

Miami-Dade County

Review and Forecast Employee Absence Balances

Version 1.0



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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





| C Back | | | Team Time | | | 🐔 Q 🗩 |
|--|-----|---|---|--------------|------------|-------|
| limesheet | ~ | Absence Balances | | | | |
| E Report Time | | Devrick Hein () Erp Business Analyst 3 | | | | |
| O report time | | Return to Select Employee | | | | |
| B Weekly Time Summary | | | | | | |
| Payable Time | | Birthday Holiday Balance As Of 08/06/2023 | | 0 00 Days | | |
| Request Absence | | Floating Holiday Balance | | | | |
| 🕂 Cancel Absences | | As Of 08/06/2023 | | 0 00 Days | | |
| Tiew Requests | | As Of 08/06/2023 | | 842.00 Hours | | |
| () Absence Balances | | Compensatory Leave Balance | | | | |
| Manage Exceptions | | As Of 08/06/2023 | | 0.00 Hours | | |
| (a c c c c | | As Of 08/06/2023 | | 60.00 Hours | | |
| 59 Reporting Locations | | Annual Leave Balance | | | | |
| Workforce Availability | | As Of 08/06/2023 | | 653.00 Hours | | |
| | | "Disclaimer The current balance does no | ot reflect absences that have not been processed. | | _ | |
| | | Forecast Balance | | | | |
| | | As of | Date 09/05/2023 | | | |
| | | Filter by | Type Birthday Holiday • | | | |
| | | Absence N | Entriday Holday - Used V Current balance 0.00 | Jays- | | |
| | | | | | | |
| K Back | | | Team | lime | | |
| 🗞 Timesheet | × . | Absence Balances | | | | |
| © Report Time | | Erp Business Analyst 3 Return to Salect Employee | | | | |
| 🔞 Weekly Time Summary | | Target Agencies Control Englishee | | | | |
| Pavabla Tima | | Birthday Holiday Balance | | | | |
| W rayable rine | | As Of 08/06/2023 | Forecast | Details | (\times) | |
| Request Absence | | Floating Holiday Balance | | | _ | |
| and the second s | | As Of 08/06/2023 | Birthday Holiday Balance | 0.00 | | |
| Under Absences | | As Of 08/06/2023 | L | | | |
| View Requests | | | | | | |
| Cancer Absences | | Compensatory Leave Balance | | | | |
| View Requests | | As Of 08/06/2023 | | | | |