



# Munis Production Payroll Processing for Payroll Preparers

May 2023

# WELCOME TO Munis Production (Munis Prod)!

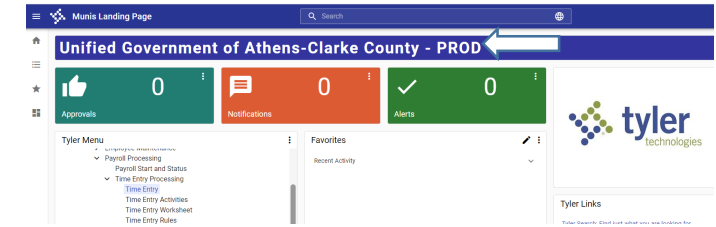


- Payroll Preparers will receive the time, verify it, and submit it to HR electronically in [Munis Prod](#).
- You may already have access to Munis Prod by way of Finance.
  - Username: [first.last@accgov.com](mailto:first.last@accgov.com)
  - Password: same as your computer login
- Employees now enter their own time into Munis ESS and their supervisor approves it electronically from any internet-enabled device. IF THEY DON'T, you can enter it manually into Munis Prod.

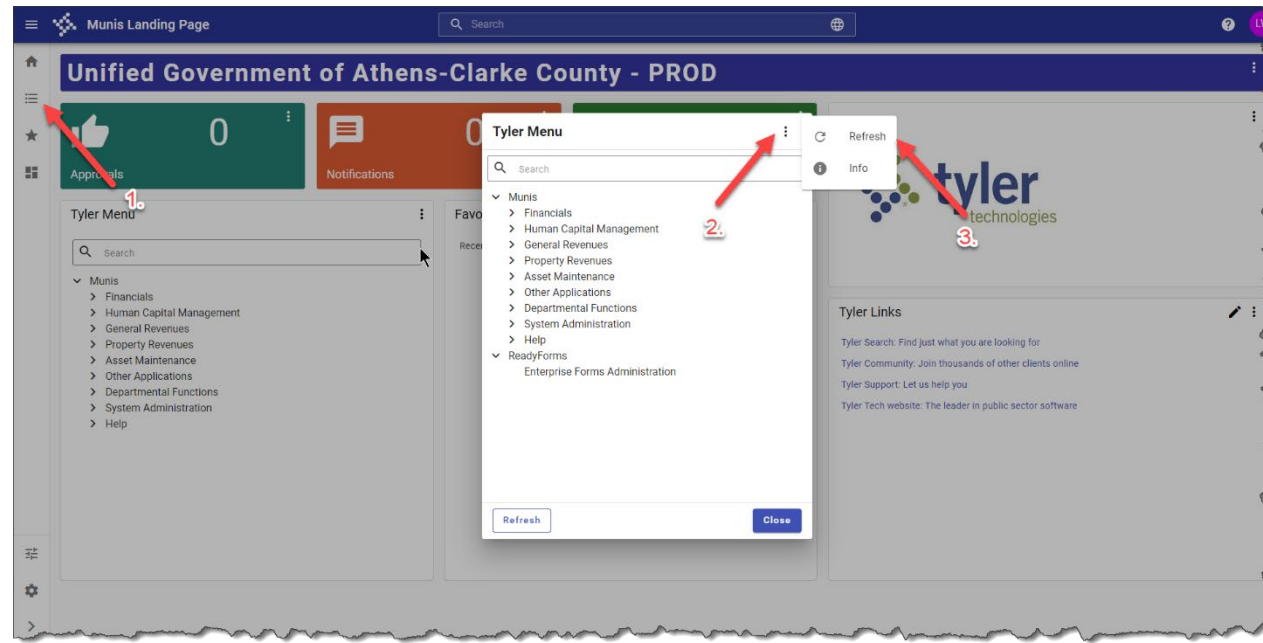


## Logging in to Munis PROD

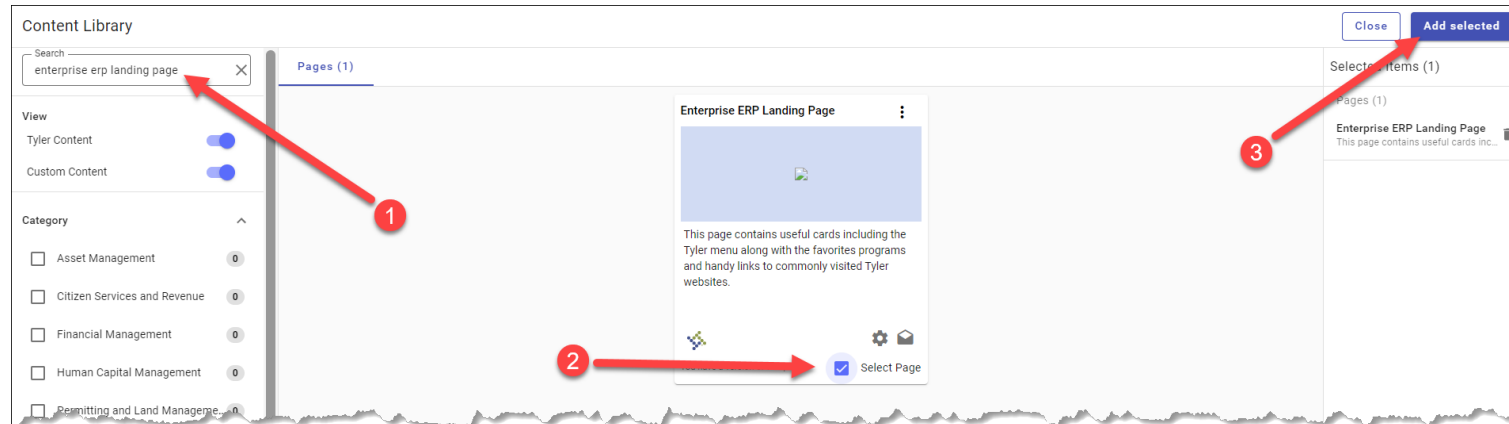
1. You will log on to Munis PROD, NOT Munis IMPL
1. Your username will be your ACCGov email address: first.last@accgov.com
2. Your password is the same password you use to log on to your ACCGov computer.
3. If you receive an error message when you attempt to log on, close out of your browser and try again. If you STILL receive an error message, reboot your computer.



# Setting up your Munis PROD Landing Page



If you already have  
Munis for Financial  
Administration, follow  
these steps



If you do not already  
have Munis for Financial  
Administration, follow  
these steps



### Time Entry

1. Open Munis PROD and Navigate to Time Entry; click Search, Accept, and Browse. Verify Pay Period and Dates
2. Click on the Add Batch skittle, click Accept, select View, click ok, Select Group, click Accept – **NOTE YOUR BATCH NUMBER!**
3. Click Find Pending skittle and LOAD the batch
  - Time submitted by Employees that has already been “Approved” has been added to the batch.
  - Click the UPDATE skittle to modify time or enter time for employees as needed AT THIS POINT.
  - *If all employees have reported and all supervisors have approved, and all changes have been made, proceed to Step 4. If not, complete steps 1-8 below.*
4. Click the Run Scan Detail skittle, review one last time, save to a PDF, click Back
5. Click on Verify, Click on YES!

### Employee Pending Time Entry

1. Navigate to Employee Pending Time Entry
2. Search and Accept, make sure you are in DETAIL view, click on “Audit” Tab
3. Search records that are “Approved” “In Progress” and “Not Released”
4. Notify Employees to enter and submit time that is “Not Released” and notify supervisors to approve time that is “In Progress”
5. RESUME your Batch in Time Entry, Step 3

### Helpful Hints

1. Avoid creating multiple batches; RESUME your existing batch.
2. Communicate with your fellow payroll preparers, employees, and supervisors. IMPOSE DEADLINES.
3. Corrections to prior pay periods must be performed in DETAIL VIEW. Create a new record clicking ADD to add hours or deduct hours.
4. You can always send time BACK to Pending by selecting the Remove Pending skittle:



Time Entry  
Step 1: Open Munis PROD and Navigate to Time Entry



The screenshot shows the 'Munis Landing Page' for the 'Unified Government of Athens-Clarke County - PROD'. The 'Tyler Menu' is open, displaying a search bar and a list of categories. Under 'Payroll Processing', the 'Time Entry' option is highlighted. A red arrow points to this option.

Time Entry  
Step 1 (cont'd): Click Time Entry, check the Pay Period and Dates, Click Yes.

The screenshot shows the 'Time Entry [Athens-Clarke County Unified Government]' form. The 'Payroll Identification' section includes fields for 'Run', 'Warrant', and 'Batch'. The 'Batch Information' section includes fields for 'Department', 'Location', 'Comment', 'Clerk', 'Date', 'Time', and 'Batch Type'. The 'Payroll Process' dialog box is open, showing the 'Payroll Run Type' as 'BIWEEKLY' and the 'Payroll Warrant' as '23PP08'. The 'Payroll Period Begin Date' is 04/02/2023, the 'Payroll Period End Date' is 04/15/2023, and the 'Payroll Period Check Date' is 04/21/2023. The 'Continue with this payroll process?' dialog box is open, with the 'Yes' button highlighted by a red arrow.



## Time Entry Step 2: Add a Batch

Time Entry [Athens-Clarke County Unified Government]

Close Search Browse Output Print Display PDF Save Email Schedule Add Batch Scan Detail Resume Import Move Verify Merge View

Time Entry [Athens-Clarke County Unified Government]

Payroll Identification

Run Warrant Batch

0 - BIWEEKLY 23PP08

Batch Information

Department Location \* Comment Clerk \* Date Time Batch Type

No Exceptions

Posted Verify ID Status

Employee Count

NOTE: Please DO NOT create more than one batch if you do not regularly do so. Please Search for and RESUME your batch once you have created it.

## Time Entry Step 2 (cont'd): Now choose your view

Time Entry [Athens-Clarke County Unified Government]

Payroll Identification

Run Warrant Batch

0 - BIWEEKLY 23PP08

Batch Information

Department Location \* Comment Clerk \* Date Time Batch Type

No Exceptions

Posted Verify ID Status

Employee Count

Options

Choose an option

☒ Detail ☐ Daily Grid ☐ Multiple Employees ☐ Multiple Detail

We like Daily Grid

Cancel OK

# Time Entry

## Step 2 (cont'd): Now select your group, click Accept

**Time Entry Auto-Load**

Back | Accept | Cancel

Time Entry [IMPL DATABASE Apr 1 2023] > Time Entry Auto-Load > /

Selection

Group: **HUMAN RESOURCES** Preview

Location: **HUMAN RESOURCES** Select your group

Check Location

Job Class: to

Barg Unit: to

☐ Inclusive

Override Defaults

From: to

Job Class:

Position:

Pay:

Quantity:

Allocation:

Project Account:

Account:

Location:

Auto-Load group to be loaded.

### NOTE:

- Selecting your group "Auto-loads" the names of all of the people/divisions for whom you process time.
- If you have more than one group on the list, you are the backup for those groups. When processing as a Backup, it is advisable to create an additional Batch or Batches for these groups.

# Time Entry

## Step 2 (cont'd): NOTE YOUR BATCH NUMBER, Click Accept

**Time Entry [Athens-Clarke County Unified Government]**

Close | Accept | Cancel

Time Entry [Athens-Clarke County Unified Government] > /

Payroll Identification

Run: **0 - BIWEEKLY** Warrant: **23PP08** Batch: **21** NOTE YOUR BATCH NUMBER!

Batch Information

Department: **06**

Location: **0610**

Comment:

Clerk: **welchl**

Date: **04/13/2023**

Time: **10:54**

Batch Type: **STANDARD MUNIS TIME ENTRY**

☒ No Exceptions

Posted: **N**

Verify ID:

Status:

Employee Count:

0 of 0 |< < > >| Department code for this batch (optional)



## Time Entry

### Step 3: Click Find Pending and LOAD the records

Time Entry [IMPL DATABASE Apr 1 2023] > Time Entry Daily Grid

Payroll Identification

Run: 0 - BIWEEKLY, Warrant: 23PP07, Batch: 12, Start: 03/19/2023, End: 04/01/2023

Daily Detail

Employee *	SSN *	Last Name	First Name	MI	Supervisor
8440		ADAMS	VANISHA	M	2007

Week 1 of 2

Job	Job Description	Position	Position Description	Pay	Pay Description	Account	SUN 03/19	MON 03/20
4123	RECORDS CLERK 52018	RECORDS CLERK 100	REGULAR HOURS 101-1-06-050-	0.000			0.000	0.000

SUN 03/19: .000, MON 03/20: .000, TUE 03/21: .000, WED 03/22: .000, THU 03/23: .000, FRI 03/24: .000, SAT 03/25: .000

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

Accrual Balance

1 of 31 |< >| Activity type



Select the group, check the box “Remove Existing Pays”, click LOAD

Time Entry Daily Grid

Payroll Identification

Run: 0 - BIWEEKLY, Warrant: 23PP07, Batch: 11, Start: 03/19/2023, End: 04/01/2023

Daily Detail

Employee \*: 8440, SSN: 255-67-4893, Last Name: ADAMS, First Name: VANISHA, MI: M, Supervisor: 2007

Week 1 of 2

Job	Job Description	Position	Position Description	Pay	Pay Description	Account	SUN 03/19	MON 03/20	TUE 03/21	WED 03/22	THU 03/23	FRI 03/24	SAT 03/25
4123	RECORDS CLERK 52018	RECORDS CLERK 100	REGULAR HOURS 101-1-06-050-	0.000			0.000	0.000	0.000	0.000	0.000	0.000	0.000

SUN 03/19: .000, MON 03/20: .000, TUE 03/21: .000, WED 03/22: .000, THU 03/23: .000, FRI 03/24: .000, SAT 03/25: .000

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

Accrual Balance

1 of 31 |< >| Activity type

Select Scheduled Pay Records

Pre-Scheduled Time Entry records exist.

Group: HUMAN RESOURCES

☐ Subtract From Base

☒ Remove Existing Pays

Load, Examine, Cancel



Review the information to ensure it is accurate or change the information as needed, Click the ADD or UPDATE skittles to enter time for employees who did not enter their time into ESS or employees who need modifications to their time.

Time Entry Daily Grid

Back

Accept

Search

Browse

Add

Update

Delete

Email

Schedule

Edit Details

Stored Entry

Find Pending

Remove Pending

Activity Cost

Mass Holiday

Mass Exchange

Time Entry [IMPL DATABASE Apr 1 2023] > Time Entry Daily Grid

Payroll Identification

Run

Warrant

Batch

Start

End

0 - BIWEEKLY

23PP07

16

03/19/2023

04/01/2023

Daily Detail

Employee \*

SSN \*

Last Name

First Name

MI

Supervisor

8440

ADAMS

VANISHA

M

2007

←

Week 1 of 2

→

Job	Job Description	Position	Position Description	Pay	Pay Description	Account	SUN 03/19	MON 03/20	TUE 03/21	WED 03/22	THU 03/23	FRI 03/24	SAT 03/25
4123	RECORDS CLERK 52018	RECORDS CLERK 100	REGULAR HOURS 101 - 1 - 06 - 050 -	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

SUN 03/19

MON 03/20

TUE 03/21

WED 03/22

THU 03/23

FRI 03/24

SAT 03/25

Week 1 Sub-Total

Pay Type Total

Pay Period Total

.000

.000

.000

.000

.000

.000

.000

.000

.000

.000

Accrual Balance

1 of 166

Activity type

Update: You will use this to ADD or MODIFY time for employees

Add: You will use this to ADD employees to the batch that are not already there.



## Step 4: Scan Detail

**Time Entry [IMPL DATABASE Apr 1 2023]**

Close Search Browse Delete Output Print Display PDF Save Email Schedule Add Batch Scan Detail Resume Import

Time Entry [IMPL DATABASE Apr 1 2023]

Payroll Identification

Run: 0 - BIWEEKLY Warrant: 23PP07 Batch: 17

Batch Information

Department: 06 Human Resources  
Location: 0610 HR - ADMIN  
Comment:  
Clerk: welch1 Laura Welch  
Date: 04/06/2023  
Time: 12:37  
Batch Type: STANDARD MUNIS TIME ENTRY

☐ No Exceptions

Posted: N  
Verify ID:  
Status:

Employee Count: 31

1 of 1 |< < > >| Add a new batch.

Review all of the time for the current batch,  
save as a PDF in Time Entry, click BACK

**Time Entry Scan Detail**

Back Accept Cancel Output Print Display PDF Save Excel Word

Time Entry [IMPL DATABASE Apr 1 2023] > Time Entry Scan Detail

Record Number	From Date	To Date	Absence	Emp #	Employee
1	03/19/2023	03/19/2023	N	8440	ADAMS, VANISHA M
2	03/20/2023	03/20/2023	N	8440	ADAMS, VANISHA M
3	03/21/2023	03/21/2023	N	8440	ADAMS, VANISHA M
4	03/22/2023	03/22/2023	N	8440	ADAMS, VANISHA M
5	03/23/2023	03/23/2023	N	8440	ADAMS, VANISHA M
6	03/24/2023	03/24/2023	N	8440	ADAMS, VANISHA M
7	03/25/2023	03/25/2023	N	8440	ADAMS, VANISHA M
8	03/26/2023	03/26/2023	N	8440	ADAMS, VANISHA M
9	03/27/2023	03/27/2023	N	8440	ADAMS, VANISHA M
10	03/28/2023	03/28/2023	N	8440	ADAMS, VANISHA M
11	03/29/2023	03/29/2023	N	8440	ADAMS, VANISHA M
12	03/30/2023	03/30/2023	N	8440	ADAMS, VANISHA M
13	03/31/2023	03/31/2023	N	8440	ADAMS, VANISHA M

Column	Total
Quantity	0.000
Amount	0.00
Sub Quantity	0.000
Sub Amount	0.00

Search / Filter

Go < >

NOTE: We are in process  
developing a summary report that  
will allow you to see the summary  
of hours/hour types by employee  
and in total.



# Step 5: VERIFY!

Time Entry [IMPL DATABASE Apr 1 2023]

Close 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

Time Entry [IMPL DATABASE Apr 1 2023] **Delete the current data record (Ctrl+D)**

Payroll Identification

Run Warrant Batch  
0 - BIWEEKLY 23PP07 17

Batch Information

Department 06 Human Resources  
Location \* 0610 HR - ADMIN  
Comment  
Clerk \* welch1 Laura Welch  
Date 04/06/2023  
Time 12:37  
Batch Type STANDARD MUNIS TIME ENTRY  
☐ No Exceptions  
Posted N  
Verify ID  
Status  
Employee Count 31

Add a new batch.

Approve Batch  
Is this batch approved for posting?  
Yes No

NOTE: You can make changes even after your verify. If you RESUME the batch and make changes, you just have to Verify again.



If Employees and Supervisors do what they  
are supposed to do,

YOU ARE DONE!

If not, continue to next steps.

# Step 1: Navigate Employee Pending Time Entry

## Step 2: Search and Accept, click on “Audit” Tab



Employee Pending Time Entry [IMPL DATABASE Apr 1 2023]

Close Search Browse Add Update Delete Excel Email Schedule Attach Duplicate Stored Schedule Memory OFF Daily Grid Add Granted Import Mass Release

Employee Pending Time Entry [IMPL DATABASE Apr 1 2023]

Employee Substitute **Audit**

Original

Batch

Clerk

FLSA

ESS Punch In/Out

Punch In

Punch Out

ESS Approval

Status

Approve Reject Hold Forward Approvers

0 of 0 |< < > >| Create a new record similar to the current active record.

NOTE: You can switch to Daily Grid View, but there is no Audit Tab in that view.

Step 4: Notify Supervisors to approve time “In Progress”  
Notify Employees to submit time “Not Released”

Detail View

ESS Approval

Status

Approve Reject Hold Forward Approvers

Step 3: Search records by Status to determine if submitted by Employees is “Approved” or “In Progress” or “Not Released”



Return to Step 3 of Time Entry  
(Slide 9)  
RESUME your batch.



THANK YOU!