



# System Go-Live

Time entry is scheduled to begin in late November through December 2023.

The MAGIC Time Management module will be the first system implemented to ensure that employee time information will be available for Payroll processing.

The Payroll and Travel systems are scheduled to begin with the first Payroll processing in January 2024.

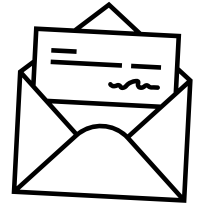
The Payroll Frequency Schedule will determine the start date for an agency to begin entering time and running payrolls in MAGIC. The detailed schedule will be sent to you in the coming months.

The new MAGIC systems will bring changes to your daily work by way of user-friendly screens, automated processes, and improved workflow. Our goal is to prepare you for these changes by telling you about the enhancements and system differences through newsletters, demos, workshops, and training. We have included a list of system differences in this newsletter to help prepare you for the new system.

Listed below is a high-level timeline of activities. As we get closer to each item, you will receive communication and tasks that you should complete to prepare for go-live.

Activity / Month	6/2023	7/2023	8/2023	9/2023	10/2023	11/2023	12/2023	1/2024	2/2024
Communications	[Blue arrow spanning from 6/2023 to 2/2024]								
Payroll Compare			[Blue arrow spanning from 8/2023 to 9/2023]						
System Demos			[Blue arrow spanning from 8/2023 to 11/2023]						
Training				Time [Blue arrow spanning from 9/2023 to 11/2023]			Payroll & Travel [Blue arrow spanning from 11/2023 to 1/2024]		
System Go-Live						Time ★	Payroll & Travel ★		
System Support							[Blue arrow spanning from 12/2023 to 2/2024]		

## Employee Central Payroll (ECP)



Employee Central Payroll (ECP) is the MAGIC module where employee deductions, taxes, and other payroll related information is processed.

### Known Payroll Differences

There may be differences between SPAHRS and ECP due to rounding.

Supplementals will be run by Payroll Area (e.g. ZB Bi-Weekly) position, and other attributes.

Agencies that use the SABC Cafeteria report will now report by Personnel Number and SSN.

Reports can be run on demand by agency users and placed in different file formats (XLSX, TXT) instead of the reports being system generated in a fixed file format (FMVIEW).

Careflex and Mediflex in ECP can dynamically take the pay period deductions depending on if a deduction was missed or if the employee started after the first of the year (if allowed). For example, a monthly employee that starts in July with an annual election of \$1,200 would see a \$200 deduction for the next 6 months.

Contract and Board Member travel will be handled in the Payroll system

Exception/adjustment pay is not applicable in ECP. Needed adjustments can be made directly to the employee's record and paid on a Regular or Supplemental Payroll.

SPAHRS Pay Frequencies B and K will be combined into one ECP Payroll Area, ZB (Bi-Weekly)

Double deductions for Life and Health Insurance will be handled manually. The first deduction will be entered as the recurring Life (entered in ECP) or Health (entered in EC) deduction. The second deduction for both Life and Health will be entered as a one-time deduction in EC.

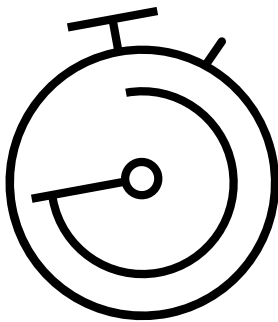
## Payroll Control Center (PCC)

The Payroll Control Center (PCC) is where Payrolls are processed. There will be defined steps that agencies will complete for each Payroll.

## Time Management

Time Management is the module where employee timesheet data will be entered and captured. Payroll processing is dependent on the timesheet and accurate accrual of leave balance information.

### Known Time Differences



SPAHRS Earnings Codes will be converted to MAGIC Time Types:

- Attendance: Time Worked
- Absence: Paid or Unpaid Time Not Worked
- Wage Type: Payments (Dollar Amount or Units)

Absences entered on a timesheet will automatically reduce the available leave balance.

You will have the ability to populate a timesheet based on an employee's schedule.

The Time Approval process will be included within MAGIC.

Various selection criteria will be available to tailor transactions and reports to specific needs.

## Travel Management

Travel Management is the module where employee travel will be processed.

### Known Travel Differences

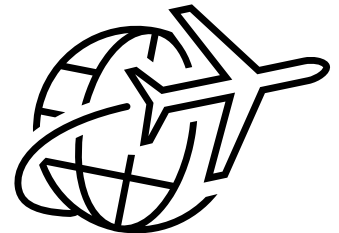
MAGIC Travel is for State employees only.

Travel payments will be made through Accounts Payable.

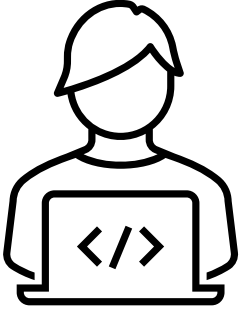
Federal Mileage Rates are maintained by date in the system.

The Taxable Travel (e.g., meals) will be reimbursed in the Accounts Payable system and be automatically sent to Payroll as imputed income. This Taxable Travel in the upcoming Payroll will increase the taxable income for the employee and will be taxed based on an employee's W4 form.

Remittance Statements will be available in EC.



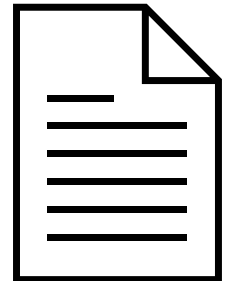
## System Training



- Payroll and Travel training will be conducted onsite in the weeks leading up to go-live.
  - System navigation courses will be available in e-Learning format.
  - Registration will be available in LSO.
- Due to the large number of Time Entry personnel, training will be available in an e-learning format.
  - Simulations will be available for system practice.
  - Remote Questions & Answer (Q&A) sessions may be scheduled.

## System Manuals and Job Aids

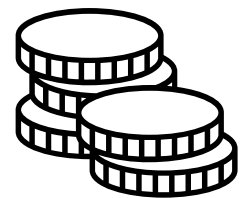
- A manual is being created for each area that will provide step-by-step process instructions.
- Users will be able to easily access the desired section for instructions on a particular process.
- The manuals will also serve as a collective of Job-Aid documents.
- If a process changes and/or additional Job Aids are needed, the manuals will be updated to reflect these changes.



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## Payroll Compare

During the Payroll Compare process, Payroll users will be provided files containing their agency payroll results run from both SPAHRS and ECP for the same period.



DFA will work with the agencies to understand the comparison data so that you can review and provide feedback. Each agency will be required to signoff on the payroll compare as part of the final stages of system testing.