Munis Human Capital Management
Get the Most Value from Your Workforce
A Single Solution That Improves the Way You Work

A holistic system for streamlining the entire employee life cycle, Munis® Human Capital Management integrates employee data from multiple sources for easy employee recruitment, development and talent management.

Munis makes it easy for you to hire, manage employee data and support continued employee investments, such as training and succession planning. It empowers human resource administrators to become strategic leaders within their organization by providing easy access to the information needed to make informed decisions about their workforce, manage risks and maximize the value of their organization’s human capital investment. Munis delivers the vital integration necessary to provide your team with instant access to information, including budget, project data, employee information and more.

Built on Tyler’s decades of experience focused exclusively on empowering people who serve the public, Munis delivers the right tools, functionality and access to data to help you manage your most valuable asset.
Human Resources and Talent Management

With Munis Human Capital Management, your recruitment, compensation, retention, training and development plans work together to achieve your organization’s goals. It delivers powerful business intelligence and functionality to effectively manage your organization’s talent. Risk management, succession planning, employee certifications, employee education, employee survey and employee training are a few, among the many, features available.

Automate the hiring process

Munis Recruiting automates the hiring process and allows you to focus on attracting the right resources more effectively. With Munis Recruiting, you have the ability to upload applications electronically, monitor the status of all job requisitions and applicants, create unlimited customized conditions and applications for each position, and create reports of top scoring candidates for skill and qualification comparisons.

Munis Recruiting functionality allows managers to define their availability for interviews and allows applicants to self-schedule interviews, saving administrative time and energy. Applicants are also able to sign up for pre-employment tests, orientation and training through Munis Employee Self Service.

Because Munis is a fully integrated system, personal information created in Munis Recruiting is automatically populated in other Munis applications, including human resources, talent management and payroll. In addition, all job openings and associated information are available on the role-tailored dashboard.
Streamline employee information management
Munis Human Resources streamlines the process of managing employee information. From personal information and certifications, to benefit elections, wages, promotions and disciplinary history, your important employee information is available in one easily accessible place. By simply making changes in Munis Human Resources, the information is instantly available in Munis Payroll. Create job descriptions and requirements for new job openings and immediately access that information in Munis Recruiting. Make changes to accrual settings and employees can instantly access updated sick and vacation accruals in Munis Employee Self Service. Analytic tools and complete reporting also provide your organization’s leaders with the right information to make informed decisions about your workforce.

Access centralized view of employee data
Munis delivers information to you quickly and efficiently through integrated central applications. Beginning with the HR Command Center, you gain access to a centralized interface with complete visibility over your employees, applicants, benefits and positions.

The Benefit Enrollment Monitor provides an overview of the whole benefit selection process, from posting benefit options to employee selection and benefit confirmation. This paperless process generates essential benefit reports — such as quarterly 941, enrollment by selection and more — making your analysis of monthly premiums and changes easier than ever.

Position Control Central provides access to staff position information, including current position, salary information, budget information, education, certification, training skills and other requirements associated with a position.
Easily manage career tracks
Munis Talent Management helps you minimize costs, retain talent and align employees with strategic organization goals. For employee evaluations, you are able to set goals at various levels of the organization, including location, organization and job class. HR representatives can easily build and define requirements for career paths, assign each employee to a specific track and monitor their status, all with the purpose of retaining and placing employees in positions that match their skills and knowledge.

Employees are able to self-report external trainings, see trainings for their current position or for a job they are preparing for, and can take a survey online for the class they attended.

Automate employee expense reimbursements
Munis Employee Expense Reimbursement is designed for quick expense report creation, with system-generated travel request and invoice reimbursement numbers, and general ledger account codes that default in once expense types are listed. Create an unlimited number of expense claim form templates, choose whether employees submit reports before or after expenses are incurred and decide whether to reimburse through payroll or by cutting an AP check. When an employee logs into the application — anytime and anywhere, securely over the internet — and enters an employee number, the system automatically populates the expense report fields with data pulled from Munis Payroll. Workflow rules can be set up to direct expense reports to different approvers based on user-defined account codes, amount and department codes, while role-based security ensures sensitive data stays private.
Manage risk before it becomes a crisis

Job-related injuries and property damage are inevitable. Munis Risk Management provides you with the tools necessary to effectively track, manage and pay property and casualty claims against your organization. It enables you to handle claims quickly and easily from an initial claim to related expenditures: maintain claim-specific data, track claim activity, and record expenses, recoveries and estimated costs. With Munis Risk Management, you can link claims to employee records through direct integration with Munis Human Capital Management and evaluate injury-related compensation via integration with Munis Payroll.
Simplify data analytics and reporting

Munis goes beyond standard reporting, making it quick and easy for users to view and report on key data, such as IRS quarterly 941 reports, hours worked for the Affordable Care Act, and the employer information EEO-4 and EEO-5 reports. Munis Analytics and Reporting includes several tools that help clients improve data management, analysis, information sharing and report delivery. Dashboards and central program applications provide immediate, out-of-the-box views of key information that can be configured by users based on role and preference. Robust Microsoft® Office integration provides seamless data exports to Excel for further analysis.

Support for industry-leading business intelligence and ad hoc reporting tools offer even further flexibility and customization while still using existing application permissions. Munis database cubes, built on Microsoft SQL Server Analysis Services, allow you to make better business decisions by easily viewing comparisons, patterns and trends with Microsoft Excel PivotTable and PivotChart reports. Using SQL Server Reporting Services, you can create and manage complex, interactive reports and deliver them in a range of formats. Additionally, Tyler employs a dedicated Munis state reporting team responsible for ensuring you comply with state and federal reporting mandates. Your year-end process for W-2, 1099 and all processes related to accrual year-end closing are streamlined and organized for your convenience.
Payroll and Employee Self Service

Payroll

Payroll is at the core of employee management and must run seamlessly. When employee pay is on the line and your organization’s budget is in question, processes must be simplified, streamlined and reliable.

Specifically designed to meet the payroll processing needs of the public sector, Munis Payroll is tightly integrated with many Munis modules to eliminate redundant data entry. With Munis Payroll, you can implement a paperless payroll process, streamline a decentralized timesheet entry and ensure all local, state and federal requirements are met.

Standard payroll functions include:

- Payroll and expense reimbursement processing
- Reconciliation of employee insurance reports to monthly premium statements
- Manual or automatic check reconciliation
- Support of electronic timesheet entry and import
- Electronic direct deposit and W-2 notices
- Verification and tracking of employee Social Security Number
- Dependent and emergency contact information

Munis Payroll is fully integrated with Munis Employee Self Service, which means pay, W-2, tax, benefit and accrual information is available to employees when they sign into your employee self-service website. Any changes made by the employee, such as accrual requests or benefit selection, are transmitted directly to the payroll system for approval to be reflected in employee pay.

Advanced position and budget control within Munis allows you to forecast future salary and benefit costs, including step and contract increases, and simulate changes to positions during a specified time period.

Employee Self Service
Mobile App
Munis Employee Self Service is a fully customizable employee portal that actively extracts information directly from your Munis database and makes it available to your employees in real-time. Employees can easily monitor and maintain personal and employment information including paid time off, accruals and requests, pay history, benefit selections, job openings, performance evaluations, training and certifications, announcements and more. A built-in pay calculator allows employees to see the effect that changes will have on the withholding amounts in their net pay.

With Munis Employee Self Service, HR representatives are able to spend more time acting as a consultant rather than an administrator, and employees have instant access to the answers they need. With Munis Manager Self Service, managers are provided a consolidated view of their employees including their certifications, training, evaluations, task lists, time off requests, emergency contacts and timesheets.

The ESS mobile application allows users to effortlessly manage their salary and tax information, time off requests, benefits and personal information. This convenient, portable and easy to use app is available so that you can stay connected anytime, anywhere.
Your Employees Are Your Greatest Resource

Gain a holistic view of your resources
Employee Central provides a comprehensive view of employee information by location, department, job class and more. You can view personal information, compensation, accruals, certifications, professional development, personnel actions and more from one screen.

Workforce Central provides a high-level overview of your employees, helping you effectively gauge the health of your workforce and analyze data. View up-to-date numbers on head count, open positions and more. You can also drill down to more detailed information by location, job class, group bargaining unit or organization, and apply reduction criteria to determine the impact of a reduction in staff.
Plan for the future

Munis Salary and Benefit Projections integrates data from the Munis Financial and Munis Human Capital Management programs to help you accurately forecast all employee-related costs, including step raises, vacancies and all benefits for 10 years into the future. With the integration of Munis Financial and Munis Human Capital Management, Munis Salary and Benefit Projections allows you to securely and easily migrate data between modules. You have the ability to:

- Define an unlimited number of budget projections, each with varying assumptions
- Load the budget from contractual agreements, longevity, grade, step raises and benefit projections already defined in Human Capital Management and Payroll modules
- Review payroll encumbrances to see what is available to spend after considering salary and benefit commitments
- Build projections based on prior-year actuals, or an average of up to three prior year’s actual amounts, increased or decreased by a specified percentage
- Insert replacement costs into budget projections for assets that are due for replacement in the coming year
Empowering Your Employees

Web-Enabled Processes Support Complete Employee Life Cycle

Post Online, Apply Online, Hire, Onboard, View Secure Documents, Initiate Payroll Changes, Select Benefit Changes, Manage Time Off, Update Life Events, Retirement, Explore Career Opportunities, Complete Performance Reviews, Schedule Training, Achieve Compliance, Initiate Payroll Changes, Select Benefit Changes, Manage Time Off, Update Life Events, Retirement, Explore Career Opportunities, Complete Performance Reviews, Schedule Training, Achieve Compliance.
Manage Your Workforce

Munis integrates with ExecuTime™, Tyler’s solution for time and attendance and advanced scheduling. ExecuTime Time & Attendance™ makes it easy for managers and staff to enter and track time types, manage time-off requests and apply job costing, all while handling multiple pay periods and FLSA guidelines.

Also, many labor costs escalate through human error, manual processes and scheduling conflicts. With ExecuTime Advanced Scheduling™, you can automate, simplify and streamline your complex staff scheduling processes while minimizing labor costs and overtime expenses.

Content Management Delivers Efficiency

Eliminate obstacles to productivity
Tyler Content Manager™ brings an integrated content management solution to your fingertips. Your content no longer has to be handled multiple times, stored in several places, misfiled or misplaced. Tyler Content Manager streamlines and manages your file content easily and effectively promotes efficient document management, which saves valuable time, energy and dollars.

Integrate document printing
TylerForms helps you control where, how and in what order to print checks, W-2s and other documents by merging your application data with templatized electronic form designs. Our advanced output processor negates the need for pre-printed forms; you can use less expensive standard blank paper, bar codes, signatures, bank, OCR and postal fonts and logos, and other data-driven elements that pre-printed forms can’t produce.

Libraries of form templates are tailored to work with your Tyler applications and your organization’s unique needs. Forms can be printed to your existing network printers and emailed, faxed or saved as a PDF file. Optional high-speed laser printers and addressing systems can save your staff hours — or even days — that are normally spent folding forms and stuffing and addressing envelopes.
Integrated Software Solutions for the Public Sector

**Human Capital Management**

**Recruiting**
- Human Resources & Talent Management
- Payroll & Employee Self Service
- Risk Management
- Employee Expense Reimbursement

**Recruiting Features**
- Applicant Inquiry
- Job Openings
- Pending Applicants
- Form Letters
- New Hire Import
- Reference Questionnaires
- Applicant Reporting
- Applicant Scoring
- Applicant Interest
- Applicant Complaint
- Analysis Report
- Applicant Central
- Hiring Central
- Applicant Process Events
- Interview Types

**Human Resources Features**
- Position Control and Budgeting
- Employee Job/Pay Classification
- Personnel Actions
- Leave/Absence Management
- Benefits Administration
- Separations and Terminations
- Accidents and Injuries
- Grievances/Disciplinary
- EEO Reporting
- Seniority and Tenure
- Substance Testing
- Case Management
- Position/Budget Transfer Request
- HR Command Center

**Talent Management Features**
- Certifications and Training
- Evaluations
- Succession/Career Planning
- Credentials
- Document Acknowledgment
- Employee Tasks

**Payroll Features**
- Payroll Administration
- Employee Maintenance
- Payroll Processing
- Employee History
- Payroll Reports
- Salary and Benefit Projections
- W-2 and 1099-R Processing
- 1095-B/C Processing
- State-Specific Reporting
- Pension Tracking

**Workforce Management Features**
- Time and Attendance
- Advanced Scheduling

**Employee Self Service Features**
- Tasks
- Benefits
- Certifications
- Credentials
- Expense Reports
- Pay/Tax Information
- Performance Evaluations
- Personal Information
- Position Transfer
- Substitute Teaching
- Time Off
- Time Entry
- Training Opportunities
- Employment Opportunities
Why Tyler?

Tyler Technologies is committed to the public sector. We develop software and support solutions that meet the specific requirements of schools, local governments and municipalities — and have been doing so since 1979. Our staff is busy implementing more than 100 new Munis sites each year, providing client training, developing new features, providing technical support and more. By serving thousands of clients nationwide, we are able to see common issues, help identify best practices and develop innovative solutions for our clients.

Tyler’s Evergreen Promise

Tyler is committed to providing clients with the tools they need today and into the future. We have dozens of clients who have used Munis for more than 30 years and we expect that they will be with us for decades to come. Why? Because we are committed to their satisfaction and continue to develop new solutions to meet their changing needs. Every year we release new feature upgrades with no relicensing fees for clients with an annual maintenance contract. We call this our evergreen philosophy. And to help clients stay current with updates we have the EverGuide® support initiative which provides training resources to ensure that you never lag behind. Tyler is committed to helping you maximize your Munis solution today and for years to come.
Software that thinks like you do.

Tyler Technologies (NYSE: TYL) is a leading provider of end-to-end information management solutions and services for local governments. Tyler partners with clients to empower the public sector — cities, counties, schools and other government entities — to become more efficient, more accessible and more responsive to the needs of their constituents. Tyler’s client base includes more than 15,000 local government offices in all 50 states, Canada, the Caribbean, the United Kingdom and other international locations. In 2016, Forbes ranked Tyler on their “Most Innovative Growth Companies” list, and it has also named Tyler one of “America’s Best Small Companies” eight times. The company has been included six times on the Barron’s 400 Index, a measure of the most promising companies in America. More information about Tyler Technologies, headquartered in Plano, Texas, can be found at www.tylertech.com.