



Miami-Dade County

Non-Person Profile Verification Job Aid

Version 1.0

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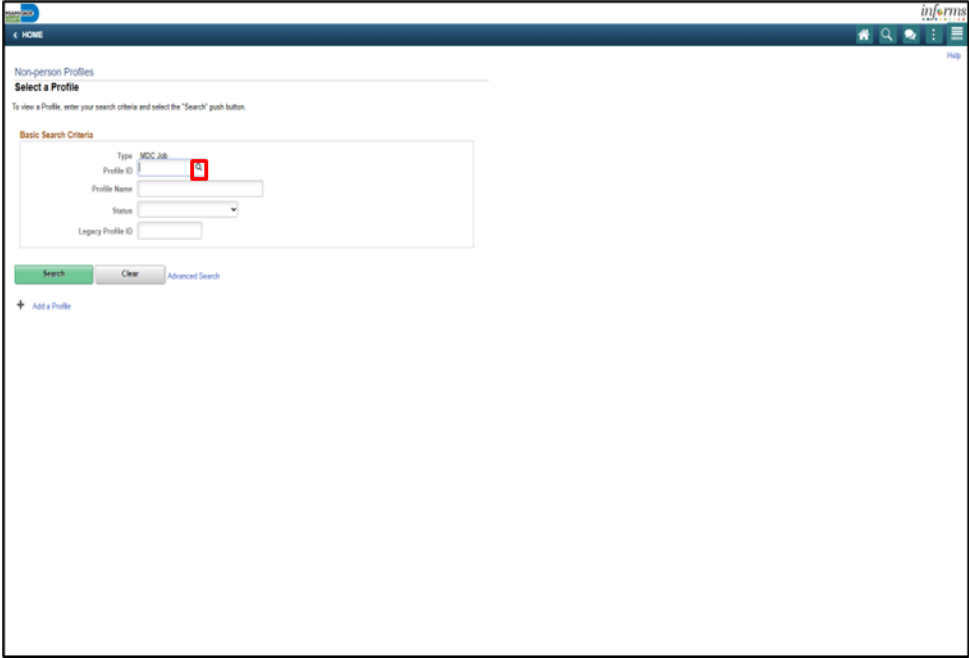
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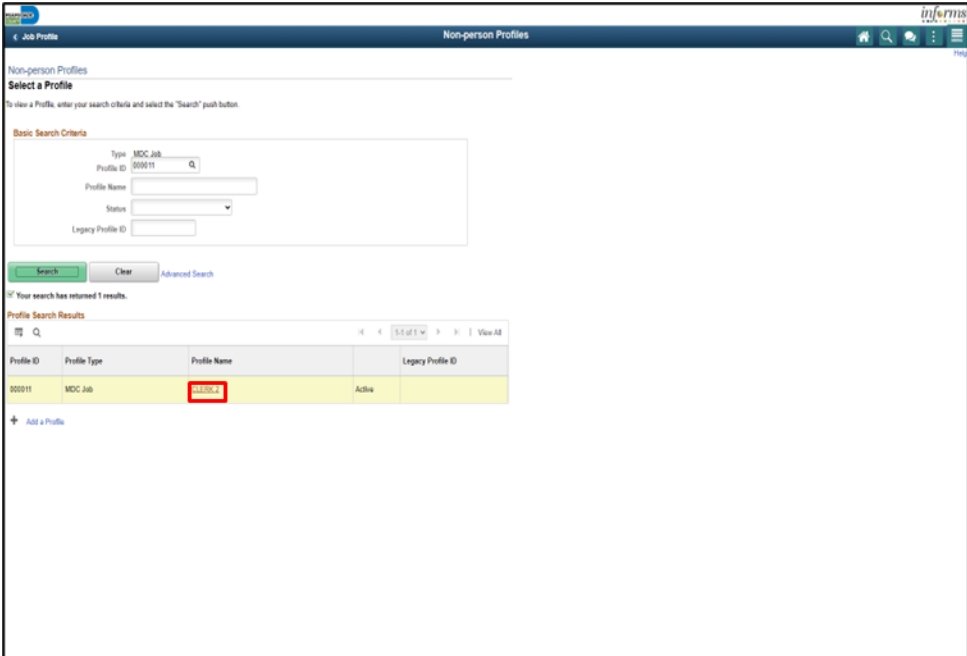
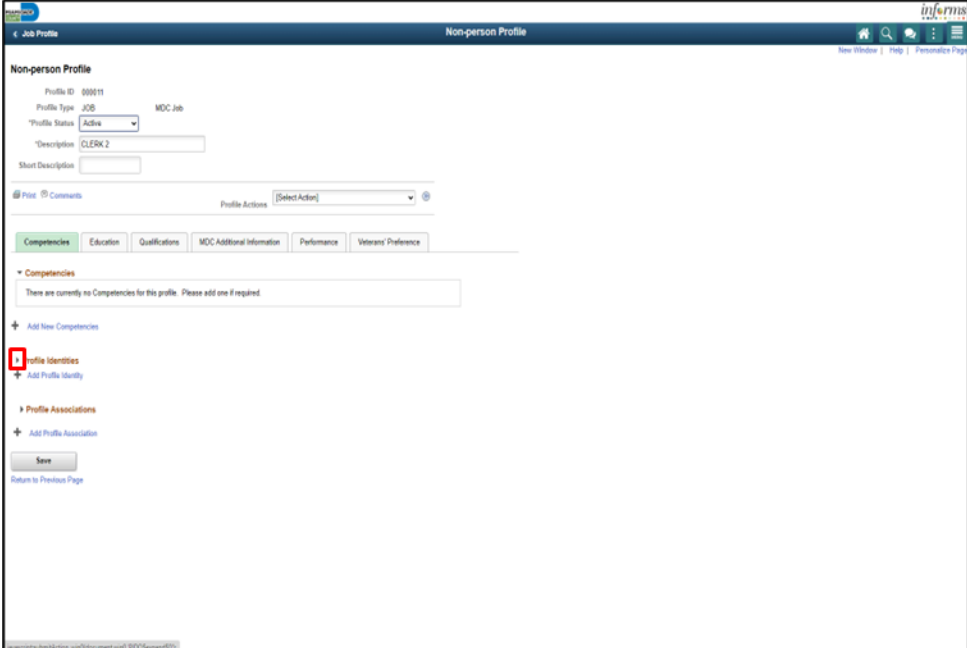
PURPOSE

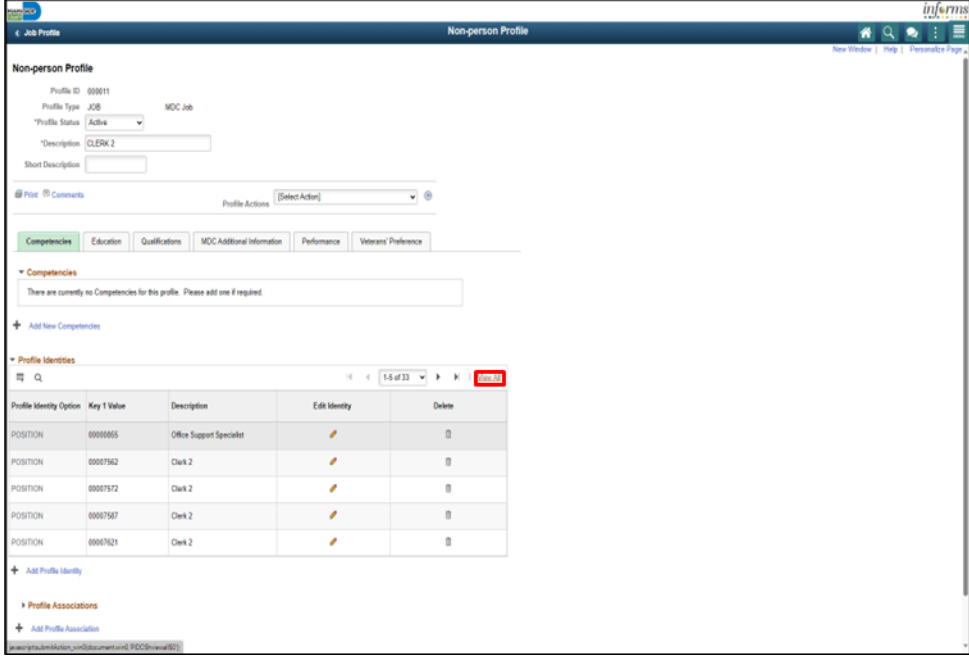
Purpose

This document explains the key activities involved in verifying a non-person profile is associated to a position. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

NON-PERSON PROFILE VERIFICATION

Step	Action
1.	Navigate to: NavBar > Navigator > Human Capital Management (HCM) > Workforce Development > Profile Management > Profiles > Non-Person Profiles
2.	<p>Enter or search for the Profile ID.</p> <p>Note: The Profile ID is the same as the Job Code.</p> 

Step	Action
3.	<p>Select the Profile Name.</p> 
4.	<p>Expand the Profile Identity section.</p> 

Step	Action																														
5.	<p>Select the View All button to view all profiles. Confirm the associated position is listed under the Profile Identities.</p>  <p>The screenshot displays the 'Non-person Profile' page. At the top, it shows the profile ID (000011), type (JOB), and status (Active). Below this, there are fields for description and short description. A 'Profile Actions' dropdown menu is visible. The main content area has several tabs: 'Competencies', 'Education', 'Qualifications', 'MDC-Additional Information', 'Performance', and 'Veterans' Preference'. The 'Profile Identities' section is expanded, showing a table with the following data:</p> <table border="1"> <thead> <tr> <th>Profile Identity Option</th> <th>Key 1 Value</th> <th>Description</th> <th>Edit Identity</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>POSITION</td> <td>00000005</td> <td>Office Support Specialist</td> <td></td> <td></td> </tr> <tr> <td>POSITION</td> <td>00007562</td> <td>Clerk 2</td> <td></td> <td></td> </tr> <tr> <td>POSITION</td> <td>00007572</td> <td>Clerk 2</td> <td></td> <td></td> </tr> <tr> <td>POSITION</td> <td>00007587</td> <td>Clerk 2</td> <td></td> <td></td> </tr> <tr> <td>POSITION</td> <td>00007621</td> <td>Clerk 2</td> <td></td> <td></td> </tr> </tbody> </table>	Profile Identity Option	Key 1 Value	Description	Edit Identity	Delete	POSITION	00000005	Office Support Specialist			POSITION	00007562	Clerk 2			POSITION	00007572	Clerk 2			POSITION	00007587	Clerk 2			POSITION	00007621	Clerk 2		
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