

I still see the OLD menus!!

This may have impact on User Security setup, particularly menu access. Please consult with your Sysadmin and support before making the change

Exploring MUNIS HR Tools

New HR Management Menu Options

Today we will review some of the features available in MUNIS:

- Certifications
- Drivers Licenses
- Training
- Evaluations
- Substance Testing

Exploring MUNIS HR Tools

Employee Certifications
- **Certificated Administrators and Instructional Staff**

Issues and Opportunities –

- In order to teach, teachers must have valid, current teaching certificates.
- With hundreds of teachers, monitoring validity is a challenge
- State and Federal Standards mandate that teachers must be qualified to teach in their assigned subjects
 - NCLB
 - KY-DOE
- How do you keep track of all of this information in order to insure that all certificates are current and accurate?

Exploring MUNIS HR Tools

Employee Certifications

- Non-Instructional Staff



Employee Certification file may also be used for:

- Motor Vehicle Licenses
- Skilled Trades Certification
 - HVAC
 - Plumbing Certifications
- Health Department Food Safety Certification

Data may also be maintained by others OUTSIDE the central HR office for certain Certification types and employee classifications

Exploring MUNIS HR Tools

Employee Certifications and Licenses



Access available from the menu or from "Detail" option in Employee Master F/M or Employee Inquiry



Exploring MUNIS HR Tools

Employee Certification Record



Expiration Date is REQUIRED!

Unique combination of Type and Area

Level is Optional




Exploring MUNIS HR Tools

Subject Matter

Different States have Different Requirements:

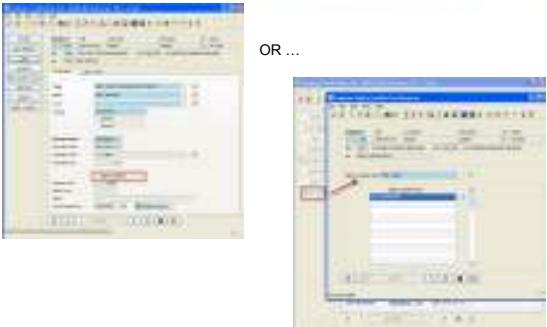
- Some will use Single Certification record and list Subject Matter Endorsements here
- Others will add individual Certification record for each endorsement (use AREA) – This is the most common approach



Exploring MUNIS HR Tools

Highly Qualified

OR ...



Exploring MUNIS HR Tools

Certification Data Entry Options

Which option you use will depend on your needs and how the data is provided -

- ❖ Does it make sense to have a single record with multiple endorsements associated with it?
- ❖ Or is it better to have individual records for each Certification Type/Area?


Exploring MUNIS HR Tools

Additional Options
- Mass Update Certification Number

Used to change Certification number on multiple records


Ex: Employee has multiple certification records that need to be changed to a new identification number

1. "Find" all records to be changed
2. Click "Mass Update Cert #"
3. Enter correct NEW number
4. Click OK



Exploring MUNIS HR Tools

Additional Options
- Test Data




Exploring MUNIS HR Tools

Additional Options
- Import

Use IMPORT to pull in data from outside data source (vendor file, Excel® spreadsheet, etc.)

- Requires Form Definition (process = prempcer)
- Data can be fixed length or .csv
- Source file may be stored anywhere (**Import File** option opens Windows Explorer window)
- **Output/Post** will provide proof report in advance of updating live data




Exploring MUNIS HR Tools

Employee Certifications

- Using the Data

Standard Report options are available

- Click "Find" and query database for your desired dataset
- Click any output option (Print, Spool, Display or PDF) to produce your report
- Dataset may also be exported into Excel or Word. (Think "Expiration Notices" to Employees!)



Exploring MUNIS HR Tools

Employee Certifications

- Tracking Expirations

Use this record to "Find" certifications due to expire


- Select for records with Expiration Date *Less Than* your desired window
- Export to Word or Excel
- Can use Query Wizard to store this query
- Can use Crystal Reports to produce this list based on same data criteria



Exploring MUNIS HR Tools

Employee Certifications

- Data Alerts



Once you have defined your **Business Rule** the **Alert Generation** program may be run to process this rule. If you are using the **MUNIS Scheduler**, you may schedule this job to run on a recurring basis thus automating this task


Exploring MUNIS HR Tools


Employee Driver License F/M 

- [-] Payroll/Personnel
 - [-] A. HR Management
 - [-] A. Adhion/Ready/Progress
 - [-] B. Position Control/Budgeting
 - [-] C. Employee Job/Pay Classification
 - [-] D. Personnel Action
 - [-] E. Applicant Processing
 - [-] F. License/Agency Management
 - [-] G. Benefit Administration
 - [-] H. Definitions and Training
 - [-] A. Certifications/State
 - [-] B. Training
 - [-] C. Drivers License
 - [-] A. Employee Driver License F/M
 - [-] I. Separations/Terminations
 - [-] J. Records/Retirement
 - [-] K. Accidents/Injuries
 - [-] L. Collaborative Relationships

Employee Drivers Licenses may be maintained in Certification File OR in Drivers License file


Exploring MUNIS HR Tools

Employee Driver License F/M 



- Specifically formatted for Motor Vehicle operator licenses
- Allows definition of Endorsements or Restrictions
- Expiration Date is updated on renewal
- Expiration Dates can be defined for automated notification through "Date Alert" feature

Exploring MUNIS HR Tools

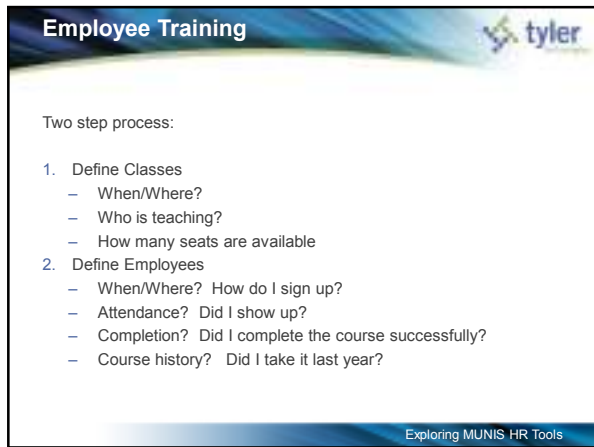
Employee Training 

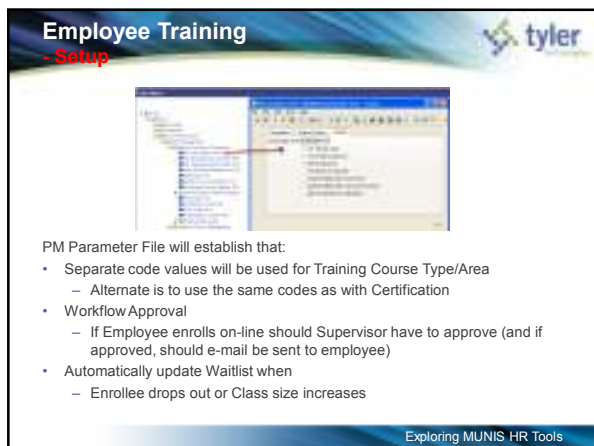
Issues and Opportunities

- Many of you require that your employees complete annual classes:
 - Blood borne pathogens
 - Sexual Harrassment
 - Confidentiality
 - Evaluations
- How do you keep track of whether employees have completed these requirements?
- How do you know how many of these classes you need to schedule?


Exploring MUNIS HR Tools







Employee Training
- Setup



- Certifications and Training
 - Certifications/Skills
 - Training
 - Employee Training F/M
 - Training Course F/M
 - Miscellaneous Codes F/M
 - Course Prerequisite F/M
 - Course Instructor F/M
 - Course Location F/M
 - Training Forecast Report
 - Training Hours Completed Rpt
 - Drivers License

PR Miscellaneous Codes

- Training Course Type/Area
- Completion Codes
- Training Type

Course Instructors

- Identifies who instructors are and what course they are qualified to teach



Course Location

- Defines where training centers are and establishes number of available seats

Course Pre-requisites

Exploring MUNIS HR Tools

Employee Training
- Course Instructors



Instructors may be employees or outside providers

Instructor record also defines which courses individual is qualified to teach


Contact information may be used in automatic generation of e-mails (optional)

Exploring MUNIS HR Tools

Employee Training
- Course Locations






Course Location code is A/N
Maximum Attendees will carry over to the Course definition
Information entered here can be displayed on-line (ESS)
Use **Directions** folder to enter directions to training site (optional)



Exploring MUNIS HR Tools

Employee Training
- Training Course F/M



Course identified as combination of **TYPE** and **AREA**

Use **Copy** and **SEQ** to create multiple concurrent sessions of the same course

If **Employee Self-Service** is in use, courses may be displayed on-line for employee enrollment

Exploring MUNIS HR Tools

Employee Training
- Training Course F/M

You may establish Minimum size


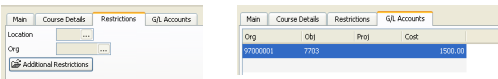
Maximum size comes from Course Location record but may be changed

Current size draws from Employee enrollment

For multi-day classes, use options at top to select days class will be in session

Exploring MUNIS HR Tools

Employee Training
- Training Course F/M

Use **Restrictions** for courses that are only available for certain employee groups (particular school or ORG)

G/L Accounts tab may be used to record costs and accounts to be charged

Exploring MUNIS HR Tools

Employee Training
- **Employee Enrollment**

If Employee Self Service is used (through MSS) then courses defined within MUNIS are displayed under **Training Opportunities**. Click **Enroll Now** and you're signed up!

Exploring MUNIS HR Tools

Employee Training
- **Employee Enrollment**

Employee Training record will appear immediately upon enrollment in ESS.
Workflow may be employed if employee enrollment is subject to supervisor approval
Records may also be manually added
On Completion of Course – click **Status** button
Mass-Update may also be used to change status for larger record set

Exploring MUNIS HR Tools


Employee Training
- **Course Prerequisite F/M**

Use Course Pre-requisites to define:

- Courses that must be taken "first"
- Courses that are "Required" for all employees in a particular Job/Location/ORG/BU (Used for Forecasting report)
- Equipment that is required for particular course

Exploring MUNIS HR Tools

Employee Training
- Reports



Training Course Reports including:

- Class List
- Waiting List

Employee Transcripts


- List of courses enrolled or completed
- Available from within MUNIS and on ESS (employee generated)

System Report

- Training Forecast – for courses required of particular employee groups, list of employees who still need to take the course
- Training Hours Completed report – for single report or all employees by ORG/LOC/Job/Group-BU

Exploring MUNIS HR Tools

Employee Training
- Mass Update functionality



Training Course including:


- Mass Add
- Mass Update/Complete

Employee Transcripts

- Mass Status Change
- Mass Reporting

Exploring MUNIS HR Tools

Employee Evaluations



Issues and Opportunities

- Typical District Policy requires Employee Evaluations must be completed annually
- Challenges with monitoring assignment and completion
- Challenges in transmitting and storing data
- How do you keep track of whether required employee evaluations are being done in a timely manner?

Exploring MUNIS HR Tools

Employee Evaluations
- Process Suggestion

Can be used in addition to any existing Professional Development Assessment System (PDAS) or other evaluation process that you may have in place

- Use to schedule annual evaluation
- Use to record completion of evaluation (status and completion date)
- Use to record overall results of evaluation
- Scan official evaluation form at attach (Paperclip or TCM®)

Exploring MUNIS HR Tools

Employee Evaluations


Exploring MUNIS HR Tools

Employee Evaluations
- Link to Employee Self-Service (ESS)

Exploring MUNIS HR Tools

Employee Evaluations

- Events



Many things can happen over the course of a year that should be considered as part of an employee's evaluation – Good and Bad. The **Events** option provides a secure place to record these so that they aren't forgotten.

Exploring MUNIS HR Tools

Substance Testing

Issues and Opportunities

Whether you process Random Substance Tests "in-house" or utilize a 3rd party,


- How do you keep track of which employees are subject to testing?
- Are there special steps you take in the event of a traffic accident or other incident?
- Do you have need to keep track of testing results?

MUNIS Substance Testing Module can be used to

- Maintain lists of employee subject to testing
- Automatically assign employees to "pools" based on assignment of a position
- Provide data to third party for use in generation of random lists in electronic format



Exploring MUNIS HR Tools

Substance Testing



Exploring MUNIS HR Tools

Substance Testing



Employees subject to random substance tests are assigned to "Pools"

Single employee may be assigned to Multiple pools



No further use is required

To submit data listing to provider
– "Find" for all Active employees in a particular pool and "Browse"

Assignment of employee to Substance Pool may be done manually or ...

Exploring MUNIS HR Tools

Substance Testing





In "Mass" fashion through use of "Create Recs" feature

- Define and determine by
 - Job
 - Location
 - Group
 - ORG
- Will only add "New" records
- Do in advance of generating data list for provider or processing "Random" sample
- Or ...


Exploring MUNIS HR Tools


Substance Testing



... automatically with assignment of Position to employee


Exploring MUNIS HR Tools

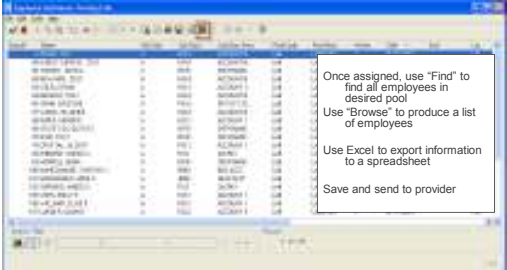
Substance Testing 



On assignment of an Employee to any pool Employee Master record will indicate as shown here


Exploring MUNIS HR Tools


Substance Testing 



Once assigned, use "Find" to find all employees in desired pool
Use "Browse" to produce a list of employees
Use Excel to export information to a spreadsheet
Save and send to provider

Exploring MUNIS HR Tools

Substance Testing 




If you want to take ownership of the process however

- Use **Random** button to generate your Random sample

Exploring MUNIS HR Tools


Substance Testing



- Click **Define** and specify the parameters to use for generation of random sample dataset
- Process is as truly **random** as possible – meaning same employee may be selected 4 weeks in a row
- Can use **Exclusion** filters to modify that if your policy allows
- **Output/Post** to produce the sample
- **Review** is available prior to writing the records to the detail history file

Exploring MUNIS HR Tools

Substance Testing



If results are to be maintained "in-house"

- Record results
- Record any necessary comments
- Menu Access restrictions may be used to restrict access to information

Exploring MUNIS HR Tools

Additional Features



Exploring MUNIS HR Tools



