
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
6016	SPAHRs Payroll Processing Guide	Revision Date: 08/11/2016
		Version: 4

This page left blank intentionally.

Step 1: Determine Payroll Due Date

- Go to: www.dfa.ms.gov/mmrs/ on the web and click on MMRS Applications> SPAHRS>Payroll Due Dates.
- Select the [Pay Dates and/or Travel Pay Dates](#) link you wish to view

Step 2: Set up Payroll Records

- Verify Human Resource Processing is complete.
- Verify Default (RT RS SD) OR Employee Schedule (RT RS SE) has been set up.
- Verify Eligibility Sequence Number (EM MP MI) has been entered.
- Maintain Deductions (EM MP MD).
- Maintain Federal Tax (EM MP FT).
- Maintain State Taxes (EM MP MS).
- Set up Direct Deposit (EM MP DD) if applicable.
- Maintain Default Accounting Distribution.
 - Position (PA GS MD PD)
 - Worker (PA GS MD CD)

Proceed with the following for all employees/workers:

Step 3: Create Timesheet (RT CT CS/CL)

- This action generates a timesheet for each employee/worker for the specified pay period.
- A report is printed listing employees/workers for which a timesheet has been created.
- If a timesheet was not created for an employee/worker, go into Enter Time (**RT ET**) and use the action code of modify, enter the information for the employee/worker and press enter and the timesheet will be created.

OR

- **Batch Online Submission (RT BI)**

Upload time records, including exceptions, into SPAHRS from agency's time keeping system.

Step 4: Enter Time (RT ET/EL/EE)

- Display timesheet for review.
- Modify timesheet to report exceptions to employee/worker schedule

Step 5: Submit Error Incident Reports (RT RP EI)

- Determine any:
 - Schedule Conflicts.
 - Missing Timesheets.
 - Dangerous Leave Balances.
- Online review timesheets with errors.

Step 6: Browse Leave Balances (RT RP LB)

- Review for any monthly leave taken recorded on paid timesheet.
- Adjust leave balances using the Maintain Leave Balances Screen (PA AP OP ML).
- Create a leave balance using the Create Leave Balances Screen (RT CL).

Step 7: Submit Preliminary Run (PA PA AP)

- Enter Pay Detail “Y” to get a breakdown of each employee’s/worker’s pay on a printed report.
- Review Detail/Summary data.

Step 8: Review Online Batch Status (PA GS SB)

- Obtain Payroll Run Number.
- Enter SPAHRS agency and SAAS agency numbers.

Step 9: Browse for Errors (PA GS BM EE)

- Determine if any journal voucher or encumbrance errors have been posted for this payroll.

Step 10: Correct any Errors

- Repeat Steps 4 - 10 as necessary.

Step 11: Submit Leave Accrual (PA PA AA) (Monthly)

- Submit the actual leave accrual for the prior month. Submission must be done prior to running the final.
- Leave the SS# blank to post leave for all employees/workers.
- A Leave Balance Report may be printed if selected.

Step 12: Submit Final Run (PA PA AP)

- Verify summary.
- Verify detail.

Step 13: Browse JV Entries (PA GS BM JE)

- If Final Run is to be re-submitted, request Office of Fiscal Management (OFM) to unflag the run.

Step 14: The Gen SAAS/Calc Pay Distribution Difference Report is printed in FMVIEW.

- DFA checks FMVIEW for the report, which is verification that the agency's final payroll has been submitted for control agency processing.
- Report should show zero (0.00) in columns.

Step 15: DFA Processes Payroll**Step 16: On Pay Date pick up printed checks and vendor payments from DFA.****Prepare Adjustments as Necessary****Step 17: Post Any Leave Transfers/Separations**

- Record approved separation record (EM EP SE).
- Dissolve/Transfer leave balances (PA AP SP).

Step 18: Modify Timesheets/Adjust Earnings

- Record any changes to paid timesheet (RT ET/EL/EE)
- Record and approve any changes in earnings after a payroll run (PA AP AE).
- View Browse Records (PA AP AB).

Step 19: Submit Supplemental Payroll (PA PA AS)

- Review Preliminary Detail/Summary
- Review Final Detail/Summary