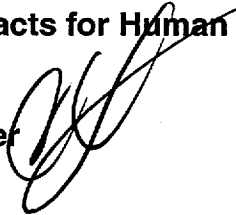


Department of Finance and Administration

Mississippi Management and Reporting System

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TO: Agency Executive Directors, State Agency Contacts for Human Resources

FROM: Cille Litchfield, Chief Systems Information Officer 

DATE: May 24, 2004

SUBJECT: Manual Changes to Human Resource Data in SPAHRS by MMRS Staff

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, the following policy regarding manual changes to human resource data in SPAHRS by MMRS staff is effective immediately. No action will be taken on any request until the following information is received by MMRS staff:

For agencies under the purview of the State Personnel Board:

All requests pertaining to modification of human resource data records must be accompanied by written approval signed by specified SPB managers. Such written approval must identify the data to be modified and include, but not be limited to, Agency, PIN, employee name, employee PID, pertinent dates, the reason for the modification, and copies of any external documents mandating the modification (e. g., court order). Data pertaining strictly to payroll calculations (e.g., schedule changes or extra earnings codes) are excluded from SPB approval. Agencies should contact their SPB analyst prior to making the request to MMRS.

For agencies NOT under the purview of the State Personnel Board:

All requests pertaining to modification of human resource data records from agencies not under the purview of SPB do not require SPB approval, but must include the same information as listed above.

Any questions regarding this policy memorandum should be directed to Cille Litchfield at litchc@dfa.state.ms.us or 601/359-1433.