



# 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<sup>®</sup> 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 1/2 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.

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Org		to	ZZZZZZZZ		- 1
Group/BU	SHPS	to	SHPS		- 1
Employee	0	to	999999		- 1
Hired After					- 1
	Terminated				
	Retired				
a 10 50	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.

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Accrual Payroll Buyout	
Accrual Type * 1	and the second sec
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Process 1 Process 2	🔆 Accrual Payroll Buyout 🌼 🥹 😵
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MOS Based On ACCRUAL DATE	Process 1 Process 2
MOS As Of Date	Method ENTIRE AVAILABLE BALANCE
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	Months of Service Ranges
	From To Max Buyout
	0 24 25.0000
	25 48 40.0000
	49 999 60.0000
	MOS Based On ACCRUAL 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 Serv	ice Range	S	
From	То	Max Buyout	
0	24	25.0000	
25	48	40.0000	
49	999	60.0000	
MOS Based On	ACCRI	JAL DATE	•
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.

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## **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.

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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.

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## Pending W-4 Requests

Jira Number: MUN-358120

Purpose: To remove access restrictions for editing email text.

Estimated PACE Training Time: Less than 1/2 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.

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# Human Resources

For Munis 2021.4, there are no major enhancements for Human Resources. See the 2021.4 release notes on <u>Tyler Deploy</u> for descriptions of the general enhancements and program fixes that were completed for Human Resources.