

City of Alameda Personnel Actions Tip Sheet

Logging In

1. Navigate to <https://alamedaca.tylerhub.com/>

Note: You must be on a secured network using VPN to access MUNIS

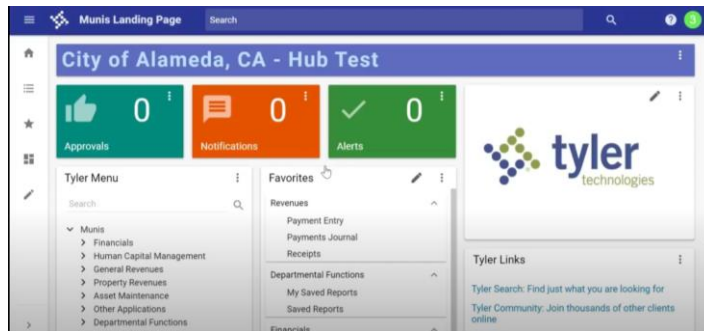
2. Enter your login credentials and click Sign In

Username: COA\network username (ex.coa\tester1)

Password: network password



3. You should then see the Munis Landing Page



Note: If this is your first-time logging into Munis, you may be prompted to go through the Onboarding Process. This allows you to create a landing page that works for you. You may see various colorful circles with options. At the least, choose “Financial Management” and “System”, then when prompted choose Munis Landing Page from home page options. After this you can choose to keep customizing or just click through the process.

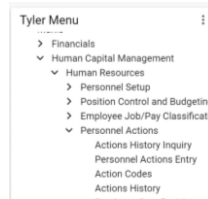


City of Alameda Personnel Actions Tip Sheet

Submitting Personnel Actions (PA)

1. Navigate to the Personnel Action Menu

Menu Path: MUNIS Landing Page > Human Capital Management > Human Resources > Personnel Actions > Personnel Actions Entry

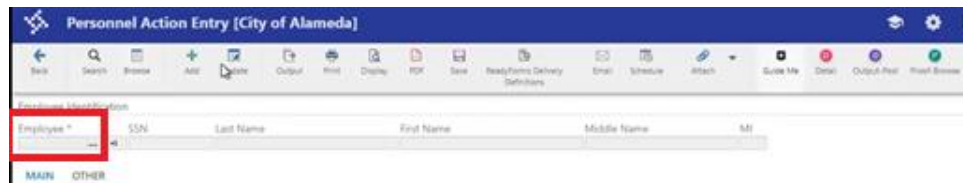


2. Click the Add from the menu



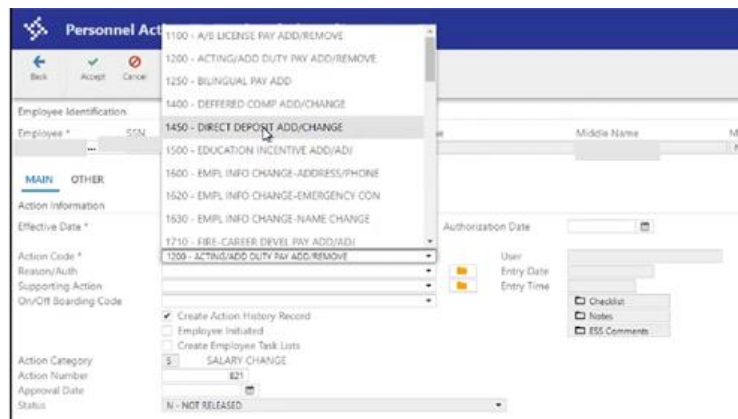
Note: If you need to view or edit a PA you will choose Search from the menu

3. Enter the employee's ID number or search for the employee by clicking the 3 ellipses on the Employee field



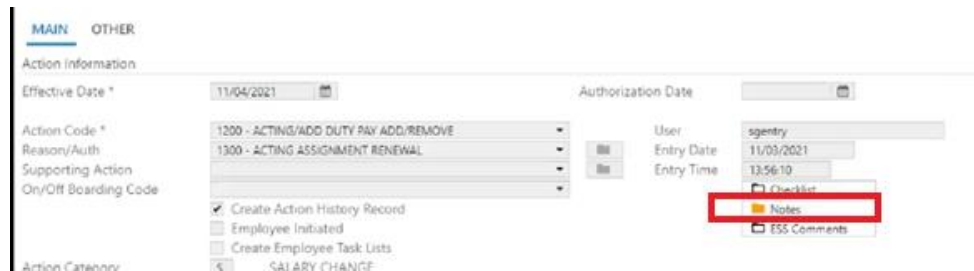
4. Enter the following information

- Effective Date
- Action Code
 - i. If you are choosing an Action Code that contains Add, Remove or Change in the title, you will need to fill in the Reason/Auth field below it
 - ii. Any Action Code that includes a letter, should **NOT** be used
 - iii. If you are Police or Fire, there may be Action Codes specific to your department in the Action Codes where applicable



City of Alameda Personnel Actions Tip Sheet

- Reason/Auth
 - i. This field is REQUIRED if selected an Action Code that contained the words “Add”, “Remove”, or “Change”
- Comment (Optional)
 - i. If you want to add a comment to the PA, you can do that in one of two ways:
 1. If less than 30 characters, enter you note into the comment field
 2. If more than 30 characters
 - a. Enter “See Notes” into the comment field
 - b. Click the Accept button
 - c. Click the Notes button
 - d. Enter your notes
 - e. Click Save
 - i. Once Saved, the Notes button will appear yellow



The screenshot shows the 'Personnel Action Entry' form for the City of Alameda. The form is divided into 'MAIN' and 'OTHER' tabs. Under the 'MAIN' tab, there are several fields: 'Effective Date' (11/04/2021), 'Authorization Date', 'Action Code' (1200 - ACTING/ADD DUTY PAY ADD/REMOVE), 'Reason/Auth' (1300 - ACTING ASSIGNMENT RENEWAL), 'Supporting Action', and 'On/Off Boarding Code'. There are also checkboxes for 'Create Action History Record', 'Employee Initiated', and 'Create Employee Task Lists'. The 'Action Category' is 'SALARY CHANGE'. On the right side, there are fields for 'User' (sgentry), 'Entry Date' (11/03/2021), and 'Entry Time' (13:56:10). A dropdown menu is open, showing options: 'Checklist', 'Notes' (highlighted in red), and 'ESS Comments'.

- Attachments (Where applicable)
 - i. If you are required to submit a form as a part of a PA, it will need to be attached using the Attach Button



5. Click Save.
 - The PA will then be sent to the applicable person for approval

Note: For additional help with entering PAs, please contact the HR department - Email: HR@alamedaca.gov

For additional help with selecting the correct Action Code, please contact Kevin Garcia

City of Alameda
Personnel Actions Tip Sheet

Approving Personnel Actions
(Department Heads Only)

1. Login to Munis
<https://alamedaca.tylerhub.com/>

2. Click on the Approvals tile



3. Check the list of items waiting and approve