



Activity: Time Entry Approvals

Munis Dashboard and Time Entry
Departmental Functions > Time Entry

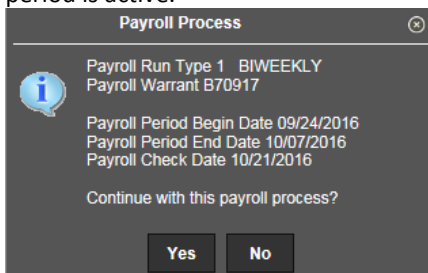
- Payroll **runs** are open for a specific period of time. Access to each run is controlled by the Payroll department. Time Entry processors for each cost center receive a schedule indicating these dates from Payroll. In order to access, review, enter, or approve payroll runs, the run must be open and available. At the conclusion of each period, Payroll will close the run in order to process employee pay.
- Time Entry processors for schools, PLACE, and departments will key exceptions to bi-weekly payroll into Munis Time Entry.
- Schools will have two batches each payroll. One batch will come from the Smart Find system. This batch (the **Import** batch) will include the leaves and substitutes for all school personnel except Principals and Assistant Principals. The other batch (the **Exceptions** batch) includes hourly pay (such as BCE students), overtime, shift differential, SRP subbing for teacher or riding a bus, all Principal/Assistant Principal leaves, etc. District departments and PLACE do not have an **Import** batch and input all leaves on the **Exception** batch.
- The payroll batch(es) must be approved by an administrator by the payroll due date.

Approve Time Entry from the Dashboard

1. Click on the **Approvals** web part
2. Locate the time entry batch approvals needed
 - a. These appear on the dashboard approvals section as **PRT: Time Entry Approval: Run Warrant Batch**
 - b. Additional information, including batch number, location, and comments will be located in the right-hand section of the panel
 - c. Clicking on the link in the top of the additional information panel (labelled **PRT: Time Entry Approval: Run Warrant Batch**) will open the batch for review in a separate window or tab in the **Time Entry** function
3. Click on the box next to **PRT** to generate approval and rejection options in the lower-right corner of the panel
4. Click **Approve** to approve the batch or **Reject** to reject the batch
5. A comment box will appear – this field is required for rejections and optional for approvals
6. Click **Save** to finalize the approval or rejection, or **Cancel** to return to the approvals list

Review and Approve from Time Entry

1. Navigate to **Time Entry**
Departmental Functions > Time Entry
2. The following window will be displayed when the Time Entry screen is accessed. This window indicates which payroll period is active.



3. Click **Yes** to access the payroll batch(es) for this run
4. Click **Search** in the ribbon
5. Input the cost center location number in the **Location** field and click **Accept**

6. Click **PDF** in the ribbon to generate a report
 - a. Depending on settings, a **Report Options** screen may display
 - i. Match the settings as shown below by selecting each item from the drop-down menus

Report Options	
Report	STANDARD
Option	DETAIL
Include	BATCH
Sort	EMPLOYEE NAME
	<input checked="" type="checkbox"/> Employee Subtotals
	<input checked="" type="checkbox"/> Hide SSN
	<input type="checkbox"/> Dates Outside Payroll

- ii. Click **Accept** to use the selected display settings
 - b. The report generates as a PDF that can be saved or printed – once the report has been reviewed, close the tab
7. The options to **Approve** or **Reject** are located in the **Workflow** section near the bottom of the display – selecting either option will prompt a comment, which is required for rejections and optional for approvals
 - a. An approved batch will proceed to the Payroll department for review
 - b. A rejected batch will be returned to the employee(s) responsible for managing the batches to correct deficiencies
8. If there were multiple batches found by the entered search criteria, use the arrow icons underneath the **Workflow** field to navigate among them – repeat steps **6** and **7** in order to review and approve (or reject) the additional batch(es)



The **Time Entry Preferences QSG** has additional information on setting preferences for time entry and time entry reports.



Time Entry batches can be approved from either the **Approvals** web part or the **Time Entry** function – it is not necessary to follow both processes to approve a batch.



When reviewing batch details through the link in the **Approvals** web part, the batch under review is automatically selected in **Time Entry**. This method of accessing the batch has the same options as the process detailed in **Review and Approve from Time Entry** as though step 5 had been completed. However, unlike that process, only the single batch selected from **Approvals** is visible – click **Search**, input the cost center location number in the **Location** field, and click **Accept** to display all batches for the selected location.



For approvers who review multiple cost centers (such as certain district departments, adult education administrators, etc.), the search function enables searching for more than one cost center simultaneously. Input each cost center, separated by a 'stovepipe' and including no spaces in between entries. Create the stovepipe by pressing **shift + ** (it appears as a vertical line). For example, an administrator responsible for cost centers 9420, 9421, and 9422 can review batches for all three cost centers at once by inputting 9420|9421|9421 in the **Location** field.