

## **Miami-Dade County**

Manual Updates for Trapeze and Fire Employees to Prevent Birthday or Floating Holidays Without Pay – Job Aid



## DESCRIPTION

This job aid is for DPRs and Central Administrators.

The purpose of this job aid is to help DPRs and Central Administrators run a query for Fire and Trapeze employees that have a Birthday and/or Floating Holidays without pay. In the Legacy system, those codes automatically cascaded to annual leave when an employee had insufficient balance. In INFORMS, the cascading will not pull from annual or any leave. A public query needs to be created to help the users determine which employee's Birthday or Floating Holiday leaves need to be manually replaced with an appropriate leave code to avoid employees without pay.



## MANUAL UPDATES FOR TRAPEZE AND FIRE EMPLOYEES TO PREVENT BIRTHDAY OR FLOATING HOLIDAYS WITHOUT PAY – JOB AID

Step	Action								
	<ul> <li>Log into INFORMS and follow this path: Navigator &gt; Reporting Tools &gt; Query &gt; Query Viewer.</li> <li>Search by Query Name. The Public Query name is MD_AB_UNPAID_BDAY_FLOAT.</li> <li>Select Run to in the desired extension. Excel is recommended to enable downloading the file and filtering data.</li> </ul>								
1.	C Records     Query Viewer       Query Viewer     New Window       Enter any information you have and click Search. Leave fields blank for a list of all values.     New Window       *Search By     Query Name       Advanced Search       Search Results								
	"Folder View       - All Folders -         Cuery         ID       Q.       Id       1:1of1 >> > > >       Id       1:1of1 >> >> >> >>>>>>>>>>>>>>>>>>>>>>>>>>								
2.	Below is an example of a query in HTML (web page).								



	Once selected Ru	<b>n to Excel,</b> the	following	optional p	prompts w	ill appear	. If no ci	riteria		
	are selected, all employees with unpaid floating/birthday transactions will be retrieved.									
	Prompt details:									
	TCD Grou	<b>p</b> : To pull up Fir	e employe	ees or Tra	peze empl	loyees, fil	ter for			
3	MDC_FIRE or MDC_OPS TCD Group ID.									
5.	Departme	ent ID: Run the	query only	for a spe	ecific Depa	rtment ID	).			
	Business	<b>Unit</b> : Run the qu	uery only f	or a spec	ific Busine	ss Unit.				
	Calendar	<b>Group ID</b> : The ເ	iser can ru	in only fo	r a specific	: pay peri	od (i.e.,	the go-		
	live perio	d will be 2022PF	213, so the	e user wo	uld run the	e query fo	or the cu	rrent		
	open peri	od 2022PP13).								
	Once the user ha	s run the query,	based on	the othe	r balances	available	, they ca	an decide		
	to replace the Floating or Birthday holiday with Annual Leave, Comp Leave, or Holiday									
4.	Leave as appropr	iate. The query	will displa	y the last	finalized b	balances a	available	e to the		
	employee.									
	• Log into INFORMS and follow this path: Navigator > Global Payroll & Absence									
	Mgmt > Paye	e Data > Mainta	ain Absen	ces > Crea	ate and Ma	aintain A	bsences			
	• Expand the Se	<b>earch</b> criteria or	n the top o	of the pag	e.					
	Create and Maintain Abser	nce Requests								
	Search									
5.	Absence Requests									
-	Absence Detail Partial Day:	s Additional Information	Override Process	Forecast	Comments Demog	graphic II				
	Select *Employee ID	Name Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration		
	Q	Name 0 Q		<b>.</b>		~	~			
	Select All Deselect All									
	Copy Absence	Delete								
	Comments									



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- Search								
	Work Flow State	us 🗸						
	From Da	te 06/02/2021	1			Through Date	06/02/2023	
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	Absence Nan	ne O	L.					
1	Approver Operator	D O	L .					
	Departme	nt	L					
	Pay Gro	ip a	L .					
	HR State				Through	Employee ID		
	From Last Nam	ne			Throu	gh Last Name		
	Action Date							
	Action	From Date	Through Date					
	Submitted	<b></b>		<b></b>				
	Approved			<b></b>				
	Pushed Back			<b></b>				
1	Denied			<b></b>				
	Canceled	<b></b>		<b></b>				
	Voided							
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