

FINANCIAL MANAGEMENT

MUNIS® HUMAN RESOURCE MANAGEMENT

Tyler's MUNIS® Human Resource Management provides all the tools needed by a Human Resource (HR) department, as well as an integrated "front end" to both MUNIS Payroll and Budget. It allows all changes to employee data records to be made by Human Resource Management, and then electronically transferred to the Payroll system; no duplication of data entry is needed. Strict security ensures that only designated employees are capable of accessing employee records.

Position Control

Human Resource Management allows HR departments to maintain position control from the ground up, streamlining the process of managing employee information.

- Provides consistent position control, from the budget projections process through the adding of employees to the payroll files
- Projects employee salaries and benefits in detail to the budget, reflecting all scheduled step raises, contract changes, and benefit changes
- Can be rolled into the "live set" from budget projections
- Employee default information can be controlled at the job class or position level
- Create Job Openings for new/upgraded positions (with workflow approvals) from existing position control info, or vice-versa
- Identify position control records that have been replaced and new position number used

Organize Information

- Provides analytical tools and reports to assist with labor negotiations, including "what-if" percent increases to salaries and benefits
- Optional Applicant Tracking application
- Terminated employee processing and reports
- Employee Actions provides a detailed work history for each employee as well as "future" transactions
- Employee evaluations track prior, present and future evaluations in detail
- Analytical tools allow for user-defined time periods and multiple salary changes within the time period
- Maintain beneficiary enrollment records for employees and their dependents
- You can optionally maintain and report:
 - Emergency medical information
 - Education and skills
 - Certifications and licenses
 - EEO data
 - Insurance & COBRA data
 - Wage/Promotion/Disciplinary history
 - Employee grievance tracking
 - OSHA reporting
 - External work history
 - Internal training
- Maintains a history of certifications, including lapses and subsequent reactivations

Tyler's MUNIS Human Resource Management provides immediate access to job related information at all stages of employment. Full integration with MUNIS Payroll simplifies the sharing of data. Using MUNIS Workflow, you can set up business rules for personnel actions, including inquiries, leave, termination, civil service, attendance, reinstatement, etc.

Automate Tasks

- Automatic Employee Step Increases based on employees' anniversary or contract dates, by location, organization code, group, bargaining unit, or job class
- Step increases optionally include minimum requirements for days worked to determine eligibility
- Accrual posting can be processed for groups of employees to give accrual time earned by month, quarter, year, anniversary date, etc.
- Accruals can be set up as a flat number of days/hours per month/year or can be automatically calculated from the number of days/hours worked
- Sick bank processing
- Custom form letters and mailing labels (exports to Microsoft Word and Excel are available with MUNIS Office)