
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
6018	Manage Contracts – Contract Workers Payroll Processing	Date Revised: 01/06/2015
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**Need Help?
Call the MMRS Call Center**



**Phone: (601) 359-1343, Option 3
Fax: (601) 359- 6551
Email us: mash@dfa.ms.gov**

Manage Contracts



Helpful Tips for Contract Workers'

Payments

Visit our web site at: <http://www.mmrs.state.ms.us>

Manage Contracts Step-by-Step Helpful Tips For Payroll Processing

1. Add Contract Worker to the SPAHRS demographics **(EM ME ED)**.
2. Create the contract **(MC MC)**; the contract must be approved.
3. Hire Worker into WIN **(MC CW BW)**.
4. Add Federal Tax Record **(EM MP FT)**.
5. Add State Tax Record **(EM MP ST)**.
6. Add Retirement Record if worker is a Rehired Retiree **(EM MP BR)**.
7. Maintain the worker Eligibility Sequence Number **(EM MP MI)**.
8. Add WIN Default Account Distribution **(MC CW CD)**.
9. Enter Worker Time **(RT ET)**.
10. Check on-line CalPay **(PA CP OC)**.
11. Run an *error-free* preliminary **(PA PA AP)** or **(MC CW AP)**.
12. Run Final **(PA PA AP)** or **(MC CW AP)**.
13. Check payroll reports in FMVIEW.