

Miami-Dade County

Retroactive Process for Transactions Effective Prior to Go-Live - Job Aid



DESCRIPTION

This job aid is for Central HR.

The purpose of this job aid is to help Central HR process a transaction that was effective prior to go-live in INFORMS.

This guide will cover the following transactions:

- 1) Timesheet change for a pay period prior to go-live date.
- 2) Personnel action such as merit, promotion, or demotion that is effective prior to the golive date.
- 3) Terminations effective prior to go-live.
- 4) Terminations effective within the first 11 months of go-live.
- 5) DROP entries for the first 11 months of go-live.
- 6) DROP entries effective prior to go-live.

Once all the data entries have been completed, a series of jobs will be run from the legacy application (Time & Leave) to produce files that will be loaded into INFORMS. There will be a file to update the leave balances as of the conversion date and another file that will contain any monetary adjustments. These prior pay period adjustments will be calculated in Time and Leave. If applicable, files will be sent to the Payroll Team containing the retro earnings amount and the corresponding deduction amount.

This guide will also contain the steps to load the data into INFORMS using the Excel-to-CI utility. It enables the user to upload data into INFORMS database from an Excel Spreadsheet utilizing all the business logic and editing provided by INFORMS.



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	Scenario: Late change is received for the employee to add 4 hours of overtime on
	5/14/2022 and 4 hours of annual leave on 5/15/2021.
	Navigate to the LPAR screen and find the pay period containing the requested late
	change dates. Enter changes as specified by the department and press F12 to update.
	DDI 09323001 TIME AND LEAVE SYSTEM MAS AT Y MT (LPAR) PAYA0224
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	PP 22 LBA 22 P 00 SC _ 0 E:A 281.25 S 240.50 H 50.00 C 0.250 F 0 B A
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Once updated, verify that the leave balance has been updated accordingly and the appropriate money adjustments are generated, if applicable. In the case above, the annual ending balance should be depleted by 4 hours, and a money adjustment should be produced for the overtime.

Review Leave balance after the change.

LG 08 L	.BA 08 P 00	VA <u>0</u> R B:A	278.25 S	243.50 H	50.00 C	0.250 F 0 B A
PP 22 L	.BA 22 P 00	SC _ R E:A	277.25 S	246.50 H	50.00 C	0.250 F 0 B A

3. Review Money adjustments.

05/28/2022	TIME AND	LEAVE SYSTEM		(IMAC)	PAYM0204
11:29:55	CURRENT MONEY ADJ	USTMENT DETAIL IN	NQUIRY		PAYA0215
DDL: 093-23-001	EMP ID:				
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Once the data has been extracted from INFORMS, you may verify the updated balance in the Calendar Results of the Absence Management pages. The earnings can then be reviewed on the paylines of the employee. This process is not immediate and will be scheduled to run for the users to review their results.

Review Absence Balances:

- Navigate to: Global Payroll & Absence Management > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar Group.
- Search by Employee ID #.
- Select the current open **Calendar Group ID**. This should be the last one in the search results (Example 2022PP11, 2022PP12).
- Review the Accumulators for the Calendar Information with a Calendar ID of CNV. The file loaded into INFORMS would have updated the beginning balances as of go-live.

Calendar Group	Results Earnings and Deductions	Accumulators Supportin	g Elements		
	Employee Calendar Group ID 2021PP22	Empl ID 2021PP22 Biweekly	Emp	l Record 0	
Calendar Inform	nation			QIH	4 1 of 3 🗸 🕨
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Accumulator	Results User Keys		14	1-5 of 15	✓ ► ► Vie
Period	Element Name	Amount Des	ription	From	Through
Year to Date	MD_FLOAT_BAL	3.000000 Floa	ing Holiday Balance	10/01/2021	09/30/2022
Year to Date	MD_FLOAT_ENT	3.000000 Floa	ing Holiday Accrued	10/01/2021	09/30/2022
		0.000000	Medical Leave Act Del	01/01/2021	12/31/2021
Year to Date	MD_FMLA_BAL	0.000000 Fam	y Medical Leave Act Bal	O HO HEOL	
Year to Date Year to Date	MD_FMLA_BAL MD_MILRES_BAL	0.000000, Fam	ry Reserve Balance	10/01/2021	09/30/2022



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r	ice the PCD is re	ceived, the	Central HR user wi	ll need to proc	ess the	transaction
r	ne & Leave & in	INFORMS.				
			HUMAN RESOURCES	le partico		
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	Employee ID	.ast Name	First N	lame	MI	Effective Date
	Employee Status	Department Nar	me	Divisio	n	Locator
	Step Exec. Ben. BU	Jobcode	Job Title			
	SECTION B: TRANSACT	TION TYPE (I	Please check only ONE primary	transaction. Select related	i sub-categor	ies, if applicable)
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	Delete Pay Exc	eptions	Add Pay Exceptions	Mair	ntain Pay Exc	eptions
	Job Opening No. Isth	s a temporary position an	id expected to last more than 6 mths ?		Nam Pay EXC	-epuona



Scenario: Employee is due a retro merit increase from step 10 to 11 effective 05/02/2022. Update the applicable fields in PCD1 (effective date, reason, step, bi-weekly rate, anniversary date, pay exceptions). In this scenario, the only effective date, reason, step, and anniversary date were applicable. If processing a promotion, you may need to change the job code, status date, pay exceptions, etc. (PCD1) PAYM0303 05/28/2022 PERSONNEL PAYROLL SYSTEM 12:08:35 PAYROLL CHANGE UPDATE PAYA0303 EMPLOYEE ID: EFFECTIVE DATE: <u>05/02/2022</u> BADGE#: OVERPAY N SSN: XXX XX NAME: CUR HIRE: 7. RETRO REASONS: 4 MERIT INCR G RATE CHANG DDL: 008 01 620 BU: H OCC: 000111 REAL ESTATE EVALUATOR 2 FYE: N EX LV EMP STATUS: AA TYPE: F STATUS DATE: 05/30/2011 ADJ ST.DT 05/30/2011 ACT STATUS: N JOB STAT: 1 PAY ANN.DATE: 05/02/2022 ADJ ANNIV PAY STEP: 11 LBA ELIG: Y LAST EVAL DT: 05/17/2021 NEXT EVAL DTE: 05/16/2022 SCHED HOURS: 80.000 PROT CL 0 PERM ST DT: 05/31/2011 PERCENT : BIWK RATE: 3335.99 ADJ BIWK RATE: 3731.00 MERIT DEF DTE: HRLY RATE: 41.69988 ADJ HRLY RATE: 46.63750 LOA DT: RET LOA DT: ENTITY/SUBENT: 01 01 RED CIR/DT: MED EXAM DT: 05/12/2010 INDEX CODE PAEREALCOMM RET CD+PCT: 21 +010.82 SICK->ANN: EMPL RET-PCT: 3.00 ELC/SUP WK N *EXCEPTIONS* SUP.ST: 13 MILITARY: (1=R,2=A,3=I) START AN.FRF 3C 08 Z5



Update RTRS & LPAR to apply to prior pay periods; complete ripple for all applicable pay periods. LPAR will only allow you to update up until the pay period prior to go-live. Once live in INFORMS there will be no additional LPARs created. 05/28/2022 MIAMI-DADE COUNTY (RTRS) PAYM0344 12:17:35 ID: LATE PERSONNEL DATA UPDATE PAYA0345 PPB 05/02/2022 TO 05/15/2022 VERS PPE: CH.RS: <mark>4</mark> MERIT I <mark>G</mark> RATE CH **BEGINNING PP DATA** DATA EFF.DATE: 05/02/2022 UPDATE TO PPE: 05/15/2022 FROM PPB TO SSN: XXX XX 6953 ACR: LG: 12 PP: 01 ELIG: Y LOAD FROM : (V/P/M)DDL: 008 01 620 LBA: LG: 12 PP: 01 ELIG: Y OCCUPATION : EMPL STATUS: AA TYPE: F EXEC BENEF.: ____ PAY STEP ST: 0111 BU: H MILITARY FG: OCCUPATION: BIWKLY HRS : PAY STEP: JS: 1 RET.KIND: 21 BASE BIWKLY: BASE BWLY RATE 3335.99 BASE HOURLY: 41.69988 BASE HOURLY: ADJ. HOURLY: ADJ. BWLY RATE 3731.00 ADJ. BIWKLY: ADJ PAY ANN DT 05/02/2022 BWLY-HRS <u>80.00</u> ADJ. HOURLY: 3C 08 LIV.WAGE PE: LW: ANN.FORF: _ PAR CODE+OVERRIDE: SCK->ANN: 8. NOTES: SELECT: DDL <mark>N</mark> OCC/STP <mark>Y</mark> BASE <mark>Y</mark> EXCPS <mark>Y</mark> STAT <mark>N</mark> BW-HRS <mark>N</mark> MILIT <mark>N</mark> BENEF <mark>N</mark> DROP N USERID YENISS RESP: DDL: NAME: LOAD FROM ID: EFFECTIVE SSN LINK: (LPAR) PAYA0224 05/28/2022 DDL 00801620 TIME AND LEAVE SYSTEM MAS A: Y M: NTS N VR 02 DT 05/29/2022 12:21:30 JS 1 05/02/2022 TO 05/15/2022 SSN XXX XX 0111 11 AA RT 80.000 OT 38.000 HRLY 46.63750 IMAGE: U MAY EXPS: Z5 3C 08 8.000 OT 3.000 M 02 T 03 8.000 OT 3.000 8.000 OT 3.000 W 04 T 05 8.000 OT 3.000 F 06 8.000 OT 1.000 S 07 OT 7.000 S 08 M 09 8.000 OT 3.000 T 10 8.000 OT 3.000 W 11 8.000 OT 3.000 T 12 8.000 OT 3.000 F 13 H 8.000 H 8.000 HE 8.000 OT 1.000 OT 5.000 S 14 S 15 LG 11 LBA 11 P 00 VA 0 R B:A 378.00 S 329.00 H 0.00 C 0.000 F 3 B A 26 LBA 26 P 00 SC _ R E:A 422.00 S 333.00 H 8.00 C 0.000 F 3 B A ΡP



Review money adjustments that were generated by the transaction.

Once data has been loaded into INFORMS, it can be validated on the paylines. These adjustments should be kept to audit the transaction.

12:24:2	25	CURREN	T MONEY AD.	JUSTMEN	T DETAIL I	NQUIRY			PA	YA0
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PAGE 1				RT:	80.000 0	Γ:				
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CD PAR D	T CODE	HOURS	RATE/STEP	SRC	AMOUNT	PPE DATE	Ρ	RM	NUM	I
19	RT				162.50000	05/15/2022	А	Н		
15	OT				115.78131	05/15/2022	А	Н		



Add an additional row with the same date as conversion Job Data. If an employee has any additional rows that are effective after the conversion date, those would also need to be updated. Navigation: Workforce Administration > Job Information > Job Data. Determine the top of the stacked row in Job Data. If the top row is effective on • the date of conversion, only one row is needed. If there are multiple rows after the conversion date, you need to add an effective sequence for each row that needs to be updated. In the example below, it has been determined that the top row is the conversion row and proceeded with clicking the plus sign and adding a row with the same effective date of conversion (go-live). Enter an effective sequence of 1 to create a second version of this effective date. Select the appropriate action/action reason based on the transaction being processed. • If the action is a promotion/demotion, the DPR should provide you with the appropriate position number to place the employee. Work Location Job Information Job Labor Payroll Salary Plan Compensation 10. Empl ID Employee Empl Record 0 Q | | | | | 1 of 2 - | | | Work Location Details ⑦ + | -*Effective Date 06/13/2022 ŝ Go To Row Effective Sequence *Action Pay Rate Change ~ 1 ¥ Reason Merit HR Status Active *Job Indicator Primary Job Payroll Status Active Future Position Number 00016274 Q, REAL ESTATE EVALUATOR 2 **Override Position Data** Position Entry Date 06/01/2010 Desition Management Record Regulatory Region USA United States Company MDC Miami Dade County Business Unit PA Office of the Proprty Appraisr PROPERTY APPRAISER'S OFFICE Department PA01010000 Department Entry Date 06/01/2010 Location ID00000140 111 NW 1ST ST Establishment ID MDC Q, Miami Dade County Date Created 05/28/2022 Last Start Date 06/01/2010 Expected Job End Date **...**



Payroll Information ①				(Q, € € 1 of 2
					C- T- D
Effective Date	06/13/2022		175		GOTOR
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Payroll for North America (2)	· · · · ·				
	100				
Pay Group	MDC Q	General Employees		5	
Employee Type	на	Hourly	Holiday	Schedule MDCALL	Q MDC_ALL
Tax Location Code	MDC Q	Miami Dade Tax Location			
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Pay Gr	MDC	9	d Employees		
	8	Gener	ar Employees		
Setting		Eligibili	ty Group H-NJB	Q Bargaining U	Init H - Non JB
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٠	Using th	e Pay	Exception to r	ate code	mapping,	, you c	an rem	ove or ac	dd th
	exceptio	ns tha	it were reques	sted on t	ne PCD.				
•	If the pa	y step	was changed	in the la	st tab, you	ı woul	ld need	to click [Defa
	Compon	ents s	o that the MD	BKLY get	s updated	d with	the cor	rect base	e rat
	employe	e is o	n a range, you	would n	eed to en	ter the	e new b	ase rate	dire
	the Com	p Rate	e field of the N	ADBKLY r	ate code.	-			
•	Once up	dates	are made, you	u must cl	ck Calcula	ate Co	mpensa	ation and	d exp
	pay rate	s secti	on to review t	the new l	nourly rate	e.			
	ompensation Details	3						9.144	1 of 2 ~
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	Effective	ective Date Sequence	06/13/2022 1		Ac	tion Pay Ra	te Change	G	o fo Row
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	2 PAEVAL Q	0	157.770000	USD	в				+
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Employee			Er Empl R	npl ID ~ lecord 0			
Date ID		Original Date	Effective Date	Adjusted Date	Years	Periods	View/Edit Histor
EMP-STAT-DATE	Employee Status Date	05/30/2011	10/04/2021	05/30/2011	10	15	View/Edit History
EVALUATION- DATE	Evaluation Date	05/17/2021	10/04/2021	05/17/2021	0	15	View/Edit History
LEAVE-ANNIV-	Leave Anniversary Date	05/31/2010	10/04/2021	05/31/2010	11	15	View/Edit History
DATE			40/04/0004	05/31/2010	11	15	View/Edit History
LONGEVITY- DATE	Longevity Counter	05/31/2010	10/04/2021				
DATE LONGEVITY- DATE ORIG-ANNIV- DATE	Longevity Counter Original Anniversary Date	05/31/2010	10/04/2021	05/20/2019	2	15	View/Edit History
DATE LONGEVITY- DATE ORIG-ANNIV- DATE ORIG-STATUS- DATE	Longevity Counter Original Anniversary Date Original Status Date	05/31/2010 05/20/2019 05/30/2011	10/04/2021 10/04/2021 10/04/2021	05/20/2019 III 05/30/2011 III	2	15	View/Edit History View/Edit History
DATE LONGEVITY- DATE ORIG-ANNIV- DATE ORIG-STATUS- DATE PAY-ANNIV-DATE	Longevity Counter Original Anniversary Date Original Status Date Pay Anniversary Date	05/31/2010 05/20/2019 05/30/2011 05/20/2019	10/04/2021 10/04/2021 10/04/2021 10/04/2021	05/20/2019 min 05/30/2011 min 05/20/2019 min	2 10 2	15 15 15	View/Edit History View/Edit History View/Edit History



	 The Workgroup sr be in accordance v employee has. 	ould match with the unio	the Absence Eligibili on and job-basis/nor	ity Group ii 1-job-basis	n Job Data status that	and shoul : the
	Maintain Time Reporter D	ata				
	 Organizational Relationship	Employee	ID Badge Detail		Employmer Group Men	nt Record 0 nbership
	Time Reporter Data			Q	1 of 1 🗸 🕨	▶ View All
	*Effective Date	06/13/2022	•	*Status	Active ~	+ -
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5.	Punch Time Template	٩)			
	Time Period ID	٩]		Commitment Acco	p p
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	Rule Element 5	٩				



After the transaction has been processed in Job Data and payroll Retro Calculation • has been run, you may review the Retro Calculation Results that will be triggered for the pay periods that have already been paid in INFORMS. Each row of retro reflects a different retro earning code and should be reviewed. • **Retro Pay Calculation Results** Q | | 4 4 3 of 5 v b b | View All Calculation Results Employee ID Employment Record Number 0 **Retro Request** Retro Pay Effective Date 11/29/2021 Mass Request ID Retro Pay Sequence Nbr 2622435 Duplicate Flag N Retro Pay Process Flag Calculated Paycheck Number 16. Pay Run Exception Company MDC Pay End Date 12/12/2021 Page Number 3358 Off Cycle Pay Group MDC Earnings Begin Date 11/29/2021 Line Number 1 OK to Pay Earnings End Date 12/05/2021 AddI Line Nbr 4 Earnings Rate Code Earnings Code REG RegHrsPay Earnings Type Oth. Hours Rate Type Earnings Hours 40.00 **Original Values** New Values Earnings Amount 1,541.65 Earnings Amount 1,844.76 Hourly Rate 38.541233 Earnings Amount Override Rate Used 38.541233 Hourly Rate 46.119084 46.119084 Rate Used Prior Retro Paid 0.00 303.11 **Current Retro Pay Amount Transaction Type 3:** Terminations effective prior to go-live. An employee needs to be terminated effective 5/15/2022. This is identified as a prior to 17. go-live effective date. DPR will submit PCD to terminate the employee with an effective date prior to go-live.

	Central HR user will update LPAR using PAR code T on the day of termination and the
	termination reason specified on the PCD.
18.	termination reason specified on the PCD. 06/06/2022 DDL 03701063 TIME AND LEAVE SYSTEM_MAS A: M: (LPAR) PAYA0224 15:09:25 JS 1 05/02/2022 TO 05/15/2022 NTS N VR 01 DT 05/15/2022 SSN XXX XX C 4101 12 AA RT 96.000 OT 0.000 HRLY 44.41156 MAY EXPS: 06 4A 5C 5G PC 02 IMAGE: U N 02 T 03 N 04 24.00
	S 15 T EGY AAF 168.00 HHF 36.000 HH 323.25 CC 0.750 ZZ 439.80
	LG 1/ LBA 18 P 02 VA 0 R B:A 164.00 S 729.00 H 359.25 C 0.750 F 3 B U
	PP 10 LDA 01 P 20 SC K E.A 0.00 S 295.20 H 0.00 C 0.000 F 3 B 0
19.	If there are any pay periods following the termination date in LPAR, they will need to be updated; complete the LPAR ripple.

informs



	Review the money adjustments if the employee has any applicable leave payouts.
20.	04 05/15/2022 AAF 168.000 44.41156 R 7461.14208 A L 1 05/29/2022 69 05/15/2022 HHF 36.000 44.41156 R 1598.81616 A L 1 05/29/2022 22 05/15/2022 HH 323.250 44.41156 R 14356.03677 A L 1 05/29/2022 22 05/15/2022 CC 0.750 44.41156 R 33.30867 A L 1 05/29/2022 30 05/15/2022 CC 0.750 44.41156 R 19532.20409 A L 1 05/29/2022 30 05/15/2022 ZZ 439.800 44.41156 R 19532.20409 A L 1 05/29/2022 These adjustments should be reviewed on the paylines and once they are loaded into INFORMS. The leave balances should also be reviewed in INFORMS to ensure the balances are now reflected as zero.
	Insert termination row into Job Data in INFORMS.
	Insert a row between the hire and conversion row with the effective date being 1 day after the termination date. Ex. Termination date 5/15/2022, effective date in Job should be 5/16/2022. The Action – Action Reason should be mapped from the termination code. Ex. Termination code EG would be Action/Action reason of Retirement/Retirement.
	Work Location Details ⁽¹⁾ Q 2 of 3 v
	*Effective Date 05/18/2022 🛗 Go To Row 🕂 🗖
21.	Effective Sequence 0 *Action Retirement v
	HR Status Inactive Retirement V Payroll Status Retired *Job Indicator Primary Job V
	Position Number 00006385 Q FIREFIGHTER
	Override Position Data
	Position Management Record Regulatory Region USA United States
l	Company MDC Miami Dade County
	Business Unit FR Fire Rescue Department FR03010200 SOUTH AREA COMMAND
	Department Entry Date 06/18/1999
	Establishment ID MDC Q Miami Dade County Date Created 06/06/2022
	Last Start Date 06/18/1999 Termination Date 05/15/2022
	Expected Job End Date
	Last Date Worked 05/15/2022



	The conversion row effective 6/13/2022 also needs to be reviewed to ensure that the
	HR Status is inactive.
	Work Location Job Labor Payroll Salary Plan Compensation
	Empl ID
	Employee Empl Record 0
	Work Location Details (2) Q
	*Effective Date 06/13/2022 🛱 🖌 🗖
	Effective Sequence 0 *Action Data Change v
	HR Status Inactive Reason Conversion V
	Payroll Status Retired *Job Indicator Primary Job v
	Position Number 00006385 Q, FIREFIGHTER
	Override Position Data
	Position Entry Date 06/18/1999 Oposition Management Record
	Regulatory Region USA United States
	Company MDC Miami Dade County
	Business Unit FR Fire Rescue
	Department Entry Date 08/18/1999
	Location FR00000058 10850 SW 211TH ST
	Establishment ID MDC Q. Miami Dade County Date Created 06/03/2022
	Last Start Date 00/18/1999
	Expected Job End Date
	Last Date Worked 05/15/2022
	Payroll will need to be notified to create a manual paysheet for the employee's payouts
	to load to the paylines.
	Transaction Type 4:
	Terminations effective within the first 11 months of go-live.
22	This process will be used to identify employees being terminated in INFORMS with an
۲۲.	effective date within the first 11 months of go-live. This is needed for the Absence file
	chective date within the first 11 months of go live. This is needed for the Absence file
	to obtain the correct values of the FRSable amounts for the last 11 months according to
	the termination date.



	Run query from INFORMS to determine the terminations entered in the current pay
	period.
	The following queries can be run to identify employees being terminated in the current
23	pay period. The first query should be run using the To and From dates for when the
23.	transaction was processed in Job Data:
	TERMINATED_EMPLS_BY_ACTION_DT
	TERMINATED_EMPLS_BY_PAY_PERIOD
	TERMINATED_EMPLS_BY_TERMINA_DT
	On the query, the user should identify which terminations are effective up to 11
	months after the go-live date. Enter termination status and date for the employee in
	MISC and update the transaction.
	05/28/2022 PERSONNEL PAYROLL SYSTEM (MISC) PAYM0399
	16:14:37 MISCELLANEOUS UPDATE SCREEN PAYA0399
	EMP TD · SSN · XXX XX DDI · 008-01-620 [CURRENT PARTIAL PP DATA
	NAME : C STATUS: AA LOAD FROM _
	TERMINATION STATUS: BA TERM.DATE: 07/01/2022 (P=PRIOR PP; M=MANUAL)
	PAY EFFECTIVE DATE: (IF DIFF.THAN PPB) OCCUPATION : SPECTAL STCK LEAVE: SUNDAY START FL: N PAY STEP :
	MEDICAL EXAM DATE : <u>05/12/2010</u> BIWKLY HRS :
	EARLY RET/ RULE70 : CDE: (N,A,R) BASE BIWKLY:
24	LAST LBA PAID YEAR: 00 (LBA YEAR 12 LBA PP 01) BASE HOURLY:
	START DATE: END DATE: ADJ. HOURLY:
	CPARVUPD DDL: CPAR VUPD GROUP: LIV.WAGE PE:
	CDL: PAY EXCEPTIONS:
	RTRO TA:MA PPE 1PP AMT
	PAR CODE ELIG OVERRIDE:
	(PAR CODE & INDICATOR: 'E'LIG OR 'I'NELIG)
	EMP ID: DATE: LINK: RESP:
	1=HLP 2=EXIT 3=MMENU 4=RFRSH 7=PR-EMP 8=NXT-EMP 12=UPD 13=CPAR 15=PCD1 22=VUGP
	When the Absence retro file is produced, this will send the updated amounts of holiday,
	and an experimental state of the set of the



	Transactions Type 5:
	DROP entries for the first 11 months of go-live.
25.	When an employee enters DROP and elects to receive any of their holiday or compensatory hours paid out, we must determine for FRS the hours earned within the last 11 months. For the first 11 months after go-live, a portion of those hours will be stored in legacy. In order to receive the correct number of hours that have been earned 11 months prior to the employee's effective date of DROP, we will need to enter the DROP date in Time & Leave.
	Scenario: Employee enters DROP effective 9/1/2022.
	Documentation is received from the Benefits Team, and it is identified that the transaction is effective post-go-live. DROP will be entered in Time & Leave DROP screen. Payouts do not need to be entered in Time & Leave, only the enrollment.
26.	06/06/2022TIME AND LEAVE SYSTEM(DROP) PAYM023518:07:14DEFERRED RETIREMENT OPTION PROGRAMPAYA0235ORIGINALREF DATE 09/04/2022PRESERVEDEMP IDSSN XXX XXCURRENTPRESERVEDNAMEHDDL:037-01-053DROP STATUS :DDDOCC.CODE:4101S=STARTS THIS PPP=PARTICIPANT, L=LATE,FIREFIGHTRFIREFIGHTRR=REVERSAL, T=TERMPAY STEP :10DROP BEGIN DATE:09012022STAT/BU :AA CDROP EGIN PPE :09042022STAT/BU :AA CDROP EGIN PPE :09042027RET. KIND:2418.34PAYOUT FLAG :YY/NINDEX : FREOPS012002PAYOUT REQ FLAG:AM/A MANUAL OR AUTOFRSSALARY AMOUNT :.00DROP RET KIND :94RET RATE:18.34DROP SALARY AMOUNT :.00PAYOUT S:HOURSRATEAMOUNTHRSADJAMT ADJANNUAL :0035.6600.00.00.00HOLIDAY :0035.6600.00.00.00



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	Empl Record 0			
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Data 00/01/2022			Go To Pow	+
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ance 0	Reason	Retired - Enter Drop	•	
atus Active	*.lob Indicator	Primary Job	· · ·	
			Future	
nber 00005507 Q	FIREFIGHTER			
Override Pos	ition Data			
Date 11/23/2015 Position Managem	ent Record			
gion USA	United States			
pany MDC	Miami Dade County			
Unit FR	Fire Rescue			
nent FR03010200	SOUTH AREA COMMAND			
Date 11/23/2015	10050 OW 211TU OT			
nt ID MDC Q	Miami Dade County	Date Created Or	5/06/2022	
Data 11/02/2015	inianii Bado ooaniy			
Date				
	Date 09/01/2022 iiii ence 0 atus Active atus Active atus Active 00005507 Q 0verride Pos 11/23/2015 Position Manageme gion USA Date 11/23/2015 tition FR Position Manageme 11/23/2015 tition FR PR03010200 Date 11/23/2015 tition FR0000058 MDC Q	Empl Record 0 Empl Record 0 Date 09/01/2022 Active *Action atus Active Reason atus Active *Job Indicator ber 00005507 FIREFIGHTER 11/23/2015 11/23/2015 11/23/2015 11/23/2015 11/23/2015 11/23/2015 10850 SW 211TH ST 11/23/2015 11/23/2015 10850 SW 211TH ST 11/23/2015	Empl Record 0 Empl Record 0 Date 09/01/2022 E ence 0 *Action Enter DROP atus Active Reason Retired - Enter Drop atus Active *Job Indicator Primary Job nber 00005507 Q FIREFIGHTER 00005507 Q FIREFIGHTER 11/23/2015 11/23/2015 11/23/2015 Hire Rescue nent FR03010200 SOUTH AREA COMMAND Date 11/23/2015 tition FR0000058 10850 SW 211TH ST mH ID MIami Dade County Date Created or Miami Dade County Date Created or Miami Dade County Date Created or Miami Dade County Date Created or 11/23/2015	Empl Record 0 Empl Record 0 Date 09/01/2022 ence 0 *Action Enter DROP atus Active Reason Retired - Enter Drop atus Active *Job Indicator Primary Job Future 00005507 FIREFIGHTER 00005507 FIREFIGHTER 00005507 FIREFIGHTER 1/23/2015 Future 1/23/2015 To a b b b b b b b b b b b b b b b b b b





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Benefit Statu	s 🕐				Q	((1 of 3 🔻	• •	
E	Benefit Record Number	0 0					Go To	Row	
	Effective Date	09/01/2022							-
	Effective Sequence	0	Action	Enter DROP					
	HR Status	Active	Reason	Retired - Enter I	Drop				
	Payroll Status	Active	Job Indicator	Primary Job					
	*Benefits System	Benefits Administratio	n 🗸		Benefits Employee	Fu Status	ture Active		
Ann	ual Benefits Base Rate		USD	ACA Elig	ibility Details		icive		
Benefits Ad	ministration Eligibility	0							
	BAS Group ID	Q							
	Retirement Kind	DP	Executive Benefits		Benefit Pro	gram M	DF		
					Executive Co	unter			
	*Effective Date	01/01/2022	Current Conto					+	-
	*Benefit Program		Currency Code [JSD					
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the emp ou must u the emp eave Payr corp Leve Peyment Payr Select either YN: Be paid in full amour Comp, & Hol. If Ves, d	Benefit Program	y effective of ws to ensure quested any n form in th	MDFR Benefit Progra dates in Job E e the new re r leave payou e HR Forms t	JSD m Data grea tirement its, they i tile. telection Creat Holiday I Annual I	ter than the kind is carr must be ent	e DRC ied fo ered	DP en orwar on th	ntry rd. ne D	d DF
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	Transaction Type 6:
	DROP entries effective prior to go-live.
29.	When an employee enters DROP, they may elect to receive a portion of their leave paid out. If the effective date of the DROP entry is prior to go-live, the transaction must be completed in both Time & Leave and INFORMS.
	Documentation is received from the Benefits Team, and it is identified that the transaction is effective prior to go-live.
	DROP will be entered in Time & Leave DROP screen. Payouts will need to be entered as well. LPAR must be updated, and any ripple of pay periods will need to be completed.
	06/06/2022TIME AND LEAVE SYSTEM(DROP) PAYM02318:07:14DEFERRED RETIREMENT OPTION PROGRAMPAYA023ORIGINALREF DATE 05/29/2022PAYA023
30.	ORIGINAL REF DATE 05/29/2022EMP IDSSN XXX XXCURRENTPRESERVEDNAMEHDDL:037-01-053DROP STATUS : LD=DROP INITIATEDOCC.CODE:4101S=STARTS THIS PPP=PARTICIPANT, L=LATE,FIREFIGHTRR=REVERSAL, T=TERMPAY STEP : 10DROP BEGIN DATE:05 01 2022HRLY RATE:35.66005DROP BEGIN PPE :05 01 2022STAT/BU : AA CDROP BEGIN PPE :04 30 2027RET. KIND: 24 18.34PAYOUT FLAG:Y Y/NINDEX : FREOPS012002PAYOUT FLAG:Y Y/NINDEX : FREOPS012002PAYOUT REQ FLAG:M M/A MANUAL OR AUTOFRS SALARY AMOUNT :.00DROP RET KIND :94 RET RATE:18.34DROP SALARY AMOUNT :.00PAYOUT PPE DATE:05 29 2022FRS LATE&MANUAL ADJS:.00PAYOUTS:HOURSRATEAMOUNTHRS ADJAMT ADJANNUAL :_100.00.0000.00.00HOLIDAY :00.0000.00.00

informs

18:11:59 JS 1 04/18/2022 TO 05/01/2022 NTS N VR 02 DT 05/29/2022 SSN XXX XX C 4101 10 AA RT 96.000 OT 0.000 HRLY 35.6601 APR EXPS: 5C PC IMAGE: G IMAGE: G M 18 24.00 T 19 T 21 24.00 F 721 24.00 F 722 523 F 22 523 F 22 F 24 CR M 25 T 726 F 29 F 29 530 24.00 T 60 0.000 AAF 100.00 L6 G6 BA 06 P 00 VA 0 R B:A 279.25 S 131.50 H 184.50 C 1.625 F 2 B PP 12 LBA 12 P 00 SC R E:A 182.25 S 136.50 H 184.50 C 1.625 F 2 B F fmoney adjustments are created they will be brought over into INFORMS on the icarnings file. Users can review the earnings on the paylines once they have loaded 06/06/2022	· · · · ·		01055	I LIVIL AN	U LLAVL STS		A. I W.	(LPAK)	AYAUZZ
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Work Location Job Infor	mation Job Labor	Payroll Salary Plan Compe	ensation		
		Empl ID			
Employee		Empl Record 0			
Work Location Details ⑦			Q	4 4	2 of 3 💙
*Effective Date	05/01/2022			Go To F	łow
Effective Sequence	0	*Action	Enter DROP		~
HR Status	Active	Reason	Retired - Enter Drop		~
Payroll Status	Active	*Job Indicato	r Primary Job		~
				Current	
Position Number	00005507 4	FIREFIGHTER			
Desition Entry Date	Override Posit	ion Data			
Position Entry Date	11/23/2015 Position Managemen	at Record			
Regulatory Region	USA	United States			
Company	MDC	Miami Dade County			
Business Uni	FR	Fire Rescue			
Departmen	FR03010200	SOUTH AREA COMMAND			
Department Entry Date	11/23/2015				
Location Establishment IF	FR00000058	10850 SW 211TH ST			
Establishment iL		Miami Dade County	Date Created	06/06/2022	
Last Start Date	11/23/2015				
Expected Job End Date					



Benefit Program Participation					
		Empl ID			
Employee		Empl Record	0		
Benefit Status ①				Q H	€ 2 of 3 ♥ 🕨
Benefit Record Number	0 0				Go To Row
Effective Date					
Effective Sequence	05/01/2022	Action	Enter DROP		
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*Benefits System	Benefits Administratio	n 🗸	_		Current
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*Effective Date	01/01/2022	Currency Code	20		+
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		MDFR Benefit Progra	m		



If the employee has any effective dates in Job Data greater than the DROP entry date, you must update all rows to ensure the new retirement kind is carried forward. At a minimum, the employee should have the conversion row also to update the retirement kind.

For this scenario, you do not need to enter the DROP Leave Payout Election form in INFORMS. The leave payouts will be loaded from Time & Leave.

		Empl ID				
Employee		Empl Record	0			
Benefit Status (?)				Q 4 4	1 of 3	•
Benefit Record Number Effective Date	0				Go	To Row
	06/13/2022	8 - 4 ¹	Data Ohaaaa			
Effective Sequence	0 A stilue	Action	Data Change			
HK Status	Active	Reason	Drimony Joh			
Fayroli Status	710170	505 marcator	Thindry 500		Future	
*Benefits System	Benefits Administration	n 🗸		Benefits Employee Status	Activo	
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Steps for Excel-to-CI: this process will be conducted by the Payroll Administrator.

Step	Action									
	Access the templates posted on SharePoint. Select the template based on the data you will be loading (Earnings, Deduction, Taxes, or Garnishments)									
34.	Excel-to-CI template									
	 Open the Excel sheet and select the Connect Information tab. 									
	Complete the following fields.									
	 Web Server Machine Name: Name of the webserver environment to 									
	connect. You can find this information on the environment URL.									
	← → C									
	• Protocol : HTTP/HTTPS.									
	 HTTP Port: Port Number Web server is default 443. 									
	 Portal: Default is EMPLOYEE. 									
	 PeopleSoft Site Name: INFORMS Site Name or the environment name 									
	where you are loading the data.									
	• Node: INFORMS node name. The default value is HRMS.									
25	 Language Code: The default is ENG. Charlies Factor Name for the second state in the detailed the detailed to the second state in the second									
35.	 Chunking Factor: Number of data rows to be loaded to the database at one time. The default value is 40. 									
	• Error Threshold: This is set if you want to stop the loading into the									
	database after a certain number of errors is reached.									
	• Action: The types of actions available are based on the structure of the									
	component interface. The actions are:									
	Create: Create action is used to create or insert a new row. This is actual to the "Add" action of a secret page. This could be the									
	equal to the Add action of a search page. This could be the									
	Inost widely used among the actions in Excerto Ci.									
	- Opuale . This action party functions as a create. This is used to create/append new child rows. Before inserting a new child row									
	it checks for the parent row keys									
	 UpdateData - Use this option to update specific non-key values 									
	that already exist.									



	Connect Information > Build Template > Input Data > Stage & Submit Data
	Web Server Machine Name: ehruat.miamidade.gov Optional Keys: No Protocol: https Y HTTP Port; 443 Portal: EHRPLOYEE People Soft Site Name: EHR92UAT Node: HRMS Language Code: EHRG
	Select the Template tab.
	Click on Add-Ins.
	Select New Data Input.
	「Re Home Next Paystaped Formals Dat Facew Vie Add Add Vie Vie) そうジョンデーをなったの ないしついようとうしていました。 Add Add Vie Viel Add Add Add Add Add Add Add Add Add Ad
26	
36.	Enter Connect Information > Template > Input Data > Stage & Submit Data
	Output Participant One Owner (bot 0) OP Parts (bit
	Key Parameter (R VR VR VI VI VI VI VR VI VR Reserved
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	New Data Input: When building a new data input sheet, the system will display the
	following prompt. If you select Yes , a new data input sheet is created, overwriting the
	former one.
	Data Input ×
37.	
	Are you sure you want to delete all the existing data in the Data Input worksheet?
	Yes No





38.	 Enter the Received Data. Select Stage Data for Submission. The system automatically enters the data into the final tab: Staging & Submission. 								
	 Select Submit Data. Enter the User ID and Password. Click OK. 								
	Login X								
39.	User ID: OK								
	Password: Cancel								
	Component Interface Name: CI_PY_PSHUP_LOAD								
	Generate Log								
	The data updates.								
	 Click Post Result. After the submission results are copied to the data input sheet, the status of each row is viewable, and corrections can be made to rows with an Error status. 								
40.	Image: Note: State of the								
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41.	Review the loaded results in INFORMS by navigating to Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Update Paysheet Transactions.								



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	Enter the Run Control ID.
	Or
	 Select Search. Select the Run Control ID.
	Load Paysheet Transactions
	Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
46	▼ Search Criteria
40.	Run Control ID begins with 🗸 Test
	Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria
	View All
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	Find an Existing Value Add a New Value



Populate the run control parameters: **On-Cycle or Off-Cycle Run**: Use this group box or the Off-Cycle Run group box to the right to specify which transactions you want to load into paysheets. For On-Cycle Runs, you must use the On-Cycle or Off-Cycle Run group box. For offcycle runs, you can use either group box. **Pay Run ID**: Select the pay run ID that identifies the pay calendars you want to • load and process the data. The system loads data for all employees in the companies and pay groups represented by the pay run ID. On or Off-Cycle: Select On-Cycle to process the data as part of the normal • payroll schedule. Calculate Options: **Paysheet Update Source**: Select the source of the data from which you want to create paysheets. Select Other Sources if applicable. Process Option: **Process Transactions**: Select this option to load data and create paysheets. Reset Transactions: Select this option to reset transactions from inactive to active so you can create paysheets again. 47. Check **OK to Pay**: Select this option to automatically mark the paysheets as OK to Pay. The Pay Calculation process only processes those transactions marked OK to Pay. Load Paysheet Transactions Run Control ID Test Report Manager Process Monitor Run **Process Request Parameter(s)** On-Cycle or Off-Cycle Run Off-Cycle Run Q. Company Q Pay Run ID Q Pay Group On or Off-Cycle Q, Pay End Date Q Empl ID 0 Empl Record **Calculate Options** Paysheet Update Source *Process Option Process Transactions Separate Pay Run OK to Pay Click Run. 48.



	Process Scheduler Request									
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50.	Select Process Monitor.									
	Select Refresh on the Process Monitor page until the Run Status is marked as "S									
51.	and the Distribution Status	is "Posted."								