

MUNIS – Transfer to another Dept. or Job

Cheat Sheet

v 11.1



Transfer to other Department or Job

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.
 - a. Enter Employee ID, use 3 dot help if necessary.
3. Enter **Effective Date** – Always start current pay period
4. Select **Action Code**
5. Select **Reason/Auth** – *See attached*
6. *Add appropriate comment*
7. Select **Accept**
8. Select **Detail** on the Tyler Ribbon
9. Select **EMPLOYEE MASTER MAIN** then **Accept**
10. Select **Update**
11. Change Job Class (**See Position Inquiry if needed**)
12. Change Location *if necessary*
13. Update Org, Object, **Department**
14. Personnel Status if necessary
15. Choose Address Tab – Select Supervisor
16. Accept
17. Return / Return
18. Select Employee Pay / **Accept 1st line**
19. **Delete Current Pay Record (print copy if needed)**
20. Select Add
21. Input new Job Class if necessary
22. **Update Start/End, Start, Effective Date**
23. Update Position
24. Update remaining pay periods
25. Accept
26. Return
27. Return
28. Release for approval

Position 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. Must be beginning of current pay period.