

**Important MMRS User Training Event Information
September 1, 2015**

To register for a class:

Users with an ACE ID: Go to the MELMS Student Center accessed via ACE.

Users without an ACE ID: Go to the MMRS website at: www.mmrs.state.ms.us. Click on Applications > MELMS > MELMS - Login without ACE access. Click on DFA Registration forms. Fax the completed copy of the MMRS Training Registration form to the MELMS Administrator at 601-359-6551.

Should you need assistance, contact us via email at MASH@dfa.ms.gov, or via the Call Center at 601-359-1343.

[MMRS Course Catalog](#)

Classes are not held for the following applications. Online reference materials are available by clicking on the links:

Title	Course Code	Description	Date	Time	Reference Materials
ACE	ACE	Access Channel for Employees	Not Provided	N/A	ACE
FMVIEW	N/A	FMVIEW Report and Print Management	Not Provided	N/A	FMVIEW
NEOGOV	N/A	N/A	Not Provided	N/A	See Mississippi State Personnel Board for NEOGOV Training Opportunities
SPAHR Navigation	N/A	SPAHR Navigation	Not Provided	N/A	SPAHR Navigation

See below for available Training Events. Click on a link to view reference materials.

Title	Course Code	Description	Date	Time	Reference Material
Award/Contract Interface with MMRS Systems Applications	DFAAWARD	Advanced training for agency staff on how SPAHRS and the Award/Contract Interface interact with each other due to changes made for Stimulus and Transparency. This class will explain the system changes and show agency staff how to process affected transactions successfully.	N/A	N/A	Stimulus 360 User Training Guide 5051 Notice of Award Contract Web Interface 5052 Non-SAAS Statewide Award/Contract Interface
MERLIN	DFAMERLIN	Introduction to MERLIN.net lab	N/A	N/A	4001 MERLIN.net Guide for New Users 4002 MERLIN.net Quick Reference Guide 4003 MERLIN.net SPAHRS Payroll and Travel Reports
	DFACOGNOS	Introduction to Impromptu	N/A	N/A	4101 MERLIN Impromptu Overview 4102 MERLIN Standard Reports 4103 MERLIN Building an AD Hoc Report 4104 MERLIN Creating Prompts 4105 MERLIN Creating Filters 4106 MERLIN Addendums

Title	Course Code	Description	Date	Time	Reference Materials
SPAHR					
	DFACW//	SPAHR Manage Contracts	10/13/2015	1:00 p.m. – 4:30 p.m.	6221 Manage Contracts Set Up Contract 6282-Hire Contract Worker in a WIN
	DFAHR	SPAHR Human Resources	10/13/2015	8:30 a.m. – 12:00 noon	6204 Agency Maintain Sub Agency Use 6211 Employment Hire an Employee 6214 Employment Employee Compensation 6215 Employment Transfers and Separations 6242 Position Modify Position 6284-Establish/Maintain WIN Without a Contract 6285-Hire Within WIN without a Contract 6288-Change Compensation of Worker within WIN 6289-Separate Worker Within WIN
	DFAPR	SPAHR Payroll A to Z (1 ½ day class)	10/14/2015 10/15/2015	1:00 p.m. – 4:30 p.m. 8:30 a.m. – 4:30 p.m.	6218 SPAHR Maintain Employee Payroll Information 6301 SPAHR PR Calculate Pay 6302 SPAHR PR GEN SAAS Account Distribution 6303 SPAHR PR Remit Taxes and Deductions 6304 SPAHR PR Distribute Pay 6307 SPAHR PR Adjust Pay 6321 SPAHR PR Report Time Overview 6322 SPAHR PR Report Time Schedules 6323 SPAHR PR Report Time Leave 6324 SPAHR PR Report Time Entry 6325 SPAHR PR Report Time Miscellaneous 6327 SPAHR PR Report Time, Reports, Uploads and Downloads 6328 SPAHR PR Report Time – Work Cycles
	DFATR	SPAHR Travel	10/14/2015	8:30 a.m. – 12:00 noon	6331 SPAHR Travel Overview and Browses 6332 SPAHR Travel Authorization 6333 SPAHR Travel Account Distribution 6334 SPAHR Travel Advance-PTE Request 6335 SPAHR Travel Vouchers 6336 SPAHR Travel Voucher Summary 6337 SPAHR Travel Payroll Processing 6338 SPAHR Travel Voucher Adjustment

MMRS Call Center: 601-359-1343 **E-Mail:** MASH@dfa.ms.gov

ACE: <https://www.ms.gov/dfa/ace/W2EFTDispatcher>