



Munis Human Resources/Payroll

*Major Enhancements
Version 10.1
March 9, 2012*

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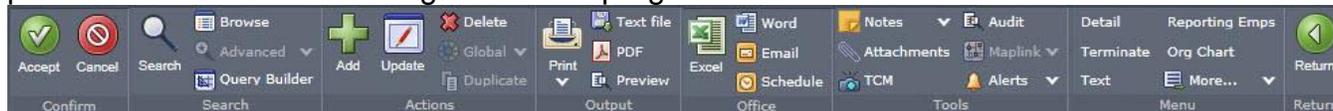
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Munis Human Resources and Payroll

This document provides an overview of the major Human Resources and Payroll enhancements for Munis® Version 10.1.

Munis Ribbon

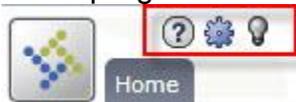
If your organization uses the GWC-SL interface, the Munis ribbon replaces the Munis toolbar. This ribbon contains tabs, which in turn, contain groups of related buttons that allow you to perform various actions throughout Munis programs.



The groups on the Munis ribbon are as follows:

- Confirm - Accept, Cancel.
- Search - Search, Browse, Advanced, Query Builder. Click the down arrow for the Advanced button to access advanced search options.
- Actions - Add, Update, Delete, Global, Duplicate. Click the down arrow for the Global button to view options.
- Output - Print, Text File, PDF, Preview.
- Office - Excel, Word, Email, Schedule.
- Tools - Notes, Attachments, TCM, Audit, MapLink, Alerts. Click the down arrow for the Notes, MapLink, and Alerts buttons to access additional options for each.
- Menu - Options specific to managing data in the active program and options for accessing related programs. Click the down arrow for the More button to view a complete list of menu options.
- Return - Closes the current screen. To close a program, close the Internet browser window.

In the program banner, the Munis Help, Settings, and Enhancements buttons are available.



These buttons provide the following options specific to the active program:

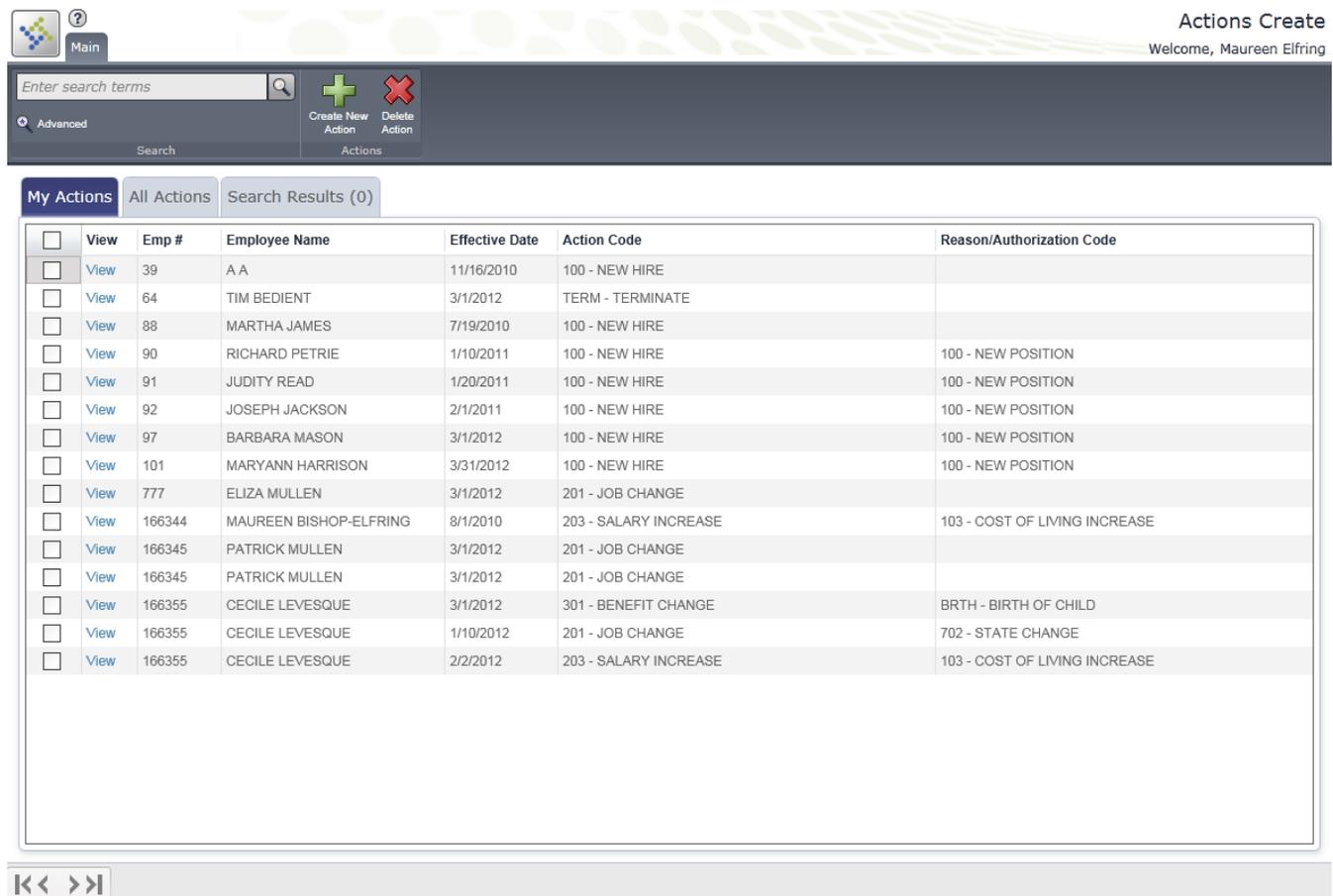
- Help - Provides the Munis online help content, displays the Munis KnowledgeBase search screen with a list of documents related to the active program, and provides About Munis details.
- Settings - Provides the Customizable Field Label and View Database Column options.
- Enhancements - Displays the most recent enhancements to the active program.

Human Resources

Actions Create

The Actions Create program creates personnel actions records and applies them to live data. Examples of personnel actions are new hires, salary/position/class changes, leave of absences, reinstatements, and terminations.

When you open the Actions Create program, the My Actions tab provides a list of all current actions associated with your user ID.



The screenshot shows the 'Actions Create' web application interface. At the top right, it says 'Actions Create' and 'Welcome, Maureen Elfring'. Below the header is a search bar with the text 'Enter search terms' and a magnifying glass icon. To the right of the search bar are two buttons: a green plus sign labeled 'Create New Action' and a red minus sign labeled 'Delete Action'. Below the search bar is a 'Search' button. The main content area has three tabs: 'My Actions' (selected), 'All Actions', and 'Search Results (0)'. Below the tabs is a table with the following columns: 'View', 'Emp #', 'Employee Name', 'Effective Date', 'Action Code', and 'Reason/Authorization Code'. The table contains 18 rows of data. At the bottom of the table is a navigation bar with left and right arrow icons.

<input type="checkbox"/>	View	Emp #	Employee Name	Effective Date	Action Code	Reason/Authorization Code
<input type="checkbox"/>	View	39	A A	11/16/2010	100 - NEW HIRE	
<input type="checkbox"/>	View	64	TIM BEDIENT	3/1/2012	TERM - TERMINATE	
<input type="checkbox"/>	View	88	MARTHA JAMES	7/19/2010	100 - NEW HIRE	
<input type="checkbox"/>	View	90	RICHARD PETRIE	1/10/2011	100 - NEW HIRE	100 - NEW POSITION
<input type="checkbox"/>	View	91	JUDITY READ	1/20/2011	100 - NEW HIRE	100 - NEW POSITION
<input type="checkbox"/>	View	92	JOSEPH JACKSON	2/1/2011	100 - NEW HIRE	100 - NEW POSITION
<input type="checkbox"/>	View	97	BARBARA MASON	3/1/2012	100 - NEW HIRE	100 - NEW POSITION
<input type="checkbox"/>	View	101	MARYANN HARRISON	3/31/2012	100 - NEW HIRE	100 - NEW POSITION
<input type="checkbox"/>	View	777	ELIZA MULLEN	3/1/2012	201 - JOB CHANGE	
<input type="checkbox"/>	View	166344	MAUREEN BISHOP-ELFRING	8/1/2010	203 - SALARY INCREASE	103 - COST OF LIVING INCREASE
<input type="checkbox"/>	View	166345	PATRICK MULLEN	3/1/2012	201 - JOB CHANGE	
<input type="checkbox"/>	View	166345	PATRICK MULLEN	3/1/2012	201 - JOB CHANGE	
<input type="checkbox"/>	View	166355	CECILE LEVESQUE	3/1/2012	301 - BENEFIT CHANGE	BRTH - BIRTH OF CHILD
<input type="checkbox"/>	View	166355	CECILE LEVESQUE	1/10/2012	201 - JOB CHANGE	702 - STATE CHANGE
<input type="checkbox"/>	View	166355	CECILE LEVESQUE	2/2/2012	203 - SALARY INCREASE	103 - COST OF LIVING INCREASE

Click View to display the action items for a selected employee. Use the New Value fields to update the employee information.

Actions Create
 Welcome, Maureen Elfring

Main
Advanced Search

+ Create New Action
Actions
✖ Delete Action
↶ Return to overview
Return

NEW HIRE: 88 - MARTHA JAMES
Add Fields Effective Date 7/19/2010 15

Table	Record	Field	Current Value	New Value
Employee Master	NEW EMPLOYEE	First Name		MARTHA
Employee Master	NEW EMPLOYEE	Middle Name		J
Employee Master	NEW EMPLOYEE	Last Name		JAMES
Employee Master	NEW EMPLOYEE	SSN		001-75-5555
Employee Master	NEW EMPLOYEE	Date Of Birth		1/1/1960 15
Employee Master	NEW EMPLOYEE	Gender		F
Employee Master	NEW EMPLOYEE	Marital Status		D - DIVORCED
Employee Master	NEW EMPLOYEE	Active Status		A - ACTIVE
Employee Address	Address 1	Address Line 1		370 US ROUTE 1
Employee Address	Address 1	City		FALMOUTH
Employee Address	Address 1	State		ME
Employee Address	Address 1	Zip		04105
Employee Master	NEW EMPLOYEE	EEO Ethnic Code		I
Employee Master	NEW EMPLOYEE	Hire Date		7/19/2010 15
Employee Master	NEW EMPLOYEE	Include After Date		1/1/1995 15
Employee Master	NEW EMPLOYEE	Location		9000
Employee Master	NEW EMPLOYEE	New Employee		<input checked="" type="checkbox"/>
Employee Master	NEW EMPLOYEE	Original Hire Date		7/19/2010 15
Employee Master	NEW EMPLOYEE	Group/BU		9000

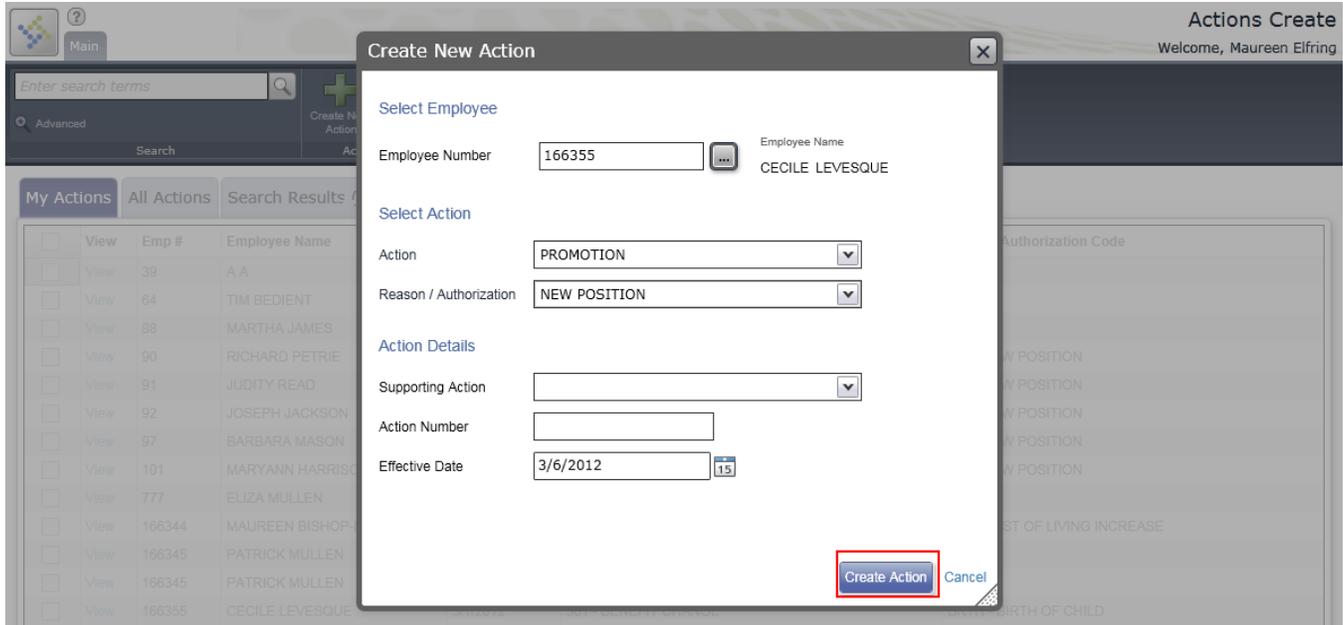
<< 1 2 3 4 ... >>
 [Return to search page](#)
Save Cancel

Creating a New Action

To create a new action, click Create New Action in the Actions group on the ribbon. The program displays the Create New Action dialog box; enter the details for the action and click Create Action.

Munis® Major Enhancements, Version 10.1 HR and Payroll

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Deleting Existing Actions

To delete an existing action, find the action, click Delete in the Actions group of the ribbon, and then click OK.

Finding Existing Actions

To find existing action records, enter search criteria and click Find, or click Advanced to use specific field values to find records. When the search completes, the program updates the numeric value on the Search Results tab with the number of records found. Click the Search Results tab to view a list of the records.



166355

Advanced Search

Create New Action Delete Action

Employee Number: 166355 Effective Date: [calendar icon]

First Name: [input] Last Name: [input]

Action Code: [dropdown] Reason/Authorization Code: [dropdown]

Search Reset Close

My Actions All Actions Search Results (4)

<input checked="" type="checkbox"/>	View	Emp #	Employee Name	Effective Date	Action Code	Reason/Authorization Code
<input type="checkbox"/>	View	166355	CECILE LEVESQUE	3/6/2012	200 - PROMOTION	100 - NEW POSITION
<input type="checkbox"/>	View	166355	CECILE LEVESQUE	3/1/2012	301 - BENEFIT CHANGE	BRTH - BIRTH OF CHILD
<input type="checkbox"/>	View	166355	CECILE LEVESQUE	1/10/2012	201 - JOB CHANGE	702 - STATE CHANGE
<input type="checkbox"/>	View	166355	CECILE LEVESQUE	2/2/2012	203 - SALARY INCREASE	103 - COST OF LIVING INCREASE

Navigation icons: left arrow, right arrow

Click View from the Search Results tab to view more details on the action. To add fields to the display, click Add Fields.

Enter search terms

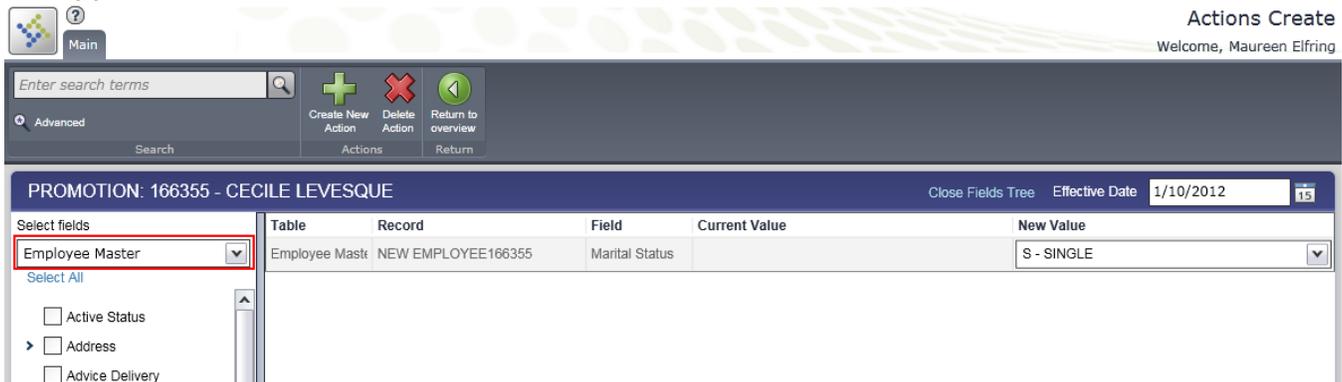
Create New Action Delete Action Return to overview

PROMOTION: 166355 - CECILE LEVESQUE

Add Fields Effective Date 1/10/2012

Table	Record	Field	Current Value	New Value
Employee Master	NEW EMPLOYEE166355	Marital Status		S - SINGLE

From the Select Fields pane, select the program from which to add field details and then select the applicable fields.



From any screen in the Actions Create program, use the Return to Overview button to move to the main screen.



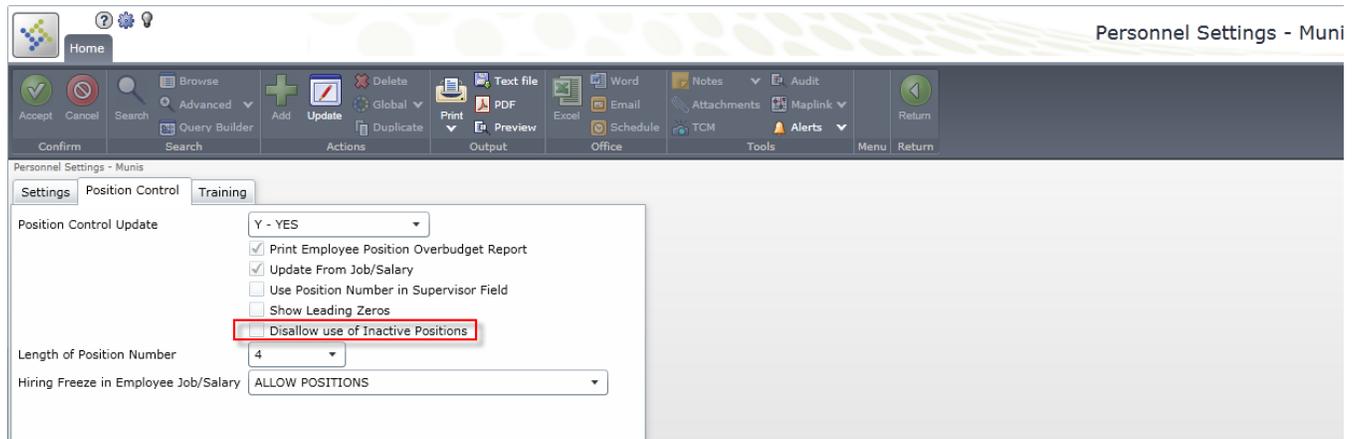
Employee Mailing Labels, Dot Matrix Employee Mailing Labels

The name of the Employee Mailing Labels program is changed to Dot Matrix Employee Mailing Labels. Screens and reports include the new name.



Personnel Settings, Position Control

On the Position Control tab in the Personnel Settings program, the Disallow Use of Inactive Positions check box is available.



Personnel Settings - Muniis

Settings Position Control Training

Position Control Update Y - YES

- Print Employee Position Overbudget Report
- Update From Job/Salary
- Use Position Number in Supervisor Field
- Show Leading Zeros
- Disallow use of Inactive Positions

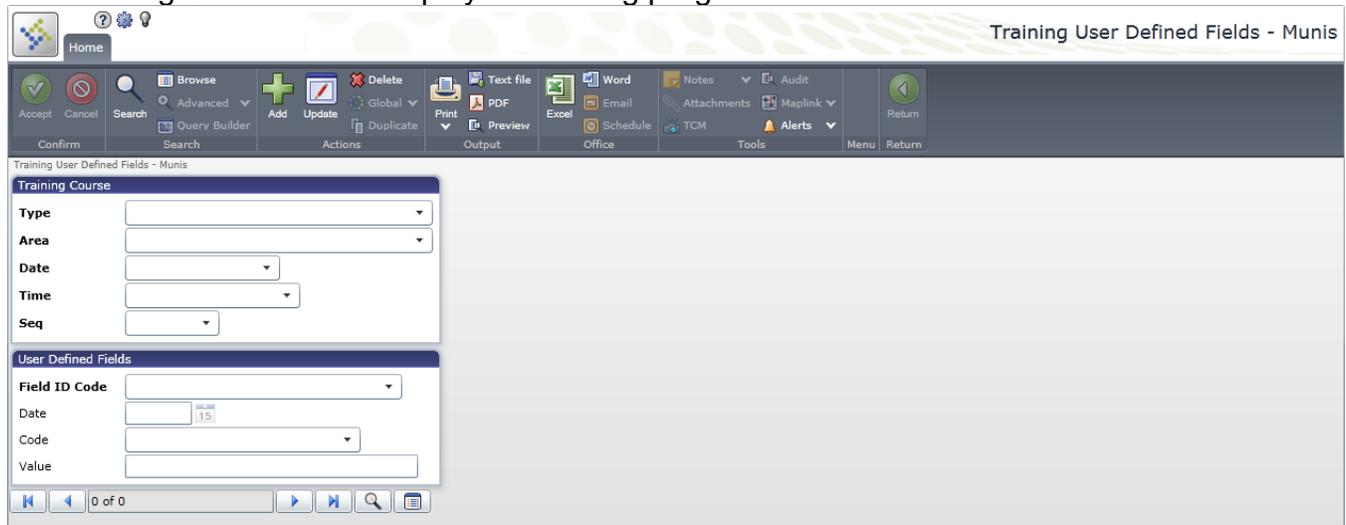
Length of Position Number 4

Hiring Freeze in Employee Job/Salary ALLOW POSITIONS

If this check box is selected, the field help results in Position Control do not include positions identified as I-Inactive, and the program prevents you from manually adding inactive positions.

Training User-Defined Fields, Training Courses, Employee Training

The Training User Defined Fields program is available. This program assigns training user-defined records to training courses. The assigned user-defined records can be viewed through the Training Courses and Employee Training programs.



Training User Defined Fields - Muniis

Training Course

Type [Dropdown]

Area [Dropdown]

Date [Dropdown]

Time [Dropdown]

Seq [Dropdown]

User Defined Fields

Field ID Code [Dropdown]

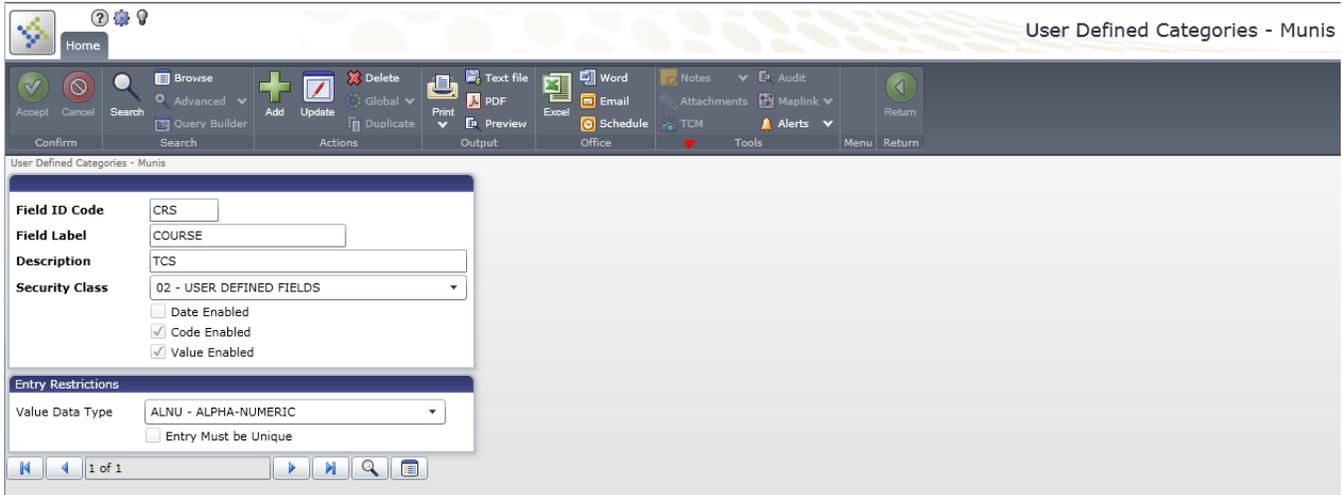
Date [Text: 15]

Code [Dropdown]

Value [Text]

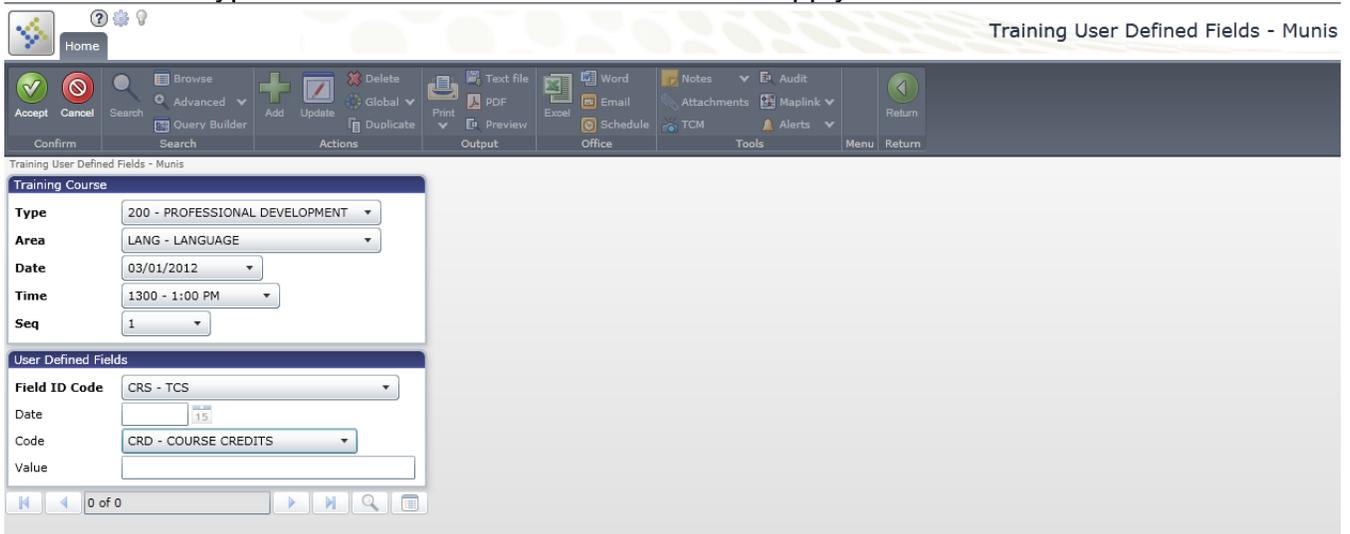
0 of 0

To use this program, you must create field ID codes in the User Defined Categories program.

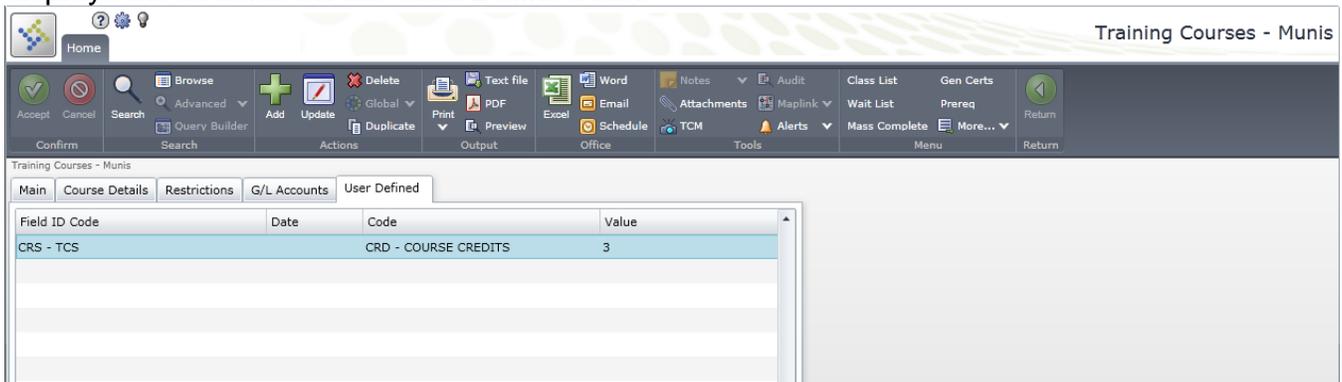


These records determine the data required for each user-defined record and the data type.

In Payroll Miscellaneous Codes, the TRUD – Training User Defined code type is available. Use this code type to create miscellaneous codes that apply to the field ID codes.



When you create a user-defined training fields for a course, the Training Courses program displays these fields on the User Defined tab.



When you enroll an employee in a course with user-defined fields, the fields display on the User Defined tab in the Employee Training program.

Employee Training - Munis

Home

Accept Cancel Search Browse Add Update Delete Global Print PDF Excel Word Notes Attachments Status Addl Reports
 Confirm Search Query Builder Actions Output Preview Office Schedule TCM Alerts Mass Update Training Course Return
 Menu More...

Employee Training - Munis

Employee Identification

Employee	SSN	Last Name	First Name	MI
166344	001-22-5654	BISHOP-ELFRING	MAUREEN	E
Job Class	FDIR	DIR FINANC	Loc	135
Group/BU	10	NON UNION		FINANCE

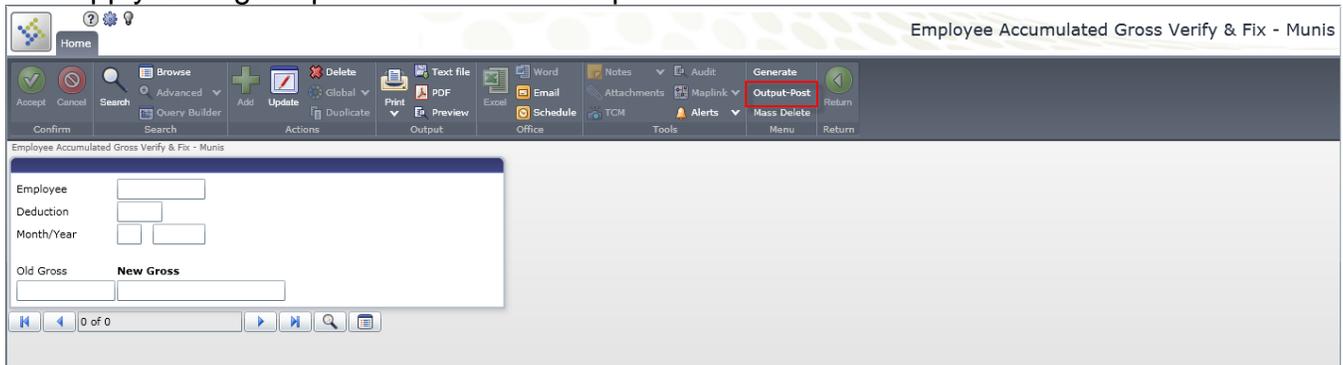
Course G/L Accounts User Defined

Field ID Code	Date	Code	Value
CRS - TCS		CRD - COURSE CREDITS	3

Payroll

Accumulator Gross Verify

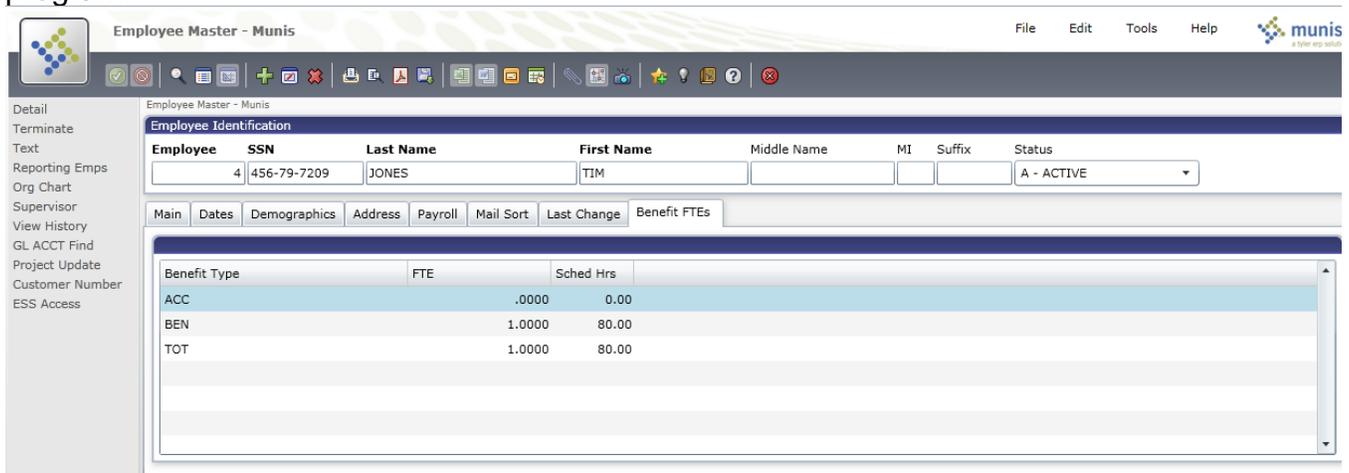
The Apply Changes option is relabeled Output-Post.



Using the Output-Post option, the program creates a proof record of the list of changes to be applied to accumulator records before posting the changes.

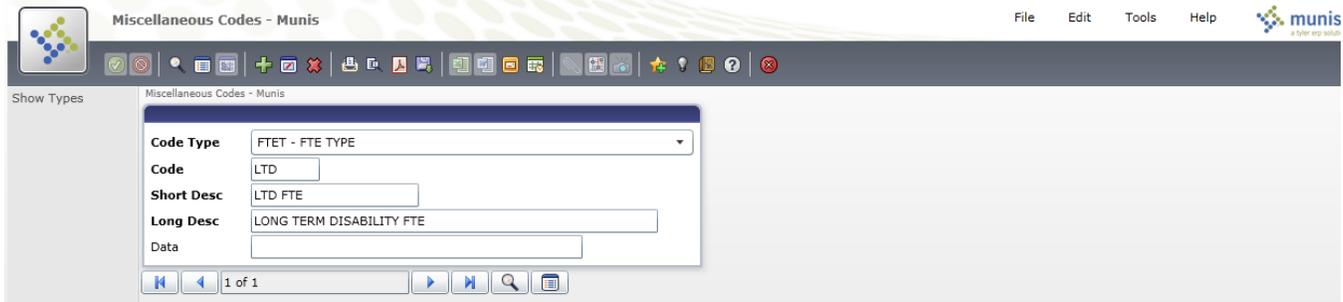
Benefit FTE Types

Payroll functionality allows organizations to create multiple benefit FTE types. You can then factor deduction amounts by a calculated or defined benefit FTE amount. These FTE types and FTE amounts display for each employee on the Benefit FTEs tab in the Employee Master program.

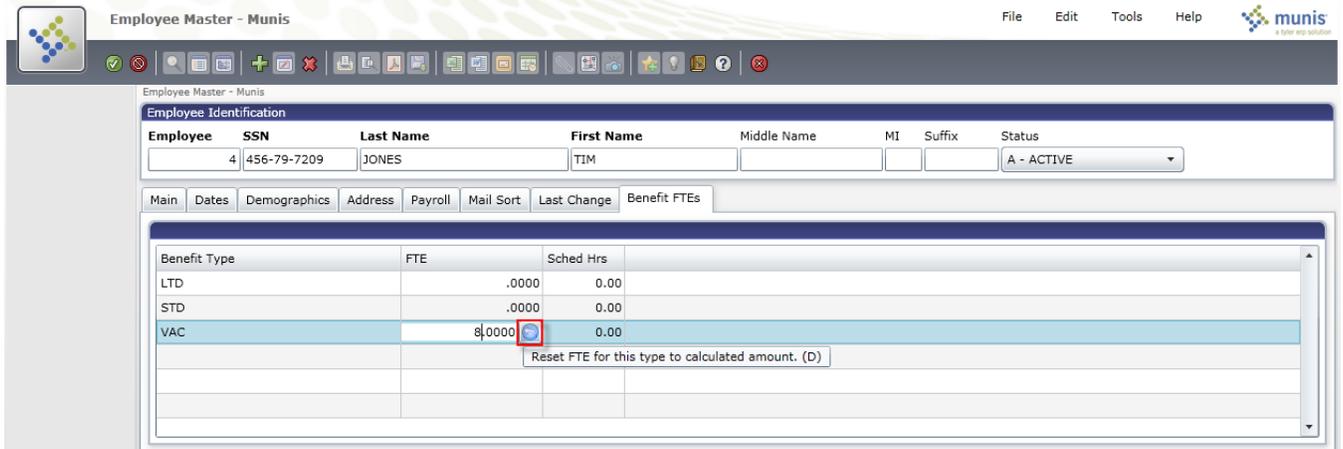


In the Deduction Benefit and Master program, you can associate a deduction code with a specific FTE type. FTE types can also be associated with job class, position control, and manual allocation records. Miscellaneous codes for the code type FTET must be created in the Payroll Miscellaneous Code program before using the Benefit FTE functionality. There is a limit

of five for FTET miscellaneous codes.



For every FTE Type miscellaneous code created, the Employee Master includes at line on the Benefit FTEs tab. The line includes the FTE Type, FTE Amount, and Scheduler Hours.



The only field that you can maintain is the FTE Amount. If you manually update this field, you must click Reset to clear the entry and allow automated system processing.

Benefit FTE calculations is based on the FTE types specified in either the manual allocation, job class, or position control record for an employee's active base pay record. The hierarchy for processing base pays with manual allocation records where an FTE type is defined on at least one allocation line is as follows:

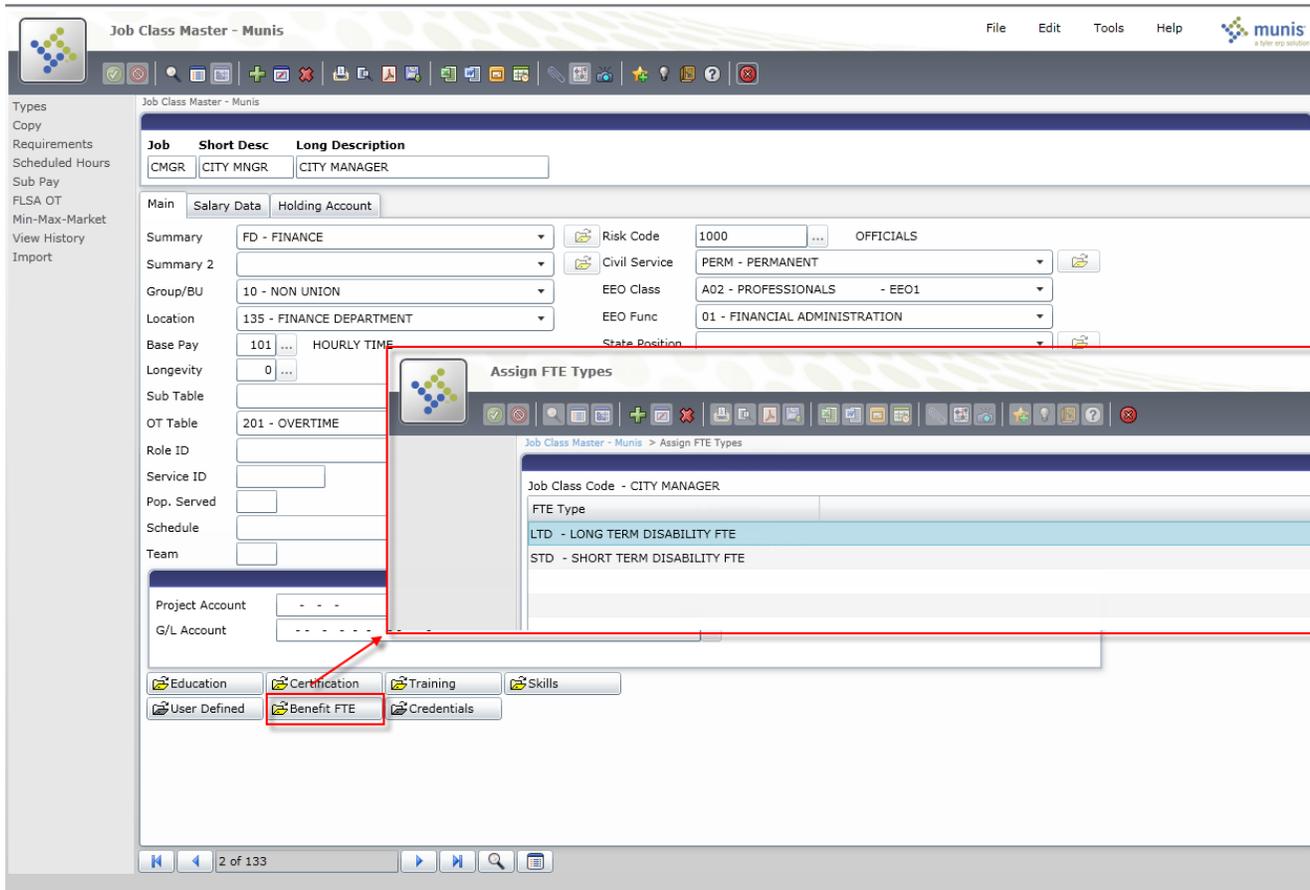
If an FTE type is included, the FTE for that line and the hours for that line are included in the calculation for the specified FTE type.

If the pay is not manually allocated or FTE types are not defined for the allocation, the program checks the Position Control program for positions specified on the employee's base pay record. The Benefit FTE button in Position Control displays the Assign FTE Types screen, where you can assign benefit FTEs to the position.

The screenshot displays the 'Position Control - Munis' application. The main window is titled 'Position Identification' and shows details for a position with ID '1', description 'HEAD ACCOUNTANT', and status 'P - PENDING'. The 'Job Class' is 'FAC3 ACCOUNTIII'. A red box highlights the 'Assign FTE Types' dialog box, which lists 'LTD - LONG TERM DISABILITY FTE' and 'VAC - VACATION FTE'. A red arrow points from the 'Benefit FTE' button in the bottom toolbar to the dialog box.

If your organization does not use Position Control or have not specified FTE types for a position, the program uses FTE types attached to the job class to calculate FTE and scheduler hours for a specific benefit type.

Use the Benefit FTE option to assign FTE types to the job class.



To use the benefit FTE functionality only to calculate FTE amounts for benefit types and display them in Employee Master, use the Employee Inquiry program, which also includes the Benefit FTE tab and allows you to export the active set of records to Microsoft Excel.

The Deduction Benefit Master program includes the Benefit FTE Type list on the Insurance Tab. Use this list to assign a benefit type to a deduction.

The screenshot shows the 'Deduction and Benefit Master - Munis' application window. The 'Insurance Option' tab is active, displaying fields for Carrier, Coverage, Plan, Prem, and Group. Below it, the 'Insurance Calculation Settings' tab is active, showing various dropdown menus and input fields for Employee Life Table, Employer Life Table, Life Ins Option, Life Ins Hrs/Year, Non-Cash Pay Type, Calculation Option, and Benefit FTE Type (highlighted with a red box). Other fields include Age Effective Month, Age Effective Day, Age Effective Yr Typ, Employee Factor, Employer Factor, Employer Ins Amount, and Employer Min Salary.

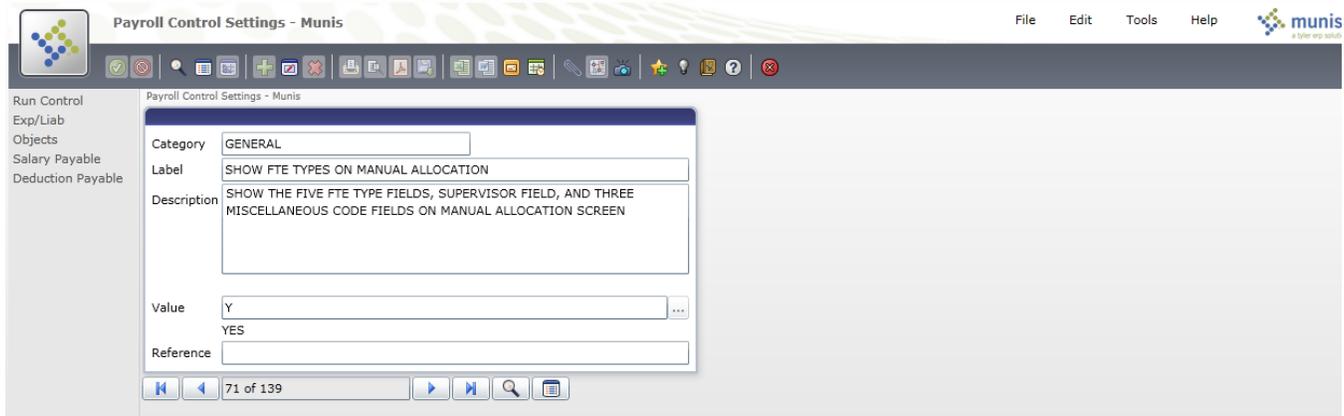
Where employee/employer amounts are calculated and the deduction is associated with an FTE type, the employee and employer calculated amounts have the applicable FTE applied.

Another option for altering employee or employer calculated amounts is to select the Factor Empr/Add to Empe check box on the Options tab of the Deduction and Benefit Master program.

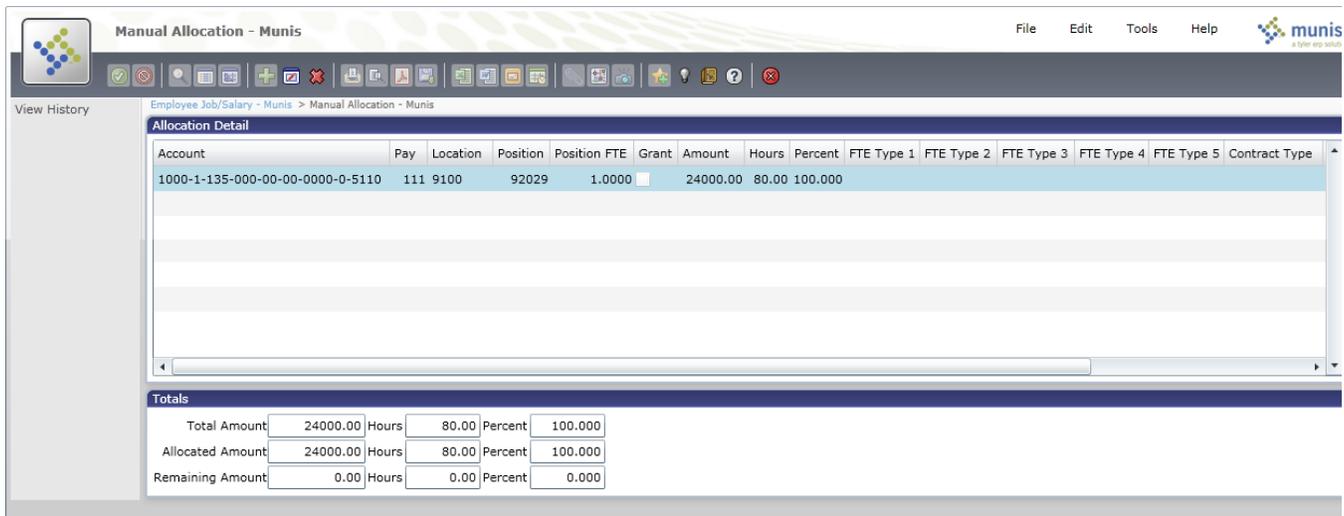
The screenshot shows the 'Deduction and Benefit Master - Munis' application window. The 'Miscellaneous Options' tab is active, displaying fields for NR Alien Tax Code, W2 Codes, Residence, FTE Table, and Grade. At the bottom of the tab, there are three checkboxes: Insurance, Flexible Spending, and Factor Empr/add to Empe (highlighted with a red box).

When this check box is selected and an FTE type is specified, the program applies the FTE to the employer amount only and adds the difference between the full-time employer calculation and FTE-factored employer amount to the employee amount.

In the Payroll Control Settings program, the Show FTE Types on Manual Allocation option is available for the General category.



If the value of this option is Yes, the Manual Allocation screen in the Employee Job/Salary program displays up to five FTE types. In addition to FTE types, if this setting is Yes, the Manual Allocation screen displays the Supervisor, Contract Type, Contract Location, and Work Scheduled fields. The Contract Type, Contract Location, and Work Scheduled fields are associated with Payroll miscellaneous codes established for the code types CTCD – Contract Type Code, CLCD – Contract Location Code, and WSCD – Work Schedule Code. These, along with the Supervisor field, are informational only.



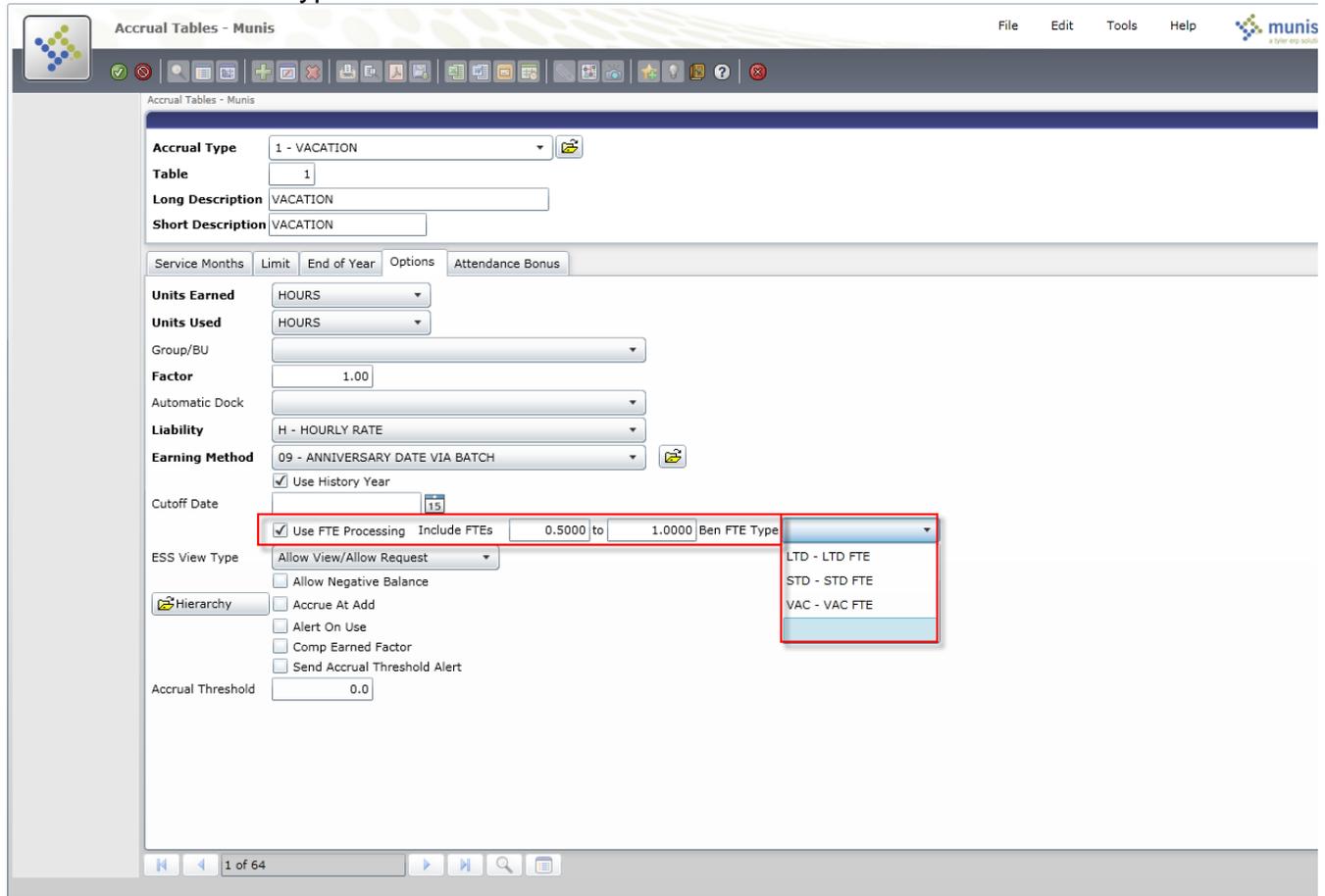
When generating a salary and benefit projection, the program accounts for benefit FTEs when calculating the employee and employer annual amount values. If a change takes place within a projection, such as a deduction percent or amount being increased, and then you complete Projection Benefit Calculate, the process accounts for FTE values. The adding of a deduction into Employee Deduction program uses the Benefit FTE amount to calculate annual employee and employer amounts. The Encumbrance Update utility program within Employee Deduction for annual salary fields is affected by FTE values when the deduction is set to be factored. The

recalculating of deduction amounts within Payroll Earnings and Deductions also accounts for benefit FTE values for deductions set up to be factored by a benefit type's FTE.

Accrual Tables

Earned accrual time can be factored by defined benefit FTEs. The calculated FTE associated with a defined benefit FTE type for an employee is factored against earned accrual time to calculate actual time earned.

To factor accrual time, select the Use FTE Processing check box in the Accrual Tables program. When this check box is selected, the Include FTEs range boxes and the Ben FTE Type list are available. Use these fields to define the applicable ranges of FTEs for factoring and the benefit FTE type.



The screenshot shows the 'Accrual Tables - Munis' application window. The 'Accrual Type' is set to '1 - VACATION'. The 'Table' is '1', and both 'Long Description' and 'Short Description' are 'VACATION'. The 'Units Earned' and 'Units Used' are set to 'HOURS'. The 'Factor' is '1.00'. The 'Earning Method' is '09 - ANNIVERSARY DATE VIA BATCH', and the 'Use History Year' checkbox is checked. The 'Cutoff Date' is '15'. The 'Use FTE Processing' checkbox is checked, and the 'Include FTEs' range is set from '0.5000' to '1.0000'. The 'Ben FTE Type' dropdown menu is open, showing three options: 'LTD - LTD FTE', 'STD - STD FTE', and 'VAC - VAC FTE'. The 'Accrual Threshold' is '0.0'.

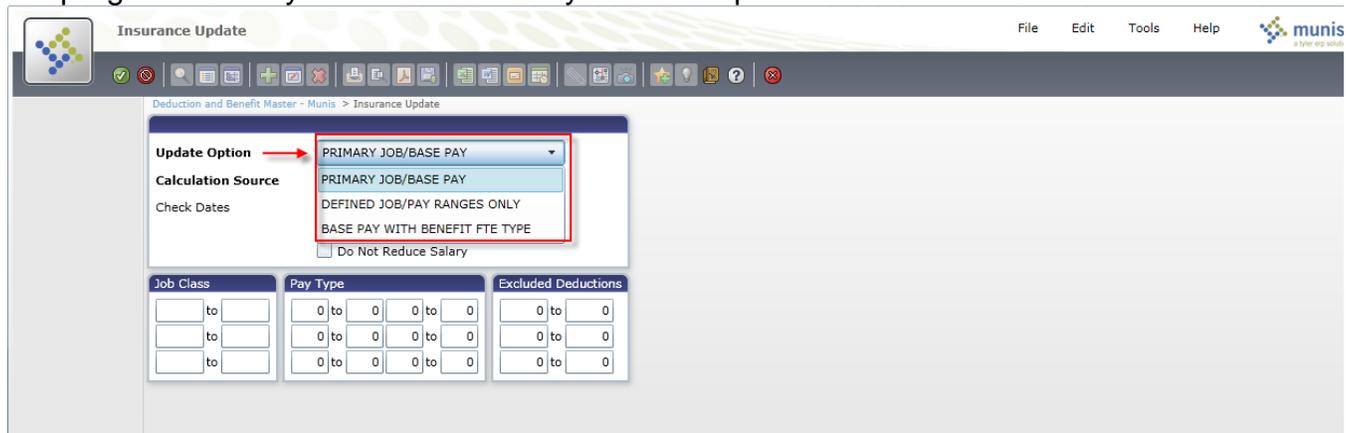
The benefit FTE is determined by adding the FTEs of base pays that the employee has where either the manual allocation has the same benefit FTE type as the accrual table, or a position of base pay has this benefit FTE type, or a job class of base pay has this benefit FTE type associated with it. The program looks at manual allocations first to see if FTE types are specified; if so, the program uses the position FTE field for applicable lines to determine the FTE of the pay. If no manual allocation exists or types are not provided, the program checks the employee pay record to see if it has position associated and if that position has applicable benefit FTE attached. If position is not used or FTE types are not specified on the position, the program looks to the job class to see if the FTE type is attached. When using position and job

class, the tallied FTE comes from the Employee Job/Salary record. These benefit FTE types and amounts display on the Benefit FTE tab of the Employee Master program.

Earned accrual amount factoring occurs whether your organization earns accrual time through time worked in a payroll or through mass accrual update posting, as well as when accrual tables are set to earn accrual time on an addition of the accrual to an employee.

Insurance Update

Within the Deduction Benefit and Master program, the Insurance Update option includes the Base Pay with Benefit FTE Type option for the Update Option list. When you select this option, the program allows you to select the Pay Records option from the Calculation Source list.



When you process the insurance update using the Base Pay with Benefit FTE Type option, the program determines whether the deduction being processed has a benefit FTE type associated with it on the insurance tab of the Deduction and Benefit Master program. If it does not, the program selects the hourly rate and annual salary from the employee's primary base pay record. If an FTE type is specified, the program checks all active employee base pay records. If no FTE type is specified on the manual allocation record or the pay is not manually allocated, the program moves to check for the position on the Employee Job/Salary record. If a type is specified on allocation, the program checks to determine if the benefit FTE type associated with the deduction being processed is listed on the manual allocation and sums the percent fields for each line with specified benefit FTE type. If this benefit FTE is not listed on the allocation, the program moves to the next base pay record. If a benefit FTE type is found for an allocation, the program takes the total percentage (sums of percent field for each line of allocation with the specific FTE type, and multiplies it against the pay records annual salary. This amount is added towards the deduction annual salary.

If the base pay record is not manually allocated or is manually allocated, but FTE types are not specified on the allocation, the program determines if a position is listed on the base pay record. If so, the program checks to see if for that position any FTE types are specified. If there are FTE types specified, the program checks for the specified FTE type listed on the deduction being processed. If found, the program adds the annual salary from this base pay record to the deductions annual salary total. IF FTE types are specified on a position record but not this specific one, the program moves to the next base pay record.

If the pay record is not associated with Position Control or the Position Control records do not specify FTE types, the program checks the job class for the base pay being processed to see if the FTE type associated with the deduction is listed for that job. If so, the program adds the annual salary for base pay to the deduction's annual salary.

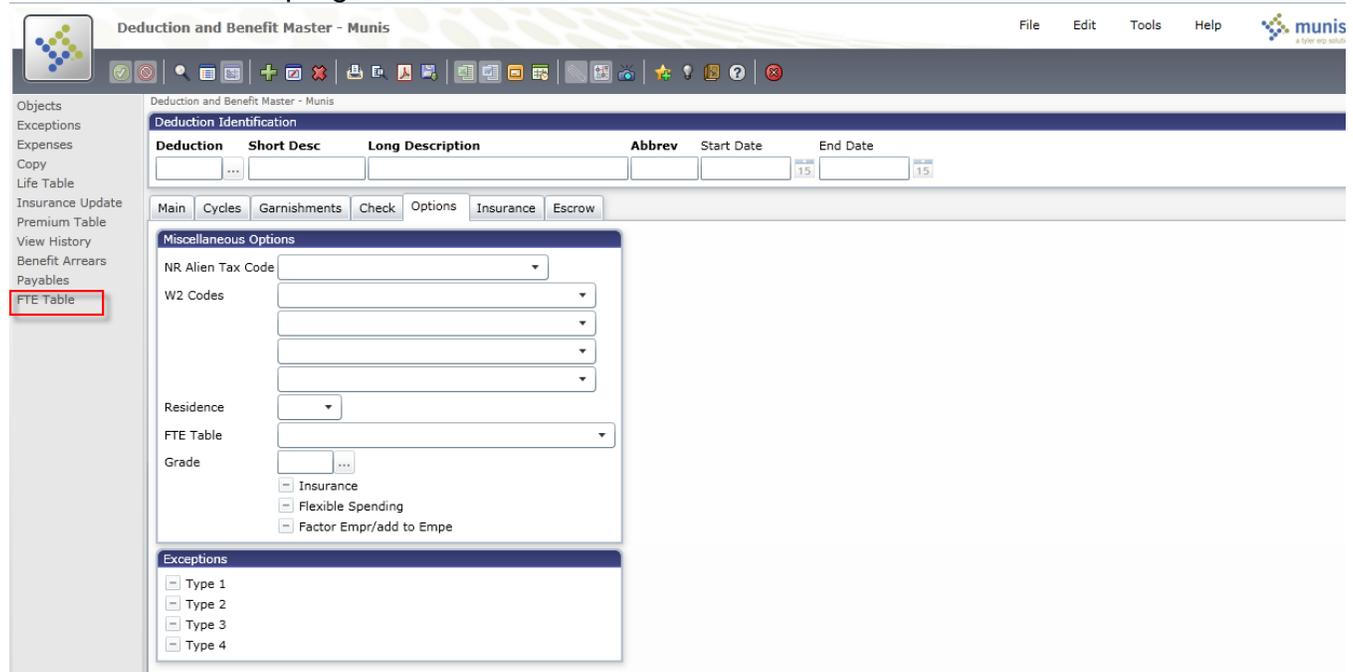
The Insurance Update option only includes deductions with calculation codes between 15 and 20, and 24. Calc codes 16 and 20 do not use annual salary from job pay records to calculate deduction annual salary. These use the hourly rate from base pays and multiply it by the period hours from the employee's deduction record being processed. For the hourly rate, the program uses the hourly rate from the first base pay record that has an applicable annual salary amount (that is, the salary that is being added to deduction annual salary's running total).

Deduction Benefit Master

For processing union dues, deduction calculation codes 41 - Amount by FTE Table, 43 - Grade Rate; Percent from Deduction Master, and 44 - Grade Rate; Percent from Employee Deduction are available.

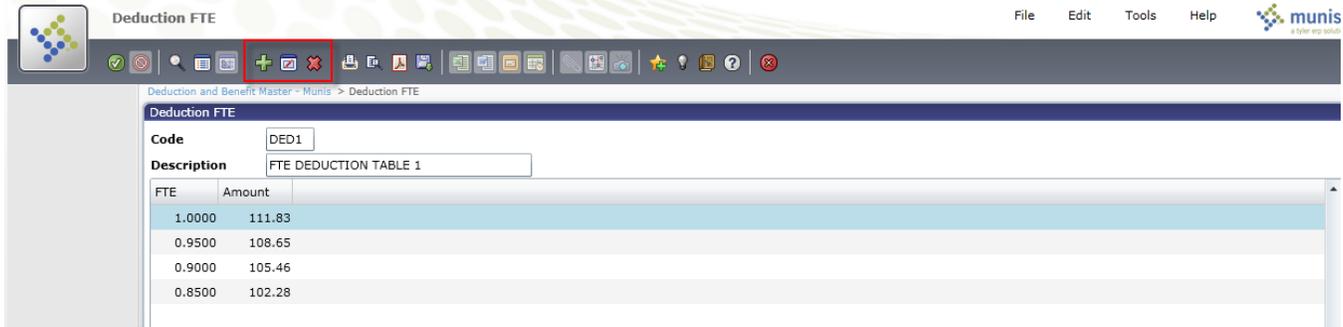
These deduction calculation codes allow you to calculate employee union dues according to a defined Benefit FTE amount or by a defined percentage of an employee's primary pay grade base rate or preset pay grade base rate. For percentage calculation codes, you define the percentage value on the Deduction Master or Employee Deduction record.

To process using a defined benefit FTE amount, use the FTE Table option in the Deduction and Benefit Master program.



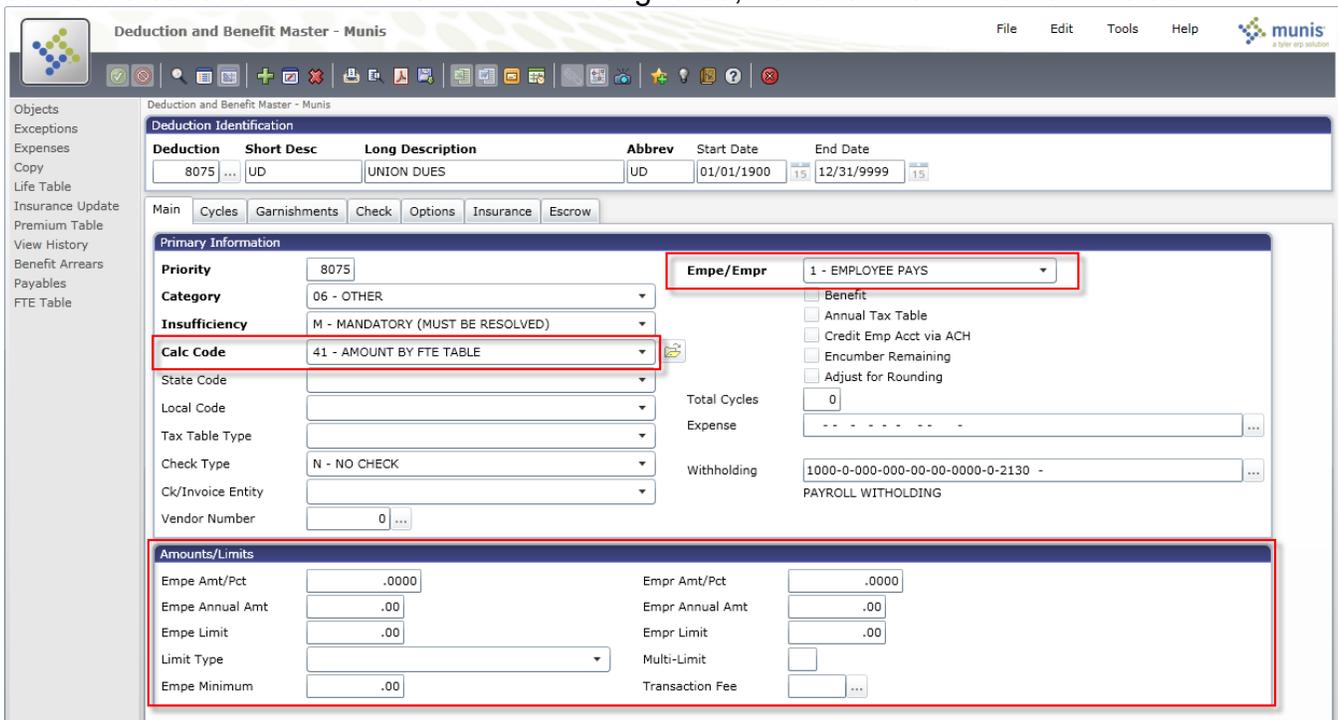
The screenshot displays the 'Deduction and Benefit Master - Munis' application window. On the left, a vertical navigation menu lists several options, with 'FTE Table' highlighted by a red box. The main area shows the 'Deduction Identification' form, which includes a table with columns for Deduction, Short Desc, Long Description, Abbrev, Start Date, and End Date. Below the table are tabs for Main, Cycles, Garnishments, Check, Options, Insurance, and Escrow. The 'Options' tab is active, showing a 'Miscellaneous Options' section with dropdown menus for NR Alien Tax Code, W2 Codes, Residence, and FTE Table. There are also checkboxes for Insurance, Flexible Spending, and Factor Empr/add to Empe. At the bottom, an 'Exceptions' section lists Type 1, Type 2, Type 3, and Type 4.

On the Deduction FTE screen, use the toolbar buttons to add and maintain FTE tables.

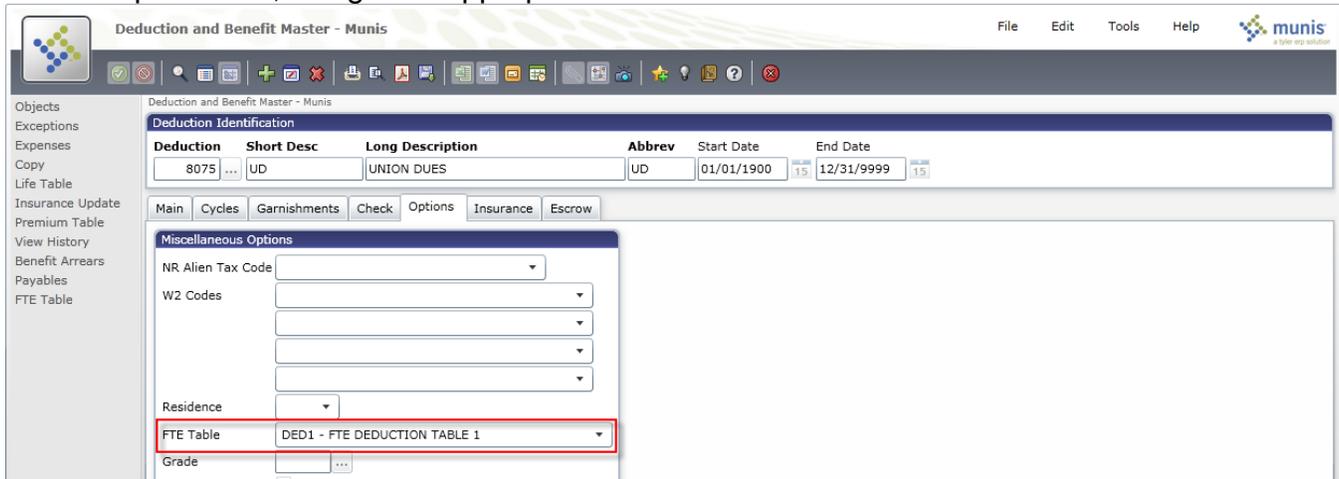


The deduction calculation process examines the employee's defined benefit FTE again the FTE column of the table. The highest FTE that does not equal or exceed the employee's benefit FTE is selected. The matching amount is used as the deduction amount.

For the FTE table, create a deduction using calc code 41 – Amount by FTE Table. This calc code is valid for employees only; it does not calculate for employer shares. In addition, this calc code causes the Amount/Percent to be ignored, however the limit amount is set.



On the Options tab, assign the appropriate FTE table.



Deduction and Benefit Master - Munis

File Edit Tools Help

Deduction Identification

Deduction	Short Desc	Long Description	Abbrev	Start Date	End Date
8075	UD	UNION DUES	UD	01/01/1900	12/31/9999

Main Cycles Garnishments Check Options Insurance Escrow

Miscellaneous Options

NR Alien Tax Code

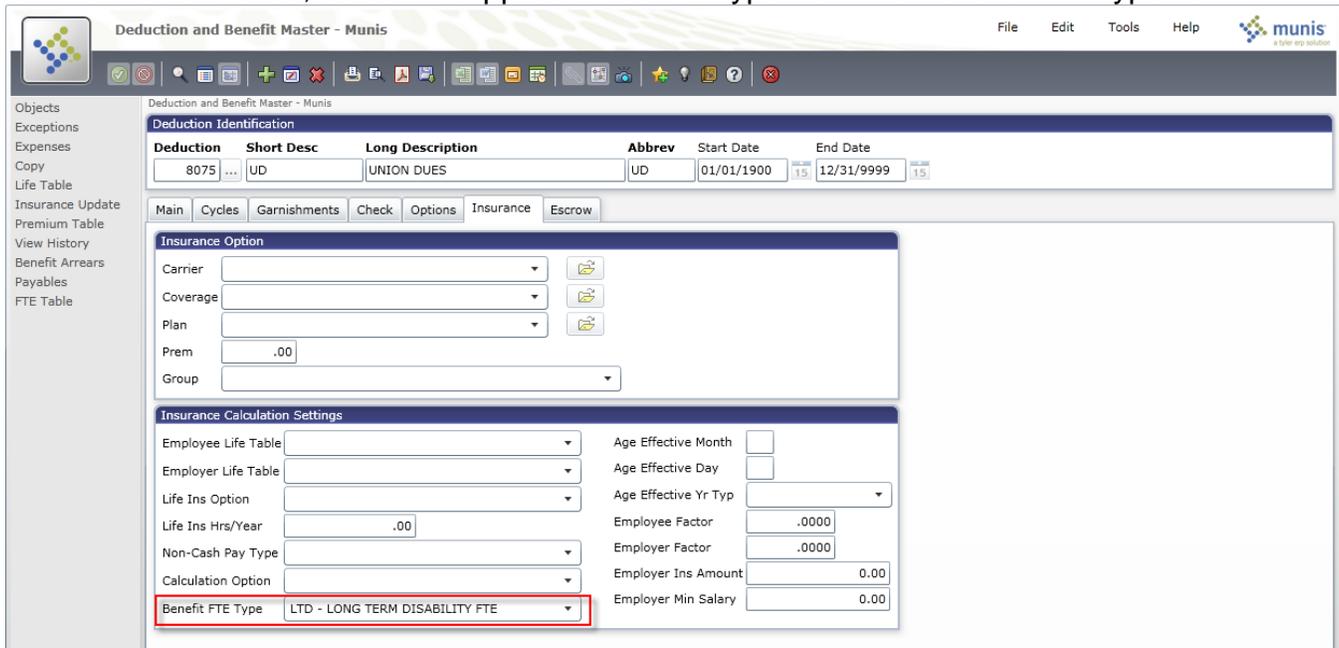
W2 Codes

Residence

FTE Table DED1 - FTE DEDUCTION TABLE 1

Grade

On the Insurance tab, select the applicable benefit type from the Benefit FTE Type list.



Deduction and Benefit Master - Munis

File Edit Tools Help

Deduction Identification

Deduction	Short Desc	Long Description	Abbrev	Start Date	End Date
8075	UD	UNION DUES	UD	01/01/1900	12/31/9999

Main Cycles Garnishments Check Options Insurance Escrow

Insurance Option

Carrier

Coverage

Plan

Prem .00

Group

Insurance Calculation Settings

Employee Life Table

Employer Life Table

Life Ins Option

Life Ins Hrs/Year .00

Non-Cash Pay Type

Calculation Option

Benefit FTE Type LTD - LONG TERM DISABILITY FTE

Age Effective Month

Age Effective Day

Age Effective Yr Typ

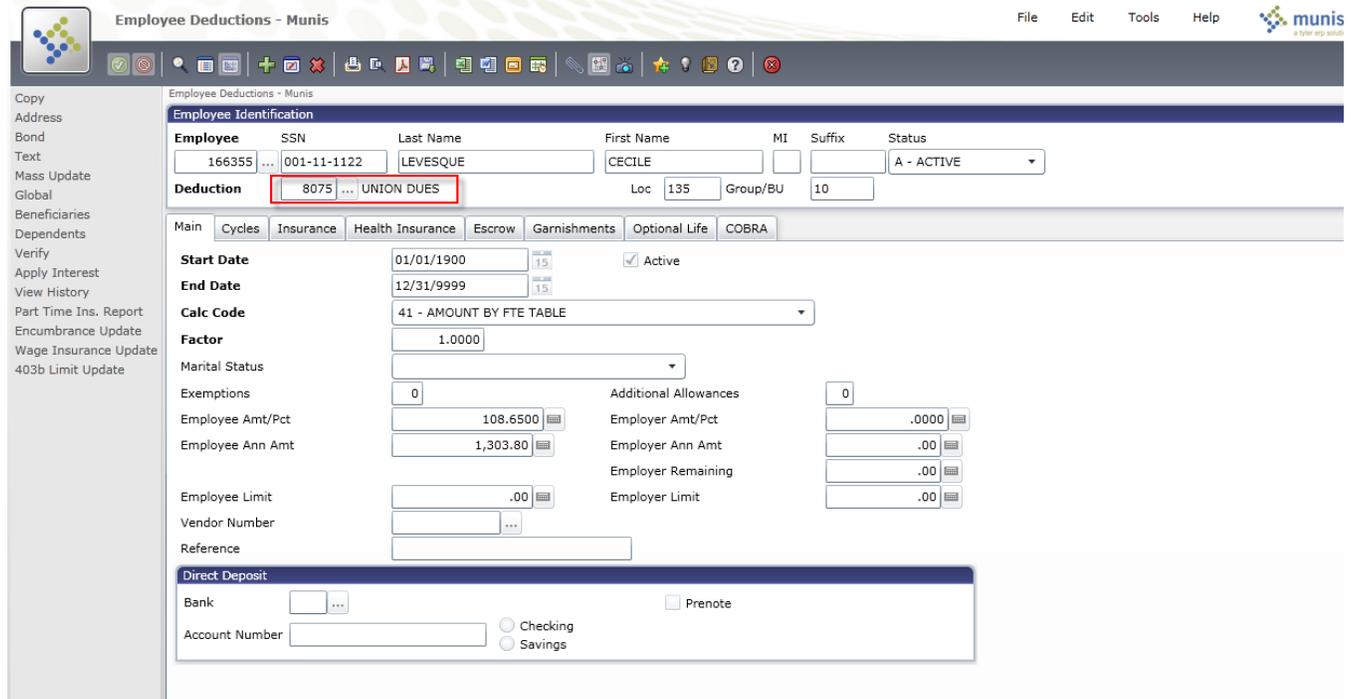
Employee Factor .0000

Employer Factor .0000

Employer Ins Amount 0.00

Employer Min Salary 0.00

In Employee Deductions, assign the deduction to an employee.



Employee Identification

Employee	SSN	Last Name	First Name	MI	Suffix	Status
166355 ...	001-11-1122	LEVESQUE	CECILE			A - ACTIVE

Deduction

Deduction	Loc	Group/BU
8075 ... UNION DUES	135	10

Main | Cycles | Insurance | Health Insurance | Escrow | Garnishments | Optional Life | COBRA

Start Date: 01/01/1900 Active

End Date: 12/31/9999

Calc Code: 41 - AMOUNT BY FTE TABLE

Factor: 1.0000

Marital Status: [Dropdown]

Exemptions: 0 **Additional Allowances**: 0

Employee Amt/Pct	108.6500	Employer Amt/Pct	.0000
Employee Ann Amt	1,303.80	Employer Ann Amt	.00
		Employer Remaining	.00
		Employer Limit	.00

Direct Deposit

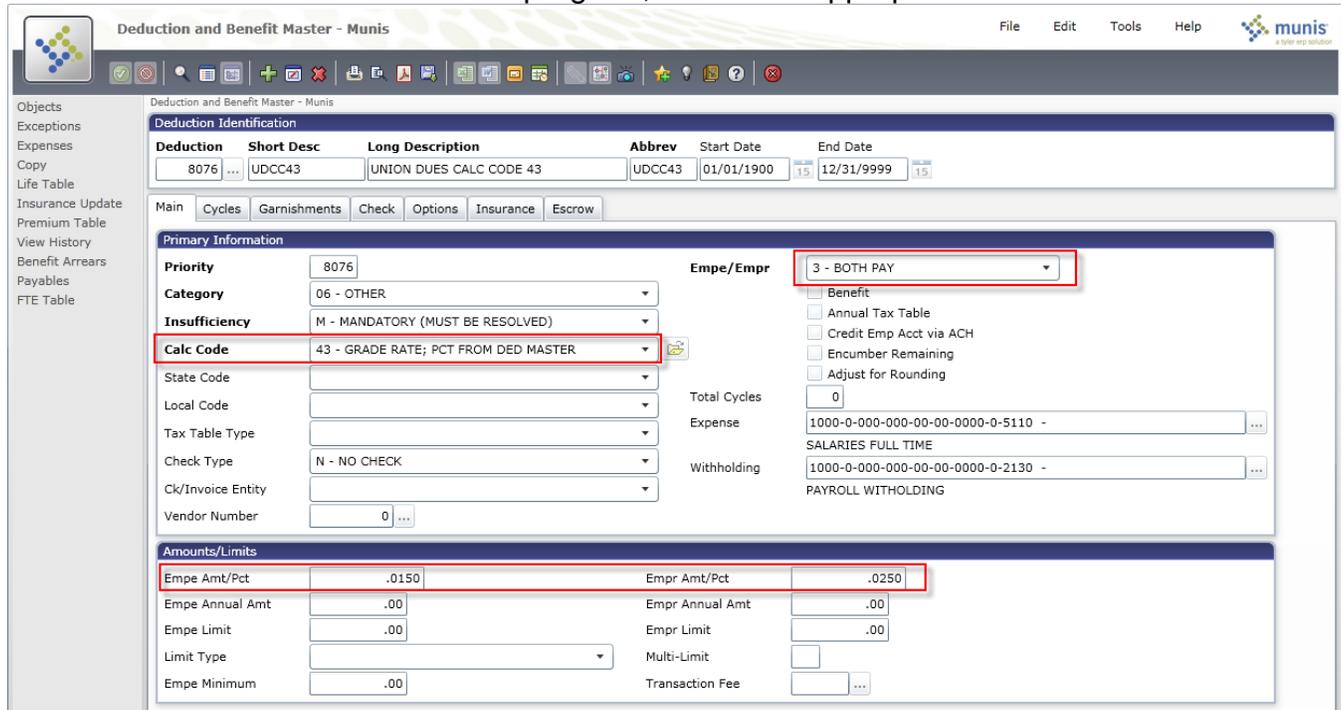
Bank: [Dropdown] Prenote

Account Number: [Text] Checking
 Savings

Verify the calculation on the employee deduction record. The program finds the appropriate benefit FTE amount and compares it to the FTE table. The program uses the first FTE table amount where the employee's benefit FTE is greater than the defined FTE amount.

To process dues using a defined percentage of the employee's primary pay grade base rate or a preset pay grade base rate, create a deduction in the Deduction and Benefit Master program using deduction calc code 43 or 44. Use deduction calc code 43 when the Deduction and Benefit Master record defines the percentage and use calc code 44 when the Employee Deduction record defines the percentage.

In the Deduction and Benefit Master program, create the appropriate deduction record.

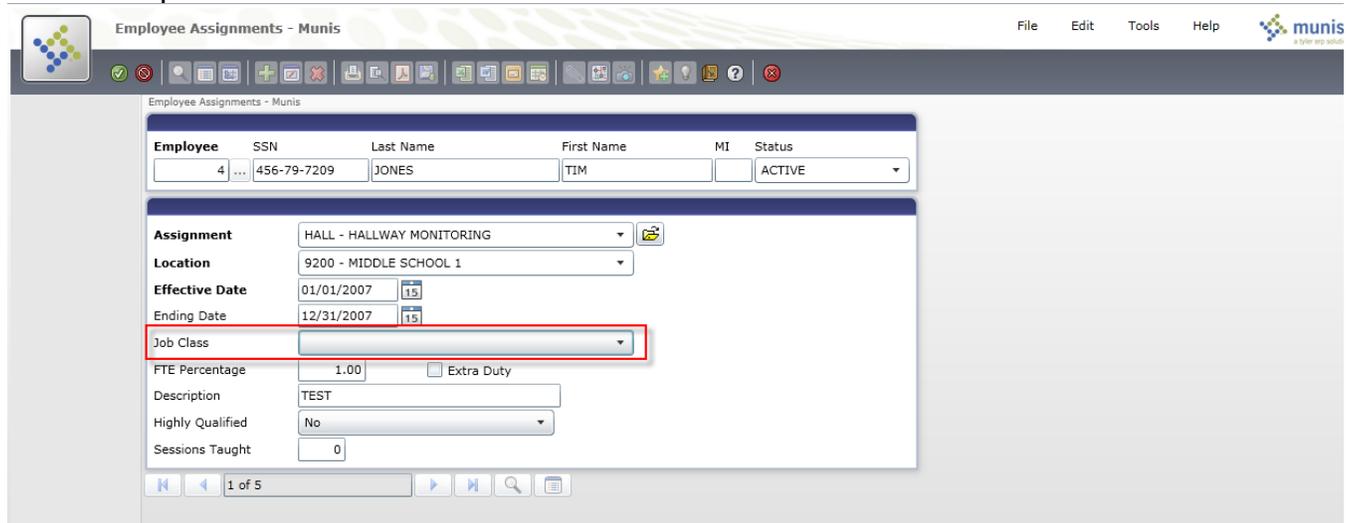


Additionally, you can define a specific grade code for the base amount by entering a grade code in the Grade box on the Options tab. When completed, this value overrides the employee's primary grade code when determining the deduction amount.

Add the deduction to employees and adjust the percent, if required. When payrolls are completed, the deduction amount is the percentage of the employee primary grade base rate (or the override grade base rate, if applicable).

Employee Assignments

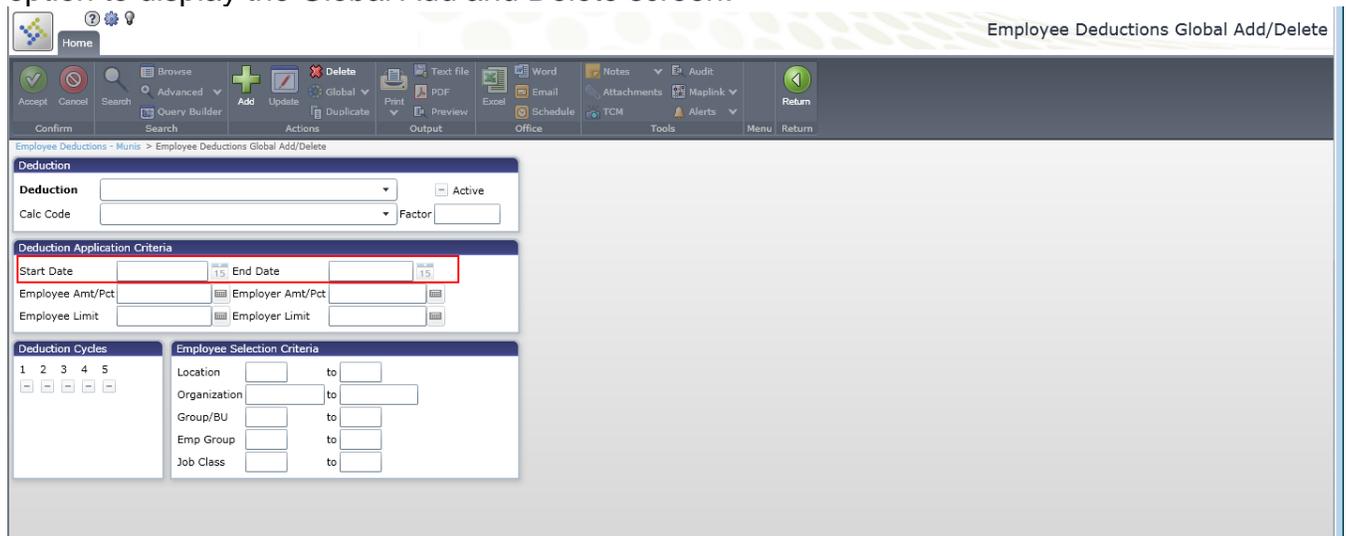
The Job Class list is available. This list is a key field and part of the data that makes each record unique.



Use this list to create multiple records with the same employee, assignment, location, and effective date combinations for different jobs.

Employee Deductions

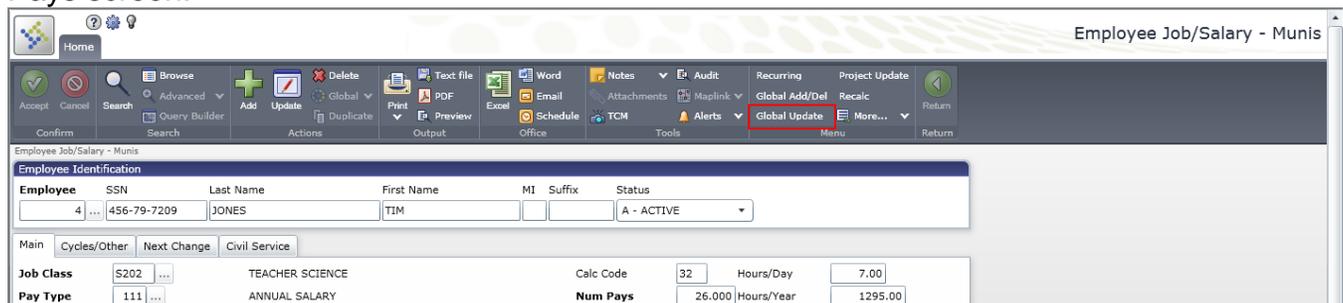
The Start Date and End Date boxes are available for date entry when you select the Global option to display the Global Add and Delete screen.



If you do not enter values in these date boxes, the program ignores the fields; if you complete these boxes with valid dates, the program only deletes records within the defined date range and with a deduction number matching the date specified and within the employee selection criteria specified.

Employee Job/Salary

In the Employee Job/Salary program, the Global Update option displays the Update Active Pays screen.



Employee Job/Salary - Munis

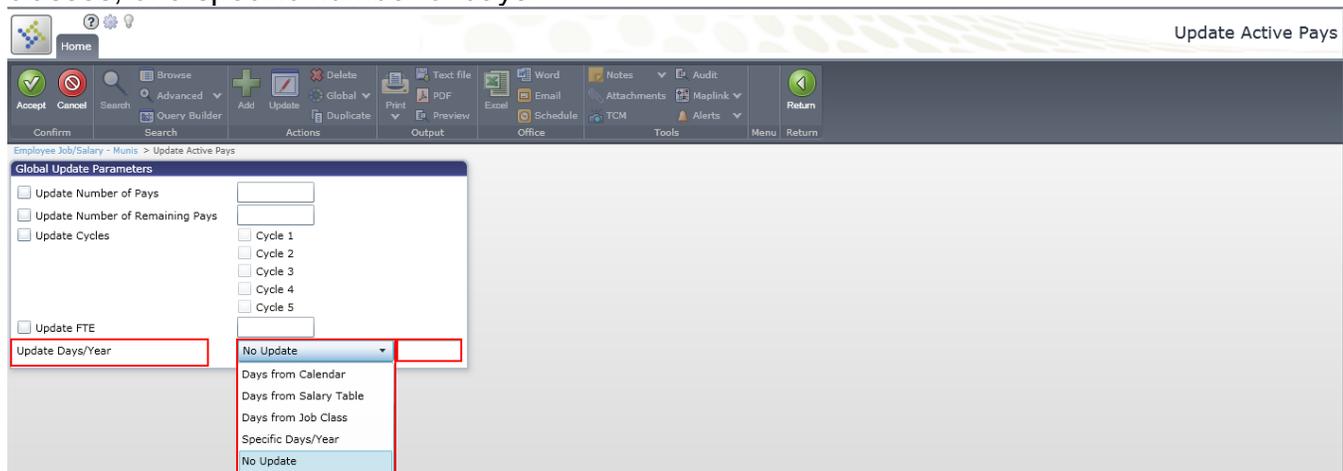
Employee Identification

Employee	SSN	Last Name	First Name	MI	Suffix	Status
4	456-79-7209	JONES	TIM			A - ACTIVE

Main Cycles/Other Next Change Civil Service

Job Class	S202	TEACHER SCIENCE	Calc Code	32	Hours/Day	7.00
Pay Type	111	ANNUAL SALARY	Num Pays	26.000	Hours/Year	1295.00

This screen includes the Update Days/Years list. Use this list to determine the method for updating the Days/Year field on records in the active set based on calendars, salary tables, job classes, or a specific number of days.



Update Active Pays

Global Update Parameters

Update Number of Pays

Update Number of Remaining Pays

Update Cycles

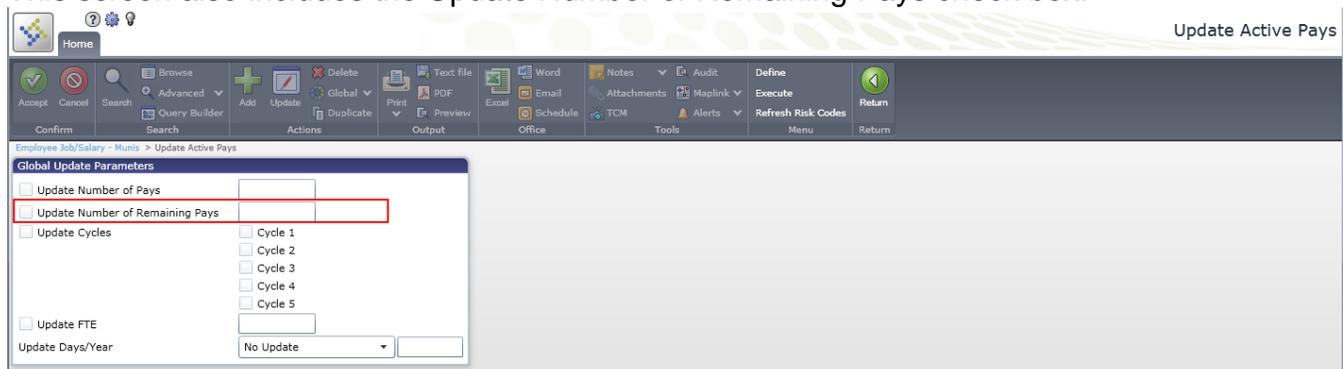
Update FTE

Update Days/Year

- No Update
- Days from Calendar
- Days from Salary Table
- Days from Job Class
- Specific Days/Year
- No Update

If you select Specific Days/Year, enter the number of days in the box that follows.

This screen also includes the Update Number of Remaining Pays check box.



Update Active Pays

Global Update Parameters

Update Number of Pays

Update Number of Remaining Pays

Update Cycles

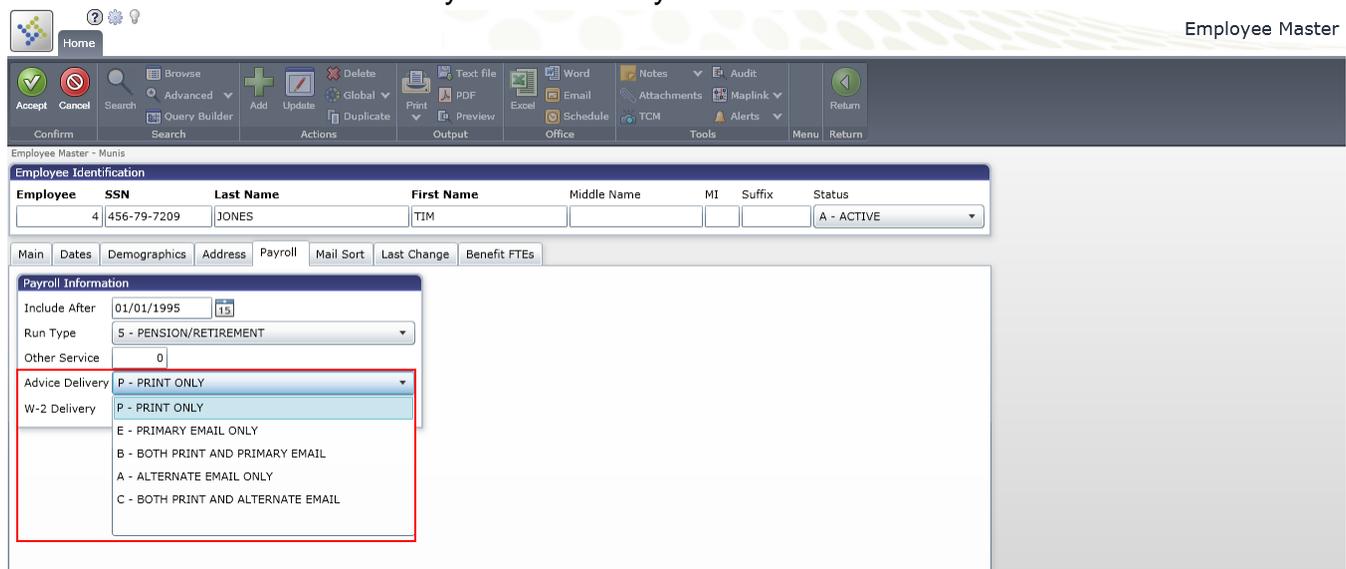
Update FTE

Update Days/Year

If you select this check box, complete the box that follows with the number of remaining pays. The program uses this value to update the remaining pays for all records in the active set.

Employee Master

In Employee Master, the Alternate Email Only and Both Print and Alternate Email options are available for the Advice Delivery list on the Payroll tab.



The screenshot shows the 'Employee Master - Munis' application. At the top, there is a navigation bar with 'Home' and 'Employee Master' labels. Below this is a ribbon menu with various icons for actions like 'Accept', 'Cancel', 'Search', 'Advanced', 'Query Builder', 'Add', 'Update', 'Global', 'Duplicate', 'Print', 'PDF', 'Excel', 'Word', 'Notes', 'Attachments', 'Maplink', 'Audit', 'Alerts', 'Tools', 'Menu', and 'Return'. The main window displays the 'Employee Identification' form for an employee with SSN 4456-79-7209, Last Name JONES, and First Name TIM. The status is 'A - ACTIVE'. Below the form are tabs for 'Main', 'Dates', 'Demographics', 'Address', 'Payroll', 'Mail Sort', 'Last Change', and 'Benefit FTEs'. The 'Payroll Information' tab is active, showing fields for 'Include After' (01/01/1995), 'Run Type' (5 - PENSION/RETIREMENT), and 'Other Service' (0). A dropdown menu for 'Advice Delivery' is open, showing the following options: 'P - PRINT ONLY', 'E - PRIMARY EMAIL ONLY', 'B - BOTH PRINT AND PRIMARY EMAIL', 'A - ALTERNATE EMAIL ONLY', and 'C - BOTH PRINT AND ALTERNATE EMAIL'. The 'A - ALTERNATE EMAIL ONLY' option is currently selected.

When selected, these options cause programs to use the employee's alternate e-mail address for advice delivery in place of the primary address.

The Employee Master program also cross-references addresses to Canadian province and postal codes using the Global Crosswalk program. The crosswalk types FPC - Province Codes and FZC - Post Codes are used to create the cross-reference. The Payroll Checks program accepts the cross-referenced data from Employee Master and prints the proper province and postal codes on checks.

Generate Earnings and Deductions

The Generate Earnings and Deductions program includes the Decrement Remaining Pays check box. This check box, if selected, allows the Remaining Pays value to be decreased by one during the Employee Update process for those instances when the value should be decreased by one (for example, the pay is encumbered).

Generate Earnings and Deductions - Munis

Details

Begin Date: [] 15 End Date: [] 15

Earnings Factor: [] %

Deduction Factor: [] %

- Calculate Income Tax using Actual Deduction Gross
- Earn Accruals Within This Payroll
- Increase Days Worked in This Payroll
- Factor Days Worked by FTE in This Payroll
- Override Consecutive Workdays Count in This Payroll
- Decrement Remaining Pays

Exclusions

When this check box is not selected, the Remaining Pays value is not decreased by one, even if the current setup requires that it be decremented. The Employee Update process recognizes the Decrement Remaining Pays value indicated in the Generate Earnings and Deductions program.

For the Run Control option, on the General Defaults screen, in the Payroll Control Settings program, the Decrement Remaining Pays check box is available. If this check box is selected, this option becomes the default option when new payrolls for the specified run type are started.

Payroll Generate Default

Payroll Control Settings - Munis > Payroll Run Control > Payroll Generate Defaults

Start Date: 01/01/2011 15 End Date: 12/31/2011 15

Earnings Factor: 100.000 Deduction Factor: 100.000

Location: 135 to 135

Group/BU Code: 10 to 10

Employee Group: [] to ZZZZ

- Calculate Income Tax using Actual Deduction Gross
- Earn Accruals Within This Payroll
- Increase Days Worked In the Payroll
- Factor Days Worked by FTE in This Payroll
- Override Consecutive Workdays Count in This Payroll
- Decrement Remaining Pays

Excluded Pays: [] to [] Excluded Deductions: [] to [] Excluded Emp Types: [] to []

Mass Salary Change

The Mass Salary Change program automatically applies a salary increase to all employees meeting specified criteria.

Mass Salary Changes
 Welcome, Maureen Elfring

Main
View Results

Actions

Selection Criteria	Eligibility Criteria	Increase Criteria
<p>Location <input type="text" value="0 item(s) selected"/> Clear</p> <p>Organization <input type="text" value="0 item(s) selected"/> Clear</p> <p>Group <input type="text" value="0 item(s) selected"/> Clear</p> <p>Job <input type="text" value="0 item(s) selected"/> Clear</p> <p>Position <input type="text" value="0 item(s) selected"/> Clear</p> <p>Pay <input type="text" value="0 item(s) selected"/> Clear</p>	<p>Started Job Before <input type="text"/> 15</p> <p>Min Days Worked <input type="text"/> in year <input type="text"/> by <input type="text"/></p> <p>Min Hours Worked Over step <input type="checkbox"/> Minimum Hours Worked <input type="text"/></p> <p>Next Date <input type="text"/> Specify <input type="text"/></p> <p><input type="text"/> 15 to <input type="text"/> 15</p> <p>Review Period <input type="text"/> Specify <input type="text"/></p> <p><input type="text"/> 15 to <input type="text"/> 15</p> <p>Also Include</p> <p><input type="checkbox"/> Inactive Employees</p> <p><input type="checkbox"/> Frozen / Off-Step Employees</p> <p><input type="checkbox"/> Retirees</p>	<p>Increase Type <input type="text" value="Percentage Increase"/></p> <p>Effective Date <input type="text" value="3/6/2012"/> 15</p> <p>Percentage Rate <input type="text" value="0"/> of <input type="text" value="Salary"/></p> <p>Rounding Method <input type="text" value="None"/></p>

To apply a salary increase:

1. Complete the fields in the Selection Criteria group to define the entire group of employees to whom the increase applies.
2. Complete the fields in the Eligibility Criteria group to find those employees within the selection group who are eligible for the increase.
3. Complete the Increase Criteria to define the type, effective date, and amount of the increase.

When you click View Results, the program displays results of those employees who meet the eligibility requirements.

Main Welcome, Maureen Elfring

Update Results Post Results Reset

Salary Change Results

Eligible	Employee Number	Employee Name	Job Class	Pay Type	Location	Organization	Position	Current Salary	N
<input checked="" type="checkbox"/>	58	JOHN TARGET	FDIR	111	135	11135000	99888	\$48,175.00	\$
<input checked="" type="checkbox"/>	64	TIM BEDIENT	FAC4	102	135	11135000		\$31,200.00	\$
<input checked="" type="checkbox"/>	68	HENRICK BORIS	FAC1	111	135	11C6		\$45,100.00	\$
<input type="checkbox"/>	69	GA TEST STATE TAX	FDIR	111	135		13502	\$45,100.00	\$
<input checked="" type="checkbox"/>	85	LINDSEY BLOOMBERG	FDIR	111	135		13502	\$49,200.00	\$
<input type="checkbox"/>	100	TIMOTHY JONES - SMITH	FDIR	111	135	11135000	13501	\$46,125.00	\$
<input checked="" type="checkbox"/>	103	JANICE SORIANO	FCL1	111	135	11135000	13516	\$27,913.00	\$
<input checked="" type="checkbox"/>	104	JOSEPH AMATO	FCL1	111	155	11135000	13517	\$23,600.00	\$
<input checked="" type="checkbox"/>	105	EMILY COHN	FAC1	111	135	11135000	13505	\$47,150.00	\$
<input checked="" type="checkbox"/>	106	ELISE WILLIAMS	FAC1	111	135	11135000	13507	\$46,125.00	\$
<input checked="" type="checkbox"/>	107	ADAM LANGER	FAC2	111	135	11135000	13511	\$48,377.04	\$
<input checked="" type="checkbox"/>	108	SUSAN TRULLI	FCL1	111	135	11135000	13515	\$27,583.40	\$
<input checked="" type="checkbox"/>	109	JONATHAN WOO	ITDI	111	155	11155000	15501	\$82,000.00	\$
<input checked="" type="checkbox"/>	110	NANCY MILNER	ITPR	111	155	11155000	15505	\$42,400.00	\$
<input checked="" type="checkbox"/>	111	MICHAEL JORGENSON	ITPR	111	155	11155000	15504	\$52,400.00	\$
<input checked="" type="checkbox"/>	112	HERAD FRANZ	ITSS	111	155	11135000	15508	\$40,000.00	\$
<input checked="" type="checkbox"/>	113	JUDY DICKENSON	ITSS	111	155	11155000	15509	\$46,000.00	\$
<input checked="" type="checkbox"/>	114	ERIC VOLLMER	ITEG	111	155	11155000	15510	\$63,000.00	\$
<input checked="" type="checkbox"/>	120	EDWARD GREY	ADDL	101	135	16177000		\$24,960.00	\$
<input checked="" type="checkbox"/>	154	DOMINIC JOSEPH	FAC2	111	135	11135000	13510	\$45,100.00	\$
<input checked="" type="checkbox"/>	429	ALEXANDER SMITH	FAC2	101	135	11135000		\$0.00	\$
<input checked="" type="checkbox"/>	777	ELIZA MULLEN	ITPR	111	155	11155000	15504	\$0.00	\$
<input checked="" type="checkbox"/>	778	MARY LEVESQUE	FAC2	101	135	1000		\$0.00	\$
<input checked="" type="checkbox"/>	800	MAXWELL ANDERSON	FAC1	101	135	11135000		\$0.00	\$

Selection Criteria

Location: 2 item(s) selected Clear

Organization: 0 item(s) selected Clear

Group: 0 item(s) selected Clear

Job: 0 item(s) selected Clear

Position: 0 item(s) selected Clear

Pay: 0 item(s) selected Clear

Eligibility Criteria

Increase Criteria

Update Results Reset

Post Results

To view details for a specific employee, hover your mouse over the employee line in the Results table; the program displays the job, position, pay type, and salary details for the employee.

Main Welcome, Maureen Elfring

Update Results Post Results Reset

Salary Change Results

Eligible	Employee Number	Employee Name	Job Class	Pay Type	Location	Organization	Position	Current Salary	N
<input checked="" type="checkbox"/>	64	TIM BEDIENT	FAC4	102	135	11135000		\$31,200.00	\$
<input checked="" type="checkbox"/>	68	HENRICK BORIS	FAC1	111	135	11C6		\$45,100.00	\$
<input type="checkbox"/>	69	GA TEST STATE TAX	FDIR	111	135		13502	\$45,100.00	\$
<input checked="" type="checkbox"/>	85	LINDSEY BLOOMBERG	FDIR	111	135		13502	\$49,200.00	\$
<input type="checkbox"/>	100	TIMOTHY JONES - SMITH	FDIR	111	135	11135000	13501	\$46,125.00	\$
<input checked="" type="checkbox"/>	103	JANICE SORIANO	FCL1	111	135	11135000	13516	\$27,913.00	\$
<input checked="" type="checkbox"/>	104	JOSEPH AMATO	FCL1	111	155	11135000	13517	\$23,600.00	\$
<input checked="" type="checkbox"/>	105	EMILY COHN	FAC1	111	135	11135000	13505	\$47,150.00	\$
<input checked="" type="checkbox"/>	106	ELISE WILLIAMS	FAC1	111	135	11135000	13507	\$46,125.00	\$
<input checked="" type="checkbox"/>	107	ADAM LANGER	FAC2	111	135	11135000	13511	\$48,377.04	\$
<input checked="" type="checkbox"/>	108	SUSAN TRULLI	FCL1	111	135	11135000	13515	\$27,583.40	\$
<input checked="" type="checkbox"/>	109	JONATHAN WOO	ITDI	111	155	11155000	15501	\$82,000.00	\$

Selection Criteria

Location: 2 item(s) selected Clear

Organization: 0 item(s) selected Clear

Group: 0 item(s) selected Clear

Job: 0 item(s) selected Clear

Position: 0 item(s) selected Clear

Pay: 0 item(s) selected Clear

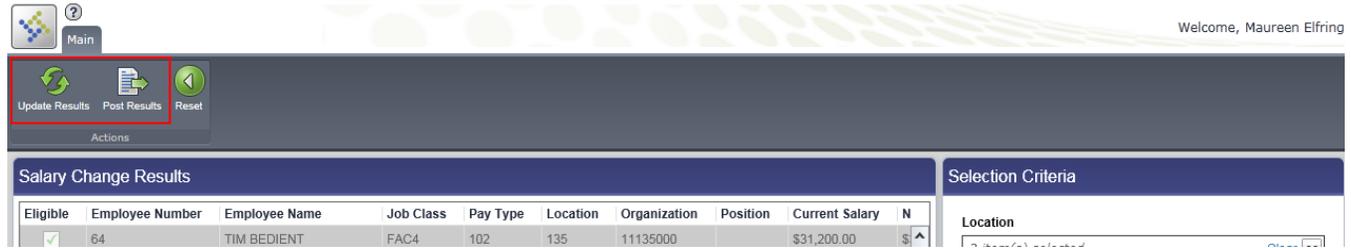
Eligibility Criteria

Increase Criteria

Job Class	Pay Type	Location	Position	Organization
FAC4 - ACCOUNTANT III	102 - ANNUAL HOURLY SALARY	135 - FINANCE DEPARTMENT		11135000 - FINANCE DEPARTMENT

Annual Salary	Period Salary	Daily Rate	Hourly Rate
Current: \$31,200.00 New: \$31,209.36 Difference: \$9.36	Current: \$1,200.00 New: \$1,200.36 Difference: \$0.36	Current: \$120.0000 New: \$120.0360 Difference: \$0.0360	Current: \$15.0000 New: \$15.0045 Difference: \$0.0045

You can adjust the Selection, Eligibility, and Adjustment criteria until the results are correct. To process the salary change, click Update Results, and then click Post Results to post the change to the general ledger.



Welcome, Maureen Elfring

Update Results Post Results Reset

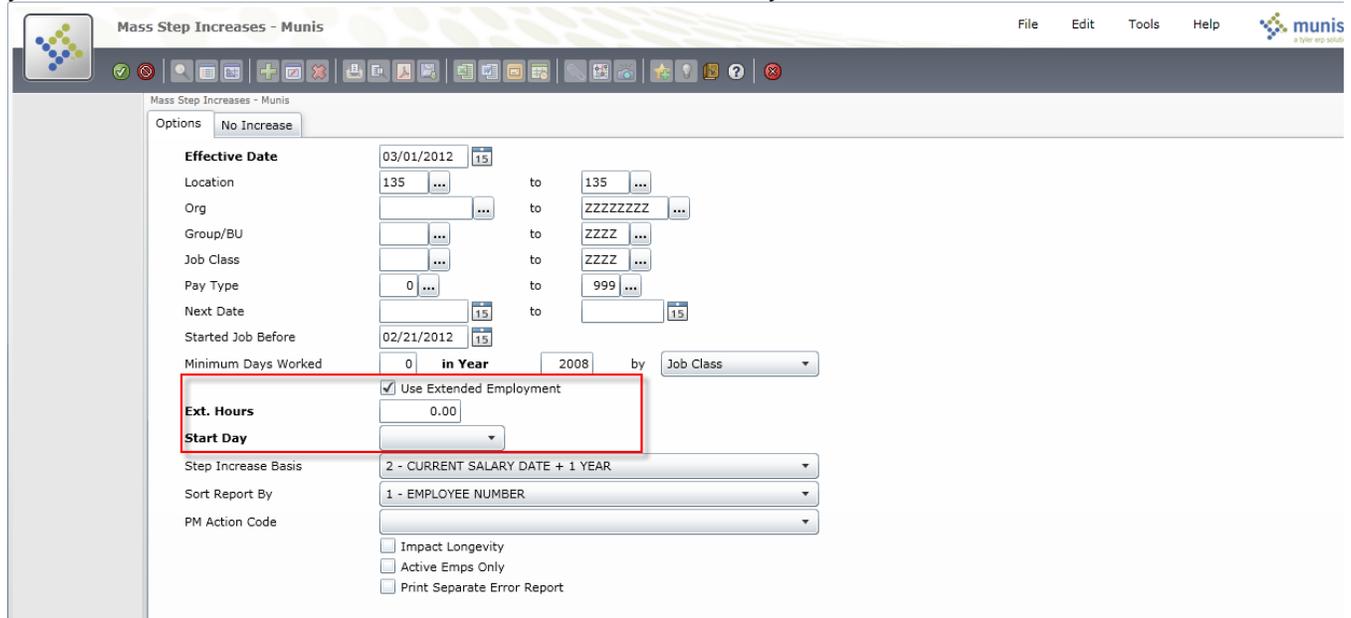
Eligible	Employee Number	Employee Name	Job Class	Pay Type	Location	Organization	Position	Current Salary	N
<input checked="" type="checkbox"/>	64	TIM BEDIENT	FAC4	102	135	11135000		\$31,200.00	\$ ^

Selection Criteria

Location

Mass Step Increase

In the Mass Step Increases program, the Use Extended Employment check box is available. If you select this check box, the Ext. Hours and Start Day fields are available.



Mass Step Increases - Munis

File Edit Tools Help

Options No Increase

Effective Date 03/01/2012

Location 135 to 135

Org to ZZZZZZZZ

Group/BU to ZZZZ

Job Class to ZZZZ

Pay Type 0 to 999

Next Date to

Started Job Before 02/21/2012

Minimum Days Worked 0 in Year 2008 by Job Class

Use Extended Employment

Ext. Hours 0.00

Start Day

Step Increase Basis 2 - CURRENT SALARY DATE + 1 YEAR

Sort Report By 1 - EMPLOYEE NUMBER

PM Action Code

Impact Longevity

Active Emps Only

Print Separate Error Report

In the Ext Hours box, enter the minimum number of extended hours of employment per week; from the Start Day list, select the day on which the week begins. Completing these fields allow you to process step increases for extended employment work projects. In the Salary Tables program, the Extended Employment Weeks field is available on the Requirements tab. When you process increases for extended projects, this field captures the number of extended

employment weeks required to move to the next level.

Pay Master

Payroll programs process supplemental worker's compensation pay using calc code 65 - Sum of Defined Period Pays * Factor and the N - Supplemental Worker's Compensation pay type.

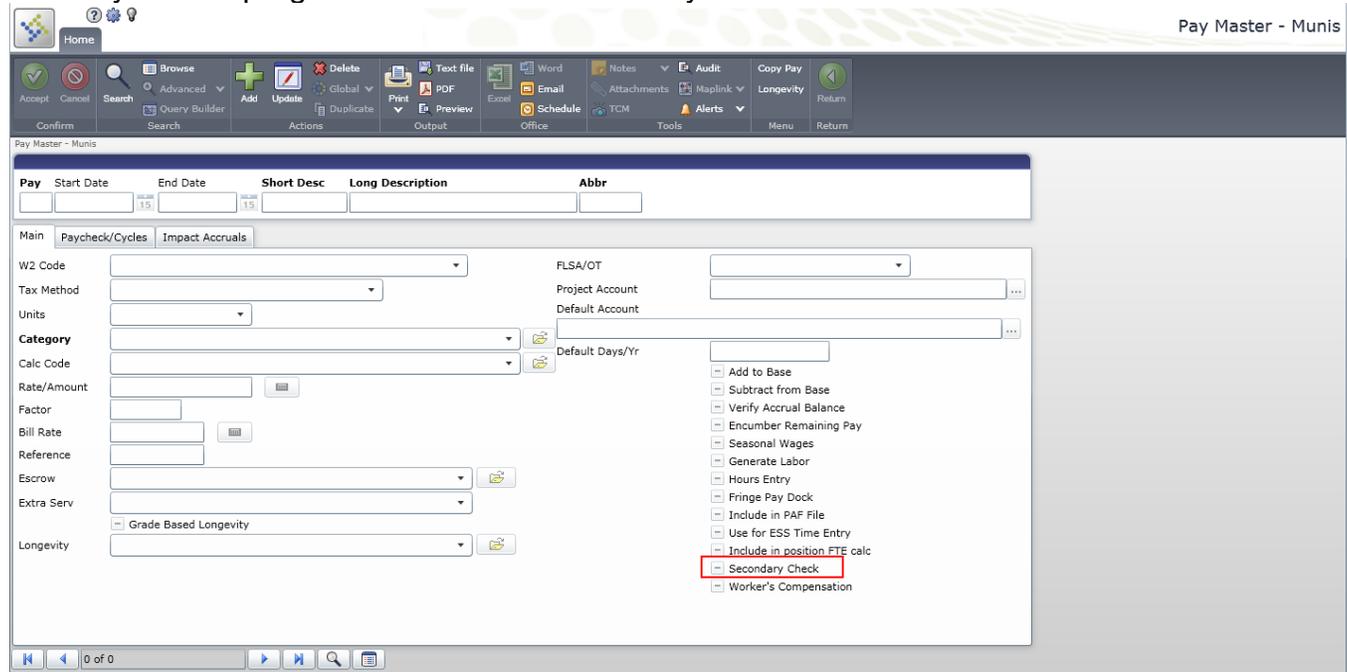
In the Pay Master program, the Worker's Compensation check box is available.

When selected, this check box indicates that the pay type is worker's compensation pay. This check box must be selected for the pay type that represents the actual worker's compensation

pay as it identifies the pay to subtract from the supplemental pay to get the supplemental portion.

Using calc code 65 and pay type N, programs calculate the supplemental worker's compensation pay to pay out at least what the employee was making prior to worker's compensation for up to 180 days from the time worker's compensation starts. The starting point for the supplemental pay is the difference between the worker's compensation pay and 80% of the total gross of pays assigned to the supplemental pay.

The Pay Master program includes the Secondary check box.



If this check box is selected, the Generate Earnings and Deductions process moves identified pays into a secondary check when pays are moved to a payroll through Time Entry.

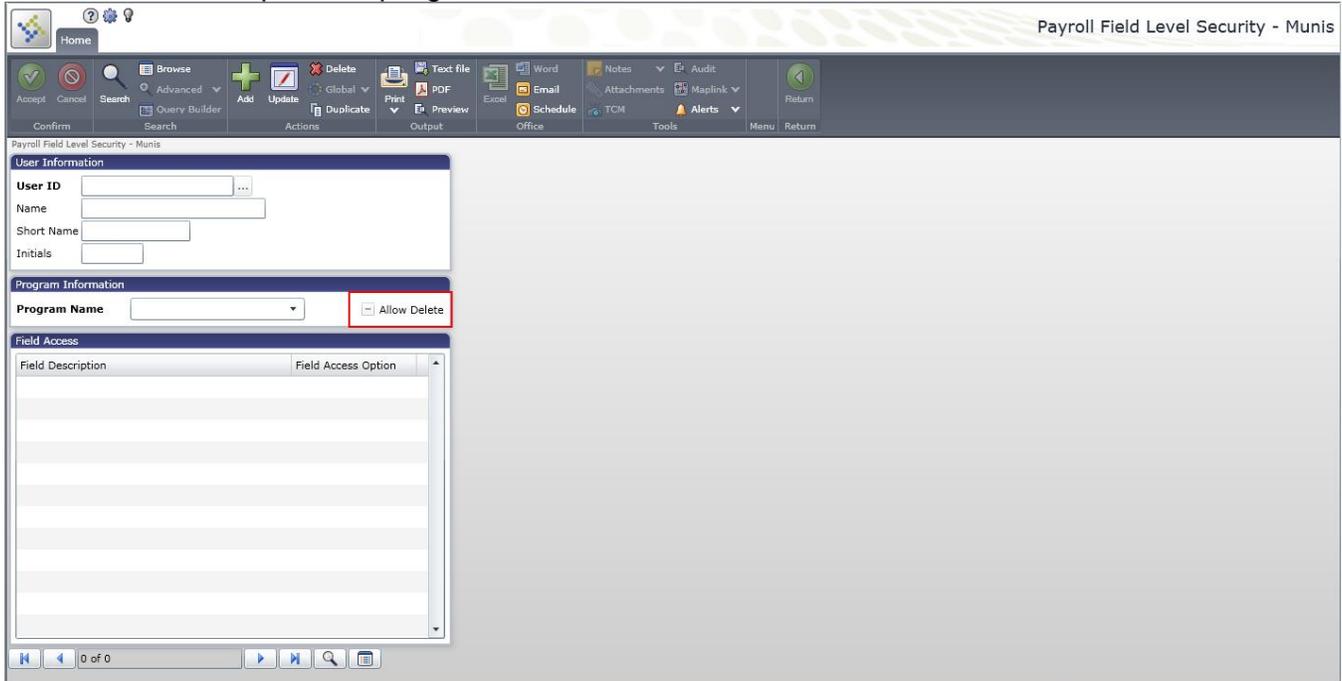
Payroll Control Settings

Category	Setting	Description
Employee Job/Salary	<ul style="list-style-type: none"> • Update Allocation on Other Pays • Update Group on Other Pays • Update Location on Other Pays • Update Pay End Date on Other Pays • Update Pay Frequency on Other Pays • Update Pay Start Date on Other Pays • Update Pay Status on Other Pays • Update Risk Code on Other Pays • Update Status on Other Pays 	When the value for these options is Yes and you change values on a base pay record, the program copies the change to those other nonbase pay records as directed by the control setting. When the value for these options is No and you change a value on the base pay record, the program does not copy the change to other nonbase pay records.
Employee Job/Salary	The Update Fields on Grade Change option is also available in the Employee Job/Salary category	If the value for this option is Yes, the grade value on a pay record in Employee Job/Salary is refreshed whenever you change the employee's grade. Note: This may result in an overwrite of manual changes for the affected fields.
General	33 Calendar Integration	The default value for this setting is Yes; in this case, the Employee Job/Salary program attempts to complete the Days/Year value with the remaining days from the calendar based on the pay start date for calc code 33. When the value for this setting is No, the program does not attempt to integrate the calendars with calc code 33, which retains the value of the Days/Year box with the remaining days from the calendar.
General	Escrow Pay Encumbering Method	This option controls how escrow pays manage the remaining salary amount in the Employee Job/Salary program. The default option processes by excluding escrow monies when reducing the remaining amount; using the Escrow Pay Encumbering Method option, the remaining amount

Category	Setting	Description
		includes the escrow amounts (known as earning amounts). The Remaining option in the Employee Job/Salary program accommodates the new setting, and in addition, calculates for all pays in the active set, has an option to update the Reference amount, and produces an exception report if errors are encountered in the process.
General	ESS Check Display Restricted by Check Date	When enabled, this option prevents checks from being displayed in ESS prior to the check date on the check.
Generate	LIT Local Code Deductions	When applying LIT local code deductions, this option determines the method to use: 1) Local Deduction by City Code and Employee Master Location, 2) Local Deduction by City Code, or 3) Local Deduction by City Code and Job/Salary Location. If this setting is selected, the Generate Payroll process completes according to the selected option.
Time Entry	Use Time Entry Groups	<p>This option determines how users use Time Entry groups within the Time Entry program:</p> <ul style="list-style-type: none"> • N - No Restrictions: There are no restrictions for using Time Entry groups for the autoloading or find pending processes. This is the default value. • R - Group Required: Requires users attempting to use autoloading or to complete a find pending process to use a Time Entry group. In this case, you cannot leave the Time Entry Group field blank. • D - Use Default Group Only: Forces users attempting to use autoloading or to complete the find pending process to use the defined Time Entry group entered in Time Entry Preferences.

Payroll Field Level Security

The Allow Delete check box is available. If this check box is selected, the you can delete records from the specified program; if this check box is not selected, the user cannot delete records from the specified program.

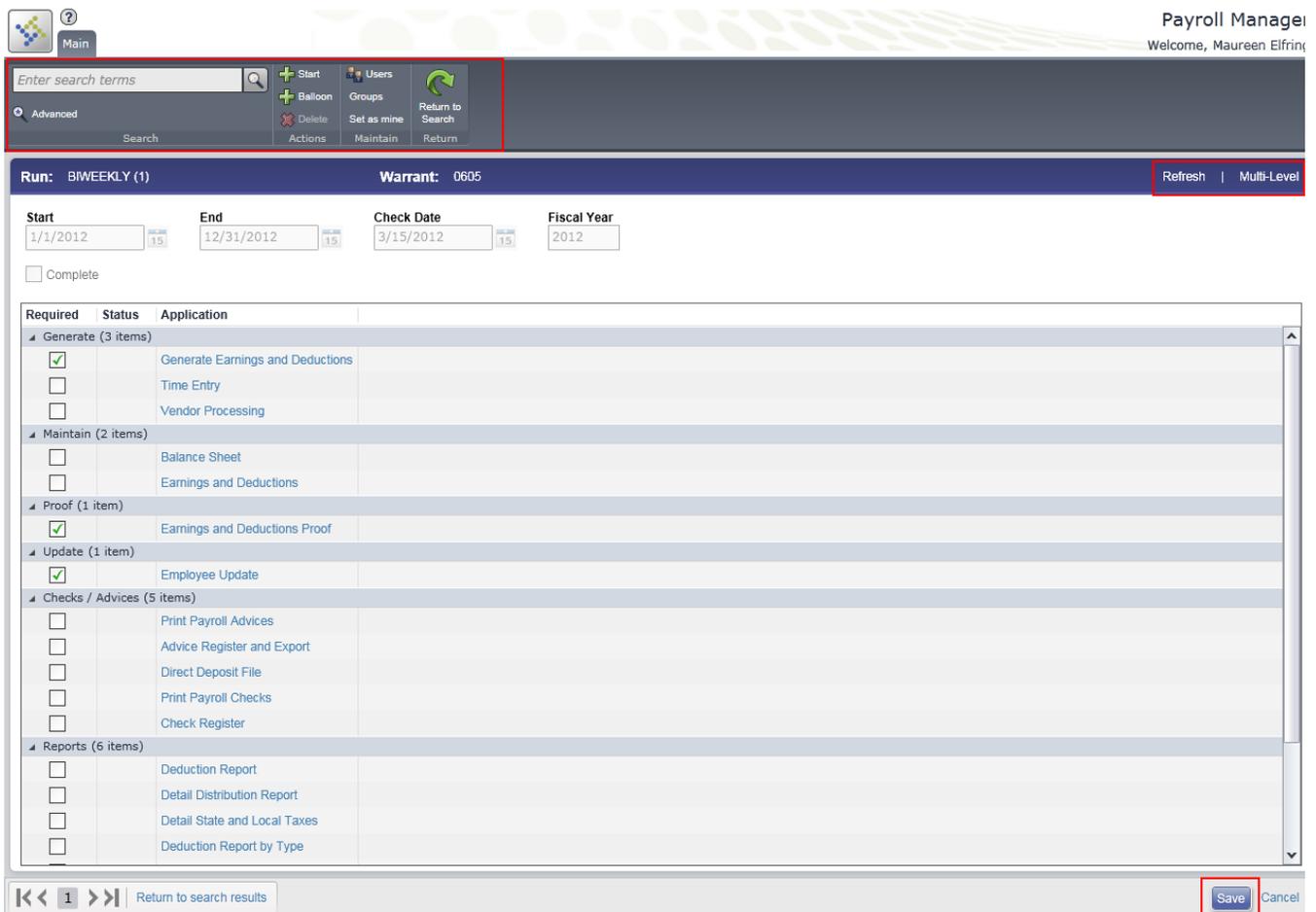


The Employee Job/Salary and Employee Master programs check this permission when a user chooses to delete a record. The Global Add/Delete program also checks the user permissions for Employee Job/Salary before allowing a user to delete records.

Payroll Manager

The Payroll Manager program:

- Starts each payroll process, assigning a unique identifier.
- Allows you to view existing payrolls and change a payroll to active.
- Maintains users and Time Entry groups for payrolls.
- Provides a status indicator for each payroll step.



The screenshot shows the Payroll Manager interface. At the top right, it says "Payroll Manager" and "Welcome, Maureen Elfirin". Below this is a search bar with "Enter search terms" and a search icon. To the right of the search bar is a ribbon with buttons: Start (with a plus icon), Balloon (with a plus icon), Delete (with a minus icon), and Maintain (with a plus icon). Below the ribbon are buttons for "Users", "Groups", "Set as mine", and "Return to Search".

The main area shows a "Run: BIWEEKLY (1)" and "Warrant: 0605" header. Below this are fields for "Start" (1/1/2012), "End" (12/31/2012), "Check Date" (3/15/2012), and "Fiscal Year" (2012). There is a "Complete" checkbox. Below this is a list of payroll steps with checkboxes:

Required	Status	Application
Generate (3 items)		
<input checked="" type="checkbox"/>		Generate Earnings and Deductions
<input type="checkbox"/>		Time Entry
<input type="checkbox"/>		Vendor Processing
Maintain (2 items)		
<input type="checkbox"/>		Balance Sheet
<input type="checkbox"/>		Earnings and Deductions
Proof (1 item)		
<input checked="" type="checkbox"/>		Earnings and Deductions Proof
Update (1 item)		
<input checked="" type="checkbox"/>		Employee Update
Checks / Advices (5 items)		
<input type="checkbox"/>		Print Payroll Advices
<input type="checkbox"/>		Advice Register and Export
<input type="checkbox"/>		Direct Deposit File
<input type="checkbox"/>		Print Payroll Checks
<input type="checkbox"/>		Check Register
Reports (6 items)		
<input type="checkbox"/>		Deduction Report
<input type="checkbox"/>		Detail Distribution Report
<input type="checkbox"/>		Detail State and Local Taxes
<input type="checkbox"/>		Deduction Report by Type

At the bottom right, there is a "Save" button and a "Cancel" button. The "Save" button is highlighted with a red box.

The ribbon at the top of the screen provides the action options for the program.

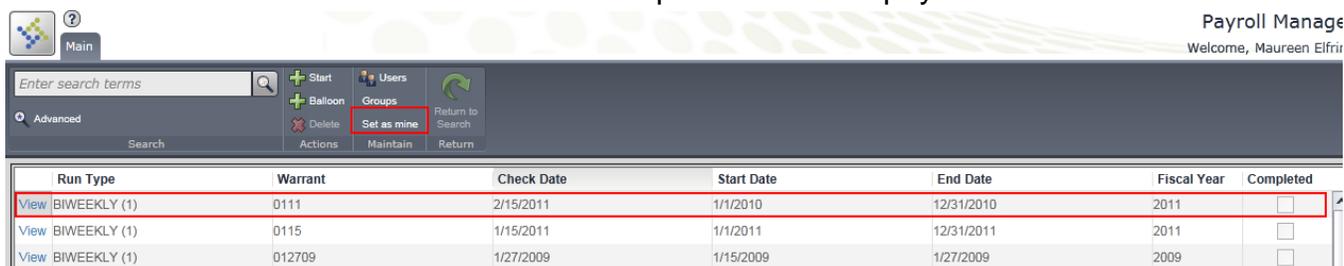
Select this option...	To...
Actions Group	
Start	Display the Start screen for regular, miscellaneous, void, or other payroll types defined for your organization.
Balloon	Display the Start screen specific to a balloon payroll.
Delete	Delete the active payroll.
Maintain Group	

Select this option...	To...
Users	Display a list of users assigned to this payroll. User are personnel with permissions to enter time for this payroll. According to departmental or organizational permissions, not all users may have access to this program; however, users entering data in the Time Entry programs must be associated with a payroll in order to complete their tasks. Users can only be associated with one payroll at any particular time.
Groups	Display a list of users included in the Time Entry group for this payroll. When you have a defined time entry group, you can automatically load time entry records when you create a new batch. The autoload process takes a predefined list of employees and creates time entry records for each employee with the appropriate pay codes. You can create groups for autoloading using the Time Entry Groups program.
Set as Mine	Change the select payroll to the active payroll for your user ID.
Return to Search	Return to the most recent search results.

From the group header, click Refresh to reset the value of the Required check boxes for any items not controlled by the Payroll Control Settings program. For example, if Payroll Vendor Processing is not selected in the Payroll Control Settings program, but you select the check box for the active program only, the program clears the check box when you click Refresh.

Click Multilevel to display a list of current multilevel payrolls.

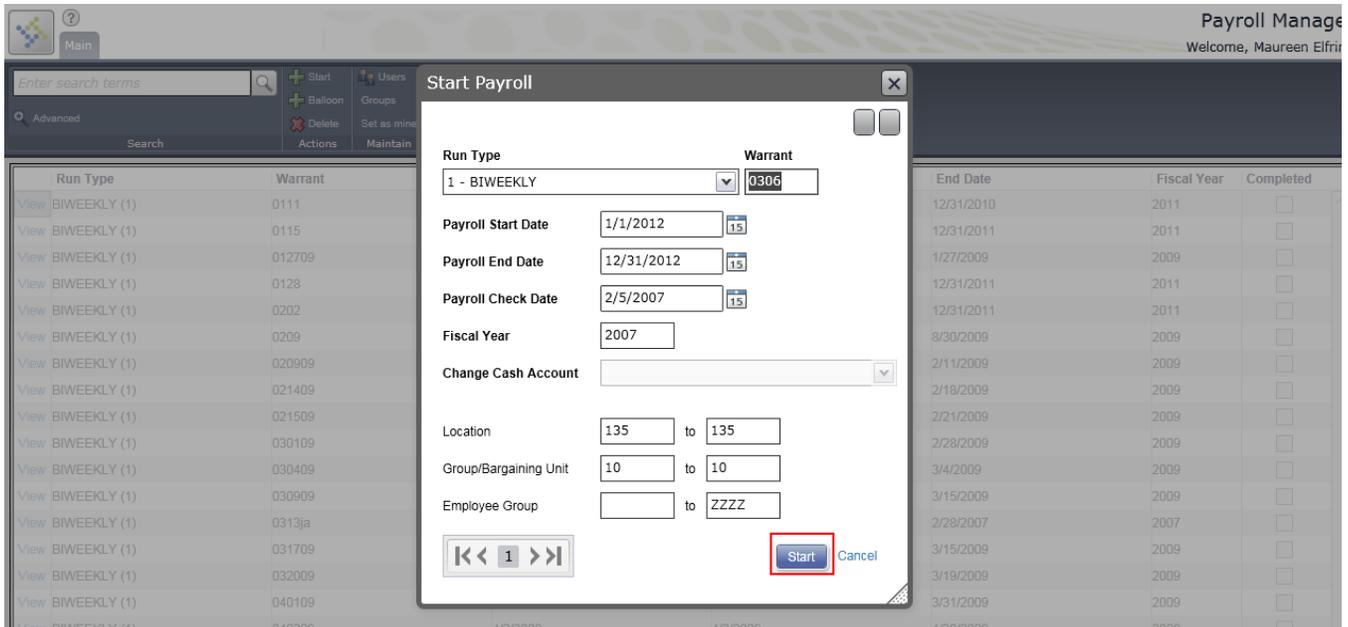
When you start a payroll process, that payroll is called the current payroll. To change payrolls, use the Search box or the Advanced Search option to find the payroll to make current.



Run Type	Warrant	Check Date	Start Date	End Date	Fiscal Year	Completed
View BIWEEKLY (1)	0111	2/15/2011	1/1/2010	12/31/2010	2011	<input type="checkbox"/>
View BIWEEKLY (1)	0115	1/15/2011	1/1/2011	12/31/2011	2011	<input type="checkbox"/>
View BIWEEKLY (1)	012709	1/27/2009	1/15/2009	1/27/2009	2009	<input type="checkbox"/>

With that payroll as the active record, click View to review the payroll details; click the Set as Mine option in the Maintain group on the ribbon to change the selected payroll to the active payroll for your user ID. **Note:** Everything you see or do pertains only to the current payroll you are in; any other payroll running concurrently is not affected.

To start a new payroll, click the Start option in the Actions group on the ribbon.



Once you have defined the new payroll, click Save to return to the main Payroll Run Status screen with this new payroll as the active payroll. **Note:** When you complete the Payroll Check Date box on the Start Payroll screen, you must enter the date in the mm/dd/yyyy format, including forward slashes.

Enter search terms

Start
Users

Balloon
Groups

Delete
Set as mine

Return to Search

Advanced
Search
Actions
Maintain
Return

Run: BIWEEKLY (1)
Warrant: 0306
Refresh | Multi-Level

Start

End

Check Date

Fiscal Year

Complete

Required	Status	Application
Generate (3 items)		
<input checked="" type="checkbox"/>		Generate Earnings and Deductions
<input type="checkbox"/>		Time Entry
<input type="checkbox"/>		Vendor Processing
Maintain (2 items)		
<input type="checkbox"/>		Balance Sheet
<input type="checkbox"/>		Earnings and Deductions
Proof (1 item)		
<input checked="" type="checkbox"/>		Earnings and Deductions Proof
Update (1 item)		
<input checked="" type="checkbox"/>		Employee Update
Checks / Advices (5 items)		
<input type="checkbox"/>		Print Payroll Advices
<input type="checkbox"/>		Advice Register and Export
<input type="checkbox"/>		Direct Deposit File
<input type="checkbox"/>		Print Payroll Checks
<input type="checkbox"/>		Check Register
Reports (6 items)		
<input type="checkbox"/>		Deduction Report
<input type="checkbox"/>		Detail Distribution Report
<input type="checkbox"/>		Detail State and Local Taxes
<input type="checkbox"/>		Deduction Report by Type

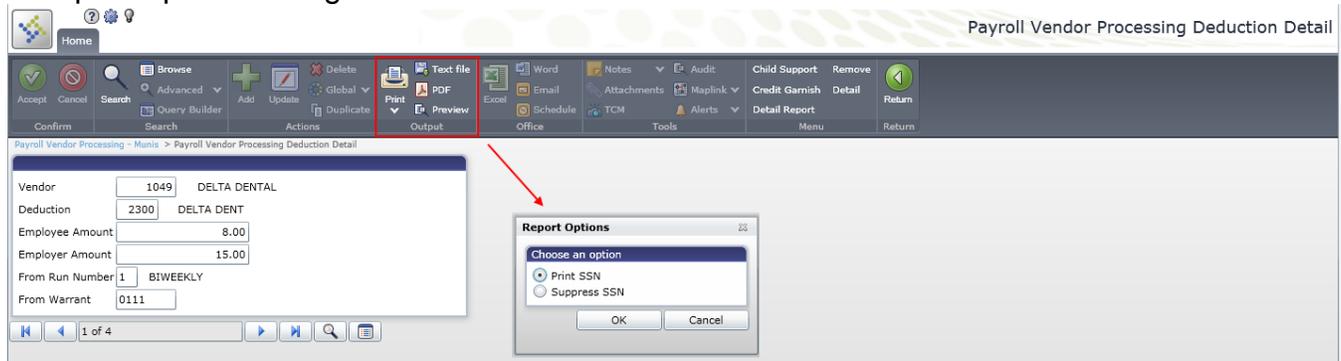
Return to search results
Save Cancel

To process a payroll, open the processing programs in the order indicated by the check boxes. For example, to begin, click Generate Earnings and Deductions. The Munis Generate Earnings and Deductions program opens with the active payroll selected. Confirm the payroll and complete the program.

When you complete a payroll program, close that screen to return to the Payroll Manager program. In the Payroll Manager program, select the next step, click the application, and continue. Repeat the process until all steps have been completed.

Payroll Vendor Processing

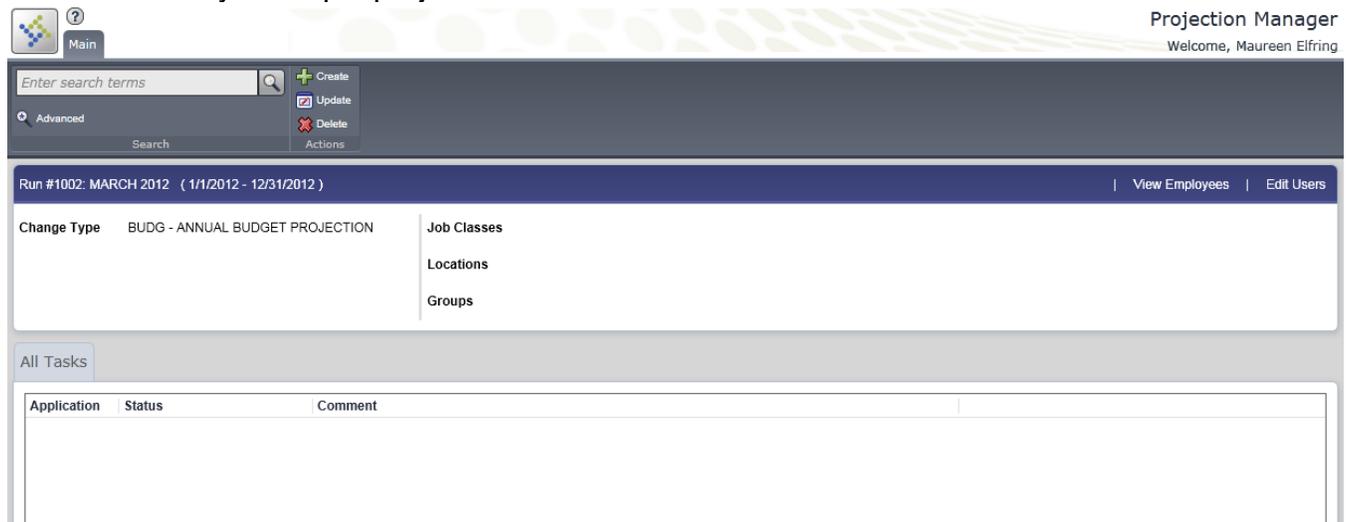
When you preview data using the Output options from the Detail screen, the program displays a Report Options dialog box.



Select Print SSN to include Social Security numbers in the output; click Suppress SSN to exclude Social Security numbers from the output.

Projections Manager

The Projections Manager program creates a unique payroll projection file. The program creates a projection by creating a copy of current payroll/personnel information. The projection is identifiable by a unique projection run number.



On the ribbon, the Search and Action groups provide the options for creating projections and updating existing projections.

Creating a Payroll Projection

To create a new projection, click Create in the Actions group on the ribbon. The program displays the Add Payroll Projection screen. Define the projection and then click Save.

Projection Manager
Welcome, Maureen Elfring

Enter search terms

Advanced Search

Add Payroll Projection

Run # Description Begin Date End Date

Change Category

Partial Year Projection

Include Benefits

Include Inactives

Employee Selection 0 Employee(s) Selected

User Setup 0 User(s) Selected

Display the Employee Selection pane by clicking the expand arrow and select the employee criteria to include in the projection.

Projection Manager
Welcome, Maureen Elfring

Enter search terms

Advanced Search

Add Payroll Projection

Run # Description Begin Date End Date

Change Category

Partial Year Projection

Include Benefits

Include Inactives

Employee Selection 0 Employee(s) Selected

Employee Number	First Name	Last Name	Job Class	Location	Group/BU	G/L Org	G/L Project

Location

Group

Organization

Project

Job

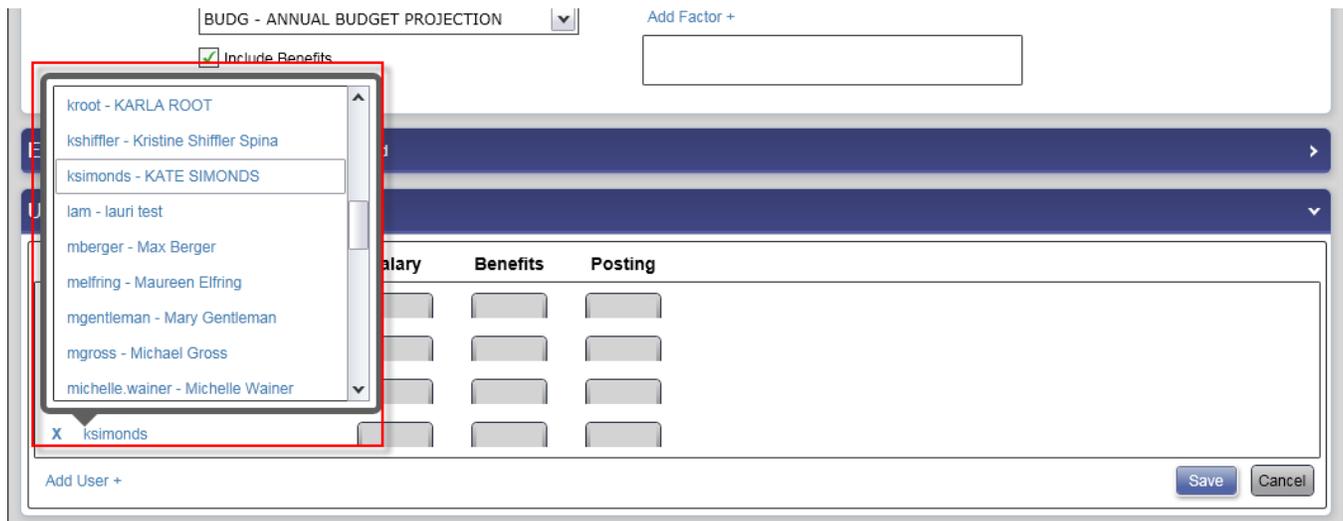
User Setup 0 User(s) Selected

Click Preview to view the results.

Display the User Setup pane to add users to the projection. The project provides a list of users; click a user to add.



The program displays a list of user names; when you click the name, the program displays the Salary, Benefits, and Posting boxes.



For each name, click the applicable boxes for the projection category to which the user should have access. When you select a box, the program displays a list of tasks available for that action. Select the check boxes for each task for which the user should have access.

Include Benefits
 Include Inactives

Employee Selection 0 Employee(s) Selected

User Setup 1 User(s) Selected

Users	Salary
X brandle	<input type="text"/>

Add User +

Benefit Tasks All | None

Deduction Master

Benefit Master

Premium Tables

Employee Deductions

Employee Benefits

Benefit Calculate

Click Save.

User Setup 4 User(s) Selected

Users	Salary	Benefits	Posting
X tjones	<input type="text"/>	<input type="text"/>	<input type="text"/>
X nhubred	<input type="text"/>	<input type="text"/>	<input type="text"/>
X melfring	<input type="text"/>	<input type="text"/>	<input type="text"/>
X ksimonds	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add User +

Once you have created and saved a projection, the program displays the My Tasks tab.

Run #111: OCTOBER 30 2011 (1/1/2011 - 12/31/2011) View Employees | Edit Users

Change Type	BUDG - ANNUAL BUDGET PROJECTION	Job Classes	ACCOUNTANT I, ACCOUNTANT II, ACCOUNTANT III, ANNUITANT, ATHLETIC DIRECTOR, ATTENDANCE OFFICER, BUILDING ENGINEER, CAFETERIA ASSISTANT MANAGER, CAFETERIA MANAGER
		Locations	ANNUITANTS, CENTRAL OFFICE, ELEMENTARY SCHOOL 1, ELEMENTARY SCHOOL 2, ELEMENTARY SCHOOL 3, ELEMENTARY SCHOOL 4, ELEMENTARY SCHOOL 5, FINANCE DEPARTMENT
		Groups	ANNUITANTS, CUSTODIANS, EXECUTIVES, FIRE, FOOD SERVICE, NON UNION, PARAPROFESSIONALS, POLICE, PRINCIPALS, TEACHERS, TEAMSTERS, UNAFFILIATED

My Tasks (6) All Tasks

Application	Status	Comment
Benefit Master	<input type="checkbox"/> Not Started	Edit
Deduction Master	<input type="checkbox"/> Not Started	Edit
Employee Deductions	<input type="checkbox"/> Not Started	Edit
Employee Job Salary	<input type="checkbox"/> Not Started	Edit
Mass Salary Change	<input type="checkbox"/> Not Started	Edit
Employee Master	<input type="checkbox"/> Not Started	Edit

This tab includes all the projection tasks defined for your user ID. To complete tasks, click the application name to open the associated program in Munis. For example, when you click Benefit Master, the program opens the Munis Projections Benefit Master program.

Hint: If the My Tasks tab is not available; click Edit Users to ensure that you are an active user for this projection.

When you close the Munis program, return to the Payroll Projections program and click the Status button to update the status of the task.

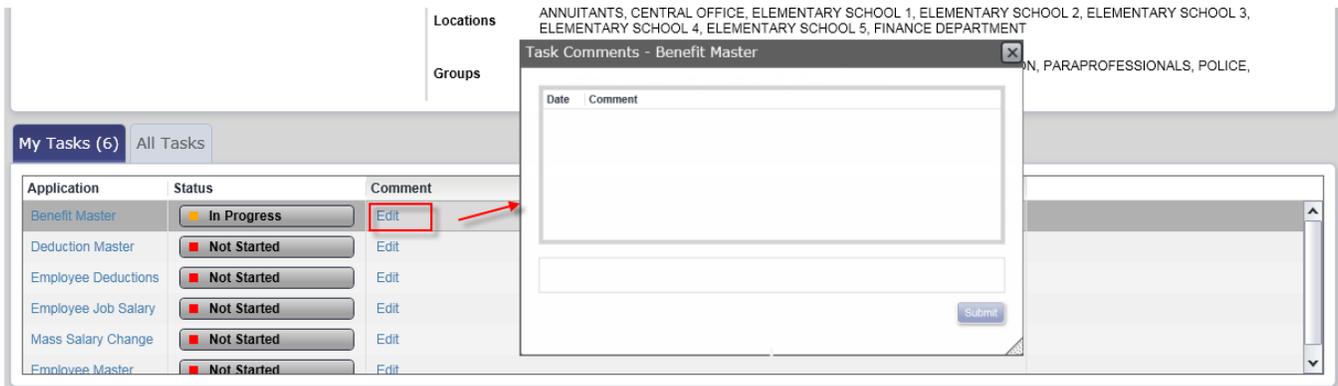
My Tasks (6) All Tasks

Application	Status	Comment
Benefit Master	<input checked="" type="checkbox"/> In Progress	
Deduction Master	<input type="checkbox"/> Not Started	
Employee Deductions	<input type="checkbox"/> Not Started	
Employee Job Salary	<input type="checkbox"/> Not Started	

Not Started
 In Progress
 Ready For Review

Continue updating programs until the tasks assigned to your user ID have the status Ready for Review.

Use the Edit button to maintain comments for each of the tasks.



The screenshot shows a web application interface. On the left, there is a 'My Tasks (6)' section with a table of tasks. The 'Benefit Master' task is highlighted with a red box around its 'Edit' button. A red arrow points from this button to a modal window titled 'Task Comments - Benefit Master'. The modal window contains a table with columns 'Date' and 'Comment', and a 'Submit' button at the bottom right. The background shows a list of tasks with columns for 'Application', 'Status', and 'Comment'.

Application	Status	Comment
Benefit Master	In Progress	Edit
Deduction Master	Not Started	Edit
Employee Deductions	Not Started	Edit
Employee Job Salary	Not Started	Edit
Mass Salary Change	Not Started	Edit
Employee Master	Not Started	Edit

Updating Existing Projections

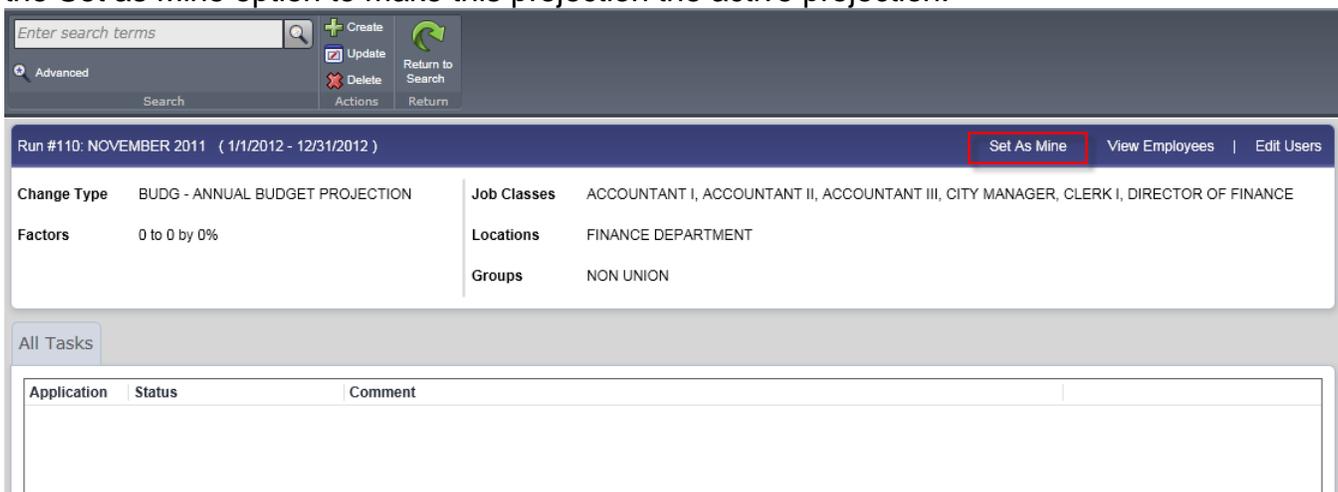
To find existing payroll projections, enter search criteria and click Search, or click Advanced to use specific field values to find records. When the search completes, the program displays a list of projection records.



The screenshot shows a search interface with a search bar and several action buttons: 'Create', 'Update', 'Delete', 'Return to My Projection', and 'Return'. Below the search bar is a table of projection records. The first row, with run number 110, is highlighted with a red box.

Run #	Description	Run Dates
110	NOVEMBER 2011	1/1/2012 - 12/31/2012
111	OCTOBER 30 2011	1/1/2011 - 12/31/2011
200	NOVEMBER 2011 PROJECTIN A	1/1/2011 - 12/31/2011

Click the run number to select a projection. The program displays the projection record; click the Set as Mine option to make this projection the active projection.



The screenshot shows the details of a selected projection. The top bar indicates 'Run #110: NOVEMBER 2011 (1/1/2012 - 12/31/2012)'. A 'Set As Mine' button is highlighted with a red box. Below this are sections for 'Change Type', 'Factors', 'Job Classes', 'Locations', and 'Groups'. At the bottom, there is an 'All Tasks' section with a table for tasks.

Change Type	Factors	Job Classes	Locations	Groups
BUDG - ANNUAL BUDGET PROJECTION	0 to 0 by 0%	ACCOUNTANT I, ACCOUNTANT II, ACCOUNTANT III, CITY MANAGER, CLERK I, DIRECTOR OF FINANCE	FINANCE DEPARTMENT	NON UNION

Application	Status	Comment

Click Update in the Actions group on the ribbon to display the details.

Update the fields, as required. If you select the Include Benefits check box, the Add Factor option is available. Use these boxes to define the range of deduction codes and factor to include.

Click Save to save and display the projection.

Click View Employees to view employees included in the projection.

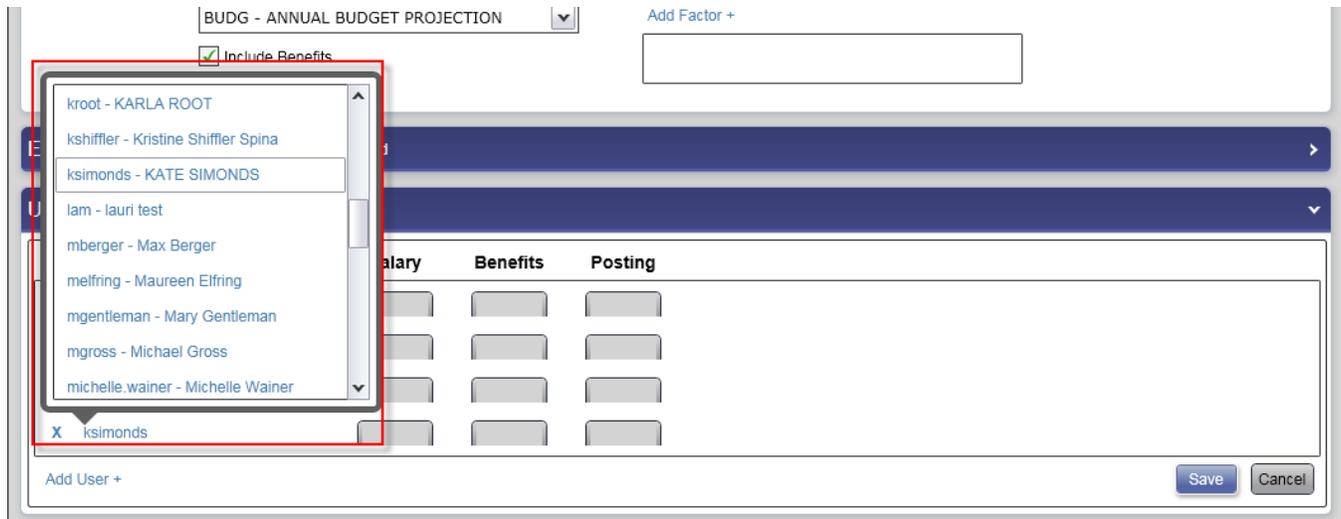
Change Type: BUDG - ANNUAL BUDGET PROJECTION Job Classes: ACCOUNTANT I, ACCOUNTANT II, ACCOUNTANT III, CITY MANAGER, CLERK I, DIRECTOR OF FINANCE

Factors: 0

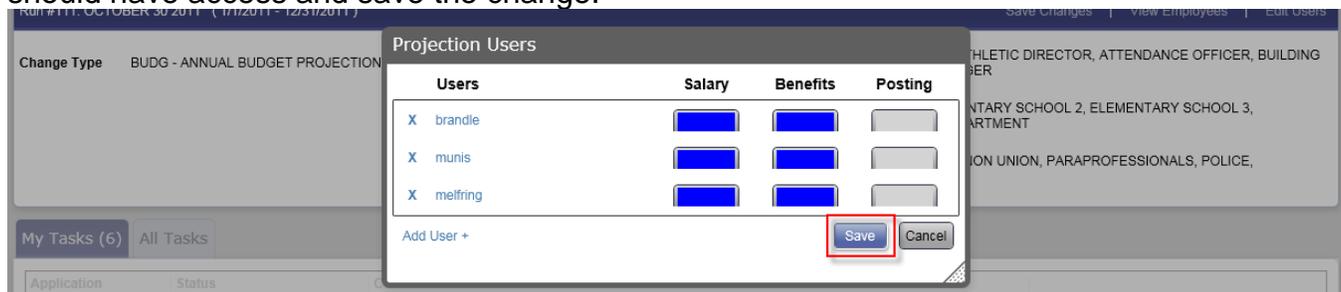
Projection Employees

Employee Number	First Name	Last Name	Job Class	Location	Group/BU	G/L Org	G/L Project
4	TIM	JONES	FAC4	135	10	11135000	
56	TEST	DIRECT DEPOSIT	FAC4	135	10	11135000	
58	JOHN	TARGET	FDIR	135	10	11135000	
58	JOHN	TARGET	FDIR	135	10	11135000	
64	TIM	BEDIENT	FAC4	135	10	11135000	
64	TIM	BEDIENT	FAC4	135	10	11135000	
65	KRISTINE	SPINA	CMGR	135	10	11135000	
67	AIMEE	WOOD	FDIR	135	10	11135000	
68	HENRICK	BORIS	FAC1	135	10	11C6	B1130
68	HENRICK	BORIS	FAC1	135	10	11C6	B1130
69	GA TEST	STATE TAX	FDIR	135	10	11135000	

Click Edit Users to view or add users to the projection. The program displays a list of user names; when you click the name, the program displays the Salary, Benefits, and Posting boxes. These boxes are highlighted if the user is associated with tasks in that category.



To assign users tasks, for each user, click the applicable boxes for the projection category to which the user should have access. When you select a box, the program displays a list of tasks available within that category. Select the check boxes for each task for which the user should have access and save the change.

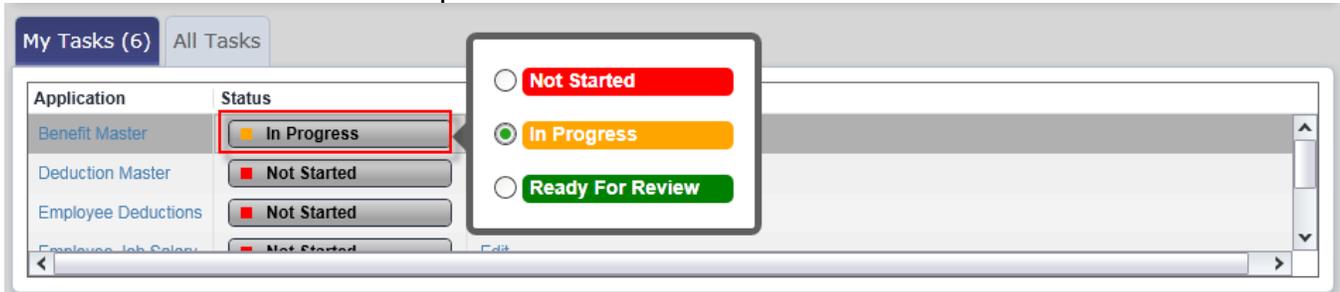


Once you have created and saved a projection, the program displays the My Tasks tab.



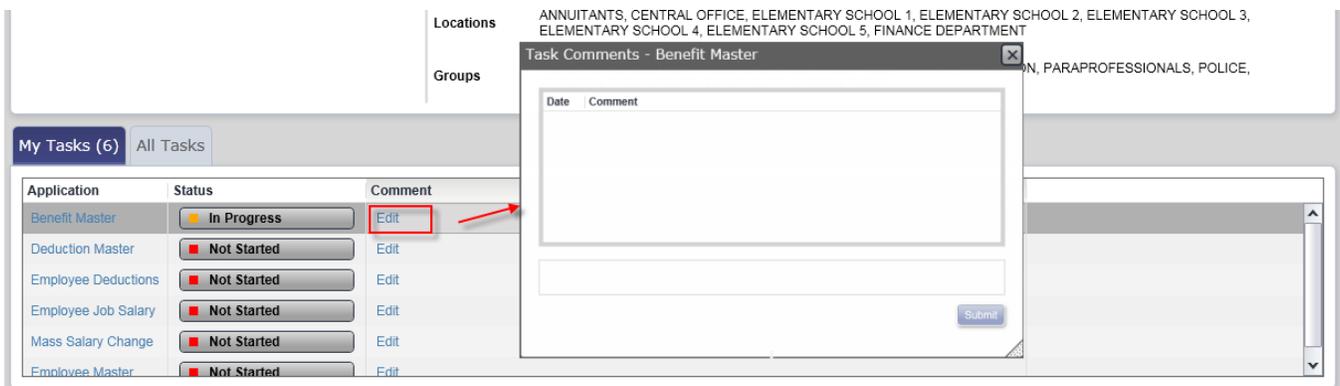
This tab includes all the projection tasks for your user ID. Note: If the My Tasks tab is not available; click Edit Users to ensure that you are an active user for this projection.

To complete tasks, click the application name to open the associated program in Munis. For example, when you click Benefit Master, the program opens the Munis Projections Benefit Master program. When you close the Munis program, return to the Payroll Projections program and click the Status button to update the status of the task.



Continue updating programs until the tasks assigned to your user ID have the status Ready for Review.

Use the Edit button to maintain comments for each of the tasks.



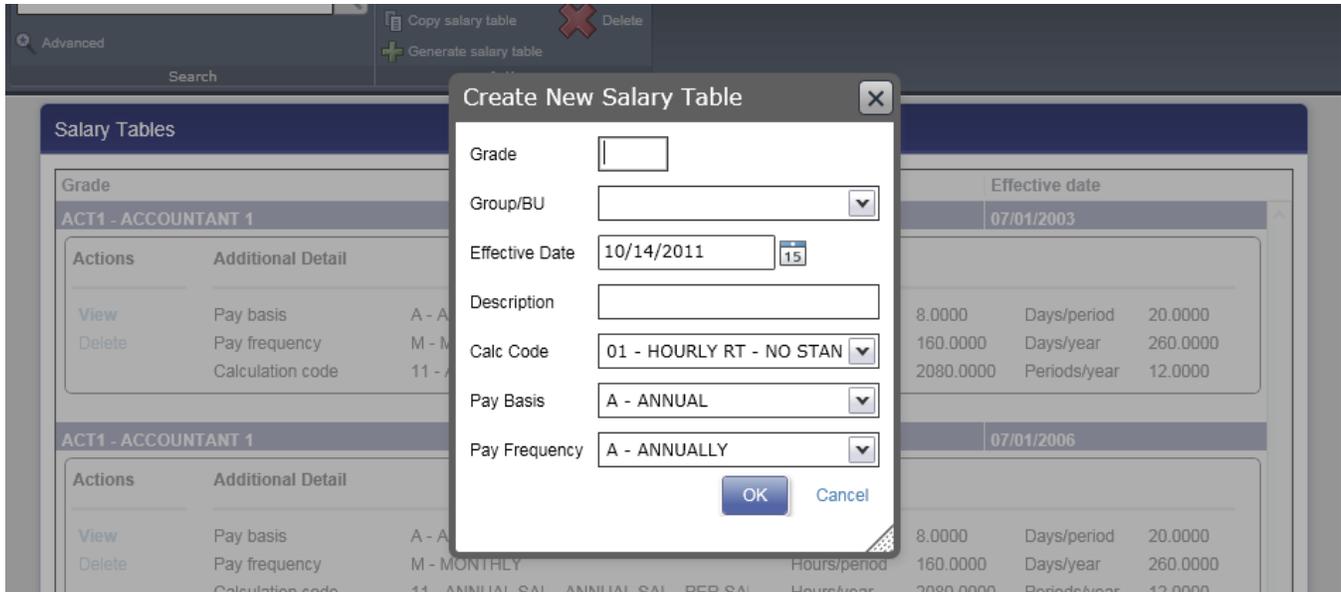
Salary Schedules

The Salary Schedules program maintains salary tables for use in payroll processing.



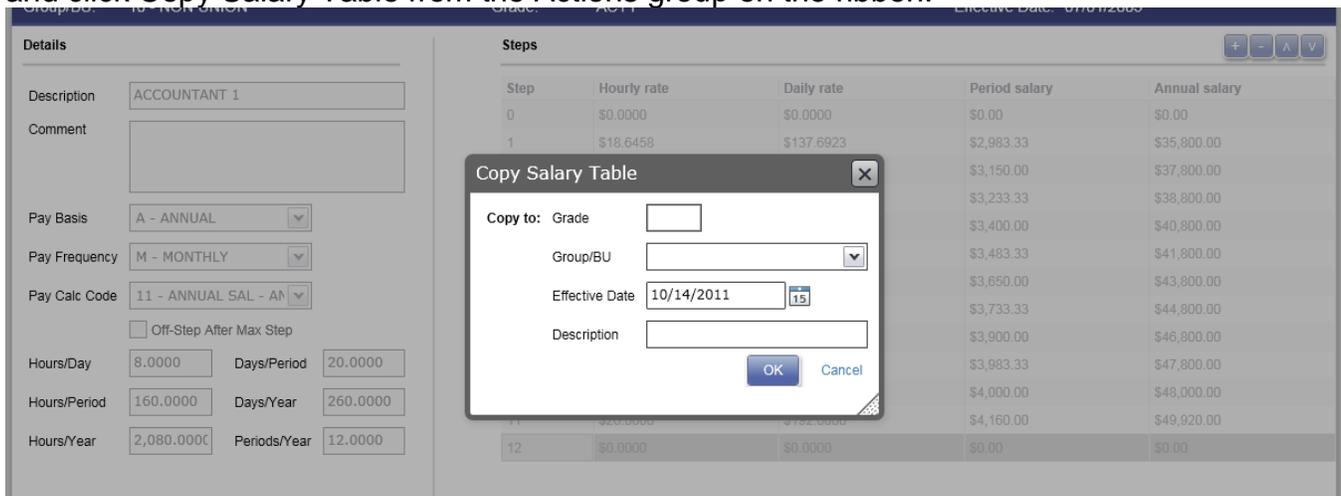
Creating a Table

To create a new salary table, click Create Salary Table in the Actions group on the ribbon. The program displays the Create New Salary Table dialog box.



Complete the details, as appropriate, for the table, and then click OK.

To create a new table based on an existing table, use the search tools to find the table to copy and click Copy Salary Table from the Actions group on the ribbon.



Complete the Copy Salary Table fields and click OK to save the table.

Finding a Table

To find an existing salary table, enter search text in the Search box, or leave the Search box blank, and click the Search button. To use more specific search criteria, click Advanced and complete the search values.

Deleting a Table

Use the search tools to find an existing salary table; highlight the table and then click Delete in the Actions group on the ribbon.

Updating a Table

Using the search tools, find the table to update, and then click View.

The program displays the Detail screen. Use the update buttons to maintain the table data.

Enter search terms

New salary table
Copy salary table
X Delete

↶ Return to overview
Return

Group/BU: 18 - FIRE
Grade: FRDS
Effective Date: 07/01/2003

Details

Description:

Comment:

Pay Basis:

Pay Frequency:

Pay Calc Code:

Off-Step After Max Step

Hours/Day: Days/Period:

Hours/Period: Days/Year:

Hours/Year: Periods/Year:

Steps

Step	Hourly rate	Daily rate	Period salary	Annual salary
0	\$0.0000	\$0.0000	\$0.00	\$0.00
1	\$18.2500	\$146.0000	\$1,460.00	\$37,960.00
2	\$18.7500	\$150.0000	\$1,500.00	\$39,000.00
3	\$19.2500	\$154.0000	\$1,540.00	\$40,040.00
4	\$19.7500	\$158.0000	\$1,580.00	\$41,080.00
5	\$20.2500	\$162.0000	\$1,620.00	\$42,120.00
6	\$20.7500	\$166.0000	\$1,660.00	\$43,160.00
7	\$21.2500	\$170.0000	\$1,700.00	\$44,200.00
8	\$21.7500	\$174.0000	\$1,740.00	\$45,240.00

⏪ 1 2 3 4 ... ⏩
Save Cancel

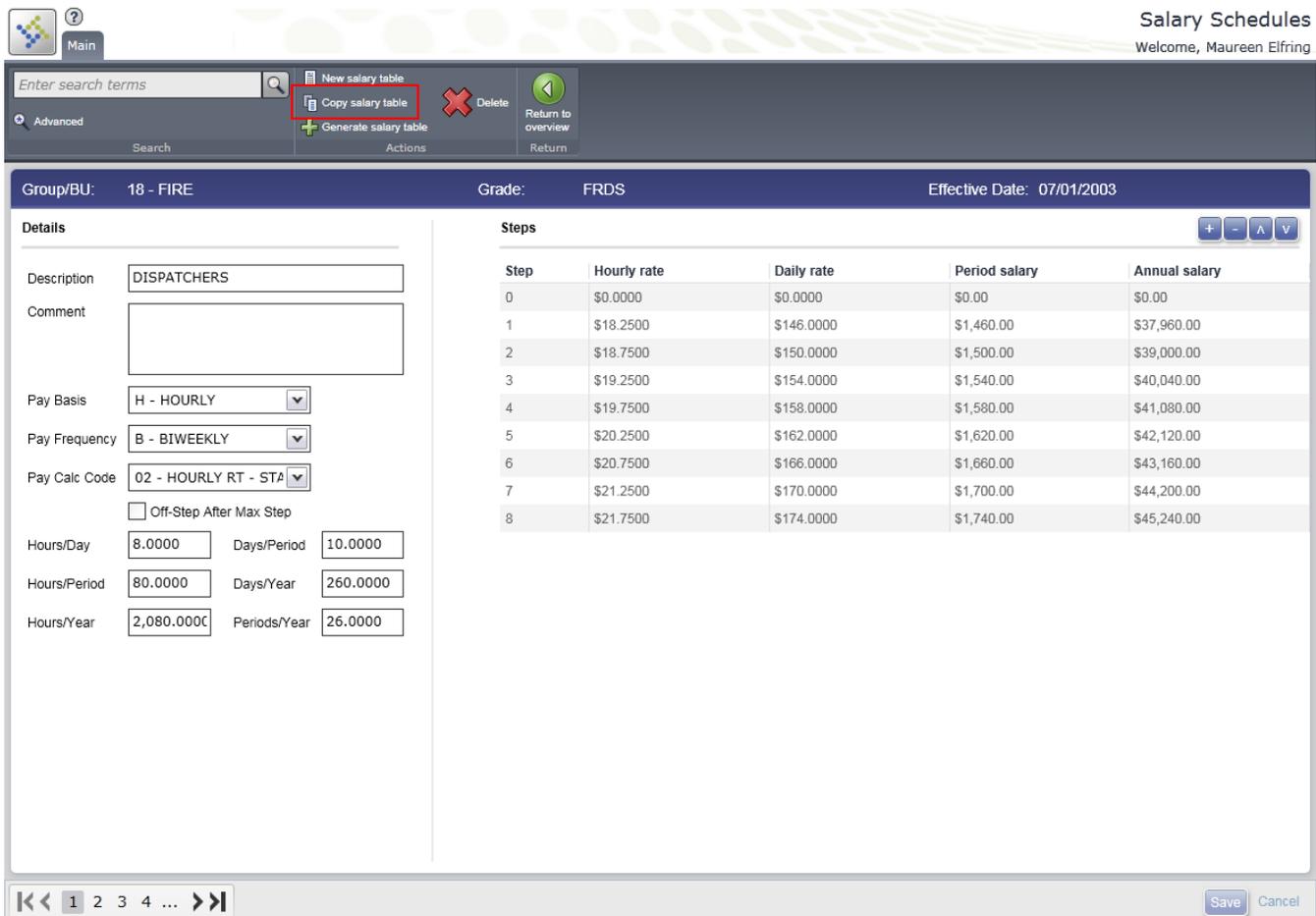
Click the plus button to add a new line to the table. To manage the existing steps, highlight a line and then:

- Click the minus button to remove a line.
- Click the up arrow to move the line up.
- Click the down arrow to move the line down.

To create a new table based on an existing table, use the search tools to find the table to copy and then click View.



The program displays the Detail screen. Click Copy Salary Table from the Actions group on the ribbon.



The program displays a Copy Salary Dialog box.

Search Actions Return

Group/BU: 10 - NON UNION Grade: ACT1 Effective Date: 07/01/2003

Details

Description: ACCOUNTANT 1
 Comment:
 Pay Basis: A - ANNUAL
 Pay Frequency: M - MONTHLY
 Pay Calc Code: 11 - ANNUAL SAL - AN
 Off-Step After Max Step
 Hours/Day: 8.0000 Days/Period: 20.0000
 Hours/Period: 160.0000 Days/Year: 260.0000

Steps

Step	Hourly rate	Daily rate	Period salary	Annual salary
0	\$0.0000	\$0.0000	\$0.00	\$0.00
1	\$18.6458	\$137.6923	\$2,983.33	\$35,800.00
			\$3,150.00	\$37,800.00
			\$3,233.33	\$38,800.00
			\$3,400.00	\$40,800.00
			\$3,483.33	\$41,800.00
			\$3,650.00	\$43,800.00
			\$3,733.33	\$44,800.00
			\$3,900.00	\$46,800.00
			\$3,983.33	\$47,800.00
			\$4,000.00	\$48,000.00
			\$4,183.33	\$49,920.00

Copy Salary Table

Copy to: Grade:
 Group/BU:
 Effective Date: 10/14/2011
 Description:

OK Cancel

Complete the Copy Salary Table fields and click OK to save the table.

Generating a Salary Table

After creating or updating a table, click Generate Salary Table from the Actions group in the ribbon.

Main Salary Schedules
 Welcome, Maureen Elfiring

Enter search terms

New salary table Copy salary table Delete Return to overview

Advanced Generate salary table

Search Actions Return

Group/BU: 18 - FIRE Grade: FRDS Effective Date: 07/01/2003

Details

Description: DISPATCHERS
 Comment:
 Pay Basis:
 Pay Frequency:
 Pay Calc Code:
 Off-Step After Max Step
 Hours/Day:
 Days/Period:
 Hours/Period:
 Days/Year:

Steps

Step	Hourly rate	Daily rate	Period salary	Annual salary
0	\$0.0000	\$0.0000	\$0.00	\$0.00
1	\$18.2500	\$146.0000	\$1,460.00	\$37,960.00
2	\$19.7500	\$158.0000	\$1,580.00	\$39,960.00

The program displays the Generate Salary Tables dialog box. Update the fields, as required, and click Execute.

Generate Salary Tables

Source Salary Table(s)

Effective Date: 10/14/2011
 Group/BU: NON UNION
 Grade: 01 To: 5000

Destination Salary Table(s)

Effective Date: 10/14/2011

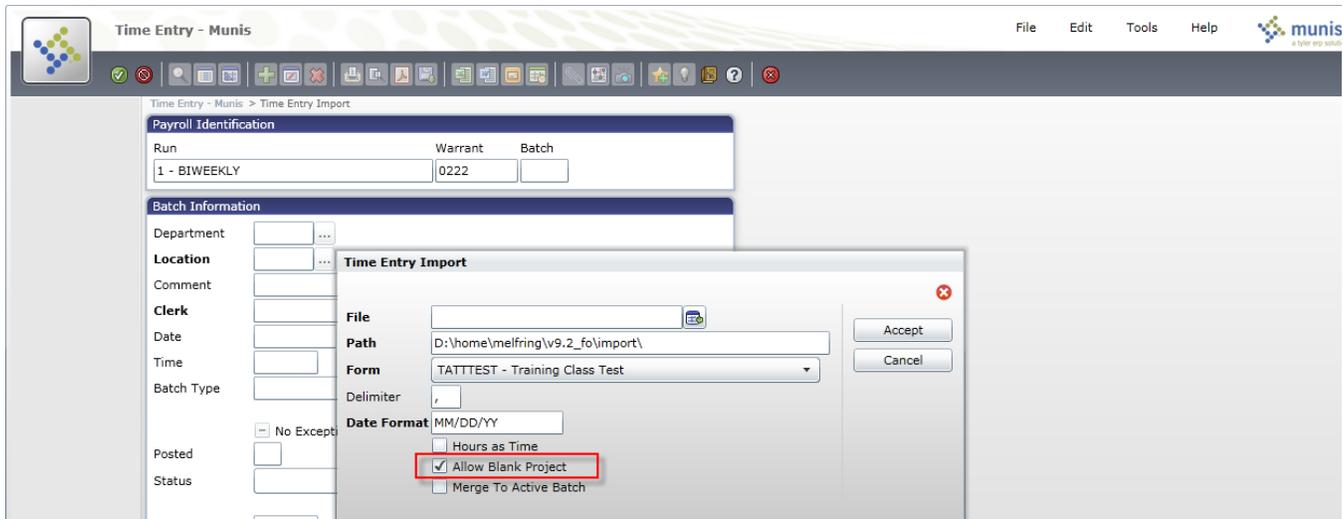
Rules

Change By Amount: 20
 Change By Percent: 20
 Whichever Is: More
 Round Increase

Execute Cancel

Time Entry

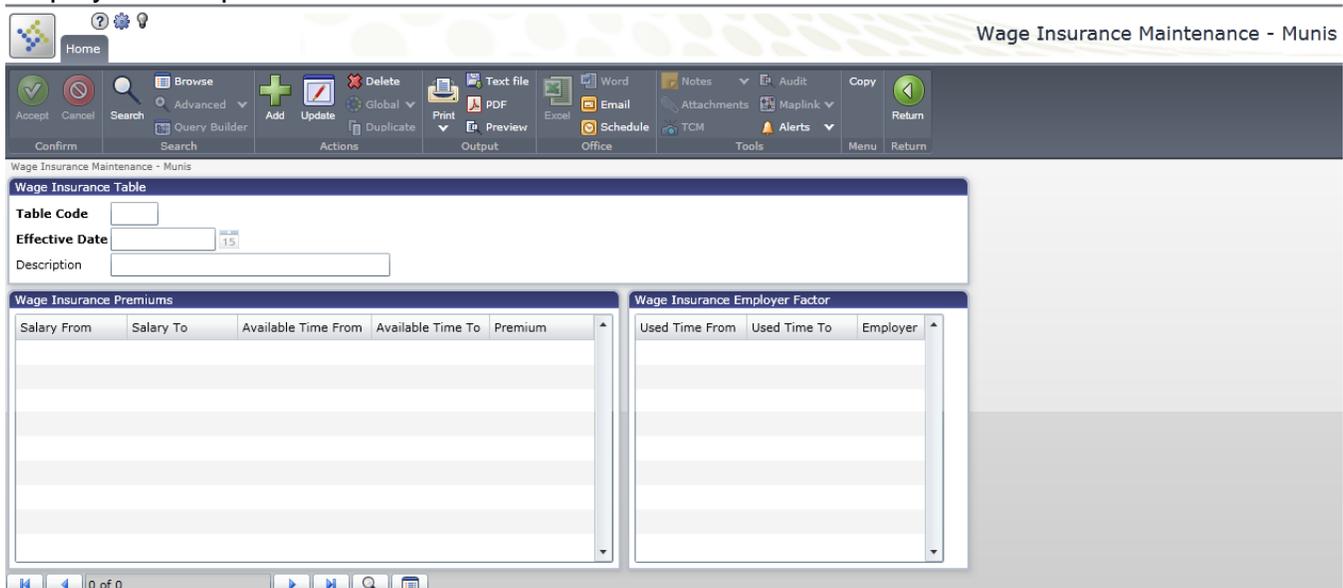
The Allow Blank Project check box is available on the Import screen. This check box, if selected, directs the import process to accept a blank project for the general ledger account number.



If this check box is not selected, the program does not identify a blank project code as acceptable and attempts to complete this value. The default value is selected.

Wage Insurance Maintenance

The Wage Insurance Maintenance program is available. This program stores wage insurance premium data, which is insurance that gets its premiums based on salary and sick time. An employer factor based on used sick time determines the amount of the premium for which the employer is responsible.



Using the Wage Insurance Maintenance program, you can define wage insurance premium information by using a table code and effective date combination. The Wage Insurance Premiums group defines the total annual salary for all active base pays for the employee and the employee's available time for a specific accrual type.

In the Employee Deductions program, the Wage Insurance Update option applies wage insurance premiums to calc code 02 employee deductions.

Workers' Compensation

In the Pay Type Master program, the Worker's Compensation check box is available.

When selected, this check box indicates that the pay is worker's compensation pay. This check box must be selected for the pay type that represents the actual worker's compensation pay as it causes the program to subtract from the supplemental pay to get the supplemental portion.

Using calc code 65 and pay type N, programs calculate the supplemental worker's compensation pay to pay out at least what the employee was making prior to worker's compensation for up to 180 days from the time worker's compensation starts. The starting point for the supplemental pay is the difference between the worker's compensation pay and 80% of the total gross of pays assigned to the supplemental pay.

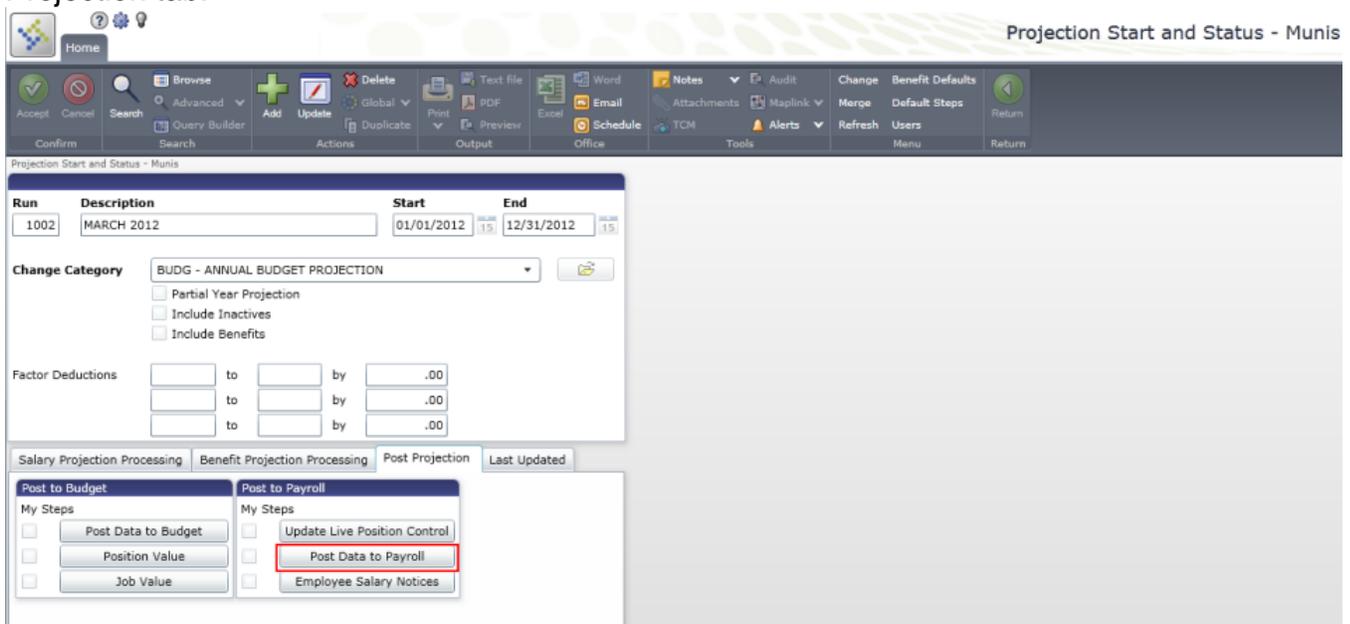
Salary and Benefit Projections

Posting Payroll Projection Allocations

The Post Data to Payroll process provides the option for posting payroll allocation codes from projections to Live. This process only updates existing allocations or inserts new allocations. This process does not delete allocation codes from Live even if they have been removed from the projections data set. You can add, update, or delete detail lines.

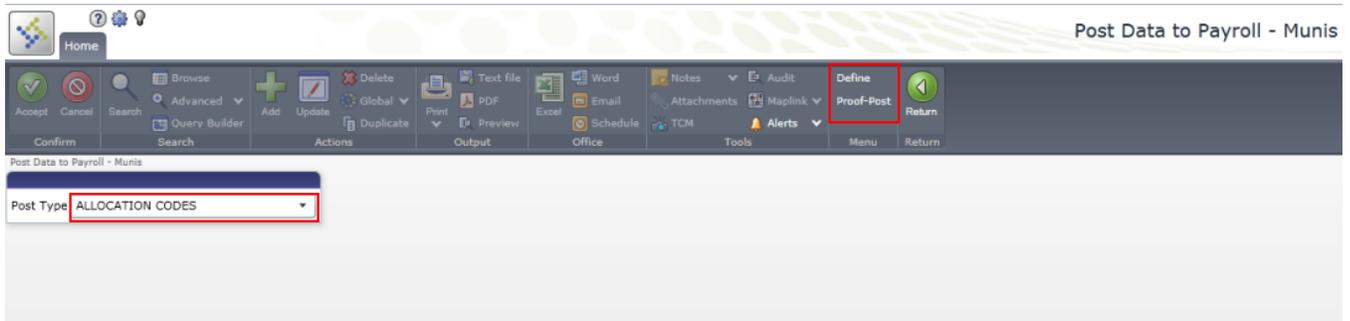
To post codes:

1. From the Projection Start and Status program, select Post Data to Payroll from the Post Projection tab.

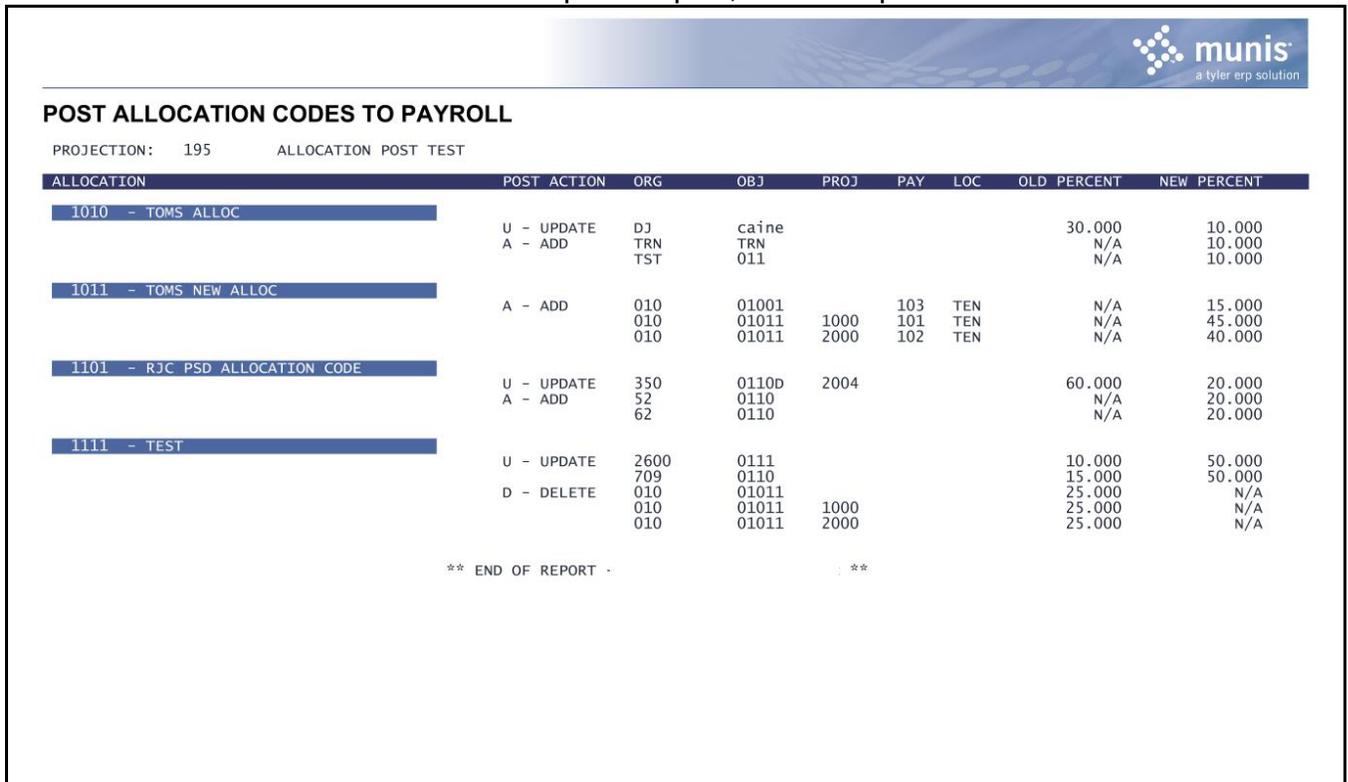


The program displays the Post Data to Payroll screen.

2. On this screen, click Define and select Allocation Codes from the Post Type list.



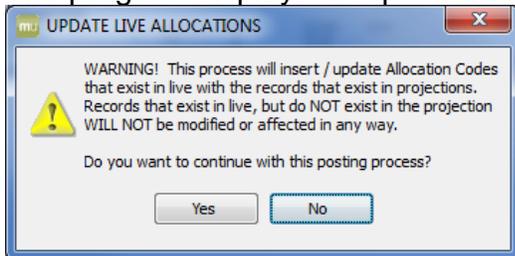
3. Click Proof-Post to create and review a proof report, and then post the codes.



ALLOCATION	POST ACTION	ORG	OBJ	PROJ	PAY	LOC	OLD PERCENT	NEW PERCENT
1010 - TOMS ALLOC								
	U - UPDATE	DJ	caine				30.000	10.000
	A - ADD	TRN	TRN				N/A	10.000
		TST	011				N/A	10.000
1011 - TOMS NEW ALLOC								
	A - ADD	010	01001		103	TEN	N/A	15.000
		010	01011	1000	101	TEN	N/A	45.000
		010	01011	2000	102	TEN	N/A	40.000
1101 - RJC PSD ALLOCATION CODE								
	U - UPDATE	350	0110D	2004			60.000	20.000
	A - ADD	52	0110				N/A	20.000
		62	0110				N/A	20.000
1111 - TEST								
	U - UPDATE	2600	0111				10.000	50.000
		709	0110				15.000	50.000
	D - DELETE	010	01011				25.000	N/A
		010	01011	1000			25.000	N/A
		010	01011	2000			25.000	N/A

** END OF REPORT - **

The program displays an update message.

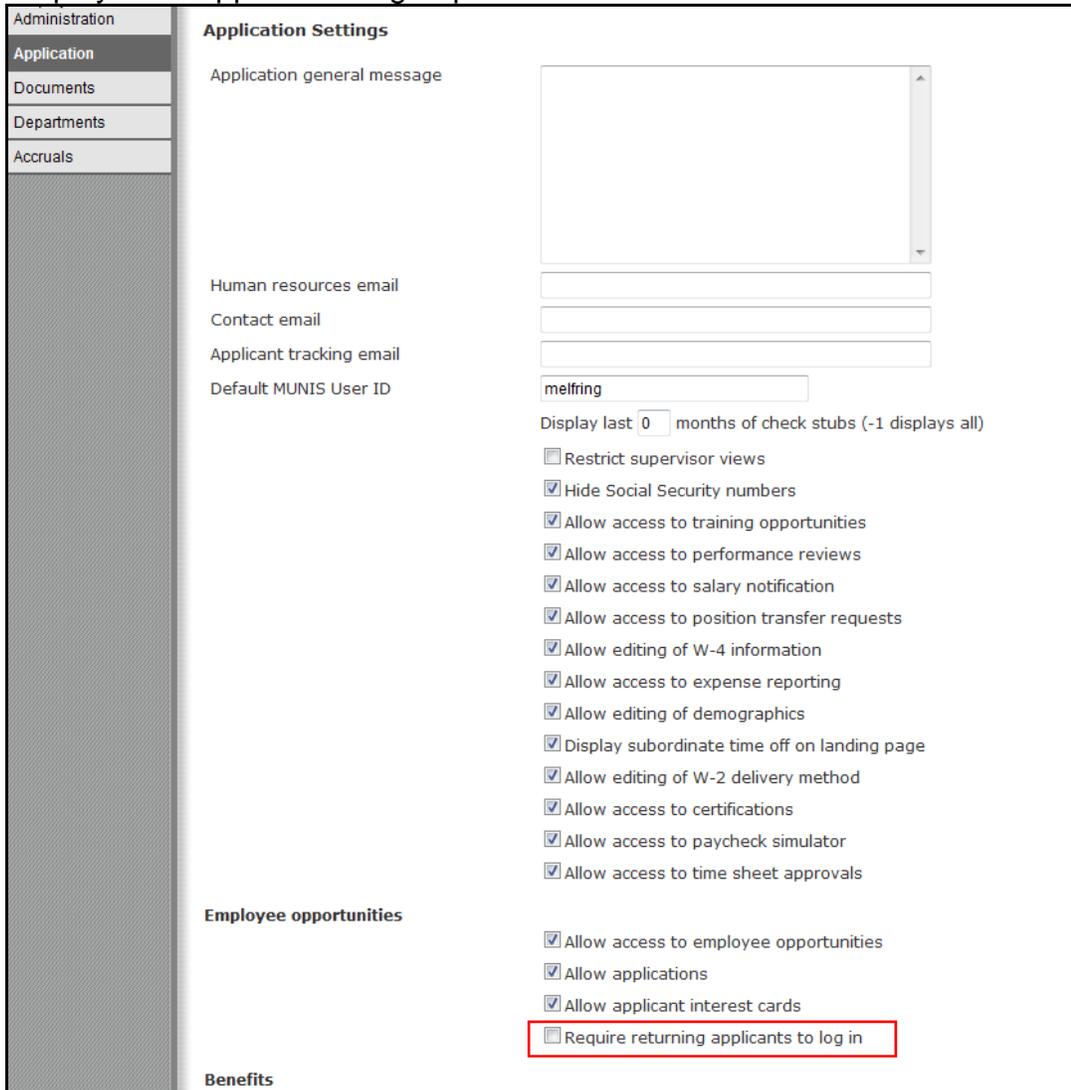


4. Click Yes to continue or No to cancel.

Employee Self Service

ESS Administration

In ESS Administration, the Require Returning Applicants to Login check box is available in the Employment Opportunities group.



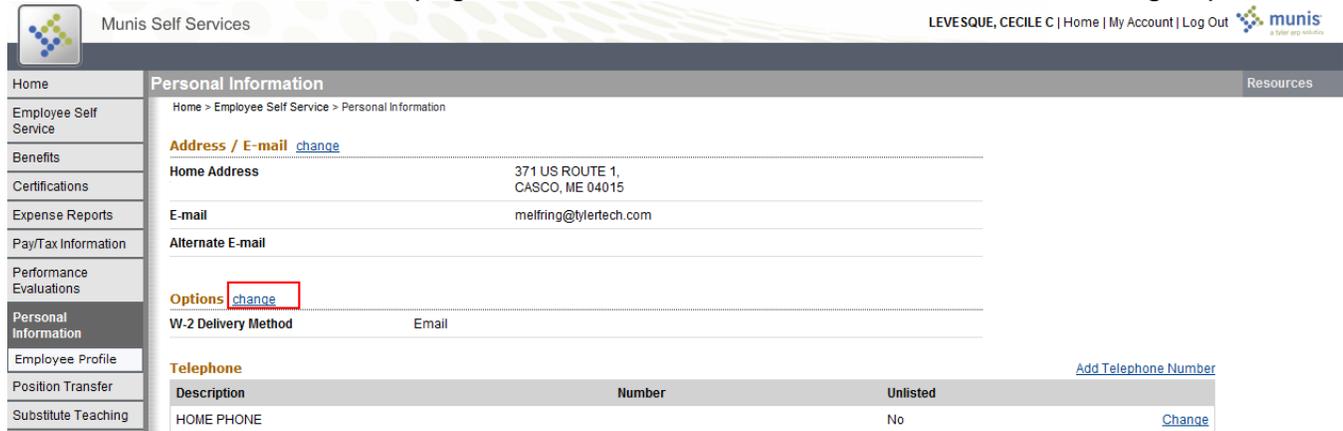
The screenshot shows the 'Application Settings' section of the ESS Administration interface. On the left is a navigation menu with options: Administration, Application, Documents, Departments, and Accruals. The main content area is titled 'Application Settings' and includes the following fields and options:

- Application general message: A large text area.
- Human resources email: A text input field.
- Contact email: A text input field.
- Applicant tracking email: A text input field.
- Default MUNIS User ID: A text input field containing 'melfring'.
- Display last: A dropdown menu set to '0' months of check stubs (-1 displays all).
- Restrict supervisor views:
- Hide Social Security numbers:
- Allow access to training opportunities:
- Allow access to performance reviews:
- Allow access to salary notification:
- Allow access to position transfer requests:
- Allow editing of W-4 information:
- Allow access to expense reporting:
- Allow editing of demographics:
- Display subordinate time off on landing page:
- Allow editing of W-2 delivery method:
- Allow access to certifications:
- Allow access to paycheck simulator:
- Allow access to time sheet approvals:
- Employee opportunities:
 - Allow access to employee opportunities:
 - Allow applications:
 - Allow applicant interest cards:
 - Require returning applicants to log in: (highlighted with a red box)
- Benefits: (Section header, no options visible)

When this check box is selected, and a returning applicant enters his or her Social Security number when creating a new application record, the program forces the applicant to log in. This prevents the applicant from creating multiple application records; he or she can update previous application information once the log-in is complete. If the applicant has forgotten log-in details, the program provides the PIN reminder e-mail message.

Pay/Tax Information

On the Personal Information page, the W-2 Deliver Method field include the change option.



Munis Self Services LEVESQUE, CECILE C | Home | My Account | Log Out 

Personal Information Resources

Home > Employee Self Service > Personal Information

Address / E-mail [change](#)

Home Address 371 US ROUTE 1, CASCO, ME 04015

E-mail melfring@tylertech.com

Alternate E-mail

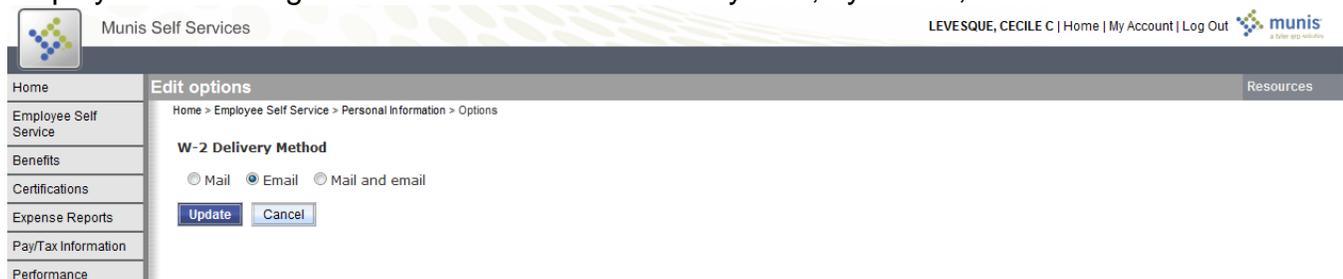
Options [change](#)

W-2 Delivery Method Email

Telephone [Add Telephone Number](#)

Description	Number	Unlisted	
HOME PHONE		No	Change

When you select Change, the program provides the W-2 Delivery Option that allows employees to manage how to receive Form W-2s by mail, by e-mail, or both.



Munis Self Services LEVESQUE, CECILE C | Home | My Account | Log Out 

Edit options Resources

Home > Employee Self Service > Personal Information > Options

W-2 Delivery Method

Mail
 Email
 Mail and email

[Update](#) [Cancel](#)

Munis Central Programs

Munis central programs are available from Other Applications menu within Munis. The Centrals menu is organized by product: Financials, HR/Payroll, Revenues, and Administration. The following are central program enhancements included with Munis Version 10.0.

Central Programs Ribbon

The Munis Centrals ribbon replaces the Munis Centrals toolbar in most Munis Central programs. This ribbon contains tabs, which in turn, contain groups of related buttons that allow you to perform various actions throughout the Munis Centrals program. The tabs and groups available on the ribbon vary depending on the Central program you are using.

The following table describes some of the options that may be available on the ribbon.

Option	Description
 Advanced	This button opens advanced search options.
 Excel	This button exports the active set of records to a Microsoft® Excel file.
 Refresh	This button refreshes the information in the Central program or in associated reports.
 Reminders	This button accesses calendar reminders for processes associated with the Central program.
 Schedule Reports	This button opens options to schedule reports for the Central program.

Employee Accumulators

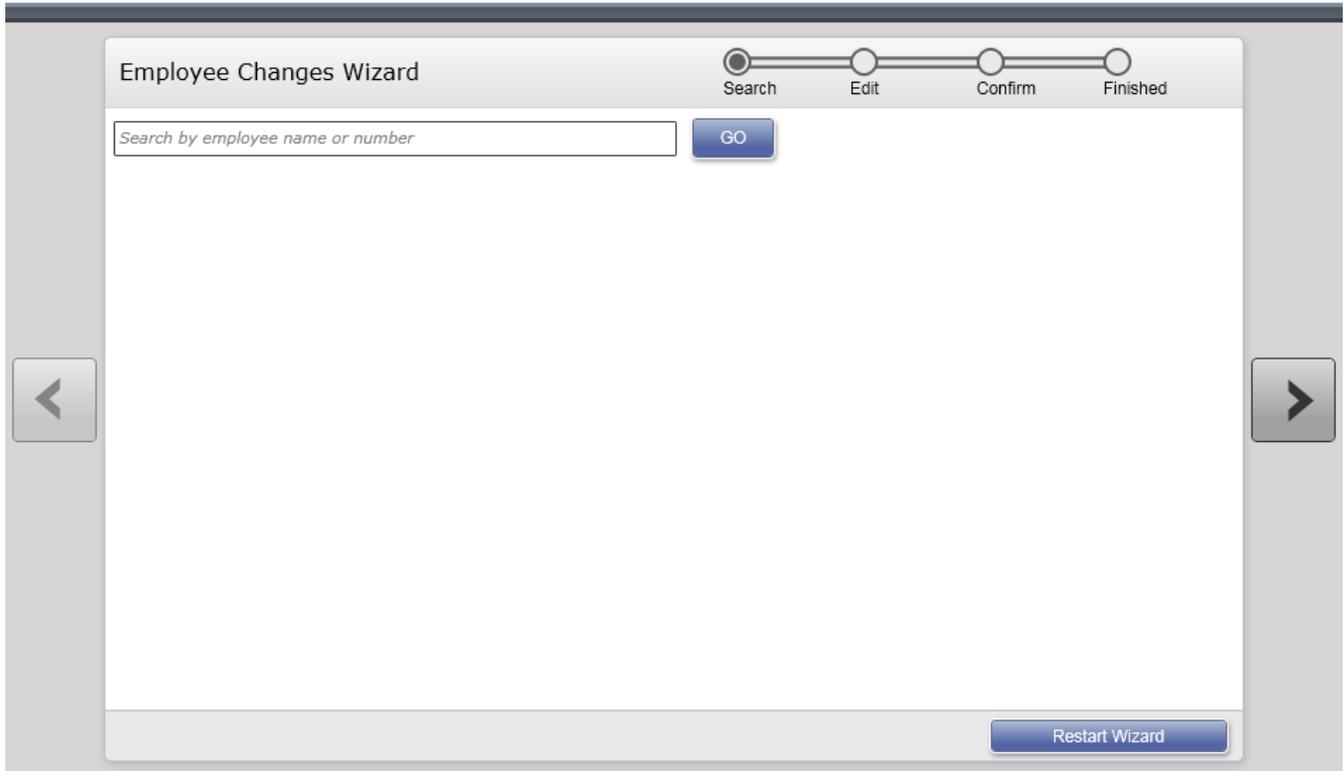
The Employee Accumulators program is no longer available on the Centrals menu. Use the Employee Accumulators program on the Payroll Administration menu (Human Resources/Payroll > Payroll > Payroll Administration > Employee Accumulators) to track accumulators.

Employee Changes

The Employee Changes central program is available. Employee Changes allows users to update personal information, such as address, telephone number, emergency contacts, and so on, for employees. The scope of personnel actions categories that may be modified using the Employee Changes program are those with a personnel action category of Other. To manage new hire or termination actions, use the Employee Add or Employee Termination programs.

To cancel the active change process, click Restart Wizard from any screen to return to the main screen and begin again.

To use Employee Changes, enter an employee name or number in the search box on the main screen and click Go.



The program displays all names matching the search criteria. Highlight the name of the employee for whom to make changes and click the forward arrow.

Employee Changes Wizard

Search Edit Confirm Finished

166355 GO 1 employees found

Number	First	Middle	Last
166355	CECILE		LEVESQUE

Restart Wizard

The program displays the Change screen, which includes options for updating the employee information. Options include Name, Address, Email Address, Telephone, Emergency Contact, Service Dates, and Demographics. The screen also includes the Action Effective Date box and the Action Code list. The default value for the effective date is the current date, but you can change this. The action code identifies the type of change you are making: action codes are user-defined codes that are maintained in the Munis Action Codes program. You must complete each of these fields for a change action.

Employee Changes Wizard

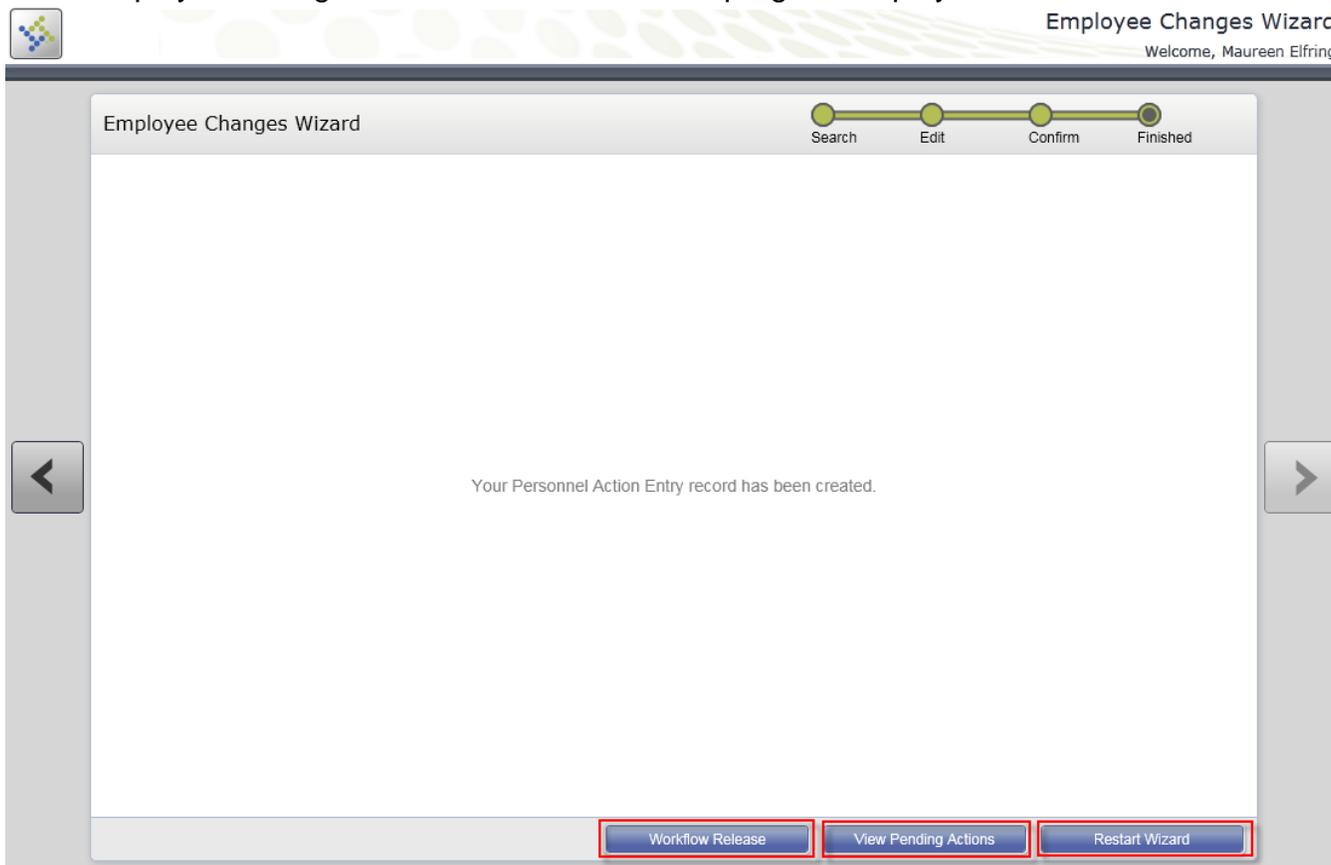
Search Edit Confirm Finished

166355 - CECILE LEVESQUE

Action Effective Date 10/12/2011 15 Action Code

Name	First Name	CECILE
Address	Middle Name	
Email Address	Last Name	LEVESQUE
Telephone	Suffix	
Emergency Contact		
Service Dates		
Demographic		

Use the change options to update the employee details. When all changes are complete, click Save Employee Changes on the final screen. The program displays a confirmation screen.

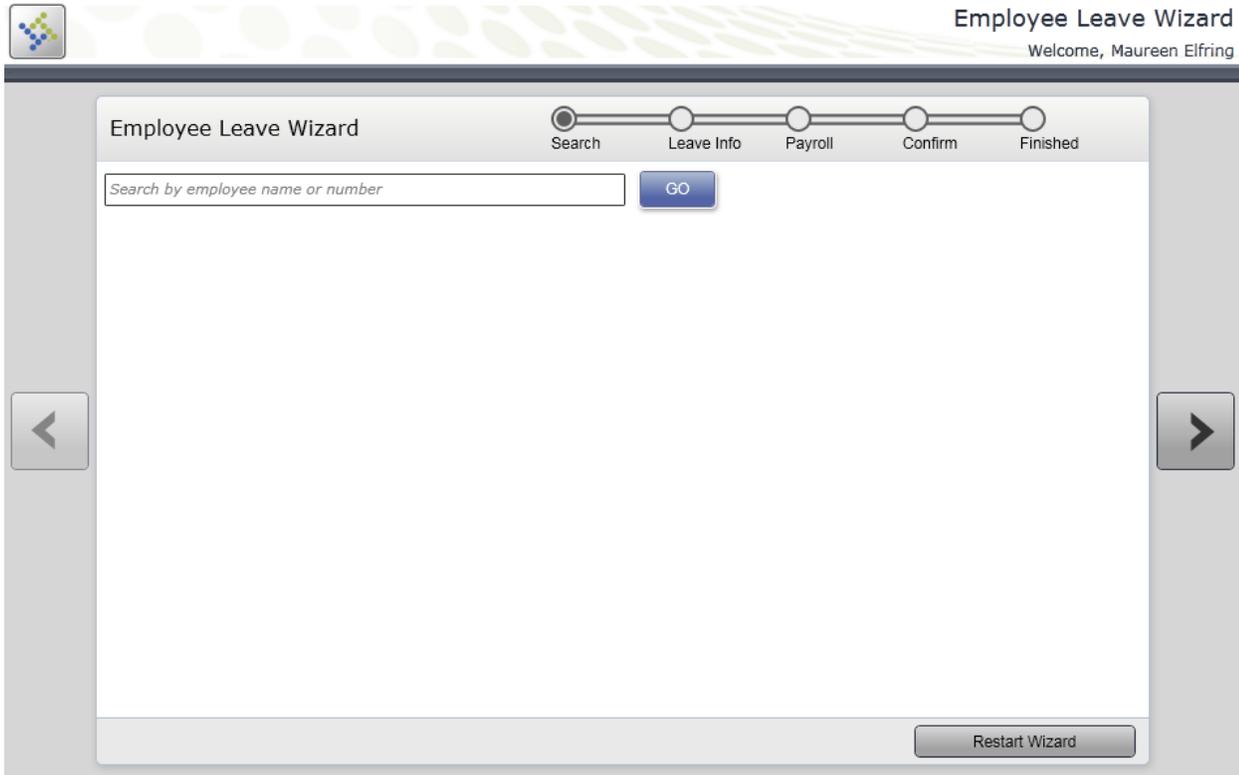


Click Workflow Release to submit the change to your organization’s workflow process; click View Pending Actions to open the Munis Personnel Pending Actions screen, where you can view details of current pending actions.

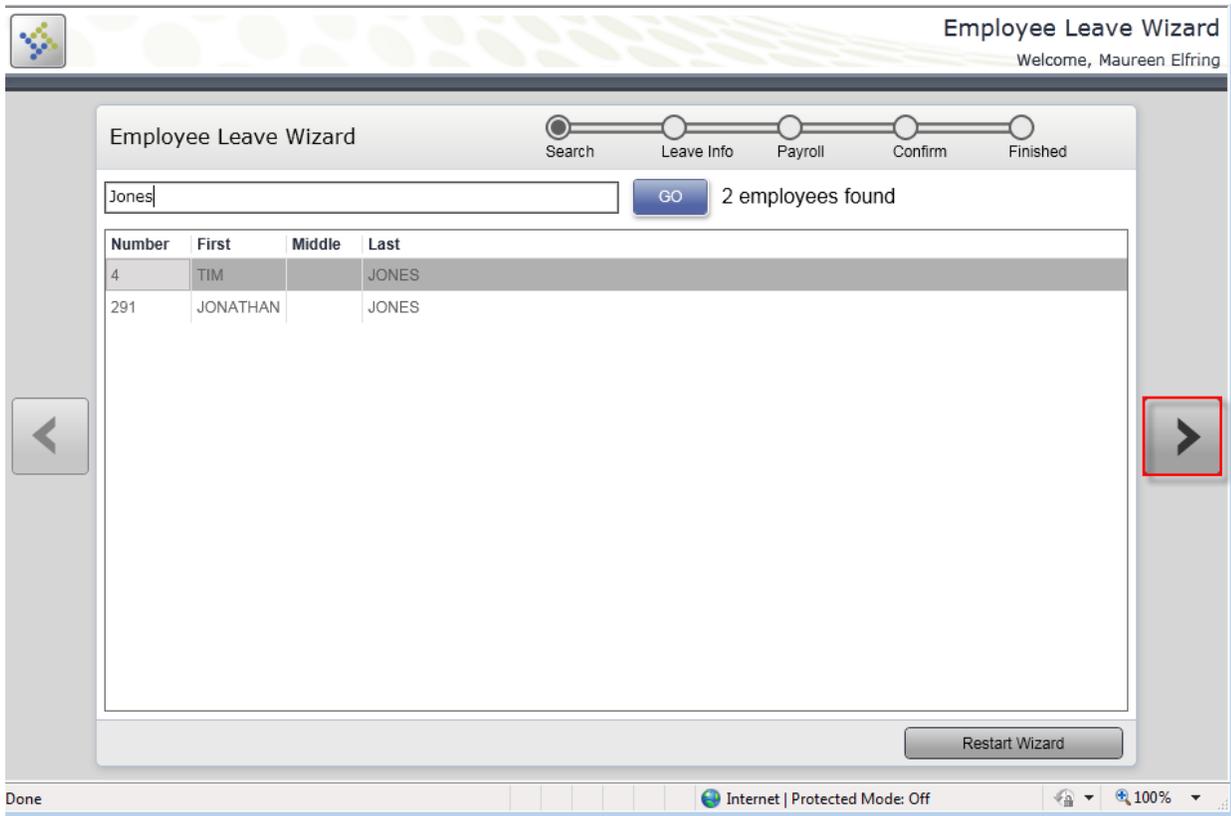
Employee Leave

The Employee Leave program guides you through the employee leave process. Employee leaves may include military service, advanced education, or family medical leave (FMLA). Leave codes are maintained in the Action Codes program for the category type L-Leave.

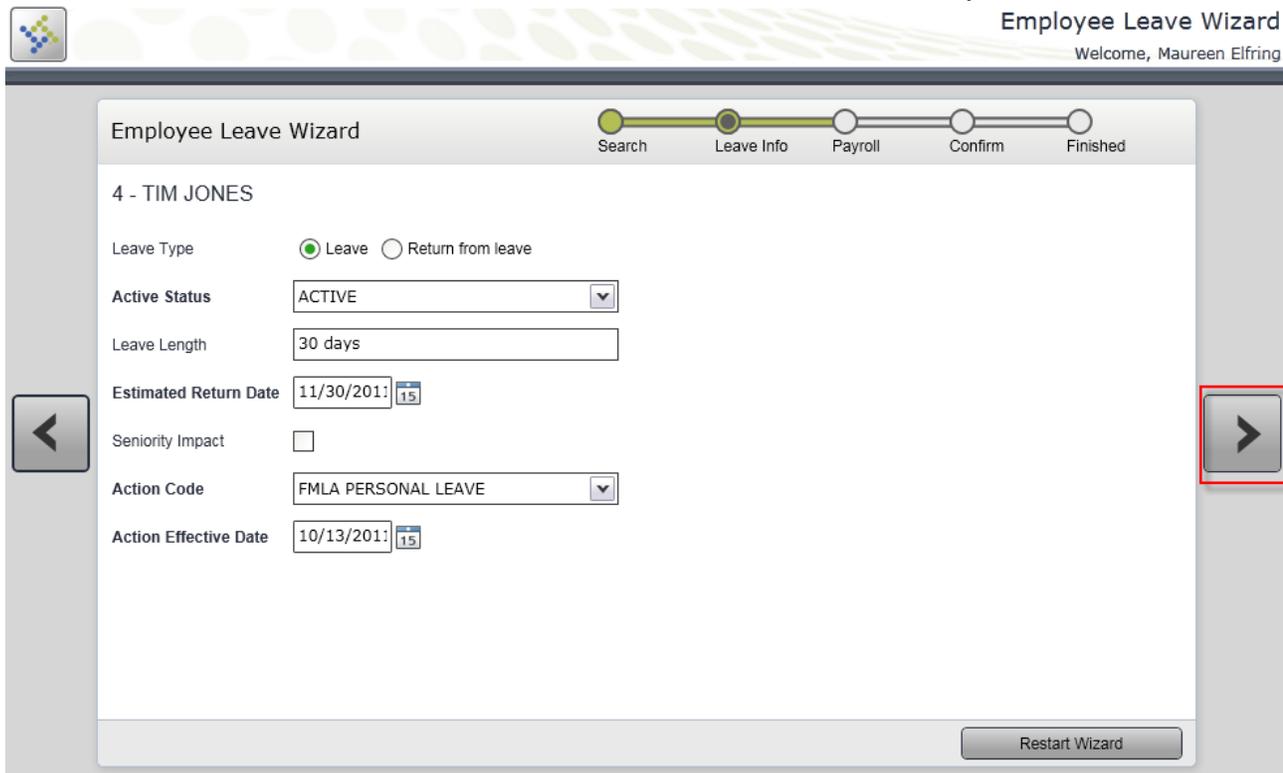
To cancel the active leave process, click Restart Wizard from any screen to return to the main screen and begin again.



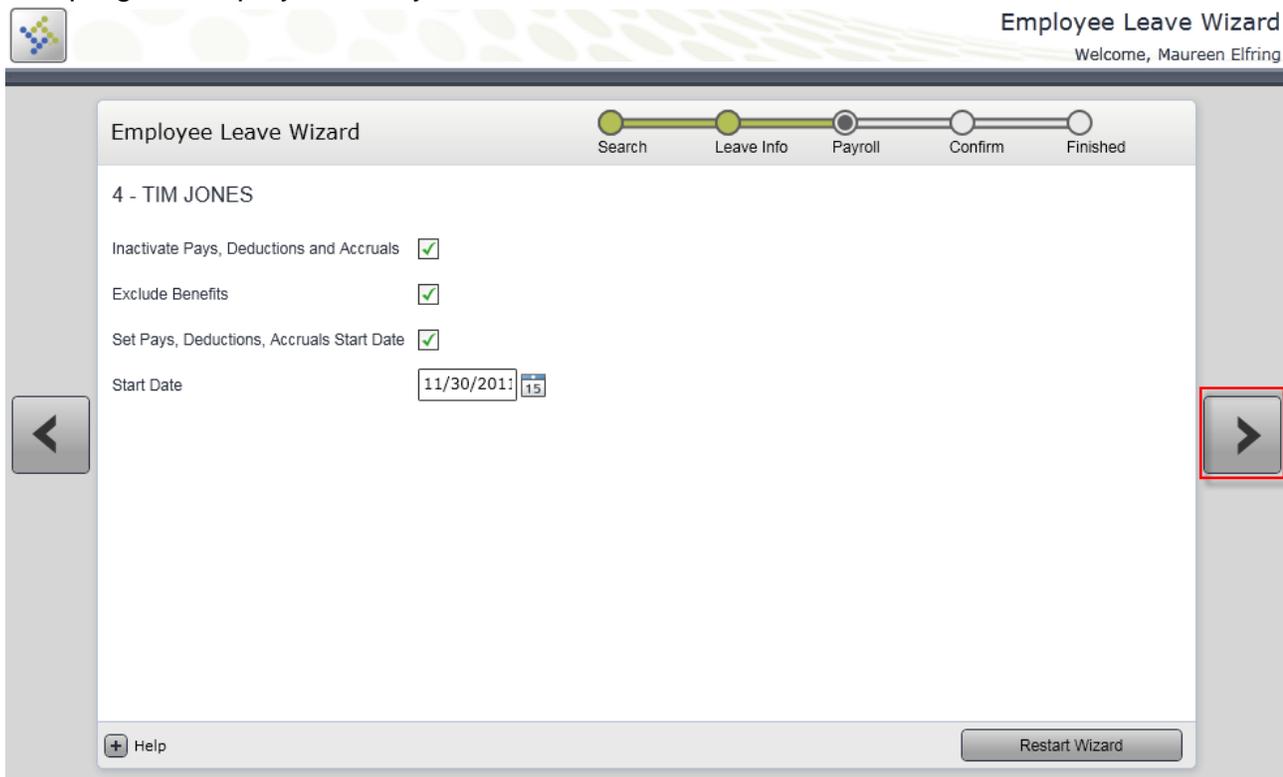
To use the wizard, enter an employee name or number in the search box and then click Go. The program displays a list of all employees matching the criteria entered. Select the employee for whom to enter leave details, and click the forward arrow.



On the Leave Info screen, define the leave details, and then click Payroll or the forward arrow.



The program displays the Payroll screen.



Employee Leave Wizard
Welcome, Maureen Elfring

Employee Leave Wizard

4 - TIM JONES

Inactivate Pays, Deductions and Accruals

Exclude Benefits

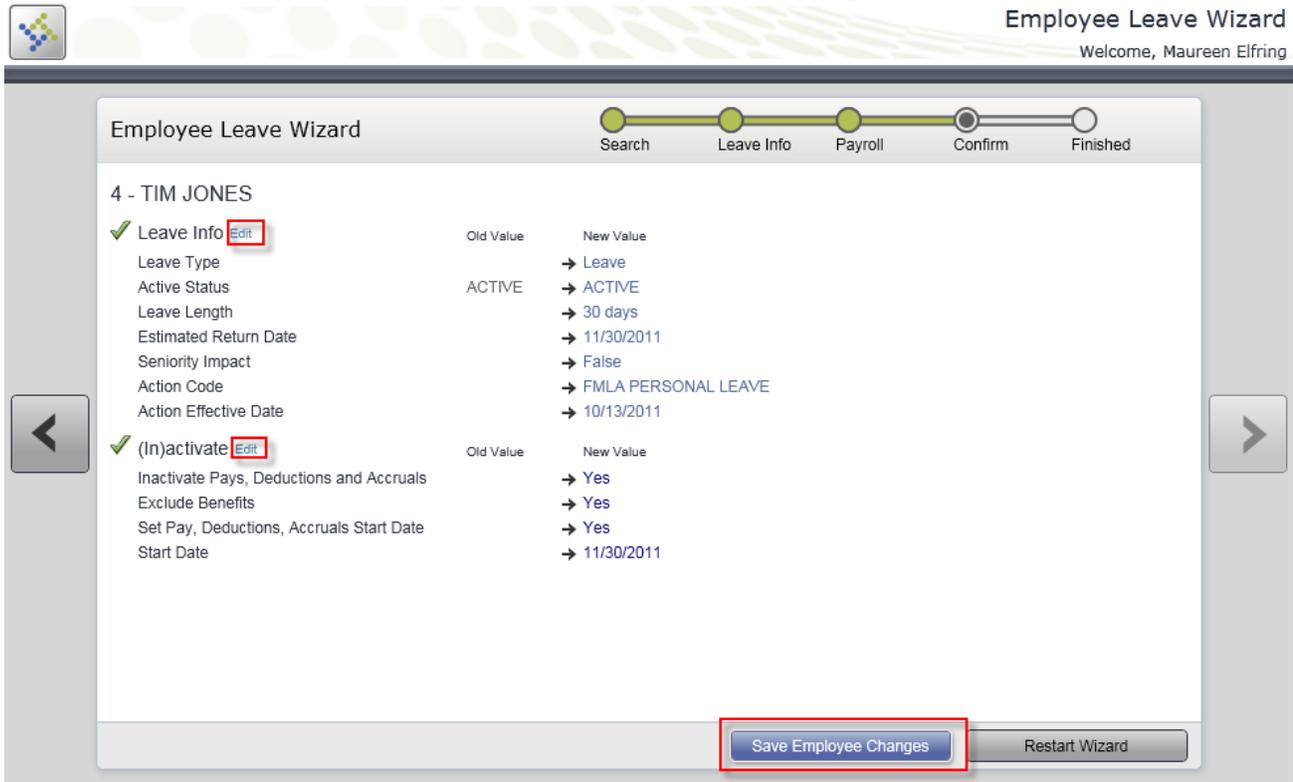
Set Pays, Deductions, Accruals Start Date

Start Date

Restart Wizard

Select or clear the items that affect the employee's payroll. If you select the Set Pays, Deductions, Accruals Start Date check box, the Start Date box is available and you must complete it with the date for restarting these items. The default value for the date is the Estimated Return Date from the Leave Info screen.

When you click the forward arrow, the program displays the Confirmation screen. Verify the information; to make changes, click Edit for the appropriate group.



Employee Leave Wizard
Welcome, Maureen Elfring

Employee Leave Wizard

Search Leave Info Payroll Confirm Finished

4 - TIM JONES

✓ Leave Info **Edit**

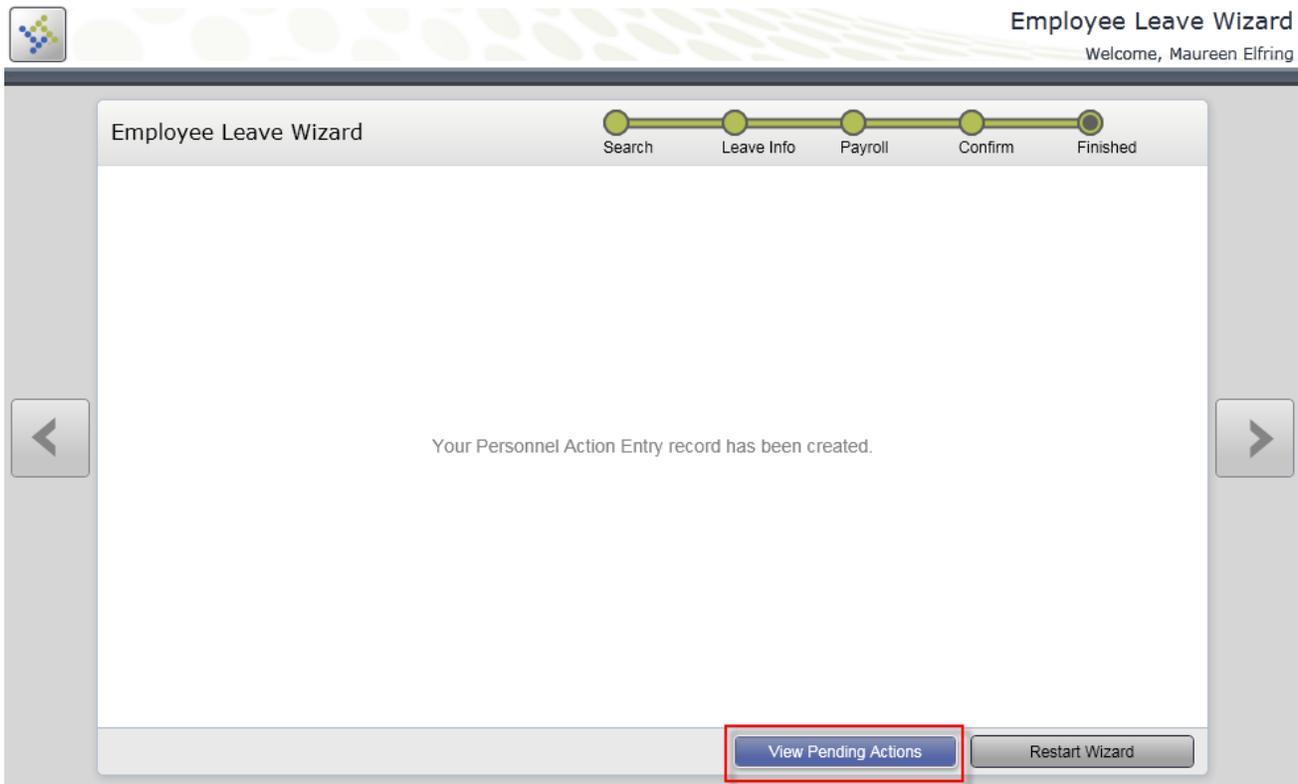
	Old Value	New Value
Leave Type		→ Leave
Active Status	ACTIVE	→ ACTIVE
Leave Length		→ 30 days
Estimated Return Date		→ 11/30/2011
Seniority Impact		→ False
Action Code		→ FMLA PERSONAL LEAVE
Action Effective Date		→ 10/13/2011

✓ (In)activate **Edit**

	Old Value	New Value
Inactivate Pays, Deductions and Accruals		→ Yes
Exclude Benefits		→ Yes
Set Pay, Deductions, Accruals Start Date		→ Yes
Start Date		→ 11/30/2011

Save Employee Changes Restart Wizard

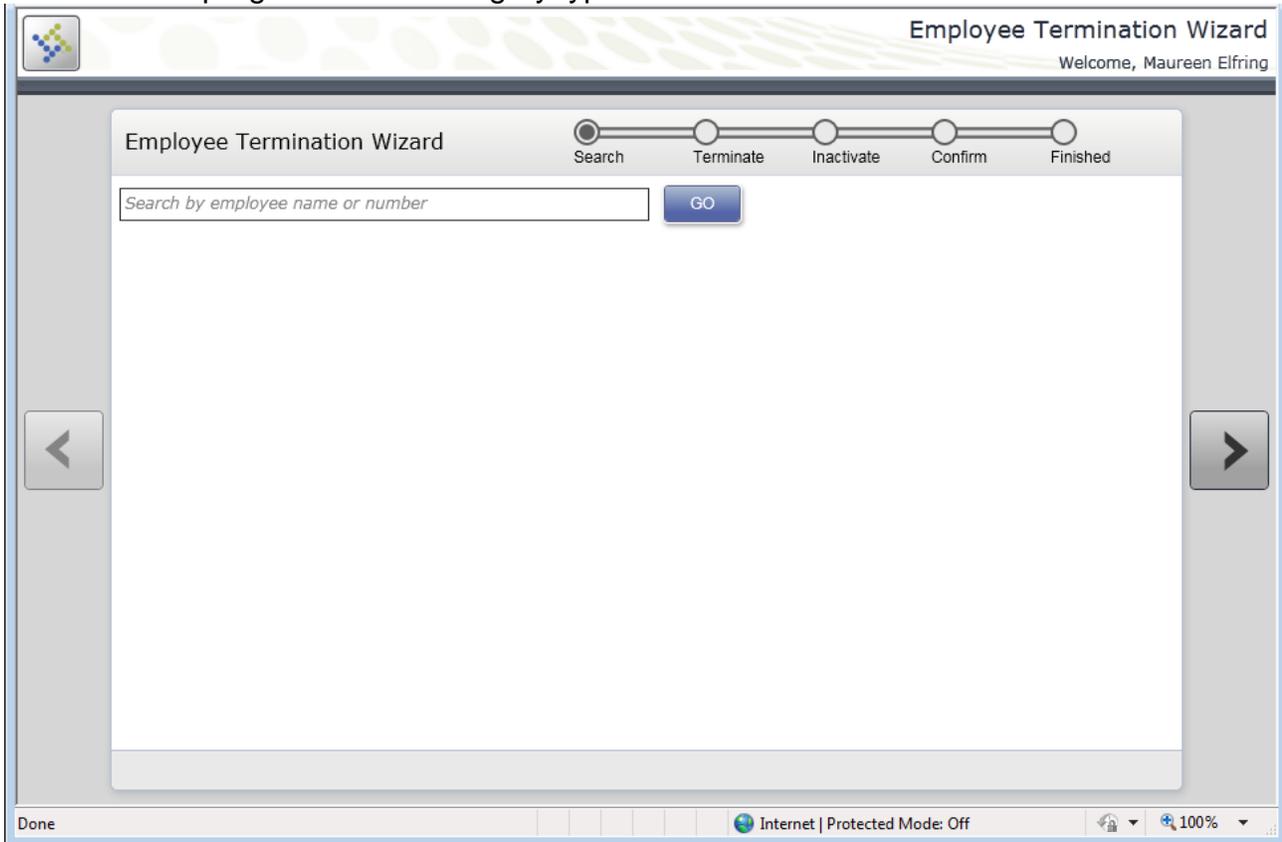
To save the changes, click Save Employee Changes; the program displays a confirmation screen.



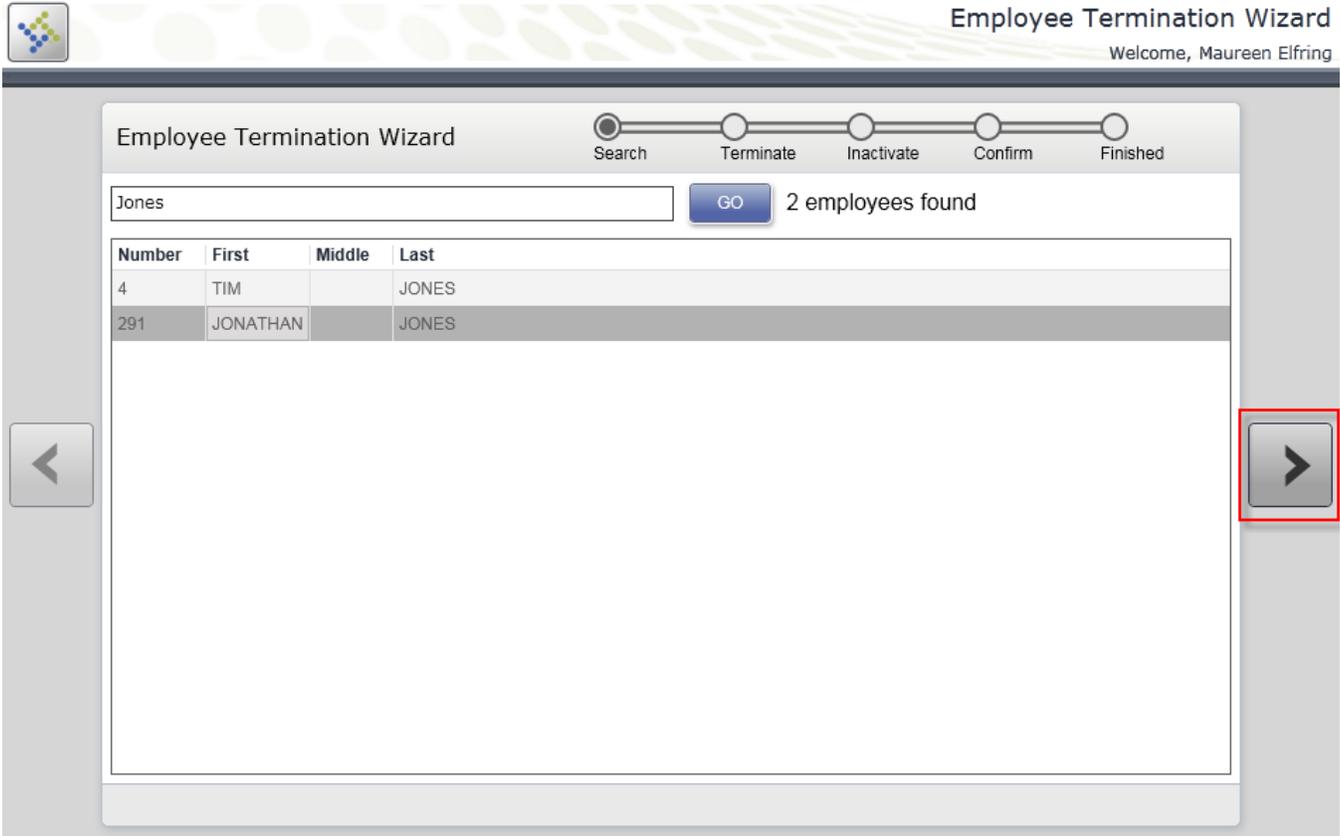
Click View Pending Actions to open the Personnel Pending Actions program in Munis.

Employee Termination

The Employee Termination program manages the employee termination process from a central screen. The termination process includes any cessation of an employee's service, for example, reduction in staff, resignation, or retirement. Termination codes are maintained in the Action Codes program for the category type T-Terminate.



To complete the termination process, enter an employee number or name and click Go. If you do not enter exact detail, the program displays a list of all employees matching the search criteria. Highlight the employee name for whom to process the termination and click the forward arrow.



Employee Termination Wizard

Search Terminate Inactivate Confirm Finished

Jones **GO** 2 employees found

Number	First	Middle	Last
4	TIM		JONES
291	JONATHAN		JONES

Complete the fields on the Terminate screen, including an action code and effective date. Action codes are maintained in the Munis Action Codes program on the Personnel Actions Entry menu.

Employee Termination Wizard
Welcome, Maureen Elfring

Employee Termination Wizard

291 - JONES, JONATHAN J

What is this employee's active status?
Active Status: ACTIVE

Why was this employee terminated?
Terminated Reason: REDUCTION IN STAFF

Terminated Date: 10/13/2011

When is this action effective?
Action Code: LAYOFF

Action Effective Date: 10/31/2011

Navigation: Search, Terminate, Inactivate, Confirm, Finished

Buttons: [Back], [Forward]

Click the forward arrow to continue. The program displays the Inactivate screen.

Employee Termination Wizard
Welcome, Maureen Elfring

Employee Termination Wizard

291 - JONES, JONATHAN J

Would you like to Inactivate Pays, Deductions and Accruals?
 Yes
 No

Would you like to set an end date for Pays, Deductions and Accruals?
 Yes: 10/31/2011
 No

Navigation: Search, Terminate, Inactivate, Confirm, Finished

Buttons: [Back], [Forward]

+ Help

Select the appropriate options, and enter an end date for pays, deductions, and accruals, if appropriate. Click the forward arrow to review the Confirmation screen.



Employee Termination Wizard

Welcome, Maureen Elfring

Employee Termination Wizard

● Search
● Terminate
● Inactivate
○ Confirm
○ Finished

291 - JONES, JONATHAN J

✓ Terminate Edit

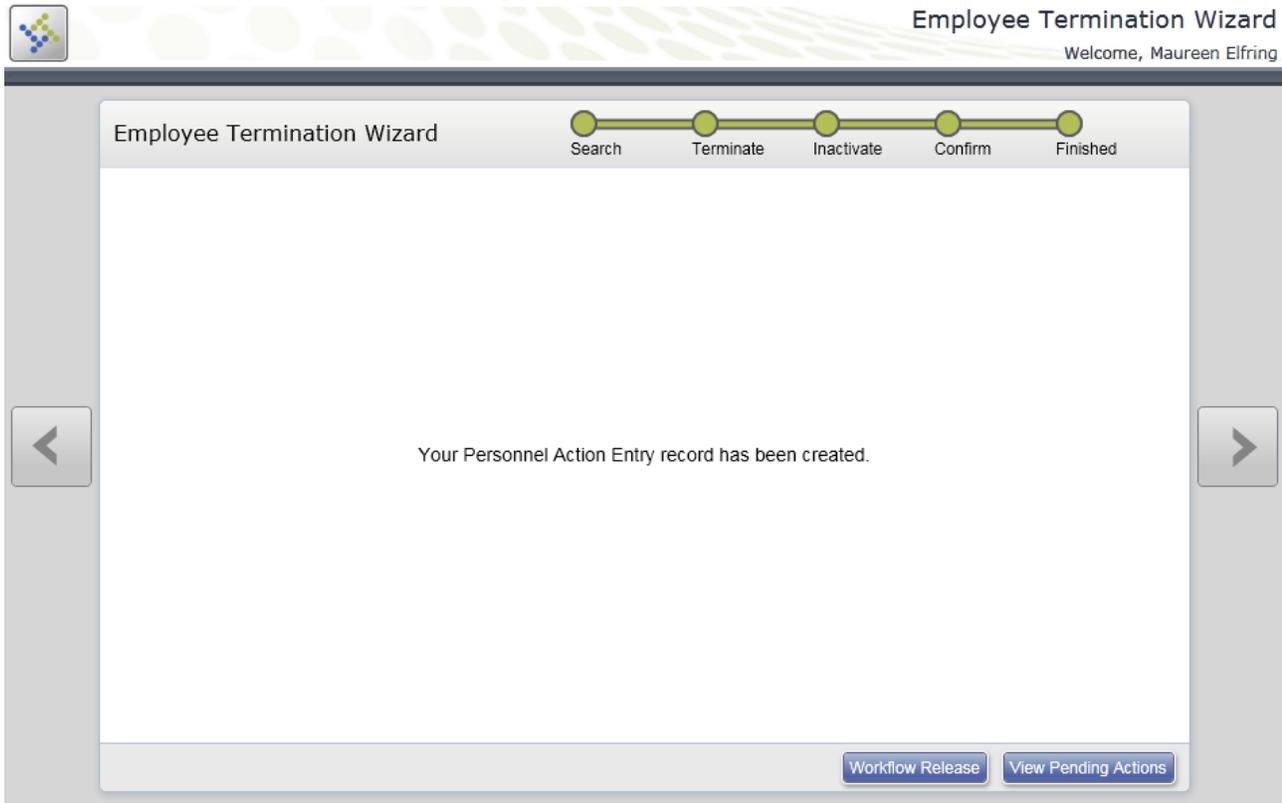
Old Value	New Value
Active Status	ACTIVE → ACTIVE
Terminated Reason	→ REDUCTION IN STAFF
Terminated Date	→ 10/13/2011
Action Code	→ LAYOFF
Action Effective Date	→ 10/31/2011

✓ Inactivate Edit

New Value	
Inactivate Pays, Deductions, Accruals?	→ No
Set Pays, Deductions, Accruals end date?	→ Yes
End Date	→ 10/31/2011

Terminate Employee

To make changes click the appropriate edit button; when all details are complete and accurate, click Terminate Employee. The program displays a confirmation screen.



If your organization uses Workflow, click the Workflow Release button to release the action for approval. Click View Pending Actions to open the Munis Pending Actions program to view all pending actions.

Position Control Analysis

The Position Control Analysis program is no longer available.

W-2 Wizard

The W-2 Wizard program is no longer available from the Centrals menu. The program is available on the W-2 and 1099-R Processing menu (Human Resources > Payroll > W-2 and 1099-R Processing).

Human Resources/Payroll Available Web Parts

The following table provides a list Munis Web parts that apply to HR/Payroll programs.

Web Part	Description
General	
Meetings	Provides information about meetings that are scheduled for your organization, including agendas and discussions. You are also able to schedule meetings from this web part. Use the filter to view meetings for other weeks or months.
Human Resources (Personnel) Management	
Certifications	Displays a list of employees that have certifications
Evaluations	Displays a list of employee evaluations that have been scheduled or completed within a defined timeframe.
Grievances	Displays the number of open and closed grievances within the time period specified.
Open Positions	Displays a list of open positions in your organization for the timeframe indicated.
OSHA	Displays a list of the number of OSHA cases for each OSHA code for the selected timeframe.
Progression Plan	Displays professional development and progression planning information for employees.
Staffing	Displays the number of new hires, terminated employees, or vacancies for a defined timeframe.
Payroll	
Accrual Available	Displays all accruals above and below defined amounts.
Accruals by Day	Displays a list of accrual history by day for the specified timeframe and accrual type combination. .
Accruals Taken	Displays all of the accruals taken for the timeframe specified.
My Employees	Displays a list of all of the employees for whom you are the supervisor.
Open Payrolls	Displays a list of all open payrolls in the system, including the control number, description, and warrant, as well as the date the payroll was run for each open payroll.
Overtime	Displays the total number of overtime hours worked, as well as the dollar amount paid, for the specified timeframe. .
Salaries	Displays salary information for the highest and lowest salaries.
System Administration	
Audit Central	Displays a list of all of the changes made for the application, user ID, action, file, or field that you indicate on the Filter lists.
Program Activity Log	Displays information about programs that have completed running or that are currently running in Munis.
Central Search	Searches Employee Central, Customer Central, Vendor Central, and Property Central.

Web Part	Description
System Error Log Viewer	Displays a list of errors encountered in Munis. This pulls directly from the Munis system error log.
Tyler Dashboard	
Dashboard Configuration	Configures the Tyler Dashboard.
Dashboard Connections	Maintains the connection between the Tyler Dashboard and the Web services for each Tyler application, or Tenant, using the Dashboard.
Dashboard Sites	Maintains the pages that are connected to the Tyler Dashboard.
E-mail Settings	Configures the settings for sending e-mails from Web parts that have the e-mail button enabled, such as Exception Viewer or Workflow Manager.
Exception Viewer	Displays a list of exceptions encountered by the Tyler Dashboard. The exceptions are compiled according to date.
My Favorites	Creates links to frequently used Web sites, Tyler Dashboard views, or programs.
Tyler Menu	Displays the menus for the Tyler products, such as Munis, that your organization uses.
User Control	Copies programs, views, and Web parts from one user to another.
User Profile	Maintains settings, such as your Workflow password and your Tyler program runner.
Munis Workflow	
My Workflow	Displays the number of Workflow approvals, notifications, and alerts currently pending.
My Work Detail Classic	Displays a list of your pending approvals, notifications, or alerts.
Workflow Manager	Displays a list of Workflow items by process or approver compared to a specified date