



Fiscal Year 2023 MASH Emails

The purpose of this document is to provide a historical record of MASH emails that are sent to users of SPAHRS and MAGIC.

The messages are divided by area with the most recent messages listed at the top of that respective area. The date the message was sent is also listed next to each item. You may also find links to supporting documentation.

This document contains updates that were released since July 1, 2022. For a list of prior updates, please visit the [MMRS Customer Support Page](#).

The document was last updated on June 30, 2023

Table of Contents

.....	1
MMRS Call Center	2
MAGIC Finance	3
MAGIC Grants Management.....	5
MAGIC Human Resources / Payroll	6
MAGIC Logistics	13
MAGIC & SPAHRS Security	14
SPAHRS Payroll	15
MAGIC & SPAHRS Technical	16
MAGIC Reporting.....	17
MAGIC & SPAHRS Training	19
Learning Solution (LSO).....	20
Vendors	21

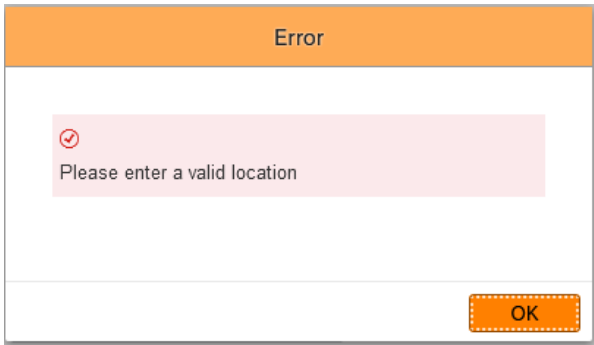
MMRS Call Center	
Date Sent	Information
2/6/2023	<p>DFA/MMRS is in the process of updating the MASH email notification list. To continue receiving MASH emails, provide the information at the link below by Tuesday, February 28, 2023. You will receive both MAGIC and SPAHRS emails regardless of the subject. You only need to sign up once. If you do not sign up by 2/28 you will not receive the MASH emails after that date. Only employees of State agencies can sign up to receive notifications.</p> <p>MASH Email List - 2023</p>
9/21/2022	<p>The September 2022 <i>MAGIC Message Newsletter</i> is attached. It is also available on the DFA/MMRS website. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.</p>
7/28/2022	<p>Due to the volume of help desk requests, the following guidelines are being provided to help facilitate incident management.</p> <ol style="list-style-type: none"> 1. Please do not send new issues directly to a support staff member. All new issues should be reported to mash@dfa.ms.gov. Also, please do not copy a support staff member on the email. 2. If you have already reported an issue, please do not send another request regarding the same issue. The original issue has been logged and an analyst will contact you to provide assistance. It causes a delay in responding to new issues if the team is having to spend time reviewing/responding to duplicate issues. 3. You can also review the training material and simulations in uPerform. A lot of questions may be answered by reviewing the materials. <p>Please be patient as the support staff works help desk requests from all agencies. Thank you in advance.</p>

MAGIC Finance	
Date Sent	Information
Standard Financial Inbound Interface	If your agency uses the Standard Financial Inbound Interface process to load documents into MAGIC, please ensure that all documents are dated 7/1/2023 or later in order to complete processing. The interface process does not conduct a validation on whether the dates in the file are valid dates for the current fiscal year, the interface only validates that it is a valid calendar date. Any documents loaded with 'Posting Date' prior to 7/1/2023 will receive errors at the time of posting, as this is not a valid date for the current fiscal year of 2024.
Received Date for Parked Documents	For instructions on how to find the received date on parked documents, please review the Parked Documents job aid within uPerform.
6/21/2023	If you have any old work items in your SAP Workplace inbox that need to be removed, please send a screenshot of the items to be removed to mash@dfa.ms.gov with "SAP Workplace Work Items" as the subject of the email. DFA will remove your requested work items from the Workplace. Please note that removing the work items will not delete the document it will only remove them from your Workplace inbox.
6/13/2023	If your agency had any position changes that may affect MAGIC workflow approvals, please send those changes to the MMRS Call Center at mash@dfa.ms.gov for the updates to be made in MAGIC.
6/13/2023	All documents unposted as of 6/30/2023 will be deleted. Any YP or YT documents that did not post by 6/30/2023 will have to be re-entered using t-code FV60. If needed, please contact the vendor for a copy of the invoice.
6/2/2023	Per DFA/Office of Fiscal Management (OFM): The Year End Memo, Important Dates, Cash Move Form, and Agency Contact Form are on the OFM website at: https://www.dfa.ms.gov/fiscal-management
5/26/2023	Agency Property Officers please review the Cleaning Up Asset Shells job aid for information on how to keep an accurate inventory of assets. It is important that all unwanted asset shells are removed or deleted no later than June 23 2023, for fiscal year-end processing.
5/24/2023	Many documents are currently in a parked status in MAGIC. Use the Agency Month End Document to help identify any "parked status documents." If you no longer need to process the parked document, it should be deleted by your agency. If the parked document still needs to be processed, it should be "saved as complete," which will start the workflow process. All agency levels of approval should be applied, then the document will route to DFA/OFM for approval. Deletion of parked documents restores budget authority. Ensure that you review and complete any adjustments to your parked documents by June 19, 2023. Any documents started prior to July 1, 2023, will be deleted if not posted by June 30, 2023.
8/29/2022	Please see the attached information regarding upcoming Finance Training. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.
8/19/2022	DFA will be deleting any parked transaction lines that have a 2022 budget year. If these items are needed, please process them before the system comes down on Wednesday, August 31, 2022.

MAGIC Finance	
Date Sent	Information
8/10/2022	<p>Please use Fiscal Year 2023 on all budget documents, including documents with 2022-A2 budget year.</p> <p>Each document is assigned a unique number and the document number range is only available for Fiscal Year 2023.</p>
7/5/2022	All documents unposted as of 6/30/2022 were deleted. Any YP or YT documents that did not post by 6/30/2022 will have to be reentered using t-code FV60. If needed, please contact the vendor for a copy of the invoice.
7/5/2022	If your agency uses the Standard Financial Inbound Interface process to load documents into MAGIC, please ensure that all documents are dated 7/1/2022 or later in order to complete processing. The interface process does not conduct a validation on whether the dates in the file are valid dates for the current fiscal year, the interface only validates that it is a valid calendar date. Any documents loaded with 'Posting Date' prior to 7/1/2022 will receive errors at the time of posting, as this is not a valid date for the current fiscal year of 2023.
7/5/2022	If your agency had any position changes that may affect MAGIC workflow approvals, please send those changes to the MMRS Call Center at mash@dfa.ms.gov for the updates to be made in MAGIC.

MAGIC Grants Management	
Date Sent	Information
6/1/2023	<p>During the lapse period of July and August, Grantor agencies can select the budget year to be applied to the Claim. In order for MAGIC to separate each payment and charge them to different budget years and allotment periods, some additional date management will need to be done on the Claim. The Start Date of the Claim will need to correspond to the desired budget year. The Expense Date on each Claim Line Item will also need to be changed to reflect this date. No other dates will need to be adjusted. For example: If you get a Claim in on July 13th and want to pay it with prior year funds, you will change the Start Date <i>and</i> the Expense Date to 6/30/2023. This will set the budget period on the invoice and payment document to 2023-A2. If you would like to pay the Claim with the new year funds, set the Start Date <i>and</i> the Expense Date to the current date so the budget period on the invoice and payment document will be set to 2024-A1. The invoicing program uses this date to sort the payments. This date field should be checked on every Claim to ensure proper posting of Grantor claims.</p> <p>As a reminder, please ensure that your agency has enough cash in the prior budget year funding sources in order to cover any Claims that are to be paid with Budget Year 2023.</p>
3/30/2023	<p>When managing the status of a grant in MAGIC, an agency user will no longer have the ability to place the grant into “Closed” status. End users will still have the ability to place the grant into “Closing” status. If an agency would like to close a grant, they must reach out to OFR at (601) 359-2160 and request that the grant be closed.</p> <p>If you have any system questions, please contact the MMRS Call Center at mash@dfa.ms.gov.</p>
7/5/2022; 8/3/2022	<p>During the lapse period of July and August, Grantor agencies can select the budget year to be applied to the Claim. In order for MAGIC to separate each payment and charge them to different budget year and allotment periods, some additional date management will need to be done on the Claim. The Start Date of the Claim will need to correspond to the desired budget year. The Expense Date on each Claim Line Item will also need to be changed to reflect this date. No other dates will need to be adjusted. For example: If you get a Claim in on July 13th and want to pay it with prior year funds, you will change the Start Date <i>and</i> the Expense Date to 6/30/2022. This will set the budget period on the invoice and payment document to 2022-A2. If you would like to pay the Claim with the new year funds, set the Start Date <i>and</i> the Expense Date to the current date so the budget period on the invoice and payment document will be set to 2023-A1. The invoicing program uses this date to sort the payments. This date field should be checked on every Claim to ensure proper posting of Grantor claims.</p> <p>As a reminder, please ensure that your agency has enough cash in the prior budget year funding sources in order to cover any Claims that are to be paid with Budget Year 2022.</p>

MAGIC Human Resources / Payroll	
Date Sent	Information
6/13/2023	All NeoGov transactions after June 12, 2023 will not be imported into EC until all Year-end changes for July 1 have been completed in EC.
6/13/2023	All pending actions in MAGIC HR must be completed prior to conversion changes or the records will not be updated. Please check your workflow que and address any pending workflow items by approving/rejecting pending actions, (e.g., pending compensation updates, transfers, termination of no-shows, contract reviews, etc.)
6/13/2023	MAGIC HR (EC Success Factors) access will be paused COB June 14.
6/13/2023	Please complete your HR transactions that are needed for SPAHRS payroll runs. We have a few payrolls that will process during the EC downtime. Your transactions will need to be entered and approved prior to EC downtime.
6/13/2023	Contracts Renewal instructions can be found in the MAGIC Employee Central Contract Worker Renewal Job Aid .
5/10/2023	<p>In effort to help correct data in the system, we are in the process of adding some additional validations in Employee Central that will restrict work schedules based on additional FLSA status. If an incorrect work schedule is selected, you will receive an error preventing you from completing your transaction. Errors will be triggered for any previously incorrectly selected work schedules as well.</p> <p>As a reminder, please use the Assigning Work Schedules in MAGIC Job Aid and the Employee Central Work Schedule spreadsheet to help determine what work schedule to use for employees in MAGIC. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.</p>
5/9/2023	<p>In preparation for Fiscal Year-End, please consider and remember the following:</p> <ol style="list-style-type: none"> 1. During the FY Conversion Process, records maybe updated in the system. All pending actions in MAGIC HR must be completed prior to conversion changes or the records will not be updated. Please check your workflow que and start addressing any pending workflow items by approving/rejecting pending actions, (e.g., pending compensation updates, transfers, termination of no-shows, contract reviews, etc.) 2. Please start reviewing your SPAHRS FY23 contract balances to determine if enough funds are available to make payments to the contract worker based on estimated hours scheduled to be worked through June 30. FY23 total contract amount adjustments must be entered and approved prior to renewing and extending the contract into FY24. Renewal instructions can be found in the attached MAGIC Employee Central Contract Worker Renewal Job Aid.

MAGIC Human Resources / Payroll	
Date Sent	Information
5/5/2023	<p>The following field label changes have been made in Employee Central.</p> <ul style="list-style-type: none"> • "State Hire Date" has changed to "Agency Hire Date" • "Original State Hire Date" has changed to "State Hire Date - Continuous" <p>Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.</p>
4/27/2023	Please see the attached April 2023 <i>MAGIC Message</i> Newsletter.
4/17/2023	<p>MMRS has added a restriction to the location field.</p> <p>Location = Master Agency + Sub Agency.</p> <p>If an incorrect location is entered, the warning message below will display.</p> 
4/14/2023	<p>In preparation for Fiscal Year-End, please consider and remember the following:</p> <ol style="list-style-type: none"> 3. During the FY Conversion Process, records maybe updated in the system. All pending actions in MAGIC HR must be completed prior to conversion changes or the records will not be updated. Please check your workflow que and start addressing any pending workflow items by approving/rejecting pending actions, (e.g., pending compensation updates, transfers, termination of no-shows, contract reviews, etc.) 4. Please start reviewing your SPAHRS FY23 contract balances to determine if enough funds are available to make payments to the contract worker based on estimated hours scheduled to be worked through June 30. FY23 total contract amount adjustments must be entered and approved prior to renewing and extending the contract into FY24. Renewal instructions can be found in the MAGIC Employee Central Contract Worker Renewal Job Aid.
3/27/2023	<p>The Assigning Work Schedules in MAGIC Job Aid has been updated. Please use the job aid and Employee Central Work Schedule spreadsheet to help determine what work schedule to use for employees in MAGIC. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.</p>

MAGIC Human Resources / Payroll

Date Sent	Information
3/17/2023	The attached MAGIC Human Resource Helpful Tips document has been updated with additional information to aid in processing transactions. The list will be periodically updated with new information. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.
2/22/2023	The attached MAGIC Human Resource Helpful Tips document has been updated with additional information to aid in processing transactions. The list will be periodically updated with new information. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.

2/1/2023	<p>The following performance assessment reports are no longer available in EC.</p> <ul style="list-style-type: none"> - Performance Assessment Summary – Table View - Performance Assessment Summary <p>The Performance Assessment Data report is available. Your system security will determine if you are able to access the report. When reviewing the report, keep in mind that the data provided for each employee will increase as additional performance assessment entries are entered in EC (first screen below). The second screen shows the actual entries as viewed in EC.</p> <p>Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.</p> <table border="1" data-bbox="386 1056 1344 1150"> <thead> <tr> <th>Location</th> <th>Last Name</th> <th>First Name</th> <th>User Sys ID</th> <th>Title</th> <th>Appraisal Reason</th> <th>Appraisal Period Start (Date)</th> <th>Appraisal Period End (Date)</th> <th>Appraisal Rating Date (Date)</th> <th>Performance Rating</th> </tr> </thead> <tbody> <tr> <td>Agency Name</td> <td>Employee Information</td> <td>-</td> <td>Program Specialist III</td> <td>Personnel action</td> <td>2/1/2021</td> <td>6/30/2021</td> <td>6/30/2021</td> <td>5.00</td> </tr> <tr> <td>Agency Name</td> <td>Employee Information</td> <td>-</td> <td>Program Specialist III</td> <td>Performance evaluation</td> <td>7/1/2021</td> <td>6/30/2022</td> <td>8/10/2022</td> <td>5.5</td> </tr> <tr> <td>Agency Name</td> <td>Employee Information</td> <td>-</td> <td>Program Specialist III</td> <td>Performance evaluation</td> <td>7/1/2022</td> <td>10/17/2022</td> <td>10/4/2022</td> <td>5.5</td> </tr> <tr> <td>Agency Name</td> <td>Employee Information</td> <td>-</td> <td>Program Specialist III</td> <td>Performance evaluation</td> <td>7/1/2022</td> <td>6/30/2023</td> <td>8/15/2022</td> <td>OPENING</td> </tr> <tr> <td>Agency Name</td> <td>Employee Information</td> <td>-</td> <td>Program Specialist III</td> <td>Personnel action</td> <td>8/1/2022</td> <td>10/1/2022</td> <td>10/4/2022</td> <td>5.5</td> </tr> </tbody> </table> <div data-bbox="422 1192 1117 1612"> <p>Performance Assessment</p> <table border="1"> <tbody> <tr> <td>2.5</td> <td>Time Period</td> <td>Jul 01, 2022 - Oct 17, 2022</td> <td>2.5</td> <td>Time Period</td> <td>Jul 01, 2021 - Jun 30, 2022</td> </tr> <tr> <td>Appraisal Rating Date</td> <td>Oct 04, 2022</td> <td>Appraisal Reason</td> <td>Performance evaluation</td> <td>Appraisal Rating Date</td> <td>Aug 12, 2022</td> </tr> <tr> <td>Attachment</td> <td>-</td> <td>Attachment</td> <td>-</td> <td>Attachment</td> <td>-</td> </tr> <tr> <td>2.5</td> <td>Time Period</td> <td>Aug 01, 2022 - Oct 01, 2022</td> <td>2.80</td> <td>Time Period</td> <td>Feb 01, 2021 - Jun 30, 2021</td> </tr> <tr> <td>Appraisal Rating Date</td> <td>Oct 04, 2022</td> <td>Appraisal Reason</td> <td>Personnel action</td> <td>Appraisal Rating Date</td> <td>Jun 30, 2021</td> </tr> <tr> <td>Attachment</td> <td>-</td> <td>Attachment</td> <td>-</td> <td>Attachment</td> <td>-</td> </tr> <tr> <td>OPENING</td> <td>Time Period</td> <td>Jul 01, 2022 - Jun 30, 2023</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Appraisal Rating Date</td> <td>Aug 15, 2022</td> <td>Appraisal Reason</td> <td>Performance evaluation</td> <td></td> <td></td> </tr> <tr> <td>Attachment</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Location	Last Name	First Name	User Sys ID	Title	Appraisal Reason	Appraisal Period Start (Date)	Appraisal Period End (Date)	Appraisal Rating Date (Date)	Performance Rating	Agency Name	Employee Information	-	Program Specialist III	Personnel action	2/1/2021	6/30/2021	6/30/2021	5.00	Agency Name	Employee Information	-	Program Specialist III	Performance evaluation	7/1/2021	6/30/2022	8/10/2022	5.5	Agency Name	Employee Information	-	Program Specialist III	Performance evaluation	7/1/2022	10/17/2022	10/4/2022	5.5	Agency Name	Employee Information	-	Program Specialist III	Performance evaluation	7/1/2022	6/30/2023	8/15/2022	OPENING	Agency Name	Employee Information	-	Program Specialist III	Personnel action	8/1/2022	10/1/2022	10/4/2022	5.5	2.5	Time Period	Jul 01, 2022 - Oct 17, 2022	2.5	Time Period	Jul 01, 2021 - Jun 30, 2022	Appraisal Rating Date	Oct 04, 2022	Appraisal Reason	Performance evaluation	Appraisal Rating Date	Aug 12, 2022	Attachment	-	Attachment	-	Attachment	-	2.5	Time Period	Aug 01, 2022 - Oct 01, 2022	2.80	Time Period	Feb 01, 2021 - Jun 30, 2021	Appraisal Rating Date	Oct 04, 2022	Appraisal Reason	Personnel action	Appraisal Rating Date	Jun 30, 2021	Attachment	-	Attachment	-	Attachment	-	OPENING	Time Period	Jul 01, 2022 - Jun 30, 2023				Appraisal Rating Date	Aug 15, 2022	Appraisal Reason	Performance evaluation			Attachment					
Location	Last Name	First Name	User Sys ID	Title	Appraisal Reason	Appraisal Period Start (Date)	Appraisal Period End (Date)	Appraisal Rating Date (Date)	Performance Rating																																																																																																					
Agency Name	Employee Information	-	Program Specialist III	Personnel action	2/1/2021	6/30/2021	6/30/2021	5.00																																																																																																						
Agency Name	Employee Information	-	Program Specialist III	Performance evaluation	7/1/2021	6/30/2022	8/10/2022	5.5																																																																																																						
Agency Name	Employee Information	-	Program Specialist III	Performance evaluation	7/1/2022	10/17/2022	10/4/2022	5.5																																																																																																						
Agency Name	Employee Information	-	Program Specialist III	Performance evaluation	7/1/2022	6/30/2023	8/15/2022	OPENING																																																																																																						
Agency Name	Employee Information	-	Program Specialist III	Personnel action	8/1/2022	10/1/2022	10/4/2022	5.5																																																																																																						
2.5	Time Period	Jul 01, 2022 - Oct 17, 2022	2.5	Time Period	Jul 01, 2021 - Jun 30, 2022																																																																																																									
Appraisal Rating Date	Oct 04, 2022	Appraisal Reason	Performance evaluation	Appraisal Rating Date	Aug 12, 2022																																																																																																									
Attachment	-	Attachment	-	Attachment	-																																																																																																									
2.5	Time Period	Aug 01, 2022 - Oct 01, 2022	2.80	Time Period	Feb 01, 2021 - Jun 30, 2021																																																																																																									
Appraisal Rating Date	Oct 04, 2022	Appraisal Reason	Personnel action	Appraisal Rating Date	Jun 30, 2021																																																																																																									
Attachment	-	Attachment	-	Attachment	-																																																																																																									
OPENING	Time Period	Jul 01, 2022 - Jun 30, 2023																																																																																																												
Appraisal Rating Date	Aug 15, 2022	Appraisal Reason	Performance evaluation																																																																																																											
Attachment																																																																																																														

12/28/2022	The MAGIC Human Resource Helpful Tips document has been updated with additional information to aid in processing transactions. The list will be periodically updated with new information. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.
------------	--

12/21/2022	The attached MAGIC Human Resource Helpful Tips document has been updated with additional information to aid in processing transactions. The list will be periodically updated with new information. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.
------------	---

MAGIC Human Resources / Payroll													
Date Sent	Information												
11/28/2022	The MAGIC Human Resource Helpful Tips document has been updated with additional information to aid in processing transactions. The list will be periodically updated with new information. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.												
11/10/2022	Thank you to everyone that participated in the kickoff meeting on November 8, 2022. The slides have been posted in the <i>Presentations</i> section of the MAGIC Human Resource/Payroll webpage. Please email mash@dfa.ms.gov if you have any questions.												
11/2/2022	<p>The Manager ID and Name are now included for vacant positions on both the Positions Details and Vacant Positions reports.</p> <p>While manager information for filled positions is based on the Org Chart, the manager information for vacant positions comes from the Position Org Chart. Discrepancies between the Org and Position Org charts will result in inconsistencies between the Parent Position and the corresponding Manager details on the reports. You can use the Disparities – Reporting Line and Position Hierarchy EC report and the HCM200 - Organizational Structure job aids and training materials to identify and address the discrepancies.</p> <p>Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.</p>												
10/17/2022	The MAGIC Human Resource Helpful Tips document has been updated with additional information to aid in processing transactions. The list will be periodically updated with new information. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.												
10/6/2022	<p>The new MAGIC HR Job Aids below are available in uPerform. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.</p> <table border="1"> <thead> <tr> <th>Job Aid</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>MAGIC Human Resource Modify a Position</td> <td>Steps on how to update a position in the system.</td> </tr> <tr> <td>Updating an Employee's Email Address in MAGIC</td> <td>Outlines the process of updating an employee's email address in MAGIC.</td> </tr> <tr> <td>Updating an Organizational Structure in MAGIC</td> <td> <p>Provides the steps to update your agencies organizational structure in the system.</p> <p>It is important to keep your structure updated as changes occur within the agency.</p> </td> </tr> <tr> <td>View Pending Request</td> <td>Steps on how to view the pending items in your workflow inbox.</td> </tr> <tr> <td>MAGIC Employee FLSA Status Job Aid</td> <td>Provides instructions on how to assign the FLSA Status and Additional FLSA status to an employee in MAGIC.</td> </tr> </tbody> </table>	Job Aid	Description	MAGIC Human Resource Modify a Position	Steps on how to update a position in the system.	Updating an Employee's Email Address in MAGIC	Outlines the process of updating an employee's email address in MAGIC.	Updating an Organizational Structure in MAGIC	<p>Provides the steps to update your agencies organizational structure in the system.</p> <p>It is important to keep your structure updated as changes occur within the agency.</p>	View Pending Request	Steps on how to view the pending items in your workflow inbox.	MAGIC Employee FLSA Status Job Aid	Provides instructions on how to assign the FLSA Status and Additional FLSA status to an employee in MAGIC.
Job Aid	Description												
MAGIC Human Resource Modify a Position	Steps on how to update a position in the system.												
Updating an Employee's Email Address in MAGIC	Outlines the process of updating an employee's email address in MAGIC.												
Updating an Organizational Structure in MAGIC	<p>Provides the steps to update your agencies organizational structure in the system.</p> <p>It is important to keep your structure updated as changes occur within the agency.</p>												
View Pending Request	Steps on how to view the pending items in your workflow inbox.												
MAGIC Employee FLSA Status Job Aid	Provides instructions on how to assign the FLSA Status and Additional FLSA status to an employee in MAGIC.												

MAGIC Human Resources / Payroll	
Date Sent	Information
9/13/2022	<p>The MAGIC EC Positions Details report has been updated as follows:</p> <ol style="list-style-type: none"> 1. The Short Name column has been replaced with PIN/WIN Indicator and PIN/WIN Number columns. <ul style="list-style-type: none"> • The PIN/WIN Number for positions created in Employee Central will be reflected as a 6 character value. 2. The following fields are now included for each Position: <ol style="list-style-type: none"> a. FLSA and Additional FLSA b. MSPB Purview Flag c. County d. Service Type e. PERS Position Code f. Selection Exempt g. Parent Position and PIN 3. The External Name column header has been renamed to Functional Title. 4. The Manager's Person ID and Name is included for filled positions. <p>Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.</p>
9/12/2022	<p>The "Insert New Record" button is no longer available when updating Job and Compensation Information in MAGIC HR. You will need to select "Actions" on the desired record to be updated and select the appropriate option. Your security will determine if you have the ability to update information in the system. The training documents and job aids are in the process of being updated and you will be notified when they are available. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.</p>
8/29/2022	<p>The new MAGIC Human Resource Helpful Tips document will provide information that will aid in processing transactions. The list will be periodically updated with new information. You will receive a notice when the document has been updated. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.</p>

MAGIC Human Resources / Payroll													
Date Sent	Information												
8/15/2022	<p>Listed below are several helpful tips when processing transactions in MAGIC Employee Central (EC).</p> <table border="1"> <thead> <tr> <th colspan="2">Helpful Tips</th> </tr> <tr> <th>Area</th> <th>Tip</th> </tr> </thead> <tbody> <tr> <td>To Be Hired Field</td> <td>Do NOT change the "To Be Hired" field on the position to "Yes" when the position is filled. This will send a vacancy date to SPAHRS and will result in an incomplete hire in the system. If you hire someone, make sure that field changes to "No".</td> </tr> <tr> <td>Contract Worker</td> <td>Do NOT separate a contract worker from the old WIN when it expires and then rehire them into that same position. When a contract is expired, it cannot be extended.</td> </tr> <tr> <td>Future-Dated Hires</td> <td>When searching for future-dated hires, you will need to select "include inactive users" to search by employee name and change the 'as of the date' to the date of hire.</td> </tr> <tr> <td>Payroll Help Requests</td> <td>When submitting Payroll related issues, please indicate when your next payroll is due for processing.</td> </tr> </tbody> </table>	Helpful Tips		Area	Tip	To Be Hired Field	Do NOT change the "To Be Hired" field on the position to "Yes" when the position is filled. This will send a vacancy date to SPAHRS and will result in an incomplete hire in the system. If you hire someone, make sure that field changes to "No".	Contract Worker	Do NOT separate a contract worker from the old WIN when it expires and then rehire them into that same position. When a contract is expired, it cannot be extended.	Future-Dated Hires	When searching for future-dated hires, you will need to select "include inactive users" to search by employee name and change the 'as of the date' to the date of hire.	Payroll Help Requests	When submitting Payroll related issues, please indicate when your next payroll is due for processing.
Helpful Tips													
Area	Tip												
To Be Hired Field	Do NOT change the "To Be Hired" field on the position to "Yes" when the position is filled. This will send a vacancy date to SPAHRS and will result in an incomplete hire in the system. If you hire someone, make sure that field changes to "No".												
Contract Worker	Do NOT separate a contract worker from the old WIN when it expires and then rehire them into that same position. When a contract is expired, it cannot be extended.												
Future-Dated Hires	When searching for future-dated hires, you will need to select "include inactive users" to search by employee name and change the 'as of the date' to the date of hire.												
Payroll Help Requests	When submitting Payroll related issues, please indicate when your next payroll is due for processing.												
8/10/2022	<p>Certain changes made in MAGIC HR are interfaced to SPAHRS. SPAHRS does not allow a contract to be extended once the contract end date has been reached. Use the steps below to rehire a contract worker in MAGIC.</p> <ol style="list-style-type: none"> 1. Separate the Contract Worker in MAGIC from their current position. 2. Create a new position in MAGIC and hire the Contract Worker into the position for the new contract period. Review the How to Create a Worker Position Job Aid and Hiring a Contract Worker Job Aid for system instructions. 3. The start and end dates for the new Contract Worker should be within the current fiscal year. <p>Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.</p>												
8/10/2022	<p>Some areas of MAGIC and Employee Central (EC) are set up by the employee's position. Employee Central (EC) approvers are set up by PIN/Positions. If an employee is placed into a PIN/Position of a previous approver, the person placed into that PIN/Position will receive unintended work items. Please be sure to make changes as employees vacate and/or transfer positions.</p> <p>Use the 3324 Employee Central (EC) Workflow Approval Request Form to request an approver to be Added, Changed or Deleted. It is located in the Employee Central Security section.</p> <p>Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.</p>												

MAGIC Human Resources / Payroll	
Date Sent	Information
8/4/2022	<p>Agencies are now able to enter Inter-Agency Transfers in Employee Central. Review the Inter-Agency Transfer Job Aid for instructions. Note: The MAGIC Employee Central (EC) Inter-Agency Transfer Form will still need to be used if the employee has not been separated from their previous agency.</p>
8/1/2022	<p>The <u>Positions Details</u> report may contain multiple rows for vacant positions. This will occur due to inconsistencies between the Position and corresponding Employment data, generally due to (1) the vacancy flag being set for positions not vacant or (2) when the Position vacancy date does not tie to employee separation dates.</p> <p>The following fields have been added to the report:</p> <ul style="list-style-type: none"> • Vacancy Date • Incumbent(s) Employee Status (Picklist Label) • Incumbent(s) Separation Date <p>Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions or need assistance resolving data inconsistencies.</p>
7/25/2022	<p>Please use the guidelines below in determining where to send help requests for Hire, Term, or Effective Date changes.</p> <ul style="list-style-type: none"> • For any hire, term, or effective date that is not correct in Employee Central (EC), MSPB purview agencies must send the request to MSPB. If approved, MSPB will submit a request to MMRS to correct the information. If your agency is not under MSPB purview, you can submit the request directly to the MMRS Call Center at mash@dfa.ms.gov. • If the date is correct in EC but not in SPAHRS, please submit a screen shot from EC with the correct data to the MMRS Call Center at mash@dfa.ms.gov. Please include a note asking for SPAHRS to be corrected to match what is in EC.
7/21/2022	<p>Please use the guidelines below in determining where to send help requests for Hire, Term, or Effective Date changes.</p> <ul style="list-style-type: none"> - For any hire, term, or effective date that is not correct in Employee Central (EC), MSPB purview agencies must send the request to MSPB. If approved, MSPB will submit a request to MMRS to correct the information. If your agency is not under MSPB purview, you can submit the request directly to the MMRS Call Center at mash@dfa.ms.gov. - If the date is correct in EC but not in SPAHRS, please submit a screen shot from EC with the correct data to the MMRS Call Center at mash@dfa.ms.gov. Please include a note asking for SPAHRS to be corrected to match what is in EC.

MAGIC Logistics	
Date Sent	Information
4/28/2023	MMRS will begin closing POs from the first 3 quarters of Fiscal Year 2023 the week of, 5/1/2023 – 5/5/2023. We will only be closing POs which have a \$0.00 balance. If you have any questions or concerns, please e-mail MASH (MASH@dfa.ms.gov).
3/23/2023	The NIGP GL Mapping document has been updated. It can be found in the <i>NIGP Look Up and Mapping to G/L Accounts</i> section of the MMRS Website . Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.
2/28/2022	MMRS will begin closing POs from the first 2 quarters of Fiscal Year 2023 this week, 2/27/2023 – 3/3/2023. We will only be closing POs which have a \$0.00 balance. If you have any questions or concerns, please e-mail MASH (MASH@dfa.ms.gov).
8/29/2022	Please see the attached information regarding upcoming Logistics Training. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.
7/19/2022	<p>As the end of Lapse Period approaches, it is important that agencies correct Goods Receipt balances. When a Goods Receipt (GR) is posted in MAGIC, accounting documents are generated to book the expense for the item(s) received. Therefore, if a GR is done for items you have <u>not</u> received (and may never receive), expenses are overstated and budget is over-consumed. Use the Correcting Goods Receipt / Invoice Receipt Balances Job Aid as a guide to review and resolve GR/IR balances.</p> <p>FY 2022 Purchase Orders (POs), where there is no remaining quantity to be received or invoice balance, should be marked with the Final Goods Receipt and Invoice indicator so that DFA can close out the Purchase Order. Please review the job aid, Close a PO with Remaining Balance, for additional information.</p> <p>In addition, there are many POs in MAGIC that were never be approved or processed during Budget Year 2022, but are in the system and need to be deleted/closed. Therefore, beginning July 30, 2022, agencies need to update the status for POs that are in an "Awaiting Approval" or "Saved" status.</p> <ul style="list-style-type: none"> - To get a list of POs that need to be 'Rejected', run a query in the POWL with "Awaiting Approval" in the Status field and Creation Date between 7/1/2021 and 6/30/2022. - To get a list of POs that need to 'Deleted', run the query with 'Saved' as the Status and delete those. <p>Beginning August 25th, DFA will close all remaining Budget Year 2022 Purchase Orders.</p>
7/11/2022	MMRS will begin closing FY2022 POs the week of 7/11/2022. We will be closing POs that have a \$0.00 balance. If you have any questions or concerns, please contact the MMRS Call Center at mash@dfa.ms.gov .

MAGIC & SPAHRS Security	
Date Sent	Information
10/5/2022	The reason field is now required when assigning roles in IDM. Agency Security Contacts can reference the updated Assign Role Job Aid for instructions on how to assign roles in IDM. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.

SPAHRs Payroll	
Date Sent	Information
SPAHRs Travel Advances	All travel advances issued in FY2023 should be cleared by July 14, 2023, per the Office of Fiscal Management.
5/30/2023	Review the FY2023 Fiscal Year End Memo for MSPB and Non-MSPB Agencies on the MMRS Website .
2/9/2023	<p>Per DFA/Office of Financial Affairs (OFA):</p> <p>1099s were posted to recipients on or before 01/31. For agencies who participated in OFA's central reporting process for 1098-F reporting, forms were posted to recipients on or before 01/31. Questions related to forms 1099 and 1098 should be Directed to Reginald J Welch at 601-359-2069 or reginald.j.welch@dfa.ms.gov.</p> <p>W-2 forms have been posted online for all employees opted into ACE. For employees who opted out of ACE, W-2 forms were posted on or before 01/31. OFA requests that all agencies allow until 02/15 before requesting duplicates to allow for delays with USPS postage. After 02/15 agencies can submit a request for a duplicate paper copy of a W-2 form. Employees with questions related to their W-2s are instructed to contact their agencies Payroll Staff. Agency Payroll Staff can find the required form to Request a Hard Copy of a W-2 and a guide Explanation of Figures Found on Your W-2 at the URL below: https://www.dfa.ms.gov/w2-state-employee</p> <p>1095 forms will be posted no later than March 2, 2023 per IRS guidelines. Agencies will be informed once 1095 forms have been remitted for all employees.</p>
12/2/2022	<p>State Health and Life insurances will increase beginning with Dec. payrolls. No modifications to employee deductions are needed unless their health insurance level of coverage changes. For Dec. new hires, you will <u>NOT</u> be able to use the one and a half or double deduct indicators. You will need to use the deduction codes below that indicate old rate for the employer portion and MISCA or MISCP for the old rate employee portion to pay for Dec. coverage.</p> <p>SLIOA- STATE LIFE INS OLD RATE AFTER TAX SLIOP- STATE LIFE INS OLD RATE PRE TAX</p>

MAGIC & SPAHRS Technical	
Date Sent	Information
	No updates at this time.

MAGIC Reporting	
Date Sent	Information
3/8/2023	MAGIC Analytics module has been upgraded. The attached document includes a list of the system enhancements. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.
9/27/2022	<p>Please note the following MAGIC EC reporting updates:</p> <ol style="list-style-type: none"> 1. The <u>Vacant Positions</u> report has been updated to include all fields available on the <u>Positions Details</u> report. <ol style="list-style-type: none"> a. Please note that filtering the Positions Details report for vacant positions will yield the same results as the Vacant Positions report. 2. The Short Name column on the <u>Pay Range by Employee</u> report has been replaced with the PIN/WIN Indicator and PIN/WIN Number columns. 3. The new <u>Employee New Hires</u> report identifies hired and rehired employees. 4. The new <u>Employee Contact Information</u> report provides employee permanent address, email, and phone number details. 5. The new <u>Employee Salary Changes</u> report identifies an employee's current and two most recent prior salaries. <ol style="list-style-type: none"> a. Except for the two prior salaries and corresponding effective dates, all information on this report reflects current employment details. b. The Days at Current Salary is calculated as of the Effective State Date for the current salary, or from 12/17/2021 for employees with no salary changes following the conversion to the new MAGIC EC HR system. <p>Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.</p>

MAGIC Reporting

Date Sent	Information
8/8/2022	<p data-bbox="402 142 1149 178">Please note the following updates to MAGIC EC Reports:</p> <ol style="list-style-type: none"><li data-bbox="451 212 1252 310">1. Information for the HR employee executing Position and Compensation reports should now be included on reports.<li data-bbox="451 344 1377 730">2. Annual Compensation Details<ol style="list-style-type: none"><li data-bbox="548 396 1377 495">a. The “Annual Amount” column is now populated for part time employees, and it reflects the Annual Salary for the employee’s Hourly Recurring Pay Component.<li data-bbox="548 495 1377 632">b. The report includes a separate row for each of the employee’s Recurring Payment entries, with the “Annual Amount” column populated only for the <u>Monthly Salary</u> and <u>Hourly Rate</u> pay components.<li data-bbox="548 632 1377 730">c. The <u>Pay Component</u> filter can be used to restrict the output to one or more Recurring Pay Components.<li data-bbox="451 764 1377 1780">3. Pay Range by Employee<ol style="list-style-type: none"><li data-bbox="548 816 1377 1346">a. The “Status” column compares employee salaries to the Variable Compensation Plan Pay Grades (07/01/22 Variable Compensation Plan).<ol style="list-style-type: none"><li data-bbox="646 915 1377 978">i. Below Range - the employee’s salary is below the Minimum/Zone 1<li data-bbox="646 978 1377 1041">ii. Above Range - the employee’s salary is above the Maximum/Zone 4<li data-bbox="646 1041 1377 1104">iii. In Range - the employee’s salary is between the Minimum and Maximum<li data-bbox="646 1104 1377 1167">iv. Above Market - the employee’s salary is above the Market<li data-bbox="646 1167 1377 1251">v. The <u>Status</u> filter can be used to restrict the output to one or more status categories.<li data-bbox="548 1251 1377 1650">b. The “Amount Out of Range” column identifies the amount Below or Above the corresponding VCP minimum or maximum salaries. <p data-bbox="597 1383 1377 1520">⇒ <i>Pay Grades reflected on Employee and Position screens are correct. Please contact the MMRS Call Center for assistance in addressing Pay Grade discrepancies reflected on this report.</i></p><p data-bbox="597 1520 1377 1650">⇒ <i>The Annual Salary<Pay Range Start Salary by Employee report is being removed. Please set the filter to “Below Range” on the updated report to identify employees below the minimum.</i></p><li data-bbox="548 1682 1154 1713">c. The report now includes hourly employees.<li data-bbox="548 1713 1377 1780">d. The report should no longer include duplicate rows per employee. <p data-bbox="402 1814 1377 1881">Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.</p>

MAGIC & SPAHRS Training	
Date Sent	Information
	No updates at this time.

Learning Solution (LSO)	
Date Sent	Information
	No updates at this time.

Vendors	
Date Sent	Information
	No updates at this time.