Exporting Payroll File:

Select from top menu **Manage Payroll** > **Manage Payrolls** > **Process & Export** >

- Select the Payroll (example: 11/14/15 to 11/27/15 Biweekly FT) by clicking on the green Money Icon/ Pay Period Function for that payroll.

- and the following Time Prep steps will appear:

- Click on each step of the checklist that applies to your department and approve or reject timesheets to continue to the next step; steps are (do not check the boxes when going through the process):

    o Click on **Review Timesheet Status** (to review any timesheets)

o Click on **Process Records** (If there are no errors, it will be displayed under Review Results.) This message will show below if there are timesheets that have not been processed:

⚠ 1 employees need to be reprocessed due to modified timesheets.
161 employees need to be processed.

o If there are errors, then click on There are "X" Errors in **Review Results** to fix.
o Once errors are fixed, you will need to **Process Records** again. Then make sure that there are no errors in your **Review Results**.

• After all is reviewed and approved and there are no errors, click on **Create Payroll Interface File** and the following screen will appear to export to MUNIS:

- Click on the Export Icon by the Custom Tabular (CSV) as shown below:

  and **Open** the file **(CSV) Payroll Export** in Excel as shown below:
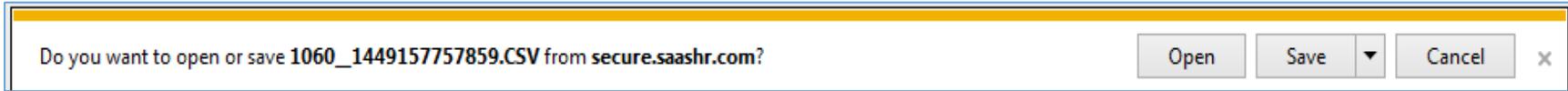
- After opening the Excel spreadsheet, select **Save** and **change the default name of the file using the criteria below:**
  - The file name will be the same as done before without the dot: Example 10201003bw; where 1020 is your department number and 1003 is the date (October 03); bw is for a biweekly payroll and w is for a weekly payroll.
  - and save Excel CSV file to your department's folder: \\civicnet\departments\aud\data\kronos\from_ntadme\kronos\ (insert your department name - Example: County Auditor). This will be the same folder used previously for MUNIS Time Entry or Kronos TKC.

Once saved to the Kronos folder, you can exit Excel and not save the file when prompted.

After export is completed, then run Pay Voucher Report to sign and send to payroll.

Do not:

Do not check the boxes when going through the time prep process.

Do not Lock Pay Period after file is exported to MUNIS. This step will be processed by payroll along with **Run Accruals**.

Do not use the Edit feature ( ). **Any changes to the Excel file may affect the interface build to MUNIS.**