

HR / Payroll Implementation Subject Matter Expert (SME) Designation Form



A Subject Matter Expert (SME) is a person considered an expert in a particular subject. Please review the SME Roles and Responsibilities on the [DFA website](#) for a more information.

Please use this form to indicate your willingness to serve as a SME for the MAGIC HR/Payroll implementation. **Return the completed form to the MMRS Call Center at mash@dfa.ms.gov by Thursday, November 21, 2019 at 5:00 PM.** Once received, the project team will communicate next steps to all SMEs.

Agency:	
Employee Name:	
Employee Phone Number:	
Employee Email Address:	

With 1 being the first choice, please indicate the 3 areas in which you are interested in participating. Please note that depending on the number of SMEs you may be asked to participate in your second or third choice.

Choice	Area
	Core HR (Personnel Administration)
	Organizational Management (Organizational Charts and Position Control)
	Time and Attendance
	Benefits Management
	Payroll Administration
	Travel Management

With a yes/no, please indicate if you are also willing to participate in the following project activities.

Yes/No	Activity
	End User Testing
	End User Training

Supervisor's Signature:	
Employee Signature:	