

Validate Position and Employee Data in MAGIC Job Aid



This job aid provides instructions for validating position and employee information in the MAGIC Employee Central (EC) module. The data migrated into the new system was sourced from SPAHRS and MAGIC ECC. Only active position and employee records that were consistent across both systems were included in the load. This document contains the types of errors that could result in incomplete data, the process to review the agency's data and the steps to resolve data issues.

* It is important to note that PINs and WINs are considered positions in MAGIC EC. These records can be differentiated by the first character in the Short Name field on the position record (P for PIN, W for WIN). Since over 115,000 vacant WINs existed on the SPAHRS Position file, only WINs with an associated PID or vacant WINs created this fiscal year were loaded to the new system.

Reasons data might not have been loaded to Employee Central:

During data migration, MMRS worked to update ECC data to match SPAHRS data on behalf of agencies. MMRS prioritized correcting PIN data and records that are impacted by changes from the Mississippi State Personnel Board's new Variable Compensation Plan. MMRS also worked directly with agencies to make updates to Eligibility Sequence Numbers in SPAHRS. Some data issues still exist and need to be analyzed and resolved by the agencies. Scenarios that can cause data issue include:

- Position was assigned to an invalid organizational unit.
- Position had an end date in the past in ECC but was still active in SPAHRS.
- Eligibility Sequence Number was not assigned in SPAHRS.
- Eligibility Sequence Number was invalid in SPAHRS.
- Eligibility Sequence Number was assigned after the extract from SPAHRS was completed.
- Employee was recently hired, but the hire information was not entered in SPAHRS before the extract was completed.
- Employee was assigned to an abolished position.
- Employee had an end date in the past in ECC but was still active in SPAHRS.
- Employee termination date was set in SPAHRS between the dates of the extract and January 1, 2022.
- Multiple employees were assigned to the same position at the same time. The corresponding mirrored position was not set up/delimited correctly in ECC.

Process to review agency data

This section will provide reports and actions required to review the agency's position and employee data.

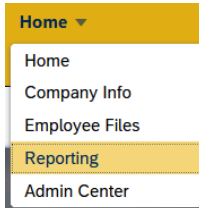
Section 1.1 - Validate positions:

Validate Position and Employee Data in MAGIC Job Aid



In this validation step, the agency will review a list of all positions (PINs and WINs). First, ensure all of the active PINs and WINs are in the new system. Then, verify the position detail data is correct.

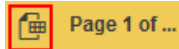
1. From the Home Screen, click the drop down and select **Reporting**



2. Ensure the "Reports" view is selected



3. Click on the **Position Details** report
4. On the filter screen, click **Done** to run the report for all users (the report output will correlate to your authorizations)
5. Export the report to Excel and begin compare to SPAHRS



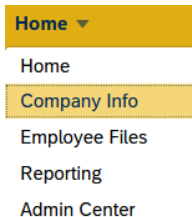
6. Validate Position Details
 - a. Verify all active positions exist in new system
 - b. Verify each position has the correct Incumbent
 - c. Verify Job Code assignment (may be updated with VCP data)
 - d. Verify Pay Grade (may be updated with VCP data)

For steps to make corrections, see section 2.1 (Add Position) and 2.2 (Update Position) below.

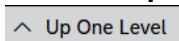
Section 1.2 – Validate organizational structure:

In this validation step, the agency will review the organizational structure. Each position will display in a hierarchy with the SPAHRS agency/PIN-WIN listed in the short description. Filled positions will display the assigned employee. The structure has been built based on the "Position Report To" values in SPAHRS. Verify the manager assignments are correct for each position.

1. From the Home Screen, click the drop down and select **Company Info**



2. Click the **Up One Level** button until the agency/sub agency head is displayed.



Validate Position and Employee Data in MAGIC Job Aid



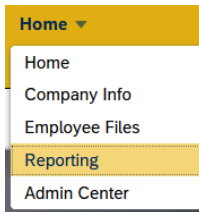
3. Navigate the hierarchy to display the structure.
 - a. Verify the manager assignments are correct for each position

For steps to make corrections, see section 2.2 (Update Position) below.

Section 1.3 – Validate employees:

In this validation step, the agency will verify all employees are in the system.

1. From the Home Screen, click the drop down and select **Reporting**



2. Ensure the “Reports” view is selected



3. Click on the **Annual Compensation Overview** report
4. On the filter screen, click **Done** to run the report for all users (the report output will correlate to your authorizations)
5. Export the report to Excel and begin compare to SPAHRS



6. Validate Employees
 - a. Verify all active Employees exist in new system
 - b. Verify Employee Annual Salary
 - c. Verify Pay Grade
 - d. Verify Payroll Area
 - e. Verify Frequency

For steps to make corrections, see section 2.4 (Add Employee Record) or section 2.5 (Update Employee Record) below.

Section 2.1 – Add position:

Missing positions will need to be loaded by MMRS to maintain relevant history. Document any missing PINs or WINs and provide the fields below in a spreadsheet. MMRS will build the necessary files and load on behalf of the agency. Please provide considerable time before the record changes are needed for payroll.

1. Document the missing positions and the fields below in a spreadsheet:
 - a. SPAHRS PIN/WIN
 - b. Agency Number
 - c. Sub Agency Number
 - d. Worker Type = P for PIN, W for Worker
2. Send the spreadsheet in an email to MMRS at MASH@dfa.ms.gov .

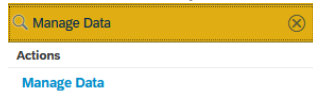
Validate Position and Employee Data in MAGIC Job Aid



Section 2.2 – Update Position:

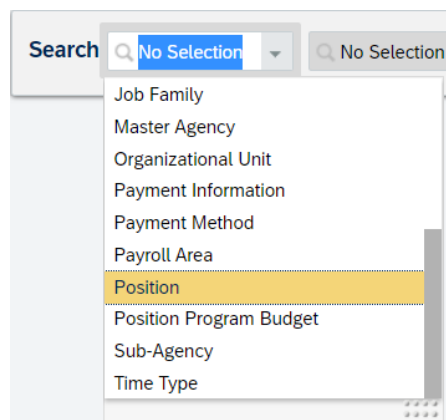
Positions that need to be corrected will be updated by agency staff. For changes to new Job Classifications or Pay Grades, the changes will replicate to SPAHRS. Verify the update has occurred in both systems. (SPAHRS replication occurs every 30 minutes.)

1. From the Home screen, type **Manage Data** in the search field and select from the



dropdown.

2. Select **Position** from the drop down.



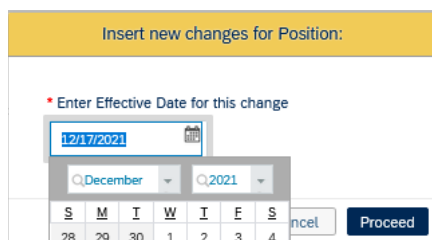
3. Enter the **EC position number** (from report generated in Section 1.1) in the second search box.



4. While the position is displayed, click **Insert New Record**. The insert new record option will ensure that the history of the position is retained.



5. Enter the effective date (use **01/01/2022** for VCP related changes) and select **Proceed**.



6. Make updates to the position and click **Save** at the bottom of the screen.

Validate Position and Employee Data in MAGIC Job Aid



Position: Insert New Record

* Code 20024435

* Functional Title STAFF OFFICER III

Short Name P06710598

* Status Active

* Start Date 10/25/2021

Change Reason Update Position

* Job Code STAFF OFFICER III (32002709)

Job Title STAFF OFFICER III

Job Type Regular (R)

Arrest Authority No

* Performance Assessment Required Yes

Note: Workflow will be triggered for approval. Once approved, changes will reflect on Employee Job History.

Section 2.3 – Add Employee Record

Missing employees will need to be loaded by MMRS to maintain relevant history. Document any missing employees and provide the fields below in a spreadsheet to MMRS. MMRS will build the necessary files and load on behalf of the agency. Please provide considerable time before the record changes are needed for payroll.

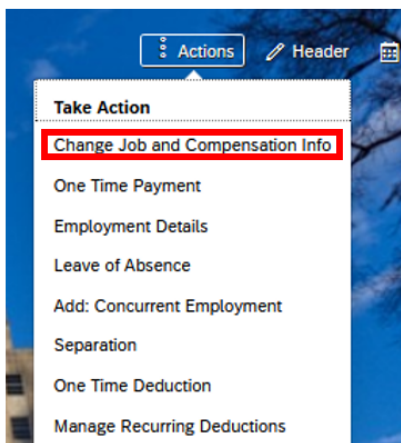
1. Document the missing employees and the fields below in a spreadsheet:
 - a. SPAHRS PID
 - b. First Name
 - c. Middle Initial
 - d. Last Name
 - e. Agency Number
 - f. Sub Agency Number
 - g. SPAHRS PIN/WIN
 - h. Worker Type = P for PIN or W for Worker
2. Send the spreadsheet in an email to MMRS at MASH@dfa.ms.gov.

Section 2.4 – Update Employee Record

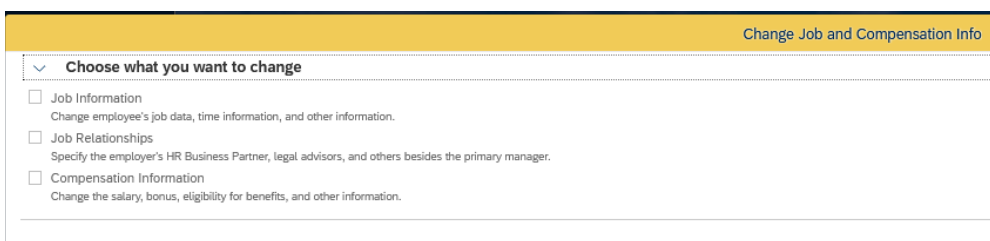
Critical updates for employee records relate to Job and Compensations. The steps below define the process to make updates for these sections.

1. From the home screen, type the employee's name in the search box and select the record.
2. With the employee record displayed, select **Actions** then **Change Job and Compensation Info**.

Validate Position and Employee Data in MAGIC Job Aid



3. Select Compensation Information

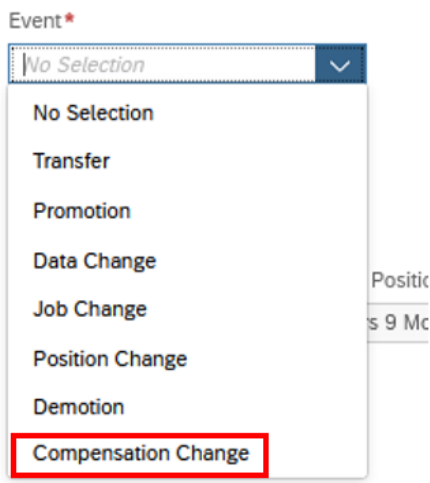


4. Enter the respective effective date. (For VCP changes use effective date Jan. 01. 2022)

When would you like your changes to take effect?*

MMM dd, yyyy

5. Select the appropriate event.



Validate Position and Employee Data in MAGIC Job Aid



6. Select the appropriate event reason. If for a Compensation Change, select **Comp Change – In Range Salary Adjustment (CCIRSAD)** as the Event Reason.

Event Reason *

No Selection

- 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 - Compensation Change Worker (CCOMWIN)
- Comp. Change - Position Excluded from SPB Purview (SALCHNG)

7. Make any needed changes and select **Save**.
8. Repeat the steps above to make any changes to the Compensation Information. Be sure to click the appropriate reason for the change.

Compare the information from Compensation Information to the Position Information to validate change for payroll area and pay range. Annual Salary will be the most important field to validate on Compensation.

Note: The changes above will require workflow approval.