Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
6024	SPAHRS-MAGIC Employee Personnel Actions - Guidelines	Effective Date: 06/15/2015
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SPAHRS-MAGIC Employee Personnel Actions - Guidelines

This document has been created to assist the user to understand the importance of data entered in SPAHRS, the timing of the entries, and the impact on MAGIC.

- MAGIC allows one person in one position at a time; and, when an employee is in multiple positions in MAGIC, the system processes the second hire into the second position as a "dual assignment."

- SPAHRS allows double pinning if the incumbent has a future separation record. If a situation for double pinning in SPAHRS is necessary, the agency should contact HCM to establish a mirror position to manually accomplish the processing in MAGIC until the double pinning ends. When the incumbent separates from the SPAHRS position, HCM should be notified again.

  Otherwise, if an employee is still in a position in MAGIC and has not been separated when another employee is hired in SPAHRS into that position, the SPAHRS to MAGIC interface will indicate an error that a position is occupied and will not allow the hiring action to process in MAGIC.

- When any employee is separated, their MAGIC security account is deactivated. When the employee is rehired with the same personnel number (PERNR), the security account is reactivated. If more than 3 weeks (21 calendar days) elapse between the separation and rehire action (due to missing eligibility sequence number, incorrect zip code, etc.), the security role assignments are removed.

- Eligibility Sequence Number and Date of Birth are <u>required</u> to be entered in SPAHRS for all hire actions and should be entered during the hiring process. For rehire actions the Eligibility Sequence Number is required to be maintained, and the Date of Birth should be confirmed on the Demograph record. This information is necessary for the MAGIC interface, MAGIC security access, and SPAHRS payroll processing.

- When changing an employee's "Report To" manager in SPAHRS, users must be aware that the order, timing, and impact on the organizational structure in MAGIC must be considered.

    - New "Report To" Manager creates new Org Unit
    - New Org Unit has relationship to other Org Units
    - New Org Unit has Positions belonging to the Org Unit