



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION
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EXECUTIVE DIRECTOR

To: Payroll and Human Resource Departments, SPAHRS and SAAS Agencies
From: Jenny Bearss, Chief Systems Information Officer
Date: May 30, 2014
Subject: MMRS Fiscal Year-End Issues for SPB and Non-SPB Agencies

As in previous years, the staff of MMRS is pleased to assist you with your conversion into the new fiscal year. Once again we would like to address several fiscal year-end functions in order for you to know what to expect for certain processes during this time. The MMRS staff has been 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. BY2015 Position Default Accounting Distributions

Payroll users may enter BY2015 Default Accounting Distributions if data is established in SAAS for BY2015 and SPAHRS program budget data is approved for agency and position for FY2015. For SPB purview/processed agencies, the rollover cannot occur until SPB FY2015 Conversion processing has concluded on June 27, 2014. Non-SPB 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, BY2015 data must be entered into this table prior to entering the Default Accounting Distributions.

The quick method of setting up both the SPAHRS Validation Table and the Default Accounting Distributions is by using the Rollover Table (PA GS RT). Enter the agency number and the previous budget fiscal year (2014) and select the desired rollover. The rollover can be done *only when* expiration dates are in the future. If your data does not change much from year to year, it is recommended that you enter "12 31 2069" as the expiration date on both the Validation Table and on the Default Accounting Distributions. Entering this date will enable you to roll your data each year. If there are errors from the submission runs for the rollover, you will need to correct these errors.

2. FY2015 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 FY2015 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 FY2015, then they must be set up on an individual basis, *as needed*.

- All travel advances issued in FY2014 should be cleared by the last working day of July 2014.
- Travel pay dates for FY2015 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 FY2015 must be processed and *approved* in SPAHRS **by** Wednesday, June 25, 2014. **If not renewed and approved by this date, the contracts will be expired by SPAHRS.** Instructions for renewing contracts can be found on the MMRS website at www.mmrs.state.ms.us > Training > Training Materials > SPAHRS > Human Resources, Manage Contracts > 6222 Manage Contracts - Maintain Contracts.

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

4. Contract WINs in FY2015

If the contract worker is going to continue working in the same contract on July 1, 2014, or afterwards, then existing Contract WINS must be changed for FY2015. Instructions for making fiscal year changes to Contract WINs are found on the MMRS website at www.mmrs.state.ms.us > Training > Training Materials > SPAHRS > Human Resources, Manage Contracts > “6222 Manage Contracts - Maintain Contracts.”

All WINs (contractual or non-contractual) that are not to be continued into the next Fiscal Year should be ended in SPAHRS, 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. Agencies’ billing charges for SPAHRS include the number of active WINs for the agency; it is to your advantage to end WINs that are no longer active. Also, an accurate count of the number of contract workers each agency employs can be determined if this process is followed.

5. FY2015 Manage Contract Tables

MMRS staff will systematically establish the generic Manage Contract tables required for processing FY2015 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 (2015) for the prior year (2014), the agency must set up a Mass Change Before Posting (PA GS CM M1) if they desire to have the payment applied to the prior budget year. All regular payrolls with a payroll ending date in the prior fiscal year (2014) and a pay date in the current fiscal year (2015) will be charged to the prior budget year's (2014) second allotment period. If agencies desire to pay from current year funds, they will need to process a Mass Change Posting.

Cost Reallocation for payrolls paid in the prior budget year may be entered and processed only through August 28, 2014, which is one day before the last working day of the month, to ensure time for any corrections.

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 (2014) and the "To Date" is in the current fiscal year (2015), will have expenses charged to the current budget year (2015) 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 FY2014 travel, the agency must set up a Mass Change Before Posting to have the payment applied to the current budget year.

7. M110 Report – Expenditures by Program within Appropriation and M100 Report – Performance Measurement by Program

(The following information is intended for agencies using SAAS to track performance measurements.)

During the nightly processing on Friday, June 27, MMRS will produce the M110 report, "Report of Expenditures by Program within Appropriation," for the fourth quarter.

- By close of business (COB) on June 25, 2014, agencies must complete JVs to adjust entries for the purpose of correcting program expenditures for the M110 Report. In July 2014 the M100 Report, "Performance Measurement by Program," will be run.
- Friday, July 18, 2014, is the deadline for completing and submitting performance actual data in order for it to appear on the M100 report.

8. Electronic P1s and CP-1 Loads

- You must submit electronic **P1s** by **5:00 p.m. on Friday, June 20, 2014**, to allow for any additional information and/or corrections needed prior to approval.

- ITS must submit all **CP-1** loads to SAAS by **3:00 p.m.** on **Tuesday, June 24, 2014**. Should you have any questions regarding a CP-1 or the deadline for submission, please contact the ITS Procurement Help Desk at 601-432-8166.

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

In conjunction with the State Personnel Board, MMRS will be implementing Fiscal Year 2015 (FY2015) Conversion of SPAHRS Human Resource data beginning Thursday, June 12, 2014. You can assist us in ensuring accurate and complete conversion of your data for FY2015 by being aware of, and adhering to, the time schedule that follows:

Tuesday, June 10, and Wednesday, June 11, 2014

■ **SPB Processed/Purview Agencies:**

The State Personnel Board (SPB) will notify SPB Processed/Purview agencies of the final schedule for conversion. The final day and time to enter transactions with effective dates of June 30, 2014, or before, is close of business (COB) **Tuesday, June 10**. Transactions may be entered on Wednesday, June 11, **but only at the request of SPB staff**. Transactions with effective dates of July 1, or after, will be disapproved, returned without action, or purged by SPB staff.

■ **Non-SPB Agencies:**

MMRS staff has initiated mass rollover of FY2014 Agency Program Budget and Position Program Budget records into FY2015 as ACTIVE records for non-SPB agencies. Non-SPB agencies are not limited, therefore, to entering transactions with effective dates in fiscal year 2015. Transactions with effective dates on or after July 1 for FY2015 may be entered without jeopardizing conversion.

■ **SPAHRS Payrolls in June 2014:**

All **human resource record changes** necessary for processing any payroll in June for FY2014 **MUST be approved by close of business Thursday, June 12, 2014**, or before if required for a due date prior to that deadline. If not approved, then affected employees cannot be paid until the first supplemental in July 2014. 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)	6/30/2014	6/01/2014	6/27/2014	June 18, 2014
Semi-Monthly (non-delayed) (R)	6/30/2014	6/16/2014	6/27/2014	June 20, 2014
Semi-Monthly (delayed) (S)	6/15/2014	6/01/2014	6/27/2014	June 20, 2014
Contract Worker (K)	5/30/2014	5/17/2014	6/13/2014	June 10, 2014
Contract Worker (K)	6/13/2014	5/31/2014	6/27/2014	June 23, 2014
Bi-Weekly (B)	5/30/2014	5/17/2014	6/13/2014	June 10, 2014
Bi-Weekly (B)	6/13/2014	5/31/2014	6/27/2014	June 23, 2014
Weekly (W)	6/12/2014	06/06/2014	06/20/2014	June 17, 2014
Weekly (W)	6/19/2014	6/13/2014	6/27/2014	June 23, 2014
Supplemental (P)	6/20/2014	6/01/2014	6/20/2014	June 17, 2014
Supplemental (P)	6/27/2014	6/01/2014	6/27/2014	June 23, 2014

If you have a BY2014 payroll that is scheduled to **finalize** and **pay** in the **lapse period, DO NOT** run a final payroll in the old fiscal year (June 27 or before). You must wait to run the final payroll during the lapse period so that journal vouchers will generate automatically.

Thursday, June 12 – Friday, June 27

- SPB and MMRS staff will complete Fiscal Year 2015 Conversion.
- SPAHRS will be available to all users. *However*, access to human resource functions affecting Agency, Position, Occupation, and Employment for PINs and Change Compensation for PINs will be limited to READ ONLY for all SPB Processed/Purview users from Thursday, June 12, through Friday, June 27 (inclusive). Access for other SPAHRS segments, including all payroll functions, will not be affected. **Access for Non-SPB agencies will not be affected.**
- 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 Friday, June 27, SPAHRS will reflect any salary or PIN changes effective July 1, 2014, for SPB Processed/Purview agencies as a future (pending) record. **Changes for Non-SPB agencies will not be reflected until your agency staff modifies each individual employee's record.**
- On Friday, June 27, SAAS and SPAHRS will be available to all users from 7:00 a.m. until 5:00 p.m. MMRS Call Center staff and other MMRS staff **will** be available to assist users from 8:00 a.m. until 4:30 p.m. As a reminder, SPAHRS Human Resource access will be limited from June 12 - June 27 (inclusive).
- SAAS and SPAHRS will be available on these Saturdays and Sundays: May 31 & June 1, June 7 & 8, June 14 & 15, and June 21 & 22 (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 or Sundays. Users may leave messages on the Call Center, and the calls will be returned first thing the following Monday.
- SAAS and SPAHRS will not be available to users on June 28 – 30, 2014.
- MERLIN and MELMS will not be affected by the above FY Conversion process and will continue to be available to users as usual.

Tuesday, July 1

- Prior to opening of business on Tuesday, July 1, 2014, access for all SPAHRS users will be reset to allow users to resume previously authorized access.
- SPAHRS and SAAS should be available to users as usual on Tuesday, July 1, 2014. It is estimated, but not guaranteed, that these systems will be available by 1:00 p.m. If there is a change to this schedule, users will be notified.

Friday, July 4

The Department of Finance and Administration will be closed Friday, July 4, in observance of Independence Day.

Should there be any changes to the specifics of this memo, you will be notified via the SPAHRS and/or SAAS banner screens 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.