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# Mississippi Management and Reporting System

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## Department of Finance and Administration

<b>MMRS Policies and Procedures</b>		
3323	MAGIC Employee Central (EC) Workflow Approver Procedure	Effective Date: 8/08/2022 Version: 3.0

## **Introduction**

The MAGIC Employee Central (EC) Workflow Approver form should be used to request changes and/or setup an agency's Human Resource (HR) approver information in MAGIC. The form also should be used for regular employees and contract workers.

## **Scope**

The form should be completed by the agency and returned to the MMRS Call Center at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov) to request changes and/or setup an agency's MAGIC HR approver information.

## **Body**

To request a change and/or setup approver information in MAGIC, the agency will need to complete all fields at the top of the form. Depending on the type of approver being setup, the appropriate middle section of the form should be completed. The agency security contact should complete and sign the bottom part of the form.

## **Approver Types**

EAY - Regular Employee

WAY – Worker

EAY and WAY has the following options: Hire, Separation, Data Change, Transfer and Compensation Change

CAY - Worker with Contract

PAY – Position Management

## **Approver Levels**

The workflow levels are used to establish a hierarchy in approval for transactions within the agency, similar to the review points in SPAHRS. EAY1 would be considered the first approver. Once EAY1 approves a transaction, it would route to EAY2 level for secondary approval and EAY3 would be the final approval within the agency. Some agencies might not need 3 levels of approval. Flexibility in the system will allow all 3, EAY1 and EAY2 or just EAY1.

For example, EAY1 human resource generalist, EAY2 the supervisor and EAY3 the HR director.

The completed form should be emailed to the MMRS Call Center at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov).