Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6310	SPAHRS PR Payroll Report Menu	Revision Date: 8/07/2017
		Version: 3

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Objective

Develop an understanding of the Payroll Reports Menu.

Outcome

An understanding of the menus associated with various job submissions related to the payroll process.

Overview

In instances in the payroll process where there are many employee records to be reviewed, these reports can provide an efficient means to monitor, reconcile, and locate processing/data-entry errors. The reports are accessed through the Payment Menu. The reports are run by the user on an as needed basis and are created by the initiation of batch job submissions.

Payroll Reports

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

```
PHFNC10  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    10/31/2016
PHIMAINU PHIMAINM                    Payment Menu                      10:18 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 **PR** (Payroll Reports) from the Payment Menu and press ENTER.	The Payroll Reports Menu will appear.

```
PHFNC10   PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    10/31/2016
PHIMAINU PHIMAINM             Payroll Reports Menu                   10:20 AM

            Code       Description                      FastPath

            RP    Payroll Balancing Reports             PSBR
            LT    Legislative Tax Information Report
            DP    Download Pay Details by Pay Date
            DW    Agency Duplicate Payments Report
            SW    Statewide Duplicate Payments Report
            PD    Pre-Tax Ded Not On Tax-Exempt Records Report
            ER    Fiscal YTD Earnings Download           YTD




        Code: __

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

Payroll Balancing Reports

Your Action …	System Response …
3. Choose **RP** (Payroll Balancing Reports) from the Payroll Reports Menu and press ENTER.	The Payroll Balancing Reports screen will appear.

```
PHFNC10   PHV4       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    10/31/2016
PHPAA01P PHPAA01M          Payroll Balancing Reports                 10:21 AM

*Agency Nbr.: ____      _  Employees with Direct Deposit
 Fiscal Year: ____      _  Employees with Earned Income Credit
                        _  Employees with No Federal Tax Record
  Select the            _  Employees with No State Tax Record
  required             _  Employees with ***NAC*** for Address
  reports by           _  Employees with Additional Federal Tax Withheld
  marking 'X'          _  Employees with Additional State Tax Withheld
                        _  Employees Federal Filing Status
                        _  Employees State Filing Status
                        _  Employees Specific Deductions
                        _  Employees with No 'PERS' Record
                        _  Employees with Duplicate Deductions
                        _  Employees with Duplicate Active FIT and MSIT Tax
                        _  Employees without Account Distribution
                        _  Employees with Account Distribution
                        _  Employees with Eligibility Seq Number Missing

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 the following information: **Agency Nbr.:** Enter four-digit SPAHRS agency number. **Fiscal Year:** Enter the 12 month fiscal year. **Place an X** beside the report(s) to be printed.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully

Download Pay Details By Pay Date

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **PR** (Payroll Reports) from the Payment Menu and press ENTER.	The Payroll Reports Menu will appear.
3. Choose **DP** (Download Pay Details by Pay Date) from the Payroll Reports Menu and press ENTER.	The Download Pay Details By Pay Date screen will appear.

```
PHFNC10   PHV4    STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM        10/31/2016
PHPCPD4D PHPCPDBM          Download Pay Details by Pay Date              10:23 AM




                 Agency: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
                        ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

        All Frequencies: Y
  Specified Frequencies: _ _ _ _ _ _ _ _ _ _

            Start Date: __ __ ____        End Date: __ __ ____


              File Name:

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

Your Action …	System Response …
4. Enter the following information: **Agency:** Enter four-digit SPAHRS agency number. All Frequencies: Change to **N**o, if only certain frequencies are being requested. Defaults to **Y**. Specified Frequencies: Enter the specified pay frequencies being requested. **Start Date:** Enter the starting pay date. **End Date:** Enter the ending pay date. File Name: The system will populate this information once the job has been completed.	
5. Press ENTER.	The Batch Job Submission screen will appear. The System will populate the File Name.
6. Press ENTER.	Job submitted successfully.

Agency Duplicate Payments Report

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **PR** (Payroll Reports) from the Payment Menu and press ENTER.	The Payroll Reports Menu will appear.
3. Choose **DW** (Agency Duplicate Payments Reports) from the Payroll Reports Menu and press ENTER.	The Download Pay Details By Pay Date screen will appear.

```
PHFNC10  PHV3    STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   10/31/2016
PHPCPMTD PHPCPMTM            Agency Duplicate Payments Report        10:29 AM




          Agency Number: ____

         *Pay Frequency: _          (Optional)

          Start Date...: __ __ ____ (MM/DD/CCYY)

          End Date.....: __ __ ____ (MM/DD/CCYY)



          Enter: Agency Number, Frequency, Start and End Dates


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. Enter the following information: **Agency Number:** Enter four-digit SPAHRS agency number. *Pay Frequency: Enter the pay frequency being requested or leave blank to print all. **Start Date:** Enter the starting pay date. **End Date:** Enter the ending pay date.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully

Legislative Tax Information Report (Legislative Agency ONLY)

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **PR** (Payroll Reports) from the Payment Menu and press ENTER.	The Payroll Reports Menu will appear.
3. Choose **LT** (Legislative Tax Information Report) from the Payroll Reports Menu and press ENTER.	The Legislative Tax Information Report screen will appear.

```
PHFNC10  PHV3    STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/31/2016
PHPCPDTD PHPCPDTM          Legislative Tax Information Report      10:30 AM




          Tax Year: ____
            Agency: ____
              *SSN: _____



          Leave SSN field blank to run report for entire agency.



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

Your Action …	System Response …
4. Enter the following information: **Tax Year:** Enter the tax year for the information being requested. **Agency Number:** Enter four-digit SPAHRS agency number. *SSN: Leave SSN field blank to run report for an entire agency.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully

Statewide Duplicate Payments Reports (DFA ONLY)

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **PR** (Payroll Reports) from the Payment Menu and press ENTER.	The Payroll Reports Menu will appear.
3. Choose **SW** (Statewide Duplicate Payments Reports) from the Payroll Reports Menu and press ENTER.	The Statewide Duplicate Payments Reports screen will appear.

```
PHFNC10  PHV3    STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/31/2016
PHPCPM2D PHPCPM2M           Statewide Duplicate Payments Report        10:31 AM




               *Pay Frequency: _          (Optional)

                Start Date...: __ __ ____ (MM/DD/CCYY)

                End Date.....: __ __ ____ (MM/DD/CCYY)




                Enter: Pay Frequency, Start and End Dates




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. Enter the following information: *Pay Frequency: Enter the pay frequency being requested or leave blank to print all. **Start Date:** Enter the starting pay date. **End Date:** Enter the ending pay date.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully

Pre-Tax Deductions Not on Tax-Exempt Records Report (DFA ONLY)

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **PR** (Payroll Reports) from the Payment Menu and press ENTER.	The Payroll Reports Menu will appear.
3. Choose **PD** (Pre-Tax Ded Not on Tax-Exempt Records Report) from the Payroll Reports Menu and press ENTER.	The Pre-Tax Ded Not on Tax-Exempt Records Report screen will appear.

```
PHFNC10   PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    10/31/2016
PHPCDC4D PHPCDC4M     Pre-Tax Ded Not on Tax-Exempt Records Report    10:32 AM




                      Submit Report:  _

                   Select by marking 'X'








Direct Command: _____

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

Your Action …	System Response …
4. Enter the following information: **Submit Report:** Enter **X.**	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully

Fiscal YTD Earnings Download

This download file may be used by the agency's IT staff to write a program to identify anyone who might be coming close to making more than the governor.

Your Action …	System Response …
1. Choose **PA** (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose **PR** (Payroll Reports) from the Payment Menu and press ENTER.	The Payroll Reports Menu will appear.
3. Choose **ER** (Fiscal YTD Earnings Download) from the Payroll Reports Menu and press ENTER.	The Fiscal YTD Earnings Download screen will appear.

```
PHFNC10  PHV3      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      10/31/2016
PHPA010D PHPA010M            Fiscal YTD Earnings Download             10:39 AM




                  Agency Number: ____

                  From Date....: _____   (MMDDYYYY)

                  To Date......: _____   (MMDDYYYY)

                  Filename.....:






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

Your Action …	System Response …
4. Enter the following information: **Agency Number:** Enter four-digit SPAHRS agency number. **From Date:** Enter the starting pay. **To Date:** Enter the ending pay period.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully.