

Topic: Time and Attendance Entry in Munis V2019.1

Procedure for Payroll Time Entry in MUNIS

Everyone will need to wait for an email from VandPayroll@vanderburghgov.org to inform you that payroll has been opened and is ready for Time Entry. Once you receive the email you will follow this manual.

Use the following steps to access the Time Entry Process:

- ❖ Departmental Functions
 - Time Entry

The screenshot shows the Tyler Menu interface. At the top, there are two tabs: 'Approvals' (green) and 'Notifications' (orange). Below the tabs is the 'Tyler Menu' section, which includes a search bar and a list of menu items. The 'Munis' category is expanded, showing a list of options. 'Time Entry' is highlighted in blue at the bottom of the list. To the right of the menu is a 'Favorite' list with several items, including 'Human Re' and 'My Favorit'. The bottom left corner of the interface shows a grid icon.

Time and Attendance Entry – V2019.1

The screen below will appear with the payroll begin and end dates and the pay date to verify you will be working in the correct payroll. This window will pop up each and every time you enter Time Entry. (If this EVER has the wrong dates, contact payroll before entering any time or your work will be lost) Once you have verified the date, click Yes.

☰
⚙️ ? J

Payroll Identification

Run	Warrant	Batch
<input type="text"/>	<input type="text"/>	<input type="text"/>

Batch Information

Department	<input type="text"/>
Location *	<input type="text"/>
Comment	<input type="text"/>
Clerk *	<input type="text"/>
Date	<input type="text"/>
Time	<input type="text"/>
Batch Type	<input type="text"/>

Posted	
Verify ID	
Status	
Employee Count	

Payroll Process
✕

1 BIWEEKLY	07/16/2021
Payroll Run Type	Payroll Period Begin Date
073021	07/22/2021
Payroll Warrant	Payroll Period End Date
	07/30/2021
	Payroll Period Check Date

Continue with this payroll process?

Time and Attendance Entry – V2019.1

This is the Batch Header Screen

Payroll Identification

Run	Warrant	Batch
1 - BIWEEKLY	073021	

Batch Information

The batch screen displays the Run and Warrant of the current payroll.

Time Entry [VANDERBURGH COUNTY]






Back Search Browse Output Print Display PDF Save Email Schedule Add Batch Scan Detail Resume Import Menu

Payroll Identification

Run	Warrant	Batch
1 - BIWEEKLY	073021	

Batch Information

Department

Location *

Comment

Clerk *

Date

Time

Batch Type

No Exceptions

Posted

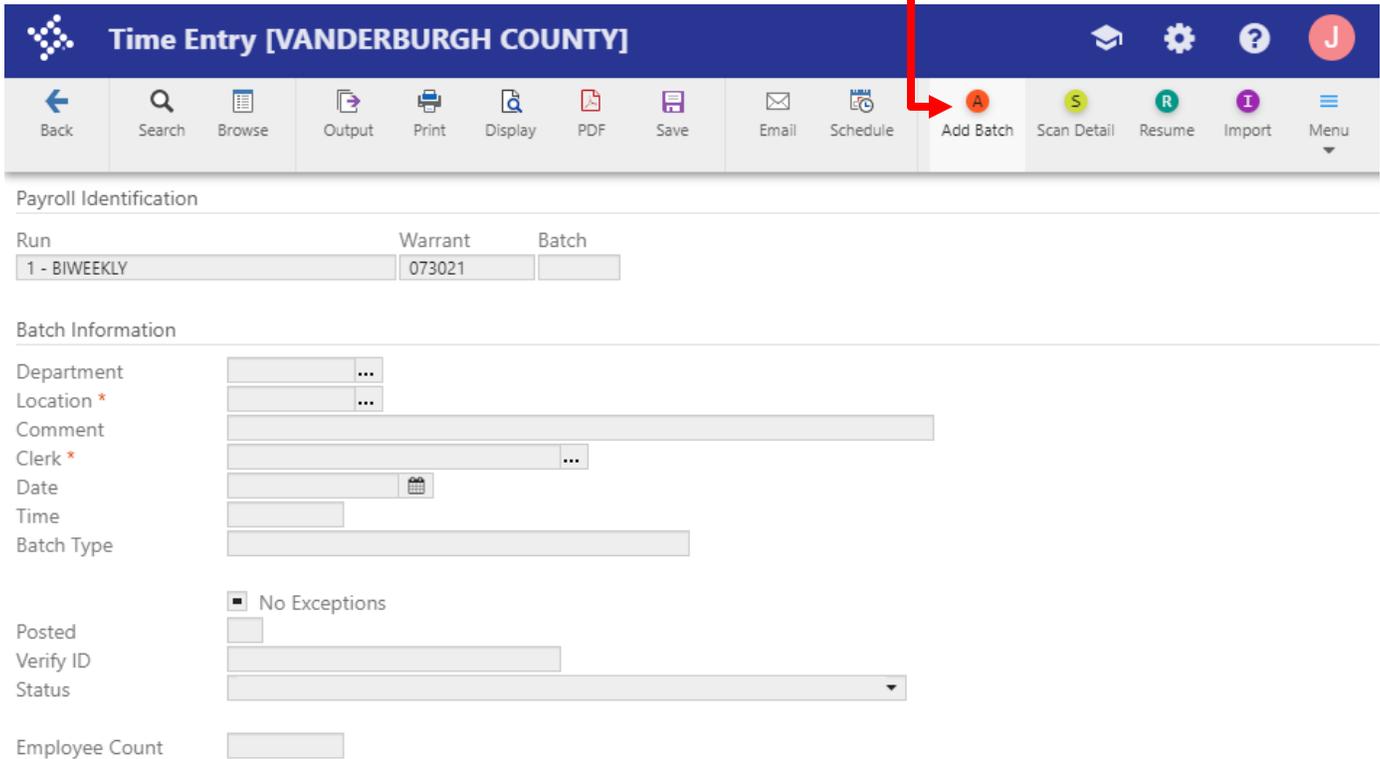
Verify ID

Status

Employee Count

Time and Attendance Entry – V2019.1

On the top of the Munis Tool Bar Ribbon, click on the ADD BATCH button or select the a on your keyboard



Time Entry [VANDERBURGH COUNTY]

Back Search Browse Output Print Display PDF Save Email Schedule Add Batch Scan Detail Resume Import Menu

Payroll Identification

Run: 1 - BIWEEKLY Warrant: 073021 Batch:

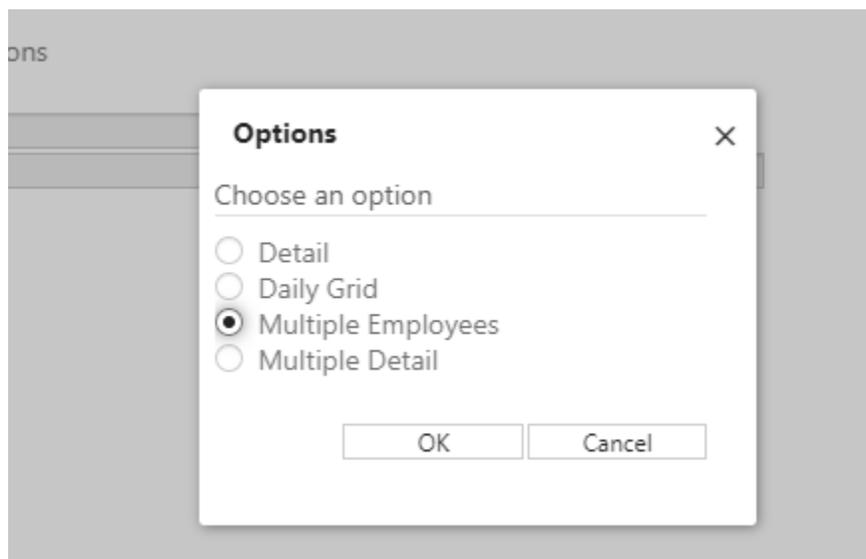
Batch Information

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

No Exceptions

Posted: Verify ID: Status: Employee Count:

This box will appear. I would recommend selecting the Multiple Employees option, then click ok.



Options [X]

Choose an option

Detail

Daily Grid

Multiple Employees

Multiple Detail

OK Cancel

The Department number and Location number should auto-fill. If not you will enter in **your** Department number (the one in which you get paid out of), Location number (the one whose voucher you are working on), and a brief comment if you wish. Your username will automatically fill into the Clerk field.

 Back Accept Cancel

Payroll Identification

Run	Warrant	Batch
1 - BIWEEKLY	073021	1

Batch Information

Department	<input type="text" value="102"/>
Location *	<input type="text" value="102"/>
Comment	<input type="text"/>
Clerk *	<input type="text" value="jrrutherford"/>
Date	<input type="text" value="07/29/2021"/>
Time	<input type="text" value="11:07"/>
Batch Type	<input type="text" value="STANDARD MUNIS TIME ENTRY"/>
<input type="checkbox"/> No Exceptions	
Posted	<input type="text" value="N"/>
Verify ID	<input type="text"/>
Status	<input type="text"/>
Employee Count	<input type="text"/>

Next click the  in the upper right corner or hit enter to save the information.

Time and Attendance Entry – V2019.1

The next window will automatically pop up, this is the Auto-Load window. Select the group for which you are entering in time for, you may have more than one. In that case, you would need to complete one group, and add another batch for the next group.

← Back
✓ Accept
⊘ Cancel

Selection

Group Location Check Location Job Class Barg Unit	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border-bottom: 1px solid #ccc; width: 90%; padding-bottom: 2px;"> ASSESSOR ▲ </div> <div style="border: 1px solid #ccc; padding: 2px;">Preview</div> </div> <div style="border: 1px solid #ccc; padding: 2px; min-height: 200px;"> ASSESSOR'S BOARD OF REVIEW ASSESSOR'S REASSESSMENT AUDITOR AUDITOR'S REASSESSMENT BURDETTE - BW BURDETTE - W BYRNE JAG GRANT CIRCUIT COURT CIRCUIT CT PRE TRIAL GRANT </div> </div>
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Override Defaults

From	<input type="text" value=""/>	to	<input type="text" value=""/>	
Job Class	<input type="text" value=""/> ...			
Pay	<input type="text" value=""/> ...			
Quantity	<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value=""/>
Allocation	<input type="text" value=""/> ...			
Org/Obj/Proj	<input type="text" value=""/> ...	<input type="text" value=""/> ...	<input type="text" value=""/> ...	
Location	<input type="text" value=""/> ...			

Time and Attendance Entry – V2019.1

If you are unsure if you have selected the correct group, choose the group and select the Preview button to the right and it will show you the Department/Location number, verify it is the same as the department you are working on. If it is correct click the green check or hit enter and it will take you back to the screen above.


Preview Time Entry Group

 Back
 Accept
 Cancel
 Search

 Output
 Print
 Display
 PDF
 Save

 Excel
 Word

Type	Code	Description	Pay	Description	Day
LOC	102	AUDITORS OFFICE	105	PT REGULAR	
			110	REGULAR HOURLY	
			300	SICK PAY	
			310	VACATION	
			320	PERSONAL	
			340	COMP TIME USED	
			341	COMPT EARNED AT 1.5	
			350	DEPARTMENTAL LEAVEUSED	
			351	DEPARTMENTAL LEAVE EARNED	

Next click the  in the upper right corner or hit enter to load the group of employees.

The Time Entry Multiple Employees Screen will then load all of the employees on for your location. If there is a discrepancy between the employees listed and what should be listed, please contact your Payroll Administrator to change the Time Entry Group.

Time Entry Multiple Employees
J

Back Accept Search Add Update Delete Email Schedule Edit Details Stored Entry Find Pending Remove Pending Activity Cost Summary

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BIWEEKLY	073021	2	07/16/2021	07/22/2021

Multi Detail

From * 07/16/2021 To * 07/22/2021

Employee *	←	→	105 ...	PT REG	110 ...	REG HR	300 ...	SICK	310 ...	VACA
7602 ... FISHER, EDNA J				0.000		0.000		0.000		0.
10563 ... GARAU, SAMUEL				0.000		0.000		0.000		0.
9817 ... GERTH, BRIAN A				0.000		0.000		0.000		0.
9407 ... GLASER, KATHLEEN A				0.000		0.000		0.000		0.
6963 ... GRAYSON, MADELYN A				0.000		0.000		0.000		0.
8899 ... HAMES, CYNTHIA A				0.000		0.000		0.000		0.
8681 ... LUTZ, LAURI M				0.000		0.000		0.000		0.
10423 ... MILLER, ERIKA L				0.000		0.000		0.000		0.
11371 ... MILLER, SELENA F				0.000		0.000		0.000		0.
4904 ... PRUETT, STEPHANIE M				0.000		0.000		0.000		0.
Totals				0.000		0.000		0.000		0.

Time and Attendance Entry – V2019.1

To enter in time for the employees, click on the update  button to access the employees' time line. When first clicking on the update button, the pay types (across the top) will be accessible. Each pay type has a numeric value, and short description shown. If there is a pay type that is not available, contact your payroll administrator.

Time Entry Multiple Employees






 Back
 Accept
 Cancel

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BIWEEKLY	073021	2	07/16/2021	07/22/2021

Multi Detail

From * 07/16/2021  To * 07/22/2021 

Employee *			105 ...	PT REG	110 ...	REG HR	300 ...	SICK	310 ...	VACA
7602 ... FISHER, EDNA J				0.000		0.000		0.000		0.000
10563 ... GARAU, SAMUEL				0.000		0.000		0.000		0.000
9817 ... GERTH, BRIAN A				0.000		0.000		0.000		0.000
9407 ... GLASER, KATHLEEN A				0.000		0.000		0.000		0.000
6963 ... GRAYSON, MADELYN A				0.000		0.000		0.000		0.000
8899 ... HAMES, CYNTHIA A				0.000		0.000		0.000		0.000
8681 ... LUTZ, LAURI M				0.000		0.000		0.000		0.000
10423 ... MILLER, ERIKA L				0.000		0.000		0.000		0.000
11371 ... MILLER, SELENA F				0.000		0.000		0.000		0.000
4904 ... PRUETT, STEPHANIE M				0.000		0.000		0.000		0.000
Totals				0.000		0.000		0.000		0.000

Accrual Balance

Then click the  in the upper right corner.

Use the TAB button on the keyboard to move to the employee number/name section. Be careful, if you hit enter, it will save the time entry you have entered and you will have to hit update and pass all the pay codes again.

Time and Attendance Entry – V2019.1

Click the TAB button, or use the arrow keys to move from the different columns on the screen. Enter in the quantity of hours under each specific pay type, then tab or arrow to the next record.

Time Entry Multiple Employees






Back Accept Cancel Search Add Delete Edit Detail Edit GL

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BIWEEKLY	073021	2	07/16/2021	07/22/2021

Multi Detail

From * 07/16/2021 To * 07/22/2021

Employee *	←	→	105 ... PT REG	110 ... REG HR	300 ... SICK	310 ... VACA
7602 ... FISHER, EDNA J			0.000	0.000	0.000	0.000
10563 ... GARAU, SAMUEL			0.000	0.000	0.000	0.000
9817 ... GERTH, BRIAN A			0.000	0.000	0.000	0.000
9407 ... GLASER, KATHLEEN A			0.000	0.000	0.000	0.000
6963 ... GRAYSON, MADELYN A			0.000	0.000	0.000	0.000
8899 ... HAMES, CYNTHIA A			0.000	0.000	0.000	0.000
8681 ... LUTZ, LAURI M			0.000	0.000	0.000	0.000
10423 ... MILLER, ERIKA L			0.000	0.000	0.000	0.000
11371 ... MILLER, SELENA F			0.000	0.000	0.000	0.000
4904 ... PRUETT, STEPHANIE M			0.000	0.000	0.000	0.000
Totals			0.000	0.000	0.000	0.000

Accrual Balance

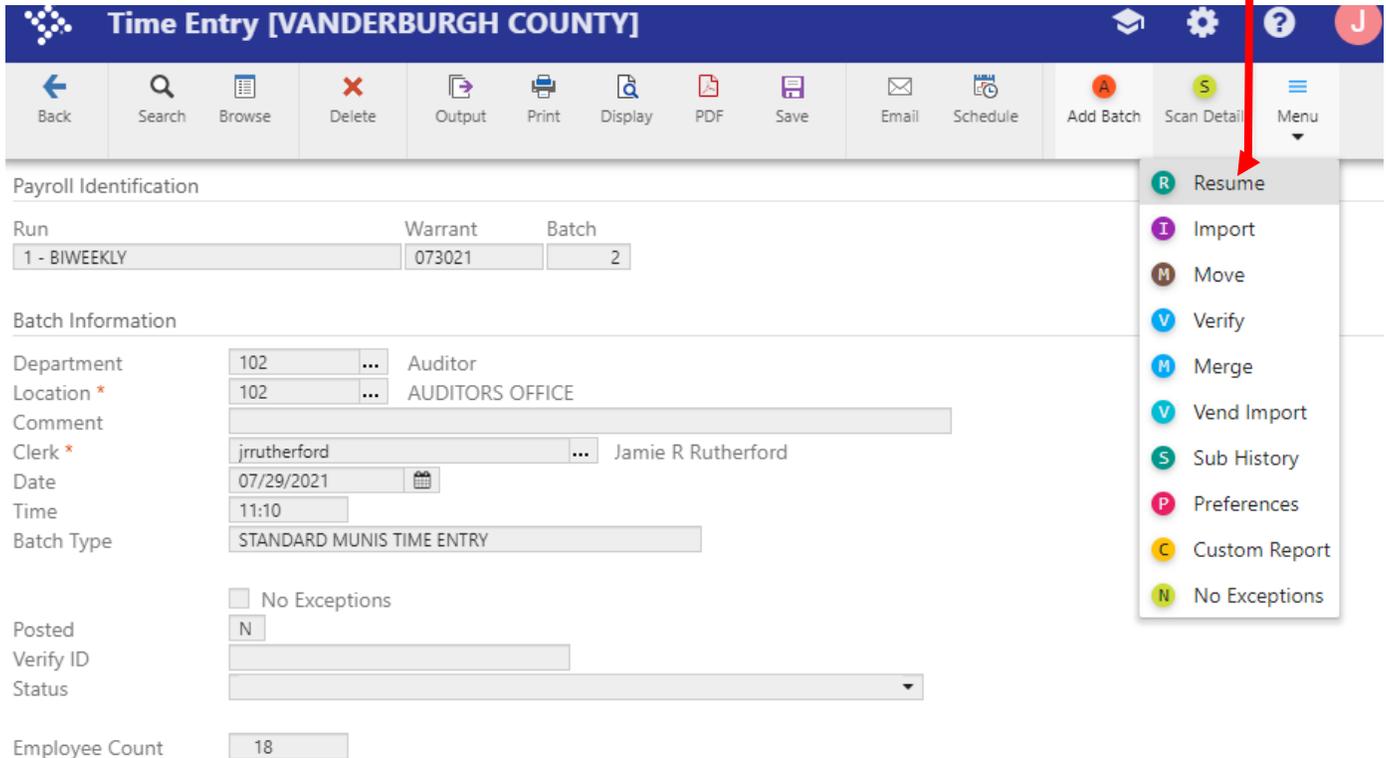
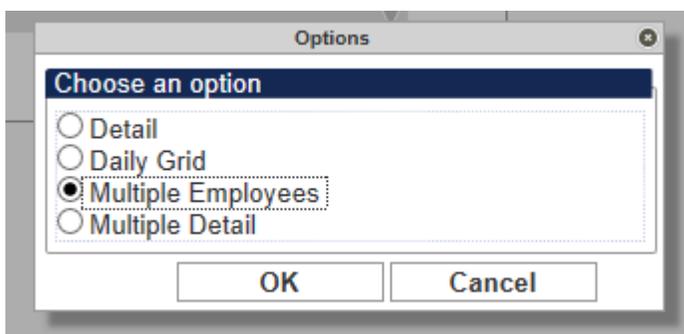
When finished entering in all time for all employees, click the  in the upper left corner or hit enter to save the record.

After saving the information, the total hours will be shown on the screen for the pay type at the bottom of each column, as well as the total hours for the employee at the end of each row.

Close the window when finished by clicking the  in the upper left-hand corner.

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If you close the window and discover that you need to change any information, just click the Resume button on the Munis Tool Bar under Menu (or R on your keyboard) and choose Multiple Employees again and click OK.

This will take you back into the Time Entry screen to hit update and make any necessary changes. Repeat the steps above for entering time as needed.

After you have entered time this screen will provide a brief summary of the Time and Attendance Records. The Time Entry window will now show the total number of employee entered, current batch number, the department, default location, the clerk ID of user that entered time, as well as the date/time of the entry. Also shown is the batch type and whether or not the current batch has been verified or posted to the payroll.

Time Entry [VANDERBURGH COUNTY]






Back Search Browse Delete Output Print Display PDF Save Email Schedule Add Batch Scan Detail Menu

Payroll Identification

Run	Warrant	Batch
1 - BIWEEKLY	073021	2

Batch Information

Department	102 ...	Auditor
Location *	102 ...	AUDITORS OFFICE
Comment		
Clerk *	jrrutherford ...	Jamie R Rutherford
Date	07/29/2021 	
Time	11:10	
Batch Type	STANDARD MUNIS TIME ENTRY	
	<input type="checkbox"/> No Exceptions	
Posted	N	
Verify ID		
Status		
Employee Count	18	

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To check the total, you will click on the Scan Detail button or S on your keyboard.



Payroll Identification

Run	Warrant	Batch
1 - BIWEEKLY	073021	2

Batch Information

Department	102 ...	Auditor
Location *	102 ...	AUDITORS OFFICE
Comment		
Clerk *	jrrutherford ...	Jamie R Rutherford
Date	07/29/2021	
Time	11:10	
Batch Type	STANDARD MUNIS TIME ENTRY	
	<input type="checkbox"/>	No Exceptions
Posted	N	
Verify ID		
Status		
Employee Count	18	

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The screen below will appear and you can check the total at the bottom. It will show the total number of hours you have entered for all employees (part time & full time) and the total amount of pay. Once you verify the total amount, you have finished entering time.

If you do not have the correct total, you can use the filter feature and search by employee to see what has been entered for each employee.

To search the next employee you must hit the clear filter button , then repeat steps 1-4.

1. Click on the filter button
2. Enter the employee number you wish to look at without the leading zeroes
3. Choose Emp # from the drop down list
4. Click Go or hit enter

Emp #	Employee	Pay	Quantity	Alloc	Org	Object	Loi
7602	FISHER, EDNA	105	0.000	0	10001020	102127	10
7602	FISHER, EDNA	110	80.000	0	10001020	102127	10
7602	FISHER, EDNA	300	0.000	0	10001020	102127	10
7602	FISHER, EDNA	310	0.000	0	10001020	102127	10
7602	FISHER, EDNA	320	0.000	0	10001020	102127	10
7602	FISHER, EDNA	340	0.000	0	10001020	102127	10
7602	FISHER, EDNA	341	0.000	0	10001020	102127	10
7602	FISHER, EDNA	350	0.000	0	10001020	102127	10
7602	FISHER, EDNA	351	0.000	0	10001020	102127	10
10563	GARAU, SAMUEL	105	0.000	0	10001020	102112	10
10563	GARAU, SAMUEL	110	80.000	0	10001020	102112	10
10563	GARAU, SAMUEL	300	0.000	0	10001020	102112	10
10563	GARAU, SAMUEL	310	0.000	0	10001020	102112	10
10563	GARAU, SAMUEL	320	0.000	0	10001020	102112	10
10563	GARAU, SAMUEL	340	0.000	0	10001020	102112	10
10563	GARAU, SAMUEL	341	0.000	0	10001020	102112	10
10563	GARAU, SAMUEL	350	0.000	0	10001020	102112	10
10563	GARAU, SAMUEL	351	0.000	0	10001020	102112	10
9817	GERTH, BRIAN A	105	0.000	0	10001020	102111	10
9817	GERTH, BRIAN A	110	80.000	0	10001020	102111	10
9817	GERTH, BRIAN A	300	0.000	0	10001020	102111	10
9817	GERTH, BRIAN A	310	0.000	0	10001020	102111	10
9817	GERTH, BRIAN A	320	0.000	0	10001020	102111	10
9817	GERTH, BRIAN A	340	0.000	0	10001020	102111	10
9817	GERTH, BRIAN A	341	0.000	0	10001020	102111	10
9817	GERTH, BRIAN A	350	0.000	0	10001020	102111	10

Column	Total
Quantity	1,440.000
Amount	31,952.01
Sub Quantity	0.000
Sub Amount	0.00

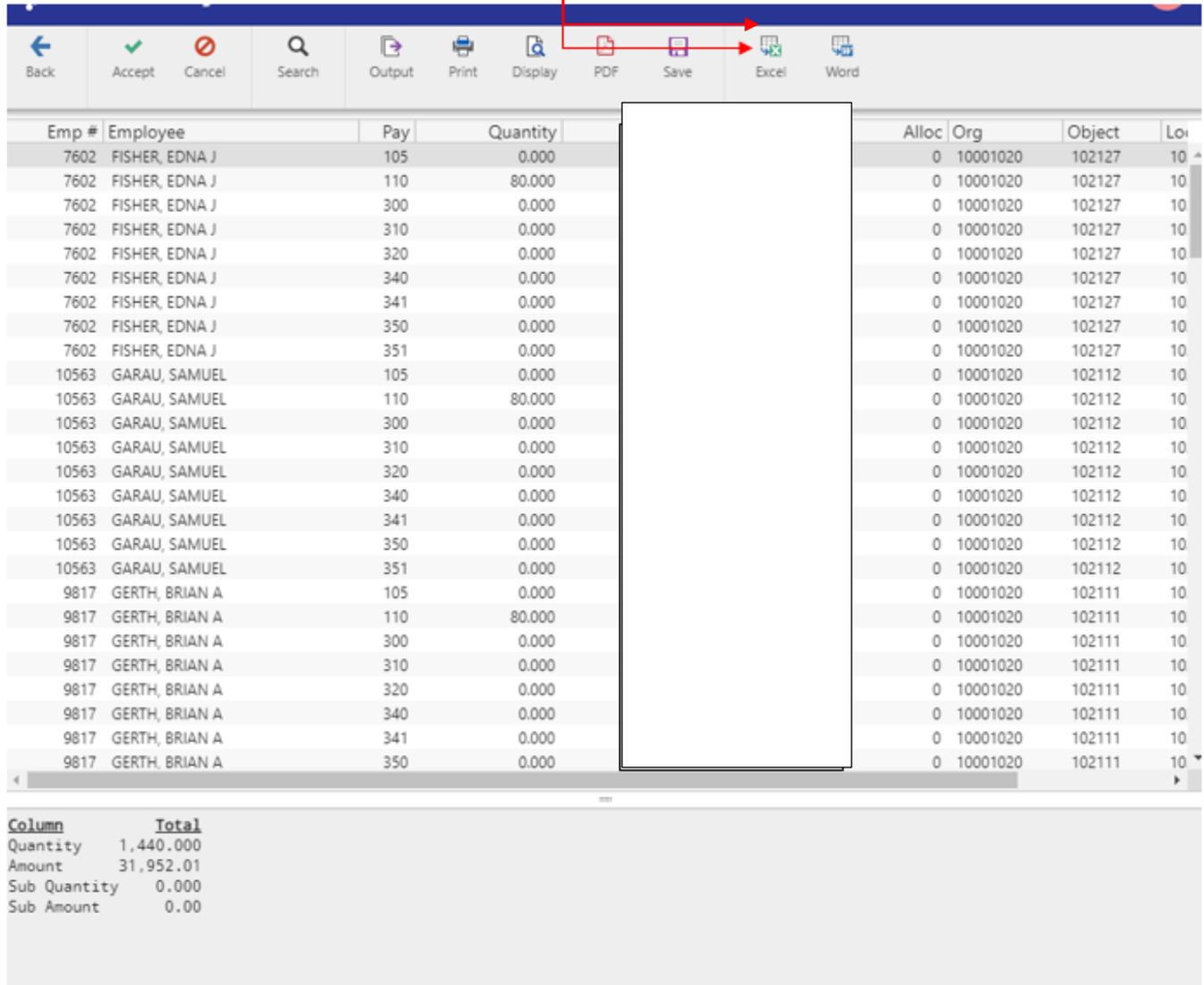
FILTER

Object

Record 1 of 162

Time and Attendance Entry – V2019.1

Click the Excel button at the top

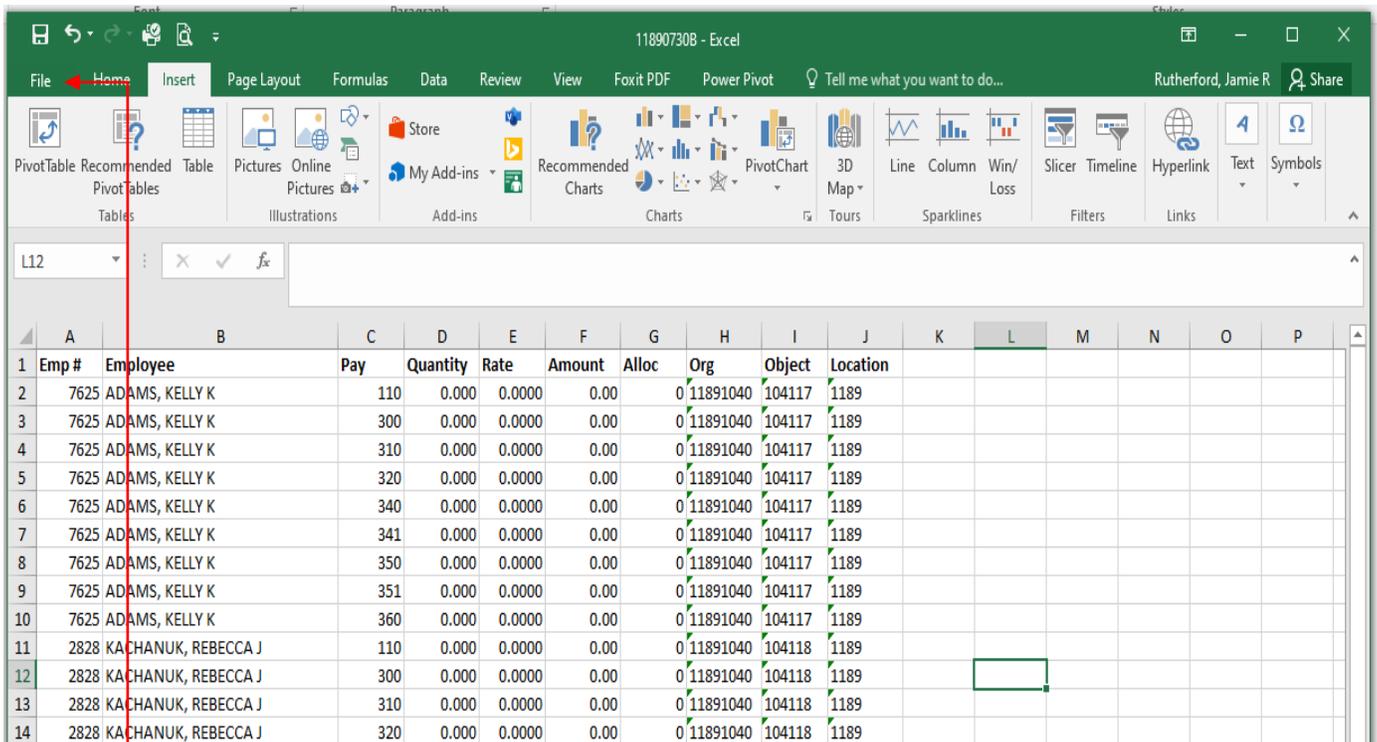


Emp #	Employee	Pay	Quantity	Alloc	Org	Object	Loc
7602	FISHER, EDNA J	105	0.000	0	10001020	102127	10
7602	FISHER, EDNA J	110	80.000	0	10001020	102127	10
7602	FISHER, EDNA J	300	0.000	0	10001020	102127	10
7602	FISHER, EDNA J	310	0.000	0	10001020	102127	10
7602	FISHER, EDNA J	320	0.000	0	10001020	102127	10
7602	FISHER, EDNA J	340	0.000	0	10001020	102127	10
7602	FISHER, EDNA J	341	0.000	0	10001020	102127	10
7602	FISHER, EDNA J	350	0.000	0	10001020	102127	10
7602	FISHER, EDNA J	351	0.000	0	10001020	102127	10
10563	GARAU, SAMUEL	105	0.000	0	10001020	102112	10
10563	GARAU, SAMUEL	110	80.000	0	10001020	102112	10
10563	GARAU, SAMUEL	300	0.000	0	10001020	102112	10
10563	GARAU, SAMUEL	310	0.000	0	10001020	102112	10
10563	GARAU, SAMUEL	320	0.000	0	10001020	102112	10
10563	GARAU, SAMUEL	340	0.000	0	10001020	102112	10
10563	GARAU, SAMUEL	341	0.000	0	10001020	102112	10
10563	GARAU, SAMUEL	350	0.000	0	10001020	102112	10
10563	GARAU, SAMUEL	351	0.000	0	10001020	102112	10
9817	GERTH, BRIAN A	105	0.000	0	10001020	102111	10
9817	GERTH, BRIAN A	110	80.000	0	10001020	102111	10
9817	GERTH, BRIAN A	300	0.000	0	10001020	102111	10
9817	GERTH, BRIAN A	310	0.000	0	10001020	102111	10
9817	GERTH, BRIAN A	320	0.000	0	10001020	102111	10
9817	GERTH, BRIAN A	340	0.000	0	10001020	102111	10
9817	GERTH, BRIAN A	341	0.000	0	10001020	102111	10
9817	GERTH, BRIAN A	350	0.000	0	10001020	102111	10

Column	Total
Quantity	1,440.000
Amount	31,952.01
Sub Quantity	0.000
Sub Amount	0.00

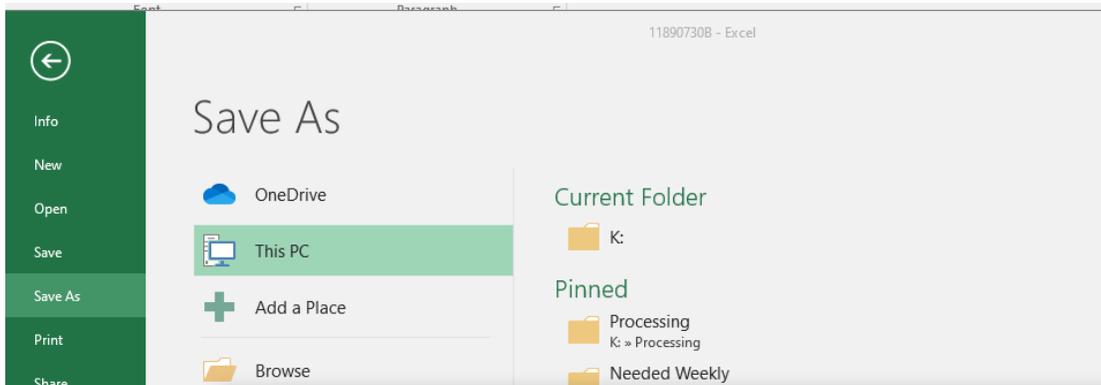
Time and Attendance Entry – V2019.1

An Excel file will automatically open that looks like this:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Emp #	Employee	Pay	Quantity	Rate	Amount	Alloc	Org	Object	Location						
2	7625	ADAMS, KELLY K	110	0.000	0.0000	0.00	0	11891040	104117	1189						
3	7625	ADAMS, KELLY K	300	0.000	0.0000	0.00	0	11891040	104117	1189						
4	7625	ADAMS, KELLY K	310	0.000	0.0000	0.00	0	11891040	104117	1189						
5	7625	ADAMS, KELLY K	320	0.000	0.0000	0.00	0	11891040	104117	1189						
6	7625	ADAMS, KELLY K	340	0.000	0.0000	0.00	0	11891040	104117	1189						
7	7625	ADAMS, KELLY K	341	0.000	0.0000	0.00	0	11891040	104117	1189						
8	7625	ADAMS, KELLY K	350	0.000	0.0000	0.00	0	11891040	104117	1189						
9	7625	ADAMS, KELLY K	351	0.000	0.0000	0.00	0	11891040	104117	1189						
10	7625	ADAMS, KELLY K	360	0.000	0.0000	0.00	0	11891040	104117	1189						
11	2828	KACHANUK, REBECCA J	110	0.000	0.0000	0.00	0	11891040	104118	1189						
12	2828	KACHANUK, REBECCA J	300	0.000	0.0000	0.00	0	11891040	104118	1189						
13	2828	KACHANUK, REBECCA J	310	0.000	0.0000	0.00	0	11891040	104118	1189						
14	2828	KACHANUK, REBECCA J	320	0.000	0.0000	0.00	0	11891040	104118	1189						

Click the File, then Save As.



You will want to save your file to the new drive that was set up on your computer. It will be the K drive for some people, but please make a note as to what it is on your pc. It will be in a folder that is only for your department. You will need to name the file as follows:

Dept#B = 1020B

After saving, please email VandPayroll@vanderburghgov.org to notify us that you have put your file out on the drive. Someone in payroll will then run your voucher. It will be emailed to you to print out. You will then sign and return to our office as you have always done.

NOW YOU ARE DONE! 😊