



Miami-Dade County

Manager Accessing Employee Information Job Aid

Version 1.0

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PURPOSE

Purpose

This document explains the key activities involved in viewing INFORMS information. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity. This Job Aid will show the Manager how they can obtain additional Employee Information for employees in their department only.

MANAGER ACCESSING EMPLOYEE INFORMATION

Step	Action																											
1.	Navigate to: Manager Self-Service > Search Employee Information																											
2.	<ul style="list-style-type: none"> Enter the desired information into any of the Search Criteria fields or leave all fields blank to see all employees. Select Search. <div data-bbox="370 554 948 974" style="border: 1px solid black; padding: 5px;"> <p>Employee Current Information</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="text-align: center;">Find an Existing Value</p> <p>▼ Search Criteria</p> <div style="border: 2px solid red; padding: 5px;"> <p>Empl ID begins with <input style="width: 100px;" type="text"/></p> <p>Name begins with <input style="width: 100px;" type="text"/></p> <p>Business Unit begins with <input style="width: 100px;" type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div> </div>																											
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