

System Availability Request Form

The systems are available based on the schedules below. Any noted adjustments will be sent to users via a MASH email, posted on the MMRS website, posted in information areas of MAGIC, and posted on the SPAHRS banner screen.

MAGIC Finance (FI), Procurement (LO), & Grants Management (GM) System is available 24X7, except the second Saturday of each month from 7:00 AM to 10:00 PM.

MAGIC Human Resource (HR) System is available 24X7, except every Saturday from 11:00 PM to Sunday at 3:00 AM.

SPAHRS is available:

- Monday – Thursday: 7:00 AM – 7:00 PM
- Friday: 7:00 AM – 6:30 PM
- Last working day of each month: 7:00 AM – 6:00 PM
- Not available on State Holidays unless announced prior to the holiday

Access request must be submitted:

- By close of business (COB) two business days before a holiday when the holiday falls during the work week (e.g. If the holiday is Thursday, the request is due by COB Monday).
- By close of business (COB) Wednesday for weekend access, including when a holiday falls during the weekend.

DFA will review the request and notify the agency of the status. DFA reserves the right to deny any request.

Requesting Agency:			
Date:		Start Time: ☒ AM ☐ PM	End Time: ☒ AM ☐ PM
Describe the reason for needing access in detail. Include the critical business need.			
Explain why the work cannot be completed during normal business hours.			

List the user(s) that will be accessing the system during the requested time. Also, check the box for the system(s) they will be using. Use an additional form if needed.

User(s) Name	User(s) ID	MAGIC FI, LO, GM	MAGIC HR	SPAHRs
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		☐	☐	☐
		☐	☐	☐
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		☐	☐	☐
		☐	☐	☐

Email the completed form to:

- MMRS Call Center: mash@dfa.ms.gov
- Nick Anderson, MMRS Director: nick.anderson@dfa.ms.gov
- Richard Rogers, MMRS Deputy Director: richard.rogers@dfa.ms.gov

Agency Director Signature:	
Date:	

MMRS Use Only

Request Status: ☐ Approved ☐ Declined

Requesting Agency Notified: ☐ MASH Email Sent: ☐ Website Updated: ☐