

## HR Review Points

In order to maintain accurate workflow approval routing, each agency must review and update their existing review points within SPAHRS. Review Points establish the review and approval route for transactions within SPAHRS. It is critical that this information is keep up-to-date to ensure workflow is processing correctly in the system.

### SPAHRS Update Instructions:

Each agency is responsible for reviewing the Review Points that list their agency number in the primary or alternate approver fields.

1. To access these fields from SPAHRS Main Menu:
  - SPAHRS Main Menu
    - Key **SA** as Code for System Administrator
  - System Administrator Menu
    - Key **AM** as Code for Approval Menu
  - Approval Menu
    - Key **RA** as Code for Browse Approval Review Points by Agency
  - Browse Review Points by Agency Menu

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FMSAS23 PHV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/31/2012
PHIOAR4B PHIOAR4M Browse Review Points by Agency 12:39 PM

ACTIONS: (D,M,P)
Agcy Review <= Primary => <= Alternate =>
Act code code Review Point Desc Agcy PIN Err Agcy PIN Err
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```

\*Agency: \_\_\_\_\_ \*Review: \_\_\_\_\_

```

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd                               Quit

```

SPAHRS Field	Value to enter
*Agency	Enter your agency's <b>4-digit SPAHRS agency code</b> . Press ENTER.

2. Place a **D** for Display next to Review Point **OWNER – APPROVAL RECORD MAINTENANCE** and press ENTER.

3. SPAHRS will display \*Agency and \*PIN information for the Primary Reviewer and any Alternate Reviewer.
4. If any changes need to be made, complete the [Review Points Form \(on the DFA/Website\)](#) with the required changes and email to the MMRS Call Center at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov).

**NOTE:** Additional information for the SPAHRS Approval Process can be found at <https://www.dfa.ms.gov/dfa-offices/mmrs/legacy-training-materials/spahrs-legacy-training-materials/spahrs-approvals/>

After your agency has completed the steps above, please let us know by providing the information at:

[Agency Review Points Task Completion](#)