Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6307	SPAHRS Payroll Adjust Pay	Revision Date: 6/17/2020
		Version: 9

Adjust Pay
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Objective

To develop an understanding of the Adjust Pay Process

Outcome

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

Adjust Pay

The Adjust Pay process of SPAHRS occurs after the payroll process is completed and payments have been issued. The types of entries requiring adjustments include tax record changes, earnings code changes, deduction changes, employee terminations, payment of comp time (buyout), leave balance changes, and any other items that cannot be handled during the normal payroll process.

Also included in the Adjust Pay menu are Issue Payments and Void Warrant/EFT processes. The Issue Payment screen is used when an employee was not paid on the regularly scheduled payroll. The Void Warrant/EFT screen is input to facilitate the cancellation of payroll checks and electronic funds transfers.

It is very important to utilize the notes and comments sections on the various Adjust Pay transaction screens for documentation purposes. This documentation serves as a tracking mechanism to determine why an entry was made.

Automatic entries are generated by the system when transactions are entered for a pay period time record that has already been finalized and processed. The generated adjustments should be verified and approved for processing in a supplemental or regular run.

A number of browse screens are included in this menu to aid in the Adjust Pay process. These browses can be used to view Adjust Pay transactions and their status. In some instances these screens can be used to begin adding or modifying an adjustment record.

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

```
PHFNC10  PHVA        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/16/2020
PHIMAINU PHIMAINM                  Payment Menu                        09:42 AM

              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 **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.

```
PHFNC10  PHVA        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/16/2020
PHIMAINU PHIMAINM                Adjust Pay Menu                       09:43 AM

              Code       Description                        FastPath

              AE    Adjust Earnings/TAX/Deductions          ADJE
              SP    Separation                              TERM
              AB    Adjust Pay Browses
              OP    Other Payments                          ADJO
              IP    Issue Payment
              VO    Void Warrant/EFT                        VDPY







        Code: __

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

Adjust Earnings/Taxes/Deductions

After a final payroll has been processed, an employee's earnings may have to be adjusted due to unpaid leave taken, shift changes, retroactive pay increases, or other reasons as described in the Introduction section of this workbook. If a time record is entered or adjusted after a final payroll run and deviates from the record SPAHRS used for calculating payroll, the system will automatically create an adjustment transaction. If the report time entry does not result in a change to net pay, the adjustment transaction is automatically updated by the system and displays an approval code of **Z**. If a change in net pay results from the report time entry, the adjustment transaction appears on the Browse Adjustments Not Sent. The transaction may be accessed for action either from the Adjust Earnings screen or from the Browse Adjustments Not Sent screen.

An adjustment to taxes and/or deductions first requires a change to the worker's tax record or deduction record to support the adjustment needed. After the change is completed, an adjust earnings/tax/deduction is created by Adding a record. The adjustment process recalculates the worker's payment for the pay period specified and compares it by transaction code and amount to the previous pay period payment. All differences will appear as positive or negative amounts on the Adjust Earnings/Tax/Deduction screen. Transactions appearing on this screen with positive or negative amounts should be viewed to determine the desired adjustment has been calculated.

Please note that this screen is a mechanism to process the adjustments; therefore, prior to inputting the Adjust Earnings/Tax/Deductions screen, determine that all necessary corrections have been entered on the timesheet, tax, and deductions screens.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AE** (Adjust Earnings/Tax/Deductions) from the Adjust Pay Menu and press ENTER.	The Adjust Earnings/Tax/Deductions screen will appear.

```
PHFNC10  PHVA      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/16/2020
PHPAEC1D PHPAEC1M        Adjust Earnings/TAX/Deductions              09:45 AM

*Action: _ (D)          Name:                                     Note: N
 *Agency: ____ *SSN: _____  PP End Date: __ __ ____  Pay Freq: _ Emp Type: P

                      Hours        Gross Pay     State Exp      Net Pay
  Original Pay.:
  Corrected Pay:
  --------------    ----------    ----------    ----------    ----------
  Net Change...:
                                                                  1 of
 Trans Code & Description             Curr Hrs   Curr Amt   PPTD Hrs   Wage Base




  Supplemental: _              Deceased: _               Approval: N
  LastUpdttm:                       LastUpdtUser/Pgm:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd                   Quit
```

Your Action…	System Response…
4. Choose **A**dd to create a record or other desired action for a previously established record and enter the following information: Name: System will populate the Employee's name. Note: If narrative information has been attached (PF5) to the record, Yes will be displayed. ***Agency**: Enter the four-digit agency code xxxx. ***SSN:** Enter the employee's Social Security Number. **PP End Date**: Enter the pay period ending date. **Pay Freq**: Enter the pay period frequency, *e.g.,* M=Monthly, W=Weekly. **Emp Type**: Enter **P** for position employee or **W** for WIN employee.	The applicable payroll information will appear.
5. Press ENTER.	
6. The following fields are completed by the system. Original Pay: The previous payment to be adjusted. Corrected Pay: The new payment after adjustments have been applied.	

Your Action…	System Response…
Continued: Hours: The number of hours for the pay period. Gross Pay: The amount of payment prior to deductions. State Exp: The employer's share of deductions. Net Pay: The amount applied to employee payment. Net Change: The difference between the original pay and the corrected pay. Trans Code and Description: The earnings / taxes / deductions codes for the pay period. Curr Hours: The number of hours to be adjusted for the earnings code. Curr Amount: The dollar amount of adjustment per earnings code. PPTD Hours: The pay period-to-date total of hours for this pay period. Wage Base: The dollar amount of adjustment for the wage base listed.	**NOTE**: Always review the detail for the adjustment before approving for payment.
7. To process the adjustment, enter an action of **M**; press Enter and enter the following information: **Supplemental**: The system will default to No and the adjusted earnings will be processed with the next payroll run for the above pay frequency. Enter **Y**es, if a supplemental check should be processed for the adjusted earnings in the next supplemental run. Deceased: The system will default to **N**o. Enter **Y**es for a deceased employee. **Approval:** The system will default to No, indicating the adjustment is not ready for the approval process. Enter **Y**es, if the adjustment is complete and ready to begin the approval process.	
8. Press ENTER.	Adjustment Record xxxx-000000000 modified successfully.

Issue Payment

At the time that payroll was finalized and processed for an agency; an employee may have been omitted from the payroll. The causes can be such instances as a timesheet error, hire date after the payroll run, etc. When one of these occurs, an issue payment is required. The Issue Payment screen is used to generate pay when no payment has been previously issued for the pay period. Once all timesheets and other entries have been made for the employee, the Issue Payment process can begin.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **IP** (Issue Payment) from the Adjust Pay Menu and press ENTER.	The Issue Payment screen will appear.

```
PHFNC10  PHVA      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/16/2020
PHPAIR1D PHPAIR1M                  Issue Payment                      09:47 AM

*Action _ (A,C,D,M,P)   Name:                                        Note: N
*Agency: ____  *SSN: _____   PP End Date: __ __ ____  Pay Freq: _ Emp Type: P

Hourly Rate...:              Net Pay....: 0.00          Pay Mthod:
Adjusted Gross:              Gross Pay..:               Contract.:
School Earned.:              School Paid:               Salary...:

   Trans     Trans    Pay Period   Employee       Employer       Wage
   Code      Type       Hours       Amount         Amount        Base
   -----   --------  ---------- -------------  -------------  -------------




   Supplemental: _            Deceased: _                   Approval: N
 LastUpdttm:                          LastUpdtUser/Pgm:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      Help  Main  End         Note        Bkwd  Fwd   Prnt              Quit
```

Your Action…	System Response…
4. Choose **A**dd to create a record or other desired action for a previously established record and enter the following information: Name: System will populate the Employee's name. Note: If narrative information has been attached (PF5) to the record, Yes will be displayed. ***Agency**: Enter the four-digit agency code xxxx.	

_____

Your Action…	System Response…
Continue entering the following information: ***SSN**: Enter the employee's Social Security Number. **PP End Date:** Enter the pay period ending date. **Pay Freq:** Enter the pay period frequency (*i.e.*, M=Monthly, W=Weekly, etc.) **Emp Type:** Enter **P** for position employee or **W** for WIN employee	
5. Press ENTER	Adjustment Record 0000-000000000 added successfully.
6. The following fields are completed by the system: Hourly Rate: The amount per hour for employee. Net Pay: The Gross less deductions, taxes, etc. Pay Method: The method of payment for employee (*i.e.*, Salary or Hourly). Adjusted Gross: The Gross pay less noncash earnings. Gross Pay: The total earnings. Contract: The contract number for the WIN contract employee. School Earned: For school employees only, the amount that was earned for school days in the pay period. School Paid: For school employees only, the amount the employee is being paid for the pay period. Salary: The pay period salary for this employee. Trans Code: The earnings, taxes, and deductions codes for the pay period. Note: Press F8 to scroll for additional transactions codes associated with this entry. Press F7 to scroll back. Trans Type: The description for the transaction code. Pay Period Hours: The number of hours for the related earnings code. Employee Amount: Amount applicable to the employee for earnings, taxes, deductions, etc.	

Your Action…	System Response…
Continue: Employer Amount: Amount applicable to the employer for taxes and deductions Wage Base: The amount of earnings subject to the specific tax.	
7. To process the adjustment, enter an action of **M** and the following information: Supplemental: The system will default to No, and the adjusted earnings will be processed with the next payroll run for the above pay frequency. Enter **Y**es, if a supplemental check should be processed for the adjusted earnings in the next supplemental run. Deceased: The system will default to **N**o. Enter **Y**es for a deceased employee. **Approval**: The system will default to No indicating the adjustment is not ready for the approval process. Enter **Y**es, if the adjustment is complete and ready to begin the approval process.	
8. Press ENTER.	Adjustment Record 0000-000000000 modified successfully

Void Warrant/EFT – Control Agency only

For each payroll warrant/EFT processed for an employee a record is added to the Void Warrant/EFT screen. This screen facilitates the process of voiding/reissuing a warrant or EFT. After a payroll has been run, a warrant or EFT may need to be voided. This may be due to incorrect issuance, lost warrant, etc. If the warrant or EFT is to be reissued, the warrant/EFT must be voided prior to the reissue.

The warrant/EFT number must be known to begin the void procedure. Per the MAAPP manual, the Department of Finance and Administration (DFA) requires a form to be completed prior to completion of this process; the form is to be submitted to them. DFA performs the final step to this process.

Your Action…	System Response
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **VO** (Void Warrant/EFT) from the Adjust Pay Menu and press ENTER.	The Void Warrant/EFT screen will appear.

```
PHFNC10  PHVA       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/16/2020
PHPAVO1D PHPAVO1M                Void Warrant/EFT                     09:48 AM

 *Action _ (D)                                                      Note:

 Warrant/EFT No..: _____
 Check Amount....: _____

 Agency..........:            SSN/Tax Id..........:
 SAAS Agency.....:            Warrant/EFT Amount..:
 Issue Date......:            ABA Transit Number..:
 Pay Frequency...:            ABA Account Number..:
 PP End Date.....:            ABA Account Type....:
 Void Date.......:            Trace Number........:

 Void Reissue Ind:

 Depository Name:                                          Approval: _

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

Your Action…	System Response

4. Choose **M**odify and enter the following information:
 	
  Note: If narrative information has been attached (PF5) to the record, Yes will be displayed.
  Warrant/EFT No: Enter the number of the warrant/EFT.	

5. Press ENTER.	The applicable warrant/EFT information will appear.

6. Enter the following information:
 	
  Check amount: Enter the check amount which must equal the EFT/Warrant amount.
  Agency: System will populate the four-character SPAHRS agency number.
  SSN/Tax ID: System will populate the social security or tax identification number of the employee.
  SAAS Agency: System will populate the three-character SAAS agency code.
  Warrant/EFT Amount: System will populate the amount of the check or electronic transfer.
  Issue Date: System will populate the date the warrant/EFT was issued.	

Your Action…	System Response
Continue entering the following information. ABA Transit Number: System will populate the number related to EFT transactions. The identification number assigned to the bank or savings association. Pay Frequency: System will populate the payroll frequency for which this warrant/EFT was issued. ABA Account Number: System will populate the number related to EFT transactions. The account number to which this EFT was deposited PP End Date: System will populate the last date of the pay period. ABA Account Type: System will populate the type related to EFT transactions. C = Checking; S = Savings Void Date: System will populate the date the warrant/EFT is voided. Remains blank until DFA's approval. Trace Number: System will populate the number assigned to track this transaction. Remains blank until DFA's approval. Void Reissue Ind: System will populate with **F** = Final payroll run; **W** = Pending Void; **V** = Voided warrant. Depository Name: The system will populate the name of the institution where the pay is to be deposited. **Approval:** The system will default to No indicating the adjustment is not ready for the approval process. Enter **Y**es, if the adjustment is complete and ready to begin the approval process.	
7. Press ENTER.	Adjustment Record xxxx-000000000 added successfully. Void reissue indicator field = W – Pending Void.

Employee Separation Adjustment

When a worker terminates employment with an agency, he may have accumulated leave or other wages that should be paid. If the employee transfers to another agency, the hours may also need to be transferred. The Separation screen is used to add, display, and modify payroll information for a separated employee. All leave balances as of the current month are listed. Some action must be taken for each of the balances by placing the total amount under a column or by splitting the amount between columns. The maximum hours for payment for personal leave are 240 hours unless the termination is due to the death of the employee. If the employee is deceased, all unused personal leave hours should be paid. If hours are not to be paid or transferred to another agency or to PERS, then they must be surrendered by insertion in the second column. If the system indicates the hours cannot be transferred to the new agency, then the hours to transfer must be sent *on paper* to the receiving agency. Any hours placed in the column labeled Hours to PERS should also be reported *manually* to PERS. The Browse Separated Employees may also be used to add, display, and modify.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **SP** (Separation) from the Adjust Pay Menu and press ENTER.	The Separation screen will appear.

```
PHFNC10   PHVG      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/16/2020
PHPASE1D PHPASE1M                   Separation                          12:17 PM
                                                                        1 more >
*Action: _  (A,C,D,M,P)       *Agency: ____   *SSN: _____   Date: __ __ ____
 Name:                                       Transfer Agency:          NOTE : N
 Code:

 1 of                          Hours     Hours to  Hours to  Hours to   Hours to
      Leave Type               Leave       Pay     Surrender Transfer     PERS
----------------------       ----------  --------- ---------  ---------  ---------
                                         _____   _____   _____    _____
                                         _____   _____   _____    _____
                                         _____   _____   _____    _____
                                         _____   _____   _____    _____
                                         _____   _____   _____    _____
                                         _____   _____   _____    _____

    Total Dollar Value.:
    Total Bonds Amounts:
  Supplemental: _              Deceased: _                      Approval: N
  LastUpdttm:                  LastUpdtUser/Pgm:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Main  End          Note        Bkwd  Fwd  Prnt  Left  Right Quit
```

Your Action…	System Response…
4. Choose **A**dd to create a record (or other desired action for a previously established record) and enter the following information: **Agency:** Enter the four-digit agency code xxxx, **SSN**: Enter the employee's Social Security Number. **Date:** Enter the date the employee was separated as recorded on the separation screen in the Employment.	
5. Press ENTER.	
6. The following fields are completed by the system. Name: The system will populate the employee's name. Transfer Agency: The agency to which the employee is transferring if applicable. Note: If narrative information has been attached (PF5) to the record, Yes will be displayed. Code: The code and description for the type of separation. Leave Type: The type of accumulated leave to be adjusted. Hours Leave: The number of hours that have accumulated for the specific leave type.	
7. Enter the following data where applicable: **Hours to Pay**: The number of hours for which the employee will be compensated. **Hours to Surrender**: The leave hours the employee will lose. **Hours to Transfer**: The number of hours that will be transferred with the employee. **Hours to PERS**: The number of hours that will be transferred to the Public Employee Retirement System for work credit.	
8. Press ENTER.	Sep Adj Record xxxx-000000000 added successfully.

Your Action…	System Response…
9. The following will be completed by the system where applicable: Total Dollar Value: The dollar value of the leave hours to pay, surrender, transfer, or transmitted to PERS. Total Bonds Amount: The amount accumulated toward savings bonds purchases.	
10. To process the separation adjustment, enter an action of **M** and the following information: **Supplemental**: The system will default to **N**o. Enter **Y**es for a supplemental check. All Separation Payments must be processed in a supplemental run or the payroll may be adversely affected. Deceased: The system will default to **N**o. Enter **Y**es for a deceased employee. **Approval**: The system will default to **N**o indicating the adjustment is not ready for the approval process. Enter **Y**es, if the adjustment is complete and ready for the approval process to begin.	
11. Press ENTER.	Sep Adj Record xxxx-000000000 modified successfully and the system will create the gross to net calculation.
12. Press F11 to access the second screen.	The Screen 2 of Separation will appear.

```
PHFNC10  PHVG      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/16/2020
PHPASE1D PHPASE9M                    Separation                        12:18 PM
< 1 more
                       Name:
 Agency:      SSN:            PP End Date:           Pay Freq:   Emp Type:

Hourly Rate...:            Net Pay....: 0.00          Pay Mthod:
Adjusted Gross:            Gross Pay..:               Contract.:
School Earned.:            School Paid:               Salary...:

   Trans     Trans    Pay Period    Employee       Employer       Wage
   Code      Type       Hours        Amount         Amount        Base
   -----   --------- ----------- ------------- ------------- -------------




   Supplemental:                                          Approval:
 LastUpdttm:                          LastUpdtUser/Pgm:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End          Note       Bkwd  Fwd   Prnt  Left  Right Quit
```

Your Action…	System Response…

11. All fields are completed by the system.
 	
   Name: The name of the separated employee.
   Agency: The four-digit agency number.
   SSN: The Social Security Number of the employee.
   PP END Date: The system assigns the PP End Date the employee terminated in.
   Pay Freq: The pay frequency assigned to the employee's PIN or WIN
   Emp Type: P = position employee; W = WIN employee.
   Hourly Rate: The pay rate per hour for employee.
   Net Pay: The Gross less deductions, taxes, etc.
   Pay Method: The method of payment for employee (*i.e.*, Salary or Hourly)
   Adjusted Gross: The gross pay less any noncash earnings.
   Gross Pay: The total earnings.
   Contract: The contract number for the WIN contract employee.
   School Earned: For school employees only, the amount that was earned for school days in the pay period.
   School Paid: For school employees only, the amount the employee is being paid for the pay period.
   Salary: The salary associated with the employee's rate of pay.
   Trans Code: The earnings, taxes, and deduction codes applied to the separation payment. **Note**: Press F8 to scroll for additional transactions codes associated with this payment. Press F7 to scroll back.
   Trans Type: The description for the transaction code.
   Pay Period Hours: The number of hours for the related earnings code.
   Employee Amount: Amount pertaining to the employee for earnings, taxes, deductions, etc.	

Your Action…	System Response…
Continued: Employer Amount: Amount pertaining to the employer for taxes. Wage Base: The amount of wages subject to taxation for the tax code listed.	

Adjust Pay Browses

The Adjust Pay menu has a browse option that contains eight browses that may be used to view Adjust Pay transactions and their statuses. The browse adjustments screens allow users to examine adjustment transactions by agency, employee, or status. The Browse Separated Employees screen allows viewing by agency and termination date. The Browse Adjustments Not Sent and Browse Adjustments Awaiting Approval allow the modification of an adjustment while the other Browse Adjustments screens only allow an adjustment to be displayed.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.

```
PHFNC10  PHVJ         STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/22/2018
PHIMAINU PHIMAINM               Adjust Pay Browses Menu                  10:32 AM

            Code     Description                          FastPath

            BA    Browse Adjustments for Employee
            BB    Browse Adjustments Not Sent
            BC    Browse Adjustments Awaiting Approval
            BD    Browse Adjustments Approved
            BG    Browse Separated Employees
            BE    Browse All Adjustments for Employee
            BH    Browse Adjustments by Adjustment Type
            BI    Browse Adjustments by Adj Type and Pay Period






       Code: __

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

Browse Adjustments for Employee

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.
4. Choose **BA** (Browse Adjustments for Employee) from the Adjust Pay Browses Menu and press ENTER. The selection critria include Agency, Social Security Number and Pay Period End Date.	The Browse Adjustments for Employee screen will appear. Information displayed includes Name, SSN, Adjustment Type, Adjustment Amount, Pay Period End Date, and Approval Status.

```
PHFNC10  PHVG      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/16/2020
PHPAPA2B PHPAPA2M          Browse Adjustments for Employee            12:20 PM

Actions: (D)                         Adjustment     Adj      Pay Period Appr
 Act         Name          SSN         Type        Amount    End Date  Stat
 ---  --------------------  ---------  ------------  ----------  ---------- -----
                           *** End of Data ***








 *Agency: ____   *SSN: _____   PP End Date: __ __ ____  (MMDDYYYY)

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…
5. Choose **D**isplay beside the requested record and press ENTER.	The Adjustment record screen will be displayed.

Browse Adjustments Not Sent

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

Your Action…	System Response…
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.
4. Choose **BB** (Browse Adjustments Not Sent) from the Adjust Pay Browses Menu and press ENTER. The selection criteria include Agency, Pay Period End Date, and Social Security Number.	The Browse Adjustments Not Sent screen will appear. Information displayed includes Name, SSN, Adjustment Type, Adjustment Amount, Pay Period End Date, and Approval Status.

```
PHFNC10  PHVG     STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/16/2020
PHPAPA4B PHPAPA4M           Browse Adjustments Not Sent              12:22 PM

Actions: (D,M)                        Adjustment     Adj      Pay Period  Appr
 Act         Name              SSN       Type       Amount    End Date    Stat
 ---  --------------------  ---------  ------------ ---------- ----------  ----
                         *** End of Data ***









 *Agency: ____  PP End Date: __ __ ____  (MMDDYYYY) *SSN: _____

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…
5. Choose **D**isplay or Modify beside the requested record and press ENTER.	The Adjustment record screen will be displayed.

Browse Adjustments Awaiting Approval

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.

Your Action…	System Response…
4. Choose **BC** (Browse Adjustments Awaiting Approval) from the Adjust Pay Browses Menu and press ENTER. The selection criteria include Agency, Social Security Number, and Pay Period End Date,	The Browse Adjustments Awaiting Approval screen will appear. Information displayed includes Name, SSN, Adjustment Type, Adjustment Amount, Pay Period End Date, and Approval Status.

```
PHFNC10  PHVG      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/16/2020
PHPAPA3B PHPAPA3M       Browse Adjustments Awaiting Approval           12:24 PM

Actions: (D,M)                          Adjustment     Adj      Pay Period  Appr
 Act       Name              SSN          Type        Amount    End Date    Stat
 --- -------------------- ---------  ------------ ----------  ----------  ----
                         *** End of Data ***








 *Agency: ____   *SSN: _____    PP End Date: __ __ ____   (MMDDYYYY)

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…
5. Choose **D**isplay or Modify beside the requested record and press ENTER.	The Adjustment record screen will be displayed.

Browse Adjustments Approved

On the Browse Adjustments Approved, there is a field to indicate whether the adjustment is marked for supplemental. When preparing to run a supplemental, please review this listing so you will be aware of what adjustments will be processed. Review this browse after the supplemental has paid to see if anyone was missed. There may be adjustments for paying overtime, unused leave upon separation, insurance refunds, and additional time owed that were approved but never paid because it was not marked for supplemental. If an employee is no longer employed with the agency, an approved adjustment cannot be processed on a regular payroll. These adjustments need to be paid. If you have trouble marking the adjustment for supplemental, contact mash@dfa.ms.gov for assistance.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.
4. Choose **BD** (Browse Adjustments Approved) from the Adjust Pay Browses Menu and press ENTER. The selection criteria include Agency, Social Security Number, and Pay Period End Date.	The Browse Adjustments Approved screen will appear. Information displayed includes Name, SSN, Adjustment Type, Adjustment Amount, Pay Period End Date, Approval Status, and Supplemental Indicator.

```
PHFNC10   PHVE       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/21/2018
PHPAPA6B PHPAPA6M             Browse Adjustments Approved                02:19 PM
 Actions:  (D)

                                    Adjustment    Adj     Pay Period Appr Supp
Act         Name            SSN        Type       Amount   End Date  Stat Ind
--- -------------------- ---------- ------------ ---------- ---------- ---- ----
                             *** End of Data ***













*Agency: ____   *SSN: _____   PP End Date: __ __ ____  (MMDDYYYY)

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…
5. Choose **D**isplay beside the requested record and press ENTER.	The Adjustment record screen will be displayed.

Browse Separated Employees

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.
4. Choose **BG** (Browse Separated Employees) from the Adjust Pay Browses Menu and press ENTER. The selection criteria include Agency and Termination Date.	The Browse Separated Employees screen will appear. Information displayed includes Agency#, PIN, Term Date, SSN, Employee Name, and Separation Reason.

```
PHFNC10   PHVG      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/16/2020
PHPASE2B PHPASE2M            Browse Separated Employees                12:26 PM

 Actions:  (A,D,M,P)
                      Term                                            Sep
Act Agency#   PIN     Date          SSN          Employee Name        Rsn
--- ------- ------   ----------  -----------  ----------------------------  ----
                         *** End of Data ***







* Agency: _____  Termination Date: __ __ ____

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

Your Action…	System Response…
5. Choose Add, Display, Modify, or Purge beside the requested record and press ENTER.	The Separation screen will appear.

Browse All Adjustments for Employee

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.

_____

Your Action…	System Response…
4. Choose **BE** (Browse All Adjustments for Employee) from the Adjust Pay Browses Menu and press ENTER. The selection criteria include Agency, SSN, and Pay Period End Date.	The Browse All Adjustments for Employee screen will appear. Information displayed includes Name, SSN, Adjustment Type, Adjustment Amount, Pay Period End Date, and Approval Status.

```
PHFNC10  PHVG      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/16/2020
PHPAPA7B PHPAPA7M      Browse ALL Adjustments for Employee           12:27 PM

Actions: (D)                           Adjustment    Adj      Pay Period Appr
 Act         Name              SSN       Type      Amount     End Date  Stat
 --- -------------------- --------- ------------ ---------- ---------- -----
                          *** End of Data ***








 *Agency: ____   *SSN: _____   PP End Date: __ __ ____  (MMDDYYYY)

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…
5. Choose Display beside the requested record and press ENTER.	The Adjustment record screen will be displayed.

Browse Adjustments by Adjustment Type

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.
4. Choose **BH** (Browse Adjustments by Adjustment Type) from the Adjust Pay Browses Menu and press ENTER. The selection criteria include Adjustment Type, Agency, SSN, and Pay Period End Date.	The Browse Adjustments by Adjustment Type screen will appear. Information displayed includes Agency, Name, SSN, Adjustment Type, Adjustment Amount, Pay Period End Date, and Approval Status.

_____

```
PHFNC10  PHVG      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/16/2020
PHPAPA8B PHPAPA8M    Browse Adjustments by Adjustment Type          12:28 PM

Actions: (D)                              Adjustment     Adj      Pay Period Appr
 Act  Agcy      Name           SSN           Type       Amount    End Date  Stat
 ---  ----  --------------- ---------  ------------- ----------   ---------- -----
                         *** End of Data ***









 *Adj Type: _  Agency: ____   *SSN: _____   PP End Date: __ __ ____  (MMDDYYYY)

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…
5. Choose **D**isplay beside the requested record and press ENTER.	The Adjustment record screen will be displayed.

Browse Adjustments by Adjustment Type and Pay Period

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **AB** (Adjust Pay Browses) from the Adjust Pay Menu and press ENTER.	The Adjust Pay Browses Menu will appear.
4. Choose **BI** (Browse Adjustments by Adjustment Type and Pay Period) from the Adjust Pay Browses Menu and press ENTER. The selection criteria include Adjustment Type, Pay Period End Date, Agency, and SSN.	The Browse Adjustments by Adjustment Type and Pay Period screen will appear. Information displayed includes Agency, Name, SSN, Adjustment Type, Adjustment Amount, Pay Period End Date, and Approval Status.

```
PHFNC10  PHVI       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      03/28/2018
PHPAPA9B PHPAPA9M  Browse Adjustments by Adj Type and Pay Period       02:27 PM

Actions: (D)                          Adjustment     Adj     Pay Period Appr
 Act  Agcy      Name            SSN       Type       Amount    End Date  Stat
 ---  ----  --------------- ---------  ------------ ---------- ---------- -----
                          *** End of Data ***














 *Adj Type: _ PP End Date: __ __ ____   *Agency: ____   *SSN: _____
                          (MMDDYYYY)
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…
5. Choose **D**isplay beside the requested record and press ENTER.	The Adjustment record screen will appear.

Other Payments Menu

The Other Payments Menu is used to facilitate payment of certain types of leave earned by an employee,to adjust leave balances when necessary, make payments/voids that cannot be created through other adjustment processes, and record disability payments that must be included on the W-2. The Maintain Buyout Parms screen allows an agency to set up parameters for the payment of FLSA compensation, Agency compensation, and floating holiday leave earned. CALBK must be identified on the Position record prior to payment to the employee for the Agency compensation leave earned. The Agency must be certified for HLPAY to be able to pay employee for floating Holiday. The Maintain Buyout Pay Status screen is used to exclude an employee's record from the buyout process. The Maintain Leave Balance screen is used to adjust various leave balances for an employee. It is important to note that leave balance is modified for the period that contains estimated accruals. Exception Pay and Third Party Sick Pay are for DFA entry only. Exception Pay creates an adjustment to pay transactions or back out transactions that cannot be done through the normal adjustment processes. The Exception Pay Request form must be completed and sent to DFA to be entered by them. This will create an adjustment to be processed on a supplemental payroll. Third Party Sick Pay is used by DFA to enter disability payments received from third party vendors that must be included on the yearly W-2.

Maintain Buyout Parms Screen

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **OP** (Other Payments) from the Adjust Pay Menu and press ENTER.	The Other Payments Menu will appear.

```
PHFNC10  PHVH        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/12/2018
PHIMAINU PHIMAINM               Other Payments Menu                     10:30 AM


          Code      Description                              FastPath

          BO    Maintain Buyout Parms
          MS    Maintain Buyout Pay Status
          ML    Maintain Leave Balances
          EP    Exception Pay









     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 **BO** (Maintain Buyout Parms) from the Other Payments Menu and press ENTER.	The Maintain Buyout Parms screen will appear.

```
PHFNC10  PHVG      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/16/2020
PHPAB01D PHPAB01M            Maintain Buyout Parms                  12:36 PM

 *Action: _ (A,C,D,M,P) *Agency: ____   Pay Period _____ (MMDDYYYY)  Note: N
                                                    Floating
                       FLSA Comp        Agency Comp   Holiday
                      -----------      -----------   -----------
 Lower Limit...: _____   _____   _____
 Upper Limit...: _____   _____   _____
 FLSA Status...: _ _ _ _ _ _ _ _ _ _
 Geo Location..: _____ _____ _____ _____   1 of
*Occu Code.....: _____
                 _____                                      1 of
                 _____


 Buyout Totals:$              $              $

 Supplemental: _       Build/Rebuild: N       Report: N      Approval: _

 Last Upd Dt/Tm                       Last Upd Pgm/User
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      Help  Main  End         Note        Bkwd  Fwd                    Quit
```

Your Action…	System Response…

5. Choose **A**dd to create a new record or other desired action for a previously established record and enter the following information.
 	
   *Agency: Enter the four-digit agency code.
   *Pay Period: Enter the pay period ending date. This indicates what month's leave balance to be reviewed.	

6. Press ENTER.	

7. Enter the following information for FLSA Comp, Agency Comp, and/or Floating Holiday.
 	
   Note: If narrative information has been attached (PF5) to the record, Yes will be displayed.
   Lower Limit: The lowest value for the range of hours to buyout. This field can be blank and will indicate 0.
   Upper Limit: The highest value for the range of hours to buyout. This amount must be greater than the lower limit. Hours greater than the lower limit and less than the higher limit will be bought out.
   FLSA Status: Indicate the specific FLSA status code for the buyout if applicable.	

Your Action…	System Response…
Continue entering the following information. **Geo Location**: Indicate the specific Geographic location code(s) for the buyout if applicable. ***Occu Code**: Indicate the specific occupation codes to be included in the buyout. *(Contact MMRS prior to entry of this field.)* Buyout Totals$: Dollar amount of FLSA comp time buyout. **Build/Rebuild**: Input Y to create the buyout request. **Report**: Input **Y** to generate a listing of employees to be included in the buyout for the pay period.	
8. Press ENTER.	Buyout Parms 0000-00000000-000 added successfully. Buyout Totals are listed.
9. Review Buyout report to verify accuracy.	
10. If employee is listed on the report that should not be included, go to the Maintain Buyout Pay Status screen (**PA AP OP MS**) to exclude employee(s).	
11. Choose **M**odify and Press ENTER.	
12. If changes to the parameters need to be made, correct the entries and enter **Y** in Build/Rebuild.	
13. Press Enter	
14. If the Buyout is correct, enter the following information. **Supplemental**: Input **Y** to include these payments in the next processed supplemental run. **Approval:** Input **Y** to approve the buyouts for payments. *Once approval of Y is entered, no changes can occur to this buyout.*	
15. Press ENTER.	Buyout Parms 0000-00000000-000 modified successfully.

_____

Maintain Buyout Pay Status

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **OP** (Other Payments) from the Adjust Pay Menu and press ENTER.	The Other Payments Menu will appear.
4. Choose **MS** (Maintain Buyout Pay Status) from the Other Payments Menu and press ENTER.	The Maintain Buyout Pay Status screen will appear.

```
PHFNC10  PHVG      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/16/2020
PHPAB05B PHPAB05M             Maintain Buyout Pay Status               12:37 PM
                                                                      2 more >

Action:  (D,M)
Act Ind    Employee Name        SSN
--- --- -------------------- ---------  ------------ ------------ -----------
                         *** End of Data ***










  Agency: ____   PP End Date: __ __ ____    *SSN: _____
  Total Amounts:$
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 fields: **Agency:** The four-digit agency field. **PP End Date:** The pay period end date. ***SSN:** The social security number of a specific employee. Total Amounts $: The system will populate the dollar amount of FLSA comp time buyout.	
6. Press ENTER.	

_____

Your Action…	System Response…
7. To exclude a record prior to approval of the buyout for the pay period: Choose **M**odify for the record to be excluded and press ENTER. Place cursor on **EXC** in the Exclude Ind field. Press ENTER. Press **F3** to return to previous screen. Repeat procedures in this Step (7) for other exclusions, if necessary.	The Maintain Employee Buyout screen will appear. The record will be marked as EXC (Excluded) from the buyout to be processed for the pay period. **NOTE**: The exclusion must take place *prior to* approval of the Maintain Buyout Parms screen (**PA AP OP BO**).
8. Once all exclusions have been indicated for the pay period, go to the Maintain Buyout Parms screen (**PA AP OP BO**) to approve the buyout.	

Maintain Leave Balances

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **OP** (Other Payments) from the Adjust Pay Menu and press ENTER.	The Other Payments Menu will appear.
4. Choose **ML** (Maintain Leave Balances) from the Other Payments Menu and press ENTER.	The Maintain Leave Balances screen will appear.

```
PHFNC10   PHVG      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/16/2020
PHPALB1D PHPALB1M            Maintain Leave Balances                   12:06PM

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

 *Agency: ____ *SSN: _____ *Accrual Code: _____

  Month End Date: __ ____


        Status of Balances........: Estimate Leave Balances
        Balance at start of Month.:      0.00
        Hours taken during Month..:      0.00
        Hours accrued during Month:      0.00

        Increase in Leave Balance.:  _____
        Decrease in Leave Balance.:  _____
                                                          Approval: N


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

Your Action…	System Response…
5. Choose **A** to add a record or any other desired action for a pre-existing record and enter the following information: Name: System will populate the Employee's name. Note: If narrative information has been attached (PF5) to the record, Yes will be displayed. ***Agency:** Enter the four-digit agency code xxxx. ***SSN**: Enter the employee's Social Security Number. ***Accrual Code:** Enter the leave code to be adjusted.	
6. Press ENTER.	The month end date for the estimated leave balances will appear.
7. To adjust the balance, enter the following information: Month End Date: Enter the Month and year of the pay period end date. Status of Balances: System will populate the estimated leave balance. Balance at start of Month: System will populate this balance. Hours taken during the Month: System will populate this balance. Hours accrued during Month. System will populate this balance. Increase in Leave Balance: (add) OR Decrease in Leave Balance: (subtract) Approval: Enter **Y** for approval. **NOTE:** Once approvals have been applied to the Maintain Leave Balance screen, no modification (action of M) can occur for the Month End Date. However, a new entry of Add can be input for the record.	
8. Press ENTER.	Adjustment Record XXXX-000000000 added successfully.

Exception Pay- Limited Usage (DFA Entry Only)

The exception pay process is for a payroll adjustment that cannot be processed any other way in SPAHRS. For example, an exception pay may be required if there is a court ordered back pay or reinstatement and the tax or holiday tables for that period are no longer valid in the system or if a court order sets payment requirements that do not follow normal payroll calculations. It is also used to back out separation leave payments when the employee refunds the payment with a personal check.

Whenever exception pay is needed, SPAHRS will not perform any payroll calculations for taxes or retirement; all calculations must be manually performed by the agency. The calculation must include at least one earnings code. The deduction amounts for all taxes, retirement, and other deductions must be reflected on the form, along with the expected net pay for the transactions submitted. The employer matching amounts for FICA, Medicare, retirement, life insurance and health insurance premiums must also be shown separately.   After all entries have been made, SPAHRS will calculate a net pay amount. The net pay cannot be less than zero. Based on the earnings code(s) and deductions entered, SPAHRS will calculate the taxable wage bases and validate any entries for FICA, Medicare, and retirement. A supplemental payroll must be run to process an Exception Pay Adjustment.

The system will add the payment to the year-to-date payment amounts reflected in SPAHRS and will record the information on the individual's W-2; however, the payment will not be reflected in the pay period-to-date totals within the system and will not be picked up for any future adjustments to the pay period.. The system will generate the individual and vendor payments when the payroll is processed. If the payment is for a pay period that is more than eighteen months in the past, and it includes retirement wages and contributions, the agency must submit a PERS Form 10 to have the individual's creditable service adjusted manually.

Since SPAHRS does not perform the payment calculations and only performs limited edits, the exception pay can only be entered into SPAHRS by DFA. When the agency has performed all manual calculations, a SPAHRS – Exception Pay Request Form (found at https://www.dfa.ms.gov/media/6730/6316-spahrs-exception-pay-request-form.pdf) must be completed and submitted to BFC Payroll office for processing. Instructions for completing this form is found at https://www.dfa.ms.gov/media/6731/6317-spahrs-exception-pay-request-procedures.pdf.

Your Action…	System Response…
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **AP** (Adjust Pay) from the Payment Menu and press ENTER.	The Adjust Pay Menu will appear.
3. Choose **OP** (Other Payments) from the Adjust Pay Menu and press ENTER.	The Other Payments Menu will appear.
4. Choose **EP** (Exception Pay) from the Other Payments Menu and press ENTER.	The Exception Pay screen will appear.

```
PHFNC10  PHVH      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    09/12/2018
PHPAEX1D PHPAEX1M                  Exception Pay                      10:14 AM

*Action _ (D)                                                       Note: N
*Agency: ____  *SSN: _____  *PP End Date: __ __ ____  Freq: _ *PIN/WIN: _____

Hourly Rate...:           Net Pay.....: 0.00      Worker Type(P/W).: P
Gross Pay.....:           Salary......:           Pay Method.......:
Adjusted Gross:           School  Paid: _____  Earned: _____
 1 of 0
Trans     Trans    Tax/Deduct  Employee    Employer    Pay Period     Wage
Code      Type       Seq#       Amount      Amount       Hours        Base
-----  ---------  ----------  -----------  ----------  ----------  -------------
____              _____    _____   _____   _____
____              _____    _____   _____   _____
____              _____    _____   _____   _____
____              _____    _____   _____   _____
____              _____    _____   _____   _____
 Supplemental: _              Deceased: _               Approval: N
 LastUpdttm:                    LastUpdtUser/Pgm:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd                    Quit
```

Your Action…	System Response…
5. Choose A to add a record or any other desired action for a pre-existing record and enter the following information: Name: System will populate the Employee's name. Note: If narrative information has been attached (PF5) to the record, Yes will be displayed **Agency**: Enter the four-digit agency code xxxx. **SSN**: Enter the employee's Social Security Number. **PP End Date:** Enter the Pay Period End Date (MM DD CCYY). **Freq**: Enter the frequency at which the employee/worker is paid. **PIN/WIN:** Enter the PIN/WIN number of the employee/worker. Hourly Rate: The system will populate the hourly rate of the employee. Net Pay: The system will populate the total pay after all deductions and taxes.	

Your Action…	System Response…
Continued. **Worker Type (P/W):** Enter **P** for PIN or **W** for WIN. Gross Pay: The amount of payment prior to deductions. Salary: The pay period salary for this employee. Pay Method: The method of payment for employee (*i.e.*, Salary or Hourly). Adjusted Gross: System will be populate the pay after deductions prior to taxes. School Paid: For school employees only, the amount the employee is being paid for the pay period. Earned: For school employees only, the amount that was earned for school days in the pay period.	
6. Press ENTER.	
7. Enter the following information: **Trans Code:** Code identifying the specific transactions: deduction, earnings, or tax. Trans Type: System will populate this information based on the transaction code. Tax/Deduct Seq#: Enter the sequence number of the deduction code. **Employee Amount**: Total amount for the transaction type for the current pay period. **Employer Amount**: The employer contribution amount for the current period. **Pay Period Hours**: Enter the hours to be paid within the pay period. Wage Base: This field is populated with the amount of wages calculated by SPAHRS. Supplemental: Input **Y** to include these payments in the next processed supplemental run. **Supplemental**: The system will default to No and the adjusted earnings will be processed with the next payroll run for the above pay frequency. Enter **Y**es, if a supplemental check should be processed for the adjusted earnings in the next supplemental run.	

Your Action…	System Response…
Continue entering the following information. Deceased: The system will default to **N**o. Enter **Y**es for a deceased employee. **Approval:** The system will default to No, indicating the adjustment is not ready for the approval process. Enter **Y**es, if the adjustment is complete and ready to begin the approval process.	
8. Press ENTER.	Adjustment Record XXXX-000000000 added successfully.

Adjust Pay Common Issues and Solutions

TOPIC	ISSUE	SOLUTION
Adjust Earnings	Employee tax information changed after payroll run.	After the applicable tax records have been modified, add an adjustment record (PA AP AE) for the pay periods involved. If an amount is due from the employee, either enter RCDCK on the timesheet for the amount the employee will pay back, or set up an MISCA deduction and deduct money from future payrolls.
Adjust Earnings	Attempting to pay a supplemental, but the Adjust Earnings screen brings up amounts on transaction codes that are not expected.	Check the entries for the transaction codes with amounts via the timesheet, taxes entered, and deduction transaction.
Adjust Earnings	Tax levy released after payroll processed but prior to warrant issued to employee.	End the deduction, add an adjustment record (PA AP AE), and refund the employee on the next supplemental payroll.
Adjust Earnings/Issue Pay	Gen SAAS/Calc Pay Distribution Difference Report has an employee listed.	Determine that the positive amounts in the net pay field are greater than the negative amounts. Net pay cannot be less than zero.
Adjust Earnings/Issue Pay/Separation	Adjustments were entered and approved but do not show up on the supplemental run.	The Supplemental field must = Y for inclusion on the next supplemental run. If left blank, the adjustment will be included in the regular payroll but only if the employee is on the next regular payroll. (Separation Pay should only be run on a Supplemental after all other payments have been made to the employee.)
Buyout	Some employees were paid on the buyout for agency comp, and some were not. They all should have been paid.	Verify that BUYCP was not entered on the individual timesheets. The buyout adjustment will not create if the code is entered on the timesheet *and* the Maintain Buyout Parms screen is processed for the same pay period.

_____

TOPIC	ISSUE	SOLUTION
Buyout	Want to use buyout code for FLSA, and Agency comp time.	A buyout code has been established for each type of comp time. The employee must be certified for CALBK to be eligible for Agency comp time leave buyout.
Buyout	Want to use buyout code for Holiday time.	A buyout code has been established for each type of comp time. The Agency must be certified for HLPAY to be eligible for Holiday leave buyout.
Buyout	Attempting to do a timesheet override for an employee for EXTWK hours on a supplemental payroll.	Cannot do a timesheet override in this instance.
Buyout	Need to exclude an employee from an approved Maintain Buyout.	Once the approval has been applied to the screen (PA AP OP BO) no exclusions can occur. An adjustment can be made for the next pay period.
Issue Payment	A timesheet was deleted for an employee prior to processing the regular payroll. I now need to pay this employee, but the adjust earnings screen did not process.	Since an initial payment was not issued for this employee during the regular payroll, this is not an adjustment to earnings; it is an original pay. Therefore, the Issue Payment screen (PA AP IP) should be used.
Leave	Employee paid for too many leave hours.	On the latest timesheet, input DOCKH for hours that should not have been paid; then have the employee pay back the difference. View the adjustment record (AE) for the pay period that the timesheet covers to obtain the amount to be paid back. Input RCDCK on the timesheet for the amount to be refunded.
Leave	An employee has been terminated. The employee's personal leave balance is incorrect. The actual accrual has been processed for the month in question.	Contact the MMRS Call Center for assistance in changing actual leave to estimated leave. After receiving notification from the MMRS Call Center, modify the leave by using the Maintain Leave Balance Screen (PA AP OP ML).

TOPIC	ISSUE	SOLUTION
Leave	An employee termed one month and was rehired the next. A payment for the personal leave balance at the time of the termination is needed.	Make sure the leave balance is what it should be at the time of termination. If the balance is incorrect, process a Maintain Leave Balance adjustment (PA AP OP ML). Once the leave balance is correct for the termination date, process a Separation adjustment (PA AP SP). *After the separation adjustment has **paid**,* use the Maintain Leave Balance adjustment screen to add the new balance effective at the time the employee was rehired. Note: Pay the separation adjustment before you put the person back into the system as a rehire.
Leave	Employees need to be paid for agency comp time earned during the pay period.	Determine the employees are certified for CALBK on the Position record. Input the Maintain Buyout Parms screen (PA AP OP BO). Verify employees for payment and exclude any that should not receive it. See workbook for additional procedures.
Leave	Only one employee needs to be paid for comp time earned.	Determine the employee is certified for CALBK on the Position record. Determine the applicable buyout code and input it on the appropriate timesheet.
Leave	Employees have 240+ FLSA comp hours but system only shows the employees' agency comp time payment.	Automatic payments are included on the regular payroll when an employee exceeds the 240 FLSA hours in SPAHRS. (EM MP MD)
Void Warrant	Overpayment to employee prior to issuing warrant to employee.	Void employee warrant (PA AP VO). Complete the Void Warrant Form and submit to DFA along with the warrant (employee and vendor) to DFA.

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