

FINANCIAL MANAGEMENT

MUNIS® PAYROLL

The MUNIS® Payroll system is tightly integrated with General Ledger to provide true multi-fund processing utilizing a Due To/Due From methodology. It is also integrated with Accounts Payable for withholding check processing (if desired) and with Human Resource Management for single transaction entry.

MUNIS Payroll supports electronic timesheet entry. Organizations can have all departments, both central and remote, entering time sheets electronically. Time sheets can also be entered through MUNIS Self Service. Department time sheet data is stored by batch, listed on a proof report, approved by Department heads, and then may be automatically posted into the current payroll.

Flexible

- Payrolls can be in process concurrently
- Supports up to 999 user defined earnings types and up to 7030 user defined deduction/benefit types
- Supports Union & Non-Union environments
- Multiple accrual types can be established with multiple earning methods
- Employees can work multiple jobs, charged to multiple cost centers
- Processes the following check types: Regular & Balloon Payroll, Direct Deposit Advice, Advance Vacation, Void, Manual, and Vendor (if desired)
- Supports daily time and attendance, including data entry through optional MUNIS Self Service
- Fifteen Payroll Processing Proof Reports are available with user-defined sort and subtotal option
- Options for Annualized Tax Tables
- Accrual year-end processing:
 - Buy out unused (total balance or percentage)
 - Carry
 - Double transfer balance
 - Lapse excess
 - Transfer balance
 - Transfer over limit
 - Zero balance

- Supports unlimited salary schedules
- Custom form letters and mailing labels (exports to Microsoft Word® and Excel® are available with MUNIS Office)

Easy to Use

The system is designed to run as a payroll “by exception”, so that weekly input and changes are kept to a minimum. Each employee’s “normal” earnings and withholdings are preset in a Recurring Earnings File, and are automatically generated for each payroll as a “starting point” in the check writing process. Weekly/Biweekly, etc., changes can be entered through Earnings Entry/Maintenance. Or, if no variances occurred, no input is needed.

- Convenient visual representation of the payroll process, with colored arrows indicating required steps, those completed, steps to do, and steps in error
- Auto Load time entry groups directly into Time and Attendance Entry Batches. Save Batches and reload later: Payroll automatically advances the date ranges of each entry record to match the current payroll dates.
- Processes balloon payrolls
- Tracks employee dependent information and emergency contact information
- Full W2 & W2C processing and magnetic media
- Manual or automatic check reconciliation

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MUNIS Payroll is specifically designed to address the payroll processing needs of local governments, school districts and utilities.

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Easy to Use (cont.)

- Automated garnishment computations meeting Federal requirements
- Produces EEO4 and EEO5 reports
- Retro pay calculation and update
- Employee insurance reports to reconcile against monthly premium statements
- Extensive employee inquiry accruals, earning history, deduction history, check history, retirement data, and so on
- View audit records via view history button
- Schedule regular pay, vacation, and other pay types outside of payroll in Employee Pending Time Entry FM and Time and Attendance Entry
- Accrue estimated expenses on a prorated basis with an additional journal entry created when you post a payroll distribution journal
- Accommodates Fair Labor Standards Act (FLSA) in overtime calculations
- Handles payroll encumbrances
- Life insurance benefits automatically calculated
- Magnetic media reporting: Aetna, ALIAC, BB&T, BenefitsCorp, CIGNA, Copeland, Diversified Investment Advisor, Equitable, Fidelity, Great West, Hartford Life, ICMA, OMNI, Pebasco, Security First, and Valic, and others
- Supports FTE percentages
- Risk Code based workers' compensation reporting
- Handles billable pay and non-cash pay
- Expense reimbursement processing
- US Savings Bond withholding, reporting, and magnetic media
- Retroactive history transfer
- Processes mid-cycle raises
- Escrow processing pays deductions during summer months when teachers are not working
- Substitute teacher rates automatically compute from a table based on number of days worked
- Calculates amount owed for teachers who leave mid-year
- Computes bonuses for perfect attendance
- Payroll calendars and work schedules for prescheduled positive entry time and attendance
- Automatic tax computation for imputed income associated with life insurance excess
- Integrates to systems that e-mail direct deposit advices
- Extensive employee inquiry accruals, earning, deduction, and check history, retirement data, and so on

Secure Environment

- Extensive security determines which employees, deductions, pay types and tables each user has access to view or modify
- Online employee audit table records every change to employee files with date/time and user ID
- Verify employee social security numbers. Download SSNs to diskette or magnetic tape and submit to the SSA (Social Security Administration). Perform verification at any time (such as before running W2 programs) for an unlimited number of records
- Positive Pay Validation

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TECHNOLOGIES