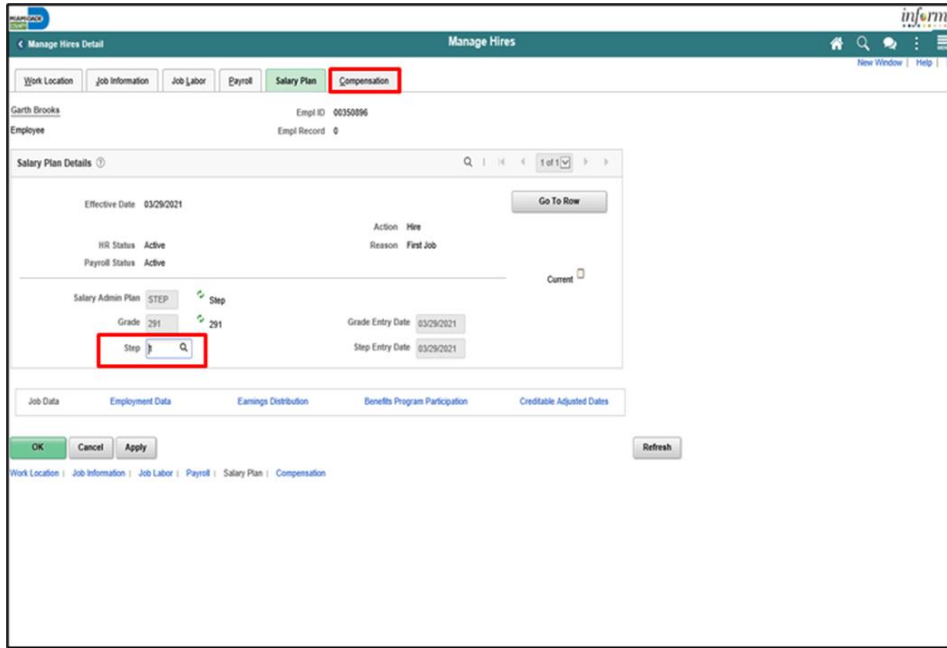
14.

- Enter the **Employee Type**.
- Enter the **Eligibility Group**.
- Click the **Salary Plan** tab.



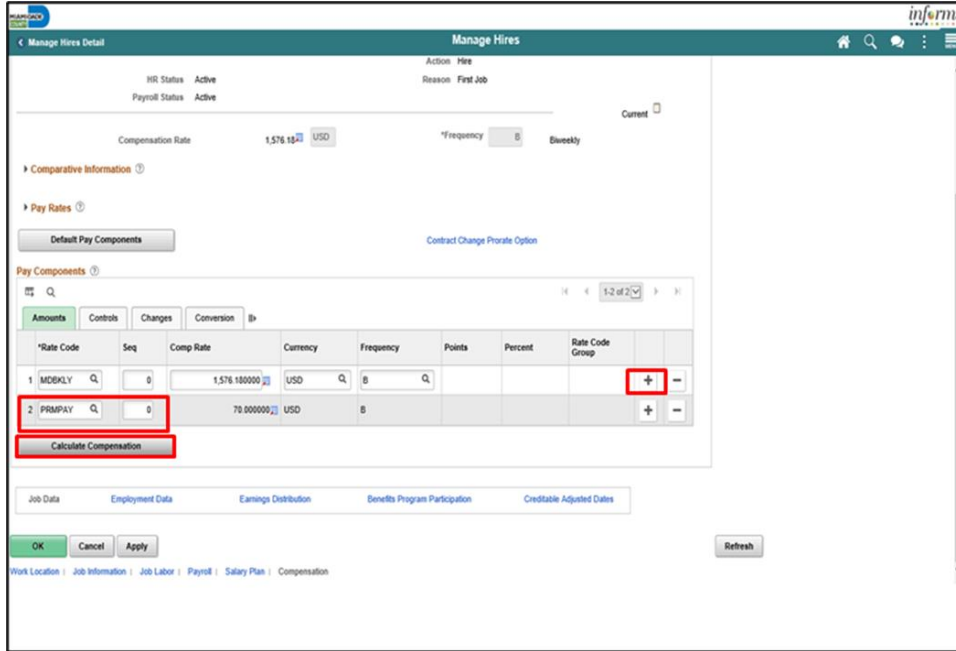
- Click the **Step** option, if applicable. If the employee is on an Open Range, you will need to key in the biweekly amount.
- Click the **Compensation** tab.
- If the employee is on a pay step, click Default Compensation, and the pay step amount will default for their base salary (MDBKLY). However,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

15.



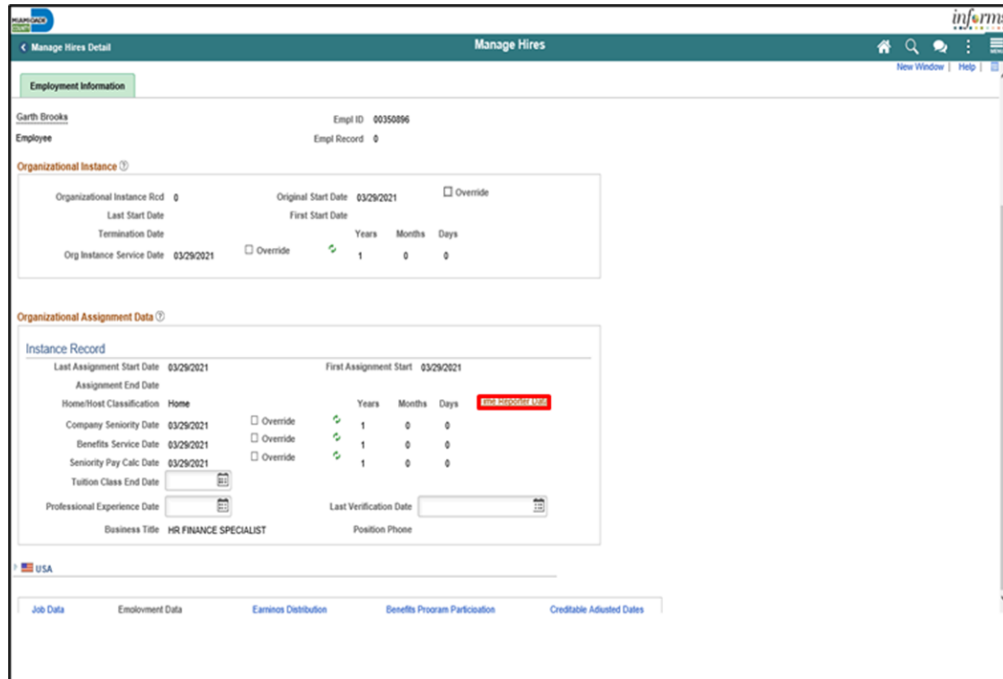
16.

- 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**.



18.

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

19.

Click **Benefits Program Participation**.

20.

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

The screenshot shows the 'Manage Hires Detail' page. At the top, there's a 'Benefit Record Number' field with a refresh icon and a 'Go To Row' button. Below that, 'Effective Date' is 03/29/2021. HR Status is Active, Payroll Status is Active, and Action is Hire. The 'Benefits System' is set to 'Benefits Administration' and 'Benefits Employee Status' is Active. Under 'Benefits Administration Eligibility', the 'Retirement Kind' is set to 'HA' and is highlighted with a red box. Below this, there are fields for 'Executive Benefits' and 'Benefit Program' (set to 'RG3'). The 'Benefit Program Participation Details' section shows 'Effective Date' as 03/29/2021 and 'Benefit Program' as 'RG3'. At the bottom, the 'OK' button is highlighted with a red box, along with 'Cancel' and 'Apply' buttons.

21.

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

This screenshot is similar to the previous one but with a different effective date of 11/01/2021. In the 'Benefits Administration Eligibility' section, the 'Benefit Program' field is now set to 'RG3' and is highlighted with a red box. In the 'Benefit Program Participation Details' section, the 'Benefit Program' field is also set to 'RG3' and is highlighted with a red box. The 'Effective Date' is 11/01/2021.

22.

Click **OK**.