
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6310	SPAHRs PR Payroll Report Menu	Revision Date: 10/16/2012
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Objective

Develop an understanding of the Payroll Reports Menu.

Outcome

An understanding of the menus associated with various job submissions related to the payroll process.

Overview

In instances in the payroll process where there are many employee records to be reviewed, these reports can provide an efficient means to monitor, reconcile, and locate processing/data-entry errors. The reports are accessed through the Payment Menu. The reports are run by the user on an as needed basis and are created by the initiation of batch job submissions.

Payroll Reports

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PR (Payroll Reports) from the Payment Menu and press ENTER.	The Payroll Reports Menu will appear.

Code	Description	FastPath
RP	Payroll Balancing Reports	PSBR
LT	Legislative Tax Information Report	
DP	Download Pay Details By Pay Date	
DW	Agency Duplicate Payments Report	
SW	Statewide Duplicate Payments Report	
PD	Pre-Tax Ded Not on Tax-Exempt Records Report	

Code: __

Direct Command: _____

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

Payroll Balancing Reports

Your Action ...	System Response ...
3. Choose RP (Payroll Balancing Reports) from the Payroll Reports Menu and press ENTER.	The Payroll Balancing Reports screen will appear.

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PHFNC10  FMV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/19/2015
PHPAA01P  PHPAA01M      Payroll Balancing Reports                                12:59 PM

*Agency Nbr.: _____ - Employees with Direct Deposit
Fiscal Year:  _____ - Employees with Earned Income Credit
                                     - Employees with No Federal Tax Record
Select the                               - Employees with No State Tax Record
required                                 - Employees with ***NAC*** for Address
reports by                               - Employees with Additional Federal Tax withheld
marking 'x'                             - Employees with Additional State Tax withheld
                                     - Employees Federal Filing Status
                                     - Employees State Filing Status
                                     - Employees Specific Deductions
                                     - Employees with No 'PERS' Record
                                     - Employees with Duplicate Deductions
                                     - Employees with Duplicate Active FIT and MSIT Tax
                                     - Employees without Account Distribution
                                     - Employees with Account Distribution
                                     - Employees with Eligibility Seq Number Missing

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. Enter the following information: Agency: Enter four-digit SPAHRS agency number. Fiscal Year: Enter the 12 month fiscal year. Place an X beside the report to be printed.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully

Download Pay Details By Pay Date

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PR (Payroll Reports) from the Payment Menu and press ENTER.	The Payroll Reports Menu will appear.
3. Choose DP (Download Pay Details By Pay Date) from the Payroll Reports Menu and press ENTER.	The Download Pay Details By Pay Date screen will appear.

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PHFNC10  FMV0  STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/19/2015
PHPCPD4D  PHPCPDBM          Download Pay Details By Pay Date      01:01 PM

Agency:  _____
          _____

All Frequencies: Y
Specified Frequencies:  _____

Start Date:  ____  ____  ____      End Date:  ____  ____  ____

File Name:

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: Agency: Enter four-digit SPAHRS agency number. All Frequencies: Change to No , if only certain frequencies are being requested. Defaults to Y . Specified Frequencies: Enter the specified pay frequencies being requested. Start Date: Enter the starting pay date. End Date: Enter the ending pay date. File Name: The system will populate this information once the job has been completed.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully

Agency Duplicate Payments Report

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PR (Payroll Reports) from the Payment Menu and press ENTER.	The Payroll Reports Menu will appear.
3. Choose DW (Agency Duplicate Payments Reports) from the Payroll Reports Menu and press ENTER.	The Download Pay Details By Pay Date screen will appear.

PHFNC10 FMV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/19/2015
PHPCPMTD PHPCPMTM Agency Duplicate Payments Report	01:03 PM
<p>Agency Number: _____</p> <p>*Pay Frequency: _ (Optional)</p> <p>Start Date...: _ _ ____ (MM/DD/CCYY)</p> <p>End Date.....: _ _ ____ (MM/DD/CCYY)</p> <p>Enter: Agency Number, Frequency, Start and End Dates</p>	
<p>Direct@Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---</p> <p>Help Main End Note Prnt Quit</p>	

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>Agency Number: Enter four-digit SPAHRS agency number.</p> <p>*Pay Frequency: Enter the pay frequency being requested or leave blank to print all.</p> <p>Start Date: Enter the starting pay date.</p> <p>End Date: Enter the ending pay date.</p>	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully

Legislative Tax Information Report (Legislative Agency ONLY)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PR (Payroll Reports) from the Payment Menu and press ENTER.	The Payroll Reports Menu will appear.
3. Choose LT (Legislative Tax Information Report) from the Payroll Reports Menu and press ENTER.	The Legislative Tax Information Report screen will appear.

PHFNC10 FMV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/19/2015
PHPCPDTD PHPCPDTM Legislative Tax Information Report	01:04 PM
<p>Tax Year: ____ Agency: ____ *SSN: _____</p> <p>Leave SSN field blank to run report for entire agency.</p> <p>Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit</p>	

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>Tax Year: Enter the tax year for the information being requested. Agency Number: Enter four-digit SPAHRS agency number. *SSN: Leave SSN field blank to run report for an entire agency.</p>	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully

Statewide Duplicate Payments Reports (DFA ONLY)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PR (Payroll Reports) from the Payment Menu and press ENTER.	The Payroll Reports Menu will appear.
3. Choose SW (Statewide Duplicate Payments Reports) from the Payroll Reports Menu and press ENTER.	The Statewide Duplicate Payments Reports screen will appear.

```

PHFNC10  FMV0  STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/19/2015
PHPCPM2D PHPCPM2M      Statewide Duplicate Payments Report      01:06 PM

      *Pay Frequency: =          (Optional)
      Start Date...:  _ _  _ _ (MM/DD/CCYY)
      End Date.....:  _ _  _ _ (MM/DD/CCYY)

      Enter: Pay Frequency, Start and End Dates

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

Your Action ...	System Response ...
4. Enter the following information: *Pay Frequency: Enter the pay frequency being requested or leave blank to print all. Start Date: Enter the starting pay date. End Date: Enter the ending pay date.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully

Pre-Tax Deductions Not on Tax-Exempt Records Report (DFA ONLY)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PR (Payroll Reports) from the Payment Menu and press ENTER.	The Payroll Reports Menu will appear.
3. Choose PD (Pre-Tax Ded Not on Tax-Exempt Records Report) from the Payroll Reports Menu and press ENTER.	The Pre-Tax Ded Not on Tax-Exempt Records Report screen will appear.

```

PHFNC10  FMV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/19/2015
PHPCDC4D  PHPCDC4M  Pre-Tax Ded Not on Tax-Exempt Records Report      01:07 PM

Submit Report:  =
select by marking 'x'

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: Submit Report: Enter X.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully