



## Time Dual Entry

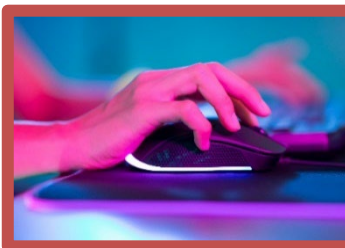
All agencies will be **required to enter** their employees' time in both SPAHRS and MAGIC for December 2023. Dual entry is needed to provide accurate time data for SPAHRS to correctly calculate the final Payrolls for 2023 and setup the necessary data for the first Payrolls to be run in MAGIC. If any 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. Please begin to make any needed internal processing changes to ensure that your employees' time is entered correctly.



## System Training



<b>Who?</b>	Individuals identified by each agency will receive Payroll, Travel, and Time training information.
<b>What?</b>	<p>Payroll training will provide instructions on how to enter an employee's Payroll information (e.g., deductions, taxes, garnishments) and the process of running the Payroll in the Payroll Control Center (PCC).</p> <p>Travel training will provide instructions on how to process Travel Request and Travel Expenses.</p> <p>Time training will provide instructions on how to enter Time in MAGIC and the various Time administrative functions.</p>
<b>Where?</b>	<p>Payroll, Travel, and Time Administrator training will be held in the MMRS Training Rooms in the Robert G. Clark State Office building located in downtown Jackson.</p> <p>Time Entry and Time Approver training will be available in an e-Learning format.</p>
<b>When?</b>	Training will be held from mid-October 2023 through mid-December 2023. Registration for in-person classes will be available in LSO. Users will be notified in October when registration is open.
<b>How?</b>	<p>Payroll, Travel, and Time Administrator training will be held in-person and consist of system concepts and hands-on system practice.</p> <p>Time Entry and Approver training will be available online and contain system simulations to provide system practice.</p>

## Payroll System Overview & Compare Workshop

DFA will be holding Payroll System Overview & Payroll Compare Workshop sessions. **These sessions will not replace the system training but will provide a system overview.**

Payroll Compare is the process in which Payroll results produced in MAGIC will be compared to Payroll results generated from SPAHRS for the same pay period. This compare is essential in ensuring MAGIC produces correct Payroll results prior to MAGIC Payroll Go-Live. Compare across all agencies helps ensure Payroll requirements have been identified and any discrepancies between SPAHRS and MAGIC have been addressed.

Your agency's participation in this review is critical for the successful transition to MAGIC Payroll. The MAGIC leadership team asks that you convey to your administration how critical it is for the appropriate HR and Payroll staff be available to review, validate, and sign off on your agency's Payroll reports.



Each agency is responsible for the accuracy of every Payroll and therefore, certifies each Payroll generated. **Your careful attention to the Payroll Compare results will help ensure that every person at your agency will be paid correctly on January 1, 2024.**

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 cannot be rescheduled.



Employee Self-Service (ESS) will replace ACE for employees to receive their pay statement, leave information, and W-2s. Starting in January 2024, all new pay statements and leave balance information will be available in MAGIC. ACE will only have previous information and will only be available for a limited time past January 2024.

If you have chosen to receive your W-2 electronically, your 2023 W-2 will be available in ACE. If not, you will receive a printed copy in the mail. Future electronic W-2s will only be available in MAGIC.

All active employees will receive instructions on how to use MAGIC before January 2024.



## MAGIC Employee Pay Stub

Listed below is an example of an employee's pay statement in MAGIC. The new pay statement will be available for Payrolls processed in January 2024. They will be available in the Employee Self-Service (ESS) module of MAGIC for Direct Deposit employees and will be printed for other employees.

<b>Employee Name</b>	EE#/PID	STATE OF MISSISSIPPI	
<b>Pay Date</b>	<b>Pay Period</b>		
<b>Annual Pay</b> 0.00	<b>Frequency</b> Semi-monthly		
<b>State Hire Date</b> 01/01/2022	<b>PIN Entry Date</b> 01/01/2022		

Earnings	Pay Period	Current	Y-T-D	Tax Auth	Marital Stat	Exmptn #	Exmptn Amt	Addtl Tax
<b>Total Earnings</b>				Mississippi	Married		0.00	0.00
<b>Non-Cash Wages (Imputed Income)</b>								

Deductions	Pay Period	Current	Y-T-D	Tax	Current	Y-T-D
<b>Pre-Tax Deductions</b>						
<b>Post-Tax Deductions</b>						
<b>Total Deductions</b>		0.00	0.00			

Others	Current	Y-T-D

Leave as of	Beginning	Earned	Used	Ending

EFT/Check Information	Account Type	Account	Amount
Funds available on			

**State Message**

**Agency Message**

1 Employee Name and information about the pay period

2 Earnings for the pay period and Year-To-Date (Y-T-D).

3 Deductions for the pay period and Y-T-D.

4 Optional messages from the employee's agency or State messages from DFA.

5 Employees Tax Information.

6 Tax information for the pay period and Y-T-D.

7 Leave information for the employee.

8 Check or Direct Deposit information for the employee.



## Entering Payroll Information: *In Employee Central (EC)*

Some Payroll information will be entered in the MAGIC Employee Central (EC) system. The *Human Resources and Payroll System Manual* will outline where the information should be entered. Below is an example of how information is entered in EC.

The Payroll Information tab for the employee's record will show sections of information that can be entered and/or updated.

General Information   Personal Information   Compensation Information   Leave   **Payroll Information**

### Payroll Information

Payroll Information

**Tax**

- [Residence Tax Area \(IT0207\)](#)
- [Work Tax Area](#)**
- [Unemployment State](#)
- [Withholding Form \(W4\)](#)
- [IRS Limits](#)
- [Additional Withholding Information](#)
- [Other Taxes](#)

**Payroll**

- [Pay Statement](#)
- [Overpayment Recovery](#)
- [Cost Assignment](#)

Clicking an item will show a screen where information can be entered.

**Work Tax Area**

Save   Cancel   New

**Overview**

Actions	Tax Area	Valid From	Valid To	Allocation Percentage
	State of Mississippi	01/28/2023	Unlimited	100.00

**Details: State of Mississippi**

**Validity** Last Change

Valid From/To: 01/28/2023 - Unlimited

**Work Tax Data**

Tax Area: MS State of Mississippi  
 Allocation Percentage: 100.00  
 Predominant Tax Area:   
 Source Tax Authority:

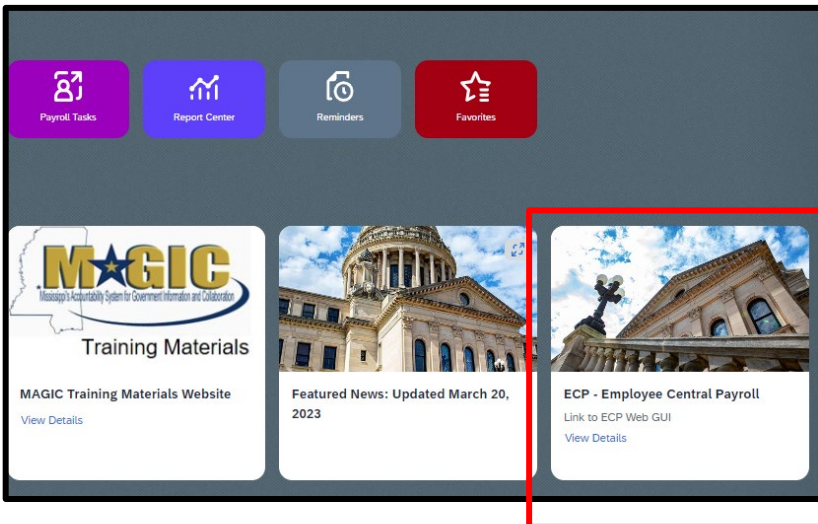
**Tax Authorities in Area**

Tax Authority	Tax Authority Description	Tax Level
MS	Mississippi	B

When the screen is shown, information can be entered and/or updated for the employee.

## Entering Payroll Information: In Employee Central Payroll (ECP)

Additional Payroll information will be entered in the MAGIC Employee Central Payroll (ECP) system. Below is an example of how information is entered in ECP.



There is a button on the EC main screen that when clicked will automatically log the user into ECP.

The user can then enter a Transaction Code (T-Code) to execute certain transactions. The screen below is an example of the PA30 T-Code.

### Maintain HR Master Data

Menu [dropdown] [Back] [Exit] [Cancel] [System] [Create] [Change] [Display] [Copy] [Delimit] [Delete] [Overview]

Personnel No. [input] Pers.Assgn [dropdown]

Find by: Person [dropdown] [Collective search help]

Basic Personal Data
Payroll Data
Taxes
Benefits
Garnishments

PA30 allows for multiple types of data to be entered. Selecting the header tabs, relevant information can be entered for the employee.

Infotype Text      Statu      **Period**

Actions

Organizational assignment

Personal data

Addresses

Planned Working Time

Basic Pay

Bank Details

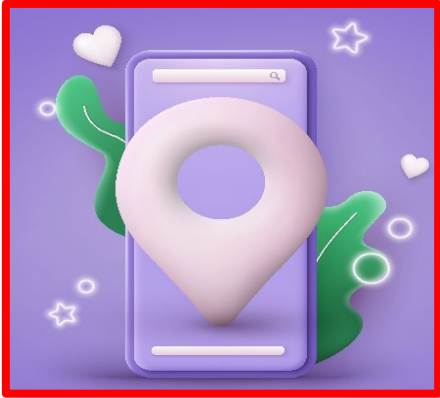
Date Specifications

Communication

Period  
 From [input] To [input]

Today       Current Week  
 All       Current Month  
 From Today       Last Week  
 Until Today       Last Month  
 Curr. Period       Current Year

[Choose]



### Entering Travel Information: *Travel Request*

Travel information will be entered in the MAGIC Accounts Payable system. Below is an example of how a Travel Request will be entered in MAGIC. Step-by-Step instructions will be available in the *MAGIC Travel Management System Manual*.

SAP Create Travel Request

1 General Data | 2 Review and Send | 3 Completed

< Previous Step | Review > | Save Draft | Cancel

Calendar of Trips | Attachments (0)

**General Data**

\* Start Date: [Calendar Icon] 12:00 am } Trip Start and End Dates  
End Date: [Calendar Icon] 12:00 am }

**Destination**

Country / Region: USA } Trip Destination Information  
Destination: [Location Icon]  
Additional Destinations: No destinations entered [Enter Additional Destinations]

**Additional Information**

Travel Type: Out of State Travel  
PTE: No  
Reason: [Location Icon]  
Estimated Costs: 0.00 USD [Enter Estimated Costs]  
Comment: [Text Area]  
Advances: 0.00 United States Dollar [Enter Advances]  
Cost Assignment: [Dropdown] [Change Cost Assignment] [Privacy Level]

< Previous Step | Review > | Save Draft | Cancel

Additional Information includes Travel Type, Prior Trip Expense, Estimated Costs, Advances, and Cost Assignment.

## Entering Time Information: *Time Entry*

Below is a look at the MAGIC Time Entry Screen. Agency Time Keepers will enter time in the system for their employees. The *MAGIC Time System Manual* will provide step-by-step instructions on how to enter, approve, and release time in MAGIC.



**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 L

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	0	0	8	8	8	8
	9999999										8	8	8	8	0	0	8	8	8	8
	9999999							RGSH			8	4	8	3				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.

## Agency Go-Live Kit

The project team is in the process of creating a Go-Live Took Kit. The Kit will provide a list of activities that the agencies will need to do to prepare for the new system. There will be due dates associated with some of the tasks.

It is important for all agencies to complete the activities to ensure they are ready for the new system. The Kit will be sent in the coming weeks.

