



**Activity:**                    **Manage Time Entry Exceptions Batches**  
**Departmental Function > Time Entry**

**Background**

- 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 **Exception** batch will be labeled with the clerk ID of the person that created it.
- At the end of the payroll period, if no exceptions need to be entered, the school/department must create a **No Exception** batch so that payroll will know that all school/departments are accounted for in the payroll cycle.
- The time entry batch(es) must be released by the time entry processor and approved by an administrator by the payroll due date.

**Generating a Time Entry Exceptions Batch**

1. Navigate to **Time Entry**
2. A **Payroll Process** window appears which indicates the current payroll period
  - a. Click **Yes** if the payroll period is correct
  - b. Click **No** if the payroll period is incorrect – this will close the Time Entry window. Contact Munis Help to request to be moved to the correct payroll period
3. Click **Add Batch** to create a new batch
  - a. The **Options** prompt appears – most **Exceptions** batches are completed primarily in **Daily Grid**
    - i. This selection is not final, and can be changed any time the batch is accessed – it is a display preference and does not directly affect data entered
    - ii. Do not select **Multiple Employees** or **Multiple Detail**
  - b. Click **OK** once selection is made
  - c. Verify that the **Department** and **Location** fields contain the correct cost center number
  - d. Tab to **Comment** and input a comment relevant to the data being managed (e.g. *Exceptions batch LOLHS run 613 or Additional Duty Ad. Ed. 8801*)
  - e. Click **Accept**
4. The batch is created and defaults into the view selected in step 3a – click **Return** to exit the batch, or proceed with **Manage Employee Records in Time Entry Exceptions** to add/modify employee time entry data in the selected view

**Resuming a Time Entry Exceptions Batch**

1. Navigate to **Time Entry**
2. A **Payroll Process** window appears which indicates the current payroll period
  - a. Click **Yes** if the payroll period is correct
  - b. Click **No** if the payroll period is incorrect – this will close the Time Entry window. Contact Munis Help to request to be moved to the correct payroll period
3. Click **Search** to initiate a search for an existing **Exceptions** batch
  - a. Input data to narrow down the search – **Batch Number** (if known) is the most direct method

- b. If the **Batch Number** is unknown, input the cost center number in **Location** – this will retrieve all batches assigned to that cost center. If there are multiple batches, utilize the navigational arrows at the bottom of the screen to locate the correct batch
4. Click **Resume** to enter the batch
  - a. The **Options** prompt appears – most **Exceptions** batches are completed primarily in **Daily Grid**
    - i. This selection is not final, and can be changed any time the batch is accessed – it is a display preference and does not directly affect data entered
    - ii. Do not select **Multiple Employees** or **Multiple Detail**
  - b. Click **OK** once selection is made
5. Click **Return** to exit the batch, or proceed to **Manage Employee Records in Time Entry Exceptions** to add and modify employee time entry data in the selected view

### Manage Employee Records in Time Entry Exceptions (Daily Grid)

1. Create a new batch or resume an existing batch in the **Daily Grid** view
2. Click **Add** to generate a new record
  - a. Input the Employee ID number in the **Employee** field
  - b. Tab to the **Job** field
    - i. If the data for the line is part of the employee’s primary job (e.g. shift differential, administrator leaves, BCE student pay, etc.) leave the default value
    - ii. If the data for the line is a separate job (e.g. ESY hours, additional duty positions in adult education, etc.) input the correct job number or select it from the ellipsis
  - c. Tab to the **Pay** field and input the appropriate pay code
    - i. **DO NOT** leave an employee’s base pay (100-199) in this field unless the job is only paid on entered time (such as a BCE student or an additional duty job). Leaving the base pay in place can result in a large overpayment or rejection of the time entry batch.
  - d. Tab past the **Account** field and continue tabbing until the first day of input is reached
  - e. Input the number of hours applicable to the selected pay type for each day
    - i. To navigate between weeks, use the arrow buttons next to the **Week** number
  - f. To generate an additional line for the current employee, select the right-most day field
    - i. Tab once
    - ii. Repeat steps **2b** through **2e**
  - g. Click **Accept** to finish entering data – the record can be later modified using the **Update** function
  - h. Repeat step **2** to add additional employees
3. Click **Update** to modify the selected record
  - a. Select the field to be modified and input the updated data
  - b. To generate an additional line for the current employee, select the right-most day field
    - i. Tab once
    - ii. Input data per steps **2b** through **2e**
  - c. To delete an extra line, select any field within the line to be deleted – this will also highlight the entire line
    - i. **MAKE SURE** that the record is in update mode or the entire record will be deleted
    - ii. Click **Delete** in the ribbon – this will remove everything on the line except the **Job** code
    - iii. Press **Shift + Tab** on the keyboard to finish removing the line
  - d. Once changes are complete, click **Accept**
4. Click **Search** to search for specific records
  - a. Input search criteria such as **Last Name, Employee**, etc.
  - b. Click **Accept**
  - c. The **Search** function will only locate records that exist in the current batch – it will not locate information on any employees not in the batch
5. Click **Delete** to delete the *entire time entry record for the selected employee*



A batch can be reviewed and updated in **Detail** view from the **Daily Grid** screen. While on the **Daily Grid**, click **Edit Details** to generate a browse view of all of the records entered for the selected employee, as well as a 0-hour placeholder record for each line (this record does not appear on the PDF report). Select a record to review (or any record if a new record is to be created) and click **Accept**.

### Manage Employee Records in Time Entry Exceptions (Detail)

1. Create a new batch or resume an existing batch in the **Detail** view
2. Click **Add** to generate a new record
  - a. Input the date of the record in the **From** field and tab
  - b. Ensure that the date in the **To** field matches the **From** field (change it if needed) and tab
  - c. Select the absence status (**Y – Yes** or **N – No** as **S – Sub Only** is not used in the **Exceptions** batch)
  - d. Input the Employee ID number in the **Employee** field
  - e. Verify that the **Department** is accurate
    - i. If the **Department** is not accurate, exit the batch and verify that the **Department** and **Location** fields are accurate on the **Batch Header** screen
    - ii. Contact Munis Help if there is a discrepancy noted with this data
  - f. Tab twice to **Job Class**
    - i. If the data for the record is part of the employee's primary job (e.g. shift differential, administrator leaves, BCE student pay, etc.) leave the default value
    - ii. If the data for the record is a separate job (e.g. ESY hours, additional duty positions in adult education, etc.) input the correct job number or select it from the ellipsis
  - g. Tab to the **Pay** field and input the appropriate pay code
    - i. **DO NOT** leave an employee's base pay (100-199) in this field unless the job is only paid on entered time (such as a BCE student or an additional duty job). Leaving the base pay in place can result in a large overpayment or rejection of the time entry batch.
  - h. Tab to **Quantity** and input the number of hours applicable to the selected pay type for that date
  - i. Click **Accept** to finish entering data – the record can be later modified using the **Update** function
3. Click **Update** to modify the selected record
  - a. Select the field to be updated
  - b. Input the corrected data
  - c. Once changes are complete, click **Accept**
4. Click **Duplicate** to generate an identical record to one selected and correct any fields that need to be changed
  - a. This function is useful if an employee has multiple days of the same pay type and hours – the record can be duplicated and the **From** and **To** fields changed
  - b. Click **Accept** once changes to the duplicated record are complete
5. Click **Delete** to delete the selected record (this will not affect other records in this batch for the selected employee or date)



The **Detail** view permits users to input dates outside of the payroll range. The system will warn that the date is outside the current run but does not prevent entry. This enables the time entry processor to input corrections (e.g. a missed administrative absence on a prior run, or inputting BCE hours that were not reported on a projected payroll).

### Generate a No Exceptions Batch

1. Click **More** and select **No Exceptions** from the drop-down menu
2. Verify that the **Department** and **Location** fields contain the correct cost center number
3. Tab to **Comment** and input a comment relevant to the No Exceptions batch (e.g. LMES No Exceptions Run 601)
4. Click **Accept**

### Generate a Time Entry Exceptions Batch Report

1. Locate the batch using the **Search** function if it is not already selected on the **Batch Header** screen
  - a. Input data to narrow down the search – **Batch Number** (if known) is the most direct method
  - b. If the **Batch Number** is unknown, input the cost center number in **Location** – this will retrieve all batches assigned to that cost center. If there are multiple batches, utilize the navigational arrows at the bottom of the screen to locate the correct batch

2. Click **PDF**

- 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 menu

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



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

**Release the Time Entry Exceptions Batch for Approval**

- 1. Click **Release** located in the menu portion of the ribbon
- 2. The **Release Batch** prompt appears – select **Yes** to release the batch or **No** to cancel



Approvers and workflow can be viewed from the **Approvers** button at the bottom of the **Batch Header** display.



A batch that has been released can still be updated if needed. The system will warn that updating a record will result in the batch being reset in workflow. The batch will need to be re-released once changes are made, at which point it will begin again in workflow.