
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6017	SPAHRs Legislative Payroll Processing Guide	Revision Date: 01/27/2011
		Version: 3

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Step 1. Verify Human Resources Set-up for Legislators.

- Hired into a PIN (EM EP EP).
- Eligibility Sequence Number set at 14 (EM MP MI).
- Maintain Deductions (EM MP MD).
- Maintain Federal Tax (EM MP FT).
- Maintain State Taxes (EM MP MS).
- Set up Direct Deposit (EM MP DD) if applicable.

Step 2. Determine Type of Pay (RT CT CL).

- In-Session (option):
 - Receive in-session pay
 - 3 payments of 1/3 each
 - House is sub-agency 0004 and Senate is sub-agency 0005.
 - Lt. Governor does *not* receive this in-session pay; monthly salary is paid.
 - President Pro Tem and Speaker of the House both receive monthly salary *and* in-session pay.
- Weekly In-Session Subsistence:
 - Weekly with mileage (option 1)
 - Weekly with per diem (option 2)
 - Weekly with per diem and mileage (option 3)
 - Per Diem is taxable inside 50-mile radius of Jackson.
 - Per Diem is nontaxable outside of 50-mile radius of Jackson.

Note: Mileage is nontaxable.
- Special Session (option 5):
 - Subsistence, per diem, mileage, and daily salary per diem.
- Out-of-Session Committee Meetings:
 - Paid as employees of House and Senate through the regular travel process.
 - Paid in WINs for LBO/PEER meetings and paid by LBO/PEER.
 - Mileage, subsistence per diem, and per diem in lieu of salary.
- Monthly Out-of-Session:
 - Paid as employees in a regular payroll through the House or Senate.

Step 3. Determine Legislative Schedules for In-Session Pay (RT RS SE).

- House and Senate each have 2 default work schedules.
 - Nontaxable subsistence per diem
 - Taxable subsistence per diem
- Lt. Governor, Speaker of the House, and President Pro Tem have default work schedules

- In-session schedules do not populate days of week but carry the dates of the 3 payments as set in statute.

Step 4. Create Timesheets (RT CT CL).

- Enter type of pay (refer to Step 2).
- This process generates a timesheet for each legislator for specified pay periods.
 - 3 in-session payments
 - Weekly subsistence per diem and round trip
- A report is printed listing legislators for whom a timesheet has been created.
- Purge the in-session timesheet for Lt. Governor.

Step 5. Enter Time (RT ET).

- Display timesheet for review
- Modify timesheet to report exceptions to legislative schedule (*i.e.*, not present at roll call or leaves early)

Step 6. Submit Preliminary/Final Runs (PA PA AP).

- Pay frequency varies based on type of timesheet:
 - **L** for in-session paychecks
 - **X** for mileage and per diem
 - **L** for special session pay

Step 7. Receive Weekly/In-Session Payment.

- Weekly payments are available on Wednesday.
- In-session payments available on specified pay date.