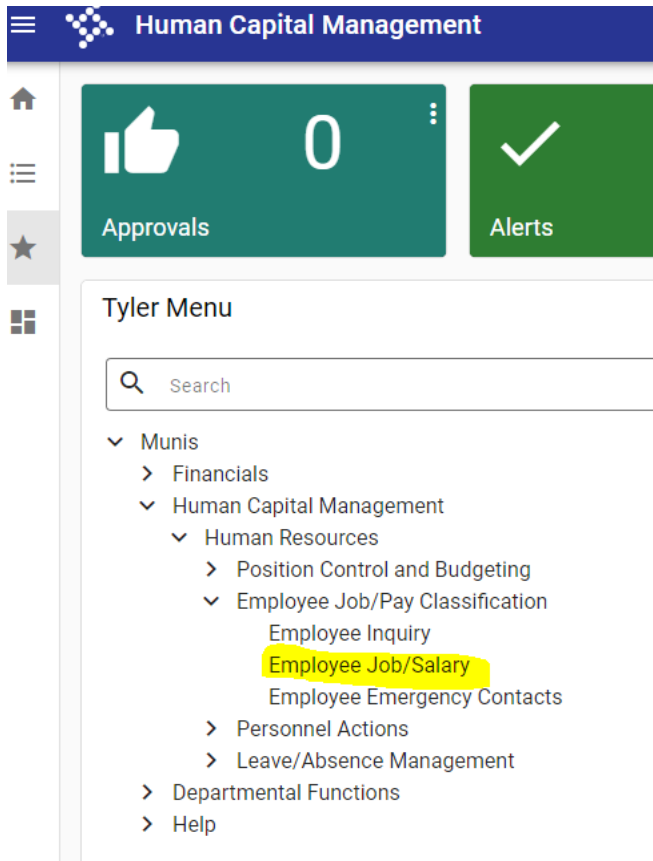


Employee Job/Salary Inquiry (Including Labor Distribution):

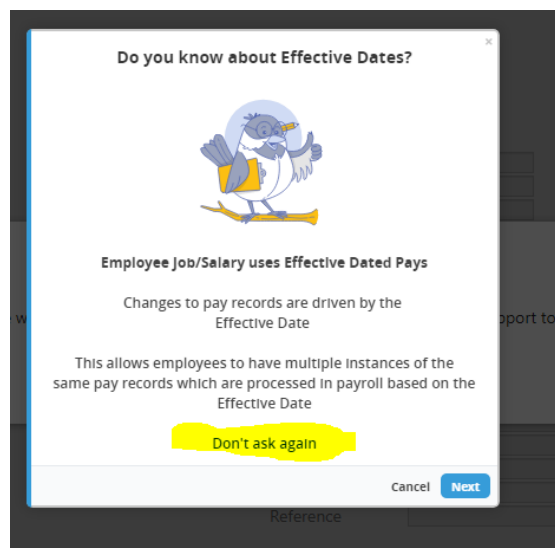
Search for Employee Job/Salary.

If you do not see this option, let HR know to add that security role for you.



The screenshot shows the Human Capital Management interface. At the top, there is a blue header with the text "Human Capital Management" and a search icon. Below the header, there are two green buttons: "Approvals" with a thumbs-up icon and a "0" count, and "Alerts" with a checkmark icon. Below these buttons is a "Tyler Menu" section with a search bar. The menu is expanded to show a list of options: "Munis", "Financials", "Human Capital Management", "Human Resources", "Position Control and Budgeting", "Employee Job/Pay Classification", "Employee Inquiry", "Employee Job/Salary" (highlighted in yellow), "Employee Emergency Contacts", "Personnel Actions", "Leave/Absence Management", "Departmental Functions", and "Help".

Ignore this notice if it pops up.



The screenshot shows a dialog box titled "Do you know about Effective Dates?". It features a cartoon penguin character holding a clipboard. The text inside the dialog box reads: "Employee Job/Salary uses Effective Dated Pays", "Changes to pay records are driven by the Effective Date", and "This allows employees to have multiple instances of the same pay records which are processed in payroll based on the Effective Date". At the bottom of the dialog box, there is a yellow button labeled "Don't ask again", a "Cancel" button, and a "Next" button. The dialog box is overlaid on a dark background.

Click on **SEARCH**, you can add filters below or leave blank to capture all employees in your department.

EMPLOYEE JOB/SALARY (Munis FourJs License Expiring

Back Search Browse Output Print Display PDF Save Excel

Employee Identification

Employee Last Name First Name

Click on **SEARCH**; you can filter by Location or Group/BU (or leave them blank to pull all records from your department)

MAIN CYCLES/OTHER NEXT CHANGE CIVIL SERVICE

Job Class
Summary Job Class
Position *
Pay Type
Effective Date *
 Primary Job/Position

Position Start/End *
Location
Group/BU *
Status
Risk Code

Optional filters

Click on the **Cycles/Other** TAB, select **BASE** Pay only. Then ACCEPT at the top.

EMPLOYEE JOB/SALARY (Munis FourJs License Expiring in -6 Days) [City of Alameda]

Back Accept Cancel Query GL Acct Find Project String Find

Employee Identification

Employee Last Name First Name MI Suffix Status

Search Period Current All Historical Future Specific Date

MAIN **CYCLES/OTHER** NEXT CHANGE CIVIL SERVICE

Employee Type
Contract
Grade Level
Months
Civil Service
Subject Matter
Calendar
Work Schedule

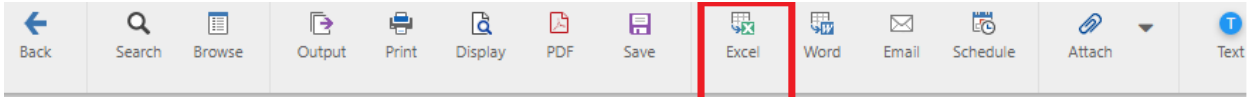
Select **BASE** Pay only then **ACCEPT**.

- Balloon
- Base Pay**
- Add To Base
- Recur Pay

Pay Cycles
1 2 3 4 5

Confirm Record Set
Continue with this record set containing 418 records?
Yes, Continue No

After the pays load, hit EXCEL



Employee Identification

Employee	Last Name	First Name	MI	Suffix	Status
			J		A - ACTIVE

After the pays load, hit EXCEL

MAIN CYCLES/OTHER NEXT CHANGE CIVIL SERVICE

Job Class	5114	RECREATION ASSISTANT
Summary Job Class		
Position *	5114001	RECREATION ASSISTANT
Pay Type	103	REGULAR PAY HOURLY MEDI
Effective Date *	01/02/2022	to: 12/31/9999
	<input checked="" type="checkbox"/> Primary Job/Position	
Position Start/End *	03/09/2021	/ 12/31/9999

Select Export Pay Allocation Info

The screenshot shows a software interface with a dialog box titled "Options (Munis FourJs License ...)". The dialog box has a close button (X) in the top right corner. It contains the text "Choose an option" and two radio button options: "Export Job/Salary Info" and "Export Pay Allocation Info". The "Export Pay Allocation Info" option is selected. Below the options are "OK" and "Cancel" buttons. In the background, a table is visible with columns for "Grant", "Amount", "Hours", and "Percent".

Grant	Amount	Hours	Percent
<input type="checkbox"/>	562.40	20.00	25.000000
<input type="checkbox"/>	449.92	16.00	20.000000
<input type="checkbox"/>	224.96	8.00	10.000000
<input type="checkbox"/>	224.96	8.00	10.000000

You can select various boxes. At a minimum to see labor distribution, select:

1. Allocation Code; 2. Org Code; 3. Object Code; 4. Allocation Percent.

Hit ACCEPT once done selecting and your Excel file should download at the bottom of your browser.

<input checked="" type="checkbox"/>	Pay Type Long Description
<input checked="" type="checkbox"/>	Current Effective Date
<input checked="" type="checkbox"/>	Position Start Date
<input type="checkbox"/>	Position End Date
<input type="checkbox"/>	Personnel Status Code
<input checked="" type="checkbox"/>	Personnel Status Code Description
<input type="checkbox"/>	Risk Code
<input type="checkbox"/>	Risk Code Description
<input type="checkbox"/>	Group/Bargaining Unit Code
<input checked="" type="checkbox"/>	Group/Bargaining Unit Code Description
<input type="checkbox"/>	Group/Bargaining Unit Code Long Description
<input checked="" type="checkbox"/>	Pay Start Date
<input type="checkbox"/>	Pay End Date
<input type="checkbox"/>	Grade/Rank
<input checked="" type="checkbox"/>	Step/Level
<input checked="" type="checkbox"/>	Pay Status Flag
<input type="checkbox"/>	Calendar Code
<input type="checkbox"/>	Calendar Code Description
<input checked="" type="checkbox"/>	Allocation Code
<input type="checkbox"/>	Allocation Code Description
<input checked="" type="checkbox"/>	Project Account Type
<input type="checkbox"/>	Project String
<input type="checkbox"/>	Project String Description
<input checked="" type="checkbox"/>	Org Code
<input checked="" type="checkbox"/>	Org Code Description
<input checked="" type="checkbox"/>	Object Code
<input checked="" type="checkbox"/>	Object Code Description
<input type="checkbox"/>	Project Code
<input type="checkbox"/>	Project Code Description
<input checked="" type="checkbox"/>	GL Account Type
<input type="checkbox"/>	Long GL Account
<input type="checkbox"/>	Long GL Account Description
<input checked="" type="checkbox"/>	Location Code
<input type="checkbox"/>	Location Code Description
<input checked="" type="checkbox"/>	Location Code Long Description
<input checked="" type="checkbox"/>	Allocation Amount
<input checked="" type="checkbox"/>	Allocation Hours
<input checked="" type="checkbox"/>	Allocation Percent

At a minimum, select Allocation Code; Org Code, Object Code; and Allocation Percent

Open and modify Excel as needed.

	Q	R	S	T	U	V	W	
	Step/Level	Allocation Code	Allocation Percent	Org Code	Org Code Description	Object Code	Object Code Description	Loc De
21	3	511401	25.000	10051401		41010		RE
21	3	511401	20.000	10051411		41010		RE

Employee ACCRUAL Inquiry:

Search for Employee Accruals.

If you do not see this option, let HR know to add that security role for you.

The screenshot shows the 'Munis Landing Page' header with the 'City of Alameda Hub' logo. Below the logo are two main action buttons: 'Approvals' (green) with a thumbs-up icon and a count of '3', and 'Notifications' (orange) with a speech bubble icon. A 'Tyler Menu' is visible below, containing a search bar with the text 'employee accrual'. A dropdown menu is open under the search bar, listing search results: 'Search ('employee accrual')' with sub-items 'Employee Accruals (3)', 'Employee Accruals Report (2)', and 'Terminated Employee Accruals', and a 'Munis' category.

Click on **SEARCH**, you can add filters below or leave blank to capture all employees in your department.

This screenshot shows the 'Employee Accruals [City of Alameda]' search interface. At the top is a toolbar with various icons for navigation and actions like Back, Accept, Search, Browse, Add, Update, Delete, Output, Print, Display, PDF, Save, Excel, Word, Email, and Schedule. Below the toolbar is the 'Employee Identification' section, which is highlighted with a red box. It contains a table with columns for Employee *, SSN, Last Name, First Name, MI, Suffix, and Status. The first row shows a search result with a dropdown arrow on the right.

This screenshot shows the 'Employee Accrual Information' form, also highlighted with a red box. It is divided into several sections. On the left, there are dropdown menus for 'Location', 'Group/BU', 'Job Class', 'Type *', and 'Table *'. Below these are input fields for 'Accr Date *', 'Start Date *', 'End Date *', 'Default Limit', and 'Actual Limit'. On the right, there are input fields for 'SOY Balance', 'Earned YTD', 'Used YTD', 'Available', 'Pending Liability', 'UOM', 'Default Rate', and 'Actual Rate'. A 'Send Accrual Threshold Alert' checkbox is checked, and a 'Review' checkbox is also checked. At the bottom, there is a 'History' table with columns for Start, End, Earned, Used, and Running Balance. The table contains several rows of data, each with a calendar icon next to the Start and End dates.

Vacation Balance/Limit Report

1. Navigate to Employee Accruals

The screenshot shows the 'City of Alameda Hub' interface. At the top, there are navigation icons and a search bar. Below this, there are three main tiles: 'Approvals' with a count of 4, 'Notifications' with a count of 0, and 'Alerts' with a count of 0. A 'Tyler Menu' is visible on the left, containing a search bar and a list of categories. The search bar contains 'Employee Accruals', and the results list includes 'Employee Accruals (3)', 'Employee Accruals Report (2)', and 'Terminated Employee Accruals'. A red box highlights 'Employee Accruals (3)', and a red arrow points to it from a text box that says 'Search for Employee Accruals and select Employee Accruals (3) from the results.' Other elements include 'Favorites', 'Tyler Links', and a 'Welcome to the Future!' banner.

2. Once on the Employee Accruals Screen select “Search” at the top and fill in the Location (Your Department), Type (Vacation), and Status (A-Active). Then select “Accept”

The screenshot shows the 'Employee Accruals [City of Alameda]' screen. At the top, there are navigation buttons: 'Back', 'Accept', 'Cancel', and 'Query'. Below this is the 'Employee Identification' section with fields for 'Employee *', 'SSN', 'Last Name', 'First Name', 'MI', 'Suffix', and 'Status'. The 'Status' dropdown is set to 'A - ACTIVE'. The 'Employee Accrual Information' section contains several dropdown menus: 'Location' (6000 - HUMAN RESOURCES), 'Group/BU', 'Job Class', and 'Type *' (1 - VACATION). There are also checkboxes for 'Send Accrual Threshold Alert' and 'Active'. Below these are fields for 'Accr Date *', 'Start Date *', 'End Date *', 'Default Limit', and 'Actual Limit'. To the right, there are fields for 'SOY Balance', 'Earned YTD', 'Used YTD', 'Available', 'Pending Liability', 'UOM', 'Default Rate', and 'Actual Rate'. At the bottom, there is a 'History' table with columns for 'Start', 'End', 'Earned', 'Used', and 'Running Balance'.

3. You can view each employee and their balance and default limit individually on screen or you can export a list by selecting "Excel".

Employee Identification

Employee * SSN Last Name First Name

Employee Accrual Information

Location: 6000 - HUMAN RESOURCES
 Group/BU: 140 - MGMT CONF EMP ASSOC
 Job Class: 140 - MGMT CONF EMP ASSOC
 Type: 1 - VACATION
 Table: 100 - VACATION MISC - 72 HR SCHEDULE

SOY Balance: 144.8155
 Earned YTD: 76.0070
 Used YTD: 76.5000
Available: 144.3225

Accr Date: 08/15/2016
 Start Date: 01/01/1900
 End Date: 12/31/9999
Default Limit: 195.00

History

Start	End	Earned	Used	Running Balance
07/31/2022	SUN 08/13/2022	4.4710	.0000	144.3225
07/17/2022	SUN 07/30/2022	4.4710	.0000	139.8515
07/03/2022	SUN 07/16/2022	4.4710	.0000	135.3805
06/15/2022	WED 07/02/2022	4.4710	.0000	130.9095

5 of 7

You can see the total number of records pulled up here.

4. You will be taken to this screen to select what information to export. Once you have everything you need checked, select accept and an excel spreadsheet will download.

Export Filter

Accept Cancel Search Select All Select None Save Save and Exit

Enable hyperlinks

Select	Field
<input checked="" type="checkbox"/>	Employee Number
<input checked="" type="checkbox"/>	Last name
<input checked="" type="checkbox"/>	First name
<input type="checkbox"/>	MI
<input type="checkbox"/>	Suffix
<input type="checkbox"/>	SSN
<input checked="" type="checkbox"/>	Status
<input type="checkbox"/>	Location
<input type="checkbox"/>	Location Desc
<input type="checkbox"/>	Group/BU
<input type="checkbox"/>	Group/BU Desc
<input checked="" type="checkbox"/>	Job Class Code
<input type="checkbox"/>	Job Desc
<input type="checkbox"/>	Accrual Type
<input checked="" type="checkbox"/>	Accrual Type Desc
<input type="checkbox"/>	Accrual Table
<input checked="" type="checkbox"/>	Accrual Table Desc
<input type="checkbox"/>	Accrual Date
<input checked="" type="checkbox"/>	Default Limit
<input type="checkbox"/>	Actual Limit
<input type="checkbox"/>	Accrual alert
<input type="checkbox"/>	Active
<input type="checkbox"/>	Start Date
<input type="checkbox"/>	End Date
<input type="checkbox"/>	SOY Balance
<input type="checkbox"/>	Earned YTD
<input type="checkbox"/>	Used YTD
<input checked="" type="checkbox"/>	Available Balance
<input type="checkbox"/>	Pending Amount
<input type="checkbox"/>	Running Balance
<input type="checkbox"/>	Liability
<input type="checkbox"/>	Review
<input type="checkbox"/>	UOM
<input checked="" type="checkbox"/>	Default Rate
<input type="checkbox"/>	Actual Rate

Select the fields to export, make sure to include the **Default Limit** (their vacation max), the **Available Balance**, and the **Default Rate** (remember this is per hour).

When you have selected the relevant fields select "Accept" to get the report.

5. Review the spreadsheet for Limits and Balances. Please make sure you do not share balance information with anyone other than the individual employee, please do not send this spreadsheet to your department.

Last name	First name	Status	Accrual Type Desc	Accrual Table Desc	Default Limit	Available Balance	Default Rate
mployee 1	Employee A	A	VACATION	MISC 72 HR	150.0000	0.0000	0.0401
mployee 2	Employee B	A	VACATION	MISC 72 HR	198.7500	197.2860	0.0661
mployee 3	Employee A	A	VACATION	MISC 72 HR	191.2500	84.0149	0.0621
mployee 4	Employee B	A	VACATION	MISC 3X 75	320.0000	320.0000	0.0962
mployee 5	Employee A	A	VACATION	MISC 72 HR	150.0000	33.7220	0.0401
mployee 6	Employee B	A	VACATION	MISC 72 HR	150.0000	57.0404	0.0401
mployee 7	Employee A	A	VACATION	MISC 72 HR	150.0000	0.0000	0.0401
mployee 8	Employee B	A	VACATION	MISC 72 HR	195.0000	144.3225	0.0641
mployee 9	Employee A	A	VACATION	MISC 72 HR	150.0000	75.0404	0.0401
mployee 10	Employee B	A	VACATION	MISC 72 HR	187.5000	143.9527	0.0601

The "Default Limit" shows the employees accrual max.

"Available Balance" indicates the employees current balance.

"Default Rate" shows the accrual rate per hour for the employee. They can multiply this number by their regular weekly hours to determine the accrual per pay period.