Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6304	SPAHRS PR Distribute Pay	Revision Date: 08/07/2018
		Version: 6

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Objective

Develop an understanding of the Distribute Pay function.

Outcome

An understanding of the process, key concepts, and menus is obtained.

Overview

The Distribute Pay process begins after the calculation of employee/worker pay. Much of the process occurs through internal processing and a series of batch jobs.

After agencies have completed the final payroll run and DFA has posted it to MAGIC, SPAHRS generates payroll warrants and the electronic funds transfer (EFT) tape that is sent to the banking institutions for direct deposit transactions. Payroll warrants are printed at DFA in the order specified on the Maintain Agency screen in the Agency process: by warrant sort group, alphabetically by last name within geographic location, alphabetically by last name, or alphabetically by last name within zip code. The default selection is alphabetically by last name. The warrant sort details for the group and geographic location are specified on the Maintain Position Information screen in the Position process. The warrants and direct deposit information can then be accessed for viewing in various browse screens located on the Distribute Pay menu.

Direct deposits are automatically established in "P" status to generate a prenote to the financial institution entered. The direct deposit record then goes through a twelve-day waiting period for verification. During this waiting period the status is "N." At the completion of the waiting period, if no modifications are made to the record, the direct deposit will be updated to an active status, "A"; any future payments will be direct deposited into the employee's account.

There are options available in the Distribute Pay menu to include Statewide Messages and Agency Specific messages on each paystub or direct deposit advice. If an employee's warrant or EFT must be re-issued for the same amount with no adjustments required, obtain and complete the "SPAHRS - Void Employee Warrant/EFTs Request Form" from the DFA Office of Fiscal Management/Bureau of Financial Control. This process requires submission of the manually completed printed form to DFA for data entry and approval.

Key Concepts	Description
Direct Deposit Advice	Employees who choose to have payroll sent through Electronic Funds Transfers can view detailed payroll information and messages through the Access Channel for Employees (ACE).
Prenote	The process of establishing a direct deposit using zero balances and submitting it to the bank for processing to verify the accuracy of the account numbers and other information. (This process occurs in the Employee Payroll Information process in Employment.)

Distribute Pay Menus

The Distribute Pay process includes its own menu that can be accessed from the Payment menu as described below.

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.

```
PHFNC10  PHVL        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/12/2018
PHIMAINU PHIMAINM                    Payment Menu                        12:07 PM


           Code      Description                              FastPath

            CP    Calculate Pay                                CALC
            GS    Generate SAAS Transactions                   SAAS
            RD    Remit Taxes and Deductions Menu              REMD
            DP    Distribute Pay                               DISP
            PA    Approve/Release Pay                          RPAY
            FT    File Tax Reports                             FIAX
            AP    Adjust Pay                                   ADJP
            PT    Earnings, Tax, and Deduction Tables          ETDT
            OT    Other Payroll Tables                         PAYT
            PR    Payroll Reports




      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 **DP** (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.

```
FMSAS23  PHV8        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/16/2015
PHIMAINU PHIMAINM                 Distribute Pay Menu                   01:32 PM

            Code      Description                          FastPath

            SM    Browse State-Wide Messages
            AM    Browse Agency Specific Messages
            RR    Enter Re-issue Request
            WW    Browse Warrants for Workers
            EW    Browse EFT's for Workers
            SW    Browse Specific Worker
            VW    Browse Pending Voided Warrants/EFT's
            BW    Statewide Browse Warrants by Warrant Number
            BE    Statewide Browse EFT's by EFT Number
            BV    Browse Voided Warrants/EFT's




     Code: __

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

Warrant/EFT Browses

There are several browse options available in the Distribute Pay Menu that can be used to view data by warrant/EFT number within an agency or to view a specific employee's warrant/EFT within an agency.

Browse Warrants for Workers

The Browse Warrants for Workers screen is used to view a listing of Warrants for Workers.

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main menu. Press ENTER.	The Payment Menu will appear.
2. Choose **DP** (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose **WW (**Browse Warrants for Workers) from the Distribute Pay Menu and press ENTER. The selection criteria include Agency and Warrant Number.	The Browse Warrants for Workers screen will appear. Information displayed includes Warrant Number, Pay Period End Date, Pay Freq, SSN/Tax ID, Issue Date and Amount.

```
FMSAS23  PHV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM       06/28/2012
PHPDBW1B PHPDBW1M           Browse Warrants for Workers                  12:27 PM
Actions: (D)
        Warrant    Pay Period  Pay                      Issue
*Act    Number     End Date  Freq.   SSN/Tax Id         Date        Amount
----  ----------- ---------- ----- ------------ ---------- ------------
                         *** End of Data ***




 *Agency: ____       Warrant Number: _____
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. Enter **D**isplay in the Action field next to a selected worker and press ENTER.	The Maintain Warrants for Workers screen will appear.

Browse EFT's for Workers

The Browse EFT's for Workers screen is used to view a listing of EFT's for Workers.

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu. Press ENTER.	The Payment Menu will appear.
2. Choose **DP** (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose **EW** (Browse EFT's for Workers) from the Distribute Pay Menu and press ENTER. The selection criteria include Agency and EFT Number.	The Browse EFT's for Workers screen will appear. Information displayed includes EFT Number, Pay Period End Date, Pay Freq, SSN/Tax ID, Issue Date, Amount, and FMVIEW Pay Stub.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    03/12/2018
PHPDBE1B PHPDBE1M              Browse EFT's for Workers                12:24 PM
Actions: (D)
                     Pay Period  Pay                   Issue              FMVIEW
 *Act EFT Number  End Date   Freq  SSN/Tax Id   Date       Amount   Pay Stub
 ----  ----------  ----------  ----  ----------  ----------  ------------  --------
                             *** End of Data ***




   *Agency: ____      EFT Number: _____
 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. Enter **D**isplay in the Action field next to a selected worker and press ENTER.	The Maintain EFT's for Workers screen will appear.

Statewide Browse Warrants by Warrant Number (DFA USE ONLY)

The Statewide Browse Warrants by Warrant Number screen is used to view all warrants issued statewide by warrant number.

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main menu. Press ENTER.	The Payment Menu will appear.
2. Choose **DP** (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose **BW (**Statewide Browse Warrants by Warrant Number) from the Distribute Pay Menu and press ENTER. The selection criterion includes Warrant Number.	The Statewide Browse Warrants by Warrant Number screen will appear. Information displayed includes Agency, Warrant Number, Pay Period End Date, Pay Freq, SSN/Tax ID, Issue Date and Amount.

```
FMSAS23  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    07/02/2012
PHPDBW2B PHPDBW3M    Statewide Browse Warrants by Warrant Number       10:05 AM
 Actions: (D)
                Warrant  Pay Period Pay                      Issue
*Act   Agency   Number    End Date  Freq.   SSN/Tax Id       Date       Amount
----   ------ ----------- ---------- ----- ------------ ---------- ------------
                           *** End of Data ***






 Warrant Number: _____
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. Enter **D**isplay in the Action field next to a selected worker and press ENTER.	The Maintain Warrants for Workers screen will appear.

Statewide Browse EFT's by EFT Number (DFA USE ONLY)

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu. Press ENTER.	The Payment Menu will appear.
2. Choose **DP** (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose **BE** (Statewide Browse EFT's by EFT Number) from the Distribute Pay Menu and press ENTER. The selection criterion includes EFT Number.	The Statewide Browse EFT's by EFT number screen will appear. Information displayed includes Agency Warrant Number, Pay Period End Date, Pay Freq, SSN/Tax ID, Issue Date, Amount.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/12/2018
PHPDBE2B PHPDBE3M         Statewide Browse EFT's by EFT Number          12:45 PM
   Actions: (D)
                     EFT      Pay Period Pay                      Issue
*Act   Agency     Number     End Date  Freq.  SSN/Tax Id      Date        Amount
----   ------ ----------- ---------- ----- ------------ ---------- ------------
                                *** End of Data ***




















      EFT Number:  _____
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. Enter **D**isplay in the Action field next to a selected worker and press ENTER.	The Maintain EFT's for Workers screen will appear.

Browse Specific Worker

The Browse Specific Worker screen is used to view a listing of Warrants and EFT's for a Specific Worker.

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu. Press ENTER.	The Payment Menu will appear.
2. Choose **DP** (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose **SW** (Browse Specific Worker) from the Distribute Pay Menu and press ENTER. The selection criteria include Agency, SSN and Issue Date.	The Browse EFT's for Workers screen will appear. Information displayed includes SSN/Tax ID, Issue Date, Warrant/EFT Number, Pay Period End Date, Pay Frequency, Amount, and FMVIEW Pay Stub.

```
FMSAS23   PHV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/28/2012
PHPDBS1B PHPDBS1M           Browse Specific Worker                    12:43 PM
Actions: (D)
                    Issue       Warrant/  Pay Period  Pay                FMVIEW
 *Act   SSN/Tax Id  Date        EFT Number  End Date  Freq     Amount   Pay Stub
 ----   ----------- ----------  ----------- ---------- ---- ------------ --------
                         *** End of Data ***












  *Agency: ____      *SSN: _____       Issue Date: __ __ ____
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. Enter **D**isplay in the Action field next to a selected worker and press ENTER.	The Maintain Warrants for Workers screen will appear.

Browse Pending Voided Warrants/EFT's

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu. Press ENTER.	The Payment Menu will appear.
2. Choose **DP** (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose **VW** (Browse Pending Voided Warrants/EFT's) from the Distribute Pay Menu and press ENTER. The selection criteria include Agency and Warrant Number.	The Browse Pending Voided Warrants/EFT's screen will appear. Information displayed includes Warrant Number, Pay Period End Date, Pay Frequency, SSN/Tax ID, Issue Date and Amount.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/12/2018
PHPDBV1B PHPDBV3M       Browse Pending Voided Warrants/EFT's           12:48 PM
Actions: (D)
      Warrant/EFT Pay Period  Pay                  Issue
*Act    Number     End Date  Freq.  SSN/Tax Id      Date        Amount
----  ----------- ---------- ----- ------------ ---------- ------------
                        *** End of Data ***








  *Agency: ____  Warrant/EFT Number: _____
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. Enter **D**isplay in the Action field next to a selected worker and press ENTER.	The Employee Voided Warrant/EFT screen will appear.

Browse Voided Warrants/EFT's

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu. Press ENTER.	The Payment Menu will appear.
2. Choose **DP** (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose **BV** (Browse Voided Warrants/EFT's) from the Distribute Pay Menu and press ENTER. The selection criteria include Agency and Warrant Number.	The Browse Voided Warrants/EFT's screen will appear. Information displayed includes Warrant Number, Pay Period End Date, Pay Frequency, SSN/Tax ID, Issue Date and Amount.

```
PHFNC10   PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/12/2018
PHPDBV3B PHPDBV3M            Browse Voided Warrants/EFT's                 12:52 PM
Actions: (D)
        Warrant/EFT Pay Period  Pay                      Issue
*Act     Number      End Date  Freq.   SSN/Tax Id        Date        Amount
----   -----------  ---------- -----  ------------  ----------  ------------
                              *** End of Data ***









 *Agency: 0001 Warrant/EFT Number: _____
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. Enter **D**isplay in the Action field next to a selected worker and press ENTER.	The Employee Voided Warrant/EFT screen will appear.

Browse State-Wide Messages

The Distribute Pay process includes an option to create messages to be printed on payroll warrants and direct deposit advices on a statewide or agency-specific basis. These messages can include such information as changes in tax laws or insurance premiums that affect payroll.

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **DP** (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose **SM** (Browse State-Wide Messages) from the Distribute Pay Menu and press ENTER.	The Browse State-Wide Messages screen will appear.

```
FMSAS23  PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/28/2012
PHPDSM1B PHPDSM0M            Browse State-Wide Messages             01:21 PM

Actions: (A,D,M,P)
*Act  Start Date    End Date     State Wide Message
----  ----------    ----------   --------------------------------------------------
 =    09/01/2004    09/30/2004   AS OF OCT 1 DFA WILL NO LONGER PRINT DIR
 _    08/01/2005    08/31/2005   IRS PROBLEM? CALL TAS AT 1-877-777-4778
 _    09/30/2005    10/31/2005   IN OCTOBER SSN REPLACED BY PID - YOUR
 _    11/01/2005    11/30/2005   VERIFY YOUR ADDRESS WITH YOUR HR/PAYROLL
 _    12/01/2005    12/31/2005   FOR AN ELECTRONIC W2 IN ACE SIGN UP BY 1
 _    12/01/2007    12/31/2007   Verify your address with your HR/payroll
 _    01/01/2008    02/15/2008   PERS Board Election-Petitions for State
 _    03/01/2008    03/31/2008   VOTE for PERS Board Representative-more
 _    12/01/2008    12/31/2008   W-2s will be available on ACE by 1/23/09
 _    05/01/2009    06/02/2009   VOTE for PERS Board Representative-more
 _    07/01/2009    07/31/2009   VOTE for PERS Board Representative- more
 _    11/01/2009    11/30/2009   Verify your address with your HR/payroll

Start Date: 09 01 2004
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   Add              Bkwd  Fwd                     Quit
```

Your Action ...	System Response ...
4. Control Agency (DFA) may choose options to **A**dd, **D**isplay, **M**odify, or **P**urge next to any of the displayed messages. User agencies choose **D**isplay next to any of the displayed messages and press ENTER.	The Maintain State-Wide Messages screen will appear.

```
FMSAS23  PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/28/2012
PHPDSM1D PHPDSM1M            Maintain State Wide Messages           01:24 PM

*Action: _ (A,D,M,P)


            Start Date: 09 01 2004



              End Date: 09 30 2004

    State Wide Message: AS OF OCT 1 DFA WILL NO LONGER PRINT DIR
                        ECT DEPOSIT STUBS. THEY WILL BE IN ACE._




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

Your Action ...	System Response ...
5. Control Agency Only (DFA): Enter the following information to Add a message: **Start Date:** Enter the start date for the message in MM DD YYYY format.	
6. Press ENTER.	
7. Enter the following information: **End Date:** Enter the end date for the message in M DD YYYY format. **State-Wide Message:** Enter a free text message to be printed on warrants and direct deposit advices. NOTE: If the message continues onto the second line, a blank space must be left at the beginning of the second line for message to print correctly.	
8. Press ENTER.	The system will display the following message: XXXXXXXX XXXX-#- added successfully.

Browse Agency Specific Messages

The Browse Agency Specific Messages screen is used to view a listing of Agency Specific Messages.

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **DP** (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose **AM** (Browse Agency Specific Messages) from the Distribute Pay Menu and press ENTER.	The Browse Agency Specific Messages screen will appear.

```
FMSAS23  PHV2          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM       06/28/2012
PHPDSM2B PHPDSM3M            Browse Agency Specific Messages                01:34 PM

Actions: (A,D,M,P)
*Act Agency Start Date  End Date  Agency Specific Message
---- ------ ---------- ---------- -------------------------------------------
                            *** End of Data ***










*Agency: ____    Start Date: __ __ ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End   Add               Bkwd  Fwd                     Quit
```

Your Action ...	System Response ...

4. Enter the following information to view messages for an agency:
 	
  *Agency: Enter the agency code XXXX.
  Start Date: Enter the start date of the messages to be displayed in MM DD YYYY format if known.	

5. Press ENTER.	The messages for the selected Agency will be displayed in chronological order.
6. Choose **A**dd, **D**isplay, **M**odify, or **P**urge next to any of the displayed messages and press ENTER.	The Maintain Agency Specific Messages screen will appear.

```
FMSAS23   PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/28/2012
PHPDSM2D PHPDSM2M          Maintain Agency Specific Messages              01:41 PM

 *Action: _ (A,D,M,P)




          *Agency: ____

       Start Date: 09 01 2001


         End Date: 09 30 2001

    Agency Message: OPEN ENROLLMENT FOR INSURANE IN OCTOBER.
                    SEE ATTACHMENT FOR DETAILS._____




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

Your Action ...	System Response ...
7. To Add a message, enter the following information: **Start Date:** Enter the start date for the message in MM DD YYYY format.	
8. Press ENTER.	
9. Enter the following information: **End Date:** Enter the end date for the message in MM DD YYYY format. **Agency Message:** Enter a free text message to be printed on warrants and direct deposit advices for the specified agency. NOTE: If the message continues onto the second line, a blank space must be left at the beginning of the second line for message to print correctly.	
10. Press ENTER.	The system will display the following message: XXXXXXXX XXXX-X-Start Date added successfully.

Re-Issue Requests (DFA Only)

If a warrant or EFT is to be re-issued without any changes, an agency uses the "SPAHRS –
Void Employee Warrant/EFT(s) Request Form" as a manual request to replace a lost or stolen
warrant. This form is found in the MAAPP Manual located on DFA's website. The agency will
complete the form, obtain the agency's authorized signature, and submit the form to DFA with a
notarized surety bond signed by the employee. DFA will not approve the re-issue until receipt of
the notarized surety bond to verify the loss. DFA will input and process the request.

Enter Re-Issue Request - DFA ONLY

Your Action ...	System Response ...
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **DP** (Distribute Pay) from the Payment Menu and press ENTER.	The Distribute Pay Menu will appear.
3. Choose **RR** (Enter Re-issue Request) from the Distribute Pay Menu and press ENTER.	The Enter Re-issue Request screen will appear.

```
PHFNC10  PHVB        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/27/2018
PHPDVR1D PHPDVR1M             Enter Re-issue Request                  02:04 PM

 *Action: _ (D)                                               NOTE : N


                  *Agency: ____
            Warrant/EFT Number: _____         Amount: _____


          Employee Name:
             SSN/Tax Id:    - -
 Warrant/EFT Issue Date:
                 Amount:


       When Required?: _ (I)mmediately or (N)ext
       Not Before Date: __ __ ____


          Comments: _____
                    _____         Approval: N


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

Your Action ...	System Response ...
4. Choose **A**dd and enter the following information: ***Agency:** Enter the agency code xxxx. **Warrant/EFT Number:** Enter the number of the warrant or EFT to be re-issued. NOTE**:** Warrant numbers must begin with "8," and EFT numbers must begin with "3." **Amount:** Enter the Warrant/EFT amount.	
5. Press ENTER.	
6. Enter the following information: Employee Name: The system will populate the employee, vendor, worker or fund. SSN/Tax Id: This system will populate the social security number or the tax identification number. Warrant/EFT Issue Date: The system will populate the issue date of the warrant/EFT. Amount: The system will populate the total amount of the transaction. **When Required?:** Enter **I**mmediately to re-issue Immediately. System defaults to **N**ext for re-issue on the next supplemental payroll run. Not Before Date: If the warrant/EFT should not be issued before a specified date, enter the date in MM DD YYYY format. **Comments**: Enter a free text comment. Approval: The system will default to **N**o. Enter **Y**es if the request is ready to be sent for approval.	If additional notes are required, press the F5 key.
7. Press ENTER.	The system will display the following message: XXXXXXXXXXXX XXX added successfully.