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# Mississippi Management and Reporting System

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## Department of Finance and Administration

| MMRS MASH/Training Materials |                               |                           |
|------------------------------|-------------------------------|---------------------------|
| 6305                         | SPAHRs PR Approve/Release Pay | Revision Date: 08/12/2015 |
|                              |                               | Version: 4                |

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## Objective

Develop an understanding of the process of running jobs/reports relating to the payment process in SPAHRS.

## Outcome

Ability to successfully submit batch job runs to process payroll.

## Overview

The SPAHRS Approve/Release Pay menu primarily deals with initiating various payroll runs and systematically updating employee leave balances. As a general rule, these jobs are submitted after all timesheet entries and any payroll adjustments have been processed. Most of the procedures require batch job submissions

## Approve/Release Pay

The Approve/Release Pay menu is accessed from the Payment menu and the extent of processing is dependent on the security level of the user.

| Your Action ...   | System Response ...           |
|---|-------------------------------|
| 1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER. | The Payment Menu will appear. |

| FMSAS23 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/02/2012<br>PHIMAINU PHIMAINM Payment Menu 02:16 PM  |                                     |             |          |    |               |      |    |                            |      |    |                                 |      |    |                |      |    |                     |      |    |                  |      |    |            |      |    |                                     |      |    |                      |      |    |                 |  |
|---|-------------------------------------|-------------|----------|----|---------------|------|----|----------------------------|------|----|---------------------------------|------|----|----------------|------|----|---------------------|------|----|------------------|------|----|------------|------|----|-------------------------------------|------|----|----------------------|------|----|-----------------|--|
| <table> <thead> <tr> <th>Code</th> <th>Description</th> <th>FastPath</th> </tr> </thead> <tbody> <tr> <td>CP</td> <td>Calculate Pay</td> <td>CALC</td> </tr> <tr> <td>GS</td> <td>Generate SAAS Transactions</td> <td>SAAS</td> </tr> <tr> <td>RD</td> <td>Remit Taxes and Deductions Menu</td> <td>REMD</td> </tr> <tr> <td>DP</td> <td>Distribute Pay</td> <td>DISP</td> </tr> <tr> <td>PA</td> <td>Approve/Release Pay</td> <td>RPAY</td> </tr> <tr> <td>FT</td> <td>File Tax Reports</td> <td>FIAX</td> </tr> <tr> <td>AP</td> <td>Adjust Pay</td> <td>ADJP</td> </tr> <tr> <td>PT</td> <td>Earnings, Tax, and Deduction Tables</td> <td>ETDT</td> </tr> <tr> <td>OT</td> <td>Other Payroll Tables</td> <td>PAYT</td> </tr> <tr> <td>PR</td> <td>Payroll Reports</td> <td></td> </tr> </tbody> </table> | Code                                | Description | FastPath | CP | Calculate Pay | CALC | GS | Generate SAAS Transactions | SAAS | RD | Remit Taxes and Deductions Menu | REMD | DP | Distribute Pay | DISP | PA | Approve/Release Pay | RPAY | FT | File Tax Reports | FIAX | AP | Adjust Pay | ADJP | PT | Earnings, Tax, and Deduction Tables | ETDT | OT | Other Payroll Tables | PAYT | PR | Payroll Reports |  |
| Code  | Description                         | FastPath    |          |    |               |      |    |                            |      |    |                                 |      |    |                |      |    |                     |      |    |                  |      |    |            |      |    |                                     |      |    |                      |      |    |                 |  |
| CP  | Calculate Pay                       | CALC        |          |    |               |      |    |                            |      |    |                                 |      |    |                |      |    |                     |      |    |                  |      |    |            |      |    |                                     |      |    |                      |      |    |                 |  |
| GS  | Generate SAAS Transactions          | SAAS        |          |    |               |      |    |                            |      |    |                                 |      |    |                |      |    |                     |      |    |                  |      |    |            |      |    |                                     |      |    |                      |      |    |                 |  |
| RD  | Remit Taxes and Deductions Menu     | REMD        |          |    |               |      |    |                            |      |    |                                 |      |    |                |      |    |                     |      |    |                  |      |    |            |      |    |                                     |      |    |                      |      |    |                 |  |
| DP  | Distribute Pay                      | DISP        |          |    |               |      |    |                            |      |    |                                 |      |    |                |      |    |                     |      |    |                  |      |    |            |      |    |                                     |      |    |                      |      |    |                 |  |
| PA  | Approve/Release Pay                 | RPAY        |          |    |               |      |    |                            |      |    |                                 |      |    |                |      |    |                     |      |    |                  |      |    |            |      |    |                                     |      |    |                      |      |    |                 |  |
| FT  | File Tax Reports                    | FIAX        |          |    |               |      |    |                            |      |    |                                 |      |    |                |      |    |                     |      |    |                  |      |    |            |      |    |                                     |      |    |                      |      |    |                 |  |
| AP  | Adjust Pay                          | ADJP        |          |    |               |      |    |                            |      |    |                                 |      |    |                |      |    |                     |      |    |                  |      |    |            |      |    |                                     |      |    |                      |      |    |                 |  |
| PT  | Earnings, Tax, and Deduction Tables | ETDT        |          |    |               |      |    |                            |      |    |                                 |      |    |                |      |    |                     |      |    |                  |      |    |            |      |    |                                     |      |    |                      |      |    |                 |  |
| OT  | Other Payroll Tables                | PAYT        |          |    |               |      |    |                            |      |    |                                 |      |    |                |      |    |                     |      |    |                  |      |    |            |      |    |                                     |      |    |                      |      |    |                 |  |
| PR  | Payroll Reports                     |             |          |    |               |      |    |                            |      |    |                                 |      |    |                |      |    |                     |      |    |                  |      |    |            |      |    |                                     |      |    |                      |      |    |                 |  |
| Code: __  |                                     |             |          |    |               |      |    |                            |      |    |                                 |      |    |                |      |    |                     |      |    |                  |      |    |            |      |    |                                     |      |    |                      |      |    |                 |  |
| Direct Command: _____   |                                     |             |          |    |               |      |    |                            |      |    |                                 |      |    |                |      |    |                     |      |    |                  |      |    |            |      |    |                                     |      |    |                      |      |    |                 |  |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---<br>Help Main End Quit   |                                     |             |          |    |               |      |    |                            |      |    |                                 |      |    |                |      |    |                     |      |    |                  |      |    |            |      |    |                                     |      |    |                      |      |    |                 |  |

| Your Action ...  | System Response ...                       |
|--|---|
| 2. Choose <b>PA</b> (Approve/Release Pay) from the Payment Menu and press ENTER. | The Approve/Release Pay Menu will appear. |

| Code | Description                             | FastPath |
|------|---|----------|
| DM   | Display Messages                        | CPRR     |
| AP   | CalPay GenSAAS Prelim/Final Run Release | SUPP     |
| AB   | DFA Supplemental Upload to SAAS         | ASUP     |
| AS   | Agency Supplemental Run Release         | LVAC     |
| EA   | DFA Estimated Accrual                   | EST      |
| AA   | Agency Actual Accrual                   | AAA      |
| AD   | Select Agencies for Upload to SAAS      | AREG     |
| DU   | Delete Unprocessed Payroll Runs         |          |
| US   | Update SAAS On-Line Batch Status        |          |
| ST   | Preliminary/Final Travel Submission     |          |
| UF   | Browse Payroll Upload File              | UPLD     |

Code: \_\_

Direct Command: \_\_\_\_\_

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Main End Quit

### Display Messages

The Display Messages feature is used by a user to retrieve notifications of actions needed or taken for submissions of approvals, transaction processes, and job runs. The screen is automatically shown upon the initial log in of a user and can be displayed upon using the Approve/Release Pay menu.

| Your Action ...   | System Response ...                       |
|---|---|
| 1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.                         | The Payment Menu will appear.             |
| 2. Choose <b>PA</b> (Approve/Release Pay) from the Payment Menu and press ENTER.          | The Approve/Release Pay Menu will appear. |
| 3. Choose <b>DM</b> (Display Messages) from the Approve/Release Pay Menu and press ENTER. | The Display Messages screen will appear.  |

```

FMSAS23 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/02/2012
PHIMAINU PHIMAINM Approve/Release Pay Menu 02:20 PM
-----Display Notifications-----
Act Notification Cd Sent From/ Notification Action/ Sent By/
Description Notification Type Sent Date
-----
*** End of Data ***

Type: _ PIN\WIN Cont: _____ Originator: _____ Submitted: __ _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF1
Help Main End Bkwd Fwd Qui
No records found for the current input
    
```

| Your Action ...                                     | System Response ...   |
|---|---|
| 4. Input <b>S</b> in the Act field and press ENTER. | The Approval System, Process record screen will appear with the message<br><br>Approval-message ONNN-NNNNN-NN:N displayed successfully. |

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/02/2012
PHIOAP3N PHIOAP7M Approval System, Process record 02:32 PM
1 more >
***** A P P R O V E D *****

Agency : 0888 CAPITOL CITY DEVELOPMENT DISTRICT
Function Trans. Code : PO/RA REALLOCATION FILLED POSITION

Status : A Approved
Original Appr Date : 05/08/2012 Date Resolution : 05/08/2012
Originator : FMSAS23 Katie Womack
RECORD BEEN APPROVED BY SYSTEM
NO APPROVERS FOUND

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Disp Left Right Quit
    
```

| Your Action ...                           | System Response ...  |
|---|--|
| 5. Press F9 to display the actual record. | The actual approved or pending approval record is displayed. |

### Payroll Runs

The Cal Pay GenSAAS Prelim/Final Run Release, Agency Supplemental Run Release, and the Preliminary/Final Travel Submission screens are used to initiate preliminary regular, supplemental, and travel pay. Multiple preliminary runs may be processed; however, only one final run can be processed. The supplemental release will contain all Adjust Pay transactions that have been fully approved by the agency and flagged to be processed on a supplemental payroll. The travel run will contain all approved but unprocessed travel summaries prior to or equal to the date to pay field.

### CalPay GenSAAS Prelim/Final Run Release

| Your Action ...  | System Response ...   |
|--|---|
| 1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.  | The Payment Menu will appear.                                   |
| 2. Choose <b>PA</b> (Approve/Release Pay) from the Payment Menu and press ENTER.                                 | The Approve/Release Pay Menu will appear.                       |
| 3. Choose <b>AP</b> (CalPay GenSAAS Prelim/Final Run Release) from the Approve/Release Pay Menu and press ENTER. | The CalPay GenSAAS Prelim/Final Run Release screen will appear. |

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/11/2012
PHPCCP1D PHPCCP1M CalPay GenSAAS Prelim/Final Run Release 12:43 PM

 1 of 185 = 0000 XXXXXXXXXXXXXXXXXXXXXXXX
          - 0001 SENATE
          - 0002 HOUSE OF REPRESENTATIVES
          - 0003 JOINT LEGISLATIVE OPERATIONS
          - 0004 HOUSE OF REPRESENTATIVES -- MEMBERS
          - 0005 SENATE - MEMBERSHIP
          - 0021 PEER COMMITTEE
          - 0022 JOINT LEGISLATIVE REAPPORTIONMENT
          - 0025 LEGISLATIVE BUDGET OFFICE
          - 0051 SC-SUPREME COURT
          - 0054 SC-ADMINISTRATIVE OFF OF COURTS
          - 0055 SC-COURT OF APPEALS
          - 0071 ATTORNEY GENERAL
          - 0072 AG-INSURANCE INTEGRITY ENFORCE. BUR

*PP End Date: _ _ _ _ (MMDDYYYY) Pay Freq: _ Prelim/Final (P/F).: P
Submit (Y/N): Y Print Pay Details: N Payroll Certified By:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End Bkwd Fwd Quit
    
```

| Your Action ...                                      | System Response ... |
|--|---------------------|
| 4. Place an <b>X</b> next to the SPAHRS Agency Code. |                     |

| Your Action ...   | System Response ...  |
|---|--|
| <p>5. Enter the following information:</p> <p><b>*PP End Date (MMDDYYYY):</b> The last day of the pay period for the pay frequency date.</p> <p><b>Pay Freq:</b> The frequency for the pay period to be run. (e.g., M = Monthly)</p> <p><b>Prelim/Final (P/F):</b> Indicates whether this is a preliminary or final run. The system defaults to <b>P</b>.</p> <p><b>Submit (Y/N):</b> Indicate <b>Yes</b> or <b>No</b> for submission of job. The system defaults to <b>Y</b>.</p> <p><b>Print Pay Details:</b> <b>Y</b> = pay detail information will be printed for each employee for this payroll run. The system defaults to <b>N</b>.</p> <p>Payroll Certified By: System will populate once the final payroll has been submitted.</p> |  |
| <p>6. Press ENTER.</p>  | <p>If this is a preliminary run, and the actual accrual function for the previous month has not been run, the following pop up screen will appear:</p> <div data-bbox="873 1003 1369 1150" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">PRIOR MONTH LEAVE ACCRUALS REMINDER<br/>W A R N I N G!!!</p> <p>Remember to run actual accrual for last month prior to running final payroll for current month. Press 'Enter' to continue or 'F3' to cancel.</p> </div> <p>If this is a preliminary or final run, and the actual accrual function for the previous month has been run, the batch job submission pop up screen will appear.</p> |
| <p>7. Press ENTER.</p>  | <p>The system will display the following message:</p> <p>XXXXXXXXX Has Been Submitted Successfully</p>   |

### Agency Supplemental Run Release

| Your Action ...   | System Response ...  |
|---|--|
| <p>1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.</p>  | <p>The Payment Menu will appear.</p>                           |
| <p>2. Choose <b>PA</b> (Approve/Release Pay) from the Payment Menu and press ENTER.</p>                         | <p>The Approve/Release Pay Menu will appear.</p>               |
| <p>3. Choose <b>AS</b> (Agency Supplemental Run Release) from the Approve/Release Pay Menu and press ENTER.</p> | <p>The Agency Supplemental Run Release screen will appear.</p> |

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FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/11/2012
PHPCSP2D PHPCSP2M Agency Supplemental Run Release 12:38 PM

1 of 31 _ 0005 SENATE - MEMBERSHIP
        _ 0054 SC-ADMINISTRATIVE OFF OF COURTS
        _ 0071 ATTORNEY GENERAL
        _ 0101 GOVERNORS OFFICE SUPPORT
        _ 0107 DPS-DIVISION OF PUBLIC SAFETY PLANN
        _ 0111 SECRETARY OF STATE
        _ 0135 TRIAL JUDGE SUPPORT STAFF
        _ 0139 DRS-SPECIAL DISABILITY PROGRAM
        _ 0155 OFFICE OF STATE AUDITOR
        _ 0181 DEPARTMENT OF REVENUE
        _ 0201 EDUCATION - CONSOLIDATED PROGRAM
        _ 0206 EDUCATION-VOCATIONAL & TECHNICAL
        _ 0245 LIBRARY COMMISSION
        _ 0247 EDUCATIONAL TELEVISION AUTHORITY

*Supplement Pay Date: __ __ ____ (MMDDYYYY) Pay Freq: P Prelim/Final (P/F): P
Submit (Y/N): Y Print Pay Details: N Wage Base Adjustments: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End          Note          Bkwd Fwd Prnt          Quit
    
```

| Your Action ...  | System Response ...  |
|--|--|
| 4. Place an <b>X</b> next to the SPAHRS Agency Code.   |  |
| 5. Enter the following information:<br><br><b>*Supplement Pay Date (MMDDYYYY):</b> The pay date on which the payment will be issued.<br>Pay Freq: The frequency defaults to <b>P</b> .<br><b>Prelim/Final (P/F):</b> Indicates whether this is preliminary or final run. The system defaults to <b>P</b> .<br><b>Submit (Y/N):</b> Indicate <b>Yes</b> or <b>No</b> for submission of job. The system defaults to <b>Y</b> .<br><b>Print Pay Details:</b> <b>Y</b> = pay detail information will be printed for each employee for this payroll run. The system defaults to <b>N</b> .<br>Wage Base Adjustments: Defaults to <b>No</b> .<br><b>NOTE:</b> Input <b>Y only if</b> directed to do so by DFA. |  |
| 6. Press ENTER.  | The batch job submission pop up screen will appear.  |
| 7. Press ENTER.  | The system will display the following message:<br><br>XXXXXXXX Has Been Submitted Successfully |

**Preliminary/Final Travel Submission**

| <b>Your Action ...</b>   | <b>System Response ...</b>                                  |
|--|---|
| 1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.  | The Payment Menu will appear.                               |
| 2. Choose <b>PA</b> (Approve/Release Pay) from the Payment Menu and press ENTER.                             | The Approve/Release Pay Menu will appear.                   |
| 3. Choose <b>ST</b> (Preliminary/Final Travel Submission) from the Approve/Release Pay Menu and press ENTER. | The Preliminary/Final Travel Submission screen will appear. |

|   |
|---|
| FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/11/2012   |
| PHTRSP2D PHTRSP2M Preliminary/Final Travel Submission 01:10 PM  |
| = 0001 SENATE<br>- 0004 HOUSE OF REPRESENTATIVES -- MEMBERS<br>- 0054 SC-ADMINISTRATIVE OFF OF COURTS<br>- 0128 CHANCERY & CIRCUIT JUDGES<br>- 0160 PERSONNEL BOARD - STATE<br>- 0201 EDUCATION - CONSOLIDATED PROGRAM<br>- 0301 HEALTH BOARD<br>- 0331 DRS-OFFICE OF VOC REHABILITATION<br>- 0333 DRS-OFFICE OF DISABILITY DET SVCS<br>- 0392 MH-MS ADOLESCENT CENTER<br>- 0401 AGRICULTURE & COMMERCE DEPARTMENT<br>- 0427 ANIMAL HEALTH BOARD<br>- 0472 GRAND GULF MILITARY MONUMENT COMM.<br>- 0475 ARCHIVES-ARCHIVES & HISTORY |
| Date to Pay: __ __ ____ (MMDDYYYY) Pay Freq: T Prelim/Final (P/F): P  |
| Submit (Y/N): Y Print Pay Details: N Wage Base Adjustments: N   |
| Direct Command: _____   |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---   |
| Help Main End Note Bkwd Fwd Prnt Quit   |

| <b>Your Action ...</b>  | <b>System Response ...</b> |
|---|----------------------------|
| 4. Place an <b>X</b> next to the SPAHRS Agency Code.  |                            |
| 5. Enter the following information:<br><br><b>Date to Pay:</b> Enter the date on which the payment will be issued<br><b>Pay Freq:</b> The frequency defaults to <b>T</b> .<br><b>Prelim/Final (P/F):</b> Indicates whether this is preliminary or final run. The system defaults to <b>P</b> .<br><b>Submit (Y/N):</b> Indicate <b>Yes</b> or <b>No</b> for submission of job. The system defaults to <b>Y</b> .<br><b>Print Pay Details:</b> <b>Y</b> = pay detail information will be printed for each employee for this payroll run. The system defaults to <b>N</b> .<br><b>Wage Base Adjustments:</b> Defaults to <b>No</b> .<br><b>NOTE:</b> Input <b>Y only if</b> directed to do so by DFA. |                            |

| Your Action ... | System Response ...   |
|-----------------|---|
| 6. Press ENTER. | The batch job submission pop up screen will appear.   |
| 7. Press ENTER. | The system will display the following message:<br><br>XXXXXXXXX Has Been Submitted Successfully |

### SPAHRS to SAAS Uploads - DFA Only

The Select Agencies for Upload to SAAS and the DFA Supplemental Upload to SAAS screens are used to select agencies for journal voucher submission to MAGIC for posting. These screens can also be used to exclude agencies from processing. The Select Agencies for Upload to SAAS is used for regular payroll runs, and the DFA Supplemental Run Release screen is used for supplemental payrolls. (Travel automatically uploads to MAGIC when the final run is processed; no involvement by DFA is necessary.)

All agencies with finalized supplemental runs will be listed on the DFA Supplemental Run Release screen. DFA will select the agencies whose runs are ready to be released and paid. The information is transferred to MAGIC via journal vouchers.

### Select Agencies for Upload to SAAS (DFA Only)

| Your Action ...   | System Response ...  |
|---|--|
| 1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.   | The Payment Menu will appear.                              |
| 2. Choose <b>PA</b> (Approve/Release Pay) from the Payment Menu and press ENTER.                            | The Approve/Release Pay Menu will appear.                  |
| 3. Choose <b>AD</b> (Select Agencies for Upload to SAAS) from the Approve/Release Pay Menu and press ENTER. | The Select Agencies for Upload to SAAS screen will appear. |

| SAAS       |          | SPAHR  | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM |              |                     | 07/11/2012 |             |
|------------|----------|--------|---|--------------|---------------------|------------|-------------|
| (S) Agency | Agency   | Agency | Agency Name                                 | Payroll Run# | Pay Period End Date | F          | Q Submitted |
| PHPCCP4D   | PHPCCP4M |        | Select Agencies for Upload to SAAS          |              |                     |            | 01:25 PM    |
| -          | 111      | 0111   | SECRETARY OF STATE                          | 4235         | 09/30/2011          | M          | 01/02/0000  |
| -          | 098      | 0098   | OFFICE OF CAPITAL POST-CO                   | 4210         | 05/20/2011          | K          | 05/23/2011  |
| -          | 431      | 0430   | FAIR COMMISSION                             | 4210         | 05/20/2011          | K          | 05/23/2011  |
| -          | 501      | 0500   | INSURANCE DEPARTMENT                        | 4210         | 05/20/2011          | K          | 05/19/2011  |
| -          | 841      | 0842   | PROFESSIONAL ENGINEERS &                    | 4210         | 05/20/2011          | K          | 05/20/2011  |

Select All Agencies(Y).....: \_  
Exclude Selected Agencies(Y): \_

Direct Command: \_\_\_\_\_  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Help Main End Bkwd Fwd Quit

| Your Action ...   | System Response ...                          |
|---|--|
| 4. Select Agencies for Upload<br>OR<br>Input Yes to select all agencies<br>OR<br>Input Yes to exclude selected agencies to send all agencies except those indicated with an "s" for processing. |  |
| 5. Press ENTER.   | The Batch Job Submission screen will appear. |
| 6. Press ENTER.   | Job submitted successfully.                  |

#### DFA Supplemental Upload to SAAS (DFA Only)

| Your Action ...   | System Response ...                                     |
|---|---|
| 1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.                                   | The Payment Menu will appear.                           |
| 2. Choose <b>PA</b> (Approve/Release Pay) from the Payment Menu and press ENTER.                    | The Approve/Release Pay Menu will appear.               |
| 3. Choose <b>AB</b> (DFA Supplemental Upload to SAAS) from the Approve/Release Pay and press ENTER. | The DFA Supplemental Upload to SAAS screen will appear. |

|   |   |               |                           |              |                     |               |
|---|---|---------------|---------------------------|--------------|---------------------|---------------|
| FMSAS23 PHV5  | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM |               |                           |              | 07/11/2012          |               |
| PHPCSP1D PHPCSP1M   | DFA Supplemental Upload to SAAS             |               |                           |              | 01:36 PM            |               |
| (S)   | SAAS Agency                                 | SPAHRS Agency | Agency Name               | Payroll Run# | Pay Period End Date | F Q Submitted |
| -   | 001   | 0005          | SENATE - MEMBERSHIP       | 4213         | 05/31/2011          | P 05/18/2011  |
| -   | 051   | 0054          | SC-ADMINISTRATIVE OFF OF  | 4213         | 05/31/2011          | P 05/20/2011  |
| -   | 099   | 0099          | MS OFFICE OF INDIGENT APP | 4213         | 05/31/2011          | P 05/17/2011  |
| -   | 111   | 0111          | SECRETARY OF STATE        | 4213         | 05/31/2011          | P 05/19/2011  |
| -   | 245   | 0245          | LIBRARY COMMISSION        | 4213         | 05/31/2011          | P 05/23/2011  |
| -   | 501   | 0500          | INSURANCE DEPARTMENT      | 4213         | 05/31/2011          | P 05/19/2011  |
| -   | 601   | 0601          | INFORMATION TECH SERVICES | 4213         | 05/31/2011          | P 05/23/2011  |
| -   | 838   | 0838          | NURSING BOARD             | 4213         | 05/31/2011          | P 05/17/2011  |
| Select All Agencies(Y).....: _  |   |               |                           |              |                     |               |
| Exclude Selected Agencies(Y): _   |   |               |                           |              |                     |               |
| Direct Command: _____   |   |               |                           |              |                     |               |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- |   |               |                           |              |                     |               |
| Help Main End Bkwd Fwd Quit   |   |               |                           |              |                     |               |

| Your Action ...   | System Response ...                          |
|---|--|
| 4. Select Agencies for Upload<br><b>OR</b><br>Input Yes to select all agencies<br><b>OR</b><br>Input Yes to exclude selected agencies to send all agencies except those indicated with an "s" for processing. |  |
| 5. Press ENTER.   | The Batch Job Submission screen will appear. |
| 6. Press ENTER.   | Job submitted successfully.                  |

**DFA Estimated Accrual (MMRS Only)**

This program is used to create Estimate Leave records for one employee. The accruals calculated are based on the data available in SPAHRS at that time.

| Your Action ...  | System Response ...                           |
|--|---|
| 1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.                              | The Payment Menu will appear.                 |
| 2. Choose <b>PA</b> (Approve/Release Pay) from the Payment Menu and press ENTER.               | The Approve/Release Pay Menu will appear.     |
| 3. Choose <b>EA</b> (DFA Estimated Accrual) from the Approve/Release Pay Menu and press ENTER. | The DFA Estimated Accrual screen will appear. |

|   |   |            |
|---|---|------------|
| FMSAS23 PHV2  | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | 05/21/2015 |
| PHPTAL3D PHPTAL3M   | DFA Estimated Accrual                       | 10:04 AM   |
| <p>*Agency: ____ *SSN: _____</p> <p>Accrual Date.: 05 31 2015 (MMDDYYYY)</p> <p>submit(Y/N)...: _</p>                                       |   |            |
| <p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---<br/> Help Main End Quit</p> |   |            |

| Your Action ...   | System Response ...                          |
|---|--|
| 4. Input the following<br><br><b>*Agency:</b> Enter the agency number.<br><b>Accrual Date:</b> The date on which the accrual will occur.<br><b>Submit:</b> Yes or No to submit data for processing. |  |
| 5. Press ENTER.   | The Batch Job Submission screen will appear. |
| 6. Press ENTER.   | Job submitted successfully.                  |

### Agency Actual Accrual

The Agency Actual Accrual Screen submits a batch job that recalculates the leave accruals for the month indicated and the beginning balance for the next month; it also marks the accruals as actual. Once the agency runs their actual accrual for a month, it cannot be run again. The accrual can be run agency wide, for an individual employee, for all frequencies, or for a select frequency. The agency accrual for the previous month must be run prior to running a final payroll for the current month.

| Your Action ...  | System Response ...                           |
|--|---|
| 1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.                              | The Payment Menu will appear.                 |
| 2. Choose <b>PA</b> (Approve/Release Pay) from the Payment Menu and press ENTER.               | The Approve/Release Pay Menu will appear.     |
| 3. Choose <b>AA</b> (Agency Actual Accrual) from the Approve/Release Pay Menu and press ENTER. | The Agency Actual Accrual screen will appear. |

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/11/2012
PHPTAL4D PHPTAL4M Agency Actual Accrual 02:10 PM

*Agency number: ____ *SSN: _____
Accrual Date.: __ __ ____ (MMDDYYYY)
Pay Frequency: * ( '*' - Run for All Frequencies )
Submit(Y/N)..: _
Create Disk File: N

File that will be Downloaded:

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Quit
    
```

| Your Action ...  | System Response ...                                 |
|--|---|
| <p>4. Enter the following information:</p> <p><b>*Agency Number:</b> Enter the four-character SPAHRS agency code.</p> <p><b>*SSN:</b> Enter the social security number if this run applies to a specific employee only.</p> <p><b>Accrual Date (MMDDYYYY):</b> Enter the date for which the actual accrual of personal and major medical leave is to apply. Must be at least for the last month prior to current month of payroll.</p> <p>Pay Frequency: System defaults to * All Frequencies</p> <p><b>Submit (Y/N)..:</b> Y= submit for processing</p> <p>Create Disk File: Defaults to N. Enter Y if you would like to create a file that can be downloaded.</p> <p>File that will be Downloaded: System will generate a file name.</p> |   |
| <p>5. Press ENTER</p>  | <p>The Batch Job Submission screen will appear.</p> |
| <p>6. Press ENTER.</p>   | <p>Job submitted successfully.</p>                  |

### Delete Unprocessed Payroll Runs (BFC/MMRS ONLY)

The Delete Unprocessed Payroll Runs screen is used to purge any unprocessed payroll that is no longer needed in SPAHRS.

| Your Action ...  | System Response ...                                     |
|--|---|
| 1. Choose <b>PA</b> (Payment) from Main Menu and press Enter.  | The Payment Menu will appear.                           |
| 2. Choose <b>PA</b> (Approved/Release Pay) from Payment Menu and press Enter.                            | The Approve/Release Pay Menu will appear.               |
| 3. Choose <b>DU</b> (Delete Unprocessed Payroll Run) from the Approved/Release Pay Menu and press Enter. | The Delete Unprocessed Payroll Runs screen will appear. |

|          |          |   |            |
|----------|----------|---|------------|
| FMSAS23  | PHV5     | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM | 07/11/2012 |
| PHPCCP7D | PHPCCP7M | Delete Unprocessed Payroll Runs             | 02:20 PM   |

Pay Period End Date: \_\_ \_\_ \_\_\_\_ (MM/DD/YYYY)  
 \*Pay Frequency: =  
 \*Agency numbers: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Direct Command: \_\_\_\_\_  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Main End Quit

| Your Action ...   | System Response ...                          |
|---|--|
| 4. Enter the following information:<br><br><b>PP End Date (MM/DD/YYYY):</b> The last day of the pay period for the pay frequency date.<br><b>*Pay Freq:</b> The frequency for the pay period to be run (e.g., M = Monthly, T = Travel).<br><b>*Agency numbers:</b> Enter the four-character SPAHRS agency code. and |  |
| 5. Press Enter. Press Enter again, job name appears. Press Enter to submit job.   | The Batch Job Submission screen will appear. |
| 6. Press Enter.   | Job submitted successfully.                  |

**Update SAAS On-Line Batch Status (BFC/MMRS ONLY)**

| Your Action ...  | System Response ...                                      |
|--|--|
| 1. Choose <b>PA</b> (Payment) from Main Menu and press Enter.  | The Payment Menu will appear.                            |
| 2. Choose <b>PA</b> (Approved/Release Pay) from Payment Menu and press Enter.                              | The Approve/Release Pay Menu will appear.                |
| 3. Choose <b>US</b> (Update SAAS On-Line Batch Status) from the Approved/Release Pay Menu and press ENTER. | The Update SAAS On-Line Batch Status screen will appear. |

```

FMSAS23 PHV7 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/17/2012
PHPSAI8B PHPSAI8M Update SAAS On-Line Batch Status 12:20 PM

Actions: (D,M)
Payroll PP End SAAS Pay F/P JV-Ready JV Send Partly Back
Act Run# Date Agcy Agcy Frq Ind for-Appr Appr to-Dist Posted Out
-----
*** End of Data ***

*Payroll Run Number: _____ Agency: ____ SAAS Agency: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Prnt Quit
    
```

| Your Action ...   | System Response ...                     |
|---|---|
| 4. Choose <b>Display/Modify</b> beside the selected record and press ENTER. | The following screen will be displayed. |

```

FMSAS23 PHV7 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/17/2012
PHPSAI9D PHPSAI9M 12:23 PM
Action: = (C,D)

Payroll Run Number: _____ SPAHRS Agency: ____ SAAS Agency: ____

Final Preliminary Ind...: F
JV Ready for Approval...: _
JV Approved by DFA.....: _
Send for Distribute Pay.: _
Partially Posted to SAAS: _
Postback of Backout JV...: _
JV Sent Date Time.....: 08/27/2009 (MM/DD/YYYY)
Jv Posted Date Time.....: 08/27/2009 (MM/DD/YYYY)

Payroll Certified by.....:
Last Update User.....: PHPCRPBT
Last Update Time.....: 08/27/2009 7:48:35.3 PM

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

**Browse Payroll Upload File (DFA/MMRS Only)**

This browse shows the batch files created for journal entries that are uploaded and processed through the crosswalk to be sent to Magic. The file entries by batch can be displayed to determine if the originating accounting entries are correct.

| Your Action ...  | System Response ...  |
|--|--|
| 1. Choose <b>PA</b> (Payment) from Main Menu and press Enter.  | The Payment Menu will appear.  |
| 2. Choose <b>PA</b> (Approved/Release Pay) from Payment Menu and press Enter.  | The Approve/Release Pay Menu will appear.  |
| 3. Choose <b>UF</b> (Browse Payroll Upload File) from the Approve/Release Pay Menu and press ENTER.<br><br>The selection criteria include Payroll Run Number, Agency, SAAS Agency, Batch No, and Seq Number. | The Browse Payroll Upload File screen will appear.<br><br>Information is displayed by Agency, SAAS Agency, Batch Number, Seq Number, Run Number, Last Update Time and Last Upd User. |

|   |      |   |        |        |                  |            |
|---|------|---|--------|--------|------------------|------------|
| FMSAS23 PHV2  |      | STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM |        |        |                  | 06/16/2015 |
| PHUPLD1B PHUPLD1M   |      | Browse Payroll Upload File                  |        |        |                  | 02:30 PM   |
| (D)   | Saas | Batch                                       | Seq    | Run    |                  | Last Upd   |
| Act   | Agcy | Agcy  | Number | Number | Last Update Time | User       |
| -----   |      |   |        |        |                  |            |
| *** End of Data ***   |      |   |        |        |                  |            |
|   |      |   |        |        |                  |            |
| Payroll Run Number: _____ Agency: ____ SAAS Agency: ____ Batch No.: _____       |      |   |        |        |                  |            |
| Seq Number: _____   |      |   |        |        |                  |            |
| Direct Command: _____   |      |   |        |        |                  |            |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- |      |   |        |        |                  |            |
| Help  |      | Main  |        | End    |                  | Quit       |

| Your Action ...   | System Response ...  |
|---|--|
| 4. Choose Display beside the selected record and press ENTER. | The Maintain Payroll Upload to SAAS File screen will appear. |