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.
   o   Username: first.last@accgov.com
   o   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.
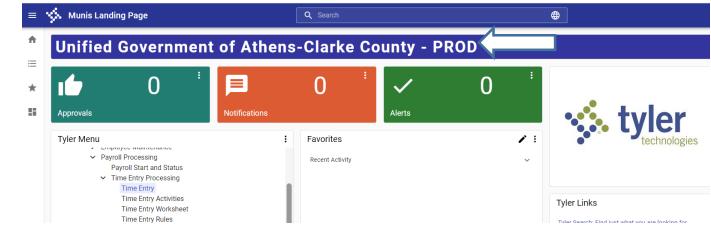
Setting up your Munis PROD Landing Page
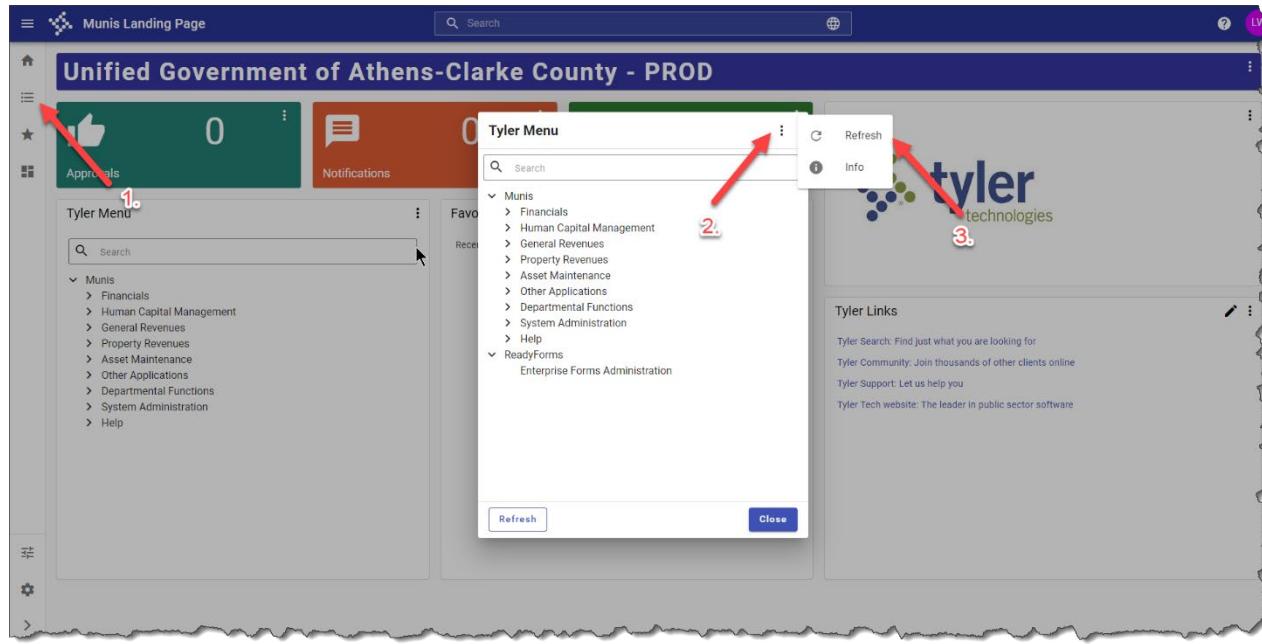
If you already have Munis for Financial Administration, follow these steps
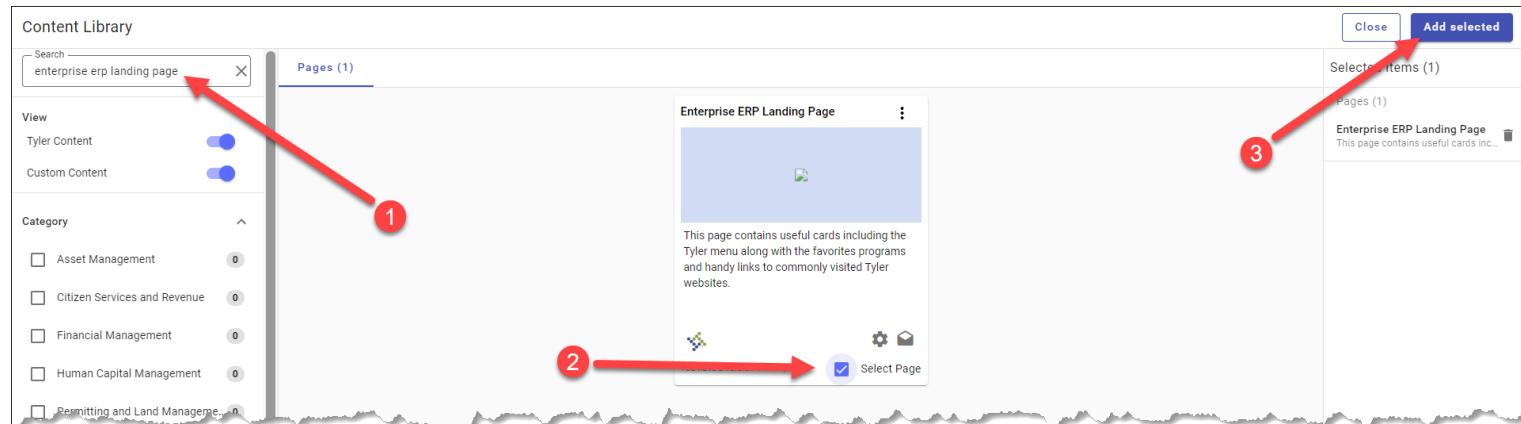
If you do not already have Munis for Financial Administration, follow these steps

Payroll Processing: Quick Reference

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
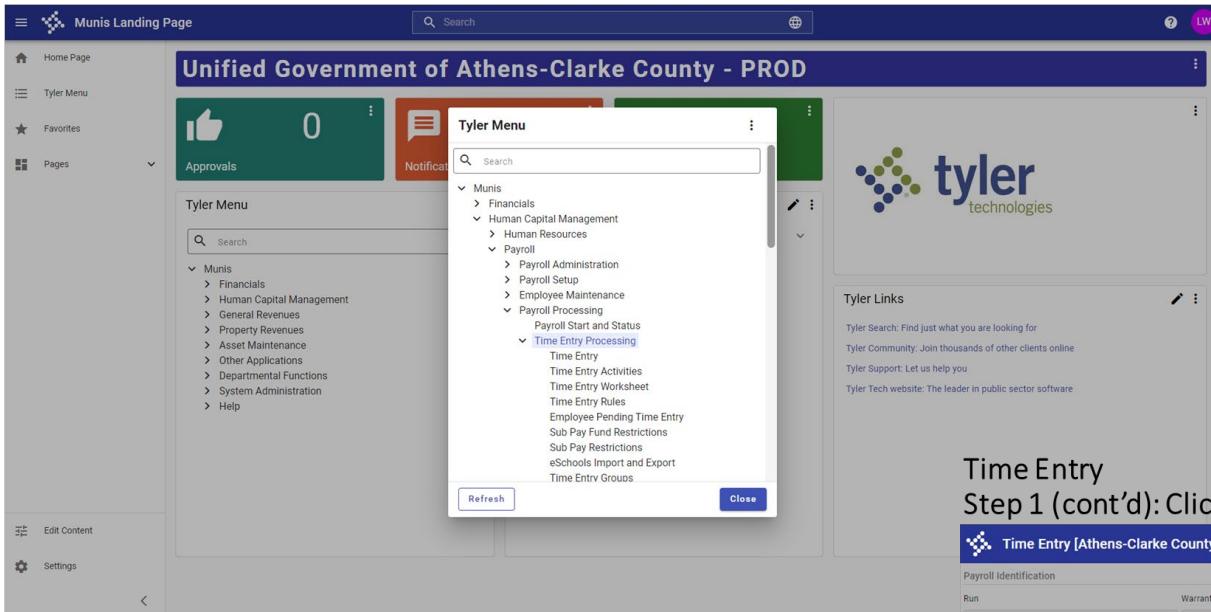
Time Entry
Step 1 (cont'd): Click Time Entry, check the Pay Period and Dates, Click Yes.
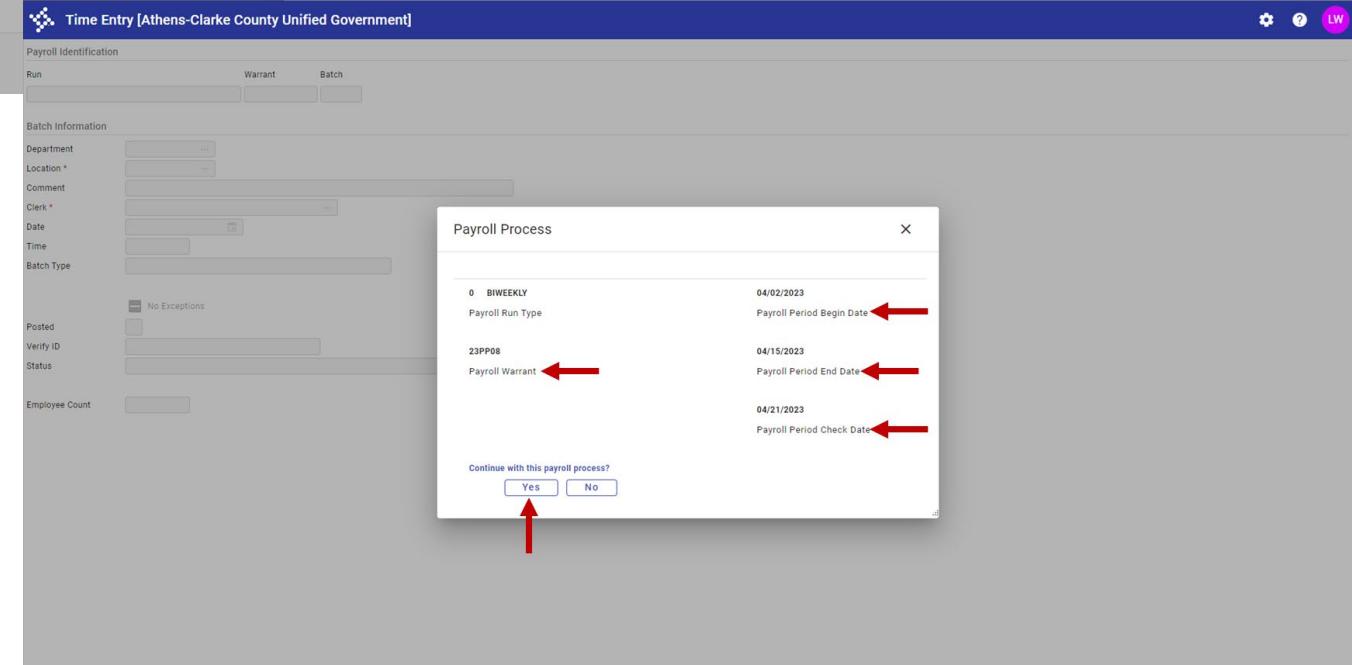
Time Entry
Step 2: Add a Batch

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

We like Daily Grid

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

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

NOTE YOUR BATCH NUMBER!

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 3: Click Find Pending and LOAD the records

Select the group, check the box "Remove Existing Pays", click LOAD

Select the group

Check this box

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.

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

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

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!

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

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**

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

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

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

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

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

THANK YOU!

Munis Time Entry for Employees