
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
6023	SPAHRM-MAGIC Contract Workers - Guidelines	Effective Date: 04/09/2018
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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. An employee's security access to ACE and MAGIC is activated/deactivated by the timing of the personnel action. The Human Capital Management (HCM) organizational structure is utilized by Finance and Logistics for Workflow and Approval processes.

- Contract Workers are established in WINs 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 (threshold effective July 1, 2015), approval will be required through the Office of Personal Service Contract Review (OPSCR).
- A Contract Worker should remain in the same WIN 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.
- If a Contract Worker is not working under a given Contract, the Contract Worker must be separated in SPAHRS from the WIN for that Contract (*i.e.*, contract is expiring or has expired or worker is no longer employed).
- MAGIC allows one person in one WIN at a time; and when an employee is in multiple WINs, the system processes the second hire into the second WIN as a "dual assignment."
- If a Contract Worker is moving from a WIN to a different WIN or into a PIN, to retain the original MAGIC personnel number (PERNR), the Contract Worker should be separated from the original WIN prior to being hired into the new WIN or PIN. The exception is if the Contract Worker is working under two or more contracts for the agency simultaneously; the new assignment will be processed in MAGIC as a dual assignment.
- A Contract Worker can, and should, be separated in SPAHRS with the actual effective date (last day worked), 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 or PIN, 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 + (either PID or PERNR).
- If an employee is in two positions at one time in MAGIC, the MAGIC system assigns the employee a new, second personnel number as '40' + a sequential number (unrelated to the PID), for the second position assignment resulting in a new system user name with new security access required under the new ID.
- Any changes in user roles need to be requested by the employee's 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.
- As a part of all hire/rehire processing the Eligibility Sequence Number, Email Address, and Date of Birth should be entered into (updated) SPAHRS. The employee's work email address, if available, is preferred; however, a personal email address may be provided. This email information is necessary for the MAGIC interface, MAGIC security access, and SPAHRS payroll processing.

For additional information on Contract Worker processing, please refer to the Office of Personal Services Contract Review (OPSCR), formerly PSCRB, Rules and Regulations at <http://www.dfa.ms.gov/dfa-offices/personal-service-contract-review/pscrb-rules-regulations/> and DFA MMRS SPAHRS Manage Contracts training information at <http://www.dfa.ms.gov/dfa-offices/mmrs/legacy-training-materials/spahrs-legacy-training-materials/>.