

## **Miami-Dade County**

# Manager Accessing Employee Information Job Aid

Version 1.0



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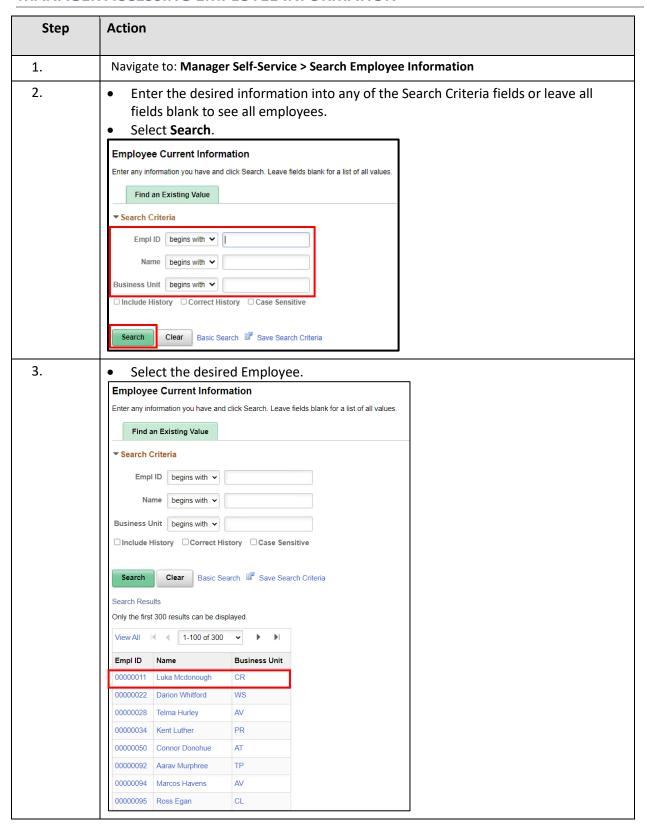
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PURPOSE	

### **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





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