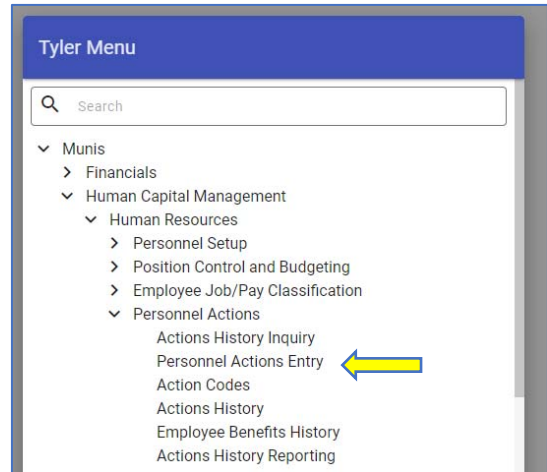


Entering Personnel Action for Step / Merit Increase – Munis 2019.3

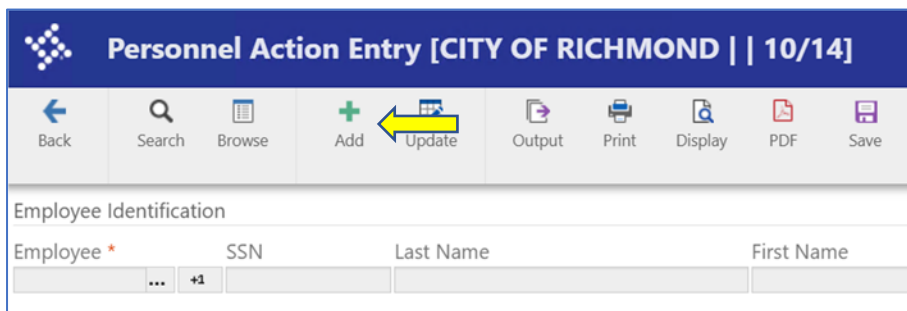
- Once logging into Munis, from the dashboard, access the Tyler Menu and locate Personnel Actions Entry. The menu can be found by:

From the Tyler Menu, select the following:

- Human Capital Management
- Human Resources
- Personnel Actions
- Personnel Actions Entry



- A new window will populate, at the top of the screen, click Add.



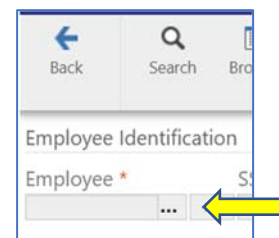
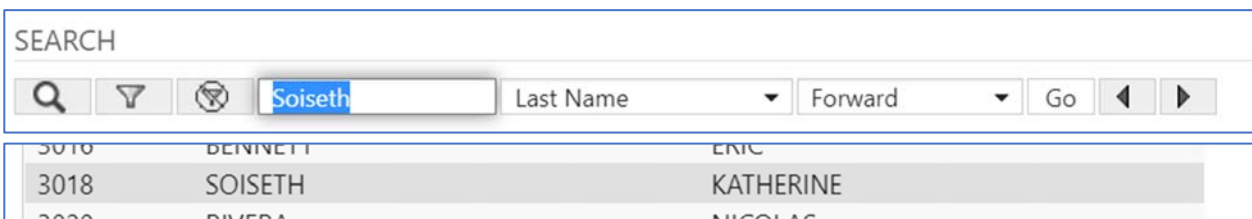
Personnel Action Entry [CITY OF RICHMOND | | 10/14]

Back Search Browse Add Update Output Print Display PDF Save

Employee Identification

Employee *	SSN	Last Name	First Name
...	+1		

- Enter the employee's employee number. If you do not know it, you can search for it by clicking on the three (3) dots button. You will be able to search / filter by employee number, last name, or first name. Then click Go.

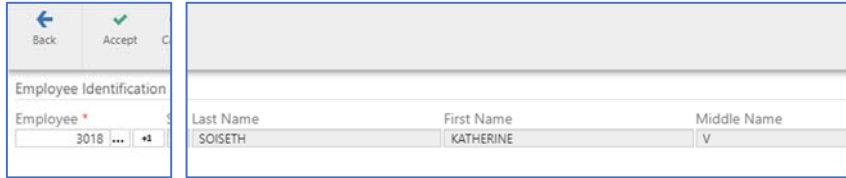
SEARCH

Soiseth Last Name Forward Go

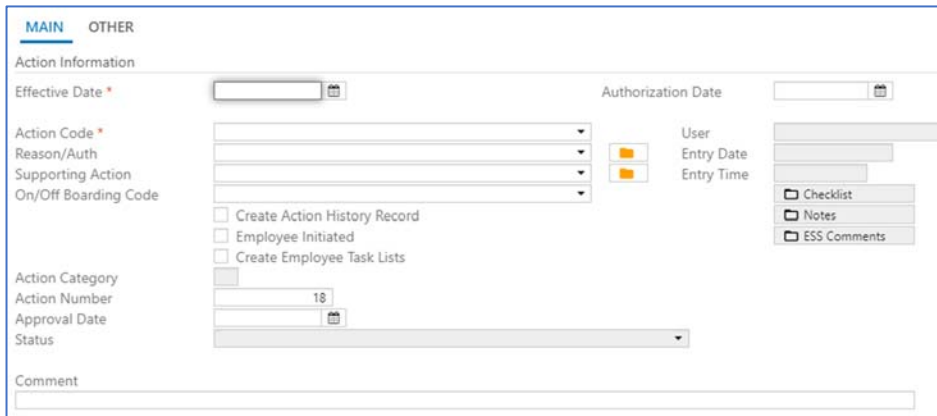
3010	BENNETT	ERIC
3018	SOISETH	KATHERINE
3020	RIVERA	NICOLAS

Entering Personnel Action for Step / Merit Increase – Munis 2019.3

- Once the name of the employee populates, you can double click the name, and the number will populate in the Action Entry Screen. Click Tab and the Employee information will populate.



Employee *	Last Name	First Name	Middle Name
3018 ...	SOISETH	KATHERINE	V



MAIN OTHER

Action Information

Effective Date * Authorization Date

Action Code * User

Reason/Auth Entry Date

Supporting Action Entry Time

On/Off Boarding Code

Create Action History Record

Employee Initiated

Create Employee Task Lists

Action Category

Action Number

Approval Date

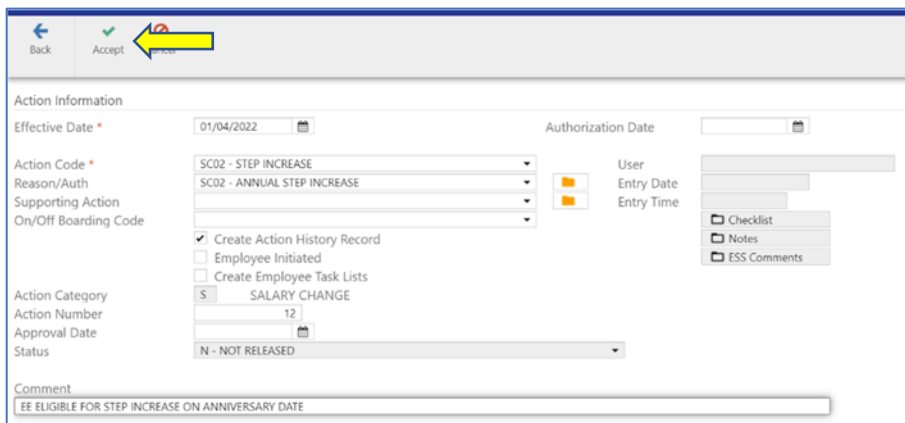
Status

Comment

- Enter applicable information for Step Increase Action:

- Effective Date: (Employee’s Anniversary Date; date the employee is eligible to receive increase)
- Action Code: SC02 – Step Increase; if it’s for Merit, use: SC03 – Merit Increase
- Reason/Auth: SC02 – Annual Step Increase; if it’s for Merit, use: SC03 – Merit Increase
- Leave the box checked for Create Action History Record
- Enter applicable Comment

Once done click the Accept button to save the record



Back Accept

Action Information

Effective Date * 01/04/2022 Authorization Date

Action Code * SC02 - STEP INCREASE User

Reason/Auth SC02 - ANNUAL STEP INCREASE Entry Date

Supporting Action Entry Time

On/Off Boarding Code

Create Action History Record

Employee Initiated

Create Employee Task Lists

Action Category S SALARY CHANGE

Action Number

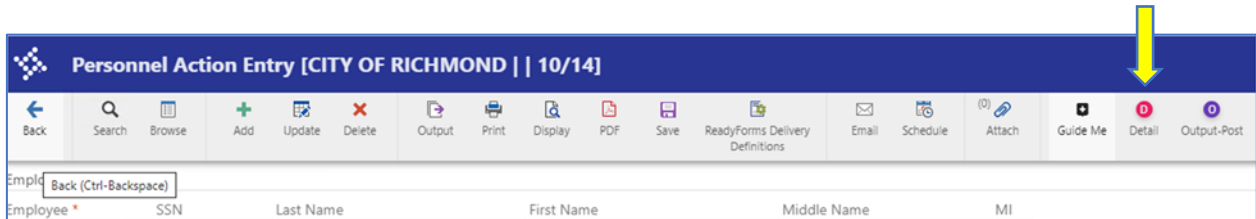
Approval Date

Status N - NOT RELEASED

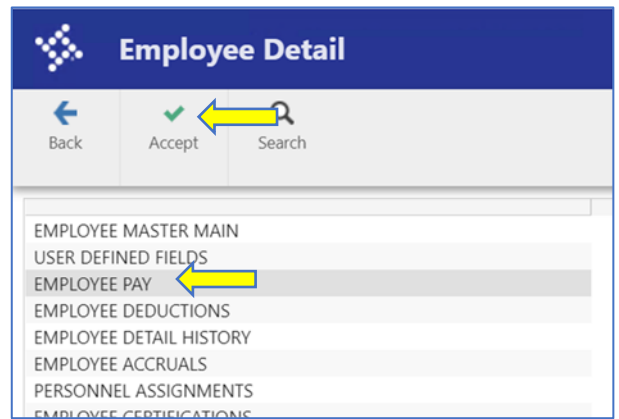
Comment EE ELIGIBLE FOR STEP INCREASE ON ANNIVERSARY DATE

Entering Personnel Action for Step / Merit Increase – Munis 2019.3

- The record will save, but you now need to update the applicable tables to the action. Click the Detail button at the top of the screen.



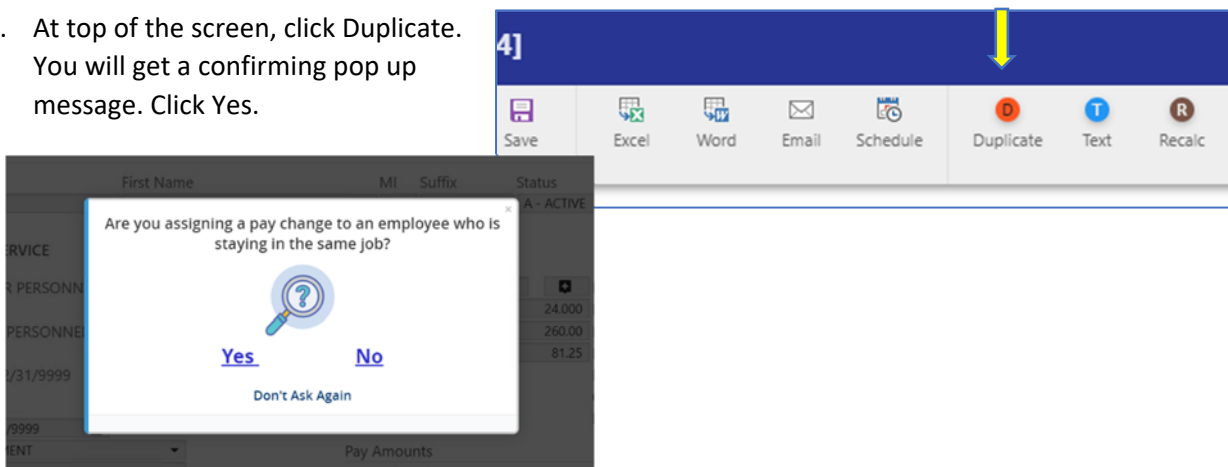
- Employee Detail Box will pop up, and for the action of step increase / merit increase, you only need to click Employee Pay; then click Accept.



- After clicking Accept, a set of Pending Employee Job/Salary pay records will appear. Locate the record for the Pay Code of 100. Click on it, then click Accept at the top.

Record Number	Emp #	Job	Position	Pay	Effective Date
1	3018	2505	236000001	100	01/01/2022

- At top of the screen, click Duplicate. You will get a confirming pop up message. Click Yes.



Entering Personnel Action for Step / Merit Increase – Munis 2019.3

10. After clicking Yes to the Duplicate message, the effective date of the action will populate in the Main screen.

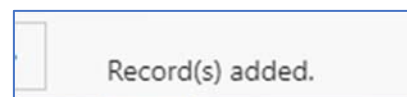
MAIN	CYCLES/OTHER	NEXT CHANGE	CIVIL SERVICE
Job Class *	2360 ...		PERSONNEL ANALYST II
Summary Job Class			
Position *		236000001 ...	PERSONNEL ANALYST II
Pay Type *	100 ...		SALARY
Effective Date *	01/04/2022		to: 12/31/9999
	<input checked="" type="checkbox"/> Primary Job/Position		

11. After the effective date populates, the respective pay information, ie the pay start date only (must match effective date), new step, pay rate the employee is going to.

MAIN	CYCLES/OTHER	NEXT CHANGE	CIVIL SERVICE
Job Class *	2360 ...		PERSONNEL ANALYST II
Summary Job Class			
Position *		236000001 ...	PERSONNEL ANALYST II
Pay Type *	100 ...		SALARY
Effective Date *	01/04/2022		to: 12/31/9999
	<input type="checkbox"/> Primary Job/Position		
Position Start/End *	01/01/2021	/	12/31/9999
Location *	18 - HUMAN RESOURCES MANAGEMENT		
Group/BU *	2000 - IFPTE LOCAL 21		
Status	04 - F.T.S. PROBATIONARY		
Risk Code	9410 ...		WORKER'S COMP PROFESSIONAL
Pay Start/End *	01/01/2021		9999
Pay Freq *	S - SEMI-MONTHLY		
Grade/Step	055B ...	/	5 ...
Allocation	1808 ...		PERSONNEL ANALYST I

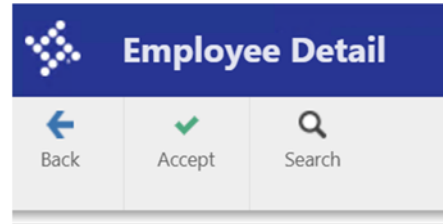
Then click Accept at the top.

Once the record is added, you will get a note at the bottom to confirm.

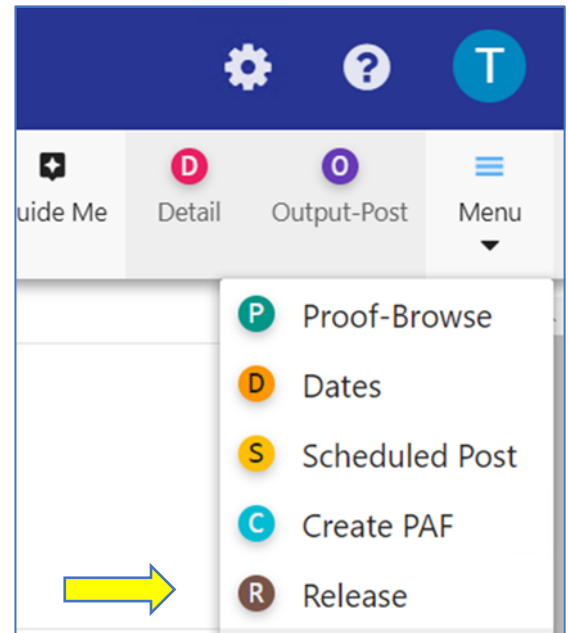


Entering Personnel Action for Step / Merit Increase – Munis 2019.3

12. After the Record is added, click the Back Button, until you are at the Personnel Action.




13. Once you are back to the Personnel Action Entry screen, you can now release the action by clicking release from the top menu bar.



You will get one more pop up box asking to release this action for approval. Select Yes.



14. The status of the action has now changed to In Progress

Action Category	S	SALARY CHAN
Action Number		18
Approval Date		
Status	X - IN PROGRESS	