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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS Policies and Procedures</b>		
6317	SPAHRs Exception Pay Request Procedures	Effective Date: 05/16/2018
		Version: 1

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## Introduction

DFA creates Exception Pay Adjustments are created by DFA from values submitted by an agency. The values on this adjustment are not calculated by SPAHRS but net pay and wage bases are calculated by the transactions submitted. #6316 SPAHRS Exception Pay Request Form is used to request creation of an Exception Pay Adjustment.

## Scope

This document provides instructions for completing each field on #6316 SPAHRS Exception Pay Request Form and supplies instructions for submitting the form to DFA/OFM.

## Procedures

Only a designated, authorized SPAHRS user should complete #6316 SPAHRS Exception Pay Request Form.

Upon receiving the form, an OFM representative will review the request and determine if the requested transaction is necessary. At times, OFM may request an MMRS Functional Analyst to review the form. Forms that are not completed correctly or that need additional information may be returned to the user.

The Exception Pay Adjustment is a last resort for processing transactions that cannot be processed through the normal payment/adjustment processes. Examples of last resort transactions may include, but are not limited to:

1. Court orders where the values for earnings and/or deductions would not be calculated the same as dictated by the order.
2. Payments that need to be made for pay periods over five years old whose supporting information (e.g., leave, timesheets, payment details) has been archived.
3. Reversal of payments of unused annual leave when the warrant received has already been cashed or deposited.

**Instructions for Completion of the Form**

<b>From</b>	Enter agency name adjustment is for
<b>Contact Person</b>	Enter the name of person completing the request.
<b>Phone</b>	Enter the phone number of the person completing the request.
<b>SPAHRS Employee Name</b>	Enter the name of the employee the adjustment is being submitted for.
<b>Agency #</b>	Enter the four-digit SPAHRS agency number the employee is in.
<b>SSN</b>	Enter the social security number of the employee to be paid.
<b>PP End Date</b>	Enter the pay period end date the adjustment is for.
<b>Freq</b>	Enter the pay frequency the employee is normally paid in
<b>PIN/WIN #</b>	Enter the PIN or WIN number the employee is/was in for this adjustment period.
<b>TYPE (P/W)</b>	Enter P for PIN or W for WIN relative to what was entered for PIN/WIN #
<b>Net Pay</b>	Enter the expected net pay for the transactions to be entered.
<b>Trans Code</b>	Enter earnings codes and all tax, retirement and deduction codes. Use a separate line for each one.
<b>Deduct Seq #</b>	Enter the sequence number for each tax, retirement and deduction code being submitted.
<b>Employee Amt</b>	Enter the employee amount for each tax, retirement, and deduction code.
<b>Employer Amt</b>	Enter the employer paid amount for each tax, retirement, and deductions code
<b>Reason for exception pay request</b>	Provide an explanation as to why this adjustment is needed and why it could not be created through the normal payment/adjustment processes.

An Exception Pay Form must contain at least one earnings code listed under Trans Code. The *net pay is not listed* under Trans Code. SPAHRS will calculate the net pay from the transactions listed; the calculated net pay cannot be less than zero. If a refund is received from the employee, it should be listed using the RCDCK earnings code. Amounts being backed out from an employee's record must have a minus sign before it; otherwise, it will be read as a positive value. Even if the amount withheld for FIT and/or MSIT is zero, these tax codes must still be listed under Trans Code because SPAHRS will calculate wage bases. It is not necessary to enter taxes and deductions as negative values unless backing out all transactions for a payment. SPAHRS will know from the transaction codes they are to be subtracted from the earnings code(s) when the form is used to process a payment.

If space is needed to enter additional transactions, please complete a second form and indicate it is a continuation.

After completing the form, please sign and date it. The form may be submitted by fax to the Bureau of Financial Control at 601-359-6186.

After the data on the form has been entered by DFA, it will show up as an approved adjustment and you will be able to view it through the Adjust Pay Browses and the Exception Pay screen. Unless specified otherwise, it will be marked for supplemental. In order to process the exception pay adjustment, you must run a supplemental payroll. It will be picked up for processing just as other types of adjustments are.