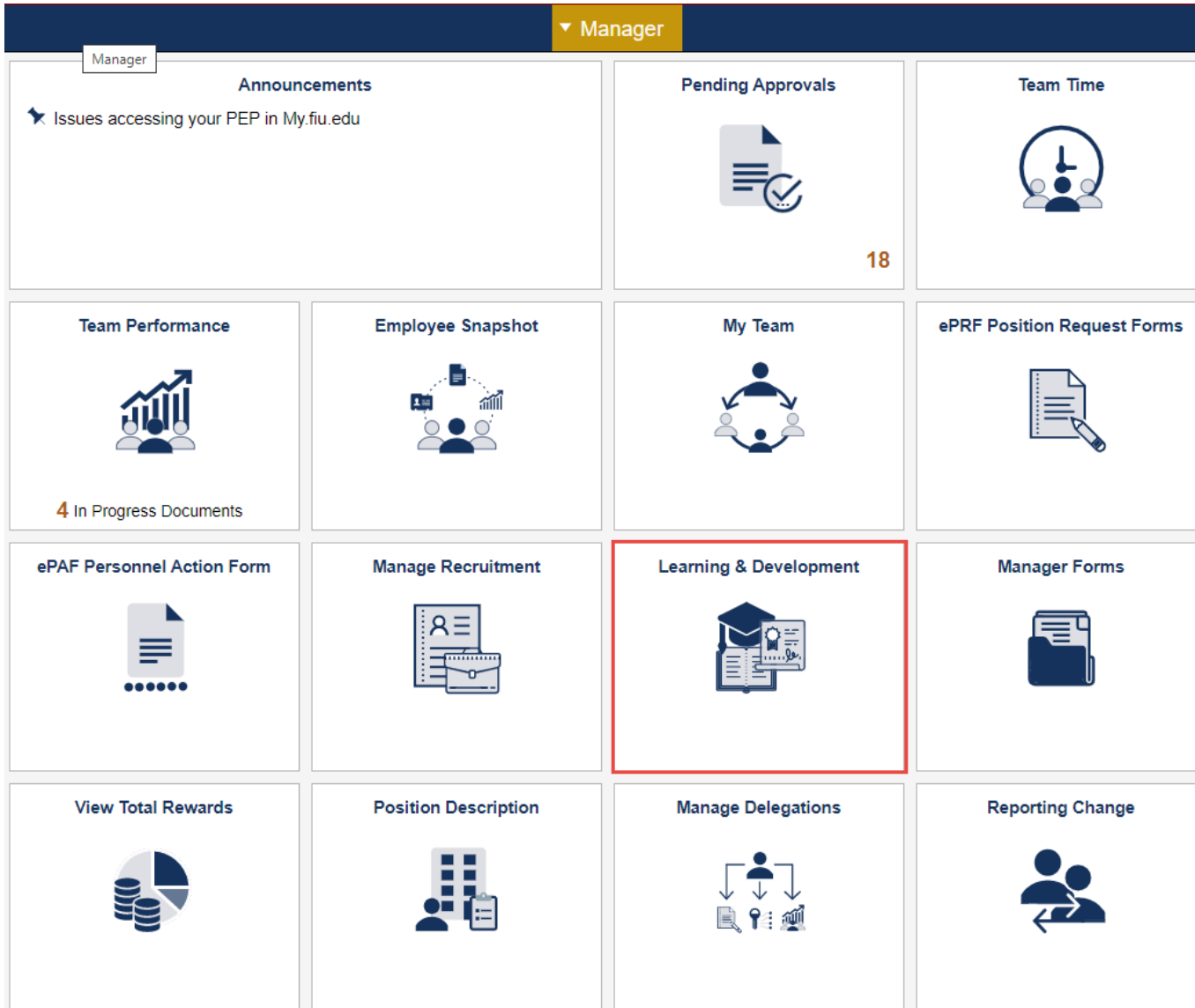


## Essential Personnel for Temporary Employees Step-by-Step Instructions

**Step 1.** Log in to my.fiu.edu or myhr.fiu.edu, in the Manager Dashboard select the “Learning & Development” tile.



## Essential Personnel for Temporary Employees Step-by-Step Instructions

**Step 2.** Click the “Current Team Profiles” tab and click “Select” next to the Temporary employee who is being designated as essential.

< Manager
Learning and Development (MGR)

Training Summary

Current Team Profiles

Team Historical Profiles

### Current Team Profiles

**Employee Selection Criteria**

Select the employee to be viewed. You will be able to process only those employees that report to you as of the date entered on this page

As Of Date

employees

Select	Name	Empl ID	Total Credit Hours	Job	Empl Status	HR Status
<input style="border: 2px solid red;" type="button" value="Select"/>				0	Active	Active
<input type="button" value="Select"/>				0	Active	Active
<input type="button" value="Select"/>				0	Active	Active
<input type="button" value="Select"/>				0	Active	Active

## Essential Personnel for Temporary Employees Step-by-Step Instructions

**Step 3.** On the employee's profile, click the "Essential Personnel" tab and click "Add New Essential Personnel".

The screenshot shows a web interface for managing employee profiles. At the top, there is a navigation bar with a '< Manager' button on the left and 'Learning and Development (MGR)' on the right. A sidebar on the left contains three menu items: 'Training Summary', 'Current Team Profiles' (highlighted in yellow), and 'Team Historical Profiles'. The main content area is titled 'Current FIU Employee Profile' and features a blurred profile picture and name. Below the profile information, there is an 'Instructions' section with a paragraph of text and 'Print' and 'Comments' links. A horizontal tab bar contains five tabs: 'Education', 'Qualifications', 'Faculty', 'Essential Personnel' (highlighted with a red box), and 'Other'. Below the tabs, a text instruction reads: 'Add new Essential Personnel in the given grid. Edit Essential Personnel by selecting the edit button.' Underneath this is a section titled 'Essential Personnel' with a message: 'There are currently no Essential Personnel for this profile. Please add one if required.' A red box highlights a '+ Add New Essential Personnel' button. Below this button is a 'Save' button and a 'Return to Previous Page' link.

## Essential Personnel for Temporary Employees Step-by-Step Instructions

**Step 4.** Fill in the desired Effective Date and Content Item ID (“ESSENPERS”). If designating the employee as essential, check “Essential”, and click “OK”. If removing the essential designation, uncheck “Essential”, and click “OK”.

The screenshot shows a web application interface for 'Learning and Development (MGR)'. A modal window titled 'Current FIU Employee Profile' is open, displaying the 'Add New Essential Personnel' form. The form includes the following fields and controls:

- Effective Date:** A date picker field set to 04/08/2020.
- Content Item ID:** A text input field containing 'ESSENPERS' with a search icon and a link labeled 'Essential Personnel'.
- Essential:** A checkbox labeled 'Essential' which is checked and highlighted with a red box.
- Comments:** A text area containing the text: 'The employee may need to go on campus to acquire computer equipment or assist users with software issues.' Below the text area, it indicates '149 characters remaining'.
- Buttons:** At the bottom, there are three buttons: 'OK' (highlighted with a red box), 'Apply and Add Another', and a link 'Return to Previous Page'.

## Essential Personnel for Temporary Employees Step-by-Step Instructions

**Step 5.** Click “Save”.


< Manager
Learning and Development (MGR)

Training Summary

**Current Team Profiles**

Team Historical Profiles

### Current FIU Employee Profile



**Instructions**  
The profile displays your employee's skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item.

[Print](#) [Comments](#)

Education

Qualifications



Faculty

Essential Personnel

Other

Add new Essential Personnel in the given grid. Edit Essential Personnel by selecting the edit button.

**Essential Personnel**

Content Item ID	Effective Date	Essential	Edit	Delete
<a href="#">Essential Personnel</a>	04/08/2020	☑		

[+ Add New Essential Personnel](#)

Save

[Return to Previous Page](#)