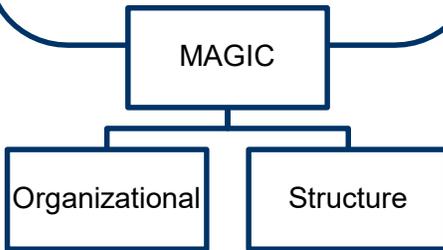




Message

November 9, 2021



Inside this issue, you will learn about the Organizational Structure component of the system.

You also have access to several simulations to practice system navigation.

Key

Terms

Organizational Structure: A hierarchical representation of the reporting structure for an agency.

Master Agency: The top level of an agency. There is only 1 per agency.

Sub-Agency: An agency can have 1+ sub-agencies within the master agency.

Company: There is one company, State of MS, in the system.

Roles: A security role determines the transactions a user can access. A user's access is driven by the individual's job within the organization.

Structural Authorization: The process of taking the roles and ensuring that only an employee can see what they are authorized to see.

Chief: A person that has 1 or more people reporting to them.

Organizational Unit: An entity (e.g. department, division) that may contain 1+ positions. A sub-agency can have 1+ organizational units.

Importance of the Organizational Structure

- It is the foundation of how Employee Central workflow works.
- The information is interfaced into ECC for MAGIC Financial and Procurement workflow process.
- Helps ensure that structural organization is maintained.

Issues if the Organizational Structure is not Correct

- HR actions will not be sent to the appropriate individuals for review/approval.
- Transactions will not be processed in a timely manner.

Agency To-Do

In order to maintain the HR Organizational Structure, each agency must provide a complete and accurate representation of its current reporting structure. Please review the "[HR Organizational Structure](#)" instructions.

MAGIC HR Overview

The October 5 MAGIC Message provides an overview of the new HR system. The [HCM100 EC Overview Slides](#) will provide additional information. If you have questions, email mash@dfa.ms.gov with "MAGIC HR Question" as the subject.

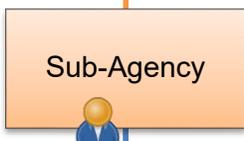
The State of Mississippi (SOMS) is also the Company in EC.



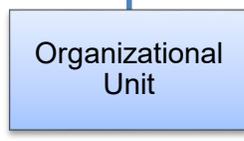
The **Master Agency** is the top level for an agency.



A Master Agency can contain 1 or more **Sub-Agencies**.



Head of Unit: Manages the Organizational Unit and the Positions within that Organizational Unit as part of the reporting hierarchy.



An **Organizational Unit (Org Unit)** is an entity (e.g. department, division) within the organization that may contain 1 or many Positions.



- Home ▾
- Home
- Company Info
- Employee Files
- Reporting
- Admin Center

To view the organizational charts, click **Company Info** from the **Home** menu.

Types of Organizational Charts
(Access is based on system security.)

Org Chart
Traditional Organizational Chart View

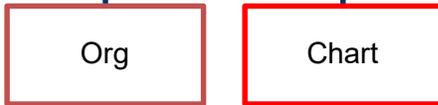
Position Org Chart
View Organizational Chart by Position

Company Structure Overview
View Organizational Chart at the company level

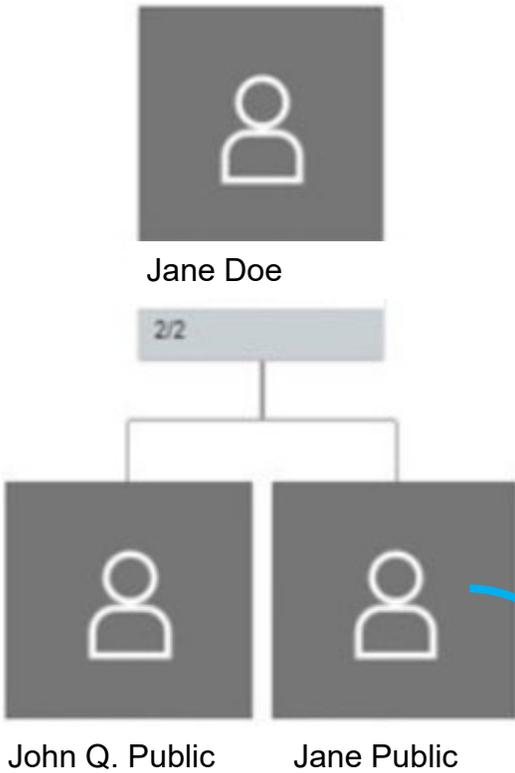
Company Info ▾

[Org Chart](#) [Position Org Chart](#) [Company Structure Overview](#)

Organizational



Traditional view of an organizational chart.



MAGIC Company Info ▾
[Org Chart](#) [Position Org Chart](#) [Company Structure Overview](#)
 You can search for a specific employee.

Clicking on a box will show additional information about the employee.

Jane Public [Close]

Contact Information
 email address
 phone number

Agency Information

Number of Direct Reports and Team Size
 1 Direct Report 5 Team Size

Picture, if available

Position Title
 Jane Public
 Senior Manager
 1/5

View Org Chart

Take Action and Go To:
 When clicked, the system will take you to the different areas of the system to view/update the information.

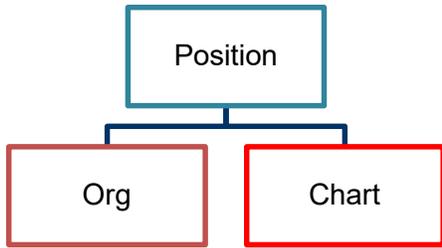
Take Action

- Change Job and Compensation
- Employment Details
- Info
- Add: Concurrent Employment
- Separation
- Manage Cost Assignment
- Give a badge

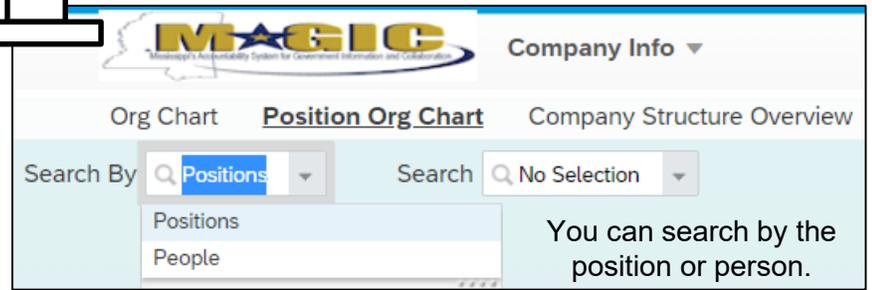
Go To

- General Information
- Username
- Education & Certificates
- Personal Information
- Employment Information
- Compensation Information
- Pending Requests
- Proxy Now

In The System



Displays the structure by employee positions.

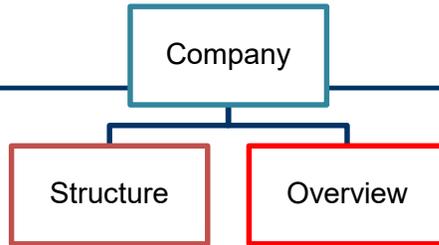


Each position is shown in a separate box with the position information at the top and employee information at the bottom.

Click the bottom box to show information about the employee (see the previous page.)

Number of Positions reporting to position.

Click on an area to view additional information about the position.



Displays the structure by Organizational Unit or Position.



Company Info ▾

Org Chart Position Org Chart **Company Structure Overview** Directory Resources

Company Structure Search

You can search by the organizational unit or position.

- Organizational Unit
- Position

- 00010003 (31000004)
- 00010005 update (31000005)
- 00010012 (31000006)
- 00010013 Update (31000007)

Click the box to view detailed information.

| | | | |
|---------------------|----------|---|-------------------|
| Organizational Unit | 31000003 | | |
| | | 1 | 51 |
| Organizational Unit | 30204098 | 5 | Position 20000056 |
| | | 1 | 5 |
| Organizational Unit | 30204099 | | Position 20000057 |
| | | 0 | 0 |

Click the folder to view additional information.

Organizational Unit 00010005 (31000005)
as of Today [📅]

Details

- Org. Unit: 31000005
- Org. Unit Name: 00010005
- Org. Unit Short Name: 00010005

History

Hierarchy Details

33 entities directly below

- 3 entities of type Organizational Unit
 - 0 Employees.
 - 11 Positions with null/11 FTE.
 - 0 Positions have status To Be Hired.
- 30 entities of type Position
 - 0 Employees.

44 entities in total 2 levels below

- 3 entities of type Organizational Unit
 - 0 Employees.
 - 11 Positions with null/11 FTE.
 - 0 Positions have status To Be Hired.
- 41 entities of type Position
 - 0 Employees.

Organizational Unit: 00010100 (31000008) Manage X

- * Start Date: 01/01/1900
- * Org. Unit: 31000008
- * Org. Unit Name: 00010100
- Org. Unit Short Name: 00010100
- * Status: Active
- Parent Org. Unit
- Org. Unit Chief Position: NON-SPB, GENERIC (20000100)
- Geo-Location Code
- Org Code: 99999

Click Manage to update the information.

The October 19, 2021 *MAGIC Message* provide an introduction to the MAGIC HR system navigation. The [HCM101 EC Navigation Slides](#) will provide additional information.

Now, it's your turn to practice!

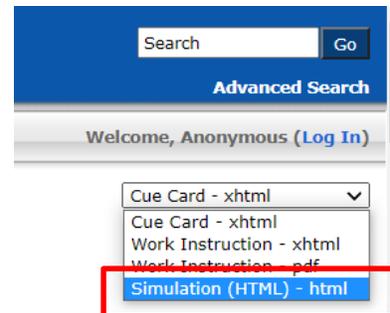
The simulations below have been created for you to practice and become familiar with the system.



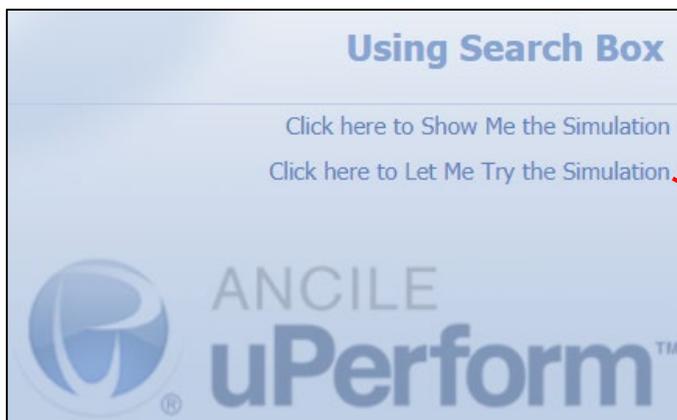
- HCM101.1.1 – Logging On & Off
- HCM101.2.1 – Landing Page, Tiles, and Block
- HCM101.3.1 – Screen Commands
- HCM101.3.2 – Searching
- HCM101.5.1 - Workflow

To complete a simulation:

1. **You must use FireFox, Google Chrome, or Safari.**
2. Click [HCM Navigation Simulations](#).
3. When the page loads, click the desired simulation.
4. The simulation will displayed in Cue Card format, click Simulation (HTML) from the drop down in the top right corner.



5. When the page loads, you can pick one of the following options.



Click here to Show Me the Simulation
The simulation will be presented in a “movie” mode allowing you to watch it being executed.

Click here to Let Me try the Simulation
The simulation will be presented in a format with screen prompts allowing you to execute it. You must click and enter the exact information when populated. The simulation will automatically advance to the next step.

6. The simulation will load.
7. You can complete it as many times as needed.
8. Close your internet browser to close the simulation.

System Cutover & Processing Dates

Cutover is the process when the new HR system will become active for agencies. During this process, DFA will extract data from SPAHRS, lock out users from making changes to HR data, and load the data into the new system. Below are several processing dates that agencies need to keep in mind.

No personnel actions will be allowed for regular employees and workers during the timeframe that data is copied from SPAHRS to the new system. Agencies will have read access to employee data and will still be able to enter time and process travel and payroll. This freeze on HR data changes will ensure that data will remain consistent between the new system and SPAHRS.

It is important that all your pending HR actions are completed by these dates to ensure the information is loaded in MAGIC. If the pending actions are not completed, by the dates below, they will have to be completed in MAGIC when the system goes live in January.

| Item | Date |
|---|---------------------------------------|
| All job postings in NeoGov close | Friday, December 10, 2021 at midnight |
| SPAHRS Access for HR actions removed. HR actions will resume in MAGIC when the system goes live. | Tuesday, December 14, 2021 |