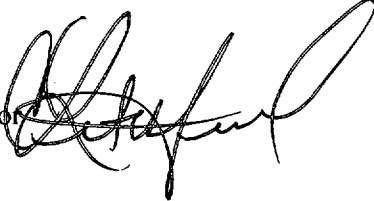


**MISSISSIPPI MANAGEMENT AND REPORTING SYSTEM  
POLICY MEMORANDUM #2**

**TO:** Agency Executive Directors, State Agency Contacts for Human Resources and Payroll

**FROM:** MMRS Steering Committee

**VIA:** Cille Litchfield, MMRS Administrator 

**DATE:** June 13, 2000

**SUBJECT:** Requests for Mass Data Changes (overlays) Via Adhoc Programs in SPAHRS

In order to ensure that the Statewide Payroll and Human Resource System (SPAHRS) is in full compliance with policies and procedures promulgated by the Mississippi State Personnel Board and/or the Department of Finance and Administration, Office of Fiscal Management, the following policy regarding mass adhoc data changes will be effective immediately:

1. All agency requests resulting in mass data changes (overlays) to agency data through the use of adhoc programs generated by MMRS staff must be submitted to the MMRS Administrator in writing and must contain all pertinent information necessary for correct identification of the data to be changed.
2. All such requests must be accompanied by written approval from the State Personnel Board and/or the Department of Finance and Administration. No action will be taken by MMRS until written approval is received as outlined below:
  - a. If the data to be changed is located in SPAHRS records or files normally under the purview of the State Personnel Board, approval is required from the Director of the MS State Personnel Board.
  - b. If the data to be changed is located in SPAHRS records or files normally under the purview of the Department of Finance and Administration, approval is required from the Director of the Office of Fiscal Management.
  - c. In any instance in which the data to be changed is specific to either human resources or payroll, but has the potential to affect the functionality of SPAHRS programming NOT specific to the data, approval is required from both the Director of the MS State Personnel Board and the Director of the Office of Fiscal Management.
  - d. Such written approval must specifically identify the desired mass data overlays to be completed and must specify any additional requirements set by the approving agency(s).

Any questions regarding this policy memorandum should be directed to Cille Litchfield at [litche@mhrs.state.ms.us](mailto:litche@mhrs.state.ms.us).