
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
2109	SPAHRs Deduction Code Change Request Procedures	Effective Date: 04/19/2017
		Version: 4

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2109.1 Introduction

Deduction Codes are codes set up in the SPAHRS Maintain Deduction Code Table to identify all items (insurance, savings bonds, credit union, flower funds, child support, etc.) that may be subtracted from an employee's gross pay. The vendor numbers and names assigned to each deduction code are maintained on the SPAHRS SAAS Tables. *#2108 SPAHRS Deduction Code Change Request Form* is used to request additional codes or make changes to existing codes on the Deduction Code Table.

2109.2 Scope

This document provides instructions for completing each field on *#2108 SPAHRS Deduction Code Change Request Form* and supplies instructions for submitting the form to MMRS.

2109.3 Procedures

#2108 SPAHRS Deduction Code Change Request Form should be completed only by a designated, authorized SPAHRS user.

Upon receiving the form, an MMRS Functional Analyst will review the request and determine if the requested add or change is necessary. Forms that are not completed correctly or that need additional information may be returned to the user.

The Deduction Code Table will be reviewed to determine if a code that meets the user's needs already exists, or if the requested change will affect other users. If the requested change will affect other users, those users must be contacted to determine if they also have a need for the change. If they do not, the deduction code cannot be changed and MMRS will contact the requestor to discuss other options. If it is determined a code already exists, the requestor will be notified of the existing code.

If a new code is to be established, the functional analyst will assign a new code. Procedures outlined in Maintain Payroll Tables are used to add and modify deduction codes. Once the new code has been added or the requested change completed, the Functional Analyst will notify the user the new code has been added or the change has been made.

Note: Changes to the name or address of a vendor must be made by the DFA Bureau of Financial Control (BFC). The descriptive name on the SPAHRS Deduction Code Table can be maintained only by MMRS.

2109.4 Instructions for Completion of the Form

Submitted by	Enter name of person submitting the form.
Date	Enter the current date of request.
Requestor's Email Address	Enter the email address of the person making the request.
Agency	Enter the name of the Agency submitting the request.
Phone No.	Enter the phone number of person submitting request.
Agency Number	Enter the four-digit SPAHRS agency number.
Requested Effective Date	Enter the start date for deduction code.

Reason for Change	Choose appropriate reason
Deduction not on table Example: <input checked="" type="checkbox"/> Deduction not on table	<p>Choose this option if the deduction code is not already listed on the Deduction Code table in SPAHRS. Enter the Vendor Name, Vendor Number and select if the code is After-tax (amount is deducted after tax calculations) or Pre-tax (amount is deducted before tax calculations). If a code is needed for both, mark both spaces.</p> <p>Vendor Name: <u>ABC Dental Service</u> Vendor Number: <u>V0000111222</u> After-Tax: _____ Pre Tax: <input checked="" type="checkbox"/></p>
Vendor Name Change Example: <input checked="" type="checkbox"/> Vendor Name Change*	<p>Choose this option if the vendor is changing its name. Enter the Deduct Code (as it already appears in SPAHRS), enter the old name of company and then enter the new name of company.</p> <p>Deduct Code: <u>ABCFD</u> Old Name <u>ABC Dental Service</u> New Name: <u>ABC Family Dental Clinic</u></p>
Vendor Number Change Example: <input checked="" type="checkbox"/> Vendor Number Change	<p>Choose this option if the vendor has been assigned a different vendor number. This change may be due to a name change or an address change. Enter the Deduct Code as it appears in SPAHRS, enter the Old Number as it appears in SPAHRS, and then enter the New Number</p> <p>Deduct Code: <u>ABCDF</u> Old Number: <u>V0000111222</u> New Number: <u>V0000111223</u></p>

<p>Other</p> <p>Example:</p> <p><input checked="" type="checkbox"/> Other</p> <p>Please Explain</p>	<p>Choose this option if none of the above apply. Enter the deduct code and provide a brief explanation of the change needed.</p> <p>Deduct Code: <u>DDSBA</u></p> <p>I need another code added for this same vendor to track a separate deduction to this vendor for another type of insurance.</p>
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After completing the form, please submit the form by e-mail, mail, or fax:

E-mail to: MASH@dfa.ms.gov

Mail to: Department of Finance and Administration/MMRS
Robert Clark Building
301 North Lamar Street, Suite 400
Jackson, MS 39201(Handmail)

FAX to: MMRS Call Center
601-359-6551