



### New Hire

1. Open the Tyler Menu, then...
  - a. **Human Resources/Payroll**
  - b. **Human Resources**
  - c. **Personnel Actions**
  - d. **Actions Entry**
2. On the **Actions Entry** screen, click on **Add** in the MUNIS ribbon.
3. Select the **+1** to assign new emp. #
4. Enter the **Effective Date**
5. Select **Action Code** – *New Hire Appointment*
6. Select Reason/Auth – *New Hire Appointment* -Add **Comment** if desired at bottom
7. Select **Accept**
8. **Enter SSN, Full Name, Primary Job Class, Location, Org & Object-(always 510000), Personnel Status**
9. **Address TAB:** Enter address, phone, & supervisor
10. **Demographics TAB:** Enter if known.
11. **Dates TAB:** Enter birthday, **Hire date, Service Date, and Permanent Date must be the same.**
12. Accept
13. Return
14. On the Munis Ribbon, Select Detail then **Employee Master Main.**
15. Select **Update**
16. **Add Department Number then select Accept**
17. Return
18. Select **Employee Pay**
19. Select **Add**
20. Enter Work Start/End date
21. Enter **Position** (*refer to Positon Inquiry if necessary*) **TAB**
22. **Confirm Work/ Start -Start Date and Effective Dates match**
23. Confirm grade & step / enter hourly rate if exempt
24. **Update Remaining Pay Days (see attached)**
25. Accept - Add Federal & State Exemptions if known
26. Accept
27. Return
28. Return
29. Select MORE on Munis Ribbon - Release for approval

### Positon Inquiry

1. Open the Tyler Menu, then...
  - a. **Human Resources/Payroll**
  - b. **Human Resources**
  - c. **Position Control and Budgeting**
  - d. **Position Inquiry**
2. Position the new tab to the far left of your web-**browser (to help with confusion of multiple tabs)**
3. Search location code / **Accept**
4. Browse
5. Confirm there is a vacant job/position opening

**Be sure all 3 dates match, if not, employee will not be paid.**