Munis Payroll Entry Instructions

All pay processors will be entering time for administrators, teachers, extended employment, extra duty pay, LTE’s, etc. via the Time and Attendance screens in Munis. Anything that was added via the MM35, MM36, MM37, MM38 and MM39 screens in Lawson will now be entered in Time and Attendance in Munis.

Each payroll pay processor will be assigned a batch into which to enter time records. This batch assignment occurs automatically when you go in to enter time.

Step 1 for Time Entry

You do this step the first time you create a batch for a payroll or when you need to switch from one payroll to another. If you have already created a batch for the payroll in which you’re currently working, you can skip ahead to step 2.

Select the payroll for which you want to enter time. You can enter time for multiple payrolls at once, but you need to make sure you’re “in” the correct payroll before making entries. Go to:

Human Resources/Payroll
  Payroll
    Payroll Processing
      Payroll Start and Status
You will select the payroll for which you want to enter time on the Payroll Start and Status screen. **Click on the magnifying glass** at the top of the screen to search for the payroll. **Select the payroll Run Type** by clicking on the down arrow in the Run Type field and selecting the appropriate payroll or by entering the Run Type number in the field and hitting the enter key or the green check mark in the upper left hand corner of the screen.

**Possible Payroll Run Types:**
- Run Type 1 – Biweekly Payroll (for non-Kronos entries)
- Run Type 2 – Alternative Biweekly Payroll (MSCR entries)
- Run Type 3 – Monthly Payroll (for admin and teachers)
- Run Type 8 – Summer Payrolls (for summer school and teachers)

When you select a Run Type all the available Warrants tied to that Run Type will appear, and you will need to **choose the correct Warrant** for your payroll. You can click on the arrow keys at the bottom of the screen until the desired Warrant appears. If you know the payroll Warrant, you can key the Warrant code directly into the Warrant field after you enter the Run Type (but before you click on the green check mark). Pay Processing schedules have been updated with each payroll’s Warrant for your reference.
Once you select your desired payroll in the Run Type and Warrant fields, hit Change on the menu on the left hand side. You will see the message “Active Payroll Set Changed” on the bottom of the screen. You are now “in” this payroll and you can exit this screen.

Now go to the Time Entry Processing folder and select Time Entry.

Please note that you only have to do step 1 when you are switching from one payroll to another. If you leave the time entry screen and go back to it at a different time for the same payroll, you can go directly to Step 2.

**Step 2 Time Entry**

Select Time Entry under:

Human Resources/Payroll
Payroll
Payroll Processing
Time Entry Processing
A message window will appear that will confirm for you the payroll for which you are entering time. If this is the correct payroll, click Yes. If this is not the correct payroll, click No and go back to step 1 and select your desired payroll.

The Time Entry screen will now appear.
If this is the **first time you’ve entered time for this payroll** you’ll want to click on **Add Batch**.

If you’re **resuming entry for an already added batch** you would search for your batch number and click on **Resume**. You can do this by clicking on the magnifying glass and entering the payroll Run Type, Warrant and Batch Number from your previous entry and clicking on the green check mark.

You may want to take note of the batch number assigned to you for when you need to resume time entry. You can also search on the department and comment fields on this screen to bring up your batch(es).

After hitting Add or Resume the following screen will appear. The options referred to are display options for entering time. You will want to choose the **Daily Grid** or **Detail** option when entering time.

The **Daily Grid option works well when** you are entering time for the current pay period. You will need to **use the Detail screen when** entering Extended Employment time or when entering time from previous pay periods.

Select your desired view and hit OK. If you are adding a batch you’ll be directed back to the Time Entry Screen. If you are resuming a batch you’ll be taken to the time entry screen you selected from the Options box (and you can pick up the directions on page 8 for the Daily Grid screen and page 10 for the Detail screen).
Enter the Department code for time entry. Generally your department code is your location or supervisor org code followed by a T. This code dictates to whom your time entries go for approval. If you do not know the Department code to use, you can refer to the Google doc titled Department Codes for Time Entry which lists the department code for each pay processor’s time entry group for assistance.

In the Comment field type your location name and hit enter or the green check mark at the top of the screen.
A **Time Entry Auto-Load** screen will appear. **Select the appropriate group** from the Group drop down menu and click on the green check mark. This will automatically load employees with the same pay location as you as well as most of their eligible pay types. Generally each pay processor will have a group for the monthly payroll (comprised of teachers and their most commonly used pay types) and a group for the biweekly payroll (comprised of LTEs and their time worked pay type, which is 150).

The Time Entry Auto-Load screen will only appear when you add a batch. When you resume entering into a batch it will resume with the same employees as the initial add.

![Time Entry Auto-Load](image)

The time entry screen will now appear.
Time Entry Daily Grid Screen

Each employee from your Employee Load Group will be available to you with the most commonly used pay types for which they are eligible for each date of the pay period.

Search for the employee who needs time entry by using the magnifying glass and entering the employee’s b number or any part of an employee’s name and hitting enter. If the employee has been loaded into your time entry group they will appear on the screen. **Click on the update icon (or Ctrl-U keyboard shortcut) to make payroll entries.** Tab to or click into the date and pay type in question and enter the amount of absence.

If you do not see the needed pay type, click in the Job field of the blank line at the bottom of the time entry grid. Tab to the Pay field to enter the needed pay type. Key in the desired pay type or click on the three dots within this field for a listing of Munis pay types.

When you click on the magnifying glass, you are searching for employees within the time entry group of automatically loaded employees as well as any other employees you may have added to the batch. You are NOT searching the whole Munis database.

You must add the employee to your batch if upon the search for your employees you get the following message: *No data available. The “Find” option was not used or it returned no data.* To add an employee click on the green plus sign and enter the employee’s b number. Click on the tab button to tab yourself to the first row in the time entry grid.

Why wouldn’t I have all of my location’s employees automatically load?

Most often this occurs when employees work at multiple locations. Only one location can be tied to the employee record meaning the employee can only load into one school’s employee group.

Select the correct job class for the employee. Click on the three dots to see the codes and descriptions of all active job classes for the employee. Click on the appropriate job class and the green check mark to select the appropriate job class. Tab to the Pay field to enter the needed pay type. Click on the three dots within this field for a listing of Munis pay types. Enter the amount of the absence in the appropriate date field.

If you do not know the employee’s b-number, click on the three dots in the employee field. This will open a new Munis Help window in which you can search and filter by employee name to find the employee’s b number.
Click on the arrows by the Week at the top of the time entry grid to switch from one week to the next and continue to make entries as needed.

**Once you've finished your entries for an employee click on the green check mark in the upper left hand corner.** You will see daily, weekly, and pay period totals by pay type at the bottom of the employee's screen.

Use the magnifying glass to search for other employees who need time entry. Click on the green plus sign to add the employee to your batch whenever you do not find the employee for whom you are searching.

When you’ve finished your entries you can close the time record entry screen by clicking on the X in the upper right hand corner or by selecting Exit from the File menu option. The Time Entry screen will then appear (if you do not need to use the Detail Screen, go to page 12).
Time Entry Detail Screen

You must use this screen when entering time for outside the current pay period. You also must use this screen when entering time for Extended Employment projects (instructions for extended employment entry is covered in a separate document titled Munis Extended Employment Payroll Entry Instructions). If desired, you can use this screen for current pay period entries.

When you go the Time Entry Detail Screen you will find that a separate record has been created for each pay type for each employee in your time entry group. Click on the magnifying glass and enter the b number or name to search for your employee. Find the record with the desired pay type by clicking on the arrows at the bottom of the screen. Click on the update button to update that record with the appropriate date and quantity. After entering the quantity either hit the enter key or click on the green check mark to accept the entry.

If you need to make additional entries for this pay type, you can click on the green plus sign to make the entry. Enter the appropriate date, employee, job class, pay type and quantity codes and click on the green check mark to accept the entry. You can also use the Duplicate function (additional information about this function on the next page).

If you need to make an entry for a different pay type for that employee, you can click on the arrows on the bottom of the screen to take you to the desired pay type and update that record for the appropriate date and quantity.
If you have multiple records to make for a date or pay type, you can use the Duplicate button from the menu on the left hand side of the screen. The Duplicate button copies the current pay record on the screen and allows you to update any of the fields on the pay record. Once you’ve updated the necessary field(s), hit enter or click on the green checkmark to accept your entry.

When you go the Time Entry Detail Screen after having loaded your time entry group into the Daily Grid screen you will find that a separate record has been created for each day of the pay period for each employee and pay type in your time entry group. If the time entry you need to make is within the pay period, click on the magnifying glass to search for the employee and the date record by entering the date, pay type and employee number in the appropriate fields. Then click on the update button to update that record with the appropriate Quantity.

If you need to enter records from a previous pay period click on the green plus sign to add the record and enter the appropriate date, employee, job class, pay type and quantity codes. You will always need to click on the green plus sign to add records from outside the current pay period, even if it is for an employee who automatically loads into your batch.

You must add the employee to your batch if upon the search for your employees you get the following message: No data available. The “Find” option was not used or it returned no data. To add an employee click on the green plus sign and enter the date of the time record, employee’s b number, job class, pay type and quantity. Hit the enter key or click on the green check mark to accept the entry.

If you need to select an employee’s job class you can click on the three dots in the job class field. Doing so will list the active job classes currently tied to the employee. Based upon the description select the appropriate job class.

When you’ve finished your entries you can close the time record entry screen by clicking on the X in the upper right hand corner or by selecting Exit from the File menu option. The Time Entry screen will then appear.

You can get to the Detail screen from the Daily Grid Screen. Click on the Edit Details button on the menu on the left hand side and click on the green check mark in the Time Entry Detail window that appears. When you close the Detail window you’ll be taken back to the Daily Grid Screen.
The Time Entry screen will appear when you close the Daily Grid or Detail screens.

If you'd like to run reports of your entries you can click on the PDF icon at the top of the Time Entry screen.
There are a few different reports that you can run to verify your work. It’s as simple as choosing from the options in each drop down menu and clicking the green check mark. Once the report is done running (it may take a minute!) a pdf document will open up with the report.

When you’ve completed all the entries for the pay period you need to release your batch for approval by your supervisor.

You’ll notice that the Status of your batch on the Time Entry screen is N – Pending Approval while you’re working on the batch. Once you’ve completed your entries you should click on Release on the menu on the left hand side of the screen to release the batch for approval.

**Once you’ve released your batch you must tell your supervisor that the batch is available for their approval.** All batches must be released and approved for them to be included in the payroll run.

Upon release the Status on the Time Entry screen will turn to this, with a Status of In Progress:
The Status on the Time Entry screen will change to Y – Approved once a supervisor has approved the time.