

Miami-Dade County

Retroactive Process to Update Job Data Job Aid



DESCRIPTION

This job aid is for Central HR.

The purpose of this job aid is to help Central HR approve the position data and manually make changes to job data to sync with position changes in INFORMS.

Central HR will need to manually process job data changes triggered by position changes that are effective prior to the most current effective date on job data.



APPROVING THE POSITION DATA

Step			Action								
	Log into INFORM	1S.									
	• Select Approvals from the Home screen.										
			HOME	A 1							
	Finance / Supply Chain (FSCM)	Approvals	Budget	Scorecard							
1.	× × • <u>6</u> × ×		49								
	Select Manage Position.										
				inf∈rm							
	C HOME	P	ending Approvals	A 🗣 : :							
	View By Type 👻	Ŧ									
2	(All 49	All		49 rows							
2.	5 DPR Salary Change	Manage Position FIRE CAPTAIN	Position Number 00007331 Position Data Update	Routed > 05/02/2022							
	Manage Position (48)	DPR Salary Change Hermogenes Abad 00205675	Reason - Other	Routed 05/02/2022 >							
		Manage Position SEAPORT BILLING SUPERVISOR	Position Number 00013267 Position Data Update	Routed > 05/02/2022							
	Check the box next to the	position that needs t	o be approved.								
	мамираре			informs							
		P	ending Approvals	* > : ≡							
	View By Type 🗸	T		Approve Deny							
3.	(All (49)	Manage Position		10							
	The state of the s			40 rows							
	Manage Position 48	Manage Position FIRE CAPTAIN	Position Number 00007331 Position Data Update	Routed > 05/02/2022							
		Manage Position SEAPORT BILLING SUPERVIS	Position Number 00013267 OR Position Data Update	Routed > 05/02/2022							



(Click View Position D	etail						
	C Pending Approvals		м	anage Position			* Q (99 : ≣
	Position Number 00013267						Approve Deny	Pushback
	Intel SEAPORT BILLING SUPER	RVISOR						
		Effectiv	re Date 04/01/22					
		Effective Seg	quence 0					
	Proposed Changes							_
	Description		Proposed			Current		
	Reason Code		UPD			CNV		
	Location Code		AV00000048			SP0000003		
	Additional Details							
	Approver Comments							
	Scroll down	to Budget a	nd Incumbents.		-			
			Vie	w Positi	ion	^	Q 💯	: 📠
	Position Numbe	er 00013267						
	Headcount Statu	s Overallocate	d					
	Current Head Coun	it 1 of 0						
								_
	Work Location							
	Reg Region	USA	United States		Company	MDC	Miami Dade (County
	Department	SP05010000	FINANCE OFFICE		Dot-Line			
	Location /	AV00000048	Opa Locka Airport		Security			
	Reports To	00013263	DEPT ASSISTANT	CONTRO	Clearance	ew Current Incun	bents	
	Supervisor Lvl	12	Supervisor Classes	3				
	Salary Plan Inform	nation						
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	Pay Plan				Grade	139		
	Salary Admin Plan	к			Step			
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6.	Earnings Deductions Tax Update Incumbents Include Salary Plan/Grade Force Update for Title Changes Current Incum Name \diamond Angela Simons	0.000 0.000 Ves No No Empl ID 00002092 0	Full/Part Stnd ⇔ Hrs/Wk ↓ Full-Time 80.00	Cdn Tax 0.000 Total 0.00 Biffective Date ◇ Action ◇ · 05/02/2022 Data Change	Action Reason \Diamond F Employee Class Change	Dveri Posit Jata
7.	Click Approve.	Effective Date 040 Effective Sequence 0 Action Reason UPD	Manage 1/22 Proposed 2022-05-02 UFD AV0000048	Position Currer 2020-0 CNV SP000	Approve C 4 9-24 00003	Rmy Pushback
8.	 Enter Approver C Click Submit. 	Omments.	App to approve this requirements	rove Jest.	Submit	



informs

HR – RETROACTIVE PROCESS TO UPDATE JOB DATA

Step		<i>I</i>	Action	
	Select Human Resources(HC	С М) from the Home so	OME	1
10.	Finance / Supply Chain (FSCM)	Approvals	Budget	Scorecard
	Employee Self-Service	Manager Self-Service	Human Resources (HCM)	Learning (ELM)



	Select	t HR Administation.					
	E F			Human Reso	ources (HCM)	ŕ	
		Recruiting		DPR Self-Service	Forms and Approval - HR Forms	Compensation Administration	
11							
11.		Benefits Administrator		Time and Absence	HR Administration	Company Directory	
		Enter the informa Check Include Hi Click Search .	atio sto	on of the employee wh ry and Correct History	ose record should be u r checkboxes since a ro	updated. w is being added to the his	tory.
		Human Resources (HCM)			HR Administ	ration	
	-	Job Information	^	Job Data			
		Workforce Job Summary		Enter any information you have and c	ick Search. Leave fields blank for a list of	f all values.	
		Manage Employee Profile		Search Criteria	yword Search		
		Meadcount	~	Empl ID begins	with 🗸		
12.	4	Labor Administration	~	Empl Record =	·		
	1	R Configuration	~	Name begins	with V Robert		
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		🔬 OffBoarding	~	Middle Name begins	swith ✔ Case Sensitive		
			_	Search Clear Basic Sear	ch 🖉 Save Search Criteria		



	Click the arrow	ow to navigate to the page where an additional row is needed.	
	Click the + ne	ext to Go To Row .	
	 Enter the Eff 	fective Date.	
	Change the	Action to Position Change.	
	Change the I	Reason to Position Data Update or appropriate Action Reason Code for Actio	n
	Position Cha	ange.	
	Click Position	n Number, then select another field so Positions Data can update.	
	(C) Human Resources (HCM)	HR Administration A C 🛩	alize Pa
	Job Information	Work Location Job Information Job Labor Payroll Salary Plan Compensation	- 11
12	Job Data	Roberta Bethel Empl ID 00315824	
15.	Workforce Job Summary		_
	Manage Employee Profile	Work Location Details (2)	-
	Meadcount ~	"Effective Date 10/01/2021 💼 Go To Row 🕇 -	-
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	La Dotted Line	History	
	👫 Export Org Chart	Position Number 00002663 Q CORRECTIONAL OFFICER	
	😟 OnBoarding 🗸 🗸	Position Entry Date 02/22/2016	
	🔬 OffBoarding 🗸 🗸	Regulatory Region USA United States	
		Company MDC Miami Dade County	
	Update Job I	Data: Insert a new Effective Date, same effective date which is used on the Po	sition
	Data change	25.	
	If Effective D	Date on Job Data already exists, then add the new row with the same Effective	e Date
	with an Effec	ctive Sequence of 1.	
	Work Location	rmation Job Labor Payroll Salary Plan Compensation	Persc
		5	
	Roberta Bethel Employee	Empl ID 00315824 Empl Record 0	
14.			
	Work Location Details (2)		14
	*Effective Date	te 10/01/2021 🗰 Go To Row 🛨	-
	Effective Sequence	ce 0 *Action Data Change 🗸	
	HR Status	Is Active Reason Conversion 🗸	
	Payroll Status	Is Active *Job Indicator Primary Job	
		History Ü	



	• Enter the Effective Date, same as Position Data Changes.
	• Change the Effective Sequence as 2 rows have the same effective date.
	Change the Action to Position Change.
	Change the Reason to Position Data Update .
	• Select the Action of position change and corresponding reason. All the information from Position is
	carried to Job on that effective date.
	Click on Override Position Data.
	Nauttindou Uais Dasard
	Work Location Job Information Job Labor Payroll Salary Plan Compensation
15	Roberta Bethel Empl ID 00315824
15.	Employee Empl Record 0
	Work Location Details ⑦ Q I4 4 2 of 4 V > >
	*Effective Date 10/01/2021 🗰 Go To Row 🛨 🗕
	Effective Sequence 1 *Action Position Change •
	HR Status Active Reason Position Data Update
	Payroll Status Active *Job Indicator Primary Job
	History
	Click Use Position Data.
	Work Location Job Information Job Labor Payroll Salary Plan Compensation
	Roberta Bethel Empilio 00315824 Employee Empi Record 0
16.	*Effective Date 10/01/2021 🗰 Go To Row 🕇 🗕
	Effective Sequence 1 *Action Position Change V
	HR Status Active Reason Position Data Update 🗸
	Payroll Status Active *Job Indicator Primary Job
	History
	Position Number 00002063 Q CORRECTIONAL OFFICER
	Position Entry Date
	Position Entry Date



	 Update the changes made to Position Data. Update remaining rows, including future rows, on Job Data by clicking Override Position Data to refresh the information from Position. Click Override Position Data again to maintain Position and Job are in sync going forward.
	Work Location Job Information Job Labor Payroll Salary Plan Compensation Roberta Bethel Empl ID 00315824 Employee Empl Record 0
17.	Work Location Details ⑦ Q 1 of 4 v
	*Effective Date 10/04/2021 🗰 Go To Row + -
	Effective Sequence 0 *Action Data Change V
	Pavroli Status Active "Job Indicator Primary Job
	Current D
	CORRECTIONAL OFFICER
	Position Entry Date
	Click Use Position Data
	Work Location Job Information Job Labor Payroll Salary Plan Compensation
	Roberta Bethel Empl ID 00315824 Employee Empl Record 0
	Work Location Details 💿 Q H 4 1of 4 🕨 🕨
18.	*Effective Date 10/04/2021 💼 Go To Row + -
	Effective Sequence 0 *Action Data Change •
	HR Status Active Reason Conversion
	Payroll Status Active Sob Indicator Primary Sob
	Position Number 00002663 Q CORRECTIONAL OFFICER
	Position Entry Date 02/22/2016
19.	Validate the information.
	Click Save.