DISTRICT SCHOOL BOARD OF PASCO COUNTY

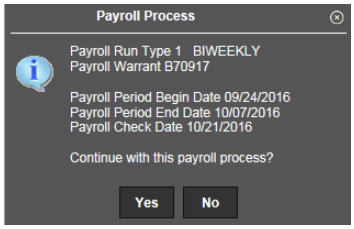
MUNIS QSG

QUICK START GUIDE

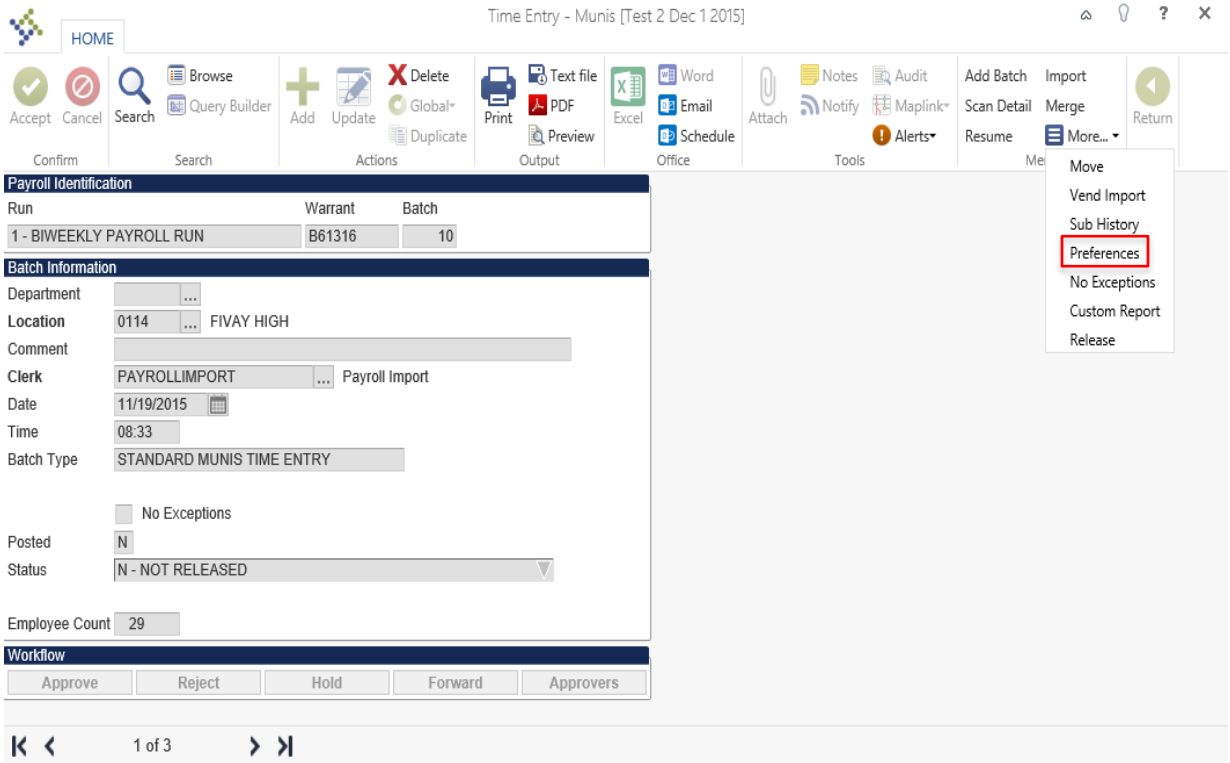
Activity: **Time Entry Preferences**

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.

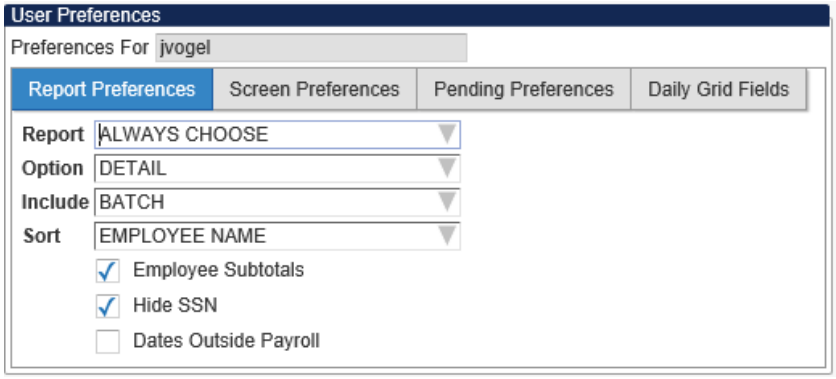


3. Click **Yes** to access the **Batch Header** screen
4. From the **Batch Header** screen, click on **More** and then select **Preferences** from the Menu group on the ribbon

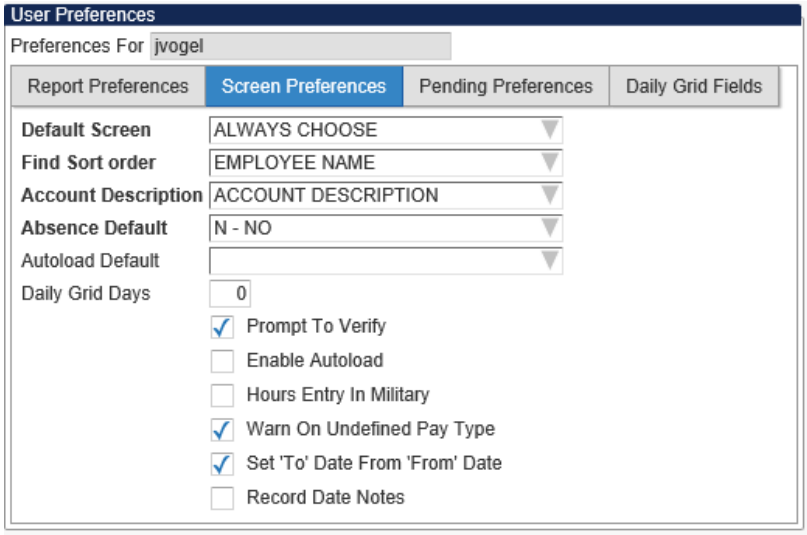


5. On the **Preferences** screen, click **Update** to modify the standard time entry preferences for your user ID

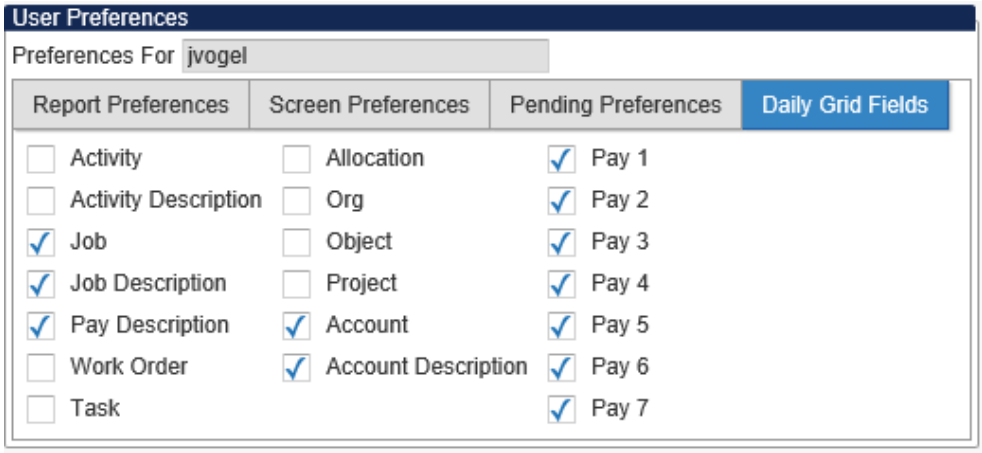
6. Select **Report Preferences** as shown below



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



8. **Skip the Pending Preferences tab - do not make any changes to this tab at any time**
9. Click on the **Daily Grid Fields** tab and check boxes as shown below



10. Click **Accept** to save changes
11. Click **Return** to return to the **Batch Header** screen