



**MUNIS
EMPLOYEE SELF SERVICE (ESS)**

PAYROLL USER GUIDE

Employee Section

Supervisor Section

Payroll Clerk Section

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EMPLOYEE SECTION

TIME OFF / LEAVE REQUEST

The Munis Time Off program provides accrual balance information, allow employees to request time off and to view leave requests. Supervisors can view their employee’s accrual balances and approve leave requests. *Note - Only one type of leave per requested*

- 1) To request time off, log in to ESS and from the side menu select:
 - a) *Time Off*
 - b) *Request Time Off*
 - c) Click and highlight each date that you are requesting off for a particular type of leave and click *continue*

Request Time Off

Step 1 of 4: Select Dates

Click to select each date that you would like to take off. (Click again to deselect).

<< [previous month](#)
[next month](#) >>

December 2017							January 2018							February 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2		1	2	3	4	5	6					1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28			
31																				

- d) Select the type of leave you are requesting off and click *continue*

*Rowan County policy requires comp time and floating holiday to be used before vacation leave.

Request Time Off

Step 2 of 4: Select Type

Select the type of time off you would like to take from which job

	Type	Currently Available	Projected Available*
<input type="radio"/>	COMP EARND	195.00	195.00
<input type="radio"/>	FLOAT HOL	0.00	0.00
<input type="radio"/>	LWOP	0.00	0.00
<input type="radio"/>	PERSONAL	4.00	4.00
<input type="radio"/>	SICK LEAVE	544.04	544.04
<input type="radio"/>	VACATION	170.66	170.66
<input type="radio"/>	WELLNESS	8.00	8.00

- e) Enter the hours for each date and click *continue*

Request Time Off

Step 3 of 4: Partial Day Requests

If you are requesting any partial days, edit time as necessary.

You have selected the following dates ([Change Dates](#))

2/27/2018: Hours 2/28/2018: Hours

Continue

- f) Verify the time, add a comment and/or reason
- g) Click *Make Request*

Request Time Off

Step 4 of 4: Additional Information

Verify the time you are taking and enter additional comments for this request.

Job

Request Type COMP EARND

Days Requested 2/27,2/28

Total Time Requested 12.00 Hour(s) | [change](#)

Comment: (optional)

Reason

[optional]



Make Request

Cancel

- 2) The time off request will be submitted to your supervisor

TIMESHEET ENTRY

The Munis Time Entry program allows employees to enter worked or leave hours for each week of a pay period.

- 1) Log in to ESS to access the timesheet program and from the side menu select:
 - a) *Time Entry*
 - b) *Enter Time*

2) Click the *prior week* or *next week* to find the correct week

ACCOUNTANT I Adding 48.00 from 2/19/2018 to 2/27/2018 [Copy from previous week](#) [Save for later](#) [Submit](#)

Jan 2018 prior week	Apr 2018 next week	Sunday 2/25	Monday 2/26	Tuesday 2/27	Wednesday 2/28	Thursday 3/1	Friday 3/2	Saturday 3/3	Weekly Total
REGULAR NON-EXEMPT			8	8					16
Hours <input type="text"/> Activity <input type="text"/> Reason <input type="text"/> Notes <input type="text"/> Add line item									
TRAINING									
COMP TIME USED		187 available	187 available	187 available	187 available	187 available	8 ✓	179 available	8
FLOATING HOLIDAY		none available							
VACATION		169.655 available							

- 3) Enter time worked by the regular and training codes by clicking on the day and entering the hours
- 4) If leave was requested in advance, the time will already show on the timesheet
- 5) If leave was not requested in advance, enter leave time by the appropriate codes by clicking on the day and entering the hours
- 6) Enter Paid Holiday, Holiday Worked and/or Holiday Earned time when appropriate, by clicking on the day and entering the hours. See Page 15 for timesheet examples of Holiday Worked and Holiday Earned.

Projected and current leave balances are displayed on the time entry screen. Rowan County policy requires comp time and floating holiday to be used before vacation. If leave requested in advance is in excess of your scheduled hours, adjust the leave time accordingly.

- 7) Once all hours have been entered for the week, verify your schedule hours have been recorded. (ex. 40 hour per week employees should have a total of 40 hours including leave time)
- 8) Click *Save for later* to save the timesheet for completion at a later time
- 9) Click *Submit* to submit your completed timesheet for approval. The timesheet will display a message "Your time has been submitted"

*Please note – Time entered for Comp Time On-Call, Holiday Worked and Holiday Earned should not be used to calculate scheduled hours. These codes only add to your accruals or add to your pay; not to be used toward your regular scheduled hours (ex. 32 Regular Non-Exempt + 8 Vacation + 2 Comp On-Call = 40 scheduled hours).

A timesheet pending approval will display - 

A timesheet that has been approved will display - 

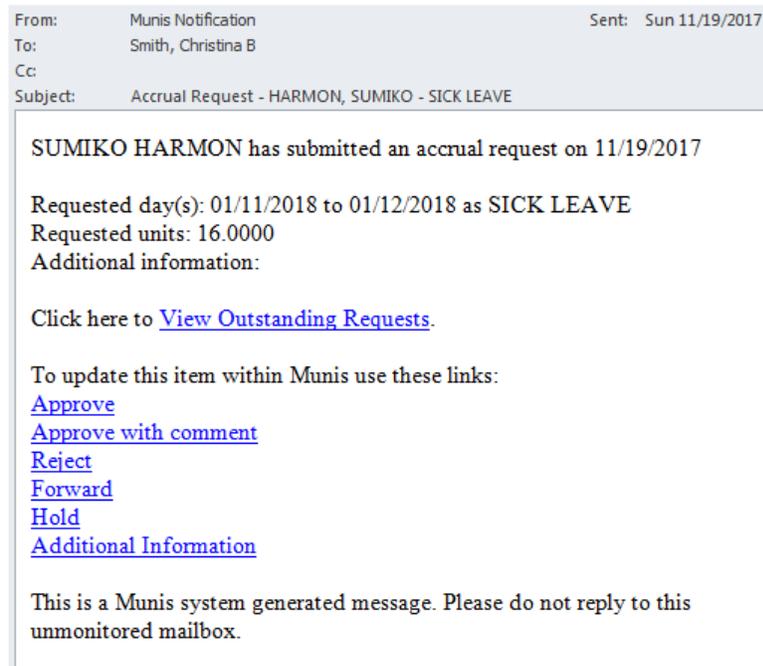
DO NOT MAKE CHANGES TO AN APPROVED TIMESHEET. A timesheet corrections memo must be submitted to your supervisor to correct any approved timesheet or to make adjustments to a previous payroll. See Page 16 for the Payroll Correction Memorandum. Your supervisor will forward the memo to the payroll clerk to correct your timesheet.

SUPERVISOR SECTION

TIME OFF APPROVALS

Supervisors can approve time-off requests using ESS. When an employee requests time off, the program will send an email that contains a link to access the ESS Time Off Approval program. A message stating “You have time off requests that need attention” will display upon logging into ESS.

- 1) To take action to the leave request by the email, click the appreciate link in the email



- 2) To take action to the leave request in ESS, from the ESS side menu select:
 - a) *Time Off*
 - b) *Employee Requests*

3) The Manage Time Off Request program will display

Manage Time Off Requests

[Calendar view](#)

HARMON, SUMIKO L

	Earned	Projected Earned	Projected Available*
COMP EARND (H)	7.40	7.40 through 12/31/2017	-7.00 through 12/31/2017
FLOAT HOL (H)	0.00	0.00 through 12/31/2017	0.00 through 12/31/2017
LWOP (H)	0.00	0.00 through 12/31/2017	0.00 through 12/31/2017
PERSONAL (H)	8.00	8.00 through 6/30/2018	0.00 through 6/30/2018
SICK LEAVE (H)	27.70	27.70 through 12/31/2017	27.70 through 12/31/2017
VACATION (H)	23.08	23.08 through 12/31/2017	-65.52 through 12/31/2017
WELLNESS (H)	8.00	8.00 through 6/30/2018	-8.00 through 6/30/2018
	74.17	74.17	-52.83



Dates Requested	Amount	Type	Status	Reason	Comments
1/11/2018 - 1/12/2018	16 hours	SICK LEAVE	In progress		
Approve Reject Forward to <input type="text"/> Hold Comments <input type="text"/> Add to calendar					

H=Hours; D=Days.

- a) Click *Approve* to complete the workflow process
- b) A comment is required to *Reject*, *Forward* and *Hold* any request
 - i) *Reject* – An email will be sent to the employee deleting the time off request
 - ii) *Forward* – The time off request will be forwarded to the selected supervisor
 - iii) *Hold* – The time off request will remain pending and the employee’s timesheet will display an H

TIMESHEET APPROVAL

Supervisors will receive an email notification when a timesheet is ready for approval. ESS will display all pending timesheets organized by employee.

- 1) Log in to ESS to access the approve timesheet program and from the side menu select:
 - a) *Time Entry*
- 2) All pending timesheets will be displayed

Pending Timesheets

☐ HARMON, SUMIKO L	40.00	12/18/2017 - 12/22/2017
☐ ACCOUNTING TECHNICIAN III	40.00	Approve Details

Approve and submit all pending time shown above

- 3) Review all timesheets for each employee
 - a) Click the expand button  to view more detail
 - b) Click *Details* to display the employee's timesheet

Supervisors must review all timesheets in full detail view before approving.

- 4) To Approve timesheets in full detail view
 - a) Click the expand button beside the employee's name
 - b) Click the expand button beside the employee's title
 - c) Click *Detail*
 - d) Click *Mark this week approved*
 - e) Click *Submit* – this will take you back to the pending timesheets

- 5) To enter a timesheet for an employee due to an unforeseen absence:
 - a) Click the expand button for the employee
 - b) Click *Details*
 - c) Click *Edit*
 - d) Enter the appropriate time
 - e) Click *Submit* (the timesheet will require the supervisor approvals)

Nov 2017 prior week	Jan 2018 next week	Sunday 12/17	Monday 12/18	Tuesday 12/19	Wednesday 12/20	Thursday 12/21	Friday 12/22	Saturday 12/23	Weekly Submitted	Weekly Approved
REGULAR NON-EXEMPT			8	8	8	8	8		40	
Hours 8 General ledger account 1154125-510005- (SALARIES-REGULAR) FLSA period Current week Approve Reject Forward to <input type="text"/> <input type="checkbox"/> Hold Comments <input type="text"/>										

- 6) If a timesheet record is Rejected, it will be sent back to the employee in pending mode
- 7) If a timesheet record is Forward, the supervisor receiving the record must take action
- 8) If a timesheet record is placed on Hold, it will remain pending until further action

A record that has been rejected, forwarded or placed on hold will not move into payroll.

PAYROLL CLERK SECTION

PAYROLL BATCH PROCESS FOR ESS TIME ENTRY RECORDS

A process of grouping the time entry records by department or location must be completed once all the timesheets have been approved. The batch process is completed in Munis by the payroll clerk and will require approval by a supervisor or department manager before the records can be moved into payroll for processing.

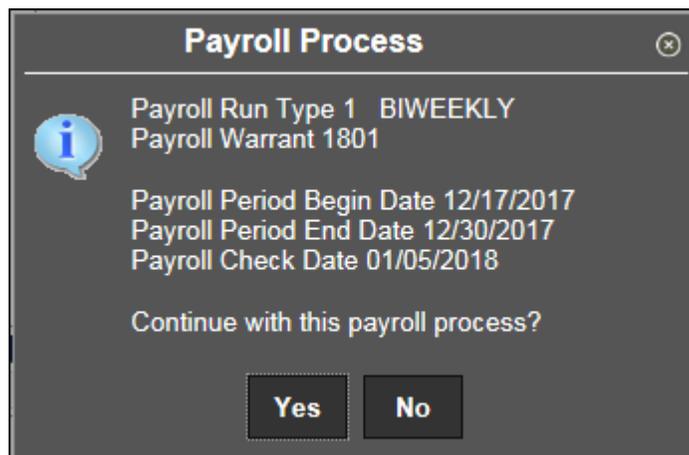
To add a time entry batch, log into Munis

- 1) Click **Tyler Menu**, then:
 - a) Human Resources/Payroll
 - b) Payroll
 - c) Payroll Processing
 - d) Time Entry Processing
 - e) Time Entry

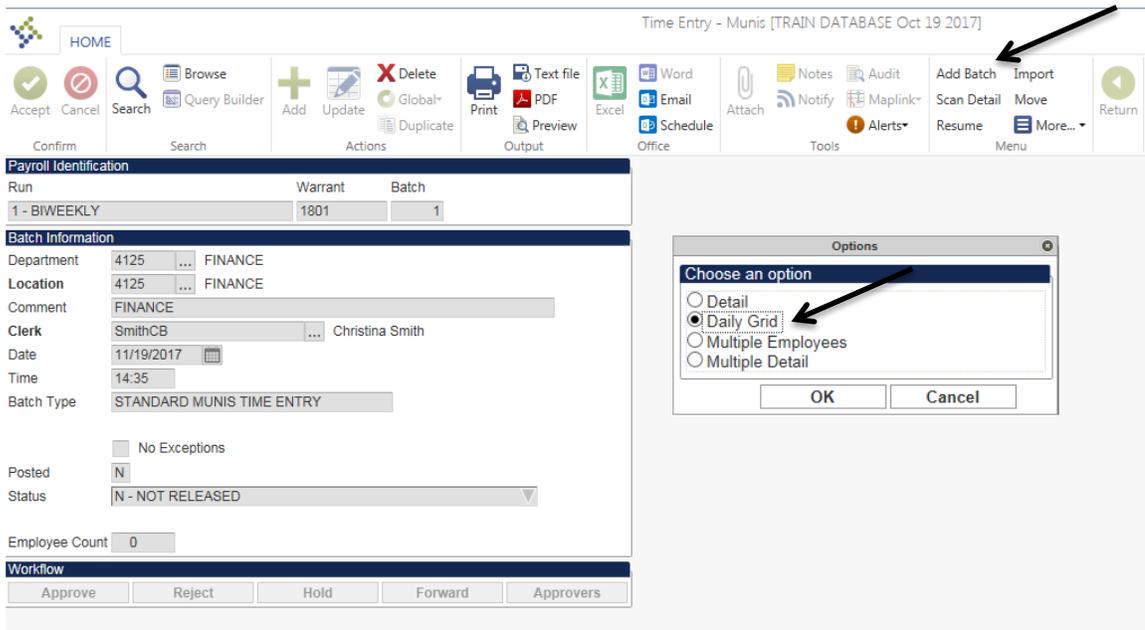
A **Warning Message** will appear each time you go into any payroll processing menu. Please review and verify that the message is for the current payroll. Contact Finance if the incorrect payroll shows up.

PAYROLL PROCESS

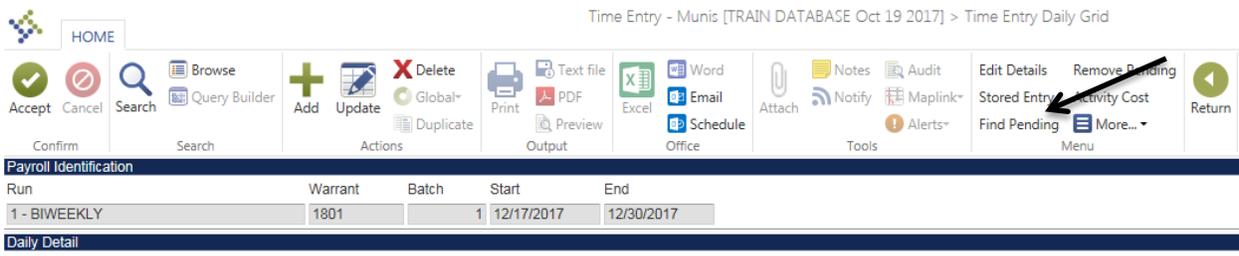
- Payroll Run = Type 1 BIWEEKLY
- Payroll Warrant = 2 digit Calendar Year and 2 digit Pay Period Number (ex. 1801)
- Payroll Period Begin Date = 12/17/2017
- Payroll Period End Date = 12/30/2017
- Payroll Check Date = 01/05/2018



2) Click Yes to continue



- a) Click *Add Batch*
- b) Select *Daily Grid* and *OK* - this will take you to *Batch Information*
- c) Enter your *Department*
- d) Enter your *Location*
- e) *Comment* – enter a description of the group of time entry records being batched (ex. Parks-PTB or Sheriff-Landis)
- f) Click *Accept* – this will take you to *Time Entry Auto-Load*
- g) Click *Cancel* (to stop the *Time Entry Auto-Load* process)



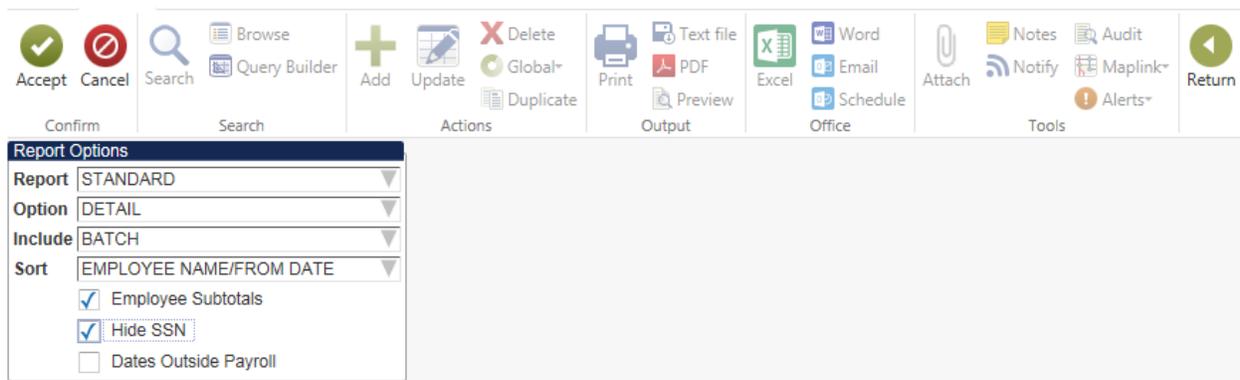
- h) Click *Find Pending*
- i) Click the Drop Down List



- j) Select your *Location/Department* and click *Load*
- 3) All pending time entry records will be pulled into the batch

TIME ENTRY BATCH REPORT

- 1) Once *Find Pending* has been completed and while in the Batch Information screen
 - a) Click *PDF*
 - b) Report Option
 - i) *Report – Standard*
 - ii) *Option – Detail*
 - iii) *Include – Batch*
 - iv) *Sort – Employee Name/From Date*
 - v) *Check – Employee Subtotal and Hide SSN*
 - c) Click *Accept*

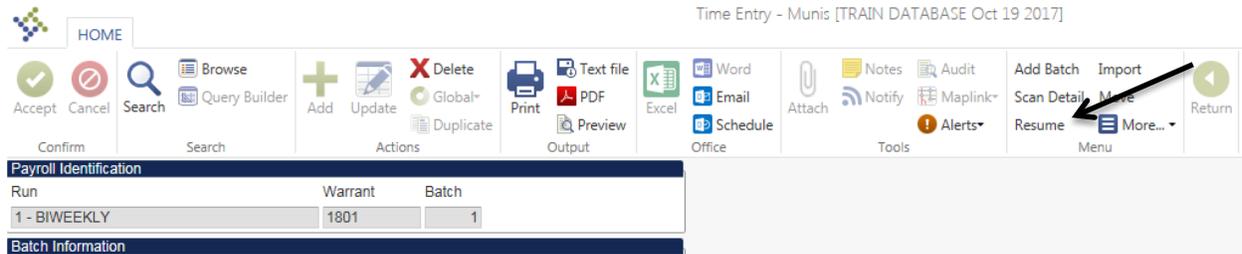


- d) Open and Print the Time Entry Report
- e) Repeat the above steps and change the Report Option to include dates outside of payroll
 - i) *Report – Standard*
 - ii) *Option – Detail*
 - iii) *Include – Batch*
 - iv) *Sort – Employee Name/From Date*
 - v) *Check – Employee Subtotal, Hide SSN and Dates Outside of payroll*
- f) **Review the reports for accuracy**

TIME ENTRY CORRECTIONS OR RESUME AN EXISTING BATCH

- 1) Click **Tyler Menu**, then:
 - a) Human Resources/Payroll
 - b) Payroll
 - c) Payroll Processing
 - d) Time Entry Processing
 - e) Time Entry
 - f) Verify the Message and click Yes

- 2) Click *Browse*
- 3) Select the batch by double clicking or highlight and click *Accept*

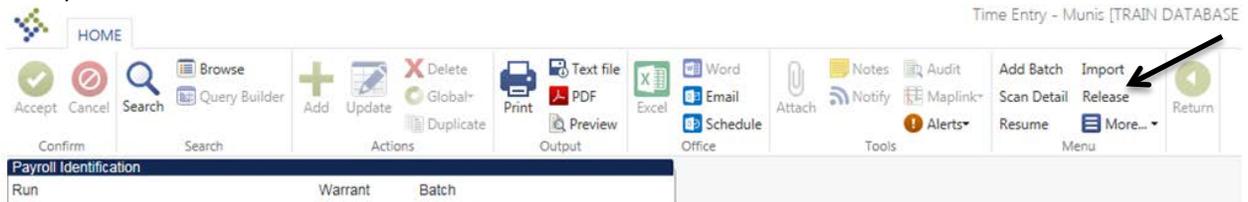


- 4) Click *Resume* in the Ribbon
- 5) Select *Daily Grid* for the Current Payroll entries or *Detail* for Adjustments
- 6) To find the employee - Scroll or Search by employee number or name
- 7) Click *Update* to make the necessary changes
- 8) Click *Accept* when complete
- 9) *Return*
- 10) *PDF* to rerun the Time Entry Report and verify the correction was made

RELEASE TIME ENTRY BATCHES

Once the batch has been checked, it must be released.

- 1) Click *Release*



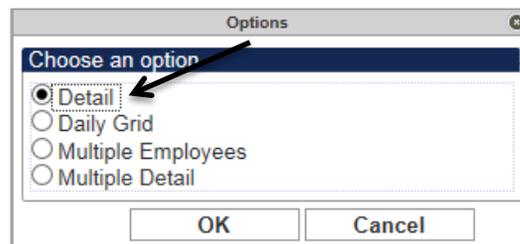
- 2) A message will pop up – *Release this batch for approval?*
- 3) *Yes*
- 4) The Status will change to X – IN PROGRESS

***** Once the payroll batch has been released, email a copy of the batch report to your director or their designee and the payroll accountant.**

ADJUSTMENTS FROM PREVIOUS PAYROLLS

To adjust hours recorded from a previous payroll; two or more records for the same date must be entered. One record to remove the previously recorded hours (ex. Pay 110 / Quantity -8.000) and then the correcting record must be entered (ex. Pay 300 / Quantity 8.000). If hours were not previously recorded, then enter the record for the missed hours.

- 1) To enter payroll correction from a previous payroll, go to Time Entry:
 - a) Click *Add Batch*
 - b) Select *Detail* and *Ok* – this will take you to *Batch Information*



- c) Enter your *Department*
- d) Enter your *Location*
- e) *Comment* – enter a description of the group of time entry records being batched (ex. Parks-PTB or Sheriff-Landis)
- f) Click *Accept* – this will take you to Time Entry Auto-Load
- g) Click *Cancel* (to stop the Time Entry Auto-Load process)
- h) Click *Add* from the Time Entry Detail Screen

Time Entry - Munis [TRAIN DATABASE Oct 19 2017] > Time Entry Detail

HOME

Accept Cancel Search Browse Query Builder Add Update Duplicate Delete Global- Print Text file PDF Preview Output Excel Word Email Schedule Attach Notes Notify Alerts* Maplink* Audit Find Pending Remove Pending More... Return

Confirm Search Actions Tools Menu

Payroll Identification

Run	Warrant	Batch	Start	End

Employee Substitute Audit

From To Absence Text

Employee SSN Last Name First Name MI Supervisor

Department Activity Job Class Pay Quantity Rate Allocation Project Account Org/Obj/Proj

Location Reason Notes Work Order Reference

Accrual Balance

Sick Bank

Time Entry Information

- i) Enter the From date – the date being adjusted (ex. 01/01/2018)
- j) Enter the To date – the date being adjusted (same as the From date – 01/01/2018)
- k) Absence –
 - i) Enter Y – Yes if leave hours are being entered
 - ii) Enter N – No if work hours are being entered
- l) *Employee* – Enter the employee number
- m) *Department* – will auto populate
- n) *Activity* – if applicable, enter activity code
- o) *Job Class* – will auto populate
- p) *Pay* – Enter the appropriate pay type code (See the timesheet or Page 16 for the Pay Type Codes List)
- q) *Quantity* – Enter the adjusting hours
- r) Tab to *Notes* and enter reason for the change
- s) *Accept*
- t) Repeat the steps *h* through *s* to enter all necessary records
- u) Click *Return*

Use the above instructions to enter pay-outs for terminated employees. Human Resources will issue a memorandum with pay-out details.

TIMESHEET EXAMPLES OF HOLIDAY WORKED/HOLIDAY EARNED

Example 1 - Worked less than 8 hours on the holiday

Oct 2017 prior week	Dec 2017 next week	Sunday 11/19	Monday 11/20	Tuesday 11/21	Wednesday 11/22	Thursday 11/23	Friday 11/24	Saturday 11/25	Weekly Total
			8	8	8		4.5		28.5

						8	3.5		11.5
							4.5		4.5
			8	8	8	8	12.5		44.5

Example 2 - Worked 8 or more hours on the holiday

Oct 2017 prior week	Dec 2017 next week	Sunday 11/19	Monday 11/20	Tuesday 11/21	Wednesday 11/22	Thursday 11/23	Friday 11/24	Saturday 11/25	Weekly Total
			8	8	8		8.5		32.5

						8			8
							8.5		8.5
			8	8	8	8	17		49

**ROWAN COUNTY
PAYROLL CORRECTION MEMORANDUM**

TO: Department Director or Supervisor

FROM: _____

DATE: _____

SUBJ.: Timesheet Correction

Please make the following adjustments to my timesheet for pay date _____.

The original hours reported on my timesheet:

Date _____ Code _____ Hours _____

The correct hours should have been:

Date _____ Code _____ Hours _____

By submitting and approving this payroll correction, both the employee and supervisor declare the above information is accurate and if anyone knowingly falsifies timekeeping records is subject to disciplinary action up to and including termination.

Employee Signature _____ Supervisor Signature _____

PAY TYPE CODES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>DEFINITIONS</u>
100	REGULAR EXEMPT	Use this code for worked hours for exempt employees.
110	REGULAR NON-EXEMPT	Use this code for worked hours for non-exempt employees.
120	REG HOURS EMS24	Use this code for worked hours for non-exempt EMS employees working a 24 hours shift.
125	REG HRS/SHERIFF	Use this code for worked hours for non-exempt Sheriff/Detention employees.
175	PTB REGULAR PAY	Use this code for worked hours for part time benefited employees.
176	TRAINING	Use this code for training, conferences or seminars for exempt and non-exempt employees.
180	PT REGULAR PAY	Use this code for worked hours for part time employees (no benefits).
185	TRAINING - PT	Use this code for training, conferences or seminars for part time employees.
188	COMP TIME USED	Use when an employee takes time off work and is using accrued comp hours. Hours used should not exceed normal scheduled hours.
190	FLOATING HOLIDAY	Use when an employee takes time off work and has accrued floating holiday hours. Hours used should not exceed normal scheduled hours for the week.
194	PRECINCT PAY	Use this code to pay a precinct worker a daily rate for working on an election day
195	PRECINCT PAY OVER LIMIT	A system generated code for the precinct pay over the Medicare limit
196	FMLA HOURS ONLY***	Use in conjunction with paid or unpaid leave to track FMLA hours.
197	WORKERS COMP HOURS ONLY***	Use in conjunction with paid or unpaid leave to track workers comp hours.
198	MILITARY HOURS ONLY***	Use in conjunction with paid or unpaid leave to track military hours.

PAY TYPE CODES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>DEFINITIONS</u>
200	OT PAY 1.0	A system generated code for straight time pay
205	OT PAY 1.5	A system generated code for time and a half pay
220	OT EMS 24	A system generated code to pay EMS 24 hours employees' overtime.
240	COMP TIME STRAIGHT 1.0	A system generated code in which comp time is earned at straight time
241	COMP EARNED 0.5	A system generated code in which comp time is earned at half time
242	COMP EARNED 1.5	A system generated code in which comp time is earned at time and a half
245	COMP TIME ON-CALL***	Use when an employee is on-call. This code will add hours to comp time.
300	VACATION	Use when an employee takes time off work and has accrued vacation hours. Hours used should not exceed normal scheduled hours for the week.
303	SICK LEAVE	Use when an employee takes time off work and has accrued sick hours. Hours used should not exceed normal scheduled hours for the week.
320	PERSONAL LEAVE	Use for any purpose. Hours do not accumulate.
330	WELLNESS	Use for wellness purposes. Hours do not accumulate.
335	MILITARY LEAVE	Use for employees who are members of the National Guard or Armed Forces Reserves who are on approved military leave. A maximum of eighty hours per calendar year are allowed.
340	ADMINISTRATIVE LEAVE	Use when an employee is out of work at the direction of their department director for disciplinary or investigatory purposes. Administrative leave must be approved by the HR Director. Leave is paid.

PAY TYPE CODES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>DEFINITIONS</u>
345	ADVERSE WEATHER CLOSURE	Use this code when the County Manager closes offices early or delays opening offices due to adverse weather conditions. Hours for this code do not count toward overtime under FLSA.
355	CIVIL LEAVE	Use when time has been approved to be on jury duty or when one receives a subpoena to testify in court. This type of leave is not approved if the employee is the plaintiff or the defendant.
370	LEAVE WITHOUT PAY	Use when the employee does not have enough paid leave.
380	SUSPENSION W/OPAY	Use this code for disciplinary purposes. Used only with proper approval from the HR Director.
500	PAID HOLIDAY	Use on actual holiday for hours not worked.
501	HOLIDAY WORKED***	Use on actual holiday for hours worked. Must be used in conjunction with regular time in order to pay at one and half times the hourly rate.
502	EXCESS HOLIDAY WORKED***	A system generated code for the holiday worked hours over eight.
503	HOLIDAY EARNED***	Use when a county observed holiday falls on a non-scheduled workday. Use this code to add the unused holiday hours to the employee's floating holiday bank.
510	DISASTER RELIEF	Use for an employee who have been approved to provide relief assistance following a disaster ad the hours worked will be reimbursed by FEMA, Federal or State funding source
520	TRAINING-PRECINCT-NONTAXED	Use this code to pay precinct worker for training
521	TRAINING-PRECINCT-TAXED	A system generated code to pay precinct worker for training over Medicare limit.
570	ADDITIONAL PAY	Use to pay an employee a dollar amount approved by the HR Director or County Manager.
572	SPECIAL BONUS	Use to pay an employee a special dollar amount approved by the HR Director or County Manager.

PAY TYPE CODES

<u>CODE</u>	<u>DESCRIPTION</u>	<u>DEFINITIONS</u>
580	VACATION PAYOUT	Use to payout any vacation leave when an employee leaves employment.
582	COMP PAYOUT (NON-EXEMPT ONLY)	Use to payout any comp time when an employee leaves employment or moves to an exempt status.
584	FLOATING HOLIDAY PAYOUT	Use to payout any floating holiday when an employee leaves employment.

*These codes should not be used to calculate scheduled hours.