



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION
KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

To: Payroll and Human Resource Departments, SPAHRS Agencies
From: Jenny Bearss, Chief Systems Information Officer
Date: June 8, 2015
Subject: MMRS Fiscal Year-End Issues for SPB and Non-SPB Agencies

As in previous years, the staff of MMRS is pleased to assist you with your conversion into the new fiscal year. Once again we would like to address several fiscal year-end functions in order for you to know what to expect for certain processes during this time. The MMRS staff has been following an established preparation plan to ensure a successful transition of current fiscal year issues, including Payroll and Human Resource data, into the new fiscal year. Our intention is to achieve an uneventful transition with minimal interruptions to the user-agency operations.

1. BY2016 Position Default Accounting Distributions - Agency

Payroll users may enter BY2016 Default Accounting Distributions if data is established in SPAHRS for BY2016 and if SPAHRS program budget data is approved for agency and position for FY2016. For SPB purview/processed agencies, the rollover cannot occur until SPB FY2016 Conversion processing has concluded on June 30, 2015. Non-SPB agencies may proceed with the rollover at any time because MMRS staff has already initiated conversion for these agencies. If you are using Validation Tables, BY2016 data must be entered into this table prior to entering the Default Accounting Distributions.

The quick method of setting up both the SPAHRS Validation Table and the Default Accounting Distributions is by using the Rollover Table (PA GS RT). Enter the agency number and the previous budget fiscal year (2015) and select the desired rollover. The rollover can be done *only when* expiration dates are in the future. If your data does not change much from year to year, it is recommended that you enter "12 31 2069" as the expiration date on both the Validation Table and on the Default Accounting Distributions. Entering this date will enable you to roll your data each year. If there are errors from the submission runs for the rollover, you will need to correct these errors.

2. FY2016 Travel Requirements, Authorizations, Accounting Distributions, and Advances

- Travel Authorization (trip) numbers are valid for **one specific fiscal year** and cannot cross from one fiscal year into the next; they *cannot be rolled over* from one fiscal year to the next. New trip numbers for FY2016 will need to be set up manually by each agency.
- In order for the correct fund allocations to be picked up, the agency PIN/WIN default accounting distributions must be rolled over prior to establishing any new travel accounting distributions.

Note: Travel accounting distributions should never be set up unless the travel expenses are to be different from the PIN/WIN *default* accounting distribution. If, however, *travel* accounting distributions are to be used in FY2016, then they must be set up on an individual basis, *as needed*.

- All travel advances issued in FY2015 should be cleared by the last working day of July 2015.
- Travel pay dates for FY2016 will not be posted on the Pay Date table in SPAHRS until after June 30.

3. New Contracts and Contract Renewals

Contract Worker contracts that are to be renewed for FY2016 must be processed and *approved* in SPAHRS **by** Tuesday, June 30, 2015. **If not renewed and approved by this date, the contracts will be expired by SPAHRS on June 30.** Instructions for renewing contracts can be found on the MMRS website at www.mmrs.state.ms.us > Training > Training Materials > SPAHRS > Human Resources, Manage Contracts > 6222 Manage Contracts - Maintain Contracts.

No action is required for existing multi-year contracts that were initially scanned in the Award/Contract Interface.

4. Contract WINS in FY2016

If the contract worker is going to continue working in the same contract on July 1, 2015, or afterwards, then existing Contract WINS must be changed to end June 30, FY2016. Instructions for making fiscal year changes to Contract WINS are found on the MMRS website at www.mmrs.state.ms.us > Training > Training Materials > SPAHRS > Human Resources, Manage Contracts > "6222 Manage Contracts - Maintain Contracts."

All WINS (contractual or non-contractual) that are not to be continued into the next Fiscal Year should be ended in SPAHRS, effective on the date the contract expires *and/or* the last payment is made to the Contract Worker, *whichever is later*. If your agency did not complete this task at the end of prior years, please complete it now. Agencies' billing charges for SPAHRS include the number of active WINS for the agency; it is to your advantage to end WINS that are no longer active. Also, an accurate count of the number of contract workers each agency employs can be determined if this process is followed.

5. FY2016 Manage Contract Tables

MMRS staff will systematically establish the generic Manage Contract tables required for processing FY2016 contracts.

6. Mass Change/Cost Reallocation

During the Lapse Period (July 1 through August 31), when processing adjustments on supplemental payrolls in the current year (2016) for the prior year (2015), the agency must set up a Mass Change Before Posting (PA GS CM M1) if the payment is to be applied to the prior budget year. All regular payrolls with a payroll ending date in the prior fiscal year (2015) and a pay date in the current fiscal year (2016) will be charged to the prior budget year's (2015) second allotment period. If agencies desire to pay from current year funds, they will need to process a Mass Change Before Posting.

Cost Reallocation for payrolls paid in the prior budget year may be entered and processed only through August 26, 2015, to ensure time for any corrections.

The Travel Voucher "To Date" is the indicator that determines in which budget year expenses are charged. Travel Vouchers with dates that cross the fiscal year, *i.e.*, the "From Date" is in the prior fiscal year (2015) and the "To Date" is in the current fiscal year (2016), will have expenses charged to the current budget year (2016) unless a Mass Change Before Posting (PA GS TC M1) is created to have the payment applied to the prior budget year. If budget authority is not sufficient in the old budget year to post payments for FY2015 travel, the agency must set up a Mass Change Before Posting to have the payment applied to the current budget year.

7. Electronic P1s and CP-1 Loads

- Your electronic **P1s & CP-1s** must be approved by the applicable offices prior to agency issuance of a purchase order by **5:00 p.m. on Friday, June 19, 2015**, to allow for any additional information and/or corrections needed prior to approval.
- ITS must submit all **CP-1** loads to MAGIC by **5:00 p.m. on Monday, June 29, 2015**. Should you have any questions regarding a CP-1 or the deadline for submission, please contact the ITS Procurement Help Desk at 601-432-8166.

8. FY Conversion Process for Human Resource (HR) Data

In conjunction with the State Personnel Board, MMRS will be implementing Fiscal Year 2016 (FY2016) Conversion of SPAHRS Human Resource data beginning Thursday, June 11, 2015. You can assist us in ensuring accurate and complete conversion of your data for FY2016 by being aware of, and adhering to, the time schedule that follows:

Thursday, June 11, and Friday, June 12, 2015

■ SPB Processed/Purview Agencies:

The State Personnel Board (SPB) will notify SPB Processed/Purview agencies of the final schedule for conversion. The final day and time to enter transactions with effective

dates of June 30, 2015, or before, is close of business (COB) **Thursday, June 11**. Transactions may be entered on Friday, June 12, **but only at the request of SPB staff**. Transactions with effective dates of July 1, or after, will be disapproved, returned without action, or purged by SPB staff.

■ **Non-SPB Agencies:**

MMRS staff has initiated mass rollover of FY2015 Agency Program Budget and Position Program Budget records into FY2016 as ACTIVE records for non-SPB agencies. Non-SPB agencies are not limited, therefore, to entering transactions with effective dates in fiscal year 2016. Transactions with effective dates on or after July 1 for FY2016 may be entered without jeopardizing conversion.

■ **SPAHRs Payrolls in June 2015:**

All **human resource record changes** necessary for processing any payroll in June for FY2015 **MUST be approved by close of business Thursday, June 11, 2015**, or before if required for a due date prior to that deadline. If not approved, then affected employees cannot be paid until the first supplemental in July 2015. June payrolls falling in the FY Conversion period are listed on the payroll chart following this paragraph.

FREQUENCY	PAY PERIOD END DATE	PAY PERIOD START DATE	PAY DATE	DUE DATE
Monthly (M)	6/30/2015	6/01/2015	6/30/2015	June 23, 2015
Semi-Monthly (non-delayed) (R)	6/30/2015	6/16/2015	6/30/2015	June 25, 2015
Semi-Monthly (delayed) (S)	6/15/2015	6/01/2015	6/30/2015	June 25, 2015
Contract Worker (K)	5/29/2015	5/16/2015	6/12/2015	June 08, 2015
Contract Worker (K)	6/12/2015	5/30/2015	6/26/2015	June 22, 2015
Bi-Weekly (B)	5/29/2015	5/16/2015	6/12/2015	June 08, 2015
Bi-Weekly (B)	6/12/2015	5/30/2015	6/26/2015	June 22, 2015
Weekly (W)	6/11/2015	06/05/2015	06/19/2015	June 16, 2015
Weekly (W)	6/18/2015	6/12/2015	06/26/2015	June 22, 2015
Supplemental (P)	6/17/2015	6/01/2015	6/17/2015	June 12, 2015
Supplemental (P)	6/30/2015	6/01/2015	6/30/2015	June 25, 2015

Monday, June 15 – Tuesday, June 30

- SPB and MMRS staff will complete Fiscal Year 2016 Conversion.
- SPAHRS will be available to all users. *However*, access to human resource functions affecting Agency, Position, Occupation, and Employment for PINs and Change Compensation for PINs will be limited to READ ONLY for all SPB Processed/Purview users from Saturday, June 13, through Tuesday, June 30 (inclusive). Access for other SPAHRS segments, including all payroll functions, will not be affected. **Access for Non-SPB agencies will not be affected.**
- NEOGOV Insight, the Mississippi State Personnel Board's (MSPB's) online application/applicant tracking system, will be available for recruitment purposes; however, processing new hires and/or transfers will not occur during the specified times of conversion. If you need any assistance with the functionality of this system, please contact your agency's MSPB HCCM consultant.
- By Tuesday, June 30, SPAHRS will reflect any salary or PIN changes effective July 1, 2015, for SPB Processed/Purview agencies as a future (pending) record. **Changes for Non-SPB agencies will not be reflected until your agency staff modifies each individual employee's record.**
- On Tuesday, June 30, SPAHRS will be available to all users **from 7:00 a.m. until 12:00 noon**. MMRS Call Center staff and other MMRS staff **will** be available to assist users. As a reminder, SPAHRS Human Resource access will be limited from June 13 - June 30 (inclusive).
- SPAHRS will be available on these Saturdays and Sundays: June 13 & 14, June 20 & 21, and June 27 & 28 (from 8:00 a.m. until 8:00 p.m.) to provide additional time for agencies to enter documents for processing. There will be no MMRS Call Center staff support available on Saturdays or Sundays. Users may leave messages on the Call Center, and the calls will be returned first thing the following Monday.
- MERLIN and MELMS will not be affected by the above FY Conversion process and will continue to be available to users as usual.

Wednesday, July 1

MAGIC and SPAHRS will not be available.

Thursday, July 2

- Prior to opening of business on Thursday, July 2, 2015, access for all SPAHRS users will be reset to allow users to resume previously authorized access.
- SPAHRS and MAGIC should be available to users on Thursday, July 2, 2015. If there is a change to this schedule, users will be notified.

Friday, July 3

The Department of Finance and Administration will be closed Friday, July 3, in observance of Independence Day.

Should there be any changes to the specifics of this memo, you will be notified via the SPAHRS banner screen and the MMRS website. Please contact the MMRS Call Center at (601) 359-1343, or by email at mash@dfa.ms.gov if you have any questions concerning this memo.