



STATE OF MISSISSIPPI
GOVERNOR TATE REEVES

DEPARTMENT OF FINANCE AND ADMINISTRATION

To: Payroll and Human Resource Departments, SPAHRS Agencies
From: Jeff Sills, Information Technology Manager III
Date: June 9, 2022
Subject: MMRS Fiscal Year-End Issues for MSPB and Non-MSPB Agencies

Once again, MMRS is pleased to assist you with your conversion into the new fiscal year. We have been addressing several fiscal year-end functions so that you will know what to expect for certain processes during this time. The MMRS staff is following an established preparation plan to ensure a successful transition of current fiscal year issues, including Payroll and Human Resource data, into the new fiscal year. Our intention is to achieve an uneventful transition with minimal interruptions to the user-agency operations

1. BY2023 Position Default Accounting Distributions - Agency

Payroll users may enter BY2023 Default Accounting Distributions if data is established in SPAHRS for BY2023 and if SPAHRS program budget data is approved for agency and position for FY2023. For MSPB purview/processed agencies, the rollover cannot occur until MSPB FY2023 Conversion processing has concluded (no later than July 6, 2022). Non-MSPB agencies may proceed with the rollover at any time because MMRS staff has already initiated conversion for these agencies. If you are using Validation Tables, BY2023 data must be entered into these tables prior to entering the Default Accounting Distributions.

2. FY2022 Travel Requirements, Authorizations, Accounting Distributions, and Advances

- Travel Authorization (trip) numbers are valid for **one specific fiscal year** and cannot cross from one fiscal year into the next; they *cannot be rolled over* from one fiscal year to the next. New trip numbers for FY2023 will need to be set up manually by each agency.
- In order for the correct fund allocations to be picked up, the agency PIN/WIN default accounting distributions must be rolled over prior to establishing any new travel accounting distributions.

Note: Travel accounting distributions should never be set up unless the travel expenses are to be different from the PIN/WIN *default* accounting distribution. If, however, *travel* accounting distributions are to be used in FY2023, then they must be set up on an individual basis, as *needed*.

- All travel advances issued in FY2022 should be cleared by July 15, 2022, per the Office of Fiscal Management.
- Travel pay dates for FY2023 will not be posted on the Pay Date table in SPAHRS until after June 30.

3. New Contracts and Contract Renewals

Contract Worker contracts that are to be renewed for FY2023 should have been submitted in MAGIC HR by May 29, 2022, and must be processed and **approved** in both MAGIC HR and SPAHRS by June 17, 2022. **If not renewed and approved by this date, the contracts will be expired on June 30.** Instructions for renewing contracts can be found here: uPerform Group Memory › MAGIC Training and Support Documentation › Human Resources › HCM400 - Employee Management › Job Aids › MAGIC Employee Central Contract Worker Renewal JOB AID

No action is required for existing multi-year contracts that were initially scanned in the Award/Contract Interface.

4. Contract WINS in FY2023

If the contract worker is going to continue working in the same contract on July 1, 2022, or afterwards, the existing Contract WINS must have the end date changed to June 30, 2023. Instructions for making fiscal year changes to Contract WINS can be found here: uPerform Group Memory › MAGIC Training and Support Documentation › Human Resources › HCM400 - Employee Management › Job Aids › MAGIC Employee Central Contract Worker Renewal JOB AID

All WINS (contractual or non-contractual) that are not to be continued into the next Fiscal Year should be ended in MAGIC HR effective on the date the contract expires *and/or* the last payment is made to the Contract Worker, *whichever is later*. If your agency did not complete this task at the end of prior years, please complete it now.

An accurate count of the number of contract workers each agency employs can be determined if this process is followed.

5. FY2023 Manage Contract Tables

MMRS staff will systematically establish the generic Manage Contract tables required for processing FY2023 contracts.

6. Mass Change/Cost Reallocation

During the Lapse Period (July 1 through August 31), when processing adjustments on supplemental payrolls in the current year (2023) for the prior year (2022), the agency must set up a “Mass Change Before Posting” (PA GS CM M1) if the payroll is to be applied to the prior budget year. All regular payrolls with a payroll ending date in the prior fiscal year (2022) and a pay date in the current fiscal year (2023) will be charged to the prior budget year’s (2022) second allotment period. Agencies desiring to pay from current year funds will need to process a “Mass Change Before Posting.”

Cost Reallocation for payrolls paid in the prior budget year should be entered and processed by August 5, 2022, to ensure time for any corrections. However, they cannot be entered and processed after August 31, 2022.

The Travel Voucher “To Date” is the indicator that determines in which budget year expenses are charged. Travel Vouchers with dates that cross the fiscal year, *i.e.*, the “From Date” is in the prior fiscal year (2022) and the “To Date” is in the current fiscal year (2023), will have expenses charged to the current budget year (2023) unless a “Mass Change Before Posting” (PA GS TC M1) is created to have the payment applied to the prior budget year. If budget authority is not sufficient in the old budget year to post payments for FY2022 travel, the agency must set up a “Mass Change Before Posting” to have the payment applied to the current budget year.

7. MAGIC HR Workflow Pending Actions

During the FY Conversion Process, records will be updated in the system. All pending actions in MAGIC HR must be completed prior to these conversion changes, or the records will not be updated. Agencies are responsible for approving/rejecting all pending actions prior by Monday, June 13, 2022.

8. FY Conversion Process for Human Resource (HR) Data

MMRS will be implementing Fiscal Year 2023 (FY2023) Conversion of MAGIC HR data in conjunction with the Mississippi State Personnel Board (MSPB). Agencies will be notified once this process is completed.

Schedule of Activities

■ MSPB Processed/Purview Agencies:

The Mississippi State Personnel Board (MSPB) will notify MSPB Processed/Purview agencies of the final schedule for conversion. The final day and time to enter transactions with effective date of June 30, 2021, or before, is yet to be determined. Transactions with effective dates of July 1 or after will be disapproved, returned without action, or purged by MSPB staff.

■ Non-MSPB Agencies:

MMRS staff has initiated mass rollover of FY2022 Agency Program Budget and Position Program Budget records into FY2023 as ACTIVE records for non-MSPB agencies. Non-MSPB agencies are not limited, therefore, to entering transactions with effective dates in fiscal

year 2023. Transactions with effective dates on or after July 1 for FY2023 may be entered by non-MSPB agencies without jeopardizing conversion.

■ **SPAHRS Payrolls in June 2022:**

All **human resource record changes** necessary for processing any payroll in June for FY2022 **MUST be approved by close of business on June 17, 2022.** (or before if required for a due date prior to that payroll deadline). If not approved, then affected employees cannot be paid until the first supplemental in July 2021. June payrolls falling in the FY Conversion period are listed on the payroll chart following this paragraph.

FREQUENCY	PAY PERIOD END DATE	PAY PERIOD START DATE	PAY DATE	DUE DATE
Monthly (M)	6/30/2022	6/01/2022	6/30/2022	6/20/2022
Semi-Monthly (non-delayed) (R)	6/30/2022	6/16/2022	6/30/2022	6/21/2022
Semi-Monthly (delayed) (S)	6/15/2022	6/01/2022	6/30/2022	6/21/2022
Contract Worker (K)	6/03/2022	5/21/2022	6/17/2022	6/13/2022
Contract Worker (K)	6/17/2022	6/04/2022	6/30/2022	6/24/2022
Bi-Weekly (B)	6/03/2022	5/21/2020	6/17/2022	6/13/2022
Bi-Weekly (B)	6/17/2022	6/04/2022	6/30/2022	6/24/2022
Supplemental (P)	6/17/2022	6/01/2022	6/17/2022	6/14/2022
Supplemental (P)	6/30/2022	6/01/2022	6/30/2022	6/27/2022

COMPLETE MSPB and MMRS MAGIC HR FY2023 CONVERSION (June 17- July 5, 2022)

- MSPB and MMRS staff will complete MAGIC HR Fiscal Year 2023 Conversion.
- MAGIC HR and SPAHRS will be available to all users. *However*, MAGIC HR access will be limited to VIEW ONLY during the conversion period.
- NEOGOV Insight, the Mississippi State Personnel Board’s (MSPB’s) online application/ applicant tracking system, will be available for recruitment purposes; however, processing new hires and/or transfers will not occur during the specified times of conversion. If you need any assistance with the functionality of this system, please contact your agency’s MSPB HCCM consultant.
- By the end of FY Conversion MAGIC HR will reflect any salary or PIN changes effective July 1, 2022, for MSPB Processed/Purview agencies as a future (pending) record. **Changes for Non-MSPB agencies will not be reflected until your agency staff modifies each individual employee’s record.**

- On the last day of FY Conversion MAGIC HR will be available to all users **from 7:00 a.m. until 12:00 noon**, when MAGIC begins its fiscal year conversion. MMRS Call Center staff and other MMRS staff **will** be available to assist users. As a reminder, MAGIC HR access will be limited during the conversion dates.
- SPAHRS will be available on Saturday, June 18th (from 8:00 a.m. until 8:00 p.m.) to provide additional time for agencies to enter documents for processing. There will be no MMRS Call Center staff support available on Saturdays. Users may leave messages on the Call Center, and the calls will be addressed as soon as possible the following Monday.
- MERLIN and LSO will not be affected by the above FY Conversion process and will continue to be available to users as usual.
- Opening of business in the new fiscal year: Prior to the opening of business in FY2023, access for all MAGIC HR users will be reset to allow users to resume previously authorized access.

Should there be any changes to the specifics of this memo, you will be notified via the SPAHRS banner screen and the MMRS website. Please contact the MMRS Call Center at (601) 359-1343, or by email at mash@dfa.ms.gov if you have any questions concerning this memo.