



**Activity: Employee Inquiry**  
**Employee Rosters, Leave Reports, and Accruals**

**Employee Inquiry – generate a list of employees**

1. Navigate to **Employee Inquiry**  
**Tyler Menu > Munis > Departmental Functions > Employee Inquiry**
2. Click **Search**
  - a. Select **Active** in the **Status** drop-down
  - b. Input the cost center number in (or select the cost center number from) the **Location** field
  - c. Click **Accept**
3. Click **Browse** – this will display all search results in a list format
  - a. Click on a category header to sort by that category
  - b. Click **Show/Hide Cols** in the ribbon to hide a category by clicking the check mark to remove that category header.
4. Click **Excel** to place search results and visible categories into a spreadsheet
5. Click **Return** to return to the detail view



The **Search** function can be used to find specific results rather than a full list, if desired. During step **2**, input data in additional fields to narrow down the results. For example, adding the criteria of JONES in **Last Name** would only include all employees with the last name of Jones at the selected cost center. Most fields in Employee Inquiry accept the use of wildcards, such as the asterisk (\*).

**Employee Accruals Report – start of year and current leave balances for all employees**

1. Navigate to Employee Accruals Report  
**Tyler Menu > Munis > Departmental Functions > Employee Accruals Report**
2. Click **Define**
  - a. System defaults to the **Main** tab
    - i. **Execute this report** – select Now
    - ii. **Report Option** – select YTD Balance Report
    - iii. **Single Employee** is left unchecked
    - iv. **Sort Order** – select Name
    - v. **Location** – input cost center number in both fields
    - vi. **Active Status** – select A
    - vii. Leave all other fields as the default values
  - b. Click the **Print Options** tab
    - i. Select **Include Zero Balances**
    - ii. Leave all other fields unchecked
3. Click **Accept**
  - a. System navigates to the **Accruals** tab
  - b. Leave all fields as the default values
4. Click **Accept**
5. Click **PDF** to generate the report

## Employee Accruals – leave usage for a single employee during a specified period of time

1. Navigate to **Employee Inquiry**  
**Munis > Departmental Functions > Employee Inquiry**
2. Click **Search**
  - a. Input data to narrow down the employee selection, such as the employee's last name or employee number
  - b. Input the cost center number in (or select the cost center number from) the **Location** field
  - c. Click **Accept**
3. Click **Details**
  - a. Select **Employee Accruals**
  - b. Click **Accept**
  - c. Select one of the accrual records and click **Accept**
4. Click **History**
5. Click **Search**
  - a. Input data to narrow down the employee selection, such as the employee's last name or employee number
  - b. Input the cost center number in (or select the cost center number from) the **Location** field
  - c. Input other data depending on the information sought
    - i. **Type** determines the type of leave – a single leave type can be selected, or search tools can be combined with leave numbers (e.g. input 1|2|4 to research all vacation, personal, and sick leave used)
    - ii. **Start Date** may be used to search for a single day but may also be used to generate a date range (e.g. 07012015:06302016 to generate all leaves for the 2015 – 2016 school year)
    - iii. Input >0 in **Used** to ensure that the report only lists leave usage
  - d. Click **Accept**
  - e. Click **Excel**
    - i. Select from the fields to display on the report
    - ii. Click **Accept**



Note that the employee selected during steps **2** through **4** does not affect the search in step **5**. Searches done in the history section are new searches and are not dependent on prior selections.



**Start Date** and **End Date** are always the same date in leave accruals – they are not used to input a range. Inputting separate dates in those fields will result in an empty search.



On June 30<sup>th</sup> of each year, there will be a usage entry for all employees. This entry is the system carrying their existing leave balance forward onto July 1<sup>st</sup> and does not represent an employee absence.



This report does not have any data regarding employee temporary duty – it only contains information concerning accrual usage/receipt.



Note that non-administrative employees use **Type 2 – SICK** for sick leave, while administrators use **Type 6 – ADMIN SICK** for sick leave.