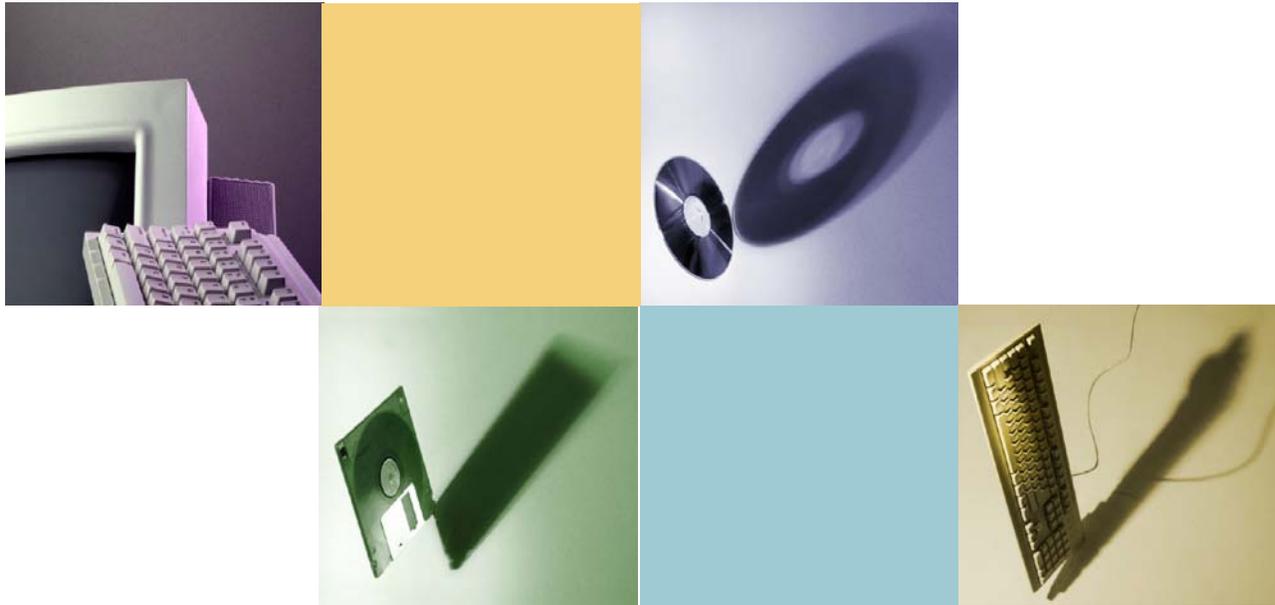


Department of Finance and Administration Mississippi Management and Reporting System



MMRS Legacy Course Catalog

Regions Plaza
210 East Capitol Street, Suite 1400
Jackson, MS 39201

MMRS Call Center
601-359-1343

MMRS Training Documentation may be
found on the [MMRS Website](#).

Table of Contents

<i>Overview</i>	3
<i>General Information</i>	4
<i>ACE – Access Channel for Employees</i>	6
ACE Web Tutorial	6
MELMS Training Admin Fundamentals	7
Web Tutorial	7
MELMS Training Admin Fundamentals Advanced	8
Web Tutorial	8
SPAHRS Travel Sub-system Web Tutorial	9
MMRS Staff Information Presentation Web Tutorial	10
SPAHRS Payroll A to Z	11
SPAHRS Human Resources	12
SPAHRS Travel Training	13
SPAHRS Manage Contracts	14

Overview

<p>About MMRS:</p>	<p>Mississippi Management and Reporting System (MMRS) is a component of the Department of Finance Administration (DFA). MMRS provides timely, accurate financial management and human resource information to state agencies, elected officials, and the public at large.</p> <p>MMRS uses the Mississippi Enterprise Learning Management System (MELMS) application, which includes a Student Center that is available to all state employees. The Student Center may be accessed via ACE using your ACE user ID and password. You may register for any scheduled MMRS class through the Student Center.</p> <p>When you register for classes using the MELMS Student Center, you have an opportunity to supply MELMS with your e-mail address. It is important that you supply a valid e-mail address in MELMS, so that you may be kept informed of your registration status. You will also receive class confirmations, notices of cancelled classes, even certificates upon completion of classes, via e-mail. Each time you register for a class in MELMS, you have an opportunity to validate and update the email address.</p> <p>There is also a Non-State Student Center for non-state employees. This link can be found on the MMRS Web Page (www.mmrs.state.ms.us) under MELMS. The MELMS link will direct you to the Non-State Student Center.</p>
<p>MMRS Scheduled Training:</p>	<p>MMRS may provide semi-annually training in the following areas:</p> <ul style="list-style-type: none"> • • SPAHRS Payroll A to Z • SPAHRS Human Resources • SPAHRS Manage Contracts • SPAHRS Travel •
<p>Semi-annual Schedule:</p>	<p>Notices are posted at least 2 weeks prior to the scheduled dates for semi-annual compressed training. Please check the MMRS Web site (www.mmrs.state.ms.us) for training dates. Scheduled classes will also be posted in the MELMS Student Center.</p>
<p>Online Courses:</p>	<p>There are several MMRS online courses available via the MELMS Student Center. Online courses (web tutorials) are self-study, web-based courses that do not require the registration process or agency approvals. These courses may be taken anytime, anywhere, using a personal computer that is equipped with Internet Explorer 6.0 or higher. The online courses are located in the Course Description link in the Student Center.</p> <ul style="list-style-type: none"> • Access Channel for Employees (ACE) • MELMS Training Admin Fundamentals • MELMS Training Admin Advanced

	<ul style="list-style-type: none"> • Travel System • MMRS Staff Information Presentation – DFA only.
Training by Request:	<p>MMRS will review requests for special training, outside of our semi-annual training schedule, on any of our applications.</p> <p>Group training outside of our semi-annual schedule may be held at your agency's site or at the Woolfolk Annex. Individual training may be scheduled at MMRS at the convenience of the user and MMRS.</p>

General Information

Facilities:	<p>MMRS is located in the Regions Plaza at 210 East Capitol Street, Suite 1400, in Jackson, MS.</p> <p>Our training facilities are in the Woolfolk Annex, which is the 3-story building to the right of the parking garage, located on the Lamar Street side of the Woolfolk Building. These rooms are configured with a variety of PC applications and have communications capabilities with the mainframe at the State Data Center.</p>
Parking:	<p>Parking is available in the North parking lot or at the Barefield Building. Please put a note in the window of your vehicle to let the security guard know that you are in a class at the Woolfolk Building Annex. You may also want to include the start and end times of the class, as well as the main phone number for MMRS, which is (601) 359-6572.</p>
Instructors:	<p>Instructors are MMRS employees who are knowledgeable in the many applications that are established and maintained by DFA/MMRS.</p>
Registration:	<p>State employees are encouraged to register for classes from the MELMS Student Center. You can access the Student Center via ACE using your ACE user ID and password.</p> <p>If you are a non-state employee, you will not have an ACE user ID and password. Non-state employees may access the Non-State Student Center from the MMRS website at www.mmrs.state.ms.us. To access the Non-State Student Center, click on the MELMS application, then the MELMS – Login without ACE Access; then <u>you will be in the Non-State Student Center</u>.</p> <p>Completed forms for non-state employees can be faxed to (601) 359-6551 or sent via hand mail or regular mail to Regions Plaza, 210 East Capitol Street, Suite 1400, Jackson, MS 39201.</p>
Class Size:	<p>Class enrollment will be on a first come, first served basis. MMRS reserves the right to establish class size and cancel classes due to under-enrollment or other reasonable cause.</p>
Class Confirmation:	<p>As soon as the registration requests have been approved by your agency approver(s), you will be notified of your registration status. If you have supplied your e-mail address in the MELMS Student Center, you will be notified via email. Otherwise, you will be notified by regular mail. You will also receive information concerning the</p>

	starting dates and times and location of the class, as well as other pertinent information.
On-line Training:	We supply students with several on-line courses (web tutorials) via the MELMS Student Center. Online courses are self-study, web-based courses that can be taken anywhere, anytime, using a personal computer that is equipped with Internet Explorer 6.0 or higher. The courses can be taken immediately and are accessed through the <u>Course Description</u> link in the Learning Center. There are no registration processes or agency approvals involved when accessing online courses.
More Information:	If you have questions concerning this catalog or MMRS training, please contact: Arlene Thompson, Training Coordinator, (601) 359-6701. Or, e-mail questions to MELMSTraining@dfa.ms.gov .

ACE – Access Channel for Employees

ACE Web Tutorial

Brief Course Description:



Access Channel for Employees (ACE) is a secure web-based system that currently hosts a number of state employee payroll-related services and is accessible through the state portal at www.ms.gov.

This online course teaches students how to:

- establish a password and a security question
- change their password using the security question
- update their Personal Profile
- register, access, and print their W-2s online
- access and print electronic pay stubs online
- access leave balances online
- access time taken online
- access MELMS Student Center online

Prerequisites:

None

Materials:

None

Costs:

None

COURSE: DFAONACE

This is an online course that can be taken anywhere, anytime.

MELMS Training Admin Fundamentals Web Tutorial

Brief Course Description:



The Mississippi Enterprise Learning Management System (MELMS) is an on-line, web-based learning management application.

This online course teaches MELMS Agency Administrators how to:

- understand the Pathlore Learning Management System (LMS)
- understand the roles of a training administrator
- understand the tools and functions in the Administration Center
- manage data about participants
- manage data about learning elements
- assign training to students and enroll students in training
- manage changing data

Prerequisites:

None

Materials:

None

Costs:

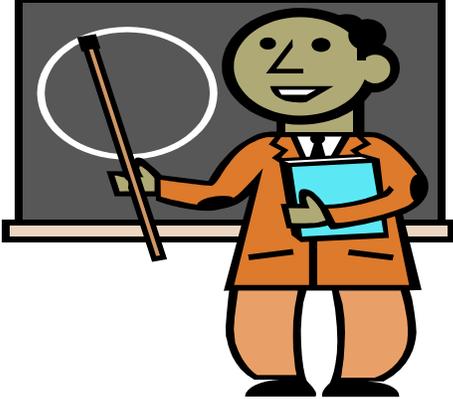
None

COURSE: DFAONADM

This is an online course that can be taken anywhere, anytime.

MELMS Training Admin Fundamentals Advanced Web Tutorial

Brief Course Description:



The Mississippi Enterprise Learning Management System (MELMS) is an online, web-based learning management application.

This online course teaches MELMS Agency Administrators how to:

- better understand course goals and objectives
- use the course feature
- handle communications
- work with reporting
- manage To-Do activities
- use web-based calendars
- use self-check module

Prerequisites:

None

Materials:

None

Costs:

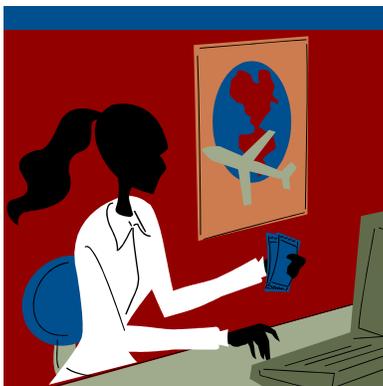
None

COURSE: DFAONADM/

This is an online course that can be taken anywhere, anytime.

SPAHRs Travel Sub-system Web Tutorial

Brief Course Description:



The SPAHRs Travel Sub-System is an automated, mainframe-based, centrally controlled enterprise resource system.

This online course teaches students how to:

- sign in to the travel system
- create/modify travel authorizations
- create/modify travel distributions
- create/modify travel advances
- create/modify travel vouchers
- create/modify travel summaries
- run travel preliminary/final run

Prerequisites:

None

Materials:

None

Costs:

None

COURSE: TRAV

This is an online course that can be taken anywhere, anytime.

MMRS Staff Information Presentation Web Tutorial

Brief Course Description:



This on-line course is a helpful tool for new employees of DFA/MMRS.

This online course teaches new DFA/MMRS employees how to:

- understand the purpose of DFA/MMRS
- gain knowledge of DFA's directors and organization lay-out
- gain knowledge of MMRS' statewide applications
- gain knowledge of our administrative databases and the information that the databases hold
- gain knowledge of state employee benefits
- gain knowledge of useful Web links
- gain knowledge of other general information

Prerequisites:

None

Materials:

None

Costs:

None

COURSE: STAFF

This online course is restricted to DFA/MMRS employees only.

SPAHRs Payroll A to Z

Brief Course Description:



The Statewide Payroll and Human Resource System (SPAHRs) is an automated, mainframe-based, centrally controlled enterprise payroll and human resource system.

This course teaches students how to:

- enter human resource functions
- enter payroll functions
- enter and modify journal entries

Prerequisites:

None

Materials:

None

Costs:

None

COURSE: DFAPR

The SPAHRs Compressed Training is a 1-1/2-day course with hands-on activities.

Date & Time Info:

Refer to the MMRS Training Schedule

Location:

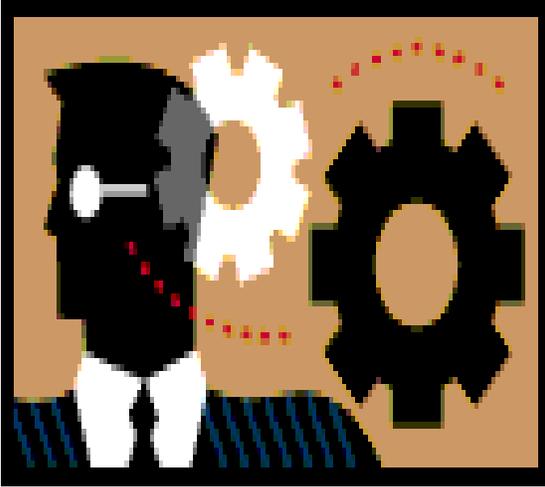
Woolfolk Annex
501 North West Street
Jackson, MS

Instructors:

MMRS Training Staff

SPAHRs Human Resources

Brief Course Description:



Statewide Payroll and Human Resource System (SPAHRs) is an automated, mainframe-based, centrally controlled enterprise payroll and human resource system.

This course teaches students how to:

- navigate through the human resource system
- enter human resource functions
- correct/modify human resource information

Prerequisites:

None

Materials:

None

Costs:

None

COURSE: DFAHR

Date & Time Info: Refer to the MMRS Training Schedule

Location: Woolfolk Annex
501 North West Street,
Jackson, MS

Instructors: MMRS Training Staff

SPAHRs Travel Training

Brief Course Description:



The SPAHRs Travel module is an automated, mainframe-based, centrally controlled enterprise resource system.

This course teaches students how to:

- navigate through the travel system
- enter travel information
- correct/modify travel information

Prerequisites:

None

Materials:

None

Costs:

None

COURSE: DFATR

Date & Time Info: Refer to the MMRS Training Schedule

Location: Woolfolk Annex
501 North West Street,
Jackson, MS

Instructors: MMRS Training Staff

SPAHRIS Manage Contracts

Brief Course Description:



The SPAHRIS Manage Contracts module is an automated, mainframe-based, centrally controlled enterprise resource system.

This course teaches students how to:

- request, approve, and track personal service contracts
- set up WINs for initiating payment to contract workers

Prerequisites:

None

Materials:

None

Costs:

None

COURSE: DFACW//

Date & Time Info: Refer to the MMRS Training Schedule

Location: Woolfolk Annex
501 North West Street,
Jackson, MS

Instructors: MMRS Training Staff