

MUNIS Payroll System Frequently Asked Questions

1. Q. Will we be paid every other week or twice a month?

A. The district plans to pay twice per month (semi-monthly) when implementation is completed and not every two weeks.

2. Q. Will we be running parallel systems up to implementation?

A. It is anticipated that we will only be running parallel systems for payroll which will be late in the implementation process.

3. Q. Will we have adequate training? Or, will we be required to have online training?

A. Adequate training will be provided prior to the cut-over to live production for any phase of the system. We want you to be totally comfortable with using MUNIS to accomplish your work. There will be hands-on classes, some of which will be mandatory. You will also experience other training opportunities that include online tutorials.

4. Q. Do you see this as double work for those persons entering payroll attendance?

A. With the new system, time and attendance will be automatically recorded as employees clock in or sign in (to be determined) which will eliminate most manual entry. Supervisors will review and approve time through an automated workflow process. The manner in which leave will be entered is still to be determined but, regardless, it will require less effort.

5. Q. How will payment of stipends be handled?

A. The entry of all additional pay is expected to be much more structured and streamlined.

6. Q. Will Tyler be here to offer support after we have “gone live”?

A. Yes. As part of the contract with the software vendor, we have included a number of days for post go-live support. Beyond that, both on-line and real-time on-screen help will be provided. In addition, when assistance is needed beyond our expert users in each department, a customer help desk will be available.

7. Q. Will we be sure to include input from other departments?

A. Yes. Each department’s interface with the system will be analyzed prior to final design to ensure consideration of any unique requirements.

8. Q. Will there be an option to be paid monthly as opposed to semi-monthly for those who want?

A. There are no options currently planned for variations in pay frequencies given that the district must still operate in the most cost effective manner possible.

9. Q. Will we be using an automated time and attendance system?

A. Yes. We will be using the Execu-time product provided by Tyler that has been demonstrated to meet the many needs of the district.