

Issue 23

December 1, 2013



MUSKEGON AREA INTERMEDIATE SCHOOL DISTRICT

MUNIS MINUTES

DID YOU KNOW?

Is It Really December?

The weather has quickly reminded us how we love winter in Michigan. We are fast approaching another calendar year-end process. Please stay tuned to future emails regarding the W2 and 1099 season. Tyler has not yet published the year-end processes or documents. As soon as they are available, we will work with districts for a smooth close to 2013.

In preparation, please be sure to check and update your vendors that should receive a 1099. Payroll office staff should be balancing year-end, completing any FICA refunds, recording disability payments, and including "life Insurance >\$50k" in payroll. We will provide W2 and 1099 instruction booklets as soon as possible.

By now many of you have heard that I will be out of the office on an unexpected medical leave from December 10-26. Technology can't keep me away; please feel free to email questions. I will respond as much as possible. Holiday Greetings to all!

*Kathleen Hamilton,
Director of Technology Services*

⇒ **Mass Change to Disable Users** — On occasion districts need to have all users out of MUNIS to complete certain processes. On the *User Attribute Screen*, there is a new "Mass Update" button. This will allow you to temporarily disable all users with one click. When ready to resume use, just complete the process again.

⇒ **Excel Ribbon** — Tyler has finally repaired the Excel Ribbon for version 10.3. Previously when trying to use this function, the session would time out. The Excel Ribbon is a tool that can be used during the budgeting process. We must grant access and install the Ribbon for each user. If you would like access to this tool or to see a demonstration, please contact our department.

⇒ **Garnishment Deduction Codes** — In the past, users have created a new deduction code for each vendor in the case of garnishments. For example, if you had six different law offices that you needed to send a garnishment check to, you would create six different deduction codes and apply a vendor to each. You can create just ONE deduction code "Garnishment" and apply a separate vendor on the "Employee Deduction Screen." The system will create separate deduction checks for each vendor with only one deduction code needed.

⇒ **ORS 3% Healthcare FICA Refund** — Time is running out for districts that would like to issue a refund of FICA taxes withheld from the 2013 ORS 3% Healthcare deduction. This should be completed prior to December 31, 2013. If you need assistance, please contact our department.

⇒ **Customize Your MUNIS** — Would you like to personalize your MUNIS screens? Remember that we can add images to your opening pages of MUNIS and ESS. Don't forget to use the "Message of the Day" tool in MUNIS to keep staff informed of your *Mission Statement*, policies, procedures, or just a note to remind them of special events. It is simple and takes just a minute to create. You can create the message in Word, copy and paste in MUNIS. This is located under *System Admin*.

Important Training Dates

- ◆ PR/HR Users — Wednesday, January 8, 2014 from 1:30-3:30 p.m. (SCHEDULE CHANGE)
- ◆ AP Users — Wednesday, January 29, 2014 from 1:30-3:30 p.m. (SCHEDULE CHANGE)

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