

Course ID: ESS 203

Course: Employee Self Service -Time Management

Ground Rules



Be on time



Attendance



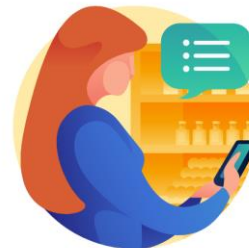
Turn off your cell phones when in class



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

Course Overview

Course Description	<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">• Module 1: Course Introduction• Module 2: Time Management<ul style="list-style-type: none">○ Submit Time○ Submit Absence○ View Time Exceptions○ Leave Donations• Module 3: Course Summary
Training Audiences	<ul style="list-style-type: none">• Employees
Prerequisites	<ul style="list-style-type: none">• ERP 101 – Overview of Informs• ERP 102 – INFORMS Navigation and Online Help
Other Related Courses	<ul style="list-style-type: none">• ESS 201 – Employee Self Service - eProfile, ePay, and ePerformance• ESS 202 – Employee Self Service - eBenefits
Estimated Duration	<ul style="list-style-type: none">• 4 Hours

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



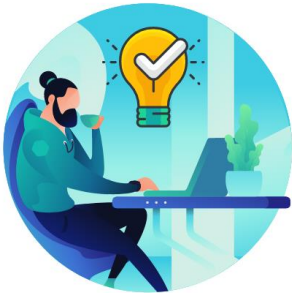
Please turn off your cell phones and refrain from checking email and the Internet while in class



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

Get an overview level understanding of the Employee Self-Service Time

Management business processes which include:

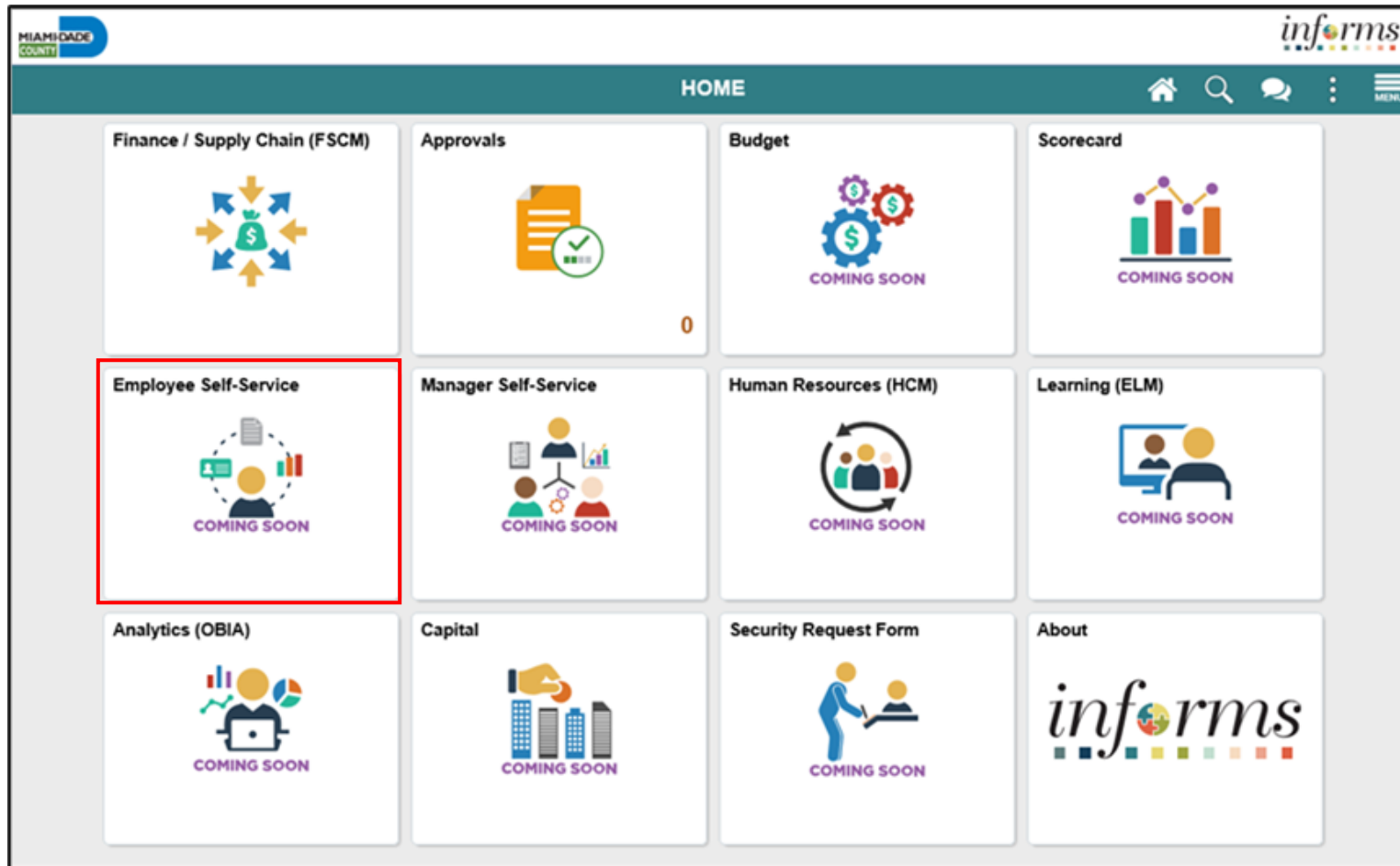
- Submit Time
- Submit Absence
- View Time Exceptions
- Leave Donations

Roles and Responsibilities

Role	Responsibilities
Employees	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).

Navigation

Login to the INFORMS and select **Employee Self Service** from the home landing page.



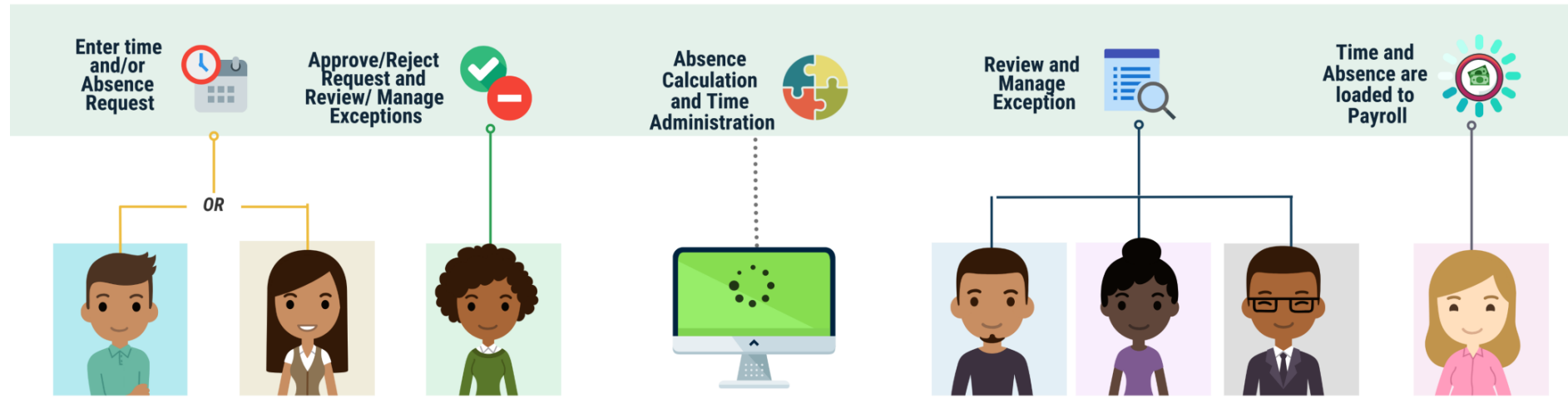
Purpose and Benefits to Business Process

The purpose and benefits of the Time Management course 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>EMPLOYEE</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>TIMEKEEPER</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>MANAGER</p> <p>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.</p>	 <p>DEPARTMENT PERSONNEL REPRESENTATIVE (DPR)</p> <p>The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self-Service transactions.</p>	 <p>TIME AND LABOR CENTRAL ADMINISTRATOR</p> <p>The Time and Labor Central Administrator is responsible in accessing all Miami-Dade County employees, configure Time & Labor elements and run time administration process.</p>	 <p>ABSENCE MANAGEMENT CENTRAL ADMINISTRATOR</p> <p>The Absence Management Central Administrator is responsible for all Miami-Dade County employees, configure absence elements and run absence processes.</p>	 <p>PAYROLL CENTRAL ADMINISTRATOR</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

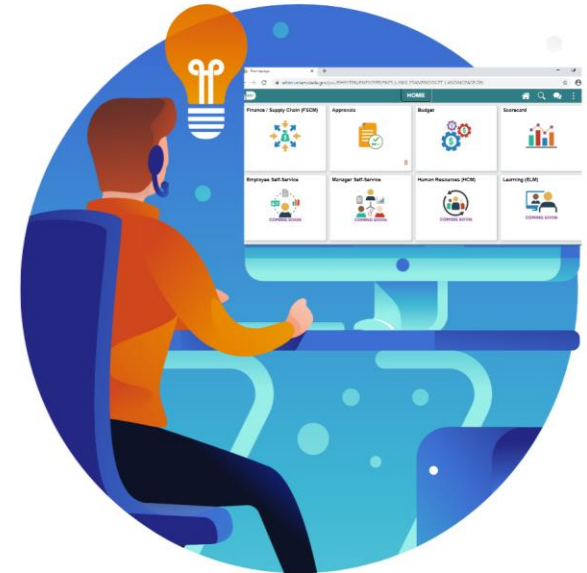
- You will take part in two types of hands-on learning throughout this course



Instructor
Demo



Training
Activities



Training
Exercises

Module 1: Course Introduction Summary

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

Module 2: Time Management

Module Topics

Module Introduction

Lesson 1: Submit Time

Lesson 2: Submit Absence

Lesson 3: View Time Exceptions

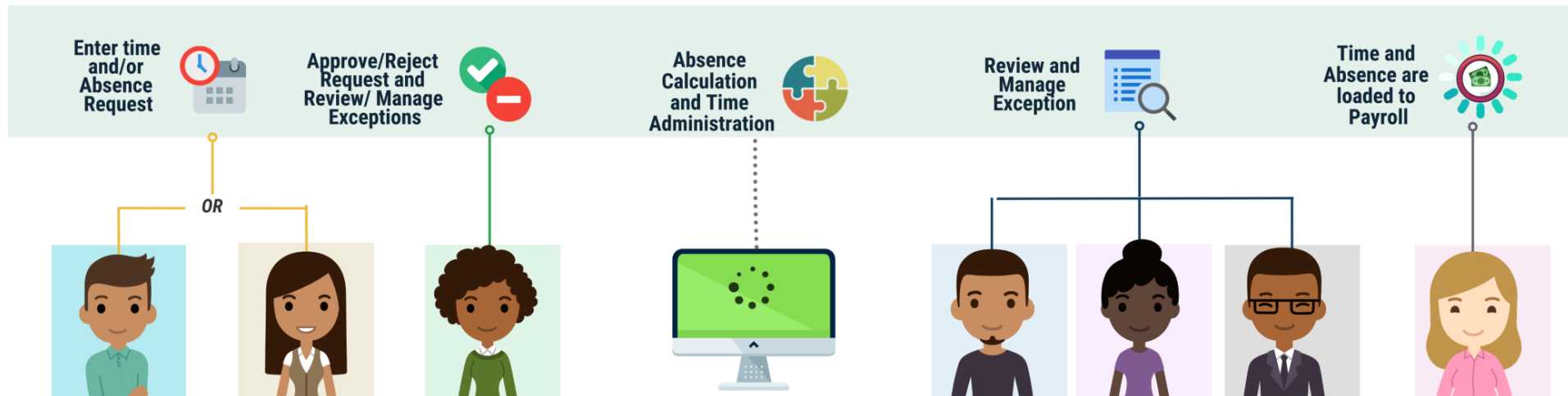
Lesson 4: Leave Donations

Lesson 1: Submit Time

- Report and submit Elapsed Time
- Adjust time through Elapsed Timesheet
- Submit holiday on Timesheet

Lesson 1: Submit Time, Continued

TIME AND ABSENCE APPROVAL BUSINESS PROCESS



Roles and Descriptions

 <p>EMPLOYEE</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>TIMEKEEPER</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>MANAGER</p> <p>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.</p>	 <p>DEPARTMENT PERSONNEL REPRESENTATIVE (DPR)</p> <p>The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.</p>	 <p>TIME AND LABOR CENTRAL ADMINISTRATOR</p> <p>The Time and Labor Central Administrator is responsible in accessing all Miami-Dade County employees, configure Time & Labor elements and run time administration process.</p>	 <p>ABSENCE MANAGEMENT CENTRAL ADMINISTRATOR</p> <p>The Absence Management Central Administrator is responsible for all Miami-Dade County employees, configure absence elements and run absence processes.</p>	 <p>PAYROLL CENTRAL ADMINISTRATOR</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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Lesson 1: Key Terms

Term	Definition
Payable Time	Time after it has been processed and rules applied to create differentials, supplements and overtime.
Time Administration	INFORMS system process to trigger all the rules and generate exceptions.
Time Reporting Template	Determines fields used for time entry. There is an elapsed Time Report Template and a punch Time Reporting Template.
Time Reporter Type	Determines the information an employee must provide for work hours on the timesheet, Punch or Elapsed.

Lesson 1: Submit Time, Continued

Payable time is the end product of the Time and Labor module. Payable time represents:

- The quantity of work performed, in hours or dollars
- The time reporting code that controls how the employee is paid
- The tasks to which time was reported by the employee

Lesson 1: Submit Time, Continued

Online Time Entry Users:

- All employees who report time in the Miami-Dade County INFORMS Time and Labor module use the same pages to report work hours and tasks.
- These time reporting pages are the same pages that the employee's supervisor and the Department Personnel Representative (DPR)s view to approve time too.

Lesson 1: Submit Time, Continued

Key Impacts

- In INFORMS, there is now a single page that is used for both payment and task distribution purposes.
- The time and task reporting are done on the same line in the timesheet, and additional lines can be added for additional task reporting details or for more than two iterations.
- Time Reporting and approvals are completed on a weekly basis.

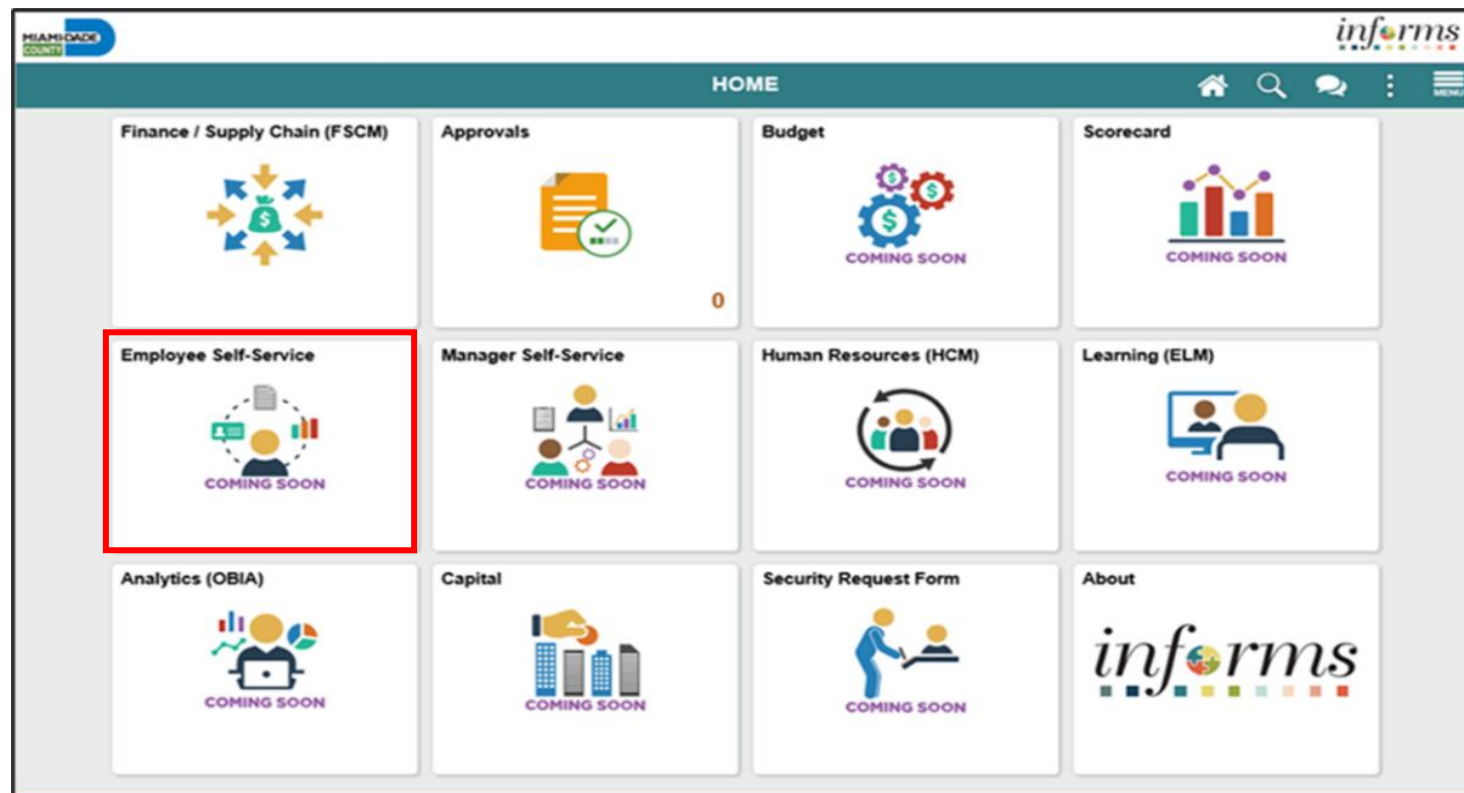
Instructor Demonstration



Lesson 1: Submit Time, Continued

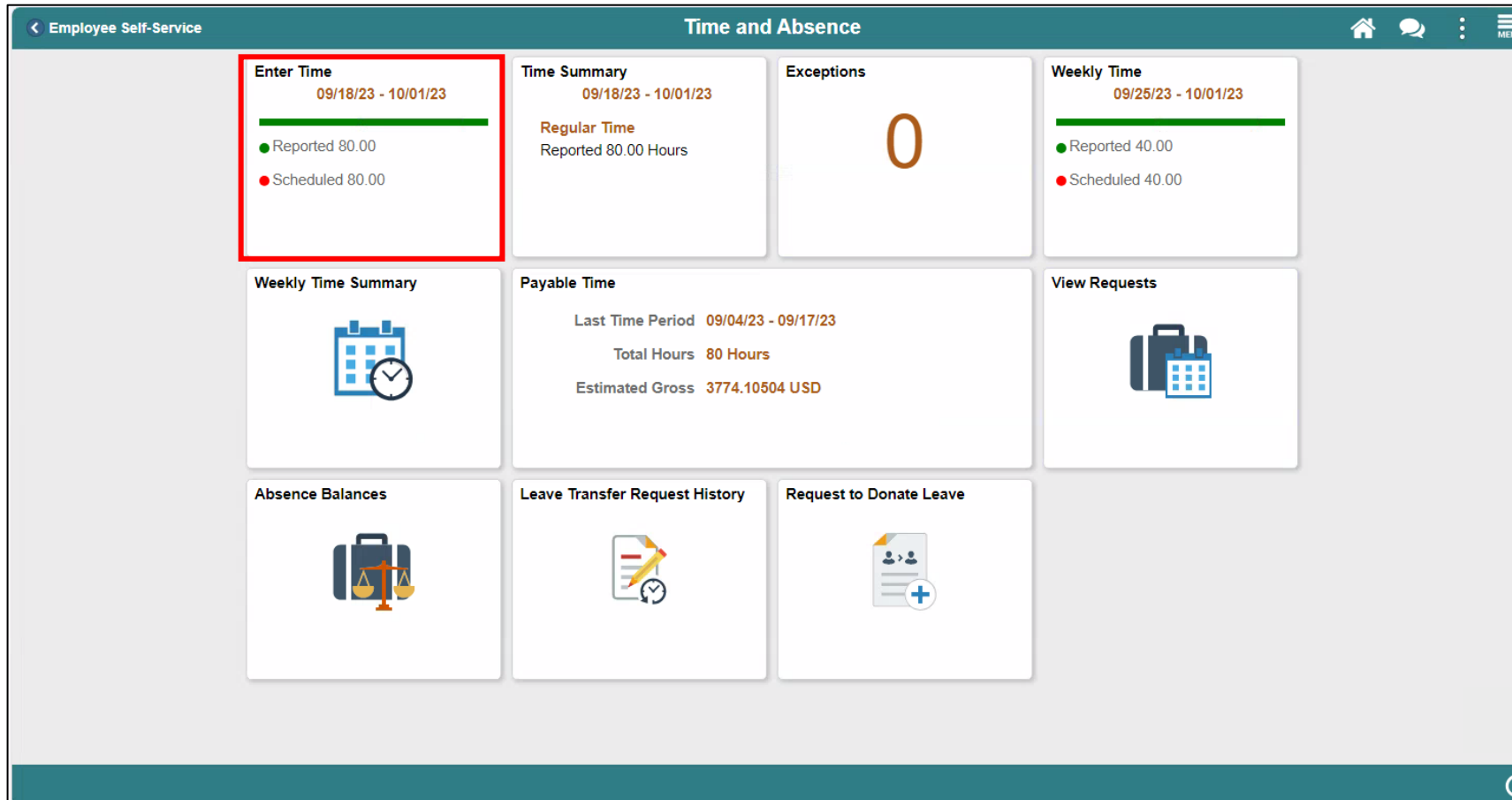
Submit Time through Elapsed Timesheet

1. Navigate to: **Employee Self-Service > Time and Absence.**



Lesson 1: Submit Time, Continued

2. Select Enter Time.



Employee Self-Service Time and Absence

Enter Time
09/18/23 - 10/01/23

- Reported 80.00
- Scheduled 80.00

Time Summary
09/18/23 - 10/01/23

Regular Time
Reported 80.00 Hours

Exceptions
0

Weekly Time
09/25/23 - 10/01/23

- Reported 40.00
- Scheduled 40.00

Weekly Time Summary

Payable Time

Last Time Period 09/04/23 - 09/17/23

Total Hours 80 Hours

Estimated Gross 3774.10504 USD

View Requests

Absence Balances

Leave Transfer Request History

Request to Donate Leave

Lesson 1: Submit Time, Continued

Submit Time through Elapsed Timesheet

Time and Absence Enter Time

Job Title Leak Detection Field Sup

July 10, 2023 - July 23, 2023 *View By Period

Scheduled 80.00 | Reported 0.00
Unapproved Time 0.00 | Unapproved Absence 0.00

Request Absence Cancel Absence Submit

*Time Reporting Code	Row Totals	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue
DAYS - Day Shift	8.00	8 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	0 of 8	0 of 8

EMASS Labor and Work Performed

Lesson 1: Submit Time, Continued

Submit Time through Elapsed Timesheet

- Select the applicable **Time Reporting Code**. (If no selection is made, when the timesheet is submitted, INFORMS will prompt an error message.)
- Select the first day of the week for which you wish to report time.
- Enter the total amount of hours worked on each applicable day as a decimal. For example, 3 hours and 30 minutes would be entered as 3.5, not as 3.30.

Note: Timesheet can be viewed by period or weekly. Select the desired view under the **View By** dropdown menu.

Lesson 1: Submit Time, Continued

Time and Absence Enter Time

Job Title Leak Detection Field Sup

July 10, 2023 - July 23, 2023 *View By Period

Scheduled 80.00 | Reported 0.00
Unapproved Time 0.00 | Unapproved Absence 0.00

[Request Absence](#) [Cancel Absence](#) [Submit](#)

*Time Reporting Code	Row Totals	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue
DAYS - Day Shift	8.00	8.00								
REG - Regular Time	8.00		8.00							
OCL - Out of Class	8.00			8.00						

EMASS Labor and Work Performed

Lesson 1: Submit Time, Continued

Submit Time through Elapsed Timesheet

- For **Out of Class** time reporting code, scroll to the rightmost section of the timesheet, and then select a corresponding **OCL Jobcode**.

The screenshot displays the 'Enter Time' interface for a user. The job title is 'Rail Vehicle Electronic Tech'. The date range is from August 7, 2023, to August 20, 2023. The interface shows a summary of scheduled and reported time, and a table of time entries. The 'OCL Jobcode' field is highlighted with a red box and contains the value '000011'.

Date	Taskgroup	Task Profile ID	Assignment	OCL Jobcode	Source
6 Wed					
17 Thu					
18 Fri					
19 Sat					
20 Sun	PSNONCATSK			000011	

Lesson 1: Submit Time, Continued

Submit Time through Elapsed Timesheet

- Your default **Taskgroup** will auto-populate. If applicable, enter the appropriate **Task Profile ID** as directed by your department. Each different code will require its own row. Select the Lookup icon to select a different task profile ID.

Lesson 1: Submit Time, Continued

Submit Time through Elapsed Timesheet

4. When you have finished recording your time for the day, Select **Submit**.

Time and Absence | Enter Time

Job Title: Leak Detection Field Sup

July 10, 2023 - July 23, 2023 | *View By: Period

Scheduled 80.00 | Reported 0.00
Unapproved Time 0.00 | Unapproved Absence 0.00

Request Absence | Cancel Absence | **Submit**

*Time Reporting Code	Row Totals	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue
DAYS - Day Shift	16.00	8.00							8.00	
REG - Regular Time	48.00		8.00		8.00	8.00				
OCL - Out of Class	16.00			8.00						

EMASS Labor and Work Performed

Lesson 1: Submit Time, Continued

Submit Time through Elapsed Timesheet

5. Select **OK** once a confirmation prompt is displayed.

Timesheet Submit Confirmation

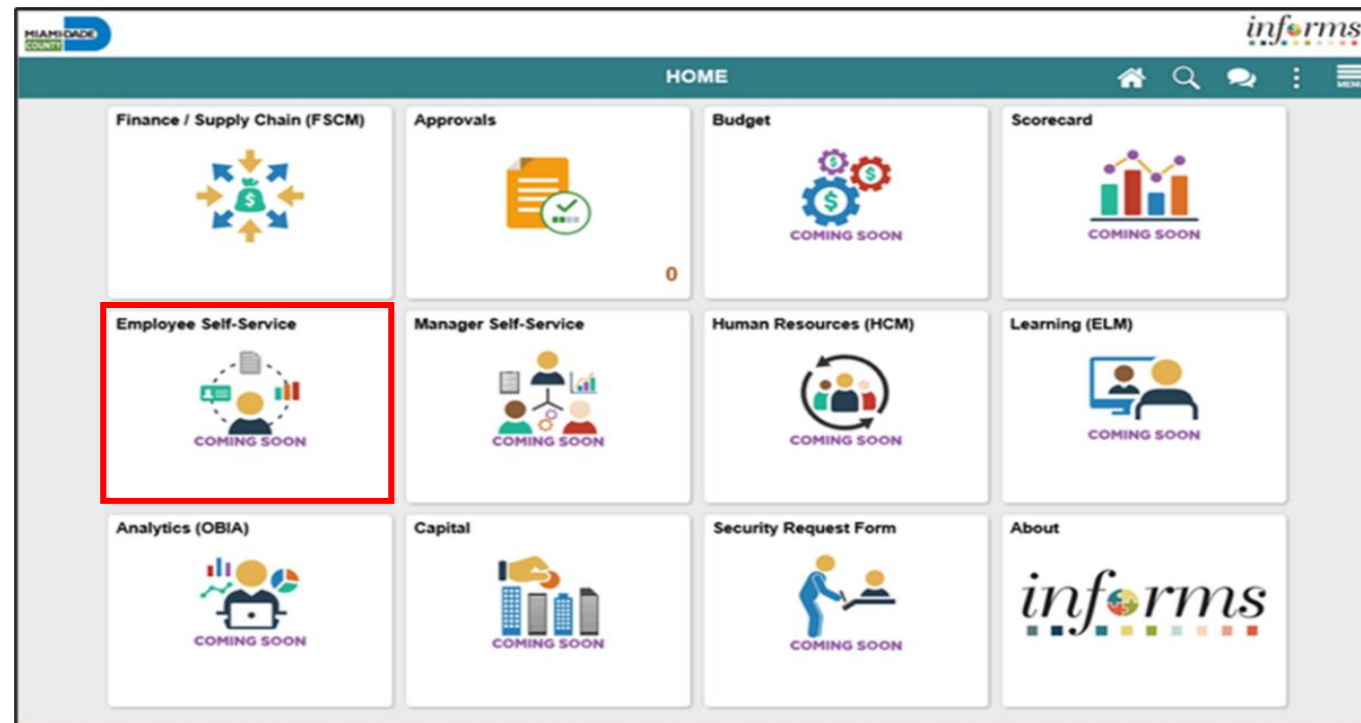
By submitting the time and attendance entries for the specified time period above, I acknowledge that the hours reported represent the actual hours worked and that all hours are paid at the adjusted hourly rate inclusive of pay supplements and in accordance with my respective collective bargaining provisions.
If there are any discrepancies, I understand that I need to communicate the discrepancy to my Departmental Personnel Representative (DPR) immediately.

Lesson 1: Submit Time, Continued

Adjust Time

This lesson outlines the following steps on how to adjust time.

1. Navigation: **Homepage > Employee Self-Service > Time and Absence > Enter Time.**



Lesson 1: Submit Time, Continued

Adjust Time

2. INFORMS will default to the current two weeks upon opening the timesheet. Use the Previous Week's and Next Week's links to locate the time frame you want to review. The calendar icon can be selected to search for a specific date within a pay period.

Time and Absence Enter Time

Job Title: Leak Detection Field Sup

July 10, 2023 - July 23, 2023 *View By: Period

Scheduled 80.00 | Reported 0.00
Unapproved Time 0.00 | Unapproved Absence 0.00

*Time Reporting Code	Row Totals	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue
		0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	0 of 8	0 of 8
<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EMASS Labor and Work Performed

Lesson 1: Submit Time, Continued

Adjust Time

3. Select the day you wish to make an adjustment. For this exercise, change the total amount of hours and then select **Submit** to save your changes.

Time and Absence Enter Time

Job Title Leak Detection Field Sup

07/18/2023 July 10, 2023 - July 23, 2023 *View By Period

Scheduled 80.00 | Reported 80.00
Unapproved Time 80.00 | Unapproved Absence 0.00

Request Absence Cancel Absence **Submit**

*Time Reporting Code	Row Totals	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue
DAYS - Day Shift	16.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00
OCL - Out of Class	8.00			0.00						
REG - Regular Time	48.00		8.00		8.00	8.00				

EMASS Labor and Work Performed

Lesson 1: Holiday Time

- Holidays will be prepopulated on the timesheet, stating HOLIDAY in red. If the Holiday falls on a scheduled workday and the employee is observing (not working) the Holiday. Do NOT enter any time or TRC for the Holiday. HOLIDAY – Holiday Observed TRC will automatically generate in Payable time after Time Administration process is run for the number of hours in the employee's schedule for that day.

Time and Absence Enter Time

Job Title Leak Detection Field Sup

09/04/2023 September 4, 2023 - September 17, 2023 *View By Period

Scheduled 80.00 | Reported 0.00
Unapproved Time 0.00 | Unapproved Absence 0.00

Request Absence Cancel Absence

Reported time on or after 07/24/2023 is for a future period.

*Time Reporting Code	Row Totals	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	9 Sat	10 Sun	11 Mon	12 Tue
		HOLIDAY 0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	0 of 8	0 of 8

EMASS Labor and Work Performed

Lesson 1: Lesson Summary

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

- Report and submit Elapsed Time
- Adjust time through Elapsed Timesheet
- Submit holiday on Timesheet

Lesson 2: Submit Absence

At the conclusion of this lesson, you will be able to:

- Use self-service pages to enter online requests for absences and view current and forecast future absence balances
- Track and validate employee takes and balances

Lesson 2: Key Terms

Term	Definition
Absence Event	The period for which an employee is absent for the same reason.
Adjustment	A deduction or addition made from/into the Absence Entitlement balance.
Units	The period of time in which entitlement, take, adjustments and balances are measured. Typically, in hours or partial.
Absence Balance	Leave balance available for the employee to use.
Absence Accrual	Periodic calculation of actual entitlement earned.
Absence Request	Method of entering leave, includes an Absence Type and Date(s).
Absence Take	Type of leave requested, linked to one or multiple TRC(s) (Time Reporting Code) in T&L (if cascading).
Process/Finalize Absence	The process to calculate and close Absences for the current payroll period.

Lesson 2: Submit Absence, Continued

Overview of the Absence Management Module

The implementation of the Absence Management module will improve current Absence Management processes. For example, the implementation automates several key calculations that are required for absence management. It also has improved processes, like Forecasting Eligibility Balances. The Absence Management module works in tandem with the Time and Labor module to create seamless processes.

The Absence Management module enables the employee to:

- Submit leave hours (current, future, and past)
- Track accruals, and available leave balances
- Validate available leave when entering takes (known as forecasting)
- Use takes to identify different types of pay
- Report FMLA

Lesson 2: Submit Absence, Continued

Overview of the Absence Management Module

Capabilities

There are numerous capabilities being deployed in the Absence Management module. These capabilities include:

- Absence Eligibility: Employees and managers can use self-service pages to enter online requests for absences and view current and forecast future absence balances
- Tracking and validating takes and balances
- Sick Leave Conversion Payouts: Employee is able to see if they are eligible for sick leave payout and request it in Absence Management.

End-to-end Process:

- A number of security roles are involved in completing tasks in Absence Management. These roles include: the Employee, Central Payroll Administration – Absence, and Absence Specialists. Together, these roles complete most Absence Management end-to-end processes.

Instructor Demonstration



Lesson 2: Submit Absence, Continued

An employee will use the Time and Absence page to submit absence.

1. Navigation: **Main Menu > Employee Self-Service > Time and Absence > Enter Time**

The screenshot displays the 'Time and Absence' dashboard. The 'Enter Time' widget, located in the top-left, is highlighted with a red border. It shows a progress bar for the period 09/18/23 - 10/01/23, with 80.00 hours reported (green) and 80.00 hours scheduled (red). Other widgets include 'Time Summary' (09/18/23 - 10/01/23) showing 80.00 hours reported, 'Exceptions' (0), 'Weekly Time' (09/25/23 - 10/01/23) showing 40.00 hours reported and scheduled, 'Weekly Time Summary' with a calendar icon, 'Payable Time' (09/04/23 - 09/17/23) showing 80 hours total and 3774.10504 USD estimated gross, 'View Requests' with a briefcase icon, 'Absence Balances' with a scale icon, 'Leave Transfer Request History' with a document icon, and 'Request to Donate Leave' with a plus icon.

Lesson 2: Submit Absence, Continued

2. Select the **Request Absence** button.

The screenshot shows the 'Enter Time' interface for a user with the job title 'Leak Detection Field Sup'. The date range is set to 'July 10, 2023 - July 23, 2023'. The interface displays summary statistics: 'Scheduled 80.00 | Reported 0.00' and 'Unapproved Time 0.00 | Unapproved Absence 0.00'. Three buttons are visible: 'Request Absence' (highlighted with a red box), 'Cancel Absence', and 'Submit'. Below the buttons is a table with columns for days of the week and their respective time reporting codes. The table shows that for Monday through Thursday, the time reporting code is '0 of 8', while for Friday through Sunday, it is '0 of 0'. A dropdown menu is located below the table, and a '+ -' button is also present.

*Time Reporting Code	Row Totals	10 Mon	11 Tue	12 Wed	13 Thu	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue
		0 of 8	0 of 8	0 of 8	0 of 8	0 of 8	0 of 0	0 of 0	0 of 8	0 of 8

Lesson 2: Submit Absence, Continued

3. Populate the following fields:

- **Absence Name:** Absence type
- **Reason:** Reason for absence
- **Start Date:** Starting date of absence
- **End Date:** Ending date of absence

Note: Duration is automatically displayed once **Start** and **End** dates have been encoded.

The screenshot shows a web application interface for requesting an absence. The main window is titled "Request Absence" and is part of the "Enter Time" system. The user's job title is "Erp Business Analyst 1". The form contains the following fields:

- *Absence Name:** A dropdown menu with "Administrative Leave" selected.
- *Reason:** A dropdown menu with "Select Absence Reason" selected.
- *Start Date:** A date picker showing "06/26/2023".
- End Date:** A date picker.
- Duration:** A text input field showing "8.00" followed by "Hours".

Below these fields, there is a "Partial Days" section set to "None", a "Check Eligibility" button, and a "Comments" text area. At the bottom, there is an "Attachments" section with the message "You have not added any Attachments." and an "Add Attachment" button. A "Submit" button is located in the top right corner of the form.

Lesson 2: Submit Absence, Continued

4. Select the **Check Eligibility** box to check employee's available balance and eligibility of the selected absence.
5. Once complete, select the **Submit** button.

The screenshot displays a mobile application interface for requesting an absence. The main form is titled "Request Absence" and is overlaid on a background screen. The background screen shows "Time and Absence" and "Enter Time" options. The "Request Absence" form includes the following fields and buttons:

- *Absence Name: Administrative Leave (dropdown menu)
- *Reason: Select Absence Reason (dropdown menu)
- *Start Date: 06/26/2023 (calendar icon)
- End Date: (calendar icon)
- Duration: 8.00 Hours
- Partial Days: None (dropdown menu)
- Check Eligibility (button, highlighted with a red box)
- Comments: (text input field)
- Attachments: You have not added any Attachments. Add Attachment (button)
- Submit (button, highlighted with a red box)

Lesson 2: Submit Absence, Continued

6. **Optional:** The employee can select **Partial Days** field to enter partial number of hours of absence taken.

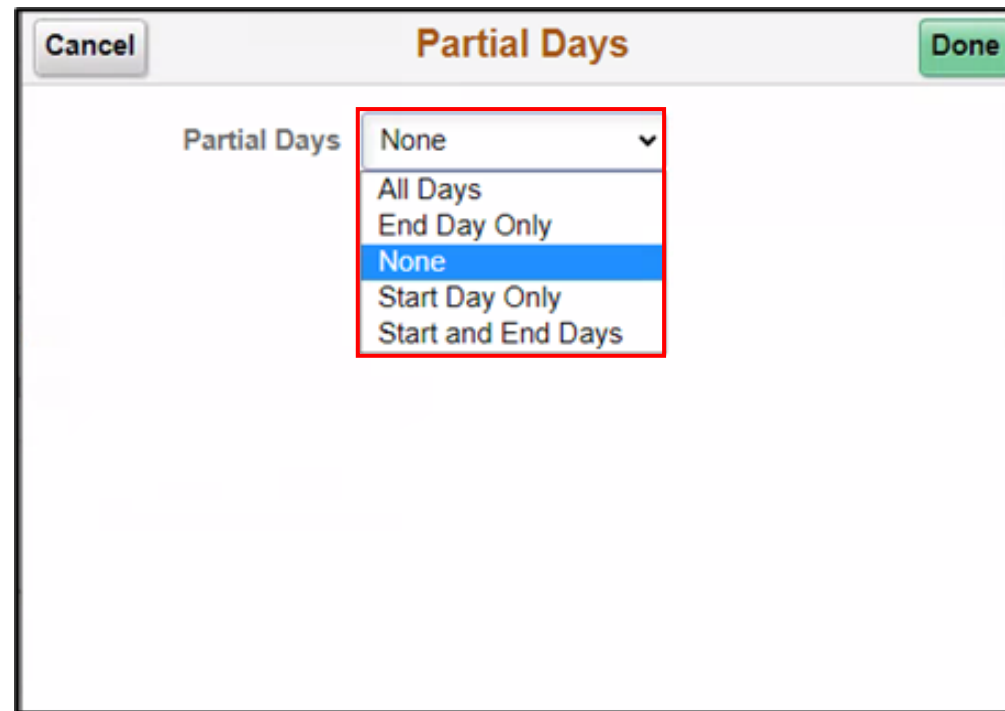
The screenshot shows a mobile application interface for 'Enter Time'. A modal window titled 'Request Absence' is open over a background page for 'Erp Business Analyst 1'. The modal contains the following fields and controls:

- *Absence Name:** A dropdown menu with 'Administrative Leave' selected.
- *Reason:** A dropdown menu with 'Select Absence Reason' selected.
- *Start Date:** A date picker showing '06/26/2023'.
- End Date:** An empty date picker.
- Duration:** A text input with '8.00' and a unit dropdown set to 'Hours'.
- Partial Days:** A dropdown menu with 'None' selected, highlighted by a red rectangular box.
- Check Eligibility:** A button located below the Partial Days field.
- Comments:** A text area for entering notes.
- Attachments:** A section with the text 'You have not added any Attachments.' and an 'Add Attachment' button.

Buttons for 'Submit' are visible in the top right of the modal and on the background page.

Lesson 2: Submit Absence, Continued

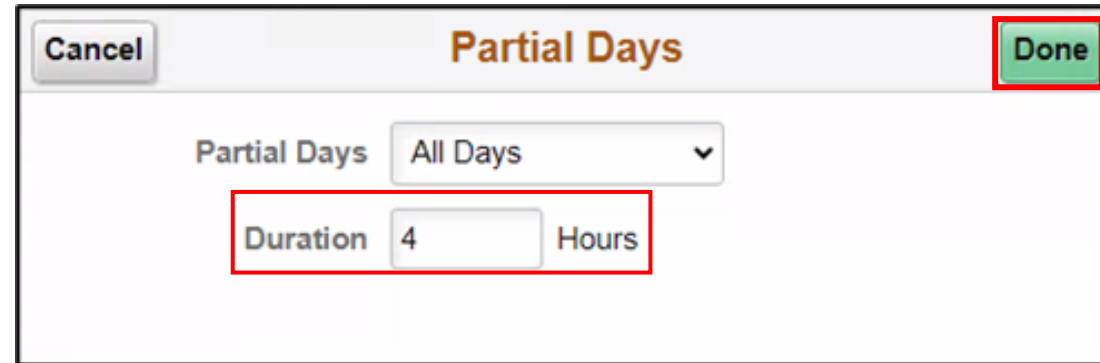
7. Select **All Days**, **End Day only**, **None**, **Start Day only**, or **Start and End Days** from drop-down menu.



The image shows a software dialog box titled "Partial Days". At the top left is a "Cancel" button and at the top right is a "Done" button. The main area of the dialog contains a label "Partial Days" followed by a dropdown menu. The dropdown menu is currently open, showing a list of options: "None", "All Days", "End Day Only", "None", "Start Day Only", and "Start and End Days". The second "None" option is highlighted with a blue background. A red rectangular box is drawn around the entire dropdown menu area.

Lesson 2: Submit Absence, Continued

8. Enter **duration** and select the **Done** button.



The screenshot shows a mobile application interface for submitting an absence. The form is titled "Partial Days" and has a "Cancel" button on the left and a "Done" button on the right. The "Done" button is highlighted with a red border. Below the title, there is a dropdown menu labeled "Partial Days" with "All Days" selected. Below that, there is a "Duration" field with the number "4" entered and the unit "Hours" next to it. The "Duration" field and the "Hours" unit are also highlighted with a red border.

Lesson 2: Submit Absence, Continued

9. **Optional:**
Attachments can be added to absence requests. This can be done by selecting **Add Attachment**.

10. Select **Add Attachment** and go to **My Device** to attach supporting documents (e.g., Medical Certificate).

The screenshot shows the 'Request Absence' form within the 'Enter Time' application. The form contains the following fields and options:

- *Absence Name: Administrative Leave
- *Reason: Select Absence Reason
- *Start Date: 06/26/2023
- End Date: [Calendar icon]
- Duration: 8.00 Hours
- Partial Days: None
- Check Eligibility button
- Comments: [Text area]
- Attachments section: "You have not added any Attachments." with a red-bordered "Add Attachment" button.

The screenshot shows the 'File Attachment' dialog box. It features a 'Choose From' section with a red-bordered icon labeled 'My Device' representing a computer and a smartphone. Below the icon is a dashed rectangular area for file selection.

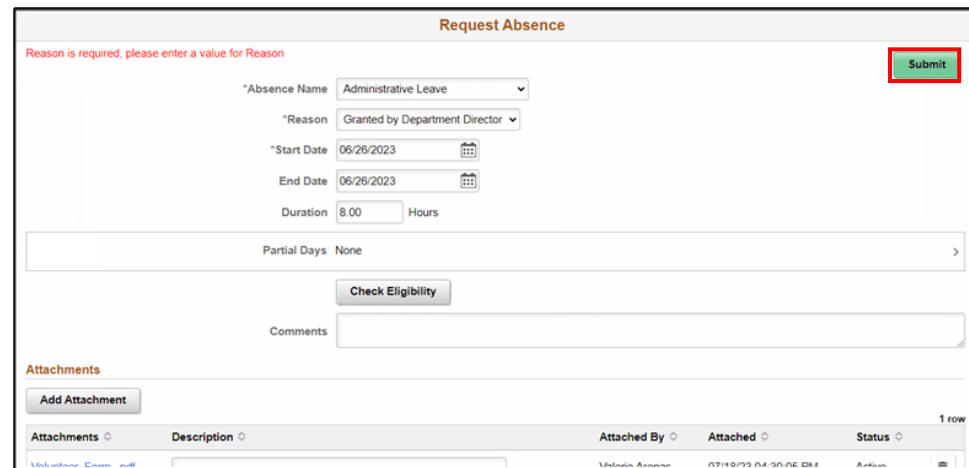
Lesson 2: Submit Absence, Continued

11. Select **Upload** and **Done**, then select **Add Attachment**.

12. Select **Submit**



The screenshot shows a 'File Attachment' dialog box. At the top, it says 'Choose From' with an icon of a computer and a phone labeled 'My Device'. Below this are two buttons: 'Upload' (highlighted with a red border) and 'Clear'. A dashed box below contains a PDF icon and the text 'Volunteer Form .pdf' and 'File Size: 148KB'.



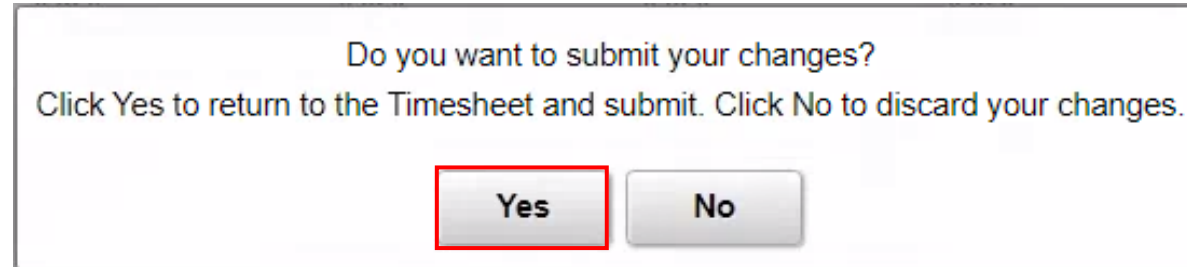
The screenshot shows the 'Request Absence' form. At the top right is a 'Submit' button (highlighted with a red border). The form contains the following fields:

- *Absence Name: Administrative Leave
- *Reason: Granted by Department Director
- *Start Date: 06/26/2023
- End Date: 06/26/2023
- Duration: 8.00 Hours
- Partial Days: None
- Check Eligibility button
- Comments text area

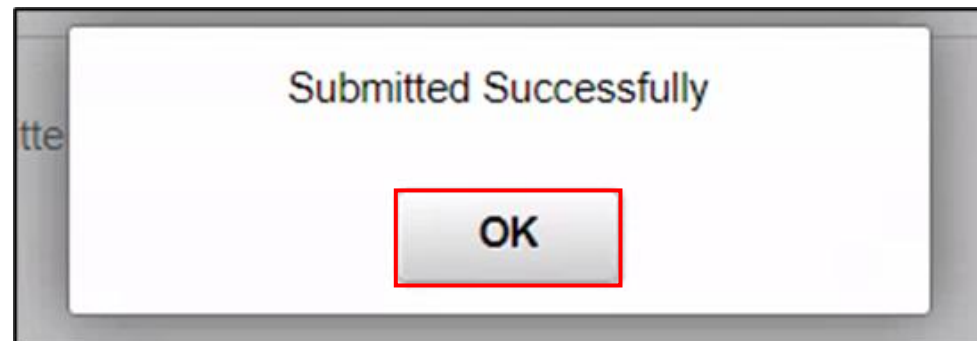
At the bottom, there is an 'Attachments' section with an 'Add Attachment' button and a table with the following columns: Attachments, Description, Attached By, Attached, and Status. The table shows 1 row of data.

Lesson 2: Submit Absence, Continued

13. On the **Submit Confirmation** pop up, select the **Yes** button to submit the absence.



14. The process of submitting an absence request is now complete.



Lesson 2: Lesson Summary

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

- Use self-service pages to enter online requests for absences and view current and forecast future absence balances
- Track and validate employee takes and balances

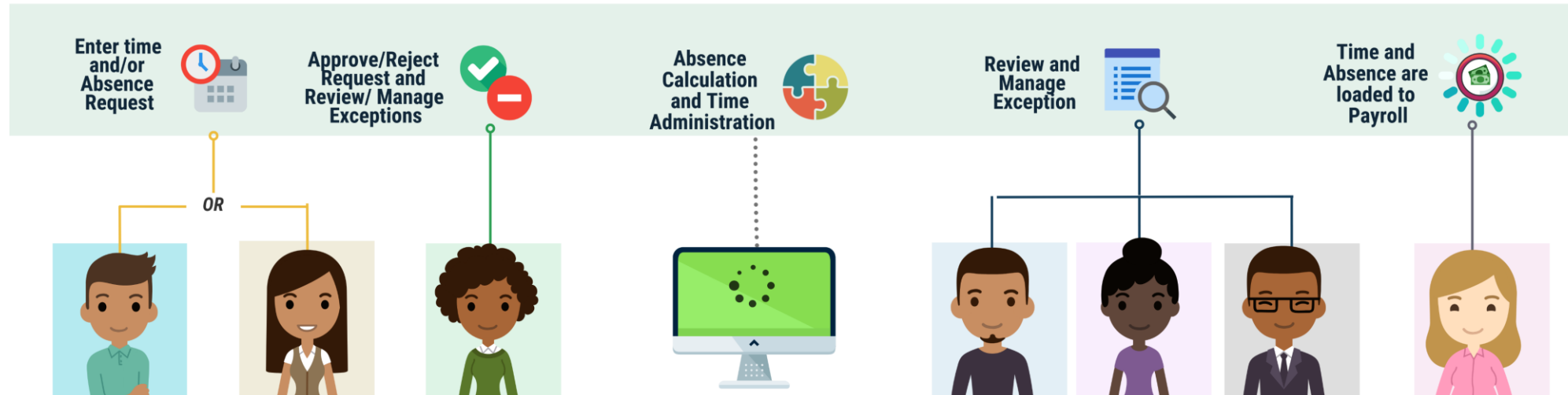
Lesson 3: View Time Exceptions

At the conclusion of this lesson, you will be able to:








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

Lesson 3: View Time Exceptions, Continued

TIME AND ABSENCE APPROVAL BUSINESS PROCESS



Roles and Descriptions

 <p>EMPLOYEE</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>TIMEKEEPER</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>MANAGER</p> <p>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.</p>	 <p>DEPARTMENT PERSONNEL REPRESENTATIVE (DPR)</p> <p>The Department Personnel Representative is responsible for reviewing and approving Employee Self-Service and Manager Self Service transactions.</p>	 <p>TIME AND LABOR CENTRAL ADMINISTRATOR</p> <p>The Time and Labor Central Administrator is responsible in accessing all Miami-Dade County employees, configure Time & Labor elements and run time administration process.</p>	 <p>ABSENCE MANAGEMENT CENTRAL ADMINISTRATOR</p> <p>The Absence Management Central Administrator is responsible for all Miami-Dade County employees, configure absence elements and run absence processes.</p>	 <p>PAYROLL CENTRAL ADMINISTRATOR</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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Lesson 3: Key Terms

Term	Definition
Exceptions	Any time reported that are not in compliance with the Pay Plan or Collective Bargaining Agreements (CBA) rules.
High Exception	Exceptions with a <i>High</i> 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.
Medium Exception	Medium severity exception will produce payable time but will remain on the Exceptions Table until the exception is resolved.
Low Exception	Low severity exception will produce payable time but will remain on the Exceptions Table until the exception is resolved.
Payable Time	Time loaded into payroll.

Lesson 3: View Time Exceptions, Continued

Overview of Exceptions

This lesson will review View Time Exceptions.

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 3: View Time Exceptions, Continued

Overview of Exceptions

Exceptions have severity levels:

- *High*: 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.
- *Medium*: Medium severity exception will produce payable time but will remain on the Exceptions Table until the exception is resolved.
- *Low*: Low severity exception will produce payable time but will remain on the Exceptions Table until the exception is resolved.

In addition to exception severity levels, there are also exception statuses. The two exception statuses that are available when reviewing exceptions are: *Unresolved*, *Resolved*.

Lesson 3: View Time Exceptions, Continued

Overview of Exceptions

The following are different types of exceptions that can occur in INFORMS:

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

Instructor Demonstration



Lesson 3: View Time Exceptions, Continued

An employee has the ability to view an exception.

1. Navigation: **Homepage** > **Employee Self-Service** > **Time and Absence** > **Exceptions**.

The screenshot displays the 'Employee Self-Service' interface for 'Time and Absence'. The dashboard is organized into a grid of tiles. The 'Exceptions' tile, located in the top row, middle column, is highlighted with a red border and features a large orange number '2'. To its left is the 'Enter Time' tile for the period 09/18/23 - 10/01/23, showing 0.00 reported and 80.00 scheduled hours. To its right is the 'Weekly Time' tile for 09/25/23 - 10/01/23, showing 0.00 reported and 40.00 scheduled hours. Below these are 'Weekly Time Summary', 'Payable Time' (Last Time Period: 09/04/23 - 09/17/23, Total Hours: 40 Hours, Estimated Gross: 1391.17524 USD), and 'View Requests'. The bottom row contains 'Absence Balances', 'Leave Transfer Request History', and 'Request to Donate Leave'. The interface includes a navigation bar at the top with a back arrow, 'Employee Self-Service', 'Time and Absence', and icons for home, chat, and menu. A refresh icon is visible in the bottom right corner.

Lesson 3: View Time Exceptions, Continued

2. Select an exception from the list of exceptions provided.

MIAMI DADE COUNTY

informs

< Time and Absence View Exceptions

Job Title Marina Manager 3

Exceptions

Less than 80 scheduled hours reported for pay period Less than %1 scheduled hours reported for the pay period.	Low	10/25/2021	>
TRC REG is not to be posted on an Off Day Time Reporting Code (%1) is not to be posted on an Off Day. Please review and adjust.	High	05/18/2020	>
TRC REG is not to be posted on an Off Day Time Reporting Code (%1) is not to be posted on an Off Day. Please review and adjust.	High	05/19/2020	>

Lesson 3: View Time Exceptions, Continued

- In the Timesheet, an Exceptions icon will display on the day in which the exception is listed.

View Exceptions Enter Time

Job Title Sbd Sr Professional Svc Spec

September 4, 2023 - September 17, 2023 *View By Period

Scheduled 80.00 | Reported 80.00
Unapproved Time 0.00 | Unapproved Absence 0.00

[Request Absence](#) [Cancel Absence](#) [Submit](#)

*Time Reporting Code	Row Totals	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	9 Sat	10 Sun	11 Mon	12 Tue
REG - Regular Time	32.00	HOLIDAY 8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0	8 of 8	8 of 8
REG - Regular Time	32.00	8.00	8.00	8.00	8.00	8.00			8.00	
SICK - Sick Leave	16.00									

EMASS Labor and Work Performed

Lesson 3: View Time Exceptions, Continued

3. Resolve the exception issue.

Note: If needed, use the **Add Comments** section to provide additional information or to confirm the issue has been resolved.

4. Select **Submit**.

View Exceptions Enter Time

Job Title Sbd Sr Professional Svc Spec

September 4, 2023 - September 17, 2023 *View By Period

Scheduled 80.00 | Reported 80.00
Unapproved Time 0.00 | Unapproved Absence 0.00

Request Absence Cancel Absence **Submit**

*Time Reporting Code	Row Totals	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	9 Sat	10 Sun	11 Mon	12 Tue
REG - Regular Time	32.00	HOLIDAY 8 of 8	8 of 8	8 of 8	8 of 8	8 of 8	0 of 0	0 of 0	8 of 8	8 of 8
REG - Regular Time	32.00	8.00	8.00	8.00	8.00	8.00			8.00	
SICK - Sick Leave	16.00									

EMASS Labor and Work Performed

Lesson 3: View Time Exceptions, Continued

5. A **Timesheet Submit Confirmation** page will display, select **OK**.

Note: Exceptions are not cleared until Time and Absence process is complete in INFORMS.

The screenshot displays the 'Enter Time' interface in the INFORMS system. At the top, the user is identified as 'Marina Manager 3'. The selected time period is '25 October - 31 October 2021', with a 'Weekly' schedule and 'Scheduled 8.00 | Reported 8.00' hours. A 'Submit' button is visible in the top right corner. Below the date range, a message states: 'Earliest Change Date is too far back to run Rules in viewed period. Limit is 12 months.' A table below shows the days of the week from Monday to Sunday. A 'Timesheet Submit Confirmation' dialog box is overlaid at the bottom, containing the following text: 'By submitting the time and attendance entries for the specified time period above, I acknowledge that the hours reported represent the actual hours worked and that all hours are paid at the adjusted hourly rate inclusive of pay supplements and in accordance with my respective collective bargaining provisions. If there are any discrepancies, I understand that I need to communicate the discrepancy to my Departmental Personnel Representative (DPR) immediately.' An 'OK' button is highlighted with a red border in the dialog box.

*Time Reporting Code / Time Details	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	25	26	27	28	29	30	31

Lesson 3: Lesson Summary

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

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

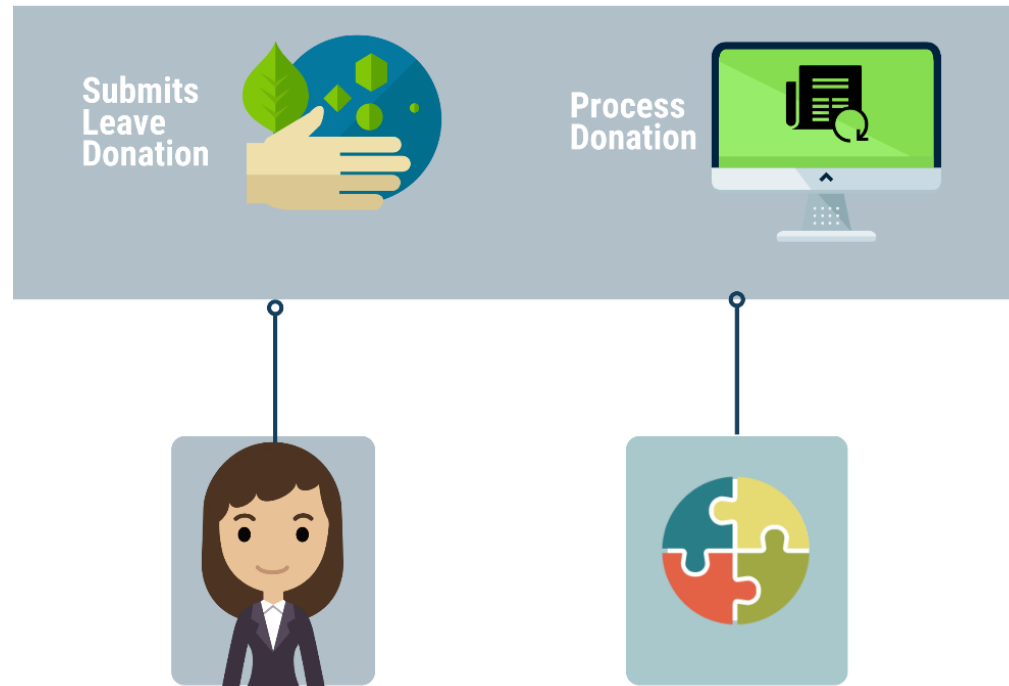
Lesson 4: Leave Donation

At the conclusion of this lesson, you will be able to:

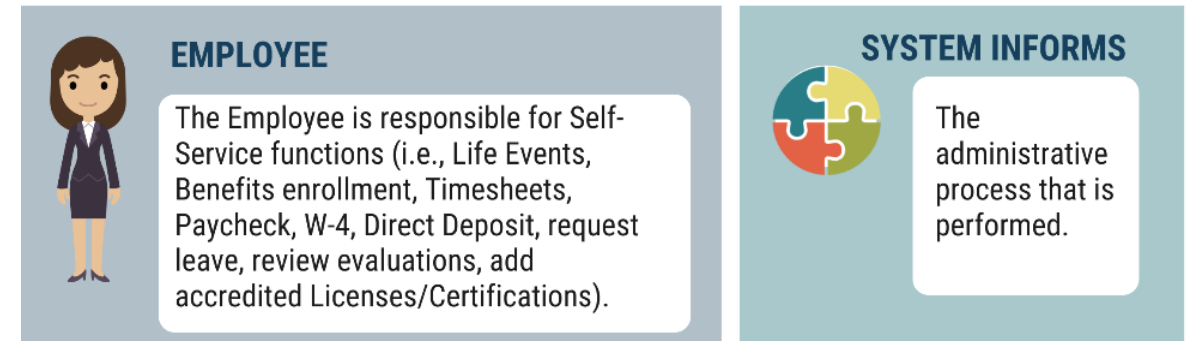
- Understand the Leave Donation Process
- Donate available leave hours to other employees who have exhausted their own leave due to qualifying emergency
- Track Leave Transfer Request History

Lesson 4: Leave Donation, Continued

LEAVE DONATIONS BUSINESS PROCESS



Roles and Descriptions



Lesson 4: Key Terms

Term	Definition
Description	Enter the name of an active leave transfer program.
Category	Leave pool is donated either to an individual, department, or special event.
From Entitlement	Select the entitlement from which you will donate your time. You can only select entitlements that have been defined at the program definition level. For example, select from annual leave any hours you want to donate to the selected leave transfer program.
Balance	Select to access the current Balance Inquiry page to view your balances.
Hours to Donate	Enter the amount of time you want to donate to the selected leave transfer program.
Agreement and Compliance	Select the check box to agree to the terms of the leave transfer program. You cannot submit the request to donate leave time until the check box is selected. You do not need to select the check box when you Select the Save for Later button.

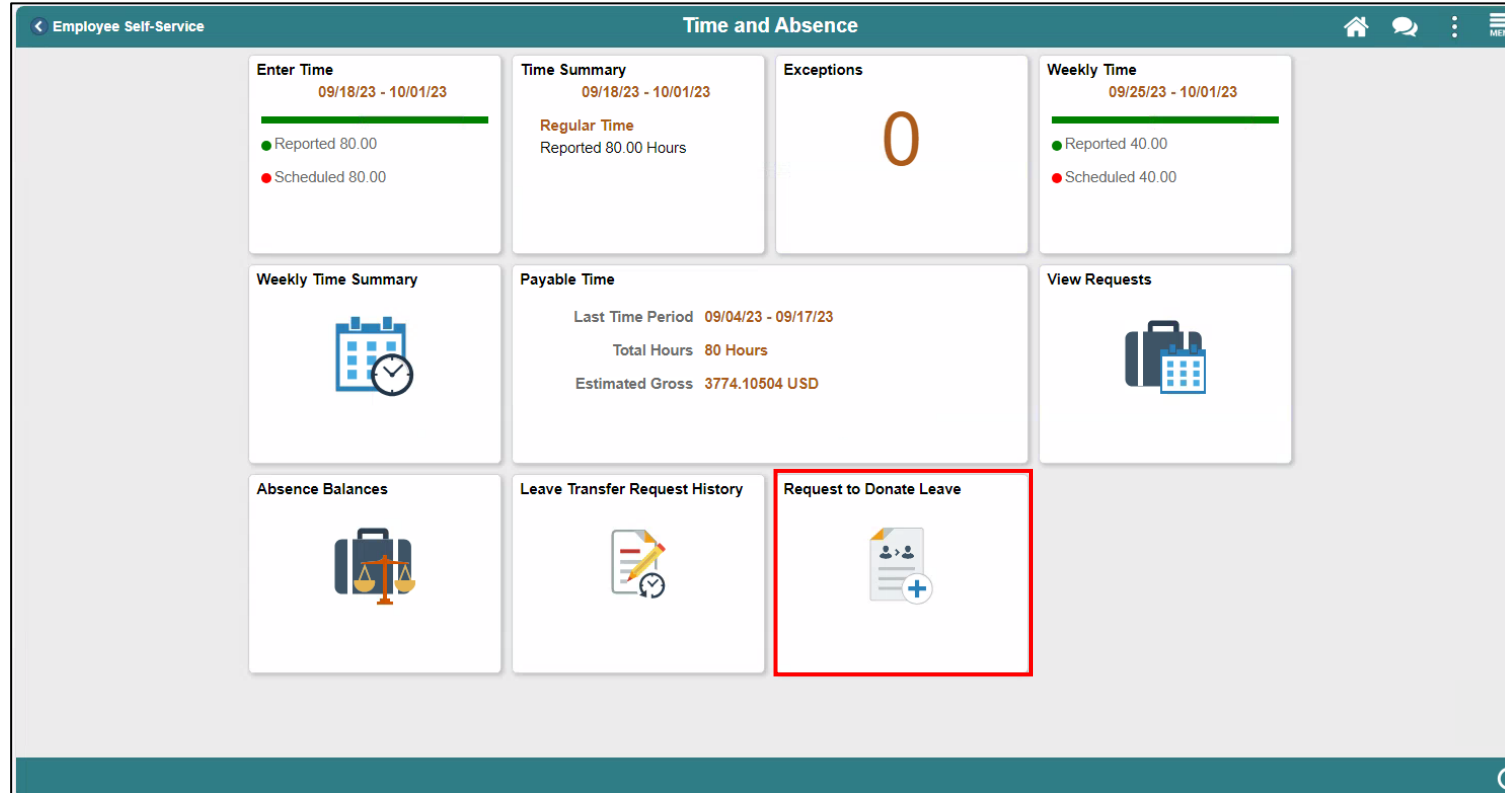
Instructor Demonstration



Lesson 4: Leave Donation, Continued

This lesson outlines the following steps on how to donate a leave.

1. Navigation: **Homepage > Employee Self-Service > Time and Absence > Request to Donate Leave.**



Lesson 4: Leave Donation, Continued

2. Select a **Category** and **Program Name**.

Time and Absence Request to Donate Leave

Request to Donate Leave

Andy Dupree
Airport Sr Executive Secretary

This form may be used to Donate leave time to either an eligible employee or to a leave bank.

Employees on written warning may not donate accrued leave time. Additionally, employees who have provided notice or have been given notice of termination of employment may not donate time.

Donation Program

Country	USA		
Category	2	Bank - Sp Evnt Bank Leave Pool	Begin Date 02/08/2010
*Program Name	989000000	AMERICAN RED CROSS	End Date

Lesson 4: Leave Donation, Continued

3. Select an **Entitlement** and provide an **Hours to Donate**.

4. Select the checkbox for **Agreement and Compliance**, and then Select **Submit**.

Leave Contribution

From Entitlement	Balance	Hours to Donate	Delete
Annual Leave	119.00	8	Dele

Agreement and Compliance

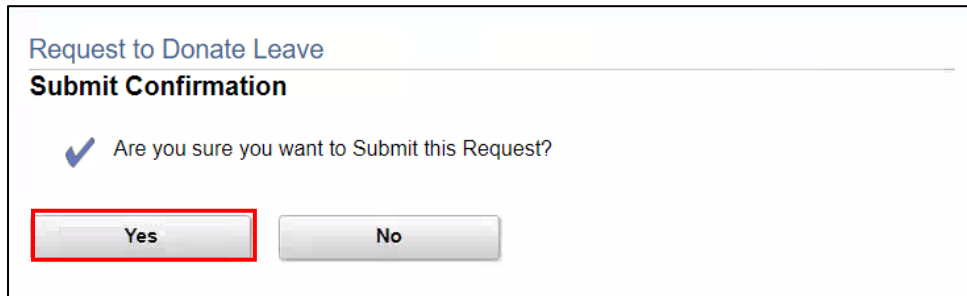
- I have read the Leave Donation Policy.
- I acknowledge that if I am donating hours/days to this program or to another employee, I authorize the donation of hours/days and understand that the donation is irrevocable.
- I certify that I have not provided or been given notice of termination.
- I certify that I am currently not on a written warning of any kind.
- I hereby confirm that I have read and comply with the given statements.

Submit **Save for Later**

* Required Field

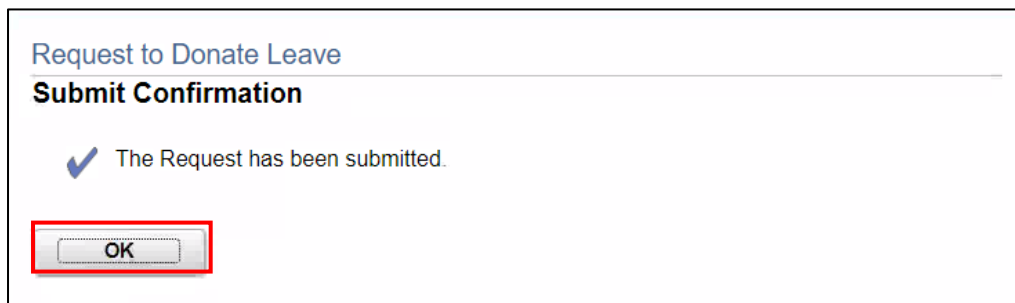
Lesson 4: Leave Donation, Continued

5. Select **Yes** once prompted for confirmation.



A screenshot of a web application dialog box titled "Request to Donate Leave" with a subtitle "Submit Confirmation". The dialog contains a confirmation message: "Are you sure you want to Submit this Request?". Below the message are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangular border.

6. Select **OK** once your leave is successfully donated and you will be redirected to the **Leave Transfer Requests History** page.



A screenshot of a web application dialog box titled "Request to Donate Leave" with a subtitle "Submit Confirmation". The dialog contains a success message: "The Request has been submitted.". Below the message is a single button labeled "OK". The "OK" button is highlighted with a red rectangular border.

Lesson 4: Leave Donation, Continued

Leave Transfer Request History

1. Navigation: **Homepage > Employee Self-Service > Time and Absence > Leave Transfer Request History.**

The screenshot displays the 'Employee Self-Service' interface for 'Time and Absence'. The dashboard is organized into a grid of tiles:

- Enter Time:** 09/18/23 - 10/01/23. Shows a progress bar with 'Reported 80.00' (green) and 'Scheduled 80.00' (red).
- Time Summary:** 09/18/23 - 10/01/23. Shows 'Regular Time Reported 80.00 Hours'.
- Exceptions:** Displays a large '0'.
- Weekly Time:** 09/25/23 - 10/01/23. Shows 'Reported 40.00' (green) and 'Scheduled 40.00' (red).
- Weekly Time Summary:** Includes a calendar icon.
- Payable Time:** Last Time Period: 09/04/23 - 09/17/23. Total Hours: 80 Hours. Estimated Gross: 3774.10504 USD.
- View Requests:** Includes a calendar icon.
- Absence Balances:** Includes a scale icon.
- Leave Transfer Request History:** This tile is highlighted with a red border and contains a document icon with a pencil and a clock.
- Request to Donate Leave:** Includes an icon of two people and a plus sign.

Lesson 4: Leave Donation, Continued

Leave Transfer Request History

2. Provide the **Begin Date** and **End Date**, and then Select **Refresh** to view all leave transfer transactions.

Time and Absence Leave Transfer Requests History

Andy Dupree
Airport Sr Executive Secretary

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select Refresh. Select the Request Type link to view request details. Select Edit button to modify and delete the request.

Begin Date 03/01/2022 End Date 03/22/2022 Refresh

Request History

Submit Date	Leave Program Name	Request Type	Approval Status	Process Status	Edit
03/21/2022	AMERICAN RED CROSS	Donate	Submitted	Unprocessed	Edit

Lesson 4: Lesson Summary

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

- Understand the Leave Donation Process
- Donate available leave hours to other employees who have exhausted their own leave due to qualifying emergency
- Track Leave Transfer Request History

Course Content Summary

Congratulations! You have completed the Time Management course. You now should be able to:

- Submit time
- Submit absence
- View time exception
- Donate leaves

For more information on INFORMS, please visit www.miamidade.gov/informs

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

- Submit Time (Submit Time through Timesheet)
- Submit Time (Adjust Time through Timesheet)
- Submit Absence (Entering an Absence)
- View Time Exceptions (View Exceptions)
- Leave Donations (Donate Leave)
- Leave Donations (View Transferred Leave Request History)

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



CONGRATULATIONS

Congratulations on successfully completing the Time Management course!

ESS 203 – EMPLOYEE SELF SERVICE -TIME MANAGEMENT