

MUNIS END USER GUIDE

Adding or Updating Supervisors

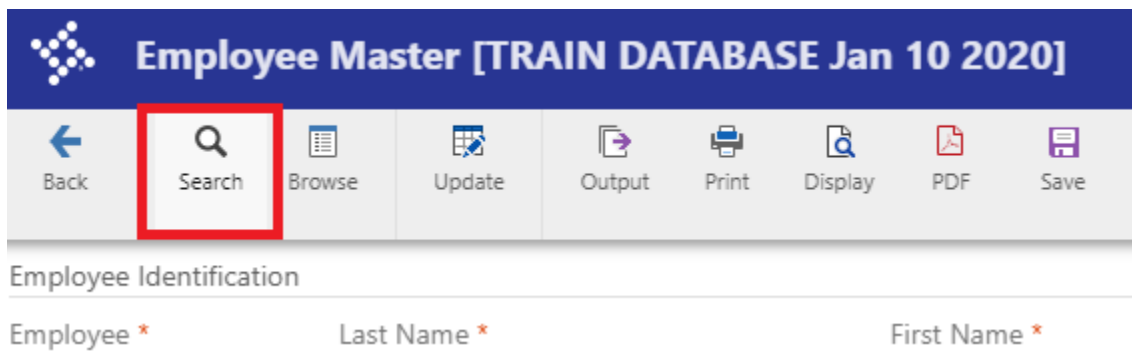


Updating Supervisors in Munis

To add or change an employee's supervisor, you will use Employee Master. To access the Employee Master, go to:

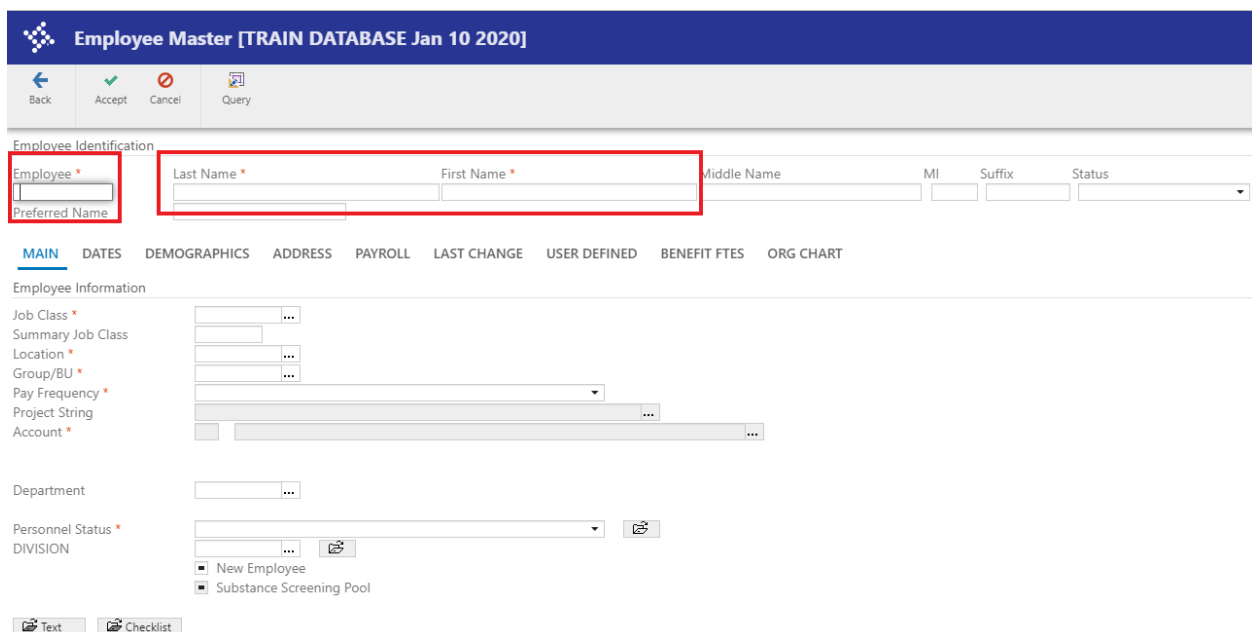
Human Capital Management > Human Resources > Employee Job/Pay Classification > Employee Master

1. From the Employee Master screen, click the Search button.



The screenshot shows the top navigation bar of the Employee Master application. The title is "Employee Master [TRAIN DATABASE Jan 10 2020]". Below the title is a toolbar with several icons: Back, Search, Browse, Update, Output, Print, Display, PDF, and Save. The Search icon, which is a magnifying glass, is highlighted with a red rectangular box. Below the toolbar, the "Employee Identification" section is visible, with fields for "Employee *", "Last Name *", and "First Name *".

2. You can search for the employee using their Employee Number or Name.



This screenshot shows the Employee Master application interface with the search fields highlighted. The top navigation bar includes "Back", "Accept", "Cancel", and "Query" buttons. The "Employee Identification" section contains fields for "Employee *", "Last Name *", "First Name *", "Middle Name", "MI", "Suffix", and "Status". The "Employee *", "Last Name *", and "First Name *" fields are highlighted with a red rectangular box. Below the search fields, there are navigation tabs: "MAIN", "DATES", "DEMOGRAPHICS", "ADDRESS", "PAYROLL", "LAST CHANGE", "USER DEFINED", "BENEFIT FTES", and "ORG CHART". The "Employee Information" section is visible, containing fields for "Job Class *", "Summary Job Class", "Location *", "Group/BU *", "Pay Frequency *", "Project String", and "Account *". There are also "Department" and "Personnel Status *" fields, and a "DIVISION" dropdown menu. At the bottom, there are "Text" and "Checklist" buttons.

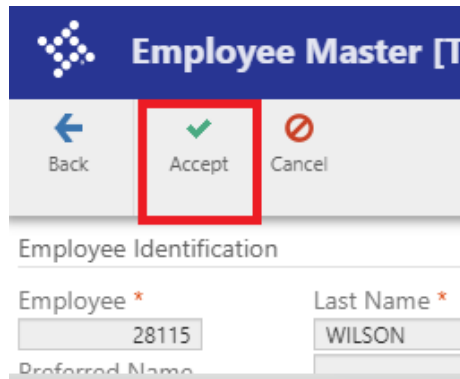
- Once you have found the employee whose Supervisor needs to be added or updated, go to the Address tab and click the Update button found on the menu ribbon.

The screenshot shows the 'Employee Master [TRAIN DATABASE Jan 10 2020]' application. The 'Update' button on the top ribbon is highlighted with a red box. Below the ribbon, the 'Employee Identification' section shows fields for Employee ID (28115), Last Name (WILSON), First Name (GINA), and Status (A - ACTIVE). The 'ADDRESS' tab is selected and highlighted with a red box. The 'Address Information' section contains fields for Line 1, Line 2, City, State, Zip (GA), Country (USA - UNITED STATES OF AMERICA), County (CLY - CLAYTON COUNTY), City Code, Email (gina.wilson@claytoncountypa.gov), Alt Email, Prior Name, FOIA exempt, Supervisor (11808), and Spouse (0). The 'Phone Information' section shows a table with one entry: Primary (checked), Type (HOME - HOME), Number, Text Opt-In, Note, and Unlisted. The 'Additional Information' section includes buttons for Addresses, Dependents, Beneficiaries, and Contacts.

- Type the supervisor's Employee Number in the Supervisor field, or select the three ellipses for field help.

This close-up screenshot focuses on the 'Supervisor' field in the 'Address Information' section. The field contains the number '11808' followed by three ellipses (...). A red box highlights the entire field, and a red arrow points to the ellipses, indicating where to click for field help.

5. Once the correct supervisor has been selected, click the Accept button on the menu ribbon.



The screenshot shows the 'Employee Master' interface. At the top, there is a blue header with a logo and the text 'Employee Master [T]'. Below the header is a ribbon with three buttons: 'Back' (with a left arrow icon), 'Accept' (with a green checkmark icon), and 'Cancel' (with a red prohibition sign icon). The 'Accept' button is highlighted with a red rectangular border. Below the ribbon, the section 'Employee Identification' is visible, containing two input fields: 'Employee *' with the value '28115' and 'Last Name *' with the value 'WILSON'. A partially visible 'Preferred Name' field is also present.

The supervisor has now been changed and you will be taken back to the Main tab of the Employee Master screen.