**ENTERING BATCHES**

1. In MUNIS; **Time and Attendance Entry** – For Absences
	1. Verify dates

* + 1. Yes
		2. No if dates are wrong – contact the Payroll dept
	1. Add Batch

* 1. Department – Your Department
	2. Location – Your Department
	3. Comment – Identify what the batch is (ie, current month absences, Docks, etc)

* 1. Enter

1. Add (green plus sign)

1. From and To – Put in the single date of the occurrence or range of dates for same week (Monday – Friday)
2. Absence – Yes
3. Employee – ID
4. Pay – See below for absence codes

|  |  |
| --- | --- |
| **Code** | **Description** |
| 190 | Sub VP/Principal 277 |
| 191 | Sub Counselor 195 |
| 301 | Personal Illness Monthly |
| 302 | Family Illness Monthly |
| 303 | Personal Leave Monthly |
| 304 | Death Immediate Family Monthly |
| 305 | Death Non-immediate Family Mo.  |
| 306 | Family Emergency Monthly |
| 307 | Child Nurturing Monthly |
| 308 | Workers Compensation Monthly |
| 309 | Religious Holiday Monthly |
| 310 | School Business Monthly |
| 311 | Staff Development Monthly |
| 312 | Staff Pullout Monthly |
| 313 | Vacation Monthly |
| 314 | Comp Time Used |
| 315 | Jury Duty/Court Appear Monthly |
| 316 | Military Leave Monthly |
| 901 | Personal Dock - Full Rate Mo |
| 902 | Personal Dock Prof Sub Rate |
| 903 | Personal Dock Para Sub Rate |

1. Quantity
	* 1. Enter the Quantity for the absence in days. MUNIS does not calculate the number of days (divide hours by 8)
	* 8 hours = 1.00
	* 7 hours = .88
	* 6 hours = .75
	* 5 hours = .63
	* 4 hours = .50
	* 3 hours = .38
	* 2 hours = .25
	* 1 hour = .13
		+ 1. Notes – what is absence for
			2. Enter (If you get a Warning, entry will post, if you get Error, entry will not post)
			3. Repeat until all absences have been added
			4. Close by selecting the “Return” button on the top right side

* + - 1. PDF

* + - 1. Yes to approve for posting
			2. Open PDF to print or Save
			3. Check that Verify ID shows your username

1. In MUNIS; **Time Entry** – For Special Earnings

***(Afterschool and Summer Programs should be on Kronos)***

* 1. Verify dates

* + 1. Yes
		2. No if dates are wrong – contact the Payroll dept
	1. Add Batch

* 1. Department – Your Department
	2. Location – Your Department
	3. Comment – Identify what the batch is (ie, English Tutoring, Math Tutoring, etc.)

* 1. Enter
1. Add (green plus sign)

1. From and To – add if specific date, otherwise leave date
2. Absence – leave default of No
3. Employee – ID
4. Pay – See below for pay codes

|  |  |  |
| --- | --- | --- |
| **Code** | **Description** | **Amount** |
| 615 | Staff Development Presentation | 25.00 |
| 620 | Staff Development Preparation | 25.00 |
| 624 | Job Coach | 13.00 |
| 625 | Facilitator For Major Stf Dev | 50.00 |
| 626 | Planning For Major Staf Dev Ev | 15.00 |
| 627 | Grant Biweekly | Hourly Rate |
| 628 | Grant Paraprofessional | Hourly Rate |
| 629 | Grant Professional | 25.00 |
| 630 | Required Training For Profe | 75.00 |
| 631 | Required Training For Others | 30.00 |
| 645 | Extended Instruction Teacher | 35.00 |
| 646 | Extended Instruction Aide | 15.00 |
| 647 | Extended Instr. Summer Session | 500.00 |
| 648 | Extended Instr. Secretary | 12.50 |
| 650 | Tutorials | 25.00 |
| 651 | Tutorials Para/Non Certified | 15.00 |
| 660 | Detention Hall Duty | 15.00 |
| 661 | Saturday School | 15.00 |
| 665 | Credit By Exam Or Test Proctor | 20.00 |
| 670 | Sign Language Interpreter | 35.00 |
| 671 | Other Language Oral Interpret | 15.00 |
| 672 | Other Language Written Intpet | 25.00 |
| 675 | Parent Facilitator | 17.00 |
|  |  |  |

1. Quantity – number of hours/days/amount (HOURLY, DAILY, AMOUNT)
2. Verify rate and Amount (Very important)
3. Account – use correct account coding for special earnings
4. Notes – describe the event/reason
5. Repeat until all additional pay has been added
6. Close by selecting the “Return” button on the top right side

1. PDF – Review report before approving batch

1. Yes to approve for posting-then your ID shows up in verify ID
2. In MUNIS; **Time Entry** – Resuming existing batches
	1. Verify dates

* + 1. Yes
		2. No if dates are wrong – contact the Payroll dept
	1. Search – enter your Batch number
	2. Enter

* 1. Resume

* 1. Enter additional absences/pay
	2. Close
	3. PDF – review report before approving batch
	4. Yes to approve for posting-then your ID shows up in verify ID