

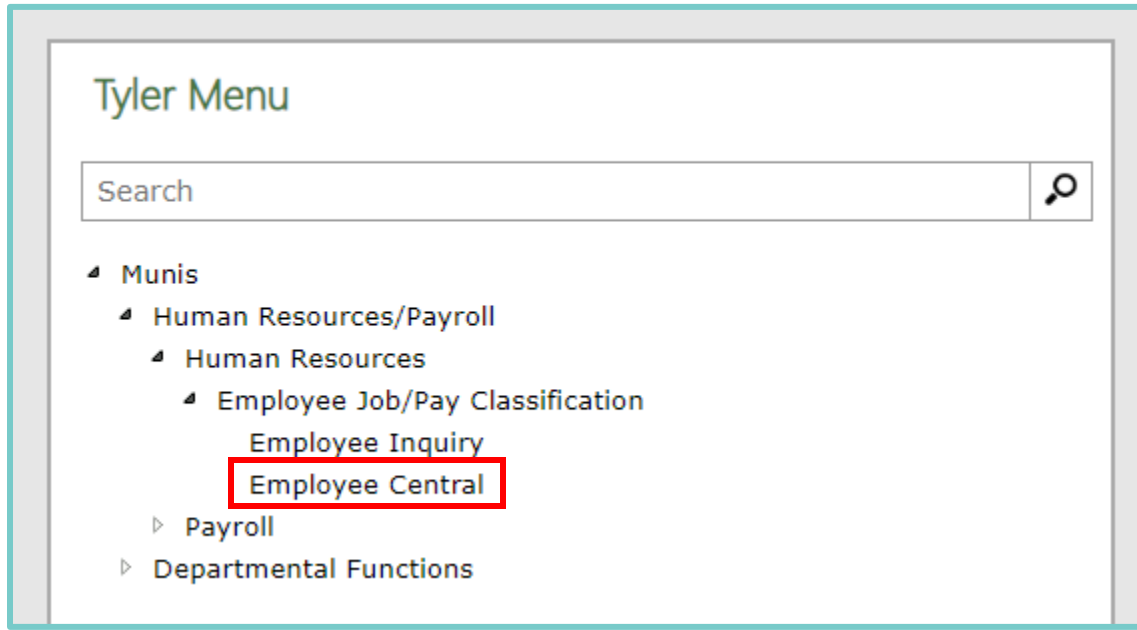
MUNIS QUICK GUIDE

Employee Central

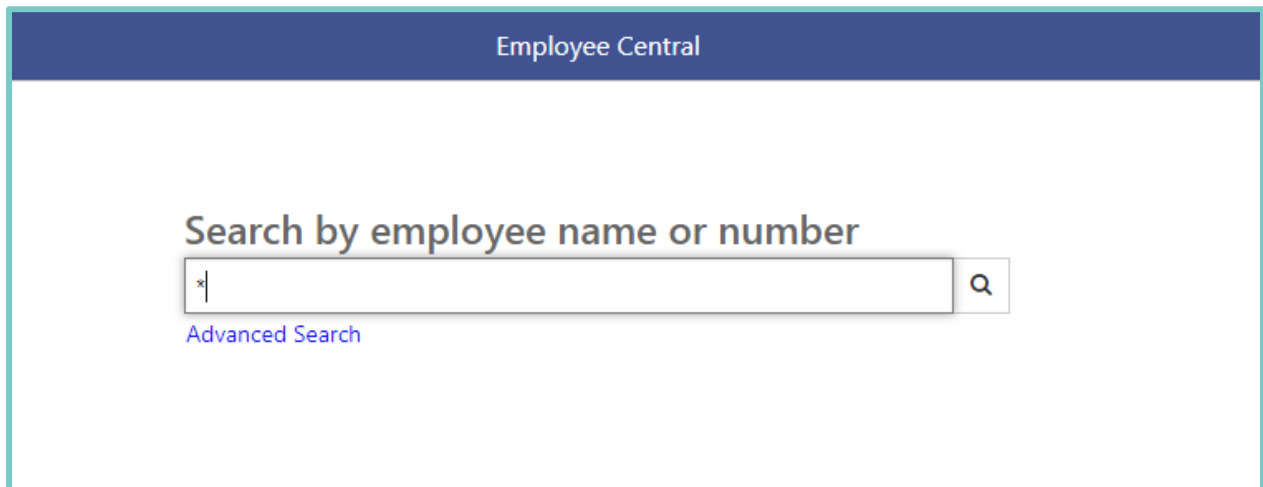


The Employee Central program provides general information about employees. This program is intended for managers and human resources personnel who need to view and maintain employee information on a regular basis.

1. To access Employee Central from your Tyler Menu, navigate to **Munis > Human Resources/Payroll > Human Resources > Employee Job/Pay Classification > Employee Central**



2. If you would like to view all employees in your department, place an * in the search bar and click the search icon.



NOTE: You can also click **Advanced Search** and enter search criteria:

3. **TILES:** The **Setup Tiles** option determines the detail tiles that display for each record. Upon entering the Employee Central for the first time, you may be prompted to choose display information. You can choose only selected options or **Select All**.

4. The employee information should now be displayed.

MONTALVO, JAIME L
INFORMATION TECHNOLOGY, IT BUS SYSTEMS ADMINISTRATOR Jaime.Montalvo@claytoncountygva.gov

Personal Information
Employee Number: 24553
Supervisor: HIGGINS, DENNIS C
Status: ACTIVE
Group/BU: REGULAR FULL TIME SALARIED

User Defined
1

Accruals Withholdings Compensation Actions Checks

< ANNUAL LEAVE >

GENERAL		AMOUNTS	
Type	Active	Limit	Used YTD
ANNUAL LEAVE	Yes	256.00	0.00
Table	UOM	SOY Balance	Available
ANNUAL LEAVE - REGUL...	Hourly	109.50	141.50
Job Class		Earned YTD	
no data		32.00	

DATES

Accrual Date: 12/14/2018
Start Date: 12/14/2018
End Date: 12/31/9999

View/Maintain

5. **NAVIGATION RIBBON:** Program ribbons group options according to functionality.

Typical groups are:

- **Actions** – Provides direct access to additional Employee Central programs. For example, click **Terminate** in the Actions group to open the **Employee Termination** program.
- **View/Maintain** – Open associated programs in Munis where you can update records or view additional details. For example, in **Vendor Central**, click **Vendor** in the **View/Maintain** group to open the **Vendors** program in Munis Accounts Payable.
- **Office** – Exports data to Microsoft Excel or opens your default email application.
- **Tools** – Displays notes associated with the active record or allows you to view or attach documents.
- **Excel** – The Excel icon pushes the display data to an excel spreadsheet.
- **Email** – Creates an email message in your default email application with a link to the active record embedded in the content area of the message. The subject line provides the program name.
- **Attachments** – Opens the TCM navigation pane to either view existing attachments or add new ones to the record.

EMPLOYEES Employee Central


Advanced Search My Searches

Profile Change Leave Terminate Employee Qualifications Employment Excel Notes Refresh Setup Tiles Back


Actions View/Maintain Office Tools Options Return

6. **VIEWING ACCRUALS:** Click on the **Accruals** tab. You can press the forward and back buttons to browse through the accrual types or press the view icon to switch to grid view.


Accruals Withholdings Compensation Actions Checks

 View/Maintain

Type	UOM	Limit	Earned	Used	Available
ANNUAL LEAVE	Hourly	256.00	32.00	0.00	141.50
SICK LEAVE	Hourly	720.00	32.00	16.00	200.00
PERSONAL HOLIDAY	Hourly	8.00	0.00	0.00	0.00
FAMILY MEDICAL LEAVE ACT	Hourly	480.00	0.00	0.00	0.00
WORKERS COMPENSATION	Hourly	512.00	0.00	0.00	0.00
MILITARY LEAVE	Hourly	144.00	0.00	0.00	0.00
SICK LEAVE RESERVE	Hourly	99,999.99	0.00	0.00	0.00
LEAVE WITHOUT PAY	Hourly	99,999.99	0.00	0.00	0.00
LEAVE WITH PAY	Hourly	99,999.99	0.00	0.00	0.00
ANNUAL LEAVE BONUS	Hourly	0.00	0.00	0.00	0.00
SICK LEAVE BONUS	Hourly	0.00	0.00	0.00	0.00

7. To view the Employee's withholdings, click on the **Withholdings** tab. You can press the forward and back buttons to browse through the withholding types or press the view icon  to switch to grid view.

Accruals Withholdings Compensation Actions Checks

 View/Maintain

Description	Category	Active	Amt/Pct	YTD
BASIC LIFE INS 25K + CHILD 10K	LIFE	Yes	5.3500	10.70
COUNTY PENSION EMPLOYEE	RETIREMENT	Yes	7.5000	759.08
COUNTY PENSION EMPLOYER	RETIREMENT	Yes	0.0000	0.00
DENTAL INSURANCE PRE TAX	HEALTH	Yes	18.6600	37.32
DIRECT DEPOSIT NET PAY	DIRECT DEPOSIT	Yes	100.0000	3,789.27
EMPLOYEE VOLUNTARY LIFE	LIFE	Yes	2.2000	6.60
FEDERAL TAX	TAX	Yes	0.0000	608.80
FICA	TAX	Yes	6.2000	625.20
GA STATE TAX	TAX	Yes	0.0000	346.48
MEDICARE	TAX	Yes	1.4500	146.22
WC 8810 CLERICAL	OTHER	Yes	0.0000	0.00

8. To view Employee pay details such as position, step, grade, and salary, click the **Compensation** tab.

Accruals Withholdings **Compensation** Actions Checks

< IT BUS SYSTEMS ADMINISTRATOR >

MAIN


Job Class IT BUS SYSTEMS ADMIN...	Group/BU REGULAR FULL TIME SA...	Account DOIT FULL TIME SALAR...	Effective Date 07/01/2017
Position Number 134	Position IT BUS SYS ADMINR	Start Date 12/16/2016	Grade/Step [REDACTED]
Location INFORMATION TECHNOLO...	Status FULL TIME	End Date 12/31/9999	Calendar no data
		Risk CLERICAL	

SALARY







Annual Salary [REDACTED]	Remaining Salary \$0.00
Period Salary [REDACTED]	Reference Salary [REDACTED]

SCHEDULE

Number Of Pays 26.0000	Frequency BIWEEKLY
Days/Year 260.00	Factor 1.0000
Scheduled Hours [REDACTED]	Remaining Pays [REDACTED]

9. To view the employee's pay check, click the **Checks** tab. To view a copy of the check, click on the attachment icon . A separate tab will open with a copy of the employee's check.

Accruals Withholdings Compensation Actions **Checks**

Number	Check Date	Start	End	Earnings	Withholdings	Status	Cleared	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4578	02/14/2019	01/26/2019	02/08/2019	[REDACTED]	[REDACTED]	CLEARED	02/14/2019	
3615	01/31/2019	01/12/2019	01/25/2019	[REDACTED]	[REDACTED]	CLEARED	01/31/2019	
983240	01/17/2019	12/29/2018	01/11/2019	[REDACTED]	[REDACTED]			
1357	01/03/2019	12/15/2018	12/28/2018	[REDACTED]	[REDACTED]	VOIDED	01/03/2019	
1357	01/03/2019	12/15/2018	12/28/2018	[REDACTED]	[REDACTED]		01/03/2019	
982515	01/03/2019	12/15/2018	12/28/2018	[REDACTED]	[REDACTED]			

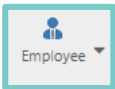
NOTE: Voided checks cannot be viewed. You will get an error.

Unexpected Error

An unexpected error has occurred. Please refresh the page and try again. If the error persists, please contact support.

Employee Emergency Contact Information

If the employee has updated their emergency contact information through ESS, you can view by clicking

the Employee Icon  , Profile, Emergency Contacts.

