

Miami-Dade County Public Schools Employee Portal

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Welcome to the Employee Portal

icp
Instructional Continuity Plan
MIAMI-DADE COUNTY PUBLIC SCHOOLS

DISTANCE LEARNING SUPPORT
Professional Development (PD)

CLICK HERE

1 Click on SAP

My Info [Update Info]

My Collaboration

Employee Info | Inbox & Calendar | **SAP** | Discovery Education | Workplace by facebook

M-DCPS SAP Portal

Home Administration Services Self-Service

Employee Self-Service

Overview

Employee Services

Map Directory Index

Employment Opportunities

Internal Candidate for E-Recruiting

2 Click on 'Personal Information'

Personal Information
Update your Address and verify your Personal Data

Working Time
Eligible employees (i.e., Full-Time, Substitutes & Bus Drivers/Aides) can view leave balances, days worked and absences for a specific period (if available).

Life and Work Events
Request a Leave of Absence or initiate a Resignation Request

Payroll
View, maintain (as applicable) and/or print your pay statements, W-4 Information, Bank Information, Salary calculation and Deferral Pay Plan during the enrollment/cancellation period "only".

Benefits
Display the plans in which you are currently enrolled and enroll in new benefit plans.

M-DCPS SAP Portal

Home Employee Self-Service

Overview Employee Self-Service > Overview

Personal Information

Back

Personal Information Click on 'Personal Profile' 3

Personal Profile
Review or change your personal data and address information (this includes phone numbers and addresses).
M-DCPS Policies
Accept your M-DCPS Policies

M-DCPS SAP Portal

Home Employee Self-Service

Overview Employee Self-Service > Overview

Personal Profile Click here to edit/change mail address 4

Personal Data

Full name: [REDACTED] Details

Addresses Add

Permanent residence (Valid For All Personnel Assignments)

Street: [REDACTED]
City: [REDACTED]
Telephone Number: [REDACTED]

Communication Personal e-Mail Address

No data available Click here to add personal email 5