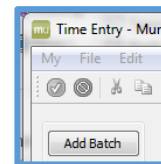
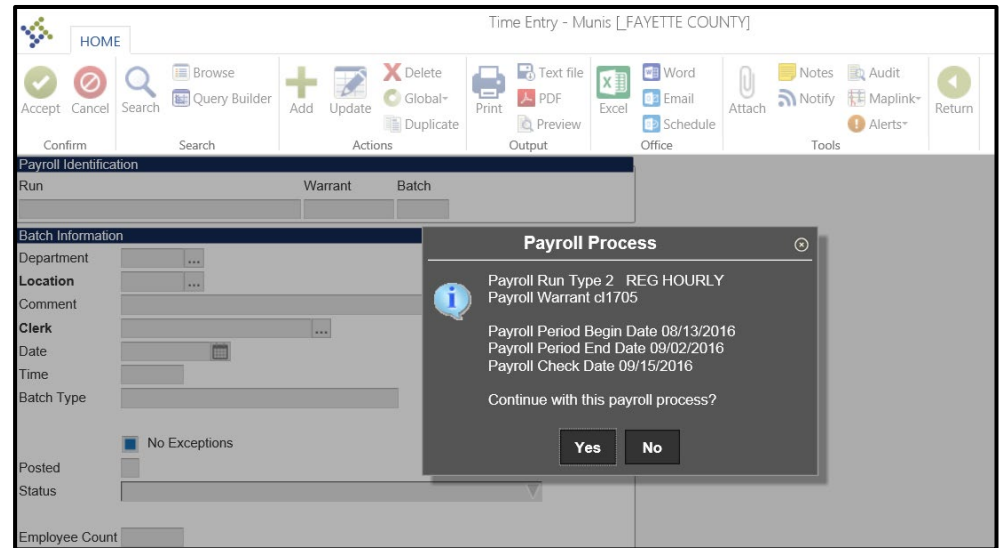
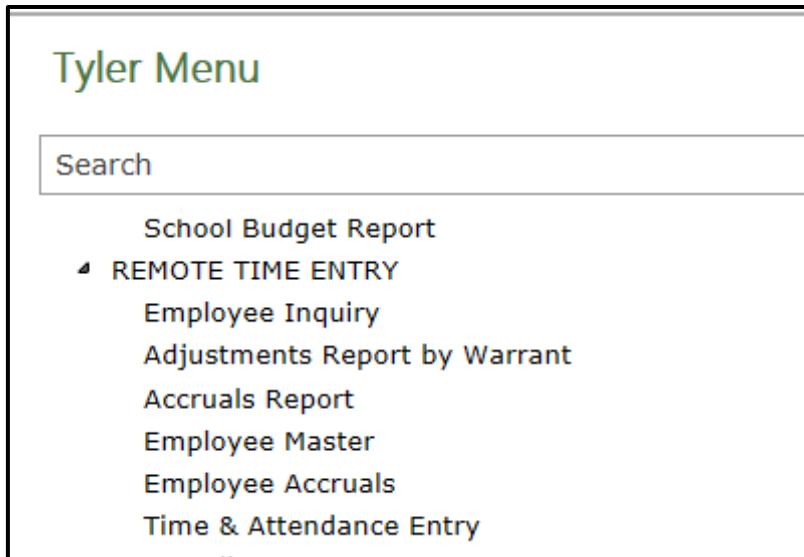
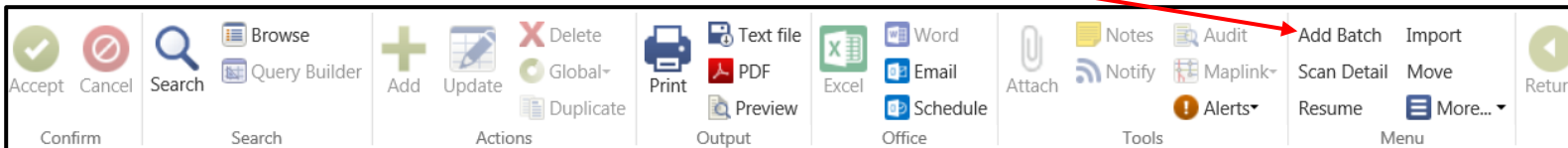


TIME ENTRY

Open Time Entry or Time & Attendance Entry. Verify the warrant number is correct and click **Yes** to continue the payroll process.



Next start your new batch. The Add Batch button is on the right side of the ribbon.



Click OK on the Detail Option prompt (see next page for Detail option prompt).

TIME ENTRY

Time Entry - Munis [_FAYETTE COUNTY] > Options

HOME

Accept Cancel Search Query Builder Add Update Delete Global-Duplicate Print Text file PDF Excel Word Email Attach

Confirm Search Actions Output Office

Payroll Identification

Run	Warrant	Batch
2 - REGULAR HOURLY PAYROLL	cl1705	

Batch Information

Department: ...

Location: ...

Comment: ...

Clerk: ...

Date: ...

Time: ...

Batch Type: ...

No Exceptions

Posted: ...

Status: ...

Employee Count: ...

Option

Choose an option

- Detail
- Daily Grid
- Multiple Employees
- Multiple Detail

OK Cancel

Time Entry - Munis [_FAYETTE COUNTY]

HOME

Accept Cancel Search Query Builder Add Update Delete Global-Duplicate Print Text file PDF Excel Word Email Attach

Confirm Search Actions Output Office Tools Alerts

Payroll Identification

Run	Warrant	Batch
2 - REGULAR HOURLY PAYROLL	cl1705	171

Batch Information

Department: 101 ... FOOD SERVICE

Location: 045F ... ATHENS CHILESBURG FD SVC

Comment: ...

Clerk: 916E ...

Date: 09/30/2016

Time: 14:58

Batch Type: STANDARD MUNIS TIME ENTRY

No Exceptions

Posted: N




Status: X - IN PROGRESS

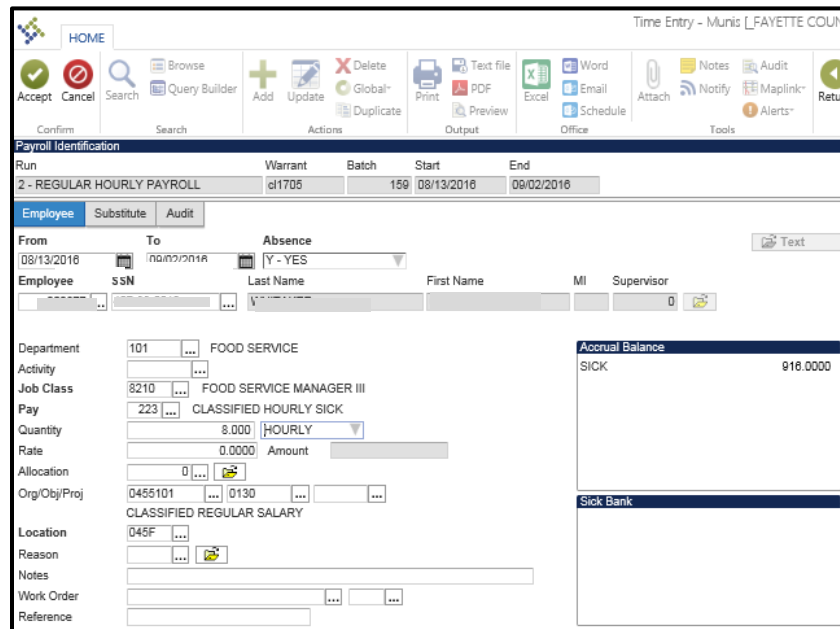
Employee Count: 0

Workflow

Approve Reject Hold Forward Approvers

TIME ENTRY

Click **Accept**  to open the Employee detail screens. Click **Add**. Complete the dates, employee number, pay type, quantity, acct codes, and other fields as needed. After completing the detail for each exception, click **Accept**. Continue to **Add**  and complete the details for each exception for the current pay period followed by **Accept**. Once all exceptions are entered, click **Return**  to go back to the Time Entry home screen.



Run	Warrant	Batch	Start	End
2 - REGULAR HOURLY PAYROLL	01705	159	08/13/2016	09/02/2016

Employee | Substitute | Audit

From: 08/13/2016 To: 09/02/2016 Absence: Y - YES

Employee: [] SSN: [] Last Name: [] First Name: [] MI: [] Supervisor: 0

Department: 101 FOOD SERVICE

Activity: []

Job Class: 8210 FOOD SERVICE MANAGER III

Pay: 223 CLASSIFIED HOURLY SICK

Quantity: 8.000 HOURLY

Rate: 0.0000 Amount: []

Allocation: 0

Org/Obj/Proj: 0455101 0130

Location: 045F

Reason: []

Notes: []

Work Order: [] []

Reference: []

Accrual Balance

SICK	916.0000
------	----------

Sick Bank

--	--

The status prior to release is now noted as N-NOT RELEASED (formerly N-PENDING APPROVAL).

The **Release** command is located under More on the right side of the ribbon. Click **Yes** on the release prompt to release your batch for approval.

TIME ENTRY

Time Entry - Munis [FAYETTE COUNTY]

HOME

Accept Cancel Search Browse Query Builder Add Update Duplicate Global- Print PDF Excel Word Email Attach Notify Maplink- Alerts- Return

Confirm Search Actions Output Office Tools Me

Payroll Identification

Run Warrant Batch
2 - REGULAR HOURLY PAYROLL cl1705 159

Batch Information

Department 101 ... FOOD SERVICE
Location 045F ... ATHENS CHILESBURG FD SVC
Comment
Clerk 91652 ... K
Date 09/25/2016
Time 16:47
Batch Type STANDARD MUNIS TIME ENTRY

No Exceptions
Posted N
Status N - NOT RELEASED

Employee Count 1

Workflow

Approve Reject Hold Forward Approvers

Release
Merge
Vend Import
Sub History
Preferences
No Exceptions
Custom Report

Time Entry - Munis [FAYETTE COUNTY]

HOME

Accept Cancel Search Browse Query Builder Add Update Duplicate Global- Print PDF Excel Word Email Attach Notify Maplink- Alerts- Return

Confirm Search Actions Output Office Tools Me

Payroll Identification

Run Warrant Batch
2 - REGULAR HOURLY PAYROLL cl1705 159

Batch Information

Department 101 ... FOOD SERVICE
Location 045F ... ATHENS CHILESBURG FD SVC
Comment
Clerk 91652 ... K
Date 09/25/2016
Time 16:47
Batch Type STANDARD MUNIS TIME ENTRY

No Exceptions
Posted N
Status N - NOT RELEASED

Employee Count 1

Workflow

Approve Reject Hold Forward Approvers

Release Batch

Release this batch for approval?

Yes No

TIME ENTRY

After the batch is released, the status changes to X-IN PROGRESS and the Approvers button becomes bold. The approvers and status of the approval can be viewed by clicking on the Approvers button.

The screenshot shows the main application window with a toolbar at the top containing buttons for Confirm, Search, Actions, Output, and Office. The main content area is divided into several sections:

- Payroll Identification:** Run: 2 - REGULAR HOURLY PAYROLL, Warrant: c1705, Batch: 159
- Batch Information:** Department: 101 FOOD SERVICE, Location: 045F ATHENS CHILESBURG FD SVC, Clerk: 9165 K, Date: 09/25/2016, Time: 16:47, Batch Type: STANDARD MUNIS TIME ENTRY
- Workflow:** Status: X - IN PROGRESS, Employee Count: 1

At the bottom, there is a Workflow section with buttons: Approve, Reject, Hold, Forward, and **Approvers** (bolded).

Originator				
Name	Comment			
Karin Pabian				
Edit				
Approvers' comments				
Name	Date	Time	Action	Comment
Steps				
Step	Status	Date	Time	
▶ 35	Complete (Notified)			
▼ 40	In Progress			
▼ Any approver from this group c: Group Current				
■ Michelle Coker		09/25/2016	17:25	