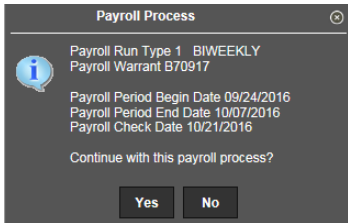


MUNIS QSG

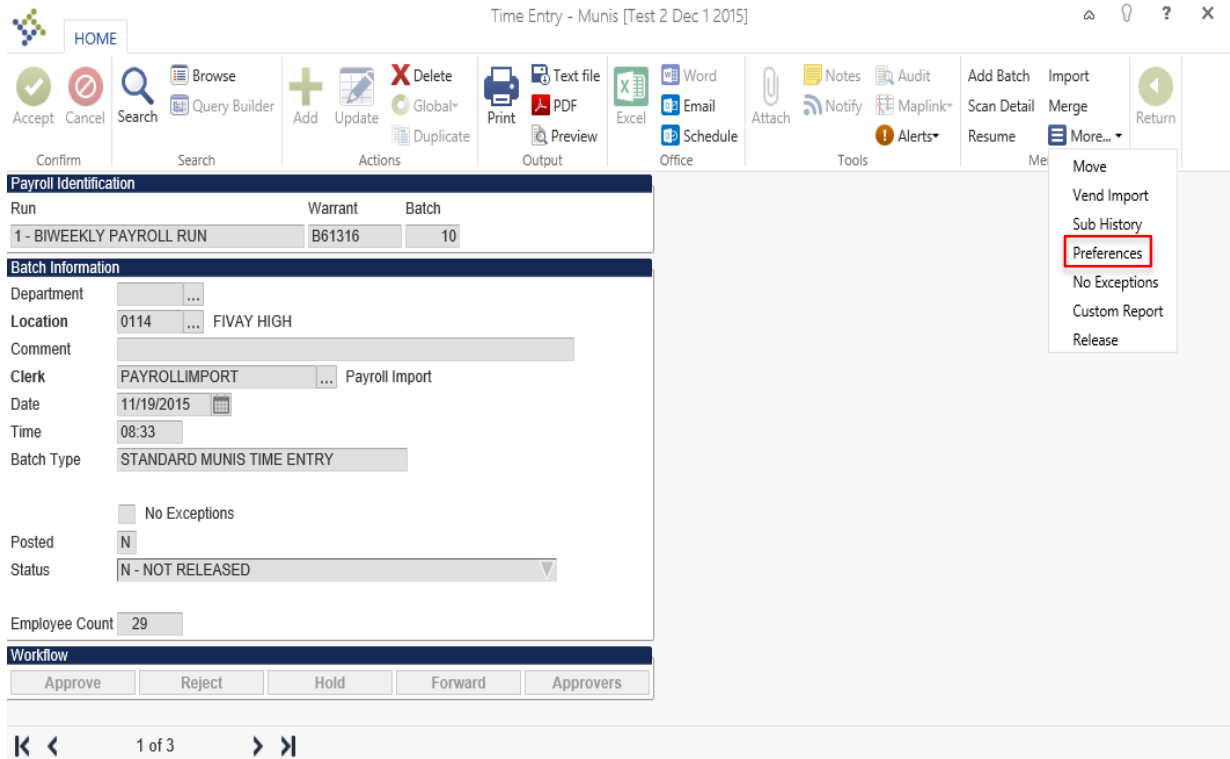
QUICK START GUIDE

Activity: Time Entry Preferences
Menu Navigation: Departmental Functions > 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 **Batch Header** screen
4. From the **Batch Header** screen, click on **More** and then select **Preferences** from the Menu group on the ribbon



5. On the **Preferences** screen, click **Update** to modify the standard time entry preferences for your user ID

- Select **Report Preferences** as shown below

User Preferences
 Preferences For

Report Preferences	Screen Preferences	Pending Preferences	Daily Grid Fields
---------------------------	--------------------	---------------------	-------------------

Report

Option

Include

Sort

Employee Subtotals

Hide SSN

Dates Outside Payroll

- Click on the **Screen Preferences** tab and select as shown below

User Preferences
 Preferences For

Report Preferences	Screen Preferences	Pending Preferences	Daily Grid Fields
--------------------	---------------------------	---------------------	-------------------

Default Screen

Find Sort order

Account Description

Absence Default

Autoload Default

Daily Grid Days

Prompt To Verify

Enable Autoload

Hours Entry In Military

Warn On Undefined Pay Type

Set 'To' Date From 'From' Date

Record Date Notes

- Skip the Pending Preferences tab - do not make any changes to this tab at any time**

- Click on the **Daily Grid Fields** tab and check boxes as shown below

User Preferences
 Preferences For

Report Preferences	Screen Preferences	Pending Preferences	Daily Grid Fields
--------------------	--------------------	---------------------	--------------------------

<input type="checkbox"/> Activity	<input type="checkbox"/> Allocation	<input checked="" type="checkbox"/> Pay 1
<input type="checkbox"/> Activity Description	<input type="checkbox"/> Org	<input checked="" type="checkbox"/> Pay 2
<input checked="" type="checkbox"/> Job	<input type="checkbox"/> Object	<input checked="" type="checkbox"/> Pay 3
<input checked="" type="checkbox"/> Job Description	<input type="checkbox"/> Project	<input checked="" type="checkbox"/> Pay 4
<input checked="" type="checkbox"/> Pay Description	<input checked="" type="checkbox"/> Account	<input checked="" type="checkbox"/> Pay 5
<input type="checkbox"/> Work Order	<input checked="" type="checkbox"/> Account Description	<input checked="" type="checkbox"/> Pay 6
<input type="checkbox"/> Task		<input checked="" type="checkbox"/> Pay 7

- Click **Accept** to save changes
- Click **Return** to return to the **Batch Header** screen