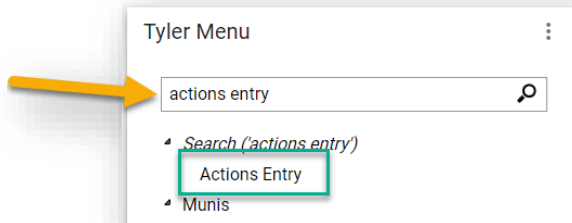
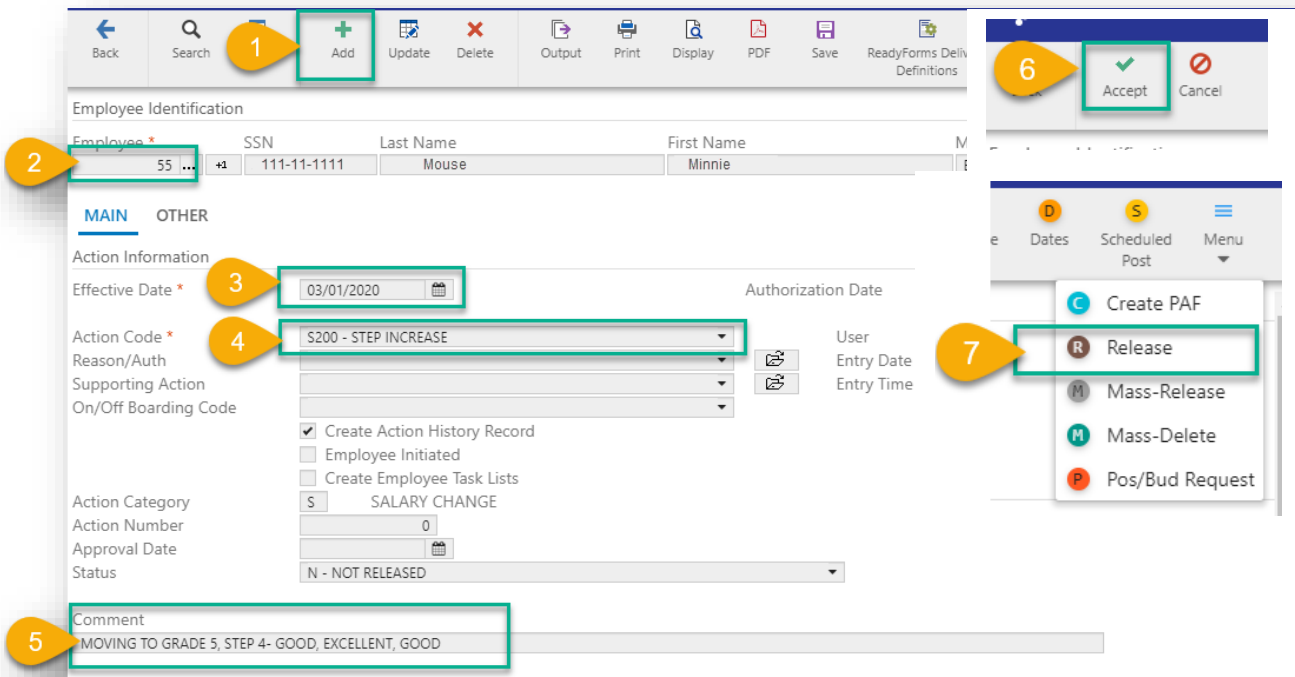


Entering Actions Entry

1. Search and find '**Actions Entry**' through the Tyler Menu.

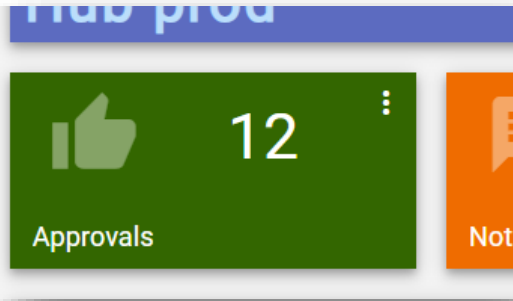


2. Once your '**Actions Entry**' screen is open:
 1. Click on the **Add** Button
 2. Enter the employee's ID number; **tab** and rest will populate.
 3. Add **Effective Date** of step increase
 4. Action Code **S200** from drop down menu and;
 5. **Enter comments** of "Moving to grade __, step __ - Ratings" as illustrated in comment box below.
 6. Click on **accept**
 7. After you have completed the entry, go to either the menu or the brown circle with the '**R**' and click '**Release**'.



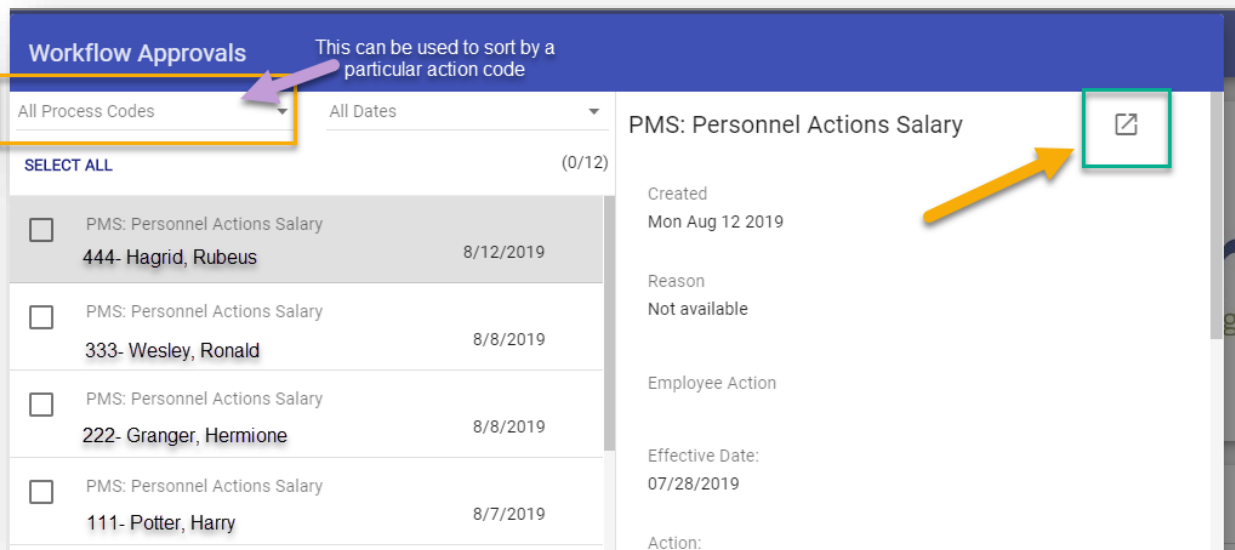
Approving Actions Entry

1. Once you receive notification that you have a pending action, go to your MUNIS Dashboard and click on your '**Approvals**' tile.



2. Once you open your tile, you will see all of your approvals. All approval codes can be sorted at the top if you are looking for a particular code to approve.

To review the entry and add any notes, click on the employee to highlight their action, then click on the square in the upper right, and it will open up your Actions Entry screen for more details for the person.



3. Click on '**Update**' at the top, this will allow you to enter your notes into the comment section. Once your comments are complete, click on '**Accept**'

Employee Identification

Employee * 111 Last Name Potter First Name Harry Middle Name MI J

MAIN OTHER

Action Information

Effective Date * 07/18/2019 Authorization Date

Action Code * S200 - STEP INCREASE User

Reason/Auth Entry Date 08/14/2019

Supporting Action Entry Time 11:14:47

On/Off Boarding Code Checklist

Notes

ESS Comments

Create Action History Record

Employee Initiated

Create Employee Task Lists

Action Category S SALARY CHANGE

Action Number 0

Approval Date

Status X - IN PROGRESS

Comment

MOVING STEP 1 TO STEP 2 - EXCELLENT, EXCELLENT, AVERAGE

Electronic File Path

4. If needing to attach supporting documentation, click on the Attach Paperclip at the top, and import the document by saving it under “Personal Actions Attachment”

Schedule Attach (1) Detail

Attached Documents

Attachment Type	Document Type	Read Only	Count	Required
Employee Transcript	Employee Transcript		0	
Employee Unemployment	Employee Unemployment		0	
Employee W-4	Employee W-4		0	
HR Employee Attach	HR Employee Attach		0	
Personnel Action Attachment	Personnel Action Attachment		1	
Personnel Action Form	Personnel Action Form	Yes	0	
PR Employee Attach	PR Employee Attach		0	

1 + 2

5. Once comments are entered, you can click either on *Approve*, *Reject*, and *Hold* or *Forward* at the bottom. Alternatively, you can also click on the back button to approve from your tile screen. (You can also enter another comment once you click on approve as well)

Back Search Browse Add Update Delete Output Print Display PDF Save ReadyForms Delivery Definitions Email Schedule (0) Attach Detail Outp

Employee Identification

Employee *	SSN	Last Name	First Name	Middle Name	MI
55		Potter	Harry		L

[MAIN](#) [OTHER](#)

Action Information

Effective Date * Authorization Date

Action Code * User

Reason/Auth Entry Date

Action Number

Approval Date

Status

Comment

Electronic File Path

Workflow

These are where you can either approve, reject, hold or forward the action. Most will either be Approve or Reject

This shows where it is in the process, and who has approved it