



Payroll Control Center (PCC)

The Payroll Control Center (PCC) provides a modern user interface to efficiently control the end-to-end payroll process, i.e., pre-payroll validations, simulations, payroll run, and post payroll activities.

It is launched from Employee Central (EC), providing a seamless user experience. Rather than a batch-based payroll execution, PCC allows a more efficient and continuous payroll approach where payroll tasks are spread out over the course of a pay period, significantly reducing the typical last-minute data updates required on “live payroll execution day.”

The upcoming processes will be moved to the **Active Processes** tab when they are started by OFM. The agency Payroll Admin will then run and confirm each step in the process.

The **Upcoming Processes** tab lists the scheduled processes which are due to be executed.



Payroll Control Center - Process Management

ACTIVE PROCESSES (2) UPCOMING PROCESSES (2) UPCOMING OFF-CYCLE PROCESSES (1) COMPLETED PROCESSES (714)

Search [Q]

Process	Progress	Status	Due on
Z_AGENCY_SIMULATION_ Period 03.2022	1/5 Display Payroll Errors	OK	Feb 14, 2022
Z_OFM_PAYROLL_ZR Period 03.2022	0/9 Start Payroll	Open	Feb 14, 2022

Once the last configured process step is confirmed by the Payroll Admin, the process will move to the **Completed Processes** tab. The Completed Processes can be accessed at any time to view the results.

PCC benefits include:

➤ **Process Management**

A Payroll admin can run Payroll Simulations, validate results, and execute live payroll in pre-defined steps, ensuring a consistent experience for each user, as well as an auditable process that is consistent across all agencies. PCC provides a real-time view of the current status of the payroll process.

➤ **Monitoring**

PCC is designed to execute various pre-payroll checks. Test results are generated, errors in the payroll are displayed and can be monitored throughout the resolution of the errors.



Time Management: *Time Entry Screen*

Below is a first look at the MAGIC Time Entry Screen. Agency Time Keepers will enter time in the system for their employees.

Employee's Personal Number

Time Sheet Period

Save the Timesheet

Day of the Week

Optional Settings to Change the Timesheet View

Time Sheet: Data Entry View

Menu [] Save Back Exit Cancel System [] Select All Deselect All Sort Ascending Sort Descending Totals Row On/Off Target Hours On/Off Weekdays On/Off Detailed Time

Data Entry Period 08/01/2023 - 08/31/2023 [] [] Week 31. 2023

Data Entry Area

LT	Pers.No.	COAr	Rec. ...	Receiver WB...	Rec. ...	Rec BudPer	Rec.F...	Receiver G...	A/AT...	Wag...	TU	08/01	WE	08/02	TH	08/03	FR	08/04	SA	08/05	SU	08/06	MO	08/07	TU	08/08	WE	08/09	TH	08/10
	9999999											8	8	8	8	8	8	8	8	0	0	8	8	8	8	8	8	8	8	8
	9999999											8	8	8	8	8	8	8	8	0	0	8	8	8	8	8	8	8	8	8
	9999999								RGSH			8	4	8	3										8	8	8	8	8	8
	9999999								PSLV				4			5								8						

Shows the employee's default system work schedule. (e.g. 8 hours Monday – Friday and off Saturday and Sunday). Time worked can still be entered on days off.

Attendance Type (e.g. RGSH is for regular hours worked and PSLV is for personal leave taken).

Shows the total number of hours entered for each day.

Hours worked for each Attendance Type.



Time Dual Entry



All agencies will be required to enter their employees' time in both SPAHRS and MAGIC for December 2023. Dual entry is needed to provide accurate time data for SPAHRS to correctly calculate the final payrolls for 2023 and setup the necessary data for the first payrolls to be run in MAGIC. If any of your employees work in schedule PPR224*7 and PPRS224*7, time data for November 30, 2023 will also need to be entered in SPAHRS and MAGIC.

For agencies that currently upload employee time into SPAHRS, the files for December 2023 must be uploaded into both SPAHRS and MAGIC.

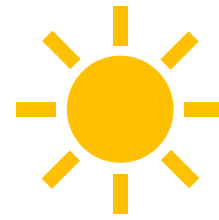
We understand that this is a complex task; however, it is important that the information is entered into both systems for December, 2023, to ensure that employees Leave and Payroll information is calculated correctly in the new system. We will provide additional information and instructions closer to December. However, please begin to make any needed internal processing changes to ensure that your employees' time is entered correctly.

Starting in September 2023, MMRS will be holding Payroll System Overview sessions. **These sessions do not replace the system training** but will provide an overview and first hands-on system experience.

The sessions will also provide time for agencies to review the system processes and their Payroll Compare Reports. See the [July 2023 Newsletter](#) for additional information on Payroll Compare.

Because it's important that all payroll personnel in an agency attend the same Payroll Compare session together; agencies will be assigned a session to attend. MMRS is currently reviewing the SPAHRS Payroll Schedule to determine the best date for each agency's session to not impact Payroll processing. We understand that all personnel may not be able to attend their agency's scheduled session; however, due to the Payroll Compare review process, it is important that as many personnel attend as possible. Due to the number of State agencies and personnel, a session can not be rescheduled. The System Overview material will be available online for anyone unable to attend.

The Payroll System Overview schedule will be sent to the MAGIC Project Contact at each agency in the coming weeks.



Early System Overview & Payroll Compare Workshops



in our opinion

Top 5 benefits of the new system.

- 5 The system is web-based and can be accessed from any computer connected to the Internet.
- 4 The system will automatically process retro time adjustments.
- 3 All the time calculations will be done in the Time system and sent to the Payroll system for payroll calculations.
- 2 Having all information in one system will help reduce data issues.
- 1 ECP is easier to navigate because the data is organized by areas (e.g. earnings, deductions, and taxes).

Q&A

Questions & Answers

Q: Will I be able to run a Preliminary Payroll?
A: Yes. In MAGIC, it is called a Payroll Simulation.

Q: What training courses do I need to take?
A: You will receive a curriculum sheet prior to Go-Live that lists the courses you should attend. This list is based upon information collected from your agency.

Q: Will the Payroll frequency change?
A: SPAHRS pay frequencies B and K will be combined into one ECP Payroll Area, ZB. The other frequencies will remain the same.

Q: Will employees be able to make changes to their address or other personal information?
A: Employees will not be able to make changes to their information directly in the system. They should contact their agency HR staff to request changes.

Q: Where will Travel be processed?
A: Travel will be processed in the MAGIC Travel Management (TV) module and not through Payroll.

Q: How will Contractor Payroll be processed?
A: It will be processed the same as Regular Payroll.

Q: What is Employee Self Service (ESS)?
A: Employee Self Service (ESS) is the new system that provides State employees access to their pay stub, W2, and leave balance information. It will replace ACE.

Q: How will a trip number be determined in Travel?
A: A trip number will be assigned by the system to an employee's Travel Request with a designated Start and End Date. For In-State Travel, multiple trips can be entered within that period.

Q: What is the Time Approver Role?
A: The Time Approver is a new MAGIC role. Each agency is required to have at least one Approver. They must approve the time once it has been entered.

Q: Will we have the ability to run an "Employees by Vendor" and/or "Deduction Code" report in the Payroll system?
A: Yes, both reports will be available.

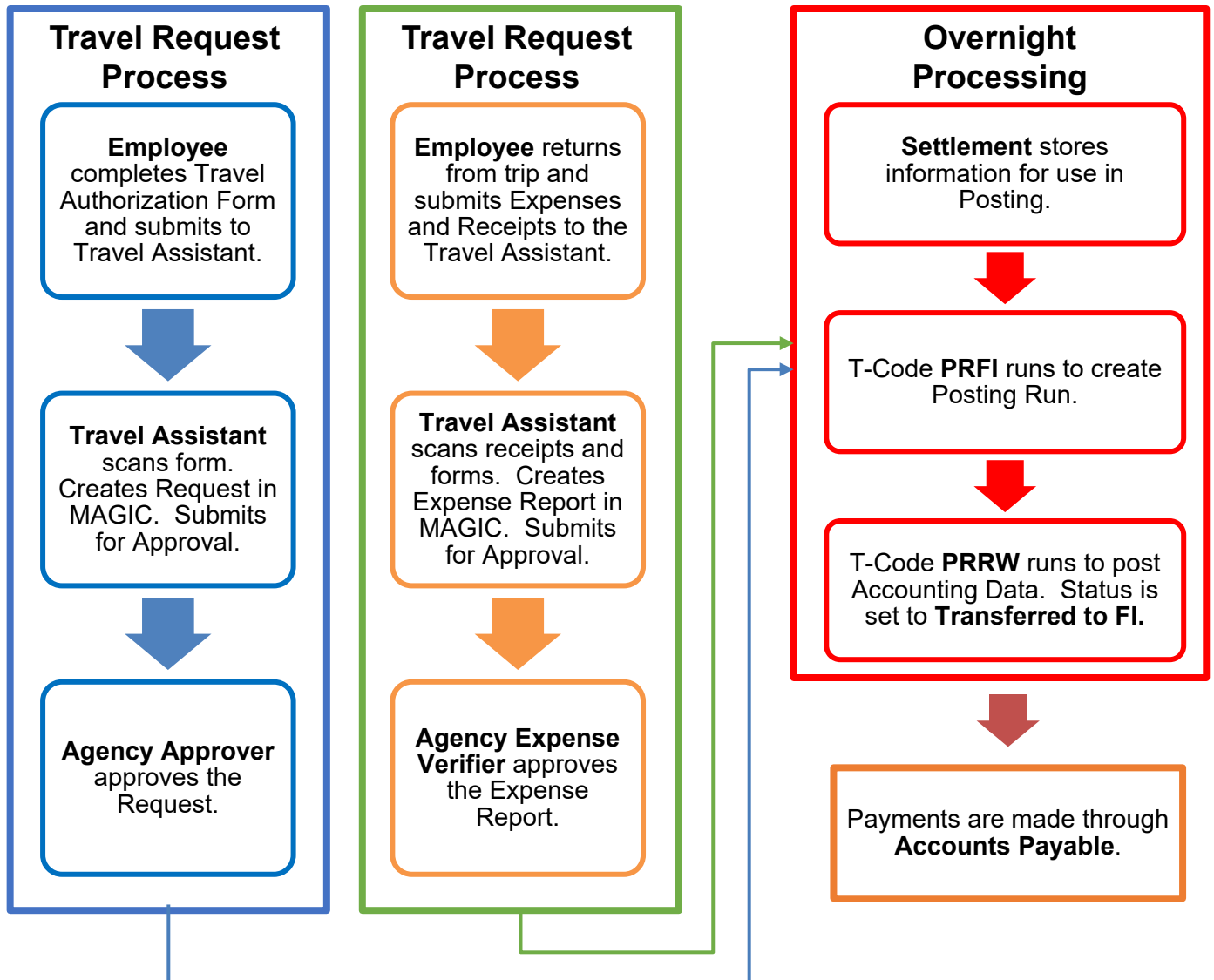
Q: Will my current direct deposit information need to be updated?
A: Your current direct deposit information will be transferred from SPAHRS to MAGIC. If you need to update it, you will need to contact your HR department.

Q: Will employees be able to enter their own time and leave requests?
A: Time entry will work the same as it does currently in SPAHRS.

Q: How can I add my staff to receive Payroll, Time, and Travel upcoming notifications?
A: You or your employee can send an email to mash@dfa.ms.gov requesting to be added to the list.

Q: Will the new system be available on any computer?
A: Yes, MAGIC can be accessed via all browsers from a computer that is connected to the Internet.

Travel Processes



Contact the MMRS Call Center at (601) 359-1343 mash@dfa.ms.gov if you have a question about any DFA/MMRS supported system.