

Course ID: DPR 303

Course: Departmental HR - Time Management

# Course Overview

<b>Course Description</b>	<p>This course provides a comprehensive review of the Time Management processes.</p> <p>This course consists of the following modules:</p> <ul style="list-style-type: none"><li>● Module 1: Course Introduction</li><li>● Module 2: Time Management<ul style="list-style-type: none"><li>○ Submit Time and Absence on Behalf on an Employee</li><li>○ Approve Time</li><li>○ Approve Absence</li><li>○ Manage Exceptions</li><li>○ Manage Work Schedule</li><li>○ Maintain Teleworker</li></ul></li><li>● Module 3: Course Summary</li></ul>
<b>Training Audiences</b>	<ul style="list-style-type: none"><li>● Department Personnel Representative (DPR)</li><li>● Timekeeper</li></ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"><li>● ERP 101 – Overview of INFORMS</li><li>● ERP 102 – INFORMS Navigation and Online Help</li><li>● HCM 101 – Human Resources Fundamentals</li></ul>

# Course Overview, Continued

<b>Other Related Courses</b>	<ul style="list-style-type: none"><li>• DPR 301 – Departmental HR - ePerformance Management (Employee Performance Evaluation)</li><li>• DPR 302 – Departmental HR - Personnel Changes</li><li>• DPR 304 – Departmental HR - Updating Team Information</li><li>• DPR 321 – Departmental HR – Recruitment</li></ul>
<b>Estimated Duration</b>	<ul style="list-style-type: none"><li>• 6 Hours</li></ul>

# Module 1: Course Introduction

## Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Navigation

Purpose and Benefits of the Business Process

The End-to-End Business Process

Introduction to Demonstrations and Exercises

# Course Administration and Logistics



To receive credit for completing this course, Users must record your attendance at the beginning and end of class



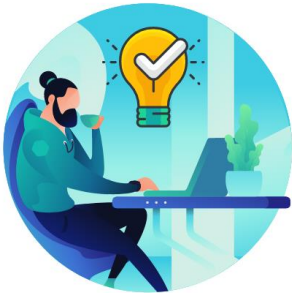
Please turn off your cell phones and refrain from checking email and the Internet while in class



Actively participate in class



Take Breaks at scheduled times



Ask questions; this is your time to learn



Be back from Breaks on time

# Learning Objectives

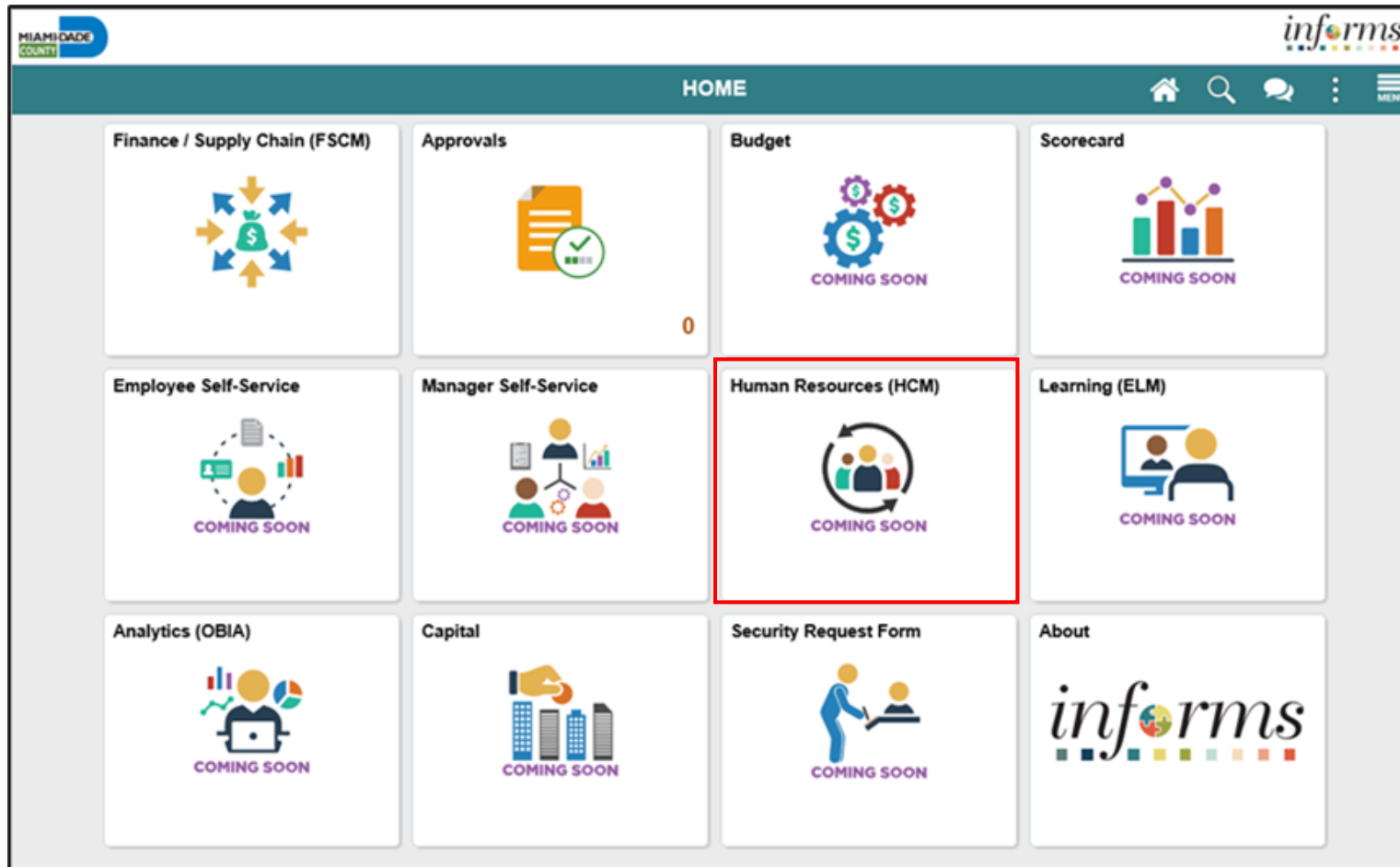
- Submit Time and Absence on Behalf on an Employee
- Approve an employee's time on behalf of a Manager
- Approve Absence
- Understand and resolve the different severity levels of exceptions
- Manage Work Schedule
- Maintain Teleworker
- Reports & Queries

# Roles and Responsibilities

Role	Responsibilities
<b>Department Personnel Representative (DPR)</b>	The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.
<b>Timekeepers</b>	The Timekeeper is only responsible for entering time for employees in specific departments.

# Navigation

1. Login to the INFORMS and select **Human Resources (HCM)** from the home landing page.





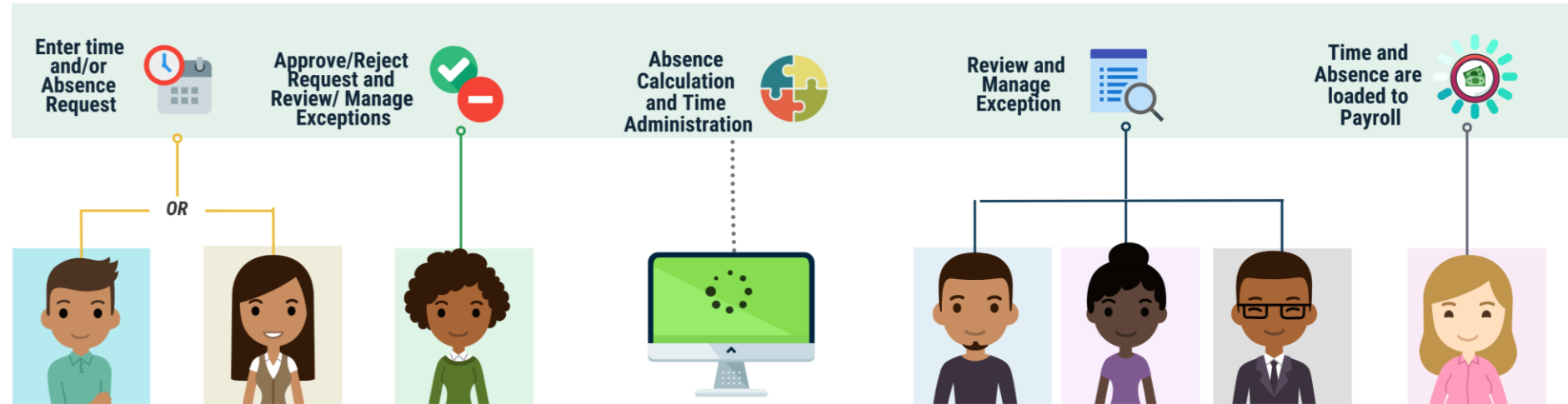
# Purpose and Benefits to Business Process

The purpose and benefits of the Time Management business process include:








- Reduce paper processes (Electronic workflows)
- Employee Empowerment (Employee Self Service and Manager Self Service and mobile capabilities)
- Reduction of processing time
- Enhanced Reporting
- Consolidated Benefit Billing System – Leave of Absence (LOA), retirees, and benefit billing all in one system

# End-to-End Business Process

## TIME AND ABSENCE APPROVAL BUSINESS PROCESS



### Roles and Descriptions

 <p><b>EMPLOYEE</b></p> <p>The Employee is responsible for Self-Service functions (i.e., Life Events, Benefits enrollment, Timesheets, Paycheck, W-4, Direct Deposit, request leave, review evaluations, add accredited Licenses/Certifications).</p>	 <p><b>TIMEKEEPER</b></p> <p>The Timekeeper is responsible for keeping time and attendance at the department level; ensure completeness and accuracy of time; and managing exceptions.</p>	 <p><b>MANAGER</b></p> <p>The Manager is responsible for reviewing and approving HCM Module transaction types (Time &amp; Labor, Absence, LOA, ePerformance, Retirement, Terminations, etc.) through Manager self-service functionality.</p>	 <p><b>DEPARTMENT PERSONNEL REPRESENTATIVE (DPR)</b></p> <p>The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.</p>	 <p><b>TIME AND LABOR CENTRAL ADMINISTRATOR</b></p> <p>The Time and Labor Central Administrator is responsible in accessing all Miami-Dade County employees, configure Time &amp; Labor elements and run time administration process.</p>	 <p><b>ABSENCE MANAGEMENT CENTRAL ADMINISTRATOR</b></p> <p>The Absence Management Central Administrator is responsible for all Miami-Dade County employees, configure absence elements and run absence processes.</p>	 <p><b>PAYROLL CENTRAL ADMINISTRATOR</b></p> <p>The Payroll Central Administrator is responsible for running payroll all the way to Final Calc. and is able to view and update employee pay data.</p>
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# Introduction to Activities and Exercises

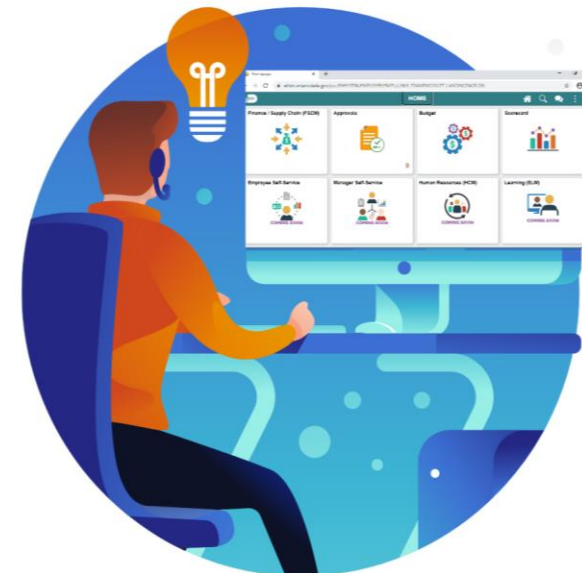
- You will take part in two types of hands-on learning throughout this course.



Instructor  
Demo



Training  
Activities



Training  
Exercises

# Module 2: Time Management

## Module Topics

Module Introduction

Lesson 1: Submit Time and Absence on Behalf of an Employee

Lesson 2: Approve Time

Lesson 3: Approve Absence

Lesson 4: Manage Exceptions

Lesson 5: Manage Work Schedule

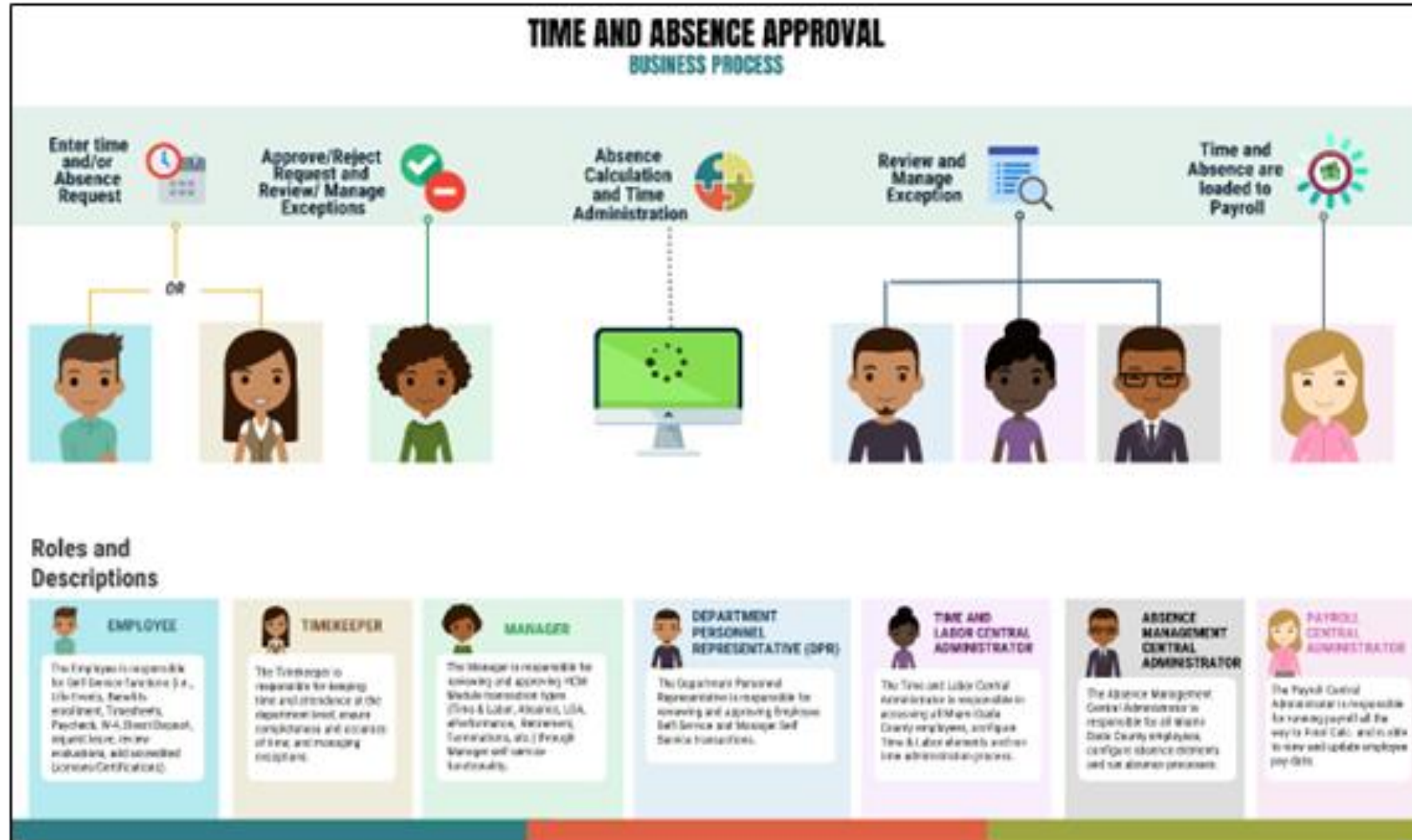
Lesson 6: Maintain Teleworker

Lesson 7: Reports and Queries

# Lesson 1: Submit Time and Absence on Behalf of an Employee

- Submit an employee's time and absences on behalf of the employee

# Lesson 1: Submit Time and Absence on Behalf of an Employee



# Lesson 1: Key Terms

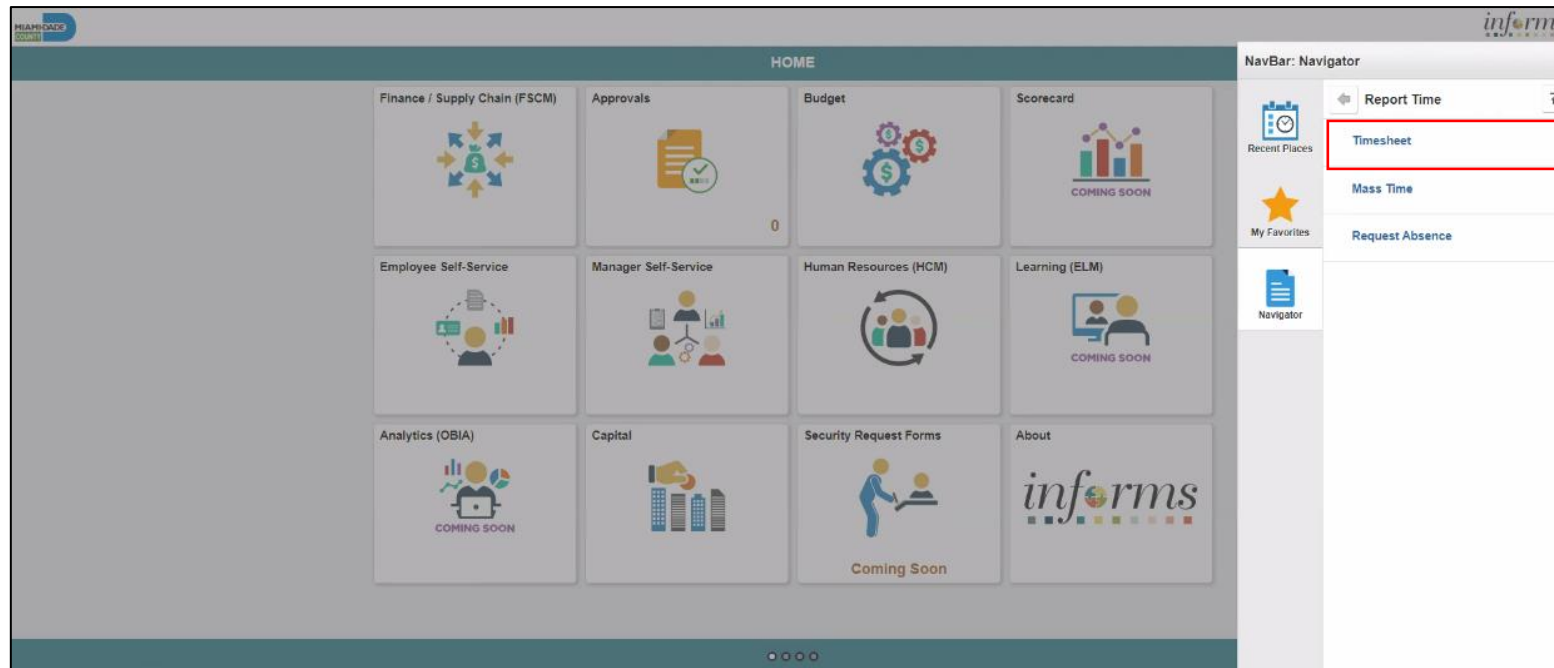
Term	Definition
N/A	N/A

# Lecture 1: Submit Time on Behalf of an Employee

## Submit Time on behalf of a Employee

The following steps outline how the Department Personnel Representative can submit a timesheet on behalf of the employee if the employee is unable to report it.

Navigation: **Human Resources (HCM) > Manager Self Service > Time Management > Report Time > Timesheet.**





# Lecture 1: Submit Time on Behalf of an Employee

Populate the **Employee Selection Criteria** and then select **Get Employees** to display the reported time of a group of employees or an individual employee.

The screenshot shows the 'Timesheet' application interface. At the top, there is a navigation bar with 'HOME' and 'Timesheet' labels, along with icons for home, chat, and menu. Below the navigation bar, the page title is 'Report Time' and the main heading is 'Timesheet Summary'. A section titled 'Employee Selection' is expanded, revealing a form for 'Employee Selection Criteria'. This form consists of a table with two columns: 'Selection Criterion' and 'Selection Criterion Value'. The 'Time Reporter Group' criterion is populated with 'MDC'. Other criteria include Employee ID, Last Name, First Name, Business Unit, Job Code, Department, and Taskgroup, each with an empty search input field. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. The 'Get Employees' button is highlighted with a red border.

Selection Criterion	Selection Criterion Value
Time Reporter Group	MDC
Employee ID	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Taskgroup	

# Lecture 1: Submit Time on Behalf of an Employee

Select an employee's **Last Name** to display the details of the submitted reported time.

Employees For Dionte Sowers, Totals From 05/02/2022 - 05/08/2022

Time Summary Demographics

Last Name	First Name	Employee ID	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence
Abney	Levy	00138064	Airport Operations Agent	40.00	40.00	40.00		
Abram	Finley	00079173	Airport Operations Sr Agent	0.00	0.00	40.00		

Entered time and select the appropriate **Time Reporting Code** before Submitting the employee's time.

Timesheet

Levy, Abram  
Airport Operations Agent

Employee ID: 00138064  
Empl Record: 0  
Earliest Change Date: 11/29/2021

Select Another Timesheet

\*View By: Week  
\*Date: 05/02/2022  
Reported Hours: 48.00

From Monday 05/02/2022 to Sunday 05/08/2022

Mon 5/2	Tue 5/3	Wed 5/4	Thu 5/5	Fri 5/6	Sat 5/7	Sun 5/8	Total	Time Reporting Code
					8.00	8.00	16.00	DAYSO - Day Shift Overtime
8.00	8.00	8.00					24.00	REG - Regular Time

# Lecture 1: Submit Time on Behalf of an Employee

Select **Submit**.

### Timesheet

Chrishawn Arsenaunt  
Supv., Hr Testing & Validation

Employee ID 00053129  
Empl Record 0  
Earliest Change Date 11/01/2021

Actions ▾

Select Another Timesheet

\*View By  [Previous Week](#) [Next Week](#)

\*Date  [Next Employee](#)  
[Punch Timesheet](#)

Reported Hours 0.00

Earliest Change Date is too far back to run Rules in viewed period. Limit is 6 months.

From Monday 05/16/2022 to Sunday 05/22/2022 <sup>?</sup>

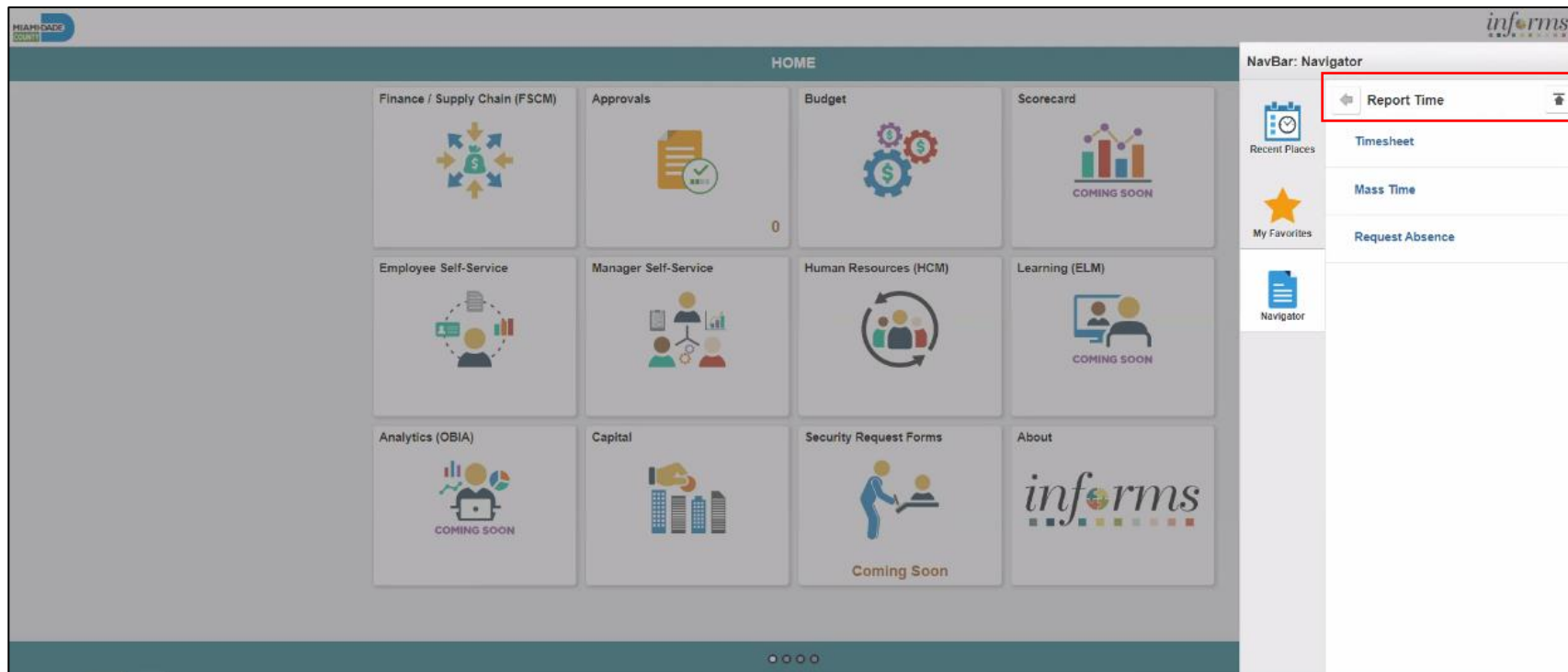
Mon 5/16	Tue 5/17	Wed 5/18	Thu 5/19	Fri 5/20	Sat 5/21	Sun 5/22	Total	Time Reporting Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00	8.00		<input type="text" value="DAYS - Day Shift"/>
8.00	8.00	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="REG - Regular Time"/>

# Lecture 2: Submit Absence on Behalf of an Employee

## Submit Absence on Behalf of an Employee

The following steps outline how the Department Personnel Representative can submit an absence request on behalf of the employee.

Navigation: **Human Resources (HCM) > Manager Self Service > Time Management > Report Time > Timesheet.**



# Lecture 2: Submit Absence on Behalf of an Employee

Populate the **Employee Selection Criteria** and then select **Get Employees** to display the reported time of a group of employees or an individual employee.

The screenshot displays the 'Timesheet' application interface. At the top, there is a navigation bar with a home icon, a chat icon, a menu icon, and the text 'Timesheet'. Below the navigation bar, the page title is 'Report Time' and the main heading is 'Timesheet Summary'. A dropdown menu labeled 'Employee Selection' is expanded, showing a form titled 'Employee Selection Criteria'. The form contains several input fields for selection criteria, each with a search icon to its right. The 'Time Reporter Group' field is populated with 'MDC'. To the right of the form are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. The 'Get Employees' button is highlighted with a red border.

Selection Criterion	Selection Criterion Value
Time Reporter Group	MDC
Employee ID	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Taskgroup	

# Lecture 2: Submit Absence on Behalf of an Employee

Select an employee's **Last Name** to display the details of the submitted reported time.

Employees For Dionte Sowers, Totals From 05/02/2022 - 05/08/2022

Time Summary Demographics

Last Name	First Name	Employee ID	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence
Abney	Levy	00138064	Airport Operations Agent	40.00	40.00	40.00		
Abram	Finley	00079173	Airport Operations Sr Agent	0.00	0.00	40.00		

# Lecture 2: Submit Absence on Behalf of an Employee

Select the appropriate week for the Absence Request.

**Note:** If the corresponding absence request is outside of the week indicated in this selection, the absence request will not be submitted.

**Timesheet**

Levy Abney  
Airport Operations Agent

Employee ID 00138064  
Empl Record 0  
Earliest Change Date 11/29/2021

Select Another Timesheet

\*View By Week  
\*Date 05/23/2022

Reported Hours 42.00

From Monday 05/23/2022 to Sunday 05/29/2022

Mon 5/23	Tue 5/24	Wed 5/25	Thu 5/26	Fri 5/27	Sat 5/28	Sun 5/29	Total	Time Reporting Code	*Taskgroup	Task Profile ID	Assignment
					8.00	8.00	16.00	DAYSO - Day Shift Overtime	06325007		
8.00	8.00	8.00					24.00	REG - Regular Time	06325007		
2.00							2.00	ANNL - Annual Leave	06325007		

Submit

Reported Time Status Summary Absence Exceptions Payable Time

Reported Time Status

# Lecture 2: Submit Absence on Behalf of an Employee

Scroll to the **Absence** tab at the bottom of the employee timesheet.

Reported Time Status Summary **Absence** Exceptions Payable Time

Absence Events ? 1-1 of 1

Absence Take ||▶

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Edit

Add Absence Event

Select **Add Absence Event**.

Reported Time Status Summary **Absence** Exceptions Payable Time

Absence Events ? 1-1 of 1

Absence Take ||▶

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Edit

Add Absence Event



# Lecture 2: Submit Absence on Behalf of an Employee

**Note:** For Administrative Leave, INFORMS requires a Reason to be added. A **Reason** field will populate for entry. Reasons will not be required for other types of leave request.

Select **Forecast** to confirm if the employee is eligible for the absence type.

The screenshot shows the 'Absence Events' interface. At the top, there are tabs for 'Absence Take' and 'Forecast Results'. Below the tabs is a table with the following columns: Select, Start Date, End Date, Absence Name, Duration, Unit Type, Details, Status, Approval Monitor, Source, Cancel, Forecast, and Edit. The table contains one row with the following data: Select (checkbox), Start Date (05/23/2022), End Date (05/23/2022), Absence Name (Annual Leave), Duration (8.00), Unit Type (Hours), Details (Details), Status (Saved), Approval Monitor (Approval Monitor), Source (Manager Timesheet), Cancel (checkbox), Forecast (Forecast button, highlighted with a red box), and Edit (Edit button). Below the table is an 'Add Absence Event' button.

Select	Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	05/23/2022	05/23/2022	Annual Leave	8.00	Hours	<a href="#">Details</a>	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	<b>Forecast</b>	<a href="#">Edit</a>

**Note:** To submit Absence Event, Timekeepers must forecast prior to submitting the leave request.

# Lecture 2: Submit Absence on Behalf of an Employee

INFORMS provides confirmation if the employee is eligible for the absence type. INFORMS will confirm if the eligibility has been verified and if the employee can submit absence.

The screenshot displays the 'Absence' tab in the INFORMS system. A red box highlights a confirmation message: 'Eligibility has been verified. You may now submit your absence. Date Time: May 23, 2022 at 12:03'. Below this, the 'Absence Events' section shows a table with one event. The table has columns for Select, Start Date, End Date, Absence Name, Duration, Unit Type, Details, Status, Approval Monitor, Source, Cancel, Forecast, and Edit. The event listed is for 'Annual Leave' on 05/23/2022, with a duration of 8.00 hours, status of 'Saved', and an approval monitor of 'Approval Monitor'. The source is 'Manager Timesheet'. There are 'Forecast' and 'Edit' buttons for this event. An 'Add Absence Event' button is located at the bottom left of the table area.

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	05/23/2022	05/23/2022	Annual Leave	8.00	Hours	<a href="#">Details</a>	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	<a href="#">Forecast</a>	<a href="#">Edit</a>

# Lecture 2: Submit Absence on Behalf of an Employee

Select **Submit**.

**Timesheet**

Chrisshaw Arsenalault  
Supv. Hr. Testing & Validation

Employee ID 00053129  
Empl Record 0  
Earliest Change Date 11/01/2021

Actions -

Select Another Timesheet

\*View By Week  
\*Date 05/23/2022  
Reported Hours 8.00

Earliest Change Date is too far back to run Rules in viewed period. Limit is 6 months.

From Monday 05/23/2022 to Sunday 05/29/2022

Mon 5/23	Tue 5/24	Wed 5/25	Thu 5/26	Fri 5/27	Sat 5/28	Sun 5/29	Total	Time Reporting Code	*Taskgroup	Task Profile ID	Assignment	OCL Jobcode	Source
8.00							8.00	ANNL - Annual Leave	PSNONCATSK				Absence Management

**Submit** Apply Schedule

Reported Time Status Summary **Absence** Exceptions Payable Time

Eligibility has been verified. You may now submit your absence.  
Date Time: May 23, 2022 at 12:03

Select **OK**.

**Timesheet**

**Submit Confirmation**

✓ The Submit was successful.  
Time for the Week of 2022-05-23 to 2022-05-29 is submitted

**OK**

# Lecture 3: Submit Partial Absence on Behalf of an Employee

In addition to the all-day absence, Timekeepers can submit partial day absences on behalf of an employee. Partial day absences can take place for many reasons and in certain circumstances, partial-day absences are required to be submitted in INFORMS before the end of the pay period.

## Submit Partial Day Absence on Behalf of an Employee

The following steps outline how the Timekeeper can submit an partial day absence request on behalf of the employee.

# Lecture 3: Submit Partial Absence on Behalf of an Employee

Navigation: **Human Resources (HCM) > Manager Self Service > Time Management > Report Time > Timesheet.**

The screenshot displays the 'informs' system home page. The main content area is titled 'HOME' and contains a grid of application tiles. The tiles include: Finance / Supply Chain (FSCM), Approvals, Budget, Scorecard (marked 'COMING SOON'), Employee Self-Service, Manager Self-Service, Human Resources (HCM), Learning (ELM) (marked 'COMING SOON'), Analytics (OBIA) (marked 'COMING SOON'), Capital, Security Request Forms (marked 'Coming Soon'), and an 'About' section with the 'informs' logo. On the right side, there is a 'NavBar: Navigator' sidebar. The 'Report Time' option is highlighted with a red box, and it is positioned above other options: 'Timesheet', 'Mass Time', and 'Request Absence'. The 'informs' logo is visible in the top right corner of the page.

# Lecture 3: Submit Partial Absence on Behalf of an Employee

Populate the **Employee Selection Criteria** and then select **Get Employees** to display the reported time of a group of employees or an individual employee.

The screenshot displays the 'Timesheet' application interface. At the top, there is a navigation bar with a home icon, a chat icon, a menu icon, and the text 'Timesheet'. Below the navigation bar, the page title is 'Report Time' and the main heading is 'Timesheet Summary'. The 'Employee Selection' section is expanded, showing a form titled 'Employee Selection Criteria'. This form contains several input fields for selection criteria, each with a search icon: 'Time Reporter Group' (with 'MDC' entered), 'Employee ID', 'Last Name', 'First Name', 'Business Unit', 'Job Code', 'Department', and 'Taskgroup'. To the right of the form are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. The 'Get Employees' button is highlighted with a red border. The interface also includes a 'New Window' link and a 'Help' link in the top right corner.

Selection Criterion	Selection Criterion Value
Time Reporter Group	MDC
Employee ID	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Taskgroup	

# Lecture 3: Submit Partial Absence on Behalf of an Employee

Select an employee's **Last Name** to display the details of the submitted reported time.

Employees For Dionte Sowers, Totals From 05/02/2022 - 05/08/2022

Time Summary Demographics

Last Name	First Name	Employee ID	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence
Abney	Levy	00138064	Airport Operations Agent	40.00	40.00	40.00		
Abram	Finley	00079173	Airport Operations Sr Agent	0.00	0.00	40.00		

# Lecture 3: Submit Partial Absence on Behalf of an Employee

Select the appropriate week for the Absence Request.

**Note:** If the corresponding absence request is outside of the week indicated in this selection, the absence request will not be submitted.

**Timesheet**

Levy Abney  
Airport Operations Agent

Employee ID 00138064  
Empl Record 0  
Earliest Change Date 11/29/2021

Select Another Timesheet

\*View By Week  
\*Date 05/23/2022

Reported Hours 42.00

From Monday 05/23/2022 to Sunday 05/29/2022

Mon 5/23	Tue 5/24	Wed 5/25	Thu 5/26	Fri 5/27	Sat 5/28	Sun 5/29	Total	Time Reporting Code	*Taskgroup	Task Profile ID	Assignment
					8.00	8.00	16.00	DAYSO - Day Shift Overtime	06325007		
8.00	8.00	8.00					24.00	REG - Regular Time	06325007		
2.00							2.00	ANNL - Annual Leave	06325007		

Submit

Reported Time Status Summary Absence Exceptions Payable Time

Reported Time Status

1-6 of 6



# Lecture 3: Submit Partial Absence on Behalf of an Employee

Scroll to the **Absence** tab at the bottom of the employee timesheet.

Reported Time Status Summary **Absence** Exceptions Payable Time

Absence Events ? 1-1 of 1

Absence Take ||▶

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Edit

Add Absence Event

Select **Add Absence Event**.

Reported Time Status Summary **Absence** Exceptions Payable Time

Absence Events ? 1-1 of 1

Absence Take ||▶

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>						Details		Approval Monitor	Administrator Absence Event	<input type="checkbox"/>	Edit

Add Absence Event

# Lecture 3: Submit Partial Absence on Behalf of an Employee

Enter the following information:

- **Start Date** and **End Date**
- **Absence Name\***

Absence Events ?

1-1 of 1

Absence Take Forecast Results ||>

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	05/23/2022	05/23/2022	Annual Leave	8.00	Hours	<a href="#">Details</a>	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	<input type="button" value="Forecast"/>	<input type="button" value="Edit"/>

**Note:** For Administrative Leave, INFORMS requires a Reason to be added. A **Reason** field will populate for entry. Reasons will not be required for other types of leave request.

# Lecture 3: Submit Partial Absence on Behalf of an Employee

Select **Details**.

Absence Events ?

1-1 of 1

Absence Take Forecast Results

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	05/23/2022	05/23/2022	Annual Leave	8.00	Hours	<a href="#">Details</a>	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Forecast	Edit

Add Absence Event

# Lecture 3: Submit Partial Absence on Behalf of an Employee

In the Absence Event Details page, the following fields are available:

- **State Date\***
- **End Date**
- **Filter by Type**
- **Absence Name\***
- **Partial Days**
- **Duration**

**Note:** Fields with asterisks (\*) are required fields.

**SS Create Absence Req**

Chrisshaw Arsenal  
Supv, Hr Testing & Validation

**Instructions**  
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

**Absence Detail (?)**

\*Start Date: 05/23/2022  
End Date: 05/23/2022  
Filter by Type: All  
\*Absence Name: Annual Leave  
Partial Days: None  
Duration: Hours

View Monthly Calendar

Current Balance: 474.25 Hours\*\*

Calculate Duration

**Comments**  
Reporter Comments:


OK Cancel


\* Required Field  
\*\*Disclaimer: The current balance does not reflect absences that have not been processed.


# Lecture 3: Submit Partial Absence on Behalf of an Employee


Enter the **Start Date** and **Absence Name**.


**Absence Detail** ?

\*Start Date 05/23/2022 

End Date 05/23/2022 

Filter by Type All 

\*Absence Name Annual Leave 

Partial Days None 

Duration  Hours

[View Monthly Calendar](#)


Current Balance 474.25 Hours\*\*


# Lecture 3: Submit Partial Absence on Behalf of an Employee

Select the **Partial Days**.

- All Days
- End Day Only
- None
- Start Day Only
- Start and End Days

**Absence Detail** ⓘ

\*Start Date 05/23/2022  [View Monthly Calendar](#)

End Date 05/23/2022 

Filter by Type All ▾

\*Absence Name Annual Leave ▾

**Partial Days** None ▾

Duration  Hours

**Calculate Duration**


Current Balance 474.25 Hours\*\*


# Lecture 3: Submit Partial Absence on Behalf of an Employee

Enter the **All Days Hours**.

**Note:** Once the **Partial Days** are selected the **All Days Hours** field will populate.

**Absence Detail** ?

\*Start Date 05/23/2022  [View Monthly Calendar](#)

End Date 05/23/2022 

Filter by Type All ▼

\*Absence Name Annual Leave ▼

Partial Days All Days ▼

All Days Hours

Duration 8.00 Hours


[Calculate Duration](#)


Current Balance 474.25 Hours\*\*

# Lecture 3: Submit Partial Absence on Behalf of an Employee

Select **Calculate Duration**.

**Absence Detail** ?

\*Start Date   [View Monthly Calendar](#)

End Date  

Filter by Type  ▼

\*Absence Name  ▼

Partial Days  ▼

All Days Hours

Duration  Hours

Current Balance 474.25 Hours\*\*

**Calculate Duration**

If needed, add comments in the **Reporter Comments** field.

**Comments**


Reporter Comments:



# Lecture 3: Submit Partial Absence on Behalf of an Employee

Select OK.

**SS Create Absence Req**

 **Chrishawn Arsenaunt**  
Supv, Hr Testing & Validation

**Instructions**  
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

**Absence Detail**

\*Start Date: 05/23/2022 [View Monthly Calendar](#)  
End Date: 05/23/2022  
Filter by Type: All  
\*Absence Name: Annual Leave  
Partial Days: All Days  
All Days Hours: 2.00  
Duration: 2.00 Hours  
Current Balance: 474.25 Hours\*\*  
[Calculate Duration](#)

**Comments**  
Reporter Comments:

**OK** **Cancel**

# Lecture 3: Submit Partial Absence on Behalf of an Employee

Select **Forecast** to confirm if the employee is eligible for the absence type.

The screenshot shows the 'Absence Events' interface. At the top, there are tabs for 'Absence Take' and 'Forecast Results'. Below the tabs is a table with the following columns: Select, Start Date, End Date, Absence Name, Duration, Unit Type, Details, Status, Approval Monitor, Source, Cancel, Forecast, and Edit. The table contains one row with the following data: Select (checkbox), Start Date (05/23/2022), End Date (05/23/2022), Absence Name (Annual Leave), Duration (2.00 Hours), Unit Type (Hours), Details (Details), Status (Saved), Approval Monitor (Approval Monitor), Source (Manager Timesheet), Cancel (checkbox), Forecast (Forecast button, highlighted with a red box), and Edit (Edit button). Below the table is an 'Add Absence Event' button.

**Note:** To submit Absence Event, Timekeepers must forecast prior to submitting the leave request.

# Lecture 3: Submit Partial Absence on Behalf of an Employee

Select **Submit**.

The screenshot shows the 'Timesheet' application interface. At the top, it displays the user's name 'Christian Aronault', Employee ID '0003129', and 'Earliest Change Date: 11/1/2021'. Below this, there are options to 'Select Another Timesheet' with a 'View By' dropdown set to 'Week' and a 'Date' field set to '05/23/2022'. A 'Reported Hours' field shows '8:00'. There are buttons for 'Previous Week', 'Next Week', 'Next Employee', and 'Punch Timesheet'. A table below shows the weekly schedule from Monday 05/23/2022 to Sunday 05/29/2022. The 'Submit' button is highlighted with a red box. At the bottom, there are tabs for 'Reported Time Status', 'Summary', 'Absence', 'Exceptions', and 'Disable Time'. A small message at the bottom states: 'Eligibility has been verified. You may now submit your absence. Date Time: May 23, 2022 at 12:03'.

Select **OK**.

The screenshot shows a 'Submit Confirmation' dialog box. It features a green checkmark icon and the text: 'The Submit was successful. Time for the Week of 2022-05-23 to 2022-05-29 is submitted'. At the bottom, the 'OK' button is highlighted with a red box.

# Lesson 1: Activities and Exercises



# Lesson 1: Lesson Summary

Now that you have completed the lesson, you should be able to:

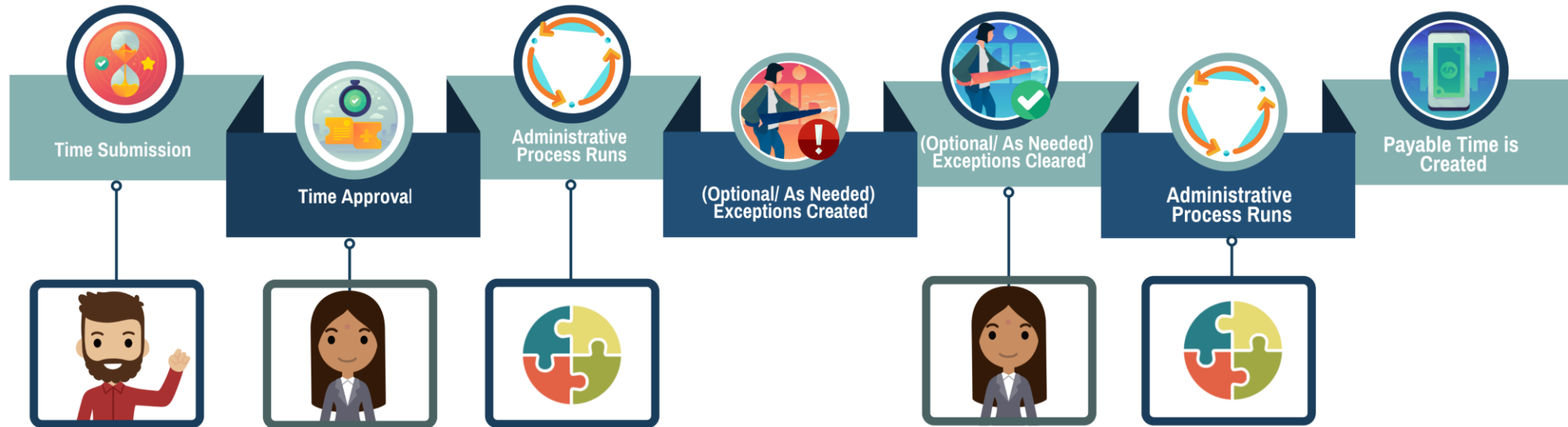
- Submit an employee's time and absences on behalf of the employee

# Lesson 2: Approve Time

- Approve an employee's time on behalf of a Manager
- Learn the difference between Payable Time and Reported Time

# Lesson 2: Approve Time Continued

## APPROVE TIME BUSINESS PROCESS



**EMPLOYEE**

The Employee is responsible for Self-Service functions (i.e., Life Events, Benefits enrollment, Timesheets, Paycheck, W-4, Direct Deposit, request leave, review evaluations, add accredited Licenses/Certifications).

**MANAGER**

The Manager is responsible for reviewing and approving HCM Module transaction types (Time & Labor, Absence, LOA, ePerformance, Retirement, Terminations, etc.) through Manager self-service functionality.

**SYSTEM INFORMS**

The administrative process that is performed.

# Lesson 2: Key Terms

Term	Definition
<b>Exceptions</b>	Any time reported that are not in compliance with the Pay Plan or Collective Bargaining Agreement (CBA) rules.
<b>Payable Time</b>	Time after it has been processed and rules applied to create differentials, supplements, and overtime.
<b>Reported Time</b>	Time as it is entered on the timesheet. This is what Managers will approve.
<b>Task groups</b>	Assigned to the employee, controls available Task Profiles on the timesheet.
<b>Time Administration</b>	INFORMS system process to trigger all the rules and generate exceptions.
<b>Time Collection Devices (TCDs)</b>	A method for collecting reported time outside of the online timesheet in Time and Labor.
<b>Time Reporter Type</b>	Determines the information of an employee must provide for work hours on the timesheet, Punched or Elapsed.



# Lesson 2: Key Terms Continued

Term	Definition
<b>Time Reporting Codes (TRCs)</b>	It is used to track various hours worked and pay supplements. Absences takes are mapped to TRCs and TRC are mapped to earning codes in Payroll.
<b>Time Reporting Template</b>	Determines fields used for time entry. There is an Elapsed Time Reporting Template and a Punch Time Reporting Template.
<b>Workgroups</b>	Grouping of employees that share common Time and Labor attributes and rules.

# Lesson 2: Approve Time

## Approving Time on behalf of a Manager

- Employees may not get paid if the reported time is not approved.
- If a manager is unable to review and approve an employee's time, a Department Personnel Representative (DPR) can approve the time on the Manager's behalf.

# Lesson 2: Approve Time Continued

The following outlines how to approve time through batch approval:

1. Navigation: **Human Resources (HCM) > Manager Self Service > Time Management > Report Time > Timesheet.**



# Lesson 2: Approve Time Continued

2. Populate the **Employee Selection Criteria** and then select **Get Employees** to display the reported time of a group of employees or an individual employee.

The screenshot displays the 'Timesheet' application interface. At the top, there is a navigation bar with a home icon, a chat icon, and a menu icon. Below the navigation bar, the page title 'Report Time' and 'Timesheet Summary' are visible. The main content area is titled 'Employee Selection' and contains a form for 'Employee Selection Criteria'. The form has two columns: 'Selection Criterion' and 'Selection Criterion Value'. The 'Time Reporter Group' field is populated with 'MDC'. To the right of the form are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. The 'Get Employees' button is highlighted with a red border.

Selection Criterion	Selection Criterion Value
Time Reporter Group	MDC
Employee ID	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Taskgroup	

# Lesson 2: Approve Time Continued

3. Select an employee's **Last Name** to display the details of the submitted reported time.

Employees For Wuildo Brann, Totals From 08/14/2023 - 08/20/2023

Time Summary Demographics

Last Name	First Name	Employee ID	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Dei
Abbey	Tamala	00323134	Police Officer	0.00	0.00	40.00			0.00	
Abel	Ludie	00401864	Mdpd Victim Advocate	0.00	0.00	40.00			0.00	
Abell	Keiondre	00033093	Police Officer	0.00	0.00	40.00			0.00	

# Lesson 2: Approve Time Continued

4. Review the entered time and the used **Time Reporting Code** before approving, denying, or pushing back the reported time.











Sun 8/13	Mon 8/14	Tue 8/15	Wed 8/16	Thu 8/17	Fri 8/18	Sat 8/19	Sun 8/20	Total	Time Reporting Code
1.00								4.00	K9 - K9 (Canine)
10.00				10.00	10.00	10.00	10.00	80.00	REG - Regular Time

# Lesson 2: Approve Time Continued

5. To add additional information to the reported time, select an employee's reported time and then select the **Add Comments** icon.

Reported Time Status

1-12 of 12

Select	Date	Reported Status	Total	TRC	Description	Add Comments
<input type="checkbox"/>	08/10/2023	Needs Approval	1.00	K9	K9 (Canine)	
<input type="checkbox"/>	08/10/2023	Needs Approval	10.00	REG	Regular Time	
<input type="checkbox"/>	08/11/2023	Needs Approval	1.00	K9	K9 (Canine)	
<input type="checkbox"/>	08/11/2023	Needs Approval	10.00	REG	Regular Time	
<input checked="" type="checkbox"/>	08/12/2023	Needs Approval	1.00	K9	K9 (Canine)	
<input type="checkbox"/>	08/12/2023	Needs Approval	10.00	REG	Regular Time	
<input type="checkbox"/>	08/13/2023	Needs Approval	1.00	K9	K9 (Canine)	
<input type="checkbox"/>	08/13/2023	Needs Approval	10.00	REG	Regular Time	
<input type="checkbox"/>	08/17/2023	Needs Approval	10.00	REG	Regular Time	
<input type="checkbox"/>	08/18/2023	Needs Approval	10.00	REG	Regular Time	

# Lesson 2: Approve Time Continued

6. Provide a **Comment** then select **Include in Approval Comments** checkbox and select **OK**.

**Comments**

Tamala Abbey Employee ID 00323134  
Police Officer Employment Record 0

**Note**

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

**Comments related to time entered for 08/12/2023**

	Date	User ID	DateTime Created	Source	Include in Approval Comments	Comment
1	08/12/2023	E327483	08/17/2023 10:47AM	Time Reporting	<input checked="" type="checkbox"/>	Invalid time reporting code

Add Comment

**OK** Cancel Apply



# Lesson 2: Approve Time Continued

7. Select a time and then select **Approve**.

**Note: Select All** can be used to select all entered time and then select **Approve** to approve all selected time.

The screenshot shows a web interface for managing reported time. At the top, it says "Reported Time Status" with a search icon and a page indicator "1-12 of 12". Below is a table with columns: Select, Date, Reported Status, Total, TRC, Description, and Add Comments. A red box highlights the first column and the first seven rows of the table. At the bottom, there is an "Approval" bar with four buttons: "Select All", "Deselect All", "Approve" (highlighted with a red box), and "Push Back".

Select	Date	Reported Status	Total	TRC	Description	Add Comments
<input checked="" type="checkbox"/>	08/10/2023	Needs Approval	1.00	K9	K9 (Canine)	
<input type="checkbox"/>	08/10/2023	Approved	10.00	REG	Regular Time	
<input checked="" type="checkbox"/>	08/11/2023	Needs Approval	1.00	K9	K9 (Canine)	
<input checked="" type="checkbox"/>	08/11/2023	Needs Approval	10.00	REG	Regular Time	
<input checked="" type="checkbox"/>	08/12/2023	Needs Approval	1.00	K9	K9 (Canine)	
<input type="checkbox"/>	08/12/2023	Approved	10.00	REG	Regular Time	
<input checked="" type="checkbox"/>	08/13/2023	Needs Approval	1.00	K9	K9 (Canine)	
<input type="checkbox"/>	08/13/2023	Approved	10.00	REG	Regular Time	
<input checked="" type="checkbox"/>	08/17/2023	Needs Approval	10.00	SICK	Sick Leave	
<input type="checkbox"/>	08/18/2023	Approved	10.00	REG	Regular Time	
<input type="checkbox"/>	08/19/2023	Approved	10.00	REG	Regular Time	
<input type="checkbox"/>	08/20/2023	Approved	10.00	REG	Regular Time	

Approval

Select All   Deselect All   **Approve**   Push Back

# Lesson 2: Approve Time Continued

a. Select **Yes** to confirm approval.

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

b. Select **OK**.

[← Approve Reported Time](#) Reported Time

Timesheet

**Approve Confirmation**



✓ Selected transactions were successfully approved.

# Lesson 2: Approve Time Continued

8. If the reported time is incorrect, select an employee's submitted reported time and then select the **Add Comments** icon.

Reported Time Status

1-12 of 12

Select	Date	Reported Status	Total	TRC	Description	Add Comments
<input type="checkbox"/>	08/10/2023	Needs Approval	1.00	K9	K9 (Canine)	
<input type="checkbox"/>	08/10/2023	Approved	10.00	REG	Regular Time	

# Lesson 2: Approve Time Continued

9. Provide a **Comment** for pushing back the time, select **Include in Approval Comments** and then select **OK**.

Comments related to time entered for 04/28/2022

	Date	User ID	DateTime Created	Source	Include in Approval Comments	Comment
1	04/28/2022	DPRTRN01	04/30/2022 8:17AM	Time Reporting	<input checked="" type="checkbox"/>	Incorrect time reporting code.

Add Comment

# Lesson 2: Approve Time Continued

## 10. Select Push Back.

**Reported Time Status**

1-12 of 12

Select	Date	Reported Status	Total	TRC	Description	Add Comments
<input checked="" type="checkbox"/>	08/10/2023	Needs Approval	1.00	K9	K9 (Canine)	
<input type="checkbox"/>	08/10/2023	Approved	10.00	REG	Regular Time	
<input checked="" type="checkbox"/>	08/11/2023	Needs Approval	1.00	K9	K9 (Canine)	
<input checked="" type="checkbox"/>	08/11/2023	Needs Approval	10.00	REG	Regular Time	
<input checked="" type="checkbox"/>	08/12/2023	Needs Approval	1.00	K9	K9 (Canine)	
<input type="checkbox"/>	08/12/2023	Approved	10.00	REG	Regular Time	
<input checked="" type="checkbox"/>	08/13/2023	Needs Approval	1.00	K9	K9 (Canine)	
<input type="checkbox"/>	08/13/2023	Approved	10.00	REG	Regular Time	
<input checked="" type="checkbox"/>	08/17/2023	Needs Approval	10.00	SICK	Sick Leave	
<input type="checkbox"/>	08/18/2023	Approved	10.00	REG	Regular Time	
<input type="checkbox"/>	08/19/2023	Approved	10.00	REG	Regular Time	
<input type="checkbox"/>	08/20/2023	Approved	10.00	REG	Regular Time	

**Approval**

Select All   Deselect All   Approve   **Push Back**

# Lesson 2: Approve Time Continued

a. Select **Yes** to confirm Push Back.

Are you sure you want to push back the time selected to the originator? (13504,10158)

Select Yes to confirm and complete the transaction, No to return to the page without updating the status.

b. Select **OK**.

< Approve Reported Time Reported Time

---

Timesheet

**PushBack confirmation**

✓ Selected transactions were successfully pushed back.

# Lesson 1: Activities and Exercises



# Lesson 2: Lesson Summary

Now that you have completed the lesson, you should be able to:

- Approve an employee's time on behalf of a Manager
- Know the difference between Payable Time and Reported Time

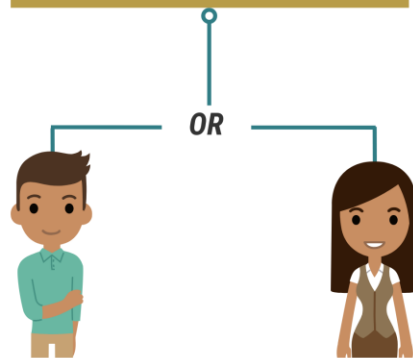
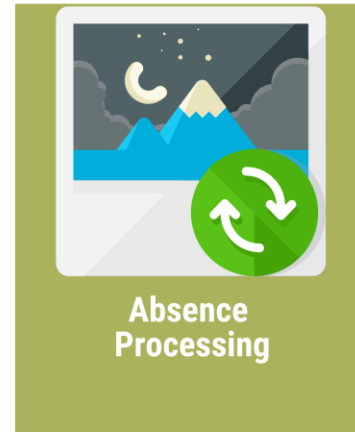
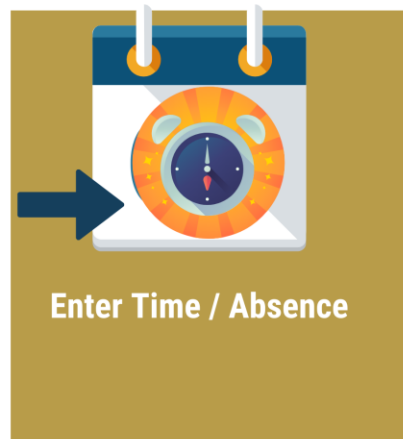


# Lesson 3: Approve Absence

- Understand how absence balances are displayed on the employee's absence balance pages:
  - Balances are from prior closed pay periods
  - Balances do not include accruals earned or hours taken after pay period

# Lesson 3: Approve Absence Continued

## ABSENCE PROCESSING BUSINESS PROCESS



### ROLES AND DESCRIPTIONS



#### EMPLOYEE

The Employee is responsible for Self-Service functions (i.e., Life Events, Benefits enrollment, Timesheets, Paycheck, W-4, Direct Deposit, request leave, review evaluations, add accredited Licenses/Certifications).



#### TIMEKEEPER

The Timekeeper is responsible for keeping time and attendance at the department level; ensure completeness and accuracy of time; and managing exceptions.



#### MANAGER

The Manager is responsible for reviewing and approving HCM Module transaction types (Time & Labor, Absence, LOA, ePerformance, Retirement, Terminations, etc.) through Manager self-service functionality.



#### SYSTEM INFORMS

The administrative process that is performed.

# Lesson 3: Key Terms

Term	Definition
<b>Absence Accrual</b>	Periodic calculation of actual entitlement earned.
<b>Absence Balance</b>	Leave balance available for the employee to use.
<b>Absence Entitlement</b>	Leave Types that have associated balances to decrement when used, could have an accrual that adds to balance as earned, e.g., Sick, Annual.
<b>Absence Request</b>	Method of entering leave, includes an Absence Type and Date(s).
<b>Absence Take</b>	Type of leave requested, linked to one or multiple Time Reporting Codes (TRC) in Time and Labor (if cascading).
<b>Eligibility Group</b>	Determines which leave entitlements and absence takes an employee is eligible for, assigned on the Payroll Tab of Job data, also determines the accrual rates for entitlements.
<b>Forecasting / Check Eligibility</b>	Validation of sufficient balance and other additional criteria for an Absence Request.
<b>Process/Finalize Absence</b>	The process to calculate and close Absences for the current payroll period.

# Lesson 3: Approve Absence Continued

## Viewing Absence Balance


- Absence Balances display the year-to-date absence balances for each absence type.
- As a DPR, the availability to view employee's absence request can be done through the Timesheet or through the Payroll and Absence Management.

# Lesson 3: Approve Absence Continued

3. Select an employee's **Last Name** to display the details of the submitted reported time.

Employees For Wuildo Brann, Totals From 08/14/2023 - 08/20/2023

Time Summary Demographics

Last Name	First Name	Employee ID	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted
Abbey	Tamala	00323134	Police Officer	30.00	0.00	40.00			30.00
Abel	Ludie	00401864	Mdpd Victim Advocate	0.00	0.00	40.00			0.00
Abell	Keiondre	00033093	Police Officer	0.00	0.00	40.00			0.00

# Lesson 3: Approve Absence Continued

To review an employee's absence request through their time sheet, use the navigation below:

1. NavBar Navigation: **Human Resources (HCM) > Manager Self Service > Time Management > Report Time > Timesheet.**
2. Populate the **Employee Selection Criteria** and then select **Get Employees** to display the reported time of a group of employees or an individual employee.

**Note:** DPRs can also review Absence Request through this Payroll and Absence Management:  
NavBar Navigation: **HCM > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances.**

The screenshot displays the 'Approve Reported Time' interface. At the top, there is a header bar with a back arrow and the text 'Approve Reported Time' on the left, and 'Reported Time' on the right. Below the header, the page title 'Approve Reported Time' and subtitle 'Timesheet Summary' are visible. A section titled 'Employee Selection' is expanded, showing a table for 'Employee Selection Criteria'. The table has two columns: 'Selection Criterion' and 'Selection Criterion Value'. The rows include 'Time Reporter Group' (with a dropdown menu showing 'AD'), 'Employee ID', 'Last Name', 'First Name', 'Business Unit', 'Job Code', 'Department', and 'Taskgroup'. Each row has a search icon to the right of the input field. To the right of the table, there are three buttons: 'Get Employees' (highlighted with a red box), 'Clear Criteria', and 'Save Criteria'.

Selection Criterion	Selection Criterion Value
Time Reporter Group	AD
Employee ID	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Taskgroup	

# Lesson 3: Approve Absence Continued

## 4. Select the **Absence** tab to review the **Absence Entitlement Balance**.

Reported Time Status Summary **Absence** Exceptions Payable Time

Absence Events ?

1-1 of 1

Absence Take Forecast Results

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	08/17/2023	08/17/2023	Sick Leave	10.00	Hours	<a href="#">Details</a>	Needs Approval	<a href="#">Approval Monitor</a>	Employee Timesheet	<input type="checkbox"/>	<a href="#">Forecast</a>	<a href="#">Edit</a>

[Add Absence Event](#)

Approval

[Select All](#) [Deselect All](#) [Approve](#) [Deny](#) [Push Back](#)

**Absence Entitlement Balances**

1-6 of 6

Entitlement Name	Balance as of 06/11/2023**	From	To	Accrual Period
Birthday Holiday Balance	1.00 Days	01/01/1901		Custom Period
Floating Holiday Balance	3.00 Days	10/01/2022	09/30/2023	Year to Date
Sick Leave Balance	210.00 Hours	01/01/1901		Custom Period
Compensatory Leave Balance	2.25 Hours	01/01/1901		Custom Period
Holiday Earned Leave Balance	88.00 Hours	01/01/1901		Custom Period
Annual Leave Balance	258.00 Hours	01/01/1901		Custom Period

# Lesson 3: Approve Absence Continued

To review the employee's absence balances through Payroll and Absence Management, take the steps below:

NavBar Navigation: **Human Capital Management (HCM) > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Review Absence Balances.**



# Lesson 3: Approve Absence Continued

1. Enter **Search Criteria** information for the applicable employee. It is recommended to use the Employee ID as it is a unique identifier for each employee.
2. Select the **Search** button.

**Note:** If more than one employee displays in the search results based on your search criteria, select the applicable employee by Selecting the corresponding **Empl ID** link.

**Review Absence Balances** New Window | Help

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Case Sensitive

**Search**  [Basic Search](#)

# Lesson 3: Approve Absence Continued

After an employee is selected from the list, the Review Absence Balances page contains three tabs:

- Current Balance
- Forecast Balance
- Forecast Messages

The default tab is Current Balance. This tab displays the year-to-date absence balances for each absence type. These balances are from the most recent closed pay period and do not reflect accruals earned hours taken after the pay period end date.

# Lesson 3: Approve Absence Continued

Current Balance | Forecast Balance | Forecast Messages

Employee ID 00194704      Empl Record 0      Name Simone Abecassis

**Absence Entitlement Current Balance**

Accumulator Balance | User Keys

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Custom Period	MD_ANNUAL	MD_ANNUAL_BAL	125.250000	01/01/1901	
Custom Period	MD_HOL	MD_HOL_BAL	0.000000	01/01/1901	
Custom Period	MD_COMP	MD_COMP_BAL	0.000000	01/01/1901	
Custom Period	MD_SICK	MD_SICK_BAL	167.500000	01/01/1901	
Year to Date	MD_FLOAT	MD_FLOAT_BAL	0.000000	10/01/2020	09/30/2021
Custom Period	MD_BDAY	MD_BDAY_BAL	0.000000	01/01/1901	
Custom Period	MD_ERSCK	MD_ERSCK_BAL	0.000000	01/01/1901	
Custom Period	MD_LVEPL	MD_LVEPL_BAL	0.000000	01/01/1901	
Year to Date	MD FMLA	MD FMLA_BAL	480.000000	01/01/2021	12/31/2021

Return to Search | Notify | Refresh

Current Balance | Forecast Balance | Forecast Messages

# Lesson 3: Approve Absence Continued

The Forecast Balance tab allows you to forecast a specific absence type for the employee as of a past or future date. Follow the steps below to review the forecast for a specific absence type:

1. In the Absence Take Element field, select the type of absence being forecasted using the Look Up icon.
2. In the As Of Date field, enter the date for which you want to forecast the balance
3. Select the Forecast button.
4. Review the leave balance, in hours, for the leave type and date selected.

# Lesson 3: Approve Absence Continued

[Current Balance](#) **Forecast Balance** [Forecast Messages](#)

Employee ID 00010645    Empl Record 0    Name Kiwani Desjardins

Absence Take Element

As Of Date

**Forecast Balance Results Detail**

1-1 of 1   | [View All](#)

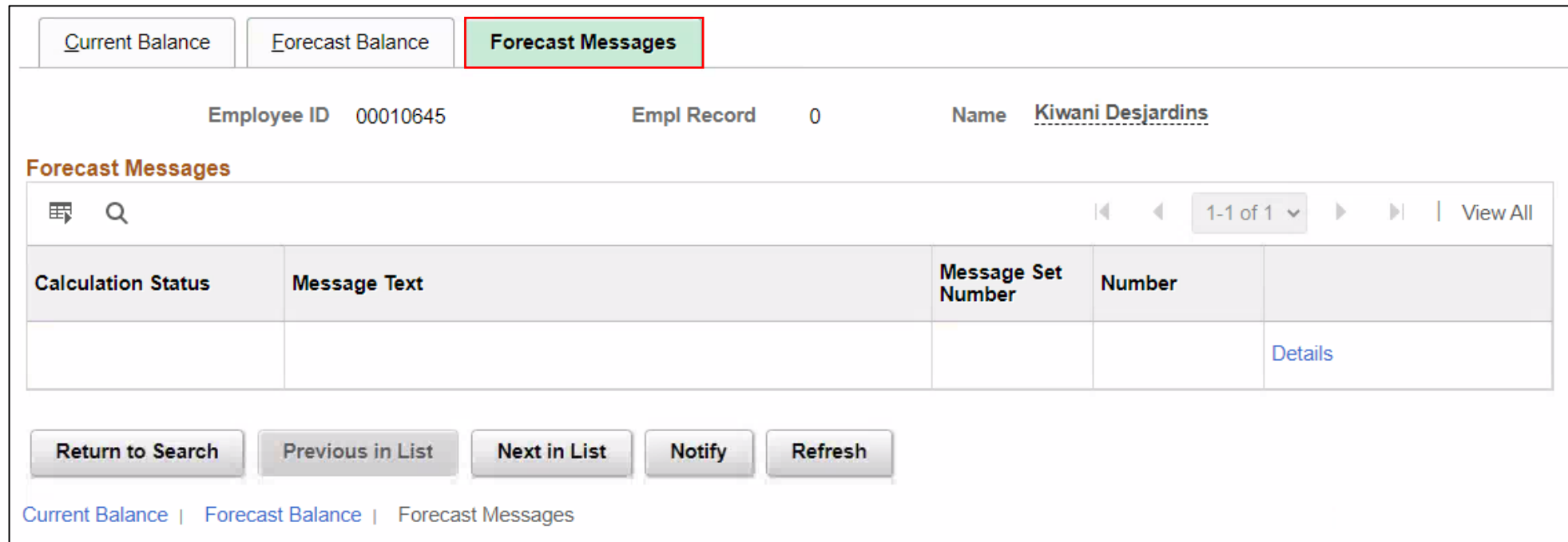
**Forecast Results** [Accumulator Results](#) [User Keys](#)

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
			0.000000		

[Current Balance](#) | [Forecast Balance](#) | [Forecast Messages](#)

# Lesson 3: Approve Absence Continued

The **Forecast Messages** tab allows you to review the messages that are generated during the forecasting process.



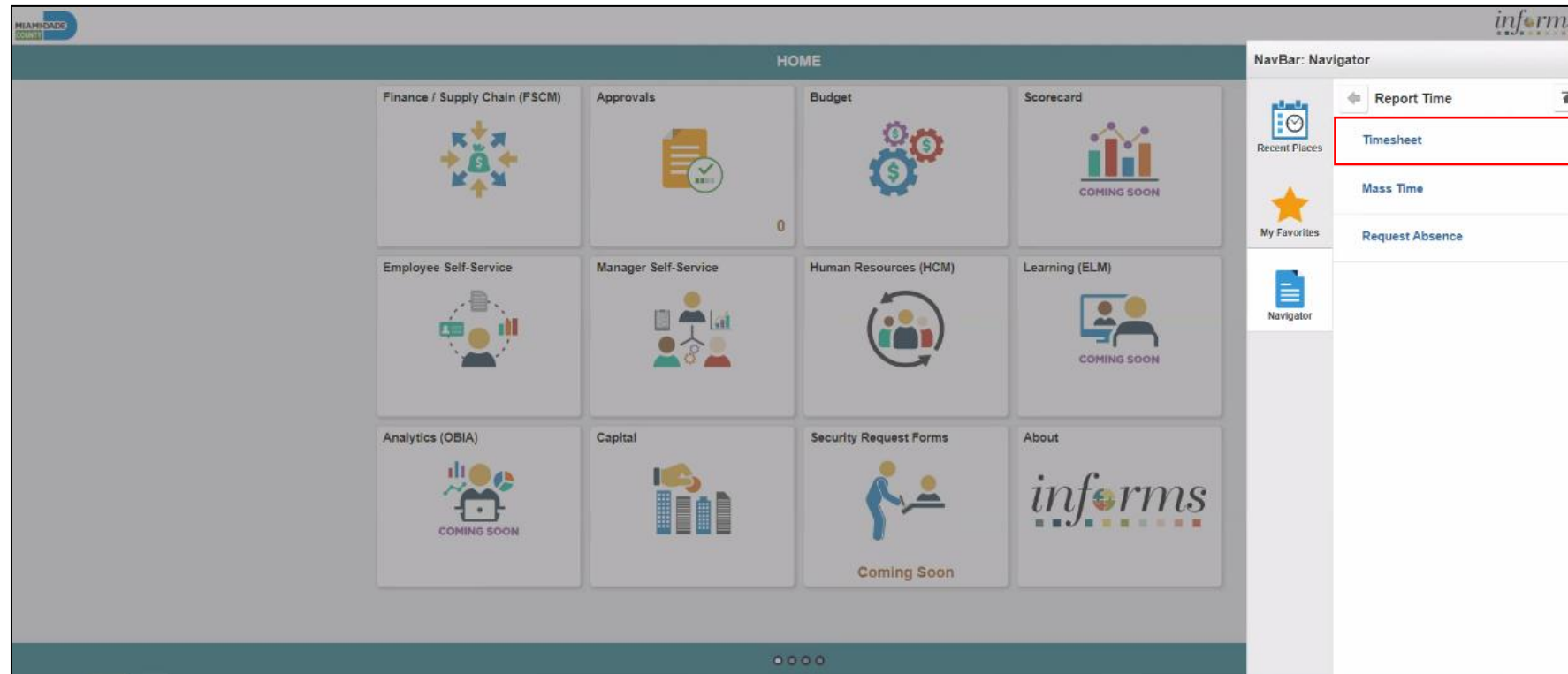
The screenshot shows a software interface with three tabs: 'Current Balance', 'Forecast Balance', and 'Forecast Messages'. The 'Forecast Messages' tab is selected and highlighted with a red border. Below the tabs, the following information is displayed: Employee ID 00010645, Empl Record 0, and Name Kiwani Desjardins. The 'Forecast Messages' section has a search icon and a search bar. Below this is a table with the following columns: Calculation Status, Message Text, Message Set Number, and Number. The table contains one row with a 'Details' link in the last column. At the bottom of the interface, there are five buttons: 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'. At the very bottom, there are three links: 'Current Balance', 'Forecast Balance', and 'Forecast Messages'.

Calculation Status	Message Text	Message Set Number	Number	
				<a href="#">Details</a>

# Lesson 3: Approve Absence Continued

The Department Personnel Representative (DPR) can review the absence request through the employee's timesheet.

1. Navigation: **Human Resources (HCM) > Manager Self Service > Time Management > Report Time > Timesheet.**



# Lesson 3: Approve Absence Continued

2. Populate the **Employee Selection Criteria** and then select **Get Employees** to display the reported time of a group of employees or an individual employee.

**Approve Reported Time** Reported Time

Approve Reported Time  
**Timesheet Summary**

▼ **Employee Selection**

**Employee Selection Criteria**

Selection Criterion	Selection Criterion Value
Time Reporter Group	AD <input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Taskgroup	<input type="text"/>

**Get Employees**

**Clear Criteria**

**Save Criteria**



# Lesson 3: Approve Absence Continued

3. Select an employee's **Last Name** to display the details of the submitted reported time.

Employees For Wuido Brann, Totals From 08/28/2023 - 09/03/2023

1-300 of 300

Time Summary Demographics

Last Name	First Name	Employee ID	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Abbey	Tamala	00323134	Police Officer	0.00	0.00	40.00			0.00	0.00
Abel	Ludie	00401864	Mdpd Victim Advocate	0.00	0.00	40.00			0.00	0.00

# Lesson 3: Approve Absence Continued

In the **Absence** tab, the **Absence Take** and **Forecast Results** are available for viewing.

The **Absence Take** includes **Start Date**, **End Date**, **Absence Name**, **Duration**, **Unit Type**, **Details**, **Status**, **Approval Monitor**, **Source**, **Cancel**, **Forecast**, **Edit**.

The screenshot displays the 'Absence' tab interface. At the top, there are navigation tabs: 'Reported Time Status', 'Summary', 'Absence' (highlighted with a red box), 'Exceptions', and 'Payable Time'. Below the tabs is the 'Absence Events' section, which includes a search icon and a '1-1 of 1' dropdown. Underneath, there are two sub-tabs: 'Absence Take' (highlighted with a red box) and 'Forecast Results'. The 'Absence Take' sub-tab contains a table with the following data:

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	08/31/2023	09/02/2023	Sick Leave	30.00	Hours	<a href="#">Details</a>	Needs Approval	<a href="#">Approval Monitor</a>	Employee Timesheet	<input type="checkbox"/>	<button>Forecast</button>	<button>Edit</button>

Below the table is an 'Add Absence Event' button. Underneath that is the 'Approval' section, which contains four buttons: 'Select All', 'Deselect All', 'Approve', and 'Push Back'. At the bottom of the screenshot is the 'Absence Entitlement Balances' section, which includes a search icon and a '1-6 of 6' dropdown. It contains a table with the following data:

Entitlement Name	Balance as of 06/11/2023**	From	To	Accrual Period
Birthday Holiday Balance	1.00 Days	01/01/1901		Custom Period
Floating Holiday Balance	3.00 Days	10/01/2022	09/30/2023	Year to Date
Sick Leave Balance	210.00 Hours	01/01/1901		Custom Period
Compensatory Leave Balance	2.25 Hours	01/01/1901		Custom Period

# Lesson 3: Approve Absence Continued

The **Forecast Results** includes **Start Date**, **End Date**, **Absence Name**, **Forecast Value**, **Forecast Date Time**, **Forecast Details**.

Reported Time Status Summary Absence Exceptions Payable Time

Absence Events ?

Absence Take Forecast Results ||▶

Select	*Start Date	End Date	Absence Name	Forecast Value	Forecast DateTime	Forecast Details
<input type="checkbox"/>	08/31/2023	09/02/2023	Sick Leave	ELIGIBLE	08/30/2023 10:35AM	<a href="#">Forecast Details</a>

Add Absence Event

# Lesson 3: Approve Absence Continued

- If no additional changes are needed, select **Approve**.

Reported Time Status | Summary | **Absence** | Exceptions | Payable Time

Absence Events ⓘ

1-1 of 1

Absence Take | Forecast Results | ▶▶

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	08/31/2023	09/02/2023	Sick Leave	30.00	Hours	<a href="#">Details</a>	Needs Approval	<a href="#">Approval Monitor</a>	Employee Timesheet	<input type="checkbox"/>	<button>Forecast</button>	<button>Edit</button>

Add Absence Event

Approval

Select All Deselect All Approve **Push Back**

**Note:** A window will display confirming if you want to Approve this request.

# Lesson 3: Approve Absence Continued

- If an Absence Request requires additional information (i.e., Attachments, Notes etc.) a request can be Push Back to send back to the employee.

Reported Time Status Summary **Absence** Exceptions Payable Time

Absence Events ?

Absence Take Forecast Results

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	08/31/2023	09/02/2023	Sick Leave	30.00	Hours	<a href="#">Details</a>	Needs Approval	<a href="#">Approval Monitor</a>	Employee Timesheet	<input type="checkbox"/>	<a href="#">Forecast</a>	<a href="#">Edit</a>

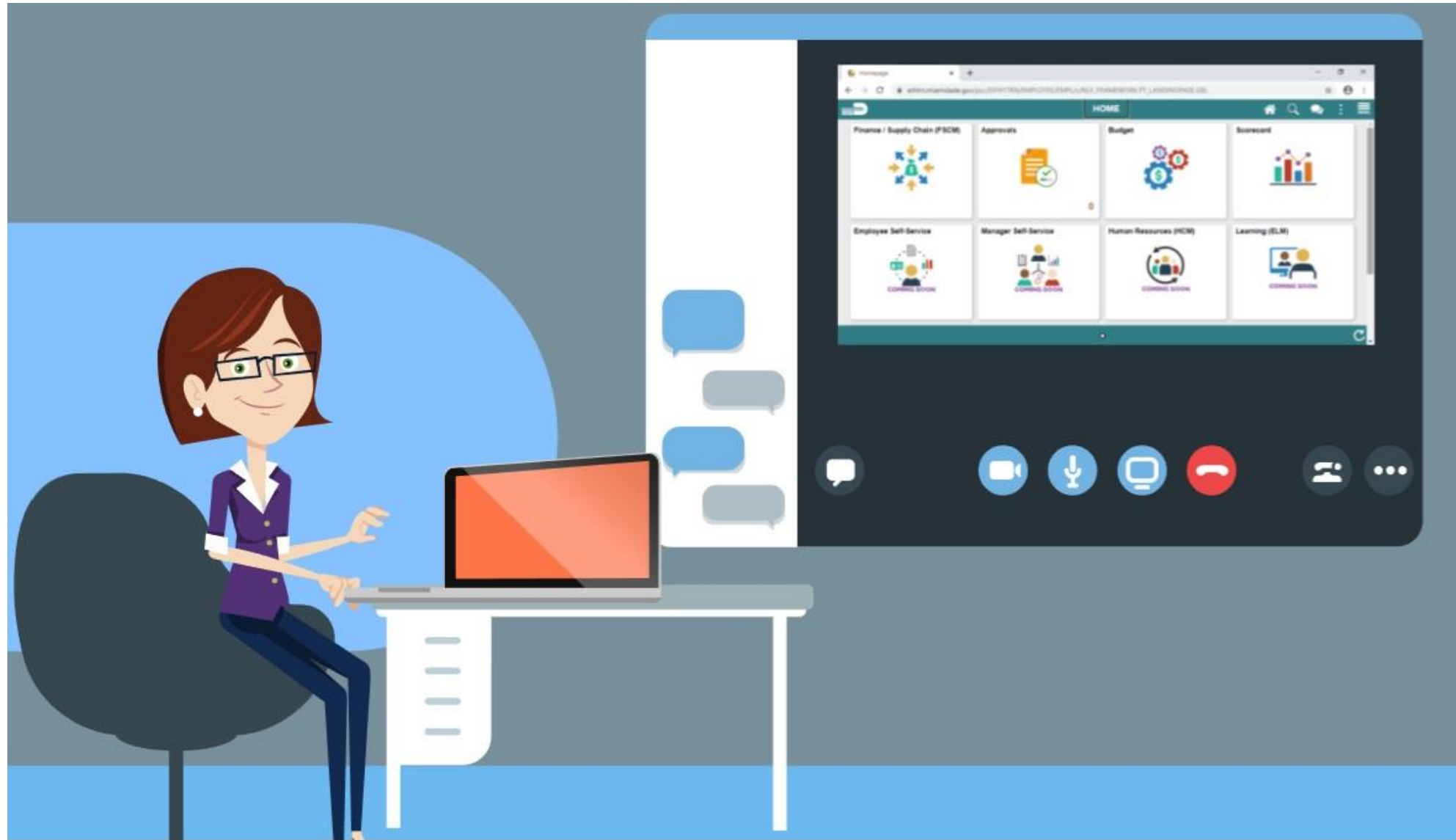
[Add Absence Event](#)

Approval

[Select All](#) [Deselect All](#) [Approve](#) [Push Back](#)

**Note:** A window will display confirming if you want to Push Back this request.

# Lesson 3: Activities and Exercises



# Lesson 3: Lesson Summary

- Understand how absence balances displayed on the employee's absence balance pages
  - Balances are from prior closed pay periods.
  - Balances do not include accruals earned or hours taken after pay period.

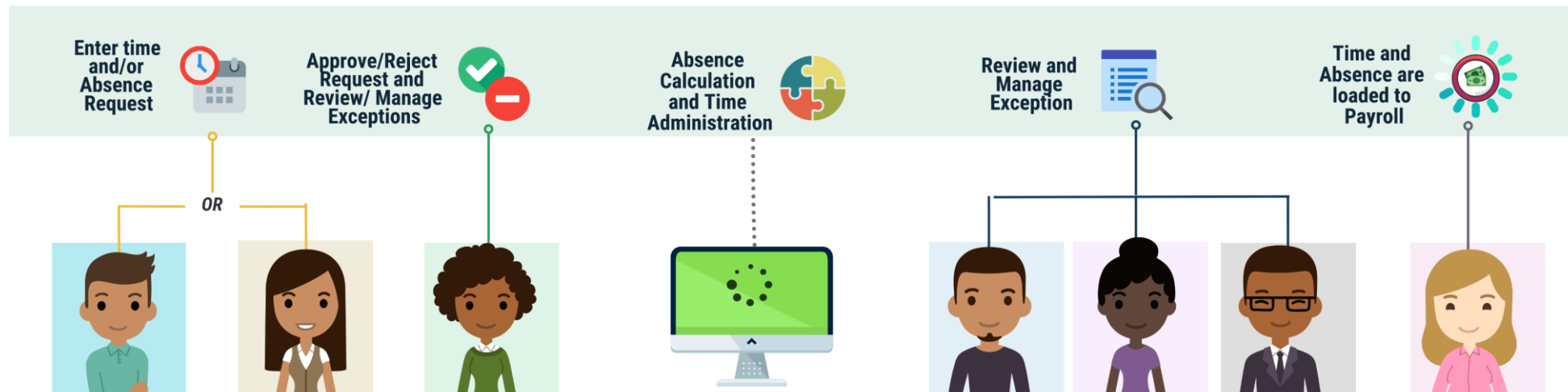
# Lesson 4: Manage Exceptions

- Understand the difference between high, medium and low severity exceptions.
- View and resolve time reporting exceptions.









# Lesson 4: Manage Exceptions Continued

## TIME AND ABSENCE APPROVAL BUSINESS PROCESS



### Roles and Descriptions

 <p><b>EMPLOYEE</b></p> <p>The Employee is responsible for Self-Service functions (i.e., Life Events, Benefits enrollment, Timesheets, Paycheck, W-4, Direct Deposit, request leave, review evaluations, add accredited Licenses/Certifications).</p>	 <p><b>TIMEKEEPER</b></p> <p>The Timekeeper is responsible for keeping time and attendance at the department level; ensure completeness and accuracy of time; and managing exceptions.</p>	 <p><b>MANAGER</b></p> <p>The Manager is responsible for reviewing and approving HCM Module transaction types (Time &amp; Labor, Absence, LOA, ePerformance, Retirement, Terminations, etc.) through Manager self-service functionality.</p>	 <p><b>DEPARTMENT PERSONNEL REPRESENTATIVE (DPR)</b></p> <p>The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.</p>	 <p><b>TIME AND LABOR CENTRAL ADMINISTRATOR</b></p> <p>The Time and Labor Central Administrator is responsible in accessing all Miami-Dade County employees, configure Time &amp; Labor elements and run time administration process.</p>	 <p><b>ABSENCE MANAGEMENT CENTRAL ADMINISTRATOR</b></p> <p>The Absence Management Central Administrator is responsible for all Miami-Dade County employees, configure absence elements and run absence processes.</p>	 <p><b>PAYROLL CENTRAL ADMINISTRATOR</b></p> <p>The Payroll Central Administrator is responsible for running payroll all the way to Final Calc. and is able to view and update employee pay data.</p>
--	---	---	--	--	--	--

# Lesson 4: Key Terms

Term	Definition
<b>Exceptions</b>	Any time reported that is not in compliance with the Pay Plan or Collective Bargaining Agreements (CBA) rules.
<b>High Exception</b>	Exceptions with a High severity level must be resolved in order for the reported time associated with the exception to become payable time. Data must be changed in the timesheet and re-submitted.
<b>Medium Exception</b>	Medium severity exception will produce payable time but will remain on the Exceptions Table until the exception is resolved.
<b>Low Exception</b>	Low severity exception will produce payable time but will remain on the Exceptions Table until the exception is resolved.
<b>Payable Time</b>	Time loaded into payroll.

# Lesson 4: Manage Exceptions Continued

- Exceptions are user and system-generated warnings and errors that indicate a problem with an employee's reported time or a problem in INFORMS.
- The following topics will be reviewed in this lesson:
  - Overview of Exceptions
  - Review Exceptions

# Lesson 4: Manage Exceptions Continued

The following are different types of exceptions that can occur:

Exception ID	Description	Severity
<b>MD_OFFDY</b>	TRC cannot be posted on Off Day.	High
<b>TLX00440</b>	TRC is not in TRC Program.	High
<b>MDTL004</b>	NGTO exceed OVT.	High
<b>MDHOLPTM</b>	HOLEA/HOLPD required.	Medium
<b>MDNGTEX4</b>	NGT hours report less than minimum required.	Low
<b>MDOCL007</b>	OCL hours may not be reported with Leave hours.	Low
<b>MDVALEX2</b>	Less than 80/96 hours reported for the pay period.	Low

# Lesson 4: Manage Exceptions Continued

To resolve an exception, the DPR must go to the employee's timesheet. The following steps outline how to view, and resolve an exception:

1. Navigation: **Human Resources (HCM) > Manager Self Service > Time Management > Report Time > Timesheet.**



# Lesson 4: Manage Exceptions Continued

2. Populate the **Employee Selection Criteria** and then select **Get Employees** to display the reported time of a group of employees or an individual employee.

The screenshot shows a web application interface for 'Approve Reported Time'. The page title is 'Reported Time'. Below the title, there is a section for 'Approve Reported Time' and a 'Timesheet Summary' section. Underneath, there is a dropdown menu for 'Employee Selection'. The main part of the interface is a table titled 'Employee Selection Criteria' with two columns: 'Selection Criterion' and 'Selection Criterion Value'. The table contains several rows with search input fields. To the right of the table, there are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. The 'Get Employees' button is highlighted with a red box, and the table is also highlighted with a red box.

Selection Criterion	Selection Criterion Value
Time Reporter Group	AD
Employee ID	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Taskgroup	

# Lesson 4: Manage Exceptions Continued

3. Select an employee's **Last Name** to display the details of the submitted reported time.

Employees For Kiwani Desjardins, Time Needing Approval From 04/25/2022 - 05/01/2022

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to Approved
<input type="checkbox"/>	Bissell	Maximillian	00400870	Social Media Specialist	32.00	40.00	56.00		

# Lesson 4: Manage Exceptions Continued

3. Review the exception details before resolving the exception.

a. **Explanation:** The explanation of the exception.

b. **Exception Severity:** Displays the severity of the exception: High, Medium and Low. As a reminder, Miami-Dade County INFORMS does not create payable time for reported time that has an exception severity of High.

Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
05/02/2022	TLX00830	Timesheet	Unresolved	High	The Time Reporter's Department ID is invalid with the reported Taskgroup: 00103000	<input type="text"/>



# Lesson 4: Manage Exceptions Continued

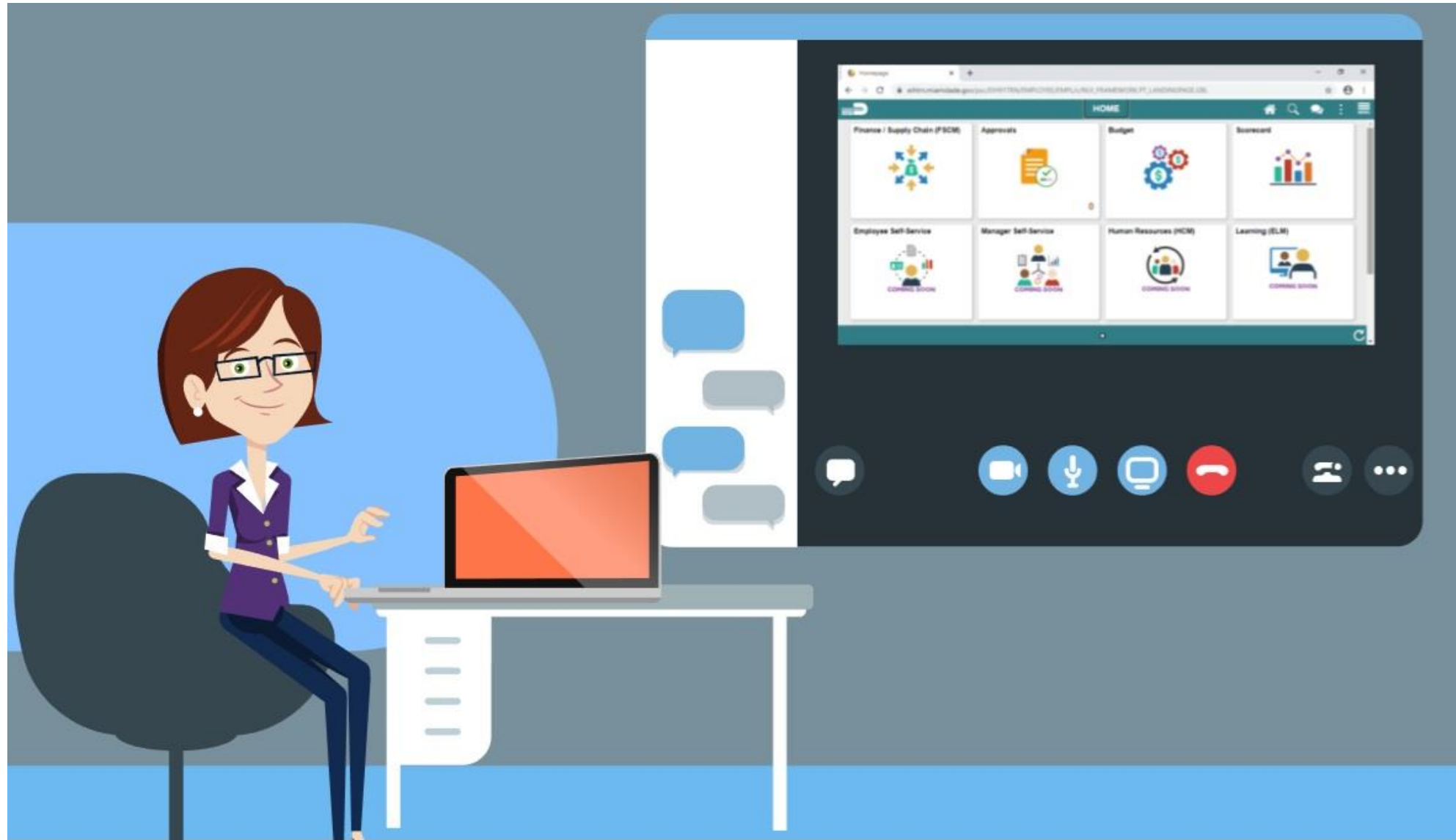
Although INFORMS will trigger a Low and Medium severity, the DPR can submit time on behalf of the manager. However, for High severity, based on the severity explanation, DPRs are required to update the time sheet prior to submitting for approval.

It is strongly encouraged to review each individual exception before submitting.

**Note:** All *High* severity exceptions need to be fixed on the employee's timesheet by the employee, Manager, or Department Personnel Representative (DPR)) and resubmitted through the Time Administration process.

Once the exceptions have been resolved the process of managing exceptions has been completed.

# Lesson 4: Activities and Exercises



# Lesson 4: Lesson Summary

Now that you have completed the lesson, you should be able to:

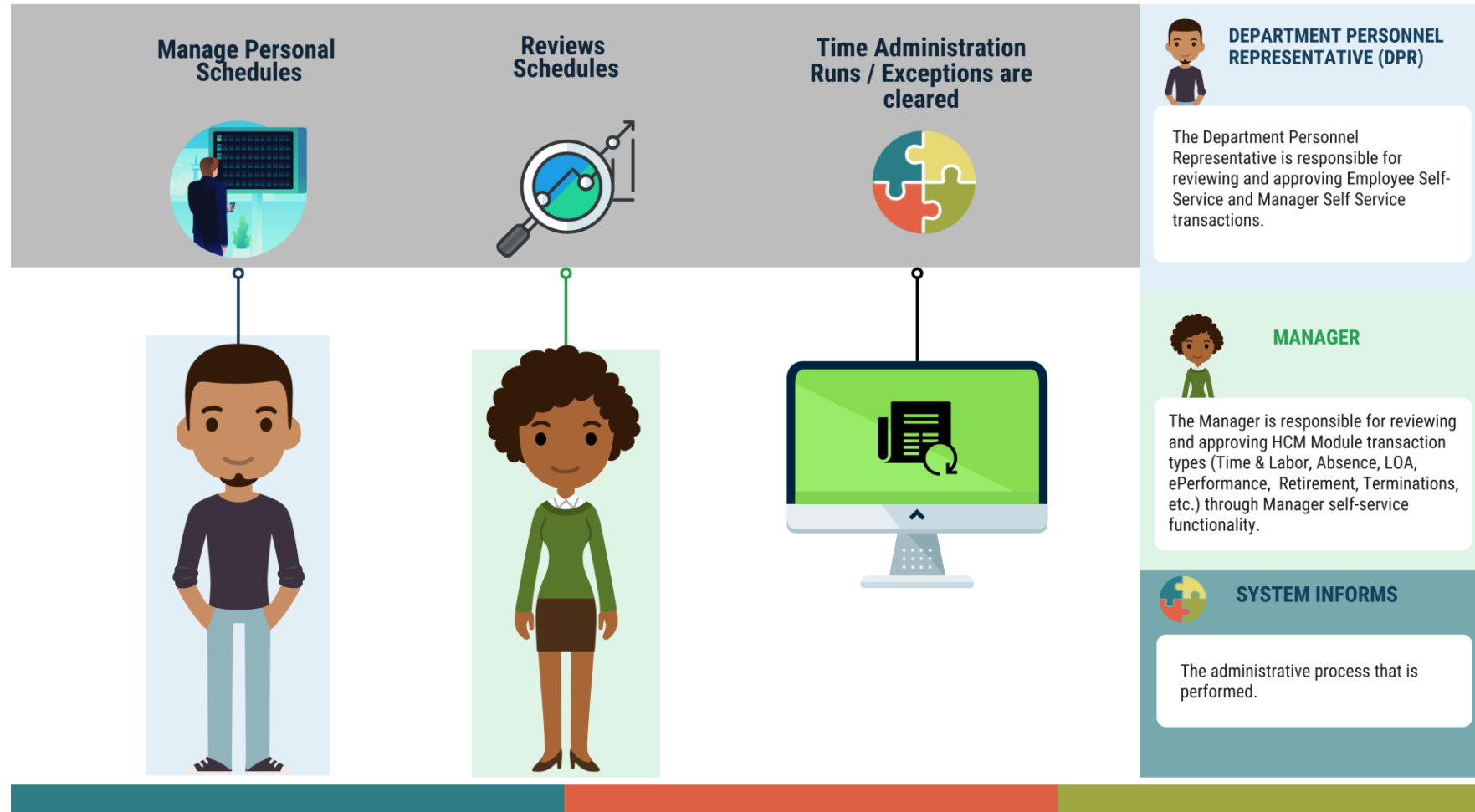
- Understand the difference between High, Medium and Low Severity Exceptions
- View and resolve time reporting exceptions

# Lesson 5: Manage Work Schedule

- Understand Elapsed Schedule
- Assign a Personal Schedule
- Manage Schedules

# Lesson 5: Manage Work Schedule Continued

## MANAGE WORK SCHEDULE BUSINESS PROCESS



# Lesson 5: Key Terms

Term	Definition
<b>Elapsed Schedule</b>	Schedules that show the duration of time that the employee worked. i.e. The employee worked eight hours on Monday, forty hours for the week.

# Lesson 5: Manage Work Schedule Continued

## Overview of Schedules:

- Work schedules are being implemented to validate time and absence.
- Elapsed Schedule is the only schedule that could be assigned to an employee.
- Schedules are maintained to validate time and absence entries.

# Lesson 5: Manage Work Schedule Continued

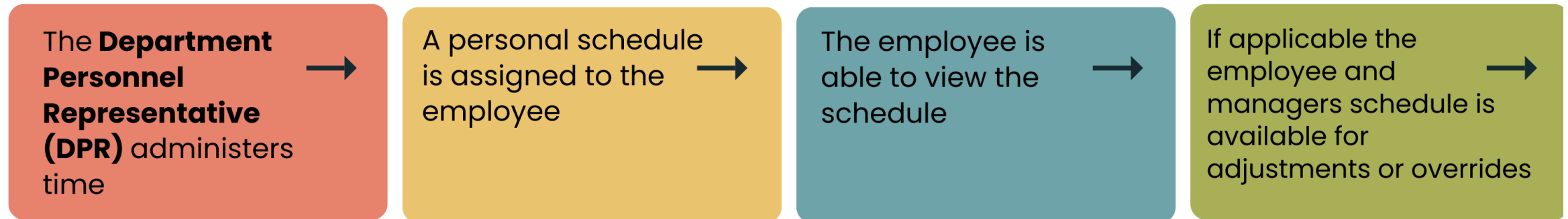
The following are important changes to note that occur due to this implementation:

- All time reporters must enter the hours worked based on the time reporting template assigned on the Time Reporter Data page.
- At the department level, only personal schedules are configured in INFORMS.
  - In order to assign a personal schedule, a new schedule must be created.
- DPRs will create a personal schedules for employees.



# Lesson 5: Manage Work Schedule Continued

Below is the flow for assigning and maintaining schedules:



# Lesson 5: Manage Work Schedule Continued

- Schedules need to be assigned or changed for employees in the following scenarios:
  - An employee is hired and becomes active in INFORMS for the first time
  - An employee is rehired
  - Active employee has change in the expected daily hours or workdays

# Lesson 5: Manage Work Schedule Continued

## Assigning a Personal Schedule:

In INFORMS, personal schedules are configured at the county level.

1. NavBar Navigation: **Human Resources (HCM) > Time and Labor > Enroll Time Reporters > Assign Work Schedule.**
2. In the **Assign Work Schedule** page, search for an employee.
3. Select **Search.**

MIAMI-DADE COUNTY

informs

< OME Assign Work Schedule New Window | Help

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Business Unit begins with

Department begins with

Organizational Relationship =

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

# Lesson 5: Manage Work Schedule Continued

4. Review the **Search Results**.
5. Find the correct employee and Select on the **Empl ID** to open the **Assign Work Schedule** page for that employee.

Search Results

Only the first 300 results can be displayed.

[View All](#) 1-100 of 300

Empl ID	Empl Record	Name	Last Name	Business Unit	Department	Organizational Relationship
<a href="#">00000001</a>	0	Hatty Hazard	HAZARD	HR	HR03030000	Emp
<a href="#">00000006</a>	0	Kenneth Drucker	DRUCKER	HR	HR03000000	Emp

# Lesson 5: Manage Work Schedule Continued

6. On the **Assign Work Schedule** page, change the **Assignment Method**.

**Assign Work Schedule**

Maximillian Bissell  
Social Media Specialist  
Actions

Employee ID 00400870  
Employment Record 0

Assign Schedules ?

Primary Schedule | Alternate Schedule

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
05/10/2022	Create Personal Schedule	MDC	0040087000000	Test	Show Schedule + -
05/09/2022	Create Personal Schedule	MDC	0040087000000	UAT Test	Show Schedule + -
11/29/2021	Create Personal Schedule	MDC	0040087000000	UAT Test	Show Schedule + -
11/15/2021	Use Default Schedule	MDC	ELPSD_8HR ADMIN	80 Bw/ 8 Hr - Sat, Sun Off	Show Schedule + -
11/01/2021	Use Default Schedule	MDC	ELPSD_8HR ADMIN	80 Bw/ 8 Hr - Sat, Sun Off	Show Schedule + -

# Lesson 5: Manage Work Schedule Continued

7. If there is a schedule assigned to the employee, select the **plus sign (+)** from the top row to add a new **Effective Date** and a new schedule assignment. After *Personal Schedule* is selected, it activates the **Schedule Group** and **Schedule ID** fields.
  - a. Enter the **Effective Date** of the assigned schedule.
  - b. Enter the **Schedule Group**.

**Assign Work Schedule**

Maximilian Bissell  
Social Media Specialist  
Actions

Employee ID 00400870  
Employment Record 0

Assign Schedules ?

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
05/10/2022	Create Personal Schedule	MDC	0040087000000	Test	Show Schedule <b>+</b> -
05/09/2022	Create Personal Schedule	MDC	0040087000000	UAT Test	Show Schedule + -
11/29/2021	Create Personal Schedule	MDC	0040087000000	UAT Test	Show Schedule + -
11/15/2021	Use Default Schedule	MDC	ELPSD_8HR ADMIN	80 Bw/ 8 Hr - Sat, Sun Off	Show Schedule + -
11/01/2021	Use Default Schedule	MDC	ELPSD_8HR ADMIN	80 Bw/ 8 Hr - Sat, Sun Off	Show Schedule + -

# Lesson 5: Manage Work Schedule Continued

## 8. Select Create Schedule

**MIAMI DADE COUNTY**

**Assign Work Schedule**

Maximilian Bissell  
Social Media Specialist  
Actions

Employee ID 00400870  
Employment Record 0

**Assign Schedules** ?

Primary Schedule | Alternate Schedule

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Create Schedule		
05/10/2022	Create Personal Schedule	MDC	0040087000000	Test	Create Schedule	+	-

# Lesson 5: Manage Work Schedule Continued

## 9. View and update the Schedule Details for the employee

**Definition**

Maximillian Bissell  
Job Title: Social Media Specialist  
Empl ID: 00400870  
Empl Record: 0

**Schedule Details**

Effective Date: 05/10/2022

\*Description: UAT Test  
\*Definition Type: Elapsed  
\*Daylight Saving Rule: Fixed Time

Short Description: UAT Test  
Days in Schedule: 14

**Taskgroup for Time Reporting**

Default Taskgroup: [Search]  
Task Template ID: [Search]  
Time Reporting Template ID: [Search]

OK Cancel Apply Refresh

The following are required fields (\*) that must be updated prior to selecting **OK**:

- Description
- Definition Type
- Daylight Saving Rule



# Lesson 5: Manage Work Schedule Continued

10. Select the **Schedule Shifts** Tab and enter the shift *Workdays*, *Shift ID*, *Off Shift* and *Schedule Hrs*.

The screenshot shows a software interface for managing work schedules. The 'Definition' window is open, and the 'Schedule Shifts' tab is selected. The employee information for Maximillian Bissell is displayed. Below this, the 'Schedule Details' section shows the effective date (05/10/2022), description (Test), and total hours (112.00). The 'Shift Details' section contains a table with columns for Select, Day, Workday ID, Shift ID, Off Shift, and Sched Hrs. The first row of the table is highlighted with a red box, indicating the current selection.

Select	Day	Workday ID	Shift ID	Off Shift	Sched Hrs	More
<input type="checkbox"/>	1	ON		<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	2	ON		<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	3	ON		<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	4	ON		<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	5	ON		<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	6	OFF		<input type="checkbox"/>	8.00	More

# Lesson 5: Manage Work Schedule Continued

11. Additional instructions are provided at the bottom of this page.  
Select **OK**.

**Working with Shift Details**

Select All     Deselect All    Copy    Paste    Clear Shifts

Days in Schedule    14

**Instructions**

- To add blank days to the schedule increase the Days in Schedule.
- To add or remove a same day Shift use the standard add or delete button.
- To reuse a day in the schedule, select the day to copy, then select Copy.
- To select multiple days to copy, select the first and last day, and all days in between will be selected.
- To paste, select a day to restart the pattern, the number of repetition, then select Paste.
- To clear the shift information, select the rows for shifts to be cleared, then select Clear Shifts.
- To delete days, reduce Days in Schedule.

**OK**    Cancel    Apply    Refresh

Definition | Schedule Shifts

# Lesson 5: Manage Work Schedule Continued

12. On the **Assign Work Schedule** page, select the **grey arrow** next to **View history of Schedule Assignments, including default changes** to review the work schedule history.

The screenshot displays the 'Assign Schedules' interface. At the top, there are tabs for 'Primary Schedule' (selected) and 'Alternate Schedule'. Below the tabs is a table with the following columns: \*Effective Date, \*Assignment Method, Schedule Group, Schedule ID, Description, Show Schedule, and two action buttons (+ and -). The table contains four rows of data. Below the table, a button labeled 'View history of Schedule Assignments, including default changes' is highlighted with a red box. At the bottom of the interface, there are several buttons: Save, Return to Search, Previous in List, Next in List, Refresh, Update/Display, Include History, and Correct History.

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
05/14/2022	Create Personal Schedule	MDC	000002800000	0000028	Show Schedule	+	-
10/18/2021	Create Personal Schedule	MDC	000002800000	0000028	Show Schedule	+	-
10/04/2021	Create Personal Schedule	MDC	000002800000	0000028	Show Schedule	+	-
09/20/2021	Select Predefined Schedule	MDC	ELPSD_8HR ADMII	80 Bw/ 8 Hr - Sat, Sun Off	Show Schedule	+	-

▶ View history of Schedule Assignments, including default changes

Save Return to Search Previous in List Next in List Refresh Update/Display Include History Correct History

# Lesson 5: Manage Work Schedule Continued

13. When all information on the **Assign Work Schedule** page has been entered and reviewed, select **Save**. A Personal Schedule has now been assigned to an employee.

▼ View history of Schedule Assignments, including default changes

Primary Assignment History | Alternate Assignment History

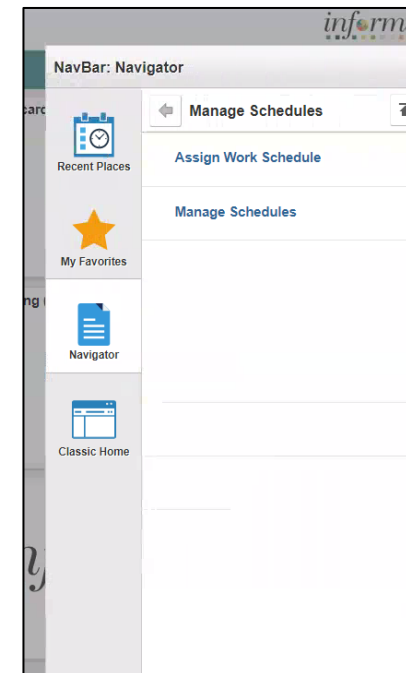
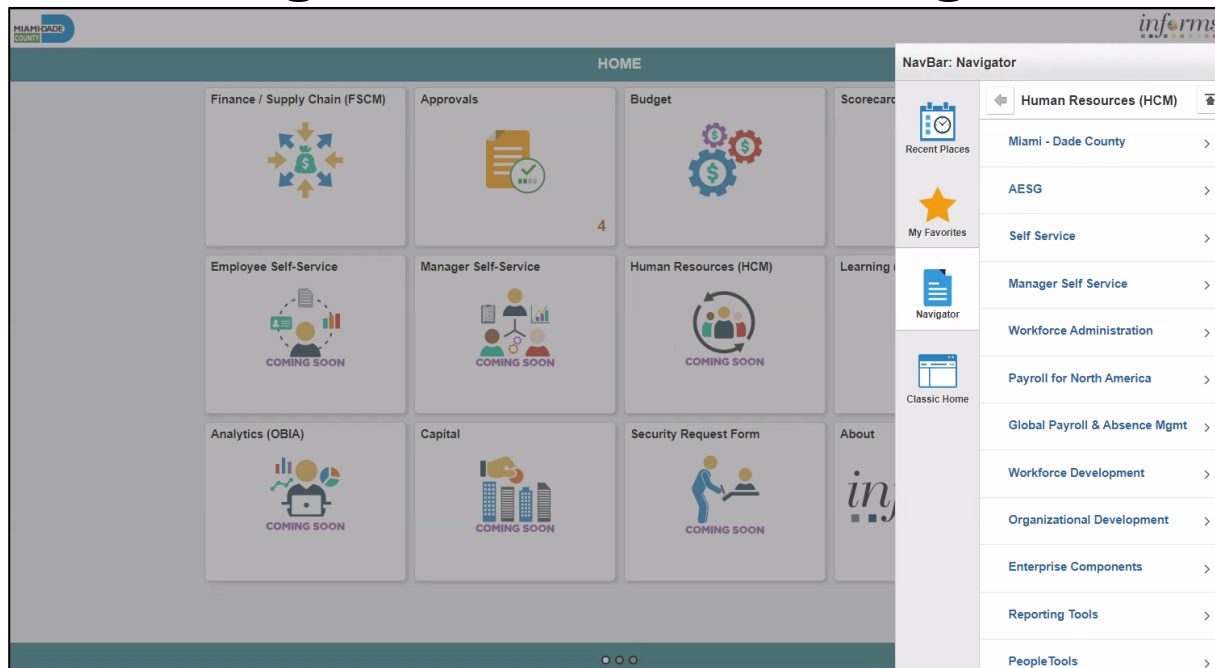
Effective Date	Assignment Method	Schedule Group	Schedule ID	Description
05/14/2022	Personal Schedule	MDC	0000002800000	00000028
10/18/2021	Personal Schedule	MDC	0000002800000	00000028
10/04/2021	Personal Schedule	MDC	0000002800000	00000028
09/20/2021	Predefined Schedule	MDC	ELPSD_8HR ADMIN	80 Bw/ 8 Hr - Sat, Sun Off

Save | Return to Search | Previous in List | Next in List | Refresh | Update/Display | Include History | Correct History

# Lesson 5: Manage Work Schedule Continued

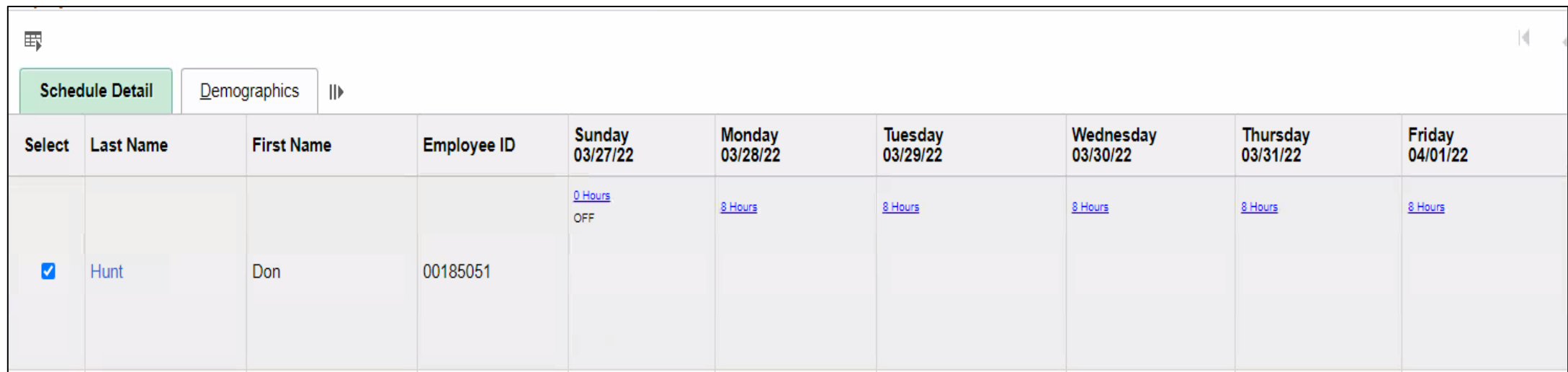
## Managing Schedules

1. NavBar Navigation: **Manager Self-Service > Time Management > Manage Schedules > Manage Schedules.**



# Lesson 5: Manage Work Schedule Continued

2. On the **Weekly Schedules** search for and select an employee.
3. When all search criteria are entered, select **Search**.
4. Select the scheduled hours for the day the employee's schedule must be overridden. This opens the **Schedule Detail** page.



The screenshot shows a web interface for managing work schedules. At the top, there are two tabs: 'Schedule Detail' (which is active) and 'Demographics'. Below the tabs is a table with columns for days of the week and their corresponding dates. The table contains one row for employee Don Hunt (Employee ID: 00185051). The 'Sunday 03/27/22' column shows '0 Hours' and 'OFF'. The other days (Monday through Friday) show '8 Hours'.

Select	Last Name	First Name	Employee ID	Sunday 03/27/22	Monday 03/28/22	Tuesday 03/29/22	Wednesday 03/30/22	Thursday 03/31/22	Friday 04/01/22
<input checked="" type="checkbox"/>	Hunt	Don	00185051	<a href="#">0 Hours</a> OFF	<a href="#">8 Hours</a>	<a href="#">8 Hours</a>	<a href="#">8 Hours</a>	<a href="#">8 Hours</a>	<a href="#">8 Hours</a>

# Lesson 5: Manage Work Schedule Continued

- To make a change to the employee's schedule for the day, the DPR can add or change the Shift ID, or manually enter the new time
- To clear the schedule, select a **Schedule Type** (if applicable) and enter a **Default Taskgroup**. Then Select **Refresh Schedule**

# Lesson 5: Manage Work Schedule Continued

5. On the **Schedule Detail** page, review the Primary Schedule section.
6. Change the **Shift ID** to reflect the new schedule that is going to override what is currently there. Do not override the **taskgroup** for the employee.
7. When all applicable schedule information has been entered, Select **Save**. It is only after the schedules is saved that the information is overridden.

Schedule Detail for 03/28/2022

Don Hunt Employee ID 00185051  
Job Title Bcc Administrative Coor Employment Record Number 0

Actions

Instructions

Refresh Schedule

\*Schedule Type Elapsed \*Punch Pattern Default Default Taskgroup

Refresh Schedule (Existing schedule will be cleared and refreshed based on the selections made.)

Primary Schedule

Shift ID	Taskgroup	Off Shift	Sched Hrs
		<input type="checkbox"/>	8.00 + -

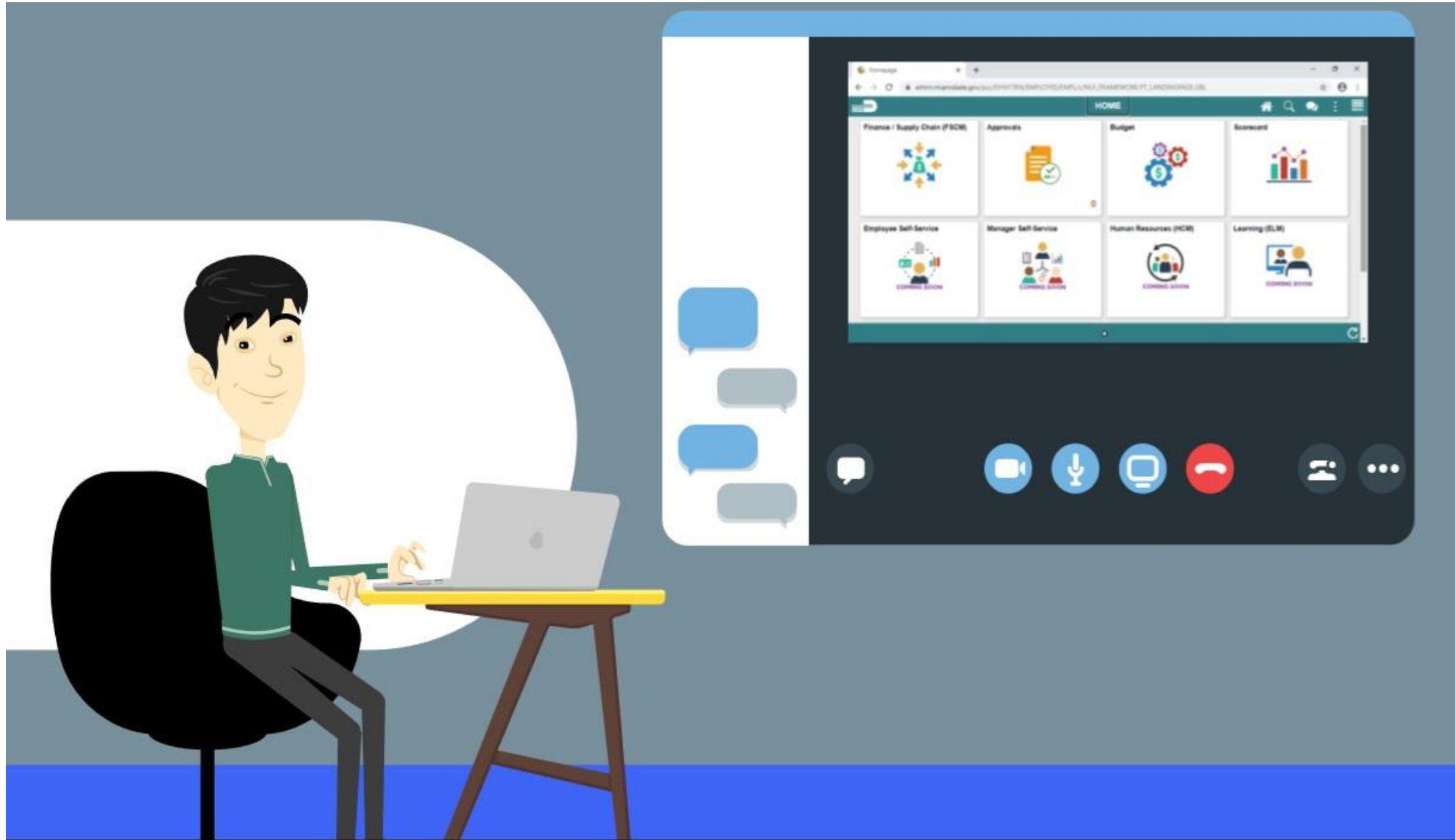
Alternate Schedule  
No schedule data for today

Training Details  
No training data for today

Absence Details  
No absence data for today



# Lesson 5: Activities and Exercises



# Lesson 5: Lesson Summary

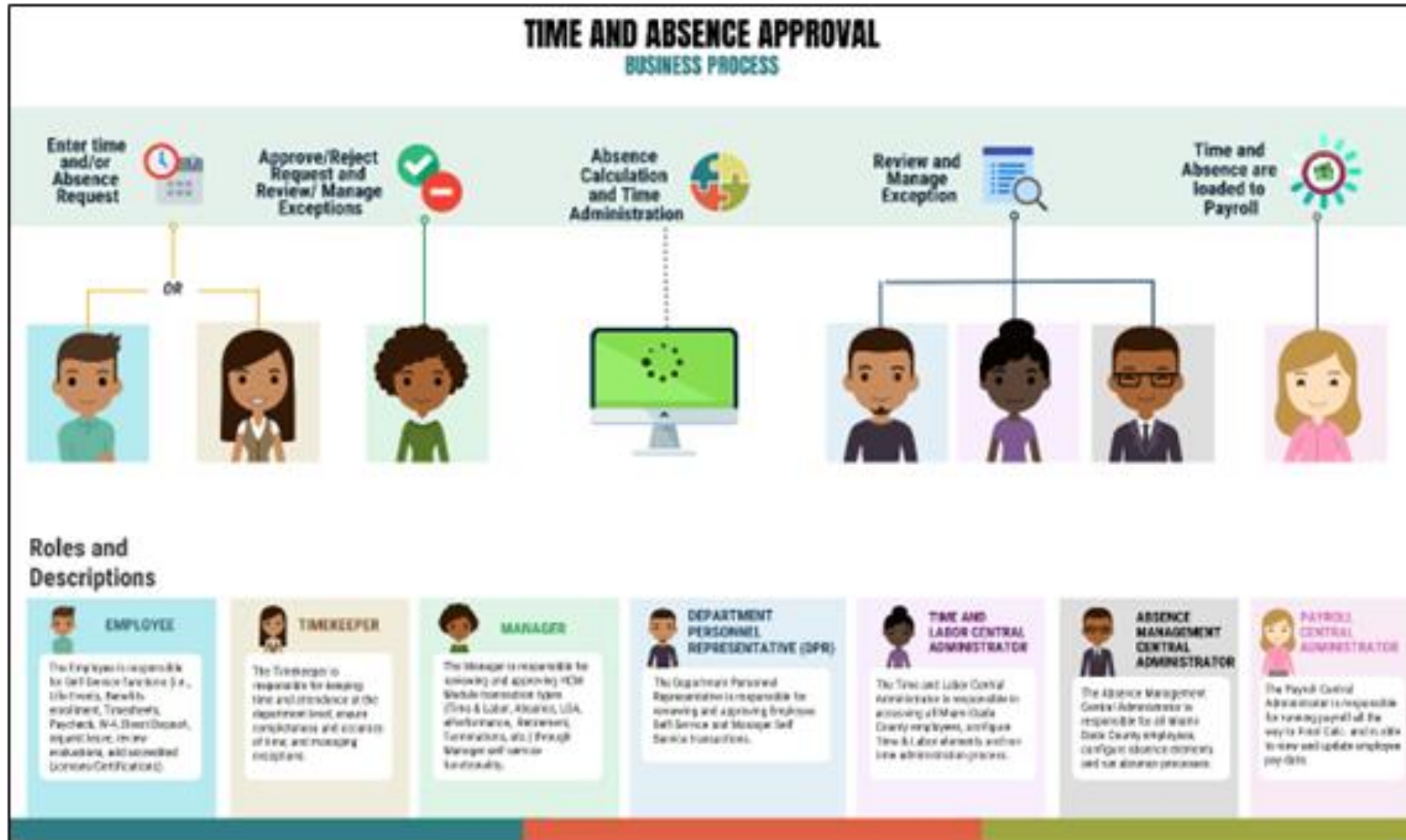
Now that you have completed the lesson, you should be able to:

- Understand Elapsed Schedule
- Assign a Personal Schedule
- Manage Schedules

# Lesson 6: Maintain Teleworker

- Maintain Teleworkers

# Lesson 6: Maintain TeleworkerContinued



# Lesson 6: Maintain TeleworkerContinued

The telework status for employees belonging to Bargaining Unit L must be documented. In order to update the telework status, navigate to Maintain Teleworkers.

**Navigation:** Menu > Navigator > Human Capital Management (HCM) > Workforce Administration > Job Information > Maintain Teleworkers

The screenshot shows the 'Maintain Teleworkers' page in the 'informs' system. The page header includes the Miami-Dade County logo and the 'informs' brand name. Below the header, there are navigation icons for home, chat, and menu, along with links for 'New Window' and 'Help'. The main content area is titled 'Maintain Teleworkers' and contains the following elements:

- A sub-header: **Maintain Teleworkers**
- Instructional text: 'Enter any information you have and click Search. Leave fields blank for a list of all values.'
- Two buttons: 'Find an Existing Value' (highlighted in green) and 'Add a New Value'.
- A section titled 'Search Criteria' with a dropdown arrow.
- Search criteria fields:
  - Empl ID: dropdown menu set to 'begins with', followed by a text input field and a search icon.
  - Empl Record: dropdown menu set to '=', followed by a text input field.
  - Name: dropdown menu set to 'begins with', followed by a text input field.
  - Last Name: dropdown menu set to 'begins with', followed by a text input field.
  - Second Last Name: dropdown menu set to 'begins with', followed by a text input field.
  - Alternate Character Name: dropdown menu set to 'begins with', followed by a text input field.
  - Middle Name: dropdown menu set to 'begins with', followed by a text input field.
- A checkbox labeled 'Case Sensitive' which is currently unchecked.
- Bottom navigation: 'Search' (green button), 'Clear' (grey button), 'Basic Search' (blue link), and 'Save Search Criteria' (blue link with a save icon).

# Lesson 6: Maintain TeleworkerContinued

Select **Add New Value**.

Input **Employee ID** and select **Add**.

MIAMI-DADE COUNTY

< Timesheet

**Maintain Teleworkers**

Find an Existing Value **Add a New Value**

Empl ID

Empl Record 0

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

# Lesson 6: Maintain TeleworkerContinued

Under **Telework Status** tab, input the **Start Date**, **End Date** (if applicable), **Recurring Days/Week**, and **Average Days/Months** for Telework Details.

MIAMI-DADE COUNTY

Timesheet **Maintain Teleworkers**

**Telework Status** | Location | Agreement

Finley Abercrombie Employee Empl ID 00310082 Empl Record 0

**Job Information**

Job Title	Police Officer	<input type="checkbox"/> Job Eligible for Telework
Position Title	POLICE OFFICER	<input type="checkbox"/> Position Eligible for Telework
Full/Part Time	Full-Time	
Regular/Temporary	Regular	

**Telework Details** 1 of 1 | View All

*Start Date	<input type="text"/>	End Date	<input type="text"/>	+ -
*Recurring Days/Week	<input type="text"/>			
*Average Days/Month	<input type="text"/>			

**Disability Arrangements**

Not Related to Disability  
 Accommodates a permanent disability  
 Accommodates a temporary disability

Save Notify Add Include History

Telework Status | Location | Agreement

# Lesson 6: Maintain TeleworkerContinued

**Note:** If telework assignment is due to disability arrangements, the DPR can select the Disability Arrangement; temporary disability or permanent disability.

Under the **Location** tab, DPRs can input the **Worksite** and work **Location** of the employee.

**Note:** If home is selected, the location is defaulted to the employee's address.

The screenshot displays the 'Maintain Teleworkers' interface for employee Finley Abercrombie (ID: 00310082). The 'Location' tab is active, showing a 'Worksite' dropdown menu and a '\*Location' search field. Below these, the 'Country' is set to 'USA' and the 'Address' field is visible. The 'Start Date' is 10/23/2023. The interface includes 'Save', 'Notify', 'Add', and 'Include History' buttons at the bottom.



# Lesson 6: Maintain TeleworkerContinued

Under the **Agreement** tab, select the **Equipment/Service Costs**, **Telework Agreement**, and **Telework Agreement Status**.

**Maintain Teleworkers**

Timesheet | Agreement

Finley Abercrombie Employee Empl ID 00310082 Empl Record 0

Telework Location

Start Date 10/23/2023 End Date

**Equipment/Services Costs**

- No associated equipment/service costs incurred
- Organization provides/purchases all equipment/services
- Teleworker purchases all equipment/services
- Costs are shared or negotiated between organization and teleworker
- Other

**Telework Agreement**

Telework Agreement is in place Agreement Date

**Telework Agreement Status**

	*Status	*Status Date	Reason		
1				+	-

# Lesson 6: Maintain TeleworkerContinued

Select the **Save** button

The screenshot shows the 'Maintain Teleworkers' interface. At the top, there is a breadcrumb trail: 'Timesheet' > 'Maintain Teleworkers'. Below this, the 'Telework Location' section includes a search bar, navigation arrows, and a '1 of 1' dropdown. It shows 'Start Date' as 10/23/2023 and 'End Date' with '+' and '-' buttons. The 'Equipment/Services Costs' section has five radio button options: 'No associated equipment/service costs incurred', 'Organization provides/purchases all equipment/services' (selected), 'Teleworker purchases all equipment/services', 'Costs are shared or negotiated between organization and teleworker', and 'Other'. The 'Telework Agreement' section has a checked checkbox 'Telework Agreement is in place' and an 'Agreement Date' of 10/23/2023 with a calendar icon. The 'Telework Agreement Status' section features a search bar, navigation arrows, and a '1-1 of 1' dropdown. Below is a table with columns for '\*Status' and '\*Status Date'. The table contains one row with '1' in the first column, 'Approved' in the '\*Status' column, and '10/03/2023' in the '\*Status Date' column. At the bottom, there are buttons for 'Save' (highlighted with a red box), 'Notify', 'Add', and 'Include History'. A footer at the very bottom shows 'Telework Status | Location | Agreement'.

MIAMI DADE COUNTY

Timesheet Maintain Teleworkers

Telework Location 1 of 1 View All

Start Date 10/23/2023 End Date + -

**Equipment/Services Costs**

- No associated equipment/service costs incurred
- Organization provides/purchases all equipment/services
- Teleworker purchases all equipment/services
- Costs are shared or negotiated between organization and teleworker
- Other

**Telework Agreement**

Telework Agreement is in place Agreement Date 10/23/2023

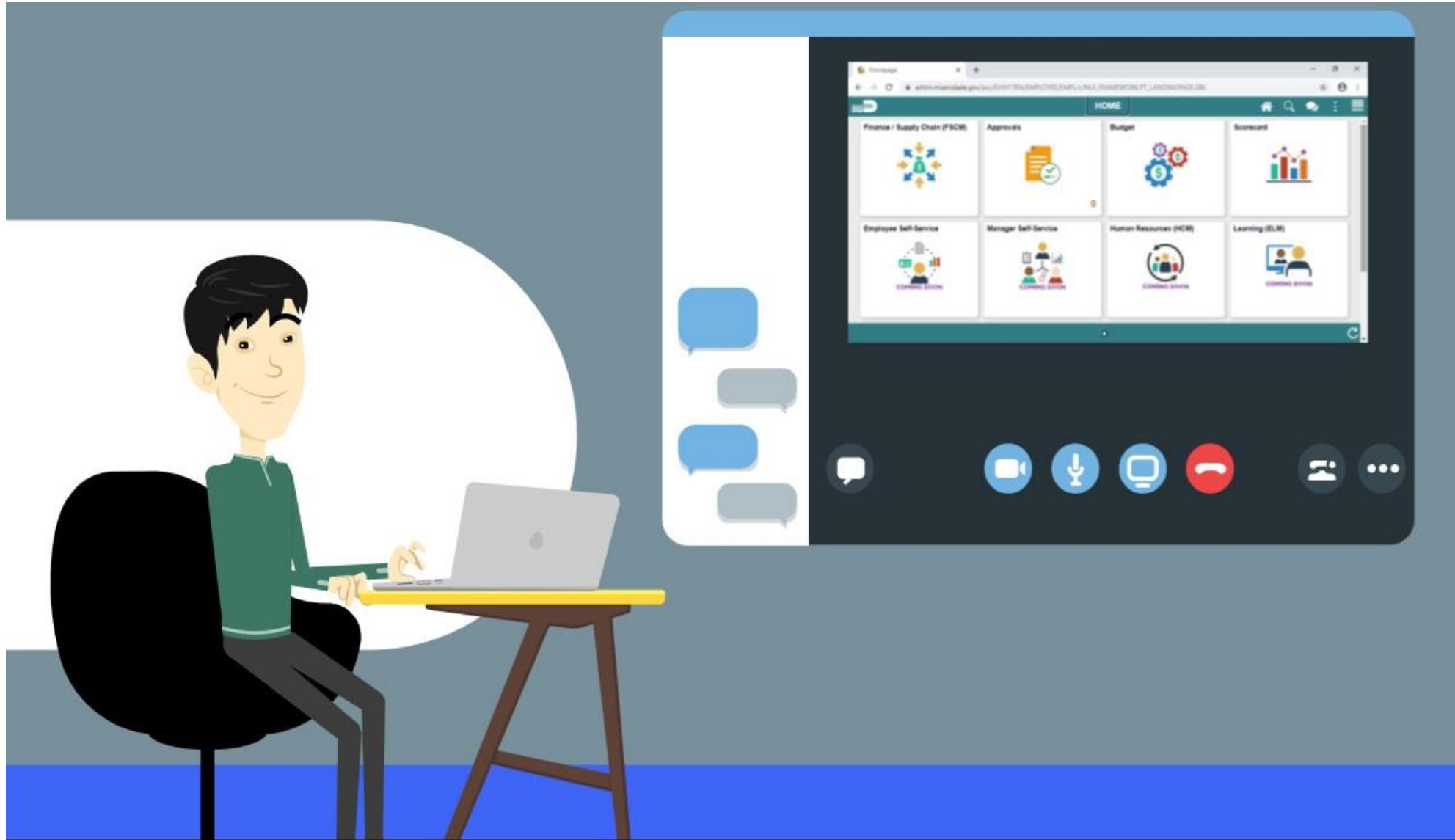
**Telework Agreement Status**

	*Status	*Status Date		
1	Approved	10/03/2023	+	-

Save Notify Add Include History

Telework Status | Location | Agreement

# Lesson 6: Activities and Exercises



# Lesson 7: Reports and Queries

- Understand the list of Reports:
  - **RPT-HR-486:** Employees TRC by Pay Period Ending Date & Business Unit
  - **RPT-HR-506:** Floating Holiday Available
  - **RPT-HR-509:** Employees Leave Balances
  - **RPT-HR-517:** TRC Code Overtime Report
  - **RPT-HR-536:** Overtime and Earning Code, Detail Report

# Lesson 7: Reports and Queries Continued

- The list of reports available for Department Personnel Representatives (DPR) to use in INFORMS
- DPRs can view the HR Fundamentals course to review detailed instructions on how to process these reports in INFORMS

# Lesson 7: Reports and Queries Continued

Term	Definition
<b>RPT-HR-486: Employees TRC by Pay Period Ending Date &amp; Business Unit</b>	This report provides a list of employees Time Reporting Code (TRC) by pay period.
<b>RPT-HR-506: Floating Holiday Available</b>	This report is designed to provide a list of Floating holidays available by business unit.
<b>RPT-HR-509: Employees Leave Balances</b>	This report is designed to display the leave balances for employees prompted by business unit.
<b>RPT-HR-517: TRC Code Overtime Report</b>	This report focuses on the Time Reporting Code for Overtime reports. This is prompted by the Business Unit and Time Reporting Code date range.
<b>RPT-HR-536: Overtime and Earning Code, Detail Report</b>	This report is Overtime and earning code report. This is prompted by the Union code and Pay reporting ending date.

# Lesson 7: Lesson Summary

Now that you have completed the Report and Queries lesson, you should be able to:

- Understand the list of Reports:
  - **RPT-HR-486:** Employees TRC by Pay Period Ending Date & Business Unit
  - **RPT-HR-506:** Floating Holiday Available
  - **RPT-HR-509:** Employees Leave Balances
  - **RPT-HR-517:** TRC Code Overtime Report
  - **RPT-HR-536:** Overtime and Earning Code, Detail Report

# Module 3: Course Summary

## Module Topics

Course Content Summary

Additional Training and Job Aids

Course Summary



# Course Content Summary

- Congratulations on completing the Overview of Time Management.
- You now understand:
  - Submit Time and Absence on Behalf on an Employee
  - Approve Time
  - Approve Absence
  - Manage Exceptions
  - Manage Work Schedule
  - Maintain Teleworker

# Additional Training and Job Aids

If you have further questions about any of the topics presented in this course, use the following resources:

## User Productivity Kits

- Approve Time (Approve Time on Behalf of Manager)
- Approve Absence (Review Absence Balance Through Forecast Balance)
- Approve Absence (Approve Absence)
- Manage Exceptions
- Manage Work Schedule (Assigning a Personal Schedule)
- Manage Work Schedule (Managing Schedules)

## Job Aids

- Time and Leave – New Task Profile Creation
- Time and Leave – Charging Time in Task Profile

For additional information, be sure to visit: [www.miamidade.gov/informs](http://www.miamidade.gov/informs)



**CONGRATULATIONS**

Congratulations on successfully completing the **Time Management** course!

**DPR 303 – Departmental HR - Time Management**

We are on Break.  
Please return at 10:15 pm





We are on Break.  
Please return at  
10:55 am

