



Munis

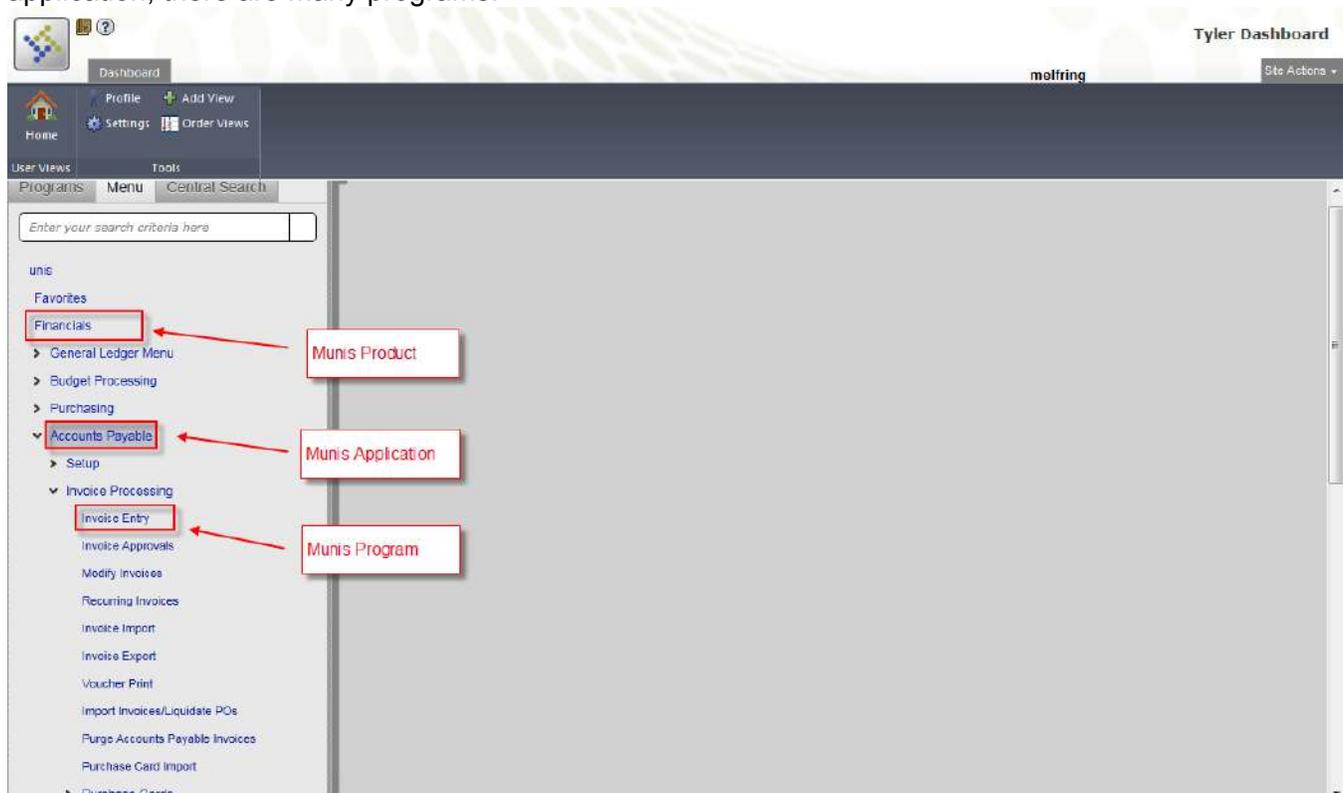
Time Entry - SmartFind

*End User
Procedural Documentation
for
District School Board Pasco County, FL*

Munis Menu

In Munis, menus are available according to the security permissions granted to the user roles. Typically, permissions are granted according to need. For example, if the primary role of the user is to enter timesheets in Payroll, the menu will not show Financials, General Revenues, or other menu options.

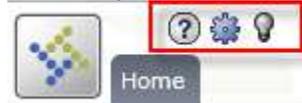
Menus are divided by Munis products, and then by applications within those products. For example, Financials is a product, and Accounts Payable is an application within that product. Within an application, there are many programs.



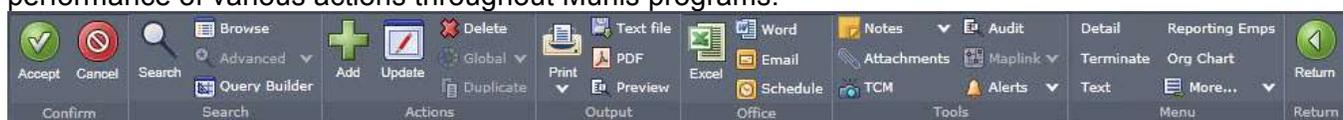
Standard Screen Features

The standard Munis program screen contains several working sections, including a banner, a ribbon, menu options, and a navigation bar.

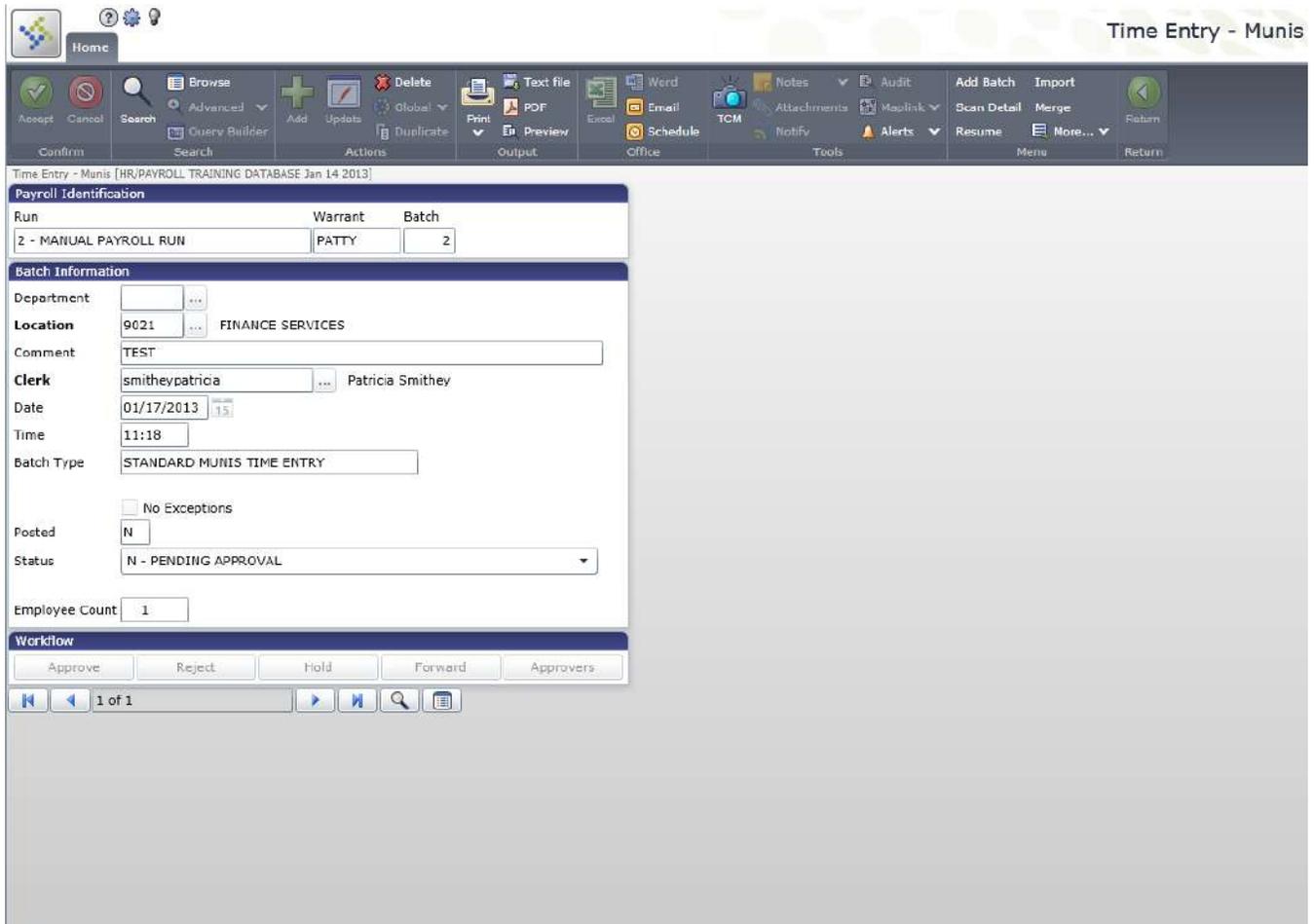
At the top of the screen, the banner includes the Help, Settings, and Enhancement buttons.



Directly under the banner is the Munis ribbon. This ribbon contains groups of related buttons that allows performance of various actions throughout Munis programs.



The work area for a Munis program is centered on the screen; the work area contains the fields required to complete program actions. Often, if there are numerous fields, the work area is divided into tabs, which sort the fields by intended use or purpose.



The navigation bar at the bottom of the screen allows movement through an active set of records one record at a time, to move to the first or last record of the set, or to open attachments. A browse screen can be opened that lists all of the records in the active set.

The Menu group in the ribbon provides the program-specific actions available for a program. These options differ according to program as they may display additional screens for the selected program or they open other related programs. For programs that have multiple options, click the More arrow to view the complete list.

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Prerequisites

Before successfully completing this process, ensure that roles granting the necessary permissions have been assigned to the user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

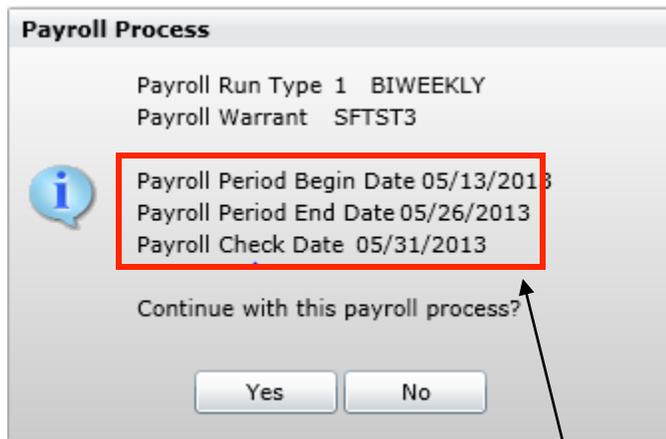
Confirm the following:

- Permission to access the Time Entry Program has been granted.
- The Payroll Control Settings program reflects the correct settings for the organization.

Payroll Time Entry

To access Payroll Time Entry from the Munis menu:
Departmental Functions>Time Entry

The Time Entry program allows users to maintain time and attendance records for employees. When Time Entry is opened, the program displays a payroll verification message.

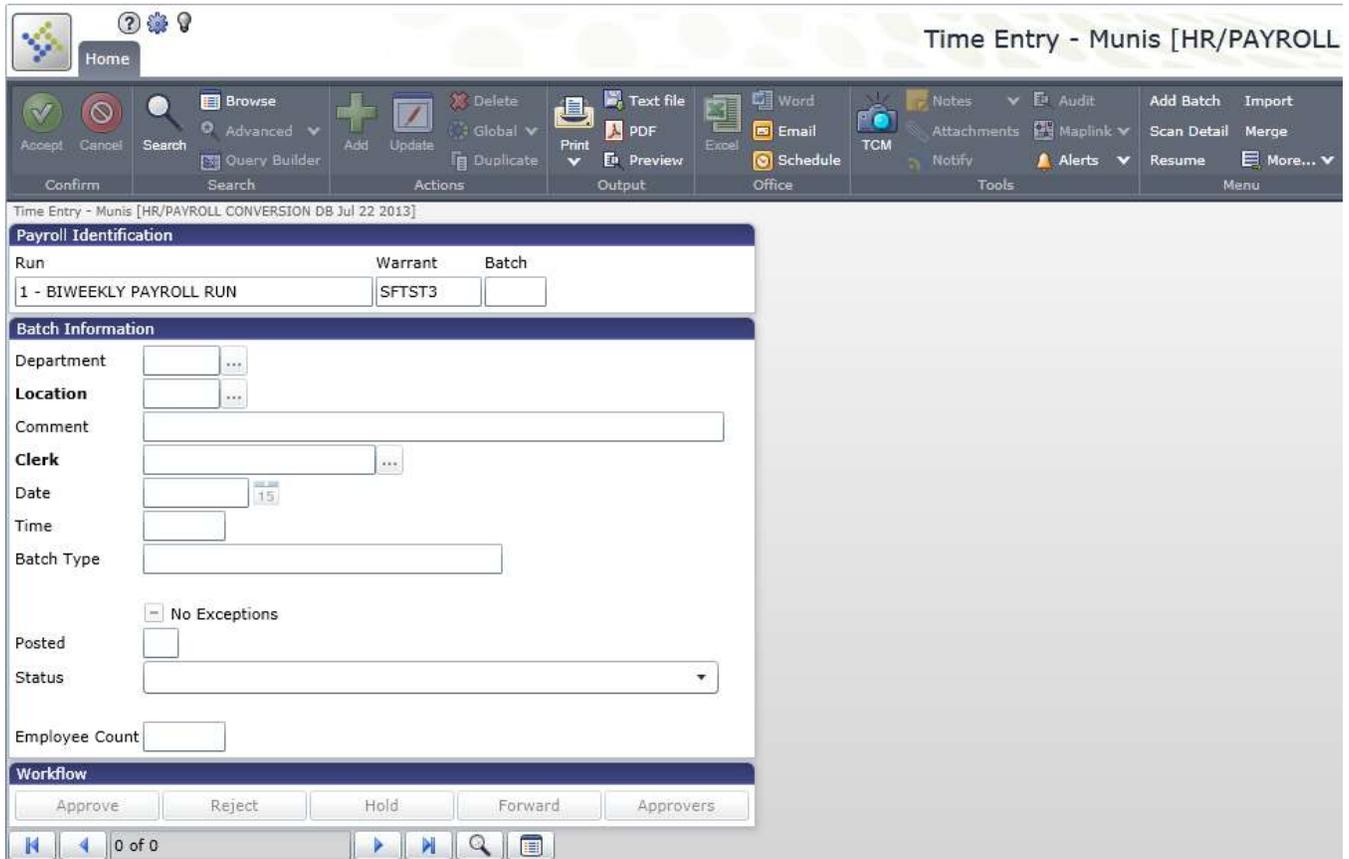


Verify the dates on the screen, as shown above, to ensure that the active payroll is the correct payroll before entering time. If the active payroll is not correct, contact the Payroll Department.

If the active payroll is correct, select **Yes** to continue.

Finding your SmartFind Batch

After confirming the payroll dates, the Time Entry program opens. Click **Search** on the Munis ribbon and then **Accept** (green check). This will show the batches that are tied to the Location (School). If completing data entry for employees in more than one location, a separate batch will be available for each location.



Time Entry - Munis [HR/PAYROLL CONVERSION DB Jul 22 2013]

Run	Warrant	Batch
1 - BIWEEKLY PAYROLL RUN	SFTST3	

Batch Information

Department:

Location:

Comment:

Clerk:

Date:

Time:

Batch Type:

No Exceptions

Posted:

Status:

Employee Count:

Workflow

Approve | Reject | Hold | Forward | Approvers

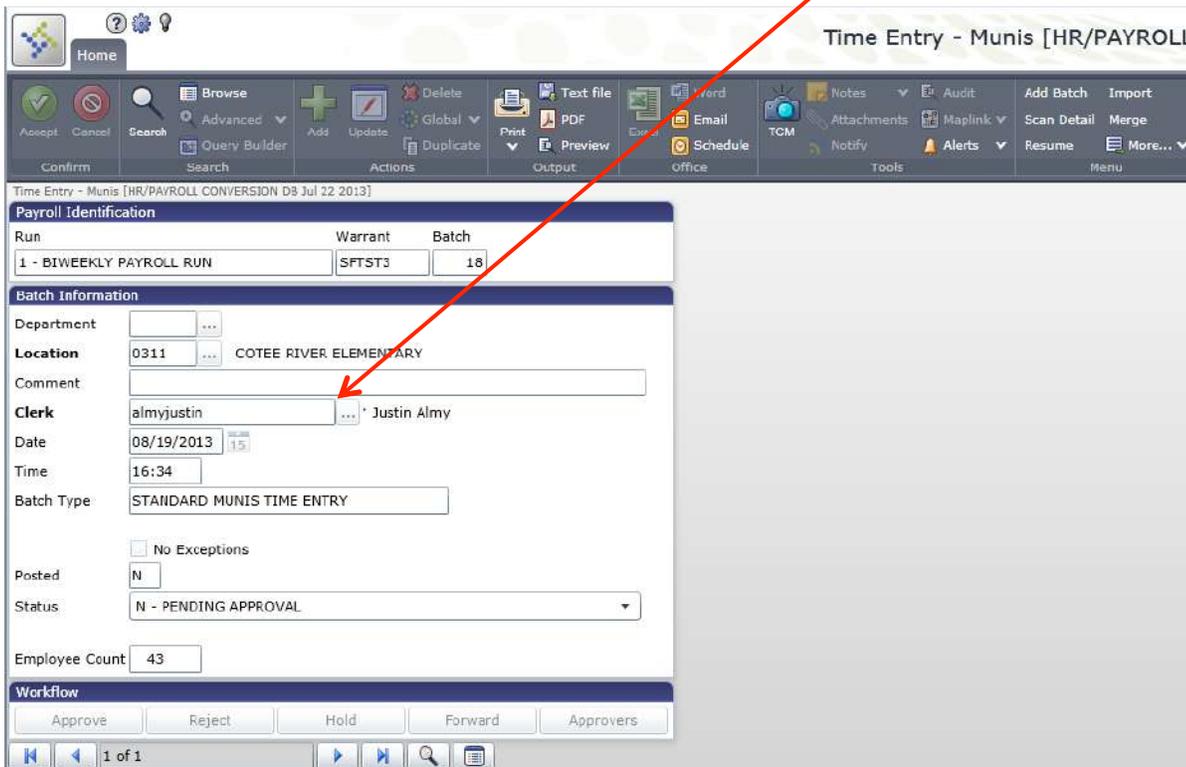
0 of 0

Accessing a batch that has been closed:

If a batch has been closed for whatever reason, repeat the steps as outlined below:

From the Munis Menu Departmental Functions > Time Entry
Click **Search** and then **Accept** (green check).

Please note that updates to this screen are not permitted when accessing a SmartFind batch. SmartFind Batches are created by a member of the Payroll Department. SmartFind batches can be distinguished from self-created batches by looking at the Clerk Name listed on this screen.



Time Entry - Munis [HR/PAYROLL]

Time Entry - Munis [HR/PAYROLL CONVERSION D8 Jul 22 2013]

Payroll Identification

Run	Warrant	Batch
1 - BIWEEKLY PAYROLL RUN	SFTST3	18

Batch Information

Department: [] ...

Location: 0311 ... COTEE RIVER ELEMENTARY

Comment: []

Clerk: almyjustin ... Justin Almy

Date: 08/19/2013

Time: 16:34

Batch Type: STANDARD MUNIS TIME ENTRY

No Exceptions

Posted: N

Status: N - PENDING APPROVAL

Employee Count: 43

Workflow

Approve Reject Hold Forward Approvers

1 of 1

Time Entry should be done weekly for each pay period. This is more efficient and avoids the stress of approaching deadlines. The SmartFind Import into Munis Time Entry will be done weekly. Week 2 Imports from SmartFind will be added to the same batch that Week 1 populated into.

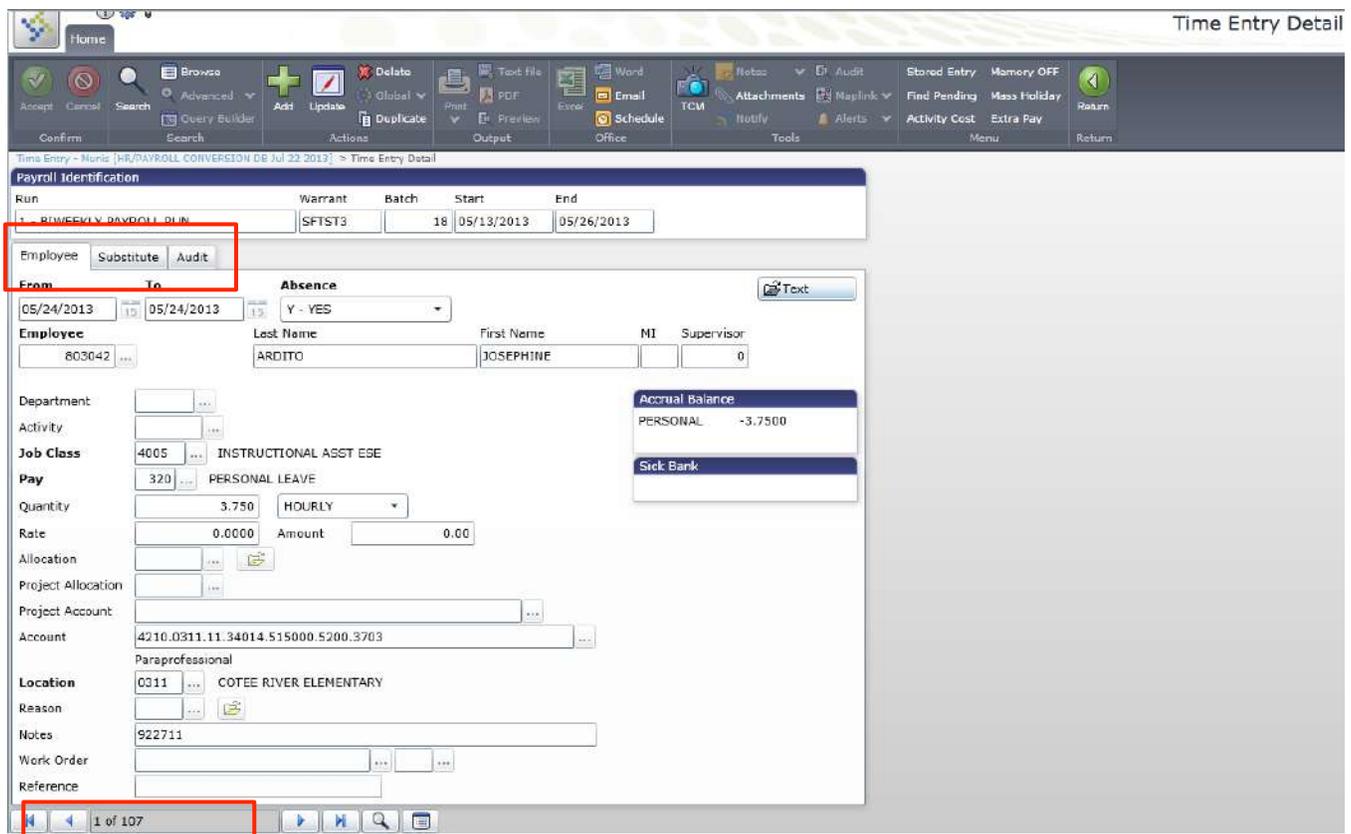
The SmartFind Batch should not be used for any manual entries (overtime, differential, student time, etc.). For these entries, create a separate batch.

This is an example of the Record in **Detail**. The number of records in the batch is indicated at the bottom of the screen (the sample batch below has 107). Use the directional arrows at the bottom of the screen to move from one record to another.

The **Detail** screen is comprised of 3 tabs as follows:

The Employee Tab displays

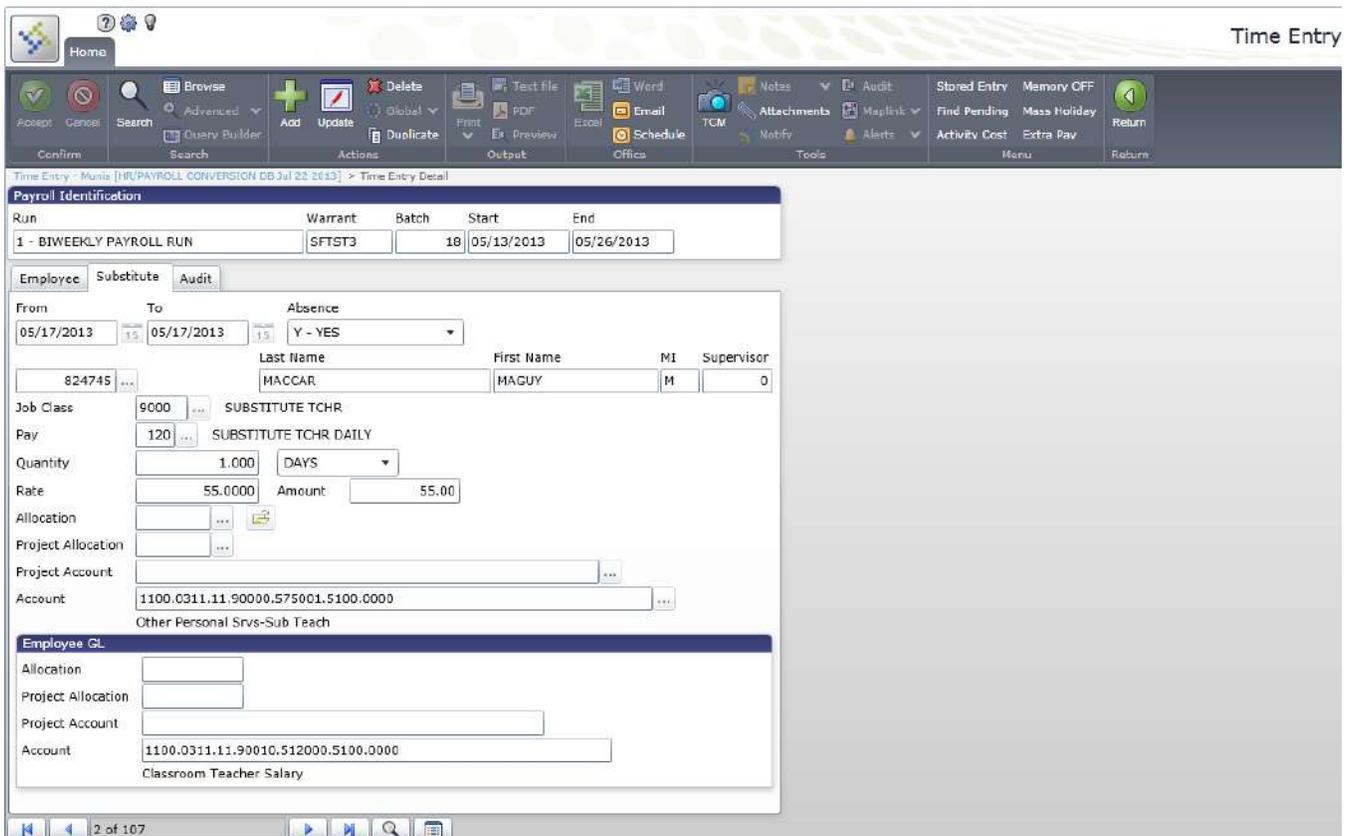
- The From and To date of the record
- Absence
- The Employee Number, Name and Job Class
- Pay Code, Quantity of hours being paid, any associated Pay Rate, and the calculated amount (if applicable)
- The GL Account Number associated with this entry
- The Employee's Location
- A "Reason" (if applicable)
- Any applicable Notes
- An Accrual Balance box and a Sick Bank box



The screenshot displays the 'Time Entry Detail' window. At the top, there is a ribbon with various tool icons. Below the ribbon, the 'Payroll Identification' section shows a table with columns: Run, Warrant, Batch, Start, and End. The first row is highlighted with a red box and contains the following data: Run: 1, Warrant: BIWEEKLY PAYROLL RUN, Batch: SFTST3, Start: 05/13/2013, End: 05/26/2013. Below the table, there are buttons for 'Employee', 'Substitute', and 'Audit', with 'Employee' selected. The 'Employee' tab shows fields for 'From' (05/24/2013) and 'To' (05/24/2013), an 'Absence' dropdown set to 'Y - YES', and employee details: Employee Number 803042, Last Name ARDITO, First Name JOSEPHINE, MI, and Supervisor 0. Other fields include Department, Activity, Job Class (4005 INSTRUCTIONAL ASST ESE), Pay (320 PERSONAL LEAVE), Quantity (3.750), Rate (0.0000), Amount (0.00), Project Allocation, Project Account, Account (4210.0311.11.34014.515000.5200.3703), Location (0311 COTEE RIVER ELEMENTARY), Reason, Notes (922711), Work Order, and Reference. On the right side, there are two summary boxes: 'Accrual Balance' showing PERSONAL -3.7500 and 'Sick Bank'. At the bottom, there are navigation arrows and a page indicator '1 of 107' highlighted with a red box.

The Substitute Tab displays

- The From and To Dates the Substitute worked for the Employee shown on the “Employee” Tab
- Absence
- The Employee Number, Name and Job Class of the Substitute
- The Pay Code and associated Quantity of Days indicator (.50 for a half day or 1.0 for a full day), the associated daily rate and the calculated amount
- An Allocation Code if applicable (this would be a split account associated with the teacher the sub is working for)
- The Account Number that the Sub Record is being charged to. This account may need to be updated if
 - The Absent employee is Grant Funded
 - The Absent Employee has a GL Allocation
- The Account Number that the Absent Employee’s pay is charged to



The screenshot displays the 'Time Entry' application interface. At the top right, the title 'Time Entry' is visible. Below the title bar is a navigation menu with 'Home' selected. A toolbar contains various icons for actions like 'Accept', 'Cancel', 'Search', 'Browse', 'Add', 'Update', 'Delete', 'Global', 'Duplicate', 'Print', 'PDF', 'Excel', 'Word', 'Email', 'Schedule', 'TCM', 'Attachments', 'Notify', 'Alerts', 'Stored Entry', 'Memory OFF', 'Find Pending', 'Mass Holiday', 'Activity Cost', 'Extra Pay', and 'Return'.

The main content area shows 'Payroll Identification' with a table of payroll runs:

Run	Warrant	Batch	Start	End
1 - BIWEEKLY PAYROLL RUN	SFTST3	18	05/13/2013	05/26/2013

Below the table are tabs for 'Employee', 'Substitute', and 'Audit'. The 'Substitute' tab is active, showing the following details:

From: 05/17/2013 To: 05/17/2013 Absence: Y - YES

Employee ID: 824745 Last Name: MACCAR First Name: MAGUY MI: M Supervisor: 0

Job Class: 9000 SUBSTITUTE TCHR
 Pay: 120 SUBSTITUTE TCHR DAILY
 Quantity: 1.000 DAYS
 Rate: 55.0000 Amount: 55.00

Allocation: [Empty]
 Project Allocation: [Empty]
 Project Account: [Empty]
 Account: 1100.0311.11.90090.575001.5100.0000
 Other Personal Svcs-Sub Teach

Below this is the 'Employee GL' section:

Allocation: [Empty]
 Project Allocation: [Empty]
 Project Account: [Empty]
 Account: 1100.0311.11.90010.512000.5100.0000
 Classroom Teacher Salary

At the bottom, a status bar shows '2 of 107' records.

The Audit Tab is for Payroll use only.

Time Entry

Home

Accept Cancel Search Browse Add Update Delete Global Part PDF Excel Word Email Schedule TCM Attachments Notify Alerts Find Pending Mass Holiday Activity Cost Extra Pay Return

Time Entry - Munis [HR/PAYROLL CONVERSION DS Jul 22 2013] > Time Entry Detail

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BIWEEKLY PAYROLL RUN	SFTST3	18	05/13/2013	05/25/2013

Employee Substitute Audit

Original

Batch:

Clerk: Justin Almy

ESS Punch In/Out

Punch In:

Punch Out:

ESS Approval

Status:

Clerk:

Date:

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Munis Time Entry in Review

If all entries are correct on the Time Entry Detail screen and no changes are needed, scroll to the next employee.

To make changes to a record, or to add additional information:

1. Click on Update  to access the fields on the screen. ALWAYS press the Tab key to move from one field to the next.
2. Make any changes to the record, as necessary.
3. Click Accept  to save changes.
4. Use the navigation arrows at the bottom of the screen to scroll to the next record and complete the above process for each employee.

The Time Entry Detail opens, defaulting to the **Employee** tab.

Time Entry Detail

Home

Accept Cancel Search Advanced Add Update Delete Text file Word Attachments Audit Stored Entry Memory OFF
 Confirm Search Query Builder Actions Duplicate Print PDF Email Schedule TCM Notify Alerts Activity Cost Menu Extra Pay Return

Time Entry - Munis [HR/PAYROLL CONVERSION 08 Jul 22 2013] > Time Entry Detail

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BIWEEKLY PAYROLL RUN	SFTST3	18	05/13/2013	05/26/2013

Employee Substitute Audit

From: 05/24/2013 To: 05/24/2013 Absence: Y - YES

Employee: 803042 Last Name: ARDITO First Name: JOSEPHINE MI: Supervisor: 0

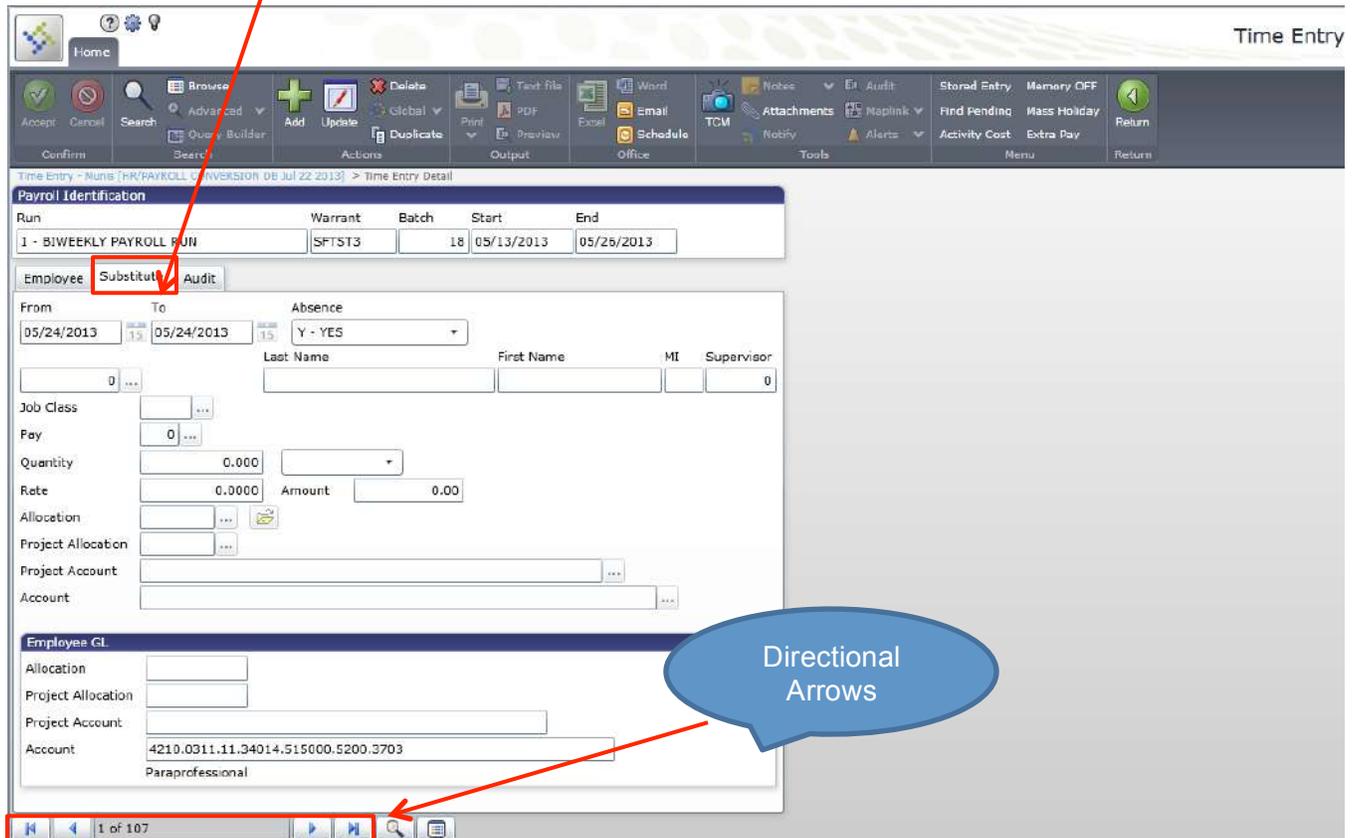
Department: Activity: Job Class: 4005 INSTRUCTIONAL ASST ESE Pay: 320 PERSONAL LEAVE Quantity: 3.750 HOURLY Rate: 0.0000 Amount: 0.00

Allocation: Project Allocation: Project Account: Account: 4210.0311.11.34014.515000.5200.3703 Paraprofessional Location: 0311 COTEE RIVER ELEMENTARY Reason: Notes: 922711 Work Order: Reference:

Accrual Balance: PERSONAL -3.7500 Sick Bank:

1 of 107

Click on the **Substitute** tab. It is from the Substitute tab that Substitute Records are updated.



The screenshot displays the 'Time Entry' application interface. At the top, there is a navigation bar with 'Home' and 'Time Entry' labels. Below this is a toolbar with various icons for actions like 'Accept', 'Cancel', 'Search', 'Add', 'Update', 'Delete', 'Print', 'PDF', 'Excel', 'Word', 'Email', 'Attachments', 'Tools', 'Return', etc. The main content area is titled 'Time Entry - Munis (HR/FAVROLL CONVERSION DE Jul 22 2013) > Time Entry Detail'. Underneath, there is a 'Payroll Identification' section with a table showing a record for '1 - BIWEEKLY PAYROLL RUN' with columns for 'Run', 'Warrant', 'Batch', 'Start', and 'End'. Below the table, there are tabs for 'Employee', 'Substitute', and 'Audit'. The 'Substitute' tab is selected and highlighted with a red box. Below the tabs, there are fields for 'From' (05/24/2013), 'To' (05/24/2013), and 'Absence' (Y - YES). There are also fields for 'Last Name', 'First Name', 'MI', and 'Supervisor'. Below these are fields for 'Job Class', 'Pay', 'Quantity', 'Rate', 'Amount', 'Allocation', 'Project Allocation', 'Project Account', and 'Account'. At the bottom of the screen, there is a navigation bar with directional arrows (back, forward, search, etc.) highlighted with a red box. A blue callout bubble labeled 'Directional Arrows' points to these arrows.

As shown on the screen above, there is not a substitute associated with this record. Use the directional arrows at the bottom of the screen to move to the next record.

In the sample below, Record # 2 does have a substitute record requiring an update. The record below, as with ALL Substitute records, does not contain the **Quantity** of Days to pay this Substitute. This field **MUST** be updated, or the Sub will not be paid. To update the record, click on **Update**.

The screenshot shows the 'Time Entry' application window. At the top right, it says 'Time Entry'. Below the toolbar, there's a 'Payroll Identification' section with fields for Run, Warrant, Batch, Start, and End. The main form is for a substitute teacher record. The 'Quantity' field is highlighted with a red box and contains '0.000'. A blue thought bubble points to this field with the text 'Quantity shows 0.00'. The 'Update' button in the top toolbar is also highlighted with a red box and an arrow pointing to it.

Clicking **Update** returns the view to the **Employee** tab. Click on the **Substitute** tab again and the screen will be available for update.

The screenshot shows the 'Time Entry' application window. The 'Substitute' tab is highlighted with a red box and an arrow pointing to it. The 'Update' button in the top toolbar is also highlighted with a red box and an arrow pointing to it. The main form shows details for an employee named SHANNON ARSENEAU.

After returning to the **Substitute** tab, tab through the fields to the **Quantity** field. In this example, the record has been updated to reflect a full day (1.0). If the GL field requires updating, tab to the account field and add the appropriate account code. Once all necessary changes have been made to the record, click **Accept** (green check).

Time Entry

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BIWEEKLY PAYROLL RUN	SFTST3	18	05/13/2013	05/26/2013

Employee: Substitute

From: 05/17/2013 To: 05/17/2013 Absence: Y - YES

Last Name: MACCAR First Name: MAGUY

Job Class: 9000 SUBSTITUTE TCHR

Pay: 120 SUBSTITUTE TCHR DAILY

Quantity: 1.000 DAYS

Rate: 55.0000 Amount: 55.00

Account: 1100.0311.11.90000.575001.5100.0000
Other Personal Srvc-Sub Teach

Employee GL

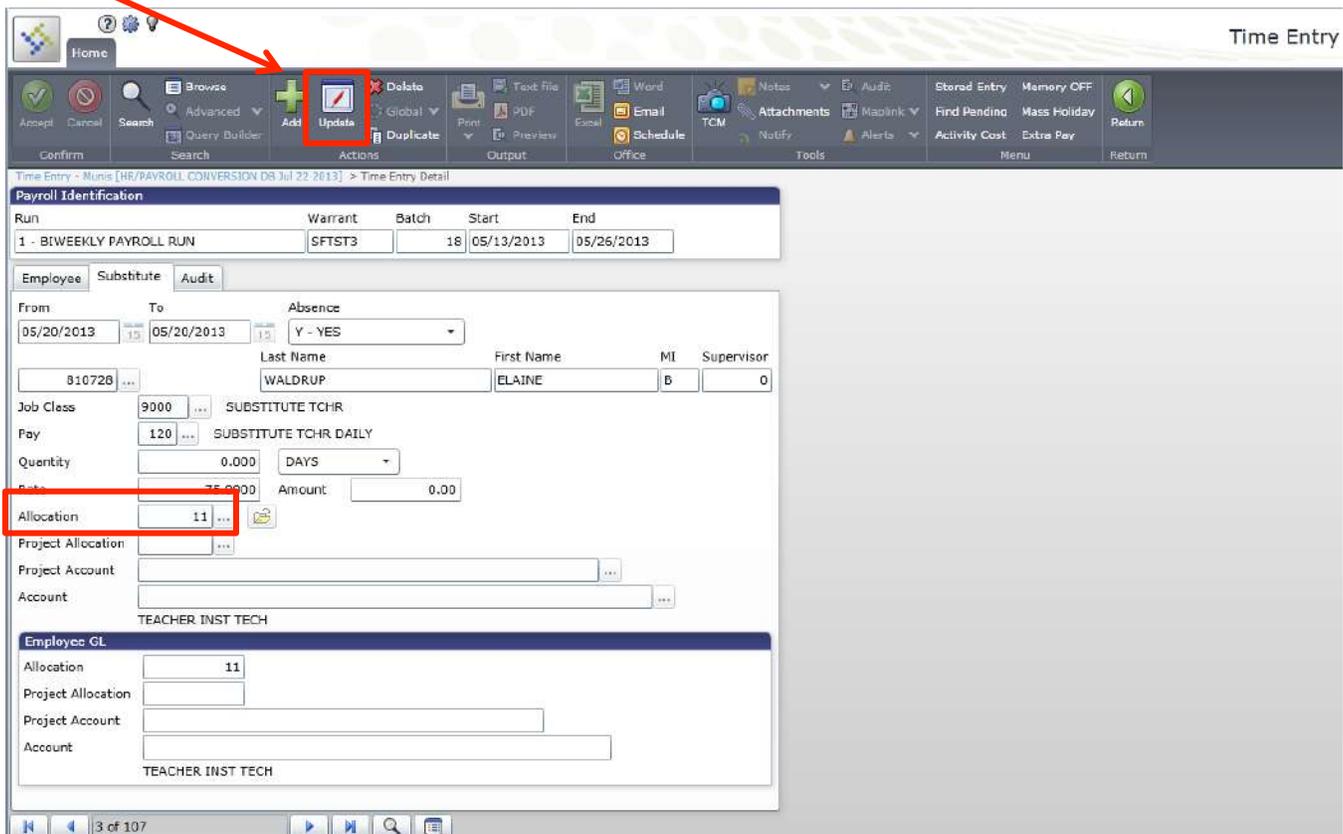
Allocation: []

Project Allocation: []

Project Account: []

Account: 1100.0311.11.90010.512000.5100.0000
Classroom Teacher Salary

Scroll to the next record. When a substitute works for an absent teacher that has an allocation (split funding code) on the pay record, the substitute defaults into Time Entry with the same allocation. This will need to be updated. An example of a teacher/substitute with an allocation appears below. In this example, the quantity field has not been updated. Click **Update to change the allocation and the quantity fields.**

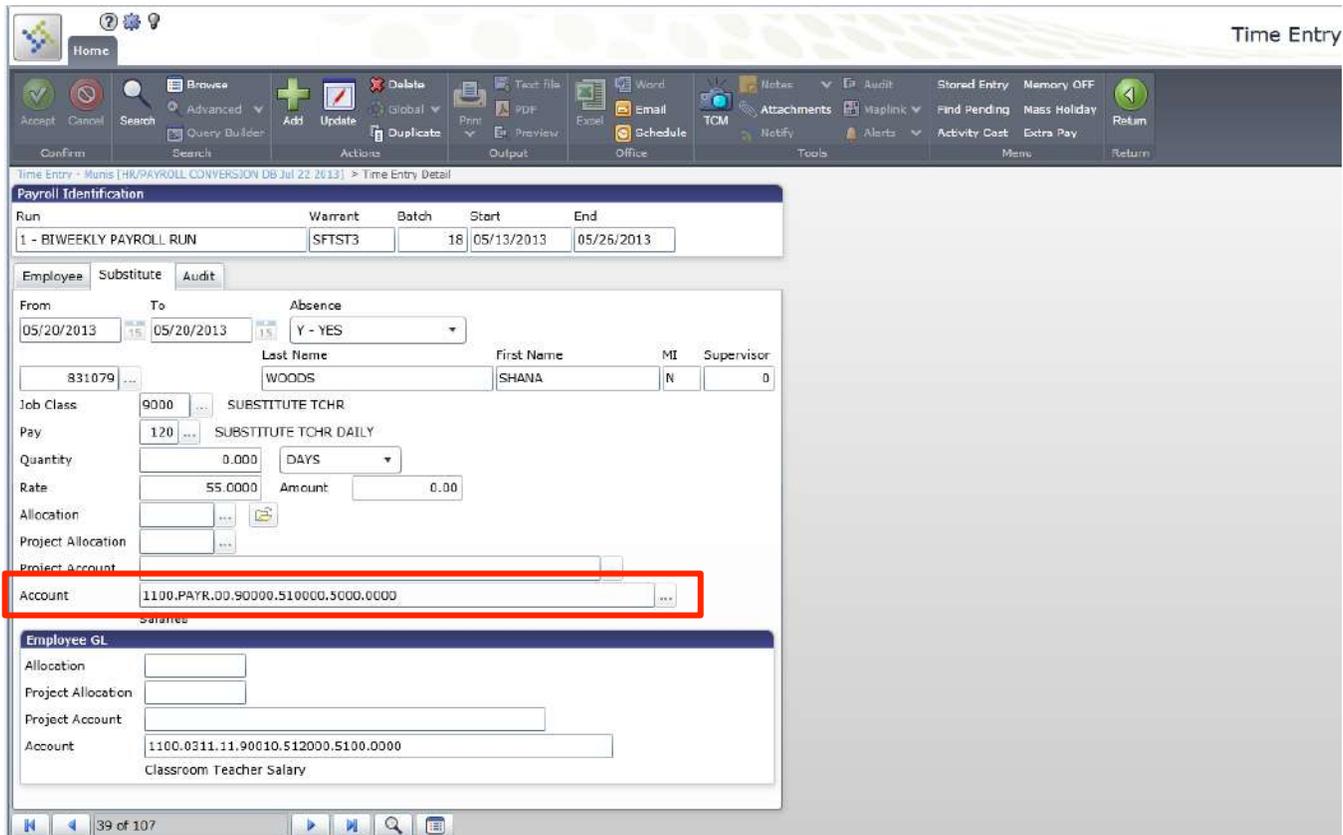


The screenshot shows the 'Time Entry' application interface. At the top, there is a toolbar with various icons, including a green checkmark for 'Accept' and a red 'X' for 'Delete'. The 'Update' button, represented by a pencil icon, is highlighted with a red box. A red arrow points from the text above to this button. Below the toolbar, the 'Payroll Identification' section shows details for a 'BIWEEKLY PAYROLL RUN' on '05/13/2013'. The 'Employee' section is active, showing details for 'ELAINE WALDRUP'. The 'Allocation' field is highlighted with a red box and contains the value '11'. The 'Quantity' field is set to '0.000'. The 'Employee GL' section at the bottom also shows the 'Allocation' field with the value '11'.

Tab to the **Quantity** field and enter the appropriate time (.50 or 1.0). Next, Tab to the **Allocation** field and delete/remove the allocation. Tab to the **Account** field and enter in the appropriate sub account code. No changes are required in the **Employee GL** section.

Click **Accept** (green check) to save changes.

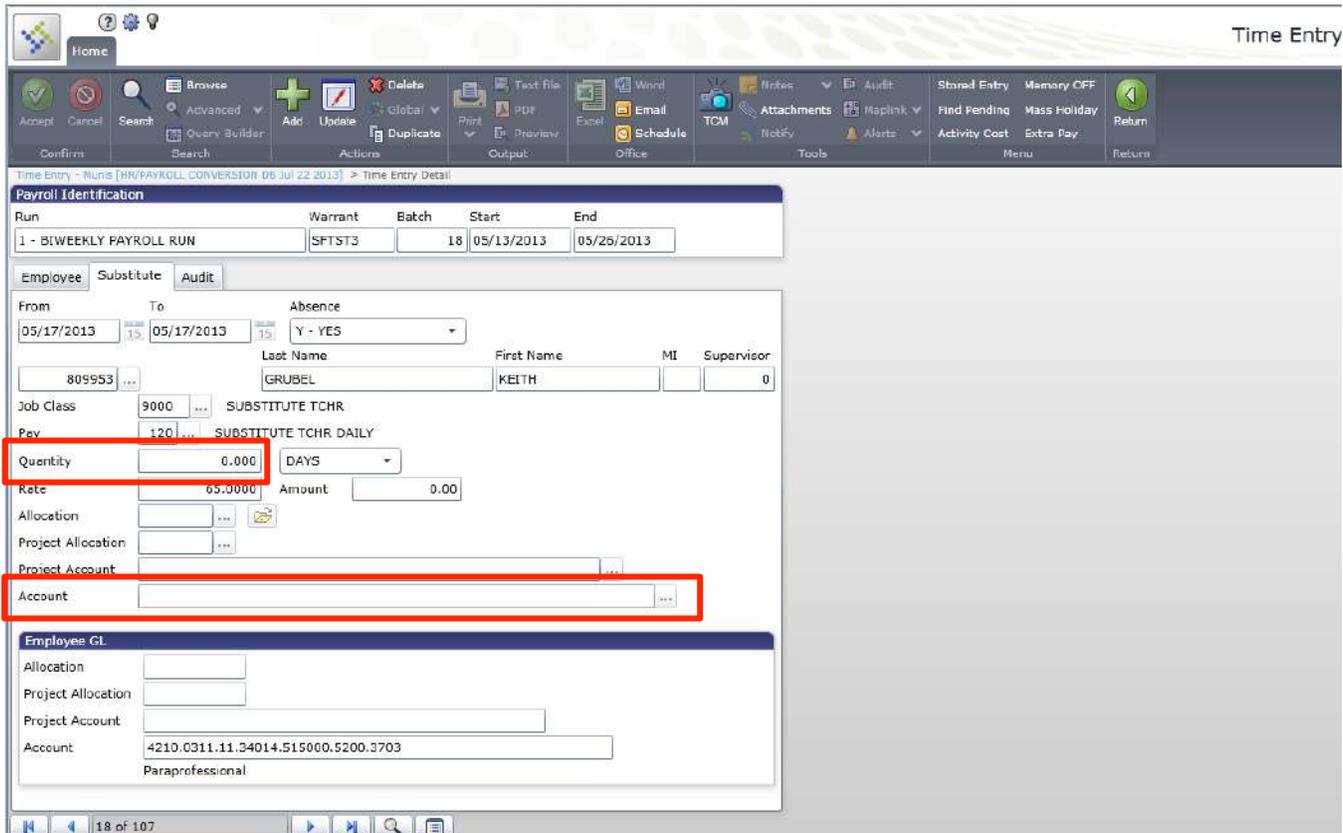
In this example below, the record is missing the amount in the **Quantity** field and the **Account** is invalid. The account is invalid because it contains letters (PAYR). If PAYR appears in the **Account**, it **MUST** be changed to a valid account code.



The screenshot shows the 'Time Entry' application interface. The main window displays 'Payroll Identification' details for a specific payroll run. The record is for employee SHANA WOODS (Employee ID: 831079) on job class 9000 (SUBSTITUTE TCHR) with a pay rate of 55.0000. The 'Quantity' field is currently 0.000 and the 'Amount' is 0.00. The 'Account' field contains the invalid code '1100.PAYR.00.90000.510000.5000.0000', which is highlighted with a red box. Below this, the 'Employee GL' section shows a similar account code for 'Classroom Teacher Salary'.

Click **Update** and tab to the **Quantity** field and enter the appropriate time (.50 or 1.0). Next, tab to the Account field and update with a valid account code. Click **Accept** (green check) to save changes.

In this example, the record is missing the **Quantity** and there is no account defined. Both fields need to be updated.



The screenshot displays the 'Time Entry' application interface. At the top, there is a navigation bar with 'Home' and 'Time Entry' labels. Below this is a toolbar with various icons for actions like 'Accept', 'Cancel', 'Search', 'Add', 'Update', 'Delete', 'Print', 'PDF', 'Excel', 'Email', 'Schedule', 'Attachments', 'Maplink', 'Alerts', 'Tools', 'Menu', and 'Return'. The main window is titled 'Time Entry - Munis [HR/PAYROLL CONVERSION] 06 Jul 22 2013' and shows 'Time Entry Detail'.

The 'Payroll Identification' section includes a table with columns: Run, Warrant, Batch, Start, and End. The first row contains: 1 - BIWEEKLY PAYROLL RUN, SFTST3, 18, 05/13/2013, 05/25/2013.

Below this, there are tabs for 'Employee', 'Substitute', and 'Audit'. The 'Substitute' tab is active, showing fields for 'From' (05/17/2013), 'To' (05/17/2013), and 'Absence' (Y - YES). Other fields include 'Last Name' (GRUBEL), 'First Name' (KEITH), 'MI' (), and 'Supervisor' (0).

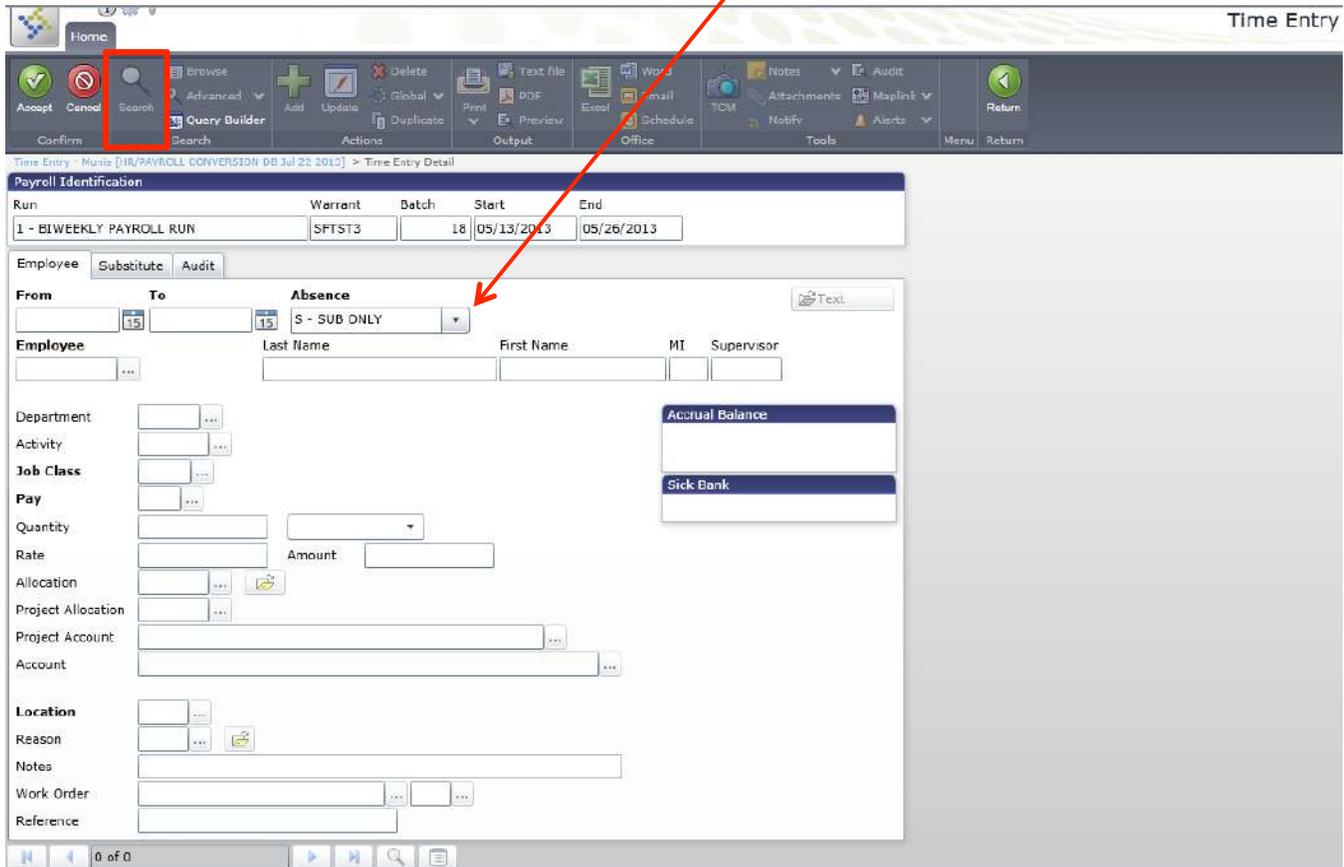
The 'Job Class' is 9000 (SUBSTITUTE TCHR) and 'Pay' is 120 (SUBSTITUTE TCHR DAILY). The 'Quantity' field is highlighted with a red box and contains the value 0.000. The 'Rate' is 65.0000 and 'Amount' is 0.00. The 'Account' field is also highlighted with a red box and is currently empty.

The 'Employee GL' section at the bottom shows 'Allocation', 'Project Allocation', 'Project Account', and 'Account' (4210.0311.11.34014.515060.5200.3703) with the job title 'Paraprofessional'.

Click **Update** and tab to the **Quantity** field and enter the appropriate time (.50 or 1.0). Next, tab to the Account field and enter the appropriate account code. Click **Accept** (green check) to save changes.

Scroll to the next record, review the data and make changes if necessary. Continue scrolling to the next record until all Substitute records in the batch have been reviewed and updated.

After all Substitute records on the **Substitute** tab of the batch have been reviewed, Click on the **Employee** tab. Click on **Search** and then choose the **S-Sub Only** option from the Absence field drop-down. Click **Accept** (green check).



S-Sub-Only is the indication that the substitute is covering for a VACANT Position. There is nothing on the **Substitute** tab of these records. Updates to these records are done on the **Employee** tab. These records involve both Instructional Subs as well as Non-Instructional Subs. The **Job Class** field will indicate an Instructional or Non-Instructional position.

In this example the **Job Class** the record indicates a **Sub Non-Instructional**. Non-Instructional records are typically created for FNS, Custodial and Instructional Assistants. The record below has no account.

Time Entry

Time Entry - Munis [HR/PAYROLL CONVERSION D8 Jul 22 2013] > Time Entry Detail

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BIWEEKLY PAYROLL RUN	SFTST3	18	05/13/2013	05/26/2013

Employee

From 05/23/2013 **To** 05/23/2013 **Absence** S - SUB ONLY

Employee 802064 **Last Name** CAYE **First Name** BEVERLY **MI** M **Supervisor** 0

Department

Activity

Job Class 9003 SUBSTITUTE NONINSTR

Pay 175 SUBSTITUTE NONINSTR HOURLY

Quantity 4.500 **Rate** 7.7900 **Amount** 35.06

Allocation

Project Allocation

Project Account

Account

Location 0311 COTEE RIVER ELEMENTARY

Reason

Notes 914623

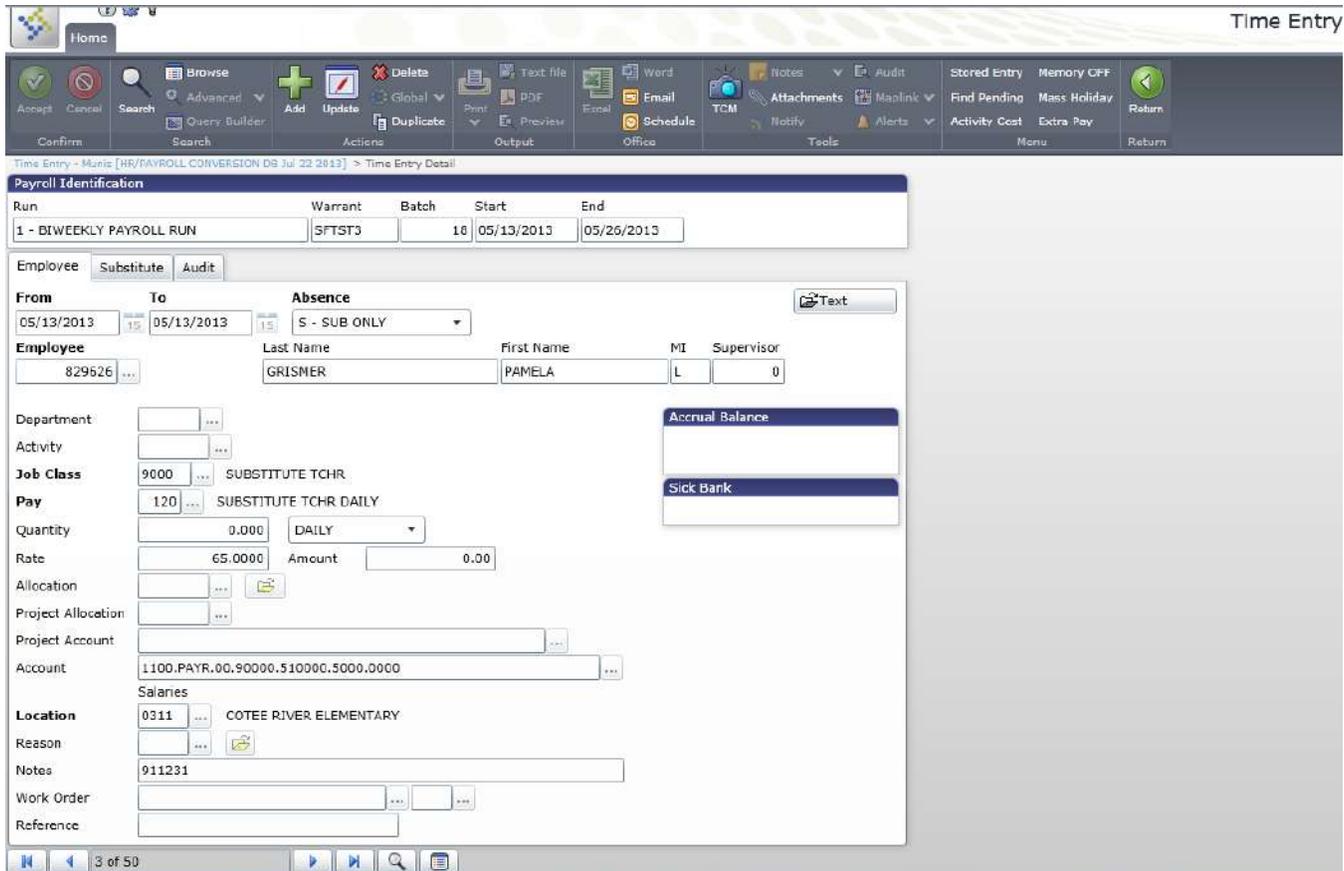
Work Order

Reference

1 of 50

Tab to the **Account** field and enter the appropriate account code. Click **Accept** (green check) to save changes.

In this example, the **S-Sub Only** is missing the amount the **Quantity** field and the **Account** is invalid. The account is invalid because it contains letters (PAYR). If PAYR appears in the **Account**, it **MUST** be changed to a valid account code.



The screenshot shows the 'Time Entry' software interface. At the top right, it says 'Time Entry'. Below that is a navigation bar with 'Home' and various icons. The main area is titled 'Payroll Identification' and contains a form with the following fields and values:

- Run:** 1 - BIWEEKLY PAYROLL RUN
- Warrant:** SFTST3
- Batch:** 16
- Start:** 05/13/2013
- End:** 05/26/2013
- Employee:** 829526 (Last Name: GRISMER, First Name: PAMELA, MI: L, Supervisor: 0)
- From:** 05/13/2013
- To:** 05/13/2013
- Absence:** S - SUB ONLY
- Job Class:** 9000 - SUBSTITUTE TCHR
- Pay:** 120 - SUBSTITUTE TCHR DAILY
- Quantity:** 0.000 (Daily)
- Rate:** 65.0000 (Amount: 0.00)
- Account:** 1100.PAYR.00.90000.510000.5000.0000
- Location:** 0311 - COTEE RIVER ELEMENTARY
- Notes:** 911231

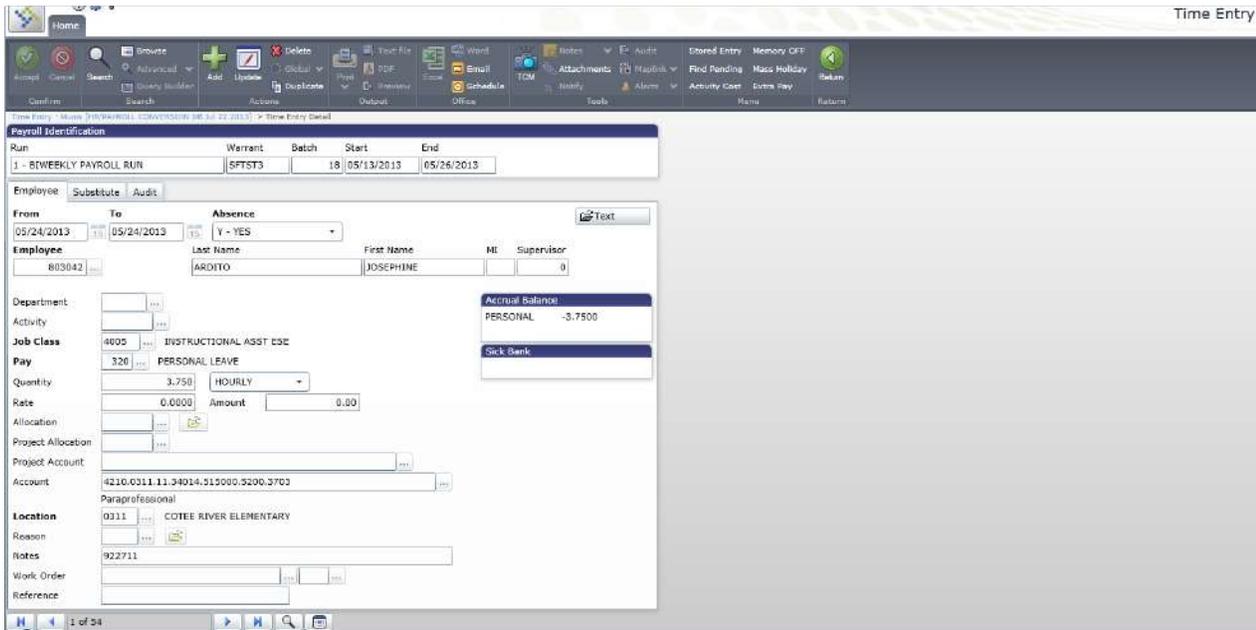
Click **Update** and tab to the **Quantity** field and enter the appropriate time (.50 or 1.0). Next, tab to the Account field and update with a valid account code. Click **Accept** (green check) to save changes.

Update all S-Sub Only records in the batch.

From the Time Entry detail screen, click **Search**.

From the Absence drop down, choose **Y-YES**. Click **Accept** (green check). **Y-YES** records are absence records for employees. These records should be reviewed for accuracy.

In this example, assume that the employee took true personal time, not related to illness. If the Personal Balance is negative, this record must be changed to **Leave Without Pay (LWOP)**.



Time Entry

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BIWEEKLY PAYROLL RUN	SFTST3	18	05/13/2013	05/26/2013

Employee: 803042

From: 05/24/2013 To: 05/24/2013 Absence: Y - YES

Employee: 803042 Last Name: ARDITO First Name: JOSEPHINE MI: 0 Supervisor: 0

Department: Activity: Job Class: 4005 INSTRUCTIONAL ASST ESE

Pay: 320 PERSONAL LEAVE Quantity: 3.750 HOURLY Rate: 0.0000 Amount: 0.00

Accrual Balance: PERSONAL -3.7500

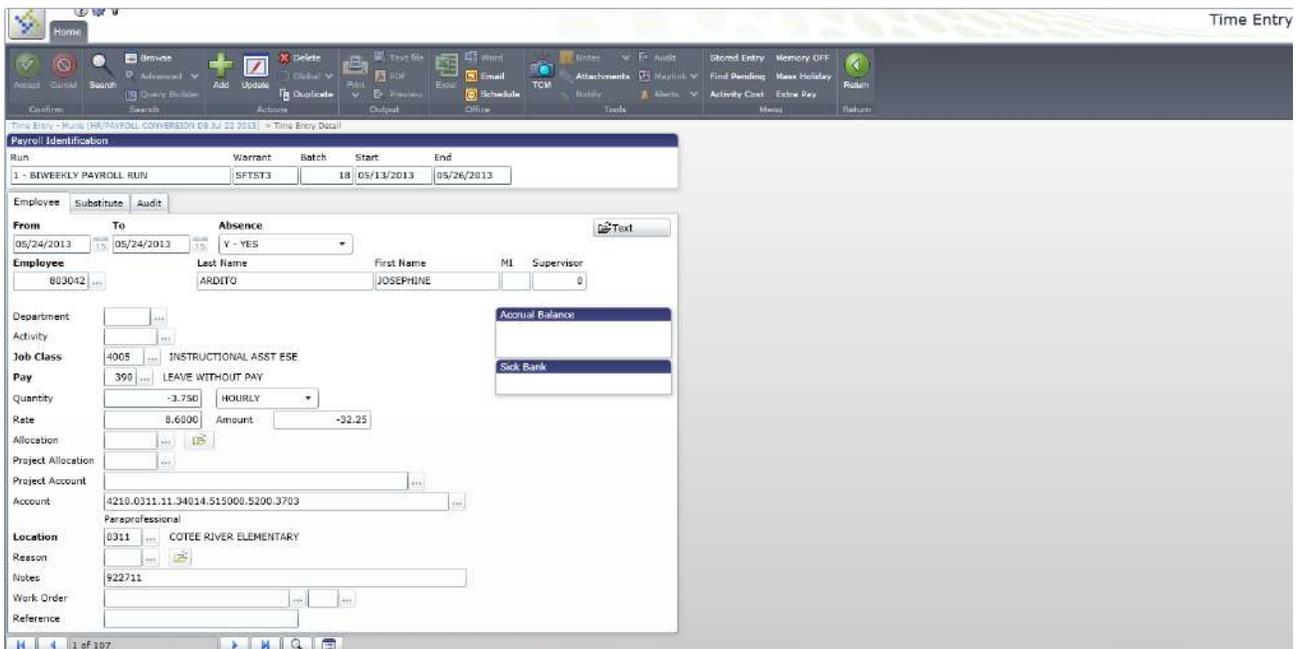
Sick Bank:

Location: 0311 COTEE RIVER ELEMENTARY

Reason: 922711

Work Order: Reference:

Click **Update**. Tab to the **Pay** field and change the code from 320 to 390 (LWOP). Next, tab to the **Quantity** field and change the positive (3.75 in this example) to negative hours (-3.75). Tab until the **Amount** field becomes a negative amount. Click **Accept** (green check) to save changes. The modified record appears below.



Time Entry

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BIWEEKLY PAYROLL RUN	SFTST3	18	05/13/2013	05/26/2013

Employee: 803042

From: 05/24/2013 To: 05/24/2013 Absence: Y - YES

Employee: 803042 Last Name: ARDITO First Name: JOSEPHINE MI: 0 Supervisor: 0

Department: Activity: Job Class: 4005 INSTRUCTIONAL ASST ESE

Pay: 390 LEAVE WITHOUT PAY Quantity: -3.750 HOURLY Rate: 8.6000 Amount: -32.25

Accrual Balance:

Sick Bank:

Location: 0311 COTEE RIVER ELEMENTARY

Reason: 922711

Work Order: Reference:

In this example, the employee is attempting to take 7.25 hours of Personal leave, but only has 3.25 available (note the Accrual Balance box indicates that taking 7.25 will result in a negative balance of -4.0). This record must be adjusted.

Time Entry

Payroll Identification

Run: 1 - BIWEEKLY PAYROLL RUN | Warrant: SFTST3 | Batch: 18 | Start: 05/13/2013 | End: 05/26/2013

Employee: 807049 | Last Name: HILKENE | First Name: TODD | MI: A | Supervisor: O

Job Class: 3307 TCHR INTELLECTUAL DISABILITY

Quantity: 7.25 | HOURLY

Accrual Balance: PERSONAL -4.0000

Sick Bank

Click **Update**. Tab to the **Quantity** field and change the hours 7.25 to 3.25. This will result in a zero balance vs a negative balance. Tab until past the account field. Click **Accept** (green check) to save changes. A LWOP (390 pay code) record must be added for the 4.0 hours that the employee took, but did not have the leave balance hours to cover. Click **Add**. Enter in the **From** and **To** dates of the absence. Tab to the **Absence** field and select **YES** from the dropdown. Tab to the **Employee** field and enter the employee number. Tab to the **Pay** field and enter pay code 390 (LWOP). Tab to the **Quantity** field and enter in the LWOP hours as a negative number (-4.0 in this case). Tab until the amount field shows a negative. Click **Accept** (green check) to save changes.

Time Entry

Payroll Identification

Run: 1 - BIWEEKLY PAYROLL RUN | Warrant: SFTST2 | Batch: 18 | Start: 05/13/2013 | End: 05/26/2013

Employee: 807049 | Last Name: HILKENE | First Name: TODD | MI: A | Supervisor: O

Job Class: 3307 TCHR INTELLECTUAL DISABILITY

Pay: 390 LEAVE WITHOUT PAY

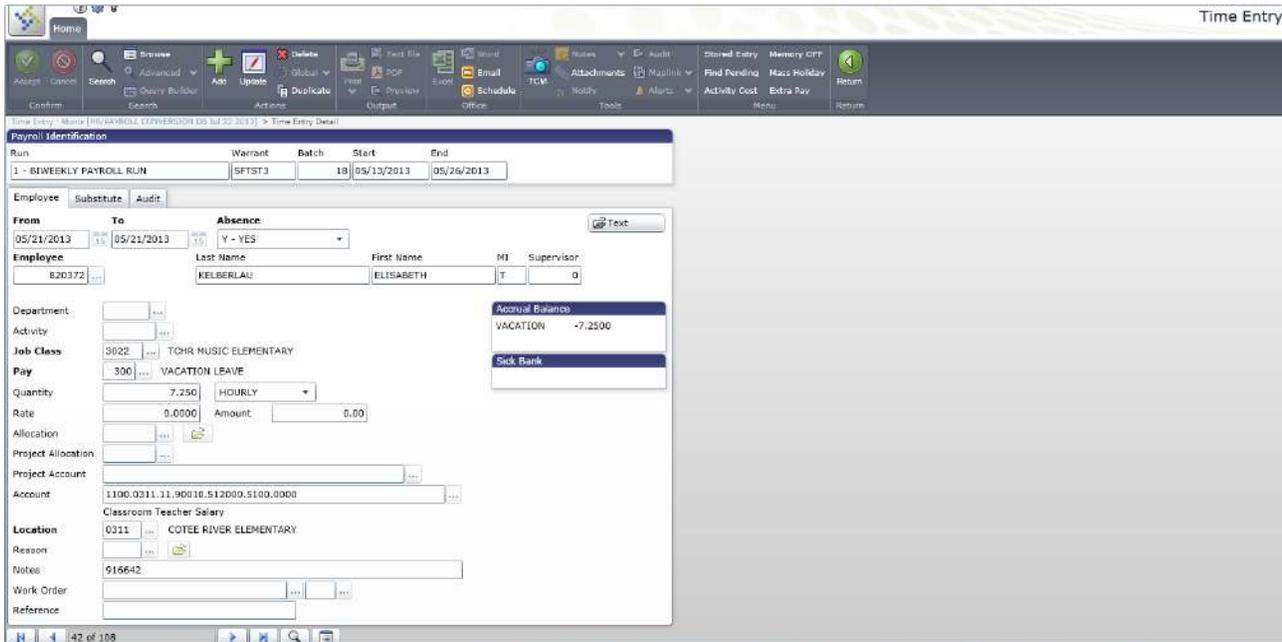
Quantity: -4.000 | HOURLY

Rate: 24.7755 | Amount: -99.10

Accrual Balance

Sick Bank

In this example, the employee earns Vacation Leave but has none available. This record needs to be adjusted.



Payroll Identification

Run	Warrant	Batch	Start	End
1 - BIWEEKLY PAYROLL RUN	SFTST3	18	05/13/2013	05/26/2013

Employee Substituted Audit

From 05/21/2013 **To** 05/21/2013 **Absence** Y - YES

Employee 820372 **Last Name** KELBERLAU **First Name** ELISABETH **MI** T **Supervisor** 0

Department **Activity** **Job Class** 3022 TCHR MUSIC ELEMENTARY **Pay** 300 VACATION LEAVE

Quantity 7.250 **Rate** 0.0000 **Amount** 0.00

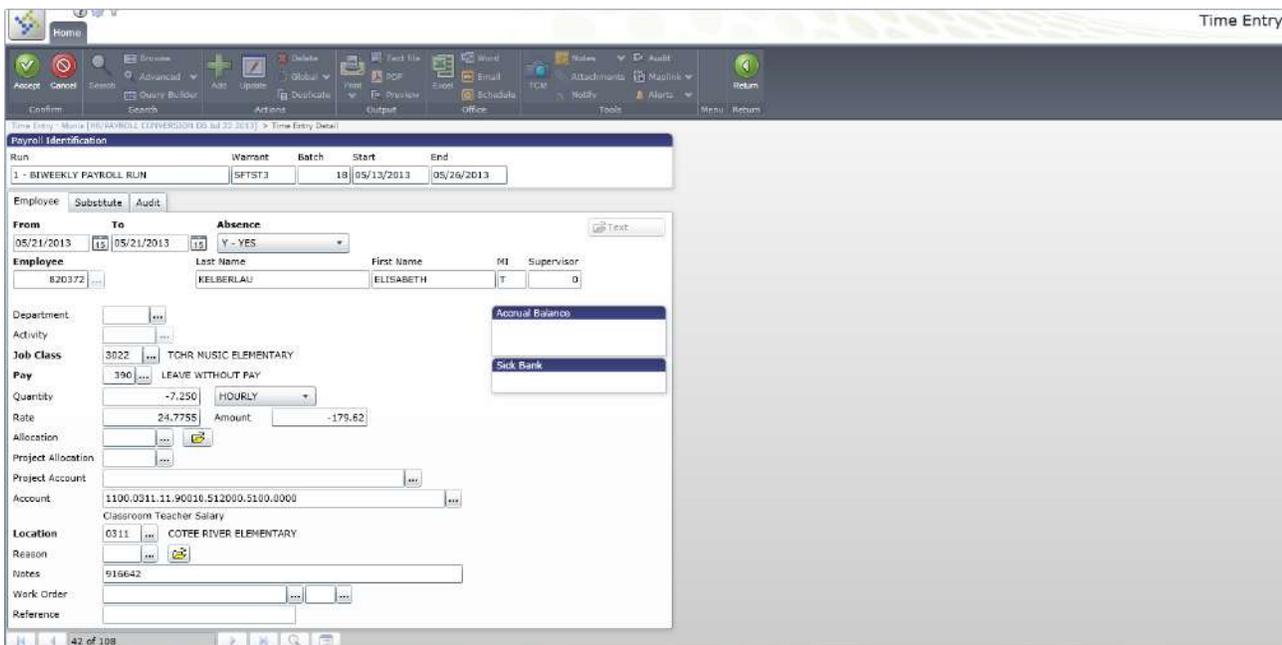
Accrual Balances
VACATION -7.2500

Sick Bank

Location 0311 COTEE RIVER ELEMENTARY

Reason 916642

Click **Update**. Tab to the **Pay** field and change the code from 300 (Vacation) to 390 (LWOP). Next, tab to the **Quantity** field and change the positive (7.25 in this example) to negative hours (-7.25). Tab until the **Amount** field becomes a negative amount. Click **Accept** (green check) to save changes. The modified record appears below.



Payroll Identification

Run	Warrant	Batch	Start	End
1 - BIWEEKLY PAYROLL RUN	SFTST3	18	05/13/2013	05/26/2013

Employee Substituted Audit

From 05/21/2013 **To** 05/21/2013 **Absence** Y - YES

Employee 820372 **Last Name** KELBERLAU **First Name** ELISABETH **MI** T **Supervisor** 0

Department **Activity** **Job Class** 3022 TCHR MUSIC ELEMENTARY **Pay** 390 LEAVE WITHOUT PAY

Quantity -7.250 **Rate** 24.7755 **Amount** -175.62

Accrual Balances

Sick Bank

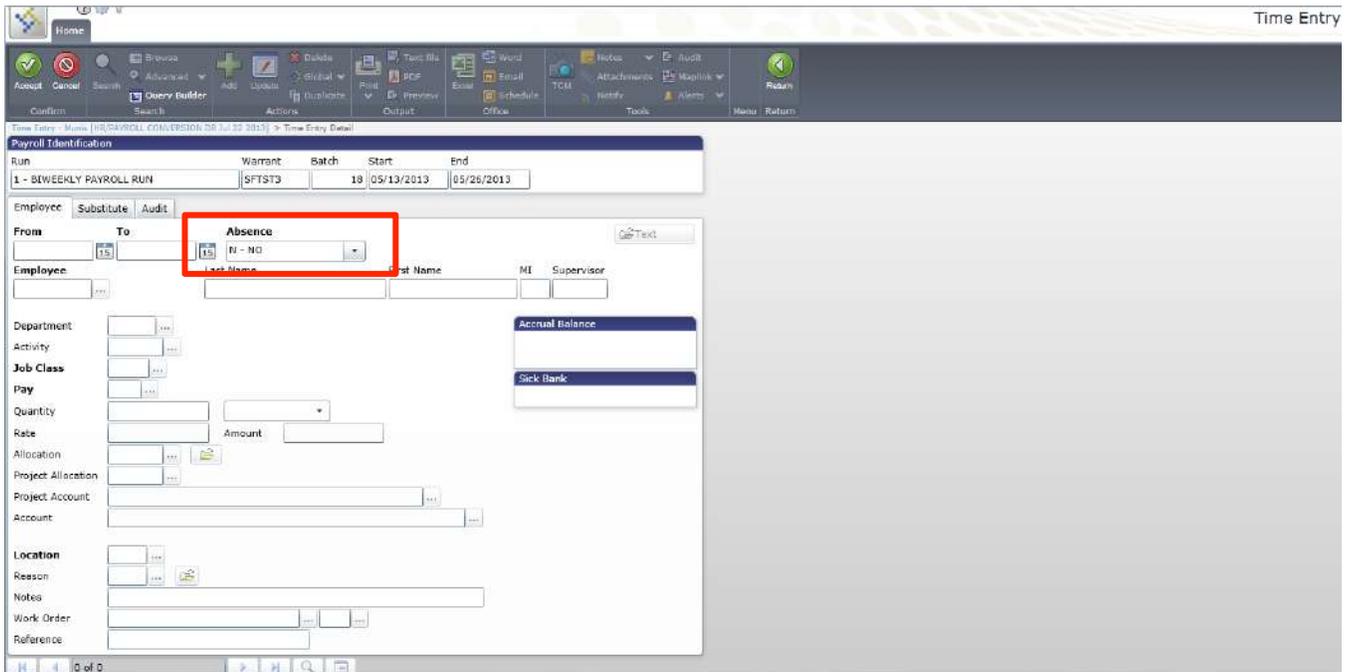
Location 0311 COTEE RIVER ELEMENTARY

Reason 916642

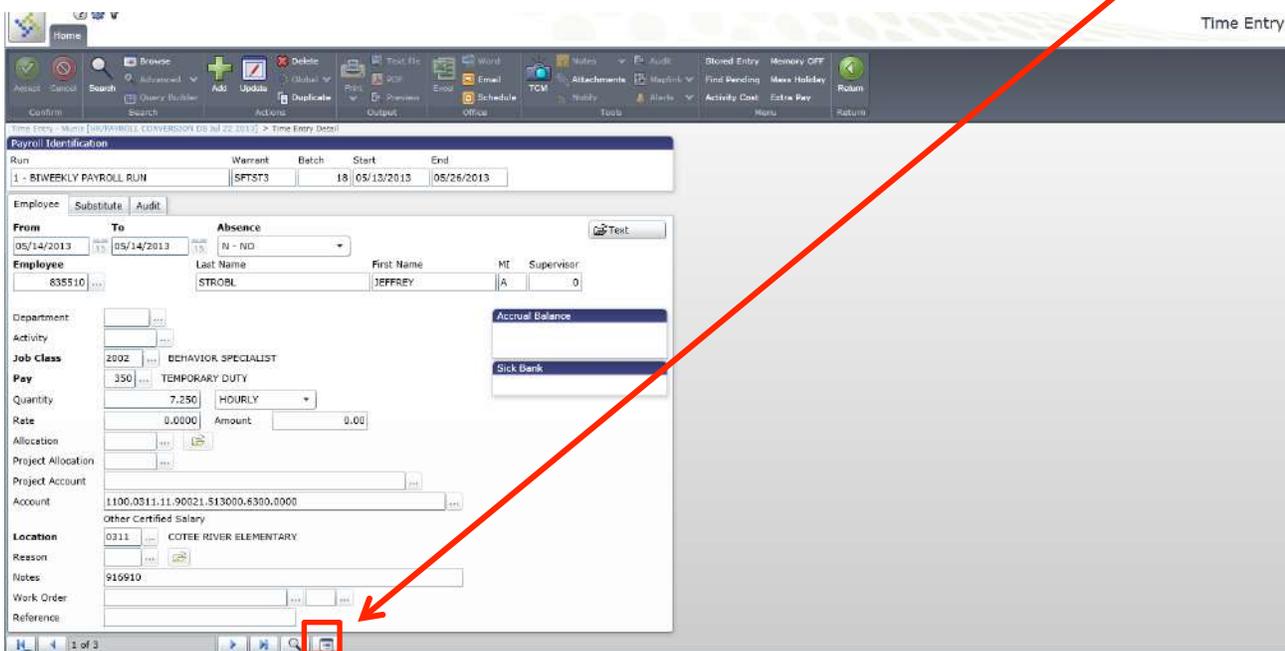
NOTE: If the employee has some Vacation available, but not enough to cover all hours taken, modify the Vacation record to use the available balance and add a LWOP record with a negative amount for the uncovered hours, as shown in the personal example earlier.

Review all **Absence Y-YES** issues. If the record on the screen requires no updates, use the navigational arrows at the bottom of the screen to move to the next record.

After the review of **Absence Y-YES** is complete, click **Search** and use the Absence dropdown to select **N-NO**. Click **Accept** (green check).

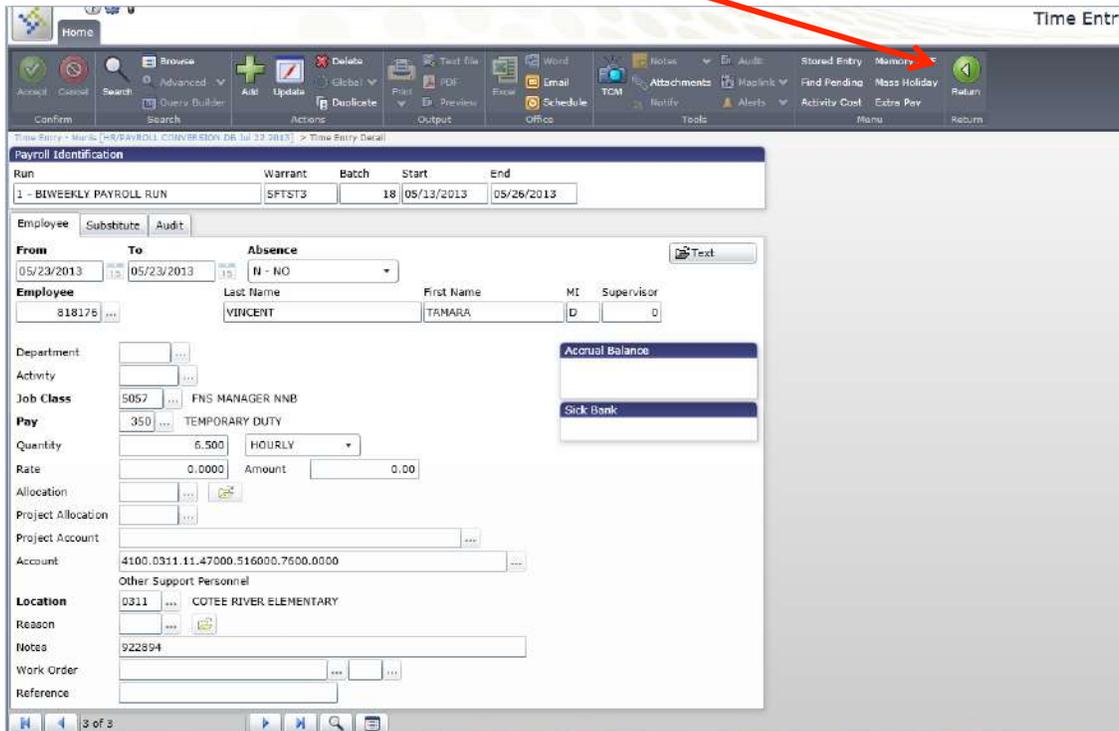


Most of these will be **Temporary Duty** records. Review these records. Click on the **Browse** icon.

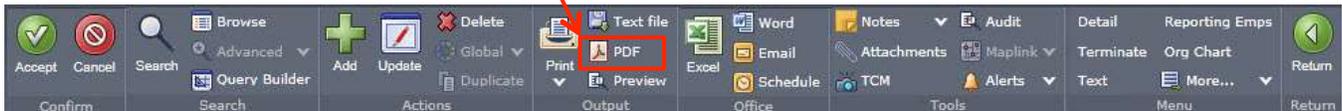


Proofing the batch (verifying what is in the batch, with the option to make corrections)

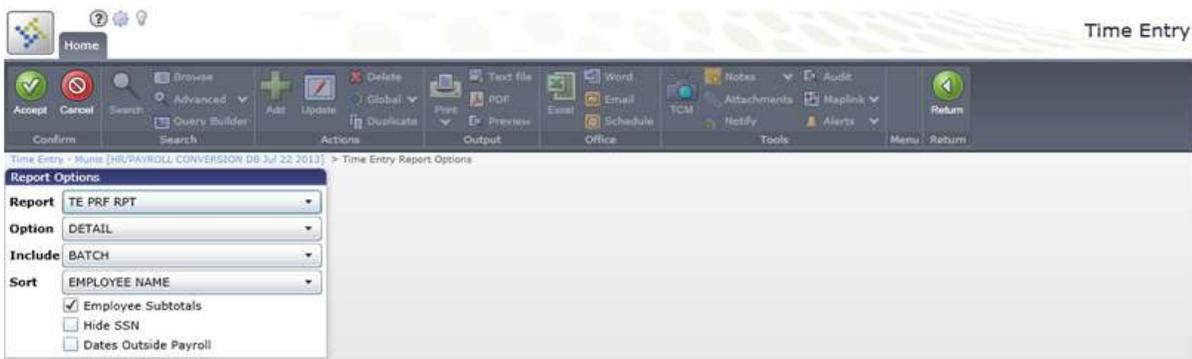
Once all records in the batch have been reviewed, run a Time Entry Proof Report. To run the report, click on **Return** to go back to the **Batch Header** screen.



From the Batch Header screen, click on **PDF**. This option provides an option to save the report and print it.



Choose the Report "TE PRF RPT" (TIME ENTRY PROOF REPORT) and then define all other fields as shown below. Click **Accept** (green check).



Review this report very carefully. Look for the following:

Sub Teacher records that contain letters in the account.

Sub Teacher records that do not have an amount in the “AMOUNT” COLUMN.

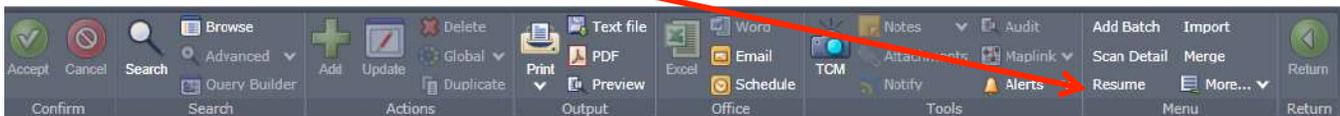
The example highlighted below has both issues in the same record. These issues MUST be resolved.

To correct issues found on the report, return to the batch, find the employee and make corrections.

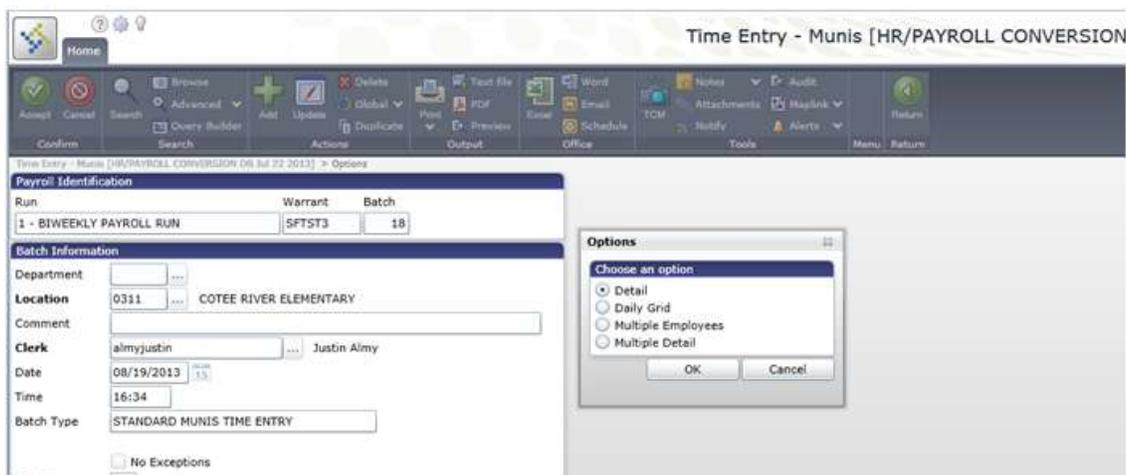
Continue to run this report and fix the issues until all errors have been corrected.

munis a tyler era solution					
08/23/2013 08:14 smitheypatricia		HR/PAYROLL CONVERSION DB Jul 22 2013 TIME ENTRY REPORT: CUSTOM REPORT TIME ENTRY PROOF REPORT			PG 1 prtimmatt
RUN: 1 WARRANT: SFTST3 USER: almyjustin		PAYROLL START: 05/13/2013 LOC: 0311 BATCH: 18		PAYROLL END: 05/26/2013	
NAME	EMP #	PAY DESC	ACCOUNT		AMOUNT
ARDITO, JOSEPHI	803042	LWOP	4210.0311.11.34014.515000.5200.3703		-32.2500
TOTAL BY EMP 803042					-32.2500
ARSENEAU, SHANN	836927	SICK	1100.0311.11.90010.512000.5100.0000		0.0000
MACCAR, MAGUY M	824745	SUB TCHR D	1100.PAYR.00.90000.510000.5000.0000		0.0000
ARSENEAU, SHANN	836927	SICK			0.0000
WALDRUP, ELAINE	810728	SUB TCHR D	1100.0311.11.90000.575001.5100.0000		75.0000
TOTAL BY EMP 836927					942.5000
BACHMANN, KIMBE	827308	PRSNL	1100.0311.11.90020.512000.5200.0000		0.0000
HAUPT, B J	810099	SUB TCHR D	1100.0311.11.90000.575001.5100.0000		0.0000
BACHMANN, KIMBE	827308	PRSNL	1100.0311.11.90020.512000.5200.0000		0.0000
WALDRUP, ELAINE	810728	SUB TCHR D	1100.0311.11.90000.575001.5100.0000		0.0000
BACHMANN, KIMBE	827308	PRSNL	1100.0311.11.90020.512000.5200.0000		0.0000
BACHMANN, KIMBE	827308	TEMP DUTY	1100.0311.11.90020.512000.5200.0000		0.0000
HAUPT, B J	810099	SUB TCHR D	1100.0311.11.90000.575001.5100.0000		0.0000

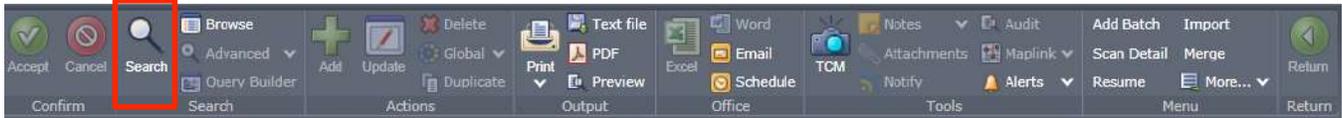
To find and correct issues, click on **Resume**.



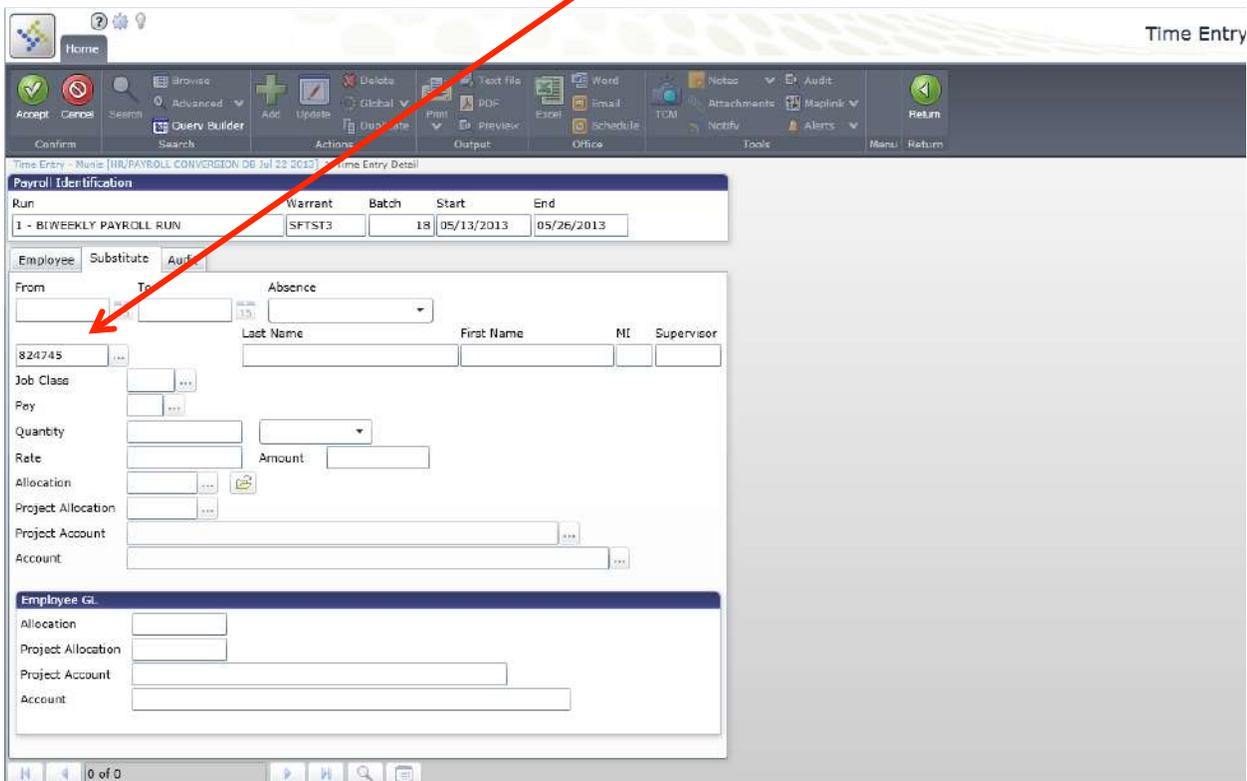
Select **Detail** and then click **OK**.



To correct a substitute record, click on **Search**



Click on the **Substitute** tab. Enter in the **Employee Number** from the **Time Entry Proof Report**. Click **Accept** (green check).



An employee may have more than one record; verify the date of the record that requires correction prior to updating. If there is more than one record, use the navigational arrows at the bottom to move from one record to the next.

Click **Update**. The record will open in the **Employee** tab. Click the **Substitute** Tab and correct the issues found on the **Time Entry Proof Report**. On the sample report, the Sub had no days indicated and had "PAYR" in the Account. To correct, tab to the **Quantity** field and enter in the appropriate quantity. Tab to the **Account** field and enter the correct account code. Click **Accept** (green check).

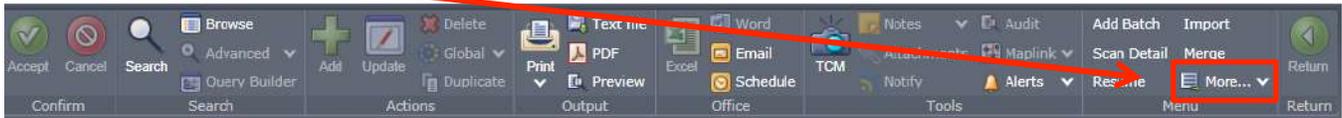
Once all issues noted on the **Time Entry Proof Report** have been corrected, click on **Return** to navigate back to the **Batch Header** screen.

From the **Batch Header**, run the **Time Entry Proof Report** to verify all corrections have been made (see page 29).

Repeat as needed until all corrections have been made.

Releasing your Batch for Approval

After a batch is reviewed and all corrections are made, batches are released for approval. To release the batch, return to the Batch Header, click on **More** and then choose the option **Release**.



A message box will appear. Click **Yes** to release the batch into the approval process.



Approvers have the option to approve the batch, reject the batch, or forward the batch to another approver. If an approver rejects a batch, a comment as to why the batch was rejected is required. When a batch is rejected, the system emails a rejection notice to the batch creator. If you receive a rejection notice, make the necessary corrections to the batch, then click **Release** on the **Time Entry Batch** Header screen to restart the approval process.

Batches in the workflow approval process will show a **X-In Progress** status on the batch header. Approved batches will display an **Y- Approved** status.

