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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
6218	SPAHRM MAINTAIN EMPLOYEE PAYROLL INFORMATION	Date Revised: 2/06/2017
		Version: 9

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## Objective

Develop an understanding of employee/worker eligibility sequence number (ESN), payroll deductions, taxes, and deposits options available to employees.

## Outcome

Obtain the ability to access necessary menus and eligibility sequence number (ESN), record payroll deductions, tax filing status, and direct deposits are added or modified.

## Maintain Deductions Option

The Employee Payroll Information function of SPAHRS includes all data used to establish deductions for each employee and also to setup the desired deposit option. This function is located in the Employment process of Human Resources and is performed at the time an employee is hired as well as when it is necessary to make changes. Deductions include three categories: insurance, debt deductions, and miscellaneous (deferred compensation, mediflex, credit union, etc.)

An employee's retirement plan is entered in the Position process of Human Resources, as it is linked to a position and not an individual. The actual retirement deductions are then calculated by the system and do not have to be entered. However, there are occasions when the Retirement record may need to be added back, modified, or expired.

KEY CONCEPTS	DESCRIPTION
Insurance	Includes state health and state life insurance.
Debt Deductions	Includes garnishments, bankruptcy payments, child support, IRS levies, health scholarship repayments, etc.
Eligibility Sequence	A code assigned to each employee identifying the type of employee, benefit entitlements, and tax participation.
Miscellaneous	Includes deferred compensation, mediflex and careflex, credit union, employee clubs, and flower funds.
Direct Deposit	Employee's pay can be directly deposited into a designated bank account by the state.
ABA Transit Number	The transit code (routing number) identifying the bank to which the direct deposit is made.
FIT	Federal Income Tax withholding information.
MSIT	Mississippi Income Tax withholding information.

## Maintain Payroll Information

### Maintain Deductions Options

The Maintain Deductions option within the Employment process provides a means to add, change, view, or end payroll deductions for each employee. There are three categories of deductions currently being used in SPAHRS: Insurance, Debt Deductions, and Miscellaneous. Miscellaneous deductions include items such as deferred compensation, mediflex and careflex, credit union, employee clubs and flower funds. Retirement is not included in these deductions; it is treated as a tax in SPAHRS and is discussed later in this section.

All three categories are accessed from the same menu option and browse selection screen. The Maintain Deductions screen has two panels.

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.

Code	Description	FastPath
EP	Maintain Employee with PIN	MEWP
EE	Maintain worker within WIN	MEWW
ME	Maintain Employee/worker Information	MEWI
MP	Maintain Payroll Information	MPAY
PA	Process Performance Appraisal	PPAS
R1	Miscellaneous Reports Menu1	MPR1
R2	Miscellaneous Reports Menu2	MPR2
MB	Miscellaneous Browsers	MPBR
MT	Miscellaneous Employee Maintenance Programs	EMP

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 <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.

PHFNC10	PHV0	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	05/16/2016
PHIMAINU	PHIMAINM	Maintain Payroll Information Menu	02:02 PM
Code	Description	FastPath	
MD	Maintain Deductions	DEDU	
FT	Maintain Federal Taxes	FTAX	
MS	Maintain State Tax	STAX	
DD	Direct Deposit	DRDE	
BR	Browse Retirement Programs	RETP	
MC	Mass Changes for ABA Transit Numbers	MABA	
MI	Maintain Employee/worker Eligibility Info	MEEI	
PI	Maintain Payroll Information Browsers		
ED	Mass Change - Specific Deduction		
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 <b>MD</b> (Maintain Deductions) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Deductions screen will appear.

FMSAS23	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/09/2013				
PHOMDE2B	PHOMDE1M	Maintain Deductions	01:12 PM				
			1 more >				
Actions: (D,M)							
*Agency: _____ *SSN: _____							
Tax Id: _____							
Act	Ded	Cd	Description	Seq#	Stat	Effective Date	Expiration Date
---	---	---	-----	---	---	---	---
-	CUMPE	MS	PUBLIC EMPLOYEES CREDIT UNI	2	A	01/01/2012	
-	HLT00	STATE	HEALTH EMPLOYEE ONLY	2	A	07/01/2005	
-	MPDNP	PRE-TAX	MED PLANS DENTAL	6	A	01/01/2012	
-	SLIFP	PRE-TAX	STATE LIFE INSURANCE	1	A	12/01/2006	
*** End of Data ***							
Add Deduction: Insurance _ Savings Bond _ Debt Deduction _ Miscellaneous _							
Direct Command: _____							
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---
PF9---	PF10--	PF11--	PF12---				
Help	Main	End	Bkwd	Fwd	Left	Right	Quit

Your Action ...	System Response ...
4. Press F11.	The second screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2013
PHOMDE2B PHOMDE1M Maintain Deductions 01:16 PM
< 1 more
Actions: (D,M)
*Agency: _____ *SSN: _____
Tax Id: _____

```

Act	Ded	Cd	Deduc.Amt	Accu Bond Amount	Suspend Until Date.	Coverage Effect Dt	Coverage End Date	Stat	Seq#
-	CUMPE		50.00					A	2
-	HLT00					06/06/2005		A	2
-	MPDNP		25.85			01/01/2007		A	6
-	SLIFP		9.60			05/01/2012		A	1

\*\*\* End of Data \*\*\*

```

Add Deduction: Insurance _ Savings Bond _ Debt Deduction _ Miscellaneous _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit

```

Your Action ...	System Response ...
5. Enter the following information:  *Agency: The agency code XXXX. *SSN: The Social Security Number of the employee or the Tax ID: the identification number of the contract worker having deductions added or modified.	
6. Press ENTER.	If the employee has any current deductions, they will appear in the middle of the screen with Deduction Code, Description, Sequence Number, Status, Effective Date, Expiration Date, Deduction Amount, Bond Accumulated Amount, Suspend Until Date, Coverage Effective Date, and Coverage End Date.  The bottom portion of the screen is used to add additional deductions.
7. To view a specific deduction for the employee or contract worker, enter <b>Display</b> and press ENTER.	The appropriate deduction screen will be displayed.
8. To modify a specific deduction, enter <b>Modify</b> and press ENTER.	The appropriate deduction screen will be displayed for modification.
9. To add a deduction for that employee or worker, choose <b>Add</b> or <b>Yes</b> in the appropriate category listed at the bottom of the screen: Insurance, Debt Deduction, or Miscellaneous; and press ENTER.	The requested screen will appear.

**Add Deduction: Insurance**

The Insurance Deduction screen is used to add a payroll deduction for insurance.

Your Action ...	System Response ...
1. Enter <b>Add</b> or <b>Yes</b> in the Insurance blank at the bottom of the Maintain Deductions screen and press ENTER.	The Insurance Deduction screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/09/2013
PHOMDE2D PHOMDE2M Insurance Deduction 01:37 PM

Action: A (A,D,M,C)

*Agency: 0373 SSN: 000000001 xxxxx, xxxxx X
Tax Id:
*Deduction Code: _____
Sequence Number: 1_ of _____ Status: A
Pre-Tax: _____ 1 of _____

Monthly Deduction Amt: _____ Suspend From Date: _ _ _
Account Number: _____ Suspend To Date: _ _ _
Group Number: _____ *Initial Deduction: -
Deduction Effective Date: _ _ _ Coverage Effective Date:
Deduction End Date: _ _ _ Coverage End Date:
*Add Reason: *End Reason: Spouse ID (If In Plan):
Transfer From ID: *Medicare Entitlement:
Medicare A Date: B Date: Medicare ID Number:
Deduction Comments: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Quit
    
```

Your Action ...	System Response ...
<p>2. Enter the following information:</p> <p><b>*Deduction Code:</b> A code denoting the type of insurance coverage being added.</p> <p>Sequence Number: The system will assign a sequential sequence number for each type of deduction.</p> <p>Status: Defaults to <b>Active</b> status.</p> <p>Pre-Tax: Indicates if the deduction is pre-tax and the effective dates for the deduction.</p> <p><b>Monthly Deduction Amt:</b> The amount entered should be the monthly premium amount. For state health and life insurance SPAHRS will prompt the amount to be entered.</p> <p>Suspend From: Used if the deduction will not be taken during a given period of time.</p> <p>Account Number: The individual's account number if known.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Suspend To Date: Used if the deduction will not be taken for a given period of time.</p> <p>Group Number: Group number for the insurance coverage.</p> <p>*Initial Deduction: Numerical code used to indicate the number of monthly premiums to be deducted. (Press F1 in this field to display the codes to be used.)</p> <p><b>Deduction Effective Date:</b> Enter the date payroll should begin to deduct for the coverage.</p> <p>Coverage Effective Date: This field is no longer used.</p> <p><b>Deduction End Date:</b> Enter the date payroll deductions should end for the coverage.</p> <p>Coverage End Date: This field is no longer used.</p> <p>*Add Reason: This field is no longer used.</p> <p>*End Reason: This field is no longer used.</p> <p>Spouse ID (If in Plan): This field is no longer used.</p> <p>Transfer From ID: This field is no longer used.</p> <p>*Medicare Entitlement: This field is no longer used.</p> <p>Medicare A Date: This field is no longer used.</p> <p>B Date: This field is no longer used.</p> <p>Medicare ID Number: This field is no longer used.</p> <p>Deduction Comments: (Optional) This field is a free text field.</p>	
<p>3. Press ENTER.</p>	<p>The Maintain Deductions screen will appear with the following message:</p> <p>Specific Deduction 000000000000-AAAA-XXXXX-1 added successfully.</p>



**Add Deduction: Debt Deduction**

The Debt Deduction screen is used to add, change or modify a payroll deduction for debt deduction. These deductions are required by an agency or court for repayment of debts, such as child support, tax levies, bankruptcy or garnishments. This screen is also used when setting up MISCA and MISCP to deduct a onetime amount and to set up the NXKIN and BENIF deductions for making deceased employee payments.

Payroll savings bonds must be purchased through the Federal Reserve Bank’s (FRB’s) online application called Treasury Direct. Each participating employee must open an account in Treasury Direct. The employee will be issued an account number as well as the FRB routing number. All deductions issued to Treasury Direct must be sent electronically. A participating employee must submit his or her Treasury Direct account number and routing number to the agency, and the agency will submit a request to the Bureau of Financial Control (BFC) for a savings bond vendor number. When the savings bond deduction (SBOND) is entered into SPAHRS, the employee’s specific vendor number is entered. This entry will allow the payroll deducted amount to be sent electronically to the employee’s Treasury Direct account.

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose <b>MD</b> (Maintain Deductions) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Deductions screen will appear.
4. Enter <b>Add</b> or <b>Yes</b> in the Debt Deduction blank at the bottom of the Maintain Deductions screen and press ENTER.	The Debt Deduction screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/17/2016
PHOMDE4D PHOMDE4M Debt Deduction 09:08 AM

*Action: A (A,D,M,C)
*Agency: 0160 SSN: 000000000 ABCDEFG, HIJKLMNPO
Tax Id:
*Deduction Code: _____
Sequence Number: ___ of _____

Issuing Agency/Court: _____
Reference Number: _____
*Vendor Number: _____
Additional Name: _____
Beginning Balance: _____ Remaining Balance: _____
Monthly Deduction Amt: _____ Paid To Date: _____
Single Check Ind: N Levy Exempt Income: _____
EFT (Y/N): N
Effective Date: ___ ___ ___ End Date: ___ ___ ___
Deduction Comments: _____

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

Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p><b>*Deduction Code:</b> A code denoting the type of debt deduction being added.  <b>Sequence Number:</b> The system will assign a sequential sequence number for each type of deduction.  <b>Issuing Agency/Court:</b> Enter the agency or court requiring the debt deduction.  <b>Reference Number:</b> Enter the reference number for the debt deduction.  <b>*Vendor Number:</b> Enter the vendor number (Vxxxxxxxxx) for the deduction; it must be valid on the SAAS Vendor File and must exist in MAGIC.  <b>Additional Name:</b> Field not used.  <b>Beginning Balance:</b> Enter the beginning balance of the total amount due if known.  <b>Remaining Balance:</b> This field will be calculated and displayed by the system.  <b>Monthly Deduction Amt:</b> Enter an amount only if the order specifies a flat amount to be withheld.  <b>Paid to Date:</b> This field will be calculated by the system.  <b>Single Check Ind:</b> Defaults to No. Enter Y if the vendor requires a separate warrant for each person.  <b>Levy Exempt Income:</b> The amount of income exempt from an IRS tax levy or MS Wage Attachment.  <b>EFT (Y/N) (Electronic Funds Transfer):</b> Defaults to No. This option is only available for Treasury Direct savings bond deductions.  <b>Effective Date:</b> MM DD YYYY. Enter the beginning date for the deduction.  <b>End Date:</b> Enter the ending date for the deduction MM DD YYYY.  <b>Deduction Comments:</b> This field is a free text field.</p>	
<p>6. Press ENTER.</p>	<p>The Maintain Deductions screen will appear with the debt deduction displayed.</p>

### Add Deduction: Miscellaneous

The Miscellaneous Deduction screen is used to add, change or end a payroll deduction for miscellaneous deductions such as deferred compensation, mediflex, careflex, credit union, employee clubs, and flower funds.

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose <b>MD</b> (Maintain Deductions) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Deductions screen will appear.
4. Enter <b>Add</b> or <b>Yes</b> in the Miscellaneous Deduction blank at the bottom of the Maintain Deductions screen and press ENTER.	The Miscellaneous Deduction screen will appear.

```

PHFNC10  PHV2          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    05/17/2016
PHOMDE5D PHOMDE5M          Miscellaneous Deduction                09:16 AM

*Action: A (A,D,M,C)
*Agency: 0160          SSN: 000000000 ABCDEFG, HIJKLMNPO
          Tax Id:
          *Deduction Code: _____
          Sequence Number: ___ of
          Pre-Tax:                                1 of

          Monthly Deduction Amt: _____
          Account Number: _____
          Group Number: _____
          Effective Date:  __  __  __
          End Date:      __  __  __
          Suspend From Date:  __  __  __
          Suspend To Date:  __  __  __
          Additional Name: _____
          Deduction Comments: _____

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

Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p><b>*Deduction Code:</b> A code denoting the type of miscellaneous deduction being added.</p> <p><b>Sequence Number:</b> The system will assign a sequential sequence number for each type of deduction.</p> <p><b>Pre-Tax:</b> Indicates if the deduction is pre-tax and the effective dates for the deduction.</p> <p><b>Monthly Deduction Amt:</b> The monthly amount to be deducted from the employee's pay.</p> <p><b>Account Number:</b> The individual's account number if applicable.</p>	

Your Action ...	System Response ...
Continue entering the following information:  Group Number: The agency or state number if applicable. <b>Effective Date:</b> MM DD YYYY. The date the deduction should begin End Date: The date the deduction is to be ended. Suspend From Date: Used if the deduction will not be taken for a given period of time. Suspend To Date: Used if the deduction will not be taken during a given period of time. Additional Name: Field not used. Deduction Comments: This field is a free text field.	
6. Press ENTER.	The Maintain Deductions browse screen will appear with the miscellaneous deduction displayed.

### Maintain Payroll Information Browsers

The Maintain Payroll Information Browsers were designed to assist the user in monitoring the status of employee transactions.

### Browse Direct Deposits by Status

The Browse Direct Deposit by Status screen is used to determine the status of an employee's direct deposit. This screen lists the Agency Number, SSN, Name, Sequence #, Deposit Status and Status Date. By selecting "D"isplay by a record, the Direct Deposit screen with current information can be accessed.

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose <b>PI</b> (Maintain Payroll Information Browsers) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Payroll Information Browsers Menu will appear.

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	05/17/2016
PHIMAINU	PHIMAINM	Maintain Payroll Information Browses Menu	09:59 AM
Code	Description	FastPath	
DS	Browse Direct Deposit by Status	DIRS	
RI	Reset Initial Deduction Indicator	RIDI	
BD	Browse Direct Deposit by SSN		
Code: __			
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
PF9---	PF10--	PF11--	PF12---
Help	Main	End	Quit

Your Action ...	System Response ...
4. Choose <b>DS</b> (Browse Direct Deposit by Status) from the Maintain Payroll Information Browses Menu and press ENTER.	The Browse Direct Deposit by Status screen will appear.

PHFNC10	CI	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	05/17/2016
PHOMDIRB	PHOMDIRM	Browse Direct Deposit by Status	09:26 AM
Actions: (D)			
Agcy		Dep	Status
Act Num	SSN	Seq#	Stat
			Date
			FMVIEW
			Pay Stub
-----			
*** End of Data ***			
Agency#: _____ Deposit Status(A/N/P/E/S): _			
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
PF9---	PF10--	PF11--	PF12---
Help	Main	End	Quit
		Bkwd	Fwd

Your Action ...	System Response ...
5. Enter the following information:  *Agency: The agency code xxxx. *Deposit Status (A/N/P/E/S): Enter the status code to be viewed.	

Your Action ...	System Response ...
6. Press ENTER.	Information is displayed by Agency Number, SSN, Name, Seq#, Deposit Status, Status Date, and FMVIEW Pay Stub.
7. To view a specific record, choose <b>Display</b> beside the requested record and press ENTER.	The Direct Deposit screen will appear.

```

PHFNC10  PHV2      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/17/2016
PHOMDD1D PHOMDD1M      Direct Deposit                                09:28 AM

*Action: = (A,C,D,M,N,P)

*Agency: _____ *SSN: _____
          Tax Id: _____
          Sequence Number: __ of

          ABA Transit Number: _____ *FMVIEW Pay Stub: _
          Account Number: _____
          Account Type: _ Checking
          Depository Name: _____
Pay Period Deposit Percent: _____ Pay period Deposit Amt:
Deposit Status Code:
Pre Note Generated Date:

          Begin Date: __ __ ____      End Date: __ __ ____
          Suspend From Date: __ __ ____ Suspend To Date: __ __ ____

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

```

### Reset Initial Deduction Indicator

The initial indicator on a deduction record is used to deduct an amount that is a multiple of the monthly amount to be deducted. This indicator applies to insurance deduction codes only. It is normally used when a new employee starts work or an employee returns to work after a leave of absence. This field may, however, be used at any time that you need to temporarily deduct a multiple of their monthly insurance deduction amount.

This indicator is not automatically reset. The indicator should not be changed on this record unless it is truly an error and needs to be changed prior to processing. To save the information that an amount other than the monthly amount was deducted, the deduction record should be expired and a new record started for the employee. In order for you to know who has this indicator set, there is a browse provided for you to use. You may access this browse and initiate a modification from the browse to expire the deduction. Once the expiration is completed, you will need to go to the employee's deduction screen to add another deduction to continue the monthly deduction.

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose <b>PI</b> (Maintain Payroll Information Browses) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Payroll Information Browses will appear.
4. Choose <b>RI</b> (Reset Initial Deduction Indicator) from the Maintain Payroll Information Browses Menu and press ENTER.	The Reset Initial Deduction Indicator screen will appear.

Your Action ...	System Response ...
5. The selection criteria includes *Agency, *Quantity, *SSN, and Curr/All.	Information is displayed by Name, Deduction Status, Deduction Code, Initial Deduction Quantity, and Start Date.
6. Choose <b>Display</b> or <b>Modify</b> beside the information requested and press ENTER.	The Insurance Deduction screen will appear.

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/17/2016
PHOMDE7B PHOMDE7M Reset Initial Deduction Indicator 09:35 AM

Actions: (D,M)
Act Name Ded Status Ded Code Initial Ded Quant Start Date
-----
*** End of Data ***

*Agency: 0160 *Quantity: 2 *SSN: _____ curr/All: c

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

```

### Browse Direct Deposit by SSN (DFA function only)

The Browse Direct Deposit by SSN (Social Security Number) screen is used to aid in the search for direct deposit information by SSN. By selecting "**D**"isplay by a record, the Direct Deposit screen with current information can be accessed.

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.

Your Action ...	System Response ...
2. Choose <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose <b>PI</b> (Maintain Payroll Information Browses) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Payroll Information Browses will appear.
4. Choose <b>BD</b> (Browse Direct Deposit by SSN) from the Maintain Payroll Information Browses Menu and press ENTER.	The Browse Direct Deposit by SSN screen will appear.

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/14/2016
PHOMDD1D PHOMDD1M Direct Deposit	12:38 PM
*Action: _ (A,C,D,M,N,P)	Current Record
*Agency: 0160 *SSN: 000000000 ABCDEFG, HIJKLMNPO	
Tax Id: _____	
Sequence Number: 1_ of 1	
ABA Transit Number: 000000000	*FMVIEW Pay Stub: N
Account Number: 0004255688_____	
Account Type: C Checking	
Depository Name: TEST BANK_____	
Pay Period Deposit Percent: 1.00000	Pay period Deposit Amt:
Deposit Status Code: P Prenote	
Pre Note Generated Date:	
Begin Date: 06 01 2016	End Date: _ _ _
Suspend From Date: _ _ _	Suspend To Date: _ _ _
Direct Command: _____	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----	
Help Main End Note Hist Quit	

Your Action ...	System Response ...
4. Enter the SSN to be viewed and press ENTER.	Information is displayed by Agency, SSN, name, Seq Num, Deposit Status, Status Date, and FMVIEW Pay Stub.
5. To view a specific record, choose <b>Display</b> next to the requested record and press ENTER.	The Direct Deposit screen will appear.

### Mass Change - Specific Deduction

This batch job may be submitted to expire a deduction code(s) for all employees with specific deduction code(s) within an agency. It is **NOT** to be used for deduction codes for state health and life insurance.

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.



Your Action ...	System Response ...
3. Choose <b>ED</b> (Mass Change-Specific Deduction) from the Maintain Payroll Information Menu and press ENTER.	The Mass Change-Specific Deduction screen will appear.

PHFNC10 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	05/17/2016
PHPDDC1D PHPDDC1M	Mass Change - Specific Deduction	10:04 AM
<p>Enter Agency Number :        _____</p> <p>Enter Expiration Date:        __ __ _____</p> <p>Enter Deduction Code(s) to Expire:</p> <p>_____</p> <p>_____</p>		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
Help	Main	End
	Note	
		PF8---
		Prnt
		PF11---
		Quit

Your Action ...	System Response ...
4. Enter the following information:  <b>Enter Agency Number:</b> Enter the agency code XXXX. <b>Enter Expiration Date:</b> Enter the expiration date for the deduction(s). <b>Enter Deduction Code(s) to Expire:</b> Enter the deduction codes to be expired.	
5. Press ENTER.	A Batch Job Submission window will appear.
6. Press ENTER.	The Mass Change-Specific Deduction screen will be displayed with the following message:  PHXXXXXX Has Been Submitted Successfully.

### Maintain Federal Taxes

The Maintain Federal Taxes screen has three separate functions. It is used to enter tax data related to the worker's or employee's Federal filing status and exemptions claimed. In addition to the federal income tax data, information is entered for FICA, which includes both Medicare and OASDI (Old Age Survivors Disability Insurance).

Each of these functions is separate, and data can be entered for one without having to enter data for the others. This tax information determines how an employee or worker’s pay is processed. The functions are described below:

- The FICA Transferred in amounts will only be entered if FICA Medicare and OASDI wages have been paid by another SPAHRS agency in the calendar year.
- The current rate of withholding for Medicare and OASDI is displayed under the FICA heading.

Each of these functions will appear on this screen with supporting fields below the appropriate header.

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose <b>FT</b> (Maintain Federal Taxes) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Federal Taxes screen will appear.

```

PHFNC10  PHV2          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      05/17/2016
PHOMTX1D PHOMTX1M          Maintain Federal Taxes                    10:08 AM

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

*Agency: ____ *SSN: _____
          Tax Id: _____
          Effective Date: __ __ ____

Fed Tax: I9/E-Verify Status:          EIC: Earned Income Credit: _
          Form W4 Submitted: _         *EIC Filing Status: _
          Tax Exempt Indicator:         Expiration Date: __ __ ____
          IRS Audit Indicator: _        FICA:
          Number of Allowances: _       Medicare Wages Trans: _____
          Additional Amount: _____ Curr Medicare Rate: _____
          *Filing Status: _             OASDI Wages Trans: _____
          Expiration Date: __ __ ____   Curr OASDI Rate: _____
                                       Tax Exempt Ind:
                                       Expiration Date: __ __ ____

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

Your Action ...	System Response ...
<p>4. Choose <b>Add</b> or the desired action and enter the following information:</p> <p><b>*Agency:</b> The agency code XXXX.</p> <p><b>*SSN:</b> The Social Security Number of the employee having the federal tax added. OR Tax ID: The identification number of the contract worker having deductions added or modified.</p> <p><b>Effective Date:</b> MM DD YYYY. There can be only one record per effective date.</p>	
<p>5. Press ENTER.</p>	
<p>6. Change any of the default information:</p> <p><b>Federal Tax Header</b></p> <p>I9/E-Verify Status: This will be completed by the system.</p> <p>Form W4 Submitted: Enter Yes if employee has submitted a W-4 Form. This defaults to No.</p> <p>Tax Exempt Indicator: This will be completed by the system.</p> <p>IRS Audit Indicator: Enter Yes if the employee has a current IRS Tax Levy. The default is No.</p> <p>Number of Allowances: This defaults to 1. Enter number of allowances claimed on W-4 Form.</p> <p>Additional Amount: Enter additional dollar amount of federal tax to be withheld each pay period if entered on the W-4 Form.</p> <p><b>*Filing Status:</b> Enter the status claimed on Form W-4 Form. The default is Single.</p> <p>Expiration Date: Enter the expiration date of the federal taxes.</p> <p><b>EIC Header</b></p> <p>Earned Income Credit: No longer used.</p> <p><b>*EIC Filing Status:</b> No longer used.</p> <p>Expiration Date: No longer used.</p>	

Your Action ...	System Response ...
Continue entering the following information:  <b>FICA Header</b>  Medicare Wages Trans: Enter the amount to be recognized from another agency. Curr. Medicaid Rate: This field will be completed by the system. OASDI Wages Trans: Enter the amount to be recognized from another agency. Current OASDI Rate: This rate is completed by the system. Tax Exempt Indicator: This is completed by the system. Expiration Date: Enter the expiration date of the FICA data.	
7. Press ENTER.	The tax information will have been added, and the following message will be displayed:  Specific Taxes #####-## added successfully.

**NOTE:** FICA Wages Transferred is only valid for the calendar year they were paid. At the end of the year, the FICA record must be ended and a new one added with both the Medicare and the OASDI Wages Transferred blanked out.

### Maintain State Taxes

The Maintain State Tax screen is for recording state tax deduction information for an employee including exemptions claimed, filing status and additional withholding requested.

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose <b>MS</b> (Maintain State Tax) from the Maintain Payroll Information Menu and press ENTER.	The Maintain State Tax screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/17/2016
PHOMTX2D PHOMTX2M Maintain State Tax 10:15 AM

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

*Agency: ____ *SSN: _____
          Tax Id: _____
          Effective Date: __ __ ____

          Tax Code: MSIT Mississippi State Tax
State Tax Form Submitted: _
Tax Exempt Indicator: _____
Exempt Amount Claimed: _____
Dependent Exemption Amt: _____
Age/Blindness Exemption Amt: _____
Total Exemption Amt: _____
Additional withholding Amt: _____
          *Filing Status: _
          Expiration Date: __ __ ____

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

Your Action ...	System Response ...
<p>4. Choose <b>Add</b> or the desired action and enter the following information:</p> <p><b>*Agency:</b> The agency code XXXX.</p> <p><b>*SSN:</b> The Social Security Number of the employee having deductions added.</p> <p>OR</p> <p>Tax ID: The identification number of the contract worker having the deductions added or modified.</p> <p><b>Effective Date:</b> MM DD YYYY. There can only be one record per effective date.</p>	
<p>5. Press ENTER.</p>	
<p>6. Enter the following information.</p> <p>Tax Code: MSIT – Mississippi State Tax is defaulted by the system.</p> <p>State Tax Form Submitted: This will default to No. Enter <b>Yes</b> when the form is received.</p> <p>Tax Exempt Indicator: The system will complete this field.</p> <p>Exempt Amount Claimed: Enter the dollar amount listed on employee’s withholding exemption certificate.</p> <p>Dependent Exemption Amt: Enter the dollar amount listed on employee’s withholding exemption certificate.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Age/Blindness Exemption Amt: Enter the exemption amount if listed on the employee's withholding exemption certificate.</p> <p>Total Exemption Amt: Total dollar amount of all exemptions claimed. This entry is completed by the system.</p> <p>Additional Withholding Amt: Enter additional dollar amount of Mississippi State Tax to be withheld each pay period.</p> <p>*Filing Status: Select the filing status claimed on the employee's withholding exemption certificate. This will default to Single.</p> <p>Expiration Date: The date the State Taxes are being ended.</p>	
<p>7. Press ENTER.</p>	<p>The state taxes will have been added and the system will display the following message:</p> <p>Specific Taxes S-000000000000-AAAA-MSIT-00000000 added successfully</p>

### Browse Retirement Programs

Retirement deductions are automatically created by the system and do not have to be entered. The retirement program (State, Highway Patrol, Rehired Retiree, and/or Legislative) is linked to the employee's position/WIN and is entered in the Maintain Position/WIN process. The deductions are created when the Eligibility Sequence Number is entered. The employee's retirement program can be added, modified, and viewed from an Employment browse option.

Your Action ...	System Response ...
<p>1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.</p>	<p>The Employment Menu will appear.</p>
<p>2. Choose <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.</p>	<p>The Maintain Payroll Information Menu will appear.</p>
<p>3. Choose <b>BR</b> (Browse Retirement Programs) from the Maintain Payroll Information Menu and press ENTER.</p>	<p>The Browse Retirement Programs screen will appear.</p>

```

PHFNC10 CI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/17/2016
PHOMRETB PHOMRET1 Browse Retirement Programs 10:22 AM

Actions: (A,D,M)

Act Last Name First Name SSN P/W Ind Tax Effective
Code Date
-----
*** End of Data ***

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

Your Action ...	System Response ...
4. The selection criteria are Agency Number and Last name. Enter the desired information and press ENTER.	The requested information will be displayed on the screen.  The Information is displayed by Last Name, First Name, SSN, P/W Ind, PIN, Tax Code, and Effective Date.
5. Enter an action of Add next to the desired record and press ENTER.	The Maintain Retirement Programs screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/17/2016
PHOMTX5D PHOMTX5M Maintain Retirement Programs 10:23 AM

*Action: A (A,D,M)

*Agency: 0160 *SSN: 000000000
      Tax Id: _____
      Effective Date: _ _ _ _

      *Tax Code: RPERS

Tax Expiration Date: _____ Retirement Wages Trans: _____
      Tax Percent: _____ % Date transferred : _ _ _ _
      Maximum Pct: _____ %
      Matching Pct: _____ %
      Max Wage Lim: _____

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

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p>*Agency: The system will display the agency number.</p> <p>*SSN: The system will display the Social Security Number of the employee. OR</p> <p>Tax ID: The system will display the identification number of the contract worker.</p> <p><b>Effective Date:</b> Enter the effective date of the deduction.</p> <p><b>Tax Code:</b> Select the code for the retirement program being added.</p> <p>Tax Expiration Date: Enter the date the deduction should end. (Leave blank if end date is not determined.)</p> <p>Tax Percent: This will be completed by the system.</p> <p>Maximum Pct: This will be completed by the system.</p> <p>Matching Pct: This will be completed by the system.</p> <p>Max Wage Lmt: This will be completed by the system.</p> <p>Retirement Wages Transferred: Enter the amount to be recognized from another agency or covered entity.</p> <p>Date Transferred: Enter the date the transferred wages were entered.</p>	
<p>7. Press Enter</p>	<p>The Maintain Retirement Programs screen will appear with the following message:</p> <p>Specific Taxes R-000000000000-0000-XXXXX-000000 added successfully</p>

**NOTE:** Retirement Wages Transferred is only valid for the fiscal year they were earned. At the end of the fiscal year, the retirement record must be ended and a new one added with the Retirement Wages Transferred blanked out.

**Direct Deposits**

Employees may be given the option to have their pay deposited directly into a bank account. Pay cannot be split between multiple bank accounts or between a warrant and a bank account.



Direct deposit status is indicated as **P** (pre-note), **N** (sent to the bank), **A** (active), **S** (suspended), or **E** (expired). All added transactions must go through a pre-note process to verify the routing and account numbers are valid. If all is correct, the record will become active twelve-to-fourteen days from the date the pre-note was sent.

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose <b>DD</b> (Direct Deposit) from the Maintain Payroll Information Menu and press ENTER.	The Direct Deposit screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/17/2016
PHOMDD1D PHOMDD1M Direct Deposit 10:28 AM

*Action: _ (A,C,D,M,N,P)
*Agency: _____ *SSN: _____
          Tax Id: _____
          Sequence Number: __ of

          ABA Transit Number: _____ *FMVIEW Pay Stub: _
          Account Number: _____
          Account Type: _
          Depository Name: _____
Pay Period Deposit Percent: _____ Pay period Deposit Amt:
Deposit Status Code:
Pre Note Generated Date:

          Begin Date: __ __ ____ End Date: __ __ ____
          Suspend From Date: __ __ ____ Suspend To Date: __ __ ____

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

```

Your Action ...	System Response ...
4. Choose <b>Add</b> or the desired action and enter the following information:  <b>*Agency:</b> The agency code XXXX. <b>*SSN:</b> The employee's Social Security Number. OR <b>Tax ID:</b> The identification number of the contract worker. <b>Sequence Number.</b> The system will assign a sequential sequence number for each type of deduction.	
5. Press ENTER.	

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p><b>ABA Transit Number:</b> Enter the 9-digit bank transit code (routing code).  <b>*FMVIEW Pay Stub:</b> Enter <b>N</b> to send direct deposit pay stub to ACE only, OR enter <b>Y</b> to send direct deposit pay stub to ACE and FMVIEW.  <b>Account Number:</b> The employee's bank account into which the deposit is to be made.  <b>Account Type:</b> Code denoting whether the account is a <b>C</b>hecking or <b>S</b>avings account.  <b>Depository Name:</b> Enter the name of the financial institution.  <b>Pay Period Deposit Percent:</b> This field is completed by the system.  <b>Pay period Deposit Amt:</b> Not Available.  <b>Deposit Status Code:</b> This is completed by the system.  <b>Pre Note Generated Date:</b> This date is completed by the system.  <b>Begin Date:</b> The beginning date of the direct deposit MM DD YYYY.  <b>End Date:</b> The ending date of the direct deposit MM DD YYYY.  <b>Suspend From Date:</b> If the direct deposit is to be suspended for a given period of time, enter the date in MM DD YYYY format.  <b>Suspend To Date:</b> If the direct deposit is to be suspended for a given period of time, enter the date in MM DD YYYY format.</p>	
<p>7. Press ENTER.</p>	<p>The direct deposit information will have been added, and the following message will be displayed:</p> <p>Direct Deposit ###-## added successfully.</p>

### Mass Changes for ABA Transit Numbers (DFA Only)

This transaction is used to record a new or changed bank transit or routing number used for direct deposits. This generally occurs when a bank has merged or sold to another institution. The mass change initiates a batch job which changes the transit numbers for all employees at once instead of one employee at a time. This process is performed only by the Department of Finance and Administration, which is the control agency.

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose <b>MC</b> (Mass Changes for ABA Transit Numbers) from the Maintain Payroll Information Menu and press ENTER.	The Mass Changes for ABA Transit Numbers screen will appear.

PHFNC10 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	05/17/2016
PHOMABAP PHOMABAM	Mass Changes for ABA Transit Numbers	10:30 AM
<p>Old ABA Transit Number: _____</p> <p>New ABA Transit Number: _____</p> <p>New Depository Name: _____</p>		
<p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  Help Main End Quit</p>		

Your Action ...	System Response ...
4. Enter the following information:  <b>Old ABA Transit Number:</b> Enter the current nine-digit bank transit code. <b>New ABA Transit Number:</b> Enter the new nine-digit bank transit code. New Depository Name: Enter the name of the bank.	
5. Press ENTER.	A Batch Job Submission window will appear. The default printer and report configuration will be displayed.
6. Press ENTER.	The Mass Changes for ABA Transit Numbers screen will be displayed with the following message:  PHOMAB25 Has Been Submitted Successfully.

**Maintain Employee/Worker Eligibility Information**

The Maintain Employee Eligibility Information screen is used to establish the eligibility sequence number (ESN) for an employee. This number indicates the type of employee, benefit entitlement, and tax participation for a specific employee. This screen can also be used to change an employee's I9/E-Verify Status.

MAGIC requires appropriate data for interface processing. Therefore, when you hire employees and workers into PINs and WINs in SPAHRS, the Eligibility Sequence Number (ESN) is required to complete the hire process. If an employee/worker *transfers* or is *hired into another PIN/WIN* in your agency, the ESN should be updated at that time or as soon as possible.

Your Action ...	System Response ...
1. Choose <b>EM</b> (Employment) from the Main Menu and press ENTER.	The Employment Menu will appear.
2. Choose <b>MP</b> (Maintain Payroll Information) from the Employment Menu and press ENTER.	The Maintain Payroll Information Menu will appear.
3. Choose <b>MI</b> (Maintain Employee/Worker Eligibility Information) from the Maintain Payroll Information Menu and press ENTER.	The Maintain Employee/Worker Eligibility Information screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/17/2016
PHOMDM4D PHOMDMFM Maintain Employee/worker Eligibility Info 10:36 AM
1 more >
*Action: = (C,D,M) Press PF3 to continue
*Agency: 0160 *SSN: 000000000 ABCDEFG, HIJKLMNQP

P/W PIN/WIN PIN/WIN PIN/WIN
Ind Nbr Hire Date Term Date *Eligibility Sequence Nbr
-----
P 100 06/20/2014 1 PERMANENT EMPLOYEE--FULL-TIME
-
-
-
-

Agency Hire Date..: 06/20/2014 Employee Status: Permanent
Agency Term Date..: From: 06/20/2014 To:
I9/E-Verify Status: N Transaction Date: _ _ _

Last Upd Date/Time: 04/28/2016 1:45:43.3 PM Last Upd UserId: PHFNC10
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Hist Left Right Quit
    
```

Your Action ...	System Response ...
4. Press F11.	The second screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/17/2016
PHOMDM4D PHOMDMGM Maintain Employee/Worker Eligibility Info 10:36 AM
< 1 more
*Action: = (C,D,M) Press PF3 to continue
*Agency: 0160 *SSN: 000000000 ABCDEFG, HIJKLMNQP

P/W PIN/WIN Level of Life Exempt from *Eligibility *Service Contract
Ind Nbr Ins Coverage Retirement Type Status Nbr
-----
P 100 _____ N X 20 _____
- _____ - - - - -
- _____ - - - - -
- _____ - - - - -
- _____ - - - - -

Agency Hire Date...: 06/20/2014 Employee Status: Permanent
Agency Term Date...: From: 06/20/2014 To:
I9/E-Verify Status: N

Last Upd Date/Time: 04/28/2016 1:45:43.3 PM Last Upd UserId: PHFNC10
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----
Help Main End Note Hist Left Right Quit
    
```

Your Action ...	System Response ...
5. Enter the following information:  <b>*Eligibility Sequence Nbr:</b> Press F1 to select the appropriate ESN. <b>Transaction Date:</b> Enter the effective date the ESN is being added is the start date the person entered the PIN/WIN. This date will be used to automatically set up the retirement deduction, if applicable.	
6. Press ENTER.	The Eligibility Information is added and displayed by Agency Number and Social Security Number (SSN).