

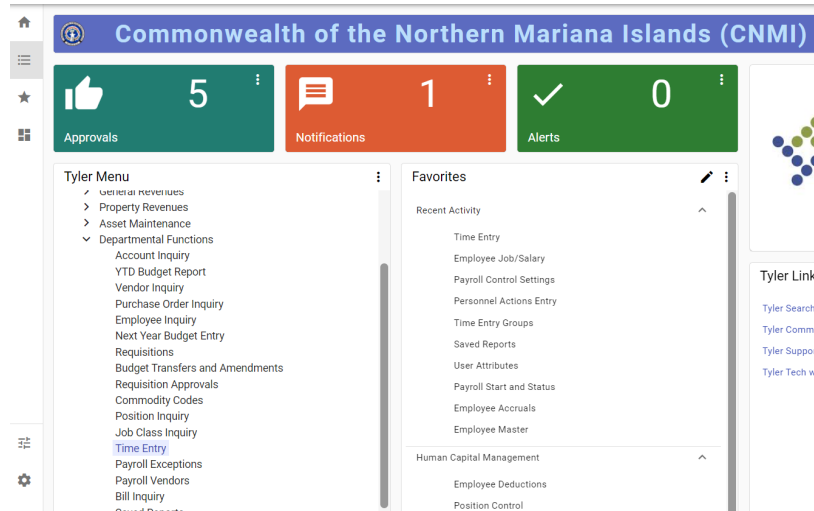
MUNIS TIME ENTRY PROCESSING BASICS

As a Department timekeeper, you will need to create a time entry batch that will contain time entry hours for your department.

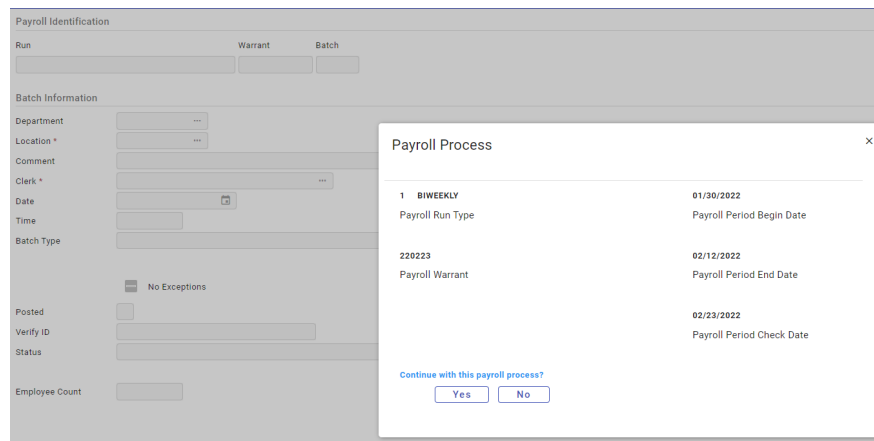
TEST environment for PR parallels - <https://fmis-testing.dof.gov.mp>

Environment for ESS (Employee Self Service) - <https://selfservice.dof.gov.mp/ess/>

From Tyler menu, Click on **Time entry**. Departmental Functions>Time Entry



Menu displays to confirm if you are in the correct payroll. Click Yes “continue with this Payroll process.”



Click **A-Add Batch** on ribbon.

MUNIS TIME ENTRY PROCESSING BASICS

Time Entry [TEST DATABASE Jan 26 2022]

Payroll Identification

Run: 1 - BIWEEKLY Warrant: 220223 Batch:

Batch Information

Department: ---
Location *: ---
Comment: ---
Clerk *: ---
Date: ---
Time: ---
Batch Type: ---

No Exceptions

Posted:
Verify ID: ---
Status: ---
Employee Count: ---

The Options view will display, select **Detail**, then click OK button.

Time Entry [TEST DATABASE Jan 26 2022]

Payroll Identification

Run: 1 - BIWEEKLY Warrant: 220223 Batch:

Batch Information

Department: ---
Location *: ---
Comment: ---
Clerk *: ---
Date: ---
Time: ---
Batch Type: ---

No Exceptions

Posted:
Verify ID: ---
Status: ---
Employee Count: ---

Options [X]

Choose an option

Detail
 Daily Grid
 Multiple Employees
 Multiple Detail

OK Cancel

Then tab to the location code field, if plan is to do multiple batches by division **MAKE sure to enter the Location code** for that specific division.

Then TAB to comment field to enter in the location/dept description.

NOTE: department and location defaults in based on user attribute settings

MUNIS TIME ENTRY PROCESSING BASICS

Time Entry [TEST DATABASE Jan 26 2022]

Back Accept Cancel

Payroll Identification

Run: 1 - BIWEEKLY Warrant: 220223 Batch: 4

Batch Information

Department: 1111 ... OFFICE OF PERSONAL MGMT
Location *: 1111 ... OFFICE OF PERSONAL MGMT ADMIN
Comment: OFF
Clerk *: V.Brundage ...
Date: 02/17/2022
Time: 09:55
Batch Type: STANDARD MUNIS TIME ENTRY

No Exceptions

Posted:
Verify ID:
Status:

Employee Count:

Click **Accept** or Tab through and The Time Entry Auto-Load screen will display.

Time Entry Auto-Load

Back Accept Cancel

Selection

Group: ADMIN Preview
Location:
Check Location:
Job Class:
Barg Unit: to
 Inclusive

Override Defaults

From: to
Job Class:
Pay:
Quantity:
Allocation:
Project Account:
Org/Obj/Proj:
Location:

Auto-Load group to be loaded.

Please select correct group from the Group-drop down menu, then click Accept Button.

NOTE: Time entry Groups are created based on user and locations needed to access. Set up will be done by Payroll.

NOTE: You can only autoload when you are creating a new batch (**Add Batch**)

MUNIS TIME ENTRY PROCESSING BASICS

Time Entry Detail

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BIWEEKLY	220701	1	06/05/2022	06/18/2022

Employee: 1167, SSN: 586-77-7777, Last Name: TEST, First Name: EMPLOYEE, MI: A, Supervisor: 0

Department: 1702 OFFICE OF IT
 Job Class: 1501 PERSONNEL SPECIALIST II
 Position: 000053080 PERSONNEL SPECIALIST II
 Pay: 100 HOURLY
 Rate: 13.0200
 Allocation: 0

Location: 1111 OFFICE OF PERSONAL MGMT ADMIN

The Detail View will display with a list of employees for the department. This view allows split account information to pull into the time entry batch.

You can select Browse button to get list of employees. If employees have manual allocation or allocation code, hours will need to be entered under the DETAIL view.

Time Entry Detail

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BIWEEKLY	220701	1	06/05/2022	06/18/2022

Employee: 1167, SSN: 586-77-7777, Last Name: TEST, First Name: EMPLOYEE, MI: A, Supervisor: 0

Department: 1702 OFFICE OF IT
 Job Class: 1501 PERSONNEL
 Position: 53080 PERSONNEL SPECIALIST II
 Pay: 100 HOURLY
 Quantity: 32.000
 Rate: 13.0200
 Amount: 416.64
 Allocation: 0

Location: 1111 OFFICE OF PERSONAL MGMT ADMIN

Click on Update button on ribbon, Enter From/To dates, then tab to Quantity to enter hours for the week.

For hourly employees, enter time based on week 1 and then week 2 hours since system will auto calculate OT based on total hours worked entered.

MUNIS TIME ENTRY PROCESSING BASICS

Time Entry Detail

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BIWEEKLY	220701	1	06/05/2022	06/18/2022

Employee Substitue Audit

From * 02/27/2022 To * 03/05/2022 Absence * N - NO

Employee * 1167 SSN * 586-77-7777 Last Name TEST First Name EMPLOYEE MI A

Department 1702 OFFICE OF IT

Activity

Job Class * 1501 PERSONNEL SPECIALIST II

Position * 000053080 PERSONNEL SPECIALIST II

Pay * 100 HOURLY

Quantity 32.000 HOURLY

Rate 13.0200 Amount 416.64

Allocation 0

Project Account

Org/Obj/Proj

MANUAL ALLOCATION

Location * 1111 OFFICE OF PERSONAL MGMT ADMIN

Reason

Notes

Work Order

Reference

Use duplicate button to create another record for same employee for next week. Then change the dates and pay if, applicable, and quantity of hours.

Time Entry Detail

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BIWEEKLY	220701	1	06/05/2022	06/18/2022

Employee Substitue Audit

From * 03/06/2022 To * 03/12/2022 Absence * Y - YES

Employee * 1167 SSN * 586-77-7777 Last Name TEST First Name EMPLOYEE MI A Supervisor 0

Department 1702 OFFICE OF IT

Activity

Job Class * 1501 PERSONNEL

Position * 53080 PERSONNEL SPECIALIST II

Pay * 300 ANNUAL LEAVE HOURLY

Quantity 40.000 HOURLY

Rate

Allocation 11111

Project Account

Org/Obj/Proj

1111-001

Location * 1111

Reason

Notes

Work Order

Reference

Accrual Balance LEAVE 64.0000

Sick Bank

For leave codes, enter dates for the week and select YES under ABSENCE field to allow list of leave codes to display for use. Click Accept Button once all fields are entered which will update the record.

NOTE: ACCRUAL BALANCE WILL DISPLAY NEGATIVE AND WARNING WILL DISPLAY. IF SO, HOURS WILL NEED TO BE CHANGED TO LWOP OR AWOL PAY CODE.

NEGATIVE BALANCE IS ONLY ALLOWED FOR ADVANCE SICK AND ADVANCE ANNUAL.

MUNIS TIME ENTRY PROCESSING BASICS

From * 02/27/2022 To * 03/12/2022 Absence * N - NO

Employee * 1167 SSN * 586-77-7777 Last Name TEST First Name EMPLOYEE MI A Supervisor 0

Department 1702 OFFICE OF IT
Activity
Job Class * 1501 PERSONNEL SPECIALIST II
Position * 000053080 PERSONNEL SPECIALIST II
Pay * 100 HOURLY
Quantity 0.000 HOURLY
Rate 13.0200 Amount 0.00
Allocation 0

Project Account
Org/Obj/Proj

MANUAL ALLOCATION

Location * 1111 OFFICE OF PERSONAL MGMT ADMIN
Reason
Notes
Work Order
Reference

89 of 95 < > Create a new record similar to the current active record.
Record(s) added.

Click on arrow button at bottom of menu screen to go to the next record.

After updating hours on time entry records, can use the browse button to view totals, etc.

NOTE: If an employee is missing, you can manually add by using ADD button on ribbon. If the record needs to be removed, use the delete button on the ribbon.

When all entries for employees are completed. Click on back button to return to Time entry menu.

Time Entry [TEST DATABASE Jan 26 2022]

Back Search Browse Delete Output Print Display PDF Save Email Schedule Add Batch Scan Detail Resume Import Move Verify Merge Vend Import Sub History Preferences No Exceptions Custom Report

Payroll Identification

Run 1 - BIWEEKLY Warrant 220223 Batch 2

Batch Information

Department 1111 OFFICE OF PERSONAL MGMT
Location * 1111 OFFICE OF PERSONAL MGMT ADMIN
Comment
Clerk * V.Brundage Veronica B. Brundage
Date 02/16/2022
Time 15:43
Batch Type STANDARD MUNIS TIME ENTRY

No Exceptions

Posted N
Verify ID
Status
Employee Count 15

If you need to go back into a batch to complete or review records, Click on **RESUME** button on the ribbon.

Remember to click on search to locate batch, then click on the **RESUME**.

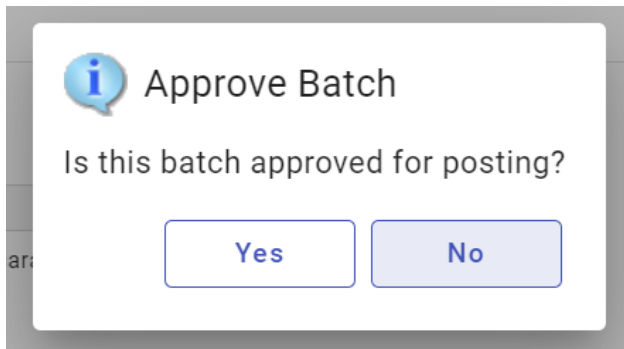
MUNIS TIME ENTRY PROCESSING BASICS

VERIFY AND CERTIFICATION

VERIFY

PR wants the **NEW** standard summary timesheet completed by each department since PR will edit/validate the TE records entered for each time entry batch.

Once time entry records are entered, the time entry proof report should be printed. Please review report to check that all hours are entered for your employees.



Once hours are confirmed, click on the approve batch for posting button.

Posted	<input type="checkbox"/>
Verify ID	<input type="text" value="Is.camacho"/>
Status	<input type="text"/>
Employee Count	<input type="text" value="18"/>

This will stamp verify ID field with the time entry clerk ID and PR will know batch is completed and ready for PR processing.

CERTIFICATION

Print the time entry proof report so the department certifying official can sign, since this is the official document that he/she approves hours entered in the Munis batch by the timekeeper for the pay period.

Send the timesheet and signed time entry proof report to PR.

MUNIS TIME ENTRY PROCESSING BASICS

GOV/LT GOV SPECIAL PROJECTS CERTIFICATION – Employees detailed (located) in other departments but are certified by the timekeeper for Governor/Lt Special Projects.

PR wants to see these employees in one batch under special location code 9900. The Special Projects Timekeeper will have access to enter these employees in separate TE batch.

Timekeepers who have employees detailed from Special Projects, **will need to get time to the Special Projects Timekeeper for time entry and certification.**

NOTE: Department timekeepers will not be able to see these employees in time entry batch since location code is 9900.

GOV SPECIAL ASSISTANT CERTIFICATION - Time records certified by Office of the Governor Special Assistant.

Some executive staff will need to be certified by the SAA for Office of Governor. A separate batch will be created and that batch will be verified by the SA.

BATCH COMMENTS EXAMPLE “FOR SAA DPS COMMISSIONER”, so she can locate and verify batch.

MAYOR’S OFFICE CERTIFICATION - Time records certified by Mayor’s Office.

Some staff will need to be certified by the Mayor’s Office. **A separate batch will be created** and that batch should be verified by the Mayor’s Office timekeeper.

Timekeepers who have employees detailed from Mayor’s Office, **will need to get time to the Mayor’s Office Timekeeper for time entry and certification.**

NOTE: Department timekeepers will not be able to see these employees in time entry batch since they do not have Mayor Office location code.

SECRETARY OF FINANCE CERTIFICATION - Time records certified by Secretary of Finance

Some executive staff will need to be certified by the Secretary of Finance.

A separate batch will be created for those employees and that batch should be verified by the SOF. The batch comment should have as an example “SOF” - OIT Director.

MUNIS TIME ENTRY PROCESSING BASICS

Payroll Identification

Run	Warrant	Batch
1 - BIWEEKLY	22PP14	72

Batch Information

Department	2607 ...	HOMELAND SECURITY & EMS
Location *	2607 ...	GOV-HOMELAND SECURITY & EMS
Comment	EXECUTIVE LEADERSHIP HSEM FOR SA	
Clerk *	V.Brundage ...	Veronica B. Brundage
Date	07/20/2022	
Time	09:48	
Batch Type	STANDARD MUNIS TIME ENTRY	

No Exceptions

Create new batch with same location and tab to COMMENT and enter as an example -DPS COMMISSIONER for SAA”.

Time Entry Auto-Load

Back | Accept | Cancel

Selection

Group	<input type="text"/>	to	<input type="text"/>	<input type="button" value="Preview"/>
Location	<input type="text"/>	to	<input type="text"/>	
Check Location	<input type="text"/>	to	<input type="text"/>	
Job Class	<input type="text"/>	to	<input type="text"/>	
Barg Unit	<input type="text"/>	to	<input type="text"/>	

Inclusive

Override Defaults

From	<input type="text"/>	to	<input type="text"/>
Job Class	<input type="text"/>		
Position	<input type="text"/>		
Pay	<input type="text"/>		
Quantity	<input type="text"/>		<input type="text"/>
Allocation	<input type="text"/>		

When Auto load screen displays, press Cancel. This will take you to the time entry detail menu.

MUNIS TIME ENTRY PROCESSING BASICS

Time Entry Detail

Back Search Browse Add Update Delete Email Schedule Attach Duplicate Stored Entry Find Pending

Payroll Identification

Run: 1 - BIWEEKLY Warrant: 22PP14 Batch: 79 Start: 06/19/2022 End: 07/02/2022

Employee Substitute Audit

From * To * Absence *

Employee * SSN * Last Name First Name MI Sup

Department Activity Job Class * Accrual

Click on the Add Button to add new time entry record.

Time Entry Detail

Back Accept Cancel

Payroll Identification

Run: 1 - BIWEEKLY Warrant: 22PP14 Batch: 79 Start: 06/19/2022 End: 07/02/2022

Employee Substitute Audit

From * To * Absence *

Employee * SSN * Last Name First Name MI Sup

Department: 1111 OFFICE OF PERSONAL MGMT Activity Job Class *: 9099

Tab to employee field to enter the employee number. Click on the 3 dots to locate the employee number. Tab to Quantity to enter the number of hours for the pay period. Click on Accept once hours are entered.

MUNIS TIME ENTRY PROCESSING BASICS

Batch	Emp Count	Hours	Days	Amount	Posted	No Exceptions	Comment
65	1	80.000	0.000	0.000	N	N	COTA SPECIAL ASSISTANT
2	105	528.000	0.000	0.000	N	N	CUSTOMS & QUARANTINE
59	4	324.000	0.000	0.000	N	N	ENERGY OFFICE
72	0	0.000	0.000	0.000	N	N	EXECUTIVE LEADERSHIP HSEM FOR SA
63	124	2920.500	0.000	0.000	N	N	HSEM

SA will be able to search and locate the batch based off on description in comments.

SA will review and verify these batches.

OUT OF DEPARTMENT BATCH – time records certified by different department. ****THIS OPTION TO BE USED AT LATER DATE.****

For time entries of employees who are certified by different department, a separate batch will be created.

PR will set up the time entry groups which will autoload the out of dept employee(s) for each dept.

The screenshot shows the 'Time Entry [TEST DATABASE Apr 15 2022]' interface. The 'Batch Information' section is highlighted with yellow boxes. The fields are as follows:

- Department: 1111 OFFICE OF PERSONAL MGMT
- Location: 2611 OFFICE OF THE GOVERNOR
- Comment: OPM OUT OF DEPT - GOV OFFICE
- Clerk: V.Brundage
- Date: 05/09/2022
- Time: 12:20
- Batch Type: STANDARD MUNIS TIME ENTRY
- No Exceptions:
- Posted: N
- Verify ID: [Empty field]
- Status: [Dropdown menu]
- Employee Count: [Empty field]

For time entries of employees who are certified by different department, a separate batch will be created.

Change the **location code** for out of department in location field

Enter in **comments** field your department description and out of department description, then click Accept.

MUNIS TIME ENTRY PROCESSING BASICS

Time Entry Auto-Load

Back Accept Cancel

Selection

Group: OPM OUT OF DEPT GOV OFFICE [Preview]

Location: [] to []

Check Location: [] to []

Job Class: [] to []

Barg Unit: [] to []

Inclusive

Override Defaults

From: [] to []

Job Class: []

Position: []

Pay: []

Select the time entry group for out of department. PR will set up the time entry groups which will autoloading the out of dept employee(s) for each dept.

Payroll Identification

Run: 1 - BIWEEKLY Warrant: 220701 Batch: 2

Batch Information

Department: 1111 OFFICE OF PERSONAL MGMT

Location *: 2611 OFFICE OF THE GOVERNOR

Comment: OPM OUT OF DEPT - GOV OFFICE

Clerk *: V.Brundage Veronica B. Brundage

Date: 05/09/2022

Time: 12:20

Batch Type: STANDARD MUNIS TIME ENTRY

No Exceptions

Posted: N

Verify ID: []

Status: []

Employee Count: 1

Once hours have been entered and proofed. Notify the out of dept timekeeper certifier, so that timekeeper can verify that batch separately.

MUNIS TIME ENTRY PROCESSING BASICS

OVERTIME 1.5/1.0 – Munis system will automatically calculate OT based on total hours worked from the hourly pay code (100). If applicable, Munis system can calculate straight time based on hours worked for the exempt pay code (105).

NOTE: All hours worked should be entered under the 100 or 105 pay code for the Munis system to calculate OT properly.

System calculated OT will not be available for viewing in TE batch. PR will be able to provide report of OT hours generated to the OT pay code to the department.

The correct OT table will need to be assigned to employee job class or job/salary record by PR.

OVERTIME COMP TIME – For certain departments, Munis system will automatically calculate comp OT based on total hours worked from the hourly pay code (100). If applicable, Munis system can calculate comp straight time based on hours worked for the exempt pay code (105).

System calculated comp time will not be available for viewing in TE batch. PR will be able to provide report of Comp OT hours generated to the department.

The correct Comp OT table will need to be assigned to employee job/salary record by PR.

OVERTIME – 1.5 CODED TO DIFFERENT DEPARTMENT ACCOUNT

PR or designated department will enter OT manually for those department employees who have OT that is expensed to different department.

Customs and Fire are two departments that have OT paid out of different department account.

If there is OT that should be coded within the department, but different than wages and salary account, manual OT pay code should be used.

PR will still verify and audit OT hours based on OT authorization report.

MUNIS TIME ENTRY PROCESSING BASICS

ADVANCED ANNUAL/SICK LEAVE

Once advance Leave is approved, PR will add the specific accrual record with the approved number of hours for the employee.

Payroll Start and Status [TEST DATABASE Jul 24 2022] > Time Entry [TEST DATABASE Jul 24 2022] > Time Entry Detail

Department	1111 OFFICE OF PERSONAL MGMT	Accrual Balance	
Activity		LEAVE	-14.0000
Job Class *	0256 PERSONNEL CLERK	ADV LV	40.0000
Position *	000001509 PERSONNEL CLERK		
Pay *	302 ADV ANNUAL LEAVE HOURLY		
Quantity	12.000 HOURLY		
Rate	7.6125 Amount 91.35	Sick Bank	
Allocation	0		
Project Account	1111210001-PERSONNEL -		
Org/Obj/Proj	41111100 61000 ARPA		
	WAGES & SALARIES		
Location *	1113 OPM-EMPLOYEE EMPLOYER RELATION	Time Entry Information	
Reason		Warning ANN 1114: Accrual balance is negative (-14.0000) for 0256/302.	
Notes			
Work Order			

Enter the pay code, the accrual balance will display leave or sick as negative and the advance leave or advance sick with the remaining hours not used.

There will be a warning message that states the leave balance will be negative and be highlighted in RED.

Time Entry Report Options

Back Accept Cancel

Payroll Start and Status [TEST DATABASE Jul 24 2022] > Time Entry [TEST DATABASE Jul 24 2022] > Time Entry Report Option

Report Options

Report * ACCRUALS REPORT
Option * DETAIL
Include * BATCH
Sort * EMPLOYEE NAME
 Employee Subtotals
 Hide SSN
 Dates Outside Payroll

Click on DISPLAY or PDF button for the batch to generate the ACCRUALS Report.

JALS

: 22PP14 PAYROLL START: 06/19/2022 PAYROLL END: 07/02/2022

NAME	FROM DATE	TO DATE	BATCH	JOB	POSITION	PAY	QUANTITY	UOM	ACCRUAL	AVAILABLE
646 [REDACTED] ZA A	07/01/2022	07/01/2022	110	0256	1509	300	12.000	H	1 LEAVE	-2.0000
	07/01/2022	07/01/2022	110	0256	1509	302	12.000	H	1 LEAVE	-14.0000
	07/01/2022	07/01/2022	110	0256	1509	302	12.000	H	5 ADV LV	40.0000

** END OF REPORT - Generated by Veronica B. Brundage **

MUNIS TIME ENTRY PROCESSING BASICS

The ACCRUALS REPORT will display by employee NAME WITH leave and sick balances by pay code type.

NOTE: LEAVE AND SICK BALANCE CAN ONLY BE NEGATIVE IF THEY HAVE APPROVED ADVANCE ANNUAL/SICK LEAVE.

MASS HOLIDAY BUTTON

Payroll Start and Status [TEST DATABASE Aug 15 2022] > Time Entry [TEST DATABASE Aug 15 2022] > Time Entry Detail

05/29/2022 06/03/2022 N - NO

Employee * 1167 SSN * 586-99-9999 Last Name TEST EMPLOYEE First Name MARINA MI P Supervisor 5370

Department 1111 OFFICE OF PERSONAL MGMT Accrual Balance

Activity

Job Class * 1501 PERSONNEL SPECIALIST II

Position * 000053080 PERSONNEL SPECIALIST II

Pay * 100 HOURLY

Quantity 40.000 HOURLY

You can enter total hours for the week which can include the Government holiday pay code or Government Admin pay code. For example, Holiday was on May 30th. Total hours entered includes May 30th holiday.

← Search Browse + Update Delete Email Schedule Attach Duplicate Stored Entry Find Pending Remove Pending Activity Cost Memory OFF Add Granted Mass Holiday Mass Update Extra Pay

Payroll Start and Status [TEST DATABASE Aug 15 2022] > Time Entry [TEST DATABASE Aug 15 2022] > Time Entry Detail

05/29/2022 06/03/2022 N - NO

Click on mass holiday button to display the menu to globally change a specific day to the holiday pay code.**** Use this button after all hours are entered.

Mass Holiday

← Accept × Cancel

Payroll Start and Status [TEST DATABASE Au

Holiday

Pay 315 HOLIDAY

Hours/Day 8.00

Start Date 07/04/2022

End Date 07/04/2022

Enter the holiday pay code, 315, 8 hours, and the date of the holiday, click ACCEPT.

MUNIS TIME ENTRY PROCESSING BASICS

From * 07/04/2022 To * 07/04/2022 Absence * Y - YES

Employee * 1167 SSN * 586-99-9999 Last Name TEST EMPLOYEE First Name MARINA MI P Supervisor 5370

Department Activity

Job Class * 1501 PERSONNEL SPECIALIST II

Position * 000053080 PERSONNEL SPECIALIST II

Pay * 315 HOLIDAY

Quantity 8.000 HOURLY

Accrual Balance

Sick Rank

Do new search on employee and record will show Holiday pay code will as 8 hours.

From * 07/03/2022 To * 07/09/2022 Absence * N - NO Text

Employee * 1167 SSN * 586-99-9999 Last Name TEST EMPLOYEE First Name MARINA MI P Supervisor 5370

Department 1111 OFFICE OF PERSONAL MGMT Accrual Balance

Activity

Job Class * 1501 PERSONNEL SPECIALIST II


Position * 000053080 PERSONNEL SPECIALIST II

Pay * 100 HOURLY

Quantity 32.000 HOURLY

Sick Rank

Total hours for the week, will change to 32 hours.

 **Mass Holiday**

← ✓ ✗

Back Accept Cancel

[Payroll Start and Status \[TEST DATABASE Aug 15 2022\]](#) >

Holiday

Pay 320 ADMIN LEAVE

Hours/Day 8.00

Start Date 07/05/2022

End Date 07/05/2022

If it is Government Admin day, enter the pay code 320, 8 hours and the admin pay date, then Click ACCEPT.

[Payroll Start and Status \[TEST DATABASE Aug 15 2022\]](#) > [Time Entry \[TEST DATABASE Aug 15 2022\]](#) > Time Entry Detail

Employee Substitute Audit

From * 07/05/2022 To * 07/05/2022 Absence * Y - YES

Employee * 1167 SSN * 586-99-9999 Last Name TEST EMPLOYEE First Name MARINA MI P Supervisor 5370

Department Activity

Job Class * 1501 PERSONNEL SPECIALIST II

Position * 000053080 PERSONNEL SPECIALIST II

Pay * 320 ADMIN LEAVE

Quantity 8.000 HOURLY

Accrual Balance

MUNIS TIME ENTRY PROCESSING BASICS

DAILY GRID VIEW

You can select Daily Grid View after the autoload as a different option to enter time entry records. **But Only if allocation is at 100% to one account.**

Time Entry Daily Grid

Payroll Identification

Run: 1 - BIWEEKLY, Warrant: 220223, Batch: 4, Start: 01/30/2022, End: 02/12/2022

Daily Detail

Employee: 1005, SSN: 472-84-8877, Last Name: EMPLOYEE, First Name: TEST, MI: C, Supervisor: 0

Job	Job Description	Pay	Pay Description	Org	Object	Project	SUN 01/30	MON 01/31	TUE 02/01	WED 02/02	THU 02/03	FRI 02/04	SAT 02/05
1120	CHIEF EMPLOY 105	EXEMPT					0.000	0.000	0.000	0.000	0.000	0.000	0.000

Summary:

SUN 01/30	MON 01/31	TUE 02/01	WED 02/02	THU 02/03	FRI 02/04	SAT 02/05	Week 1 Sub-Total	.000
.000	.000	.000	.000	.000	.000	.000	Pay Type Total	.000
							Pay Period Total	.000

1. Click on Update button on the ribbon to update entries for each employee by day.
2. Leave time or sick time will need a separate line to enter by pay code
3. Enter hours by date by pay code listed by each week. The pay code row can be used for both weeks.
4. Exempt employees can have all time worked entered in one date field instead of by day which can enter by day.

Time Entry Daily Grid

Payroll Identification

Run: 1 - BIWEEKLY, Warrant: 220223, Batch: 4, Start: 01/30/2022, End: 02/12/2022

Daily Detail

Employee: 1005, SSN: 472-84-8877, Last Name: EMPLOYEE, First Name: TEST, MI: C, Supervisor: 0

Job	Job Description	Pay	Pay Description	Project Account	Org	Object	Project	SUN 01/30	MON 01/31	TUE 02/01	WED 02/02	THU 02/03	FRI 02/04	SAT 02/05
1120	CHIEF EMPLO	105	EXEMPT					0.000	8.000	8.000	8.000	8.000	0.000	0.000
1120	CHIEF EMPLO	300	ANNUAL LEAV		11111100	61000		0.000	0.000	0.000	0.000	0.000	0.000	8.000

Summary:

SUN 01/30	MON 01/31	TUE 02/01	WED 02/02	THU 02/03	FRI 02/04	SAT 02/05	Week 1 Sub-Total	32.000
.000	8.000	8.000	8.000	8.000	8.000	.000	Pay Type Total	8.000
							Pay Period Total	.000

5. Click on row below to add leave pay type, then tab to pay code and select from 3 dots (field help)
6. To get to second week, click on black arrow above the first date column field

MUNIS TIME ENTRY PROCESSING BASICS

Time Entry Daily Grid

Payroll Identification

Run: 1 - BIWEEKLY, Warrant: 220223, Batch: 4, Start: 01/30/2022, End: 02/12/2022

Daily Detail

Employee: 1005, SSN: 472-84-8877, Last Name: EMPLOYEE, First Name: TEST, MI: C, Supervisor: 0

Week 1 of 2

Job	Job Description	Pay	Pay Description	Project Account	Org	Object	Project	SUN 01/30	MON 01/31	TUE 02/01	WED 02/02	THU 02/03
1120	CHIEF EMPLO	105	EXEMPT					0.000	8.000	8.000	8.000	0.000
1120	CHIEF EMPLO	300	ANNUAL LEAV		11111100	61000		0.000	0.000	0.000	0.000	8.000

SUN 01/30: .000, MON 01/31: 8.000, TUE 02/01: 8.000, WED 02/02: 8.000, THU 02/03: 8.000, FRI 02/04: .000, SAT 02/05: .000

Week 1 Sub-Total: 32.000
Pay Type Total: 8.000
Pay Period Total: .000

1. Click on the Accept button all hours are entered.

Job: 1120, Job Description: CHIEF EMPLOY, Pay: 105, Pay Description: EXEMPT, Object: 61000

SUN 01/30: 0.000, MON 01/31: 0.000, TUE 02/01: 0.000, WED 02/02: 0.000

SUN 01/30: .000, MON 01/31: .000, TUE 02/01: .000, WED 02/02: .000, THU 02/03: .000, FRI 02/04: .000, SAT 02/05: .000

Week 1 Sub-Total: .000
Pay Type Total: .000
Pay Period Total: .000

8 of 15 | Activity type

2. Then go to next employee using the arrow at bottom of screen.

Time Entry Daily Grid

Payroll Identification

Run: 1 - BIWEEKLY, Warrant: 220223, Batch: 2, Start: 01/30/2022, End: 02/12/2022

Daily Detail

Employee: 1005, SSN: 472-84-8877, Last Name: EMPLOYEE, First Name: TEST, MI: C, Supervisor: 0

Week 1 of 2

Job	Job Description	Pay	Pay Description	Project Account	Org	Object	Project	SUN 01/30	MON 01/31	TUE 02/01	WED 02/02
1120	CHIEF EMPLOY	105	EXEMPT					0.000	0.000	0.000	0.000

SUN 01/30: .000, MON 01/31: .000, TUE 02/01: .000, WED 02/02: .000, THU 02/03: .000, FRI 02/04: .000, SAT 02/05: .000

Week 1 Sub-Total: .000
Pay Type Total: .000
Pay Period Total: .000

3. When all entries for employees are completed. Click on back button to return to Time entry menu.

MUNIS TIME ENTRY PROCESSING BASICS

The screenshot shows the 'Time Entry [TEST DATABASE Jan 26 2022]' interface. The ribbon includes buttons for Back, Search, Browse, Delete, Output, Print, Display, PDF, Save, Email, Schedule, Add Batch, Scan Detail, Resume, Import, Move, Verify, Merge, Vend Import, Sub History, Preferences, No Exceptions, and Custom Report. The 'Payroll Identification' section shows 'Run' as '1 - BIWEEKLY', 'Warrant' as '220223', and 'Batch' as '2'. The 'Batch Information' section includes fields for Department (1111 - OFFICE OF PERSONAL MGMT), Location (1111 - OFFICE OF PERSONAL MGMT ADMIN), Comment, Clerk (V.Brundage - Veronica B. Brundage), Date (02/16/2022), Time (15:43), and Batch Type (STANDARD MUNIS TIME ENTRY). There is a checkbox for 'No Exceptions' and a 'Posted' field with 'N'. The 'Employee Count' is 15.

4. If you need to go back into a batch to complete or review records, Click on **Resume** button on the ribbon.

The screenshot shows the 'Employee' detail view in the 'Payroll Identification' section. The 'Run' is '1 - BIWEEKLY', 'Warrant' is 'PP06', 'Batch' is '1', 'Start' is '02/27/2022', and 'End' is '03/12/2022'. The 'Employee' section shows 'From' as '03/06/2022', 'To' as '03/12/2022', and 'Absence' as 'Y - YES'. The employee details are: Employee * 1167, SSN * 586-77-7777, Last Name TEST, First Name EMPLOYEE, MI A, Supervisor 0. The 'Department' is 1111 - OFFICE OF PERSONAL MGMT, 'Activity' is blank, 'Job Class *' is 1501 - PERSONNEL, 'Position *' is 53080 - PERSONNEL SPECIALIST II, 'Pay *' is 300 - HOURLY, 'Quantity' is 40.000, 'Rate' is 13.0200, and 'Amount' is 520.80. The 'Allocation' is 11111. The 'Location *' is 1111 - OFFICE OF PERSONAL MGMT ADMIN, 'Reason' is blank, and 'Notes' is blank. The 'Work Order' and 'Reference' fields are also blank.

When entering absence record in the **DETAIL** view, make sure you change ABSENCE Flag to Yes. This will display all the leave pay codes and allow you to select from list of leave pay codes.

MUNIS TIME ENTRY PROCESSING BASICS

Account Distribution (Manual Allocation) or Allocation Code

The screenshot shows the 'Time Entry Detail' form. The 'Payroll Identification' section includes Run (1 - BIWEEKLY), Warrant (220701), Batch (1), Start (06/05/2022), and End (06/18/2022). The 'Employee' section shows From (02/27/2022), To (03/12/2022), Absence (N - NO), Employee (1167), SSN (586-77-7777), Last Name (TEST), First Name (EMPLOYEE), MI (A), and Supervisor (0). The 'Department' section shows Department (1702 - OFFICE OF IT), Activity, Job Class (1501 - PERSONNEL SPECIALIST II), Position (000053080 - PERSONNEL SPECIALIST II), Pay (100 - HOURLY), Quantity (0.000), Rate (13.0200), and Amount (0.00). The 'Allocation' field is set to 0. The 'Project Account' section shows Org/Obj/Proj with 'MANUAL ALLOCATION' highlighted. The 'Location' section shows Location (1111 - OFFICE OF PERSONAL MGMT ADMIN).

If account information is split between multiple accounts, this can be viewed in folder next to allocation field. Click on update button.



The screenshot shows the 'Time Entry Detail' form. The 'Payroll Identification' section includes Run (1 - BIWEEKLY), Warrant (PPO6), Batch (1), Start (02/27/2022), and End (03/12/2022). The 'Employee' section shows From (03/06/2022), To (03/12/2022), Absence (N - NO), Employee (1167), SSN (586-77-7777), Last Name (TEST), First Name (EMPLOYEE), MI (A), and Supervisor (0). The 'Department' section shows Department (1111 - OFFICE OF PERSONAL MGMT), Activity, Job Class (1501 - PERSONNEL SPECIALIST II), Position (000053080 - PERSONNEL SPECIALIST II), Pay (100 - HOURLY), Quantity (40.000), Rate (13.0200), and Amount (520.80). The 'Allocation' field is set to 11111. The 'Project Account' section shows Org/Obj/Proj with '1111-001' highlighted. The 'Location' section shows Location (1111 - OFFICE OF PERSONAL MGMT ADMIN).

The employee record may have allocation code number display or the word manual allocation display under the ORG/OBJ/PROJ field.

MUNIS TIME ENTRY PROCESSING BASICS

From * To * Absence *

Employee * SSN * Last Name First Name MI Supervisor

Department OFFICE OF PERSONAL MGMT
 Activity
 Job Class * PERSONNEL SPECIALIST II
 Position * PERSONNEL SPECIALIST II
 Pay * HOURLY
 Quantity
 Rate Amount
 Allocation 
 Project Account
 Org/Obj/Proj
 Location * OFFICE OF PERSONAL MGMT ADMIN
 Reason 
 Notes
 Work Order
 Reference

Click on Yellow folder to view information

PA Type	Project Account	Org	Object	Project	Quantity	Percent
E	1111210001-PERSONNEL -	41111100	61000	ARPA	8.00	20.00

To update, click on UPDATE button if changes need to be made to accounts listed. **If information is not correct, Please contact OPM office.**

****If account should be corrected to be 100%. Delete record and enter on the detail menu screen.**

MUNIS TIME ENTRY PROCESSING BASICS

← | ✓ | ✕ | 🔍 | 🗑️
Back | Accept | Cancel | Search | Delete

Distribution

Quantity	Distributed	Remaining
<input type="text" value="40.00"/>	<input type="text" value="40.00"/>	<input type="text" value="0.00"/>

PA Type	Project Account	Org	Object	Project	Quantity	Percent
<input type="text" value="E"/>	<input type="text"/>	<input type="text" value="11111100"/>	<input type="text" value="61000"/>	<input type="text"/>	<input type="text" value="32.00"/>	<input type="text" value="80.00"/>
<input type="text" value="E"/>	<input type="text" value="1111210001-PERSONNEL -"/>	<input type="text" value="41111100"/>	<input type="text" value="61000"/>	<input type="text" value="ARPA"/>	<input type="text" value="8.00"/>	<input type="text" value="20.00"/>

You will only be able to update information for that particular record selected. The percent column will need to total 100 percent before record will be updated.

NOTE: any org code that starts with 4, should have a Project String account.

MUNIS TIME ENTRY PROCESSING BASICS

Report Options

To view a report with hours sub-total by pay code and Name, select Display or PDF from the ribbon. This is a custom report.

The screenshot shows the 'Time Entry [TEST DATABASE Jan 26 2022]' application window. The ribbon contains various icons for navigation and actions. Below the ribbon, the 'Payroll Identification' section includes fields for 'Run' (1 - BIWEEKLY), 'Warrant' (220223), and 'Batch' (2). The 'Batch Information' section includes fields for 'Department' (1111 - OFFICE OF PERSONAL MGMT), 'Location' (1111 - OFFICE OF PERSONAL MGMT ADMIN), 'Comment', 'Clerk' (V.Brundage - Veronica B. Brundage), 'Date' (02/16/2022), 'Time' (15:43), and 'Batch Type' (STANDARD MUNIS TIME ENTRY). There is also a 'No Exceptions' checkbox, 'Posted' (N), 'Verify ID', 'Status', and 'Employee Count' (15).

Select report name from drop down menu. Custom reports will be the last line. Select report, then click Accept.

The screenshot shows the 'Time Entry Report Options' dialog box. It has a blue header with the title and a ribbon with 'Back', 'Accept', and 'Cancel' buttons. Below the ribbon, there is a 'Report Options' section with a dropdown menu. The dropdown menu is open, showing a list of report options: STANDARD, AMOUNTS, ACTIVITY, OVERTIME, PAY TYPE, WORK ORDER, DOCK REPORT, RULES REPORT, ACCRUALS REPORT, ACCRUAL RECORDS, and ANITA. The 'AMOUNTS' option is highlighted in yellow.

File will download and you will be able to open as a text file.

MUNIS TIME ENTRY PROCESSING BASICS

```

5312imp1      | TIME ENTRY REPORT: CUSTOM REPORT
                                PAY DESCRIPTION REPORT

RUN: 1  WARRANT: 201127  PAYROLL START: 11/09/2020  PAYROLL END: 11/22/2020
USER: 5312imp1      LOC: 1130  BATCH: 10  FINANCE

EMP #  NAME                PAY PAY DESC      QUANTITY TO DT
-----
1458 EMPLOYEE, TEST 100 REG HOURLY    7.50 11/09/20
1458 EMPLOYEE, TEST 100 REG HOURLY    7.50 11/10/20
1458 EMPLOYEE, TEST 100 REG HOURLY    7.50 11/12/20
1458 EMPLOYEE, TEST 100 REG HOURLY    7.50 11/13/20
-----
TOTAL BY PAY 100                30.00

1458 EMPLOYEE, TEST 350 HOL                7.50 11/11/20
-----
TOTAL BY PAY 350                7.50

TOTAL BY NAME                37.50

TOTAL                          37.50

                                ** END OF REPORT - Generated by munis **
  
```

To create your own custom report, select Custom report on the ribbon.

The screenshot shows the 'Time Entry [TEST DATABASE Jan 26 2022]' ribbon with various icons. The 'Add Batch' icon, represented by a red 'A' in a circle, is highlighted with a yellow box. Below the ribbon, the 'Payroll Identification' section shows fields for Run (1 - BIWEEKLY), Warrant (220223), and Batch (2). The 'Batch Information' section includes fields for Department (1111), Location (1111), Comment, Clerk (V.Brundage), Date (02/16/2022), Time (15:43), and Batch Type (STANDARD MUNIS TIME ENTRY). There are also checkboxes for 'No Exceptions' and 'Posted' (N), and a field for 'Employee Count' (15).

Click on Add button to enter name and title of report.

The screenshot shows the 'Time Entry Custom Report' dialog box. The 'Report Criteria' section has 'Report *' set to 'CUSTOM' and 'Title' set to 'TIME ENTRY HOURS REPORT'. The 'Report Specifications' section is a table with columns for 'Field *', 'Size *', 'Sort', and 'Subtotal'. The table has several rows with dropdown arrows in the 'Field *' and 'Subtotal' columns. At the bottom, there is a navigation bar with '0 of 0' and a 'Custom report title' field.

Tab through to make selections on fields to include. You have sort options available to use. Click Accept when finished.

MUNIS TIME ENTRY PROCESSING BASICS

Report will be available in drop down list when you select display from the ribbon.

To view a report of time entry records for a batch, you can also use the “Scan Detail” button. This allows you to create the report in Excel.

The report displays total hours and total amount. You can click on the Excel button to export. Click on back button to return to Time Entry main menu.

MUNIS TIME ENTRY PROCESSING BASICS

Time Entry Scan Detail

Back Accept Cancel Search Output Print Display PDF Save **Verify** Word

Record Number	From Date	To Date	Absence	Emp #	Employee	Super #	Supervisor	Activity	Job	Pay	Quantity	UOM
19	11/09/2020	11/22/2020	N	1230	LAUGHTER, JAIME L	0			AD01	110	0.000	H
20	11/09/2020	11/22/2020	N	1230	LAUGHTER, JAIME L	0			AD01	100	72.000	H
21	11/09/2020	11/22/2020	Y	1230	LAUGHTER, JAIME L	0			AD01	350	8.000	H
22	11/09/2020	11/22/2020	N	1230	LAUGHTER, JAIME L	0			AD01	250	0.000	H
23	11/09/2020	11/22/2020	Y	1230	LAUGHTER, JAIME L	0			AD01	300	0.000	H
24	11/09/2020	11/22/2020	Y	1230	LAUGHTER, JAIME L	0			AD01	310	0.000	H
13	11/09/2020	11/22/2020	N	706	HOGAN, TRISHA M	0			AD02	110	0.000	H
14	11/09/2020	11/22/2020	N	706	HOGAN, TRISHA M	0			AD02	100	72.000	H
15	11/09/2020	11/22/2020	Y	706	HOGAN, TRISHA M	0			AD02	350	8.000	H
16	11/09/2020	11/22/2020	N	706	HOGAN, TRISHA M	0			AD02	250	0.000	H
17	11/09/2020	11/22/2020	Y	706	HOGAN, TRISHA M	0			AD02	300	0.000	H
18	11/09/2020	11/22/2020	Y	706	HOGAN, TRISHA M	0			AD02	310	0.000	H
7	11/09/2020	11/22/2020	N	1516	HAYES, KATHERINE D	1230	LAUGHTER, JAIME L		AD03	110	0.000	H
8	11/09/2020	11/22/2020	N	1516	HAYES, KATHERINE D	1230	LAUGHTER, JAIME L		AD03	100	72.000	H
9	11/09/2020	11/22/2020	Y	1516	HAYES, KATHERINE D	1230	LAUGHTER, JAIME L		AD03	350	8.000	H
10	11/09/2020	11/22/2020	N	1516	HAYES, KATHERINE D	1230	LAUGHTER, JAIME L		AD03	250	0.000	H
11	11/09/2020	11/22/2020	Y	1516	HAYES, KATHERINE D	1230	LAUGHTER, JAIME L		AD03	300	0.000	H
12	11/09/2020	11/22/2020	Y	1516	HAYES, KATHERINE D	1230	LAUGHTER, JAIME L		AD03	310	0.000	H
1	11/09/2020	11/22/2020	N	1666	FARMER, BRIAN A	0			AD04	100	67.500	H

Column Total
Quantity 316.000
Amount 10,957.56
Sub Quantity 0.000
Sub Amount 0.00

Once you have finished review of the time entry records, the batch needs to be changed to verified status.

Back Search Browse Delete Output Print Display PDF Save Email Schedule **A** S R I M **V**

Payroll Identification

Run: 1 - BIWEEKLY Warrant: PP06 Batch: 1

Batch Information

Department: 1111 OFFICE OF PERSONAL MGMT
 Location: 1111 OFFICE OF PERSONAL MGMT ADMIN
 Comment:
 Clerk: V.Brundage Veronica B. Brundage
 Date: 04/15/2022
 Time: 18:46
 Batch Type: STANDARD MUNIS TIME ENTRY

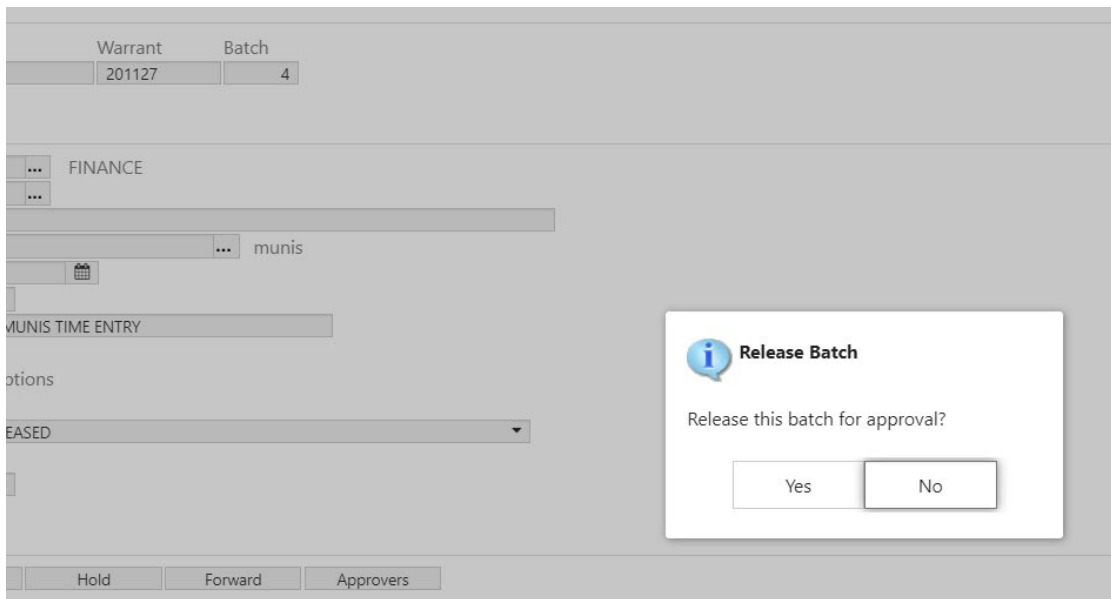
No Exceptions

Posted: N
 Verify ID:
 Status:

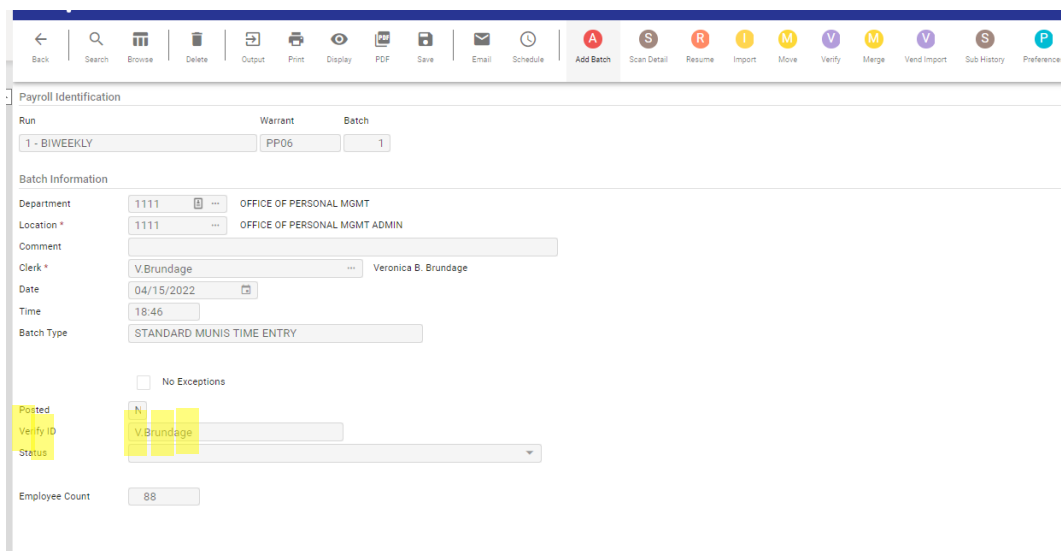
Employee Count: 88

Click on the VERIFY button on the ribbon. This confirms that you have reviewed time entry hours records and are ready to have them approved and processed by Payroll.

MUNIS TIME ENTRY PROCESSING BASICS



Click Yes for pop up menu “Is this batch approved for posting?”.



Time entry batch will display User ID in the Verify ID field. PR will then review the batch and prepare to move the batch into the PR.

If you need to make change. Click resume, then make any changes needed.

NOTE: The user ID will be removed, so you will need to click on VERIFY and YES approved for Posting to show batch is verified for PR.

The Time entry group is set up by user name and allows employees by location, employee number, etc so employee records can be automatically added to the batch. If there are any changes needed, this will be handled by the Payroll department.

MUNIS TIME ENTRY PROCESSING BASICS

TIME ENTRY GROUP

☰ **Time Entry Groups [TEST DATABASE Jan 26 2022]**

← Search Browse + Update Delete Output Print Display PDF Save Email Schedule Add Emps Copy

Clerk e.macaranas - Eloida C. Macaranas

Description FINANCIAL SERVICES

Auto-Load Employees

Calendar 0

Basis S - STATUS

Inclusive

Restrict Pays by Location

Restrict Pays to Existing Employee Job/Salary Pays

Employees Pays

Type	Code	Description
LOCATION	1708	FINANCIAL SERVICES

PR will set up Time Entry groups by location. There are other options that can be combined with the location if needed. This allows timekeepers to autoload all employees in their location. If Timekeeper has multiple locations, Time Entry Group can be added. This will display employee with zero hours, so hours will need to be entered for the pay period.