The MAGIC Message

October 2019

Completed Activities

➢ **Draft "As Is" system processes**

➢ **Map system requirements to SAP modules**

➢ **Build internal project team**

Ongoing Activities

➢ **SAP Training for MAGIC Project Team**

➢ **Risk and Change Management Activities**

Upcoming Activities

➢ **Finalize "As-Is" system processes**

➢ **Identify Subject Matter Experts**

➢ **Begin workshop design meetings**

HR / Payroll Kickoff

The Department of Finance and Administration (DFA) has started the implementation of the Human Resource (HR) and payroll systems of MAGIC to replace the Statewide Payroll and Human Resource System (SPAHRS).

DFA is hosting a project kickoff meeting on Tuesday, November 12, 2019. Please plan to attend the kickoff meeting to learn more about the project. Registration is available in the MAGIC folder of the Finance and Administrativ*e Catalog* in LSO. Review the *LSO Employee Self Service instructions* for registration instructions.

We look forward to seeing you on November 12th.

Date:	Tuesday, November 12
Time:	Registration: 1:30 – 2:00 PM Meeting: 2:00 – 4:00 PM
Location:	Craig H. Neilsen Auditorium at the MS Department of Archives and History's Two Mississippi Museums 222 North Street Jackson, MS 39201
LSO Course Code:	MAGICMEETING

Initial Terms to Know!

Listed below are a few terms that will be discussed in the kickoff meeting.

➢ **Cloud Computing**
Storing computer data on multiple servers accessed through the internet.

➢ **SuccessFactors**
SAP's cloud based Human Resource (HR) and Payroll system.

➢ **Employee Central (EC)**
The HR module of SuccessFactors.

➢ **Employee Central Payroll (ECP)**
The payroll module of SuccessFactors.

➢ **Subject Matter Expert (SME)**
A person considered an expert on a particular subject.

➢ **Business Process Owner (BPO)**
An agency or office that is responsible for making decisions about a specific system process.

➢ **As-Is**
The process of documenting the current business process.

➢ **To-Be**
The process of documenting the future business process.

➢ **Workshops**
A series of meetings to develop the system design.

➢ **Workbook**
The output of workshops that contain the system design to be created in the system.

➢ **Iteration**
A repetitive process to build and validate the system design.

➢ **Go-Live**
When agencies start using MAGIC for their HR/Payroll processing.

If you have a question or comment please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov

Contact Us