MAGIC Payroll, Travel, & Time Agency Meeting

May 25, 2023

Welcome

System Go-Live

System Go-Live

- Time entry is scheduled to be implemented in late November through December 2023.

    - Time entry must be implemented first to ensure time information is available for payroll processing.

- Payroll and Travel processing are scheduled to be implemented with the first payroll run in January 2024.

    - The payroll frequency schedule will determine the start date for an agency to begin entering time and running payrolls in MAGIC.

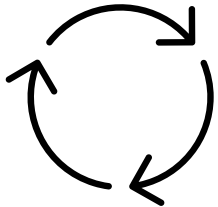   - The detailed schedule will be released in the coming months.

Payroll

Pay Frequency and Payroll Areas Known Differences

- SPAHRS Pay Frequencies B and K will be combined into one ECP Payroll Area, ZB (Bi-Weekly)
- Legislators will always be in Payroll Area ZL
  - The ZL Payroll Area has the same number of periods as ZM (Monthly); however, the first three check dates will be the corresponding payment dates for each legislative in-session payment

- Contract and Board Member travel will now be handled in the payroll system

- Supplementals will now be run by Payroll Area (e.g. ZB Bi-Weekly)

Pay Deductions Known Differences
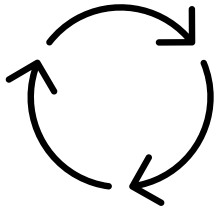
- Double deductions for Life and Health Insurance have to be handled manually. The first deduction will be entered as the recurring life (entered in ECP) or health (entered in EC) deduction. The second deduction for both life and health will be entered as a one-time deduction in EC.
- Careflex and Mediflex 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 $1200 would see a $200 deduction for the next 6 months.

Employee Pay Differences

- 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.
- There may be differences between SPAHRS and ECP due to rounding.
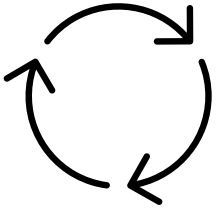
Other Known Differences

- 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).

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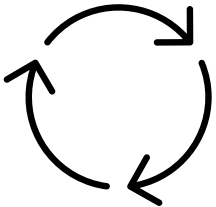
Payroll Training

- Payroll training will be conducted in the weeks leading up to go-live.

- System Navigation course will be available in e-Learning format.

- System Processing classes will be held in-person.

  - Registration will be available in LSO.
  - Schedule will be sent to payroll users identified by their agency.

- It is important for users to attend the training prior to go-live.
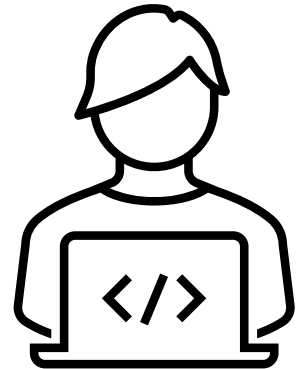
Payroll Guide

- A Human Resource/Payroll guide is being created 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 guide will also serve as a collective job-aid document.

- If a process changes and/or additional ones are needed, the guide will be updated to reflect these changes.
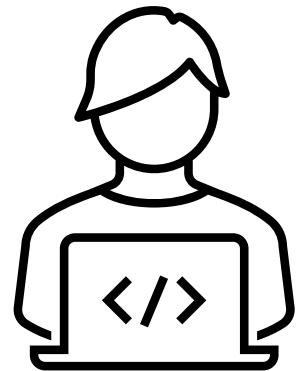
System Go-Live Preparation: Payroll
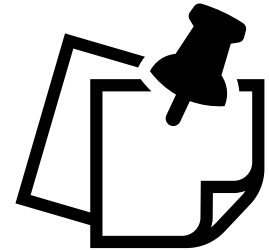
- Verify employee information
  - Verify if any employees/positions are missing
- Data cleanup
 - EC processes that cause data issues

Time

Time Security Roles

Time Role	Definition
Timekeeper (Subarea Timekeeper)	This role provides the authorization to record and release timesheets for an agency (subarea). It also provides access to display various time related reports for an agency (subarea).
Time Approver (Subarea Time Approver)	This role provides the authorization to record, release, approve, and reject timesheets for an agency (subarea). It also provides access to display timesheets and various time related reports for an agency (subarea).
Time Admin (Subarea Time Admin)	This role provides the authorization to record, release, approve, and reject timesheets for an agency (subarea). The role also has authorization to process time evaluation results, view error messages, and make quota corrections for all agency (subarea) employees. It also provides access to display timesheets and various time related reports for an agency (subarea).
Time Reports (Subarea Time Reports)	The role only provides authorization to display time related reports with an agency (subarea).
FMLA Admin (Subarea FMLA Admin)	This role only provides authorization to update FMLA and view time related reports for an agency(subarea).

Leave Balances

- Verify leave balances
    - Loading to MAGIC at Time Cutover (November)
    - Possible gaps due to difference in dates between actual accruals and when leave balances are loaded
    - Corrections in SPAHRS after leave balances are loaded, will need to be manually entered in MAGIC
- Verify employee is eligible for leave accrual
    - If a balance exists in SPAHRS for an ineligible employee (such as Students or Contract Workers), the balance will not be loaded to MAGIC.

Differences in Processes
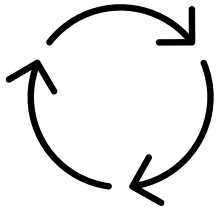
- Pre-populated timesheet process
- Absences entered on timesheet will automatically reduce available leave balance
- Time approver process included within MAGIC
- SPAHRS Earnings Codes will be converted to MAGIC Time Types:
  - Attendances: Time Worked
  - Absences: Paid or Unpaid Time not Worked
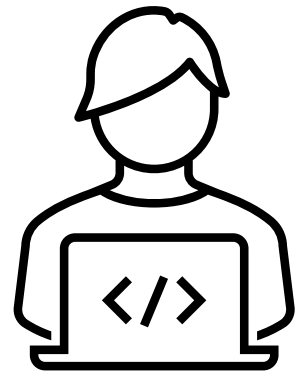 - Wage Types: Payments (dollar amount or units)

Time Training

- Due to the large number of time entry personnel, training will be available in an e-learning format.

- Training Guide will be available.

- Simulations will be available for system practice.

- Materials will be sent to time users identified by their agency.

- Remote Questions & Answer (Q&A) sessions may be scheduled.

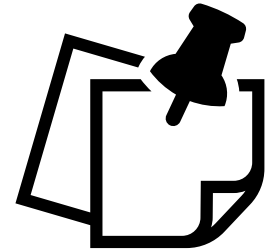- It is important for users to review the material prior to go-live.
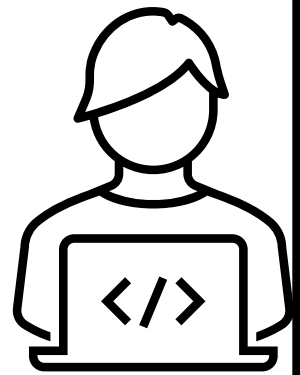
Time Guide

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- Users will be able to easily access the desired section for instructions on a particular process.

- The guide will also serve as a collective job-aid document.

- If a process changes and/or additional ones are needed, the guide will be updated to reflect these changes.

System Go-Live Preparation: Time

- Upon access to ECC-Time Module, verify the following:
  - Work Schedule, FLSA, Add'l FLSA
  - Leave Balances and FMLA, if applicable
  - Security Roles, such as Display, Update, and/or Approve Time

Travel

Travel Roles

Travel Roles	Definition
Travel Administrator	• Checks the receipts and trip facts • Runs Travel reports • Checks Agency Error Log
Travel Assistant	• Submits Travel Requests for In-State, Out-of-State, and International Travel • Submits Expense Reports • Attaches scanned forms and receipts • Makes corrections and re-submits
Travel Approver(s)	• Reviews Travel Request and Attachments • Approves, rejects, or sends back to the Travel Assistant for correction
Travel Expense Verifier(s)	• Verifies the correctness of expenses and receipts • Approves, rejects, or sends back to the Travel Assistant for correction

Travel Workflow

Types of Workflow Approvers:

- Travel Approver – Approves Travel Request
- Expense Verifier – Approves Travel Expense Reports

Workflow Approval Form:

- Each agency must have at least one Travel Approver and at least one Travel Expense Verifier.
  - Multiple levels of approval can be set up.
  - Each level can have multiple Approvers or Expense Verifiers. The first one to open an item is the Approver/Verifier. We encourage more than one Approver/Verifier at each level to prevent Workflow bottlenecks.

Differences in Processes

- MAGIC Travel is for State employees only.
- Travel payments will be made through Accounts Payable.
- Tax on Taxable Travel will be assessed through Payroll.
- The taxable travel (e.g., meal) 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 available in EC.
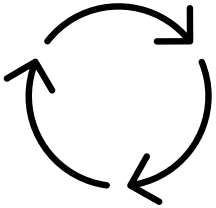
Retroactive Processes
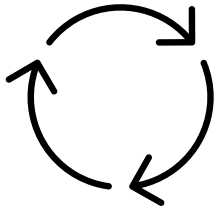
- No travel should be entered in SPAHRS with a Start Date after Go-Live Date unless PTE is needed.

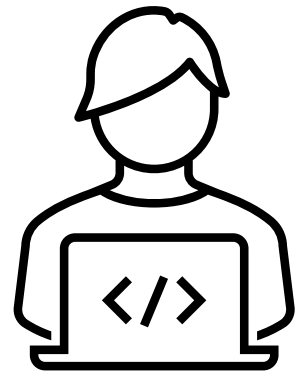- If a trip was started in SPAHRS, it should be finished in SPAHRS.

Training

- Travel training (1 day) will be conducted in the weeks leading up to go-live.

- System Navigation course will be available in e-Learning format.

- System Processing classes will be held in-person.
  - Registration will be available in LSO.
  - Schedule will be sent to travel users identified by their agency.
  - Users need to print out Training Materials.

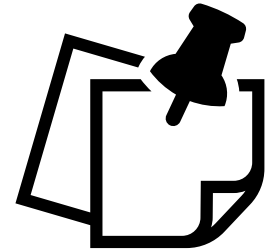- It is important for users to attend the training prior to go-live.
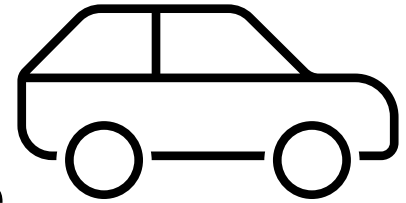
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System Go-Live Preparation: Travel

- All Travel Roles should be assigned prior to Go-Live.

- Approvers and Expense Verifiers should be setup in the Travel Workflow table using the MAGIC Workflow Approver Request Form.

Employee Self-Service

ACE

- Employee pay stubs from payrolls generated in ECP will not be in ACE. They will be in EC.

- ACE will be available for W2 access through tax year 2023.

- Encourage your employees to print/save existing W2s and Paystubs prior to go-live.

Training

- A document will be created with instructions on how to log-in and access the information. It will be sent prior to go-live.

- **Please share this document with your employees prior to go-live.**

System Access

System Access

Module	User ID / Username
• **Finance, Grants, Logistics** • **Travel, Time**	No Change • Ace-ID
• **Human Resource**	No Change • Employees hired in EC username will start with 42 series • Employees hired through NeoGov will start with 10 series • Existing employees will continue to have their existing username
• **Payroll** • **Payroll Control Center (PCC)**	Single Sign on through Employee Central (EC)
• **Employee Self Service**	Login with their MAGIC HR System Username

System Access

- Initial system access will be established based on SPAHRS security at go-live.

- Agency Security Contacts will have the ability to modify the security after go-live, if needed.

- Agency Security Contacts will receive instructions on how to add, modify, or delete system access prior to go-live.
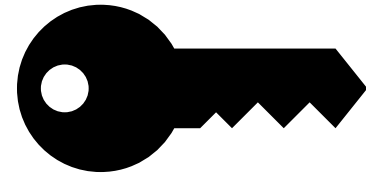
Other Topics

Historical Data

- Information will be available in MERLIN
- Additional information from SPAHRS will be available in MERLIN
- Check your MERLIN access prior to go-live
- Review the MERLIN.net online tutorial prior to go-live
  - https://www.dfa.ms.gov/merlin

Next Steps

Watch for information regarding:

- Payroll Compare

- User Training

Review Existing Documents

- Presentations

- FAQs (will be published in the coming weeks)

Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.

Q&A