
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
6203	Agency – Set Up Sub-Agency (SPB ONLY)	Revised Date: 09/04/2018
		Version: 6

Agency – Set Up Sub Agency (SPB ONLY)
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Objective

Establish a Sub-Agency

Outcome

Sub-Agency is established

Your Action ...	System Response ...
1. Choose AG (Agency) from the Main Menu and press ENTER.	The Agency Menu will appear.

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FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/23/2014
PHIMAINU PHIMAINM Agency Menu 12:31 PM

Code Description FastPath
MA Manage Agency Information
BN Browse by Agency Name
BA Browse by Agency Number
BM Browse by Master Name
BR Browse by Master Number
BC Browse Agencies Assigned to SPB Analyst
BH Browse Agency History
AP Browse Agency Profile History
MH Browse Master Agency History
PA Browse Agency FY Pending Approval
BT Agency Batch Reports
XA Browse Agency Cross Reference

Code: __

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

Your Action ...	System Response ...
2. Choose MA (Manage Agency Information) from the Agency Menu and press ENTER.	The Manage Agency Information Menu will appear.

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FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/23/2014
PHIMAINU PHIMAINM Manage Agency Information Menu 12:36 PM

Code Description FastPath
MA Maintain Agency AGCY
MM Maintain Master Agency MAGCY
RA Reactivate an Agency
RM Reactivate a Master Agency
MU Maintain Agency by User Agencies
FY Maintain Agency FY Info AFY
PB Maintain Agency FY Program Budget ABUD
RL Maintain Agency Auto Reclash List RCLST
AR Maintain Agency Assessment Rate

Code: __

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

Your Action ...	System Response ...
3. Choose MA (Maintain Agency) from the Manage Agency Information Menu and press ENTER.	The Maintain Agency screen will appear.

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PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/23/2015
PHOAMAGD PHOAMA1M Maintain Agency 12:52 PM
2 more >

*Action: = (A,B,C,D,M)

*Agency#: ____ Name: _____

*Master#: ____ Date Established: __ __ ____
Previous LBO#: ____ Previous SPB#: ____ More:
SAAS Agency #: ____ ____ ____
Create Bill#: ____ Create Bill Date: __ __ ____
*Create Type: _ *Add/Spec Comp: ____ More:
*Service Type: __ SPB Processed: _
*SPB Analyst: _____
Agcy Max Salary: _____ Curr Agcy Head Sal:
Inactivate Date: __ __ ____ Reactivate Date:
Pay Thru Date: __ __ ____
*Reason Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End AgPB Note AgFY Left Right Quit
    
```

Your Action ...	System Response ...
4. Choose Add and enter the 4-digit sub-agency code; OR press ENTER and the next sequential number is assigned.	

Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p>Name: Enter the sub-agency name.</p> <p>*Master#: Enter the 5-digit master agency's number.</p> <p>Date Established: The date the sub-agency was established (MMDDYYYY), Previous LBO#: A previous LBO number if applicable. This is generated by the system.</p> <p>Previous SPB#: A previous SPB number if applicable. This is generated by the system.</p> <p>SAAS Agency #: Enter the 3-digit SAAS agency number.</p> <p>Create Bill#: Enter the bill number and its origin (House or Senate). Bills originating in the House are numbered 1-2000 during each Legislative session. Bills originating in the Senate are numbered above 2000 during each Legislative session.</p> <p>Create Bill Date: Enter the date the appropriation bill created the sub-agency. Must be on or prior to the established date.</p> <p>*Create Type: Enter B (LBO/DFA), Constitution, Governor, OR Statute.</p> <p>*Add Spec/Comp: Additional compensation by earnings code. The help screen denotes if the agency can authorize the additional compensation, if it is authorized by occupation, or both.</p> <p>*Service Type: Enter the 2-digit state service indicator code if known.</p> <p>SPB Processed: Enter Yes if the agency is required to report to or comply with SPB procedures, or if SPB processes the agency's actions; otherwise enter No.</p> <p>*SPB Analyst: Enter the User ID of the SPB analyst assigned to the agency. The system will display the SPB Analyst's name.</p>	

Your Action ...	System Response ...
<p>All required data on this panel has now been entered. Optional data can be entered as follows:</p> <p>Agcy Max Salary: The maximum annual salary for an employee within the agency.</p> <p>Current Agcy Head Sal: The salary of the employee that is currently the head of the agency. This is generated by the system.</p> <p>The following fields are used for inactivation and reactivation:</p> <p>Inactivate Date: Effective date of inactivation.</p> <p>Reactivate Date: Effective date of reactivation.</p> <p>Pay Through Date: The date, which indicates the last date a payment, can be made to an employee once an agency is inactivated.</p> <p>*Reason Code: Code indicating the reason the agency was abolished. The system will populate the description.</p>	
<p>6. Press F11 to access the second panel of this screen.</p>	<p>The second panel of the Maintain Agency screen will appear.</p>

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PHFNC10 PHVE STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/04/2018
PHOAMAGD PHOAMA2M Maintain Agency 12:56 PM
< 1 more 1 more >

*Action: _ (A,B,C,D,M)
*Agency#: ___ Name:
Address: Street: _____
          _____
          City: _____ State: __ Zip: _____
          Phone: _____ Ext: _____ Confidential: _

*SPB Mail Type: _ *DFA Mail Type: _ *EE04 Function:
State Tax ID: _____ Federal Tax ID: _____
MAGIC Ind: _ Min Leave (DD): _____ *Warrant Sort Order: N
*Pers Dir/Cnct Agency#: _____ *PIN: _____ Phone: _____ Ext: _____
*Agency Head Agency#: _____ *PIN: _____ Phone: _____ Ext: _____
*Payroll Offcr Agency#: _____ *PIN: _____ Phone: _____ Ext: _____
*Contract/Cnct Agency#: _____ *PIN: _____ Phone: _____
Payroll Officer FAX: _____ Pers Dir FAX: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End AgPB Note AgFY Left Right Quit
    
```

Your Action ...	System Response ...
<p>7. Enter the following information:</p> <p>Address: Street, City, State, Zip, Telephone and Extension and denote if Confidential should be indicated on the mailing address.</p> <p>*SPB Mail Type: Indicates how mail is to be delivered to an Agency for SPB.</p> <p>*DFA Mail Type: Indicates how mail will be delivered to an agency for DFA.</p> <p>*EE04 Function: Code indicating the Equal Opportunity function denoting the agency's mission.</p> <p>State Tax ID: The agency's tax number used when paying taxes to the State government.</p> <p>Federal Tax ID: The agency's tax identification number used to pay taxes to the federal government.</p> <p>MAGIC Ind: Indicates if the agency has access to the Mississippi Accountability System for Government Information and Collaboration (MAGIC).</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Min Leave (DD): The minimum amount of leave hours that an agency requires before an employee is eligible for payroll direct deposit. Agencies may have internal policies that determine whether this is applicable for this agency.</p> <p>*Warrant Sort Order: Indicates how payroll warrants will be sorted and distributed. This field defaults to N. (Alpha Last Name)</p> <p>*Pers Dir/Cnct Agency#; *PIN; Phone; Ext:</p> <p>*Agency Head Agency#; *PIN; Phone; Ext:</p> <p>*Payroll Officer Agency#; * PIN; Phone; Ext:</p> <p>*Contract/Cnct Agency#; *PIN; Phone: Payroll officer Fax: Fax number. Pers Dir Fax: Fax number.</p>	
<p>8. Press F11 to access the third panel of this screen.</p>	<p>The third panel of the Maintain Agency screen will appear.</p>

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PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/23/2015
PHOAMAGD PHOAMA3M Maintain Agency 01:06 PM
< 2 more

*Action: = (A,B,C,D,M)
*Agency#: ____ Name:

PERS ID: _____
Other PERS ID: _____
Legislative PERS ID: _____
Detail Category Report Ind: _
Detail Project Report Ind: _
Detail Org Report Ind: _
Insurance Department Code: _____
Cafeteria Plan Start Date: ____ ____
Cafeteria Plan End Date: ____ ____
Federal Reserve Bank ID Nbr: _____
ITS Agency Code: ____
Mesc Account Number: _____
MESC Covered Empl. 1st Month: _____ 2nd Month: _____ 3rd Month: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End AgPB Note AgFY Left Right Quit
    
```

Your Action ...	System Response ...
<p>9. Enter the following information:</p> <p>PERS ID: The agency identification number used by the state retirement system (PERS).</p> <p>Other PERS ID: Other identification that may be assigned by PERS.</p> <p>Legislative PERS ID: The Agency Number assigned by the retirement system for the Legislature.</p> <p>Detail Category Report Ind: Yes or No. Indicates if a detailed category report is required.</p> <p>Detail Project Report Ind: Yes or No. Indicates if a detailed project report is required.</p> <p>Detail Org Report Ind: Yes or No. Indicates if a detailed organizational report is required.</p> <p>Insurance Department Code: The insurance code assigned to the agency by the Insurance Department.</p> <p>Cafeteria Plan Start Date: The starting date of the agency's cafeteria plan.</p> <p>Cafeteria Plan End Date: The ending date of the agency's cafeteria plan.</p> <p>Federal Reserve Bank ID Nbr: The agency's federal reserve bank account number.</p> <p>ITS Agency Code: The ITS number assigned to the agency.</p> <p>MESC Account Number: The MS Employment Security Commission Agency's reporting accounting number.</p> <p>MESC Covered Empl.: Number of covered employees for each month of quarter.</p>	
<p>10. Press ENTER.</p>	<p>The Agency has been added and the following message is displayed:</p> <p>Agency xxxx added successfully.</p>