



## Munis Human Resources and Payroll

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*Major Enhancements  
Version 10.2  
September 7, 2012*

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# Munis Human Resources and Payroll

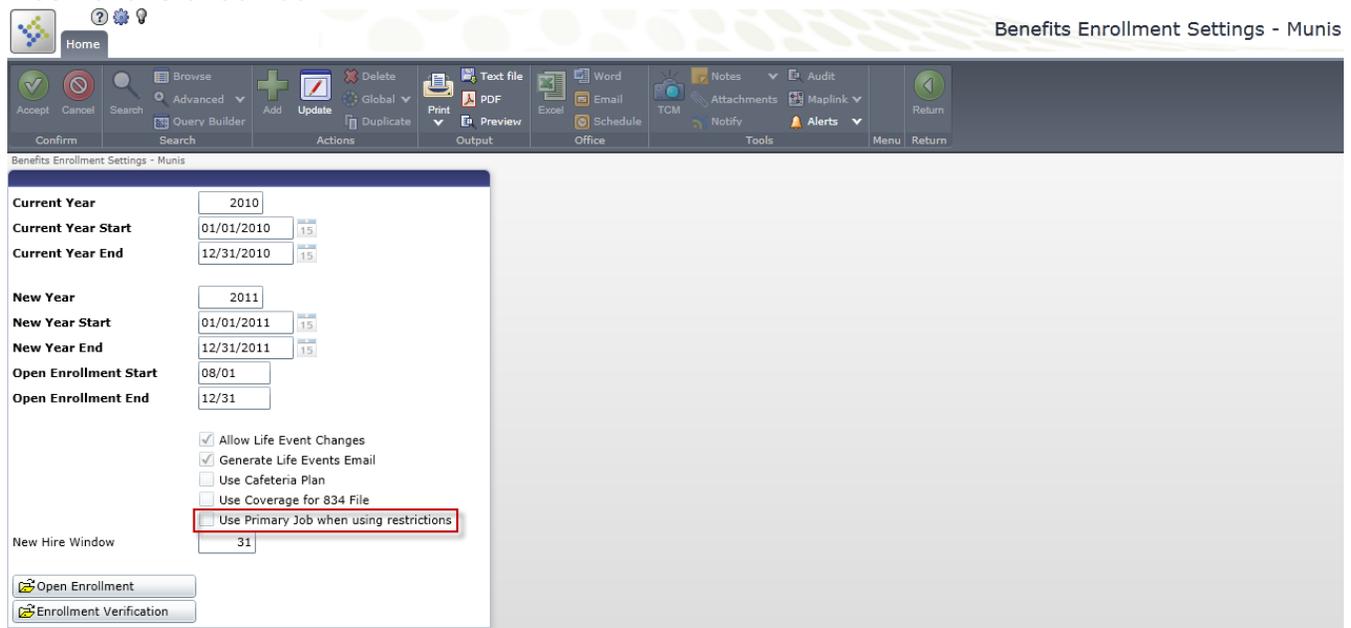
This document provides an overview of the major HR/Payroll enhancements for Munis Version 10.2.

## Human Resources

The following changes apply to Munis Human Resources programs.

### Benefit Enrollment Settings

The Benefits Enrollment Settings program includes the Use Primary Job When Using Restrictions check box.



If you select this check box, the Generate Options process in the Employee Benefits Enrollment program only draws employee FTEs from the primary base pay when calculating the FTE/annual salary amounts on which to apply benefit choice restrictions.

If you do not select the check box, the Generate Options process in the Employee Benefits Enrollment program sums employee FTEs from all base pays and not only the primary base pay when calculating the FTE/annual salary amounts.

Employee Benefits Enrollment - Munis

Home

Accept Cancel Search Advanced Query Builder Confirm Search Actions Duplicate Output Text file PDF Preview Excel Word Email Schedule Office Notes Attachments Maplink Alerts View Options View History Menu More... Return

Generate Options View Deps/Bens

Employee Benefits Enrollment - Munis

**Employee Identification**

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

Location 177 - PARKS AND RECREATION DEPART New Hire and Life Event Enrollment  
 Group/BU 10 - NON UNION

**Elections**

Benefit Year 2008  
 Enrollment Status 5 - POSTED  
 Posted 05/04/2007

Section	Choice	Description	Election Status	Form Status	Elec Amount	Value	Empe Cost	Premium
LIFE - LIFE INSURANCE	8015	PRUDENTIAL LIFE INSURANCE	2 - ELECTION MADE	1 - NOT REQUI	25000.00		2.25	0.00
HLTH - HEALTH COVERAGE	2700	PRUDENTIAL - PPO - EMPLOYEE ONLY	2 - ELECTION MADE	1 - NOT REQUI	0.00		16.15	0.00
DENT - DENTAL COVERAGE	2300	DELTA DENTAL - EMPLOYEE ONLY	2 - ELECTION MADE	3 - RECEIVED	0.00	Dr Moore	1.85	0.00

The calculations compare the End Date for the salary on each of the employee's records in the Employee Job/Salary program to the New Year Start date in Benefits Enrollment Settings. If the End Date for any Employee Job/Salary record is prior to the benefit New Year Start date, that job is not included in the calculations. In addition, the calculations include the Pay Status in Employee Job/Salary for all employee jobs. If a job's pay status is Inactive, it is not included in the calculations.

Employee Job/Salary - Munis

Home

Accept Cancel Search Advanced Query Builder Confirm Search Actions Duplicate Output Text file PDF Preview Excel Word Email Schedule Office Notes Attachments Maplink Alerts View Options View History Menu More... Return

Employee Job/Salary - Munis

**Employee Identification**

Employee SSN Last Name First Name MI Suffix Status  
 64 456-78-4585 BEDIENT TIM J III A - ACTIVE

Main Cycles/Other Next Change Civil Service

**Job Class** FAC4 ACCOUNTANT III  
**Pay Type** 102 ANNUAL HOURLY SALARY  
 Position 0  
**Location** 135 - FINANCE DEPARTMENT  
**Group/BU** 10 - NON UNION  
 Status FT - FULL TIME  
 Risk Code 5000 ADMINISTRATION SERVICES  
**Pay Freq** B - BIWEEKLY  
**Start Date** 01/01/2007  
**End Date** 12/31/9999  
 Project Allocation 0  
 Project Account - - -  
 Allocation 0  
 Org 11135000 FINANCE  
 Object 5110 SAL FT  
 Project 1000-1-135-000-00-00-0000-0-5110  
**Eff Date** 01/14/2009  
 Grade  
 Step 0

**Calc Code** 02  
**Hours/Day** 8.00  
**Hours/Year** 2080.00  
**Num Pays** 26.000  
**Days/Year** 260.00  
**Days/Period** 0  
**Sched Hours** 80.00  
**Factor** 1.0000  
**Pay Basis** H  
**Remain** 3.0000  
**Off-Step/Frozen** N - No  
**Pay Status** I - INACTIVE

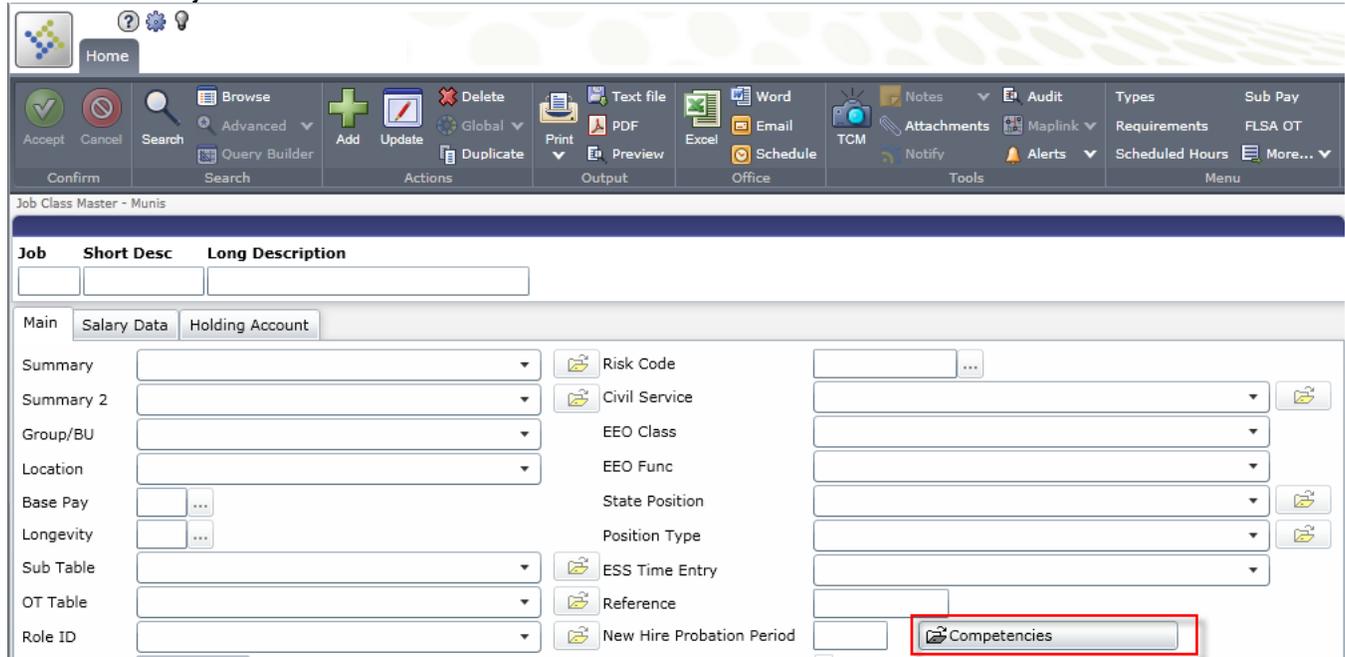
**Pay Amounts**

FTE %	Hourly Rate	Daily Rate	Period Pay	Annual Pay	Remaining	Reference
1.0000	15.0000	120.0000	1,200.00	31,200.00	24,000.00	31,200.00

## Competencies

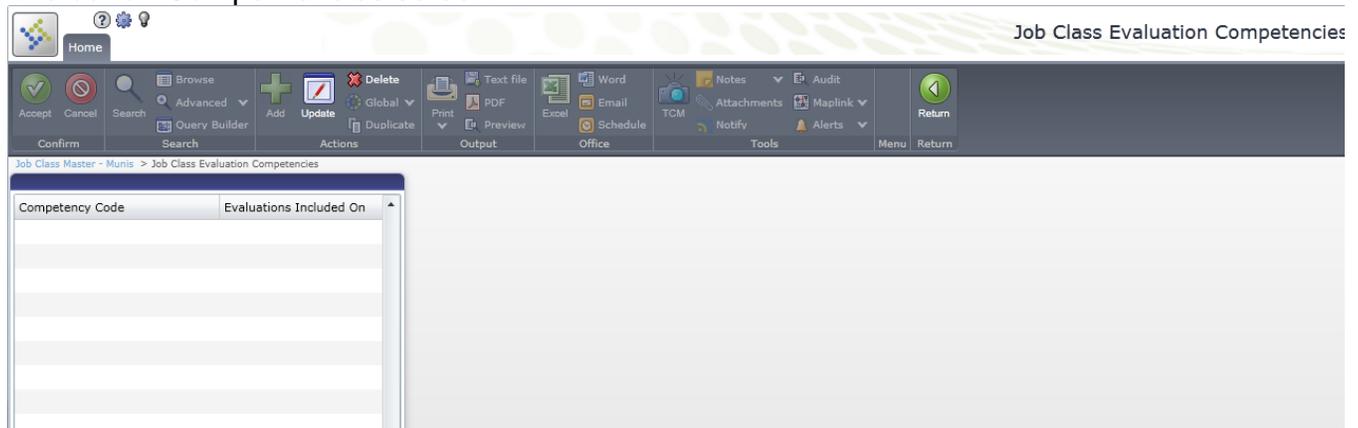
The Actions Entry program allows you to create records for new hire and reinstatement actions based on new evaluation information defined at the job class code level.

The Competencies option in the Job Class Master program associates evaluation competency codes with a job class code.



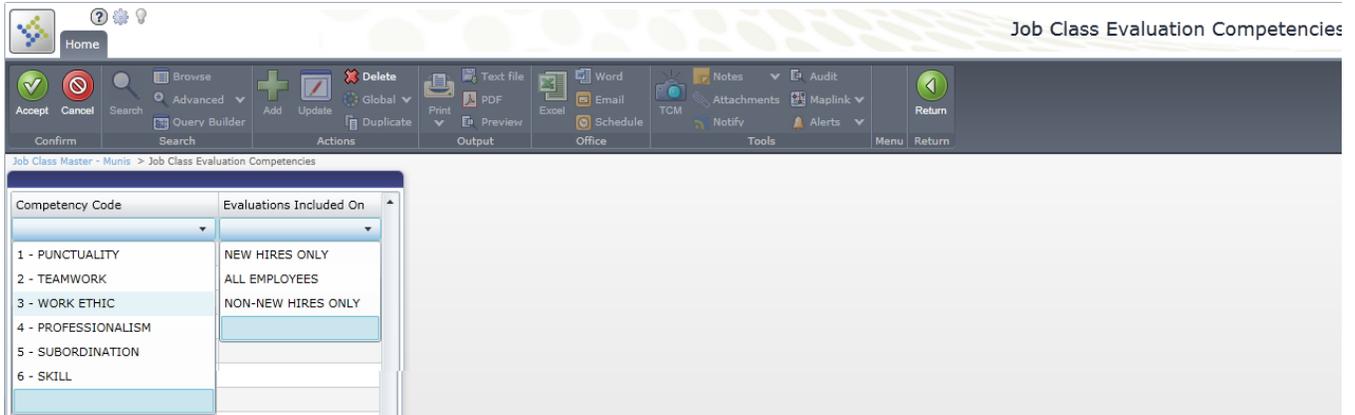
The screenshot shows the 'Job Class Master - Munis' application. The interface includes a top navigation bar with a 'Home' button and a toolbar with various icons for actions like 'Accept', 'Cancel', 'Search', 'Add', 'Update', 'Delete', 'Print', 'Text file', 'PDF', 'Excel', 'Word', 'Email', 'Schedule', 'Office', 'Notes', 'Attachments', 'Maplink', 'Alerts', 'Tools', 'Types', 'Sub Pay', 'Requirements', 'FLSA OT', 'Scheduled Hours', and 'More...'. Below the toolbar, there are input fields for 'Job', 'Short Desc', and 'Long Description'. A 'Main' tab is selected, showing a form with fields for 'Summary', 'Summary 2', 'Group/BU', 'Location', 'Base Pay', 'Longevity', 'Sub Table', 'OT Table', and 'Role ID'. On the right side of the form, there are dropdown menus for 'Risk Code', 'Civil Service', 'EEO Class', 'EEO Func', 'State Position', 'Position Type', 'ESS Time Entry', 'Reference', and 'New Hire Probation Period'. The 'Competencies' button is highlighted with a red box.

When you click Competencies in the Job Class Master program, the program displays the Evaluation Competencies screen.



The screenshot shows the 'Job Class Evaluation Competencies' screen. The title bar indicates 'Job Class Evaluation Competencies'. The interface includes a top navigation bar with a 'Home' button and a toolbar with various icons for actions like 'Accept', 'Cancel', 'Search', 'Add', 'Update', 'Delete', 'Print', 'Text file', 'PDF', 'Excel', 'Word', 'Email', 'Schedule', 'Office', 'Notes', 'Attachments', 'Maplink', 'Alerts', 'Tools', 'Menu', and 'Return'. Below the toolbar, there is a table with columns for 'Competency Code' and 'Evaluations Included On'. The table is currently empty.

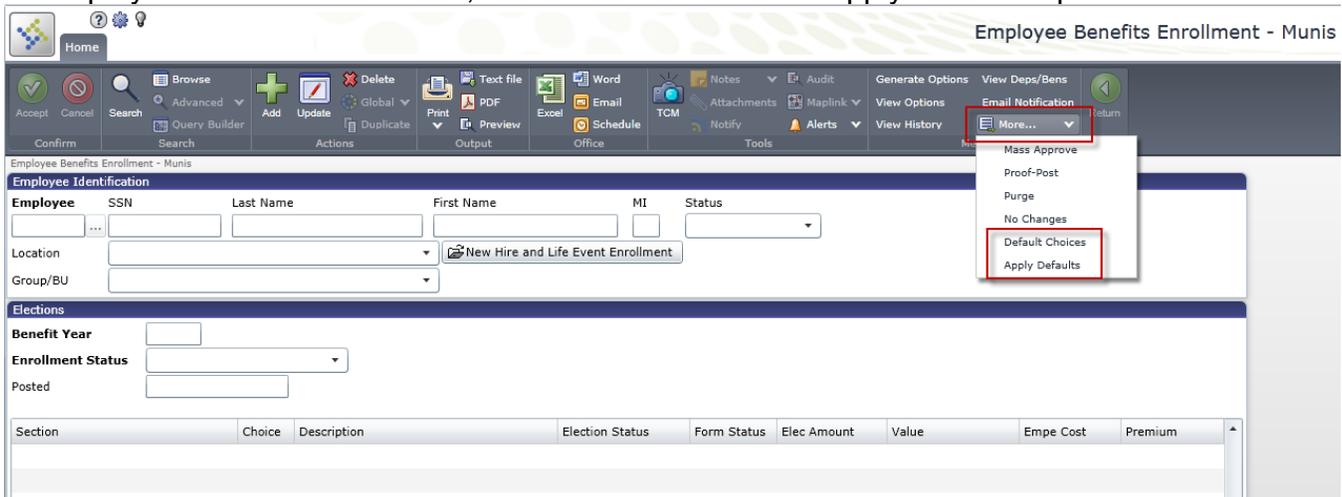
Using this screen, you can specify competency codes for the selected job class to associate with a personnel action.



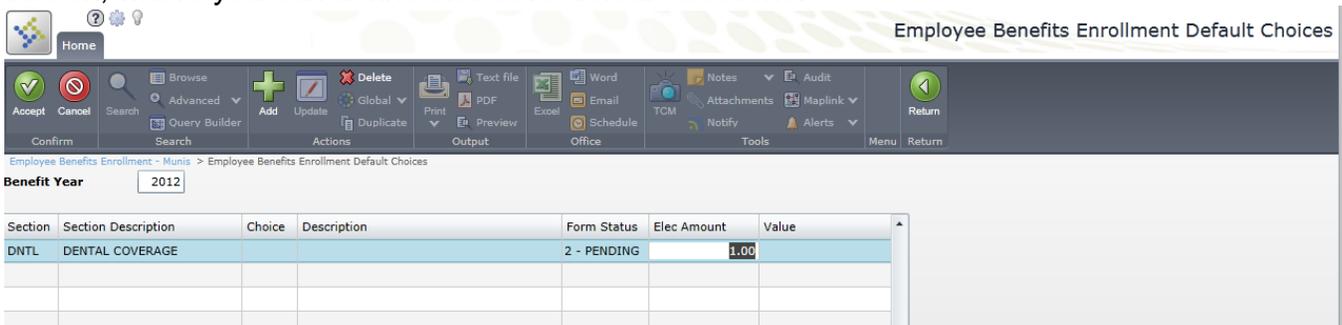
Once you have associated job class competencies with actions, the Actions Entry and the Employee Evaluations programs use the information referenced on the employee's primary job class to create the competencies on an evaluation record.

## Employee Benefits Enrollment

In Employee Benefits Enrollment, the Define Defaults and Apply Defaults options are available.



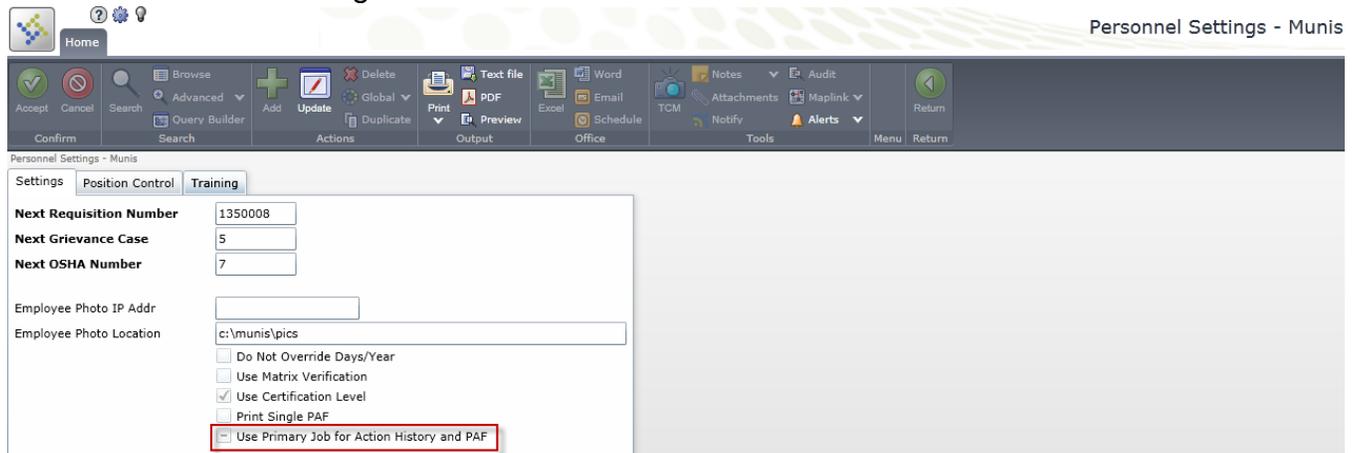
Click the Define Defaults button to open the Employee Benefits Enrollment Default Choices screen, where you can define and save default elections.



When an enrollment period ends, create an active set of records with the status Not Started or In Progress and use the Apply Defaults button to apply the pre-defined defaults to those records. These changes are then approved and posted. Employees will not have their elections changed to a default for a section if they have already made an election.

## Personnel Settings, Action Entry

In the Personnel Settings program, the Use Primary Job for Action History and PAF check box is available on the Settings tab.



Personnel Settings - Munis

Settings | Position Control | Training

Next Requisition Number: 1350008

Next Grievance Case: 5

Next OSHA Number: 7

Employee Photo IP Addr: [ ]

Employee Photo Location: c:\munis\pics

Do Not Override Days/Year  
 Use Matrix Verification  
 Use Certification Level  
 Print Single PAF  
 Use Primary Job for Action History and PAF

This check box is selected by default. If you leave the box selected, Actions History always draws base-pay information from the employee's primary job class.

If you clear the check box, Actions History updates base-pay information from the job class for which the employee pay records were modified in the Action Entry program instead of always assigning the base-pay information from the employee's primary job class.

## Position Control and Employee Job/Salary Processes

The Position Control and Employee Job/Salary processes are updated to associate salary and budget changes with the general ledger and budget processes.

### Position/Budget Request Form Program

The Position/Budget Request Form program launches the change process and provides links to budget amendments, positions changes, and personnel action changes. Using the Position Budget/Request Form program, you can initiate and manage changes to a position, budget, and employee that are necessary to change the general ledger accounts and budget amounts. The process includes workflow for the budget amendment, position change, and personnel action changes.

Position/Budget Request Form - Munis

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**Position/Budget Request**

Request Number:  +1

Request Type:

Request Created:  15

Request Clerk:

Department:

Request Status:

Request Comments:

Approve Reject Hold Forward Approvers

---

**Employee Identification**

Employee	SSN	Last Name	First Name	Middle Name	MI
<input type="text"/>					

---

**Personnel Action**

Effective Date:

Action Code:

Reason/Auth:

Action Category:

Action Checklist

Personnel Action

**Position Change**

Position:

Status:

Job Class:

Group/BU:

Location:

Position Type:

Position Change

---

**Personnel Workflow**

Workflow Status:

Approve Reject Hold Forward Approvers

**Position Change Workflow**

Workflow Status:

Approve Reject Hold Forward Approvers

---

**Budgetary Data**

Journal:

Fiscal year:

Period:

Budget Amendment

**Budget Amendment Workflow**

Workflow status:

Approve Reject Hold Forward Approvers

0 of 0

## Position Request Type Codes

The Position Request Type Codes program maintains the request-type codes used to define the Position/Budget Request Form program.

Position Request Type Codes - Munis

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**Request Type Definition**

Request Type:

Short Desc:

Long Desc:

---

**Position Change Setup**

New Position Change Request

Existing Position Change Request

No Position Change Required

---

**Personnel Action Setup**

Personnel Action Required

Action Code:

---

**Budget Setup**

Budget Amendment Required

0 of 0

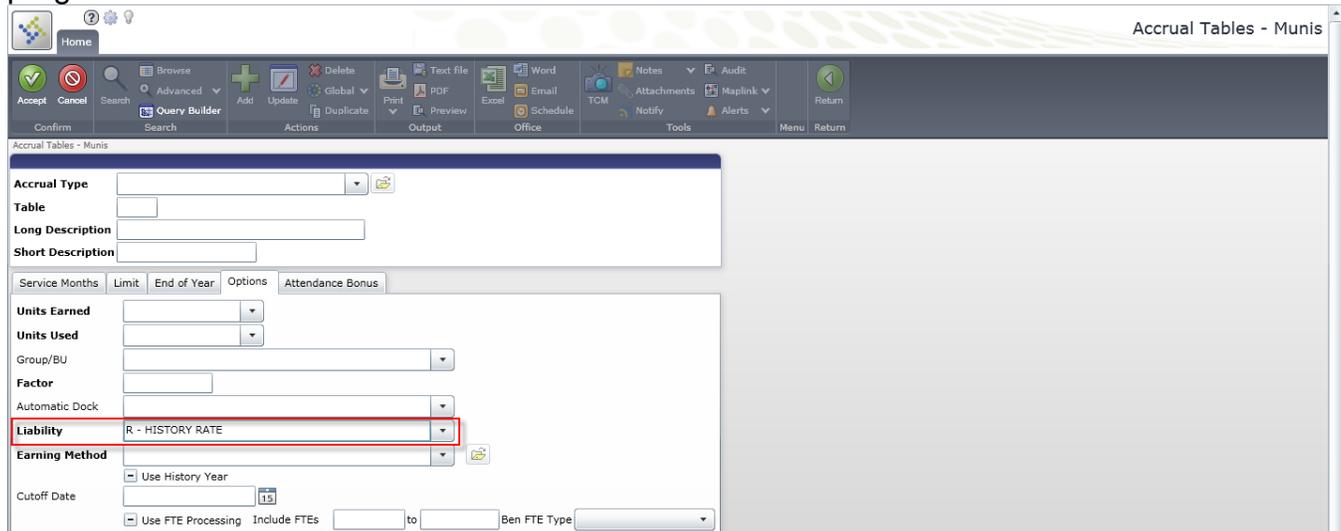
# Payroll

The following changes apply to Munis Payroll programs.

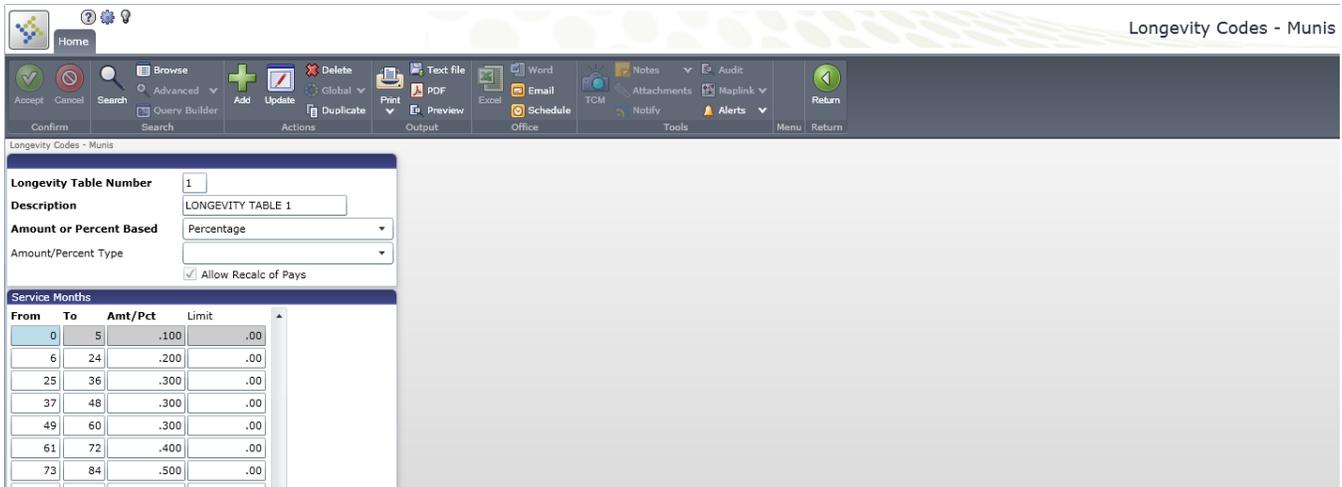
## Accrual Earning Rate for Buyout

The Accrual Payroll Buyout process buys out accruals during the payroll process. When you use the Accrual Earning Rate for Buyout process, accrual earnings records track the pay rate at which they were earned, allowing for a more accurate tracking of accrual liability and greater accrual buyout accuracy.

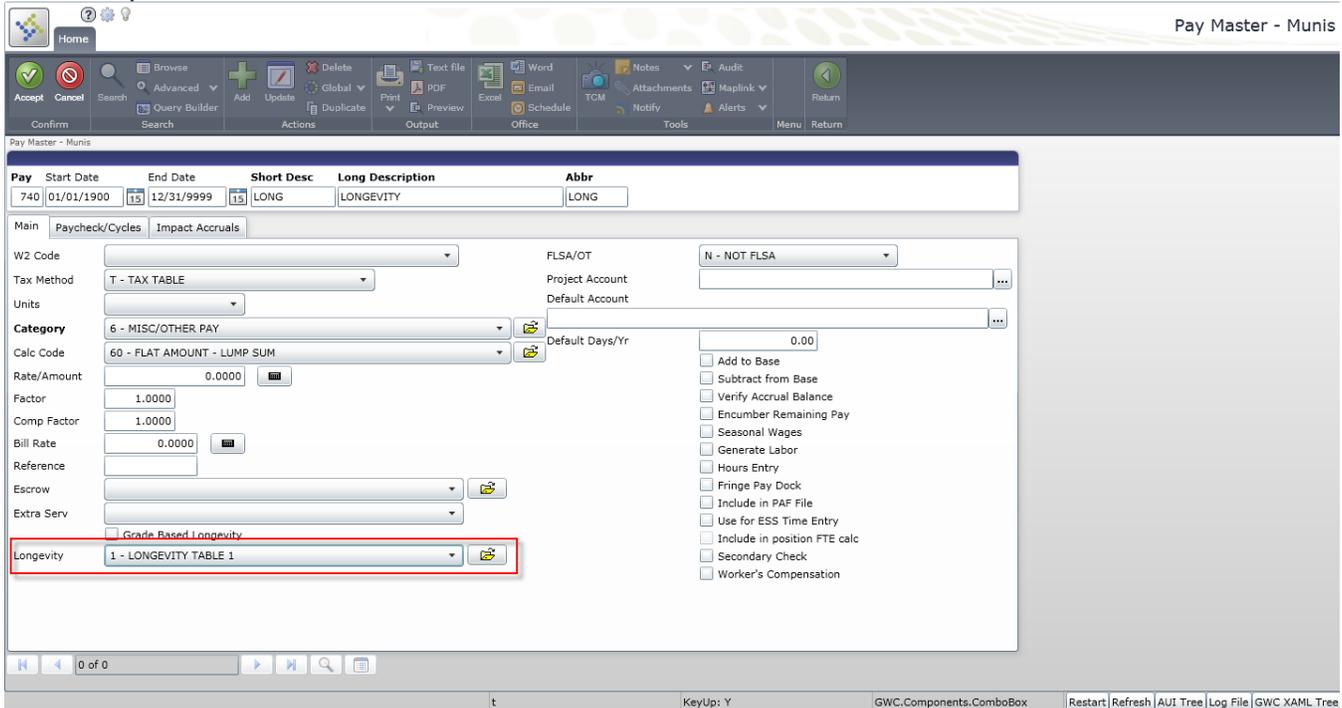
For accrual processing, the current earning rate is drawn from the appropriate base pay record, that is, the earning rate is drawn from the base pay by job if your organization uses job-based accruals; otherwise, it is drawn from the primary base pay. To track liability according to the earning pay rate, the accrual table must be set up to use the history earn rate. To do this, select the History Rate option from the Liability list on the Options tab in the Accrual Tables program.



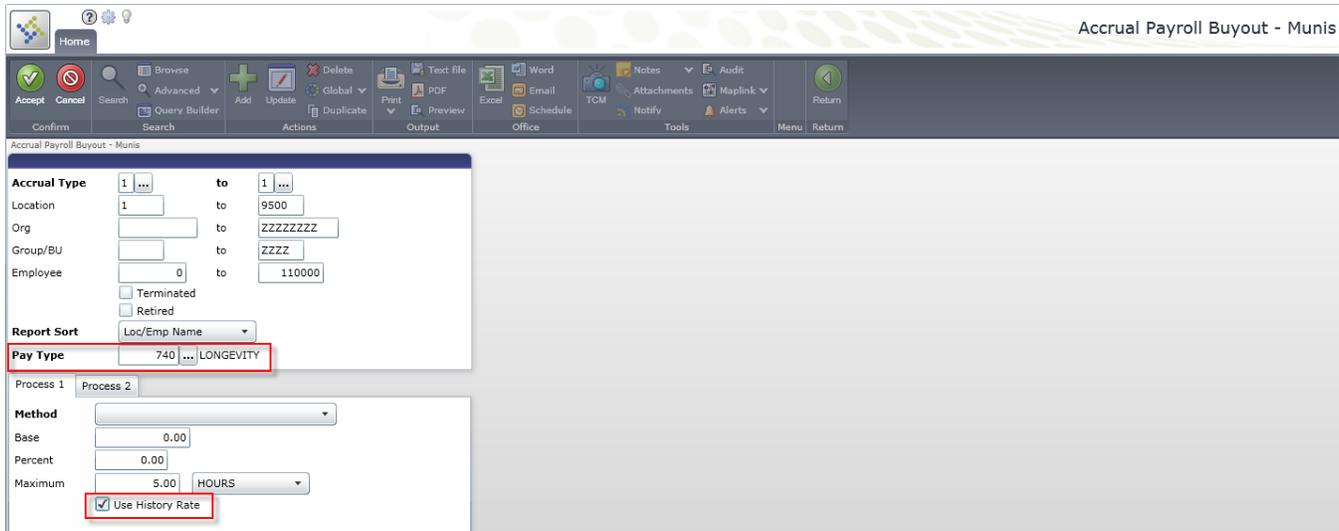
For the Accrual Earning Rate for Buyout process, the Accrual Payroll Buyout program uses longevity codes to associate buyout percentages with employee accruals. In the Longevity Codes program, a longevity table defines the service months to which percentages apply.



In the Pay Master program, you can associate a buyout pay type with a longevity code, but this is not required.



The Accrual Payroll Buyout program includes the Use History Rate check box on the Process 1 and Process 2 tabs.



When selected, this check box directs the program to examine the buyout pay record for an associated longevity record. If a longevity record exists and the buyout is a percentage-based buyout, the program uses the employee's service date to determine the months of service and to apply that to the associated longevity table to determine the correct buyout percent. If the longevity code is not valid or the longevity is not set up as percentage-based, the program uses a percentage of zero (0). Additionally, if the buyout process defines a non-zero percentage, that percent overrides the longevity percent.

## Deduction Calculation Codes

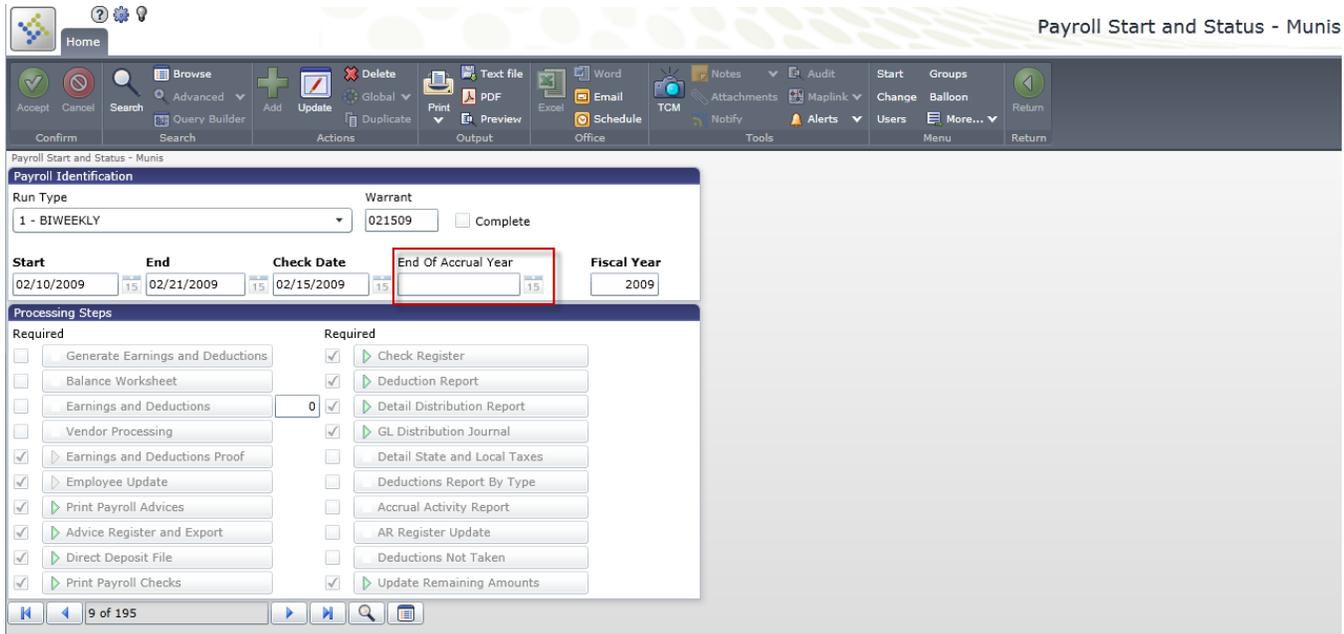
Deduction calculation codes 41 - Amount by FTE Table, 43 - Grade Rate; Percent from Deduction Master, and 44 - Grade Rate; Percent from Employee Deduction are available. These deduction calculation codes allow you to calculate employee union dues according to a defined Benefit FTE amount or by a defined 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.

## Employee Accruals

The accrual end-of-year process can be completed during a payroll period.

The Payroll Start and Status screen includes the End of Accrual Year box, where you can define the accrual EOY date.

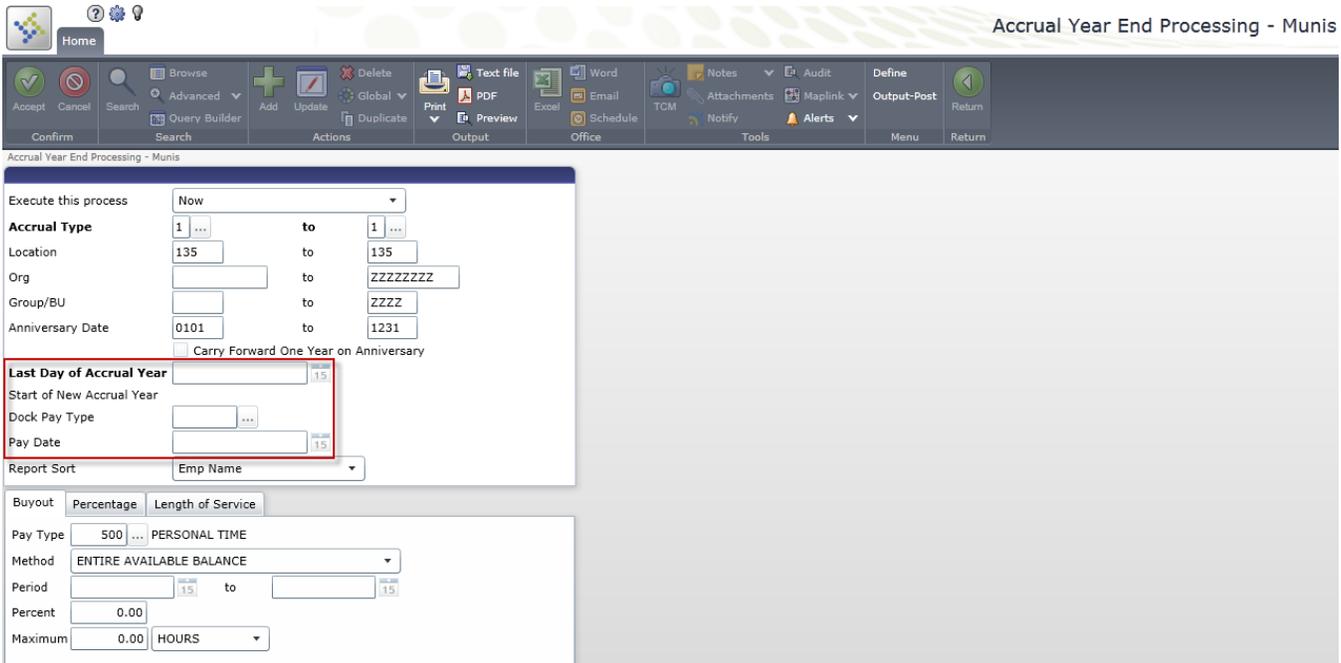


When you define the Payroll Accrual EOY date for a payroll, the program checks that date against the accrual EOY dates defined on other payrolls to verify that they match. If other payrolls exist that overlap the accrual EOY date while not having the accrual EOY date defined, the program returns an alert.

When you generate a payroll that is split by the accrual EOY date, the process splits all pays within that payroll that affect accrual balances.

In Time Entry, Vendor Import, and Payroll Earnings and Deductions, the programs warn you if you enter pays for dates that cross the defined accrual EOY date. (This is a warning only; the program allows you to continue.) Time Entry Import and Vendor Import also display a warning.

In the Accrual Year End Processing program, the End of Year box is relabeled Last Day of Accrual Year and the Start of New Accrual Year field displays the start date of the new accrual year. You must manually enter the Last Day of Accrual Year value. The Dock Pay Type box identifies a dock pay for accruals used in the new accrual year that should not have had an available balance. A Pay Date box specifies the date for which any dock pay or buyout pay is created. If you do not provide a date, the program uses the accrual year state date.



In the Employee Accruals Report program, on the Print Options tab, the Column 1 through Column 4 lists replace column check boxes. Use these lists to define the type of data that displays in each of the user-designated columns on the employee accruals report.



New options available when selecting the data to be displayed in these columns are Pending, Period, Unapproved, and Time Entry:

- Pending provides the sum of accrual requests approved but not yet pulled into a payroll or time entry.
- Period provides the sum of accrual amounts found within a payroll.
- Unapproved provides the sum of accrual requests made but not yet approved/rejected.
- Time Entry provides the sum of accruals found in time entry.  
This is based on category 3 pays only.

munis a tyler erp solution									
07/25/2012 16:06 sean.higgins		MUNIS EMPLOYEE ACCRUALS EARNED/USED REPORT						PG 1 pracrpt	
DATE RANGE: 01/01/2007 to 10/01/2007		LOC RANGE: 135 to 135		GROUP RANGE: ALL GROUPS		EXCLUDE INACTIVE:			
EMPLOYEE/SSN	BGNU JOB	DATE	CODE	EARNED	USED EARN - USE	PENDING	PERIOD UNAPPROVED	TIME ENTRY	
BEDIENT, TIM 64 456-78-4585	10	01/01/2007	VACATION	2.5000	8.0000 -5.5000	0.0000	8.0000	0.0000	16.0000
DETAIL: SUN 07/01/2007 SUN 07/15/2007 FRI 07/13/2007 FRI 07/13/2007				2.5000	8.00	ACCRUAL EARNED ACCRUAL USED			
LANGER, ADAM 107 216-37-1234	11	09/01/1989	VACATION	0.0000	8.0000 -8.0000	0.0000	0.0000	0.0000	8.0000
DETAIL: FRI 04/20/2007 FRI 04/20/2007					8.00	SICK BANK ENROLLMENT/			
09/01/1989 SICK				0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
SORIANO, JANICE 103 201-38-4957	11	03/10/1987	VACATION	0.0000	0.0000 0.0000	0.0000	0.0000	0.0000	8.0000
03/10/1987 SICK				0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
TRULLI, SUSAN 108 187-47-2874	9000	09/10/1975	SICK	0.0000	0.0000 0.0000	0.0000	0.0000	0.0000	0.0000
WILLIAMS, ELISE 106 164-84-7362	9000	10/01/1993	SICK	0.0000	0.0000 0.0000	0.0000	0.0000	0.0000	0.0000

\*\* END OF REPORT - Generated by Sean Higgins \*\*

In the Employee Accruals report program, the Exclude Inactive Accruals check box is available on the Print Options tab. When selected, this check box directs the program to exclude any accruals that do not have the Active check box selected in the Employee Accruals program.

The report header indicates if the report was created with this option selected.

07/26/2012 14:57 | MUNIS | sean.higgins | EMPLOYEE ACCRUALS EARNED/USED REPORT | PG 1 | praccrpt

DATE RANGE: 01/01/2007 to 10/01/2007 LOC RANGE: 135 to 135 GROUP RANGE: ALL GROUPS EXCLUDE INACTIVE: Y

EMPLOYEE/SSN	BGNU	JOB	DATE	CODE	EARNED	USED	EARN - USE	PENDING	PERIOD UNAPPROVED	TIME ENTRY
BEDIENT, TIM 64 456-78-4585	10	FAC4	09/12/2007	VACATION	0.0000	0.0000	0.0000	0.0000	0.0000	16.0000
LANGER, ADAM 107 216-37-1234	11		09/01/1989	VACATION	0.0000	8.0000	-8.0000	0.0000	0.0000	8.0000
DETAIL: FRI 04/20/2007 FRI 04/20/2007					8.00	SICK BANK ENROLLMENT/				
			09/01/1989	SICK	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
SORIANO, JANICE 103 201-38-4957	11		03/10/1987	VACATION	0.0000	0.0000	0.0000	0.0000	0.0000	8.0000
			03/10/1987	SICK	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
TRULLI, SUSAN 108 187-47-2874	9000		09/10/1975	SICK	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
WILLIAMS, ELISE 106 164-84-7362	9000		10/01/1993	SICK	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

\*\* END OF REPORT - Generated by Sean Higgins \*\*

In the Employee Accruals program, you can update the Start Date for a new employee accrual record (that is, an employee accrual record with no history besides the start-of-year history record) or for an existing accrual record if the accrual table is being changed.

Employee Accruals - Munis

Employee Identification

Employee	SSN	Last Name	First Name	MI	Suffix	Status
64	456-78-4585	BEDIENT	TIM	J	III	ACTIVE

Employee Accrual Information

Location: 135 - FINANCE DEPARTMENT

Job Class: FAC4 - ACCOUNTANT III

Type: 1 - VACATION

Table: 1 - VACATION

Accr Date: 07/16/2007

**Start Date: 08/01/2012**

End Date: 12/31/9999

SOY Balance: [ ]

Earned YTD: [ ]

Used YTD: [ ]

Available: [ ]

Pending: [ ]

Liability: [ ]

UOM: [ ]

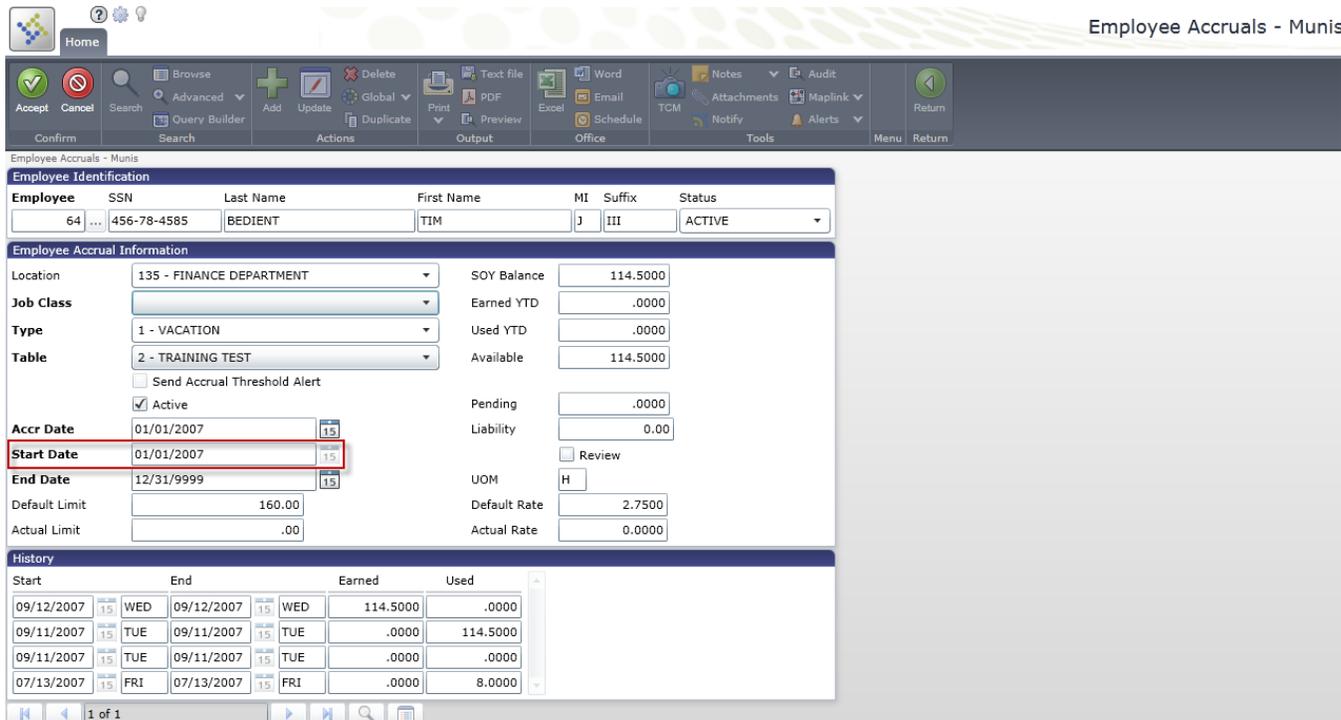
Default Rate: [ ]

Actual Rate: [ ]

History

Start	End	Earned	Used
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]

When you modify an existing employee accrual record, the Start Date field is not available unless you change the selected accrual table .



**Employee Identification**

Employee	SSN	Last Name	First Name	MI	Suffix	Status
64 ...	456-78-4585	BEDIENT	TIM	J	III	ACTIVE

**Employee Accrual Information**

Location	135 - FINANCE DEPARTMENT	SOY Balance	114.5000
Job Class		Earned YTD	.0000
Type	1 - VACATION	Used YTD	.0000
Table	2 - TRAINING TEST	Available	114.5000
<input type="checkbox"/> Send Accrual Threshold Alert		Pending	.0000
<input checked="" type="checkbox"/> Active		Liability	0.00
Accr Date	01/01/2007	<input type="checkbox"/> Review	
Start Date	01/01/2007	UOM	H
End Date	12/31/9999	Default Rate	2.7500
Default Limit	160.00	Actual Rate	0.0000
Actual Limit	.00		

**History**

Start	End	Earned	Used
09/12/2007	09/12/2007	114.5000	.0000
09/11/2007	09/11/2007	.0000	114.5000
09/11/2007	09/11/2007	.0000	.0000
07/13/2007	07/13/2007	.0000	8.0000

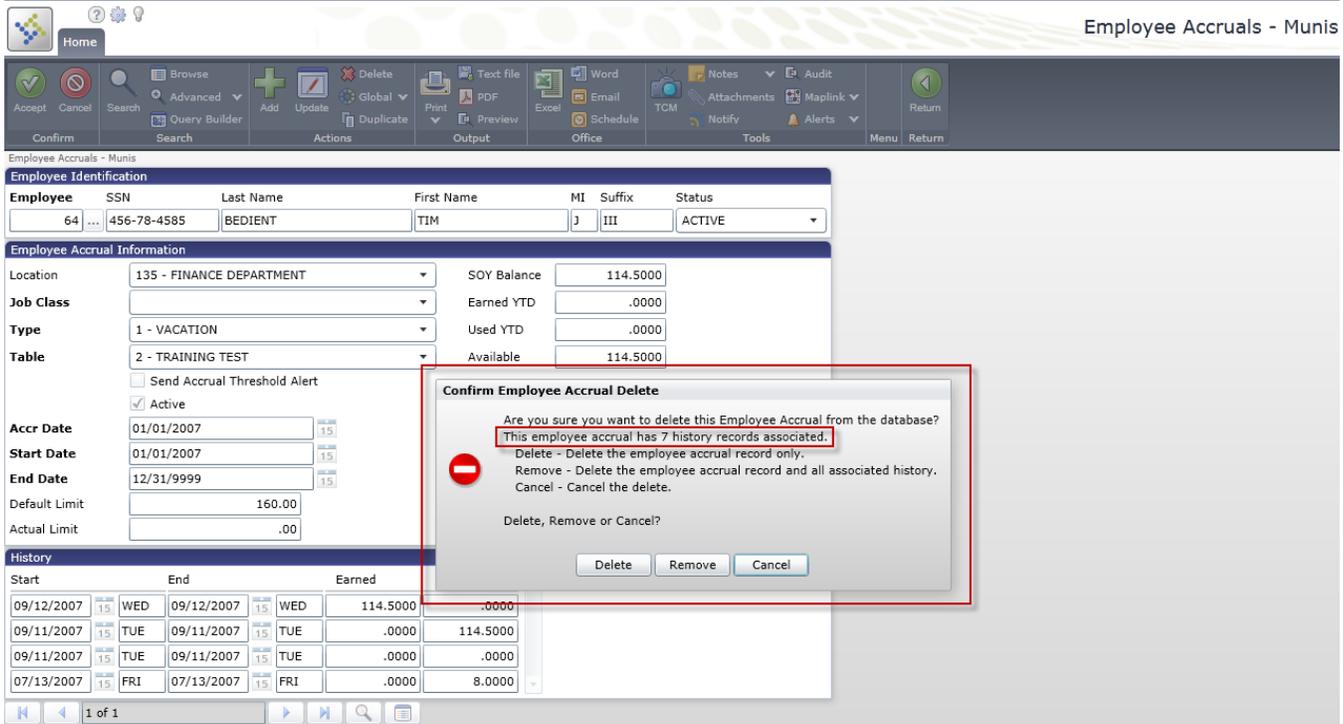
If you modify a start date, the program does not allow you to enter a start date that falls within the date range specified in any existing associated employee accrual history data. The program does allow a start date on the same day as an existing history end date.

When accrual history records are created during the Employee Update process, if the history record would have a start (or end) date prior to the start date of the employee accrual, the program modifies the history record's date to match the start date of the employee accrual.

Whenever the earnings process begins to calculate an earn rate, the program checks the value of the End Date field of the employee accrual record. If the end date of the accrual falls within the current payroll, the earn rate is automatically set to zero and accruals are not earned.

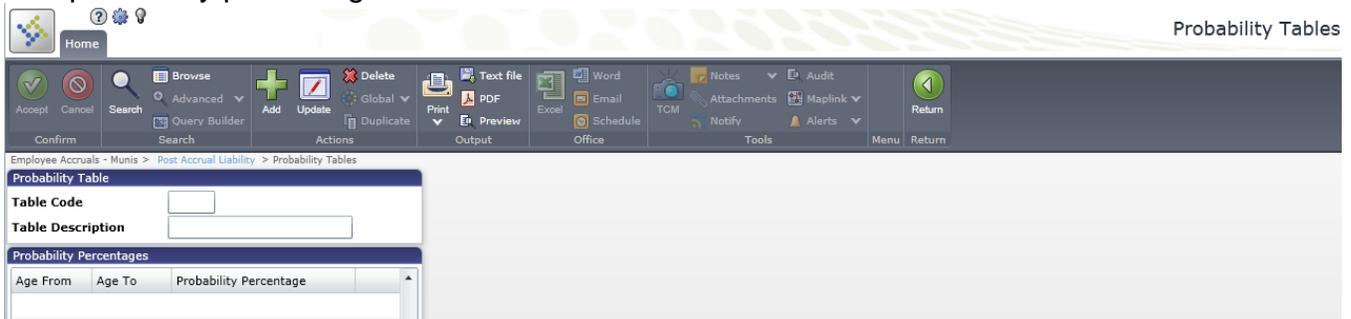
**Note:** If an accrual earning is created within a payroll, and then the end date is set within the Employee Accrual Table, the program does not prevent that earning from posting to the history.

In the Employee Accruals program, when you click Delete, the program provides a descriptive warning message that offers Delete, Remove, and Cancel options. The message also indicates the number of employee accrual history records associated with this accrual.

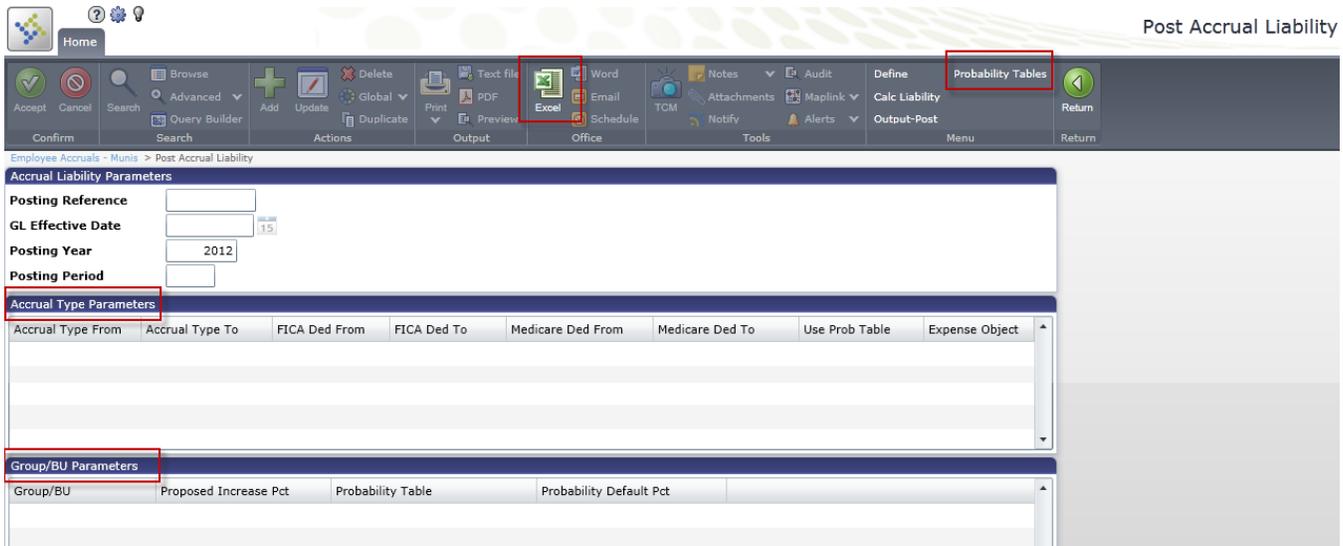


- To delete the employee accrual record only, click Delete.
- To delete the employee accrual record and all associated history records for this accrual type, click Remove.

The post liability calculation includes a proposed increase percentage, a FICA/Medicare percentage, and a probability table percentage. The Post Accrual Liability screen includes the Probability Tables option, which displays the Probability Tables screen for creating table codes with probability percentages.

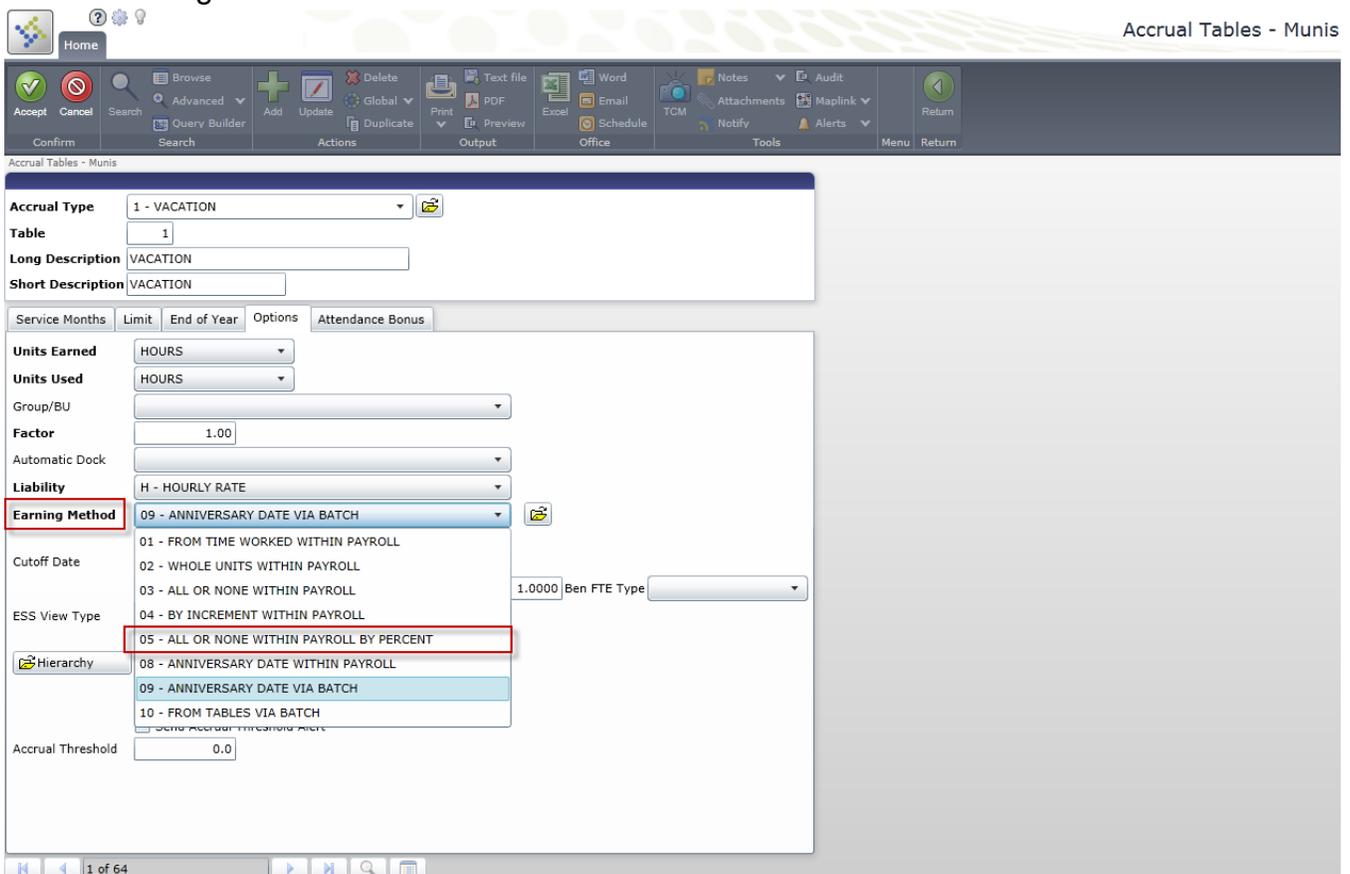


The Post Accrual Liability screen is redesigned to include the Accrual Type Parameters and Group/BU Parameters groups. The Accrual Types Parameters group includes From and To dates for accrual types, FICA deductions, and Medicare, and the Use Probability Table and Expense Object fields. The Group/BU Parameters group identifies the Group/BU, with the proposed increase percentage, probability table, and the probability default percentage.



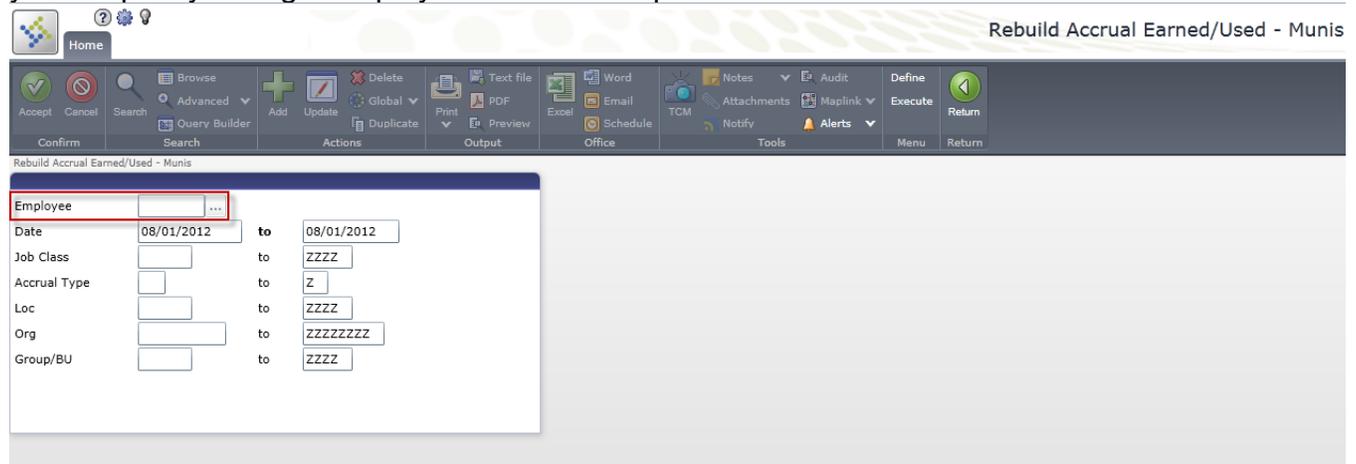
The program uses the percentage values in the liability calculation. The Excel option is available to export calculated liability data.

In the Accrual Tables program, the 05-All or None Within Payroll by Percent option is available for the Earning Method list.



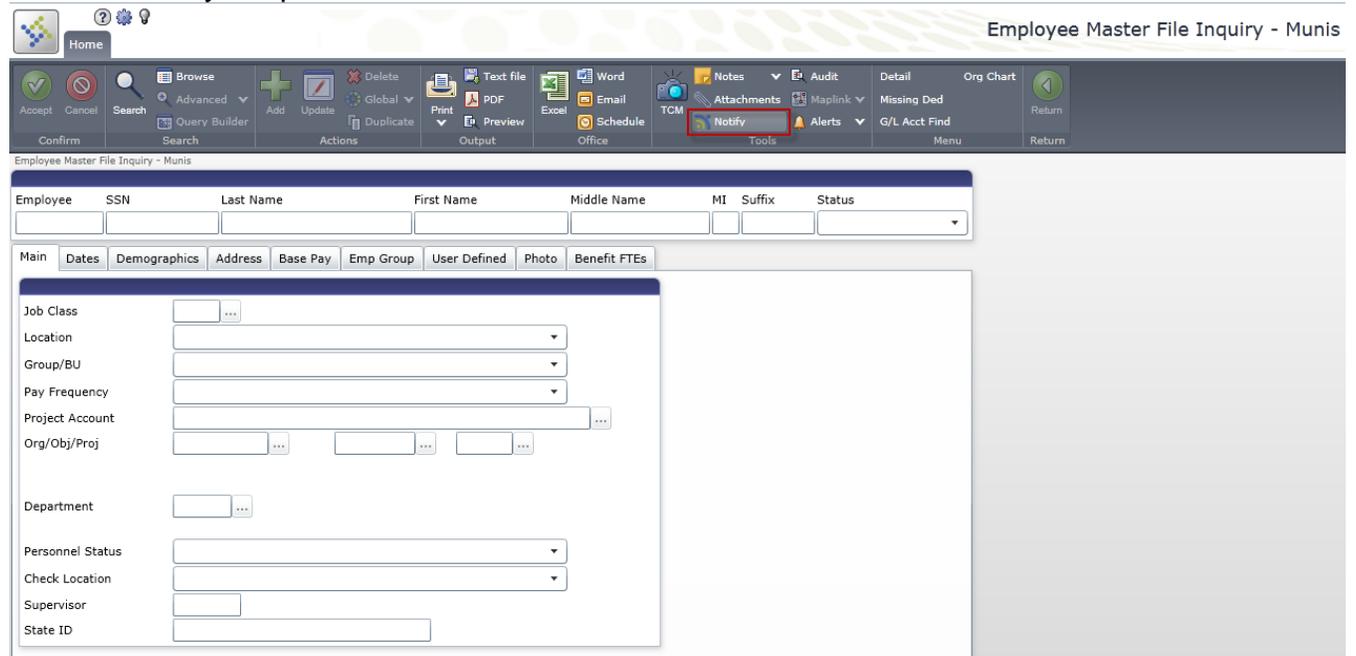
This earning method specifies a minimum percentage of scheduled hours that an employee must meet for each earning level. For this method, an employee in a payroll earns the amount specified for the highest minimum percentage of scheduled hours that he or she worked within the payroll.

The Employee box is available in the Rebuild Accrual Earned/Used program. This box allows you to specify a single employee for whom to process the accrual fix.

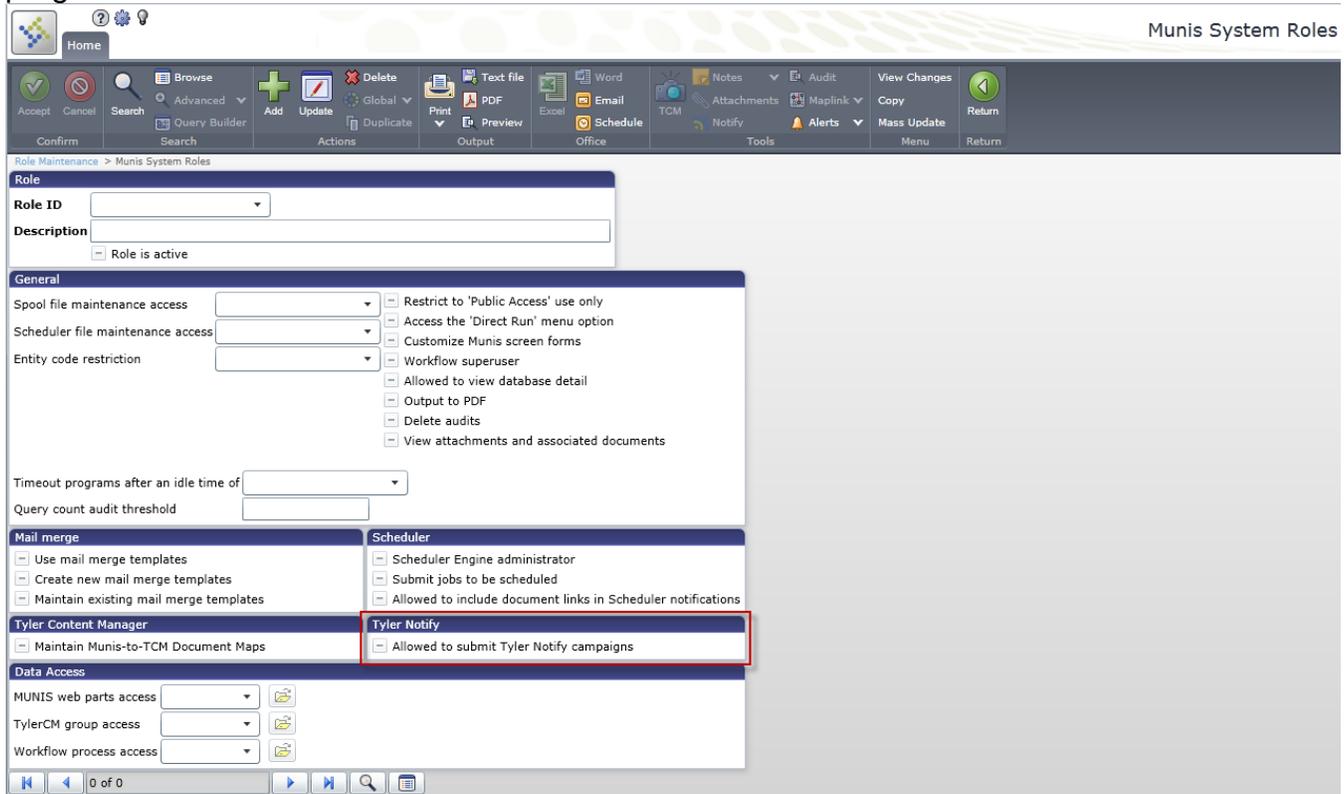


## Employee Master File Inquiry

The Employee Master File Inquiry program is compatible with Tyler Notify. The Notify option is available on the ribbon. This option allows you to use Tyler Notify to distribute employee notifications by telephone or email.



The Notify option is available only if your organization has implemented Tyler Notify and you have enabled the Allowed to Submit Tyler Notify Campaigns option for your role in the Roles program.



## Payroll Control Settings

Category	Setting	Description
Default Numbers	Weeks/Month	This option defines the weeks per month for monthly employees, which is used for garnishment calculations. When this option is selected, the weeks calculation in Payroll Earnings and Deductions accommodates California wage garnishment calculation specifications.
Employee Job/Salary	Hold Current Effective Date	When this option is enabled and you make salary changes in the Employee Job/Salary program, the program holds the current effective date as is. Note: This option merely holds the initial default date and may not hold the date in every situation.
General	Lock Percentage Fields on Manual Allocation	The default value is No. You can only update the manual allocations

Category	Setting	Description
		through FTE if the value of this option is Yes.
Time Entry	Allow Active Pays Only	<p>This option, when enabled, causes an error when you enter pay records into Time Entry that are either inactive as indicated by the Active check box in the Employee Job/Salary program or inactive as indicated by the Start Date and End Date values.</p> <p>This also is valid for pays that are not defined within Employee Job/Salary but are identified as inactive according to Pay Master Start Date and End Date values.</p>
Time Entry	Verify Time Entry Employees in Payroll	<p>This option, when enabled, performs a quick verification that all employees and substitutes found in Time Entry batches already exist within the current payroll. If exceptions are found, the processing program displays a prompt that confirms if you want to continue, review a report of employees, or cancel the Time Entry Move process. If you select report, the report details which employees do not exist in the current payroll and in which batch the employee record appears, as well as whether or not the employee is a substitute.</p>

## Payroll Roles

The Projections Only option is available for the Personnel Superuser list in the HR Management/Payroll Roles program. Use this option to define superusers who have access to Salary and Projections only.

## Total Compensation Report

The ESS Options button is available in the Total Compensation Report program.

This button displays the ESS Total Compensation Settings screen. Use this screen to define pay and benefit ranges to display in each employee's ESS Total Compensation page.

**Options**

Override Year:   
 Override Month:   
 Maximum Life:

**Pay/Benefit Ranges**

From	To	Label
1000	1000	FICA
1100	1100	Medicare
2800	2800	Life Insurance
101	101	Hourly Time
300	300	Vacation Time
500	500	Personal Time

The ESS Total Compensation page displays only those pay and benefits defined.

**Compensation** 79% | **Benefit Contributions** 21%

**PAID COMPENSATION** \$53,080.00  
**BENEFITS** \$13,805.85  
**TOTAL CONTRIBUTIONS** \$66,885.85

**PAID COMPENSATION BREAKDOWN**

Category	Percentage
Base Pay	81.6%
Extra Duty Pay	3.8%
Vacation Pay	6.4%
Sick Pay	2.1%

**Benefit Contributions**

BENEFIT	EMPLOYER	EMPLOYEE
FICA	3,078.92	3,078.92
Medicare	753.13	753.13
Retirement	1,592.40	5,308.00
Life Insurance	54.61	72.74
Health Insurance	8,256.94	1,795.22
Vision Insurance	69.85	66.52
<b>TOTAL CONTRIBUTIONS</b>	<b>\$13,805.85</b>	<b>\$11,074.53</b>

**Additional Benefits**

- Disability benefits are provided to you as a source of income protection should you become disabled as a result of injury or sickness. You are eligible to receive up to 90 days of short term disability valued at 80% of your base daily salary for the 90 day period. If you are disabled for more than 90 days, you are eligible to receive a taxable long term disability benefit of up to 67% of your base monthly salary per month.
- The City of Anytown provides company paid basic life insurance benefits to you. In the event of your death, your beneficiary will receive an amount equal to one year's salary at the time of your death. If your death is a result of an accidental injury, your beneficiary will receive an additional amount equal to the life amount.
- The City of Anytown recognizes the importance for you to have time off. You will earn 15 vacation days each year.
- We also understand that you may become ill during the year. You will earn 40 hours of sick time each year.

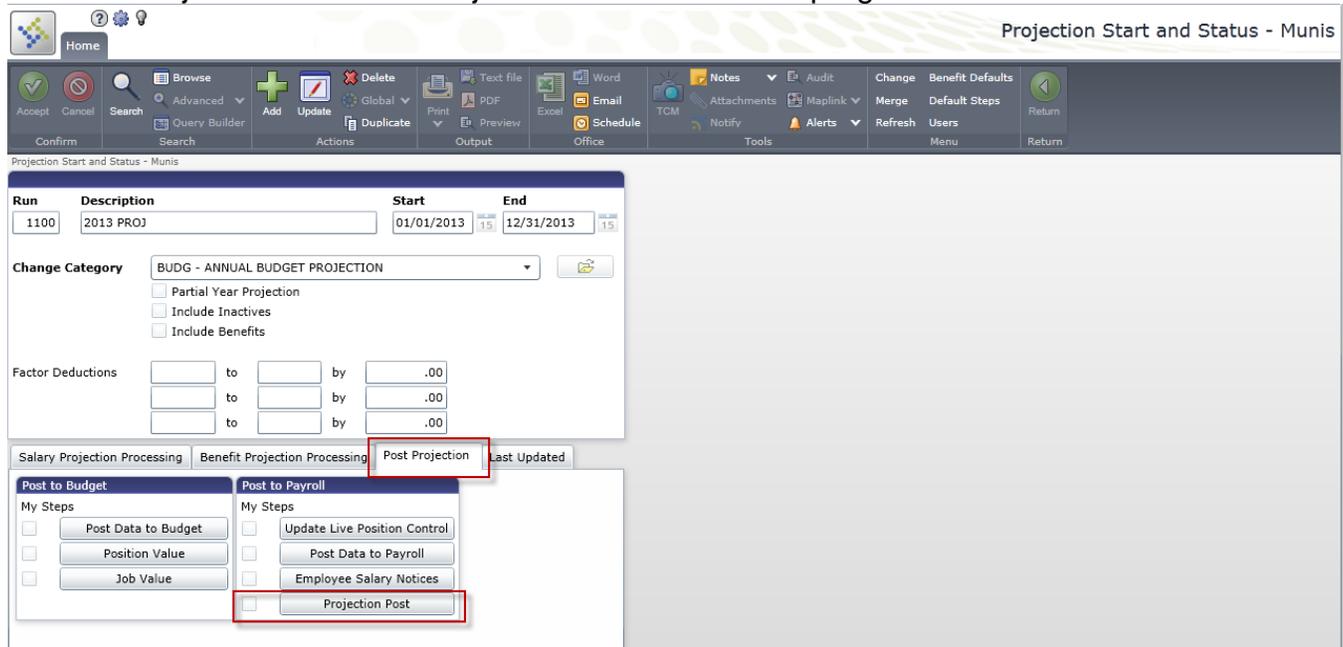
# Salary and Benefit Projections

The following changes apply to Munis Salary and Benefit Projections programs.

## Projection Start and Status

### Projection Post

The Projection Post program is available. This program allows you to select data from within a Salary/Benefit projection to post to the live data set. It is available from the main menu and on the Post Projection tab in the Projection Start and Status program.



Upon opening, the program displays a list of data changes made in the current projection, any of which you can choose to post to Live.

Click Mass Select to select the Apply check box for all entries in the Data Changes list. Click Mass Deselect to clear the Apply check box for all entries in the Data Changes list.

When an item is selected in the Data Changes list, the changes made to specific fields display in the pane to the right. Click Select All to select the Apply check box for all changes displayed in that frame. Click Deselect All to clear the Apply check box for all changes displayed in that frame. Click View to view the selected record within the appropriate program.

Type	Action	Description
Position Control	UPDATE	POSITION: 1 - HEAD ACCOUNTANT
Position Control	UPDATE	POSITION: 2 - HEAD ACCOUNTANT
Position Control	UPDATE	POSITION: 3 - HEAD ACCOUNTANT
Position Control	UPDATE	POSITION: 7 - TEMP FDIR
Position Control	UPDATE	POSITION: 8 - TEMP FDIR
Position Control	UPDATE	POSITION: 10 - ADMIN
Position Control	UPDATE	POSITION: 11 - ADMIN
Position Control	UPDATE	POSITION: 12 - ADMIN
Position Control	UPDATE	POSITION: 133 - ADMIN
Position Control	UPDATE	POSITION: 13500 - TEMP FDIR
Position Control	UPDATE	POSITION: 13501 - DIRECTOR OF FINAN
Position Control	UPDATE	POSITION: 13502 - DIRECTOR OF FINAN
Position Control	UPDATE	POSITION: 13503 - HEAD ACCOUNTANT
Position Control	UPDATE	POSITION: 13505 - ACCOUNTANT
Position Control	UPDATE	POSITION: 13507 - ACCOUNTANT
Position Control	UPDATE	POSITION: 13510 - ACCOUNTANT II
Position Control	UPDATE	POSITION: 13511 - ACCOUNTANT II
Position Control	UPDATE	POSITION: 13515 - CLERK I
Position Control	UPDATE	POSITION: 13516 - CLERK I
Position Control	UPDATE	POSITION: 13517 - CLERK I
Position Control	UPDATE	POSITION: 13518 - CLERK I
Position Control	UPDATE	POSITION: 14000 - FAC5
Position Control	UPDATE	POSITION: 15501 - IT DIRECTOR
Position Control	UPDATE	POSITION: 15504 - PROGRAMMER ANALY
Position Control	UPDATE	POSITION: 15505 - PROGRAMMER ANALY
Position Control	UPDATE	POSITION: 15508 - SYSTEM SUPPORT SF
Position Control	UPDATE	POSITION: 15509 - SYSTEM SUPPORT SF
Position Control	UPDATE	POSITION: 15510 - NETWORK ENGINEER

The Projections Post program includes the Rapid Entry option, which allows you to update values for projections data more efficiently. This option is available for changes made during the projection process in Projection Employee Assignment, Projection Employee Deduction, Projection Employee Master, and Projection Employee Job Salary programs.

For the Rapid Entry option to be available, auditing must be enabled for these tables with the Payroll Audit Options program.

Type	Action	Description
Data Changes		
Position Control		
Job Class Master		
Pay Types		
Employee Master	UPDATE	4 - JONES, TIM
Employee Master	UPDATE	58 - TARGET, JOHN
Employee Job / Salar		
Employee Assignmer		

On the Rapid Entry screen, when you click Update, the New Value box is available for all the items in the change; press Tab to move through the New Value fields, updating as required.

Projections Rapid Entry - Munis

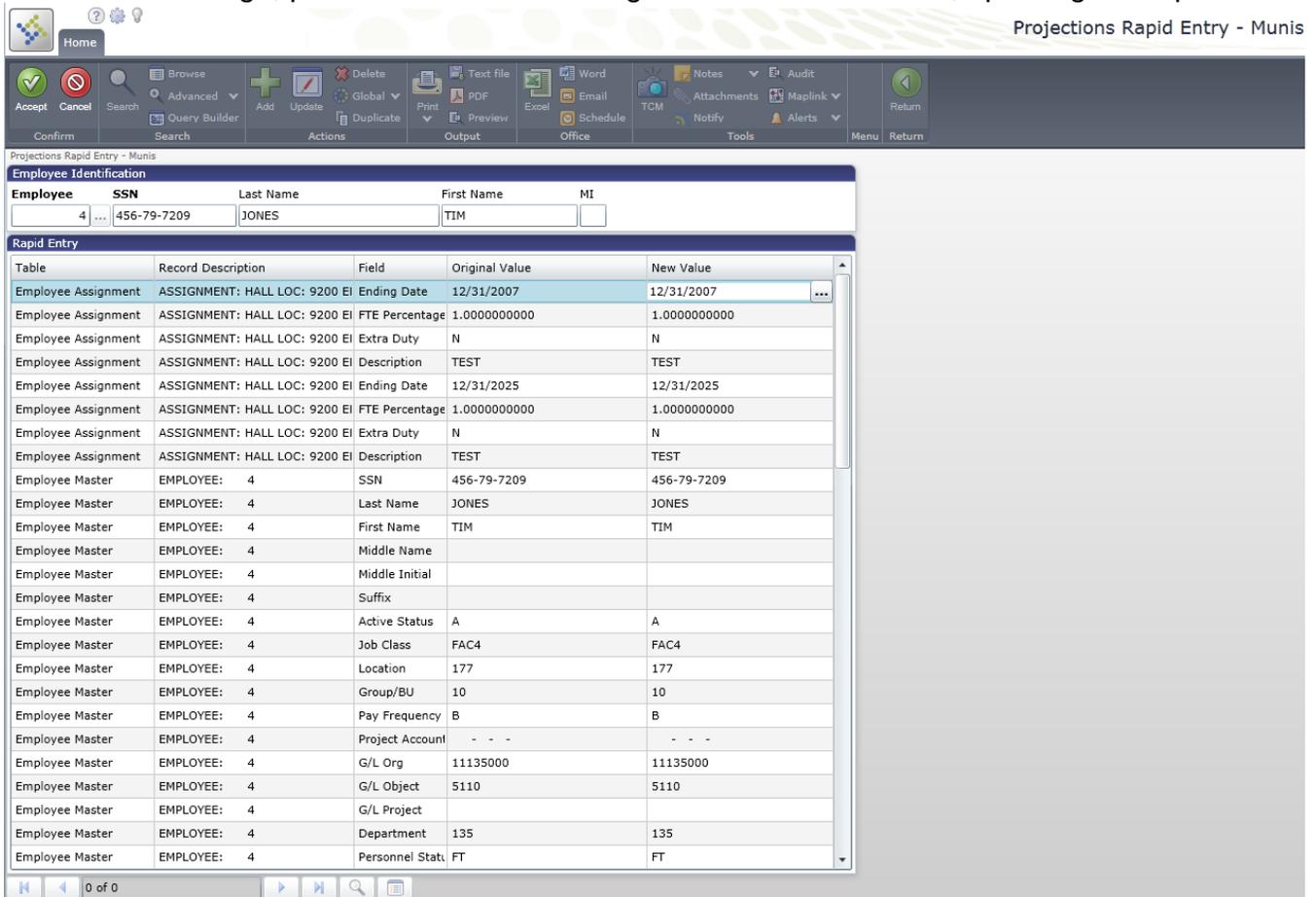
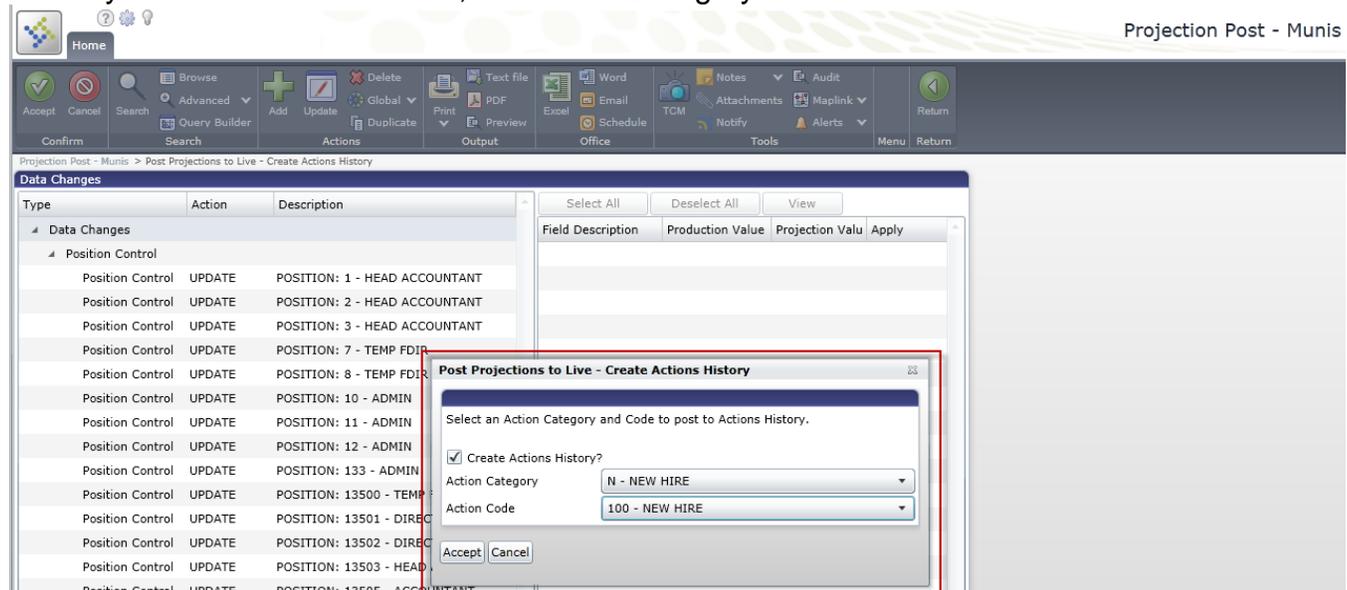


Table	Record Description	Field	Original Value	New Value
Employee Assignment	ASSIGNMENT: HALL LOC: 9200 EI	Ending Date	12/31/2007	12/31/2007
Employee Assignment	ASSIGNMENT: HALL LOC: 9200 EI	FTE Percentage	1.0000000000	1.0000000000
Employee Assignment	ASSIGNMENT: HALL LOC: 9200 EI	Extra Duty	N	N
Employee Assignment	ASSIGNMENT: HALL LOC: 9200 EI	Description	TEST	TEST
Employee Assignment	ASSIGNMENT: HALL LOC: 9200 EI	Ending Date	12/31/2025	12/31/2025
Employee Assignment	ASSIGNMENT: HALL LOC: 9200 EI	FTE Percentage	1.0000000000	1.0000000000
Employee Assignment	ASSIGNMENT: HALL LOC: 9200 EI	Extra Duty	N	N
Employee Assignment	ASSIGNMENT: HALL LOC: 9200 EI	Description	TEST	TEST
Employee Master	EMPLOYEE: 4	SSN	456-79-7209	456-79-7209
Employee Master	EMPLOYEE: 4	Last Name	JONES	JONES
Employee Master	EMPLOYEE: 4	First Name	TIM	TIM
Employee Master	EMPLOYEE: 4	Middle Name		
Employee Master	EMPLOYEE: 4	Middle Initial		
Employee Master	EMPLOYEE: 4	Suffix		
Employee Master	EMPLOYEE: 4	Active Status	A	A
Employee Master	EMPLOYEE: 4	Job Class	FAC4	FAC4
Employee Master	EMPLOYEE: 4	Location	177	177
Employee Master	EMPLOYEE: 4	Group/BU	10	10
Employee Master	EMPLOYEE: 4	Pay Frequency	B	B
Employee Master	EMPLOYEE: 4	Project Account	- - -	- - -
Employee Master	EMPLOYEE: 4	G/L Org	11135000	11135000
Employee Master	EMPLOYEE: 4	G/L Object	5110	5110
Employee Master	EMPLOYEE: 4	G/L Project		
Employee Master	EMPLOYEE: 4	Department	135	135
Employee Master	EMPLOYEE: 4	Personnel Statu	FT	FT

The program updates existing records in the projection and does not add or delete records.

The Post Projections to Live confirmation dialog box includes the Create Actions History check box. If you select this check box, the Action Category and Action Code lists are available.

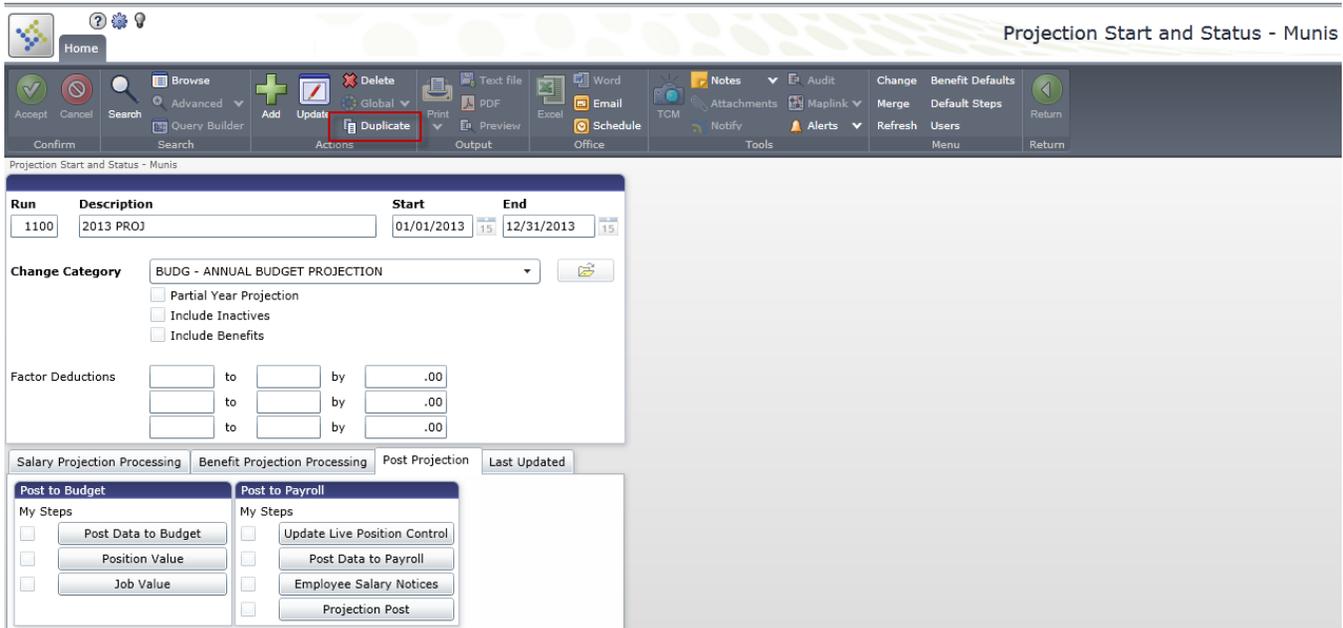


Use these lists to specify the values to use on the Actions History records created. The values of the Action Code list are specific to the Action Category selected.

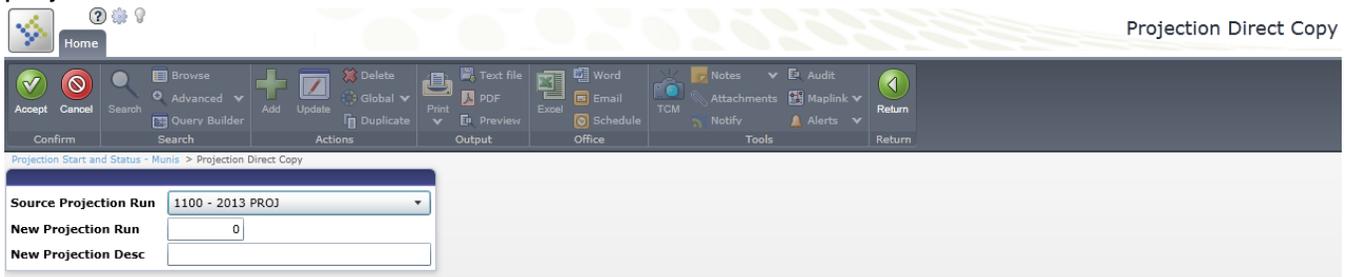
When the Create Actions History check box is selected, the posting process creates actions history for each change to employee-related data from Employee Master, Employee Job/Salary, Employee Deductions, Employee Personnel Assignments, and the Manual Pay Allocations. These changes are grouped by job class. The entries that contain a job class use the job class for that record. For entries that do not have a job class, such as Employee Deductions, the primary job class on the Employee Master record at the time the data is posted is used.

In Personnel Actions History, history records are created. The pay information is retrieved from the base pay record for the job class assigned to the history record. If no base pay record exists for that job class, the pay information is blank.

The Duplicate option is available in Projection Start and Status.



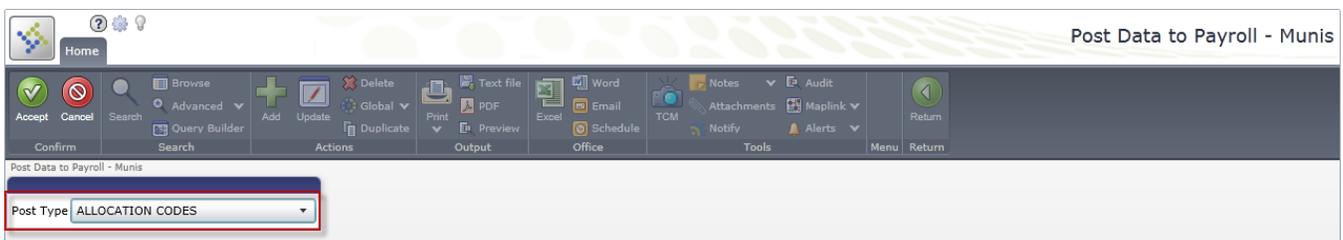
When you select this option, the Projection Direct Copy screen prompts you to select the Projection to copy as well as to designate a run identifier and description for the new projection.



This process creates a true, direct copy of the original projection. The copied projection includes the dates from the original projection and you cannot change these.

### Post Data To Payroll

The Allocation Codes option is available on the Post Data to Payroll screen of the Projection Start and Status program. This option posts payroll allocation codes from projections to Live data.



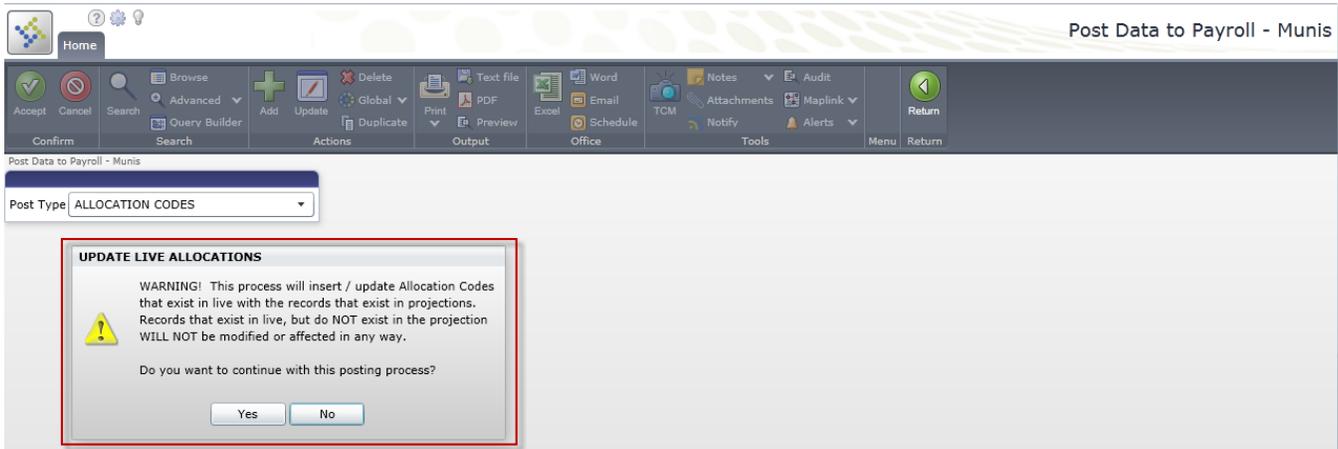
When you run this process, the program displays a proof report which shows the allocations and details any updates, deletions, and additions that have been made to them.

08/27/2012 13:46 sean.higgins		MUNIS POST ALLOCATION CODES TO PAYROLL				PG 1 pjpst.dat	
PROJECTION: 1100 2013 PROJ							
ALLOCATION	ACTION	ORG	OBJ	PROJ	PAY	LOC	OLD % NEW %
100 - FINANCE DIRECTOR	D-DELETE A-ADD	1100 1000	5120 2920	CD07			100.000 N/A N/A 100.000
115 - PARKS AND REC SUPERVISOR	U-UPDATE	1100 161777000	5110 5110	CD06			20.000 30.000 80.000 70.000
147 - CIVIL ENGINEER	U-UPDATE D-DELETE	1100 14172250	5110 5110	CD06			58.000 100.000 42.000 N/A

\*\* END OF REPORT - Generated by Sean Higgins \*\*

After running the proof report, the program displays a confirmation dialog box asking if you want to continue with the posting process.

The posting 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.



The screenshot shows the 'Post Data to Payroll - Munis' window. A confirmation dialog box is displayed with the following text:

**UPDATE LIVE ALLOCATIONS**

WARNING! This process will insert / update Allocation Codes that exist in live with the records that exist in projections. Records that exist in live, but do NOT exist in the projection WILL NOT be modified or affected in any way.

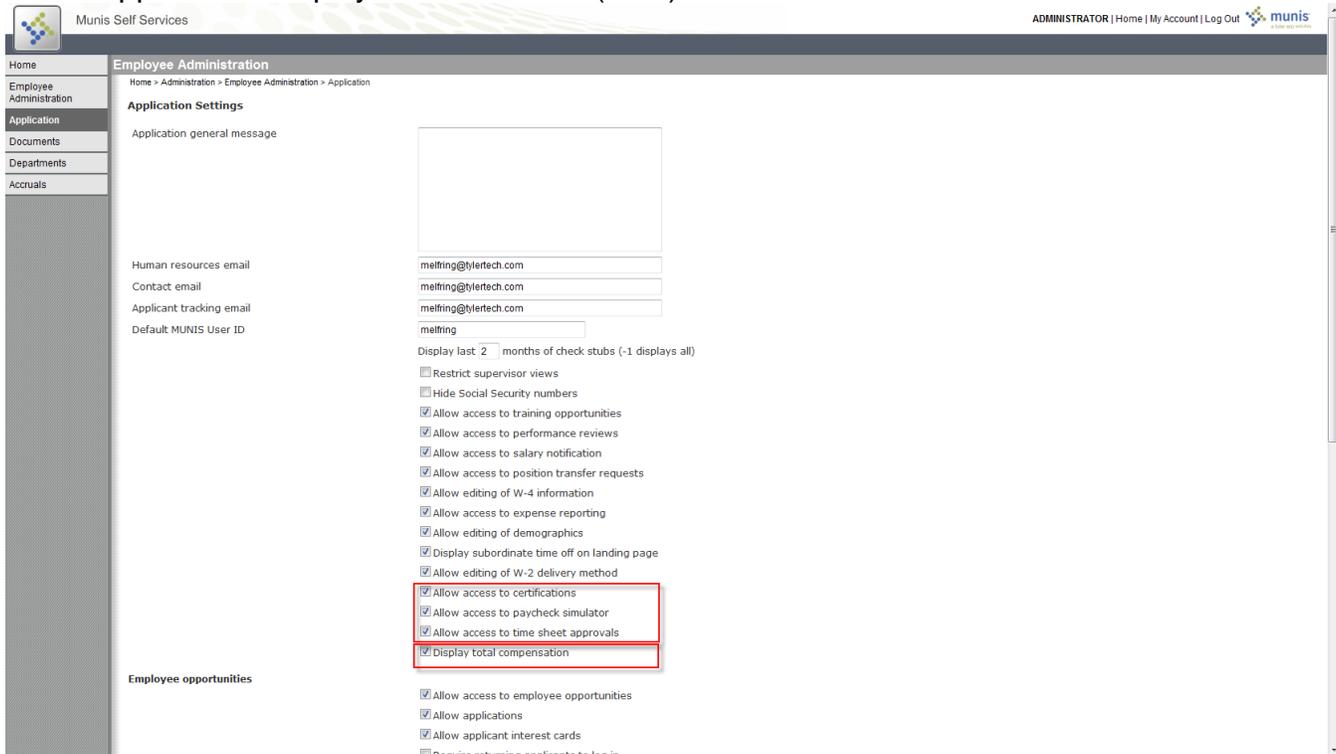
Do you want to continue with this posting process?

Buttons: Yes, No

# Employee Self Service

## ESS Administration

The Application Administration page includes the Allow Access to Certifications, Allow Access to Paycheck Simulator, and Allow Access to Time Sheet Approvals check boxes. Use these check boxes to enable or disable employee access to Certifications, Pay Simulator, and Time Sheet Approval in Employee Self Service (ESS).

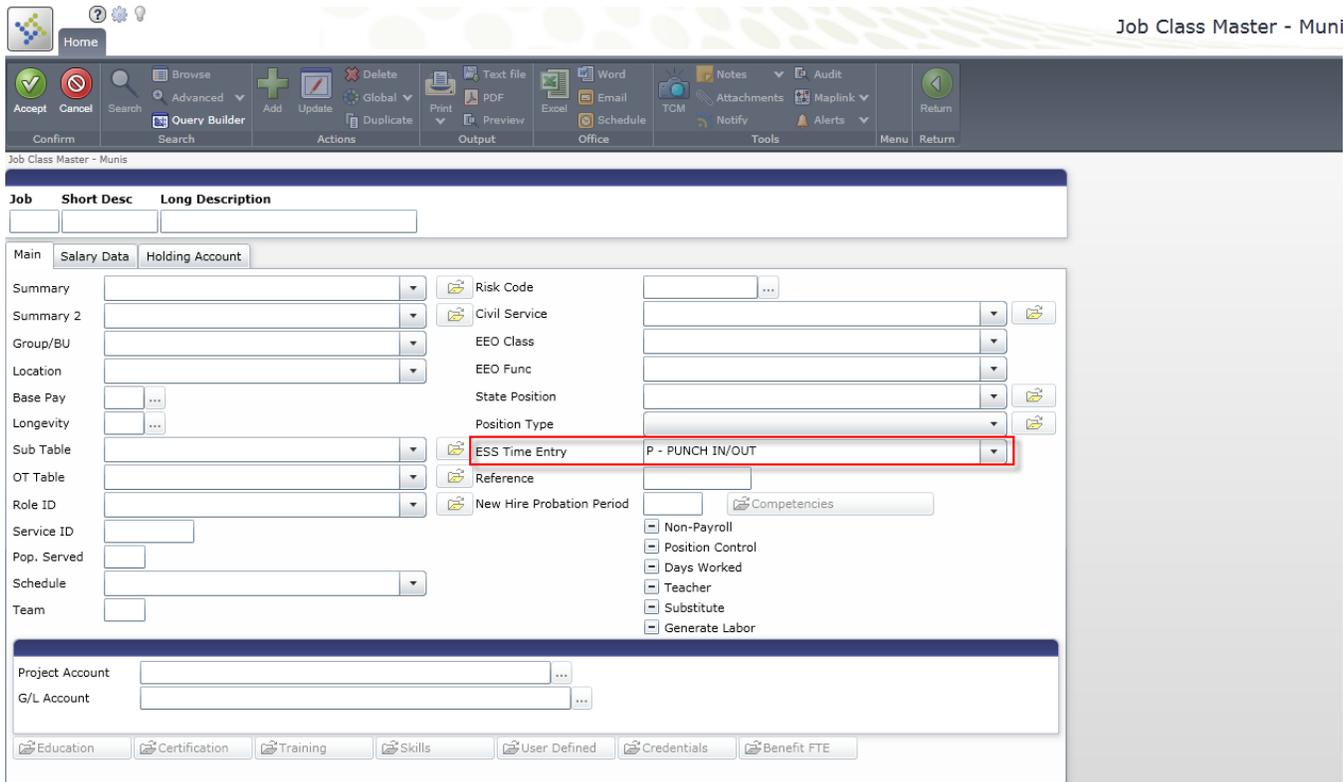


The Display Total Compensation check box causes the employee's ESS menu to include the Total Compensation option within the Pay/Tax Information menu group.

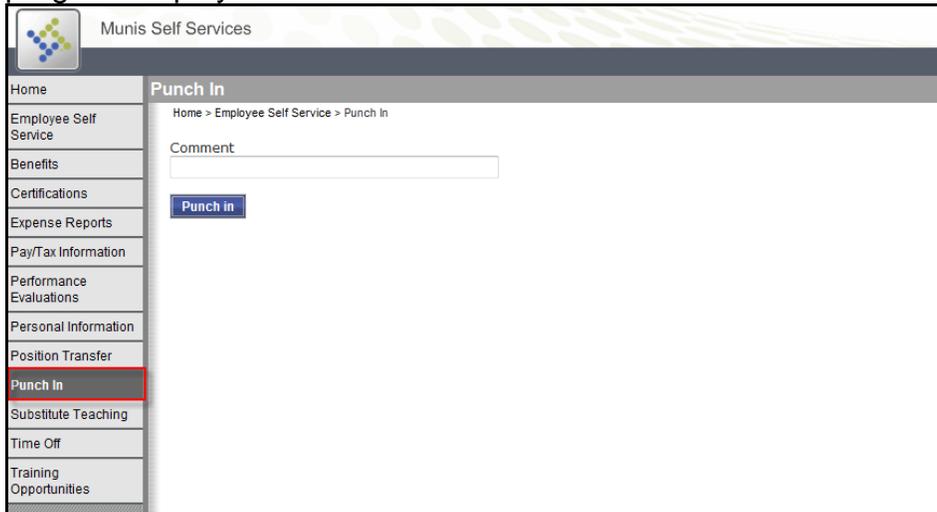
## ESS Punch In/Punch Out

The Employee Self Service (ESS) Punch In/Out process allows your organization to track employee's time by using ESS to track hours worked. Employees can use the ESS application to punch-in and punch out, as well as track time that they have recently punched. Supervisors may track, update, and approve punched time, in addition to approving standard ESS time sheets.

In the Job Class Master program, use the ESS Time Entry list to specify the ESS time entry option for the selected job class. The P-Punch In/Out option allows employees assigned to this job class to use ESS to track hours worked. Punch-in/out records are recorded to the base pay associated with the employee's primary job class only.



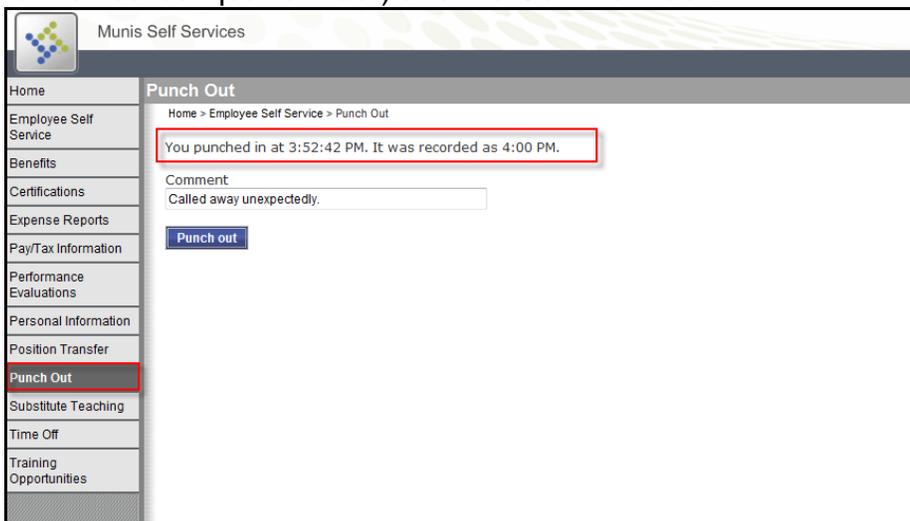
When ESS Time Entry is set to P-Punch In/Out, the ESS main screen includes the Punch In option in place of the Timesheet option. In this case, when the employee selects Punch In, the program displays the Punch In screen with a Comment box and Punch In button.



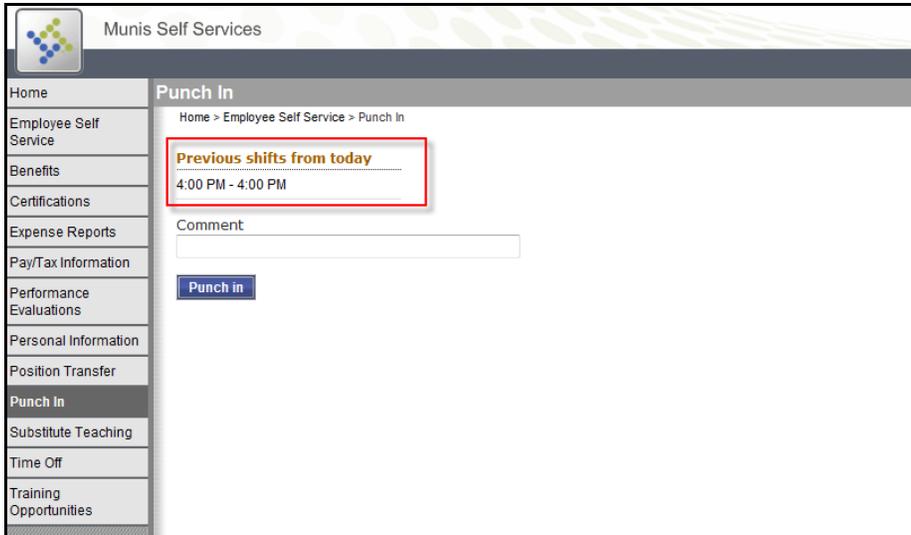
Comments are not required, but employees can use this box to provide brief explanations for work interruptions or other circumstances. Once the employee clicks Punch In, the ESS entry changes to Punch Out and the Punch Out page indicates the punch-in time.



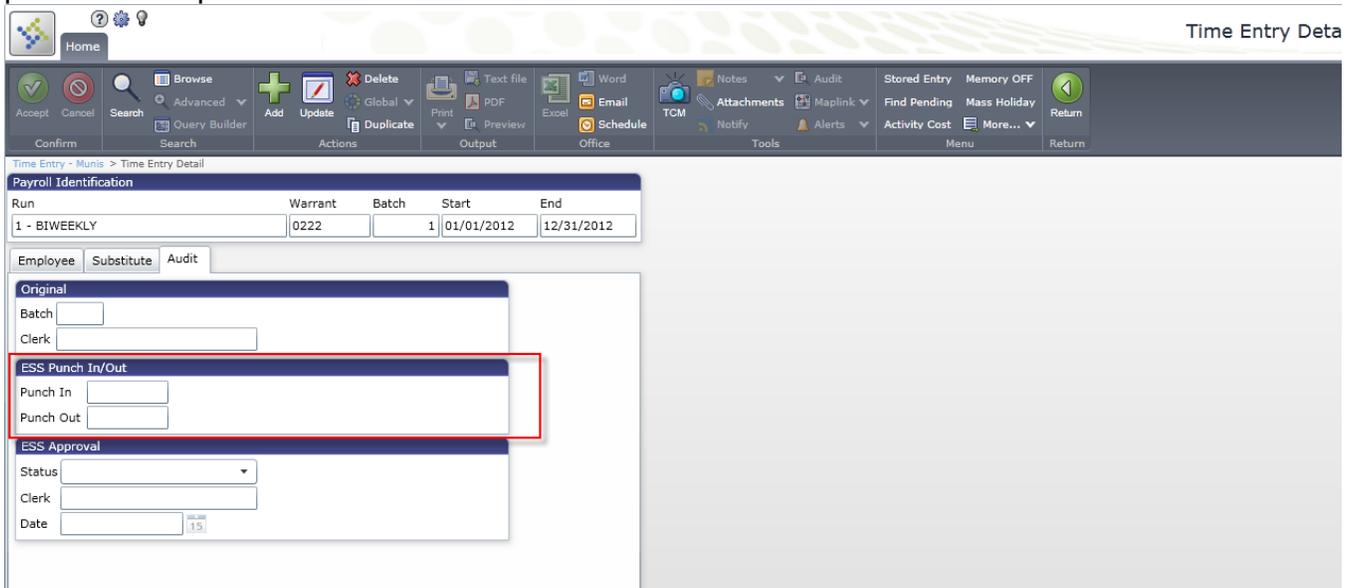
At the end of his or her shift, the employee clicks Punch Out and the program displays the Punch Out screen. This screen indicates the time that the employee punched in (rounded up to the nearest quarter hour) and the Comment box.



If the employee returns to the Punch In screen later in the day, ESS displays the previous time entered for the day.



Punch-in and punch-out time can be adjusted in either the Employee Pending Time Entry program or on the Detail screen in the standard Time Entry program. On the Detail screen, the punch-in and punch-out times are included on the Audit tab.



A supervisor can update these hours from the Audit tab as they are not part of the regular input process. These values provide a record of the punch-in and punch-out times recorded; these time records get translated into standard in and out times as hours/minutes that have been rounded to the nearest 15-minute increment.

In the Employee Pending Time Entry program, the Employee tab displays the rounded time and calculated quantity. Punch records only use the primary time in/out fields and the secondary time in/out fields are ignored. Punch time and time-in/out times are always in military time for punch records.

Employee Pending Time Entry

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Employee Pending Time Entry - Munis

Employee Substitute Audit

From: 07/26/2012 To: 07/26/2012 Absence: N - NO  Unexcused Partial Day

Employee: 778 SSN: 000-88-8080 Last Name: LEVESQUE First Name: MARY MI: Supervisor: 166355

Ext Emp Num: 0 Department: Activity: Job Class: FAC2 ACCOUNTANT II Pay: 101 HOURLY TIME

**Hours Entry** 1600 to 1600 From: to: Quantity: 24.000 HOURLY Rate: 60.0000 Amount: 1440.00 Allocation: Org/Obj/Proj: 1000 2010 Location: 135 FINANCE DEPARTMENT Reason: Notes: Partial day|Called away unexpectedly. Work Order: Reference:

Accrual Balance  
Sick Bank  
Time Entry Information

In the Payroll Control Settings program, the Time Adjust for ESS Time Entry Punch In/Out provides a defined time adjustment that is added to the system time to adjust the time-in and time-out to be the appropriate local time.

Payroll Control Settings - Muni

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Payroll Control Settings - Munis

Category: ESS TIME ENTRY  
Label: TIME ADJUST FOR ESS TIME ENTRY PUNCH IN/OUT  
Description: THIS IS THE TIME ADJUSTMENT AMOUNT THAT IS ADDED TO THE SYSTEM TIME TO ADJUST THE TIME IN/TIME OUT TO BE THE LOCAL TIME. THIS IS USED FOR ESS TIME ENTRY PUNCH IN/OUT ONLY. THE ADJUSTMENT IS ENTERED AS HOURS:MINUTES. -2:00 WOULD ADJUST BACK TWO HOURS.  
Value: 0:15  
Reference: ADJUSTS TIME AHEAD

S4 of 150

For time entry processing, punch records are processed just as standard time entry records according to your organization's settings.

# Munis Central Programs

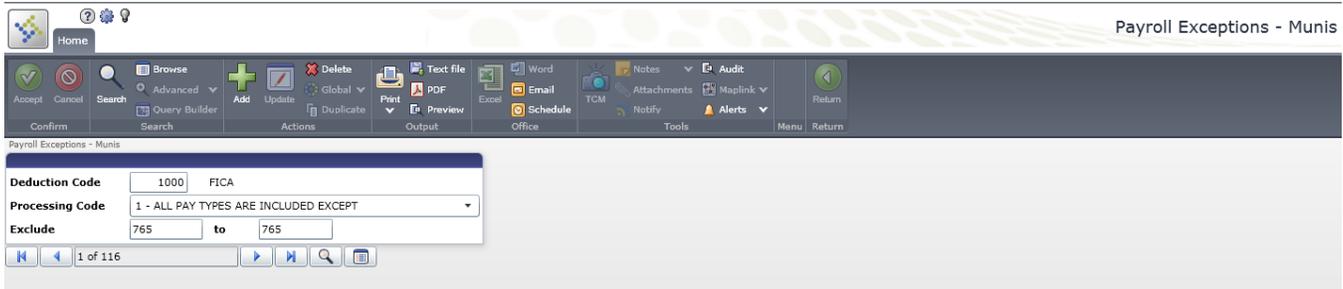
Munis central programs are available from Other Applications menu within Munis. The Centrals menu is organized by product: Financials, HR/Payroll, Revenues, and Administration. The following are central program enhancements included with Munis Version 10.2.

## Computation Builder

The Computation Builder program provides payroll withholdings and exception information. Payroll exceptions are sets of rules that control which pays or deduction withholding codes may be exempt from other deduction withholding codes in the payroll process. For example, many employees contribute towards their retirement savings on a pretax basis. In such a case, there would be an exception to exclude an employee's retirement deduction withholding code from their federal tax deduction withholding code.



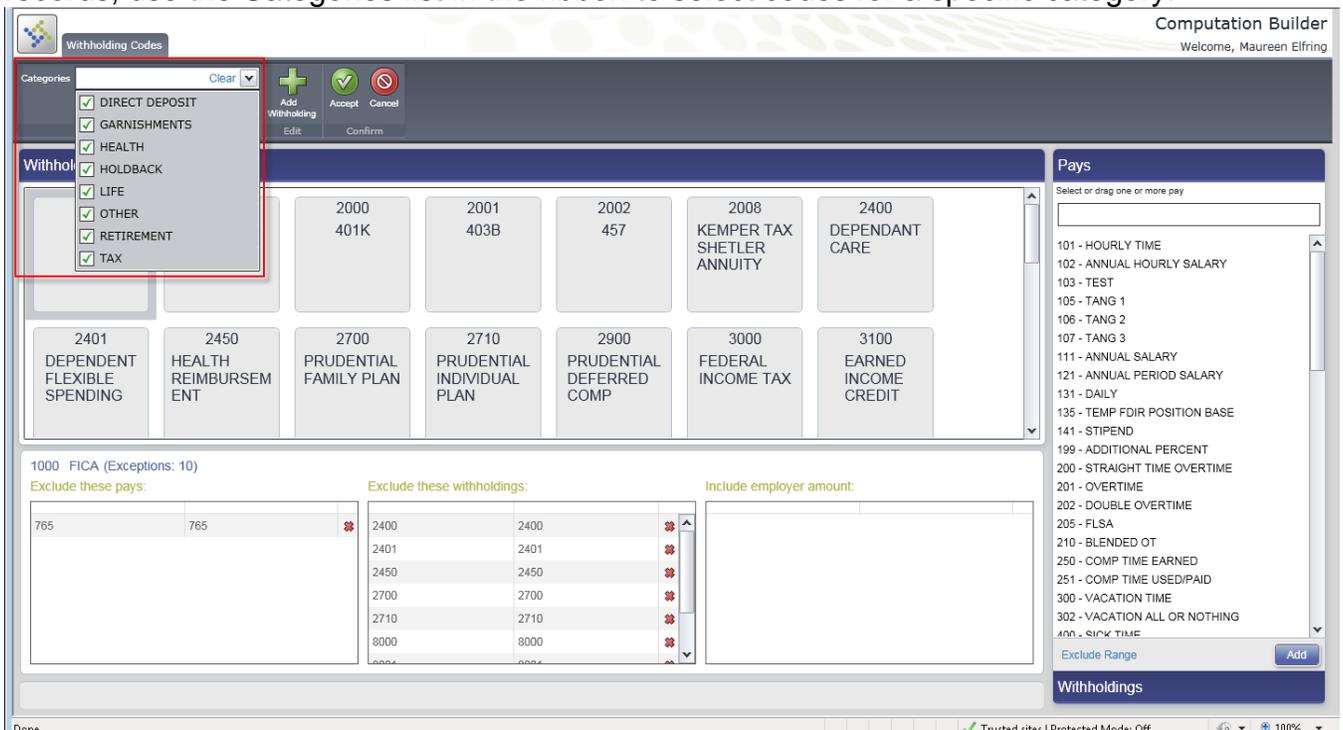
When you open Computation Builder, it automatically displays existing payroll exceptions for all withholding categories in the Munis Payroll Exceptions program with a processing code of 1 – All Pay Types are Included Except, 2 – No Deductions are Exempted Except, or 3 – No Employer Shares are Added Except.



The exception information is grouped by each withholding code in the Withholding Codes pane. The exception details for a selected withholding code display in groups according to the three processing codes:

- The Exclude these Pays groups displays records with processing code 1 – All Pay Types are Included Except.
- The Exclude these Withholdings group displays records with processing code 2 – No Deductions are Exempted Except.
- The Include Employer Amount group displays records with processing code 3 – No Employer Shares are Added Except.

By default, all withholding codes display, regardless of category. To narrow the number of records, use the Categories list in the ribbon to select codes for a specific category.



The category under which a withholding code is grouped is determined from the Deduction and Benefit Master record.

If you have the appropriate permissions, you can edit the detail exceptions for a withholding code. Due to the serious legal and tax ramifications associated with the modification of payroll withholding amounts, only users with Payroll Superuser permissions can edit records; for other users, the information is display only.

To find Pays or Withholdings, expand the applicable pane and scroll the list or, if you know the pay code, type that code in the search box and press **Enter**.

To add pays to an exceptions group, click and drag the pay or withholding code, use the Add button, or use the Exclude Range/Include Range options.

For example, to add the pay code 900 to the Exclude these Pays group, expand the Pays pane, highlight pay code 900, and do one of the following:

- Drag the pay code to the Exclude these Pays group.

Computation Builder  
Welcome, Maureen Elfiring

Withholding Codes (45)

Categories: 3 item(s) selected

Withholdings:

1000 FICA	1100 MEDICARE	2000 401K	2001 403B	2002 457	2008 KEMPER TAX SHETLER ANNUITY	2400 DEPENDANT CARE
2401 DEPENDENT FLEXIBLE SPENDING	2450 HEALTH REIMBURSEMENT	2700 PRUDENTIAL FAMILY PLAN	2710 PRUDENTIAL INDIVIDUAL PLAN	2900 PRUDENTIAL DEFERRED COMP	3000 FEDERAL INCOME TAX	3100 EARNED INCOME CREDIT

Exclude these pays:

765	765	900	900
-----	-----	-----	-----

Exclude these withholdings:

2400	2401	2450	2700	2710	8000
------	------	------	------	------	------

Include employer amount:

Pays:

- 731 - BEEPER PAY
- 760 - UNIFORM ALLOWANCE
- 765 - MEAL REIMBURSEMENT
- 790 - SPECIAL DETAIL PAY
- 795 - ON CALL PAY
- 796 - DETECTIVE PAY
- 800 - NIGHT SHIFT DIFFERENTIAL
- 801 - FIRE PREM
- 802 - TECH TRUCK PREMIUM
- 810 - EDUCATION PREMIUM
- 898 - SABBATICAL PAY
- 899 - AOUNT SUBTRACT FROM BASE
- 900 - CAR ALLOWANCE
- 901 - LIFE INS OVER 50,000
- 949 - KS CAR ALLOWANCE
- 950 - RETRO PAY
- 960 - PENSION
- 961 - ANNUITY
- 962 - DEPENDENCY
- 998 - KS DOCK PAY
- 999 - DOCK PAY

Buttons: Add, Exclude Range

- Click Add.

Computation Builder  
Welcome, Maureen Elfiring

Withholding Codes (45)

Categories: 3 item(s) selected

Withholdings:

1000 FICA	1100 MEDICARE	2000 401K	2001 403B	2002 457	2008 KEMPER TAX SHETLER ANNUITY	2400 DEPENDANT CARE
2401 DEPENDENT FLEXIBLE SPENDING	2450 HEALTH REIMBURSEMENT	2700 PRUDENTIAL FAMILY PLAN	2710 PRUDENTIAL INDIVIDUAL PLAN	2900 PRUDENTIAL DEFERRED COMP	3000 FEDERAL INCOME TAX	3100 EARNED INCOME CREDIT

Exclude these pays:

765	765	900	900
-----	-----	-----	-----

Exclude these withholdings:

2400	2401	2450	2700	2710	8000
------	------	------	------	------	------

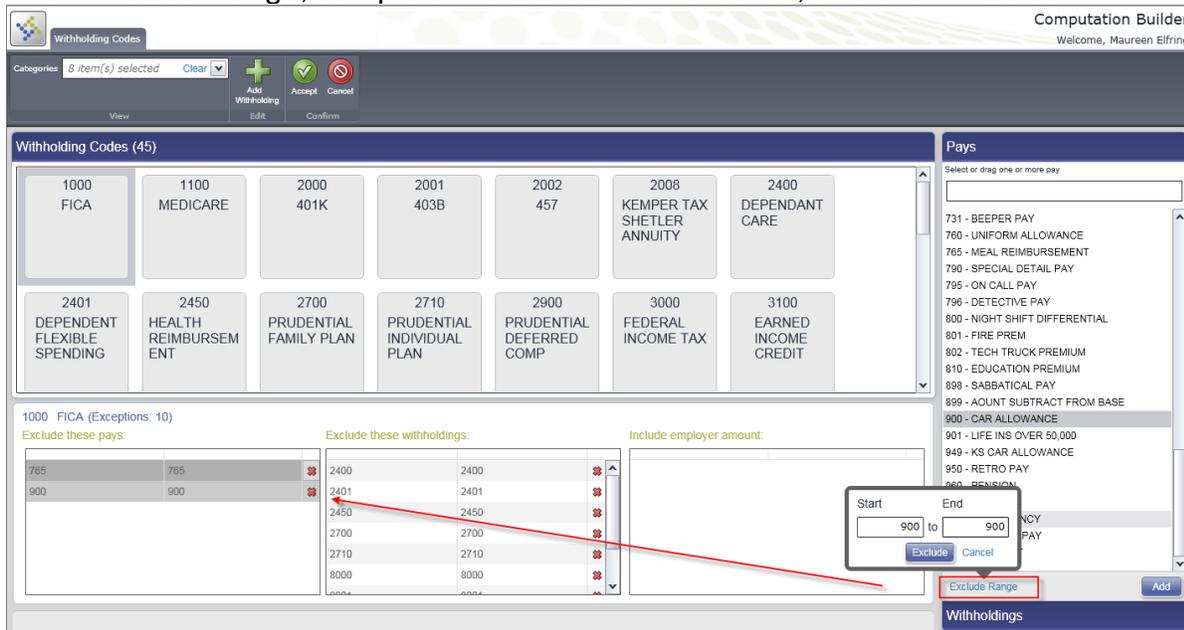
Include employer amount:

Pays:

- 731 - BEEPER PAY
- 760 - UNIFORM ALLOWANCE
- 765 - MEAL REIMBURSEMENT
- 790 - SPECIAL DETAIL PAY
- 795 - ON CALL PAY
- 796 - DETECTIVE PAY
- 800 - NIGHT SHIFT DIFFERENTIAL
- 801 - FIRE PREM
- 802 - TECH TRUCK PREMIUM
- 810 - EDUCATION PREMIUM
- 898 - SABBATICAL PAY
- 899 - AOUNT SUBTRACT FROM BASE
- 900 - CAR ALLOWANCE
- 901 - LIFE INS OVER 50,000
- 949 - KS CAR ALLOWANCE
- 950 - RETRO PAY
- 960 - PENSION
- 961 - ANNUITY
- 962 - DEPENDENCY
- 998 - KS DOCK PAY
- 999 - DOCK PAY

Buttons: Add, Exclude Range

- Click Exclude Range, complete the Start and End boxes, and click Exclude.



The screenshot shows the 'Computation Builder' interface. At the top, there are buttons for 'Add Withholding', 'Accept', and 'Cancel'. Below this is a grid of 'Withholding Codes (45)' including FICA, MEDICARE, 401K, 403B, 457, KEMPER TAX SHETLER ANNUITY, DEPENDANT CARE, DEPENDENT FLEXIBLE SPENDING, HEALTH REIMBURSEMENT, PRUDENTIAL FAMILY PLAN, PRUDENTIAL INDIVIDUAL PLAN, PRUDENTIAL DEFERRED COMP, FEDERAL INCOME TAX, and EARNED INCOME CREDIT. On the right, there is a 'Pays' list. A dialog box is open over the 'Exclude Range' button, showing 'Start' and 'End' fields both set to '900'. A red arrow points from the 'Exclude Range' button to this dialog box.

**Note:** When you click Accept to save changes, the program reviews the changes for duplicates. If you have added multiple exceptions to the same processing group, the program does not commit the duplicate records.

To delete exceptions, navigate to the exception and click the delete button.



The screenshot shows the '1000 FICA (Exceptions: 10)' section. It contains three tables: 'Exclude these pays:', 'Exclude these withholdings:', and 'Include employer amount:'. The 'Exclude these pays:' table has one row with '765' in both columns and a red trash icon in the right column. The 'Exclude these withholdings:' table has multiple rows with codes like 2400, 2401, 2450, 2700, 2710, and 8000 in both columns, and red trash icons in the right column. The 'Include employer amount:' table is empty.

Once you have finished editing exception details for a withholding code, click Accept to commit these changes to the database. To cancel the pending changes, click Cancel. To view changes, use the Payroll Exceptions program on the Munis Payroll Administration menu.

When changes are saved to the database, the program displays a message in the status bar.

Computation Builder  
Welcome, Maureen Elfring

Withholding Codes

Categories: 8 item(s) selected Clear

View

Add Withholding Edit Accept Confirm Cancel

Withholding Codes (45)

1000 FICA	1100 MEDICARE	2000 401K	2001 403B	2002 457	2008 KEMPER TAX SHETLER ANNUITY	2400 DEPENDANT CARE
2401 DEPENDENT FLEXIBLE SPENDING	2450 HEALTH REIMBURSEM ENT	2700 PRUDENTIAL FAMILY PLAN	2710 PRUDENTIAL INDIVIDUAL PLAN	2900 PRUDENTIAL DEFERRED COMP	3000 FEDERAL INCOME TAX	3100 EARNED INCOME CREDIT

3100 EARNED INCOME CREDIT (Exceptions: 1)

Exclude these pays:

901	901	
-----	-----	--

Exclude these withholdings:

--	--	--

Include employer amount:

--	--	--

731 - BEEPER PAY  
760 - UNIFORM ALLOWANCE  
765 - MEAL REIMBURSEMENT  
790 - SPECIAL DETAIL PAY  
795 - ON CALL PAY  
796 - DETECTIVE PAY  
800 - NIGHT SHIFT DIFFERENTIAL  
801 - FIRE PREM  
802 - TECH TRUCK PREMIUM  
810 - EDUCATION PREMIUM  
898 - SABBATICAL PAY  
899 - AOUNT SUBTRACT FROM BASE  
900 - CAR ALLOWANCE  
901 - LIFE INS OVER 50,000  
949 - KS CAR ALLOWANCE  
950 - RETRO PAY  
960 - PENSION  
961 - ANNUITY  
962 - DEPENDENCY  
998 - KS DOCK PAY  
999 - DOCK PAY

Exclude Range Add

Withholdings

Withholding code 3100 has been successfully modified.

If you edit a withholding code and select a different code without saving the changes, the program displays a confirmation message.

Confirm

Changes have been made to this withholding exception that you have not saved.  
Do you wish to continue?

OK Cancel

Click OK to cancel the pending changes. To save the changes, click Cancel, and then click Accept the pending changes before navigating to a different code.

To add exception details for withholding code that currently has no exceptions, click Add Withholding on the ribbon.

Computation Builder  
Welcome, Maureen Elfring

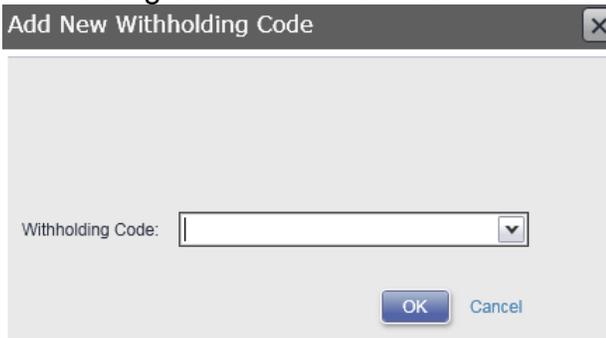
Withholding Codes

Categories: 8 item(s) selected Clear

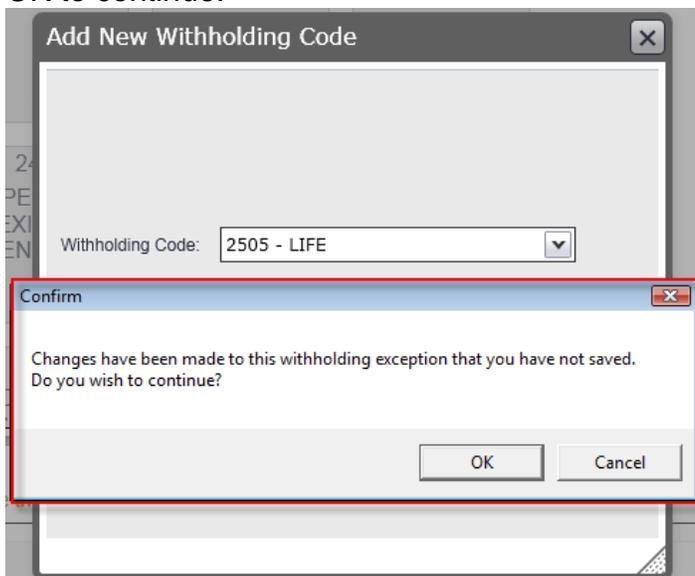
View

Add Withholding Edit Accept Confirm Cancel

The program displays the Add New Withholding Code dialog box. This box provides a list of withholding codes for which there are no exceptions.



Select a withholding code and click OK. The program displays a confirmation message; click OK to continue.



The program returns to the main screen with the new withholding code available.

## Workforce Central

The program provides a pivot view of workforce details.

When you click Pivot, the program displays a pivot view of data according to the value of the Group By list on the ribbon.

On the Pivot View pane:

- Use the Sort list to change the data source.
- Use the grid and graph buttons to change the view.
- Use the zoom feature to resize the data display area.

The search and sort options allow you to view the data for different subgroups.

The screenshot shows the Workforce Central interface. At the top right, it says "Workforce Central" and "Welcome, Maureen Elfrin". Below the navigation bar, there are icons for "Treemap", "People", "Graph", and "Pivot". The "Pivot View" pane is active, displaying a grid of employee names. On the left side of the Pivot View, there is a search and filter sidebar. It includes a "Search..." field, a "Location" dropdown menu, and a "Sort: Quantity" section with a list of locations and their corresponding counts:

- High School: 131
- Central Office: 32
- Middle School 1: 31
- Middle School 2: 31
- Elementary School 1: 30
- Elementary School 2: 30
- Elementary School 3: 30
- Elementary School 4: 30
- Middle School 3: 30
- Elementary School 5: 28
- Finance Department: 22
- Fire Department: 13

The main grid shows a list of employee names, such as "MAGNIN, BRUCE", "CARROLL, GREGORY", "HARRIS, MARK", etc. A "Sort: Location" dropdown is visible at the top right of the grid.

To view specific employee details, double-click an employee box. The program displays basic employee information. Click Details to open Employee Central for this employee record.

The screenshot shows the Workforce Central interface. At the top left, there are navigation icons for Treemap, People, Graph, and Pivot. Below these is a 'View' dropdown. The main area is titled 'Pivot View' and features a search bar and a 'Sort: Location' dropdown. A large grid displays employee names, with 'BELAIR, MARGO' highlighted in a large blue box. A red arrow points from this box to a detailed profile on the right. The profile includes a photo placeholder, the name 'BELAIR, MARGO', and various fields: Salary (\$0.00), Benefits (\$0.00), Location (ELEMENTARY SCHOOL 5), Job class (PARAPROFESSIONAL ELEME), Group/BU (PARAPROFESSIONALS ELEME), Org (ESS UNDIST SALARIES), Experience (14 Yrs, 8 Mos), Age (42 Yrs), Gender (FEMALE), and EEO Race (HISPANIC). A 'Details' link is visible at the bottom of the profile.

## Human Resources/Payroll Available Web Parts

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

Web Part	Description
<b>Human Resources (Personnel) Management</b>	
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.
<b>Payroll</b>	
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.
<b>System Administration</b>	
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.
Central Search	Searches Employee Central, Customer Central, Vendor Central, and Property Central.
Program Activity Log	Displays information about programs that have completed running or that are currently running in Munis.
System Error Log Viewer	Displays a list of errors encountered in Munis. This pulls

Web Part	Description
	directly from the Munis system error log.
<b>Tyler Dashboard</b>	
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.
Site Configuration	Configures the Tyler Dashboard.
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.
<b>Munis Workflow</b>	
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