



MAGIC Payroll Compare



As the MAGIC project team prepares for MAGIC to become the State's Payroll system of record on January 1, 2024, Payroll Compare is a critical part of the project. *Payroll Compare* is the process in which Payroll results produced in MAGIC will be compared to Payroll results generated from SPAHRS for the same pay period. This compare is essential in ensuring MAGIC produces correct Payroll results prior to MAGIC Payroll Go-Live.

Compare across all agencies helps ensure Payroll requirements have been identified and any discrepancies between SPAHRS and MAGIC have been addressed.

Your agency's participation in this review is critical for the successful transition to MAGIC Payroll. The MAGIC leadership team asks that you convey to your administration how critical it is for the appropriate HR and Payroll staff be available to review, validate, and sign off on your agency's Payroll reports. Each agency is responsible for the accuracy of every Payroll and therefore, certifies each Payroll generated. Your careful attention to the Payroll Compare results will help ensure that every person at your agency will be paid correctly on January 1, 2024.

Additional information about the Payroll Compare process will be sent to the agencies in the coming weeks.

The MAGIC project team is excited to release a new communication method: ***The MAGIC Minute***.



The MAGIC Minute will come to you in brief emails containing information, terms, or quick tips related to the Payroll, Time, and Travel systems that will be going live soon. Information that you can read in a minute or less!

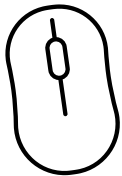
These "spotlights" will be sent to all users of the new systems, not just to system specific users, and we hope they will provide relevant insight into the features and benefits that will be coming soon.

If you are already receiving the MASH emails, you will receive the MAGIC Minute messages. To be added to the list, email mash@dfa.ms.gov and request to be added to the MASH email list.

System Process Review









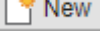

The project team has identified many business processes (e.g., How to Change a Deduction) for the new system. There will be step-by-step instructions in the system manuals for each process. As we develop the system manuals, we want to make sure that we aren't missing any processes. So, we need your help!











In the coming weeks, we will send the list of system processes to you for review. Please review the processes and let us know if there are any specific ones that we are missing. We will provide a survey for you to submit your feedback to us. Based on the feedback received, we may schedule agency meetings to review the information and/or get additional information. To ensure that all processes have been identified, please take the time to complete the review when you receive it. Thank you!



System Icons

SPAHRS is menu driven. MAGIC will work like a website. There will be icons that you can click to perform actions. Listed below are common MAGIC icons and their function.

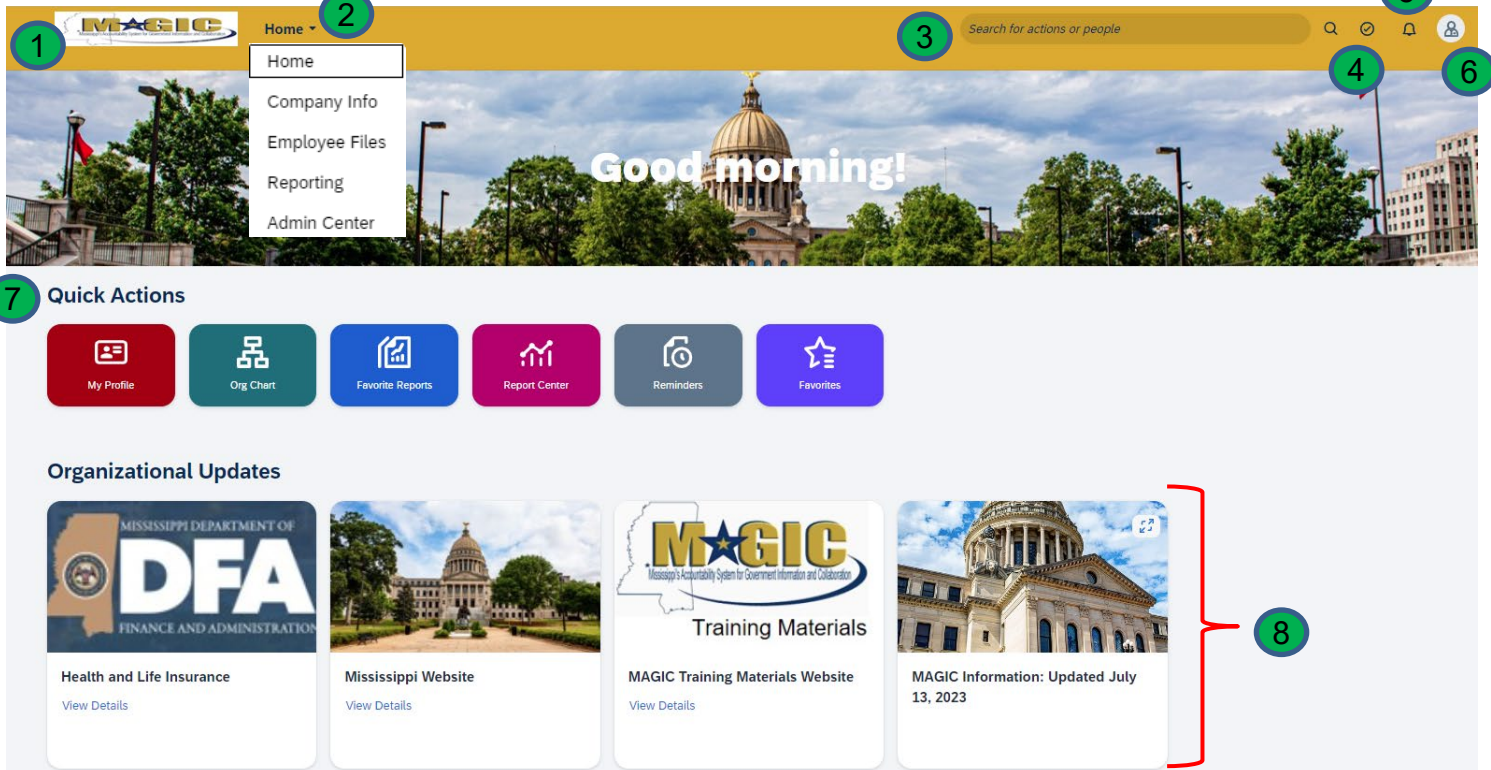
Definition	Icon
Approve	
Create	
Delete	
Display Document Flow	
Dropdown	
Edit	
Execute	
Expand	
New	
Overview	

Definition	Icon
Page Back / Page Forward	
Print Preview	
Refresh	
Reject	
Release	
Released	
Save	
Search	
Start	
Sort	

MAGIC Payroll, Travel, & Time A-Z 26 Things To Know!

<p>A Absences entered on a MAGIC timesheet will automatically reduce the available balance.</p>	<p>N ational ID in the system is the employee's Social Security Number.</p>
<p>A B usiness process is how a certain function will be processed in MAGIC.</p>	<p>O rganizational Code (Org Code) is the numerical code assigned to an Org Unit. This field is used at the agency's discretion.</p>
<p>C ontract and Board Member travel will be handled in the Payroll System.</p>	<p>P ayroll Control Center is where Payrolls will be processed in MAGIC.</p>
<p>D ouble deductions for Life and Health Insurance will be handled manually.</p>	<p>Q uery is the technical process of pulling information from the system based on criteria that the user sets.</p>
<p>E arnings and Deduction codes are known as Pay Components.</p>	<p>R ecurring Payments are payments that occur on a regular schedule. For example, health and life insurance.</p>
<p>F requencies B and K will be combined into one MAGIC Payroll Area, ZB (Bi-Weekly).</p>	<p>S ettlement is an action performed by the Travel Administrator to indicate that the Travel Request or Expense Report is approved.</p>
<p>G eo-Location is used to identify the location of employees for data input. This field is used at the agency's discretion.</p>	<p>T ravel payments will be made through Accounts Payable.</p>
<p>H ours indicate the number of standard hours projected for a position.</p>	<p>U ser Interface is the visual definition of communication between MAGIC and the end-user.</p>
<p>I foType is a logical grouping of similar data fields in a screen format.</p>	<p>V arious selection criteria will be available in the MAGIC Time system to tailor transactions and reports for the user's specific needs.</p>
<p>J ob role level security defines what a person will be able to do and see within MAGIC.</p>	<p>W orkflow is the process of sending documents in the system for the appropriate level(s) of approval.</p>
<p>K nowledge transfer is key to MAGIC's success. The project team will provide the agency their knowledge of the system during training.</p>	<p>X ML is a programming language that some of the MAGIC modules run on.</p>
<p>L ocation in the system is the Master agency and Sub-agency.</p>	<p>Y ear-End is the process of moving information from one fiscal year to another.</p>
<p>M anuals will be available for all areas that provide step-by-step instructions for system processing.</p>	<p>Z /OS is the platform operating system that the MAGIC Travel and Time system will run on.</p>

The **Landing Page** is displayed when you log into the system.



1 Home
 Click Home to return to the Landing Page.

2 Navigation Menu
 Clicking the arrow will show the drop-down menu for various options.

3 Search
 Use Search to quickly locate information about an employee. You can search partial text, user ID, or tag entries. The system will display thumbnails to assist in locating an individual. The search is available throughout the system.

4 To Do
 Lists the actions that are waiting to be completed.

5 Bell
 Used to receive notifications.

6 Options
 Use the Options drop-down menu to access your Display Options and Logout.

7 Quick Actions
 Buttons that will allow easy access to various functions in the system.

8 Organizational Updates
 Buttons that allow you easy access to various websites for additional information.

Top10

Reasons we think you will like MAGIC!

There are many new and exciting things to look forward to with the MAGIC system.

The project team has established their list of the top ten reasons they think you will like MAGIC.

- #10 All agencies will perform basic processes in the same way.
- #9 Using MAGIC Employee Self Service, you will be able to view some of your personal data.
- #8 Data can be entered once and used by all applicable processes.
- #7 Executives, managers, employees, citizens, and vendors will have expanded access to timely and accurate data.
- #6 You will be trained in the functions you need to use MAGIC but won't be enrolled in extraneous courses.
- #5 Employees will be able to access MAGIC from any computer with a web browser.
- #4 A centralized system will provide greater reporting capability.
- #3 MAGIC will encompass industry "best practices."
- #2 The system will work like any standard website.
- #1 Using Standard functionality will enable the State to update and support MAGIC for many years to come.