



Munis Production Payroll Processing for Payroll Preparers

May 2023

WELCOME TO Munis Production (Munis Prod)!

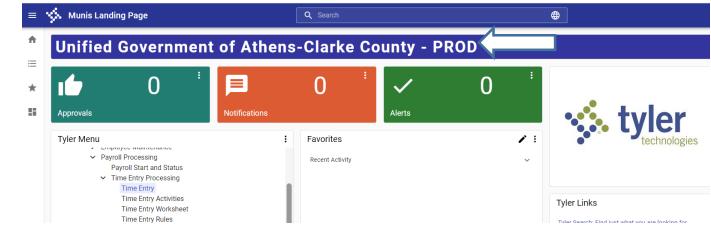


- Payroll Preparers will receive the time, verify it, and submit it to HR electronically in [Munis Prod](#).
- You may already have access to Munis Prod by way of Finance.
 - Username: first.last@accgov.com
 - Password: same as your computer login
- Employees now enter their own time into Munis ESS and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

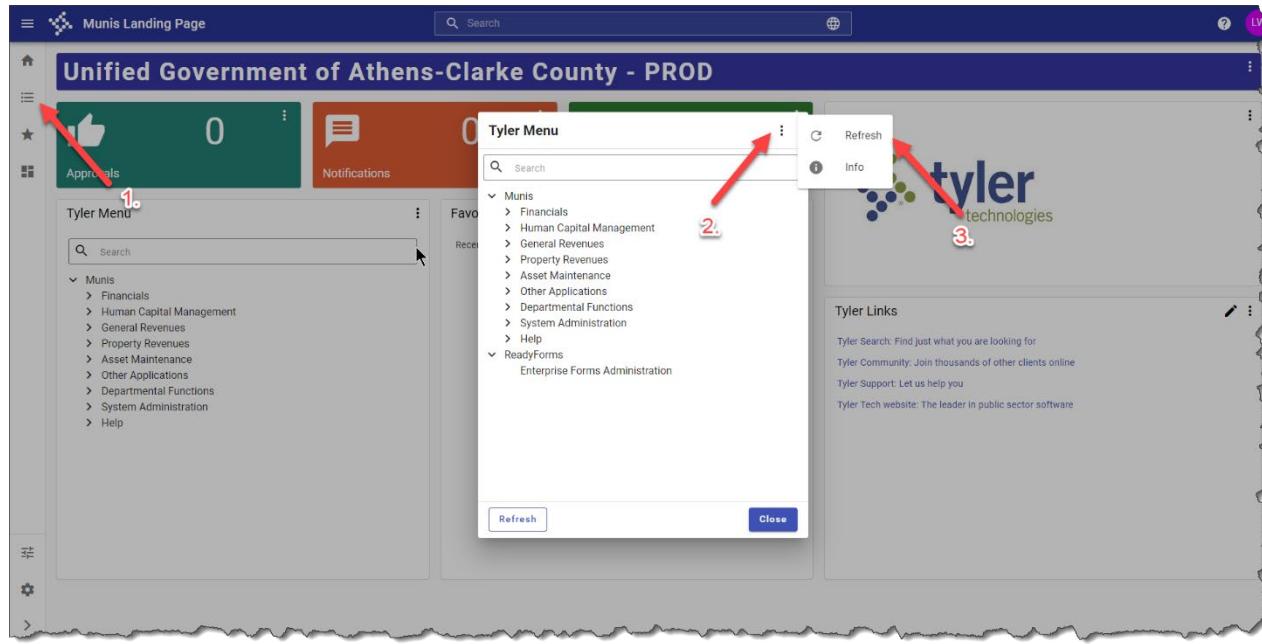


Logging in to Munis PROD

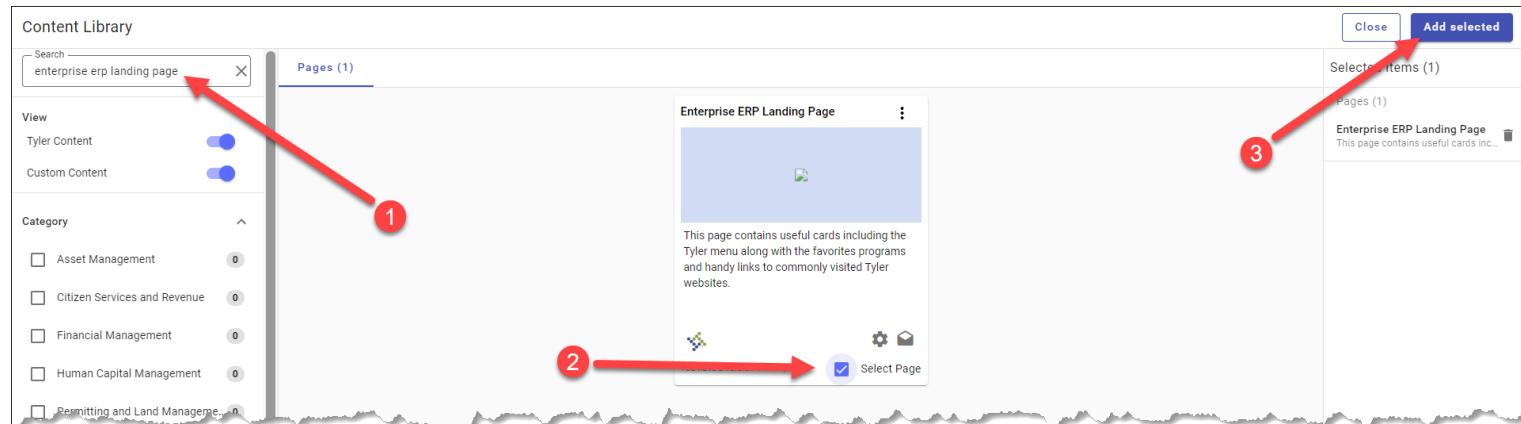
1. You will log on to Munis PROD, NOT Munis IMPL
1. Your username will be your ACCGov email address: first.last@accgov.com
2. Your password is the same password you use to log on to your ACCGov computer.
3. If you receive an error message when you attempt to log on, close out of your browser and try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

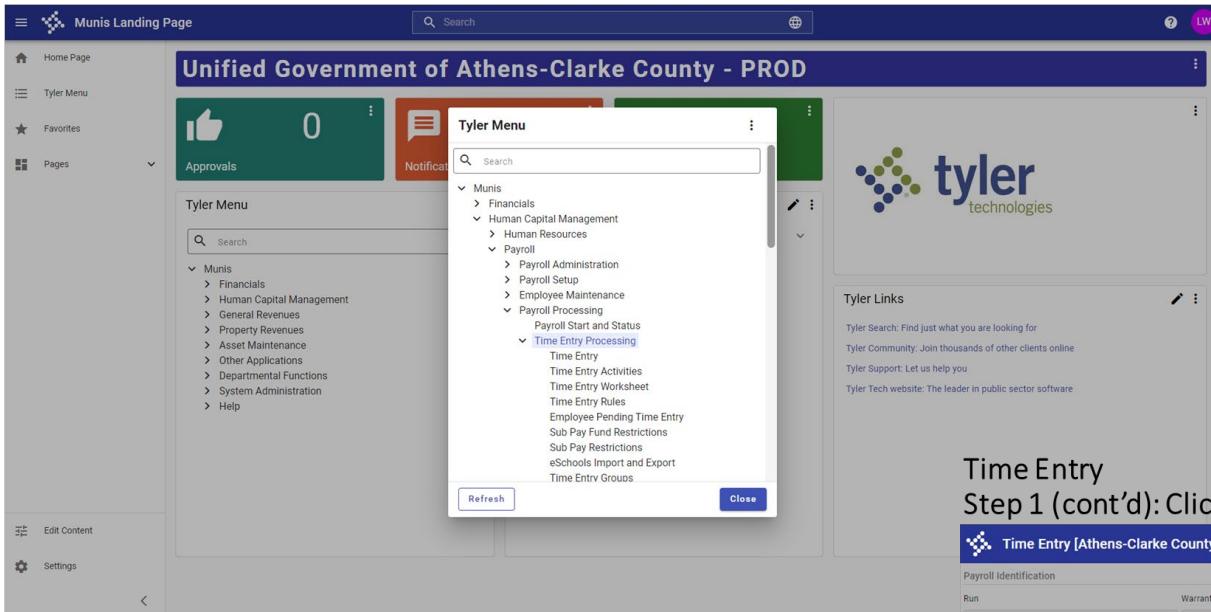
1. Navigate to Employee Pending Time Entry
2. Search and Accept, make sure you are in DETAIL view, click on “Audit” Tab
3. Search records that are “Approved” “In Progress” and “Not Released”
4. Notify Employees to enter and submit time that is “Not Released” and notify supervisors to approve time that 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: A small icon of a red circle with a white letter 'R' and the text "Remove Pending" below it.

Time Entry

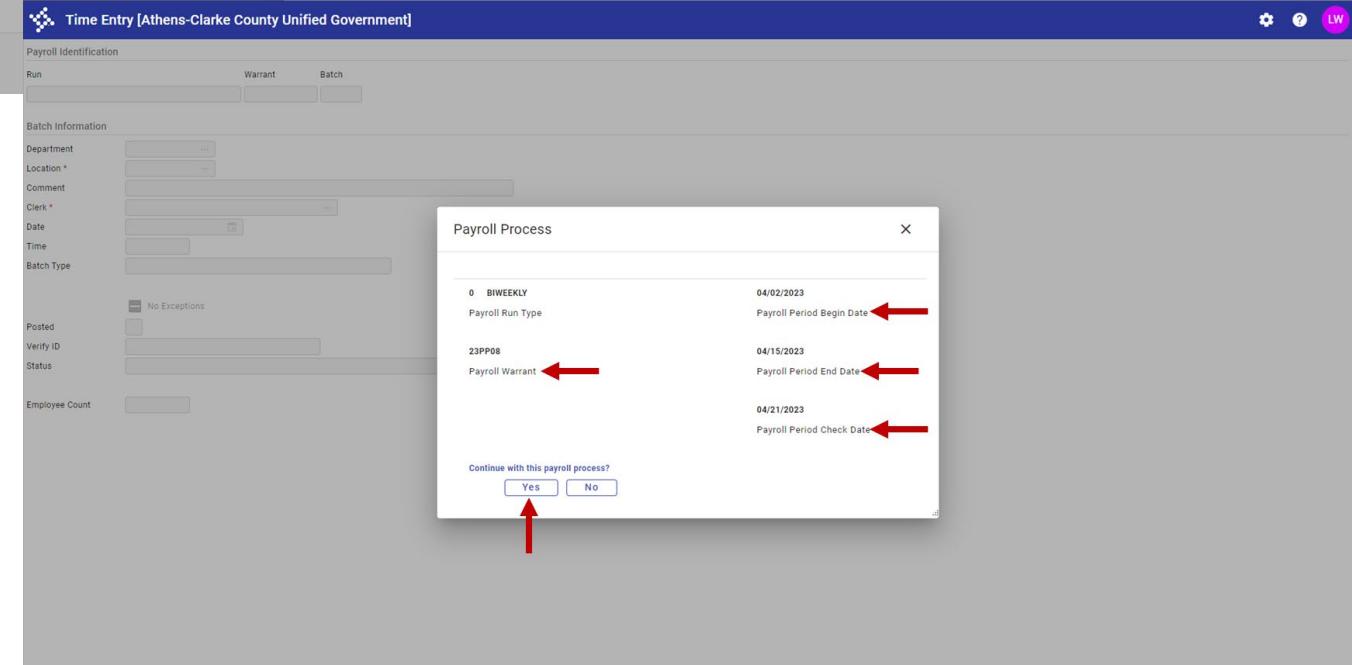
Step 1: Open Munis PROD and Navigate to Time Entry



The screenshot shows the Unified Government of Athens-Clarke County - PROD homepage. A red arrow points to the 'Tyler Menu' icon in the top left corner. The Tyler Menu is open, displaying a hierarchical list of Tyler software modules: Munis (Financials, Human Capital Management, Human Resources, Payroll), and Time Entry Processing (Time Entry, Time Entry Activities, Time Entry Worksheet, Time Entry Rules, Employee Pending Time Entry, Sub Pay Fund Restrictions, Sub Pay Restrictions, eSchools Import and Export, Time Entry Groups). The 'Time Entry' option is selected. The main content area shows the Tyler technologies logo and a 'Time Entry' link.



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]' page. A modal dialog box titled 'Payroll Process' is open. The dialog shows the following information:

Payroll Run Type	Payroll Period Begin Date
0 BIWEEKLY	04/02/2023
Payroll Warrant	Payroll Period End Date
23PP08	04/15/2023
	Payroll Period Check Date
	04/21/2023

At the bottom of the dialog, there are 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button.



Time Entry Step 2: Add a Batch

Time Entry [Athens-Clarke County Unified Government]

Close | Search | Browse | Print | Display | PDF | Save | Email | Schedule | Add Batch | Scan Detail | **R**esume | Import | **M**ove | Verify | **M**erge | Van

Time Entry [Athens-Clarke County Unified Government]

Payroll Identification

Run: 0 - BIWEEKLY Warrant: 23PP08 Batch:

Batch Information

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

No Exceptions

Posted:
Verify ID:
Status:

Employee Count:

Two red arrows point to the 'Add Batch' and 'Resume' buttons in the top menu bar.

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: 0 - BIWEEKLY Warrant: 23PP08 Batch:

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 We like Daily Grid
 Multiple Employees
 Multiple Detail

Cancel OK

A red arrow points to the 'Daily Grid' radio button in the 'Options' dialog box. The text 'We like Daily Grid' is written next to it.

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** 

Location: **HUMAN RESOURCES**

Check Location: to

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**

Batch Information

Department: **06** 

Location *: **0610** 

Comment:

Clerk *: **welch1**

Date: **04/13/2023**

Time: **10:54**

Batch Type: **STANDARD MUNIS TIME ENTRY**

No Exceptions

Posted: **N**

Verify ID:

Status:

Employee Count:

Department code for this batch (optional): **0 of 0**   

NOTE YOUR BATCH NUMBER!

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

Daily Detail

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

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: .000 .000 .000 .000 .000 .000 .000

Pay Type Total: .000 .000 .000 .000 .000 .000 .000

Pay Period Total: .000 .000 .000 .000 .000 .000 .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	Warrant	Batch	Start	End
0 - BIWEEKLY	23PP07	11	03/19/2023	04/01/2023

Daily Detail

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

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: .000 .000 .000 .000 .000 .000 .000

Pay Type Total: .000 .000 .000 .000 .000 .000 .000

Pay Period Total: .000 .000 .000 .000 .000 .000 .000

Select Scheduled Pay Records

Pre-Scheduled Time-Entry records exist.

Group: HUMAN RESOURCES	<input type="checkbox"/> Subtract From Base	<input checked="" type="checkbox"/> Remove Existing Pays
<input type="button" value="Load"/> <input type="button" value="Examine"/> <input type="button" value="Cancel"/>		

Click LOAD



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

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 MON 03/20 TUE 03/21 WED 03/22 THU 03/23 FRI 03/24 SAT 03/25

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

Accrual Balance

1 of 166 < > >> Activity type



Step 4: Scan Detail

Time Entry [IMPL DATABASE Apr 1 2023]

Close | Search | Browse | Delete | Output | Print | PDF | Save | Email | Schedule | Add Batch | Scan Detail | **S** | **R** | **I** | Import

Time Entry [IMPL DATABASE Apr 1 2023]

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

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	Presence	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

Q T T 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 | **S** | **R** | **Verify** | Import | Move | Merge | Vend Import | Sub History | Preferences | No Exceptions | Custom Report

Delete the current data record (Ctrl+D)

Payroll Identification

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

Batch Information

Department: 06 Human Resources
Location: 0610 HR - ADMIN
Comment:
Clerk: welchl 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

Approve Batch

Is this batch approved for posting?

Yes **No**

Add a new batch.

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

Employee Pending Time Entry [IMPL DATABASE Apr 1 2023]

Employee Substitute **Audit** ←

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

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.

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

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

Detail View

ESS Approval

Status: **X - IN PROGRESS**

Approve Reject Hold Forward **Approvers**



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



THANK YOU!