



## **Miami-Dade County**

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Retroactive Process to Update Job Data Job  
Aid

## DESCRIPTION

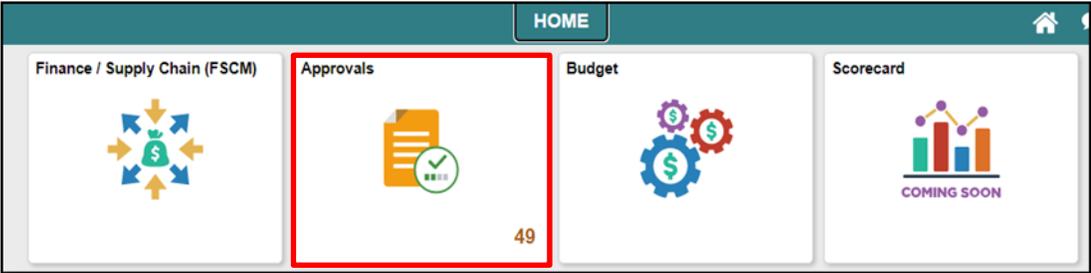
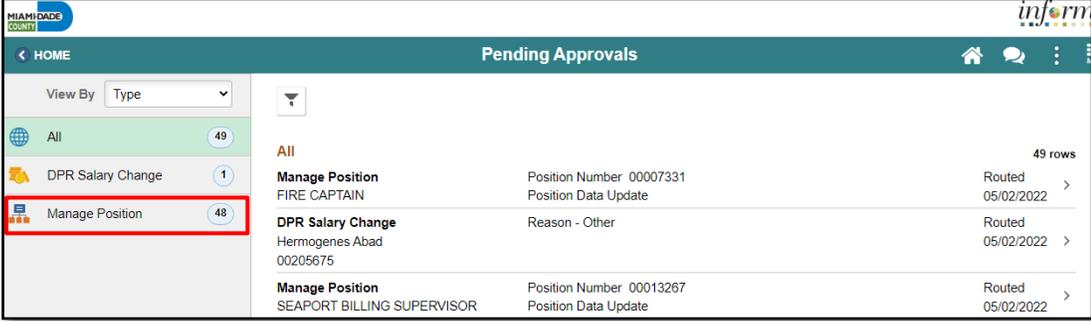
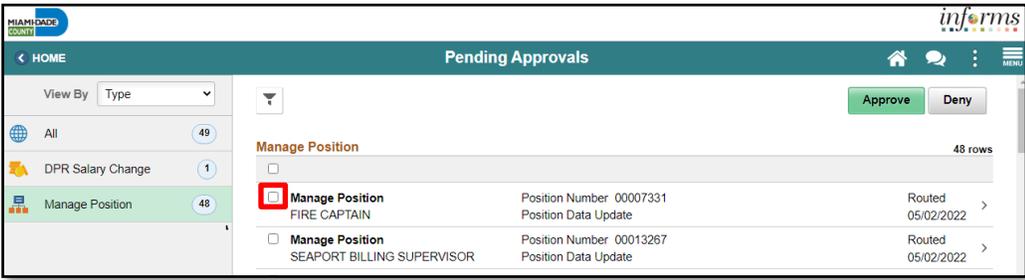
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This job aid is for Central HR.

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												
1.	<ul style="list-style-type: none"> <li>Log into <b>INFORMS</b>.</li> <li>Select <b>Approvals</b> from the <b>Home</b> screen.</li> </ul> 												
2.	<p>Select <b>Manage Position</b>.</p>  <table border="1" data-bbox="568 966 1396 1142"> <thead> <tr> <th colspan="2">All</th> <th>49 rows</th> </tr> </thead> <tbody> <tr> <td><b>Manage Position</b> FIRE CAPTAIN</td> <td>Position Number 00007331 Position Data Update</td> <td>Routed 05/02/2022</td> </tr> <tr> <td><b>DPR Salary Change</b> Hermogenes Abad 00205675</td> <td>Reason - Other</td> <td>Routed 05/02/2022</td> </tr> <tr> <td><b>Manage Position</b> SEAPORT BILLING SUPERVISOR</td> <td>Position Number 00013267 Position Data Update</td> <td>Routed 05/02/2022</td> </tr> </tbody> </table>	All		49 rows	<b>Manage Position</b> FIRE CAPTAIN	Position Number 00007331 Position Data Update	Routed 05/02/2022	<b>DPR Salary Change</b> Hermogenes Abad 00205675	Reason - Other	Routed 05/02/2022	<b>Manage Position</b> SEAPORT BILLING SUPERVISOR	Position Number 00013267 Position Data Update	Routed 05/02/2022
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3.	<p>Check the box next to the position that needs to be approved.</p>  <table border="1" data-bbox="568 1407 1364 1556"> <thead> <tr> <th colspan="2">Manage Position</th> <th>48 rows</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> <b>Manage Position</b> FIRE CAPTAIN</td> <td>Position Number 00007331 Position Data Update</td> <td>Routed 05/02/2022</td> </tr> <tr> <td><input type="checkbox"/> <b>Manage Position</b> SEAPORT BILLING SUPERVISOR</td> <td>Position Number 00013267 Position Data Update</td> <td>Routed 05/02/2022</td> </tr> </tbody> </table>	Manage Position		48 rows	<input checked="" type="checkbox"/> <b>Manage Position</b> FIRE CAPTAIN	Position Number 00007331 Position Data Update	Routed 05/02/2022	<input type="checkbox"/> <b>Manage Position</b> SEAPORT BILLING SUPERVISOR	Position Number 00013267 Position Data Update	Routed 05/02/2022			
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4.

Click **View Position Detail**

**Manage Position**

Position Number: 00013267  
 Title: SEAPORT BILLING SUPERVISOR  
 In Process

Effective Date: 04/01/22  
 Effective Sequence: 0  
 Action Reason: UPD

Proposed Changes		
Description	Proposed	Current
Action Date	2022-05-02	2020-09-24
Reason Code	UPD	CHV
Location Code	AV00000048	SP00000003

Additional Details  
[View Position Details](#)  
 Approver Comments

5.

- A new window will be pop up with position details.
- Scroll down to **Budget and Incumbents**.

**View Position**

Position Number: 00013267  
 Headcount Status: Overalllocated  
 Current Head Count: 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 Clearance  
 Reports To: 00013263, DEPT ASSISTANT CONTROLLER, [View Current Incumbents](#)  
 Supervisor Lvl: 12, Supervisor Classes

**Salary Plan Information**

Pay Plan, Grade: 139  
 Salary Admin Plan: K, Step  
 Standard Hours: 80.00  
 Work Period: B, Biweekly

Mon Tue Wed Thu Fri Sat Sun

USA  
 Specific Information  
 Education and Government  
[Budget and Incumbents](#)  
 Summary of Changes  
 Attachments

<p>6.</p>	<p>Review the <b>Employee ID</b> and <b>Effective Date</b> on <b>Job Data</b>. If the <b>Job Data Effective Date</b> occurs later than <b>Position Data</b> (changes) <b>Effective Date</b>, manual entry is required. If the <b>Effective Date</b> occurs earlier than the <b>Job Data Effective Date</b>, verify <b>Position Data Changes</b> are updated on <b>Job Data</b>.</p> <div data-bbox="375 359 1344 863"> <p><b>▼ Budget and Incumbents</b></p> <p>Earnings 0.000 Cdn Tax 0.000              Deductions 0.000 Total 0.00              Tax 0.000              Update Incumbents Yes              Include Salary Plan/Grade No              Force Update for Title Changes No</p> <p><b>Current Incumbents</b></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Empl ID</th> <th>Empl Record</th> <th>Full/Part</th> <th>Std Hrs/Wk</th> <th>Effective Date</th> <th>Action</th> <th>Action Reason</th> <th>Over Posit Data</th> </tr> </thead> <tbody> <tr> <td>Angela Simons</td> <td>00002092</td> <td>0</td> <td>Full-Time</td> <td>80.00</td> <td>05/02/2022</td> <td>Data Change</td> <td>Employee Class Change</td> <td>N</td> </tr> </tbody> </table> </div>	Name	Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Effective Date	Action	Action Reason	Over Posit Data	Angela Simons	00002092	0	Full-Time	80.00	05/02/2022	Data Change	Employee Class Change	N
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<p>7.</p>	<p>Click <b>Approve</b>.</p> <div data-bbox="342 951 1377 1318"> <p><b>Manage Position</b></p> <p>Position Number 00013267              Title SEAPORT BILLING SUPERVISOR</p> <p>Effective Date 04/01/22              Effective Sequence 0              Action Reason UPD</p> <p><b>Proposed Changes</b></p> <table border="1"> <thead> <tr> <th>Description</th> <th>Proposed</th> <th>Current</th> </tr> </thead> <tbody> <tr> <td>Action Date</td> <td>2022-05-02</td> <td>2020-09-24</td> </tr> <tr> <td>Reason Code</td> <td>UPD</td> <td>CNV</td> </tr> <tr> <td>Location Code</td> <td>AV00000048</td> <td>SP00000003</td> </tr> </tbody> </table> <p><b>Additional Details</b>  <a href="#">View Position Details</a></p> </div>	Description	Proposed	Current	Action Date	2022-05-02	2020-09-24	Reason Code	UPD	CNV	Location Code	AV00000048	SP00000003						
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<p>8.</p>	<ul style="list-style-type: none"> <li>• Enter <b>Approver Comments</b>.</li> <li>• Click <b>Submit</b>.</li> </ul> <div data-bbox="532 1465 1192 1829"> <p><b>Approve</b></p> <p>You are about to approve this request.</p> <p><b>Approver Comments</b></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> </div>																		

9. Approved Position example is below.

< Pending Approvals
Manage Position

Position Number 00013267

Title SEAPORT BILLING SUPERVISOR

✓ Approved on 05/02/2022

Effective Date 04/01/22

Effective Sequence 0

Action Reason UPD

**Proposed Changes**

Description	Proposed	Current
Action Date	2022-05-02	2020-09-24
Reason Code	UPD	CNV
Location Code	AV00000048	SP00000003

▼ **Additional Details**

[View Position Details](#)

Approval Chain >

## HR – RETROACTIVE PROCESS TO UPDATE JOB DATA

10.

HOME

Finance / Supply Chain (FSCM)

Approvals

41

Budget

Scorecard

COMING SOON

Employee Self-Service

Manager Self-Service

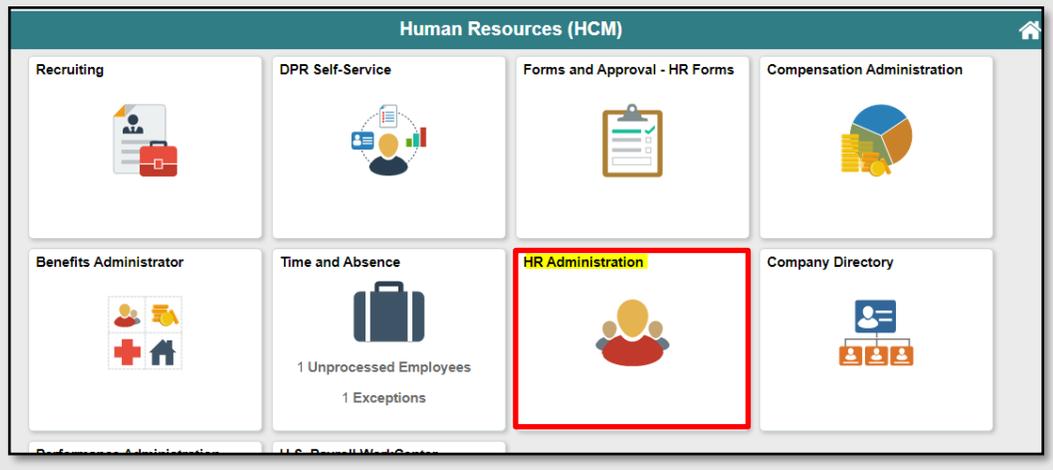
Human Resources (HCM)

Learning (ELM)

COMING SOON

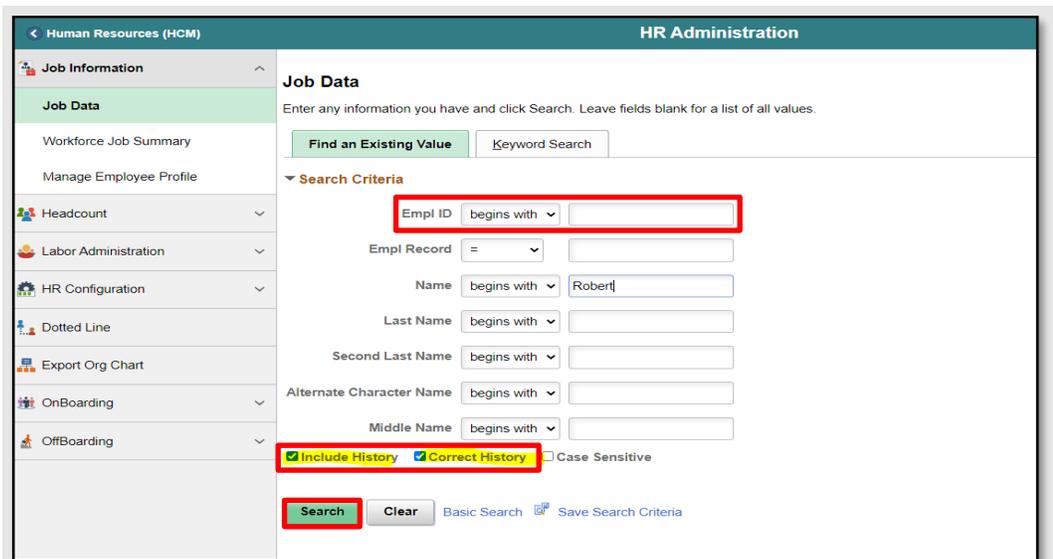
11.

Select **HR Administration**.



12.

- Enter the information of the employee whose record should be updated.
- Check **Include History** and **Correct History** checkboxes since a row is being added to the history.
- Click **Search**.



13.

- Click the arrow to navigate to the page where an additional row is needed.
- Click the + next to **Go To Row**.
- Enter the **Effective Date**.
- Change the **Action** to **Position Change**.
- Change the **Reason** to **Position Data Update** or appropriate **Action Reason Code** for **Action Position Change**.
- Click **Position Number**, then select another field so **Positions Data** can update.

Human Resources (HCM) HR Administration

Job Information Work Location Job Information Job Labor Payroll Salary Plan Compensation

Roberta Bethel Employee Empl ID 00315824 Empl Record 0

Work Location Details 2 of 3

\*Effective Date 10/01/2021

Effective Sequence 0

HR Status Active

Payroll Status Active

\*Action Position Change

Reason Position Data Update

\*Job Indicator Primary Job

Position Number 00002663 CORRECTIONAL OFFICER

Position Entry Date 02/22/2016 Position Management Record

Regulatory Region USA United States

Company MDC Miami Dade County

14.

- Update **Job Data**: Insert a new **Effective Date**, same effective date which is used on the **Position Data** changes.
- If **Effective Date** on **Job Data** already exists, then add the new row with the same **Effective Date** with an **Effective Sequence** of 1.

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Roberta Bethel Employee Empl ID 00315824 Empl Record 0

Work Location Details 2 of 3

\*Effective Date 10/01/2021

Effective Sequence 0

HR Status Active

Payroll Status Active

\*Action Data Change

Reason Conversion

\*Job Indicator Primary Job

Position Number 00002663 CORRECTIONAL OFFICER

Position Entry Date 02/22/2016 Position Management Record

Regulatory Region USA United States

Company MDC Miami Dade County

15.

- 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**.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Roberta Bethel Employee | Empl ID 00315824 | Empl Record 0

Work Location Details 2 of 4

\*Effective Date: 10/01/2021  
 Effective Sequence: 1  
 HR Status: Active  
 Payroll Status: Active  
 \*Action: Position Change  
 Reason: Position Data Update  
 \*Job Indicator: Primary Job

Position Number: 00002663 CORRECTIONAL OFFICER

Override Position Data

16.

Click **Use Position Data**.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

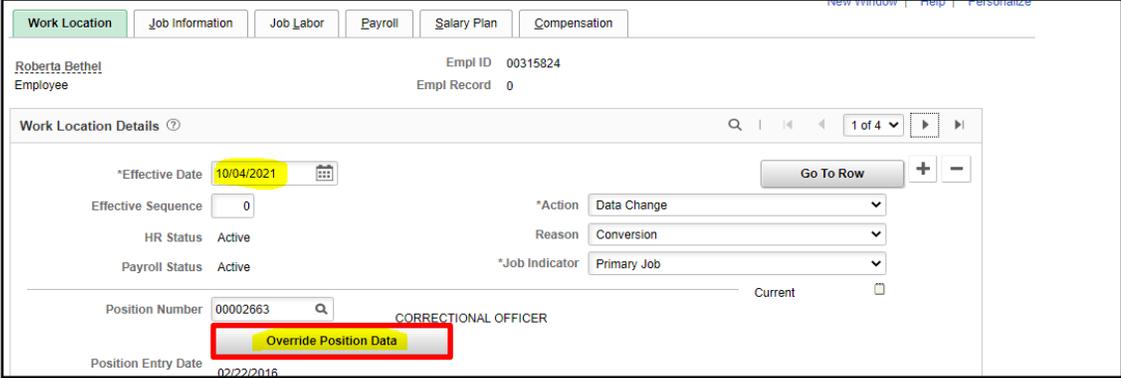
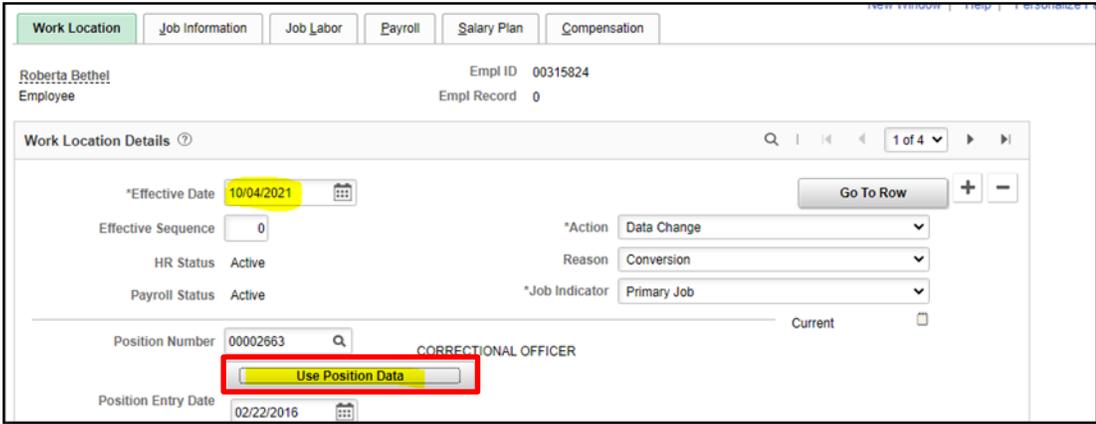
Roberta Bethel Employee | Empl ID 00315824 | Empl Record 0

Work Location Details 2 of 4

\*Effective Date: 10/01/2021  
 Effective Sequence: 1  
 HR Status: Active  
 Payroll Status: Active  
 \*Action: Position Change  
 Reason: Position Data Update  
 \*Job Indicator: Primary Job

Position Number: 00002663 CORRECTIONAL OFFICER

Use Position Data

17.	<ul style="list-style-type: none"><li>• Update the changes made to <b>Position Data</b>.<ul style="list-style-type: none"><li>○ Update remaining rows, including future rows, on <b>Job Data</b> by clicking <b>Override Position Data</b> to refresh the information from <b>Position</b>.</li><li>○ Click <b>Override Position Data</b> again to maintain <b>Position</b> and <b>Job</b> are in sync going forward.</li></ul></li></ul> 
18.	<p>Click <b>Use Position Data</b>.</p> 
19.	<ul style="list-style-type: none"><li>• Validate the information.</li><li>• Click <b>Save</b>.</li></ul>