



**MISSISSIPPI MANAGEMENT
& REPORTING SYSTEM**

Meeting the Management Information Needs for the State of Mississippi

CONTRACT WORKER YEAR-END/RENEWAL WORKSHOP

April 16 - 17, 2025

Department of Finance and Administration
Office of the Mississippi Management and Reporting System

Objective

- The objective of the workshop is to assist agencies with preparing for the upcoming fiscal-year processes for contract workers.
 - FY25 Remaining Contract Balance Adjustments
 - SPAHRS Report
 - EC/SPAHRS Validation
 - FY26 Contract Renewal Procedures
 - Key Points
 - Reporting
 - Transparency (Award/Contract Interface)
- For security purposes, some information has been hidden on the screenshots.

FY25 Remaining Contract Balance

- Track and monitor SPAHRS FY25 Active contract balances.
- Determine if enough funds are available to make payments thru June 30.
- Calculate the amount needed:
 - (Estimated hours scheduled to be worked through June 30 multiplied by the FY25 hourly rate)

FY25 Remaining Contract Balance

- FY25 total contract amount adjustments must be entered and approved prior to renewing and extending the contract into FY26.
- FY25 contract balances adjustments are recommended to be completed by the end of May.

FY25 Remaining Contract Balance

- SPAHRS Path – MC MC
Maintain Contract Info
- Display (D) the FY25 line
- Maintain Contract Year
Budget
- Review Contract
Balance

```

OZPH059 OZVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/26/2025
PHMCCY1D PHMCCY2M Maintain Contract Year Budget 01:04 PM
7 more >

*Action:
*Agency: Contractor: LONG, TEST YEAR Contract #: 1
FY: 2025 Agreement Amt: 45000.00 Expenditure Control: T
Category Expenditure Req $ Contract YTD $ Contract Bal $
-----
Personal Services 45000.00
Personal Services FICA
PERS Employer Contribution
PS Sub-total: 45000.00
Travel/Subsistence
Travel/Sub FICA
TS Sub-total:
Per-Diem
Contractual Services
Commodities
Subsidies/Loans/Grants
Totals: 45000.00 45000.00

*Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Prnt Left Right Quit
Contract Year displayed successfully
  
```

FY25 Active Contract Remaining Balance Report

```
STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM
Main Menu

Code      Description                               FastPath

AG  Agency                                         AG
OC  Occupation                                   OCCU
PO  Position                                       POS
PW  Propose Wage, Salary and Fringe Benefits     WSF
EM  Employment                                   EMPL
PA  Payment                                       PAY
RT  Report Time                                  TIME
MC  Manage Contracts                             CONT
SA  System Administration                        SADM

TR  Travel Menu

Code: _

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main                               Quit
```

```
STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM
Manage Contracts Menu

Code      Description                               FastPath

MC  Maintain Contract Worker                     MCON
MY  Maintain Contract Year (CW)                  MCYR
AC  Browses used for Analyzing Contracts (CW)     ANZC
BR  Contract Browses and Reports (CW)             BRRE
YH  Browse Contract Years History (CW)            CTYH
CT  Maintain Contract Tables (CW)                 TBLS
CW  Contract WIN Menu                             CWMU

Code: _

Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End                           Quit
```

FY25 Active Contract Remaining Balance Report

➤ SPAHRS Direct Command: MCBAL

```
STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM
Contract Browsers and Reports (CW) Menu

Code      Description                                FastPath
CB  Miscellaneous Contract Browsers (CW)          MCB
CR  Miscellaneous Contract Reports (CW)            MCR
RE  Miscellaneous Contract Reports (2) (CW)        MCRT
CD  Monthly/FY Report of Contracts Approved (CW)
RB  Remaining Balance On Contracts Report          MCBAL

Code:  _

Direct Command:  _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Main  End                                Quit
```

```
PHMCRB1D PHMCRB1M    Remaining Balance on Contracts Report    03:14 PM
                                                                3:14 PM

*Agency Number:

Fiscal-Year: 2025

Direct Command:  _
```

FY25 Active Contract Remaining Balance Report

➤ SPAHRS Direct Command: MCBAL

```

OZPH066 OZVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/10/2024
PHMCRB1D PHMCRB1M Remaining Balance on Contracts Report 01:21 PM
                                                    1:21 PM

*Agen +-----Batch Job Submission-----+
Fi      Job Name: 0Z781126 *Job Class: A
        Job Description: Active Contract Remaining Balance
        *Destination: _____ *Msg Class: Z
                                *Sysout
                                Reports  Class  Forms  Copies
        Active Contract Remaining Bala  _  _  _  1_
Direct Comman +-----+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End                                                    Quit
  
```

CONTRACT #	CONTRACTOR	END DATE	REMAINING BALANCE
66	BROWN,	2025-06-30	1860.00
09		2025-06-30	5442.50
37		2025-06-30	6865.00
42		2025-06-30	2360.00
16		2025-06-30	2267.50
22		2025-06-30	3000.00
79		2025-06-30	3000.00
06		2025-06-30	1905.00
24		2025-06-30	3430.00
17		2025-06-30	2735.00
54		2025-06-30	1355.00
59		2025-06-30	45705.00
60		2025-06-30	20000.00
91		2025-06-30	1140.00
22		2025-06-30	346.00

FY25 Remaining Contract Balance

- Make all compensation adjustments to the contract amount in EC. Verify the balance updated in SPAHRS for the FY25 line.

Check Second

General Information | Education & Certificates | Personal Information | **Employment Information** | Compensation Information | Leave

Compensation Information

Recurring Payment

Compensation Information

Contract total: 25,000.00 USD

Payroll Area: 50/5 Bi-weekly (De) (2B)

Recurring Payment

Pay Component	Annual Salary	Amount	Currency	Frequency	Number	Unit of
Hourly Rate (1001)	52,000	24.81	USD	Hourly (HOURLY)		
Contract Amount: 24.81						
CW Personal Services (TW01R)		25,000	USD	Annual (ANN)		

PHMCMC1D PHMCMC1M Maintain Contract Information 01:41 PM

*Action: 0

*Agency #: Master Agency #:

*Contract #:

*Approval Route: P1 Contract Status: A *Contractor Type: CW

*SSN: Contractor: CHECK, SECOND

Origin Start Date: 04 10 2024 Origin End Date: 06 28 2024

*Contract Serv Type: CON CONSULTANTS Agreement Amt: 25000.00

Termination Date: Termination Notification Date:

Agency Contract Rep: Phone:

Agency Contact: Phone:

*Agency Office Cd:

*Agency Project Cd:

Contract Year(s) Information 1 of 1

FY Action: Fiscal Year: 2024 FY Total: 25,000 Status: A

Adjust FY25 before reviving FY26

- All modifications must be performed in MAGIC EC and validated in SPAHRS for FY25 contract lines PRIOR to renewing contracts for FY26.
- Replication from EC to SPAHRS will not allow changes to FY25 lines once the FY26 renewal has been entered.

Essential Considerations

- PPRB Deadlines
 - 1st Wednesday of May (May 7, 2025)
 - For June PPRB Board Meeting (June 4, 2025)
 - 1st Wednesday of June (June 4, 2025)
 - For July PPRB Board Meeting (July 2, 2025)
- Payroll Dates
 - June (TBD)
 - July (TBD)

FY26 Contract Renewals

- Contract workers planning to work in the same contract on July 1, 2025, or afterward, must have the end date extended into FY26 prior to the system going down. (Date TBD)
- Renewal instructions can be found here:
 - [MAGIC Employee Central Contract Worker Renewal JOB AID \(ms.gov\)](#)
 - Log into the MAGIC Portal > Select Help and follow the path:
 - UPerform Group Memory › MAGIC Training and Support Documentation › Human Resources › HCM400 - Employee Management › Job Aids › MAGIC Employee Central Contract Worker Renewal JOB AID

Results of FY26 Contract Renewal

Change History	Job Information: LONG TEST YEAR	Permanent/Time-Limited *	Time Limited
<div>Jul 01, 2025 (2 of 2)</div> <div>Comp. Change - Compensation Change Worker</div>			
<div>Jul 01, 2025 (1 of 2)</div> <div>Position Change</div> <div>Contract End Date Jun 30, 2026 <small>Jun 30, 2025</small></div>	<div>Effective as of: Dec 20, 2024</div> <div>Employee Status</div> <div>Employee Status Active</div> <div>Event</div> <div>Event Compensation Change</div> <div>Event Reason Comp. Change - Compensation Change Worker (CCOMWIN)</div> <div>Position Information</div> <div>Position CONSULTANTS (21115434)</div> <div>Position Entry Date Dec 20, 2024</div> <div>Time In Position 0 Years 3 Months 21 Days</div>	<div>Expected Position End Date * 06/30/2026</div> <div>Employee Group *</div> <div>Employee Subgroup *</div> <div>Contract End Date: Jun 30, 2025</div>	<div>WK Hourly (9)</div> <div>Regular (9A1)</div>
<div>Dec 20, 2024 (2 of 2)</div> <div>Comp. Change - Compensation Change Worker</div>		<div>Job Type: Worker w/ Contract</div>	

Compensation Information

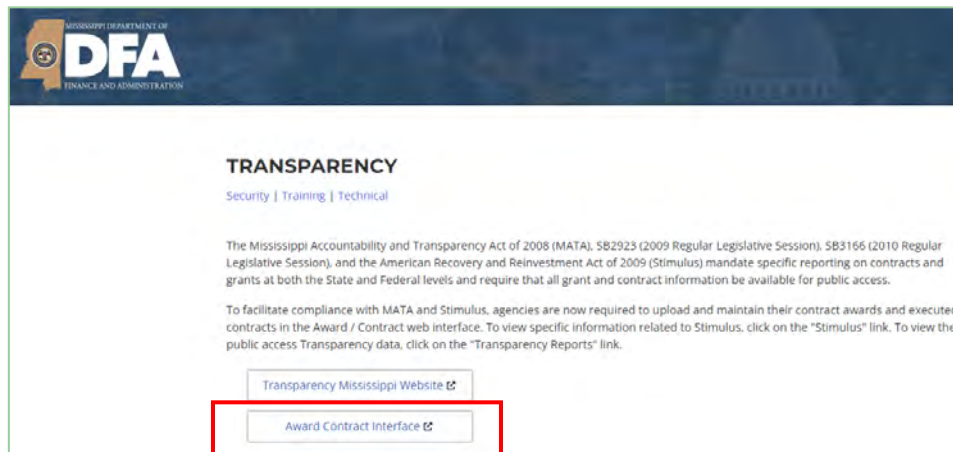
<div>LTY</div> <div>LONG TEST YEAR</div> <div>CONSULTANTS</div>	<div>Effective Date</div> <div>Dec 20, 2024</div>	<div>Future Changes</div> <div>1 Change</div>
<div>Compensation Information</div>	<div>Recurring Payment</div>	

FY26 Contract Renewal Key Fields

- Position Effective Date
- Position End Date
- Compensation Change (Actions)
 - Event – (Compensation Change)
 - Event Reason code (CCOMWIN)
 - Pay Components
 - Hourly Rate
 - Personal Service Amount
 - FICA
 - Travel

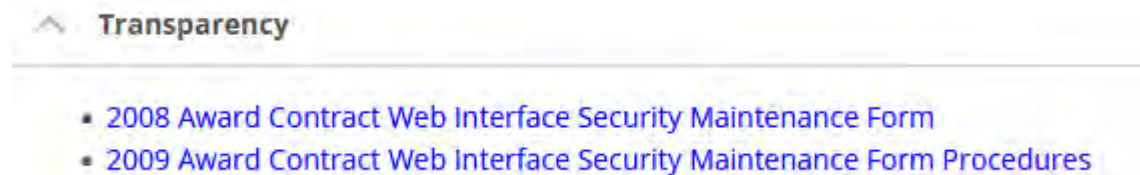
Transparency (Award/Contract Interface)

- After July 1, upload the renewal contract documents into the Transparency/Award Contract Interface.
- FY26 SPAHRS contracts must be Active (Contract Info).
- Training Guide
 - [5051 MATA Agency Contracts Web Interface \(ms.gov\)](https://www.ms.gov/5051/MATA-Agency-Contracts-Web-Interface)



How to Request Access to the Award/Contract Interface

- To request access, complete the Award Contract Web Interface Security Maintenance Form.
- The form and procedures are available on the [MMRS Security](#) web page under Transparency (as shown below).



Summary/Steps

- Run report for FY25 in SPAHRS (MCBAL or MCON).
- Review contract balance for FY25.
- Increase balances, as necessary.
- Validate contract info between EC and SPAHRS.
- Once FY25 process is complete, renew the contract for FY26.
- After July 1, validate SPAHRS for contracts renewed for FY26.
- Load renewals into Transparency.

FAQs

➤ Rehired retirees

- Make sure the Employee Subgroup and PERS Position Code are listed correctly for rehired retirees and ESN 9 in SPAHRS.

Employee Group *

WK Hourly (9)

Employee Subgroup *

Rehired Retiree (9C1)

PERS Position Code *

State Employee - General/Rehired Retiree

➤ New contract/same worker

- Separate contract workers only after the old FY25 contract is completely paid.
- Check to make sure separation from old contract is in SPAHRS before proceeding to hire them into a new contract.

➤ Contracts that cross Fiscal Years (i.e., 9/1/2025 – 8/31/2026)

- Create the initial contract for 9/1/2025 to 6/30/2026. Then extend to the contract to end 8/31/2026 before the system shuts down for the next FY.

➤ DFA OPSCR [Contract Analyst List](#)



**For Questions
contact the MMRS Help Desk at
601-359-1343 or mash@dfa.ms.gov**