Activity: Manage Time Entry Import 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 **Import** batch will be labeled with the clerk ID **PAYROLLIMPORT**.
- **Import** batches are generated automatically within Munis and are not created by the Time Entry processor. Data is uploaded from Smart Find daily once the **Run** is open.
- The time entry batch(es) must be released by the time entry processor and approved by an administrator by the payroll due date.

Accessing the Time Entry Import 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 **Import** batch
   a. Input the cost center number in the **Location** field
   b. Click **Accept**
4. Click **Resume** to enter the batch
   a. The **Options** prompt appears – select **Detail**
   b. Click **OK**

Searching for Records in the Time Entry Import Batch

1. Locate and resume the **Import** batch in **Time Entry**
2. There are several methods for searching depending on the data sought
   a. To display all records, click **Search** and then click **Accept**
      i. Click **Browse** to view all records in list form
      ii. Click **Accept** on a record in the **Browse** list to view the detail record panel
   b. To locate all records on a specific date, click **Search**
      i. Input the date sought in the **From** field
      ii. Click **Accept**
   c. To locate a specific employee, click **Search**
      i. Input known information about the employee, such as Employee ID or Last Name, in the matching field(s)
      ii. Click **Accept**

d. To locate all unmanaged substitute records, click **Search**
    i. Select the **Substitute** tab
    ii. Input **120|170|175** in the **Pay** field (the **|** is a search symbol that tells the system to include each number in sequence, but nothing in between, and is created by pressing shift + \)
    iii. Input **<.01** in the **Quantity** field (this tells the system to search for records with 0 hours or days, which indicates an unmanaged record)
    iv. Click **Accept** – all records with a substitute on the **Substitute** tab or a **Sub Only** record display

Manage Employee Records in Time Entry Import (No Substitute)

1. Locate and resume the **Import** batch in **Time Entry**
2. Navigate to the time entry record to be managed
3. Click **Update**
4. Navigate to the field(s) requiring correction and input the correct data
5. Click **Accept** to lock in changes
6. Repeat steps **2** through **5** for each additional time entry record to be managed

Ensure that all records are reviewed on a daily basis – this allows for ample time to review data in manageable pieces and gives the opportunity to correct potential ongoing errors early. If the data on a given time entry record is completely accurate no changes need to be made to that entry.

Manage Records in Time Entry Import (Substitute Attached to Employee)

1. Locate and resume the **Import** batch in **Time Entry**
2. Navigate to the time entry record to be managed
3. Click **Update**
4. Navigate to the field(s) requiring correction and input the correct data
5. Click on the **Substitute** tab
6. Ensure that the **Pay** field has the correct type of substitute job (instructional, non-instructional, etc.)
7. Enter the days or hours worked in the **Quantity** field
    a. Instructional substitutes are paid daily – input **1** in the **Quantity** field for a full day and **.5** in the **Quantity** field for a half day
    b. Non-instructional substitutes are paid hourly – input the number of hours worked in the **Quantity** field
8. Tab to the **Account** field and input the correct coding (including cost center) as provided on the **Time Entry Codes QSG**
9. Click **Accept**
10. Repeat steps **2** through **9** for each time entry record to be managed

Some substitute records may use different coding from the standard one provided on the **Time Entry Codes QSG**. These are often (but not always) related to specific trainings and coding will be provided by the department responsible for the training, if applicable. In these cases, use the alternate coding provided instead of the standard default coding.

Manage Records in Time Entry Import (Sub Only Record)

1. Locate and resume the **Import** batch in **Time Entry**
2. Navigate to the time entry record to be managed
3. Click **Update**
4. Navigate to the field(s) requiring correction and input the correct data
5. Ensure that the **Pay** field has the correct type of substitute job (instructional, non-instructional, etc.)
6. Enter the days or hours worked in the **Quantity** field
    a. Instructional substitutes are paid daily – input **1** in the **Quantity** field for a full day and **.5** in the **Quantity** field for a half day
    b. Non-instructional substitutes are paid hourly – input the number of hours worked in the **Quantity** field
7. Tab to the **Account** field and input the correct coding (including cost center) as provided on the **Time Entry Codes QSG**
8. Click **Accept**
9. Repeat steps **2** through **8** for each time entry record to be managed

There are some occasions where a new record needs to be added into the **Import** batch, such as retroactively adding data (for example, to add in a missed entry from a prior pay period) or to add a record that was not imported from Smart Find. Use the **Add a New Record in Time Entry Import** to generate a time entry record.

Records that are added into Smart Find after the Smart Find data for that date has been uploaded to Munis *will not* be retroactively added into the system. They must be manually added using the **Add a New Record in Time Entry Import** process.

Add a New Record in Time Entry Import

1. Locate and resume the **Import** batch in **Time Entry**
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
        i. Input **Y – Yes** if the record is an absence
        ii. Input **N – No** if the record is not an absence
        iii. Input **S – Sub Only** if the record represents a substitute that was not assigned to a particular employee, such as a vacancy
    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 it is a **Sub Only** record, input the correct **Job Class** for the type of substitute position worked
        ii. If it is a **Yes** or **No** record, no data needs to be changed
    g. Tab to the **Pay** field and input the appropriate pay code
    h. Tab to **Quantity** and input the number of hours applicable to the selected pay type for that date
    i. For a **Sub** Only record, tab to the **Account** field and input the correct coding (including cost center) as provided on the **Time Entry Codes QSG**
    j. If there was a substitute who worked for an absent employee, click on the **Substitute** tab
        i. Ensure that the **Pay** field has the correct type of substitute job (instructional, non-instructional, etc.)
        ii. Enter the days or hours worked in the **Quantity** field
            1. Instructional substitutes are paid daily – input **1** in the **Quantity** field for a full day and **.5** in the **Quantity** field for a half day
            2. Non-instructional substitutes are paid hourly – input the number of hours worked in the **Quantity** field
        iii. Tab to the **Account** field and input the correct coding (including cost center) as provided on the **Time Entry Codes QSG**
    k. Click **Accept** to finish entering data – the record can be later modified using the **Update** function
3. 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

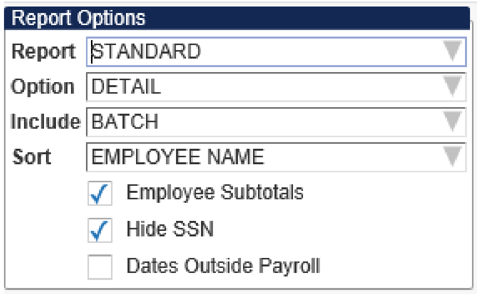
Delete a Time Entry Record in Time Entry Import

1. Locate and resume the **Import** batch in **Time Entry**
2. Click **Delete**
    a. The **Confirm Delete** dialogue box appears – click **Yes, Delete** to delete the record *permanently* or **No** to cancel the delete action
    b. Once a time entry record is deleted, it is gone forever and cannot be recovered – both the **Employee** tab information as well as any attached substitute information will be deleted

Deleting a record in Munis does not delete that record from Smart Find. It must be deleted in Smart Find separately, if needed.

Generate a Time Entry Import 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



        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.

Always review the **Time Entry Report** as a final check to ensure that all records have been managed.

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.