



Miami-Dade County

Review and Forecast Employee Absence Balances

Version 1.0

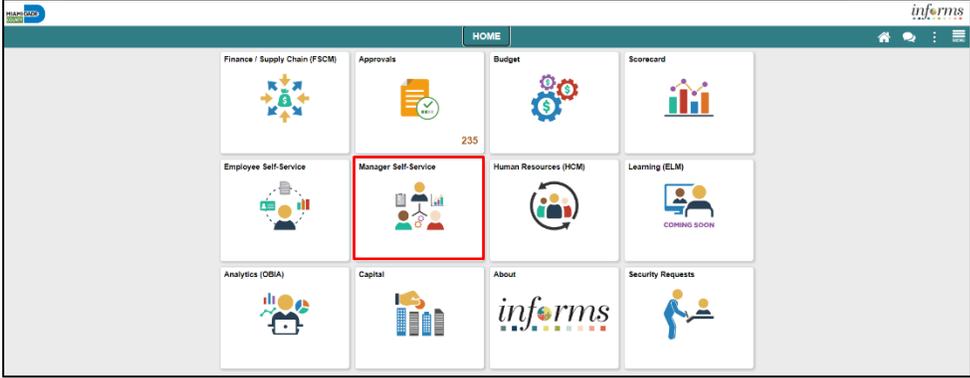
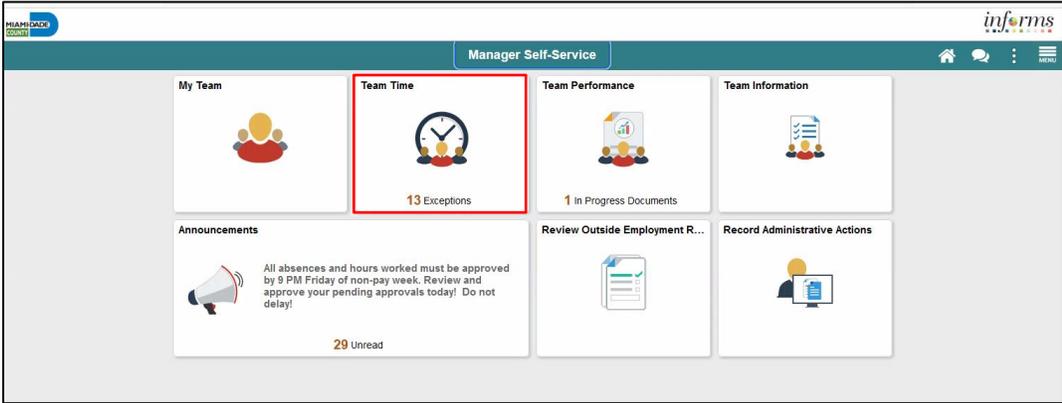
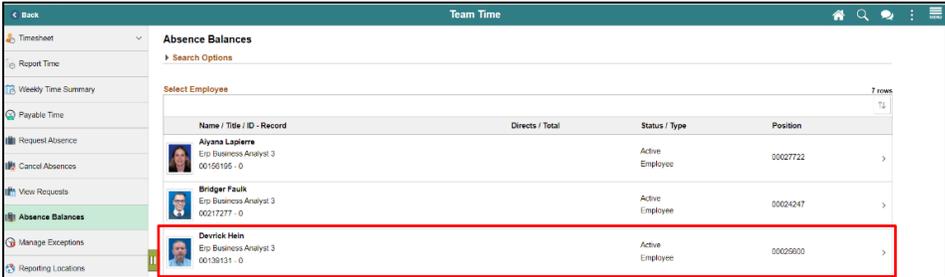
TABLE OF CONTENTS

TABLE OF CONTENTS	2
PURPOSE.....	3
REVIEW AND FORECAST EMPLOYEE ABSENCE BALANCES	4

PURPOSE

This document explains the process of reviewing and forecasting absence balances within the INFORMS system. This document is for Managers.

REVIEW AND FORECAST EMPLOYEE ABSENCE BALANCES

Steps	Action																
1.	<p>Login to the INFORMS and select Manager Self-Service from the home landing page.</p> 																
2.	<p>Select Team Time.</p> 																
3.	<p>Select Absence Balances and then select the desired employee.</p>  <table border="1" data-bbox="505 1570 1240 1738"> <thead> <tr> <th>Name / Title / ID - Record</th> <th>Directs / Total</th> <th>Status / Type</th> <th>Position</th> </tr> </thead> <tbody> <tr> <td> Alyana Lapierre Erg Business Analyst 3 00150195 - 0</td> <td></td> <td>Active Employee</td> <td>00027722</td> </tr> <tr> <td> Bridger Faulk Erg Business Analyst 3 00217217 - 0</td> <td></td> <td>Active Employee</td> <td>00024247</td> </tr> <tr> <td> Devrick Hein Erg Business Analyst 3 00138131 - 0</td> <td></td> <td>Active Employee</td> <td>00029600</td> </tr> </tbody> </table>	Name / Title / ID - Record	Directs / Total	Status / Type	Position	 Alyana Lapierre Erg Business Analyst 3 00150195 - 0		Active Employee	00027722	 Bridger Faulk Erg Business Analyst 3 00217217 - 0		Active Employee	00024247	 Devrick Hein Erg Business Analyst 3 00138131 - 0		Active Employee	00029600
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4.	<p>Scroll down and select Forecast Balance. Select the date for which you want to forecast the balance in As Of Date. Select the type of absence being forecasted in</p>																

Filter by Type. Select the type of absence in **Absence Name**. Select the **Forecast Balance** button to display the **Forecast Details**.

