



Miami-Dade County

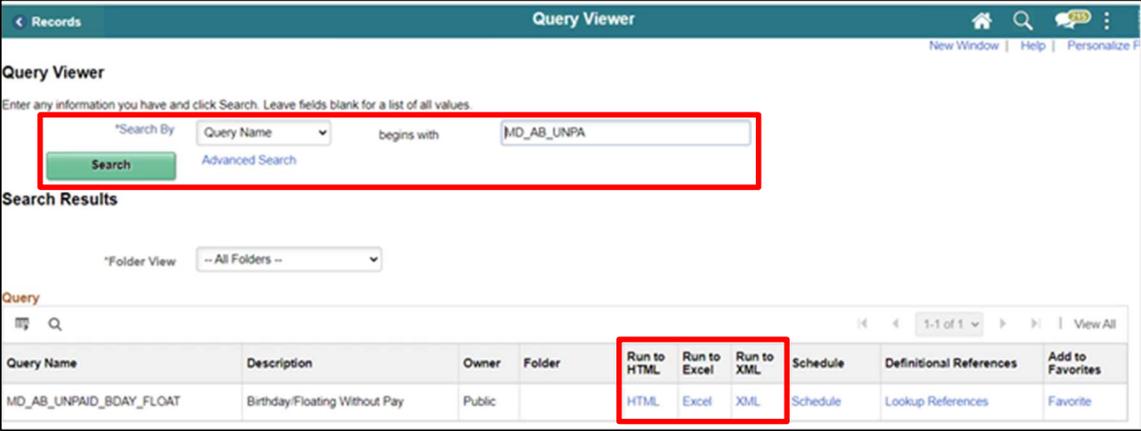
Manual Updates for Trapeze and Fire
Employees to Prevent Birthday or Floating
Holidays Without Pay – Job Aid

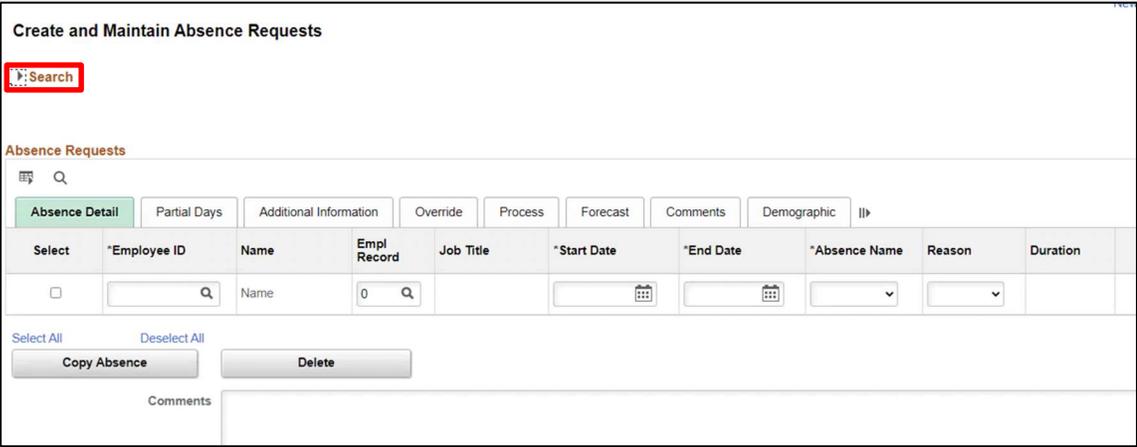
DESCRIPTION

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																																
1.	<ul style="list-style-type: none"> Log into INFORMS and follow this path: Navigator > Reporting Tools > Query > Query Viewer. Search by Query Name. The Public Query name is MD_AB_UNPAID_BDAY_FLOAT. Select Run to in the desired extension. Excel is recommended to enable downloading the file and filtering data. 																																
2.	<p>Below is an example of a query in HTML (web page).</p>  <table border="1"> <thead> <tr> <th>Row</th> <th>Calendar Group</th> <th>Business Unit</th> <th>Department</th> <th>Job Code</th> <th>TCD Group ID</th> <th>Empl ID</th> <th>Name</th> <th>Calendar ID</th> <th>Absence Name</th> <th>Descr</th> <th>Absence Date</th> <th>Day Count Unpaid</th> <th>Annual Balance</th> <th>Comp Balance</th> <th>Holiday Balance</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2020PP22</td> <td>FR</td> <td>FR00000000</td> <td>004101</td> <td>MDC_FIRE</td> <td>00325649</td> <td>Cropper,Walker B</td> <td>NJB 2020B20</td> <td>MD_FLOATFIRE_TK</td> <td>Floating Holiday Fire</td> <td>09/14/2020</td> <td>2.000000</td> <td>12.000000</td> <td>0.000000</td> <td>0.000000</td> </tr> </tbody> </table>	Row	Calendar Group	Business Unit	Department	Job Code	TCD Group ID	Empl ID	Name	Calendar ID	Absence Name	Descr	Absence Date	Day Count Unpaid	Annual Balance	Comp Balance	Holiday Balance	1	2020PP22	FR	FR00000000	004101	MDC_FIRE	00325649	Cropper,Walker B	NJB 2020B20	MD_FLOATFIRE_TK	Floating Holiday Fire	09/14/2020	2.000000	12.000000	0.000000	0.000000
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3.	<p>Once selected Run to Excel, the following <i>optional</i> prompts will appear. If no criteria are selected, all employees with unpaid floating/birthday transactions will be retrieved.</p> <p>Prompt details:</p> <ul style="list-style-type: none"> • TCD Group: To pull up Fire employees or Trapeze employees, filter for MDC_FIRE or MDC_OPS TCD Group ID. • Department ID: Run the query only for a specific Department ID. • Business Unit: Run the query only for a specific Business Unit. • Calendar Group ID: The user can run only for a specific pay period (i.e., the go-live period will be 2022PP13, so the user would run the query for the current open period 2022PP13).
4.	<p>Once the user has run the query, based on the other balances available, they can decide to replace the Floating or Birthday holiday with Annual Leave, Comp Leave, or Holiday Leave as appropriate. The query will display the last finalized balances available to the employee.</p>
5.	<ul style="list-style-type: none"> • Log into INFORMS and follow this path: Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences. • Expand the Search criteria on the top of the page. 

- Enter the information of the employee who needs the absence updated and click **Search**.

Create and Maintain Absence Requests

▼ Search

Work Flow Status

From Date 06/02/2021 Through Date 06/02/2023

Employee ID 00000376 Employee Record 0

Absence Name

Approver Operator ID

Department

Pay Group

HR Status

From Employee ID Through Employee ID

From Last Name Through Last Name

Action Date

Action	From Date	Through Date
Submitted	<input type="text"/>	<input type="text"/>
Approved	<input type="text"/>	<input type="text"/>
Pushed Back	<input type="text"/>	<input type="text"/>
Denied	<input type="text"/>	<input type="text"/>
Canceled	<input type="text"/>	<input type="text"/>
Voided	<input type="text"/>	<input type="text"/>

- 6.
- Find the row of Floating Holiday or Birthday that needs updating and replace it with the appropriate **Absence Name** and details. Once the updates are completed, click the **Select** checkbox on the left side of the updated row(s) and click the **Submit** button.

Create and Maintain Absence Requests

Search Cancel Absence Request

Absence Requests

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance
<input type="checkbox"/>	00000376 <input type="text"/>	Ernest Jillson Jr	0 <input type="text"/>		10/19/2021 <input type="text"/>	10/19/2021 <input type="text"/>	Annual Lee <input type="text"/>	<input type="text"/>	12 Hours	View/Add	103.12 Hours
<input type="checkbox"/>	00000376 <input type="text"/>	Ernest Jillson Jr	0 <input type="text"/>		10/19/2021 <input type="text"/>	10/19/2021 <input type="text"/>	Floating Hc <input type="text"/>	<input type="text"/>	1 Days	View/Add	1.00 Days
<input type="checkbox"/>	00000376 <input type="text"/>	Ernest Jillson Jr	0 <input type="text"/>		10/04/2021 <input type="text"/>	10/04/2021 <input type="text"/>	Floating Hc <input type="text"/>	<input type="text"/>	1 Days	View/Add	1.00 Days

Select All

Comments

Submission Options

The new absence will be reprocessed on the next absence calculation and should replace the unpaid hours with paid hours. The output will be viewable in Payable Time after the Absence and Time Administration processes have been run for the individual (or in the next scheduled batch run).