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# Mississippi Management and Reporting System

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## Department of Finance and Administration

<b>MMRS Training Materials</b>		
6023	SPAHRM-MAGIC Contract Workers - Guidelines	Effective Date: 06/01/2016
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## SPAHRS-MAGIC Contract Workers - Guidelines

Contract Worker processing in SPAHRS should adhere to the following guidelines to facilitate successful integration and synchronization in MAGIC. SPAHRS is the system of record and any personnel changes in SPAHRS are interfaced into MAGIC nightly.

Management of HR actions in processing employees or Contract Workers must consider the timing and the impact to MAGIC. The HCM organization structure is utilized by Finance, Logistics and Grants Management for Workflow and Approval processes.

- Contract Workers are established in WIN positions in SPAHRS.
- If a Contract Worker remains employed by an agency from one fiscal year to the next fiscal year, a contract renewal may be requested instead of creating a new contract. If the total amount of the contract is over \$75,000 (effective July 1, 2015), approval will be required through the Personal Services Contract Review Board (PSCRB).
- A Contract Worker should remain in the same WIN position unless the Contract Worker is performing a different service for the agency, in which case there should be a new contract and a new WIN position.
- If a Contract Worker is not working under a given Contract, the Contract Worker must be separated in SPAHRS from the WIN position for that Contract (*i.e.*, contract has expired or worker is no longer employed).
- MAGIC allows one person in one position at a time; and when an employee is in multiple positions, the system processes the second hire into the second position as a “dual assignment.”
- If a Contract Worker is moving to a different WIN position or into a PIN position, the Contract Worker must be separated from the original position prior to being hired into the new position. The exception is if the Contract Worker is working under two or more contracts for the agency simultaneously; it will be processed in MAGIC as dual assignment.
- A Contract Worker can and should be separated in SPAHRS with the actual effective date even if the final payroll processing has not completed. Payroll processing considers whether the employee was actively employed at the time of service, not at the time of payroll processing.

**NOTE:** If a Contract Worker is moving from a WIN to a PIN, the final payroll must be processed for the WIN prior to hiring employee into the PIN and vice versa.

- When a Contract Worker is not separated prior to being hired into a different WIN position, the employee will be interfaced into MAGIC and assigned a dual assignment personnel number and an additional system user name. The employee’s security access is impacted when there is a dual assignment.
  - The employee’s first MAGIC personnel number (PERNR) is based on the employee’s SPAHRS PID, and their system user name is assigned with First Initial + Last Initial + (PID or PERNR).
  - If an employee is in two positions at one time in MAGIC, the employee is assigned a new, second personnel number as ‘40’ + a sequential number, for

the second position assignment with a new system user name with new security access required under the new ID.

- Any changes in user roles would need to be requested by the agency Security Contact and established for the new PERNR.
- When any employee or contract worker is separated, their MAGIC security account is deactivated. When the employee or contract worker is rehired, the security account is reactivated. If more than 3 weeks (21 calendar days) elapse between the separation and rehire action (due to missing eligibility sequence number (ESN), incorrect zip code, etc.), the security role assignments are removed.
- Eligibility Sequence Number and Date of Birth are required to be entered in SPAHRS for all hire/rehire actions and should be entered during the hiring process. This information is necessary for the MAGIC interface, MAGIC security access, and SPAHRS payroll processing.

For additional information on Contract Worker processing, please refer to PSCRB Rules and Regulations at <http://www.mspb.ms.gov/personal-service-contract-review-board.aspx> and DFA MMRS SPAHRS information at <http://www.dfa.ms.gov/dfa-offices/mmrs/legacy-training-materials/spahrs-legacy-training-materials/>.