

Course ID: MSS 204
Course: Time Management

Ground Rules



Be on time



Attendance



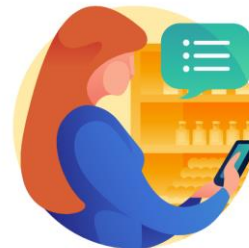
Turn off your cell phones when in class



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">○ Approve Time / Deny Time and Absence○ View Forecast Balance○ Manage Exceptions○ Enter Time on Behalf of Employee○ Submit Absence on Behalf of Employee○ Manage Work Schedules• Module 3: Course Summary |
| Training Audiences | <ul style="list-style-type: none">• Manager |
| Prerequisites | <ul style="list-style-type: none">• ERP 101 - Overview of ERP• ERP 102 - INFORMS Navigation and Online Help |

Course Overview, Continued

| | |
|------------------------------|---|
| Other Related Courses | <ul style="list-style-type: none">• MSS 205 - Manager Self Service - ePerformance Management (Employee Performance Evaluation)• MSS 206 - Manager Self Service - Updating Team Information |
| Estimated Duration | <ul style="list-style-type: none">• Day 1 (6 Hours)• Day 2 (6 Hours) Total duration: 12 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



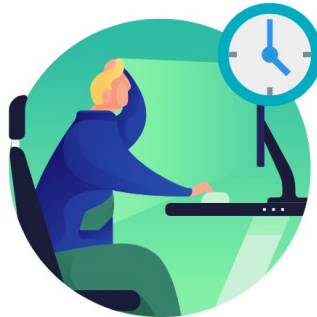
Actively participate in class



Take Breaks at scheduled times



Ask questions; this is your time to learn



Be back from Breaks on time

Learning Objectives

- Approve Time
- View Forecast Balance
- Manage Exceptions
- Enter Time on Behalf of Employee
- Submit Absence on Behalf of Employee
- Manage Work Schedules

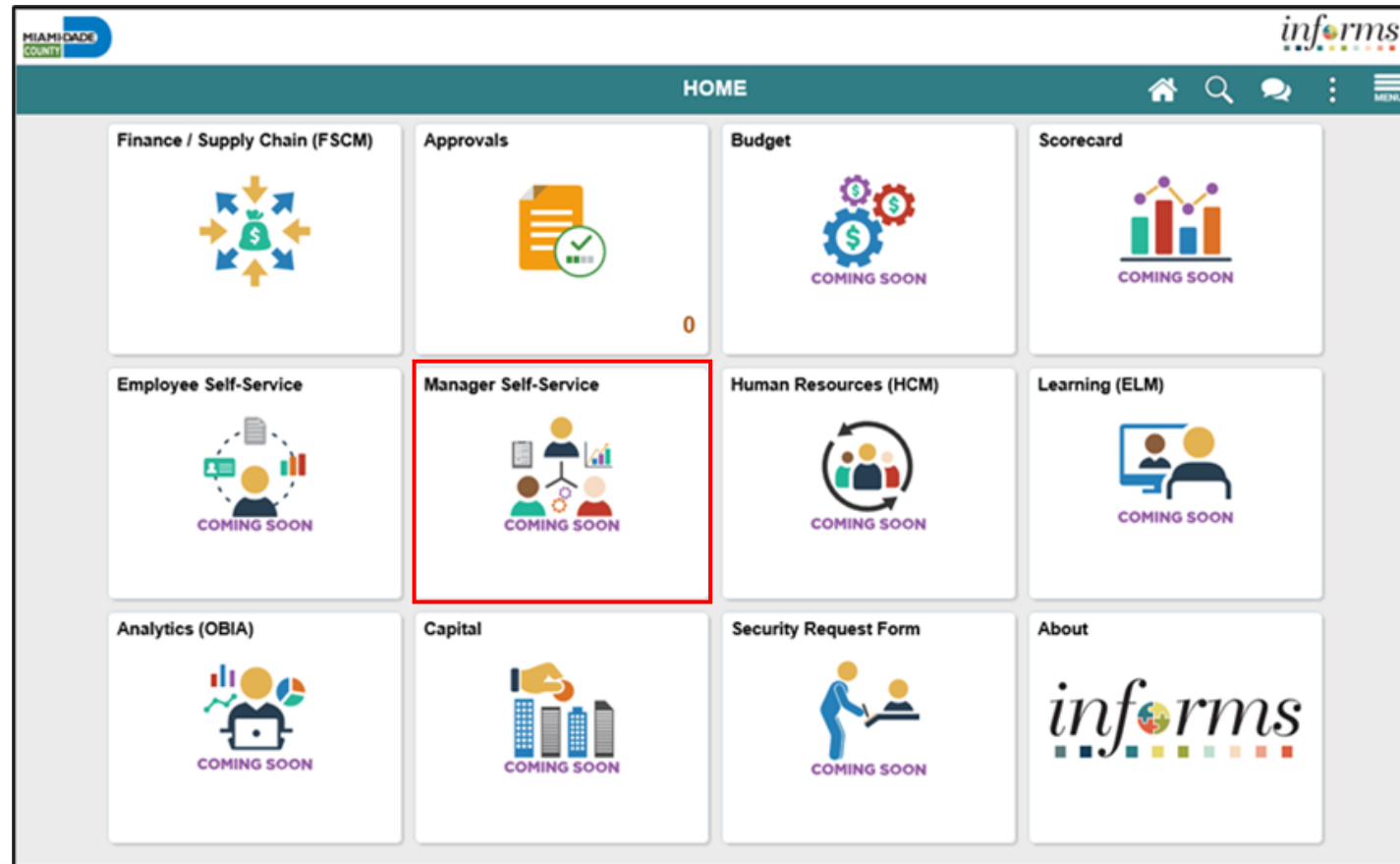
Roles and Responsibilities

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

| Role | Responsibilities |
|----------------|--|
| 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. |

Navigation

1. Login to the **INFORMS** and select **Manager Self-Service** tile from the home landing page.



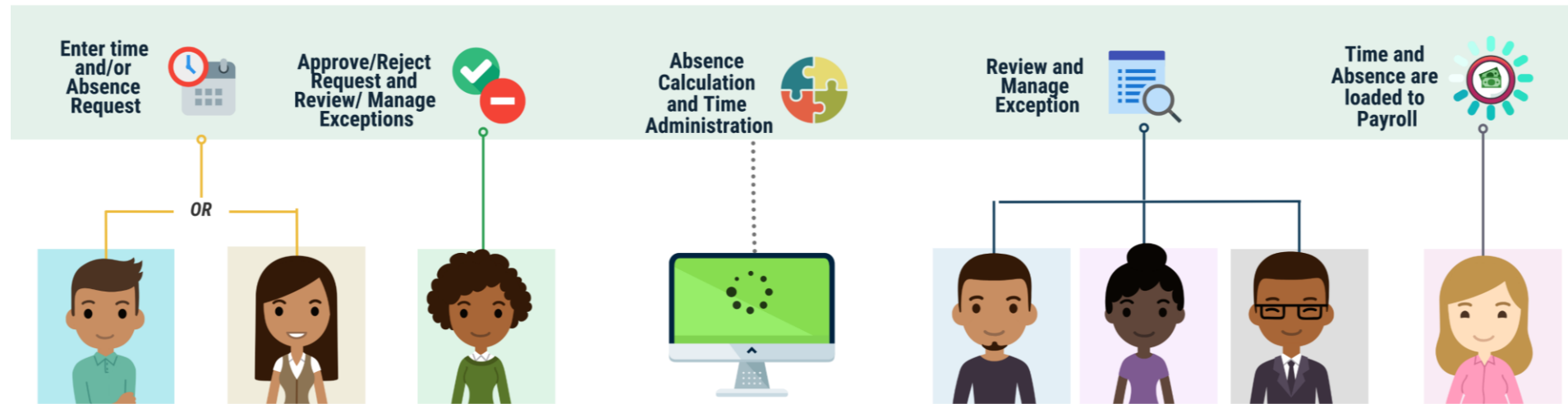
Purpose and Benefits to Business Process

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

- Reduce paper processes (Electronic workflows)
- Real-time updates to time and absence entry and approvals
- Employee Empowerment (Employee Self Service and Manager Self Service and mobile capabilities)
- Reduction of processing time
- Enhanced Reporting

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> |
|--|---|---|--|--|--|--|

Introduction to Activities and Exercises

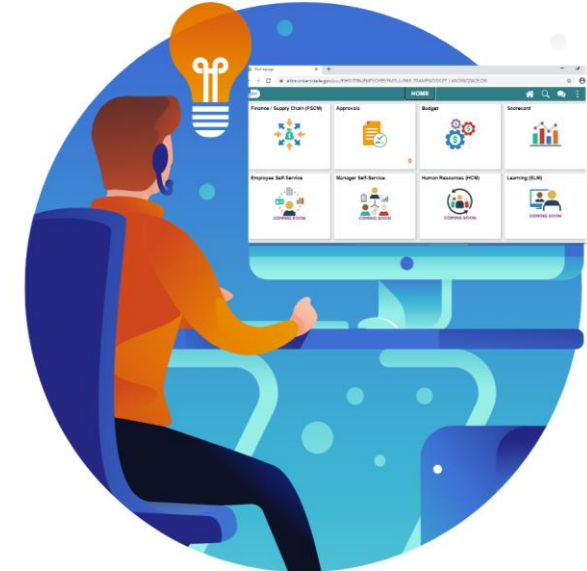
- You will take part in two types of hands-on learning throughout this course.



Instructor
Demo



Training
Activities



Training
Exercises

Module 1: Course Introduction Summary

Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Purpose and Benefits of the Business Process

Navigation

The End-to-End Business Process

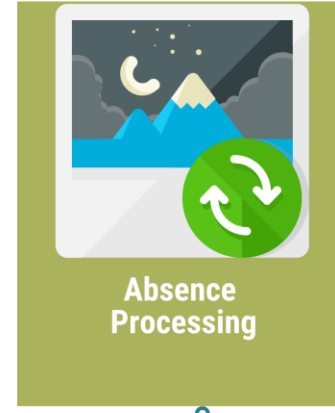
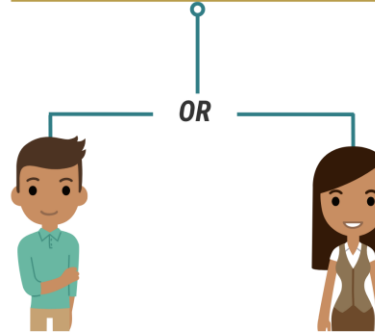
Introduction to Demonstrations and Exercises

Lesson 1: Approve Time and Absence

- Approve an employee's time and / or absence
- Check an employee's absence eligibility
- Learn the difference between Payable Time and Reported Time
- Understand how absence balances displayed on the employee's absence balance pages are from prior closed pay periods and do not include accruals earned or hours taken after pay period.

Lesson 1: Approve Time and Absence

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.

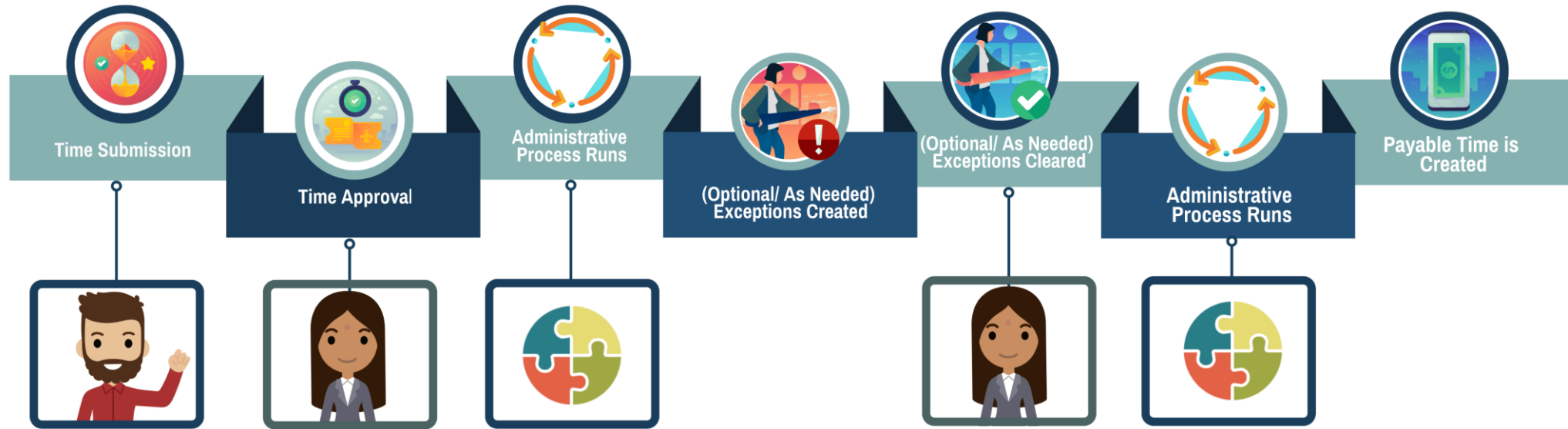


SYSTEM INFORMS

The administrative process that is performed.

Lesson 1: Approve Time and Absence

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 1: Key Terms

| Term | Definition |
|--|---|
| Absence Accrual | Periodic calculation of actual entitlement earned. |
| Absence Balance | Leave balance available for the employee to use. |
| Absence Entitlement | Leave Types that have associated balances to decrement when used, could have an accrual that adds to balance as earned. i.e. Sick, Annual. |
| 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). |
| Eligibility Group | 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. |
| Exceptions | Any reported time not in compliance with the pay plan or Collective Bargaining Agreement (CBA) rules. |
| Forecasting / Check Eligibility | Validation of sufficient balance and other additional criteria for an Absence Request. |

Lesson 1: Key Terms

| Term | Definition |
|---------------------------------------|---|
| Payable Time | Time after it has been processed and rules applied to create differentials, supplements, and overtime. |
| Process/Finalize Absence | The process to Calculate and close Absences for the current payroll period. |
| Reported Time | Time as it is entered on the timesheet. This is what Managers will approve. |
| Task Profile ID | Task values that allow you to track time and allocate cost for specific projects and activities. |
| Taskgroup | Assigned to the employee, controls available Task Profiles on the timesheet. |
| Time Administration | INFORMS system process to trigger all the rules and generate exceptions. |
| Time Collection Devices (TCDs) | A method for collecting reported time outside of the online timesheet in Time and Labor. |
| Time Reporter Type | Determines the information of an employee must provide for work hours on the timesheet, Punched or Elapsed. |

Lesson 1: Key Terms

| Term | Definition |
|------------------------------------|---|
| Time Reporting Codes (TRCs) | 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. |
| Time Reporting Template | Determines fields used for time entry. There is an Elapsed Time Reporting Template and a Punch Time Reporting Template. |
| Workgroups | Grouping of employees that share common Time and Labor attributes and rules. |

Lecture 1: Approve Time and Absence

Approving Reported Time / Absence

- 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.
- Absence Balances 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 or hours taken after the pay period end date.

Lecture 1: Approve Time and Absence Continued

The following outlines how to approve time through batch approval:

1. Navigate to: **Home > Approvals.**

The screenshot displays the inForms application interface for Miami-Dade County. The top navigation bar includes the Miami-Dade County logo, a 'HOME' button, and utility icons for home, search, chat, and menu. The main content area features a grid of tiles for various services:

- Finance / Supply Chain (FSCM)**: Icon of a dollar sign with arrows.
- Approvals**: Icon of a document with a checkmark, highlighted with a red border and the number '19' in the bottom right corner.
- Budget**: Icon of two interlocking gears with dollar signs.
- Scorecard**: Icon of a bar chart with a line graph.
- Employee Self-Service**: Icon of a person with a document, labeled 'COMING SOON'.
- Manager Self-Service**: Icon of a person with a document and gear, labeled 'COMING SOON'.
- Human Resources (HCM)**: Icon of three people in a circle, labeled 'COMING SOON'.
- Learning (ELM)**: Icon of a person at a computer, labeled 'COMING SOON'.
- Analytics (OBIA)**: Icon of a person with a laptop and charts, labeled 'COMING SOON'.
- Capital**: Icon of a hand holding a coin over buildings, labeled 'COMING SOON'.
- Security Request Form**: Icon of a person at a desk, labeled 'COMING SOON'.
- About**: The inForms logo.

The bottom of the page features a teal footer with a refresh icon and the Miami-Dade County logo.

Lecture 1: Approve Time and Absence Continued

2. The list of Pending Approvals will be available via **Pending Approvals** page.

3. Select **Time and Absence** to view the list whose time need to be approved.

The screenshot displays the 'Pending Approvals' page in the informatics system. The page features a sidebar on the left with a 'View By' dropdown set to 'Type'. The sidebar lists various approval types with their respective counts: All (240), Budget Journal (22), Expense Report (1), Payment Request (113), Performance (25), Requisition (3), Supplier (18), Supplier Change Request (5), Time and Absence (17), and Voucher (36). The 'Time and Absence' category is highlighted with a red box. The main content area shows a list of pending approvals with columns for type, amount, description, and status. The 'Time and Absence' category is highlighted in the left sidebar.

| Type | Amount | Description | Status |
|-------------------------|------------------|--|-------------------|
| Budget Journal | 1,200,000.00 USD | To load Expense Budget for Cri - MDADE / 0000109736 / 2022-04-11 - Original - Maxwell, Sean | Routed 04/11/2022 |
| Budget Journal | 1,200,000.00 USD | To load Revenue Budget for Cri - MDADE / 0000109737 / 2022-04-11 - Original - Maxwell, Sean | Routed 04/12/2022 |
| Budget Journal | 71,000.00 USD | Re-class Original Budget to Co - MDADE / 0000175642 / 2022-10-25 - Transfer Original - Caliste, Monique | Routed 10/25/2022 |
| Supplier Change Request | 0000003532 | 0000005027 / BLACK & VEATCH CORPORATION / Integrity Error | Routed 11/28/2022 |
| Performance | | 5 - Outstanding 02/22/2021 To 02/20/2022 Elba Lail | Routed 01/10/2023 |
| Budget Journal | 12,000.00 USD | LOADING GRANT BUDGET FOR ADF S - MDADE / 0000196860 / 2023-01-11 - Original - Brittney A Wooding | Routed 01/11/2023 |
| Performance | | 4 - Above Satisfactory 02/22/2021 To 07/10/2022 Deja Wang | Routed 01/20/2023 |
| Budget Journal | 1,634,000.00 USD | FY 22 EOY Budget Supplement an - MDADE / 0000201624 / 2022-09-30 - Year End Supplemental - Galvez, Barbara | Routed 04/26/2023 |

Lecture 1: Approve Time and Absence Continued

4. You can approve for an individual employee, or mass approve employees without drilling into details by selecting multiple employees or the check box at the top row and selecting the approval button.

Note: The new indicator feature will distinguish between Time entries and Absence entries and the corresponding period and will be filtered in the following order:

- 1st Sort: By Period – Current, Prior and Future
- 2nd Sort: By Type – Time, Absence
- 3rd Sort: By Date Requested (Start Date) – Older date first

MIAMI-DADE COUNTY

informs

HOME Pending Approvals

View By Type

Approve

25 rows

| Time and Absence | | | |
|--------------------------|----------------------------------|---|------------------------|
| <input type="checkbox"/> | | Quantity for Approval 24.00 Hours 10/02/2023 - 10/12/2023 Time Entry Current Period | Routed 09/27/2023 > |
| <input type="checkbox"/> | Time and Absence Devrick Hein | Quantity for Approval 8.00 Hours 10/05/2023 - 10/05/2023 Absence Current Period | Routed 09/05/2023 > |
| <input type="checkbox"/> | Time and Absence Devrick Hein | Quantity for Approval 8.00 Hours 10/10/2023 - 10/10/2023 Absence Current Period | Routed 09/26/2023 > |
| <input type="checkbox"/> | Time and Absence Devrick Hein | Quantity for Approval 4.00 Hours 10/11/2023 - 10/11/2023 Absence Current Period | Routed 09/28/2023 > |
| <input type="checkbox"/> | Time and Absence Leigh Fagan | Quantity for Approval 9.00 Hours 08/25/2023 - 08/25/2023 Time Entry Prior Period | Routed 09/02/2023 > |

Lecture 1: Approve Time and Absence Continued

5. To drill down into the time or absence entry, select the row in the Time Entry or Absence details section in which needs to be approved.

The screenshot displays the 'Pending Approvals' section of the inform system. The interface includes a sidebar on the left with navigation options, a top navigation bar with 'HOME' and 'Pending Approvals', and a main content area with a table of requests. The 'Time and Absence' category is selected, showing 17 rows. The first row is highlighted with a red box.

| Time and Absence | | | 17 rows |
|--------------------------|--|---|------------------------|
| <input type="checkbox"/> | Time and Absence Leigh Fagan | Quantity for Approval 32.00 Hours 09/18/2023 - 09/21/2023 Time Entry Current Period | Routed 09/05/2023 > |
| <input type="checkbox"/> | Time and Absence Leigh Fagan | Quantity for Approval 8.00 Hours 09/22/2023 - 09/22/2023 Absence Current Period | Routed 09/05/2023 > |
| <input type="checkbox"/> | Time and Absence Leigh Fagan | Quantity for Approval 4.00 Hours 09/25/2023 - 09/25/2023 Absence Current Period | Routed 09/05/2023 > |
| <input type="checkbox"/> | Time and Absence Bridger Faulk | Quantity for Approval 0.00 Hours 08/07/2023 - 08/18/2023 Time Entry Prior Period | Routed 08/22/2023 > |
| <input type="checkbox"/> | Time and Absence Aiyana Lapierre | Quantity for Approval 0.00 Hours 08/07/2023 - 08/17/2023 Time Entry Prior Period | Routed 08/22/2023 > |
| <input type="checkbox"/> | Time and Absence Devrick Hein | Quantity for Approval 0.00 Hours 08/07/2023 - 08/11/2023 Time Entry Prior Period | Routed 08/22/2023 > |

Lecture 1: Approve Time and Absence Continued

6. Select the individual time entry lines or all time entry lines. Select the Approve button to approve this employee's reported time or absence request. Select the **Approve** button to approve this employee's timesheet.

Pending Approvals Time and Absence

Leigh Fagan
Erp Business Analyst 2

4 line(s) are pending your approval
In Process

Summary

Time Period 09/18/2023 - 09/21/2023 Time Entry

Quantity for Approval 32.00 Hours Quantity Scheduled 32.00 Hours

Quantity Submitted/ Approved 0.00 Hours Quantity Reported 32.00 Hours

Quantity Denied 0.00 Hours

[View Legend](#)

Reported Time Details

Pending All

4 rows

| Select | Report Date | Time Reporting Code | Quantity for Approval | Reported for Date / Scheduled for Date |
|-------------------------------------|-------------|---------------------------|-----------------------|--|
| <input checked="" type="checkbox"/> | 09/18/2023 | REG - Regular Time | 8.00 Hours | 8.00 Hours / 8.00 Hours |
| <input checked="" type="checkbox"/> | 09/19/2023 | REG - Regular Time | 8.00 Hours | 8.00 Hours / 8.00 Hours |
| <input checked="" type="checkbox"/> | 09/20/2023 | REG - Regular Time | 8.00 Hours | 8.00 Hours / 8.00 Hours |
| <input checked="" type="checkbox"/> | 09/21/2023 | WRKHM - Working from Home | 8.00 Hours | 8.00 Hours / 8.00 Hours |

Lecture 1: Approve Time and Absence Continued

7. An **Approve** window will appear to ensure all comments are included prior to submitting the employee's reported time.

8. Select **Submit**.

Note: Once submitted, INFORMS will populate a message to inform the approver that they have Approved the request.

The screenshot displays the 'Pending Approvals' screen in the 'Time and Absence' system. The user is Leigh Fagan, an ERP Business Analyst 2. The system indicates that 4 line(s) are pending approval. The summary shows a time period of 09/18/2023 - 09/21/2023 with 32.00 hours for approval, 0.00 hours submitted, and 0.00 hours denied. A modal window titled 'Approve' is open, showing a confirmation message 'You are about to approve this request.' and a text area for 'Approver Comments'. The 'Submit' button in the modal is highlighted with a red box.

| Select | Report Date | Time Reporting Code | Reported for Date / Scheduled for Date |
|-------------------------------------|-------------|---------------------|--|
| <input checked="" type="checkbox"/> | 09/18/2023 | REG - Regular Time | 8.00 Hours / 8.00 Hours |
| <input checked="" type="checkbox"/> | 09/19/2023 | REG - Regular Time | 8.00 Hours / 8.00 Hours |

Lecture 1: Approve Time and Absence Continued

9. When approving an Absence Request, simply select the absence on the **Pending Approvals** page that you would like to approve. Select **Approve**, enter any applicable **Approver Comments** and **Submit**. Finally, select **OK**.

The screenshot shows the 'Pending Approvals' page in the informs system. The page title is 'Pending Approvals'. On the left, there is a sidebar with navigation options: All (240), Budget Journal (22), Expense Report (1), Payment Request (113), Performance (25), Requisition (3), Supplier (18), Supplier Change Request (5), Time and Absence (17), and Voucher (38). The main content area displays a list of 'Time and Absence' requests. One request is highlighted with a red box, showing details for Leigh Fagan, including approval dates and quantity. An 'Approve' button is visible in the top right corner.

| Type | Requester | Quantity for Approval | Approval Period | Status |
|------------------|-------------|-----------------------|-------------------------|--------|
| Time and Absence | Leigh Fagan | 32.00 Hours | 09/18/2023 - 09/21/2023 | Routed |
| Time and Absence | Leigh Fagan | 8.00 Hours | 09/22/2023 - 09/22/2023 | Routed |

The screenshot shows the 'Pending Approvals' page in the informs system. A 'Mass Approve' dialog box is open, prompting the user to enter 'Approver Comments'. The dialog box has a 'Cancel' button and a 'Submit' button. The background shows the same list of 'Time and Absence' requests as the previous screenshot.

Mass Approve

Approver Comments

You are about to approve the following 1 request(s).

| Type | Requester | Quantity for Approval | Approval Period | Status |
|------------------|-------------|-----------------------|-------------------------|--------|
| Time and Absence | Leigh Fagan | 8.00 Hours | 09/22/2023 - 09/22/2023 | Routed |

Lesson 1: Activities and Exercises



Lesson 1: Lesson Summary

- Approve an employee's time and / or absence
- Check an employee's absence eligibility
- Learn the difference between Payable Time and Reported Time
- Understand how absence balances displayed on the employee's absence balance pages are from prior closed pay periods and do not include accruals earned or hours taken after pay period.

Lesson 2: View Forecast Balance

- 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 2: Key Terms

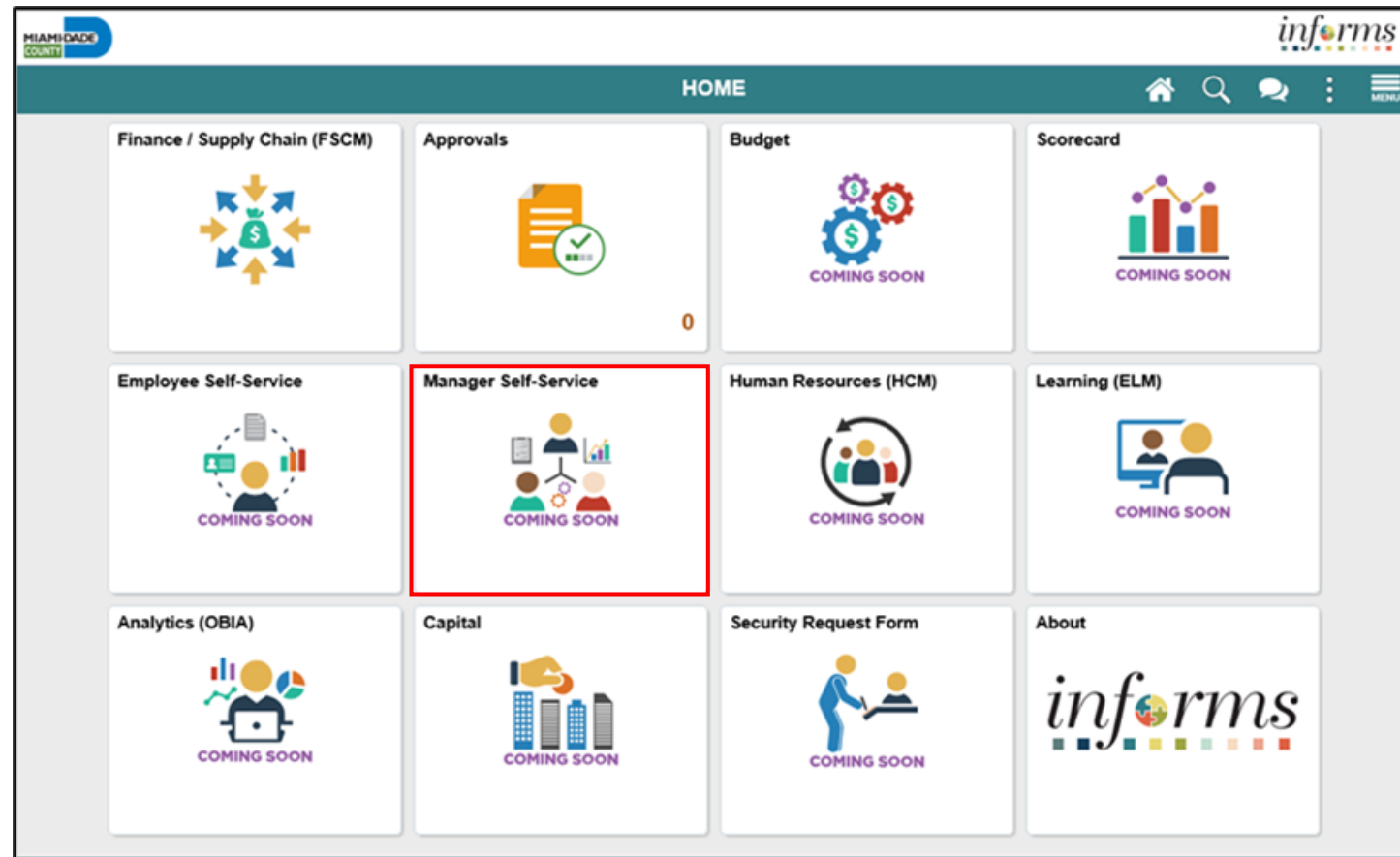
| Term | Definition |
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| Absence Accrual | Periodic calculation of actual entitlement earned. |
| Absence Balance | Leave balance available for the employee to use. |
| Absence Entitlement | Leave Types that have associated balances to decrement when used, could have an accrual that adds to balance as earned. i.e., Sick, Annual. |
| 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). |
| Eligibility Group | 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. |
| Forecasting / Check Eligibility | Validation of sufficient balance and other additional criteria for an Absence Request. |
| Process/Finalize Absence | The process to Calculate and close Absences for the current payroll period. |

Lesson 2: View Forecast Balance Continued

- Managers can review Forecast Balance through the Manager Self Service tile. The Forecast Balance allows you to forecast a specific absence type for the employee as of a past or future date.

Lecture 1: View Forecast Balance

1. Login to the INFORMS and select **Manager Self-Service** tile from the home landing page.



Lecture 1: View Forecast Balance Continued

2. Select Team Time.

The screenshot displays the 'Manager Self-Service' interface. The top navigation bar includes the 'MIAMI DADE COUNTY' logo on the left, the 'informs' logo on the right, and a search bar with icons for home, search, chat, and menu. The main content area features several tiles: 'State HR Forms' (clipboard icon), 'My Team' (group of people icon), 'Team Time' (clock icon, highlighted with a red border), 'Team Performance' (chart icon, showing '16 In Progress Documents'), 'Update Team Information' (document with refresh icon), and 'Review Outside Employment Req' (document icon). A 'Record Administrative Actions' tile with the 'ORACLE PEOPLESFT' logo is also visible. The bottom of the screen shows a dark teal bar with a refresh icon and the 'MIAMI DADE COUNTY' logo.

Lecture 1: View Forecast Balance Continued

3. Select **Absence Balances**.

4. Select an employee's absence balance record.

The screenshot displays the 'Team Time' application interface. On the left is a sidebar with navigation options: Timesheet, Report Time, Weekly Time Summary, Payable Time, Request Absence, Cancel Absences, View Requests, **Absence Balances** (highlighted with a red box), Manage Exceptions, and Reporting Locations. The main content area is titled 'Absence Balances' and includes a search bar and a 'Select Employee' section. Below this is a table with 7 rows. The table has columns for Name / Title / ID - Record, Directs / Total, Status / Type, and Position. The row for Devrick Hein is highlighted with a red box.

| Name / Title / ID - Record | Directs / Total | Status / Type | Position |
|--|-----------------|--------------------|------------|
| Aiyana Lapierre Erp Business Analyst 3 00156195 - 0 | | Active Employee | 00027722 > |
| Bridger Faulk Erp Business Analyst 3 00217277 - 0 | | Active Employee | 00024247 > |
| Devrick Hein Erp Business Analyst 3 00139131 - 0 | | Active Employee | 00025600 > |

Lecture 1: View Forecast Balance Continued

5. Scroll down and select **Forecast Balance**.
6. Select the date for which you want to forecast the balance in **As Of Date**.
7. Select the type of absence being forecasted in **Filter by Type**.
8. Select the type of absence in **Absence Name**.
9. Select **Forecast Balance** to display the forecasted balance details.

The screenshot displays the 'Absence Balances' page for Devrick Hein, an ERP Business Analyst 3. The page shows a list of absence types and their current balances as of 08/20/2023. Below this list is a 'Forecast Balance' section with filters for 'As of Date' (10/30/2023), 'Filter by Type' (Annual Leave), and '*Absence Name' (Annual Leave). The current balance for Annual Leave is 608.00 Hours. A red box highlights the 'Forecast Balance' button.

| Absence Type | As Of Date | Balance |
|------------------------------|------------------|--------------|
| Birthday Holiday Balance | As Of 08/20/2023 | 0.00 Days |
| Floating Holiday Balance | As Of 08/20/2023 | 0.00 Days |
| Sick Leave Balance | As Of 08/20/2023 | 846.00 Hours |
| Compensatory Leave Balance | As Of 08/20/2023 | 0.00 Hours |
| Holiday Earned Leave Balance | As Of 08/20/2023 | 60.00 Hours |
| Annual Leave Balance | As Of 08/20/2023 | 608.00 Hours |

Forecast Balance

As of Date: 10/30/2023
Filter by Type: Annual Leave
*Absence Name: Annual Leave
Current Balance: 608.00 Hours**

Forecast Balance

Lecture 1: View Forecast Balance Continued

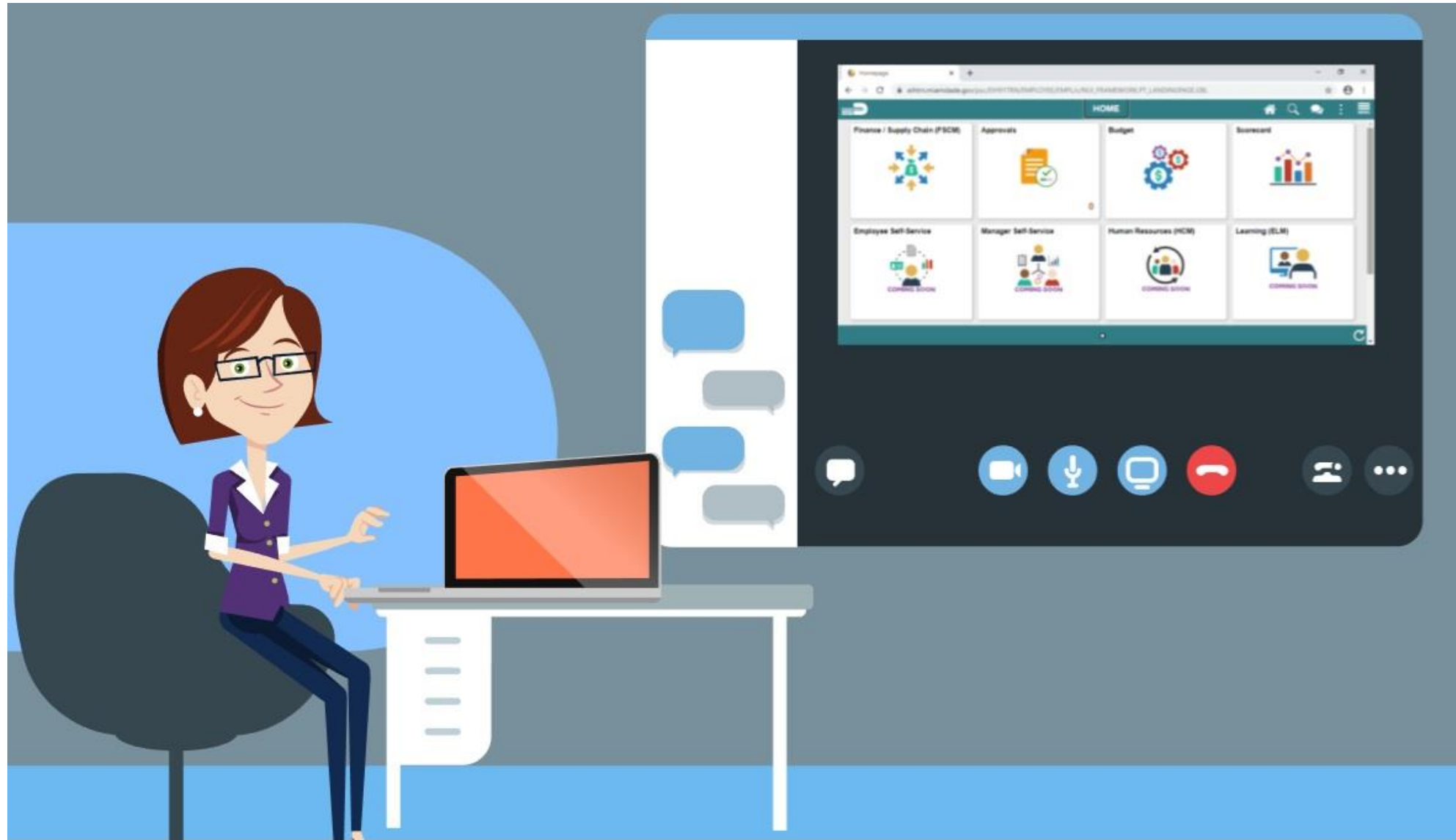
The **Forecast Details** will display.

The screenshot shows a software interface for 'Team Time'. The main content area displays 'Absence Balances' for Devrick Hein, an Erp Business Analyst 3. A modal window titled 'Forecast Details' is open, showing the following data:

| Forecast Details | |
|-------------------------------|--------|
| Annual Leave Balance | 680.00 |
| Creditable Pay Period - Begin | 26.00 |
| Creditable Pay Period - End | 1.00 |

The background interface includes a sidebar with the following menu items: Timesheet, Report Time, Weekly Time Summary, Payable Time, Request Absence, Cancel Absences, View Requests, Absence Balances (highlighted), Manage Exceptions, Reporting Locations, and Workforce Availability. The main content area lists various absence balances as of 08/20/2023, including Birthday Holiday Balance, Floating Holiday Balance, Sick Leave Balance, Compensatory Leave Balance, Holiday Earned Leave Balance, and Annual Leave Balance. A disclaimer is visible below the list: '**Disclaimer The current balance doe...'. The 'Forecast Balance' section is partially visible at the bottom.

Lesson 2: Activities and Exercises



Lesson 2: Lesson Summary

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

- Forecast an employee's absence balance

Lesson 3: Manage Exceptions

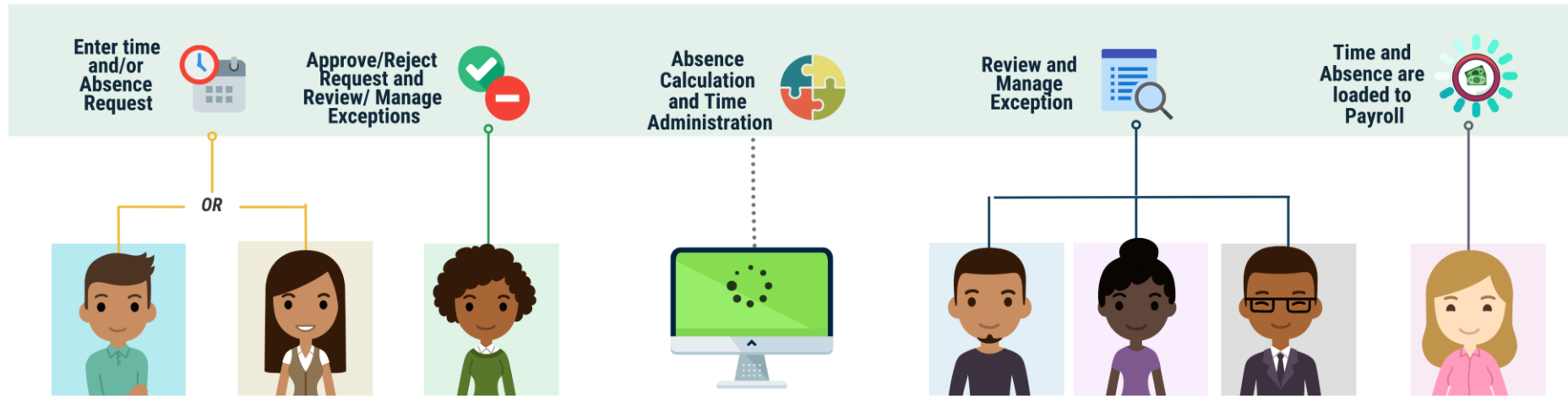
- Understand the difference between High, Medium and Low Severity Exceptions
- View and resolve time reporting exceptions

Lesson 3: Key Terms






| Term | Definition |
|-------------------------|---|
| Exceptions | Any time reported that are not in compliance with the Pay Plan or CBA rules. |
| High Exception | 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 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. |

Lecture 1: Overview of Exceptions

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> |
|--|---|---|--|--|--|--|

Lecture 1: Overview of 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

Lecture 1: Overview of Exceptions Continued

- Exceptions generate when time is reported and either an aspect of time is incorrect, or the time doesn't comply with user-defined rule.
- Exceptions may be system-generated through validation processes or generated as a result of Time Administration rules.
- Exceptions have severity levels:
 - **High**
 - **Medium**
 - **Low**

Lecture 1: Overview of Exceptions Continued

Overview of Exceptions

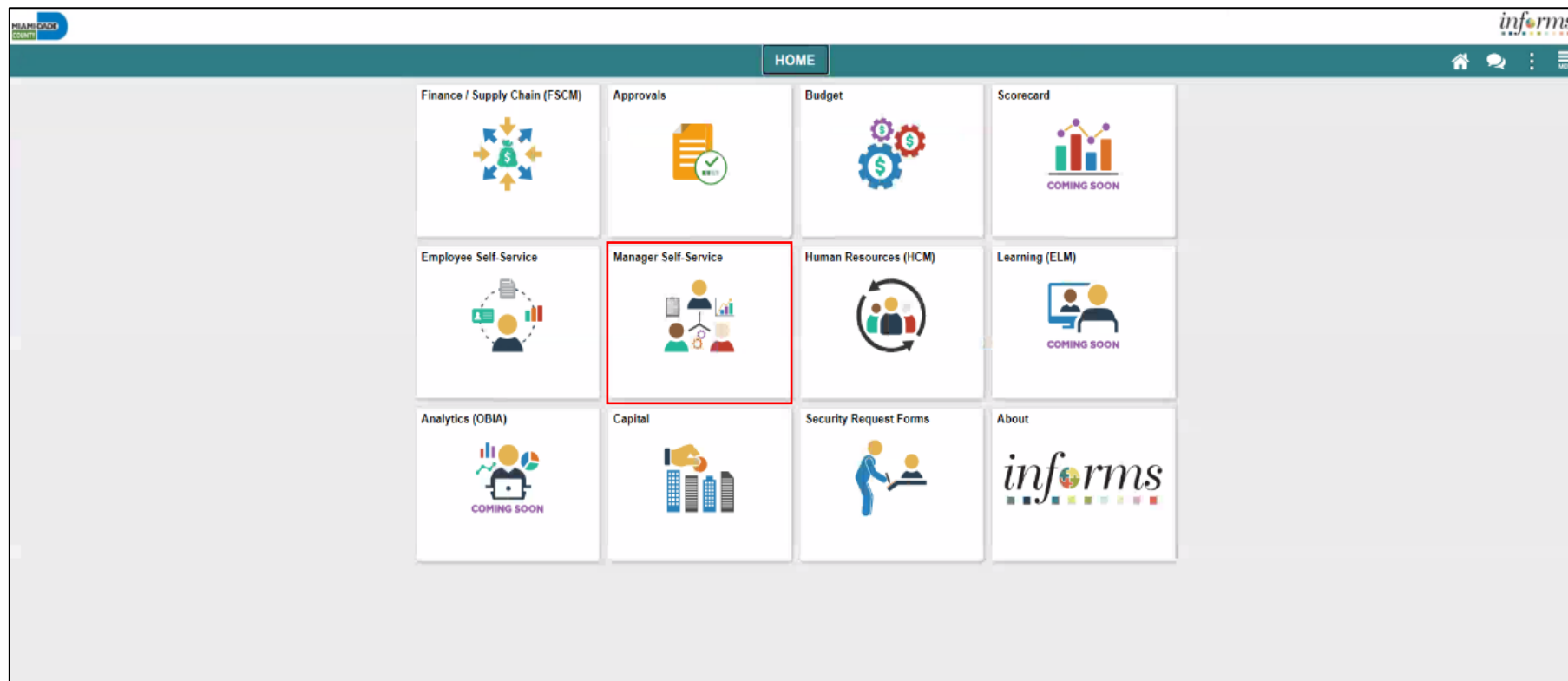
The following are different types of exceptions that can occur:

| 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 |

Lecture 2: Manage Exceptions

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

1. Navigation: **Manager Self-Service > Team Time**



Lecture 2: Manage Exceptions Continued

2. Select **Manage Exceptions** then choose the employee. You can use the two filter icons to narrow down your search.

The screenshot shows the 'Manager Self-Service' interface with the 'Team Time' section. The 'Manage Exceptions' menu item is highlighted in green. The main content area shows a list of exceptions for four employees: Bridger Faulk, Devrick Hein, Leigh Fagan, and Vera Justice. Each entry includes the employee name, a description of the exception (MDVALEX2 - Less than 80/96 hours REG), the severity (Low), and the date (08/17/2023, 08/18/2023, 08/11/2023, and 08/18/2023 respectively). A red box highlights the filter icon in the top left of the exceptions list, and another red box highlights the sort icon in the top right of the list.

| Employee | Description | Severity | Date | Action |
|---------------|--------------------------------------|----------|------------|--------|
| Bridger Faulk | MDVALEX2 - Less than 80/96 hours REG | Low | 08/17/2023 | > |
| Devrick Hein | MDVALEX2 - Less than 80/96 hours REG | Low | 08/18/2023 | > |
| Leigh Fagan | MDVALEX2 - Less than 80/96 hours REG | Low | 08/11/2023 | > |
| Vera Justice | MDVALEX2 - Less than 80/96 hours REG | Low | 08/18/2023 | > |

Lecture 2: Manage Exceptions Continued

- **Note:** the indicator to the right will indicate whether the exception is low, medium, or high. Although INFORMS will trigger a Low and Medium severity, the Manager can submit time. However, for High severity, based on the severity explanation, Managers are required to update the time sheet prior to submitting for approval. It is **strongly** encouraged to review each individual exception before submitting.

The screenshot displays the 'Manager Self-Service' interface for 'Team Time'. The 'Manage Exceptions' section is active, showing a list of exceptions for four employees: Bridger Faulk, Devrick Hein, Leigh Fagan, and Vera Justice. Each exception is categorized as 'Low' severity and includes a date. A red box highlights the severity and date columns. The interface also includes a sidebar with navigation options and a right sidebar for 'Attendance Violations'.

| Employee | Exception Description | Severity | Date |
|---------------|--------------------------------------|----------|------------|
| Bridger Faulk | MDVALEX2 - Less than 80/96 hours REG | Low | 08/17/2023 |
| Devrick Hein | MDVALEX2 - Less than 80/96 hours REG | Low | 08/18/2023 |
| Leigh Fagan | MDVALEX2 - Less than 80/96 hours REG | Low | 08/11/2023 |
| Vera Justice | MDVALEX2 - Less than 80/96 hours REG | Low | 08/18/2023 |

Lecture 2: Manage Exceptions Continued

3. In the **Reported Time Details** section and select the Reported Date with the exceptions.

The screenshot displays the 'Manager Self-Service' interface for 'Team Time'. The 'Manage Exceptions' section is active, showing a list of exceptions. The first exception is highlighted with a red box:

| Employee | Exception Description | Priority | Date |
|------------------|---|----------|------------|
| Jada Arevalo | MD>REGOT - TRC greater than REG and OVT | High | 08/05/2023 |
| Jada Arevalo | MDNOPYLV - TRC Not Paid on Leave | High | 08/05/2023 |
| Jada Arevalo | MDVALEX2 - Less than 80/96 hours REG | Low | 08/13/2023 |
| Ludivina Arevalo | MDVALEX2 - Less than 80/96 hours REG | Low | 08/07/2023 |

The right sidebar shows 'Related Information' with an 'Add Analytics' button and a section for 'Attendance Violations' which is currently empty.

Lecture 2: Manage Exceptions Continued

4. In the **Reported Time Details** section and select the Reported Date with the exceptions.

Manager Self-Service Team Time

Jada Arevalo
Correctional Officer
[Return to Manage Exceptions](#)

Saturday, Aug 5, 2023

Submitted Time

+ Elapsed Punch

| | | |
|--------------------------------|------------|-------------|
| REG - Regular Time | 6.75 Hours | > |
| FRHCR - Forensic Healthcare Un | 8.00 Hours | > |
| Total | | 14.75 hours |

Exceptions

| | |
|---|------|
| MD>REGOT - TRC greater than REG and OVT | High |
| MDNOPYLV - TRC Not Paid on Leave | High |

Related Information

Add Analytics

Attendance Violations

Lecture 2: Manage Exceptions Continued

5. In the **Time Report** page, review the exception and make appropriate updates then select **Submit**. In this example, the correct hours quantity is inputted. However, the exception may have been generated due to an incorrect **Time Reporting Code** or **Taskgroup**.

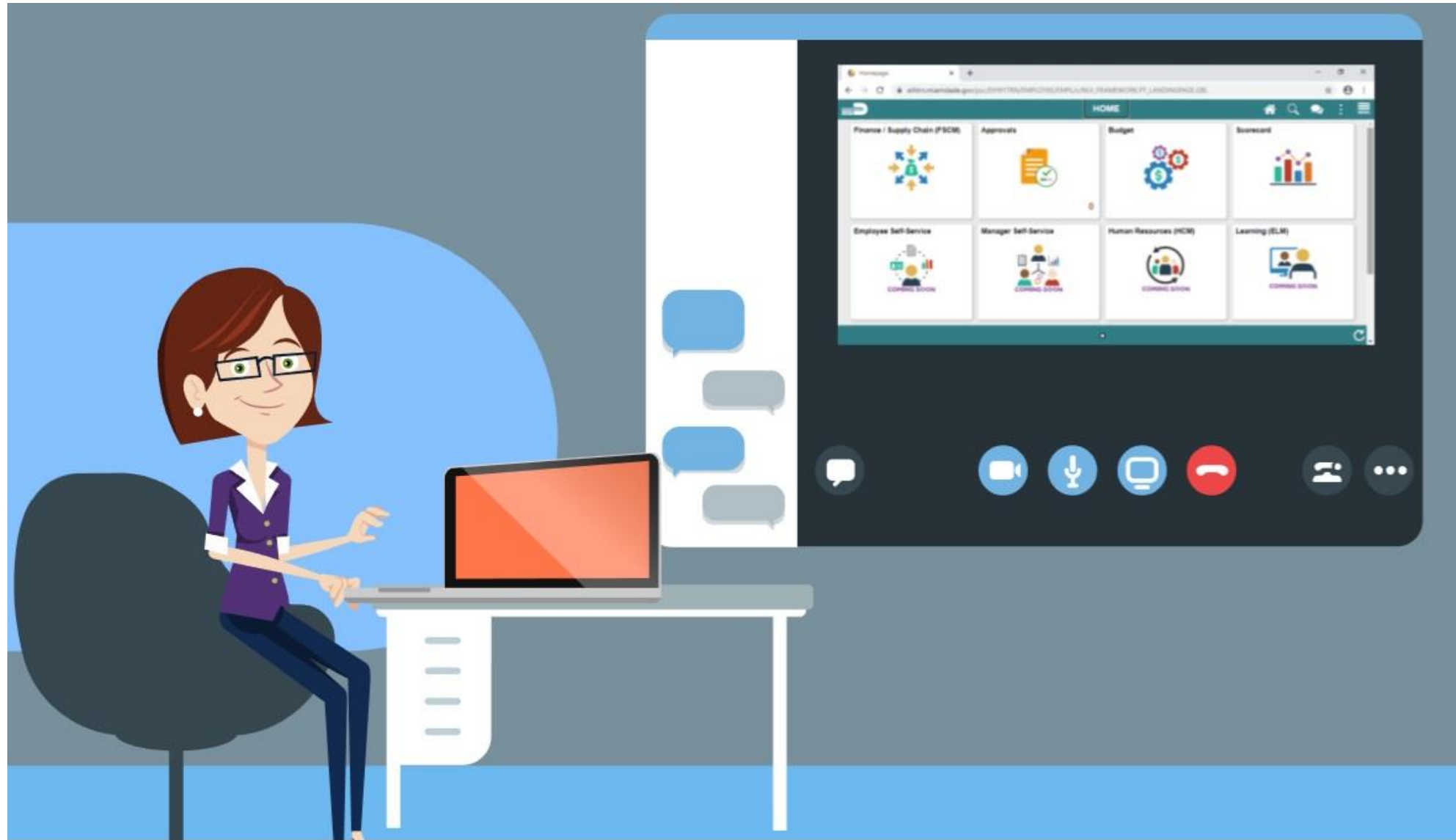
The screenshot displays a 'Time Report' form with the following fields and values:

- Date:** 08/05/2023
- *Time Reporting Code:** REG - Regular Time
- QuickFill:** (dropdown menu)
- Quantity:** 8 Hours
- Time Details:**
 - *Taskgroup:** PSNONCATSK (with search icon) Commitment Accounting
 - Task Profile ID:** (with search icon)
 - Assignment:** (with search icon)
 - OCL Jobcode:** (with search icon)
 - Source:** Online
- Buttons:** Cancel, Submit, and Delete.

Lecture 2: Manage Exceptions Continued

- **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 3: Activities and Exercises



Lesson 3: Lesson Summary

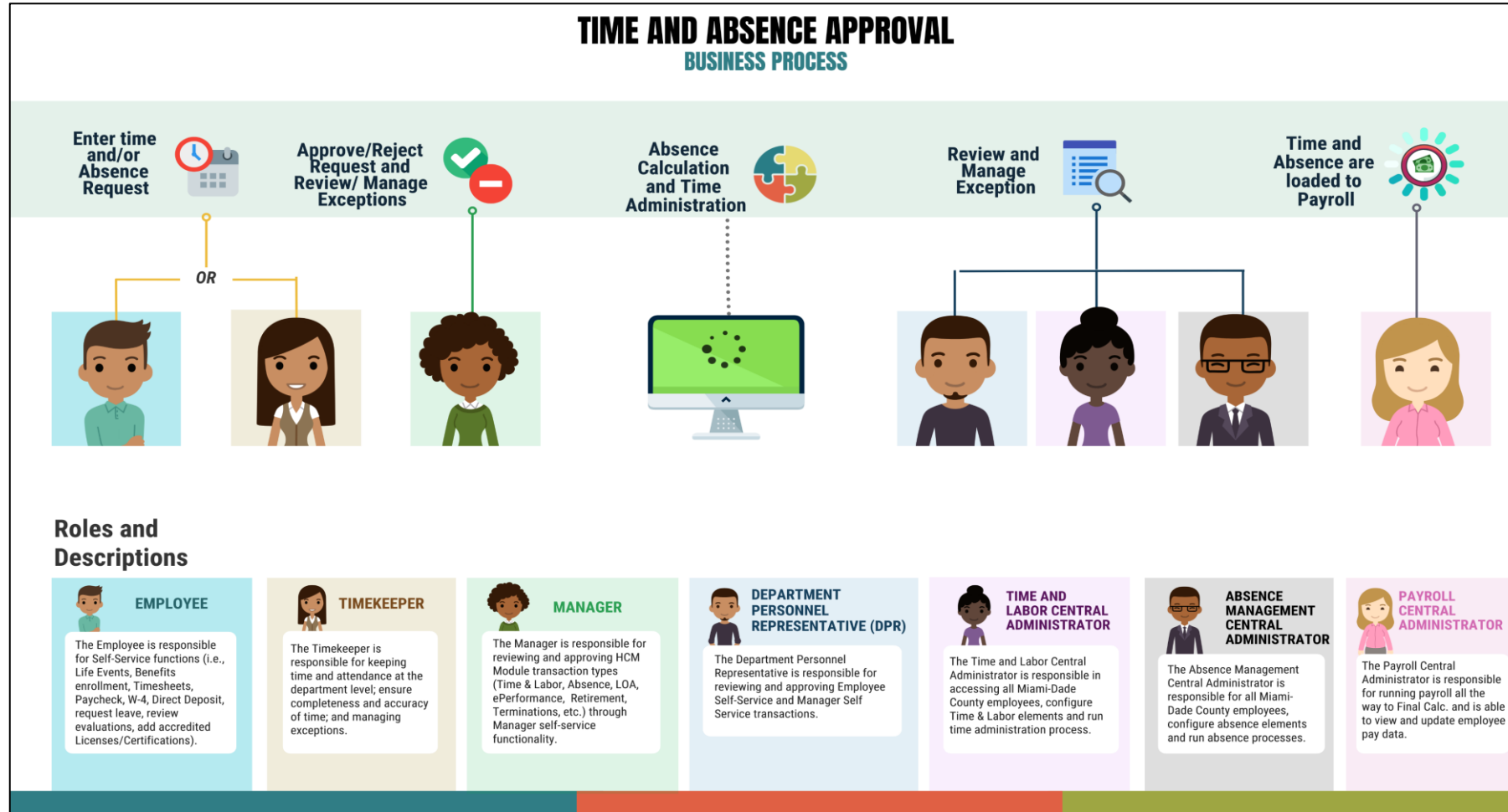
Now that you have completed the lesson, you should be able to:

- Understand the difference between High, Medium and Low Severity Exceptions
- View and resolve Time Reporting Exceptions

Lesson 4: Enter Time on behalf of Employee

- Acknowledge the difference between reported and payable time
- Enter time on behalf of an employee using an elapsed timesheet

Lesson 4: Enter Time on behalf of Employee Continued



Lesson 4: Key Terms

| Term | Definition |
|----------------------|--|
| Reported Time | Time as it is entered on the timesheet. This is what Managers will approve. |
| Payable Time | Time after it has been processed and rules applied to create differentials, supplements, and overtime. |

Lecture 1: Timekeeping During the Current Period

Timekeeping during the Current Period

- After an employee submits time through the timesheet, it is sent to the Manager for approval. Once the timesheet is approved, the time is analyzed through the INFORMS Time Administration process. The time that was submitted by the employee is known as *reported time*. Once the reported time is processed through Time Administration, it generates *payable time*.
- In the event that an employee is away and or unable to enter time or an absence, their Manager can enter the employee's time on their behalf.

Lecture 1: Timekeeping During the Current Period Continued

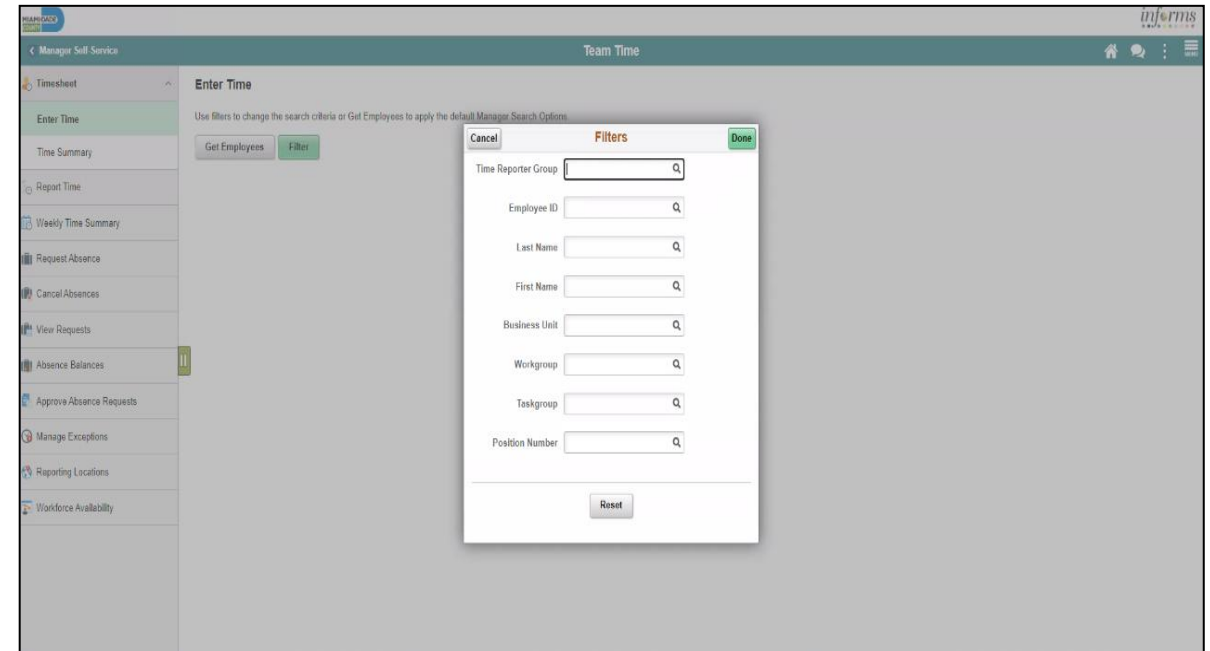
- Reported time is considered time worked after an employee submits time through the timesheet.
- Payable time is the end product of the Time and Labor module.
Payable time represents:
 - The quantity of work performed, in hours or dollars
 - The time reporting code that controls how the employee is paid
 - The tasks to which time was reported by the employee

Lecture 2: Enter Time on behalf of Employee

Navigate to: **Manager Self Service > Team Time > Enter Time**

1. On the **Enter Time: Timesheet Summary** page, the Manager or Department Personnel Representative (DPR) can search for the employee that time must be submitted for.

Note: As a Manager or DPR, you may use the **Report Time** selection from the navigation to enter time for the current day.



Lecture 2: Enter Time on behalf of Employee Continued







2. Select **Get Employees** to see all employees or use the **Filter** and enter any of the search selection criteria indicated to filter and narrow down the search results. Then Select **Done**.

Note: If a Manager is using this functionality and Selects **Get Employees**, all employees the Manager manages, based on the **Time Reporter Group**, will be displayed. If a Department Personnel Representative (DPR) Selects **Get Employees** with no search criteria, all employees within their same security group will be listed. It is recommended that users enter at least a **Department, Empl ID, or Business Unit, Taskgroup** to narrow the search results.

Lecture 2: Enter Time on behalf of Employee Continued

3. Review the search results under Enter Time page. Select the employee to open the employee's timesheet

The screenshot displays the 'Enter Time' interface within a 'Manager Self-Service' portal. The page title is 'Team Time'. On the left, a navigation menu includes options like 'Timesheet', 'Enter Time', 'Time Summary', 'Report Time', 'Weekly Time Summary', 'Payable Time', 'Request Absence', 'Cancel Absences', and 'View Requests'. The main content area is titled 'Enter Time' and features a 'Select Employee' dropdown menu. Below this is a table with 7 rows. The table has three columns: 'Name/Title', 'Exceptions', and 'Hours to be Approved'. The row for Devrick Hein is highlighted with a red border.

| Name/Title | Exceptions | Hours to be Approved |
|---|--|----------------------|
|  Leigh Fagan Erp Business Analyst 2 |  2 | 41.00 |
|  Bridger Faulk Erp Business Analyst 3 |  3 | |
|  Devrick Hein Erp Business Analyst 3 |  3 | 24.00 |

Lecture 2: Enter Time on behalf of Employee Continued

4. Review the employee's timesheet for this period. Ensure you are in the correct Pay Period.
5. Select the '+' button to add an additional line for a unique **Time Reporting Code**. Use the slider to view additional dates in the Pay Period.

Note: Although the **Next Time Period** link is available, the Department Personnel Representative (DPR) cannot enter future time on behalf of the employee.

Manager Self-Service **Team Time**

Enter Time

Devrick Hein
Erp Business Analyst 3
[Return to Select Employee](#)

10/02/2023 October 2, 2023 - October 15, 2023

*View By **Period**

Scheduled 80.00 | Reported 48.00
Unapproved Time 24.00 | Unapproved Absence 16.00

Submit

| *Time Reporting Code | Row Totals | 2 Mon | 3 Tue | 4 Wed | 5 Thu | 6 Fri | 7 Sat | 8 Sun |
|--------------------------|------------|-------|-------|-------|-------|-------|-------|-------|
| REG - Regular Time | 16.00 | 8.00 | 8.00 | | | | | |
| WRKHM - Working from Ho | 8.00 | | | 8.00 | | | | |
| FLOAT - Floating Holiday | 16.00 | | | | 8.00 | 8.00 | | |
| ANNL - Annual Leave | 8.00 | | | | | | | |

Manage Approvals

Lecture 2: Enter Time on behalf of Employee Continued

6. Enter desired hours and select submit.

The screenshot displays the 'Enter Time' interface for Devrick Hein, an Erp Business Analyst 3. The interface is titled 'Team Time' and shows the date range from October 2, 2023, to October 15, 2023. The employee's profile picture and name are visible at the top left. The interface includes a sidebar with navigation options such as 'Timesheet', 'Enter Time', 'Time Summary', 'Report Time', 'Weekly Time Summary', 'Payable Time', 'Request Absence', 'Cancel Absences', 'View Requests', 'Absence Balances', 'Manage Exceptions', and 'Reporting Locations'. The main area shows a calendar grid with a red box highlighting the input field for hours on Thursday, October 12th. The 'Submit' button is highlighted with a red box. The interface also displays a summary of scheduled and reported time, and a table of taskgroups for each day.

| 8 Sun | 9 Mon | 10 Tue | 11 Wed | 12 Thu | 13 Fri | 14 Sat | 15 Sun | Taskgroup |
|--------|----------------|--------|--------|--------|--------|--------|--------|------------|
| 0 of 0 | HOLIDAY 0 of 8 | 8 of 8 | 0 of 8 | 0 of 8 | 0 of 8 | 0 of 0 | 0 of 0 | PSNONCATSK |
| | | | | | | | | PSNONCATSK |
| | | | | | | | | PSNONCATSK |
| | | | 8.00 | | | | | PSNONCATSK |

Lecture 2: Enter Time on behalf of Employee Continued

7. For each line select the appropriate **Time Reporting Code**.

- The options will vary based on the employee's job and tasks.

The following are some common time reporting codes used:

- **REG** – Regular Hours Worked
- **OVT** – Overtime
- **CLBK** – Call Back or Call In Hours Work
- **NGT1** – Night Differential 1 Step

Lecture 2: Enter Time on behalf of Employee Continued

8. When all time and time reporting codes are entered, Select Submit. The following message will appear:

Timesheet is Submitted for the period 2022-05-16 - 2022-05-22

Social Media Specialist
Return to Select Employee

16 May - 22 May 2022
Weekly
Scheduled 60.00 | Reported 24.00 | Unapproved Time 0.00

Submit

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 16 | Tuesday 17 | Wednesday 18 | Thursday 19 | Friday 20 | Saturday 21 | Sunday 22 |
|-------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Scheduled 12 Reported 8 | Scheduled 8 Reported 8 | Scheduled 8 Reported 8 | Scheduled 8 Reported 8 | Scheduled 8 Reported 0 | Scheduled 8 Reported 0 | Scheduled 8 Reported 0 | Scheduled 8 Reported 0 |
| REG - Regular Time | 8.00 | 8.00 | 8.00 | | | | |
| Comments | | | | | | | |

Manage Approvals

| Date | Reported Status | Total | TRC | Description | Scheduled Work Hours |
|------------|-----------------|-------|-----|--------------|----------------------|
| 05/16/2022 | Approved | 8.00 | REG | Regular Time | 12.00 |

Note: Additional fields may be required on the timesheet based on the timesheet the department or employee uses. If additional fields are required, enter the applicable information before Selecting **Submit**. Once the Manager submits the time on behalf of the employee, the reported time is automatically approved.

Lecture 2: Enter Time on behalf of Employee Continued

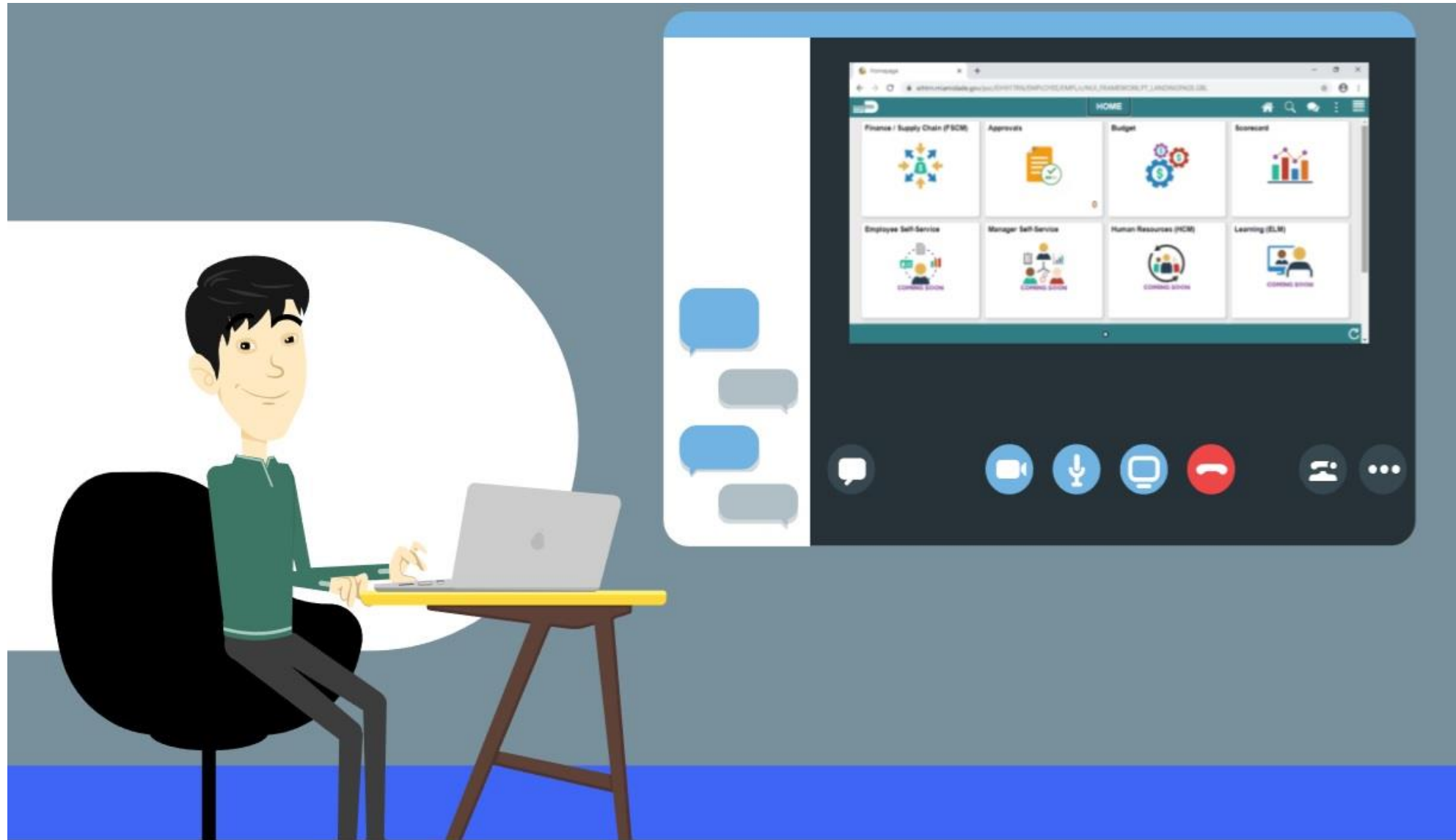
9. In the **Manager Approvals** section, the **Reported Time Status** will display:

- **Date:** The date for which the time was submitted.
- **Reported Status:** The status of the time that was submitted.
- **Total:** The total number of hours submitted for each TRC for the day.
- **TRC (Time Reporting Code):** The time reporting code associated with the status.
- **Description:** The description of the time reporting code.

Note: you can also approve time / absence in this section.

| Date | Reported Status | Total | TRC | Description | Scheduled Work Hours |
|-------------------------------------|-----------------|-------|-------|------------------|----------------------|
| <input type="checkbox"/> 10/05/2023 | Needs Approval | 8.00 | FLOAT | Floating Holiday | 8.00 |
| <input type="checkbox"/> 10/06/2023 | Approved | 8.00 | FLOAT | Floating Holiday | 8.00 |
| <input type="checkbox"/> 10/10/2023 | Needs Approval | 8.00 | ANNL | Annual Leave | 8.00 |
| <input type="checkbox"/> 10/12/2023 | Approved | 8.00 | REG | Regular Time | 8.00 |

Lesson 4: Activities and Exercises



Lesson 4: Lesson Summary

Now that you have completed the Enter Time on Behalf of Employee lesson, you should be able to:

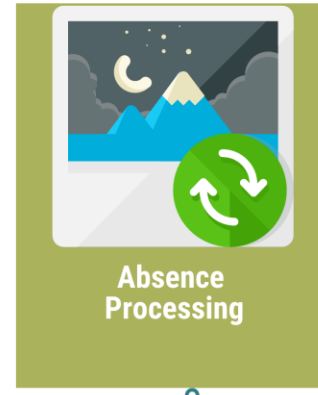
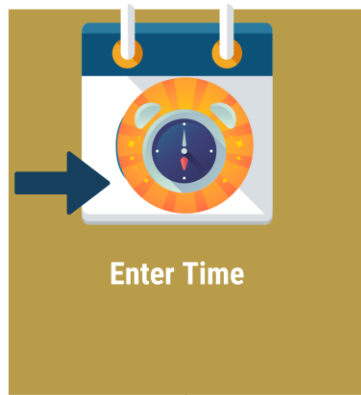
- Acknowledge the difference between reported and payable time
- Enter time on behalf of an employee using an elapsed timesheet

Lesson 5: Submit Absence on behalf of an Employee

- Enter an Absence on Behalf of an Employee using Absence Management

Lesson 5: Submit Absence on behalf of an Employee 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 5: 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. |

Lecture 1: Submit Absence on behalf of an Employee

The following steps outline how the Manager can submit an absence request on behalf of the employee if the employee is unable to report it.

1. Navigation: **Homepage > Manager Self-Service > Team Time > Request Absence**
2. Select **Request Absence** and then select an employee to submit absence on behalf of.

The screenshot displays the 'Request Absence' interface. On the left, a sidebar contains navigation options: Timesheet, Report Time, Weekly Time Summary, Payable Time, Request Absence (highlighted), Cancel Absences, View Requests, Absence Balances, Manage Exceptions, and Reporting Locations. The main content area is titled 'Request Absence' and includes a search bar and a 'Select Employee' section. Below this is a table with 7 rows, showing employee details. The table has columns for Name / Title / ID - Record, Directs / Total, Status / Type, and Department / Location. The row for Devrick Hein is highlighted with a red box.

| Name / Title / ID - Record | Directs / Total | Status / Type | Department / Location |
|--|-----------------|--------------------|---|
| Aiyana Lapierre Erp Business Analyst 3 00156195 - 0 | | Active Employee | STRATEGIC BUSINESS MANAGEMENT OTV South Floor 21 |
| Bridger Faulk Erp Business Analyst 3 00217277 - 0 | | Active Employee | STRATEGIC BUSINESS MANAGEMENT OTV South Floor 21 |
| Devrick Hein Erp Business Analyst 3 00139131 - 0 | | Active Employee | STRATEGIC BUSINESS MANAGEMENT OTV South Floor 21 |

Lecture 1: Submit Absence on behalf of an Employee Continued

3. Populate the absence request form.

- Absence Name
- Start Date
- End Date
- Duration

The screenshot displays a mobile application interface for requesting an absence. The main content area is titled "Request Absence" and is for the user Devrick Hein, an Erp Business Analyst 3. The form fields are as follows:

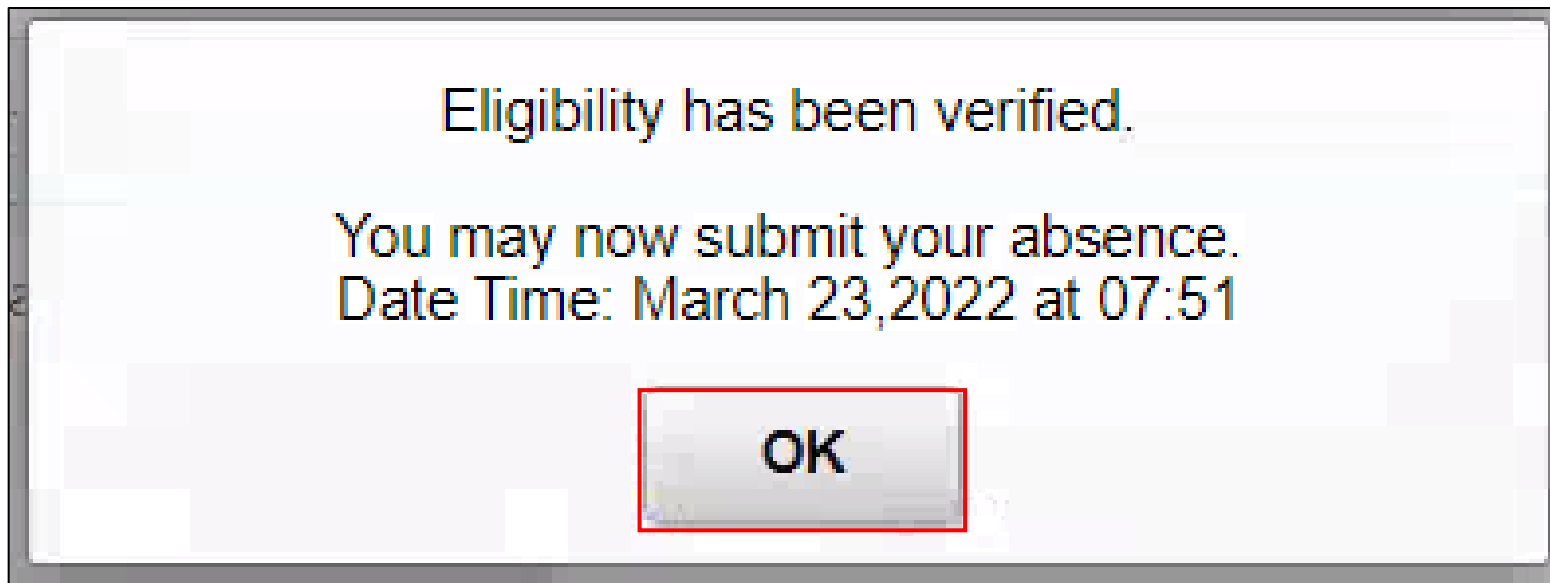
- *Absence Name: Annual Leave (dropdown menu)
- *Start Date: 10/13/2023 (calendar icon)
- End Date: 10/13/2023 (calendar icon)
- Duration: 8.00 Hours
- Partial Days: None (dropdown menu)
- Comments: (text input field)

A "Submit" button is located in the top right corner of the form. Below the form, there is a "Check Eligibility" button and an "Attachments" section. The left sidebar contains a navigation menu with the following items: Timesheet, Report Time, Weekly Time Summary, Payable Time, Request Absence (highlighted), Cancel Absences, View Requests, Absence Balances, Manage Exceptions, and Reporting Locations. The top bar shows "Team Time" and navigation icons.

Note: Different absence type in the Absence Name field will require additional information. Partial leave can also be requested.

Lecture 1: Submit Absence on behalf of an Employee Continued

4. Select **Check Eligibility** to check employee's available balance and eligibility of the selected absence, then select **OK**.



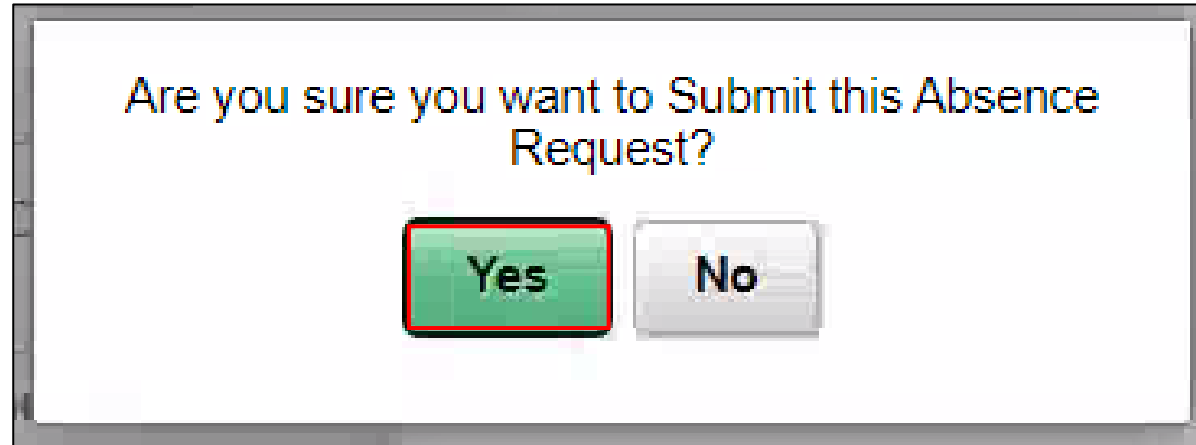
Lecture 1: Submit Absence on behalf of an Employee Continued

5. Review the absence details and Select **Submit**.

The screenshot shows the 'Request Absence' interface in the Team Time system. The header includes a 'Back' button, the title 'Team Time', and navigation icons. A left sidebar contains a menu with options: Timesheet, Report Time, Weekly Time Summary, Payable Time, Request Absence (highlighted), Cancel Absences, View Requests, Absence Balances, Manage Exceptions, and Reporting Locations. The main content area displays the employee's profile for Devrick Hein (Erp Business Analyst 3) and the absence details: *Absence Name: Annual Leave, *Start Date: 10/13/2023, End Date: 10/13/2023, Duration: 8.00 Hours, and Partial Days: None. A 'Submit' button is highlighted with a red box. Other buttons include 'Check Eligibility' and 'View Eligibility Details'. A 'Comments' text area is at the bottom.

Lecture 1: Submit Absence on behalf of an Employee Continued

6. Select **Yes** once prompted.



Lecture 2: Submit Partial Absence on behalf of an Employee

The following steps outline how the Manager can submit a partial absence request on behalf of the employee if the employee is unable to request it.

1. Navigation: **Homepage > Manager Self-Service > Team Time > Request Absence**
2. Select an employee to submit absence on behalf of.

The screenshot displays the 'Request Absence' interface. On the left, a sidebar contains navigation options: Timesheet, Report Time, Weekly Time Summary, Payable Time, Request Absence (highlighted), Cancel Absences, View Requests, Absence Balances, Manage Exceptions, and Reporting Locations. The main content area is titled 'Request Absence' and includes a search bar and a table of employees. The table has columns for Name / Title / ID - Record, Directs / Total, Status / Type, and Department / Location. Three employees are listed: Aiyana Lapierre, Bridger Faulk, and Devrick Hein. The row for Devrick Hein is highlighted with a red border.

| Name / Title / ID - Record | Directs / Total | Status / Type | Department / Location |
|--|-----------------|--------------------|---|
| Aiyana Lapierre Erp Business Analyst 3 00156195 - 0 | | Active Employee | STRATEGIC BUSINESS MANAGEMENT OTV South Floor 21 |
| Bridger Faulk Erp Business Analyst 3 00217277 - 0 | | Active Employee | STRATEGIC BUSINESS MANAGEMENT OTV South Floor 21 |
| Devrick Hein Erp Business Analyst 3 00139131 - 0 | | Active Employee | STRATEGIC BUSINESS MANAGEMENT OTV South Floor 21 |

Lecture 2: Submit Partial Absence on behalf of an Employee Continued

1. Populate the absence request form.

- Absence Type
- Start Date
- End Date

The screenshot shows a mobile application interface for requesting an absence. The top bar is teal with a 'Back' button on the left and navigation icons on the right. The main content area is titled 'Request Absence' and features a profile card for Devrick Hein, an ERP Business Analyst 3, with a 'Return to Select Employee' link. Below the profile card, the form fields are: 'Absence Name' (Sick Leave), 'Start Date' (11/22/2023), 'End Date' (11/22/2023), and 'Duration' (8.00 Hours). A 'Partial Days' dropdown is set to 'None'. A 'Check Eligibility' button is located below the form fields. A 'Submit' button is in the top right corner. A red box highlights the 'Absence Name', 'Start Date', and 'End Date' fields. The left sidebar contains a menu with options: Timesheet, Report Time, Weekly Time Summary, Payable Time, Request Absence (highlighted), Cancel Absences, View Requests, Absence Balances, Manage Exceptions, and Reporting Locations. The bottom of the screen shows an 'Attachments' section.

Lecture 2: Submit Partial Absence on behalf of an Employee Continued

4. Select Partial Days.

Team Time

Request Absence

Devrick Hein
Erp Business Analyst 3
[Return to Select Employee](#)

***Absence Name** Sick Leave

***Start Date** 11/22/2023

End Date 11/22/2023

Duration 8.00 Hours

Partial Days None

Check Eligibility

Comments

Submit

Attachments

Lecture 2: Submit Partial Absence on behalf of an Employee Continued

5. In the **Partial Days** dropdown, select the partial days type. In this example, **All Days** is selected. Enter the desired duration and select **Done**.

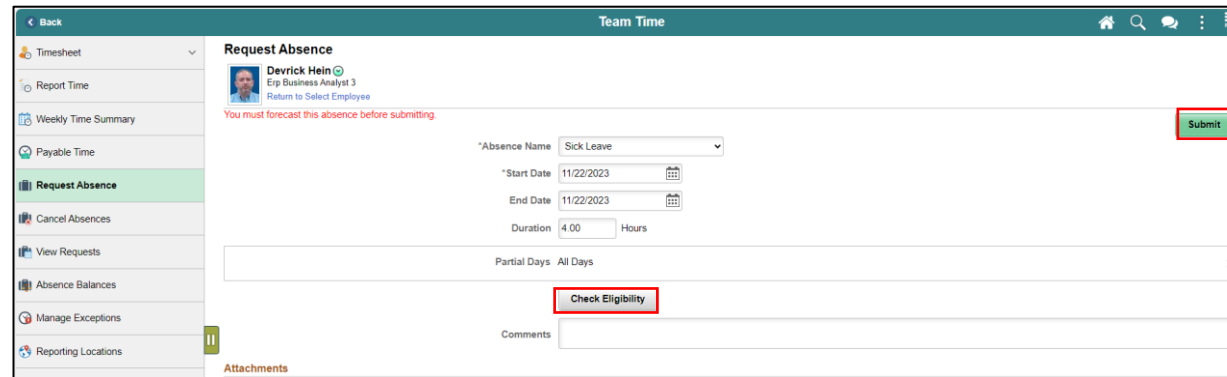
Cancel Partial Days Done

Partial Days All Days ▾

Duration 4 Hours

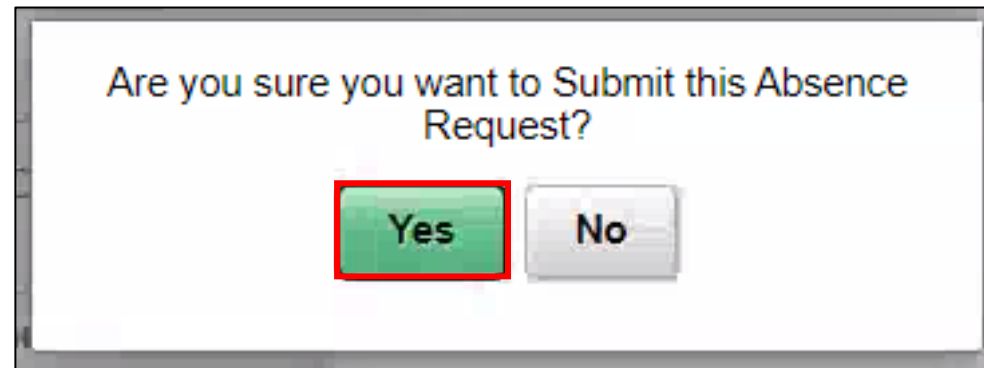
Lecture 2: Submit Partial Absence on behalf of an Employee Continued

6. Select **Check Eligibility** and then **Submit** once eligibility has been verified.



The screenshot shows the 'Request Absence' form for Devrick Hein, an ERP Business Analyst 3. The form includes a sidebar with navigation options like Timesheet, Report Time, and Request Absence. The main form fields are: Absence Name (Sick Leave), Start Date (11/22/2023), End Date (11/22/2023), Duration (4.00 Hours), and Partial Days (All Days). A 'Check Eligibility' button is highlighted with a red box, and a 'Submit' button is also highlighted with a red box. A red warning message states: 'You must forecast this absence before submitting.'

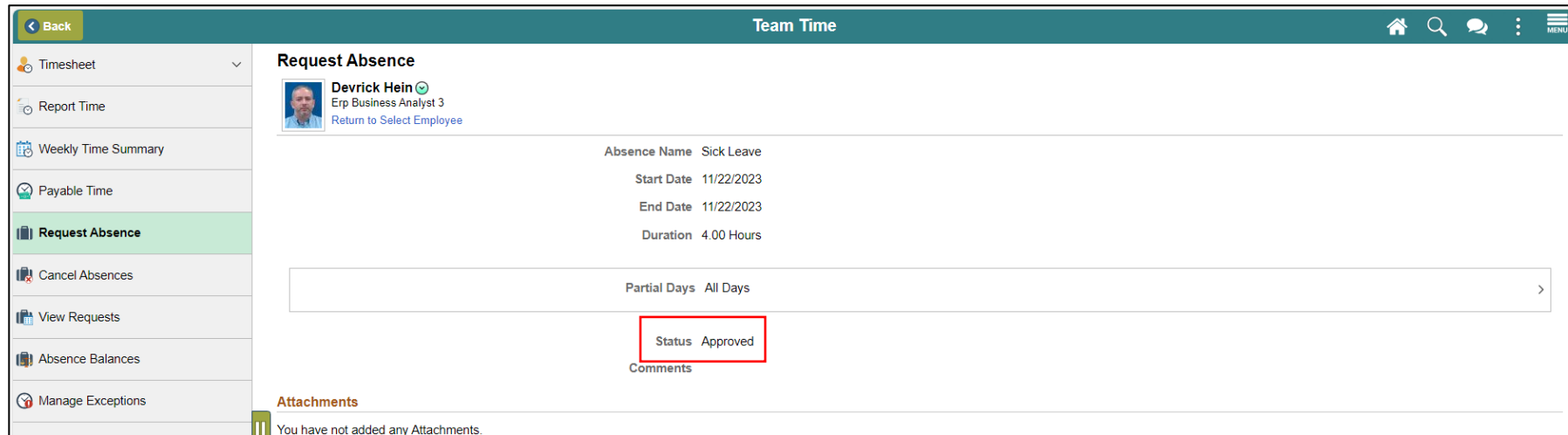
7. Select **Yes** once prompted.



The dialog box asks: 'Are you sure you want to Submit this Absence Request?'. It features two buttons: 'Yes' (highlighted with a red box) and 'No'.

Lecture 2: Submit Partial Absence on behalf of an Employee Continued

8. As a manager, the Status for the absence request is **Approved** once the request is successfully submitted.



Request Absence

Devrick Hein
Erp Business Analyst 3
[Return to Select Employee](#)

Absence Name Sick Leave
Start Date 11/22/2023
End Date 11/22/2023
Duration 4.00 Hours

Partial Days All Days

Status **Approved**

Comments

Attachments
You have not added any Attachments.

Lecture 3: Cancel Absence on behalf of an Employee

The following steps outline how the Manager can cancel an absence request on behalf of the employee if the employee is unable to cancel it.

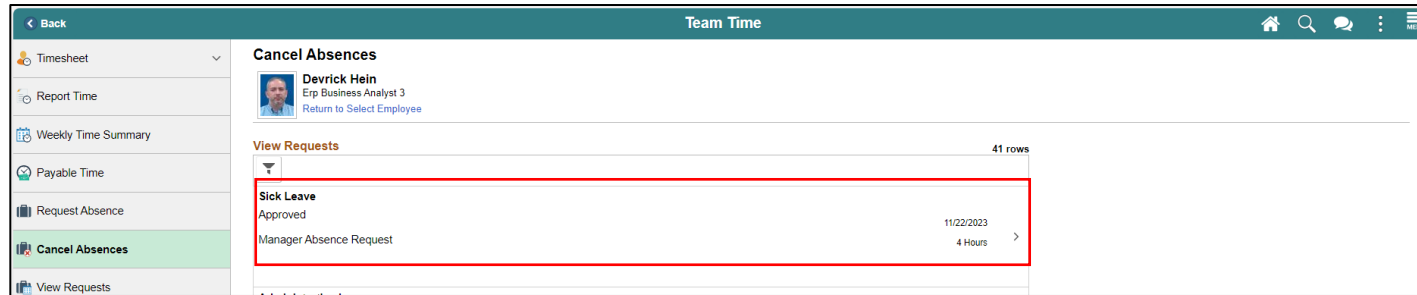
1. Navigation: **Homepage > Manager Self-Service > Team Time > Cancel Absence**
2. Select an employee whose absence you wish to cancel.

The screenshot displays the 'Cancel Absences' interface. On the left is a sidebar with navigation options: Timesheet, Report Time, Weekly Time Summary, Payable Time, Request Absence, **Cancel Absences** (highlighted), View Requests, Absence Balances, Manage Exceptions, and Reporting Locations. The main content area is titled 'Cancel Absences' and includes a 'Search Options' section. Below this is a 'Select Employee' section with a table of 7 rows. The table has columns for Name / Title / ID - Record, Directs / Total, Status / Type, and Position. The table contains three rows, with the last row highlighted by a red box:

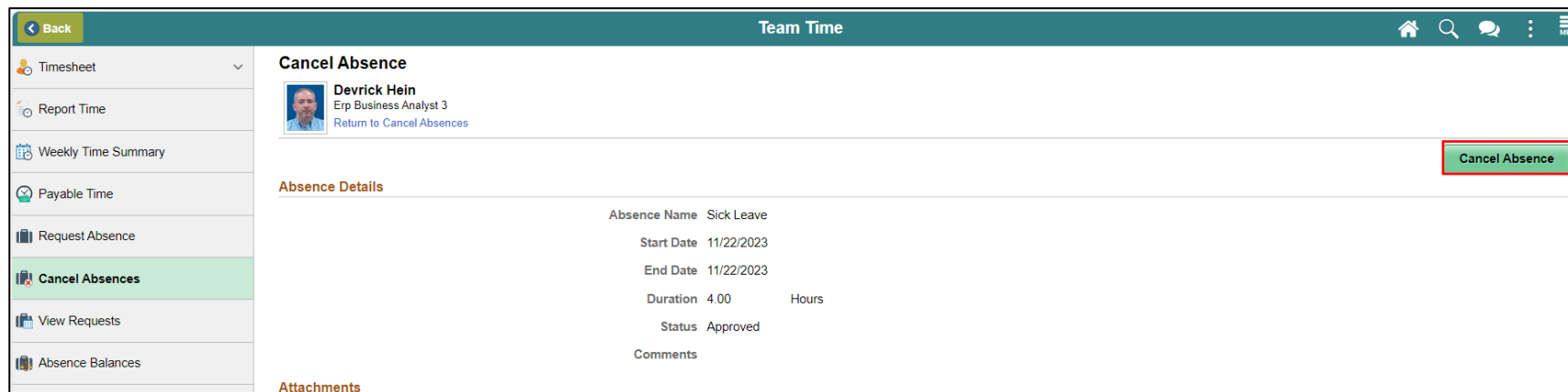
| Name / Title / ID - Record | Directs / Total | Status / Type | Position |
|--|-----------------|--------------------|----------|
| Aiyana Lاپierre Erp Business Analyst 3 00156195 - 0 | | Active Employee | 00027722 |
| Bridger Faulk Erp Business Analyst 3 00217277 - 0 | | Active Employee | 00024247 |
| Devrick Hein Erp Business Analyst 3 00139131 - 0 | | Active Employee | 00025600 |

Lecture 3: Cancel Absence on behalf of an Employee Continued

3. Select the Absence Request.

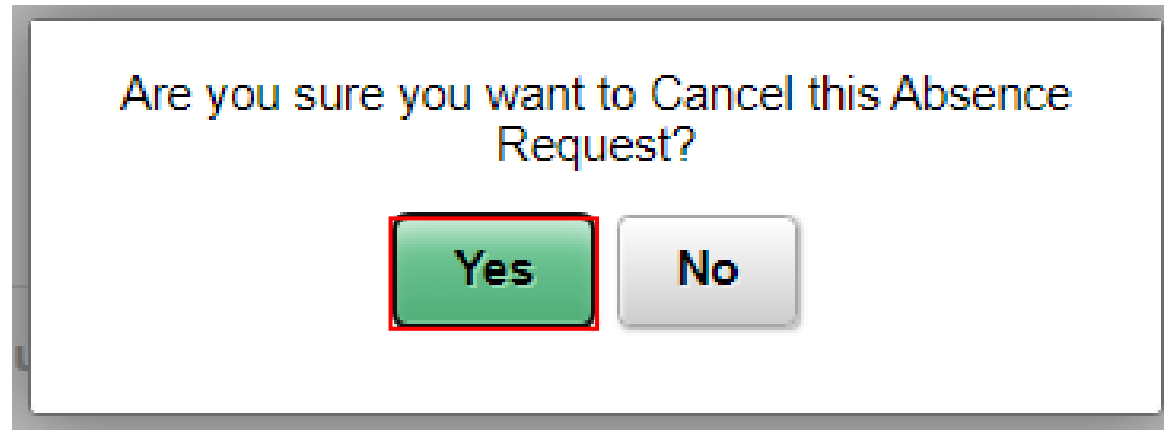


4. Select the **Cancel Absence** button.

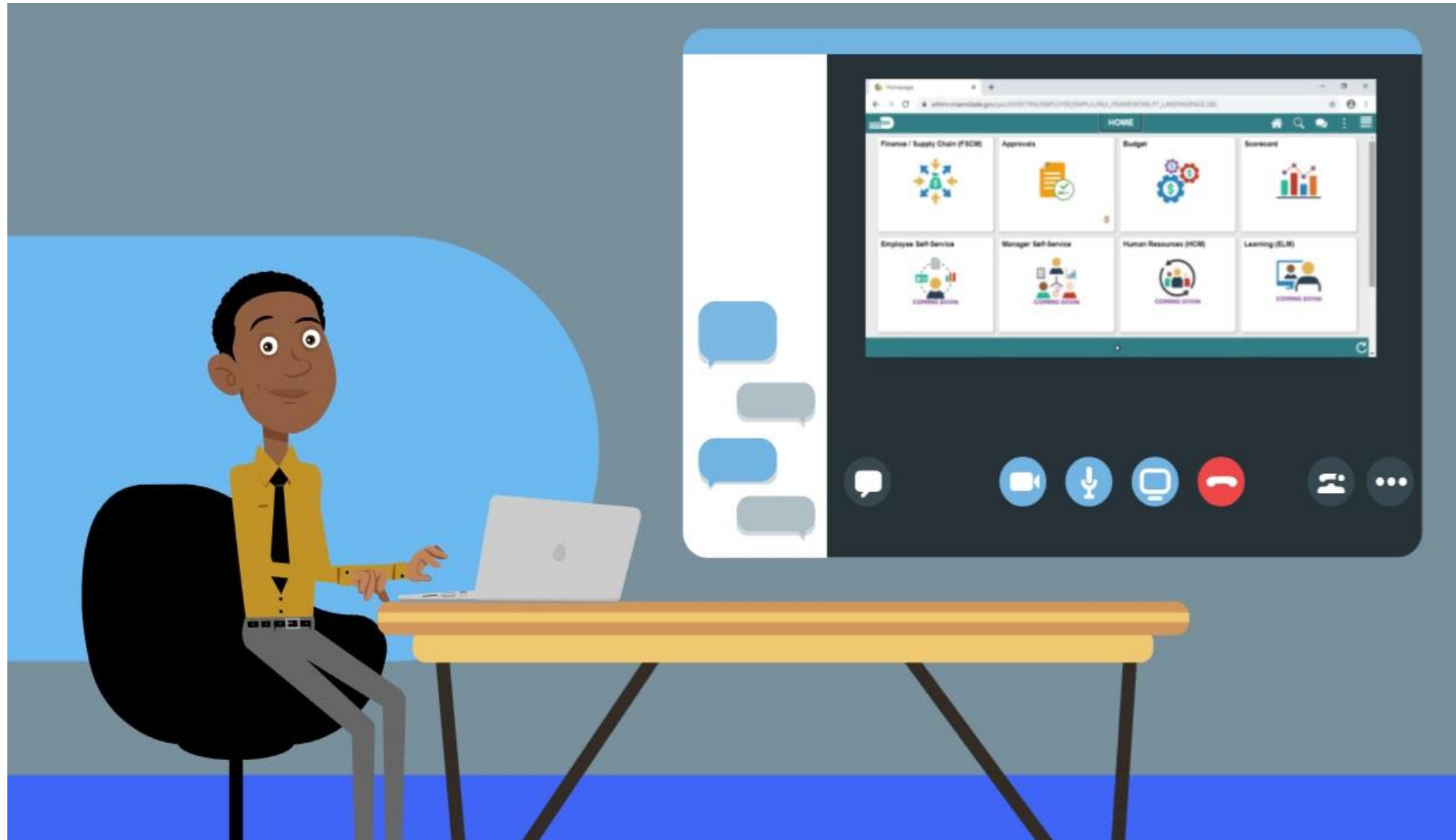


Lecture 3: Cancel Absence on behalf of an Employee Continued

5. Select Yes when prompted.



Lesson 5: Activities and Exercises



Lesson 5: Lesson Summary

Now that you have completed the Submit Absence on Behalf of Employee lesson, you should be able to:

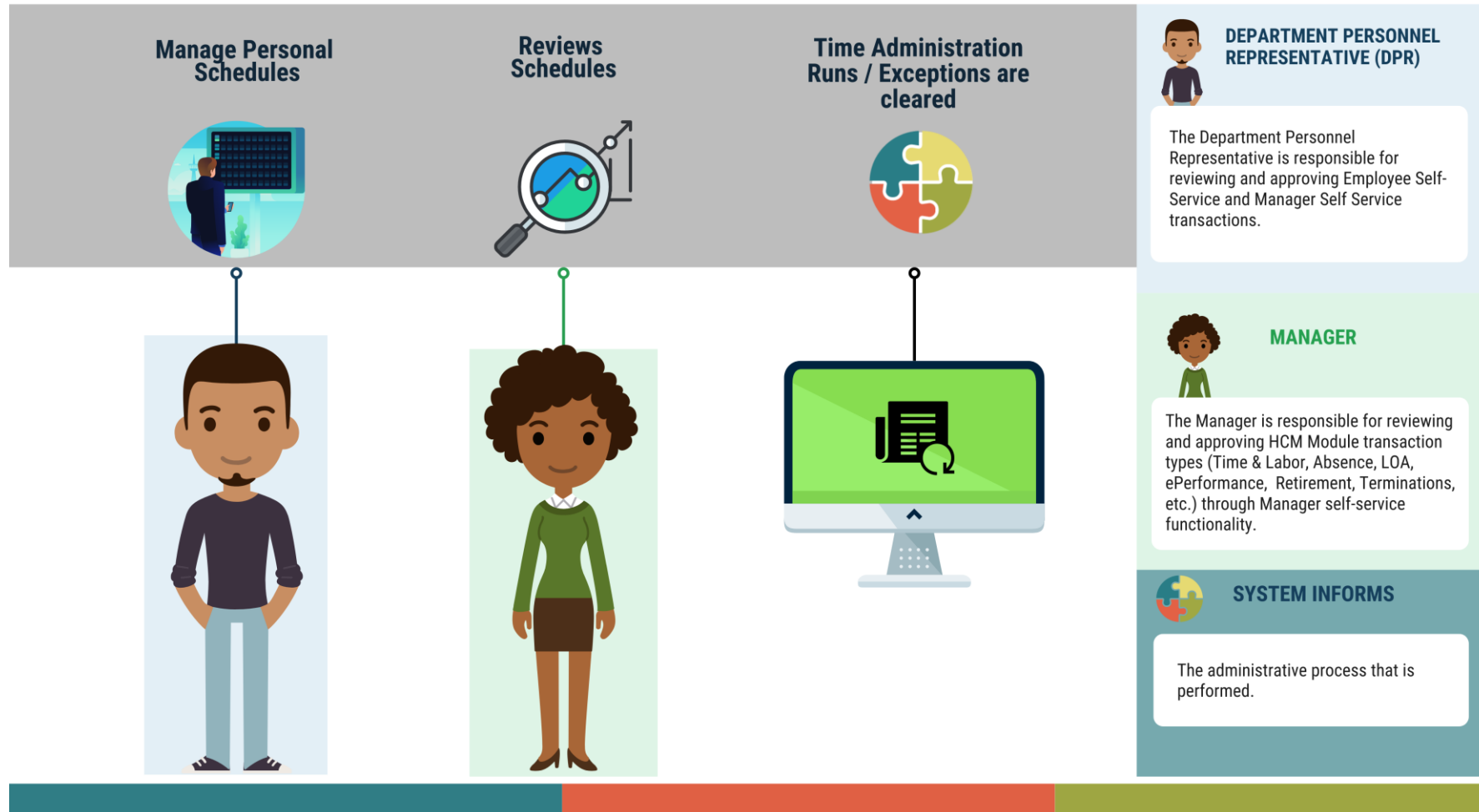
- Enter an Absence on Behalf of an Employee using Absence Management

Lesson 6: Manage Work Schedule

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

Lesson 6: Manage Work Schedule Continued

MANAGE WORK SCHEDULE BUSINESS PROCESS



Lesson 6: Key Terms

| Term | Definition |
|-------------------------|--|
| Elapsed Schedule | 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. |

Lecture 1: Overview of Schedules

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

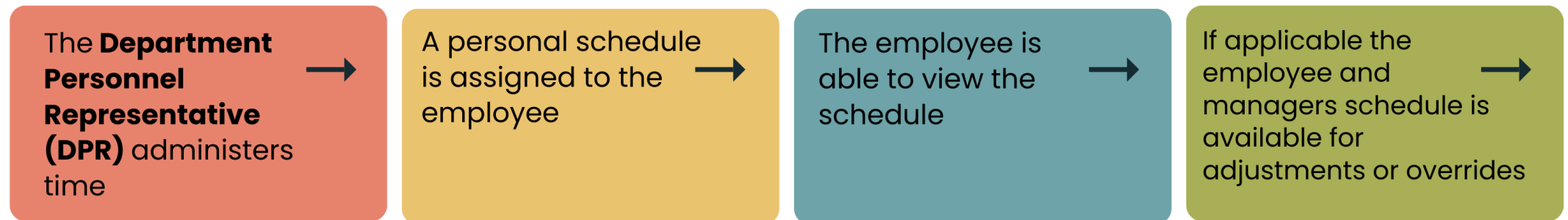
Lecture 1: Overview of Schedules Continued

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

- The following are important changes that occur due to INFORMS:
 - 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, personal schedules are configured in INFORMS.
 - In order to assign a personal schedule, a new schedule must be created.
 - Manager will create a personal schedule for employees.

Lecture 1: Overview of Schedules Continued

Below is the flow for assigning and maintaining schedules:



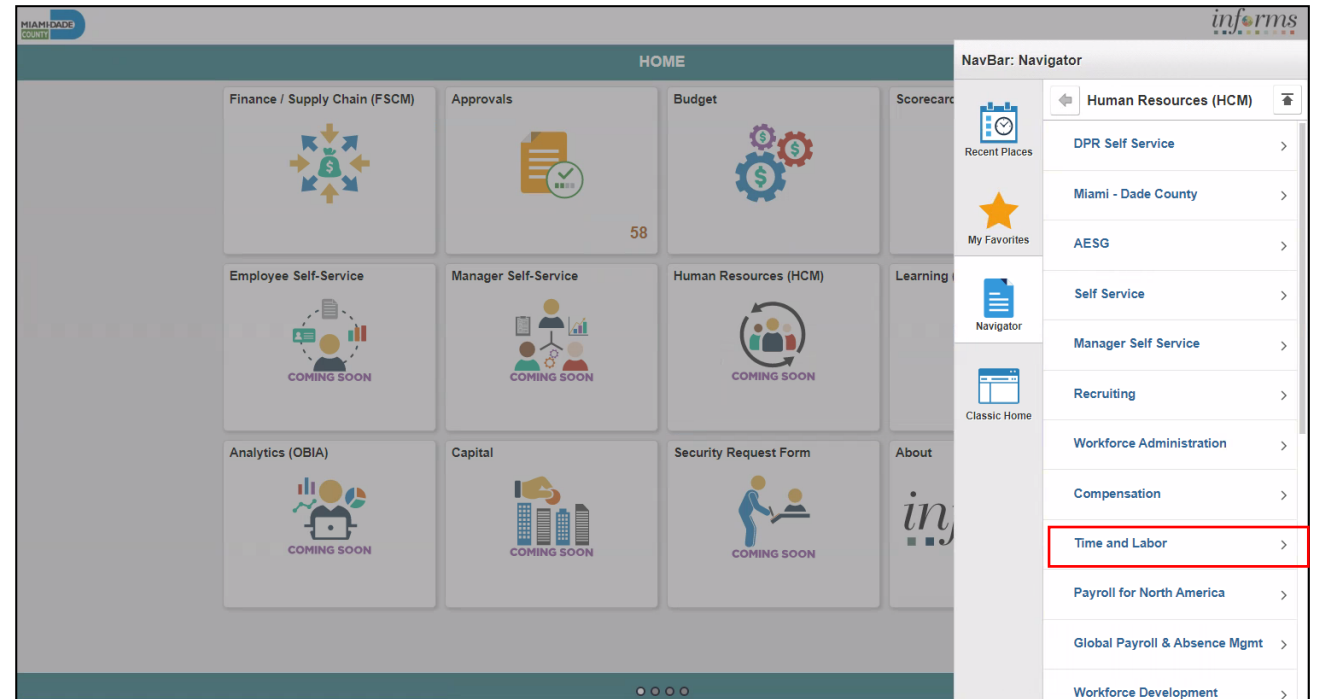
Lecture 1: Overview of Schedules Continued

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

Lecture 2: Personal Schedules

Assigning a Personal Schedule:

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**.



Lecture 2: Personal Schedules 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 |
|--------------------------|-------------|-----------------|-----------|---------------|------------|-----------------------------|
| 00000001 | 0 | Hatty Hazard | HAZARD | HR | HR03030000 | Emp |
| 00000006 | 0 | Kenneth Drucker | DRUCKER | HR | HR03000000 | Emp |

Lecture 2: Personal Schedules Continued

- On the **Assign Work Schedule** page, change the **Assignment Method** from the *Use Default Schedule* option to *Select Personal Schedule* if there is no schedule previously assigned to the employee .

Assign Work Schedule

Maximillian Bissell Employee ID 00400870
Social Media Specialist Employment Record 0
Actions -

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 + - |

Lecture 2: Personal Schedules 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 *Create 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 + - |
| 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 + - |

Lecture 2: Personal Schedules 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 | + | - |

Lecture 2: Personal Schedules Continued

9. View and update the Schedule Details for the employee

The screenshot displays the 'Assign Work Schedule' interface. A modal dialog titled 'Definition' is open, showing the 'Definition' tab. The 'Schedule Details' section is highlighted with a red border and contains the following fields:

- Effective Date: 10/10/2023
- Description: 0002117
- Short Description: 0002117
- Definition Type: Dropout
- Days in Schedule: 14
- Daylight Saving Rule: Fixed Time

Below the 'Schedule Details' is the 'Taskgroup for Time Reporting' section, which includes fields for 'Default Taskgroup', 'Task Template ID', and 'Time Reporting Template ID'. At the bottom of the dialog are 'OK', 'Cancel', 'Apply', and 'Refresh' buttons.

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

- Description
- Daylight Savings Rule
- Days in Schedule (14)

Lecture 2: Personal Schedules Continued

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

The screenshot shows the 'Definition' window for a schedule shift. The window title is 'Definition' and it contains the following information:

- Effective Date: 09/19/2023
- Description: 0002177
- Taskgroup: [blank]
- Total Hours: 00:00
- Show Calendar: [link]

The 'Shift Details' section contains a table with the following columns: Select, Day, Workday ID, Shift ID, Off Shift, and Sched Hrs. More. The table has 14 rows, numbered 1 through 14. The 'Off Shift' column has a blue square icon in rows 1, 7, 8, and 14. The 'Sched Hrs. More' column has a value of '0.00 Hrs' in all rows. The 'Off Shift' and 'Sched Hrs. More' cells for row 1 are highlighted with red boxes.

| Select | Day | Workday ID | Shift ID | Off Shift | Sched Hrs. More |
|--------------------------|-----|------------|----------|-------------------------------------|-----------------|
| <input type="checkbox"/> | 1 | | | <input checked="" type="checkbox"/> | 0.00 Hrs |
| <input type="checkbox"/> | 2 | | | <input type="checkbox"/> | 0.00 Hrs |
| <input type="checkbox"/> | 3 | | | <input type="checkbox"/> | 0.00 Hrs |
| <input type="checkbox"/> | 4 | | | <input type="checkbox"/> | 0.00 Hrs |
| <input type="checkbox"/> | 5 | | | <input type="checkbox"/> | 0.00 Hrs |
| <input type="checkbox"/> | 6 | | | <input type="checkbox"/> | 0.00 Hrs |
| <input type="checkbox"/> | 7 | | | <input checked="" type="checkbox"/> | 0.00 Hrs |
| <input type="checkbox"/> | 8 | | | <input checked="" type="checkbox"/> | 0.00 Hrs |
| <input type="checkbox"/> | 9 | | | <input type="checkbox"/> | 0.00 Hrs |
| <input type="checkbox"/> | 10 | | | <input type="checkbox"/> | 0.00 Hrs |
| <input type="checkbox"/> | 11 | | | <input type="checkbox"/> | 0.00 Hrs |
| <input type="checkbox"/> | 12 | | | <input type="checkbox"/> | 0.00 Hrs |
| <input type="checkbox"/> | 13 | | | <input type="checkbox"/> | 0.00 Hrs |
| <input type="checkbox"/> | 14 | | | <input checked="" type="checkbox"/> | 0.00 Hrs |

Working with Shift Details

- Select All
- Deselect All
- Copy
- Paste
- Clear Shifts

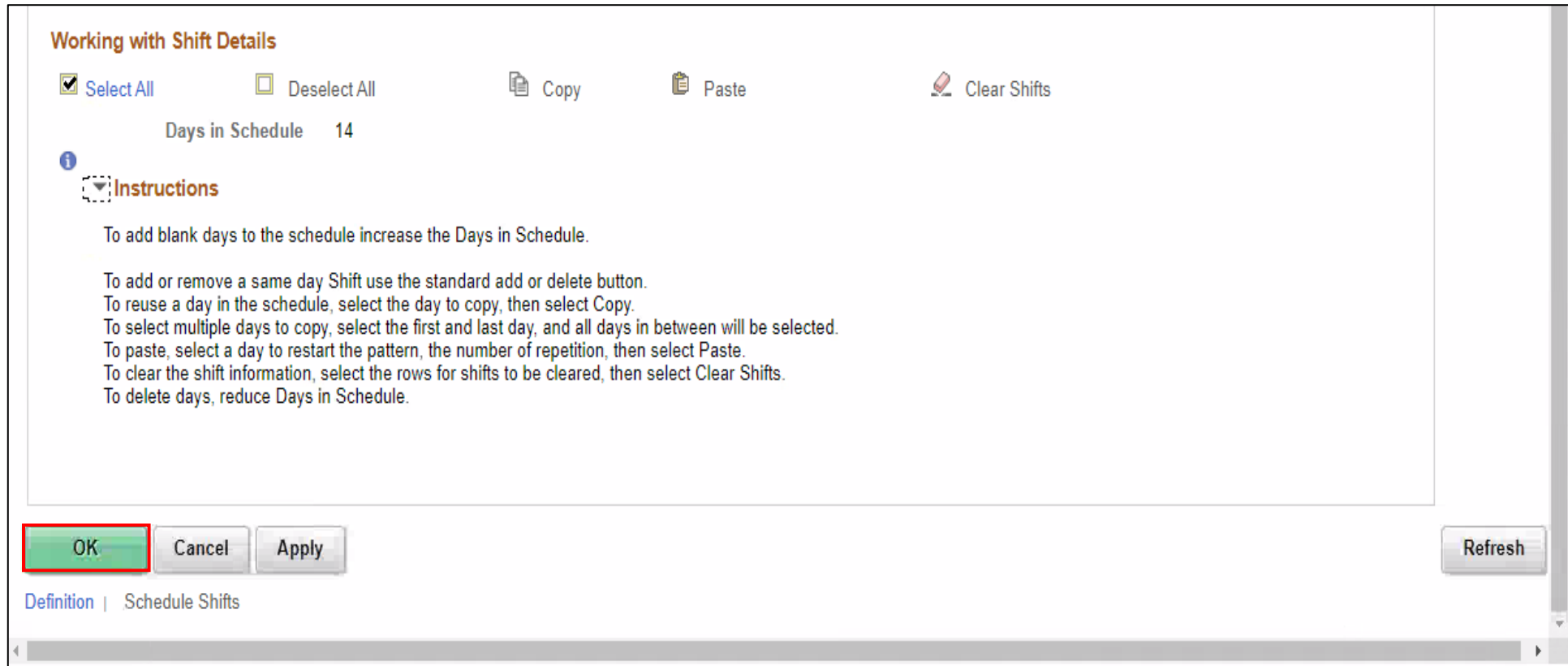
Days in Schedule: 14

Instructions

Buttons: OK, Cancel, Apply, Refresh

Lecture 2: Personal Schedules 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

Lecture 2: Personal Schedules Continued

Personal Schedule

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.

View history of Schedule Assignments, including default changes

Primary Assignment History | Alternate Assignment History

| Effective Date | Assignment Method | Workgroup | Schedule Group | Schedule ID | Description |
|----------------|------------------------|-----------|----------------|---------------|-------------|
| 05/10/2022 | Personal Schedule | | MDC | 0040087000000 | Test |
| 05/09/2022 | Personal Schedule | | MDC | 0040087000000 | UAT Test |
| 11/29/2021 | Personal Schedule | | MDC | 0040087000000 | UAT Test |
| 11/15/2021 | Default from Workgroup | M-JB | | | |
| 11/01/2021 | Default from Workgroup | M-JB | | | |

Save | Return to Search | Refresh | Update/Display | Include History | Correct History

Lecture 2: Personal Schedules Continued

Personal Schedule

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.

The screenshot displays the 'Assign Schedules' interface. It features a table with the following data:

| *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 | + | - |

Below the table, there is a section for 'View history of Schedule Assignments, including default changes' with the following data:

| Effective Date | Assignment Method | Workgroup | Schedule Group | Schedule ID | Description |
|----------------|------------------------|-----------|----------------|---------------|-------------|
| 05/10/2022 | Personal Schedule | | MDC | 0040087000000 | Test |
| 05/09/2022 | Personal Schedule | | MDC | 0040087000000 | UAT Test |
| 11/29/2021 | Personal Schedule | | MDC | 0040087000000 | UAT Test |
| 11/15/2021 | Default from Workgroup | M-JB | | | |
| 11/01/2021 | Default from Workgroup | M-JB | | | |

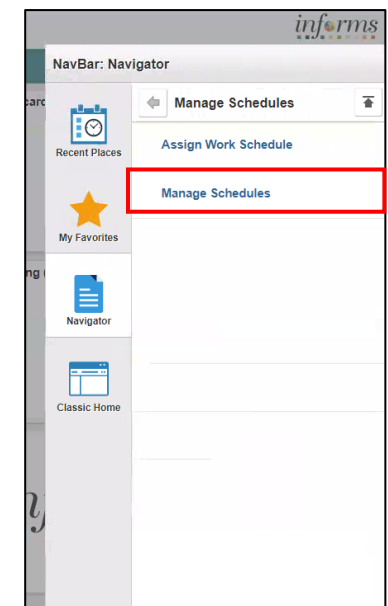
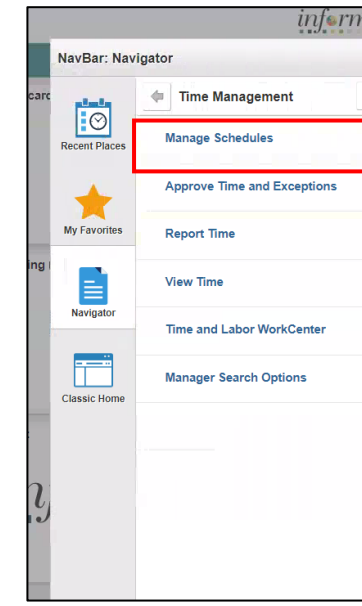
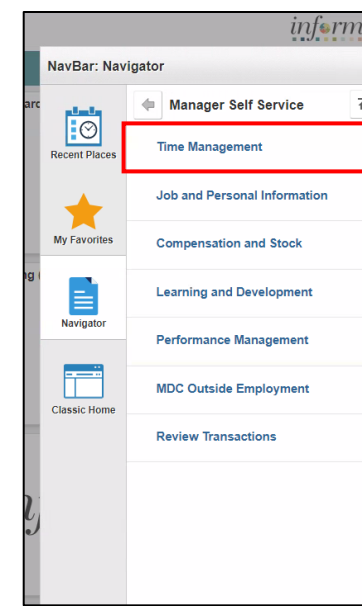
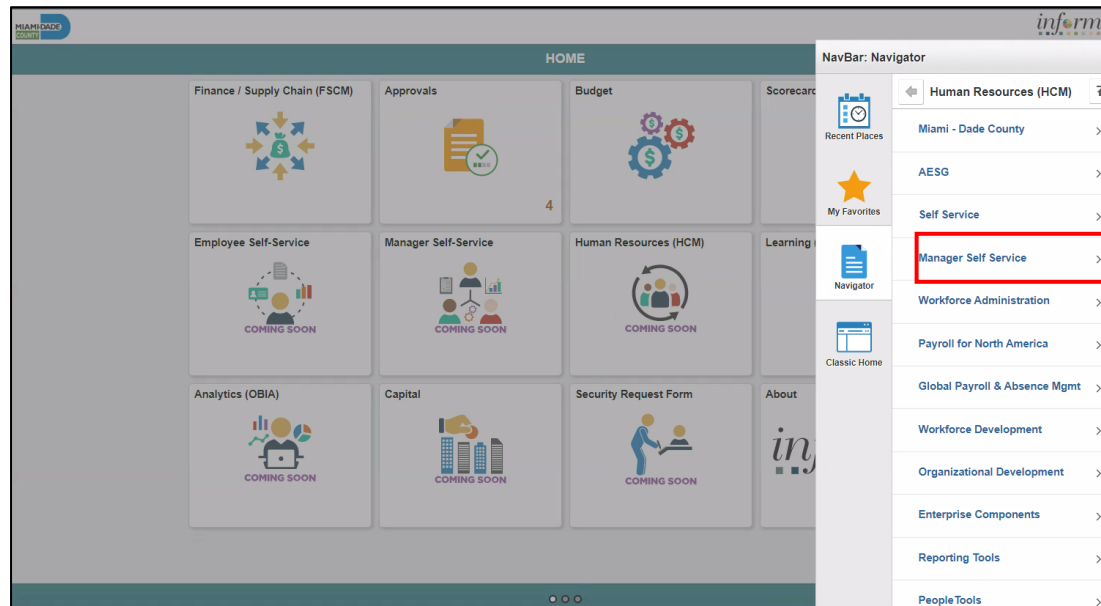
At the bottom of the interface, the 'Save' button is highlighted with a red box. Other buttons include 'Return to Search', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

Lecture 3: Manage Schedules

Manage Schedules

Overriding an Employee's Schedule for a Temporary Situation.

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



Lecture 3: Manage Schedules Continued

Manage Schedules

2. On the **Weekly Schedules** search page, enter any of the following search criteria:

- **Time Reporter Group**
- **Employee ID**
- **Last Name**
- **First Name**
- **Business Unit**
- **Workgroup**
- **Taskgroup**
- **Position Number**

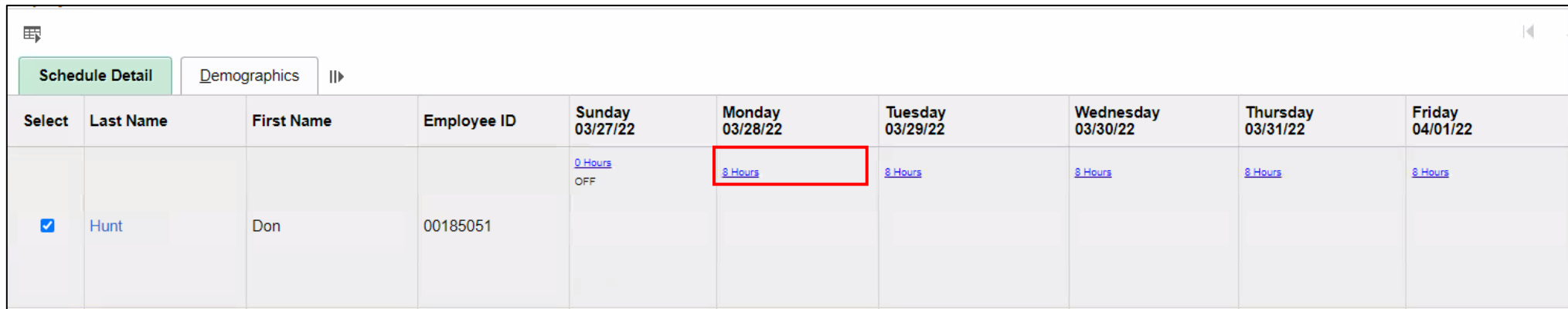
3. When all search criteria are entered, Select **Search**.

Note: If more than one displays in the search results based on your search criteria, select the applicable employee. If there is only one employee that meets the search criteria, select the employee.

Lecture 3: Manage Schedules Continued

Manage Schedules

4. Select the scheduled hours for the day the employee's schedule must be overridden. This opens the **Schedule Detail** page.



| 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 | 0 Hours OFF | 8 Hours | 8 Hours | 8 Hours | 8 Hours | 8 Hours |

- The Search Results may appear different depending on how the employee reports time. For elapsed employees, schedule hours appear. In addition to the elapsed information, events such as Approved Training, Absence and Holiday information appear in the grid as icons.

Legend

Approved Training



Planned Absence



Holiday



Multiple Shifts



Crossover Shift



Scheduled OFF Day

Replaced Employee

Shift has changing elements



Lecture 3: Manage Schedules Continued

Manage Schedules

- To make a change to the employee's schedule for the day, the manager 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**.

Schedule Detail for 03/28/2022

Don Hunt Employee ID 00185051

Actions Job Title Bcc Administrative Coor Employment Record Number 0

Instructions

Refresh Schedule

*Schedule Type *Punch Pattern Default Taskgroup

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

Primary Schedule

Schedule Detail

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

Alternate Schedule
No schedule data for today

Training Details
No training data for today

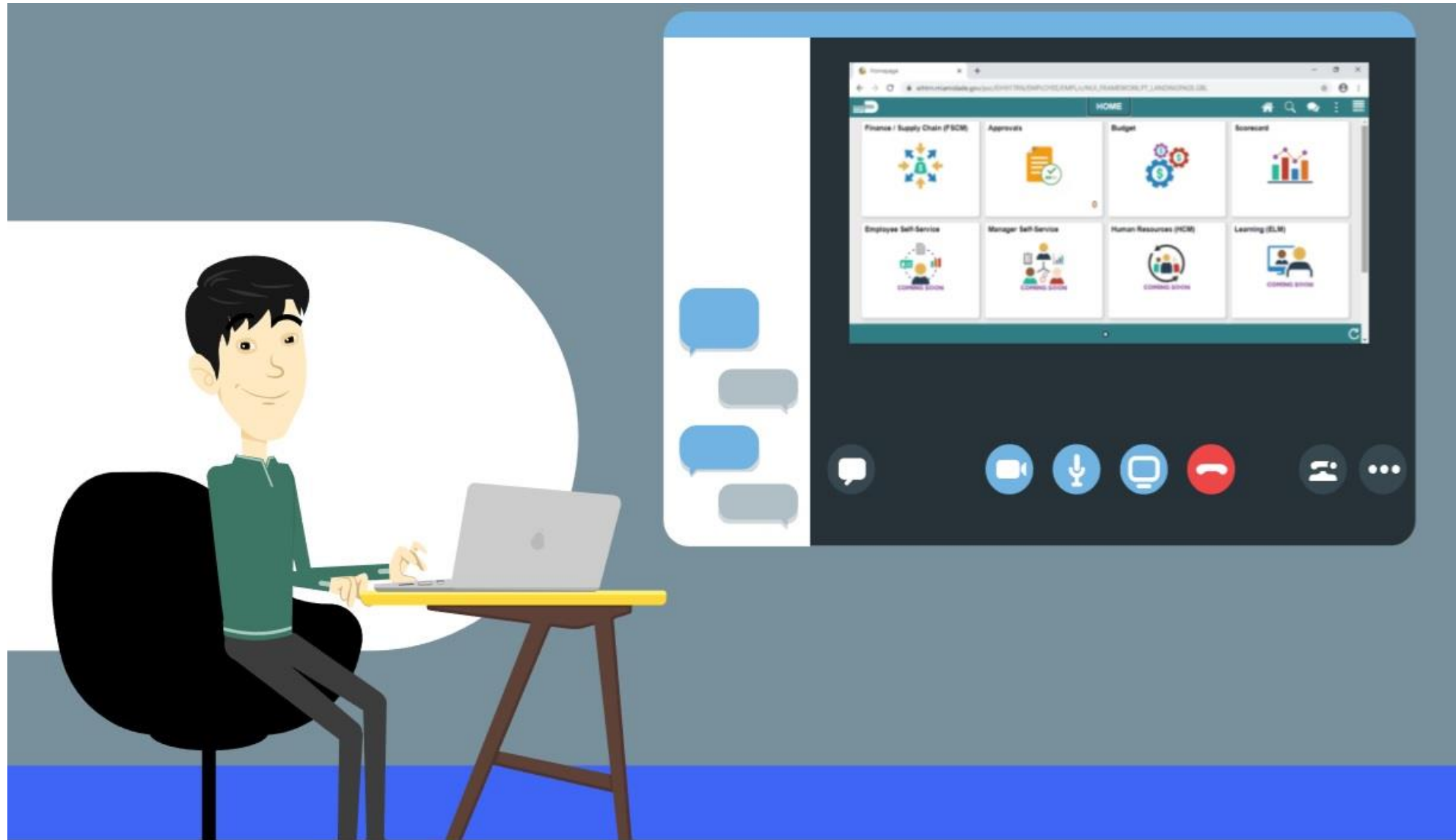
Absence Details
No absence data for today

Lecture 3: Manage Schedules Continued

Manage Schedules

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.
 - The steps to override an employee's schedule are now complete.

Lesson 6: Activities and Exercises



Lesson : Lesson Summary

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

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

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 how to:
 - Approve Time
 - Approve Absence
 - Manage Exceptions
 - Enter Time on Behalf of Employee
 - Submit Absence on Behalf of Employee
 - Manage Work Schedules

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 Reported Time)
- Approve Absence (Approve Absence)
- Approve Absence (Push Back Absence)
- Approve Absence (View Absence Balance and Forecast Balance)
- Manage Time Exceptions
- Enter Time on Behalf of Employee
- Submit Absence on Behalf of Employee
- Manage Work Schedule (Assigning a Personal Schedule)
- Manage Work Schedule (Replace 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



CONGRATULATIONS

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

MSS 204 – Time Management