



STATE OF MISSISSIPPI

GOVERNOR TATE REEVES

DEPARTMENT OF FINANCE AND ADMINISTRATION

**To:** Payroll and Human Resource Departments, SPAHRS Agencies

**From:** Sharetha Batts, Information Technology Manager II

**Date:** June 5, 2025

**Subject:** MMRS Fiscal Year-End Issues for MSPB and Non-MSPB Agencies

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MMRS is pleased to assist you with your conversion into the new fiscal year. We have been addressing several fiscal year-end functions so that you will know what to expect for certain processes during this time. The MMRS staff is following an established preparation plan to ensure a successful transition of current fiscal year issues, including Payroll and Human Resource data, into the new fiscal year. Our intention is to achieve an uneventful transition with minimal interruptions to the user-agency operations.

**1. BY2026 Position Default Accounting Distributions - Agency**

Payroll users may enter BY2026 Default Accounting Distributions if data is established in SPAHRS for BY2026 and if SPAHRS program budget data is approved for agency and position for FY2026. For MSPB purview/processed agencies, the rollover cannot occur until MSPB FY2026 Conversion processing has concluded. MMRS will notify non-MSPB agencies next week once the process is complete so they may proceed with their rollover. If you are using Validation Tables, BY2026 data must be entered into these tables prior to entering the Default Accounting Distributions. You will be notified as soon as the system is available in July.

**2. FY2026 Travel Requirements, Authorizations, Accounting Distributions, and Advances**

- Travel Authorization (trip) numbers are valid for **one specific fiscal year** and cannot cross from one fiscal year into the next; they *cannot be rolled over* from one fiscal year to the next. New trip numbers for FY2026 will need to be set up manually by each agency.
- In order for the correct fund allocations to be picked up, the agency PIN/WIN default accounting distributions must be rolled over prior to establishing any new travel accounting distributions.

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**Note:** Travel accounting distributions should **never** be set up unless the travel expenses are to be different from the PIN/WIN *default* accounting distribution. If, however, *travel* accounting distributions are to be used in FY2026, then they must be set up on an individual basis, as *needed*.

- All travel advances issued in FY2025 should be cleared by July 17, 2025, per the Office of Fiscal Management.
- Travel pay dates for FY2026 will not be posted on the Pay Date table in SPAHRS until the system is made available to agencies.

### 3. New Contracts and Contract Renewals

Contract Worker contracts that are to be renewed for FY2026 should have been submitted in MAGIC HR by June 4, 2025, and must be processed and ***approved*** in both MAGIC HR and SPAHRS **by June 14, 2025. If not renewed and approved by this date, the contracts will expire on June 30.** Instructions for renewing contracts can be found here: [MAGIC Employee Central Contract Worker Renewal JOB AID \(ms.gov\)](#)

### 4. Contract WINs in FY2026

If the contract worker is going to continue working in the same contract on July 1, 2025, or afterwards, the existing Contract WINS must have the end date changed to June 30, 2026. Instructions for making fiscal year changes to Contract WINs can be found here: [MAGIC Employee Central Contract Worker Renewal JOB AID \(ms.gov\)](#)

**All WINs (contractual or non-contractual) that are not to be continued into the next Fiscal Year should be ended in MAGIC HR effective on the date the contract expires *and/or* the last payment is made to the Contract Worker, *whichever is later*. If your agency did not complete this task at the end of prior years, please complete it now.**

An accurate count of the number of contract workers each agency employs can be determined if this process is followed.

### 5. FY2026 Manage Contract Tables

MMRS staff will systematically establish the generic Manage Contract tables required for processing FY2026 contracts.

### 6. Mass Change/Cost Reallocation

During the Lapse Period (July 1 through August 31), when processing adjustments on supplemental payrolls in the current year (2026) for the prior year (2025), the agency must set up a "Mass Change Before Posting" (PA GS CM M1) if the payroll is to be applied to the prior budget year. All regular payrolls with a payroll ending date in the prior fiscal year (2025) and a pay date in the current fiscal year (2026) will be charged to the prior budget year's (2025) second allotment period. Agencies desiring to pay from current year funds will need to process a "Mass Change Before Posting."

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Cost Reallocation for payrolls paid in the prior budget year should be entered and processed by August 5, 2025, to ensure time for any corrections.

The Travel Voucher "To Date" is the indicator that determines in which budget year expenses are charged. Travel Vouchers with dates that cross the fiscal year, *i.e.*, the "From Date" is in the prior fiscal year (2025) and the "To Date" is in the current fiscal year (2026, will have expenses charged to the current budget year (2026) unless a "Mass Change Before Posting" (PA GS TC M1) is created to have the payment applied to the prior budget year. If budget authority is not sufficient in the old budget year to post payments for FY2025 travel, the agency must set up a "Mass Change Before Posting" to have the payment applied to the current budget year.

## 7. MAGIC HR Workflow Pending Actions

During the FY Conversion Process, records will be updated in the system. All pending actions in MAGIC HR must be completed prior to these conversion changes, or the records will not be updated. Agencies are responsible for approving/rejecting all pending actions prior to Friday, June 20, 2025.

## 8. FY Conversion Process for Human Resource (HR) Data

MMRS will be implementing Fiscal Year 2026 (FY2026) Conversion of MAGIC HR data in conjunction with the Mississippi State Personnel Board (MSPB). Agencies will be notified once this process is completed.

## Schedule of Activities

### ■ MSPB Processed/Purview Agencies:

The Mississippi State Personnel Board (MSPB) will notify MSPB Processed/Purview agencies of the final schedule for conversion. The final day and time to enter transactions with an effective date of June 30, 2025, or before, is yet to be determined. Transactions with effective dates of July 1 or after will be disapproved, returned without action, or purged by MSPB staff.

### ■ SPAHRS Payrolls in June 2025:

All **human resource record changes** necessary for processing any payroll in June for FY2025 **MUST be approved by close of business on June 20, 2025** (or before if required for a due date prior to that payroll deadline). If not approved, the affected employees cannot be paid until the first supplemental in July 2025. June payrolls falling in the FY Conversion period are listed on the payroll chart below.

FREQUENCY	PAY PERIOD END DATE	PAY PERIOD START DATE	PAY DATE	DUE DATE
Monthly (M)	6/30/2025	6/01/2025	6/30/2025	6/17/2025
Semi-Monthly (non-delayed) (R)	6/15/2025	6/01/2025	6/13/2025	6/09/2025

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Semi-Monthly (non-delayed) (R)	6/30/2025	6/16/2025	6/30/2025	6/19/2025
Semi-Monthly (delayed) (S)	5/31/2025	5/16/2025	6/13/2025	6/09/2025
Semi-Monthly (delayed) (S)	6/15/2025	6/01/2025	6/30/2025	6/19/2025
Contract Worker (K)	5/30/2025	5/17/2025	6/13/2025	6/06/2025
Contract Worker (K)	6/13/2025	5/31/2025	6/27/2025	6/23/2025
Bi-Weekly (B)	5/30/2025	5/17/2025	6/13/2025	6/06/2025
Bi-Weekly (B)	6/13/2025	5/31/2025	6/27/2025	6/23/2025
Supplemental (P)	6/06/2025	6/01/2025	6/06/2025	6/03/2025
Supplemental (P)	6/13/2025	6/01/2025	6/13/2025	6/10/2025
Supplemental (P)	6/13/2025	6/01/2025	6/27/2025	6/24/2025
Supplemental (P)	6/27/2025	6/01/2025	6/30/2025	6/26/2025

### **COMPLETE MSPB and MMRS MAGIC HR FY2025 CONVERSION (June 20 until completion in July)**

- MSPB and MMRS staff will complete MAGIC HR Fiscal Year 2026 Conversion.
- MAGIC HR and SPAHRS will be available to all users. *However*, MAGIC HR access will be limited to VIEW ONLY during the conversion period.
- NEOGOV Insight, the Mississippi State Personnel Board's (MSPB's) online application/applicant tracking system, will be available for recruitment purposes; however, processing new hires and/or transfers will not occur during the specified times of conversion. If you need any assistance with the functionality of this system, please contact your agency's MSPB HCCM consultant.
- By the end of FY Conversion MAGIC HR will reflect any salary or PIN changes effective July 1, 2025, for MSPB Processed/Purview agencies as a future (pending) record. **Changes for non-MSPB agencies will not be reflected until your agency staff modifies each individual employee's record.**
- MERLIN and LSO will not be affected by the above FY Conversion process and will continue to be available to users as usual.
- MAGIC and SPAHRS will not be available during FY Conversion process.

## **OPENING OF BUSINESS IN THE NEW FY**

- Prior to the opening of business in FY2026, access for all MAGIC HR users will be reset to allow users to resume previously authorized access.

Should there be any changes to the specifics of this memo, you will be notified via the SPAHRS banner screen and the MMRS website. Please contact the MMRS Call Center at (601) 359-1343, or by email at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov) if you have any questions concerning this memo.