



Munis

Time Entry - SmartFind

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



Munis Menus

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.

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Purchase Card Import		
Purchase Cards		

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.

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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.

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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.

Payroll	Process
	Payroll Run Type 1 BIWEEKLY Payroll Warrant SFTST3
į	Payroll Period Begin Date 05/13/2018 Payroll Period End Date 05/26/2013 Payroll Check Date 05/31/2013
	Continue with this payroll process?
	Yes No

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.

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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.

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Clerk	almyjustin				
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	No Exceptions				
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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.



Getting Started:

After finding the SmartFind Batch, click on Scan Detail.

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The screen opens in Browse List form. Click Accept (green check) to open record 1 in Detail.

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	5	05/13/2013	05/13/2013	Y	827308 B	ACHMANN, KI	MBERLY K					3307	320		3.500 H		
	6	05/14/2013	05/14/2013	Y	827308 8	ACHMANN, KI	MBERLY K					3307	320		3.500 H		
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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

Image: Search Image: Search<	Detail
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Employee Substitute Audit	
From To Absence Gif Text	
05/24/2013 15 05/24/2013 15 Y - YES -	
Employee Lest Name First Name NI Supervisor	
803042 ···	
Department: Activity: Job Class: 4005 INSTRUCTIONAL ASST ESE Pay 320 PERSONAL LEAVE Quantity: 3.750 HOURLY * Rate 0.0000 Amount 0.00 Allocation Image: Project Allocation Project Allocation Project Account: Account 4210.0311.11.34014.515000.5200.3703 Paraprofessional Location Vork Order Reference	



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

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The Audit Tab is for Payroll use only.

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Employee Substitute Audit						
Original Batch 0 Clerk almyjustin Justin Alm	my					
Punch In						
ESS Approval Status •						
Clerk						
4 2 of 107						



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 recor, 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 2 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.



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05/24/2013 05/24/2013 Y - YES -	
Employee Last Name First Name	MI Supervisor
ARDITO JOSEPHINE	0
Department Activity Job Class 4005 main INSTRUCTIONAL ASST ESE Pay 320 PERSONAL LEAVE Quantity 3.759 HOURLY Rate 0.0000 Amount 0.00 Allocation Project Allocation Project Account Account Paraprofessional Location C0311 COTEE RIVER ELEMENTARY Reason Mork Order Reference	Actual Balance PERSONAL -3.7500 Sick Bank
N 4 1 of 107	

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



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Employee Subst	bstitut	
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Employee GL Allocation Project Allocation Project Account Account	on Direction t 4210.0311.11.34014.515000.5200.3703 Paraprofessional	onal /s

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

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**.

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Accept Cancel Se	Advanced w Soarch	dete Actions	Print Cotput	Einsel	rd ail edule	TCM	m ❤ ER Audit chmants (∰ Haplink fv (▲ Alerts Taols	Stored Entry Find Pending Activity Cest	r Memory OFF 1 Mass Holiday Extra Pav Jenu	Return Return	
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824745	MACCAR		MAGUY		м	0					
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Clicking **Update** returns the view to the **Employee** tab. Click on the **Substitute** tab again and the screen will be available for update.

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Employee Subs	icitute Audit							
From	To Absence		-			(2) Text		
05/17/2013	15 05/17/2013 15 Y - YES		-					
Employee	Last Name		First Name	MI	Supervise	or		
836927	ARSENEAU		SHANNON	M		0		
Activity Job Class Pay Quantity Rate Allocation Project Allocation	3009 TCHR ELEM KS 320 PERSONAL LEAVE 7.250 PERSONAL LEAVE 0.0000 Amount 	-	0.00	PE	ISONAL k Bank	-14.5000		
Project Account		St. 120 P2						
Account	1100.0311.11.90010.512000.510	0.0000						
Location	0311 COTEE RIVER ELEME	NTARY						
Reason								
Notes	911421							
Work Order								
Reference								



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
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Time Entry - Men's [HI//PAYROLL CONVERSION D5 Jul 22 2013] > Time Entry Detail	
Payroll Identification	
Run Warrant Batch Start End	
1 - BLWEEKLY PAYROLL RUN SFTST3 18 05/13/2013 05/26/2013	
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Account 1100.0511.11.90000.57501.510.0000 ms	
Employee GL	
Allocation	
Project Allocation	
Accessed 1100.0311.11.90010.512000.5100.0300	
Account Interface Salary	
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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.**

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Employee Substitute Audit				6		
From To 05/20/2013 15 05/20/2013 15	Absence Y - YES *	First Name	MI Supervisor			
810728 WAI	LDRUP	ELAINE	B 0			
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Account						
TEACHER INST TECH						
Allocation 11 Project Allocation Project Account Account TEACHER INST TECH						
14 4 3 of 107	N Q 🔳					

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.

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Rate	55.0000 A	Amount 0.00							
Allocation	🖻								
Project Allocation									
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Account	1100.PAYR.00.90000.5	510000.5000.0000							
3	Salaries								
Employee GL									
Allocation									
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Project Account									
Account	1100.0311.11.90010.5	512000.5100.0000							
	Classroom Teacher Sal	lary							
	1			_					
39 of 1	07								

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.

1 Pome		102	620	200		Time Entry
Accept Cancel Search Confirm	k: Update Actions	Text file WW PDF Excel S S Cutput Office	iond mail chedule s	tes v Et Audit achments ∰ Maplink v Sfy Alartz v Tools	Staned Entry Memory CFF Find Pending Mass Holiday Activity Cost Extra Pay Menu	Return Return
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Employee Substitute Audit				1		
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Employee GL Allocation Project Allocation Project Account Account H 4 18 of 107	L5000.5200.3703					

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 dropdown. Click **Accept** (green check).

Home A Contraction of the second seco	Time Entry
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Confirm Dearch Actions Output Office Tools Mercu Return	
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1 - BIWEEKLY PAYROLL RUN SFTST3 18 05/13/20/3 05/26/2013	
Employee Substitute Audit	
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is is sub only v	
Employee Last Name First Name MI Supervisor	
Department Account Balance	
Sick Bank	
Project Account	
Location	
Reason 🔐 🗃	
Notes	
Work Order	
Reference	
H 4 0 of 0 H 9 H 9	

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.

Home			929	202		Time Entry
Accept Confirm	Add Update Global V Add Update Global V Actions	Text file	Vord mail chedule e	Notès 💙 🖬 Audit Attschments 🔛 Maplink 🛩 Notify 🧥 Alerts 🛩 Tools	Stored Entry Memory CFF Find Pending Mass Holiday Activity Cost Extra Pay Menu	Return Return
Time Entry - Nunis (HR/PAYROLL CONVERSION Payroll Identification	(D5 Jul 22 2013] > Time Entry Detail					
Run	Warrant Batch St	tart End				
1 - BIWEEKLY PAYROLL RUN	SFTST3 18 0	5/13/2013 05/26/201	3			
Employee Substitute Audit	Clarkin (Section (Sectin (Section (Section (Section (Section (Section (Section (Sect	<u>, , , , , , , , , , , , , , , , , , , </u>				
From To	Absence			GTout		
05/23/2013 15 05/23/2013	15 S - SUB ONLY +			La lext		
Employee	Last Name	First Name	MI Supervis	ior		
802064	CAYE	BEVERLY	M	0		
Job Class 9003 SUBST Quantity 175 SUBST Quantity 4.500 Rate 7.7900 Allocation Project Allocation Project Account	STITUTE NONINSTR ITUTE NONINST HOURLY 0 HOURLY + 0 Amount 35.00 23		Sick Bank			
		19933				
Reason	CONTRACT CLEMENTARY					
Notes 914623						
Work Order		2				
Reference						

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.

Home													Time Entry
Accept Censel Search Search	Browse Advanced V Ad Query Builder arch	id Update [Delete Globel V Duplicate	Pint V Durber Pint Dispersion Output	Ercel Scher Office	Iule	Notes 🔣 Notes 📎 Attachm S Notify Te	v EP. Audi ents ∰ Map ∧ler ools	it St link∨Fi ts∨Ax	cored Entry nd Pending tivity Cost. M	Memory OFF Mass Holiday Extra Pay cnu	Return Return	
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Employee	Last N	Name		First Name	1	MI Supe	visor						
829526	GRIS	MER		PAMELA		L	0						
Department Activity Job Class 9000 Pay 120 Quantity Rate Allocation Project Allocation Project Allocation Project Account Account 1100.PA Salaries Location 0311 Reason Notes 911231 Work Order Reference	SUBSTITUT 0.000 65.0000 AYR.00.90000.510 COTEE RIVE	E TCHR TCHR DAILY mount	oco ARY	0.00		ick Bark	nce						

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)**.

Home	a 0								Time Er
empl Canol Se Canfirm	C Advanced C Advanced Diserch Bearch	and Update Fig Dur Add Update Fig Dur Accurs	ete tul v alcota Output	email Constantial Constantial Office	Tow Texts	Stored Entry III	Memory OFF Mass Holiday Extra Fay	Callen Betan	
Time Entry 14time (H Reyrall Identificati	WPARMIL CONTINUE	v (45.3.4 22.2013) > Time Ent	ry Cletiel			-			
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Employee Subs	stitute Audit								
From	Τσ	Absence			(a≩Text				
05/24/2013	05/24/2013	15 Y - YES			Maria Constantino				
Employee		Last Name	First Nam	e MI	Supervisor				
803042		ARDITO	JOSEPHI	NE	0				
Department Activity Job Class Pay Quantity Rate Allocation Project Allocation Project Allocation Project Account Account Econtion Roason Rotes Work Order Réference	4005 JIVST 320 PERS 3.73 0.000 4210.0311.11.34 Parageofessional 0311 COT 922711	RUCTIONAL ASST ESE MAL LEAVE a HOURLY a Amount AL4,515000.5200.3703 SEE RIVER ELEMENTARY	0.00 		Gual Balancel SONAL -3.7500 Bank				

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.

Home	er v									Time En
Accept Curred Se	C armos Advanced v	Add Updaw Fg Chu Add Updaw Fg Chu Acturns	ete auf v oficiale Output		il Ritulie	Rintzer v Fr Audit Attachments 📴 Maglink v Renily 🧥 Alerts v Tools	Stored Entry Find Pending Activity Cast	Memory OFF Mass Holiday Extra Pay	Roum Roum	
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Location	0311 COTEE R	IVER ELEMENTARY								
Reason										
Notes	922711									
Work Order	6326225	31)								
Pafaranca		1	1.411							
	.t									



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.

Home	e v		9292	Time Entry
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Run	Warrant Batch Start End			
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Employee Subst	blute Audit			
From	To Absence	(≩Text		
05/17/2013	05/17/2013 15 Y - YES *			
Employee	Last Name First Name	MI Supervisor		
807049	. HILKENE TODD	A 0		
Department Activity Job Class Quantity Date Allocation Project Allocation Project Account Account	3307 3307 7.250 HOURLY 0.000 100.031.11.90220.512000.5200.0000 Cessroom Teacher Salary	Accrual Isaance PERSONAL -4.0000 Sick Bank		
Location	0311 COTEE RIVER ELEMENTARY			
Reason				
Notes	911201			
Work Order	441 444			
Reference				
H 4 23 of 1	54 > N Q 📼			

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.

None V		Time Entry
None Control	teral mentioned and the second secon	
Time Entry - Munic (MOMWOOL CONFERENCE) IS NO 22 2013] > Time Entry Data		
Run Warrant Batch Start End		
1 - BEWEEKLY PAYROLL RUN SFTST3 18 05/13/2013 05/26/20	3	
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Employee Last Name First Name	ML Supervisor	
807049 HELKENE TODD	A 0	
Location Image: State Stat	Sick Bank	



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

Home	· ·	Time Entry
Confirm	Courry Buldor Courry	Stiuned Entry Menning CIT Content of the State of the Sta
Time Entry * Munic [100	(RANK012 CONVERSION DS had 22 2013) > Time Entry Detail	
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1 - BIWEEKLY PAY	ROLL RUN SFTST3 18 05/13/2013 05/26/2013	
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Employee Subst	tute Audit	
From	To Absence GPText	
05/21/2013	05/21/2013 Y - YES T	
Employee	Last Name First Name MI Supervisor	
820372	KELBERLAU ELISABETH T O	
Department Activity Job Class Pay Quantity Rate Allocation Project Allocation Project Account Account Location Resson Notes Work Order Reference	Image: State of the s	
H 4 42 of :	108 🔺 🕺 🔍 🖃	

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.

Home	Time Entry
Accord Control	Alard C Alarta V D' Alarta B Bradal BCM Nobel Alarta C Menne Chalada C Nobel V Alarta Menne Menne Toolo Menne
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1 - BIWEEKLY PAYROLL RUN 5FTST3 18 05/13/2013 05/26/201	13
Employee Substitute Audit	
From To Absence	Tal Text
05/21/2013 15 05/21/2013 15 Y - YES *	
Employee Last Name First Name	MI Supervisor
820372 KELBERLAU ELISABETH	τ 0
Activity Job Class J022 Job Class J02 Job Class J	Sick Bank

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).

Home I I I I I I I I I I I I I I I I I I I	Time Entry
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Project Allocation	
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Most of these will be Temporary Duty records. Review these records. Click on the Browse icon.

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	Browse	🖕 🗾 🏽 Delete	B Test De	in word		tes v B. tudit m		Blored Entry Memor
Agenet Sundel Su	urth (E) Query Builder	Ndo Updata	Phini Dr. Province	Eroul Sched	TCM AU	techmente <u>ko</u> Maplin tily 🔒 Alerte		 Find Pending Mean F Activity Cost Extra I
Costim	Search	Actions	Output	office	1	Toola		Hariu
Payroll Identificatio		in sector (1) > time entry the	an.					
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Employee 835510	Last	: Name ROBI	First Name		E Supervisar			
			In the second se					
Department				A	crual Balance	2		
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Job Class	2002 HE BEHAVIOR	R SPECIALIST		15	ck Bank		1	
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Quantity	7.250	HOURLY *						
Rate	0.0000	Amount	0.00					
Project Allocation	100							
Project Account			12					
Account	1100.0311.11.90021.5	13000.6300.0000	100					
	Other Certified Salary							
Location	0311 COTEE RD	VER ELEMENTARY						
Reason								
Notes	916910							
Work Order			100					
Reference								
N_ 1 of 3		XXQ	1					



Review the **Temporary Duty** list in **Browse** to quickly review pay codes. If a record requires updating, click on the line of the record and click **Accept** (green check). This will close the **Browse** window and open the **Detail** view. To close the **Browse** window without viewing detail, click on **Return**.

Home	2 2 4 9 Home											15					Time Entry	
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Record Number	THRAN	From Date	To Date	Absence	Emp #	Employee		Super #	Supervisor	<u>م</u>	ctivity	Job	Quantity	UOM Rate	An	nount	Alloc	Proj Allac
	1	05/14/2013	05/14/2013	N	835510	STROBL, JE	FFREY A					2002	la	7.250 H	0.0000	0.00		1990 TOTAL SA
	z	05/21/2013	05/21/2013	N	818176	VINCENT, T	AMARA D					5057	350	4.000 H	0.0000	0.00		
	3	05/23/2013	05/23/2013	N	818176	VINCENT, T	AMARA D					5057	350	6.500 H	0.0000	0.00		
Column Quantity Amount Sub Quantity Sub Amount	Tota 17.75 0.00 0.00	1 0 0 0			_	_												
	Sea	rch / Filter						Co 4 1	Record 1 of 3									

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.

Home	r u				120			23					Time Entry
Accept Carood Ser	anth Browsee 0 Advanced ✓ 10 Ouery Builder	Aiki Update	Delete	Pitel V D: Presiese Output	Encel Constant	U-E	Atta	ss ⊮ f schments ifv t	in Aude <mark>T</mark> ý Maplink [•] A Alerts	Stored Enb Find Pendin Activity Co	ny Mamiliy S. Na Mass Holiday et Extre Pav	(d) Return	
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818175	1	VINCENT		TAMARA		2	D						
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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.

	w munis
08/23/2013 08:14 smitheypatricia HR/PAYROLL CONVERSION DB Jul 22 2 TIME ENTRY REPORT: CUSTOM REPORT TIME ENTRY P	013 PG 1 Prtimatt
RUN: 1 WARRANT: SFTST3 PAYROLL START: 05/13/2013 PAYROLL END: USER: almyjustin LOC: 0311 BATCH: 18	05/26/2013
NAME EMP # PAY DESC ACCOUNT	AMOUNT
ARDITO, JOSEPHI 803042 LWOP 4210.0311.11.34014.515000.5200.3	-32.2500
TOTAL BY EMP 803042	-32.2500
ARSENEAL SHANN 836927 SICK 1100 0311 11 90010 512000 5100 00 MACCAR. MAGUY M 824745 SUB TCHR D 1100 PAYR.00.90000.510000.5000.00	00 0.0000
ARSENEAU, SHANN 836927 SICK WALDRUP, ELAINE 810728 SUB TCHR D 1100.0311.11.90000.575001.5100.04	0.0000 75.0000
TOTAL BY EMP 836927	942.5000
BACHMANN, KIMBE 827308 PRSNL 1100.0311.11.90020.512000.5200.00 HAUPT, B J 810099 SUB TCHR D 1100.0311.11.90020.575001.5100.00 BACHMANN, KIMBE 827308 PRSNL 1100.0311.11.90020.512000.5200.00 BACHMANN, KIMBE 827308 PRSNL 1100.0311.11.90020.512000.5200.00 HAUPT, B J 810099 SUB TCHR 1100.0311.11.90020.512000.5200.00	00 0.0000 00 0.0000 00 0.0000 00 0.0000 00 0.0000 00 0.0000 00 0.0000 00 0.0000 00 0.0000

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

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Confirm		Search		Actio	ms		Output		Office		Tools		м	enu	Return

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

Hom		Time Entry - Munis [HR/PAYROLL CONVERSION
Confirm	Advanced v Actions Output	Word Image: State of the state
Tirrin Extry - Mut	IN [HVPANRAL CONVERSION ON AN 22 2013] > Options	
Run 1 - BIWEEKLY	Warrant Batch Y PAYROLL RUN SFTST3 18	
Batch Informa	ation	Options #
Department Location Comment	0311 COTEE RIVER ELEMENTARY	Choose an option Detail Daily Grid Multiple Employees Multiple Detail
Date	08/19/2013	OK Cancel
Batch Type	STANDARD MUNIS TIME ENTRY	
250.00	No Exceptions	



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).

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Time Entry - Munie [HR/PAYROLE CONV Record I Flag High stion	RSION DE Jul 22 2013] Time Entry Detail				
Run	Warrant Batch Start	End End	_		
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Employee Substitute Aud					
Employee To	Abrance				
	Last Name F	First Name MI	Supervisor		
824745		10			
Job Class					
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Employee GL			_		
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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.

2 4 9 Home			263			Time Entr
Accept Cancel Search Genery Builder	Taxt file Init D POF ✓ D Preview Output	Tool Cohedule	TCN	Fi Audit S S ∰ Maplink ♥ I A Alerts ♥ A	Stored Entry Memory OFF Find Pending Mass Holiday Activity Cost Extra Pay Menu	Return
Time Entry - Nunis [HR/PAVROLL CONVERSION D8 Jul 22 2013] > Time Entry Detail Payroll Identification						
Run Warrant Batch	Start E	ind				
1 - BIWEEKLY PAYROLL RUN SFTST3 18	05/13/2013	05/26/2013				
Employee Substitute Audit						
From To Absence						
05/17/2013 15 05/17/2013 15 Y - YES •	1					
Last Name	First Name	MI	Supervisor			
824745 MACCAR	MAGUY	м	0			
Pay 120 substitute TCHR DAILY Quantity 0.000 DAVS Rate 55.0000 Amount 0.00 Allocation Project Allocation Project Allocation Project Allocation Account 1100.PAYR.00.90000.510000.5000.0000 Salaries Employee GL Allocation Allocation Project Allocation Description Classroom Teacher Salary					If the emplo more tha record, this show as	oyee had in one s would 1 of ?
N 4 1 of 1 > N Q 🔳	~		_			

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, ret<u>urn to the Batch Header</u>, click on **More** and then choose the option **Release**.

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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.

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