



Munis Human Capital Management

*Major Enhancements
Munis 2021.4*

January 2022

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Munis Human Capital Management

This document provides an overview of the major Human Capital Management enhancements for Munis® 2021.4.

For each major enhancement, the document provides the Jira number, a brief purpose statement, and the estimated PACE training time. PACE is the Tyler Planned Annual Continuing Education (PACE) program that supports your organization with ongoing education designed to provide your staff with up-to-date training on new features and functions. For more information on PACE for Munis, contact your account representative. When reviewing PACE details, please keep in mind that sessions are scheduled in four-hour increments.

Payroll

Accrual Payroll Buyout

Jira Number: MUN-425694

Purpose: To add months of service ranges to accrual buyouts.

Estimated PACE Training Time: Less than ½ day.

Description: The Hired After field and the Months of Service Ranges group are added to the Accrual Payroll Buyout program. These fields specify ranges of months of service as well as the maximum amount of a buyout to be defined against those ranges.

The Hired After field restricts the employees included in the accrual buyout process to those who were hired after the defined date. This field is optional and if it is left blank the program performs the process without factoring in the value of this field.

Accrual Payroll Buyout

Close | Accept | Cancel

Accrual Payroll Buyout >

Accrual Type * 1 ... to * ...

Location to ZZZZ

Org to ZZZZZZZZ

Group/BU SHPS to SHPS

Employee 0 to 999999

Hired After [Calendar Icon]

Terminated

Retired

Email Notifications

The Months of Service Ranges group is added to the Process 1 and Process 2 tabs. The ranges functionality works the same way in both tabs. The group includes From, To, and Max Buyout fields that define the ranges of months served and the maximum buyout for each range. The first range must start with 0 and the last range must end with 999.

Accrual Payroll Buyout

Close Search Output Print Display PDF Save Define Output-Post Email

Accrual Payroll Buyout

Accrual Type * 1 to * 1

Pay type * VACATION TIME

Process 1 Process 2

Method * ENTIRE AVAILABLE BALANCE

Base 0.00

Percent 0.00 Units HOURS

Use History Rate

From	To	Max Buyout
0	999	0.0000

MOS Based On ACCRUAL DATE

MOS As Of Date

Start of Months of Service range for this buyout limit

Accrual Payroll Buyout

Close Search Output Print Display PDF Save Define Output-Post Email

Accrual Payroll Buyout

Accrual Type * 1 to * 1

Process 1 Process 2

Method ENTIRE AVAILABLE BALANCE

Percent 0.00 Units HOURS

Use History Rate

Lapse

From	To	Max Buyout
0	24	25.0000
25	48	40.0000
49	999	60.0000

MOS Based On ACCRUAL DATE

MOS As Of Date

Maximum limit for employee buyout for this range of Months of Service

The MOS Based On field defines the date for which the months of service are calculated:

- Accrual Date—References the start date defined in the employee’s Employee Accruals record.
- Employee Master—References the hire or service date defined on the employee’s Employee Master record.

The MOS As Of Date field defines a specific reference date from which to calculate months of service.

Months of Service Ranges		
From	To	Max Buyout
0	24	25.0000
25	48	40.0000
49	999	60.0000

MOS Based On

MOS As Of Date

Insurance Premiums

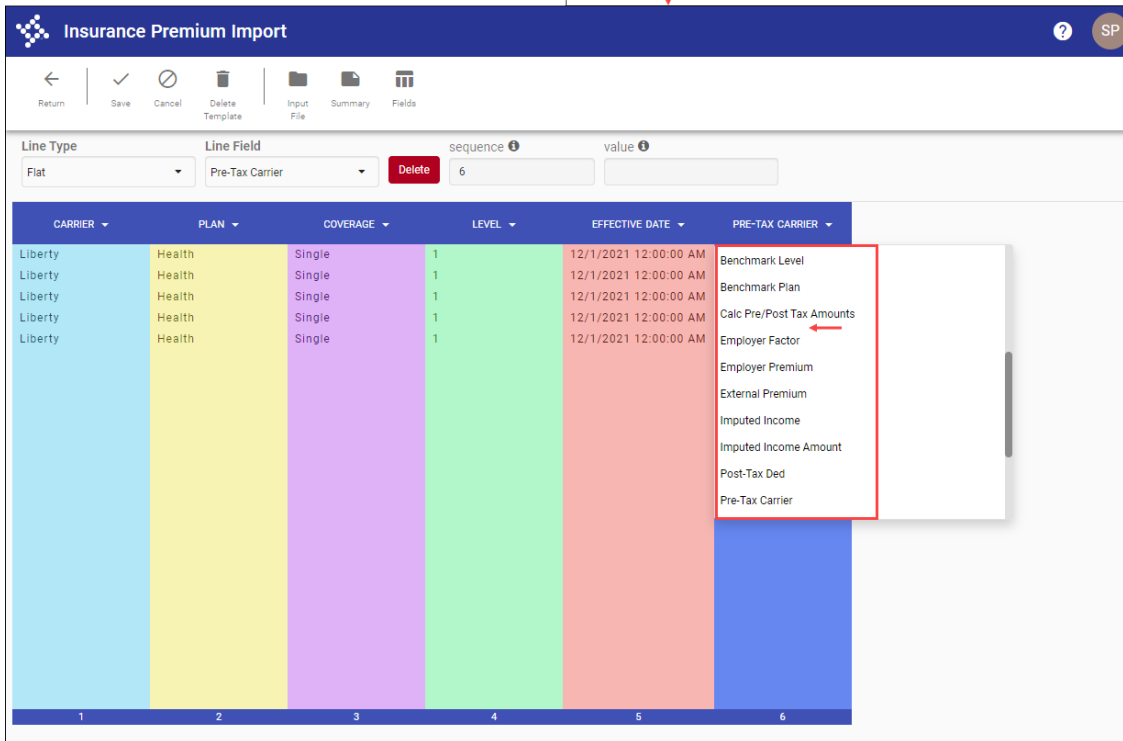
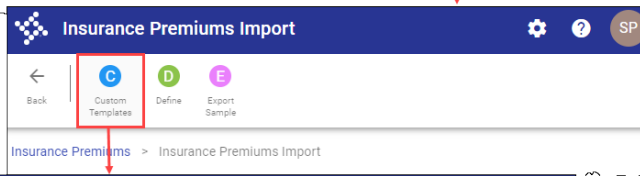
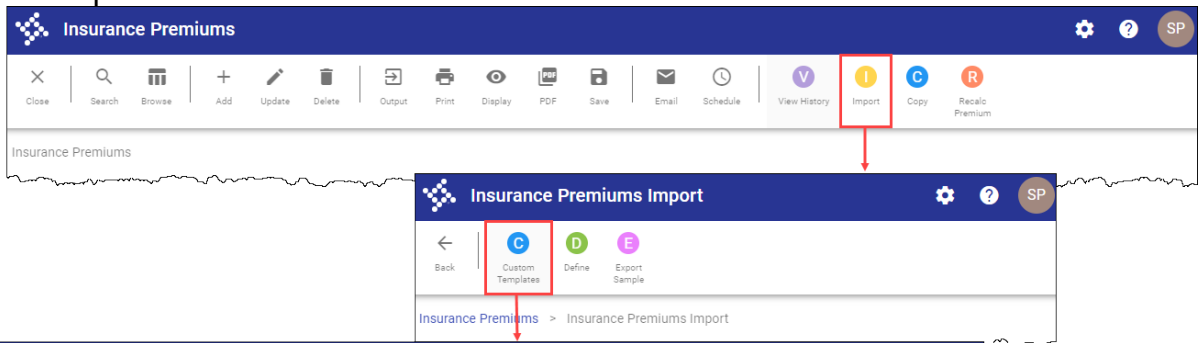
Jira Number: MUN-366968

Purpose: To remove the Employee Rate field from the Insurance Premiums import options.

Estimated PACE Training Time: Less than ½ day.

Description: The Employee Rate field is not available for use in the Insurance Premiums Import screen. In Insurance Premiums, the Employee Rate value is calculated by subtracting the Employer Premium value from the Total Monthly Premium value, so the field is not

required in an import.



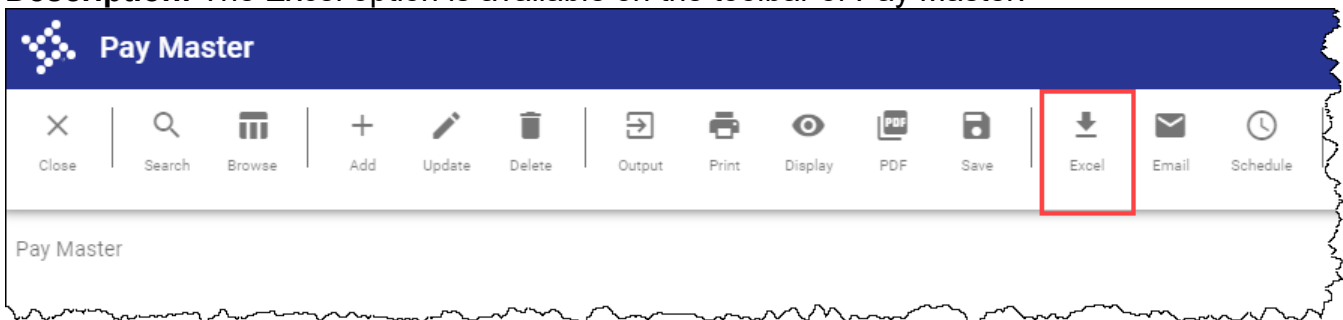
Pay Master

Jira Number: MUN-422822

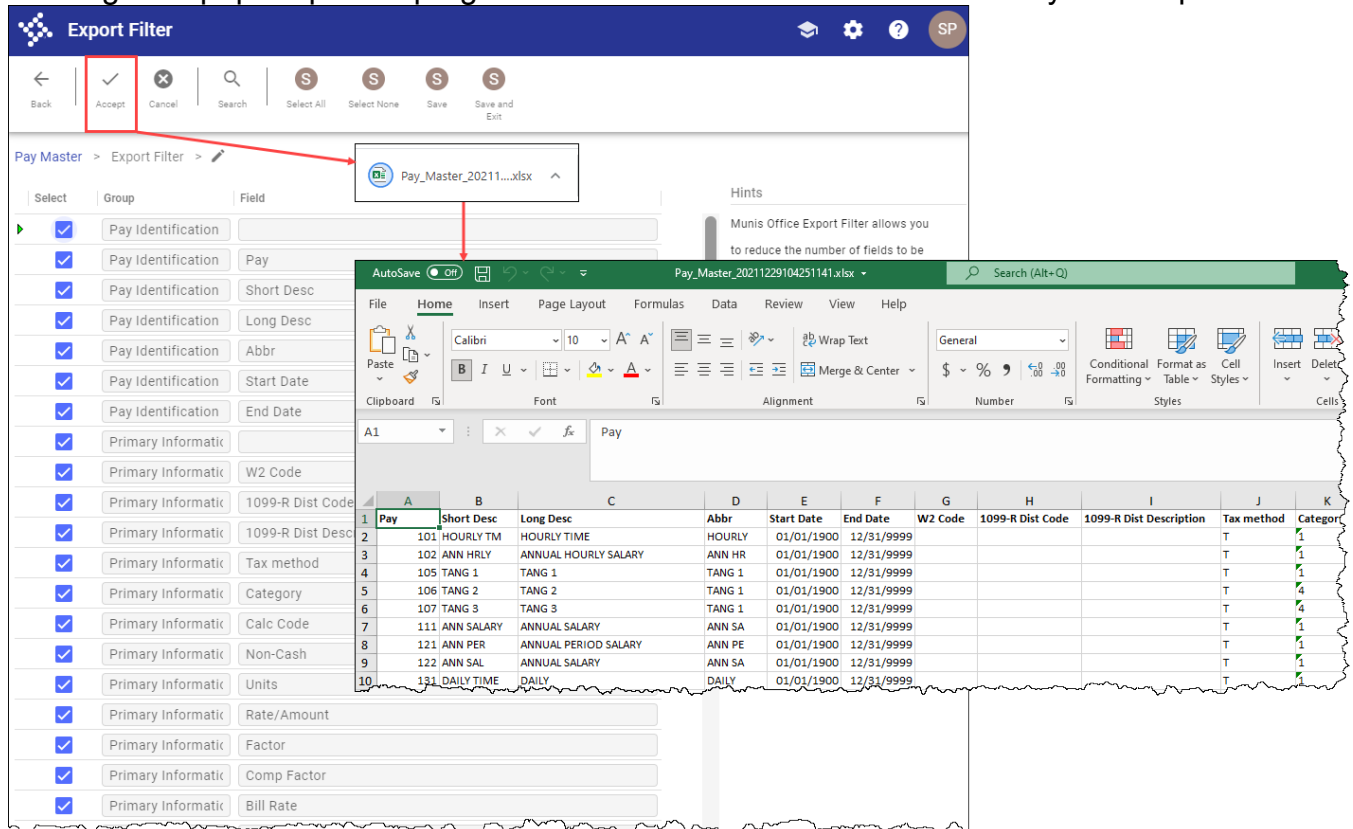
Purpose: To export Pay Master records to Microsoft® Excel spreadsheets.

Estimated PACE Training Time: Less than ½ day.

Description: The Excel option is available on the toolbar of Pay Master.



With an active record or set of records, clicking Excel displays the Export Filter screen. On this screen you can define which criteria to include in the exported file by selecting or clearing the Select column for a field or using the toolbar options to select or clear all fields at once. Clicking Accept prompts the program to create the file and download it to your computer.



Pending W-4 Requests

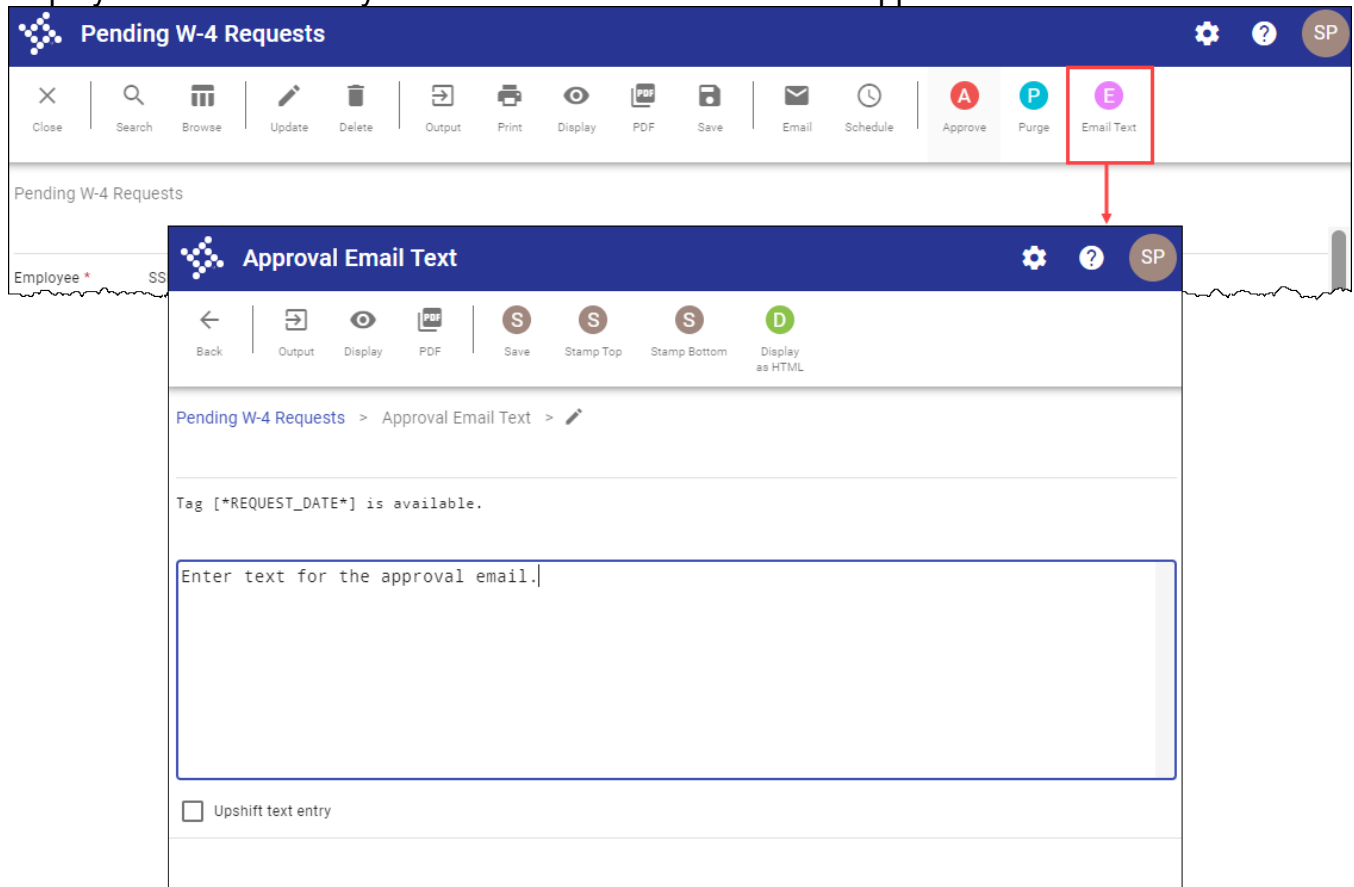
Jira Number: MUN-358120

Purpose: To remove access restrictions for editing email text.

Estimated PACE Training Time: Less than ½ day.

Description: The Email Text option on the toolbar in Pending W-4 Requests is available both to users who are payroll superusers and those who are not, as established by the value of the Payroll Superuser field in User Attributes. In Pending W-4 Requests, clicking Email Text

displays a screen where you can edit the text featured in an approval email.



Human Resources

For Munis 2021.4, there are no major enhancements for Human Resources. See the 2021.4 release notes on [Tyler Deploy](#) for descriptions of the general enhancements and program fixes that were completed for Human Resources.