

OASYS eTRIM - Instructions for Hearing Date Module

The **Hearing Date** module allows taxing authorities to enter and manage information about both tentative and final public budget hearings directly from the OASYS eTRIM dashboard. This feature allows taxing authorities to confirm when hearings were held, or if the hearing was rescheduled or recessed. This is particularly helpful for the Department of Revenue (Department) to track scheduled hearing dates should an emergency such as a natural disaster arise.

While this module interacts with both the DR-420 and DR-487 series, taxing authorities should refer to the user guides available in the OASYS eTRIM **Resources** tab for instructions on completing those forms.

Instructions are organized into two parts covering the following topics:

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Recess Meeting Button	Recess Meeting Button
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Final Hearing Date	DR-487 Hearing Date
DR-487 Hearing Date	

Part A - Instructions for Non-School Taxing Authorities:

Tentative Hearing Date

If the taxing authority has not entered and saved hearing details on *Certification of Taxable Value* (Form DR-420) for its operating levy, the **Hearing Dates** section will indicate “DR-420 Series date not entered” under the applicable hearing type.



Tentative Hearing Date
DR-420 Date / Time / Location

DR-420 Series date not entered.

If the taxing authority has entered and saved hearing details on Form DR-420 for its operating levy, this section displays the hearing details currently saved.



Hearing Dates

Tentative Hearing Date
DR-420 Date / Time / Location

9/6/2025 4049 Reid Street , Defuniak Springs, FL 33040, 5:15 PM EST Assigned (Principal Taxing Authority) |

Complete Meeting
Reschedule Meeting
Recess Meeting

Final Hearing Dates
Scheduled Hearing Date / Time / Location

Scheduled final hearing date not entered. Enter Scheduled Final Hearing

The taxing authority enters the hearing details in the **First Public Budget Hearing** section of Form DR-420, as shown in the below example.



First Public Budget Hearing

Hearing Date and Time: 09/06/2025 05:15 PM

Timezone: Eastern

Street Address: 4049 Reid Street

City: Defuniak Springs

Zip: 33040

Cancel Save and Recalculate Save and Close Print PDF

NOTE: Taxing authorities may edit the date, time, and location of the initially scheduled public budget hearing by updating these fields on Form DR-420. Once the DR-420 Series is certified, the taxing authority will no longer be able to edit these fields; revise hearing data using the **Reschedule Meeting** or **Recess Meeting** buttons.

OASYS eTRIM identifies the initial data for the First Public Budget Hearing as “tentative” and displays the hearing details. Three action buttons also display: **Complete Meeting**, **Reschedule Meeting**, and **Recess Meeting** (if this action is used, the **Reconvene Meeting** button also displays). Instructions for each action are provided in the same order as they display on the screen. Depending on circumstances as the TRIM cycle progresses, some taxing authorities may use all these actions, while others will use only **Complete Meeting**.

If the **Reschedule Meeting** or **Recess Meeting** actions are used, the taxing authority should return to the dashboard after the hearing is held to reflect the hearing as **Complete**.

Complete Meeting Button

If the hearing is held and completed as scheduled, click **Complete Meeting**.

The screenshot shows the 'Hearing Dates' form. The 'Tentative Hearing Date' section contains the date '9/6/2025', the location '4049 Reid Street , Defuniak Springs, FL 33040, 5:15 PM EST', and the status 'Certified - Pending Acceptance |'. Below this, there are three buttons: 'Complete Meeting' (with a checkmark icon), 'Reschedule Meeting' (with a calendar icon), and 'Recess Meeting' (with a play icon). A red arrow points to the 'Complete Meeting' button.

The **Tentative Hearing Date** section updates to display the completed hearing details, and the action buttons no longer display.

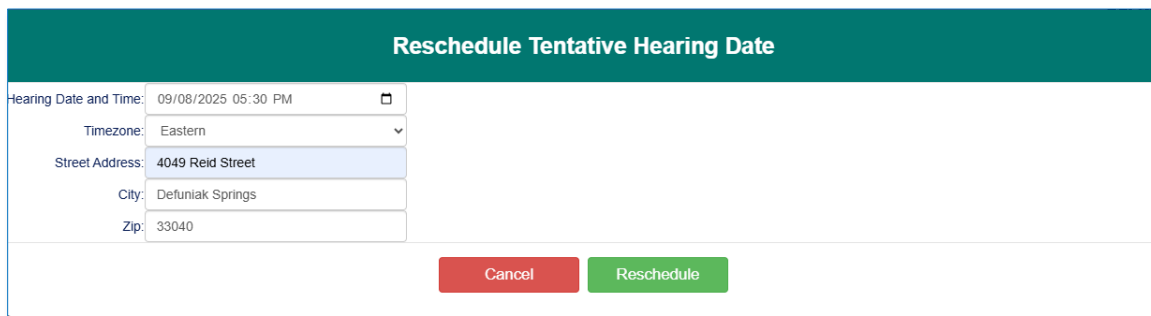
The screenshot shows the 'Hearing Dates' form after the hearing is completed. The 'Tentative Hearing Date' section now displays '9/6/2025', '4049 Reid Street , Defuniak Springs, FL 33040, 5:15 PM EST', and 'Certified - Pending Acceptance | Hearing Held 9/6/2025 5:15 PM'. Below this, there is a new section titled 'Final Hearing Dates' with the sub-header 'Scheduled Hearing Date / Time / Location'. It contains the text 'Scheduled final hearing date not entered.' and a button labeled 'Enter Scheduled Final Hearing'. A red arrow points to the 'Enter Scheduled Final Hearing' button.

Reschedule Meeting Button

If the hearing is rescheduled, click **Reschedule Meeting**.

The screenshot shows the 'Hearing Dates' form. The 'Tentative Hearing Date' section contains the date '9/6/2025', the location '4049 Reid Street , Defuniak Springs, FL 33040, 5:15 PM EST', and the status 'Certified - Pending Acceptance |'. Below this, there are three buttons: 'Complete Meeting' (with a checkmark icon), 'Reschedule Meeting' (with a calendar icon), and 'Recess Meeting' (with a play icon). A red arrow points to the 'Reschedule Meeting' button.

The **Reschedule Tentative Hearing Date** input screen displays. NOTE: If rescheduling the final hearing date, the screen is labeled **Reschedule Final Hearing Date**. Enter the new meeting details into the respective fields and click **Reschedule**. To abandon rescheduling the hearing, click **Cancel**.



The screenshot shows a form titled "Reschedule Tentative Hearing Date". It contains the following fields:

- Hearing Date and Time: 09/08/2025 05:30 PM
- Timezone: Eastern
- Street Address: 4049 Reid Street
- City: Defuniak Springs
- Zip: 33040

At the bottom, there are two buttons: "Cancel" (red) and "Reschedule" (green).

The **Hearing Dates** section updates. The initial date/time/location displays first, and a new **Rescheduled Date/Time/Location** section displays details for the rescheduled hearing. A taxing authority may reschedule a public budget hearing multiple times. Each time a hearing is rescheduled, a new entry displays on the dashboard.



The screenshot shows the "Hearing Dates" section. It displays a table with two rows:

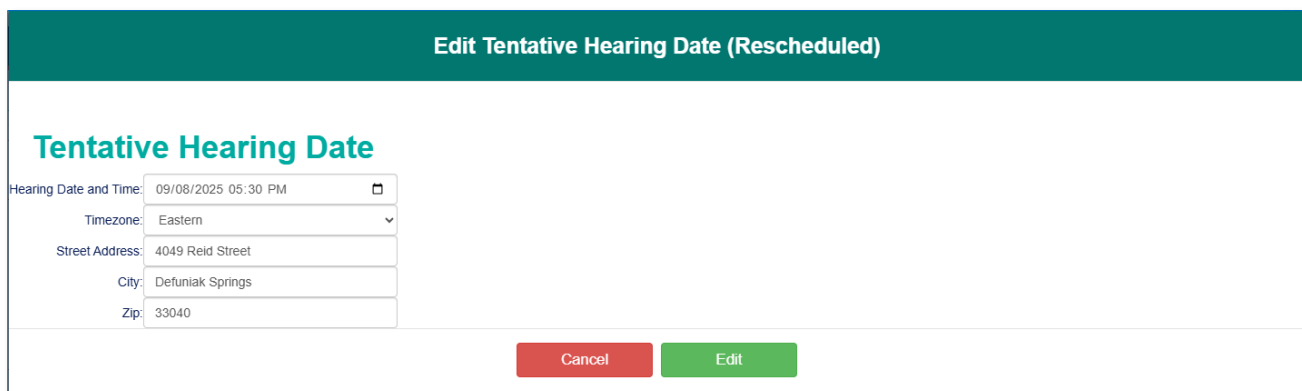
Tentative Hearing Date DR-420 Date / Time / Location		
9/6/2025	4049 Reid Street , Defuniak Springs, FL 33040, 5:15 PM EST	Certified - Pending Acceptance Rescheduled
Rescheduled Dates / Times / Locations		
9/8/2025	4049 Reid Street , Defuniak Springs, FL 33040, 5:30 PM EST	- Complete Meeting - Edit Meeting - Reschedule Meeting - Recess Meeting

A yellow arrow points to the "9/8/2025" date in the rescheduled row.

Edit Meeting Button

The **Edit Meeting** button becomes available once a hearing has been rescheduled.

Click **Edit Meeting** to modify the details of the rescheduled hearing. The **Edit Tentative Hearing Date (Rescheduled)** input screen displays. NOTE: If the final hearing date is being rescheduled, the screen is labeled **Edit Final Hearing Date (Rescheduled)**. Edit the meeting details in the respective fields and click **Edit**. To abandon the changes, click **Cancel**.



The screenshot shows a form titled "Edit Tentative Hearing Date (Rescheduled)". It contains the following fields:

- Hearing Date and Time: 09/08/2025 05:30 PM
- Timezone: Eastern
- Street Address: 4049 Reid Street
- City: Defuniak Springs
- Zip: 33040

At the bottom, there are two buttons: "Cancel" (red) and "Edit" (green).

Recess Meeting Button

If there is a temporary suspension of a meeting from either the **Tentative Hearing Date** section or the **Rescheduled** section, click **Recess Meeting**.

Hearing Dates

Tentative Hearing Date
DR-420 Date / Time / Location

9/6/2025 4049 Reid Street , Defuniak Springs, FL 33040, 5:15 PM EST Certified - Pending Acceptance |

✓ Complete Meeting
📅 Reschedule Meeting
⏸ Recess Meeting

Hearing Dates

Tentative Hearing Date
DR-420 Date / Time / Location

9/6/2025 4049 Reid Street , Defuniak Springs, FL 33040, 5:15 PM EST Certified - Pending Acceptance | Rescheduled

Rescheduled Dates / Times / Locations

9/8/2025 4049 Reid Street , Defuniak Springs, FL 33040, 5:30 PM EST

✓ Complete Meeting
✎ Edit Meeting
📅 Reschedule Meeting
⏸ Recess Meeting

The **Recess Tentative Hearing Date** screen displays. NOTE: If the final hearing date is recessing, the screen is labeled **Recess Final Hearing Date (Rescheduled)**. Enter the date and time the hearing recessed. Click **Recess**. To abandon recessing the hearing, click **Cancel**.

Recess Tentative Hearing Date

Recessed Hearing Date and Time: 09/06/2025 06:30 PM 📅

Cancel Recess

When a user clicks **Recess**, the **Hearing Dates** section updates and displays the date and time that the meeting was recessed. The **Reconvene Meeting** action button also displays.

Hearing Dates

Tentative Hearing Date
DR-420 Date / Time / Location

9/6/2025 4049 Reid Street , Defuniak Springs, FL 33040, 5:15 PM EST Certified - Pending Acceptance | Recessed 9/6/2025 6:30 PM

Reconvene Meeting

Reconvene Meeting Button

Click **Reconvene Meeting** to input further hearing activity. The **Reconvene Tentative Hearing Date** screen displays. NOTE: If the final hearing date is being rescheduled, the screen is labeled **Reconvene Final Hearing Date**. Enter the date and time the hearing reconvened. Click **Reconvene**. To abandon reconvening the hearing, click **Cancel**.



The screenshot shows a form titled "Reconvene Tentative Hearing Date". It has a text input field labeled "Reconvened Hearing Date and Time:" with the value "09/07/2025 05:40 PM" and a calendar icon. Below the input field are two buttons: "Cancel" (red) and "Reconvene" (green).

When a user clicks **Reconvene**, the **Hearing Dates** section updates and displays the date and time the meeting was reconvened.



The screenshot shows the "Hearing Dates" section. It has a title "Hearing Dates" in teal. Below it is a table with the following content:

Tentative Hearing Date DR-420 Date / Time / Location		
9/8/2025	4049 Reid Street , Defuniak Springs, FL 33040, 5:15 PM EST	Certified - Pending Acceptance Recessed 9/6/2025 6:30 PM / Reconvened 9/7/2025 5:40 PM

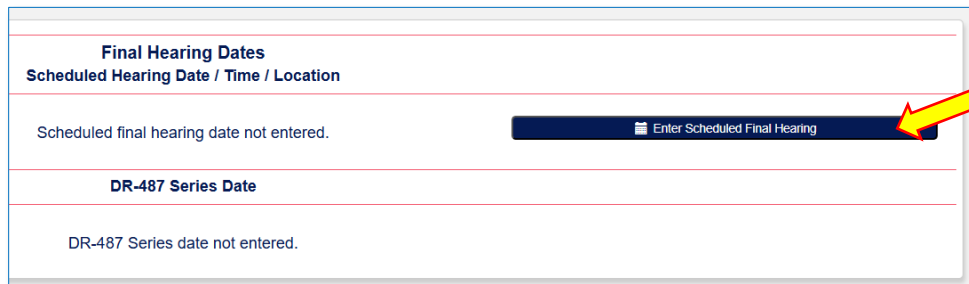
Below the table are two buttons: "Complete Meeting" (blue) and "Edit Reconvened Meeting Date/Time" (blue).

Click **Edit Reconvened Date/Time** if the hearing date or time changes or needs to be corrected.

Once the hearing is complete, click **Complete Meeting**.

Final Hearing Date

Click **Enter Scheduled Final Hearing** under the **Final Hearing Dates** section of the OASYS eTRIM dashboard.



Final Hearing Dates
Scheduled Hearing Date / Time / Location

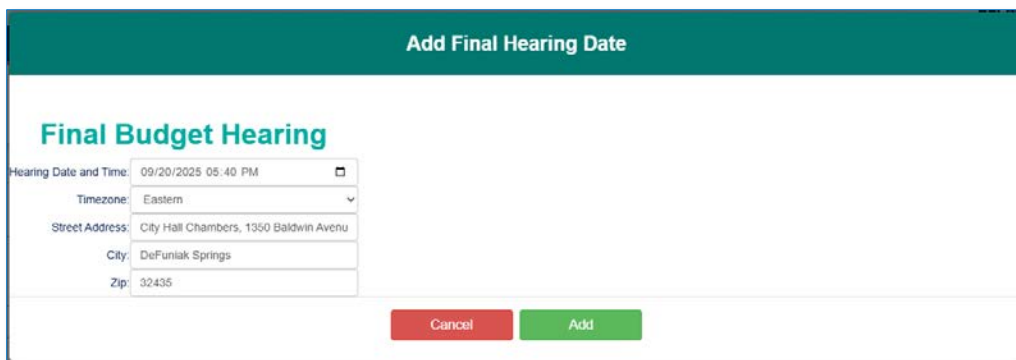
Scheduled final hearing date not entered. [Enter Scheduled Final Hearing](#)

DR-487 Series Date

DR-487 Series date not entered.

NOTE: A user may enter final hearing details at any time, regardless of the status of the DR-420 Series or the tentative public budget hearing.

The **Add Final Hearing Date** screen displays. Enter the final hearing details into the respective fields and click **Add**. To abandon entering final hearing details, click **Cancel**.



Add Final Hearing Date

Final Budget Hearing

Hearing Date and Time: 09/20/2025 05:40 PM
Timezone: Eastern
Street Address: City Hall Chambers, 1350 Baldwin Avenue
City: DeFuniak Springs
Zip: 32435

[Cancel](#) [Add](#)

The **Final Hearing Dates** section updates and the final hearing details display. Three action buttons also display: **Complete Meeting**, **Edit Meeting**, **Reschedule Meeting**, and **Recess Meeting** (if this action is used, the **Reconvene** button displays). NOTE: The action buttons function in the same manner as described for the first hearing (see prior sections of these instructions). Some taxing authorities may use all of these actions, while others will use only **Complete Meeting**. If the **Reschedule Meeting** or **Recess Meeting** actions are used, the taxing authority should return to the dashboard after the hearing is held and click **Complete Meeting** to reflect the hearing as complete.



Final Hearing Dates
Scheduled Hearing Date / Time / Location

9/20/2025 City Hall Chambers, 1350 Baldwin Avenue, DeFuniak Springs, FL 32435, 5:40 PM EST

[✓ Complete Meeting](#)
[✎ Edit Meeting](#)
[📅 Reschedule Meeting](#)
[🔊 Recess Meeting](#)

DR-487 Series Date

9/20/2025 5:40 PM

DR-487 Hearing Date

The last section of the Hearing Date module is labeled **DR-487 Hearing Date**.

The screenshot shows the 'Hearing Dates' section of the DR-487 module. It contains three main sections:

- Tentative Hearing Date**
DR-420 Date / Time / Location
9/6/2025 4049 Reid Street , Defuniak Springs, FL 33040, 5:15 PM EST Certified - Pending Acceptance | Hearing Held 9/6/2025 5:15 PM
- Final Hearing Dates**
Scheduled Hearing Date / Time / Location
Scheduled final hearing date not entered. [Enter Scheduled Final Hearing](#)
- DR-487 Series Date**
DR-487 Series date not entered.

Initially, the DR-487 Series Date section displays “DR-487 Series date not entered.” Once a user clicks the **Enter Scheduled Final Hearing** button and the hearing details are saved, the dashboard updates and the final hearing details display in this section.

The screenshot shows the 'Final Hearing Dates' section of the DR-487 module after the hearing details have been saved. It contains three main sections:

- Final Hearing Dates**
Scheduled Hearing Date / Time / Location
9/20/2025 City Hall Chambers, 1350 Baldwin Avenue, DeFuniak Springs, FL 32435, 5:40 PM EST [Complete Meeting](#)
[Edit Meeting](#)
[Reschedule Meeting](#)
[Recess Meeting](#)
- DR-487 Series Date**
9/20/2025 5:40 PM

Any changes to the final hearing details, made by clicking the **Edit Meeting**, **Reschedule Meeting**, or **Recess Meeting** buttons, will also update here. The system also populates this data to the *Certification of Compliance* (Form DR-487). If the taxing authority revises the final hearing date when the Form DR-487 is certified, the revised hearing details will update in this section.

Part B - Instructions for School Taxing Authorities:

Final Hearing Date

If the taxing authority has not entered and saved hearing details on *Certification of School Taxable Value* (Form DR-420S) for its operating levy, the **Hearing Dates** section will indicate “DR-420 Series date not entered” under the applicable hearing type.

Final Hearing Date
DR-420S Date / Time / Location

DR-420 Series date not entered.

The taxing authority enters the hearing details in the **Final Public Budget Hearing** section of Form DR-420S. The input screen is shown here for reference.

Final Public Budget Hearing

Hearing Date and Time:09/09/2025 06:00 PM

Timezone:EST

Street Address:55 SW 6th Street

City:Lake Butler

Zip:32054

Cancel

Save and Recalculate

Save and Close

Print PDF

Once the taxing authority has entered and saved hearing details on Form DR-420S, the dashboard updates and displays the hearing details.

Hearing Dates

Final Hearing Date
DR-420S Date / Time / Location

9/9/2025

55 SW 6th Street, Lake Butler, FL 32054, 6:00 PM EST

Assigned (Principal Taxing Authority) |

Complete Meeting

Reschedule Meeting

Recess Meeting

DR-487 Series Date

DR-487 Series date not entered.

Three action buttons also display: **Complete Meeting**, **Reschedule Meeting**, and **Recess Meeting** (if this action is used, the **Reconvene Meeting** button also displays). Instructions for each action are provided in the same order as they display on the screen. Depending on circumstances as the TRIM cycle progresses, some taxing authorities may use all of these actions, while others will use only **Complete Meeting**. If the **Reschedule Meeting** or **Recess Meeting** actions are used, the taxing authority should return to the dashboard after the hearing is held to mark the hearing as “Complete.”

Complete Meeting Button

If the hearing is held and completed as scheduled, click **Complete Meeting**.

Hearing Dates

Final Hearing Date DR-420S Date / Time / Location		
9/9/2025	55 SW 6th Street, Lake Butler, FL 32054. 6:00 PM EST	Certified - Pending Acceptance ✓ Complete Meeting 📅 Reschedule Meeting ⏸️ Recess Meeting
DR-487 Series Date		
DR-487 Series date not entered.		

The **Final Hearing Date** section updates to display the completed hearing details, and the action buttons no longer display.

Hearing Dates

Final Hearing Date DR-420S Date / Time / Location		
9/9/2025	55 SW 6th Street, Lake Butler, FL 32054. 6:00 PM EST	Certified - Pending Acceptance Hearing Held 9/9/2025 6:00 PM
DR-487 Series Date		
DR-487 Series date not entered.		

Reschedule Meeting Button

If the hearing is rescheduled, click **Reschedule Meeting**.

Hearing Dates

Final Hearing Date DR-420S Date / Time / Location		
9/9/2025	55 SW 6th Street, Lake Butler, FL 32054. 6:00 PM EST	Certified - Pending Acceptance ✓ Complete Meeting 📅 Reschedule Meeting ⏸️ Recess Meeting
DR-487 Series Date		
DR-487 Series date not entered.		

The **Reschedule Final Hearing Date** input screen displays. Enter the new meeting details into the respective fields and click **Reschedule**. To abandon rescheduling the hearing, click **Cancel**.



The form titled "Reschedule Final Hearing Date" contains the following fields: "Hearing Date and Time" (09/09/2025 05:45 PM), "Timezone" (Eastern), "Street Address" (55 SW 6th Street), "City" (Lake Butler), and "Zip" (32054). At the bottom are "Cancel" and "Reschedule" buttons.

The **Hearing Dates** section updates. The initial date/time/location is displayed first, and a new **Rescheduled Date/Time/Location** section displays the details for the rescheduled hearing. A taxing authority may reschedule a public budget hearing multiple times. Each time a hearing is rescheduled, a new entry displays on the dashboard.

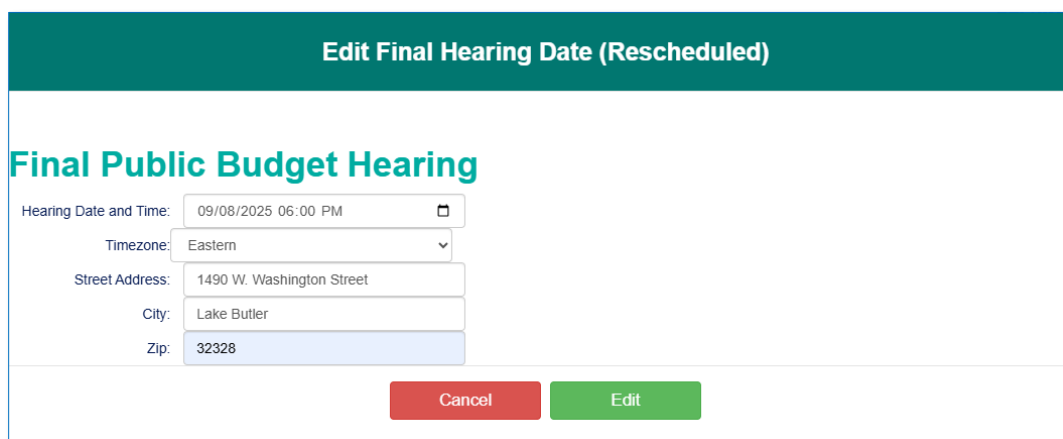


The "Hearing Dates" section shows a table with two rows. The first row, "Final Hearing Date", shows "9/9/2025" at "55 SW 6th Street, Lake Butler, FL 32054, 6:00 PM EST" with status "Certified - Pending Acceptance | Rescheduled". The second row, "Rescheduled Dates / Times / Locations", shows "9/9/2025" at "55 SW 6th Street, Lake Butler, FL 32054, 5:45 PM EST". A yellow arrow points to the date "9/9/2025" in the second row. To the right of the second row are four buttons: "Complete Meeting", "Edit Meeting", "Reschedule Meeting", and "Recess Meeting".

Edit Meeting Button

The **Edit Meeting** button becomes available once a hearing is rescheduled.

Click **Edit Meeting** to modify the details of the reschedule hearing. The **Edit Final Hearing Date (Rescheduled)** screen displays. Update the meeting details in the respective fields and click **Edit**. To abandon the changes, click **Cancel**.



The form titled "Edit Final Hearing Date (Rescheduled)" contains the following fields: "Hearing Date and Time" (09/08/2025 06:00 PM), "Timezone" (Eastern), "Street Address" (1490 W. Washington Street), "City" (Lake Butler), and "Zip" (32328). At the bottom are "Cancel" and "Edit" buttons.

Recess Meeting Button

If there is a temporary suspension of a meeting, click **Recess Meeting**.

The screenshot shows the 'Hearing Dates' interface. At the top, it says 'Hearing Dates'. Below that, there's a section for 'Final Hearing Date' with the subtext 'DR-420S Date / Time / Location'. The date '9/9/2025' is entered, and the location is '55 SW 6th Street, Lake Butler, FL 32054, 6:00 PM EST'. To the right, there's a status 'Certified - Pending Acceptance |' and three buttons: 'Complete Meeting', 'Reschedule Meeting', and 'Recess Meeting'. A red arrow points to the 'Recess Meeting' button. Below this, there's a section for 'DR-487 Series Date' with the text 'DR-487 Series date not entered.'

The **Recess Final Hearing Date** screen displays. Enter the date and time the hearing recessed. Click **Recess**. To abandon recessing the hearing, click **Cancel**.

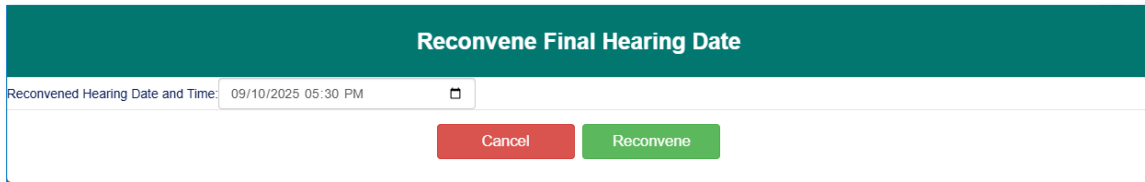
The screenshot shows the 'Recess Final Hearing Date' screen. At the top, it says 'Recess Final Hearing Date'. Below that, there's a field for 'Recessed Hearing Date and Time:' with the value '09/09/2025 06:30 PM' and a calendar icon. At the bottom, there are two buttons: 'Cancel' and 'Recess'.

When the user clicks **Recess**, the **Hearing Dates** section updates and displays the date and time that the meeting was recessed. The **Reconvene Meeting** action button also displays.

The screenshot shows the 'Hearing Dates' interface after the recess action. The 'Final Hearing Date' section now shows '9/9/2025' and '55 SW 6th Street, Lake Butler, FL 32054, 6:00 PM EST'. The status is 'Certified - Pending Acceptance | Recessed 9/9/2025 6:30 PM'. A red arrow points to the date '9/9/2025'. Below this, there's a section for 'DR-487 Series Date' with the text 'DR-487 Series date not entered.' At the bottom right, there's a button labeled 'Reconvene Meeting'.

Reconvene Meeting Button

Click **Reconvene Meeting** to input further hearing activity. The **Reconvene Final Hearing Date** screen displays. Enter the date and time the hearing reconvened. Click **Reconvene**. To abandon reconvening the hearing, click **Cancel**.

A screenshot of the 'Reconvene Final Hearing Date' screen. It features a teal header with the title. Below the header is a text input field labeled 'Reconvened Hearing Date and Time:' containing the text '09/10/2025 05:30 PM'. At the bottom of the screen are two buttons: a red 'Cancel' button and a green 'Reconvene' button.

When the user clicks **Reconvene**, the **Hearing Dates** section updates and displays the date and time the meeting was reconvened.

A screenshot of the 'Hearing Dates' section. The title 'Hearing Dates' is in teal. Below it is a section titled 'Final Hearing Date' with the subtitle 'DR-420S Date / Time / Location'. This section contains three pieces of information: a date '9/9/2025' with a yellow arrow pointing to it, a location and time '55 SW 6th Street, Lake Butler, FL 32054, 6:00 PM EST', and a status 'Certified - Pending Acceptance | Recessed 9/9/2025 6:30 PM / Reconvened 9/10/2025 5:30 PM'. Below this information are two buttons: 'Complete Meeting' and 'Edit Reconvened Meeting Date/Time'. At the bottom of the section is a title 'DR-487 Series Date' followed by the text 'DR-487 Series date not entered.'

Click **Edit Reconvened Date/Time** if the hearing date or time changes or needs correction.

Once the hearing is complete, click **Complete Meeting**.

DR-487 Hearing Date

The last section of the Hearing Date module is labeled **DR-487 Hearing Date**. This section displays “DR-487 Series date not entered” until the taxing authority enters the hearing date details on Form DR-420S and certifies the form. The system also populates this data to Form DR-487. If the taxing authority revises the final hearing date when Form DR-487 is certified, the revised hearing details will update in this section.