



MAGIC Payroll, Travel, & Time Agency Kickoff



Overview of System Modules

Employee Central
(EC)

Core HR

Organizational
Management

Employee Central
Payroll (ECP)

Regular
Payroll

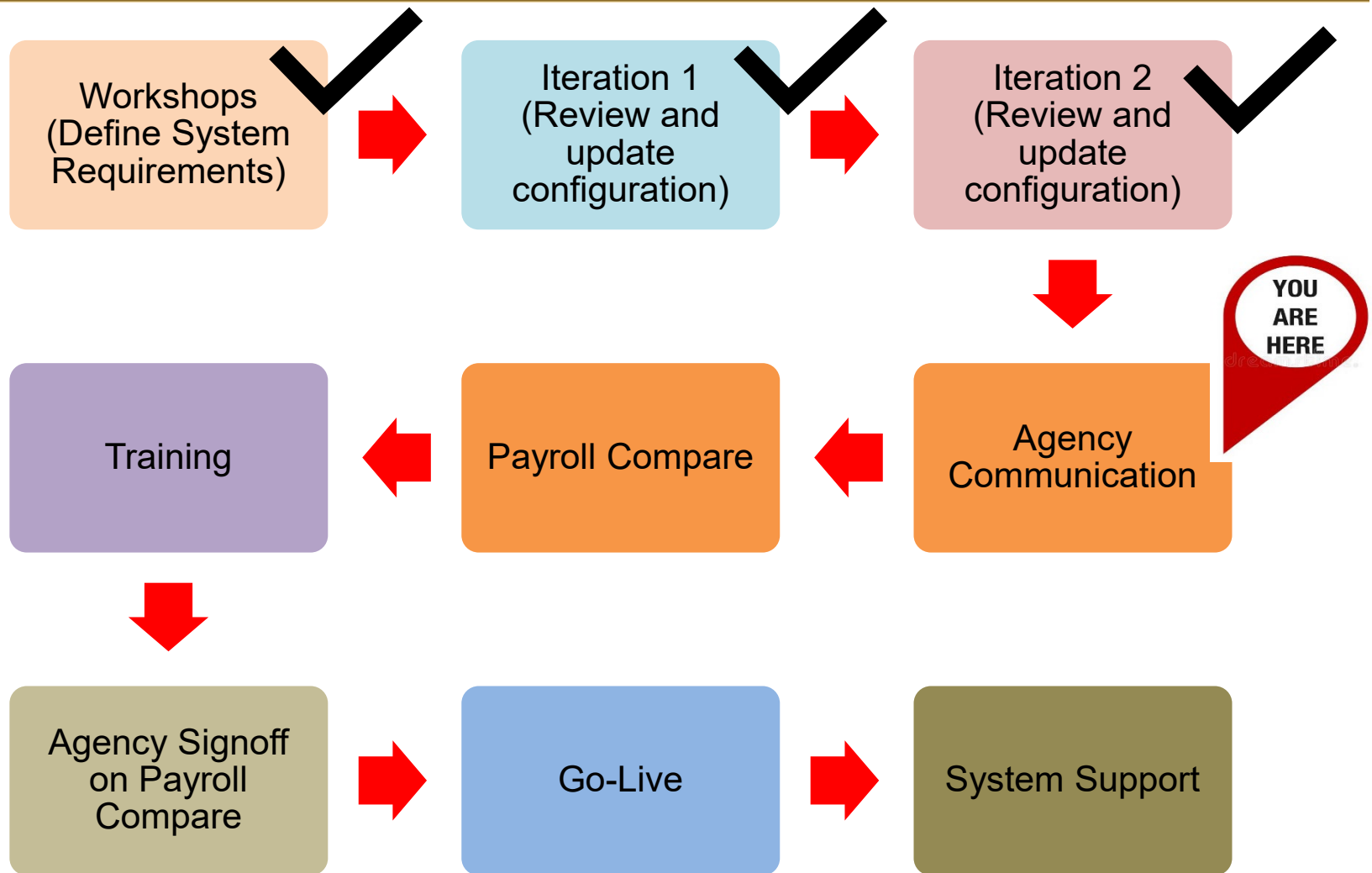
Taxes and
Deductions

Employee Central
Component
(ECC)

Time and
Attendance

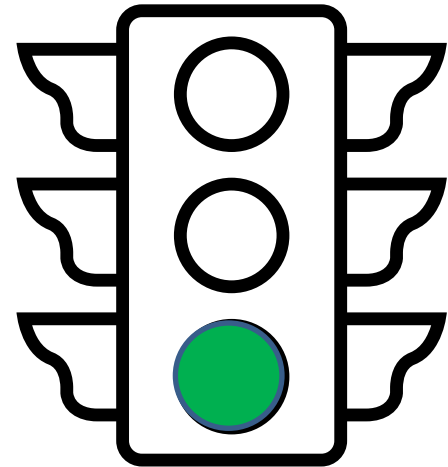
Travel
Processing

Project Methodology



Go-Live Approach

The actual “go-live” for each agency will be based on their first full period for each payroll area after the cutover date.





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Payroll

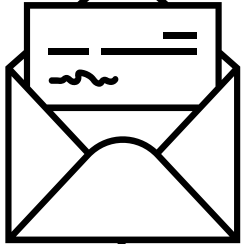


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Employee Central Payroll (ECP)



- Module where payroll information will be entered and maintained for employees.
- Employee information will be replicated from the MAGIC HR module.
- Timesheet information will be replicated from the MAGIC Cross Application TimeSheet (CATS) module.
- Financial/Budget information will be replicated from the MAGIC Finance module.

High-Level Payroll Process



Verify the employee's master data, including:

- State Life Insurance
- PERS Information
- Flexible Spending Accounts
- Deferred Compensation
- Garnishments

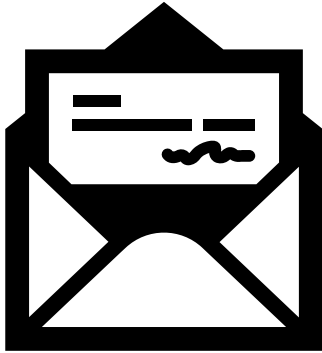
Payroll Simulation

- Similar to running a preliminary payroll in SPAHRS.
- Simulation posting payroll results to MAGIC Finance (similar to Gen SAAS/JV process).

Final Payroll

- Once the final FI posting is complete, the agency will certify the payroll results for DFA/OFM to continue with post payroll processing.

Payroll Control Center (PCC)



- Where regular and supplemental payroll will be run.
- Agencies will be able to run a simulation before running their final payroll.

Payroll Compare

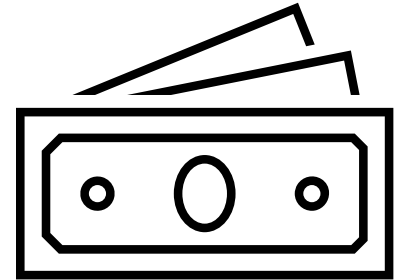
- Process to review SPAHRS payroll results against a MAGIC payroll to ensure payroll is calculated correctly.
- Employee information for a specific time-period will be loaded into MAGIC.
- Payroll will be run in MAGIC for said specific time period. The results will be validated against the same period in SPAHRS.
- All known differences (e.g. rounding) will be provided to the agencies.
- Only one report will be provided that shows all employees for each agency (with and without differences). For employees with differences, the reason as to why there are differences will be added. Optimally, very little differences (either by count or monetary amount) should remain after payroll compare is done.



Payroll Compare

Agency Responsibilities:

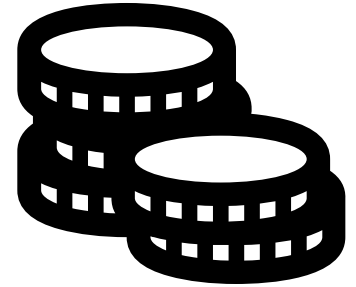
- Carefully evaluate each variance report provided to your agency for its parallel payroll. Your payroll and HR staff will be responsible for accounting for all other variances, with help from the project team as needed.



Payroll Compare

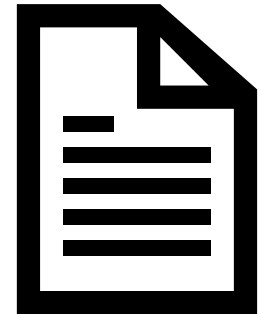
Agency Responsibilities (con't):

- Communicate information on payroll compare results to all agency staff members who will participate in or be impacted by the testing, including agency executives and managers.
- Communication known variances to affected agency personnel, so they are aware of the change.
- Agencies will be required to sign-off on their reports.



Payroll Reports

Listed below are several reports that will be available.

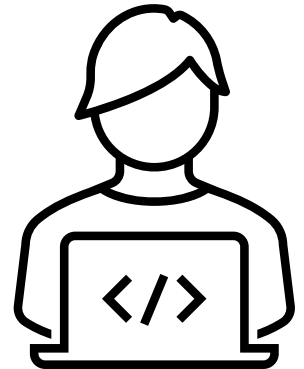


1. Payroll Reconciliation Report
2. Vendor Payment Details by Agency Report
3. Quarterly Unemployment Report
4. Annual Unemployment Report
5. SABC Cafeteria Report
6. BCBS Comparison Report
7. Wages and Contributions Report
8. Deductions Not Taken Report

Other reports will be available, and they will be covered in training.

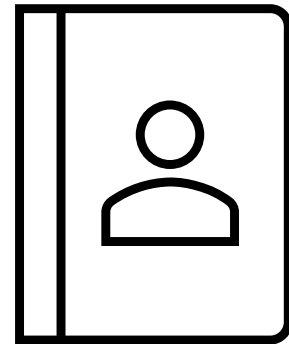
Payroll Training

- Payroll training will be conducted in the weeks leading up to go-live.
- System Navigation course will be available in e-Learning format.
- System Processing classes will be held in-person.
 - Registration will be available in LSO.
 - Schedule will be sent to payroll users identified by their agency.
- **It is important for users to attend the training prior to go-live.**



System Support

- After go-live, labs may be available to receive assistance in running first payrolls.
- A payroll guide will be available.
 - Step-by-Step instructions for business processes.
 - A large end-to-end process job aid.





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Time

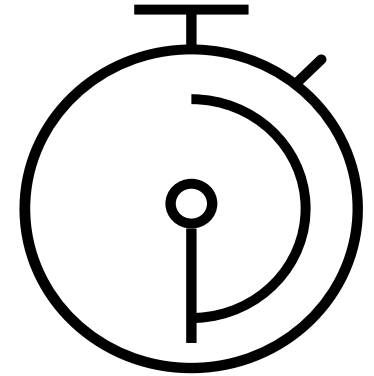


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Time Overview



- Time is processed in the MAGIC Cross Application TimeSheet (CATS) module.
- Time can be entered directly in CATS or uploaded from an external timekeeping system.
 - If uploaded, agencies will have to use the MAGIC standard file layout.
 - MMRS will work with these agencies to test the upload process.

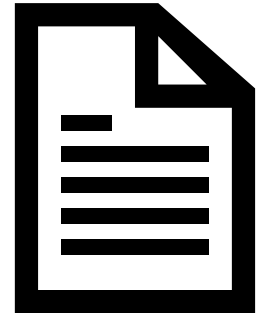
Time Approver



- Every agency must have at least one time approver.
- Provide final approval, at the agency level, that all time has been entered and/or uploaded into CATS.

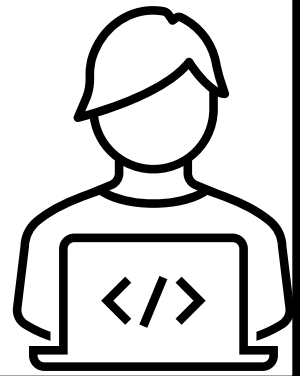
Time Reports

- Timesheet Data (formerly “Report Time”)
- Absence Quotas (aka Leave Balances)
- Accrued Compensated Absences



Time Training

- Due to the large number of time entry personnel, training will be available in an e-learning format.
- Training Guide will be available.
 - Step-by-step instructions on entering and approving time.
- Simulations will be available for system practice.
- Materials will be sent to time users identified by their agency.
- Remote Questions & Answer (Q&A) sessions may be scheduled.
- **It is important for users to review the material prior to go-live.**





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Travel



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Travel Overview



- Travel will be processed in the MAGIC Travel Management (TV) module and not through Payroll.
- Advances and Reimbursements will be made through Accounts Payable.
- The current Travel Authorization form will be used to create a Travel Request.
- The current Travel Voucher will be used to create the Trip Expense Report.
- Paper forms and receipts will be scanned and attached to each trip.
- Federal Mileage Rates for Privately Owned Vehicles are configured in the system and automatically calculated for mileage.

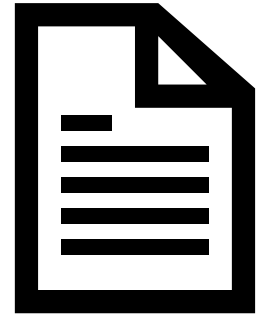
Travel Overview (con't)



- Taxable expenses will be paid in Accounts Payable, but the amount of the taxable expense will be added to Earnings in Payroll and taxes will be properly reported on your W-2.
- A trip number will be assigned to travel by one employee delimited with a Start and End Date. For In-State Travel, multiple trips can be entered within that period.
- If the employee makes the same trip multiple times, the Request can be copied to another date for that employee.
- If multiple employees are going on the same trip, the Request can be copied to the other employees.

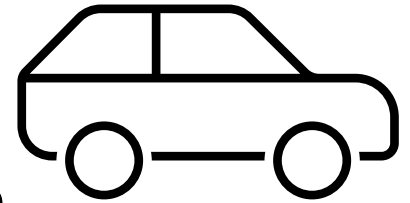
Travel Reports

- General Trip Data and Trip Totals
- Trip Expenses
- Cost Assignment for Trip Expenses
- Travel Error Log of FI Posting



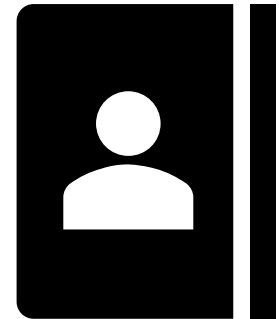
Training

- Travel training will be conducted in the weeks leading up to go-live.
- System Navigation course will be available in e-Learning format.
- System Processing classes will be held in-person.
 - Registration will be available in LSO.
 - Schedule will be sent to travel users identified by their agency.
- **It is important for users to attend the training prior to go-live.**



System Support

- After go-live, labs will be available to receive assistance in running first travel payments.
- A guide will be available.
 - Step-by-Step instructions for business processes.
 - An end-to-end process job aid.

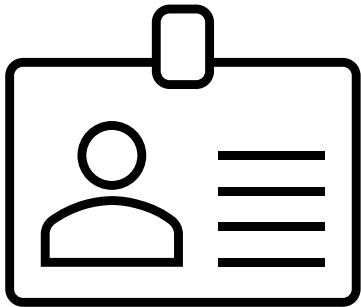




Employee Self-Service



Employee Self-Service Overview



Where employees can access their pay-stub, W-2, leave information, and view their personal information.

ACE

- Employee pay stubs from payrolls generated in ECP will not be in ACE. They will be in EC.
- ACE will be available for W2 access through tax year 2023.
 - Employees will get two W2s for tax year 2023.
 - One for time worked prior to go-live (available in ACE)
 - One for time worked after go-live (available in EC)
- Encourage your employees to print/save existing W2s and Paystubs prior to go-live.

Training

- A document will be created with instructions on how to log-in and access the information.
- **Please share this document with your employees prior to go-live.**

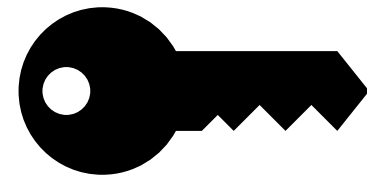




System Access

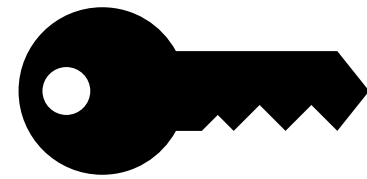


System Access



Module	User ID / Username
<ul style="list-style-type: none">• Finance, Grants, Logistics• Travel, Time	No Change <ul style="list-style-type: none">• Ace-ID
<ul style="list-style-type: none">• Human Resource	No Change <ul style="list-style-type: none">• Employees hired in EC username will start with 42 series• Employees hired through NeoGov will start with 10 series• Existing employees will continue to have their existing username
<ul style="list-style-type: none">• Payroll• Payroll Control Center (PCC)	Single Sign on through Employee Central (EC)
<ul style="list-style-type: none">• Employee Self Service	Login with their PID

System Access



- Initial system access will be established based on SPAHRS security at go-live.
- Agency Security Contacts will have the ability to modify the security after go-live, if needed.
- Agency Security Contacts will receive instructions on how to add, modify, or delete system access prior to go-live.



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Next Steps



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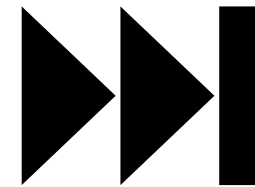
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Historical Data

- Information will be available in MERLIN
- Additional information from SPAHRS will be available in MERLIN
- Check your MERLIN access prior to go-live
- Review the MERLIN.net online tutorial prior to go-live
 - <https://www.dfa.ms.gov/merlin>

Next Steps

- Readiness Workshop
- Training
- Payroll Compare
- Go-live



Agency Readiness Workshop

- Topics to include:
 - Pre-Go-Live Activities
 - Ending travel request in SPAHRS
 - Schedule of payrolls leading up to go-live
 - Timeline when agencies will start using MAGIC based on payroll area
 - EC Reporting Structure
 - SPAHRS Post Go-Live
 - How long it will be available?
 - What level of access will be available?
 - What to do if you need historical information?
 - What to do if you are required to make retro changes to an employee?
 - Contingency Plan

Questions

