

MAGIC Human Resource (HR)

Helpful Tips



Listed below are helpful tips when processing transactions in MAGIC Employee Central (EC). The list will be periodically updated with new information.

Updated: May 5, 2025

New Helpful Tips	
Area	Tip
Contract Workers Becoming Full Time Employees	Before hiring a Contract Worker into a PIN, make sure the individual has been fully paid under their existing contract. Do not proceed with the PIN hire until all contract payments are complete and the contractor has been separated from the existing WIN.
Previous Helpful Tips	
Area	Tip
Hiring a Future-Dated Contract Worker	Contract workers can be hired into a future-dated position within the current fiscal year. However, agencies are required to perform a compensation change to the record on or after the start date of the contract to ensure all pertinent data is replicated successfully to SPAHRS. If the contract worker resides within a current contract, the worker must be separated prior to hiring them into a new contract.
Separating a Contract Worker	Once the contract end date has passed, the contract worker is also required to be separated. The separation effective date should match the contract end date with the reason code of "Contract Ended" and the Rehire flag set to "Yes". Agencies should allow overnight processes to finish prior to hiring the contract worker into a new position.
Comp Changes for Contract Workers	<p>Please be advised the "Comp. Change – Compensation Change Worker (CCOMWIN)" event reason is specifically for contract workers. Please do not use this event reason with the intent to process salary adjustments for regular employees. This will result in SPAHRS errors and will cause Payroll processing delays.</p> <p>When adding or updating the compensation information for regular employees in PINs, please use the appropriate event reasons below:</p> <ul style="list-style-type: none"> Comp Change – Equity (CCEQUIT) Comp Change – In Range Salary Adjustment (CCIRSAD) Comp Change – Intermediate labor market correction (CCILMC) Comp Change – Legislative Increase (CCLEGINC) Comp Change – Progression (CCPROGR) Comp Change – Position Excluded from SPB Purview (SALCHNG) 

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You can access these event reasons under the “Event: Compensation Change” when updating salaries. Use **Take Action -> Change Job and Compensation Info** or you can process using the edit pencil  under the Compensation Information portlet and select the appropriate effective date.

It is crucial to note that Comp Change – Compensation Change Worker (CCOMWIN) is intended exclusively for **contract workers**. Using this event for regular employees will result in an error, and the employee’s information will not be updated in SPAHRS.

1	ID: PHECERRN JOB: PHECEA30 STEP: STEP03 ØERROR NBR	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM EC to SPAHRS Upload Errors for EAP File 0733	Page: 1 DATE: 12/08/2023 TIME: 9:45 AM
		ERROR MESSAGE	AGCY/PERSON_ID PROGRAM ID
		-CCOMWIN Invalid Pay Change Reason Code in SPAHRS; Record Not Processed	██████████ PHECEA2T

System Error Message

If you receive the error message below, check the work schedule, employee sub-group, and Additional FLSA for the employee, the employee’s immediate supervisor, and direct reports (if applicable).

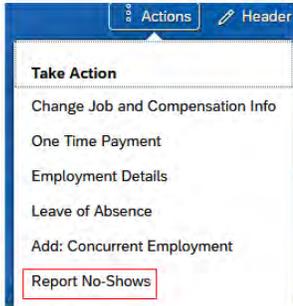
The error message may vary depending on the information on the employee.

“Sorry, an error occurred while adapting the reporting line according to the position hierarchy. Your changes cannot be saved. The operation could not be performed because there were errors with other records reported. Employee FLSA Status is not equal to Non-Exempt, therefore cannot be

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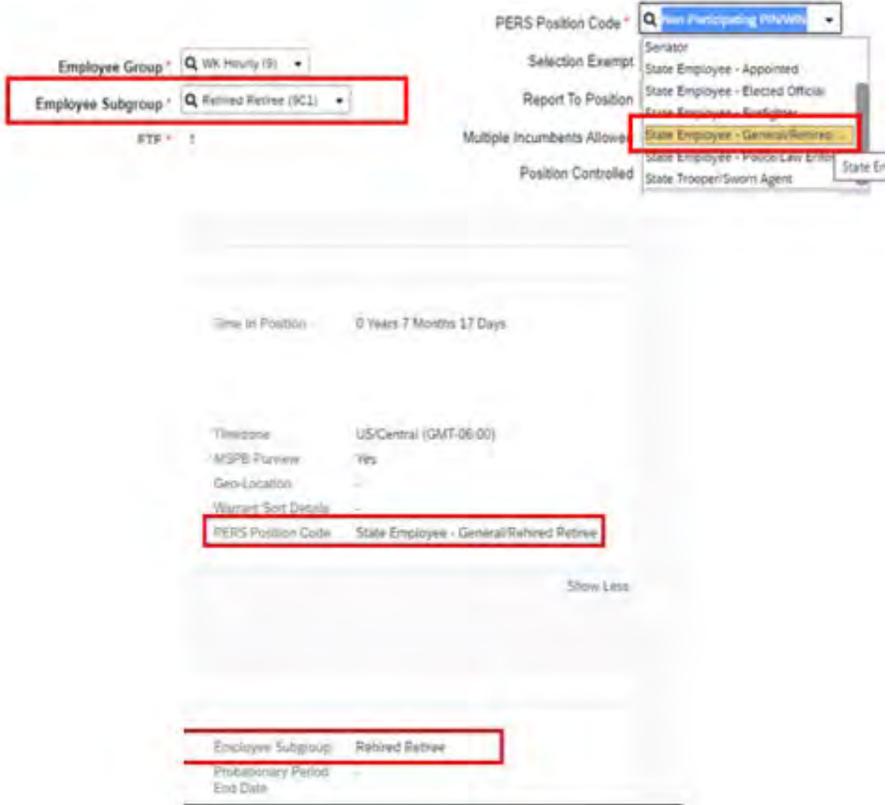
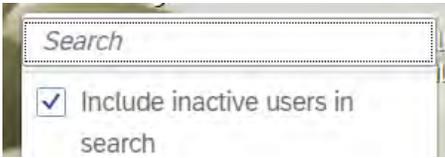
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	<i>assigned to Work Schedules Starting with: CN, FN, PN, RN, TN. Please review your selection of Work Schedule and ensure you select a valid value for the FLSA status assigned."</i>
Employee Separation: No Show	<p>When separating an employee who failed to report, select Actions > Report No Show. <u>This action must be entered within 30 days of the No Show to use this feature.</u></p> 
Verify Dates	Prior to completing any transactions in EC, please verify the pre-populated dates. This is especially relevant for NeoGov transactions.
Positions/Org Units	<p>When making changes to Positions / Org units, please note:</p> <ol style="list-style-type: none"> 1. If a position is chief of any org unit in Org unit object, the same org unit should be assigned to the position object as well. 2. If position is not a chief, the position's org unit should be same as Report to PIN's org unit.
Rehiring Inactive Employees	When rehiring inactive employees, REHIRE is only used for PIN employees who are rehired with the same agency in the same PIN. If this is not the case, use Rehire with new employment .
State Hire Date Corrections	State hire date corrections need to be requested by MSPB. If a state hire date correction is needed, please make your request to your agency assigned MSPB consultant and they will send the modification request to MMRS.
Job/Compensation Information	When adding job information and compensation information (adding the salary) in one transaction using the Action tool, use Compensation Information as the chosen Event Reason.
Data Changes	When changes have been approved in EC, please verify and confirm that your changes have also been replicated to SPAHRS. Your changes should show up within the next hour. Please notify the MMRS Call Center at mash@dfa.ms.gov if discrepancies are found.
Position Entry Date	When hiring an employee or worker, please remember to enter the "Position Entry date" after you key the position number.
Worker With a Contract	<p>When hiring a worker with a contract, the Employee Subgroup and the PERS Position Code should be verified.</p> <p>On the Position record, if the Employee Subgroup is Rehired Retiree, the PERS Position Code should be State Employee/Rehired Retiree. The effective date on the position should be identical to the Position Start Date. Once updated, the agency should confirm the update on the</p>

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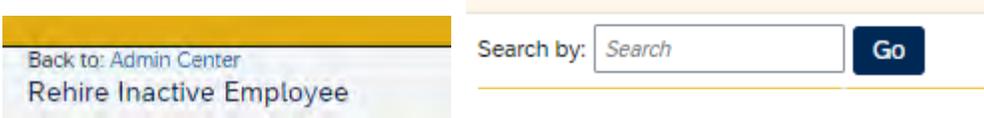
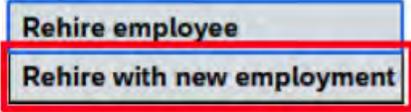


	<p>employee record. This will help alleviate problems with the current SPAHRS PERS Report.</p> 
<p>Update Address for Inactive Employee</p>	<p>To update an address for an Inactive Employee, select your own profile. Click on the drop-down, beside your name. Enter the inactive employee's name and check the box for "Include inactive users in search".</p>  <p>You will then update the address as you would for an active employee.</p>
<p>Employee Separation with Transition to Another Employee</p>	<p>When separating an employee with a future date and there's a transition period with another incumbent, the position will need to be manually updated from 'To Be Hired' = Yes to 'To Be Hired' = No.</p>
<p>Inter-Agency Transfer</p>	<p>Inter-Agency Transfers will need to be worked by the current agency and the hiring agency. MMRs can act as the liaison, when the details are unknown. The current agency will need to be notified that the employee</p>

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	<p>is leaving and ask them to enter a separation action Inter-Agency Transfer. Once the separation is completed, the hiring agency can hire the employee using the search “Rehire Inactive Employee”. You will need to search for the name or the existing PID from SPAHRS and then execute a Rehire with New Employment. (Please see below)</p> <ol style="list-style-type: none"> 1. Rehire Inactive Employee is how they initially search for an employee that is already in the system. In the search box, search by name or PID number.  <ol style="list-style-type: none"> 2. Then, Rehire with new employment.  <p>Review the Inter- Agency Transfer Job Aid for additional information.</p>
NeoGov	If you enter a NeoGov hire and it doesn't come across to EC, please do not enter it a second time. Contact the MMRS Call Center for assistance.
Special Characters	Do not use special characters on Personal Information fields in EC.
NeoGov	You should never hire a person in EC or through NeoGov without entering a valid SSN number. Please check to see if the individual is already in EC as an Inactive Employee.
NeoGov Position	<p><u>NeoGov Position Entries format</u></p> <p>First four numbers = the agency/subagency number (i.e., 0123) The next six numbers = the PIN number; if it is an old number add leading zeros to the beginning to make it six digits ((i.e., 103000 or 000001) The last nine numbers = the OCCU code (i.e., 000009587)</p> 
Work Schedules	When updating work schedules in EC, you will need to (1) make the update on the EC position, and (2) then maintain the employee schedule in SPAHRS. View the SPAHRS PR Report Time Schedules (SPAHRS > HR > Report Time) document for additional information.

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Updating Positions	When making updates to individual positions, please remember the org unit and the chief positions need to match. However, the information entered on the position will override the information entered on the org if they are entered differently. Ideally there should only be <u>one</u> chief position per an org unit. *Please keep in mind that the org structure in EC and the ECC org structures work differently, and the views will often be different and not match. They should not be compared because EC is position driven and ECC is org unit driven.
NEOGOV Hires	When processing a NeoGov hire please be sure to update the Pay Frequency to the correct Pay Frequency, as well as the Source of Record in EC. *If the correct pay frequency is not indicated it will potentially delay replication to SPAHRS, which will in turn delay the payroll processing for this person.
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.