The MAGIC Message

October 5, 2021
MAGIC HR Introduction

Terms to Know!

Employee Central (EC)
A module in MAGIC that is used to effectively manage the organizational structure and employees of the State of Mississippi.

Enterprise Central Component (ECC)
Finance, Controlling, Logistics, Grantee, and Mini-Master functionality in MAGIC.

Employee Central Payroll (ECP)
A module in MAGIC that is used to process employee Payroll, time/attendance, and benefits administration.

Employee Data (ED)
Area within EC that is the central repository for all employee master data

Foundation Objects (FO)
Foundation Objects are the building blocks of the EC system. There are four categories: Organizational Structure, Location Structure, Job Structure, and Pay Structure.

Transactions (TX)
Transactions are the specific actions (e.g. hiring an employee, terminating an employee) that are completed in the system.

Position Management (PO)
Position Management is the management of positions (e.g. Business Analyst II) that an employee is hired into.

Processes
Activities used to create and update information about the life cycle of an employee such as hire, transfer, and separation.
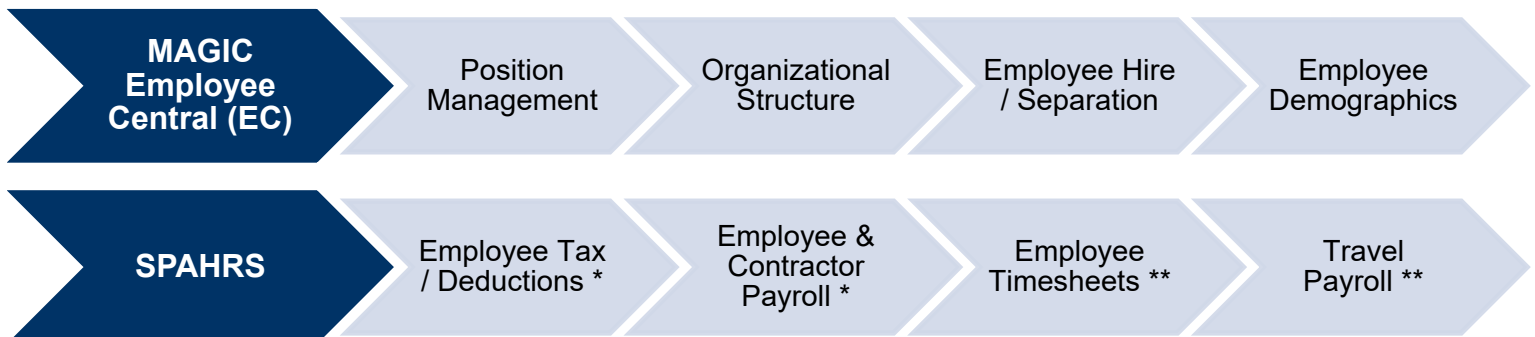
Blocks
A logical standard set of fields.

Workflow
Used to route transactions electronically for the review and approval process.

Where Items Are Processed
Listed below are the major functions and where they will be processed.

MAGIC Employee Central (EC)	Position Management	Organizational Structure	Employee Hire / Separation	Employee Demographics
SPAHRS	Employee Tax / Deductions *	Employee & Contractor Payroll *	Employee Timesheets **	Travel Payroll **

SPAHRS payroll, timekeeping, and travel will be used until the MAGIC Payroll rollout begins later in 2022.
* Will be in ECP when payroll is moved to MAGIC.
** Will be in ECC when payroll is moved to MAGIC.

Organizational Structure

Company: State of Mississippi (SOMS)
Master Agency: The top level for any agency. There is only one master per agency.
Sub-Agency: An agency can have 1 or more sub agencies within their master agency.
Organizational Unit: A department within a sub-agency. A sub-agency can have 1 or more organizational units.
Cost Objects: Used to collect cost for an organizational unit.

Location Structure

Location: A concatenation of EC Master Agency and Sub-Agency. Location Structure states where an employee physically "sits" in the organization.

Organizational Structure
- Company
- Master Agency
- Sub-Agency
- Organizational Unit
- Cost Objects

Location Structure
- Location

Foundation Objects are the Building Blocks of Employee Central.

Job Structure
- Job Classification
- Job Function

Pay Structure
- Pay Group
- Pay Range
- Pay Frequency
- Pay Component
- Pay Component Group
- Pay Calendar

Job Structure

Job Classification: Stores all job codes defined in a company and information associated with these jobs. Job includes occupation codes for regular employees and service types for workers.
Job Function: Describe a main function such as Human Resources, Payroll, or Finance. Several job classifications can be linked to the same job function creating a job series.

Pay Structure

Pay Group: A group of employees that are paid in a like manner
Pay Range: Salary From amount and Salary To amount tied to a job. A pay range is associated with one pay grade.
Pay Frequency: How often an employee is paid (e.g. monthly).
Pay Component: A unit of compensation administration. Compensations and deductions both share the same Foundation Object. Pay Components are either recurring or non-recurring. They can be units, amounts, or percentages.
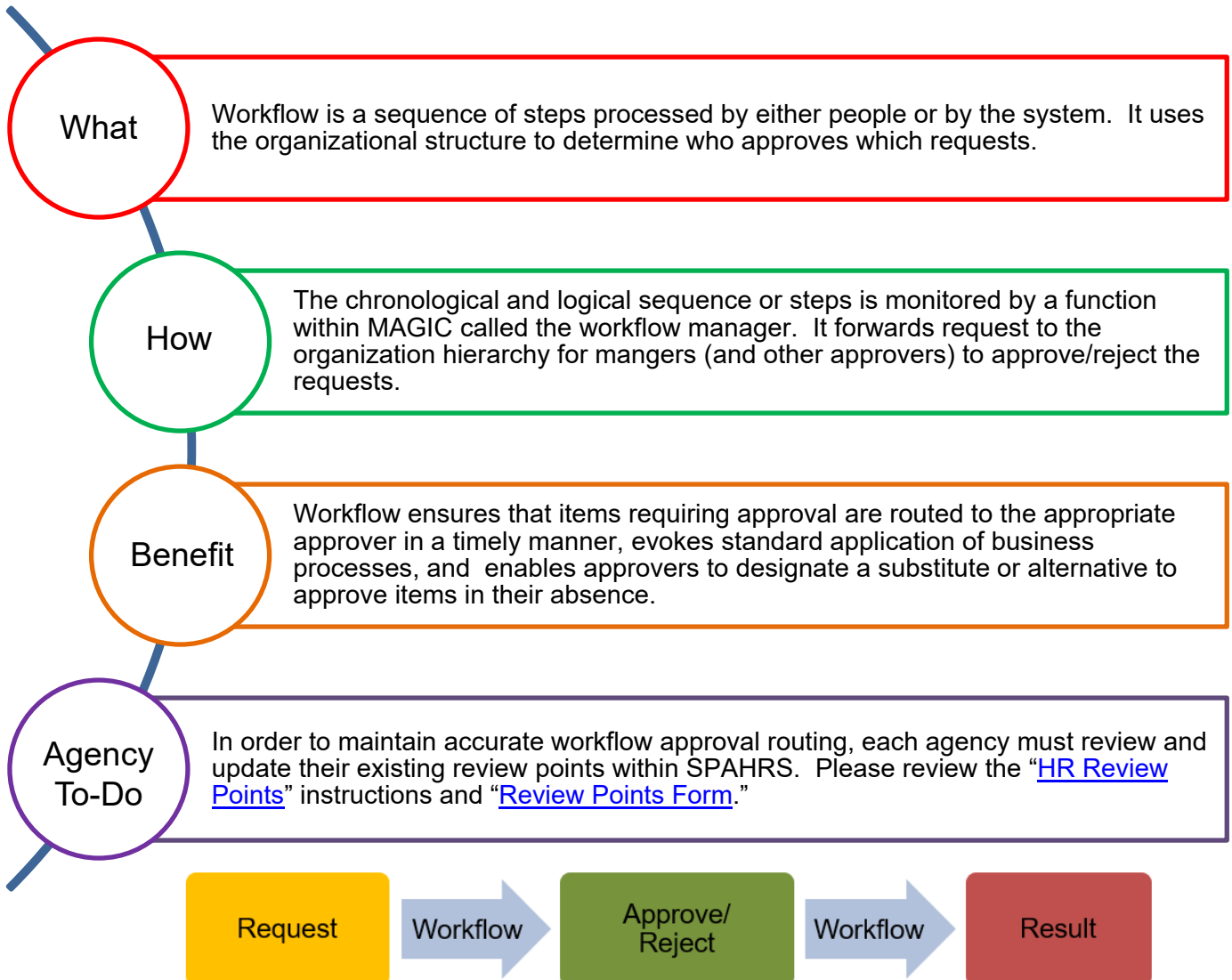**Pay Component Group**: It is used to get an overall compensation calculated. It contains multiple pay components and the amount is equal to the sum of all the pay components it includes.
Pay Calendar: Allows the recording of period start and end dates for payroll processing. Useful primarily for reporting purposes.

SPAHRS to MAGIC Terms Crosswalk

SPAHRS	MAGIC EC	SPAHRS	MAGIC EC
"Master" Agency	Reference Number within Master Agency	PIN / WIN	Position
Agency Number	Sub-Agency	PID	Person ID External
Report-to Agency, Report-to PIN	Organizational Unit	State Employee	Regular Employee
Contractor	Worker with a Contract or Worker without a Contract or Board Member		

Employee Central Workflow

What — Workflow is a sequence of steps processed by either people or by the system. It uses the organizational structure to determine who approves which requests.

How — The chronological and logical sequence or steps is monitored by a function within MAGIC called the workflow manager. It forwards request to the organization hierarchy for mangers (and other approvers) to approve/reject the requests.

Benefit — Workflow ensures that items requiring approval are routed to the appropriate approver in a timely manner, evokes standard application of business processes, and enables approvers to designate a substitute or alternative to approve items in their absence.

Agency To-Do — In order to maintain accurate workflow approval routing, each agency must review and update their existing review points within SPAHRS. Please review the "HR Review Points" instructions and "Review Points Form."

Request → Workflow → Approve/Reject → Workflow → Result
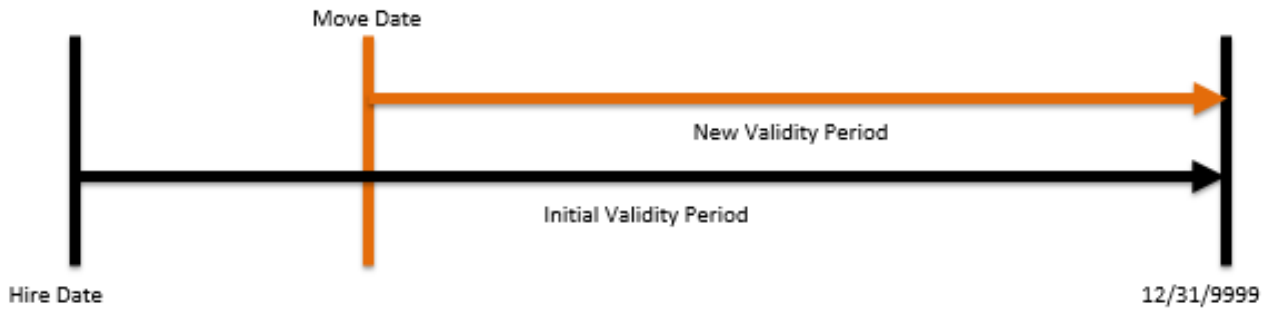
Date Validity

Data in MAGIC is date driven:
- Data is effective for a specific period of time; referred to as the validity period.
- The validity period consists of the start and end dates that define a period of time in which an object is effective.
- If no end date is planned, the end date defaults to 12/31/9999.
- Validity dates preserve the history for the data.
- Data can be retro or future dated.

To illustrate how Validity dates work, we will update an employees address. The address is entered in the system when the employee is hired establishing the initial validity period.

Initial Validity Period

Hire Date   12/31/9999
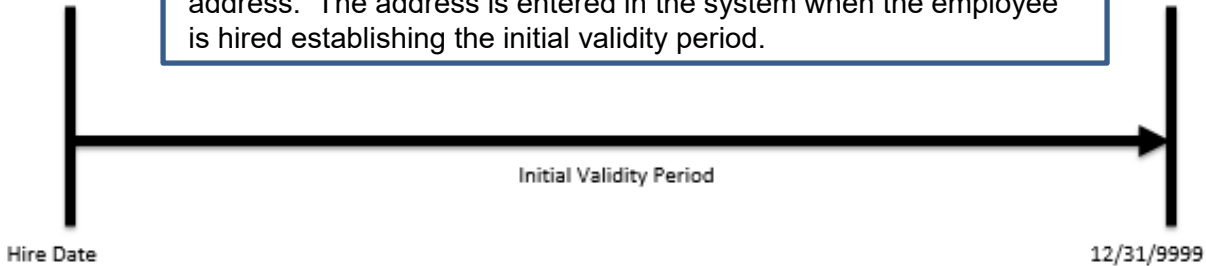
Sometime later the employee moves and the address is updated in the system. The update establishes a new validity period.

Move Date

New Validity Period

Initial Validity Period

Hire Date   12/31/9999

Move Date

New Validity Period

Initial Validity Period

Hire Date   12/31/9999

Two address records can't be valid for the same period.

The system ends the previous record the date before the new record takes effect.

The employee moves again. When the address is updated, the system creates a new validity period.

Move Date   2ⁿᵈ Move Date

1st Address Change   New Validity Period

Initial Validity Period

Hire Date   12/31/9999