<u>*MUNIS*- **Reminders and Updates**</u>

The payroll environment has changed quite a bit over the last few years. Responsibilities have gone beyond keying time and attendance and simple data entry. The complexity of technology continues to change to keep pace with needs, functions and many users. The data we are responsible for maintaining now has many relationships which requires those working within the payroll environment to understand the logic embedded within the MUNIS payroll functions.

It is very important to recognize that the various types of information within each employee's MUNIS payroll record has a strong relationship with the accuracy of their compensation and benefits, the proper expensing and distribution of their agency's budget to the general ledger, and also impacts statutory reporting that we do for various federal and state entities. Incorrect information in MUNIS payroll records creates errors in payments and the payroll process, incorrect expensing to the general ledger, and impacts the integrity of statutory reporting.
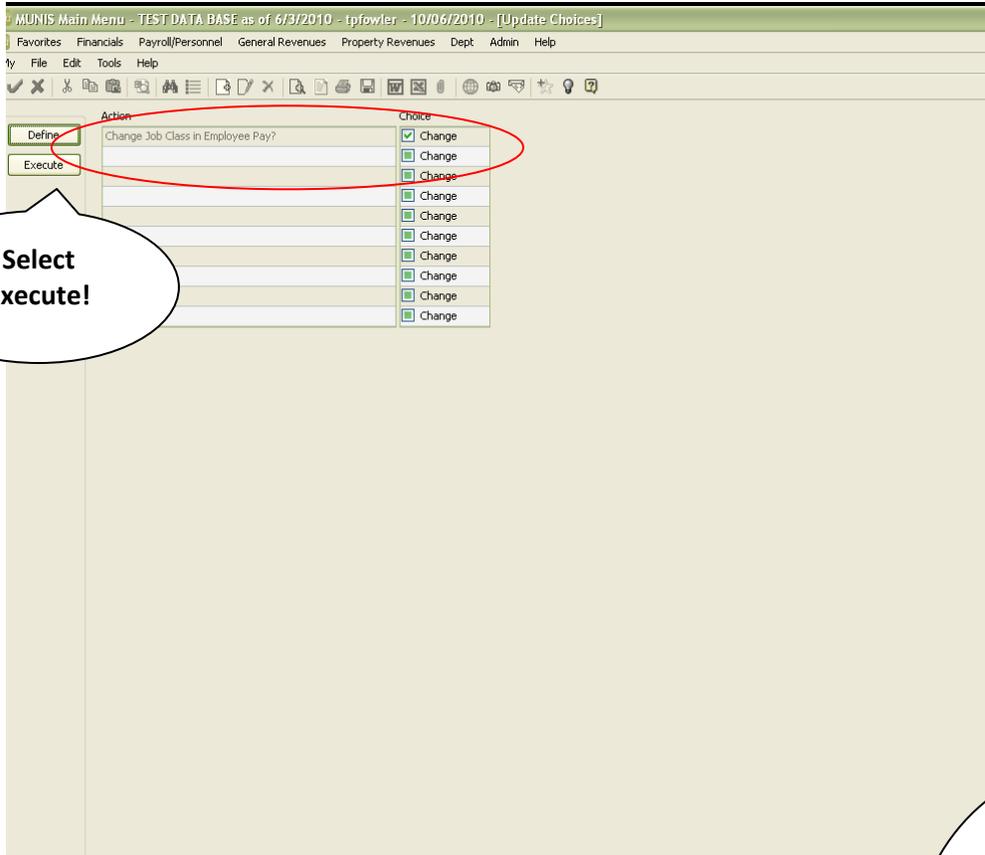
EMPLOYEE MASTER F/M

Updating Job Class and Org

When making an update to an existing employee's *Job Class* or *Org*, you must do so on the *MAIN* screen of the master file. Once you have keyed the new information and <u>ENTERED</u>, you will receive an "*UPDATE CHOICES*" message box (see screen shot below). This message will ask if you want to make that change in the Employee Pay records. You

SELECT *EXECUTE*. This will automatically change the *Job Class*, *Org* or both in the *Employee Pay* records, creating a seamless update in all employee records that make use of this information.


Select Execute!

STATUS Field

The code in this field is what MUNIS uses to determine whether or not to include that employee in a payroll.
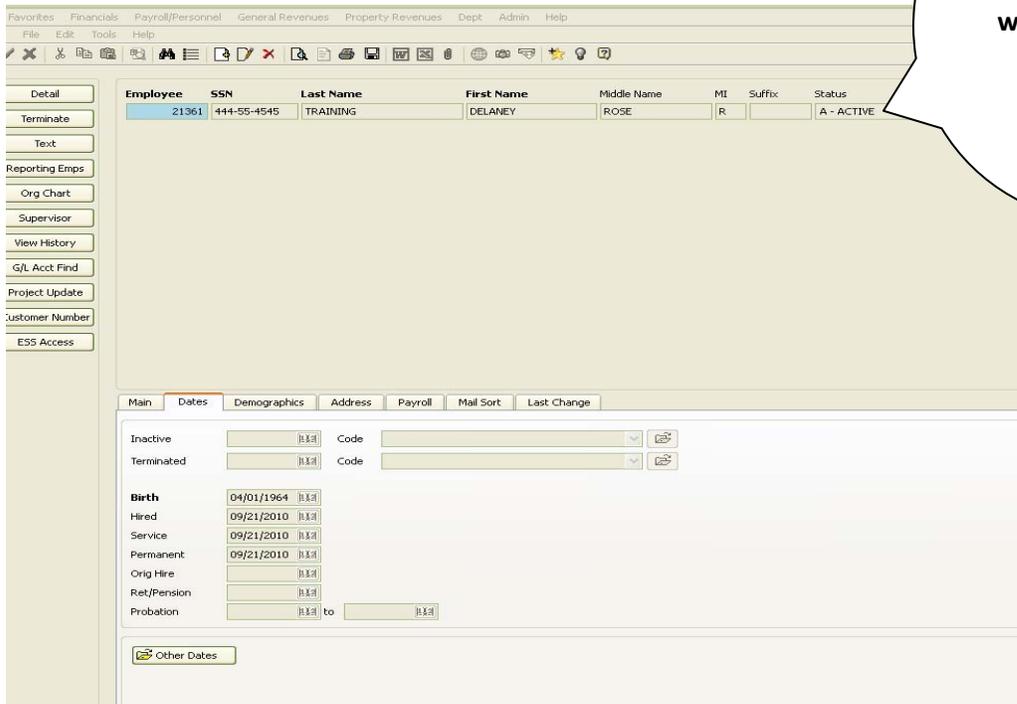
DATE Fields

Inactive-Terminated/Reason Codes
The "INACTIVE" field should be used when an employee takes leave with the intent to return to work at some point in the future. If the employee will not be returning to work, the "*TERMINATED*" date and reason code fields should be used. These codes are **informational only**-- they do not prohibit an employee's recurring pay records from being pulled in when generating payroll. The "**STATUS**" code of active or inactive governs that. However, the information contained in the *TERMINATED* and *REASON CODE* fields is included in reports that Franklin County Payroll manually creates for the Benefits Dept. and OPERS. It is **IMPERATIVE** that you enter corresponding dates in these fields as well as enter them in a timely manner. This information is used for healthcare eligibility, accurate auditing of healthcare costs, COBRA eligibility and OPERS reporting.
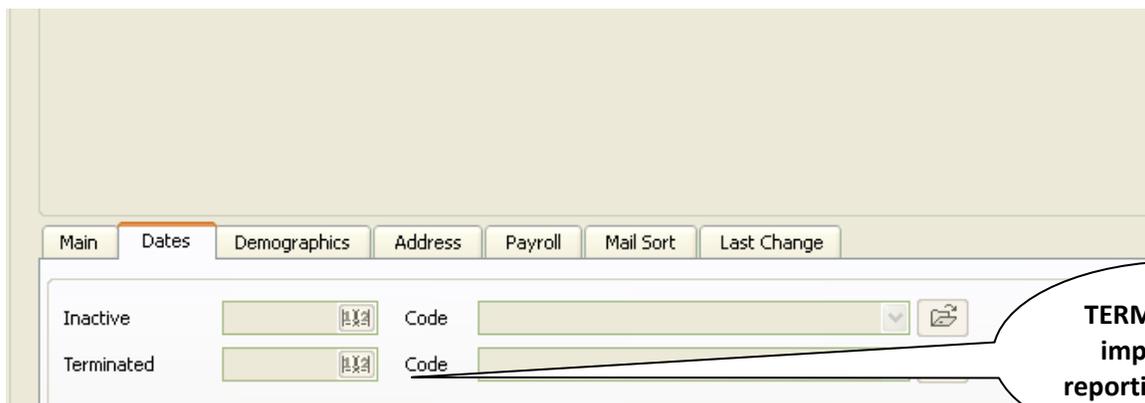
TERM and CODE important for reporting purposes.

Hired Date
This should be the first day the employee begins working for your agency. *Please* remember the HIRE date will default as the START date in Job/Pay, Deduction and accrual tables. That date may need to be modified if you are entering the new employee into MUNIS after they have already started working.

Service Date
The *SERVICE DATE* is the date that MUNIS uses to establish an employee's leave accrual rate. At the time of entering a new employee, enter the adjusted service date. That date will default to the accrual records. If, HOWEVER, you make a manual change to the SERVICE date after you have created an employee's MUNIS master file, then you will also need to manually update the ADJUSTED service date in the employee's accrual records.

Demographics
You must now manually enter the EEO function. The data no longer defaults when adding the Job Class information.

Manually add the EEO function.

EEO Information
Ethnic Code
Part/Full Time
Function

JOB/SALARY F/M

The Job/Salary files contains information that links to not only the employee's wages and salary but to agency budgeting. Data such as the Job Class, PCN and Allocation and Org are closely linked to other MUNIS files. Ensuring you have the proper information allows for accurate distribution of monies as well as efficient processing of the employee's payroll. Some of the information housed in the Job/Salary records is now processed differently by MUNIS so please follow the guidelines below:

PLEASE NOTE:

The **START** date in the Job/Pay should be the date that corresponds to the pay period for which that employee first needs to be included. It is NO LONGER their hire date. For example, if an employee needs to be paid for Oct. 8, 2010, then the start date should coincide with the first day of the respective pay period-09/13/2010. This tells MUNIS when to "grab" the information and generate into the payroll. Please take care to update each individual pay type if necessary.

The Position Control Number (PCN) is linked to a maximum of two employees. If you try to add a PCN to an employee record and this change exceeds two employees, MUNIS will not allow you to update. If you try to update and employee's PCN and there is a difference in Job/Class, allocation or org as compared to the actual PCN file, MUNIS will not allow you to make the update.

If making changes to allocation or org codes please make sure that you update that data on **EACH** pay type record the employee has. The change will **NOT** default to all other pay types. The only information that flows through to ALL pay records is hourly rate changes.

Please **DON'T** make changes in the *RECURRING* pay file. All changes at the agency level should be made in *Job/Salary F/M*.

If adding a pay type, on the fly, to a generated payroll, a type that is **NOT** in the employee's Job/Salary file, then the hourly rate will default. Please double-check upon adding to ensure proper payment amounts.

EMPLOYEE DEDUCTIONS

The **START** date on an employee's deduction record should correspond to the pay period for which that employee first needs to have that deduction included. *For example*, if an employee needs to have that deduction process for Oct. 8, 2010, then the start date should coincide with the first day of the respective pay period-*09/13/2010*. This tells MUNIS when to "grab" the information and generate into the payroll. Please take care to update each individual deduction record as necessary.

*Please **NOTE** that the employer chargeback deduction is typically added to the employee's deduction file by default. It is linked to the Job Class and is added automatically. Make sure to manually maintain the *START* date to ensure accurate processing of the deduction. The employee healthcare deduction is added manually by the payroll officer.

*Please remember if an employee elects to have an additional amount withheld for *income tax withholding*, you must not only add the desired amount to the proper field, but you must update the CALC CODE to reflect *06-TAX TABLE PLUS AMOUNT.* If you do not change the CALC CODE, MUNIS will not withhold the additional amount.

*Please remember when employees have an SDIT deduction they must claim the same marital status and allowances as claimed for the state of Ohio. This must be entered on the SDIT deduction record in the employee's MUNIS payroll file.

ACCRUAL Records

*Please NOTE that the *START* date on accrual records MUST be the date that the leave type needs to process and update in a payroll.

Most agencies have a sick leave table linked to their Job Classes, so when adding a new employee, that table is automatically added to the employee's MUNIS records. MUNIS now requires that each employee have both a sick and vacation table as part of their file to permit proper updating and processing of payroll records.

*Please **NOTE** the following instructions are different than those previously provided by Franklin County Payroll. In the current version of MUNIS, 8.1, there is a different method of adding the vacation table so as to facilitate proper processing. When adding the table for part-time or new employees, you will select the type of leave (see screen shot below). This should be *1-VAC LEAVE* (for most agencies)*.* In the next field, *TABLE*, you will use the drop down selection option and choose *TABLE 42-NON ACCRUAL.* This new method precludes the need to manually maintain the *START* date. The *TABLE 42* will satisfy MUNIS in that there is an active vacation table, but yet no vacation will accrue.

When such time arrives that an employee hits their anniversary date and should begin earning leave, the only step you need to take is to update the *TABLE* type to **1-VACATION**. You no longer need to control the function of the vacation leave table through manipulation of dates.

> **This creates an active table, but prohibits accrual of time.**

The ACCRUAL date is the date that MUNIS uses to calculate an employee's rate of accrual. It should correspond to the *SERVICE* date in the employee's master file, **DATES.**

Any updating necessary to employee accrual tables, after the initial ADD of the table, must be made through the *HISTORY* action on the left side of the screen. **NEVER** update balances or YTD numbers on the main screen of the table.
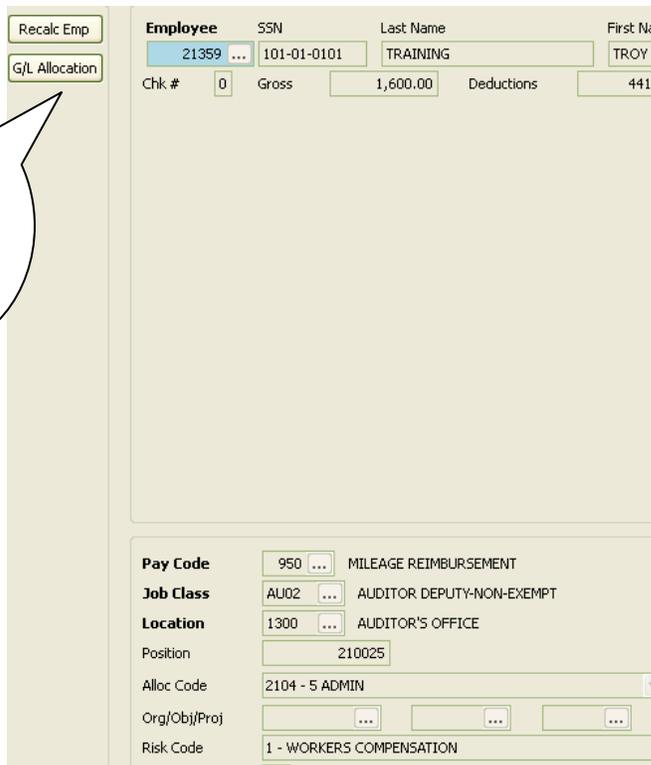

> **RULE OF THUMB:**
> **Never update anything on the right-hand side of the accrual table screen, once you have created the table.**

*Never DELETE a table. This wipes out the entire leave history for that leave type and is difficult to recover.

GENERATED PAYROLL

When adding pay types on the fly, please note that most often the employee's hourly rate will default to the rate field. Please review your payroll carefully to ensure accurate payment.

*Please NOTE. Allocation codes are created with default object codes that work in conjunction with salaries and wages (e.g. pay types 100, 200, 201). If you use an allocation code with pay types other 100, 200, and 201, you will have to manually update the object code in *THAT* payroll for *THAT* pay type that you are using. You will make your updates using the *G/L Allocation Action* on the left side of the pay type detail screen.

Once you have made the updates, you should see MANUAL ALLOCATION in the ALLOC CODE field on the detail screen for that pay type.

| Recalc Emp |
| G/L Allocation |

Employee	SSN	Last Name	First Na
21359 ...	101-01-0101	TRAINING	TROY

Chk # 0   Gross 1,625.00   Deductions 441

Pay Code 950 ... MILEAGE REIMBURSEMENT
Job Class AU02 ... AUDITOR DEPUTY-NON-EXEMPT
Location 1300 ... AUDITOR'S OFFICE
Position 210025
Alloc Code MANUAL ALLOCATION
Org/Obj/Proj ... ...
Risk Code 1 - WORKERS COMPENSATION

Once changes are made to GL Allocation, you will see MANUAL ALLOCATION in this field.