



# **CONTRACT WORKER YEAR-END/RENEWAL WORKSHOP**

**April 17-18, 2024**

**Department of Finance and Administration**  
Office of the Mississippi Management and Reporting System



# Objective

- The objective of the workshop is to assist agencies with preparing for the upcoming fiscal-year processes for contract workers.
  - ▶ FY24 Remaining Contract Balance Adjustments
    - SPAHRS Report
    - EC/SPAHRS Validation
  - ▶ FY25 Contract Renewal Procedures
    - Key Points
    - Reporting
  - ▶ Transparency (Award/Contract Interface)



# FY 24 Remaining Contract Balance

- Track and monitor SPAHRS FY24 Active contract balances.
- Determine if enough funds are available to make payments thru June 30.
- Calculate amount needed:
  - ▶ Estimated hours scheduled to be worked through June 30 multiplied by the FY24 hourly rate.



# FY24 Remaining Contract Balance

- FY24 total contract amount adjustments must be **entered and approved** prior to renewing and extending the contract into FY25.
- FY24 contract balances adjustments are recommended to be completed by the end of May.



# FY 24 Remaining Contract Balance

- FastPath – Maintain Contract Info (MCON)
- Display (D) the FY24 line
- Click F11- Maintain Contract Year Budget
- Review Contract Balance

```

02PH059 02VA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/16/2024
PHMCC10 PHMCC1M Maintain Contract Information 03:39 PM
*Action: D
*Agency #: _____ *Contract #: _____
Master Agency #: _____
Approval Route: ** Contract Status: A *Contractor Type: CV
*SSN: _____ Contractor: CHECK, SECOND
Origin Start Date: 04 10 2024 Origin End Date: 06 29 2024
*Contract Serv Type: CON CONSULTANTS Agreement Amt: 25000.00
Termination Date: _____ Termination Notification Date: _____
Agency Contract Rep: _____ Phone: _____
Agency Contact: _____ Phone: _____
*Agency Office Cd: _____
*Agency Project Cd: _____
Contract Year(s) Information 1 of 1
FY Action: Q Fiscal Year: 2024 FY Total: 25,000 Status: 0
  
```

```

02PH066 02VC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/10/2024
PHMCCY10 PHMCCY2M Maintain Contract Year Budget 12:38 PM
*Action:
*Agency: Contractor: CHECK, SECOND Contract #:
FY: 2024 Agreement Amt: 25000.00 Expenditure Control: T
Category Expenditure Req $ Contract YTD $ Contract Bal $
-----
Personal Services 25000.00
Personal Services FICA
PERS Employer Contribution
PS Sub-total: 25000.00
Travel/Subsistence
Travel/Sub FICA
TS Sub-total:
Per-Diem
Contractual Services
Commodities
Subsidies/Loans/Grants
Totals: 25000.00 25000.00
*Direct Command:
Enter--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
Help Main End Note Bkwd Fwd Print Left Right Quit
Scrolling performed.
  
```



# FY24 Remaining Contract Balance

## ➤ SPAHRS Direct Command: MCBAL

```

PHMCRB1D PHMCRB1M    Remaining Balance on Contracts Report    01:21 PM
                                                            1:21 PM

*Agency Number: 0301

Fiscal-Year: 2024

Direct Command: _____

```

```

OZPH066 OZVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    04/10/2024
PHMCRB1D PHMCRB1M    Remaining Balance on Contracts Report    01:21 PM
                                                            1:21 PM

*Agen +-----Batch Job Submission-----+
Fi      Job Name: 02781126 *Job Class: A
        Job Description: Active Contract Remaining Balance
        *Destination: _____ *Msg Class: Z
                                   *Sysout
                                   Reports   Class   Forms   Copies
Active Contract Remaining Bala  _   _____  1_
Direct Comman +-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End                                          Quit

```



# FY24 Remaining Contract Balance

Make all compensation adjustments to the contract amount EC. Verify the balance updated in SPAHRS for the FY24 line.

Check Second

General Information | Education & Certificates | Personal Information | **Employment Information** | Compensation Information | Leave

Compensation Information

Recurring Payment

Compensation Information

FE Subtotal (WKC\_FE\_Subtotal) 25,000.000 USD  
 Contract total (WKC\_Contract total) 25,000.000 USD  
 Payroll Rate: 50MS Bi-weekly (Del) (2B)

Pay Component	Annual Salary	Amount	Currency	Frequency	Number	Unit of
Hourly Rate (1001)	83,000	24.91	USD	Hourly (HOURLY)		
Calculated Amount	24.91					
LIV Personal Services (7W01R)	-	25,000	USD	Annual (ANNU)		

PHMCMCID PHMCMCIM Maintain Contract Information 01:41 PM

\*Action: 0  
 \*Agency #: \_\_\_\_\_ \*Contract #: \_\_\_\_\_  
 Master Agency #: \_\_\_\_\_  
 \*Approval Route: P1 Contract Status: A \*Contractor Type: CW  
 \*SSN: \_\_\_\_\_ Contractor: CHECK, SECOND  
 Origin Start Date: 04 18 2024 Origin End Date: 06 28 2024  
 \*Contract Serv Type: CON CONSULTANTS Agreement Amt: 25000.00  
 Termination Date: \_\_\_\_\_ Termination Notification Date: \_\_\_\_\_  
 Agency Contract Rep: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Agency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \*Agency Office Cd: \_\_\_\_\_  
 \*Agency Project Cd: \_\_\_\_\_

Contract Year(s) Information 1 of 1

FY Action: \_ Fiscal Year: 2024 FY Total: 25,000 Status: A



# Adjust FY24 before reviving FY25

- All modifications must be performed in MAGIC EC and validated in SPAHRS for FY24 contract lines PRIOR to renewing contracts for FY25.
- Replication from EC to SPAHRS will not allow changes to FY24 lines once the FY25 renewal has been entered.





# Essential Considerations

- PPRB deadlines
  - ▶ 1<sup>st</sup> Wednesday of May (May 1, 2024)
    - For June PPRB board meeting (June 5, 2024)
  - ▶ 1<sup>st</sup> Wednesday of June (June 5, 2024)
    - For July PPRB board meeting (July 3, 2024)
- Payroll dates
  - ▶ June 24<sup>th</sup> (TBD)
  - ▶ July 8<sup>th</sup> (TBD)

# FY 25 Contract Renewals

- Contract workers planning to work in the same contract on July 1, 2024, or afterward must have the end date extended into FY25 prior to the system going down. (Date TBD)
- Renewal instructions can be found here:
  - ▶ [MAGIC Employee Central Contract Worker Renewal JOB AID \(ms.gov\)](#)
  - ▶ Log into the MAGIC Portal > Select Help and follow path
    - UPerform Group Memory › MAGIC Training and Support Documentation › Human Resources › HCM400 - Employee Management › Job Aids › MAGIC Employee Central Contract Worker Renewal JOB AID
- [High Level Glance of Instructions](#)



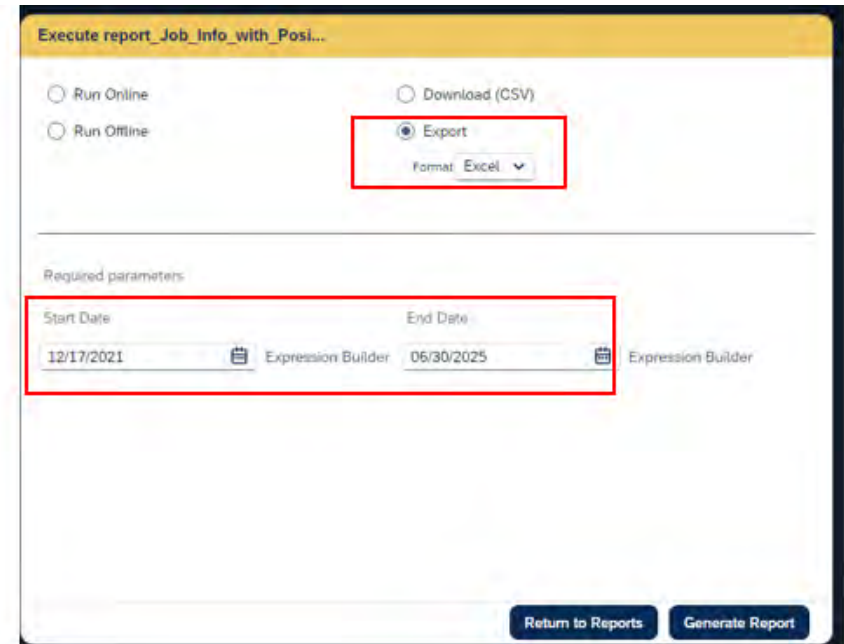
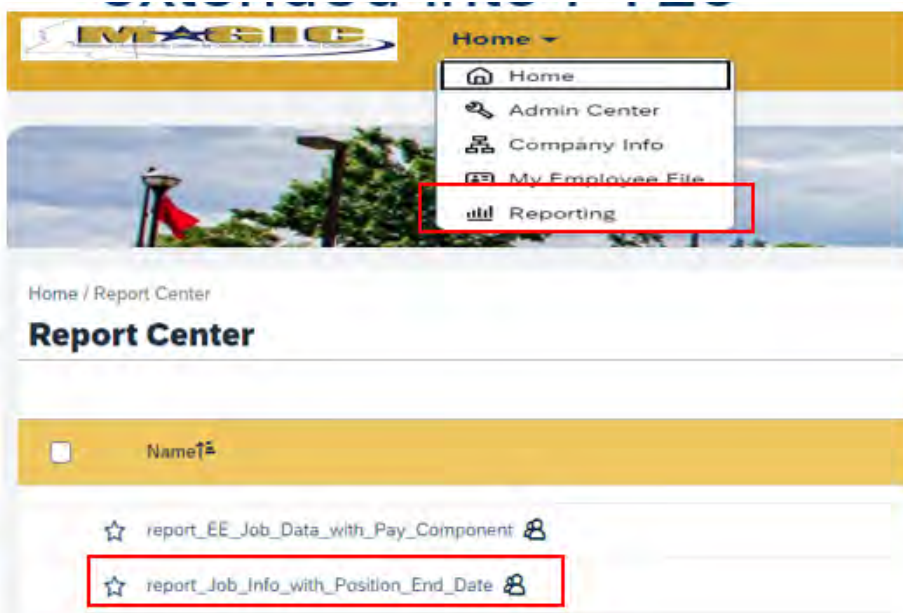
# FY25 Contract Renewal Key Fields

- Position Effective Date
- Position End Date
- Compensation Change (Actions)
  - ▶ Event – (Compensation Change)
  - ▶ Event Reason code (CCOMWIN)
  - ▶ Pay Components
    - Hourly Rate
    - Personal Service Amount
    - FICA
    - Travel



# FY25 Contract Renewal Report

- Run **report** in EC to ensure all contracts have extended into FY25.





# FY25 Contract Renewal Report

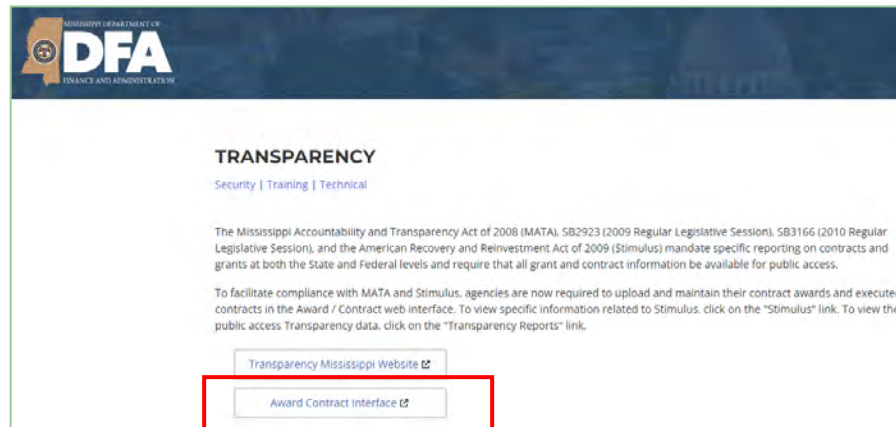
- ▶ Filter Job Type – Worker w/ Contract
- ▶ Filter Contract End Date- 6/30/2025

J	K	L	M	N
Job Type	Perman	Job Classification	Job Titl	Contract End Date
Worker w/ Contract	Time Limite	32020122-OTHER (MISCELLANEOUS)	OTHER (MIS	6/30/2025
Worker w/ Contract	Time Limite	32020122-OTHER (MISCELLANEOUS)	OTHER (MIS	6/30/2025
Worker w/ Contract	Time Limite	32020122-OTHER (MISCELLANEOUS)	OTHER (MIS	6/30/2025
Worker w/ Contract	Time Limite	32020122-OTHER (MISCELLANEOUS)	OTHER (MIS	6/30/2025
Worker w/ Contract	Time Limite	32020122-OTHER (MISCELLANEOUS)	OTHER (MIS	6/30/2025
Worker w/ Contract	Time Limite	32020122-OTHER (MISCELLANEOUS)	OTHER (MIS	6/30/2025
Worker w/ Contract	Time Limite	32020135-PROFESSIONAL - OTHER	PROFESSIO	6/30/2025
Worker w/ Contract	Time Limite	32020122-OTHER (MISCELLANEOUS)	OTHER (MIS	6/30/2025
Worker w/ Contract	Time Limite	32020122-OTHER (MISCELLANEOUS)	OTHER (MIS	6/30/2025



# Transparency (Award/Contract Interface)

- After July 1, upload renewal contract documents into the Transparency/Award Contract Interface
- FY25 SPAHRS contracts must be Active (Contract Info)
- Training Guide
  - ▶ [5051 MATA Agency Contracts Web Interface \(ms.gov\)](#)



# Summary/Steps

- Run report for FY24 in SPAHRS (MCBAL or MCON).
- Review contract balance for FY24.
- Increase balances, as necessary.
- Validate contract info between EC and SPAHRS.
- Once FY24 process is complete, renew contract for FY25.
- Run report in EC (Job Info with Position End Date).
- After July 1, validate SPAHRS for contracts renewed for FY25.
- Load renewals into Transparency.

# FAQ

- Rehired retirees
  - ▶ Check rehired retiree hire reason code in SPAHRS after renewal to make sure it is RETIRE. If it is not RETIRE, email/call mash helpdesk
  - ▶ Make sure the Employee Subgroup and PERS Position Code are listed correctly for rehired retirees and ESN 9 in SPAHRS

Employee Group *	WK Hourly (9)	PERS Position Code *	State Employee - General/Rehired Retiree
Employee Subgroup *	Rehired Retiree (9C1)		

- New contract/same worker
  - ▶ Wait until old contract is completely paid (last payroll for June) to separate contract workers
  - ▶ Check to make sure separation from old contract is in SPAHRS before proceeding to hire them into a new contract
- Contracts that cross fiscal years (i.e. 9/1/2024 – 8/31/2025)
  - ▶ Create initial contract for 9/1/2024 to 6/30/2025. Then extend to end 8/31/2025 before the system shut down for the next FY
- DFA OPSCR [Contract Analyst List](#)





# Questions

DFA/MMRS

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**Department of Finance and Administration**

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