

Course ID: HCM 201  
Course: Emergency Management Assistance  
System Solutions (EMASS)

Training will start @ 8:35

# 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: Emergency Management Assistance System Solutions<ul style="list-style-type: none"><li>○ Lesson 1: EMASS Entries</li><li>○ Lesson 2: EMASS Approvals</li></ul></li><li>• Module 3: Course Summary</li></ul>
<b>Training Audiences</b>	<ul style="list-style-type: none"><li>• EMASS Liaisons</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>• ESS 203 - Employee Self Service -Time Management</li></ul>
<b>Other Related Courses</b>	N/A
<b>Estimated Duration</b>	<ul style="list-style-type: none"><li>• 4 Hours</li></ul>

# 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 EMASS Labor Work Performed business processes which include:

- EMASS Entries
- EMASS Approvals

# Roles and Responsibilities

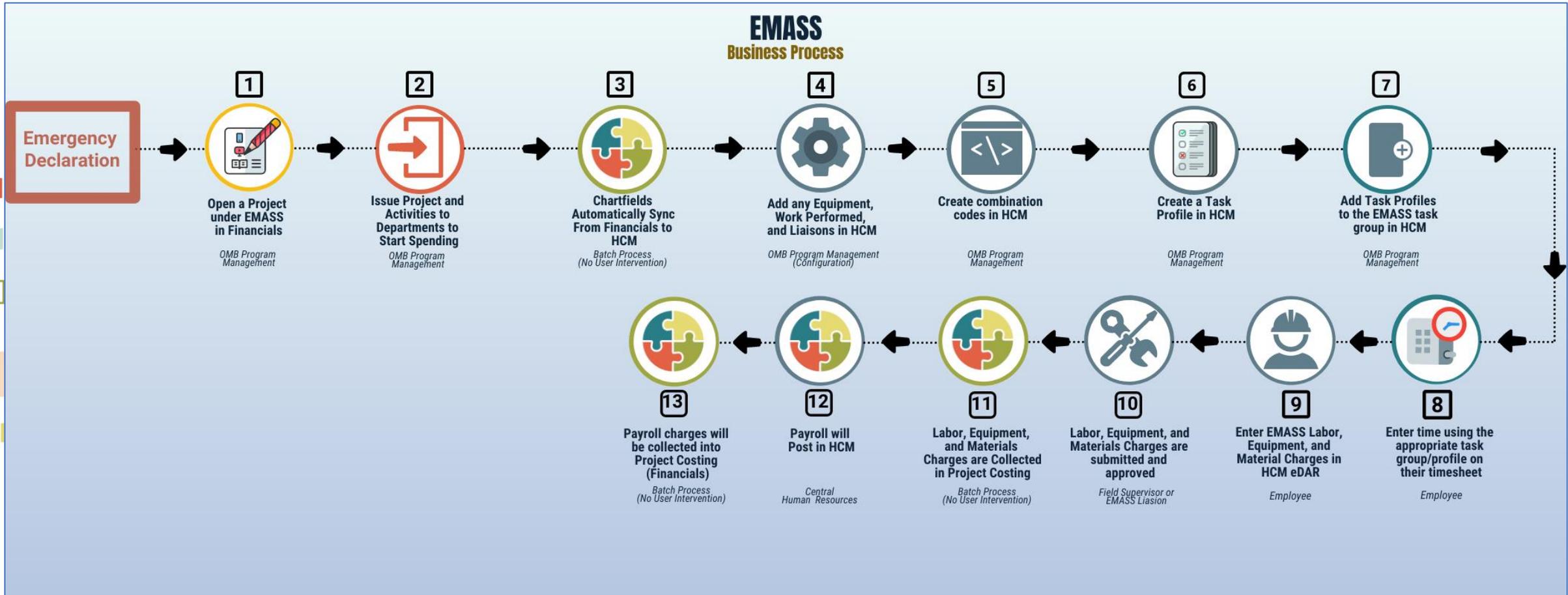
Description	Responsibilities
<b>OMB Program Management</b>	<p>Responsible for the setup of county-wide disaster Programs, Projects, Activities in Financials along with Combo Code, Work Performed and Task Profiles in Human Capital.</p> <p>Additionally, responsible for socializing to the EMASS Liaisons these values to charge against.</p>
<b>Employees</b>	<p>The Employee is responsible for entering their time and entering any Labor and/or Equipment and Material charges for County Wide Disasters.</p>
<b>Field Supervisor</b>	<p>Responsible to review and approve/deny Labor, Equipment and Materials Charges</p> <p>Responsible for monitoring submission of Labor, Equipment and Materials Charges.</p>
<b>EMASS Liaison</b>	<p>Additionally responsible for the approval or ad-hocing approval charges when necessary.</p> <p>As a Liaison, you will need the <b>MD_EMASS_DPT_LIAISON</b></p>

# Purpose and Benefits to Business Process

The purpose and benefits of the EMASS course includes:

- Reduction of paper processes (Electronic workflows)
- Validation against timesheet submission
- Reduction of processing time
- Enhanced Reporting

# End-to-End Business Process



# End-to-End Business Process

When an emergency event is declared the following actions will occur:

## **OMB Program Management**

- 1) Set up Program and Projects in INFORMS Financials
- 2) Set up Combo Codes and Task Profiles in INFORMS Human Capital
- 3) Advise Departments' EMASS liaisons (formerly FEMA liaisons) of the Projects to charge against in Financials
- 4) Advise Departments' EMASS liaisons (formerly FEMA liaisons) which Task Group and Task Profiles to charge Labor, Equipment and Materials charges against

## **EMPLOYEES**

- 1) Charge time against the appropriate Task Group and Task Profile in Timesheet
- 2) Charge Labor, Equipment and Materials against Task Profile in EMASS form
  - a. Each location and/or Field Supervisor requires a separate INFORMS EMASS entry
- 3) Submit for approval to the field supervisor who oversaw the specific work at specific location

## **FIELD SUPERVISOR**

- 1) Review and Approve/Deny Labor, Equipment and Materials Charges

## **EMASS LIAISON**

- 1) Monitor Submission of Labor, Equipment and Materials Charges
- 2) Approve or ad-hoc Charges when necessary

# Terminology

Term	Definition
<b>EMASS</b>	Emergency Management Assistance (formerly known as FEMA)
<b>Time Reporting</b>	The process of recording your time
<b>Time Reporting Code</b>	Codes are often mapped to Payroll Earning Codes or Absence Management codes to allow Payroll to process time for both Time Labor and Absence Management
<b>Task</b>	A specific types of task data you can capture when time is reported
<b>Task Group</b>	A taskgroup represents a group of time reporters with similar time and task reporting requirements
<b>Task Profile</b>	Task profiles enable you to specify default values for the task elements
<b>EMASS Form</b>	Formerly known as the eDAR. The new INFORMS form to charge Labor, Equipment and Materials charges against a County wide event.
<b>EMASS Liaison</b>	Individual appointed in your business unit to act as a link to assist the communication between OMB Program Management department and the business unit.

# Introduction to Activities and Exercises

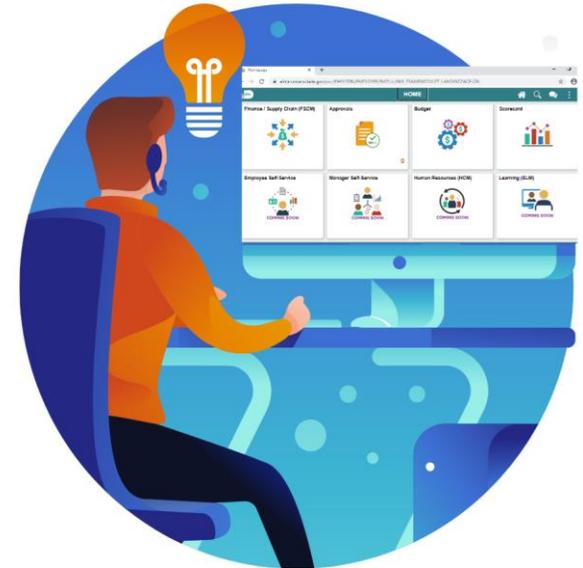
You will take part in two types of hands-on learning throughout this course



Instructor  
Demo



Training  
Activities



Training  
Exercises

# Lesson 1: EMASS Entries

## Module Topics

Module Introduction

Lecture 1: Timesheet Entries

Lecture 2: EMASS Work Performed Entries

Lecture 3: Sample of Errors

# Lecture 1: Timesheet Entries

- Report and submit Time for EMASS

# Lecture 1: Timesheet Entries, Continued

## Employee

- Enter time using EMASS task profile
- Submit time for Approval

## Supervisor

- Review time entries
- Approve or Deny

## EMASS Liaison

- Monitor EMASS time entries

# Lecture 1: Timesheet Entries

Assigning a Task Group and Task Profile to the time entry for the specific emergency event **ensures** that the time worked on the emergency is recorded properly. This is required for reporting and obtaining reimbursement from federal funding agency (e.g., FEMA, Department of Treasury, etc.) in charge.

The **Task Group and Task Profile** will be provided to the EMASS Liaison by OMB Program Management Office to the Departments' EMASS Liaison and DPR for distribution to the employees.

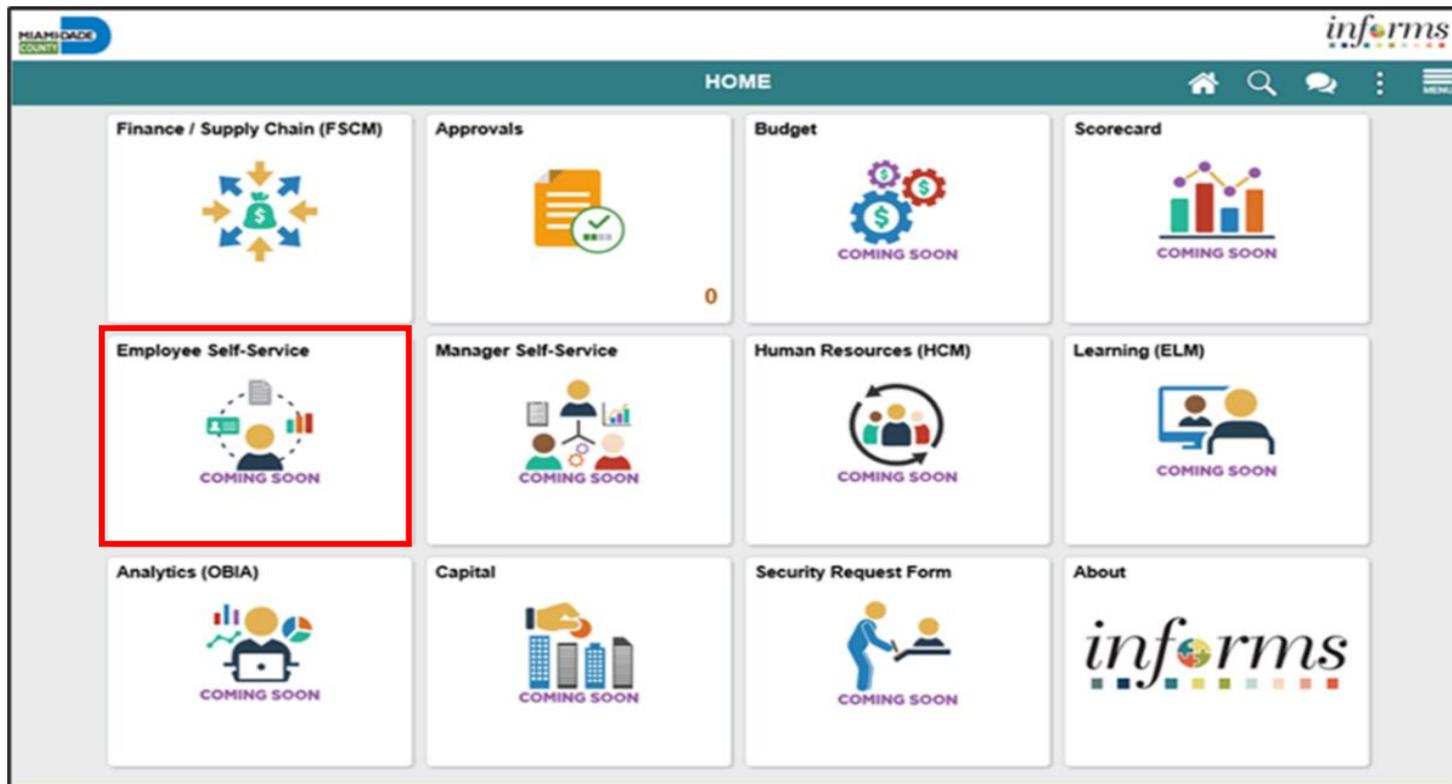
# Instructor Demonstration



# Lecture 1: Timesheet Entries, Continued

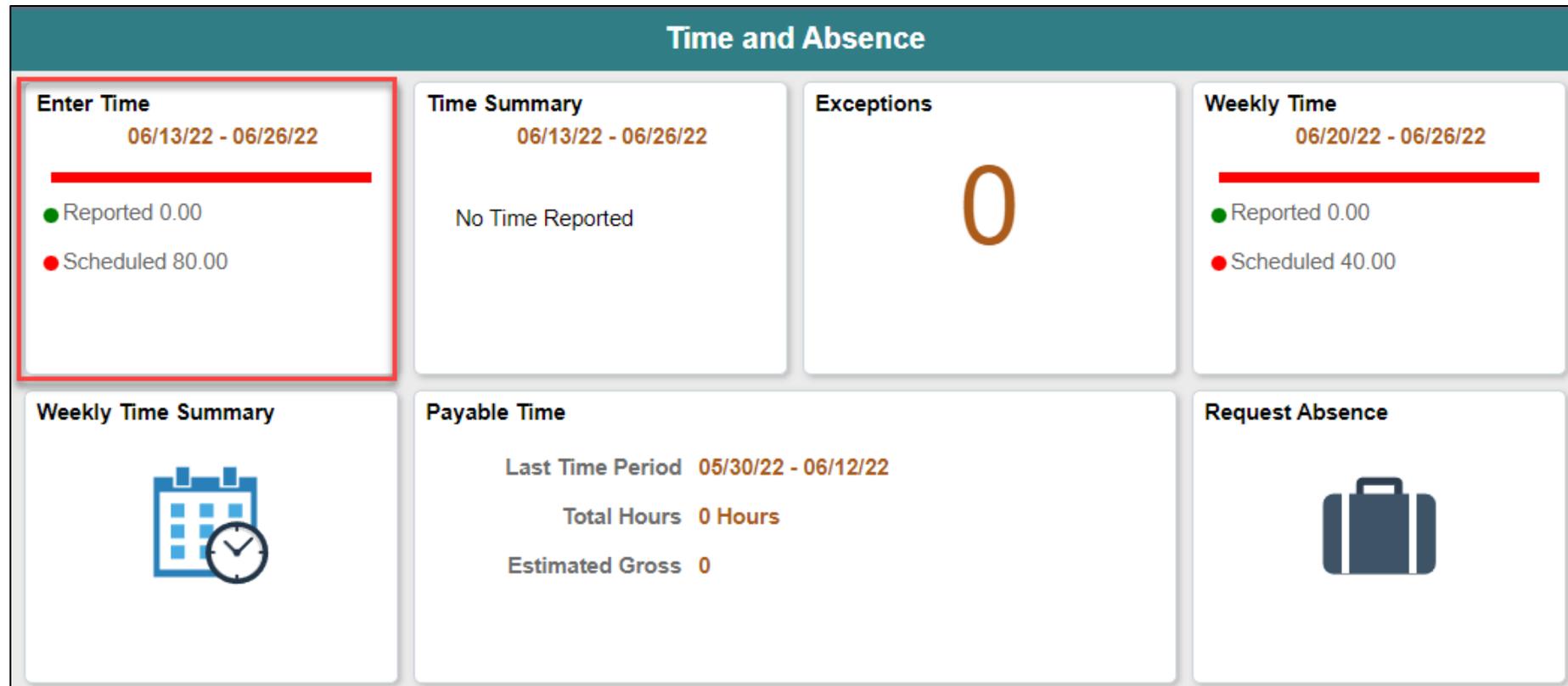
## Submit Time for EMASS

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



# Lecture 1: Timesheet Entries, Continued

## 2. Select Enter Time.



# Lecture 1: Timesheet Entries, Continued

## Submit Time through Elapsed Timesheet

- Select the applicable **Time Reporting Code**.
- For county wide emergency reporting (EMASS), select the time details to assign the proper Task Group and Task Profile.

# Lecture 1: Timesheet Entries, Continued

**Time and Absence** Enter Time

Job Title Rail Vehicle Mechanic

◀ **20 June - 26 June 2022** ▶

Weekly  
Scheduled 40.00 | Reported 44.00

[View Legend](#) Submit

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

Time Reporting Code / Time Details	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24	Saturday 25	Sunday 26
	Scheduled 8 Reported 12	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 8	Scheduled OFF Reported 0	Scheduled 8 Reported 0
REG - Regular Time	8.00	8.00	8.00	8.00	8.00		
OVT - Overtime Hours	4.00						
Comments							

EMASS Labor and Work Performed

# Lecture 1: Timesheet Entries, Continued

## Task Group

1. For county wide emergencies, select EMASS as the task group. All county-wide emergencies will belong to the EMASS task group.

The screenshot displays the 'Enter Time' interface for a job titled 'Rail Vehicle Mechanic' on '20 June - 26 June 2022'. A 'Lookup' dialog box is open, showing search criteria for 'Taskgroup' and search results for 'EMASS'. The search results table is as follows:

Taskgroup	Description
EMASS	EMERGENCY MANAGEMENT TASK GRP

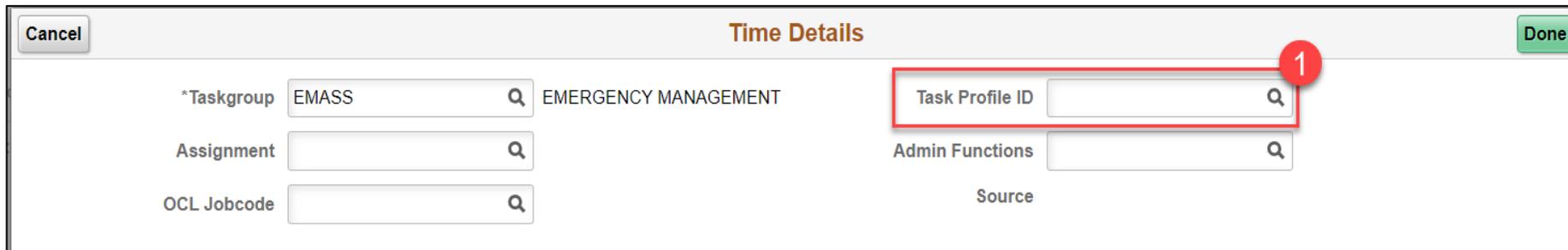
Numbered callouts (1-5) indicate the following steps: 1. Clicking the 'Taskgroup' field in the 'Time Details' section. 2. Clicking the 'Search Criteria' dropdown in the 'Lookup' dialog. 3. Entering 'EMASS' in the 'Taskgroup (begins with)' field. 4. Clicking the 'Search' button. 5. Selecting the 'EMASS' result in the search results table.

**If you are in AV, WASD or PH you will leave the default Task Group and Task Profiles that are automatically assigned.**

# Lecture 1: Timesheet Entries, Continued

## Task Profile

1. For county wide emergencies, select EMASS as the task profile that has been provided to you by the OMB Program Management Group. All county-wide emergencies will **require a task profile**.



The screenshot shows a 'Time Details' form with the following fields:

- ^Taskgroup:** EMASS (with a search icon) and EMERGENCY MANAGEMENT
- Assignment:** (with a search icon)
- OCL Jobcode:** (with a search icon)
- Task Profile ID:** (with a search icon, highlighted with a red box and a red circle containing the number 1)
- Admin Functions:** (with a search icon)
- Source:** (with a search icon)

Buttons: Cancel (top left), Done (top right)

# Lecture 1: Timesheet Entries, Continued

## Submit Time

4. When you have finished recording your time for the day, Select **Submit**. An icon should appear on the timesheet. This indicates the timesheet has been submitted.

20 June - 26 June 2022  
Weekly  
Scheduled 40.00 | Reported 44.00

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

*Time Reporting Code / Time Details	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24	Saturday 25	Sunday 26
Scheduled 8 Reported 12	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 8	Scheduled OFF Reported 0	Scheduled 8 Reported 0
OVT - Overtime Hours	4.00						
REG - Regular Time	8.00	8.00	8.00	8.00	8.00		
Comments							

Submit

# Lecture 2: EMASS Labor Work Performed Entries

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

- To use the EMASS Labor Work Performed page to enter your Daily Labor, Materials and Equipment Charges.

# Lecture 2: EMASS Labor Work Performed Entries, Continued

## Overview

After **submitting** the time in the timesheet with the proper Emergency Event Task Group/Task Profile, labor, equipment and/or materials can be entered on the EMASS Emergency Form.

**Note:** The timesheet does not need to be approved to start the process of entering daily EMASS Emergency forms. However, the EMASS Emergency form cannot be submitted until such time that your timesheet has been approved.

Entering EMASS transactions follows these general steps –

1. Starting the EMASS entry by selecting a specific date
2. Selecting Field Supervisor and Location – these apply to the labor, equipment and/or materials to be entered
3. Entering Labor Charges (always required)
4. Entering Equipment Charges, if applicable
5. Entering Materials Charges, if applicable
6. Attaching any necessary documents.

# Lecture 2: EMASS Labor Work Performed Entries, Continued

## Overview

Entry into EMASS **requires** the following information -

- **Selection of date** - Every entry into EMASS must have hours entered in the Timesheet with the Emergency Event's Task Group/Task Profile for the date selected.
- **Field Supervisor** - Supervisor who was on the field when the work was performed. This supervisor will be asked to approve the labor, equipment and materials entered in the EMASS form.
- **Location** - Location identification where the work was performed for the hours reported in the timesheet as selected in the date above.
- Entry into EMASS for work performed must take into consideration the combination of date, field supervisor and location.
  - Multiple entries can be made when necessary to take into consideration work performed for specific combinations of date, field supervisor and location not to exceed the total number of hours entered in the timesheet for the date.
- **Work performed** – Should be as explicit as possible, this is not the same as the TRC or the Task Profile. User will be able to select from a drop-down list.

# Instructor Demonstration



# Lecture 2: EMASS Labor Work Performed Entries, Continued

An employee will use the EMASS Labor and Work Performed page to enter Labor, Material and Equipment.

1. Navigation: **From the timecard, click on the EMASS Labor and Work Performed link.**

20 June - 26 June 2022  
Weekly  
Scheduled 40.00 | Reported 44.00

View Legend Submit

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

*Time Reporting Code / Time Details	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24	Saturday 25	Sunday 26
Scheduled 8 Reported 12	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled 8 Reported 8	Scheduled OFF Reported 8	Scheduled OFF Reported 0	Scheduled 8 Reported 0
OVT - Overtime Hours	4.00						
REG - Regular Time	8.00	8.00	8.00	8.00	8.00		
Comments							

[EMASS Labor and Work Performed](#)

# Lecture 2: EMASS Labor Work Performed Entries, Continued

2. Click on the +ADD

The screenshot displays the 'EMASS Labor Work Performed' interface. On the left, there is a search form titled 'New Search' with the following fields: 'Employee ID' (containing '00010032'), 'Date Work' (with a calendar icon), and 'Sequence Number'. Below these fields are 'Search' and 'Clear' buttons. On the right, the main area is titled 'View EMASS Labor Work Performed' and contains three buttons: a grid icon, a list icon, and a '+ Add' button. The '+ Add' button is highlighted with a red square and a red circle containing the number '2', indicating the step to click on it.

# Lecture 2: EMASS Labor Work Performed Entries, Continued

3. Enter the Employee ID and Date (this is the date in which the employee used the task group and task profile for EMASS).

The screenshot shows the 'EMASS Labor Work Performed' form. It features three input fields and two buttons. Red boxes and numbers 1, 2, and 3 highlight the 'Employee ID' field, the 'Date' field, and the 'Add' button, respectively. The 'Employee ID' field contains '00010032', the 'Date' field contains '06/20/2022', and the 'Sequence Number' field is empty. The 'Add' button is green, and the 'Clear' button is grey.

EMASS Labor Work Performed	
Employee ID	00010032
Date	06/20/2022
Sequence Number	
Add	Clear

# Lecture 2: EMASS Labor Work Performed Entries, Continued

## 4. Populate your immediate supervisor

EMASS Labor Work Performed

Employee ID 00010032 Kidder,Noland V

\*Supervisor ID

Location Code

Address

Other Location

Cancel Lookup

Search for: Supervisor ID

Search Criteria

Supervisor ID (begins with)

First Name (begins with)

Last Name (begins with) Holiday

Business Unit (begins with)

Search Clear

Search Results

Supervisor ID	First Name	Last Name	Business Unit
00325536	Tequila	Holiday	BU

# Lecture 2: EMASS Labor Work Performed Entries, Continued

5. Enter either a Location Code or other location

The screenshot displays the EMASS Labor Work Performed interface. On the left, a sidebar shows the employee's information: Employee ID 00325536, Supervisor ID 00000006, and a table of labor charges. The main area is a 'Lookup' dialog for location codes. It includes a search criteria dropdown, input fields for 'Location Code (begins with)' and 'Description (begins with)', and 'Search' and 'Clear' buttons. Below the search fields, a table of search results is shown, listing location codes and their descriptions. Red callouts (a-e) highlight specific elements: (a) the search icon, (b) the search criteria dropdown, (c) the search input fields, (d) the search button, and (e) the search results table.

Location Code	Description
A001050000	Career Source South Florida-SF
A002020000	Dr. MLK Office Plaza- CR

*One INFORMS EMASS form should be submitted for every different Date-Field Supervisor- Location combination*

# Lecture 2: EMASS Labor Work Performed Entries - Labor charges

1. Select **Work Performed** associated with the Hours worked
2. Hours will default based on the timesheet
  - a. **You should report only hours based on the date, field supervisor and location combination selected at the beginning**
3. To enter a different work performed for the same field supervisor and location combination, click on '+'
  - a. Summation of hours reported cannot exceed hours reported on the timesheet for the EMASS task profile

EMASS Labor charges							2 rows
Date Work	Task Group	Task Profile	Work Performed	Hour(s)	Time Reporting Code		
06/20/2022	EMASS EMERGENCY MANAGEMENT TASK GRP	EMASS_TRN EMASS TRAINING TASK PROFILE	DEBRIS_REMOVAL	2.000	OVT Overtime Hours	+ -	
06/20/2022	EMASS EMERGENCY MANAGEMENT TASK GRP	EMASS_TRN EMASS TRAINING TASK PROFILE	MGDMEDICAL_FACILITY	2.000	OVT Overtime Hours	+ -	

Hours of Work Performed may not exceed hours on time-card.

If you are in AV, WASD or PH. You will need to delete rows that DO NOT pertain to Emergency Work. Additionally, you will need to select the EMASS task profile that pertains to your department.

# Lecture 2: EMASS Labor Work Performed Entries - Labor charges, Continued

If you are in AV, WASD or PH. You will need to delete rows that DO NOT pertain to Emergency Work. Additionally, you will need to select the EMASS task profile that pertains to your department.

The screenshot displays the 'EMASS Labor charges' interface. The main table has the following data:

Date Work	Task Group	Task Profile	Work Performed	Hour(s)	Time Reporting Code
06/20/2022	09635030 350-MECHANICAL	841231 35030,Admin. & Gener(GA),13025		6.000	NGT1 Night Differential 1 Step
06/20/2022	09635030 350-MECHANICAL	841231 35030,Admin. & Gener(GA),13025		8.000	REG Regular Time

The 'Lookup' dialog box is open, showing search results for 'Task Profile'. The search criteria is '841231'. The search results table is as follows:

Task Profile ID	Description	Department	Fund Code	O&M Activity	Location	Project	Activity	Operating Unit
E_AV_SURFA	EMASS AV SURFSIDE	NDAV020000	51006			AV_SURFSIDE	CATEGORY_A	NO-GRANT
E_PH_SURF	EMASS PH SURFSIDE	NDPH020000	51006			PH_COVID19_CRF	MISCELLANEOUS	NO-GRANT
E_WS_SURFB	EMASS WS SURFSIDE CAT B	NDWS020000	51006			WS_SURFSIDE	CATEGORY_B	NO-GRANT

# Lecture 2: EMASS Labor Work Performed Entries - Equipment charges

1. Select **Work Performed** associated with the Hours worked
2. Hours will default based on the timesheet
  - a. **You should report only hours based on the date, field supervisor and location combination selected at the beginning**
3. To enter a different work performed for the same field supervisor and location combination, click on '+'
  - a. Summation of hours reported cannot exceed hours reported on the timesheet for the EMASS task profile

EMASS Labor charges						2 rows
Date Work	Task Group	Task Profile	Work Performed	Hour(s)	Time Reporting Code	
06/20/2022	EMASS EMERGENCY MANAGEMENT TASK GRP	EMASS_TRN EMASS TRAINING TASK PROFILE	DEBRIS_REMOVAL	2.000	OVT Overtime Hours	
06/20/2022	EMASS EMERGENCY MANAGEMENT TASK GRP	EMASS_TRN EMASS TRAINING TASK PROFILE	MGDMEDICAL_FACILITY	2.000	OVT Overtime Hours	

Hours of Work Performed may not exceed hours on time-card.

# Lecture 2: EMASS Labor Work Performed Entries - Materials charges

1. Enter the **Item ID**
2. Enter the **Quantity**
3. Select a **Unit of Measure**
4. Enter a **Rate**
5. **Verify the Cost Calculated**
6. Select the **Worked Performed**
7. Select the **Task Profile** against this Charge
8. For **additional rows**, click '+'

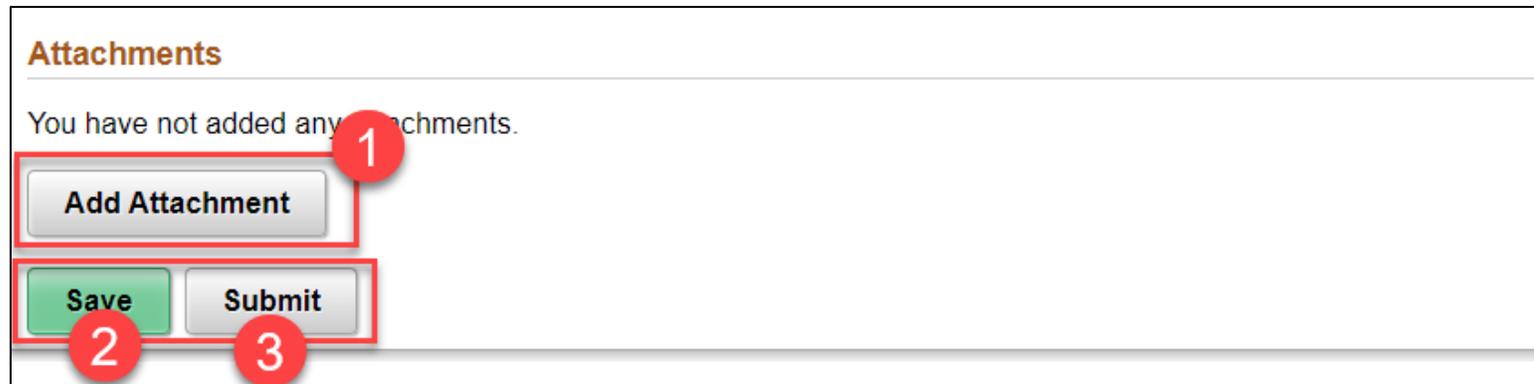
The screenshot shows the 'EMASS Material charges' interface. A red box highlights the main data entry row. Red circles with numbers 1 through 8 point to specific elements: 1. Item ID field (containing 'Insulation'), 2. Quantity field (containing '300.000'), 3. UOM field (containing 'FT'), 4. Rate field (containing '\$0.25000000'), 5. Cost field (containing '\$75.00'), 6. Work Performed field (containing 'MGDMEDICAL\_FACILITY'), 7. Task Profile ID field (containing 'EMASS\_TRN'), and 8. The '+' button in the bottom right corner of the row.

Date Work	Item ID	Quantity	UOM	Rate	Cost	Work Performed	Task Profile ID	
06/20/2022	Insulation	300.000	FT	\$0.25000000	\$75.00	MGDMEDICAL_FACILITY	EMASS_TRN	+ -

# Lecture 2: EMASS Labor Work Performed Entries - Attachments and Submission

Enter any relevant attachments, by selecting the Add Attachments button.

Once you have finished all entries, and verified for accuracy, you may Submit the form.



The screenshot shows a web form section titled "Attachments". Below the title, it says "You have not added any attachments." There are three buttons: "Add Attachment", "Save", and "Submit". The "Add Attachment" button is highlighted with a red box and a red circle containing the number "1". The "Save" and "Submit" buttons are also highlighted with a red box, with "Save" having a red circle containing the number "2" and "Submit" having a red circle containing the number "3".

# Lesson 1: Key Terms

Term	Definition
<b>Payable Time</b>	Time after it has been processed and rules applied to create differentials, supplements and overtime.
<b>Time Reporting Code</b>	Codes are often mapped to Payroll Earning Codes or Absence Management codes to allow Payroll to process time for both Time Labor and Absence Management
<b>Task Group</b>	A taskgroup represents a group of time reporters with similar time and task reporting requirements
<b>Task Profile</b>	Task profiles enable you to specify default values for the task elements.

# Lesson 1: Lesson Summary

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

- Report and submit Time for an EMASS event.

# Instructor Demonstration



# Lesson 2: EMASS Approvals

## Module Topics

Module Introduction

Lecture 1: EMASS Approvals Flow

Lecture 2: Approving/Denying an EMASS Entry

Lecture 3: Monitoring EMASS Entries

# Lesson 2: EMASS Approvals

The Field Supervisor is responsible for reviewing and approving/denying the labor, equipment and/or materials charges entered via the EMASS form.

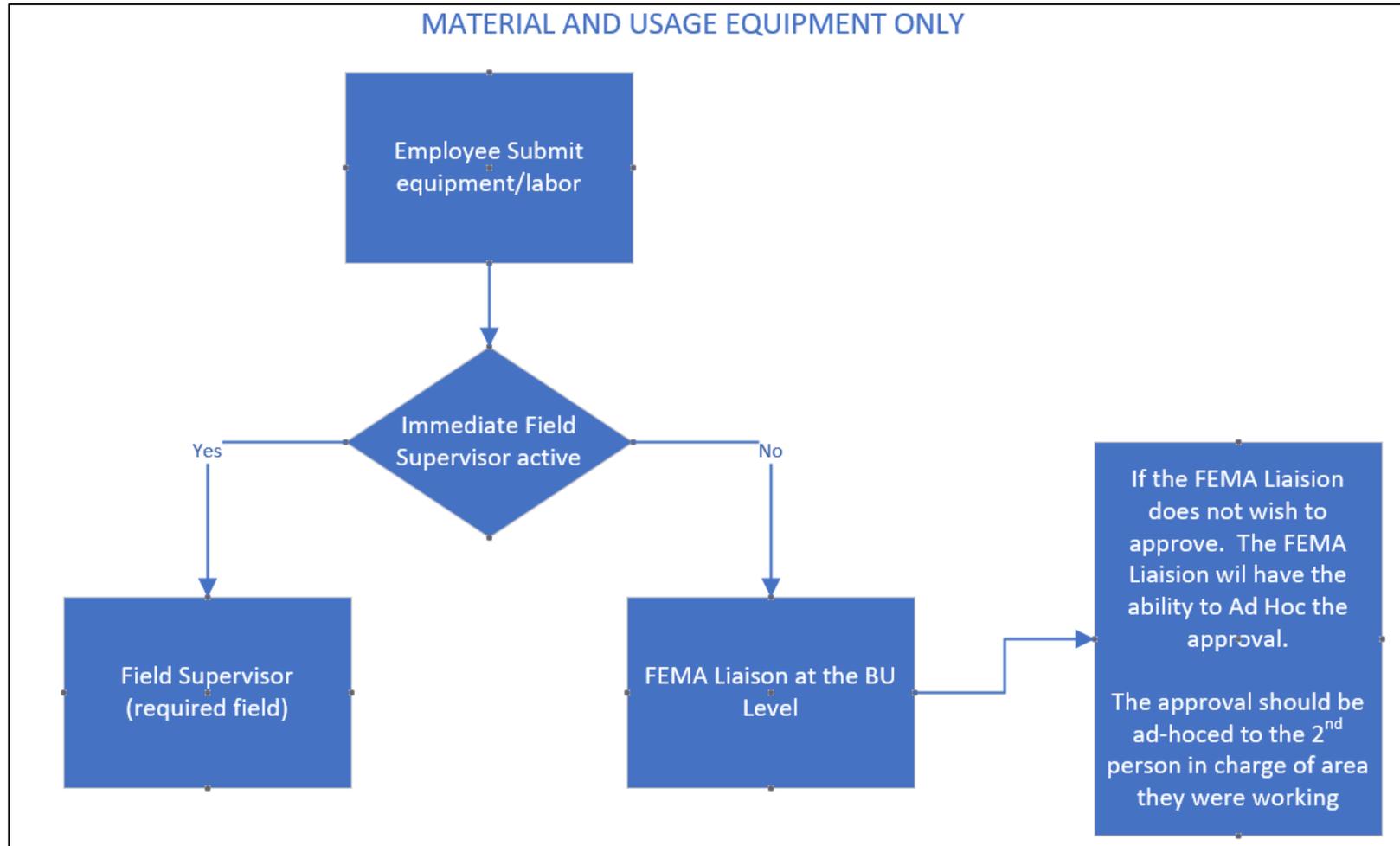
If the Field Supervisor is no longer in the County's employment (e.g. retired), the system will re-route the EMASS approval to the Department's EMASS Liaison for handling.

The EMASS Liaison can review and approve/deny the charges or ad-hoc the EMASS form to another field supervisor or assistant who can review the entries.

Time entries made in the Timesheet will all be reviewed and approved by the payroll supervisor. This includes any entries that have Task Group/Task Profile attached to an Emergency Event.

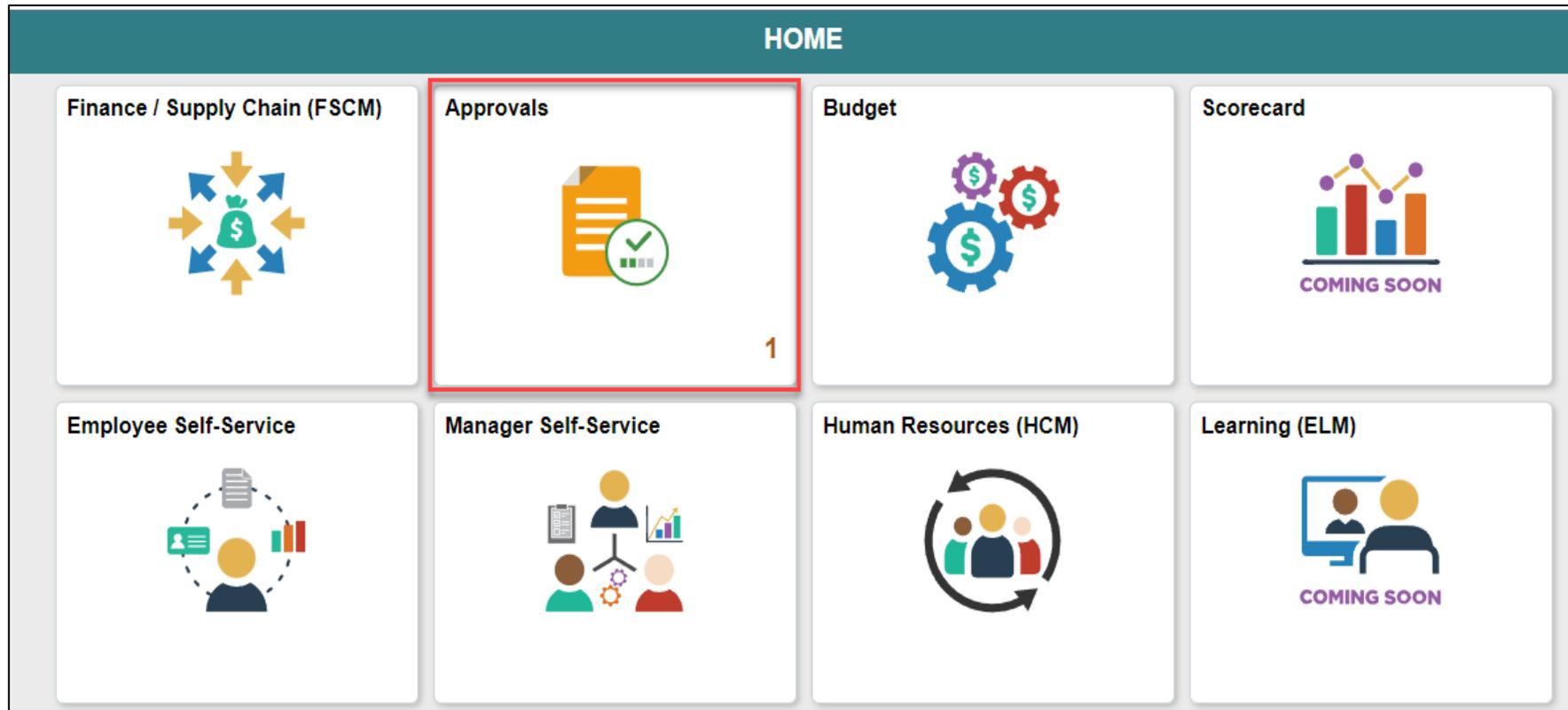
# Lecture 1: EMASS Approvals Flow

Labor, Material and Equipment charges follow the below approval.



# Lecture 2: Approving/Denying an EMASS Entry

To approve, log into INFORMS and select the Approvals tile.



# Lecture 2: Approving/Denying an EMASS Entry, Continued

Select **EMASS Labor and Work Performed** on the left-hand navigation  
Select the **entry** for approval

The screenshot shows a mobile application interface for 'Pending Approvals'. On the left, a navigation menu is visible with two items: 'All' (2) and 'EMASS Labor and Work Performed' (2). The 'EMASS Labor and Work Performed' item is highlighted with a red box and a red circle containing the number '1'. The main content area displays a list of two entries, each with a red circle containing the number '2' next to the date. The first entry is for 'EMASS Labor and Work Performed' with Employee 'Feliz, Saudie M', Date '05/02/22', and Seq # '1'. The second entry is for 'EMASS Labor and Work Performed' with Employee 'Feliz, Saudie M', Date '06/13/22', and Seq # '1'. Both entries are marked as 'Routed' with dates '05/27/2022' and '05/31/2022' respectively. The interface includes a 'View By' dropdown set to 'Type', a search icon, and a 'HOME' button in the top left corner.

View By	Type	Filter
All	2	
EMASS Labor and Work Performed	2	

All		2 rows
EMASS Labor and Work Performed	00325536 / 2022-05-02 / 1 Feliz, Saudie	Routed 05/27/2022 >
EMASS Labor and Work Performed	00325536 / 2022-06-13 / 1 Feliz, Saudie	Routed 05/31/2022 >

# Lecture 2: Approving/Denying an EMASS Entry, Continued

To view the details of the entries, select the **View EMASS Labor and Work Performed details link**

The screenshot displays the 'EMASS Labor and Work Performed' interface. At the top, there is a navigation bar with a back arrow, 'Pending Approvals', and the title 'EMASS Labor and Work Performed'. On the right side of the navigation bar are icons for home, search, chat, and a menu. Below the navigation bar, there is a status indicator 'In Process' and two buttons: 'Approve' (green) and 'Deny' (grey). The main content area is titled 'FEMA Approval Header Details' and contains the following information:

- Employee: 00325536 Feliz, Saudie M
- Location: A001050000 - Career Source South Florida-SF
- Date: June 13, 2022
- Seq Nbr: 1
- Submitted Date: 05/31/22

Below this information, there is a link 'View EMASS Labor and Work Performed Details' which is highlighted with a red box and a red circle containing the number '1'. Underneath the link are two input fields: 'Approver Comments' and 'Approval Chain'.

# Lecture 2: Approving/Denying an EMASS Entry, Continued

1. Once the EMASS charges have been reviewed, click either **Approve** if you agree with charges or **Deny** if you do not agree

**Pending Approvals** EMASS Labor and Work Performed

In Process

**FEMA Approval Header Details**

Employee 00325536 Feliz, Saudie M June 13, 2022 Seq Nbr 1

Location A001050000 - Career Source South Florida-SF Submitted Date 05/31/22

[View EMASS Labor and Work Performed Details](#)

Approver Comments

Approval Chain >

Approve Deny

# Course Content Summary

Congratulations! You have completed the Emergency Management Assistance System Solutions course. You now should be able to complete:

- EMASS Entries
- EMASS Approvals

For more information on INFORMS, please visit [www.miamidade.gov/informs](http://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)

## Job Aids

- 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!

**HCM 201 – EMERGENCY MANAGEMENT ASSISTANCE SYSTEM SOLUTIONS**



# Appendix